



विद्युत मंत्रालय
MINISTRY OF
POWER



Ministry of
Environment, Forest
and Climate Change

Detailed Procedure for Offset Mechanism under CCTS



Version I – March 2025

INDIAN
Carbon
MARKET



Detailed Procedure for Offset Mechanism under CCTS



BUREAU OF ENERGY EFFICIENCY (BEE)

Detailed Procedure for Offset Mechanism under CCTS

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Abbreviations

A6.4 SB	Article 6.4 Supervisory Body
ACVA	Accredited Carbon Verification Agency
BEE	Bureau of Energy Efficiency
BIS	Bureau of Indian Standards
CL	Clarification Request
CAR	Corrective Action Request
CCC	Carbon Credit Certificate
CCTS	Carbon Credit Trading Scheme
CDM	Clean Development Mechanism
COP	Conference of Parties
GHG	Greenhouse Gas
GWP	Global Warming Potential
ICM	Indian Carbon Market
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
MoEFCC	Ministry of Environment Forest and Climate Change
MoP	Ministry of Power
MRV	Monitoring, Reporting and Verification
NABL	National Accreditation Board for Testing and Calibration Laboratories
NDAIAPA	National Designated Agency for Implementation of Article 6 of Paris Agreement
NDC	Nationally Determined Contribution
NSC-ICM	National Steering Committee for Indian Carbon Market
PACM	Paris Agreement Crediting Mechanism
PDD	Project Design Document
UN SDGs	United Nations Sustainable Development Goals
tCO ₂ e	Tons of carbon dioxide equivalent
UNFCCC	United Nations Framework Convention on Climate Change



Definitions

- I. **“Approved Methodology”** – a methodology that has been approved by the Central Government and published by the Bureau for application with respect to project activities in the offset mechanism under the Indian carbon market.
- II. **“Baseline Emissions”** – The GHG emissions that would occur in the baseline scenario.
- III. **“Baseline Scenario”** – For the offset project activity under ICM excluding Forestry sector, the scenario that reasonably represents the anthropogenic emissions by sources of GHGs that would occur in the absence of the project activity. For the offset project activity under ICM in the Forestry sector, the scenario that reasonably represents the sum of the changes in carbon stocks in the carbon pools within the project boundary that would occur in the absence of the project activity.
- IV. **“Completeness Check”** – The process undertaken by the Administrator to confirm that all information and documents required by a non-obligated entity or Accredited Carbon Verification Agency as applicable, have been submitted and that the submitted documents are complete in accordance with the relevant requirements of sections A to E of this “Detailed Procedure for Offset Mechanism”.
- V. **“Crediting Period”** – The total period for which the GHG emission reductions or removals generated by the project are eligible for issuance as carbon credit certificates (CCCs).
- VI. **“Crediting Period Start Date”** – The crediting period start date is either the registration date of the project activity or the project start date whichever is later.
- VII. **“Issuance”** – The recommendation by the NSC-ICM to the Administrator to issue CCCs, for an ICM project activity or programme of activities, in accordance with section A7 of *“Section A – Registration and Issuance Procedure”* of this “Detailed Procedure for Offset Mechanism”
- VIII. **“Leakage”** – For the offset project activity under ICM excluding Forestry sector, the net change of anthropogenic emissions by sources of GHGs which occurs outside the project boundary, and which is measurable and attributable to the offset project activity under ICM. For the offset project activity under ICM in the Forestry sector, the increase in GHG emissions by sources or decrease in carbon stock in carbon pools which occurs outside the boundary of the project activity or programme of activities as applicable.
- IX. **“Materiality”** – The concept that individual or the aggregation of misstatements are significant enough to potentially affect the GHG statement and influence the way that intended users take decisions based on the data.
- X. **“Monitoring Plan”** – The plan which sets out the methodology to be used by a non-obligated entity for the monitoring of, and by ACVAs for verification of, the amount of GHG emission reductions or net anthropogenic GHG removals by sinks achieved by the offset project activity under ICM .
- XI. **“Monitoring Report”** – A report prepared by a non-obligated entity which records the GHG emission reductions or net anthropogenic GHG removals by sinks of an implemented registered ICM project activity, in accordance with the monitoring plan for a particular monitoring period.
- XII. **“Monitoring period”** – It is the timeframe during which the project activity greenhouse gas (GHG) emissions or reductions or avoidance are systematically measured and recorded by the non-obligated entity.

- XIII. **“Programme of Activities (PoA)”** – A PoA encompasses a series of individual project activities (CPAs, or Component Project Activities) that share a common purpose and methodology for reducing or removing or avoiding greenhouse gas emissions.
- XIV. **“Project Design Document”** – The detailed document prepared by the non-obligated entity for the offset project activity under ICM, in accordance with section B4 of *“Section B – Project Standard”* of this “Detailed Procedure for Offset Mechanism”
- XV. **“Project Start Date”** – The project start date is defined as the date on which the project began generating GHG emission reductions or avoidance or removals.
- XVI. **“Regulatory Surplus”** – It refers to the principle that the project activity must achieve greenhouse gas (GHG) emissions reductions or removal or avoidance that go beyond what is required by the existing laws, regulations, or policies.
- XVII. **“Stakeholders”** - It refers to individuals, groups or communities, affected, or likely to be affected, by the proposed offset project activity or programme of activities under ICM, or actions leading to the implementation of such an activity.
- XVIII. **“Sectoral Scope”** The category of GHG source sectors or groups of activities that apply to ICM project activities and programme of activities. A ICM project activity or programme of activities may fall within more than one sectoral scope.
- XIX. **“Validation”** – The process of independent evaluation of a project under the ICM project activity by an ACVA in accordance with the requirements of the section C4 of *“Section C – Validation and Verification Standard”* of this “Detailed Procedure for Offset Mechanism”
- XX. **“Verification”** - The periodic independent evaluation and ex post determination by an ACVA of monitored GHG emission reductions, removal or avoidance that have occurred as a result of an ICM project activity.
- XXI. **“Sustainable Development Goals”** - The Sustainable Development Goals (SDGs), also known as the Global Goals, were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity. The development must balance social, economic and environmental sustainability.

Note: The definitions mentioned here are over and above the definitions mentioned in the Energy Conservation (Amendment) Act, 2022, the principal CCTS Notification (S.O 2825 (E) dated 28 June 2023) and amended CCTS Notification (S.O 5369 (E) dated 19 December 2023).



About the Offset Mechanism

- I. Recognizing the need to reduce GHG emissions in India, The Energy Conservation Act, 2001 was amended in 2022, empowering the Central Government to establish a framework for the Indian Carbon Market by developing the Carbon Credit Trading Scheme (CCTS).
- II. The Central Government notified the CCTS, 2023 vide S.O. 2825(E) in June 2023, introducing the Compliance Mechanism of the scheme. The CCTS was then amended vide S.O. 5369(E) in December 2023, to introduce the Offset Mechanism.
- III. The CCTS includes two mechanisms: Compliance and Offset. In the compliance mechanism, obligated entities shall comply with the GHG intensity targets as notified by the Central Government. In the offset mechanism, non-obligated entities can register activities that lead to GHG emission reductions or avoidance or removals for issuance of carbon credit certificates.
- IV. The Bureau of Energy Efficiency is the Administrator of the CCTS scheme, and is responsible for registering projects and issuing CCCs in the Offset Mechanism.
- V. The mechanism aims to ensure that the carbon credits represent real, measurable, and additional GHG emission reductions or avoidance or removals. To achieve the same, the Offset Mechanism follows the core values listed below. These core values as mentioned below are aligned with global frameworks and standards ensuring high integrity of carbon credits in voluntary carbon markets.
 - a. Robust and Transparent governance structure and process
 - b. Effective third-party validation and verification
 - c. Strong focus on Additionality and Permanence
 - d. Robust quantification of emission reductions and removals
 - e. No double-counting
 - f. Alignment with UN SDGs
- VI. This document provides a comprehensive guide to the detailed procedures involved in the Offset Mechanism under CCTS, ensuring clarity and consistency for stakeholders engaged in carbon offset projects. This document has the following five sections:

Section A: Registration and Issuance Procedure

Section B: Project Standard

Section C: Validation and Verification Standard

Section D: Sustainable Development Goal (SDG) Standard

Section E: Methodology Development and Adoption Procedure
- VII. **"Section A"** delineates the steps required to develop and register a project within the Offset Mechanism and the subsequent issuance of carbon credits. This section aims to provide clarity on the necessary documentation, eligibility criteria, and procedural steps, ensuring that all projects meet the fundamental requirements for registration and credit issuance.

- VIII. **"Section B"** sets forth the criteria and guidelines that projects must adhere to in order to qualify for carbon credits. This includes environmental, technical, and operational standards to ensure that the projects contribute effectively to GHG emission reductions or avoidance or removals.
- IX. **"Section C"** details the processes and guidelines for the ACVAs to assess the projects under the Offset Mechanism. This involves third-party validation and verification, which are critical for ensuring the accuracy and reliability of the reported outcomes. The procedures outlined in this section are designed to maintain high levels of transparency and accountability, which are crucial for garnering trust and confidence in the offset mechanism.
- X. **"Section D"** integrates the United Nations Sustainable Development Goals (SDGs) into the offset mechanism, highlighting the broader socio-economic and environmental benefits of carbon offset projects. This section on one hand emphasizes on providing environment and social safeguards by identifying possible negative environmental and social impacts and risks from the implementation and operation of the project activity and plan to mitigate the same. On the other hand, the quantification of positive impact on SDGs by the implementation of the project activity.
- XI. **"Section E"** provides a detailed overview of the methodology approval pathways and processes for the development of new methodologies and methodological tools, and the provision for the adoption of approved methodologies and methodological tools.
- XII. Version 1.0 of this document shall be effective from 27 MARCH 2025.

Section A: Registration and Issuance Procedure

A. Registration and Issuance Procedure

A1. Introduction

A1.1. The project registration and issuance procedure describes the administrative steps related to account registration, project registration, project validation and verification and other actions related to the project activity and issuance of carbon credit certificates.

A2. Sectoral Scope

A2.1. The project activities under the offset mechanism shall fall under specific sectors. These sectors have been further classified into sub-sectors, as mentioned in **Table 1**.

Table 1: Sectors and Sub-sectors in the Offset Mechanism under CCTS

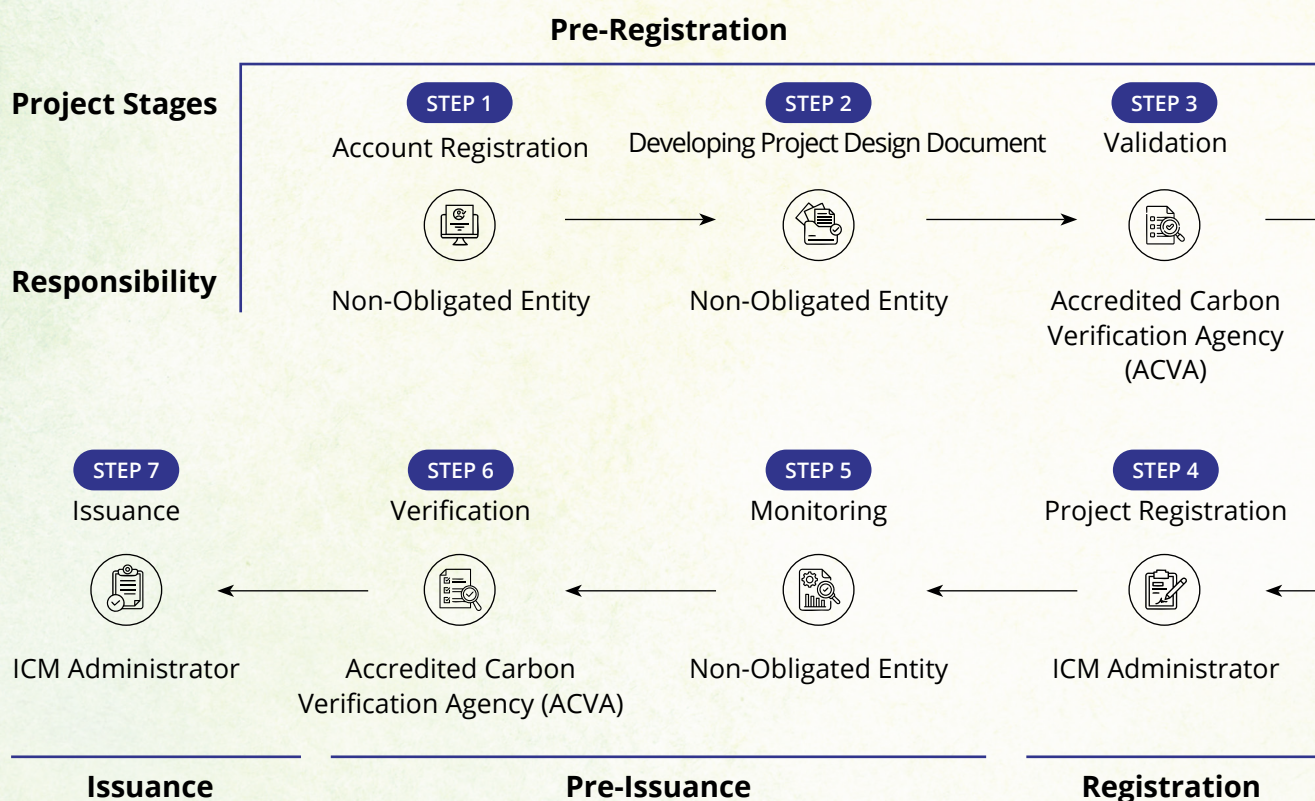
S. No	Sector	Sub-Sector
1	Energy	• Energy Industries (renewable / non-renewable), • Energy distribution • Energy demand
2	Industries	• Manufacturing Industries • Chemical Industries • Mining/Mineral production • Metal production
3	Waste handling and disposal	• Waste handling and disposal
4	Agriculture	• Agriculture
5	Forestry	• Afforestation and reforestation
6	Transport	• Transport
7	Construction	• Construction
8	Fugitive Emissions	• From fuels (solid, oil, and gas) • From Industrial gases (halocarbons and sulphur hexafluoride)
9	Solvent use	• Solvents use
10	CCUS	• Carbon capture, utilization and storage of CO₂ and other removals

Note: Inclusion and exclusion of sectors and sub-sectors shall be decided by the Central Government from time to time.

A3. Project Cycle

A3.1. The various stages under the offset mechanism have collectively been termed as the project cycle, and are depicted in **Figure 1**. The projects cycle entails a step-by-step process of a project from its listing on the ICM portal till it becomes eligible for the issuance of CCCs.

Figure 1: Step-by-Step Project Registration and Issuance Process under Offset Mechanism



A3.1.1. Step 1 - Account Registration: Any entity can register itself as a non-obligated entity on the ICM portal as detailed in section A4.1.

A3.1.2. Step 2 - Developing Project Design Document (PDD) (Refer section A4.2): The non-obligated entity shall prepare and submit a draft PDD to the Administrator, who shall further publish it on the ICM portal for public comments.

A3.1.3. Step 3 - Validation (Refer section A4.3): The third-party validation is conducted by an ACVA, which includes evaluation of a project activity on parameters as specified under the Validation and Verification standard of the Offset Mechanism under the ICM. Addressing comments received during the public consultation period by the non-obligated entity will also form a part of the validation step.

A3.1.4. Step 4 - Project Registration (Refer section A5): After the positive conclusion of the validation stage, the ACVA shall submit a request for registration for the project activity to the Administrator. The Administrator will evaluate the submitted documents and, upon successful review, register the project activity as an 'Offset Project'.

- A3.1.5. Step 5 – Monitoring** (Refer section A6.1): Monitoring is the process where all relevant data will be recorded and monitored by the non-obligated entity in accordance with the project monitoring plan described in the PDD. Any change in the PDD due to changes in project design and/or monitoring plan occurring any time after the project registration stage shall be termed as post-registration changes.
- A3.1.6. Step 6 – Verification** (Refer section A6.2): During this stage, the non-obligated entity shall appoint an ACVA to conduct the verification of the project activity. This ACVA will be different from the one which was assigned for the validation of the project activity for any crediting period. The ACVA shall conduct a review as per the requirements under the Validation and Verification Standard and verify the actual GHG emission reductions or removals by the project activity during the verification period.
- A3.1.7. Step 7 – Issuance** (Refer section A7): Upon successful verification, the ACVA shall recommend the project for issuance of CCCs to the Administrator, which then reviews the verification report and issuance request. Based on a successful review, the Administrator requests the NSC-ICM for issuance of CCCs against the project activity. The Administrator issues the CCCs to the non-obligated entity based on the recommendation of NSC-ICM.

A4. Step 1-3: Pre-Registration Phase

A4.1. Step 1: Account Registration on ICM Portal

- A4.1.1.** Any entity intending to submit one or more project activities and/or programme of activities or purchase/sell CCCs shall register itself as a non-obligated entity on the ICM portal. The project registration will be limited to Indian firms only.
- A4.1.2.** For account registration, the entity shall furnish details as stated in “Account Registration Form” (*Annexure 1*), and pay the account registration fees as stated in “Fee Schedule” (*Annexure 2*).
- A4.1.3.** The fees as payable by the non-obligated entities at appropriate project stages will be utilized to meet carbon market establishment expense and market stabilization requirements.
- A4.1.4.** The Administrator on satisfactory review of the above details shall register the applicant as a non-obligated entity under the Offset Mechanism of ICM. After account registration, the Administrator shall provide the unique account ID and login credentials to the non-obligated entity.
- A4.1.5.** In case of any change related to the entity name, legal status or contact details of the nodal person, the same shall be updated on the ICM portal by the non-obligated entity. The nodal person will be a representative of the non-obligated entity who is the point of contact with Administrator regarding the ICM project cycle.

Step 2: Developing Project Design Document

- A4.1.6.** The non-obligated entity of a proposed project activity shall develop a PDD in accordance with the PDD template as depicted in “Project Design Document Form” (*Annexure 3*).
- A4.1.7.** Once the non-obligated entity has submitted draft PDD on the portal, the Administrator will publish the draft PDD on the ICM portal for public comments and shall update the project status to “under public consultation”.
- A4.1.8.** Comments on the proposed project activity may be submitted within 30 calendar days of the publication of the draft PDD on the ICM portal.

- A4.1.9.** After the 30 calendar days period is over, the Administrator shall make these comments publicly available on the ICM portal where the draft PDD is displayed.
- A4.1.10.** The Administrator shall also separately inform the non-obligated entity regarding the received comments on the ICM portal. The non-obligated entity shall address these comments during the validation process.
- A4.2. Step 3: Validation of the Project Activity**
- A4.2.1.** The non-obligated entity shall inform the Administrator regarding the ACVA that has been selected by the entity for validation on the ICM portal.
- A4.2.2.** The non-obligated entity shall submit the revised PDD after addressing comments and other supporting documents to the selected ACVA through ICM portal for validation of the project activity as highlighted in section C4 of *"Section C- Validation and Verification Standard"* of this document.
- A4.2.3.** After every 90 days from the date of selection of the ACVA, the ACVA shall update on the ICM portal within 10 days, regarding the status of the validation process. Until the time ACVA submits the validation report and other supporting documents to the Administrator, the project status shall remain "under validation".
- A4.2.4.** Upon conclusion of the validation of the project activity, the ACVA shall submit the validation report, final PDD and other supporting documents to the Administrator as mentioned in paragraph C.14.1 of *"Section C - Validation and Verification Standard"* and using "Validation Report Form" (*Annexure 4*) on the ICM portal.
- A4.2.5.** In case of a negative conclusion, the non-obligated entity will withdraw the project from further process. In case, the non-obligated wanted to submit the project after project redesign, it shall be submitted as a new project and follow steps as highlighted in section A4.2 -Developing Project Design Document.

A5. Step 4: Project Registration Phase

A5.1. Submission of Project Registration Request

- A5.1.1.** The ACVA, after validating that the proposed ICM project activity meets all applicable requirements as highlighted in *Section C4.3 of "Section C - Validation and Verification Standard"* shall submit a request for registration" using the "Project Activity Registration Request Form" (*Annexure 5*).
- A5.1.2.** Once the Administrator receives the request for registration, it shall update the project status to "under registration".
- A5.1.3.** If multiple ICM project activities are bundled into a single PDD, the ACVA shall submit a single request for registration of the bundle. The registration fee shall be based on the total amount of expected average annual GHG emission reductions or removals of the project activities in the bundle. The Administrator shall issue one unique reference number for the bundle.

A5.2. Processing and finalization of request for registration

- A5.2.1.** The Administrator after receiving the request for registration shall perform initial completeness check using the "Completeness Checklist Form" (*Annexure 6*) to determine whether the request for registration submission is complete.

- A5.2.2.** If the request for registration does not meet the requirements of the initial completeness check, the Administrator shall inform ACVA of the incomplete submission and communicate the underlying reasons to the ACVA.
- A5.2.3.** The ACVA shall resubmit the request for registration with the necessary changes within 5 calendar days of receipt of the communication about the completeness check results.
- A5.2.4.** Upon completion of the requested formalities in the completeness check stage, the Administrator shall notify the non-obligated entity and the ACVA of the status related to the initial completeness check stage.
- A5.2.5.** After the initial completeness check stage, the Administrator will send the complete set of documents (revised PDD, validation report, and other supporting documents) to the subject matter expert from an Empanelled pool of experts for review.
- A5.2.6.** If the subject matter expert raises queries on the project request during the review, the Administrator shall communicate the underlying queries to the ACVA. The ACVA has to submit the updated documents after rectification of queries within 15 calendar days. The ACVA may co-ordinate with the non-obligated entity for any clarification or justification, if required.
- A5.2.7.** After receiving the clarification from ACVA, the subject matter expert will review the updated documents and replies to the queries. If found satisfactory, the expert will prepare a summary note stating his positive opinion of the project and submit it to the Administrator within 30 calendar days.
- A5.2.8.** The Administrator will submit this summary note along with supporting documents to the Technical Committee for Offset Mechanism.
- A5.2.9.** The Technical Committee shall meet once in the last week of each month. Upon approval by the Technical Committee, the project will be deemed as registered project under ICM.
- A5.2.10.** Once the project is approved by Technical Committee, the Administrator shall request the non-obligated entity to pay the project registration fee, as determined in accordance with the registration fee criteria, mentioned in Annexure 2.
- A5.2.11.** After successful receipt of the project registration fee by Administrator, the approved project shall be published on the ICM portal within 5 working days and the status of the project to be changed to "Registered Project".
- A5.2.12.** A unique project registration ID will be communicated to the non-obligated entity and ACVA by the Administrator.
- A5.2.13.** In case, the addressed queries and justification as submitted by ACVA are not to be found satisfactory by the subject matter expert for the second time, the Expert shall prepare a summary note stating his negative opinion of the project and submit it to the Administrator within 15 calendar days; provided that no queries raised are raised on any new topics by the expert.
- A5.2.14.** The Administrator will submit this summary note along with supporting documents to the Technical Committee of Offset Mechanism informing that the request for project registration is rejected.
- A5.2.15.** The Administrator will communicate the ACVA and non-obligated entity with justification of the request for project registration being rejected as provided by the subject matter expert. The project status will be changed to "Request for Project Registration Rejected" and the project will be removed from the ICM portal within 60 calendar days.

A5.3. Post registration changes to the registered PDD, if applicable

- A5.3.1.** If there are any changes in the project design or parameters after the registration of the project activity, the ACVA on behalf of non-obligated entity may apply for post registration changes as per "Post-Registration Changes Request Form" (*Annexure 7*).
- A5.3.2.** These changes shall be within the scope of the following:
- i. Temporary deviation from the registered monitoring plan,
 - ii. Permanent changes to the registered monitoring plan,
 - iii. Temporary deviation of monitoring from the applied methodologies,
 - iv. Permanent deviation of monitoring from the applied methodologies,
 - v. Changes to the start date of the crediting period,
 - vi. Changes to the project design,
- A5.3.3.** The post registration changes would need to be validated by the ACVA as per section C5.2 of "*Section C – Validation and Verification Standard*".
- A5.3.4.** A post registration change request can be processed prior to submitting a request for issuance of CCCs that are affected by the post-registration change or together with the request for issuance of CCCs.
- A5.3.5.** Documents required for post registration changes include;
- i. Revised PDD in track change mode (in both clean and track-change versions) or Monitoring report as applicable
 - ii. Rationale/Justification for the changes made
 - iii. Revised Validation Report
 - iv. Supporting documents if updated/changed
- A5.3.6.** The ACVA shall submit revised validation report along with the revised PDD (in both clean and track-change versions), supporting documents and necessary justifications to the Administrator and shall request for approval of post-registration change.
- A5.3.7.** The Administrator shall send the revised validation report, revised PDD (in both clean and track-change versions), supporting documents and necessary justifications to the subject matter expert from an empanelled pool of experts for review.
- A5.3.8.** The subject matter expert will review the documents as mentioned in A5.3.7 above within 30 calendar days, and if found satisfactory, will prepare a summary note with a positive opinion to the Administrator.
- A5.3.9.** For further processing of the request for approval of post-registration, the provisions from A5.2.8 to A5.2.11 above shall apply.
- A5.3.10.** In case, the addressed queries and justification as submitted by ACVA are not to be found satisfactory by the subject matter expert for the second time, the Expert shall prepare a summary note stating his negative opinion of the project and submit it to the Administrator within 15 calendar days; provided that no queries raised are raised on any new topics by the Expert.

A5.3.11. For further processing of the request for approval of post-registration changes, the provisions from A5.2.14 to A5.2.15 above shall apply.

A5.4. Withdrawal of registration request

A5.4.1. ACVA shall submit a request for withdrawal of a request for registration to the Administrator through ICM portal for the following cases:

- i. The non-obligated entity voluntarily wishes for the request for registration to be withdrawn
- ii. ACVA has revised its validation report based on new insights or information.

A5.4.2. Upon receipt of the request for withdrawal of a request for registration, the Administrator shall inform the Technical Committee for Offset Mechanism and mark the status of the proposed ICM project as “withdrawn”.

A6. Step 5-6: Pre-Issuance Phase

A6.1. Step 5: Preparation of Monitoring Report

A6.1.1. The non-obligated entity of a registered project shall prepare a monitoring report for each monitoring period in accordance with the *Section B5.1 and B5.2 of “Section B – Project Standard”*.

A6.2. Step 6: Verification of GHG emission reductions or avoidance or removals

A6.2.1. The non-obligated entity shall inform the Administrator regarding the ACVA that has been selected by the entity for verification on the ICM portal.

A6.2.2. The ACVA who will perform the verification shall be different from the ACVA who has performed validation of the same project activity.

A6.2.3. The non-obligated entity shall submit the monitoring report and supporting documentation to an ACVA to perform verification of GHG emission reductions or removals.

A6.2.4. The ACVA shall verify whether the implementation of the project and monitoring and calculations of GHG emission reductions or removals comply with the relevant requirements of the *section B5.2 of “Section B – Project Standard”*, and prepare a verification report in accordance with the *section C6.10 of “Section C – Validation and Verification Standard”*.

A6.3. Report of the Verification Status

A6.3.1. The ACVA shall provide, through a dedicated interface on the ICM portal, an update of the status of its verification activity every 30 calendar days, until it submits a request for issuance of CCCs for the corresponding monitoring period. The ACVA shall include at least one of the following statuses in the update:

- i. The ACVA has raised one or more corrective action requests or clarification requests, for which no response has been received from the non-obligated entity. In this case, the ACVA shall also provide a summary of the issues raised.
- ii. The ACVA is still performing the verification activity and has not yet sent any corrective action or clarification requests to the non-obligated entity. In this case, the ACVA shall also provide an explanation on the length of time taken.
- iii. The verification contract has been terminated. In this case, the ACVA shall also provide a reason for the termination to the Administrator on a confidential basis.
- iv. The ACVA has issued a negative verification opinion.

A7. Step 7: Issuance of Carbon Credit Certificates Phase

A7.1. Submission of Request for Issuance

- A7.1.1.** The ACVA, after verifying that the monitored GHG emission reductions or removals were determined in accordance with all applicable requirements as mentioned under section C4 and C6 of "*Section C – Validation and Verification Standard*", and certifying the quantity of CCCs claimed in the monitoring report, shall submit a request for issuance of CCCs on the ICM portal and shall attach the verification report with the issuance request form.
- A7.1.2.** The Administrator shall maintain a list of all submitted requests for issuance on the ICM portal.
- A7.1.3.** The Administrator shall conduct a completeness check of the Monitoring Report within 10 working days.
- A7.1.4.** If the submission does not pass completeness check, the Administrator shall communicate the underlying reasons to the non-obligated entity and the ACVA. The ACVA may re-submit the request for issuance with revised documentation within 15 working days of receiving the notification.
- A7.1.5.** On a successful completeness check, the Administrator shall send the monitoring report, verification report, supporting documents and necessary justifications to the subject matter expert from an empanelled pool of experts for review.
- A7.1.6.** After reviewing, the expert shall submit its assessment report, including the request for issuance of the CCCs or raising queries to the Administrator. within 30 calendar days.
- A7.1.7.** The Administrator will send the assessment reports including the queries to the Technical Committee for Offset Mechanism.
- A7.1.8.** The Technical Committee for Offset Mechanism may either request additional information or clarifications pertaining to the monitoring or verification report, or recommend the issuance of the CCCs and communicate the same to the Administrator. The Administrator shall notify the non-obligated entity and the ACVA of any clarification required by the Technical Committee.
- A7.1.9.** If the Technical Committee for Offset Mechanism requests additional information or clarifications, the ACVA shall provide its responses no later than 30 days from receiving the notification from the Administrator.
- A7.1.10.** The expert shall review these responses. If the responses are not found to be satisfactory, the ACVA shall submit a revised set of responses. If the responses are found satisfactory this time, the Administrator shall submit its recommendations to the Technical Committee for Offset Mechanism.
- A7.1.11.** Upon the approval of the Technical Committee for Offset Mechanism - if the proposed decision suggests issuing the CCCs, the Administrator shall prepare and send a summary note to the NSC-ICM on the request for issuance within 15 working days.
- A7.1.12.** The NSC-ICM shall recommend to the Administrator to:
 - i. Issue the CCCs; or
 - ii. Reject the request for issuance

- A7.1.13.** The Administrator is authorized to issue the CCCs to the non-obligated entity only after the recommendation of NSC-ICM.
- A7.1.14.** The Administrator shall issue a statement of the issuance fee due to the non-obligated entity, determined in accordance with the provisions on the issuance fee contained in Annexure 2.
- A7.1.15.** Upon receipt of the issuance fee, the Administrator shall issue the CCCs into the account of the non-obligated entity.

A7.2. Important conditions pertaining to issuance of CCCs

- A7.2.1.** Requests for issuance for each monitoring period shall be submitted in chronological order, starting from the first monitoring period.
- A7.2.2.** Requests for issuance for GHG emission reductions or avoidance or removals occurring in a crediting period shall be submitted within two years after the end of that crediting period. If a submission misses this deadline, CCCs shall no longer be issued for the ICM offset project activity for that crediting period.
- A7.2.3.** In case, the project activity is same as one of the activities finalized by MoEFCC under Article 6.2 of Paris Agreement, then the non-obligated entity shall have the option of trading/transferring the CCCs outside of India. The non-obligated entity will be provided with this option on the ICM portal.
- A7.2.4.** Further, on the basis of the evaluation and final approval by the National Designated Agency for Implementation of Article 6 of Paris Agreement (NDAIAPA), the quantity of CCCs will be labelled as CCCs with corresponding adjustment.
- A7.2.5.** All non-labelled CCCs generated other than Article 6.2 list of activities may be allowed to sell internationally without corresponding adjustment that will be accounted in India's NDCs.

A8. Renewal of Crediting Period

A8.1. Submission of request for renewal

- A8.1.1.** Renewal of crediting period can either be applied together with a request for issuance or can be applied separately. The ACVA shall validate the request for renewal of crediting period in line with section C11 of "*Section C – Validation and Verification Standard*".
- A8.1.2.** Documents required for renewal of crediting period.
 - i. Revised PDD in track change mode.
- A8.1.3.** The Administrator shall finalize the request for renewal following the workflow mentioned under Section A5.2.

A9. Retirement of Issued Carbon Credits

- A9.1.1.** The credits issued to a non-obligated entity's account may have a status of active, retired or cancelled. All and any CCC retirements shall be initiated by the non-obligated entity through the ICM portal.
- A9.1.2.** Active credits refer to CCCs that are verified, issued, and available for trading or use to offset greenhouse gas emissions.

- A9.1.3.** Retirement of carbon credits is the process of permanent removal of CCCs from circulation within the ICM Registry to denote that it has been used by a non-obligated entity in a claim. Once retired, these credits cannot be sold, traded, or used again.
- A9.1.4.** Cancellation of carbon credits is the process of permanent removal of CCCs from circulation within the ICM Registry by the Administrator for reasons as specified.

A10. Voluntary Deregistration of Project

A10.1. Submission of request for deregistration

- A10.1.1.** The non-obligated entity of a registered ICM project activity may submit a request for deregistration of the project to the Administrator on the ICM web-portal, attaching a written consent from all activity participants, if applicable.
- A10.1.2.** Upon receiving the request, the Administrator shall notify the Technical Committee for Offset Mechanism and NSC-ICM and update the status on the ICM portal.

A10.2. Important aspects related to deregistration

- A10.2.1.** The effective date of deregistration shall be the date when the request for deregistration was received by the Administrator.
- A10.2.2.** The Administrator shall not issue CCCs for the deregistered project from the effective date of deregistration.
- A10.2.3.** A project activity, once deregistered, cannot be registered again in the ICM.
- A10.2.4.** CCCs issued before the effective date of deregistration shall remain valid and listed in the registry.

Section B: Project Standard

B. Project Standard

B1. Introduction

- B1.1.** This section outlines the essential criteria for non-obligated entities in the design and implementation of the project activity and issuance of CCCs. The main objective is to provide a clear, consistent, and transparent set of guidelines for the design, implementation, and monitoring of ICM project activities. These activities focus on implementing environmentally friendly technologies and practices for GHG emission reductions or avoidance, such as renewable energy, energy efficiency, and waste management, and GHG removal activity like afforestation and biochar for generating carbon credit certificates.
- B1.2.** The ICM Project Standard shall facilitate the participation of private and public sector entities in the Indian carbon market by encouraging investment in low-carbon technologies, thereby driving innovation and galvanizing their climate commitments such as becoming net-zero or carbon neutral. By providing a robust and transparent framework, the ICM Project Standard will not only aid in mitigating climate change but also supports the broader objectives of sustainable development, making it a vital tool in the global effort to transition to a low-carbon future.

B2. Principles

- B2.1.** Governance: The application of the following principles is fundamental to the design and implementation of projects under the Offset Mechanism and shall be consistently applied by the non-obligated entities. Incorporating a robust and transparent governance structure and process entails (a), ensuring clear, consistent guidelines for accountability including measures for no double counting and tracking of CCCs, (b) effective third-party validation and verification, (c) strong focus on additionality and permanence, (d) ensuring that emission reductions are real, measurable and beyond the local, state and national regulations and (e) alignment with SDGs by demonstrating quantification of positive impact through each target and indicator.
- B2.2.** Relevance: Ensure that all project components and activities are pertinent to the objectives of the ICM, contributing meaningfully to GHG reduction or removal or avoidance
- B2.3.** Completeness: Include all necessary information and documentation to provide a comprehensive and thorough understanding of the project activity.
- B2.4.** Consistency : Maintain coherence and uniformity in all aspects of project development, ensuring that data, methodologies, and approaches align seamlessly throughout the project cycle.
- B2.5.** Accuracy: Uphold precision and correctness in the collection, calculation, and reporting of data to enhance the reliability of GHG emission estimates or calculations.
- B2.6.** Transparency: Foster openness and clarity in all project-related processes, allowing stakeholders and the public to access relevant information and understand the decision-making rationale.
- B2.7.** Conservativeness: Exercise cautiousness in assumptions and estimations, opting for conservative values to prevent overestimation of emission reductions and ensure the environmental integrity of the Offset Mechanism.

B3. General Project Eligibility

B3.1. Regulatory Compliance

- B3.1.1.** The project must adhere and comply to all relevant and applicable national, state and local level regulations.
- B3.1.2.** In case, if the project activity in ICM, is a part of the activities undertaken by the Corporate Social Responsibility (CSR) policy of the company, it must adhere to all the rules and regulations of Section 135 of the Companies Act, 2013.

B3.2. Project Start Date

- B3.2.1.** The project start date is the date on which the project began generating GHG emission reductions, avoidance or removals. January 1, 2025, is kept as the start date for ICM project activity registrations. No retrospective projects will be considered.

B3.3. Sectoral Scope

- B3.3.1.** The project shall fall within at least one of the ten sectors as published by the Central Government in the Offset Mechanism under CCTS and mentioned in **Table 1** under section A2.1 of "*Section A: Registration and Issuance Procedure*".

B3.4. Exclusivity

- B3.4.1.** The project activity should not be concurrently registered with any other carbon market or market-based mechanism, including renewable energy mechanisms where the mitigation outcome or reduction is traded in the form of credits or certificates. The only exception here can be the Green Credit Programme as notified by MoEFCC vide S.O. 4458 (E) dated 12th October 2023.

B3.5. Preventing Double Counting

- B3.5.1.** The non-obligated entity shall ensure there is no double counting or claim of the emission reductions with other mechanisms.

B3.6. No Significant Harm to the Environment

- B3.6.1.** The non-obligated entity shall ensure that there is no significant harm to environment. For this, the non-obligated entity shall follow the guidelines highlighted in "*Section B4.12: Sustainable Development Goals Framework*". If applicable, the project should undergo an Environmental Impact Assessment (EIA) as per regulations and requirements by the Ministry of Environment, Forest and Climate Change (MoEFCC). The entity shall implement the Environment Management Plan as mandated, ensuring proper mitigation of potential adverse effects.

B3.7. Regulatory Surplus

- B3.7.1.** Project activities mandated by law are not eligible under the ICM's Offset Mechanism. This ensures that the GHG emission reductions or removals are additional to the business-as-usual scenario.

B4. Project Design

B4.1. Project Design Document Template

B4.1.1. The non-obligated entity shall describe the proposed project activity in the Project Design Document (PDD), to provide a detailed understanding of the project activity, by providing the following information:

- i. The title, purpose(s) and objective(s) of the project activity
- ii. Unique Project Reference Number assigned to the project activity
- iii. Roles and responsibilities, including the contact information of the non-obligated entity such as contact person, organization details, and other participants.
- iv. The sectoral scopes linked to the methodologies applied and relevant to the project activity.
- v. Description of how the project activity will achieve GHG emission reductions and/or removals.
- vi. Project location covering details on organizational, physical, and geographical location of the project, including information that allows to identify its unique location and delineation of the specific extent of the project boundary. The information to be included are geographical coordinates and maps.
- vii. The technologies/measures to be employed and/or implemented by the project, including:
 - a. A list of the facilities, systems and equipment that will be installed and/or modified by the project
 - b. The types and levels of services (such as the amount of a certain type of steel produced or the renewable energy generation with battery storage) provided by the facilities, systems and equipment and their relation, if any, to other facilities, systems and equipment outside the project boundary.
 - c. The age and average lifetime of the equipment based on the manufacturer's specifications and industry standards.
 - d. The installed capacities, load factors and efficiencies.
 - e. The energy and mass flows and balances of the facilities, systems, and equipment, if necessary.
 - f. The monitoring equipment and their locations in the systems through the use of appropriate diagrams and tables.
 - g. Any other relevant information
- viii. The technologies/measures existing prior to the implementation of the project at the same site, as applicable.
- ix. Demonstration of compliance with applicable regulations including the summary of the environment impact assessments when such assessments are required by applicable legislation or regulation.
- x. Estimated annual GHG emissions reductions or avoidance or removals in tCO₂e.
- xi. Details of the baseline scenario
- xii. Details on justification of additionality
- xiii. Applicable monitoring plan and parameters, with the monitoring frequency

B4.2. Project Implementation Timeline

- B4.2.1.** The non-obligated entity shall include the details and timeline of the project implementation in the PDD.
- B4.2.2.** The information, at minimum, shall include – project planning, decision to implement the project, major milestones in project development, project implementation/commissioning and expected project start date.

B4.3. Grouping of Projects

- B4.3.1.** Non-obligated entities can combine multiple activities into a single offset mechanism project activity. This should be clearly detailed in the project design document.
- B4.3.2.** The composition of the grouped projects shall not change over time. All projects within the group must maintain the same crediting period.
- B4.3.3.** All projects in the group should have similar characteristics in terms of technology, measures, and other relevant attributes.
- B4.3.4.** Information related to the grouped projects must be included in the project documentation, outlining the rationale and benefits of bringing together several activities to form a single offset mechanism project activity.
- B4.3.5.** For such grouped projects, geolocations shall be included for each such sub-project in the PDD.

B4.4. Application of Methodologies

- B4.4.1.** The non-obligated entity shall select valid approved methodologies that have been approved by the NSC-ICM, to apply to the proposed ICM project activity.
- B4.4.2.** In selecting the appropriate methodology, the non-obligated entity may propose the following in alignment with section E6 of *"Section E: Methodology Development and Adoption Procedure"*:
 - i. Propose a new methodology in accordance with this Detailed Procedure for Offset Mechanism.
 - ii. Propose a revision to an approved methodology in accordance with this Detailed Procedure for Offset Mechanism.
 - iii. Request approval of deviation from an approved methodology

B4.5. Project Boundary

- B4.5.1.** The non-obligated entity shall define the project boundary of the proposed project activity, including a clear geographical description using location details. This boundary shall encompass all relevant GHG sources, sinks, and reservoirs, as specified in the applied methodology. Diagrams should be used as required to illustrate this boundary.
- B4.5.2.** If the methodology allows for discretion in including certain sources, sinks, or GHGs, the PDD shall explain and justify these choices. The project documentation shall include a detailed assessment and rationale for any GHG source, sink, or reservoir that is excluded from the project boundary. The non-obligated entity shall describe the project boundary of the proposed ICM project, including the physical delineation of the project using GPS coordinates as appropriate, and indicate which sources, sinks and GHGs are included in the project boundary.

B4.6. Baseline Scenario

- B4.6.1.** The non-obligated entity shall establish and describe the baseline scenario for the proposed ICM project in accordance with the applied methodologies. This includes detailing the facilities, systems, and equipment used in both the project and baseline scenarios, and explaining how the same types and levels of services would have been provided in the absence of the project.
- B4.6.2.** The baseline scenario shall be determined in accordance with the requirements set out in the applied methodology, and the choice of baseline scenario shall be justified. Equivalence in the type and level of activity of products or services provided by the project and the baseline scenario shall be demonstrated, with any significant differences explained.
- B4.6.3.** The baseline scenario must consider relevant national, regional and sectoral policies, regulations, and circumstances. Government policies and legal requirements relevant to the project activity, such as minimum product efficiency standards or norms shall be considered.
- B4.6.4.** Assumptions, values, and procedures used in developing the baseline scenario shall be selected to avoid overestimating GHG emission reductions and removals.
- B4.6.5.** The non-obligated entity shall choose a conservative baseline scenario that ensures completeness, consistency, transparency, and relevance.
- B4.6.6.** When establishing the baseline scenario, if future anthropogenic emissions by sources are projected to rise above current levels due to specific circumstances, the non-obligated entity may follow the guidance on suppressed demand in the applied methodology. If the scenario is not covered in the methodology, they may propose a deviation or revision to an approved methodology to address it.

B4.7. Demonstrating Additionality

- B4.7.1.** A project activity is additional if it results in reductions or removals exceeding those under a "business as usual" scenario and would not occur without the incentive provided by CCCs. Additionality ensures that GHG credits represent a net environmental benefit and a real reduction of GHG emissions.
- B4.7.2.** The non-obligated entity shall demonstrate regulatory surplus at validation and each project crediting period renewal. (regulatory additionality)
- B4.7.3.** The non-obligated entity shall demonstrate additionality using a robust assessment showing that the project would not have occurred without the incentives from the offset mechanism. This must account for all relevant national policies, legislation, and mitigation requirements, and ensure a conservative approach that avoids locking in emissions, technologies, or practices incompatible with NDCs.
- B4.7.4.** For demonstration of additionality of the proposed ICM project activity, and if it is required by the applied methodologies, the non-obligated entity should apply 'Tools' as mentioned in the respective methodologies.
- B4.7.5.** Refer to the latest and valid methodological tools approved and/or developed under the Offset mechanism of Indian Carbon Market.

B4.8. Estimation of emission reductions or net removals

- B4.8.1.** The non-obligated entity shall describe and undertake the ex-ante calculation of baseline, project, and leakage GHG emissions, as well as GHG emission reductions for the proposed ICM project activity, as per selected methodologies. They shall also provide ex-ante calculations for each year of the crediting period, justifying choices if methodologies offer different scenarios or options.

B4.8.2. The non-obligated entity shall use specified values in selected methodologies for equipment performance. If unavailable, they shall use national standards, international standards (e.g., ISO, BIS), manufacturer's specifications certified by recognized bodies, or independent test results.

B4.8.3. The GHG reduction or removal shall be converted into tonnes of carbon dioxide equivalent by using latest GWP100 values as published by IPCC (refer Annexure 9 for details).

B4.9. Monitoring Plan

B4.9.1. The non-obligated entity shall develop and describe a monitoring plan for the proposed project activity in accordance with the applied methodologies.

B4.9.2. The monitoring plan shall apply the following requirements:

- i. Continuously varying data variables (e.g., fuel inputs, heat/electricity produced, gas captured) should be measured continuously and recorded at appropriate intervals.
- ii. Generally constant data variables (e.g., emission factors, calorific value, system efficiencies) should be obtained at least once a year from published sources unless a higher frequency is stipulated by the methodology.
- iii. Measuring equipment shall be certified to BIS, national or IEC standards.
- iv. The calibration of measuring equipment shall be carried out by an NABL accredited organization.
- v. Measured data with high levels of uncertainty shall be compared with data from other sources to check the consistency.
- vi. Details on measurement methods, procedures, accuracy, intervals, and responsible persons/entities for measurements should be included in the plan for each parameter.
- vii. Calibration procedures and persons/entities responsible for calibration should be mentioned in the monitoring plan.
- viii. Quality assurance and quality control (QA/QC) procedures should be included in the PDD.
- ix. The operational and management structure to be put in place to implement the monitoring plan.

B4.9.3. All monitored data should be archived electronically for two years after the crediting period or last issuance of carbon credit certificates, whichever is later.

B4.10. Start date, crediting period and duration

B4.10.1. The non-obligated entity shall indicate in the PDD the crediting period type opted (fixed or renewable) for the proposed project activity.

- i. Fixed crediting period of ten years
- ii. Renewable crediting period of five years for each period and maximum renewal of two additional periods, that is total crediting period length of fifteen years.

B4.10.2. The non-obligated entity shall indicate the start date (DD/MM/YYYY) of the crediting period of the proposed ICM project activity. Crediting period start date is either the registration date of the project activity or the project start date whichever is later.

- B4.10.3.** The non-obligated entity shall ensure that the project validation is completed within two years of the project start date.
- B4.10.4.** A project activity that has been registered as an ICM project activity shall not be re-registered after the expiry of its final crediting period.
- B4.11. Local Stakeholder Consultation**
- B4.11.1.** The non-obligated entity shall engage with the stakeholders who are likely to be directly affected throughout the project cycle from registration till issuance.
- B4.11.2.** The non-obligated entity shall identify and invite all relevant (local, affected and interested) stakeholders to provide comments on the proposed ICM project activity and shall demonstrate how due steps/actions will be taken to appropriately engage stakeholders and solicit comments in accordance with this section.
- B4.11.3.** A stakeholder consultation shall be conducted prior to the submission of the PDD for validation.
- B4.11.4.** The scope of the stakeholder consultation shall comprise, at a minimum, the potential direct positive and negative impacts that the proposed ICM project activity may have.
- B4.11.5.** The non-obligated entity shall conduct the stakeholder consultation and shall provide, in the PDD, a summary of the consultations carried out, including the direct positive and negative impacts identified and how the negative impacts will be addressed.
- B4.11.6.** For the stakeholder consultation, the non-obligated entity shall invite representatives who may directly be impacted by the proposed ICM project activity, as well as representatives of local authorities relevant to the project activity. The stakeholders may include employees, local community, Regulatory Authorities, Municipality, Gram Panchayat members, and NGOs.
- B4.11.7.** The non-obligated entity shall provide evidence that invitations were sent to the relevant stakeholders and that their comments were invited. If any of the relevant stakeholders were not invited, the non-obligated entity shall provide appropriate justification.
- B4.11.8.** The non-obligated entity shall invite stakeholders to provide comments on the proposed ICM project activity in an open and transparent manner. This should facilitate comments to be received from stakeholders and allows for a reasonable time for comments to be submitted. The non-obligated entity shall describe the steps/actions taken to invite comments, considering local and national circumstances.
- B4.11.9.** The non-obligated entity shall convey information to stakeholders about the proposed ICM project activity. This should include information disseminated in ways that are appropriate for the community that is directly affected by the project activity, including in vernacular (languages) and through discussions.
- B4.11.10.** Information to be made available to stakeholders:
- i. A summary of the proposed ICM project activity, explaining the project activity in simple, non-technical terms, and containing a description of the direct positive and negative impacts.
 - ii. Other relevant information about the proposed ICM project activity, considering confidentiality provisions mentioned in this guideline.
 - iii. The means to provide comments about the proposed ICM project activity.
 - iv. The non-obligated entity shall conduct the stakeholder consultation through means that are appropriate for the local circumstances.

- B4.11.11.** The non-obligated entity shall provide stakeholders with the opportunity to comment in writing or via other means and gather their comments about the proposed project and its direct impacts.
- B4.11.12.** The non-obligated entity shall prepare a summary report of the comments received from stakeholders.
- B4.11.13.** The non-obligated entity shall consider the comments provided by stakeholders and report in the PDD on how these have been incorporated.
- B4.11.14.** The non-obligated entity shall provide justification for not incorporating any of the comments.

B4.12. Sustainable Development Goals Framework

- B4.12.1.** The non-obligated entities shall carry out an analysis of the environmental and social impacts of the proposed ICM project activity and provide a summary of the analysis and references to all related documentation as highlighted in *"Section 4: SDG Standard"*.

B5. Project Implementation and Monitoring

B5.1. Implementation and Monitoring

- B5.1.1.** The non-obligated entity shall implement and operate the registered project in accordance with the description in the registered PDD, including all physical features.
- B5.1.2.** The non-obligated entity shall continuously monitor the registered project activity and its GHG emission reductions or avoidance or removals in accordance with the registered monitoring plan.
- B5.1.3.** The non-obligated entity shall describe the implemented registered project activity and actual GHG emission reductions or removals in monitoring reports, as follows:
 - i. Each monitoring report shall cover the entire duration of a monitoring period. If monitoring did not take place due to force majeure or if issuance of credits is not sought for a period, this shall be clearly indicated.
 - ii. The first monitoring period shall start from the beginning of the crediting period specified in the registered PDD. If actual GHG emission reductions or removals have not started at the beginning of the crediting period, the first report shall indicate zero reductions or removals for the corresponding period.
 - iii. If negative GHG emission reductions (i.e., net GHG emissions) occur during a monitoring period, such values shall be clearly indicated and deducted from the total GHG emission reductions or removals for the corresponding period.
 - iv. Monitored amounts of GHG emission reductions or removals shall be presented in monitoring reports by the year of their occurrence.
 - v. Monitoring reports shall be prepared in chronological order.
 - vi. Monitoring results for different crediting periods shall be separated into different monitoring reports.
- B5.1.4.** All monitoring, verifications, and requests for issuance of credits in respect of GHG emission reductions or removals achieved by the projects shall use the latest GWPs as published by the IPCC.
- B5.1.5.** The non-obligated entity shall maintain all monitoring results for the registered project in accordance with the monitoring management system described in the registered monitoring plan.

B5.2. Information relating to implementation of the project activity

B5.2.1. The non-obligated entity shall provide following information for the implemented project.

- i. The title and ICM reference number of the project
- ii. Names of the activity participants involved.
- iii. Location of the project
- iv. Titles, versions, and ICM reference numbers of the applied methodologies and including any other methodologies or methodological tools.
- v. The type, start date, and duration of the crediting period.
- vi. The monitoring period sequence number and dates of coverage.
- vii. The version number of the PDD applicable to the monitoring period.

B5.2.2. The non-obligated entity shall provide all details relating to data, parameters, methodologies, assumptions, default values for calculation of GHG emission reductions or removals and highlight procedures and methodologies for such calculations.

B5.2.3. The non-obligated entity shall provide all information and calculations for baseline GHG emissions, project GHG emissions (actual), Leakage GHG emissions; and final GHG emission reductions or net GHG removals from the project activity.

B5.2.4. The non-obligated entity shall further provide a comparison of the GHG emission reductions or net GHG removals achieved by the project with the estimates in the registered PDD and shall explain the cause of major deviations.

B5.3. Renewal of Crediting Period

B5.3.1. When applying for renewal of the crediting period, the non-obligated entity shall re-assess the regulatory additionality and re-evaluate the baseline scenario for the project activity.

B5.3.2. The regulatory additionality shall be demonstrated for the project activity for which renewal request is to be applied.

B5.3.3. The non-obligated entity shall re-evaluate the baseline scenario and assess if the original baseline is relevant or to be reassessed for renewing the crediting period.

B5.3.4. In case where required, the baseline shall be reassessed as per the methodologies and other requirements.

B5.3.5. The non-obligated entity shall update the project design with respect to the new baseline and estimate for the GHG reductions or removals, the monitoring plan and other aspects.

B5.3.6. The non-obligated entity shall get the validation for the latest project design and the renewal request shall be submitted post validation.

B5.3.7. The renewal request shall be applied after the end of the previous crediting period and within two years of its completion of the crediting period. If the renewal request is not applied within these timelines, the project shall be ineligible for further crediting.

Section C: Validation and Verification Standard

C. Validation and Verification Standard

C1. Introduction

- C1.1.** This standard provides ACVAs with minimum requirements for validation of a proposed or registered ICM project activity, along with post-registration changes, renewal and verification of GHG emission reductions or net GHG removals achieved by a registered ICM project activity.

C2. Principles

The following principles lay out the structural requirements for implementation and reporting of validation and verification activities.

- C2.1. Impartiality:** Ensuring the validation and verification process is objective and without bias.
- C2.2. Evidence-based Approach:** Ensuring the validation and verification process is based on sufficient and appropriate evidence.
- C2.3. General Fair Presentation:** Ensuring that the validation or verification activity, findings, conclusions, and reports are truthfully and fairly presented.
- C2.4. Documentation:** Documenting the validation and verification results and deviations if any in accordance with the criteria.
- C2.5. Conservativeness:** When assessing comparable alternatives, use a selection that is cautiously moderate.

C3. General Validation and Verification Requirements

C3.1. Validation and Verification Approach

- C3.1.1.** The ACVA shall select a competent team to perform the validation or verification in accordance with the minimum eligibility criteria and requirements laid under the "Accreditation Procedure and Eligibility Criteria for Accredited Carbon Verification Agency". Please refer to the latest version of the above-mentioned document as available on the BEE website.
- C3.1.2.** In carrying out its validation or verification work, the ACVA shall:
- Follow this standard and integrate its provisions into the ACVA's own quality management systems.
 - Apply the most recent applicable decisions and guidance provided by the NSC-ICM on recommendations of the technical committee for offset mechanism for the validation and verification process.
 - Determine whether each project activity meets the applicable requirements, including those specified in the "Section B: Project Standard".
 - Assess the accuracy, conservativeness, relevance, completeness, consistency and transparency of the information provided by the non-obligated entity.
 - Apply consistent validation/verification criteria to the requirements of the selected methodologies and methodological tools.

- vi. Not omit evidence that is likely to alter the validation or verification opinion.
- vii. Present information in the validation and verification reports in a factual, neutral, and coherent manner and document all assumptions while providing references to background material, and identify changes made to the documentation.
- viii. Safeguard the confidentiality of all information obtained or created during the validation or verification process.
- ix. Conduct a thorough and independent assessment against the applicable requirements in alignment with the procedures and standards of this document.

C4. Validation for Registration of Projects

C4.1. Standard Auditing Techniques

C4.1.1. In assessing the information provided by the non-obligated entity, the ACVA shall apply the means of validation specified throughout this standard and, where appropriate, standard auditing techniques, including, but not limited to:

- i. Cross checks between the information provided in the PDD and information from sources other than those used in the PDD to determine whether the information in the PDD is reliable; the ACVA's sectoral or local expertise, and, if necessary, independent background investigations.
- ii. Follow-up actions (e.g., on-site inspection and telephonic or e-mail interviews), including
 - a. Interviews with stakeholders with knowledge of the project design and implementation;
 - b. Cross checks between information provided by the interviewed personnel (i.e., by checking other sources or independent interviews) to ensure that no relevant information has been omitted.
- iii. Reference to available information relating to projects or technologies similar to the proposed ICM project activity under validation,
- iv. Review based on the selected methodologies, and of the appropriateness of formulae and accuracy of calculations.

C4.1.2. It is mandatory for the ACVA to conduct an on-site inspection at validation for the proposed ICM project activity if

- i. Its estimated annual average of GHG emission reductions or removals is more than 1,00,000 tCO₂ eq; or
- ii. The project is deemed to have high risk of uncertainty in terms of the achievement of GHG emission reductions or removals as estimated in the PDD, to be determined in accordance with the guidance provided by the subject matter expert.
- iii. There is pre-project information that is relevant to the requirements for registration of the project and may not be traceable after the implementation of the project.

C4.1.3. If the ACVA does not conduct an on-site inspection as a means of validation, it shall describe the alternative means used and justify that they are sufficient for the purpose of validation.

C4.1.4. Where no specific means of validation is specified, the ACVA shall apply the standard auditing techniques described in paragraph C4.1.1 above.

C4.2. Corrective action requests, clarification requests and forward action requests

C4.2.1. If the ACVA identifies issues that require further explanation to determine whether the proposed project activity meets the relevant requirements, the ACVA shall ensure that these issues are accurately identified, formulated, discussed and concluded in the validation report.

- C4.2.2.** ACVA shall raise a corrective action request (CAR) if one of the following situations occurs:
- The requirements as stated in this detailed procedure for offset mechanism are not met
 - Risks that GHG emission reductions or removals cannot be monitored or calculated
 - Errors and inaccurate information have been made by the non-obligated entities that will influence the ability of the proposed ICM project activity to achieve real, measurable, verifiable and additional GHG emission reductions or removals.
- C4.2.3.** The ACVA shall raise a forward action request (FAR) if issues related to project activity or programme of activities that require review during the first verification after the validation stage are identified.
- C4.2.4.** Pursuant to the paragraph C4.2.2 (ii), the ACVA shall raise a clarification request (CL) if the information provided by the non-obligated entity is insufficient or not clear enough to determine whether the applicable ICM requirements have been met. These include:
- If the ACVA cannot determine the applicability of a selected methodology and methodological tool, the ACVA shall request a clarification on the applicability of the same from the non-obligated entity.
- C4.2.5.** The ACVA shall resolve the CARs and CLs only if the non-obligated entity rectify the PDD or provide additional explanations or evidence that satisfy the ACVA's concerns. In cases, where it is not done, the ACVA shall not submit a request for registration of the proposed ICM project activity.
- C4.2.6.** The ACVA shall report on all CARs, CLs and FARs in its validation report. This reporting shall explain the issues raised, the responses provided by the non-obligated entity, the means of validation of such responses and references to any resulting changes in the PDD or its supporting documents.
- C4.3. Validation of compliance with specific requirements for registration**
- C4.3.1.** The ACVA shall determine, by following the general validation requirements referred to in sections C4.1 above, whether the proposed ICM project activity complies with all relevant requirements for registration as contained in the "*Section B: Project Standard*", including the requirements on:
- Description of the project
 - Avoidance of double counting or revived registration
 - Selection of methodologies and methodological tools and their applicability to the project
 - Deviation from, or revision of, the selected methodology or methodological tool, if applicable
 - Application of methodologies and methodological tools, including in terms of:
 - Definition of the project boundary, identification of sources, sinks and GHGs included in the project boundary, and identification of leakage;
 - Identification of the baseline scenario;
 - Demonstration of additionality;
 - Assessment of the risk of non-permanence of GHG emission reductions or net GHG removals and measures to address reversals if they occur, as applicable based on the sectoral scope;
 - Estimation of GHG emission reductions or removals.
- C4.3.2.** Specification of start date, crediting period type and duration.
- C4.3.3.** Analysis of environmental impacts, social impacts and sustainable development co-benefits as per the guidance provided in "*Section D: SDG Standard*".
- C4.3.4.** Undergoing local stakeholder consultation and public comments

C4.4. Treatment of double or revived registration

- C4.4.1.** The ACVA shall determine compliance with the requirement relating to double or revived registration as per the declaration and supporting information if any provided by the non-obligated entity upon its request.

C4.5. Deviation from methodology or methodological tool

- C4.5.1.** The ACVA may seek a clarification from the technical committee on the acceptability of a deviation from the selected approved methodology or methodological tool prior to the submission of a request for registration.
- C4.5.2.** If the non-obligated entity considers that a revision of the selected methodology or methodological tool would be required to address the project situation, then the non-obligated entity shall submit a request for revision of the selected methodology or methodological tool.

C4.6. Project boundary, sources and leakage

- C4.6.1.** If the applied methodologies and methodological tools allow the non-obligated entity to choose whether a source or gas is to be included within the project boundary, the ACVA shall determine whether the non-obligated entity has justified that choice and whether the justification provided is reasonable.
- C4.6.2.** If the ACVA identifies emission sources that will be affected by the implementation of the proposed ICM project activity, and which are expected to contribute more than 1 % of the overall expected average annual GHG emission reductions or removals, and are not addressed by the applied methodologies or the methodological tools, the ACVA shall request a clarification of, revision to, or deviation from, the methodologies or methodological tools, as appropriate.

C4.7. Baseline Scenario

- C4.7.1.** If the applied methodologies require several alternative scenarios to be considered in the identification of the most plausible baseline scenario, the ACVA shall, based on its expertise and local and sectoral knowledge, determine whether all scenarios considered by the non-obligated entity and any scenarios supplementary to those required by the methodologies, are realistic and credible in the context of the proposed ICM project activity. It must also ensure that no alternative scenario has been excluded.
- C4.7.2.** The ACVA shall determine whether the most plausible baseline scenario identified is reasonable by validating the assumptions, calculations and rationales used in the PDD through the use of evidence and expert opinion.

C4.8. Demonstration of Additionality

- C4.8.1.** The ACVA shall determine whether the additionality of the proposed ICM project activity is demonstrated in accordance with the applied methodologies and applied methodological tools. This involves checking the reliability and credibility of all data used, evaluating the rationales, assumptions, and justifications provided by the non-obligated entity, and critically assessing the evidence presented. The ACVA should use local knowledge and sectoral and financial expertise to perform this assessment comprehensively.

C4.9. Estimation of emission reductions or net removals

- C4.9.1.** The ACVA may seek a clarification from the non-obligated entity on the acceptability of a deviation from the selected approved methodology or methodological tool prior to the submission of a request for registration. The non-obligated entity shall describe as to how the ex-post calculations of baseline, project, and leakage GHG emissions, as well as GHG emission reductions, will be conducted, and provide an annual ex-ante estimation. If the proposed ICM project activity contains more than one component, the non-obligated entity shall apply this requirement for

each component separately. The non-obligated entity shall describe all steps to be undertaken for these calculations and provide all results.

- C4.9.2.** If the applied methodologies, methodological tools and/or other documents include different scenarios or cases or provide different options and/or default values to choose from, the non-obligated entity shall justify their choice.
- C4.9.3.** To determine the performance of the equipment used in the proposed ICM project activity, if required for the calculation of GHG emission reductions, the non-obligated entity shall use:
- The appropriate values, or the values calculated based on the methods, specified in the applied methodologies and methodological tools.
 - The national standard for the performance of the equipment type (the non-obligated entity shall identify the standard used) if the appropriate values, or the values calculated based on the methods, specified in the applied methodologies and methodological tools;
 - An international standard for the performance of the equipment type, such as International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) standards (the non-obligated entity shall identify the standard used) if the values referred to in subparagraphs above are not available.
 - The manufacturer's specifications, if they are tested and certified by national or international certifiers, if the values referred to in subparagraphs above are not available.
 - Performance data from test results conducted by an independent entity for the equipment to be installed under the project activity if the values referred to in subparagraphs above are not available.
- C4.9.4.** The non-obligated entity shall use the valid version of the norms, specifications, tools, standards, and test procedures referred to in the applied methodologies, methodological tools, and the other documents, as available at the time of submission of the PDD to an ACVA for validation.
- C4.9.5.** The non-obligated entity shall, in accordance with the applied methodologies, methodological tools and other documents, provide the data and parameters that will not be monitored but are determined before the registration of the proposed ICM project activity and remain fixed throughout the crediting period. These data and parameters shall be available at the time of validation of the project activity.
- C4.9.6.** The non-obligated entity shall ensure that the application of default data as provided by ICM in the estimation of GHG emission reductions or net anthropogenic GHG removals for the proposed ICM project activity results in conservative estimates. The non-obligated entity may use sampling for the determination of parameter values for calculating GHG emission reductions if the applied methodologies or methodological tools allow this. In such cases, the non-obligated entity shall develop and describe a sampling plan.

C4.10. Monitoring Plan

- C4.10.1.** The ACVA shall determine whether the means of implementation of the monitoring plan, including the data management and quality assurance and quality control procedures, are sufficient to ensure that GHG emission reductions or net GHG removals can be reported ex post and verified.
- C4.10.2.** If the non-obligated entity chose to delay the submission of the monitoring plan for the proposed ICM project activity in accordance with the "*Section B: Project Standard*", the ACVA shall confirm and document that the submission of the monitoring plan is delayed, while requesting adequate justification from the non-obligated entity.

C4.11. Stakeholder consultation

- C4.11.1.** The ACVA shall request the Administrator to forward the complaints received by the Administrator, if any, from stakeholders on the handling of the outcome of stakeholder consultation. Refer

"section B4.11" of "Section B: Project Standard" for the detailed process to be carried out by the non-obligated entity.

C4.11.2. The ACVA shall cross check with the non-obligated entity on the complaints and determine appropriate resolution of this complaints has been carried out by the non-obligated entity.

C4.11.3. If the Administrator has not forwarded any such complaints to the ACVA within 30 days of the request, the ACVA shall conclude that there is no such complaint.

C4.12. Integrity safeguards

C4.12.1. The ACVA shall determine whether the non-obligated entity has prepared a declaration that the development, implementation or operation of the proposed ICM project activity does not involve any illegal activities, including money laundering, tax evasion, fraud, bribery and criminal activities. In addition, refer guidance provided in *D2: Environment and Social Safeguards* under the "Section D: SDG Standard".

C4.13. Validation Report

C4.13.1. The ACVA shall report the results of its assessment in the validation report, including the following:

- i. An executive summary of the validation process and its conclusions
- ii. Details of the validation team, technical experts and internal technical reviewers involved, together with their roles in the validation activity and, where conducted in accordance with paragraph C4.1.2 and C4.1.3 above, mention details of who conducted the on-site inspection
- iii. A list of interviewees, documents reviewed, sampling approaches used by the ACVA and, where conducted in accordance with paragraph C4.1.2 above, outline of the on-site inspection. If the ACVA applied a sampling approach to the on-site inspection, the ACVA shall include a description of how the sample size was determined and how the field check was carried out
- iv. Results of the discussion between the ACVA and the non-obligated entity as well as any adjustments made to the project design following the local stakeholder consultations and public comments.
- v. A validation opinion, providing:
 - a. A summary of the validation method and the process used, and the validation criteria applied
 - b. A summary of the validation conclusions
 - c. A statement on the validation of the estimated GHG emission reductions or removals
 - d. A statement on whether the proposed ICM project activity meets all applicable requirements as laid under respective sections of detailed procedure for offset mechanism, including reasons.
- vi. The applied approach, finding and conclusion used to assess compliance with each requirement for registration, as outlined in with sections C4.1 and C4.3 above, including the CARs or CL issued to the non-obligated entities and how they have been addressed by them.

C4.13.2. The ACVA shall notify the non-obligated entity of the validation outcome, containing either:

- i. A positive validation opinion and the date of submission of the validation report as part of the request for registration of the proposed ICM project activity to the Administrator; or
- ii. A negative validation opinion, including the reasons for not complying with the relevant requirements for registration.

C5. Validation of Post-Registration Changes

C5.1. General Requirement

- C5.1.1.** If the revised PDD is prepared using an updated valid version of the PDD form, the ACVA shall determine whether the information that is not affected by the post-registration change has been transferred to the revised valid version of the form and is materially the same as that in the registered PDD.

C5.2. Validation of compliance with specific requirements for post-registration changes

- C5.2.1.** The ACVA needs to check whether the proposed or actual post registration changes to a registered ICM project activity falls within one of the following types of changes that may be allowed:

- i. Temporary deviation from the registered monitoring plan,
- ii. Permanent changes to the registered monitoring plan,
- iii. Temporary deviation from the applied methodologies,
- iv. Permanent deviation of monitoring from the applied methodologies,
- v. Changes to the start date of the crediting period,
- vi. Changes to the project design,

- C5.2.2.** In case of temporary deviation as mentioned above, the ACVA shall determine whether there is a temporary deviation from the monitoring plan in the registered PDD, the applied methodologies or methodological tools, and, in such instances, the ACVA shall determine whether the temporary deviation complies with the relevant requirements as highlighted in the "*Section B: Project Standard*" and the exact period to which the deviation applies.

- C5.2.3.** In case of permanent changes to the start of the crediting period

- i. The ACVA shall determine whether there has been no request for issuance submitted for the ICM project activity based on the information on the ICM portal.
- ii. If the ACVA determines that the conditions above is met, it shall further determine whether the change would require full review and possible change to the selection and the application of methodologies and methodological tools in accordance with the "*Section B: Project Standard*", and conduct validation accordingly.

- C5.2.4.** Permanent deviation of monitoring from the applied methodologies and methodological tools

- i. The ACVA shall determine whether the permanent changes to the registered monitoring plan described in the revised PDD are in compliance with the applied methodologies and the applied methodological tools. Additionally it shall assess whether the permanent change is likely to lead to a reduction in the accuracy of the calculation of GHG emission reductions or net GHG removals.
- b. If so, the ACVA shall request the non-obligated entity to apply conservative assumptions or discount factors to the calculations to the extent required to ensure that GHG emission reductions or net GHG removals will not be over-estimated as a result of the permanent change or the permanent deviation.

- C5.2.5.** Changes to the Project Design –

- i. The ACVA shall by means of an on-site or remote inspection, assess the impacts of the actual change on the monitoring plan, the level of accuracy of the monitoring, the applied methodologies and the methodological tools.
- ii. If the proposed or actual change affects the additionality of the registered ICM project activity, the ACVA shall confirm that the project is still additional after the change.

C5.3. Validation Report

- C5.3.1.** The ACVA shall notify the non-obligated entity of the validation outcome. In case of a positive outcome, include the date of submission of the validation report as part of the request for approval of post-registration change to the Administrator.
- C5.3.2.** In case of negative outcome, include the reasons for the post-registration change determined as not complying with the relevant requirements for post-registration changes.

C6. Verification**C6.1. Requirements**

- C6.1.1.** The ACVA shall assess both quantitative and qualitative information on GHG emission reductions or removals provided in the monitoring report.
- C6.1.2.** In addition to the monitoring report, the ACVA shall review:
- i. The registered PDD, including the registered monitoring plan and/or the changes from the registered PDD, and the corresponding validation opinion
 - ii. The validation report
 - iii. Previous verification reports, if any
 - iv. The applied methodologies and the methodological tools
 - v. The monitoring results of environmental impacts, social impacts and sustainable development co-benefits of the registered ICM project activity
 - vi. Any other information and references relevant to the GHG emission reductions or net GHG removals by the registered ICM project activity (e.g. IPCC reports, data on electricity generation in the national grid, or laboratory analysis etc.)
 - vii. Any FARs reported in the validation or previous verification reports

C6.2. Quality of Evidence

- C6.2.1.** When verifying the reported GHG emission reductions or removals, the ACVA shall confirm that there is an audit trail that contains the evidence and records that validate or invalidate the stated figures. The audit trail shall include the source documents that form the basis for assumptions and other information underlying the GHG data.
- C6.2.2.** The ACVA shall only certify GHG emission reductions or removals that are based on verifiable evidence.

C6.3. Application of Materiality

- C6.3.1.** Materiality, as defined in the section – “Definitions” of this document, shall be applied during the verification process. An omission, misstatement, or erroneous reporting of information is material if it might lead, at an aggregated level, to an overestimation of the total GHG emission reductions or removals achieved by a registered ICM project activity equal to or higher than the following thresholds:
- i. 0.5 % of the emission reductions or removals for projects achieving a total emission reduction or removal equal to or more than 500,000 t CO₂ eq per year.
 - ii. 1 % of the emission reductions or removals for projects achieving a total emission reduction or removal of between 300,000 and 500,000 t CO₂ eq per year;
 - iii. 2 % of the emission reductions or removals for projects achieving a total emission reduction or removal of 300,000 t CO₂ eq per year or less.

C6.3.2. The application of the concept of materiality and reasonable level of assurance implies that some data or information may not be checked. However, the ACVA should design its verification and sampling plans to detect all material errors, omissions or misstatements, and any unchecked data or information should not contain any material errors, omissions or misstatements.

C6.3.3. An ACVA's verification opinion applies to 100 per cent of the data and information, even if the ACVA may not have checked the entire data set and information.

C6.4. Consideration of materiality in planning verification

C6.4.1. The ACVA should:

- i. Identify the materiality threshold as mentioned in C6.3.1
- ii. Understand the sources of project emissions within the project boundary and the leakage, the monitoring activities, the equipment used to monitor or measure project data, the origin and application of data used to calculate or measure the emissions, the data flow, the internal quality control system, and the overall organization with respect to monitoring and reporting;
- iii. Conduct a risk assessment to identify and assess the risks of individual or aggregated material errors, omissions or misstatements that may occur within the threshold;
- iv. Design verification plans, audit procedures and sampling plans whose scope and timing are based on and are responsive to the assessed risks of material errors, omissions or misstatements.

C6.4.2. The materiality thresholds apply to the total GHG emission reductions or removals actually achieved. When planning verification, the ACVA should apply the applicable materiality threshold to the reported total emission reductions or removals. If, as a result of the verification, the initial reported total emission reductions or removals is revised, the ACVA should reapply the materiality threshold to the revised total emission reductions or removals and, if needed, make adjustments to its verification plans and sampling plans.

C6.5. Consideration of materiality in conducting verification

C6.5.1. The ACVA should:

- i. Apply verification plans, audit procedures and sampling plans;
- ii. Assess potential errors, omissions and misstatements against the materiality threshold to determine whether they are material individually or in aggregate and whether further audit procedures are needed.

C6.6. Assessment

C6.6.1. The ACVA, while assessing the information, shall apply the means of verification specified throughout this standard and, where appropriate, standard auditing techniques. These techniques, include but not limited to –

- i. Document review involving a review of data and information, review of the registered monitoring plan, the applied methodologies and methodological tools; and
- ii. Follow-up actions (e.g. on-site inspection), including –
 - a. Assessment of the implementation and operation of the registered ICM project activity as per the registered PDD or latest approved revised PDD;
 - b. Interviews with relevant personnel to determine whether the operational and data collection procedures are implemented in accordance with the registered monitoring plan;

- c. Cross checks between the information provided in the monitoring report and data from other verifiable data sources to determine whether the information in the monitoring report is reliable;
- d. A review of calculations and assumptions made in determining the GHG data, GHG emission reductions, or net GHG removals;

iii. Sampling Plan

C6.6.2. It is mandatory for the ACVA to conduct an on-site inspection at verification for the registered ICM project activity if:

- i. It is the first verification for the ACVA with regard to this project;
- ii. More than three years have elapsed since the last on-site inspection conducted for verification for the project; or
- iii. The project has achieved more than 100,000 tCO₂ eq of GHG emission reductions or net GHG removals since the last verification when an on-site inspection was conducted.
- iv. The project is deemed to have high risk of uncertainty in terms of the achievement of GHG emission reductions or net GHG removals as estimated in the PDD,

C6.6.3. During the assessment, the ACVA shall raise CAR and/or CL, if

- i. The ACVA identifies non-compliance with the registered monitoring plan, the applied methodologies and methodological tools has not been sufficiently documented by the non-obligated entity, or if the evidence provided to prove conformity is insufficient;
- ii. Issues identified in a FAR during the validation or the previous verification(s) have not been resolved by the non-obligated entity.

C6.6.4. The ACVA shall resolve the CARs and CLs only if the non-obligated entity rectify the monitoring report PDD or provide additional explanations or evidence that satisfy the ACVA's concerns. In cases, where it is not done, the ACVA shall not submit a request for issuance of this registered ICM project activity.

C6.6.5. The ACVA shall report on all CARs, CLs and FARs in its verification and certification report. This reporting shall explain the issues raised, the responses provided by the non-obligated entity, the means of validation of such responses and references to any resulting changes in the monitoring report or its supporting documents.

C6.7. Verification of compliance with specific requirements for Issuance

C6.7.1. The ACVA shall determine, by following the general verification requirements referred to in sections C3.1 and C6.1 above, whether the monitoring report complies with all relevant requirements for monitoring as contained in the "*Section B: Project Standard*", including:

- i. General requirements:
 - a. Implementation and operation of the project as per the description in the registered PDD
 - b. Continuous monitoring
 - c. Presentation of monitoring results by year of occurrence of GHG emission reductions or net GHG removals
 - d. Preparation of monitoring reports in chronological order and separation by crediting periods;
 - e. Application of appropriate Global Warming Potential
 - f. Maintenance of monitoring results

- ii. Description of implemented registered project
- iii. Description of monitoring system
- iv. Provision of data and parameters used
- v. Calculation of GHG emission reductions or net GHG removals
- vi. Continuous engagement of stakeholders

C6.8. Continuous engagement of stakeholders

- C6.8.1.** The ACVA shall determine whether the non-obligated entity has received comments on the implementation or operation of the ICM project activity from stakeholders after its registration. This determination should be made through the process of continuous engagement with stakeholders. If comments have been received, the ACVA shall also, determine whether the non-obligated entity have addressed the issues raised in the comments during the implementation or operation of the project, as appropriate.

C6.9. Environmental impacts, social impacts and sustainable development co-benefits

- C6.9.1.** The non-obligated entity in accordance with the details mentioned in *sections D.2 and D.3* under *Section D: SDG Standard*, along with *Annexure 10 - Environment and Social Safeguards: Risk Assessment Questionnaire* provide a document describing how they intend to mitigate the negative impacts, if any, arising from the project activity. This document should also outline how they will monitor sustainable development co-benefits of the proposed ICM project activity, including the frequency of reporting of monitoring results and whether they intend to have monitoring results independently verified.
- C6.9.2.** The ACVA shall appropriately carry out the verification of the project activity basis the monitoring reports and supporting information provided by the non-obligated entity.

C6.10. Verification and Certification Report

- C6.10.1.** The ACVA shall report the results of its assessment in the verification report, including the following:
- i. An executive summary of the verification process and its conclusions
 - ii. Details of the verification team, technical experts, and independent reviewers involved, along with their roles in the verification activity and, where conducted in accordance with paragraph C.6.6.2 above, provide details of who conducted the onsite inspection.
- C6.10.2.** A list of interviewees, documents reviewed, sampling approaches used by the ACVA and, where conducted in accordance with paragraph C.6.6.2 above.
- C6.10.3.** Results of the dialogue between the ACVA and the non-obligated entity, as well as any adjustments made to the monitoring report following the continuous engagement of stakeholders
- i. A list of each parameter specified by the registered monitoring plan and a statement on how the values in the monitoring report have been verified.
 - ii. A statement on whether any post-registration changes to the registered PDD have been approved by the technical committee or will be submitted together with the request for issuance of carbon credit certificates.
 - iii. A summary of the verification method and the process used, the verification criteria applied, and an assessment of remaining issues from the previous verification period, if appropriate.
 - iv. A conclusion on the verified amount of GHG emission reductions or net GHG removals achieved

- C6.10.4.** Where the ACVA applies the concept of materiality in planning and conducting verification for the registered ICM project activity in accordance with paragraph C6.3.1 above, it shall report:
- i. The risks, the risk assessment undertaken and how the verification plans, and sampling plans were designed to respond to these risks and ensure that all material errors, omissions or misstatements were detected;
 - ii. Whether and how the verification plans, and sampling plans were revised to take into account the need for further audit procedures due to the nature or type of errors, omissions or misstatements detected;
 - iii. How the concept of materiality was applied in determining whether a detected error, omission or misstatement was material or immaterial either individually or in aggregate.
- C6.10.5.** The ACVA shall, based on its verification, certify in writing, that the registered ICM project activity achieved the verified amount of GHG emission reductions or removals during the specified monitoring period that would not have occurred in the absence of the project.
- C6.10.6.** The ACVA shall notify the non-obligated entity the verification outcome, (positive or negative).
- i. In case of a positive outcome, provide the verified amount of GHG emission reductions or removals, and the date of submission of the verification report as part of the request for issuance of carbon credit certificates to the Administrator, and
 - ii. In case of negative outcome, provide the reasons for not complying with the relevant requirements for issuance.

C11. Validation for renewal of Crediting Period

C11.1. General Requirements

- C11.1.1.** The ACVA shall determine whether the non-obligated entity have updated the PDD in accordance with the relevant requirements for renewal of the crediting period in accordance with B5.3 of the *"Section B: Project Standard"*.
- C11.1.2.** If the non-obligated entity used a valid version of the PDD form for the updated PDD that was different than the version of the form of the registered PDD, the ACVA shall determine whether the information transferred to the currently valid version of the PDD form is materially the same as that in the registered PDD.

C11.2. Application of valid version of methodologies and methodological tools

- C11.2.1.** If the non-obligated entity selects another methodology and/or methodological tool for the purpose of renewal of the crediting period of the registered ICM project activity due to the inapplicability of the valid version of the methodology and/or methodological tool applied to the registered PDD, the ACVA shall assess whether the updated PDD complies with all the requirements of the new selection.

C11.3. Validity Report

- C11.3.1.** In its validation report for renewal of the crediting period, the ACVA shall report on all items listed in paragraph C.4.13.1 (i) to (v).
- C11.3.2.** State whether there are any proposed post-registration changes effective from the start date of the next crediting period in the request for renewal of the crediting period of the project, if the validation is primarily for the latter

Section D : SDG STANDARD

D. SDG Standard

D1. Introduction

- D1.1.** This standard provides a step-wise approach for non-obligated entities to identify, evaluate, mitigate, and monitor potential negative environmental and social risks and potential positive contributions to the 17 United Nations Sustainable Development Goals (SDGs).
- D1.2.** This standard is divided into two parts: a.) Environmental and Social safeguards and b.) Impact on Sustainable Development Goals. The first section is referenced from the approved A6.4 Sustainable Development Tool by UNFCCC and contains safeguards elements for identifying and mitigating risks. The second part is contextualized from the National Indicator Framework (NIF) on SDGs by MoSPI for demonstrating potential positive contributions to the national SDGs from the ICM project activity.

D2. Environmental and Social Safeguards

- D2.1.** Environmental and social safeguards elements will guide non-obligated entities to identify, evaluate, mitigate and monitor potential negative environmental and social impacts and risks produced by project activity during implementation and operation.
- D2.2.** The goal is to ensure that while the project activity contributes to reducing greenhouse gas emissions, it does not cause harm to local communities or ecosystems. This assessment aligns with the broader principles of sustainable development and safeguards the well-being of all stakeholders involved.
- D2.3.** The environmental and social safeguards elements are shown in **Table 2** below.

Table 2: Environmental and Social Safeguards Elements

Safeguard Elements		
Environmental	Element 1	Climate and Energy
	Element 2	Air, land and water
	Element 3	Ecology and natural resources
Social	Element 4	Human rights
	Element 5	Labour
	Element 6	Health and safety
	Element 7	Gender equality
	Element 8	Land acquisition and involuntary resettlement
	Element 9	Local Communities
	Element 10	Corruption
	Element 11	Cultural heritage

- D2.4.** The non-obligated entity shall conduct a do-no-harm risk assessment to identify possible negative environmental and social impacts and risks from the implementation and operation of the project activity against eleven elements as highlighted in **Table 2** above.
- D2.5.** The guiding questions on each of these principles to be followed are adopted from the questionnaire for the risk assessment of the environmental and social safeguards elements and criteria provided in the approved Article 6.4 SD Tool. These are further annexed in *Annexure 10*.

D3. Demonstrating SDG Impacts as per NIF Framework

D3.1. Introduction

- D3.1.1.** The 17 SDGs were established by the United Nations in 2015 as part of the 2030 Agenda for Sustainable Development. The global indicator framework for Sustainable Development Goals developed by the Inter-Agency and Expert Group on SDG Indicators (IAEG-SDGs) was later adopted by the General Assembly on 6 July 2017. The 'Global indicator framework for the Sustainable Development Goals and targets of the 2030 Agenda for Sustainable Development' provides 17 SDGs, 169 targets and 248 indicators.
- D3.1.2.** Further, the National Indicator Framework (NIF) by the Ministry of Statistics and Programme Implementation (MoSPI) serves as a comprehensive tool to monitor and assess the progress of Sustainable Development Goals (SDGs) in India. It aligns with the global SDG indicator framework and aims to provide a clear picture of India's development trajectory across various dimensions such as health, education, environment, and economic growth.
- D3.1.3.** As of June 2024, NIF has encompassed around 290 indicators corresponding to 17 SDGs and associated 169 targets. The NIF not only facilitates a systematic evaluation of India's progress but also enhances transparency and accountability in governance of monitoring SDGs at the national level.

D3.2. Identification of positive impacts

- D3.2.1.** The non-obligated entity shall identify the SDGs in which the impact shall:
- (i) Be relevant to the project activity type (based on SDGs targets and indicators);
 - (ii) Result in a direct positive impact (i.e. the activity is the main driver of change);
 - (iii) Be recurring during the crediting period of the project activity;
 - (iv) Positively impacting the community and local environment in a direct and measurable way.

D3.3. Developing Project Activity Indicators

- D3.3.1.** The non-obligated entity shall establish project activity-level sustainable development indicators for each identified direct positive impact to the SDGs resulting from the proposed activity.
- D3.3.2.** The relevant project activity-level indicators for the SDGs identified as impacted, should align with the latest National Indicator Framework (NIF) for SDGs. The framework which includes 290 national SDG indicators, was released by MoSPI on 29 June 2024.

National Indicator Framework:

https://www.mospi.gov.in/sites/default/files/publication_reports/Sustainable_Development_Goals_National_Indicator_Framework%202024.pdf

D3.3.3. An indicative mapping of activity-level sustainable development indicator selected SDGs for defining activity level indicators illustrated in **Table 3**.

Table 3: Illustration of defining activity-level sustainable development indicator

Sustainable Development Goal (SDG)	Target	Indicator as per NIF	Project activity-level sustainable development indicator (The below indicator is for reference purpose. It is to be developed by the non-obligated entity on project basis)
Goal 5. Achieve gender equality and empower all women and girls (for cookstove project activity)	5.4: Recognize and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies and the promotion of shared responsibility within the household and the family as nationally appropriate	5.4.1: Proportion of time spent on unpaid domestic and care work	Average time saved associated with cooking time and fuel collection
Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all (for the renewable energy project activity)	7.1: By 2030, ensure universal access to affordable, reliable and modern energy services	7.1.1 Percentage of households electrified	Total number of households with access to electricity from RE sources
Goal 15. Life on Land (for afforestation and forestation activity expect wetlands)	15.2 By 2020, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally	15.2.2 Percentage change in carbon stock in forest cover	Increase in carbon stock due to project activity

D3.3.4. The project activity-level sustainable development indicator(s) shall be quantitative and monitorable over the crediting period. The non-obligated entity shall include the monitoring approach and parameters, including the frequency of monitoring, to be used for each selected project activity-level SDG target indicator.

Section E: Methodology Development and Adoption Procedure

E. Methodology Development and Adoption Procedure

E1. Introduction

- E1.1. This procedure defines the processes for the development of new methodologies and methodological tools, the revision of approved methodologies and methodological tools, and the provision for clarifications on approved methodologies and methodological tools.
- E1.2. This document will be updated at regular intervals, and stakeholders shall ensure that they are using the most recent version of the document.

E2. Applicability

- E2.1. This procedure applies to:
 - i. All “bottom-up” and “top-down” cases for the development of new methodologies and methodological tools, where;
 - a. Bottom-up refer to cases where non-obligated entities, ACVA or other stakeholders initiate the process of submitting a proposal for methodology development;
 - b. Top-down refer to cases where Administrator on the recommendations from NSC-ICM and/or Technical Committee for Offset Mechanism, initiates the process of methodology development.
 - ii. All methodologies and methodologies tools as adopted from CDM and Article 6.4 (i.e. Paris Agreement Crediting Mechanism) or other credible global voluntary carbon standards.

E3. Guiding Principles

- E3.1. The methodology development and its review shall follow principles based on the International Organization for Standardization (ISO) 14064 Part 2 (2019) specifications to ensure that methodology application facilitates compliance with GHG accounting principles. The application of following principles is fundamental to design and implementation of projects under the Offset Mechanism and shall be consistently applied by the non-obligated entities and other relevant stakeholders.
- E3.2. **Relevance:** Select the GHG sources, sinks, reservoirs, data, and methodologies appropriate to the activities/ measures covered.
- E3.3. **Completeness:** Include all relevant GHG emissions and removals. Include all relevant information to support criteria and procedures.
- E3.4. **Consistency:** Enable meaningful comparisons in GHG- related information.
- E3.5. **Accuracy:** Reduce bias and uncertainties in GHG related information

- E3.6. Transparency:** Disclose sufficient and appropriate GHG-related information to allow intended users to make decisions with reasonable confidence.
- E3.7. Conservativeness:** Use conservative assumptions, values, and procedures to ensure that GHG emission reductions or removal enhancements are not overestimated.

E4. Methodology Principles

E4.1. The methodology and methodology tools cases which are mentioned in paragraph E 2.1 (i) and (ii) above shall adhere to the below mentioned principles and shall also follow the latest guidelines and requirements of the Development and assessment of Article 6.4 mechanism methodologies standard under Article 6.4 (Paris Agreement Crediting Mechanism) as revised from time to time.

E4.1.1. Encouraging ambition over time:

- i. The methodologies should enable the implementation of technologies or measures that are not commonly used or accessible in certain areas, to promote knowledge sharing and encourage the adoption of technologies or measures that lower costs and attract investment in low-carbon solutions.
- ii. These methodologies should include provisions that support the gradual integration of more efficient and less greenhouse gas (GHG)-emitting technologies, as well as scalable and replicable mitigation activities. This approach should aim to expand the user base, increase geographic reach, and enhance the adoption of low-carbon solutions following their initial deployment.

E4.1.2. Being real, transparent, conservative, credible:

- i. The methodologies must include reliable methods for estimating emission reductions or removals to ensure that the outcomes of project activity accurately reflect real reductions or removals of GHG emissions in tonnes. Such estimations shall be based on up to-date scientific information and reliable data. Furthermore, the methodologies must include provisions ensuring a robust system for monitoring, data collection, and reporting to maintain credibility. When secondary data is employed, the methodologies should require non-obligated entity to justify that the data source is suitable and that the data used is conservative.

E4.1.3. Establishing that the selected baseline is below business-as-usual:

- i. The methodologies must include provisions that ensure the baseline chosen for an emission reduction activity is demonstrated to be below the 'business-as-usual' (BAU) level. BAU emissions serve as plausible reference points or scenarios for GHG emissions prior to or without the implementation of the activity. To achieve this, these methodologies should require the identification of the BAU scenario or reference benchmark emissions and outline a method for estimating them.

E4.1.4. Approaches to set the baseline:

The approach should consider the following elements:

- i. The use of best available technologies that are both economically viable and environmentally sustainable, where appropriate;
- ii. Setting an ambitious benchmark where the baseline is at least the average emission level of the best performing comparable activities that deliver similar outputs and services, within a defined scope and under similar social, economic, environmental, and technological conditions.

E4.1.5. Including data sources, accounting for uncertainty and monitoring requirements:

- i. The methodologies must include or reference provisions that mandate the accounting of uncertainties related to emission factors, activity data, and other estimation parameters used in calculating emission reductions or removals, in accordance with relevant IPCC guidelines.

E4.1.6. Recognizing suppressed demand:

- i. Suppressed demand refers to situations where services like electricity for basic needs are inadequate due to barriers such as low income or lack of infrastructure. This leads to special considerations in baseline scenario assessments for emission growth, which will incorporate benchmarks and default factors in methodologies to account for suppressed demand, even if these are not below the business-as-usual (BAU) level.
- ii. It is thus important to set baseline scenarios based on alternatives that provide comparable service levels, rather than relying on historical conditions.

E4.1.7. Taking into account national policies and measures:

The methodologies must include provisions that consider relevant national, regional, or local - social, economic, environmental, and technological circumstances, using robust and verifiable data. These methodologies should specify the type of data and information needed to meet these provisions, particularly concerning eligibility conditions, baseline setting, and demonstrating additionality.

E5. Methodology Approval Pathways

A methodology can be submitted for approval using the following procedures:

- E5.1. Regular Approval - This procedure as described in paragraph E6.1 and E6.2 below applies to a new methodology or methodological tool (hereinafter referred to as methodology) that has not been approved under CDM, Article 6.4 (Paris Agreement Crediting Mechanism) and/or any other voluntary carbon standards.
- E5.2. Rapid/ Fast track approval - This procedure as described in section 4.3 applies to a methodology that has already been approved or updated in the last three or five years in CDM, Article 6.4 (Paris Agreement Crediting Mechanism) and is in compliance with the ICM methodology principles.

E6. Procedure for New Methodology Development

E6.1. Bottom-up Approach: Stakeholder driven methodology development

- E6.1.1. This procedure applies to a new methodology or methodological tool (hereinafter referred to as methodology) that has not been approved under any other voluntary carbon market.

- E6.1.2. In this approach, non-obligated entity, other stakeholders such as managing entity (on behalf of the non-obligated entities in PoA) and/or ACVA (hereinafter referred to as methodology developer) may propose a new methodology. The step-by-step process is highlighted in Fig 2 below:

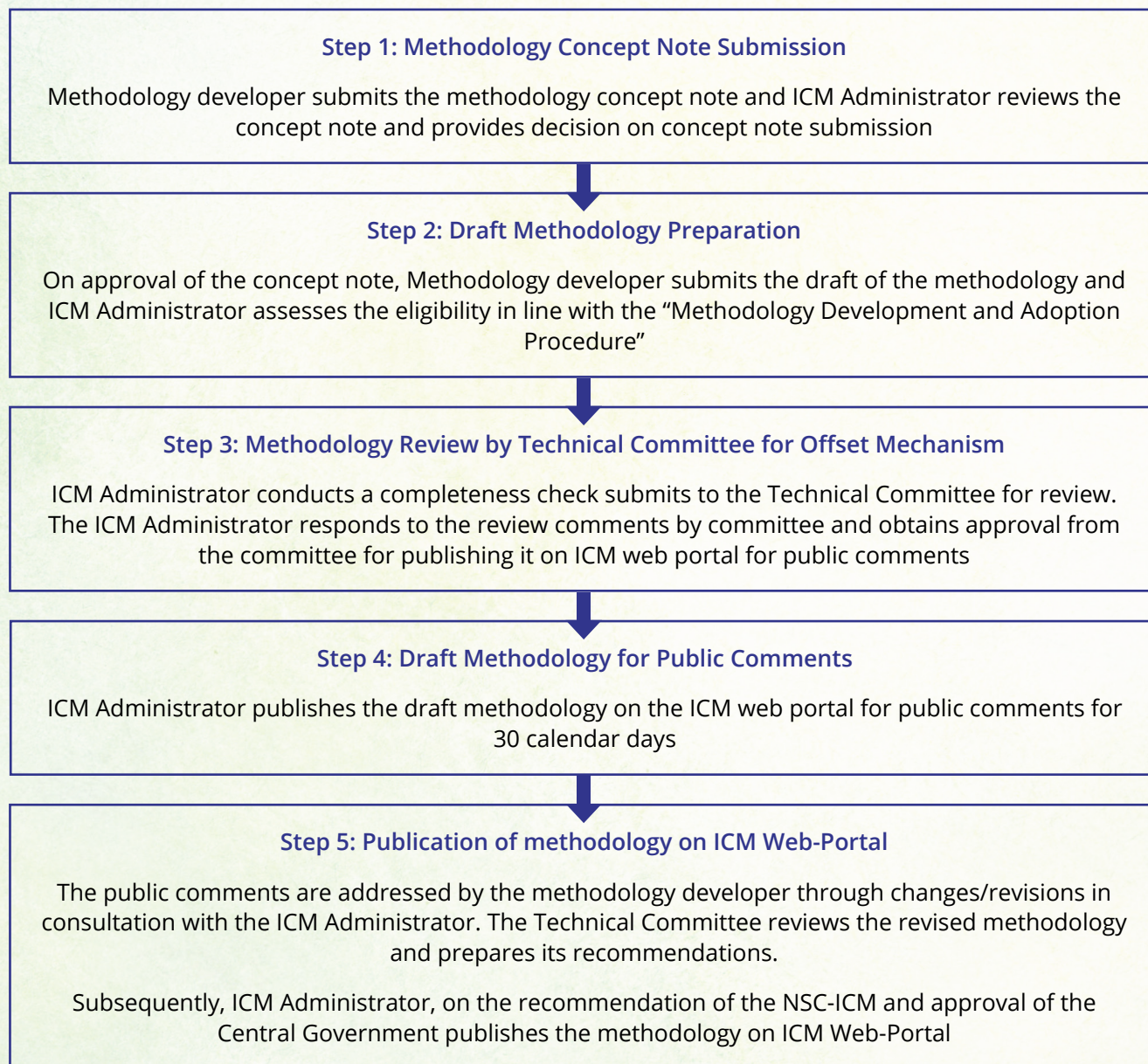


Figure 2. New methodology approval process (Stakeholder driven)

- E6.1.3. **Step 1: Methodology Concept Note Submission:** The non-obligated entity and/or stakeholder shall prepare a methodology concept note (based on the template as annexed in [Annexure 8: New methodology concept note form](#)) and submit it to the Administrator.
- E6.1.4. The Administrator reviews the concept note to determine whether the concept note complies with the requirements of "Section B – Project Standard".

- E6.1.5. The review by Administrator may result in one of the following decisions:
- i. Approval: The non-obligated entity and/or stakeholder is advised to proceed to the next steps as highlighted in Step 2 below.
 - ii. Resubmission: The non-obligated entity and/or stakeholder is requested to revise and resubmit the draft methodology concept note within 30 working days to address the issues identified by the Administrator.
 - iii. Rejection: The non-obligated entity and/or stakeholder is informed that concept note has been rejected.
- E6.1.6. **Step 2: Draft Methodology Preparation:** After approval of the Administrator, the non-obligated entity and/or stakeholder shall prepare and submit the new draft methodology.
- E6.1.7. For new methodologies, the non-obligated entity and/or stakeholder shall prepare and submit a draft PDD alongside the methodology to demonstrate how the methodological approach would be applied to a project activity.
- E6.1.8. The non-obligated entity and/or stakeholder shall submit the draft methodology within six months of the approval of the methodology concept note. In case of non-adherence to these timelines, the methodology developer shall provide justification for the delay. The Administrator shall assess timeline extension on a case-to-case basis.
- E6.1.9. Administrator shall conduct the completeness check within 15 working days of the submission.
- E6.1.10. If the submission is found complete, the Administrator shall inform the methodology developer, and the draft shall be put forward for public comments on the ICM portal. If the details are found inadequate/incomplete, the Administrator shall request the non-obligated entity and/or stakeholder to submit the revised documents and information within 30 calendar days of receiving the request. In case of non-adherence to these timelines, the methodology developer shall provide adequate justification to the Administrator, which shall consider timeline extension on a case-by-case basis.
- E6.1.11. **Step 3: Methodology Review by Technical Committee for Offset Mechanism:** The Administrator shall inform the Technical Committee for Offset Mechanism of the successful completeness check.
- E6.1.12. The Technical Committee for Offset Mechanism shall review the draft and identify any Corrective Action Requests (CARs), Observations (OBs), or need clarification (CLs) and share them with the Administrator, which shall share the same with the methodology developer. The methodology developer shall submit the responses to the Administrator.
- E6.1.13. Upon conclusion of the review outcome;
- i. If the submission is concluded as incomplete for consideration, the Administrator shall communicate the underlying reason(s) to the methodology developer.
 - ii. If the submission is concluded as qualified, the Administrator shall publish the draft methodology on ICM portal for public comments.
- E6.1.14. **Step 4: Draft Methodology for Public Comments:** The Administrator shall make the draft methodology for public comments on ICM portal for 30 working days.
- E6.1.15. At the end of the public comment period, the Administrator will consolidate the comments and provide them to the methodology developer.
- E6.1.16. The methodology developer shall include responses to all comments and the same shall be published on ICM web-portal by the Administrator.

- E6.1.17. **Step 5: Final Recommendations by Technical Committee for publication of the Methodology:** The technical committee for offset mechanism shall decide whether to approve or reject methodology basis the recommendations of the Administrator and provide guidance on the issues for review, if necessary.
- E6.1.18. If the technical committee for offset mechanism approves the proposed new methodology, the Administrator shall
- i. Inform the methodology developer of the successful approval with next steps such as final drafting of the methodology with information and reporting checks within 5 working days of the approval.
 - ii. The methodology developer shall do a final review and submit the methodology to the Administrator within 10 working days.
 - iii. On receipt of the methodology, Administrator shall publish the approved new methodology on the web portal.
- E6.1.19. If the technical committee for offset mechanism rejects the proposed new methodology, the Administrator shall inform the methodology developer of the reasons for rejection.

E6.2. Top-down Approach: Administrator led methodology development

- E6.2.1. In this approach, the Administrator, on the recommendations of NSC-ICM and /or technical committee for offset mechanism, may decide to develop a new methodology or methodological tool (herein to be referred as methodology).
- E6.2.2. The Administrator shall prepare a methodology plan including the scope, applicability, and time frame for the development of the new methodology.
- E6.2.3. The Administrator shall identify two sector experts for the sectoral scope in which methodology is proposed.
- E6.2.4. The Administrator shall prepare a draft of a new methodology using the methodology draft template in accordance with the development plan and based on the inputs from the sector experts.
- E6.2.5. The Administrator shall submit the draft methodology to the technical committee for offset mechanism and seek decision to publish methodology for public comments.
- E6.2.6. The Administrator shall make the draft methodology for public comments on ICM web-portal for 30 working days.
- E6.2.7. At the end of the public comment period, the Administrator will consolidate the comments and, along with the two sector experts, take in consideration the comments and make changes to the draft methodology as appropriate.
- E6.2.8. The Administrator shall then send the methodology to NSC-ICM to approve the request. Once approved, the Administrator shall publish the approved new methodology on the ICM portal within 30 calendar days of the approval.

E6.3. Adoption of Approved Methodologies

- E6.3.1. The Administrator can also adopt the already approved methodologies in CDM and/or Article 6.4 (Paris Agreement Crediting Mechanism) either with some major revision/change or with minor revision/change.

- E6.3.2. The major revisions refer to changes in the scope, project boundary, applicability conditions, baseline scenario, additionality approach, or quantification and monitoring approach that result in significant changes to the methodology.
- E6.3.3. The minor revisions refer to changes made to improve the language and clarity of the methodology, update emission factors, improve procedures, or make minor expansions to the scope that include similar project activities consistent with the existing methodological approach. These revisions have little or no impact on the methodology's scope, project boundary, applicability conditions, baseline scenario, or additionality approach.
- E6.3.4. The minor revisions may be published on ICM portal without public comments.
- E6.3.5. In case of major revisions, Administrator shall make the draft methodology for public comments on ICM portal for 30 working days.
- E6.3.6. At the end of the public comment period, the Administrator will consolidate the comments, prepare responses and revise the methodology with identified two sector experts for the respective sectoral scope from the technical committee for offset mechanism.
- E6.3.7. The Administrator shall submit the summary of consolidated responses along with revised methodology to the technical committee for offset mechanism for review.
- E6.3.8. The technical committee for offset mechanism reviews the revised methodology and requests Administrator to put forward for approval by the NSC-ICM.
- E6.3.9. NSC-ICM provides the final decision of accepting the revised methodology. Once approved, the final methodology to be published on the ICM Web-portal.

E6.4. Nomenclature of Methodologies

- E6.4.1. The nomenclature of methodologies under the offset mechanism is as follows:

Nomenclature	Reference
BM	Bharat Methodology for Offset Projects.
XX	First two initials of the approved sectors by the Central Government
XX	Serial number assigned to respective sectoral scope
XXX	Serial number of methodologies

E.g., BM EN01.001

where;

BM : Bharat Methodology

EN : First two initials of the Sector (Energy)

01: Serial number assigned to Energy Sector

001: The serial number assigned to the first methodology as adopted or developed under this Sector

- E6.4.2. All new methodologies development or adoption will follow this nomenclature in offset mechanism under Indian carbon market.

Annexure 1. Account Registration Form

Account Registration Form	
Purpose: <i>This form is to be used by the non-obligated entity for creating account on ICM Portal. A single account of the non-obligated will be valid on the ICM portal as well as the ICM registry.</i>	
Part A : Details of Applicant as Non-obligated Entity	
Name of the applicant (legal entity name)	
Corporate Identification Number (CIN)	
GSTIN number	
Registered Address :	
Address : (where communication will be sent- e.g. Headquarters, Registered Office or others)	
Telephone/Mobile:	
E-mail : (single ID to be used for Portal Login)	
Website:	
Name of the Nodal Person (point of contact with Administrator regarding ICM project cycle)	
Does the project activity utilizes CSR funds as a part of the company's CSR activities? If yes, the entity shall provide consent on the declaration as mentioned in point (2) of Part 2) . (This is only applicable for Indian firms who will be registering projects)	☐ Yes ☐ No
Date of Account Registration Form Submission	
Part B: Declaration from Non-obligated Entity	
1. The project activity is concurrently not registered with any other carbon market or market-based mechanism including renewable energy mechanisms where the mitigation outcome or reduction is traded in the form of credits or certificates. 2. The surplus generated from the sale of CCCs from project activity will be used as per all the rules and regulations of Section 135 of the Companies Act, 2013. 3. The project information related to this project on ICM portal, including the documents submitted to the Administrator, will always contain same and consistent information as per respective sections in this Detailed Procedure for Offset Mechanism document.	
I confirm that all the information provided here is true and correct. (The declaration is applicable to non-obligated entity who will register the project activity)	
Date:	
Version: 1.0	

Annexure 2. Fee Schedule

1. Account Registration Fee	INR 5000
2. Account Maintenance Fee (annually)	INR 2000
3. Project Registration Fee	i. INR 50,000 for a project achieving annual average GHG emission reductions or avoidance or net GHG removals over the (first) crediting period of up to 15,000 tonnes of carbon dioxide equivalent (t CO₂ eq); ii. INR 1,00,000 for a project achieving annual average GHG emission reductions or avoidance or net GHG removals over the (first) crediting period between 15,001 to 50,000 tonnes of carbon dioxide equivalent (t CO₂ eq); iii. INR 1,50,000 for a project achieving annual average GHG emission reductions or avoidance or net GHG removals over the (first) crediting period over 50,000 tonnes of carbon dioxide equivalent (tCO₂ eq);
4. Post Registration Change Fee	INR 25,000 INR per request
5. CCC Issuance Fee	INR 5 per CCC being issued
6. Renewal of the Crediting Period Fee	As per 3 (i), (ii) and (iii) above
<i>*All above mentioned fees are Non-Refundable</i>	
<i>** The fee schedule as mentioned above shall be revised from time to time.</i>	
Date:	
Version: 1.0	

Annexure 3. Project Design Document Form

Project Design Document Form	
Project Information	
Project Title	
Name of the non-obligated entity (legal entity name)	
PDD version number	
PDD completion date	
Sectoral Scope	
Applied methodologies and tools	
Estimated annual emission reductions or net removals over the crediting period (tCO ₂ e/year)	
Date of PDD Submission	
Section 1 : Project Description	
A.1.	Title of Project Activity
A.2.	Compliance with minimum project eligibility
A.2.1.	Regulatory Compliance
A.2.2.	Project Start Date
A.2.3.	Sector Scope (s)
A.2.4.	Exclusivity
A.2.5.	Prevention of Double Counting
A.3.	Non-obligated entity
A.3.1.	Ownership of Project
A.3.2.	Non-obligated entity
A.3.3.	Managing Entity
A.3.4.	Roles and Responsibilities of Participants
A.4.	Detailed Description of Project Activity
A.4.1	Title
A.4.2.	Objective and Purpose
A.4.3.	Project Location
A.4.3.1.	State
A.4.3.2.	City/Town
A.4.3.3.	District
A.4.3.4.	Geographical Coordinates
A.4.3.5.	Local Map
A.4.4	Technologies/measures to be employed and/or implemented
A.4.5.	Technologies/measures existing prior to the implementation of the project (if applicable)
A.4.6.	Description of how the project activity will achieve GHG emission reductions and/or removals.

- A.4.7. GHG Reduction
 - A.4.7.1. Explanation on GHG reduction and
 - A.4.7.2. Justification on how reduction are above Business as usual Scenario.
 - A.4.7.2. Estimated Annual GHG Reduction
 - A.4.7.3. Estimated GHG reduction over crediting period
- A.4.8. Project Implementation Timeline
- A.4.9. Details of Project Funding
- A.4.10. Project Bundling (if applicable)

Section II : Project – Crediting Period

- B.1. Project Development Cycle
 - B.1.1. Date on Decision on implementation of Project.
 - B.2.2. Project Start Date
 - B.2.3. Expected Lifetime of the project
- B.2. Crediting Period
 - B.2.1. Type of Crediting period opted
 - B.2.2. Fixed Crediting Period
 - B.2.2.1. Start date of Crediting Period
 - B.2.2.2. End Date of Crediting Period
 - B.3.3. Renewable Crediting Period
 - B.3.3.1. Start date of Crediting Period
 - B.3.3.2. End Date of Crediting Period
 - B.3.3.3. Length of Crediting Period

Section III : Methodology

- C.1. Selection of Methodology
 - C.1.1. Details on approved methodology applied.
 - C.1.2. Justification of application of methodology
- C.2. Application of Methodology
 - C.2.1. Details on application of methodology
 - C.2.2. Description of baseline scenario
 - C.2.3. Justification of selection of baseline scenario
 - C.2.4. Description of how emission in project scenario is reduced as compared to baseline
 - C.2.5. Description of Project Boundary
- C.3. Demonstration of Additionality
- C.4. Addressing non-permanence and risks of reversals
 - C.4.1. Identification of risk or reversal
 - C.4.2. Reversal risk assessment
 - C.4.3. Reversals risk mitigation plan
 - C.4.4. Remediation of reversals

Section IV : Estimation of GHG Emission Reduction

- D.1. GHG Emission from Baseline and Project Activity
 - D.1.1. Estimate of GHG emissions
 - D.1.2. Estimated leakage emissions
 - D.1.3. Estimated Project emissions
 - D.1.4. Estimate of GHG emissions in baseline.
 - D.1.5. Estimate GHG reduction

Section V : Data Parameters Monitoring

- E.1. Data and parameters fixed ex ante
 - E.1.1 Data/parameter
 - E.1.2 Description
 - E.1.3 Data Unit
 - E.1.4 Equations Referred
 - E.1.5 Purpose of Data
 - E.1.5.1 Baseline emission/removals
 - E.1.5.2 Project emission/removals
 - E.1.5.3 Leakage emissions
 - E.1.5.4 Value(s) applied
 - E.1.5.5 Source of data
 - E.1.5.6 Choice of data or measurement methods and procedures
 - E.1.5.7 Comments/Remarks if any
- E.2. Data and parameters to be monitored
 - E.2.1 Data/parameter
 - E.2.2 Description
 - E.2.3 Data Unit
 - E.2.4 Equations Referred
 - E.2.5 Purpose of Data
 - E.2.5.1 Baseline emission/removals
 - E.2.5.2 Project emission/removals
 - E.2.5.3 Leakage emissions
 - E.2.4 Value(s) applied
 - E.2.5 Source of data
 - E.2.6 Measurement/calculation methods and procedures
 - E.2.7 Entity/person responsible for the measurement
 - E.2.8 Measuring Instrument(s)
 - E.2.8.1 Type
 - E.2.8.2 Accuracy
 - E.2.8.3 Calibration Requirements
 - E.2.8.4 Location

E.2.9	QA/QC Procedures Applied
E.2.10	Comments/Remarks if any
E.3	Sampling Plan <i>(Include the description of implemented sampling design, how the data was collected and analysis of the collected data was carried out, demonstration of the required confidence/precision level, demonstration that the samples were randomly selected and are representative of the population. Attach any working sheet for presenting detailed information).</i>
Section VI : Sustainable Development	
F.1.	Environment and Social Safeguards (as per A6.4 SD Tool)
F.2.	Quantification of Impact due to Project Activity (as per NIF Framework by MoSPI)
Section VII : Local Stakeholder Consultation	
G.1.	Local Stakeholder Consultation
G.1.1.	Stakeholder Mapping
G.1.2.	Mode of conducting stakeholder consultation
G.1.3.	Details on Consultation
G.1.4.	Summary of comments
G.1.5.	Summary on how comments are addressed.
Date: Version: 1.0	

Annexure 4: Validation Report Form

Validation Report Form	
Purpose:	
<i>This form is to be used by the ACVA for developing and submitting the validation form on ICM Portal.</i>	
Part A : Project Information	
Title of the Project Activity	
Version no of the validation Report	
Completion date of the validation report	
Version number of the PDD to which this report applies	
Date when PDD was uploaded for public comments on ICM portal	
Name of the Non-obligated entity	
Applied methodologies	
Sectors as applicable	
Estimated annual emission reductions or net removals over the crediting period (tCO ₂ e/year):	
Name and ICM Accreditation number of the ACVA	
Name, position and signature of the approver of the validation report	
Date of submission of the validation report	
Date:	
Version: 1.0	
Part B: Validation Report Format:	
Section A: Executive Summary	

Section B: Validation Team, Technical Expert and Approver

B.1 Validation Team Member

S.No	Role	Type of resource ¹	Last name	First name	Affiliation (e.g. name of ACVA)	Involvement in			
						Desk/document review	On-site inspection	Interviews	Validation findings
1.	Team Lead								
2.	Technical Expert								
..	...								

B.2 Independent reviewer and approver of the validation report

No.	Role	Type of resource	Last name	First name	Affiliation (e.g. ACVA)
1.	Independent reviewer				
...	Approver				

Section C: Means of Validation

C.1 Desk Review

C.2 On-site inspection

Duration of on-site inspection: DD/MM/YYYY to DD/MM/YYYY				
S.No	Activity performed on-site	Site location	Date	Team member
1.				
...				

C.3 Interviews

S. No	Interviewee			Date	Subject	Team member
	Last name	First name	Affiliation			
1.						
...						

C.4 Sampling Approach

C.5 Clarification requests (CLs), corrective action requests (CARs) and forward action requests (FARs) raised

Areas of validation findings	No. of CL	No. of CAR	No. of FAR
Description of project activity			
Application and selection of methodologies and/or methodology tools			
Application of methodologies and methodology tools			
Deviation from methodology and/or methodological tool			
Clarification on applicability of methodology and/or methodology tools			
Project boundary, sources and GHGs			
Baseline scenario			
Demonstration of additionality			
Addressing non-permanence and risks of reversals			
Estimation of emission reductions or net anthropogenic removals			
Monitoring plan			
Start date, crediting period type and duration			
Environmental and Social Risk due to project			
Positive Impact on SDGs (Sustainable development co-benefits) as per NIF Framework			
Local stakeholder consultation			
Public Comments			
Others (please specify)			
Total			

(*In case of project activity is under the list of activities to be considered under bilateral/cooperative approaches in India under Article 6.2 Mechanism)

Section D: Validation Findings

D.1 Description of project activity

Means of validation	
Findings	
Conclusion	

D.2 Application and selection of methodologies and methodology tools

D.2.1 Application of methodologies and methodological tool

Means of validation	
Findings	
Conclusion	

D.2.2 Deviation from methodology and/or methodological tool

Means of validation	
Findings	
Conclusion	

D.2.3 Clarification on applicability of methodology and/or methodological tool

Means of validation	
Findings	
Conclusion	

D.2.4 Project boundary, sources and GHGs

Means of validation	
Findings	
Conclusion	

D.2.5 Baseline scenario

Means of validation	
Findings	
Conclusion	

D.2.6 Demonstration of additionality

Means of validation	
Findings	
Conclusion	

D.2.7 Estimation of emission reductions or net anthropogenic removals

D.2.7.1 Equations and parameters applied to calculate emission reductions or net removals

Means of validation	
Findings	
Conclusion	

D.2.7.2 Data and parameters fixed ex ante

Means of validation	
Findings	
Conclusion	

D.2.7.3 Ex ante calculation of emission reduction

Means of validation	
Findings	
Conclusion	

D.2.7.4 Summary of ex-ante GHG emission reductions or net GHG removals

Means of validation	
Findings	
Conclusion	

D.2.7.5 Addressing non-permanence and risks of reversals

Means of validation	
Findings	
Conclusion	

D.2.7.5 Addressing non-permanence and risks of reversals

Means of validation	
Findings	
Conclusion	

D.3. Monitoring plan**D.3.1.1 Data and parameters to be monitored**

Means of validation	
Findings	
Conclusion	

D.3.1.2 Description of the monitoring plan

Means of validation	
Findings	
Conclusion	

D.4 Start date, crediting period type and duration

Means of validation	
Findings	
Conclusion	

D.5 Environmental and Social Risks due to Project Activity

Means of validation	
Findings	
Conclusion	

D.6 Positive Impact on SDGs (Sustainable development co-benefits) as per NIF Framework

Means of validation	
Findings	
Conclusion	

D.7 Local stakeholder consultation

Means of validation	
Findings	
Conclusion	

D.8 Public Comments

Means of validation	
Findings	
Conclusion	

Section E: Internal Quality Control

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Section F: Validation Opinion

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APPENDIX 1 – Abbreviations

Abbreviation	Full text
....	

APPENDIX 2 – Competence of team members and technical reviewers

Name		
Role		
Competence		
Responsibility		

Brief Summary of the above personnel involved in the validation

APPENDIX 3 – Documents reviewed or referenced

No.	Author	Title	References to the document	Provider/Source
...				

APPENDIX 4 – Clarifications requests, corrective action requests and forward action requests**Table 1. CLs from this validation**

CL ID:		Section number:	
Description of the issue:	Requirements:		Date:
Responses from Non-Obligated Entities :	Evidence provided:		Date:
ACVA assessment:		Date:	

Table 2. CARs from this validation

CAR ID:		Section number:	
Description of the issue:	Requirements:		Date:
Responses from Non-Obligated Entities :	Evidence provided:		Date:
ACVA assessment:		Date:	

Table 3. FARs from this validation

FAR ID:		Section number:	
Description of the issue:	Requirements:		Date:

Annexure 5: Project Activity Registration Form

Project Activity Registration Form	
Purpose: <i>By submitting this form and its supporting documentation, the Accredited Carbon Verification Agency (ACVA) on behalf of non-obligated entity submits the request for project registration to the Administrator.</i>	
Part 1: General Information	
1. Name and ICM Accreditation number of ACVA :	
2. Title of the Project Activity	
3. Names of the non-obligated entity	
4. Sectoral scopes of the proposed project activity	
5. Methodology Version as used	
6. Confirmation that this project activity meets all relevant validation requirements and hereby requests for registration :	Date: Name of ACVA representative: Signature:
Part 2 : Documents to be Submitted	
List of document attached to this form. (Tick boxes as appropriate)	☐ The completed PDD form of the proposed project activity (latest version) ☐ Completed validation report form (latest version) ☐ Documents and spreadsheets related to the demonstration of additionality of the project activity, the baseline, and the emission reduction calculations.
Date: Version: 1.0	

Annexure 6: Completeness Checklist Form

Completeness Checklist Form	
Purpose: <i>The purpose of conducting a completeness check is to determine that all required documents have been submitted and comply with the respective sections of the Detailed Procedure For Offset Mechanism.</i>	
Part 1 : Initial Checklist by Administrator	
List of Documents	Status
1. Project Design Document (PDD)	☐ Yes ☐ No
2. Validation Report	☐ Yes ☐ No
3. Supporting evidence documents (spreadsheets related to the demonstration of additionality of the project activity, the baseline, and the emission reduction calculations).	☐ Yes ☐ No
Part 2 : Checklist for subject matter expert as allotted for review	
A: Project Design Document (PDD)	Section: Comment/Query:
B: Validation Report	Section: Comment/Query:
C: Monitoring Report	Section: Comment/Query:
D: Verification Report	Section: Comment/Query:
E: Supporting evidence documents (spreadsheets related to the demonstration of additionality of the project activity, the baseline, and the emission reduction calculations).	Section: Comment/Query:

Annexure 7: Post-registration Changes Request Form

Post Registration Change Request Form	
Purpose:	
<i>This form is to be used by ACVA to submit a request for approval for changes to a registered ICM project activity.</i>	
Part 1 : General Information	
1. Name and ICM Accreditation number of ACVA	
2. Project Activity Title and ICM Unique Registration ID of the project activity	
3. Timing of Post Registration Request	☐ Prior to submitting a request for issuance of CCCs ☐ Combined with a request for issuance of CCCs
4. Submitting the request for approval of post-registration changes by ACVA:	Name:
	Signature:
	Date
Part 2 : Types of Changes	
<i>Check all types of changes that are being requested in this submission and fill in the corresponding sections.</i>	
A. Temporary Deviation from the registered Monitoring Plan, Applied Methodologies	
<i>(Describe the temporary deviations in the monitoring report, but do not alter the monitoring plan section of the PDD.)</i>	
Applicable period for Proposed Deviation	i. Start date of the earliest included deviation ii. End date of the latest included deviation
B. Corrections	Section/Paragraph:
C. Changes to the start date of the crediting period	Proposed new start date of crediting period:
D. Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies	
E. Changes to the project design	

<i>Tick applicable boxes</i>	☐ <i>Increase in Capacity (If yes, mention date of commissioning or implementation of the change)</i> ☐ <i>Decrease in Capacity</i> ☐ <i>Addition of new technologies/measures (date of commissioning or implementation of the change)</i> ☐ <i>Removal of a component or technology/measure</i> ☐ <i>Changes to the technology/measure</i> ☐ <i>Removal or addition of sites</i> ☐ <i>Any consequential changes to the application of methodologies</i> ☐ <i>If, none of the above (please describe the type of changes)</i>
<i>List of documents attached to this form</i> <i>(Tick boxes as appropriate)</i>	☐ <i>Revised Validation Report</i> ☐ <i>PDD – Clean Version</i> ☐ <i>PDD – Track Change Mode</i> ☐ <i>Monitoring Report</i> ☐ <i>Supporting Documents</i> <i>(If yes, please provide titles of all documents for each type of change that is being requested and ensure that all documents listed are submitted or links are provided)</i>
Date: Version: 1.0	

Annexure 8: New Methodology Concept Submission Form

New Methodology Concept Submission Form	
Purpose: <i>To be used when submitting new methodologies in accordance with ICM "Methodology Development and Adoption Procedure"</i>	
Part 1 : General Details	
1. Name of the Organization (legal entity name):	
2. Registered Address :	
3. Address :	
4. (where communication will be sent- e.g. Registered/ Headquarters)	
5. Telephone/Mobile:	
6. E-mail :	
7. Registered Address :	
8. Nodal Person: <i>(point of contact with Administrator regarding ICM project cycle)</i>	
Part 2 : Proposed Methodology Details	
1. Title of the proposed methodology or tool:	
2. Type: New: ☐ Methodology ☐ Tool Revision: ☐ Methodology ☐ Tool <i>(Provide a brief statement on the proposed change in case of revision)</i>	
3. Sectoral Scope:	
4. Summary of methodology idea:	
5. Baseline Scenario:	
6. Demonstration of Additionality:	
7. Quantification of SDG Impacts:	
8. Monitoring of SDGs:	
9. Risks and Mitigation Plan:	
Date:	
Version: 1.0	

Annexure 9: Global Warming Potential (GWP) for Greenhouse Gases

The GHG equivalence calculation shall be undertaken based on the Global Warming Potential (GWP) values relative to CO₂ of GHGs for 100 years as per IPCC Sixth Assessment Report (AR6).

Gas	GWP (100 Years)
Carbon Dioxide (CO ₂)	1
Methane	29.8
Nitrous Oxide	273
CF ₄	7380
C ₂ F ₆	12400
C ₄ F ₁₀	10000
C ₆ F ₁₄	8620

In case of any other gases applicable, the above table may be updated on periodic basis.

Annexure 10: Environment and Social Safeguards: Risk Assessment Questionnaire

Possible Responses in the risk assessment for element-level questions and additional guiding questions:

Response by the Non-Obligated Entity	Description	Action required by the Non-Obligated Entity
Yes	Factors contributing to potential negative impacts are present for certain elements/criteria, or the activity fails to meet environmental and social safeguarding elements and criteria.	Identify all factors contributing to potential negative impacts. Mitigate and monitor these factors through measures by mentioning in the respective Element section.
Potentially	The risk or expected impact may be relevant during the project activity implementation, operation and, if applicable, decommissioning or dismantling, but is not currently relevant or may never arise.	Justify why the element/criterion is currently satisfied and does not require remedial measures. Update information on any potential identified risks in each monitoring report.
No	The risk or expected issue is not relevant to the project activity.	Provide justification supporting this response.
NA	The question is not relevant to the project activity	Justify the exclusion of any elements or criteria.

Conclusion of the risk assessment with respect to all 11 Elements :

If the answer to any of the additional guiding questions above is either “Yes” or “Potentially”, the conclusion of the risk assessment is accordingly either “Yes” or “Potentially”. Under these circumstances, the non-obligated entity are required to prepare mitigation measures under the specific element’s criteria in their monitoring plan.

Guiding Questions:

Element 1 : Energy		Response by the Non-Obligated Entity	Mitigation Measures as per the response
Q 1	Does the activity pose a risk to the availability and reliability of the energy supply to other users?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
Additional guiding questions:			
AGQ 1.1	Would the activity negatively impact the availability and reliability of the existing energy supply to others?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

Element 2 : Air, land and water		Response by the Non-Obligated Entity	Mitigation Measures as per the response
Q 2.1	Does the activity involve a risk of releasing air pollutants due to routine and non-routine activities, with the potential for local and regional impacts? If yes or potentially, please respond to both the guiding questions	☐ Yes ☐ Potentially ☐ No ☐ N/A	
Q 2.2	Is the activity located in an area where historical pollution, such as air contamination, exists? If yes or potentially, please respond to the guiding question AGQ 2.2.1	☐ Yes ☐ Potentially ☐ No ☐ N/A	
Additional guiding questions:			
AGQ2.1.1-1	Would the activity involve the release of air pollutants that cannot be minimized and/or controlled in terms of intensity and mass flow?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

AGQ2.1.1-2	Would the activity involve the release of pollutants into the air under routine, nonroutine, or accidental circumstances with the potential for local and regional impacts?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ2.2.1-	Would the activity take place at a site where existing level of pollution exceeds what is legally permitted, and where activity participants need to respond to those levels of pollution that exceed legal limits, with the host country identifying activity participants as responsible for mitigation or remediation measures?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

Element 3 : Ecology and natural resources		Response by the Non-Obligated Entity	Mitigation Measures as per the response
Q3	Does the activity pose a risk of direct, indirect, and cumulative activity related impacts on habitats and the biodiversity they support, including threats such as habitat loss, degradation and fragmentation, invasive alien species, overexploitation, hydrological changes, nutrient-loading, pollution, incidental take, and projected climate change impacts? If yes or potentially, please respond to the additional guiding questions.	☐ Yes ☐ Potentially ☐ No ☐ N/A	
Additional guiding question:			
AGQ 3.1.1	Would the activity adopt the precautionary approach to natural resource conservation, including soil, minerals, and other depletable natural resources, to prevent irreversible negative environmental impacts by the proposed activity?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

AGQ 3.2.1	Would the activity introduce any risk of loss of ecosystem services?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 3.2.2	Would the activity lead to unsustainable forest management, including timber harvesting?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 3.2.3	Would the activity lead to the depletion of biodiversity and ecosystem functionality in areas where improved forest management is undertaken?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

Element 4 : Human rights		Response by the Non-Obligated Entity	Mitigation Measures as per the response
Q4	Does the activity pose any risk that, during its implementation and operation, it could undermine national laws and/or international instruments for the realization of human rights, including rights related to sustainable development, poverty alleviation, and the fair distribution of development opportunities and benefits?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
Additional guiding questions:			
AGQ4.1	Would the activity lead to any adverse impact that undermines national measures for the realization of human rights including those related to sustainable development?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

AGQ4.2	Does the activity pose any actual or potential adverse human rights risk in the human rights due diligence process? If the answer to this question is yes or potentially, please identify relevant measures to avoid and mitigate potential adverse human rights impacts in the monitoring plan.	☐ Yes ☐ Potentially ☐ No ☐ N/A	
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Element 5 : Labour		Response by the Non-Obligated Entity	Mitigation Measures as per the response
Q5	Do the activity and the activity participants pose a risk to promoting safe and healthy working conditions? If yes or potentially, please respond to the additional guiding questions.	☐ Yes ☐ Potentially ☐ No ☐ N/A	
Additional guiding question:			
AGQ 5.1	Would the activity compromise the promotion of education programmes for local communities to access labour opportunities created by the activity?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 5.2	Would the activity compromise the promotion of fair treatment, non-discrimination, and equal opportunity of activity workers?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

AGQ 5.3	Would the activity impose any risk to the protection of activity workers, including vulnerable workers such as women, persons with disabilities, migrant workers, contracted workers, community workers, and primary supply workers?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 5.4	Would the activity lead to the use of forced labour or child labour?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 5.5	Would the activity impose any risk of failing to respect the rights of freedom of association and collective bargaining for activity workers?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 5.6	Would the activity impose any risk of not providing activity workers with accessible means to raise workplace concerns?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 5.7	Would the activity impose risks inherent to the nature of the work or sector, including, but not limited to, physical, chemical, biological, and radiological hazards, as well as specific threats to women?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

Element 6 : Health and safety		Response by the Non-Obligated Entity	Mitigation Measures as per the response
Q6	Does the activity pose any risks to or impacts on the health and safety of affected communities, including those who may be vulnerable due to their circumstances? If yes or potentially, please respond to the additional guiding questions.	☐ Yes ☐ Potentially ☐ No ☐ N/A	

Additional guiding question:			
AGQ 6.1	Would the activity and its activity participants increase the risks and impacts on the health and safety of affected communities during the activity's crediting period, including those who may be vulnerable due to their circumstances?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 6.2	Would the activity and its activity participants impose any health and/or safety risks related to the implementation and/or infrastructure development (e.g., roads, buildings, dams) of the proposed activity?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 6.3	Would the activity impose any risk related to air pollution, noise, vibration, traffic, injuries, physical hazards, or poor surface water quality due to runoff, erosion, or sanitation?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 6.4	Would the activity involve any risk of harm or losses due to the failure of structural elements (e.g., collapse of buildings or infrastructure)?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 6.5	Would the activity involve risks related to water-borne or other vector-borne diseases (e.g., temporary breeding habitats), communicable and noncommunicable diseases, nutritional disorders, mental health issues, including gender-based violence?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 6.6	Would the activity pose any risk related to transport, storage, use, and/or disposal of hazardous or dangerous materials (e.g., explosives, fuel, and other chemicals) during implementation and operation?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

AGQ 6.7	Would the activity involve adverse impacts on ecosystems and ecosystem services relevant to community health (e.g., food, surface water purification, natural buffers from flooding)?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 6.8	Would the activity involve health and/or safety risks to communities that could result in accidents or incidents requiring mitigation measures, including emergency preparedness and response plans?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 6.9	Would the activity involve any health and/or safety risk exposure to women and men, as well as marginalized and disadvantaged groups, including children, older persons, persons with disabilities, minorities, and local communities?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

Element 7 : Gender equality		Response by the Non-Obligated Entity	Mitigation Measures as per the response
Q7	Does the activity have potential gender-based risks and impacts that could reinforce pre-existing inequalities and/or create new ones? If yes or potentially, please respond to the additional guiding questions.	☐ Yes ☐ Potentially ☐ No ☐ N/A	
Additional guiding question:			
AGQ 7.1	Would the activity lead to any adverse impacts on gender equality and/or the situation of women and girls?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

AGQ 7.2	Would the activity exacerbate the risks of gender-based violence (e.g., through the influx of workers to a community, changes in community and household power dynamics, increased exposure to unsafe public places and/or transport, etc.)?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 7.3	Would the activity impose a risk to the principles of non-discrimination, equal treatment, and equal pay for equal work? (This includes, for example, equal payment for women and men for work related to the implementation of the activity; fair conditions for women and men to participate in the implementation of the activity, considering pregnancy/maternity/paternity leave/marital status; prevention of sexual abuse and harassment and ensuring that the community (both women and men) is informed about the implementation of the activity in an accessible manner to ensure full engagement, including access to leadership positions).	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 7.4	Would the activity pose any risk of preventing men and women from having equal opportunities to participate in identified tasks and activities, whether through paid work, volunteer work, or community contributions?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 7.5	Would the activity limit the participation of women or men in the workplace based on pregnancy, maternity/paternity leave, or marital status?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

AGQ 7.6	Would the activity perpetuate discrimination against persons based on gender, particularly in terms of participation in the design and implementation of the activity or access to opportunities and benefits?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 7.7	Would the activity limit women's ability to use, develop, and protect natural resources, considering the different roles and positions of women and men in accessing environmental goods and services? (For example, activities that could lead to the degradation or depletion of natural resources in communities that depend on these resources for their livelihoods and well-being).	☐ Yes ☐ Potentially ☐ No ☐ N/A	

Element 8 : Land acquisition		Response by the Non-Obligated Entity	Mitigation Measures as per the response
Q8	Does the activity lead involve or support involuntary acquisition or land restrictions use that may cause physical displacement or economic displacement or both? If yes or potentially, respond the guiding questions.	☐ Yes ☐ Potentially ☐ No ☐ N/A	
Additional guiding question:			
AGQ 8.1	Would the activity lead to forced evictions or involuntary relocation of people?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

AGQ 8.2-1	Would the activity pose any risks to displaced persons and host communities when physical displacement (i.e., relocation or loss of shelter) cannot be avoided? <i>(If applicable)</i> Has the activity developed a resettlement action plan and/or livelihood action plan in consultation and agreement with affected individuals, groups or communities?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
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Element 9 : Local Communities		Response by the Non-Obligated Entity	Mitigation Measures as per the response
Q9	Does the activity involve local communities within the activity area of influence who may be affected directly or indirectly by the activity? If yes or potentially, please respond to the additional guiding questions. If yes or potentially, respond the guiding questions.	☐ Yes ☐ Potentially ☐ No ☐ N/A	
Additional guiding question:			
AGQ 9.1	Would the activity impose risks in areas where local communities are present (including the activity area of influence)?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 9.2	Would the activity pose a risk to areas, lands, and territories claimed by local communities?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 9.3	Would the activity lead to forcibly removing local communities from their lands and territories?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

AGQ 9.4	Would the activity pose risks related to the utilization and/or commercial development of natural resources on lands and territories claimed by local communities?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
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Element 10 : Corruption		Response by the Non-Obligated Entity	Risk Assessment
Q10	Does the activity participants provide a declaration that the proposed project activity, in its development, implementation, and operation, will not involve any illegal activities, including money laundering, tax evasion, fraud, bribery, or other criminal activities?	☐ Yes ☐ No	If the response to the question is "No" it indicates a potential risk. In this case, the ACVA shall issue a negative opinion on the project activity.

Element 11: Culture Heritage		Response by the Non-Obligated Entity	Mitigation Measures as per the response
Q11	Does the activity involve altering, damaging, or removing sites, objects, or structures of significant cultural heritage? If yes or potentially, please respond to additional guiding questions below.	☐ Yes ☐ Potentially ☐ No ☐ N/A	

Additional guiding question:

AGQ 11.1	Would the activity lead to the alteration, damage, or removal of any sites, objects, or structures of critical cultural heritage?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 11.2	Would the activity lead to significant excavations, demolitions, earth movement, flooding, or other environmental changes?	☐ Yes ☐ Potentially ☐ No ☐ N/A	

AGQ 11.3	Would the activity lead to alterations to landscapes and natural features with cultural significance?	☐ Yes ☐ Potentially ☐ No ☐ N/A	
AGQ 11.4	Would the activity lead to adverse impacts on sites, structures, or objects with historical, cultural, artistic, traditional, or religious values, or on intangible forms of culture (e.g., knowledge, innovations, practices)?	☐ Yes ☐ Potentially ☐ No ☐ N/A	