



# PROGRAMME GUIDE

# Ver 1.0

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## *Carbon Registry - India, **Carving real impacts***

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## ABBREVIATIONS

- AOP: Account Opening Platform
- AS: Administrative Structure
- CDM: Clean Development Mechanism
- CS: Carbon Standard
- CO<sub>2</sub>e: Carbon Dioxide Equivalent
- CRIS: Carbon Registry IT System
- CR-I: Carbon Registry-India
- DE: Delegate Entity
- EP: External Project
- ESC: Extended Stakeholder Consultation
- GC: Governing Council
- GHG: Greenhouse Gas
- GWP: Global Warming Potential
- IMD: Independent Methodology Developer
- IPP: Independent Project Proponent
- IT: Information Technology
- MAP: Methodology Approval Procedure
- MCU: Marketable Carbon Unit
- NCCF: Network for Certification and Conservation of Forests
- PCP: Project Cycle Platform
- PDC: Permanent Design Changes
- RCP: Renewal of Crediting Period
- RIP: Registration and Issuance Procedure
- SDG: Sustainable Development Goals
- TO: Transactional Organisation
- TP: Trading Platform
- VaR: Validation Report
- VCS: Verified Carbon Standard
- VeR: Verification Report
- VVB: Validation and Verification Body
- VVS: Validation and Verification Standard

# 1. Introduction

## 1.1. Carbon Registry-India

Carbon Registry-India (CR-I) (hereafter referred to as ‘the Registry’), established by the Network for Certification and Conservation of Forests (NCCF), is a standards-based programme comprising GHG emissions reduction and/or removals enhancement projects and associated methodologies. The Registry is intended to provide a platform for listing, registration and verification of GHG emissions reduction and/or removals enhancement projects, issuance of net GHG emissions reduction units and approval and adoption of new quantification and monitoring methodologies, applicable to Indian territory and anywhere across the globe. Consonant with all existing standards-based programmes, the Registry too establishes and follow a dedicated set of rules and requirements. The *rules* are defined as a collection of regulations, principles, as well as constraints, introduced to establish an overall structure of the Registry, and further leverage decisionmaking. On the other hand, the *requirements* are defined as a collection of actions and measures undertaken to achieve the intended outcomes of the Registry, in conformance with the established rules. The all-round functioning of the Registry will be ensured by the rules and requirements laid out in a dedicated document framework comprising standards, tools, guidelines, procedures, templates and forms, and other supporting documents, collectively labelled as regulatory documents.

## 1.2. Governing Structure

The overall structure of the Registry rests firmly on the underlying guiding principles of Climate Security, Confidentiality, Flexibility, Responsiveness and Cyber Security. It is developed, managed and overseen by NCCF with Chairman and Chief Coordinator, Carbon Registry-India as the Principal Authority on all matters related to the development, functioning and maintenance of the Registry and all associated matters (Refer to Section-5 for detailed description of the Registry’s Governing Structure).

## 1.3. Entry into force

The Programme Guide shall enter into force from *the date to be provided in the final document* and shall be put forward for revision every two years, or as deemed appropriate by the NCCF.

## 1.4. Language of documents

English shall be the official language of operation of the Registry. All regulatory documents of the Registry, as applicable, shall be in English. If required, the documents may be translated to other languages by NCCF. However, interpretation of the English version shall hold precedence.

## 1.5. Definitions

The definitions of terms applicable under the Registry have been made available in the Glossary of Terms document {refer to Sub-section 4.4(iii)}.

## 1.6. Unit of Measure and Unit of Exchange

Under the Registry, the estimation, calculation and reporting of all GHG emissions reduction and/or removals enhancement shall be made by converting each metric tonne of GHG into its Carbon Dioxide Equivalent (CO<sub>2</sub>eq). The calculations of conversion into CO<sub>2</sub>e shall be based on Global Warming Potential (GWP) factor corresponding to a time horizon of 100 years.

The unit of exchange under the Registry is a verified GHG emissions reduction (or removal enhancement) quantified in terms of metric tonnes of CO<sub>2</sub>eq. The verified GHG emission reduction (or removal enhancement) shall be designated as '**Marketable Carbon Unit**' (MCU). Each MCU represents certified and verified 1 metric tonne of CO<sub>2</sub>eq emission reduction or removal enhancement.

## 1.7. Avoidance of double counting

In order to maintain robustness, integrity, avert possible instances of double counting of net GHG emissions reduction, and double assertion on environmental benefits due to GHG emissions reduction and/or removals enhancement, NCCF shall undertake all measures outlined below:

- i. Use a system of Electronic Registry and other IT technologies for issuance, retirement, cancellation, and tracking of MCUs.
- ii. Assign a unique Serial Number to every project and methodology listed with the Registry and every request a unique Reference Number.
- iii. Ensure that only one MCU is assigned for each tonne of verified emission reduction or removal enhancement.
- iv. Provide a unique Serial ID to each MCU issued with the Registry. Exercise due diligence to check if a project, or a part thereof, has been proposed or registered under other GHG programme(s).
- v. Apply carefully provisions for projects seeking simultaneous registration with more than one GHG programmes. Refer to External Project rules and requirements of Carbon Standard for inclusion of 'parallel projects'.
- vi. Exclude project conversion from other GHG programme(s) to CR-I, until withdrawal and/or cancellation of the project from the respective GHG programme(s) is established, proved and verified.
- vii. Exclude transfer and conversion of carbon credits issued under other GHG programme to MCUs.



## 2. Objectives

The objectives of the Registry are given below:

- **To promote domestic GHG emissions reduction and/or removals enhancement:** as internalisation within the country of issuance of carbon units, will promote development and implementation of GHG emissions reduction and/or removals enhancement projects and activities in the country. It shall also contribute to India's efforts in achieving its NDC targets, and possibly upscaling the same.
- **To create a scalable domestic carbon market:** to provide the owners, buyers and other intermediaries with a standardised, flexible platform for presenting, issuance and trading of carbon units.
- **To create a platform for introduction and usage of new methodologies:** as focus towards development of country and region-specific projects will lead to the development of specific methodologies suited especially for the Indian and other developing countries' contexts.
- **To monetise GHG emissions reduction and removals enhancement benefits:** as project proponents are expected to trade the MCUs issued by the Registry, thereby generating revenue.
- **To reduce the overall cost of abatement:** as the Registry will facilitate a healthy carbon market promoting competition among entities, it will reduce the overall cost of abatement.
- **To promote holistic development:** with the Registry making it mandatory for a project to have a net positive contribution to at least 4 SDGs (refer CR-I Tool for Determination of Contribution of Projects towards Sustainable Development), projects registered and implemented under the Registry shall have a holistic positive impact environmentally, socially and economically.
- **Create general awareness:** presence of the Registry will create awareness about issues and urgency related to climate change and persuade entities to find solutions to address them. The awareness is intended to sensitise the corporates and the general public as well.

## 3. Scope

### 3.1. General Scope

The general scope of the Registry constitutes independent and impartial validation of GHG emissions reduction and/or removals enhancement projects for registration and verification of quantum of GHG emissions reduction and/or removals enhancement leading to certification, and subsequent issuance of MCUs. The Registry allows both Project Activities (PA) and Programme of Activities (PoA), as defined in Glossary of Terms, collectively termed as project unless specified otherwise. In addition, the Registry also entails approval and listing of new project-based methodologies and their subsequent revisions.

The principles, rules, requirements and procedures established under the Registry are applicable to all Independent Project Proponents (IPPs), Validation and Verification Bodies (VVBs), Independent Methodology Developers (IMDs) and Transactional Organisations (TOs); which are collectively, along with the NCCF, termed as entities. The Registry shall not be discriminatory towards any entity seeking admission under the Registry. Moreover, it shall not prevent any entity to participate in any other GHG programme(s) or Emission Trading Scheme(s) provided the same does not lead to double counting of net GHG emissions reduction as mentioned in Sub-section 1.7)

### 3.2. Geographical Scope

The Registry allows registration, verification and issuance of MCUs for projects from any location within the Indian territory and anywhere across the globe, provided these are using an approved methodology and further comply with all established rules, requirements and procedures of the Registry. For exhaustive rules and requirements related to geographical scope, refer to the CS.

### 3.3. Sectoral Scopes

The Registry shall adhere to the sectoral scopes defined by UNFCCC's Clean Development Mechanism (CDM) as listed below:

1. Energy industries (renewable/non-renewable sources)
2. Energy distribution
3. Energy demand
4. Manufacturing industries
5. Chemical industry
6. Construction
7. Transport
8. Mining/Mineral production
9. Metal production
10. Fugitive emissions from fuels (solid, oil and gas)
11. Fugitive emissions from production and consumption of halocarbons and sulphur hexafluoride

12. Solvents use
13. Waste handling and disposal
14. Afforestation and reforestation
15. Agriculture

All proposed projects , new methodologies and tools shall fall within one or more sectoral scope(s) identified above. Refer to the CS for scope exclusions defined within the Registry.

### **3.4. Greenhouse Gases**

The Registry encompasses six types of Greenhouse Gases (GHG), namely, Carbon Dioxide (CO<sub>2</sub>), Methane (CH<sub>4</sub>), Nitrous Oxide (N<sub>2</sub>O), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs) and Sulphur Hexafluoride (SF<sub>6</sub>).

## 4. Overall Document Framework

The overall document framework constitutes the Programme Guide and the regulatory documents framework, which has further been classified into the Rules and Requirements Documents, Procedural Documents and Supporting Documents.

A broad layout of the overall document framework is given below:

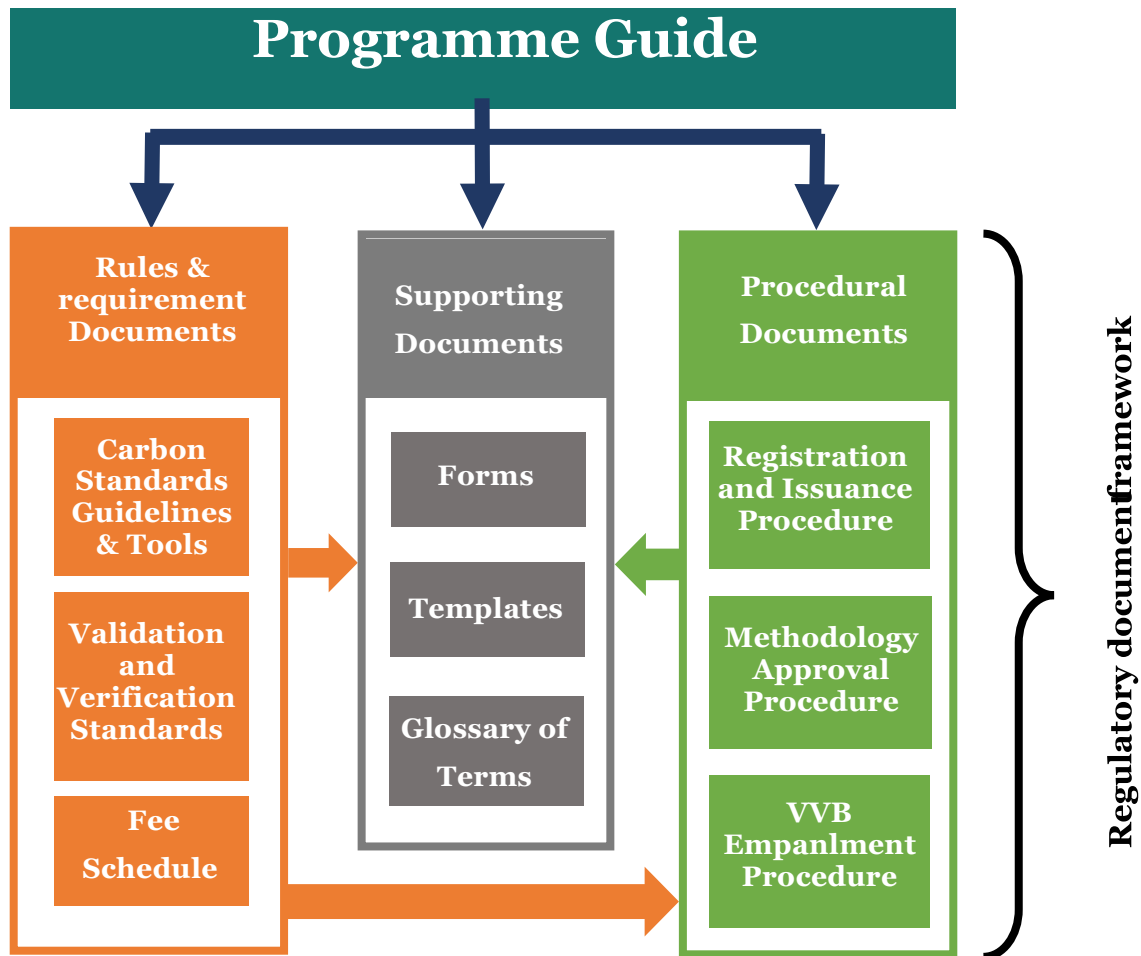


Figure 1: Overall Documentary Framework

As indicated above, the Programme Guide shall function as an umbrella document of the Registry. Within the regulatory document framework, the established rules and requirements and the procedures determine the design and development of the Supporting Documents. Moreover, the rules and requirements shall also influence the design and development of the Procedural Documents.

A brief description of each type of document is provided below:

#### 4.1. Programme Guide

This document provides the overarching underlying framework of the Registry by describing the key philosophy, overall design and scope, and by further outlining the rules, requirements and procedures for various processes and activities contained in it. All regulatory documents shall operate under the purview of the Programme Guide.

#### 4.2. Rules and Requirements Documents

- i. **Carbon Standard (CS):** This is the governing document for all IPPs, further serving as a guidance document for VVBs, and provides rules and requirements for design, development, implementation and monitoring of GHG emissions reduction and/or removals enhancement projects and contains rules and requirements for design and development of project-based methodologies and tools. Carbon Standard is supported by Guidelines for Clustering of Individual Projects, Tool for Determination of GHG Reversal Risk and Buffer Contribution, and Tool for Determination of Contribution of Projects towards Sustainable Development.
- ii. **Validation and Verification Standard (VVS):** This is the governing document for all VVBs and provides rules and requirements for validation, verification and certification of MCUs of GHG emissions reduction and/or removals enhancement projects. VVS also provides rules and requirements to VVBs for assessment of new project-based methodologies. Relevant rules and requirements are also established in guidelines and tools.
- iii. **Fee Structure:** This document provides information regarding the fees and levies, as applicable and chargeable under the Registry. This serves as a governing document for all entities.

#### 4.3. Procedural Documents

- i. **Registration and Issuance Procedure (RIP):** This document provides a detailed step by step procedure for registration of a project, issuance of MCUs based on verified GHG emissions reduction and/or removals enhancement, retirement of MCUs, cancellation of MCUs and related actions This shall serve as a governing document for IPPs, VVBs, TOs and NCCF.
- ii. **Methodology Approval Procedure (MAP):** This document provides a detailed step by step procedure for submission, assessment, approval and listing of a methodology with the Registry and also for its subsequent revisions. This shall serve as a governing document for IMDs, VVBs and NCCF.

- iii. **Procedure for Empanelment of Validation and Verification Bodies:** This document provides a detailed step by step procedure to Validation and Verification Body seeking empanelment for the activities of validation and/or verification of projects and/or assessment of methodologies with the Registry. This shall serve as a governing document for VVBs and NCCF.

#### 4.4. Supporting Documents

The supporting documents, which are being formulated based on rules, requirements and procedures, comprise various forms, templates and the glossary of terms. The documents shall encompass all entities under the Registry, and shall be used based on function, scope and applicability.

- i. **Forms:** These documents include formats for application/submission requests required under pre-defined processes and activities of the Registry. Most of the forms are built into the IT Registry Platform for efficient working of the Registry.
- ii. **Templates:** These documents include formats for design and preparation of different documents and reports required under predefined processes and activities of the Registry.
- iii. **Glossary of terms:** This document contains definitions of terms and phrases, both specific and general, used with reference to the Registry.

## 5. Principles

### 5.1. Working Principles

The principles outlined below govern the functioning of the Registry.

- i. **Climate Security:** The GHG emissions reduction and/or removals enhancement projects registered and implemented with the Registry shall promote climate change mitigation and contribute towards limiting of global rise in temperature to 2°C, and preferably to 1.5°C.
- ii. **Confidentiality:** NCCF shall not divulge proprietary or confidential information, provided by an entity, without the written approval of the provider/owner of the information, except as required by international or national law.
- iii. **Flexibility:** The Registry is open to inclusion of new processes, techniques, technologies and methodologies if these are in conformance with its objectives, principles, rules, requirements and procedures.

- iv. **Responsiveness:** NCCF intends to be prompt towards addressing queries, complaints, comments and for providing general feedback, and further aims to be unambiguous, transparent, fair and impartial in its approach.
- v. **Cyber Security:** The Registry aims to provide a safe and secure IT environment for all entities by adopting appropriate and potent measures and safeguards against hacking, phishing of data and fraud concerning potentially sensitive information or theft of MCUs.
- vi. **Legality:** The Registry works within the legal framework of India with its functioning, including registration of projects, issuance, listing and trading of MCUs, and approval and listing of project methodologies being compliant with the Government of India's rules, acts or notifications.

## 5.2. GHG Accounting Principles

GHG accounting principles have been adopted from the standard ISO 140642:2006 Greenhouse gases - Part 2: Specification with guidance at the project level for estimation, quantification, monitoring and reporting of greenhouse gas emissions reduction and/or removals enhancement.

- i. **Relevance:** Select the GHG sources, GHG sinks, GHG reservoirs, data and methodologies appropriate to the needs of the intended user.
- ii. **Completeness:** Include all relevant GHG emissions and removals. Include all relevant information to support criteria and procedures.
- iii. **Consistency:** Enable meaningful comparisons in GHG-related information.
- iv. **Accuracy:** Reduce bias and uncertainties as far as is practical.
- v. **Transparency:** Disclose sufficient and appropriate GHG-related information to allow intended users to make decisions with reasonable confidence.
- vi. **Conservativeness:** Use conservative assumptions, values and procedures to ensure that GHG emissions reduction or removals enhancement are not over-estimated.

## 6. Responsibilities of Entities Involved

Network for Certification and Conservation of Forests (NCCF) is a non-profit standard setting organisation which intends to develop and efficiently operate the Registry through an open and transparent stakeholder engagement process and will maintain unbiased stance towards all entities involved (refer to Section 3.1) with the

Registry. All procedures and activities allowed under the Registry, shall be executed by a relevant entity with designated responsibilities.

The responsibilities of each entity are briefly described below:

### **6.1. NCCF (The Regulator)**

NCCF shall be responsible for:

- i. Formulating the overall design and development of the Registry and subsequent management and control to ensure its efficient functioning.
- ii. Developing and making subsequent revisions (as and when required) in all the documents existing within the overall document framework.
- iii. Ensuring that relevant requirements are met, and procedures followed by all applicable entities during the entire project cycle and methodology approval cycle.
- iv. Exercising regular oversight over the performance of the VVBs and their deliverables. May refer to Section 11 of VVS for performance evaluation of VVBs.
- v. Registering projects, granting approval and listing of methodologies with the Registry that have followed due procedure and further complied with the relevant rules and requirements.
- vi. Issuing and transferring MCUs to IPPs in accordance with the verified net GHG emissions reduction.
- vii. Addressing queries, concerns, complaints and appeals in compliance with the regulatory and legal framework of the Registry and the country of India.
- viii. Developing new project methodologies and relevant supporting documents for which it has or gained competency by engaging external experts from the relevant sector, if required.

### **6.2. Independent Project Proponent (IPP)**

IPPs are organisations responsible for design, development and implementation of projects, and ensuring their conformance to the rules, requirements and procedures of the Registry. They are also responsible for preparing and furnishing relevant documents, appointing empanelled VVBs, monitoring of projects and performing other activities related to registration of projects, verification/certification of GHG emissions reduction and/or removals enhancement, and issuance of MCUs. In case,



a project, or project cluster has multiple IPPs, the IPPs shall designate one of the IPPs as Delegate Entity (DE), who shall be responsible for overall coordination and management of the project, and also for communication with VVB(s) and NCCF for all the matters related to the project.

### **6.3. Validation and Verification Body (VVB)**

VVBs, the independent third-party entities, having a valid accreditation and empanelled with the Registry are responsible for performing the tasks of validation and verification of projects, as well as assessment of new methodologies submitted to the Registry, in compliance with the rules, requirements and procedures of the Registry.

### **6.4. Independent Methodology Developers (IMD)**

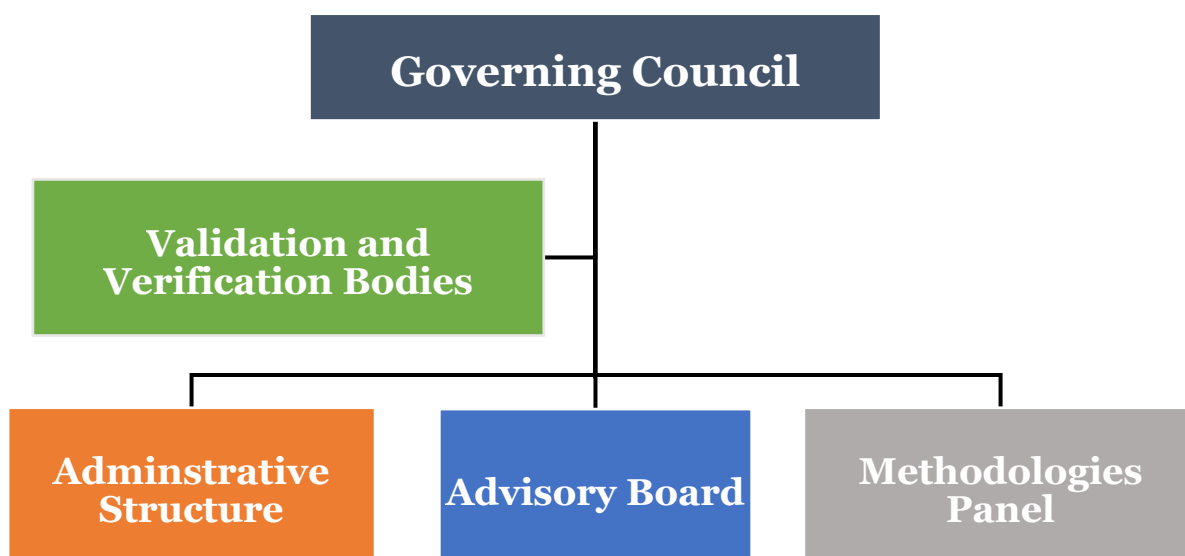
IMDs are responsible for design and development of methodologies for GHG quantification, as per the rules and requirements of the Registry. IMDs are responsible for preparation of methodology document, appointment of 'first' VVB for assessment of the methodology, and preparation of other documents required during methodology submission, assessment and approval. IMD may also propose revisions to the approved and listed methodologies.

### **6.5. Transactional Organisation (TO)**

TOs are buyers, sellers or brokers who are neither IPP nor IMD, but have stake in transaction and management of MCUs. These can also be organisations that are interested in buying of MCUs for the purpose of retirement and/or cancellation.

## 7. Governing Structure

A broad layout of the overall governing structure of the Registry is given below:



**Figure 2: Governing Structure of CR-I**

A brief description of responsibilities of each constituent of the Governing Structure is given below:

### 7.1 Governing Council

The Governing Council (GC), the apex body of the Registry is headed by Chairman and Chief Coordinator, Carbon Registry-India. The GC oversees the governing and functioning of the Registry. The responsibilities of GC include final approval for Request for Registration, Request for Issuance, Methodology Submission/Approval, and other activities relevant to the Registry. It shall also provide strategic guidance for improvement of the Registry, and for resolution of complaints and appeals.

### 7.2 Administrative Structure

The Administrative Structure (AS) of the Registry oversees and ensures effective day to day operation of the Registry. AS will comprise full-time and part-time members who are expert in IT, processes of the Registry, and relevant sectoral scopes, etc. Functions of AP will include:

- i. IT Registry administration: AS is involved in day to day functioning of IT system, account management and response to queries
- ii. Completeness check: AS is involved in completeness check of submissions received from IPP, IMD, and VVB

- iii. Evaluation of submissions: AS is involved in evaluation of submissions such as documents and forms based on rules, requirements and procedures of the Registry
- iv. Performance evaluation of VVBs: AS shall conduct performance evaluation of validation, verification and assessment conducted and completed by VVBs as per the rules and requirements established in VVS with a view to assessing the performance of the VVB.
- v. Communication and coordination: AS forms a channel of communication among the different entities involved in the system and coordinates with members of Governing Council, Advisory Board and Methodology Panel

### **7.3 Advisory Board**

Advisory Board consisting of internal and external experts is responsible for providing technical and strategic guidance for designing the framework and functioning of the Registry, development and revision of CR-I documents, etc.

### **7.4 Methodology Panel**

Methodology Panel has members having technical expertise and experience in different sectoral scopes of the Registry. Members are both internal and external, and the proportion of the two can change as per the requirements of a specific methodology submission. The main function of the Methodology Panel is to review the methodology submissions and undertake assessment and listing process of the methodology developed and submitted by IMDs.

### **7.5 Validation and Verification Bodies**

(Refer to Section 6.3)

## 8. Validation and Verification

### 8.1. Validation

In order to be registered, all projects shall undergo a process of validation by an independent and impartial VVB empanelled in the applicable sectoral scope(s) with the Registry. The appointed VVB shall have been accredited by the respective accreditation board or accreditation panel in all sectoral scopes applicable to the methodology(ies) used by the IPP. The validation comprises an independent evaluation of the project design against the requirements of CS, VVS and other relevant rules and requirements. The VVB shall prepare and submit a Validation Report (VaR) using the VaR Template available on the Registry website, containing thorough assessment and conclusion of the validation exercise, along with the validation statement. The rules and requirements to be followed by VVBs for performing validation exercise of a project are being included separately in the VVS.

### 8.2. Verification

Projects seeking issuance of MCUs, for a specific monitoring period, shall be subjected to a process of verification by an independent and impartial VVB empanelled in the applicable sectoral scope(s) with the Registry. The appointed VVB shall have been accredited by the respective accreditation board or accreditation panel in all sectoral scopes applicable to the methodology(ies) used by the IPP. The verification comprises an independent evaluation of the project implementation and monitoring against the requirements of CS, VVS and other relevant rules and requirements. The VVB shall prepare and submit a Verification Report (VeR) using the VeR Template available on the Registry website, containing a thorough assessment and conclusion of the verification exercise, along with the Verification Statement. The rules and requirements to be followed by VVBs for performing verification of a project are being included separately in the VVS.

## 9. Inclusion of new Methodologies/Tools

CR-I allows use of methodologies approved, or listed under CDM and allows inclusion of new Methodologies and/or Tools designed and developed by Independent Methodology Developers (IMD). Methodologies and/or Tools seeking approval and listing may be developed by any institute, organisation or legal entity having demonstrable experience and expertise in the relevant sector(s) applicable to the methodology.

IMD shall comply with the design and development requirements for methodologies as established in the CS. Each new proposed methodology and/or tool shall undergo two independent and impartial assessments by VVB as per the rules and requirements established in the VVS. NCCF shall be the final authority over approval and listing of new Methodology/Tool.

Methodologies already approved/listed in other similar GHG programmes may be approved and listed with the Registry, if the IMDs additionally, adhere completely to

the rules, requirements and procedures of the Registry for pre-approved methodologies. Such Methodology/Tool shall not undergo independent assessment by VVBs.

All new Methodology and/or Tool submissions shall compulsorily undergo stakeholder consultation on the Registry website. Comments emanating from consultation, shall be appropriately addressed by the IMD and evaluated by VVB. IMD should also propose timely revisions to the approved and listed methodology(ies) and/or tools.

The complete step by step procedure of methodology/tool submission, assessment and approval and subsequent revision(s) is mentioned in the Methodology Approval Procedure (MAP).

## 10. Eligibility of Validation and Verification Bodies

All applicant entities intending to become an empanelled Validation and Verification Body with the Registry shall fulfil any one of the following eligibility criteria:

- i. The applicant entity is accredited as a Designated Operational Entity (DOE) under the Clean Development Mechanism (CDM)
- ii. The applicant is listed as an active Validation and Verification Body (VVB) with the Verified Carbon Standard (VCS).
- iii. The applicant entity is accredited under valid version of ISO 14065 Standard by an accreditation body that is a member of International Accreditation Forum (IAF). The applicant entity shall also demonstrate expertise and experience in the sectoral scope(s) in which empanelment is sought.

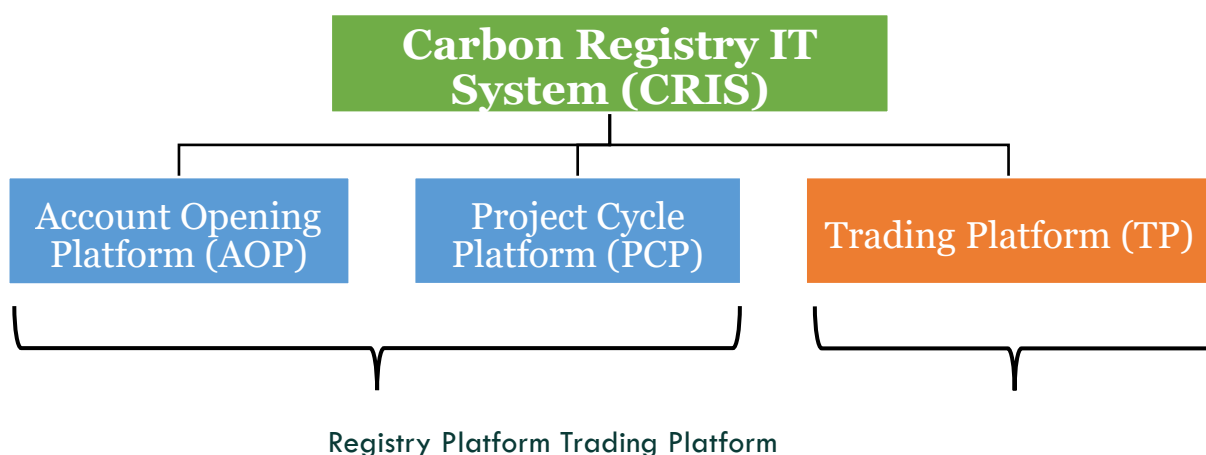
In addition to satisfying the above eligibility criteria, the applicant entity shall further sign an agreement with the NCCF in order to be formally empanelled as a VVB with the Registry (May refer to Section 4 of VVB empanelment procedure).

VVBs shall be accredited in the sectoral scope(s) of their expertise, as applicable to the methodology(ies) used by the project, for which the VVB is contracted to perform validation or verification. For additional requirements for VVBs to be eligible for assessment of new methodology(ies) and/or tools, may refer to Section 3 of VVS.

## 11. Carbon Registry IT System

CR-I is supported by two separate but integrated IT platforms - the Registry platform and the trading platform together known as Carbon Registry IT system or CRIS. CRIS acts as interface to facilitate interaction and exchange of information among various entities involved in processes permitted under the Registry.

The following diagram describes the overall structure of the CRIS:



Registry Platform Trading Platform

**Figure 3: Structure of CRIS**

### 11.1. Registry Platform

The Registry Platform comprises of two major components; the Account Opening Platform (AOP) and the Project Cycle Platform (PCP) which facilitate the entry of entities to the Registry along with the associated procedures related to projects and methodologies. It also comprises Database and CR-I Buffer Pool account.

#### 11.1.1. Accountholder Platform

The Accountholder Platform provides services for registration, opening and maintenance of account for all entities, *i.e.*, IPP, IMD, VVB and TO seeking association with the Registry. The Registry Administrator manages the platform and shall be responsible for security and maintenance of all accounts. The platform allows for different types of accounts to be created based on the needs of all relevant entities.

The different types of accounts available under this Registry domain are briefly described below:

- i. **Independent Project Proponent (IPP) Account:** This type of account is held by IPPs seeking project registration, approval of post registration changes, verification and certification of GHG emissions reduction and/or

removals enhancement, issuance of MCUs, Renewal of Crediting Period (RCP) and other project cycle related processes.

- ii. **Validation and Verification Body (VVB) Account:** This type of account is held by VVBs empanelled with the Registry for performing activities of validation and verification of projects and assessment of methodology submissions.
- iii. **Independent Methodology Developer (IMD) Account:** This type of account allows IMDs to submit and seek approval of new project methodologies designed and developed by them and subsequent revisions of these methodologies.
- iv. **Transactional Organisation (TO) Account:** This type of account is held by TOs for the sole purpose of trade, transfer and management of MCUs. TO account cannot be used for submission of project and/or methodology.

### 11.1.2. Project Cycle Platform

The Project Cycle Platform (PCP) facilitates the interaction among IPP, VVB and NCCF for all the project related procedures. It allows the IPP and VVB to submit the information and/or documentation required by the Registry.

It also allows IMD and VVB to submit the required information and/or documentation for approval and listing of new methodologies and their subsequent revisions.

The IPP, IMD and VVB are required to complete and fill the online forms available through the PCP and provide correct and appropriate information along with the required documentation as per the requirements of RIP and MAP.

Major provisions facilitated by PCP are as follows:

- Registration of project
- Issuance of MCUs
- Permanent Design Changes (PDC)
- Renewal of Crediting Period (RCP)
- Retirement of MCUs
- Cancellation of MCUs
- GHG Reversal Reporting and MCU Compensation
- New Methodology Approval
- Revision of approved methodology

### 11.1.3. Project and Methodology Database

The Project and Methodology Database overseen by the Registry Administrator, is an integral component of PCP. It serves as a public interface on information and

documentation related to all projects, approved methodologies, procedures and rules and requirements that are part of the Registry.

Each project, and methodology registered and listed with the Registry shall be assigned a unique serial number that is automatically generated by the database.

The database includes a comprehensive list of all projects and approved methodologies, and provides a tabulated summary of details concerning each individual project and approved methodology on a dedicated homepage. In order to further promote transparency and accessibility, project and methodology related documentation, generated using forms and templates, is made publicly available.

#### **11.1.4. Risk Permanence and CR-I Buffer Pool**

A critical requirement of the Registry is that the net GHG removals enhancement generated by a project be permanent in nature. Permanence (as it is termed) of net GHG removals enhancement is an essential aspect of environmental integrity and carbon mitigation projects. The issue of permanence is particularly relevant to AFOLU projects. As far as AFOLU projects are concerned, *Permanence refers to the longevity of the net GHG removal enhancement and the long-term stability of the aggregate carbon stock.* The net GHG removals corresponding to AFOLU projects might not be permanent and may result in release of GHG back into the atmosphere (GHG reversal) upon materialization of potential risk(s) (like extreme weather events, fires, insect infestation, political instability, etc.). Based on their source, the GHG reversals can be classified into two distinct classes, *i.e.*, anthropogenic (or man-made) and natural, also known as intentional and unintentional GHG reversals, respectively. Thus, it is essential for IPP(s) to determine the risk of non-permanence, both from anthropogenic and natural causes and adopt an appropriate approach to abate GHG reversals.

IPPs intending to register AFOLU projects aimed at net GHG removals enhancement shall perform an evaluation of the aggregate risk (based on accumulation of all types of identified risks, relevant to the proposed project) of non-permanence for the proposed AFOLU project by using this tool, *i.e.*, the CR-I Tool for Determination of GHG Reversal Risks and Buffer Pool Contribution (hereinafter referred to as the tool). Based on the tool, the IPP(s) shall quantify the risk percentage of the proposed project, termed as the Minimum Buffer Percentage (MBP), which shall be the amount of carbon units (MCUs) that must be deposited additionally in the CR-I Buffer Pool Account to offset the risk of GHG reversals.

NCCF shall be responsible for managing and executing operational control over the CR-I Buffer Pool Account.

The MCUs in the CR-I Buffer Pool shall be non-transferrable and non-tradable.



## **11.2. Trading Platform**

The Trading Platform shall act as a channel among different IPPs and TOs to trade MCUs which are verified and certified with the Registry and their subsequent tracking. Each MCU traded shall have a unique serial number as determined during the issuance procedure which shall allow NCCF to track the MCUs and prevent the double counting and double selling.

In order to promote free trade, NCCF shall not predetermine the price of the MCUs, and the entities are permitted to regulate the price in a free market.

The trading platform shall be either shared or outsourced. However, NCCF shall maintain track of each MCU issued, traded, retired or cancelled.

## **12. Fee Schedule**

To facilitate project registration and methodology listing, low fees or levies shall be charged for a period of at least 2 years from the time the Registry becomes operational. The fee shall be as per the CR-I fee schedule.

## **13. Records**

All entities functioning within the Registry should control and maintain records of all generated documents, in either hard and/or electronic format, for a minimum period of 10 years from date of last intended use. For example, VVB shall maintain records of issuance of MCUs for a project for a period of at least 10 years from the date of issuance of MCUs to the IPP.

## 14. Complaints and Appeals

Complaints and appeals shall be filed before the NCCF using the designated email ID. For complaints and appeals related to projects, email shall be sent to [cri.projects@nccf.in](mailto:cri.projects@nccf.in) with a copy to [carbon.registry@nccf.in](mailto:carbon.registry@nccf.in). For complaints and appeals related to Methodology/Tool, email shall be sent to [cri.methodology@nccf.in](mailto:cri.methodology@nccf.in) with a copy to [carbon.registry@nccf.in](mailto:carbon.registry@nccf.in). For complaints and appeals related to VVB, email shall be sent to [cri.vvb@nccf.in](mailto:cri.vvb@nccf.in) with a copy to [carbon.registry@nccf.in](mailto:carbon.registry@nccf.in)

### 14.1. Complaints

A complaint is defined as the first documented disagreement against the scope of services, a decision of the Registry, or overall operational approach or rules, requirements and procedures of the Registry that any entity may deem to be unfair and/or having an unintended adverse effect.

The procedure for filing and resolution of a complaint is given below:

- i. The complainant shall file a formal complaint by completing and submitting a Complaint Form along with the relevant supporting documentation at the designated email address indicated above.
- ii. An email acknowledging the receipt of the complaint shall be sent to the complainant.
- iii. The NCCF shall assign a representative to investigate, and take appropriate action based on the report of the investigating representative to address the complaint. It shall ensure that the assigned representative does not have any conflict of interest with the complaint, or subject of the complaint.
- iv. NCCF shall arrive at a final decision based on the outcome of the investigation and shall provide their response to the complainant through the designated email.

### 14.2. Appeals

An appeal is defined as the documented disagreement against the final decision on a filed complaint.

The procedure for filing and resolution of an appeal is given below:

- i. The appellant shall file a formal appeal by completing and submitting the Appeal Form along with the relevant supporting documentation and the copy of the original complaint at the designated email address mentioned above.
- ii. An email acknowledging the receipt of the appeal shall be sent to the appellant.
- iii. NCCF shall assign a representative to investigate, and take appropriate action based on the report of the investigating representative to address the appeal. It shall ensure that the assigned representative does not have any conflict of interest with the original complaint, or its subject, or its redressal.
- iv. NCCF shall arrive at a final decision based on the outcome of the investigation and shall provide their response to the appellant through the designated email.
- v. Decision of the NCCF on the appeal shall be final.

The following information shall be provided when filing a complaint or appeal:

- i. Name of Complainant/Appellant
- ii. Name of Organisation
- iii. Details of Complaint (if applicable mention specific entity or personnel)
- iv. Details of Appeal (in case of appeals only) along with reference number of complaint(s).
- v. Contact details of Complainant/Appellant

NCCF shall maintain confidentiality of information, and shall not disclose any detail of the complaint, complainant, appeal and appellant until permission is granted by the complainant or appellant in writing, or as required by law.

### **14.3. Any other Disputes**

For any complaints and appeals in context of the Registry, other than those covered as per the definition of complaints in Subsection 14.1, and for any other matters related to NCCF, the complainant and the appellant shall follow the rules, requirements and procedures as set out in the document 'Procedures for complaints and appeals investigation and resolution' (NCCF-STD-DRP-01/2017), or the latest applicable version available on NCCF website.

The complaints and appeals shall be investigated and resolved by Dispute Resolution Committee as appointed by NCCF Governing Body.

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## Document History

Version	Date	Description
Version 1.0	16.09.2021	Initial publication