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Procedure for Empanelment of Validation and Verification Bodies: Carbon Registry-India

DRAFT VERSION 1.1

**NETWORK FOR CERTIFICATION AND CONSERVATION OF
FORESTS**



NCCF



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ABBREVIATIONS

- AFOLU: Agriculture, Forestry and Land Use
- CDM: Clean Development Mechanism
- CR-I: Carbon Registry-India
- CS: Carbon Standard
- DOE: Designated Operational Entity
- DE: Delegate Entity
- EP: External Project
- ESC: Extended Stakeholder Consultation
- GHG: Greenhouse Gases
- GS: Gold Standard for Global Goals
- IMD: Independent Methodology Developer
- IPP: Independent Project Proponent
- ISO: International Organization for Standardization
- MAP: Methodology Approval Procedure
- NCCF: Network for Certification and Conservation of Forests
- PG: Programme Guide
- RIP: Registration and Issuance Procedure
- UNFCCC: United Nations Framework Convention on Climate Change
- VCS: Verified Carbon Standard
- VVB: Validation and Verification Body
- VVS: Validation and Verification Standard



1. OBJECTIVES

VVB empanelment procedure document (hereafter referred to as the ‘**Document**’), provides requirements and step-by-step guidance to Validation and Verification Body (hereafter referred to as the “**VVB**”) seeking empanelment for the activities of validation and/or verification of projects and/or assessment of methodologies with Carbon Registry-India (hereafter referred to as ‘the **Registry**’).

2. TERMS AND DEFINITIONS

The definitions of terms applicable under the Registry have been made available in the Glossary of Terms. Apart from that, the following definitions apply within this Document:

- “Shall”: indicates requirements strictly to be followed in order to conform to the Document.
- “Should”: indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required. A VVB can meet these requirements in an equivalent way provided this can be demonstrated and justified.
- “May”: indicates a course of action permissible within the limits of the Document.

3. ELIGIBILITY CRITERIA

This section of Document prescribes eligibility criteria for a VVB seeking empanelment with the Registry. VVB shall comply with eligibility criteria as prescribed in this section to be eligible for consideration for empanelment with the Registry by NCCF. Mere fulfilment of the eligibility criteria shall not be considered as a guarantee for empanelment with the Registry.

3.1. Validation and Verification of Projects

- 3.1.1. VVBs seeking empanelment with the Registry to perform activities of validation and/or verification of projects shall completely comply with either of the three eligibility criteria and provide appropriate evidence as prescribed in Table 1, to be considered for empanelment with the Registry.
- 3.1.2. VVBs shall be liable to maintain their accreditation and/or empanelment with the respective accreditation boards and/or GHG programme to continue empanelment with the Registry. Any change in the accreditation status may lead to change of empanelment status with the Registry.

Table 1: Eligibility criteria for Validation and Verification of Projects

Criterion Number	Eligibility Criterion	Evidence
Criterion 1	a) Accredited as DOE by UNFCCC for CDM for validation and/or verification in applicable sectoral scope	a) Accreditation certificates issued by CDM Accreditation Panel for validation and/or verification in applicable sectoral scope
Criterion 2	a) Listed as Active VVB by VCS for validation and/or verification in applicable sectoral scope	a) Empanelment and/or listing certificates and/or documents by Verra for validation and/or verification in applicable sectoral scope
Criterion 3	<p>a) Accredited for ISO 14065 by a national accreditation body which is a member of International Accreditation Forum for GHG quantification assessment in applicable sectoral scope</p> <p>b) Competent sectoral experts for applicable sectoral scope</p>	<p>a) Accreditation certificates issued by relevant accreditation body with membership of International Accreditation Forum, including time period for which accreditation is valid</p> <p>b) Details of experts, reports, projects, etc., with name of expert, complete title of publications, etc., and/or educational proof, including curriculum vitae</p>

3.2. Assessment of Methodologies

- 3.2.1. The eligibility criteria for assessment of methodologies shall be over and above criteria established for validation and/or verification of projects. The criteria and evidence required against the criteria are mentioned in Table 2.
- 3.2.2. VVBs shall completely comply with either of the criteria prescribed in Table 1 and provide appropriate evidence for the respective sectoral scope as given

in Table 2 to be considered for assessment of new methodology approval and its subsequent revisions.

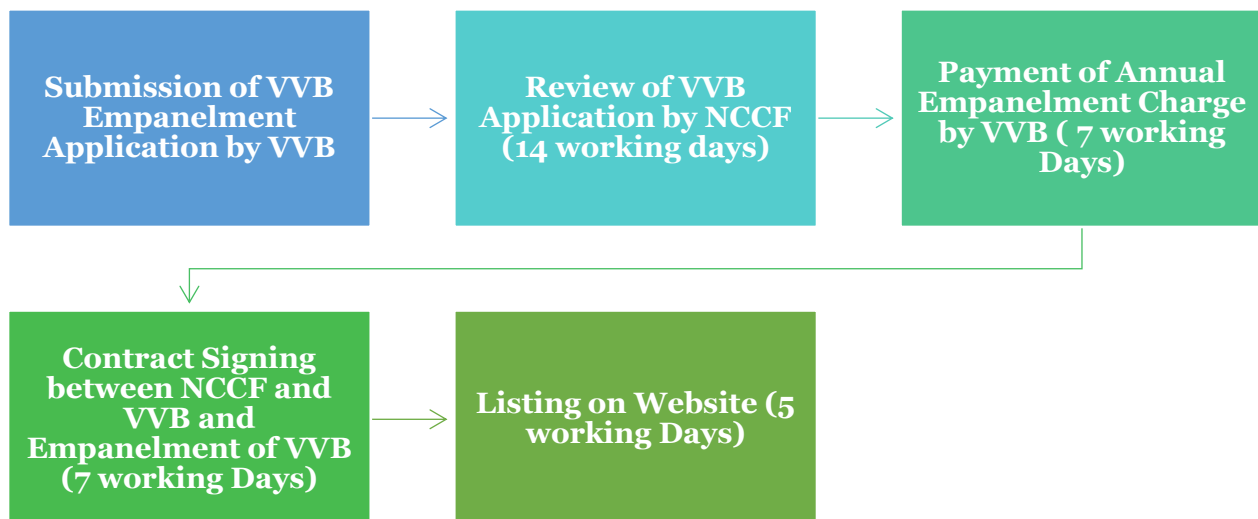
Table 2: Eligibility Criteria for VVB seeking empanelment for Assessment of Methodologies

Type of Methodology	Eligibility Criterion	Evidence
Non-AFOLU	<p>(a) Empaneled as VVB with the Registry</p> <p>(b) VVB shall be accredited in all sectoral scopes applicable to the proposed methodology</p> <p>(c) VVB shall have collectively completed 15 (fifteen) successful validations and/or methodology evaluations under other GHG programmes, like CDM, VCS, GS, etc.</p>	<p>(a) Not required</p> <p>(b) Accreditation certificates issued by a valid accreditation body</p> <p>(c) List of projects shall be provided with the evaluation reports and shall include the project title, Ref. No., registration date and name of the GHG programme. For methodologies, the details shall include the methodology title, ref. no, date of methodology approval and name of the GHG programme.</p>
AFOLU	<p>(a) Empaneled as VVB with the Registry</p> <p>(b) VVB shall be accredited in all sectoral scopes applicable to the proposed methodology</p> <p>(c) VVB shall employ an AFOLU expert having more than 5 (five) years of experience</p>	<p>(a) Not required</p> <p>(b) Accreditation certificates issued by a valid accreditation body</p> <p>(c) The details of the AFOLU expert shall be provided with the evaluation reports and shall include the full name, educational qualifications, work experience (in years) and name of current employer.</p>

	(d) VVB shall have collectively completed 10 (ten) successful validations and/or methodology evaluations under other GHG programmes, like CDM, VCS, GS, etc.	(d) List of projects shall be provided with the evaluation reports and shall include the project title, ref no., registration date and name of the GHG programme.
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4. EMPANELMENT PROCEDURE

The empanelment procedure for VVBs is summarised in the following flowchart:



Flowchart 1: Procedure for Empanelment of VVB

4.1. Preparation and Submission of VVB Empanelment Application

4.1.1. VVB seeking empanelment with the Registry shall prepare, completely fill and submit the VVB empanelment form available on the Registry website while adhering to the application filling instructions as applicable. VVB shall submit the appropriate evidence(s) of compliance with the eligibility criteria, as applicable along with the VVB empanelment form to NCCF for empanelment with the Registry.

4.1.2. VVB shall submit the VVB empanelment application fee as per the CR-I fee schedule to NCCF via online interface or as details provided, for initiation of review of application for empanelment with the Registry.

4.2. Evaluation of VVB Application

4.2.1. NCCF shall review and evaluate the application based on the following:

- (i) Completeness, appropriateness and adequacy of the application form
- (ii) Completeness, appropriateness and adequacy of the submitted evidence
- (iii) Adherence to the eligibility criteria as prescribed by the Registry
- (iv) Track record of previously conducted and completed activities of validation and/or verification and/or methodology assessments, if required

4.2.2. The period of review and evaluation by NCCF of the application shall not be more than 14 (fourteen) working days from the day of submission of application by the VVB.

4.2.3. In case of positive outcome of the review, NCCF shall approve the application and empanelment of the VVB for validation and/or verification of projects and/or assessment of methodologies as per the applied sectoral scopes.

4.2.4. In case of negative outcome of the review, the following possibilities arise:

- (i) Clarifications and/or corrections are sought
- (ii) The review has yielded that applicant VVB does not qualify for empanelment with the Registry

4.2.5. In case of occurrence of possibility outlined in 4.2.4(ii), NCCF shall reject the application and terminate the empanelment process. NCCF shall inform the VVB *via* email. Application fee shall not be refunded.

4.2.6. In case of occurrence of possibility outlined in 4.2.4(i), NCCF shall officially inform the VVB *via* email and provide its review comments and further request the VVB to submit additional and/or corrected information and/or documents.

4.2.7. VVB shall respond by submitting the additional and/or corrected information and/or documents within the stipulated time (decided and further communicated on case-to-case basis) to NCCF for review. This dispensation shall be allowed to the VVB only once.

4.2.8. If NCCF is satisfied with the resubmission, it shall approve the empanelment of VVB with the Registry as per the applied activities and respective sectoral scope.

- 4.2.9. If NCCF is not satisfied with the resubmission, it shall reject the application and terminate the process of empanelment of VVB with the Registry and officially inform the VVB *via* email. Application fee shall not be refunded.

4.3. Payment of Annual Empanelment Charge

- 4.3.1. After the approval and subsequent communication to VVB for empanelment with the Registry by NCCF, VVB shall pay annual VVB empanelment charge as per the CR-I fee schedule.
- 4.3.2. VVB shall pay the fees within the 7 (seven) working days subsequent to the day of communication to the VVB *via* the online interface or as directed in the email.
- 4.3.3. If VVB is unable to pay the fee in the stipulated time period, NCCF shall terminate the process of empanelment and officially inform the VVB *via* email.

4.4. Contract Signing Between NCCF and VVB and Empanelment of VVB

- 4.4.1. The contract serves as the binding agreement for both the entities for all direct and indirect activities permitted within the purview of the Registry.
- 4.4.2. After successful receipt of the payment of the annual VVB empanelment charge, NCCF shall send a signed copy of the contract to VVB for its signature. Start date of the empanelment and other details shall be as per the signed agreement.
- 4.4.3. VVB shall return a duly signed copy of the agreement to NCCF within 7 (seven) working days of the first communication by NCCF with respect to the contract between the two parties.
- 4.4.4. If VVB fails to submit the duly signed copy within the stipulated time, NCCF shall terminate the empanelment process and officially inform the VVB *via* email. Empanelment charge shall not be refunded.

4.5. Listing of VVB

- 4.5.1. After the submission of the duly signed contract by the VVB, NCCF shall list the VVB on the Registry along with the list of other approved VVBs.
- 4.5.2. NCCF shall further assign a unique reference number to the VVB which shall be used by the VVB wherever required.



- 4.5.3. Listing of the empanelled VVB on the Registry website shall take no more than 5 (five) working days from the subsequent day of receiving the signed agreement from the VVB.

5. SUSPENSION AND RE-EMPANELMENT OF VVB

Empanelment of a VVB may be suspended by NCCF due to non-compliance with the rules, requirements and procedures of the Registry. In case of occurrence of such an event, VVB shall follow the complete procedure as established and prescribed in section 4 of the Document for re-empanelment with the Registry.



DOCUMENT HISTORY

Version	Date	Description
Version 1.1	04.01.2021	Changes based on comments and suggestions received from J Sagar Associates
Version 1.0	08.04.2020	CR-I VVB empanelment procedure step by step guidance to Validation and Verification Body seeking empanelment with the Registry for activities of validation and/or verification of projects and/or assessment of methodologies.