# **CARBON CREDITING PROGRAMME ENDORSEMENT APPLICATION FORM**

## Instructions *(may be deleted upon submission)*

* Before applying, the Carbon Crediting Programme (“Programme”) should review and understand all criteria in the Programme Endorsement Review Criteria (“Criteria”) and requirements outlined in the Programme Endorsement Procedure Guide.
* Throughout the application process, you must refrain from externally communicating any association with ICROA, including publishing any statements such as “pending ICROA endorsement.”
* Important: All Programmes, new and currently Endorsed, are required to proactively inform ICROA of any updates or changes to the Standard’s programme operations or methodologies and provide information regarding the impacted criteria. The IETA Secretariat will review the changes and determine whether a full third-party assessment is required to evaluate compliance with the Criteria.

## Contact Information

Please complete the following table with up-to-date contact information.

|  |  |
| --- | --- |
| **Name of Programme** |  |
| **Contact Person** |  |
| **Contact Email** |  |
| **Date of Submission** |  |
| **Version of Submission** |  |
| **Brief Overview of Programme** (max 150 words) |  |

## **APPLICATION QUESTIONS**

1. Independence

1.1 Conflicts of Interest

* + 1. **Provide evidence of the procedure in place to identify and mitigate conflicts of interest (COI) between staff, board members, contractors, and the projects developed under the Programme.**

Response here

* + 1. **Provide evidence of the COI declaration for all staff, board members and contractors to sign, and provide evidence that the COI declaration has been signed by the relevant parties.**

Response here

* + 1. **Provide evidence that the Programme does not have conflict of interest with validation and verification bodies (VVBs) and project developers. Describe how, and at what frequency, the Programme checks to ensure no COIs are present.**

Response here

* + 1. **Describe how carbon credits from the Programme go to market and the stakeholders involved.**

**Describe the Programme’s revenue structure and confirm the Programme is not exposed to the sale price of a carbon credit.**

Response here

* 1. Project Development
     1. **Describe the Programme’s role in the development of carbon credit projects, if any. Confirm the Programme owner / operating entity does not act in the capacity of a project developer.**

Response here

* 1. Marketplaces
     1. **Describe the Programme’s role in the sale of carbon credits, if any.**

**Confirm the Programme does not pursue buyers, act in a brokering capacity, or actively market carbon credits.**

Response here

* + 1. **If the Programme has a marketplace, describe how the marketplace functions. Provide evidence that the Programme does not set the price of carbon credits that are sold on its marketplace.**

Response here

1. Governance
   1. Effective Governance
      1. **Share the Programme’s publicly available organisation chart that shows the governance structure, including the makeup of the Board. Describe the responsibilities of the Board.**

Response here

* + 1. **Provide evidence of the publicly available description of how appointments are made to leadership, committees, and groups.**

Response here

* + 1. **Confirm the Programme complies with all laws and regulations related to the business in the jurisdiction in which it is registered as a business. Provide evidence, as available.**

Response here

* + 1. **Describe how the Programme transparently makes decisions. Provide evidence of decision-making provisions in the bylaws or Terms of Reference of specific decision-making forums.**

Response here

* + 1. **Provide evidence of publicly available procedures and quality control mechanisms to enforce procedures. Describe how these procedures were developed and which standards they are based upon (i.e., ISO 9001, 31000).**

Response here

* 1. Transparency and Publicly Available Information
     1. **Provide evidence that the following information is publicly available on the Programme’s website and/or in standalone, version-controlled documents:**
* **Operating procedures that include, at minimum, how Programme rules are drafted and revised and how committees are formed, as well as how these are approved by the board.**
* **Methodology development procedures that include, at minimum, requirements for expert involvement and public consultation, and a description of the frequency at which methodologies are updated.**
* **A grievance and redress mechanism that is accessible to project developers, project stakeholders, and the public, and includes, at minimum, a description of how grievances will be addressed by the Programme.**

Response here

* + 1. **If the Programme references other Standards (i.e., CDM additionality tool, methodologies), describe the process in place to ensure that changes to the referenced Standards are reflected in the Programme’s processes.**

Response here

1. Registry
   1. **Describe the registry provider and relationship to the Programme.**

**Provide evidence the registry is publicly available and available internationally.**

Response here

* 1. **Provide evidence that the registry provides public access to underlying project information including, at minimum, project descriptions, monitoring reports, and validation and verification reports.**

Response here

* 1. **Provide evidence that the registry individually identifies units through unique serial numbers.**

Response here

* 1. **Provide evidence that the registry can identify credit status including, at minimum, “issued”, “retired”, and “cancelled”.**

Response here

* 1. **Provide evidence that the registry has publicly available rules and procedures that include, at minimum, all account holders undertake and pass “know your customer” checks, and a description of how the registry operators guard against conflicts of interest.**

Response here

* 1. **Provide evidence that registry functions, programme documents, and methodologies are available in English.**

Response here

* + 1. **Confirm understanding that where the Assessor seeks evidence that is not available in English (i.e., when doing spot checks of project documents) ICROA may have to charge the Programme a fee to have the relevant document translated.**

Response here

1. Validation and Verification
   1. Third-party validation and verification
      1. **Provide evidence that all projects are verified to a reasonable level of assurance as defined in ISO 14064-3**

Response here

* 1. VVB Qualifications
     1. **Provide the list of approved VVBs and a link to where this is published on the Programme’s website.**

Response here

* + 1. **Confirm the organisation has at least two organisations approved as VVBs, or an explanation of why not, if fewer than two are approved.**

Response here

* + 1. **Provide evidence of the publicly available list of qualifications for VVBs that includes, at a minimum,**
* **requirements that VVBs must be accredited under a relevant accreditation programme, such as ISO 14065, CDM/A6.4 Accreditation programme, etc.**
* **that VVBs may only perform validation and/or verification activities for the sectoral scope for which they have been accredited.**

Response here

* + 1. **Describe how, and at what frequency, the Programme checks the qualifications of the Programme’s approved VVBs against the list of requirements.**

Response here

* + 1. **If applicable, describe the rules that outline the scenarios when it is acceptable to have validation or verification completed by a qualified individual (sole proprietor). Describe what qualifications are required of the individual.**

Response here

* 1. Programme Oversight of VVBs
     1. **Provide evidence of the publicly available procedure for providing oversight to VVBs that includes, at minimum:**
  + **Requirements for the VVB to prove independence from the Programme, market, and project.**
  + **At least two individuals involved in validation and/or verification of each project (peer review)**
  + **Minimum requirements for site visits are specified**

**A rule on what number of sequential verifications are allowed before the project must be verified by a new VVB.**

* + **Procedure for spot checks on quality of validation/verification reports, and mitigation plan**

Response here

* + 1. **Provide evidence that the procedure described in Section 4.3.1 is being followed.**

Response here

* + 1. **Describe the capacity building support the Programme provides to the VVBs, including onboarding, training, and explanations of what the VVB must look at when completing validations and verifications.**

Response here

* + 1. **Provide evidence of the procedure that ensures VVBs operate to the spirit of the Standard and projects are working towards the goals of the Programme.**

Response here

1. Carbon Crediting Principles
   1. Unique
      1. **Provide evidence of the procedure in place that ensures carbon credits are not double counted.**

Response here

* 1. Real
     1. **Provide evidence that carbon credits are measured, monitored, and verified ex-post. Identify any methodologies under the Programme that issue carbon credits ex-ante.**

Response here

* 1. Permanent
     1. **Identify the project types under the Programme that have a risk of reversal. Describe the Programme’s requirements for a multi-decadal term/commitment by the project developer.**

Response here

* + 1. **For projects with a risk of reversal, describe the requirements for the project to complete a risk mitigation plan that includes, at minimum, a description of how risks of reversal will be minimised.**

Response here

* + 1. **For projects with a risk of reversal, describe the risk mitigation mechanism(s) in place to ensure any carbon credits lost to intentional or unintentional reversals are replaced.**

Response here

* + 1. **Provide evidence that the requirements and mechanisms described in Sections 5.3.1-5.3.3 are in place and followed.**

Response here

* 1. Additional
     1. **Describe the methods the Programme uses to assess additionality.**

Response here

* + 1. **If the Programme pre-defines certain projects as automatically additional (e.g., through a “positive list” of eligible project types), describe how the activity was determined to be additional. Provide evidence that the criteria for such positive lists are publicly disclosed, and conservative.**

Response here

* 1. Measurable
     1. **Provide evidence that carbon credits are issued from project-based standards and methodologies. Describe any methodologies where carbon credits are issued from a product-based methodology or via lifecycle assessment.**

Response here

* + 1. **Provide evidence of procedures in place to ensure projects are measurable and backed by data. These procedures must include, at minimum, requirements for:**
* **All projects to clearly define the business-as-usual baseline scenario.**
* **All projects to identify and mitigate leakage of emissions.**
* **Projects to use conservative estimates if real project data is not available.**
* **All projects to re-calculate baselines, at minimum, upon each crediting period renewal.**

Response here

* + 1. **Provide evidence that all methodologies under the Programme have monitoring requirements that are validated and verified for each project.**

Response here

* + 1. **Demonstrate that the Programme’s methodologies are based on scientifically robust or peer-reviewed methods and go through a public consultation process**.

Response here

1. Environmental and Social Impacts
   1. **Provide evidence of the publicly available rules and requirements that ensure all projects identify and mitigate and potential environmental or social impacts. These rules and requirements must include, at minimum, the “No Net Harm” principle is fulfilled by all projects.**

Response here

* 1. **Provide evidence of how projects undertake a risk assessment for potential environmental and social impacts. Confirm this is included in the project documents that undergo validation or verification.**

Response here

* 1. **Provide evidence that the rules and requirements in Sections 6.1-6.2 are being followed.**

Response here

1. Stakeholder Considerations
   1. **Provide evidence of the publicly available stakeholder engagement procedure that includes, at minimum:**

* **a definition of “stakeholder”**
* **a requirement for 30-day public consultation for new programme documents (or during revisions to programme documents)**
* **a requirement for 30-day public consultation during methodology development**
* **project consultation documents available in relevant local language(s), as necessary for effective consultation with local stakeholders**
* **a process by which results of stakeholder engagement is included in documents that undergo validation and verification**
* **a defined process on how local consultations must be conducted**

Response here

* 1. **Describe how stakeholder comments are transparently addressed.**

Response here

* 1. **Provide evidence that the procedure in Section 7.1 is being followed**

Response here

1. Scale
   1. **Provide evidence that the Programme has issued carbon credits from at least two projects.**

Response here

* 1. **Confirm whether the Programme has registered 10+ projects and issued 100,000+ t CO2e in carbon credits.**

Response here