



Driving Climate Actions

Program Processes

V4.0 – 2021

Program Processes

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ACRONYMS

ACCs	Approved Carbon Credits
CDM	Clean Development Mechanism
CORSIA	Carbon Offsetting and Reduction Scheme for International Aviation
ERVR	Emission Reduction Verification Report
GCC	Global Carbon Council
GHG	Greenhouse Gas
GORD	Gulf Organisation for Research and Development
GSC	Global Stakeholder Consultation
LSC	Local Stakeholder Consultation
MENA	Middle East & North Africa
PMR	Project Monitoring Report
PSF	Project Submission Form
PVR	Project Verification Report
SDG	Sustainable Development Goal

1. Introduction

1. The Global Carbon Council (GCC) Program is the Middle East & North Africa (MENA) region's first voluntary carbon offsetting program and an initiative of Gulf Organisation for Research and Development (GORD). The voluntary GHG offsetting program developed by GCC referred to as the GCC Program aims to contribute to a vision of a sustainable and low-carbon world economy. Although the GCC Program receives GHG emission-reduction projects from the entire world, it has placed special emphasis on low-carbon development in the MENA region, which has largely remained under-represented in carbon markets. The GCC Program helps to catalyze climate action on the ground, while ensuring that project construction and operations cause no net harm to the environment and society and contribute to the United Nations Sustainable Development Goals as per host-country priorities. The GCC Program is comprised of the entire governance structure, system and the documentation framework adopted to achieve these objectives.¹
2. The Program Process (this document) has been developed based on requirements established in section 3.1 of the Program Manual, which is the overarching program document that links together various GCC documents containing the rules and requirements governing the GCC Program.
3. The Program Definitions' document provides definitions of the terms used in this document and shall be referred to when applying the Program Process (this document).²
4. When applying the Program Process, the requirements stipulated in the Program Manual, Project Standard and the Verification Standard shall apply to Project Owners, GCC Verifiers, the GCC Operations Team and the GCC Steering Committee.

2. Purpose of GCC Program Process

5. The GCC Program Process (this document) provides the procedures for registering projects and issuing Approved Carbon Credits (ACCs) under the GCC Program, and for top-down development and revisions of Baseline and Monitoring Methodologies.
6. The Program Process describes process-related requirements for the:
 - (a) **Project Process:**
 - (i) Project Owners and GCC Verifiers who wish to submit registration and issuance requests for GCC Projects;
 - (ii) The GCC Operations Team³ and the GCC Steering Committee for consideration and subsequent approval or rejection of requests for registration and issuance for GCC Projects; and
 - (b) **Methodology Development Process:**

¹ GCC documents are available here: www.globalcarboncouncil.com/resource-centre.html

² In GCC documents, the terms/definitions/acronyms and the first letter of each word in names of regulatory documents are capitalized (e.g., the Project Process).

³ The GCC Operations Team can be contacted at: operations@globalcarboncouncil.com

- (i) Project Owners, the GCC Operations team and the GCC Steering Committee seeking approvals for top-down development of and revisions to Baseline and Monitoring Methodologies under the GCC Program.

3. Project Process

- 7. Third-party independent external verification of project documentation is required to be conducted by a GCC Verifier before proceeding to the following two stages in the GCC Project cycle:
 - (a) the GCC Project Registration Stage; and
 - (b) the GCC ACCs Issuance Stage.
- 8. Four types of projects (A1, A2, B1 and B2) are eligible under the GCC Program, provided they meet the eligibility criteria provided in the Project Standard.⁴
- 9. Project Owners wishing to submit project for registration and implementation under the GCC Program shall apply this Project Process together with the Project Standard. The entire project cycle shall be followed from initial submission through request for issuance of ACCs, as described in the project registration procedures (see section 3.1) and ACCs issuance process (see section 3.2).
- 10. The registration process for project types A and B are broadly similar but contain small differences that have been explicitly described in relevant sections throughout this document. The processes post registration of GCC Projects, including issuance, are same for all project types.

3.1. Project and Certification Label Registration Process

3.1.1. Account Opening, Initial Submission and Completeness Check

- 11. Any single or multiple legal entity(ies) or organization(s) intending to submit the project activity to the GCC Program shall open an account on the online IT platform of GCC Projects Portal: <https://projects.globalcarboncouncil.com> and register as Project Owner(s) and/or its authorized representative.
- 12. For opening the project registration account with the GCC Program, as per paragraph 11 above, single or multiple legal entity(ies) or organization(s), having legal ownership of the Project, shall either submit, a signed 'Letter of Nomination; or Letter of Authorisation' (as applicable) with seal of the organization on the official letter head of the organization. The templates available for 'Letter of Nomination, or Letter of Authorization shall be used and if required may be customized as appropriate. The template of Authorization Letter and Nomination Letter also contains the legal KYC (Know Your Client) checklist for the Project Owner/s and/or their authorized representative.
 - (a) The 'Letter of Nomination' is required for nomination of single Project Owner (an organization) and its authorized focal points (authorized personnel); and
 - (b) The 'Letter of Authorization' is required for authorization of multiple Project Owners (an organization) including its authorized focal points (authorized personnel) and/or

⁴ See footnote 1.

nomination of one Project Owner among multiple Project Owners. The ‘Letter of Authorization’ in addition provides option to authorize an external organization as being representative of Project Owner/s.

13. GCC Operations Team shall review the submitted information for completeness and consistency and opens an account on the GCC Project Portal and communicates it to Project Owner/s or authorized representative, as appropriate.
14. Project Owners shall assess their project in accordance with the eligibility criteria in the Project Standard to determine which project type (A1, A2, B1 or B2) is applicable. Once the project type is determined, Project Owners shall complete the Project Submission Form (PSF) for the project, clearly identifying which requirements – including the voluntary certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+) – they wish to fulfill. The choices made by the Project Owner(s) in the PSF (including on the cover page) shall determine a package of requirements against which the GHG Verifier as well as the GCC Operations Team and the Steering Committee shall assess and evaluate the Project Activity throughout the project cycle.
15. Upon opening of account in GCC Project Portal, Project Owners shall submit, via the GCC online IT platform (<https://projects.globalcarboncouncil.com/>), the project documentation required for conducting a Global Stakeholder Consultation (GSC) of the project as per the requirements of Project Standard:
 - (a) Completed Project Submission Form as per the latest GCC template⁵, including information regarding the completed local stakeholder consultation (LSC);
 - (b) Emission-reduction-calculation spreadsheets prepared in accordance with the latest approved Baseline and Monitoring Methodology;
 - (c) Investment Analysis spreadsheets (where investment analysis is carried out to demonstrate the additionality of the project);
 - (d) Information on the selected GCC Verifier, where available;
 - (e) Updated⁶ and signed ‘Letter of Nomination; or Letter of Authorization’ (as applicable) as required by paragraph 12 above;
 - (f) Other relevant documents required as a part of the submission or voluntarily submitted by the Project Owner(s) for consideration by the GCC Program (e.g., environmental-impact analysis reports, LSC reports, technology-assessment studies, manufacturer specifications, etc.).
16. Owners of Type A projects shall submit all required documents as per paragraph 15 above for use when conducting the GSC.
17. Owners of Type B1 projects⁷ shall conduct LSCs and GSCs for the part of the project that is within the scope selected/targeted additional labels only, not for GHG emission

⁵ Refer to templates at: <https://www.globalcarboncouncil.com/program-forms-and-templates.html>

⁶ This update might be required only in case Project Owner wishes to make any change the letter of authorization or letter of nomination.

⁷ Owners of registered CDM projects must de-register their project from the CDM before submitting it for registration under the GCC Program.

reductions. For such projects, the documents indicated in paragraphs 15a, 15d, 15e and 15f shall be submitted for use when conducting the GSC.⁸

18. Owners of Type B2 projects are not required to conduct LSCs and GSCs. Requests for registration for Type B2 projects may be submitted directly to GCC, as per the requirements indicated in section 3.1.4.
19. Completeness checks of submissions, which include an assessment of the completeness of submitted documents and their consistency with instructions for filling in GCC forms, including the 'Letter of Nomination; or Letter of Authorization' (as applicable), as well as a preliminary assessment of the eligibility of the project under the GCC program, shall be conducted by the GCC Operations Team within **five calendar days** of their submission.
20. While assessing submissions for completeness, the GCC Operations Team may request additional information of Project Owners, or revisions of the submission.
21. Upon receiving re-submissions, completeness and eligibility checks will be performed again. Only completed submissions will be uploaded to the GCC website (confidential documents will not be uploaded on the public website).
22. A project registration request is considered submitted once the completeness check has been approved, and the project has been assigned a unique reference submission number (following format of SXXX).
23. Once a project registration request is considered submitted, an approved GCC Verifier shall conduct a Project Verification as per the requirements indicated in the Verification Standard.

⁸ The instructions for completing the PSF that have been provided in the PSF template and the associated guidance for all types of projects shall be followed.

3.1.2. Call for Inputs for Global Stakeholder Consultation

24. Once a project is deemed submitted, the GCC Operations Team shall make it publicly available on the GCC website for Global Stakeholder Consultation for 15 calendar days and shall invite comments from stakeholders.
25. During Global Stakeholder Consultations, input is invited from stakeholders globally. For Type A projects, inputs can address any technical, social, environmental, SDG, economic, regulatory or policy aspect(s) of a project. For Type B1 projects, inputs shall be limited to concerns about environmental, social and SDG aspects of a project.

3.1.3. Project Verification

26. Project Owners shall appoint⁹ a GCC Project Verifier that has been approved¹⁰ for verifying projects covering the GCC Scopes and GHG Sectoral scopes relevant to their project.
27. For Type A1, A2 and B1 projects, Project Verifications by approved GCC Verifiers are mandatory. For Type B1 projects, Project Verifications by approved GCC Verifier are only required for verifying and certifying the information in the PSF that has not been previously validated during the CDM-registration process (e.g., verification related to the SDG+, E+, S+ and C+ labels as per the selections made by Project Owner in the GCC PSF). For Type B2 projects, Project Verification is not required.

⁹ GCC Verifiers may not conduct a Project Verification and an Emission Reduction Verification of the same project.

¹⁰ For a list of approved GCC Verifiers see: <https://www.globalcarboncouncil.com/gcc-verifiers.html>

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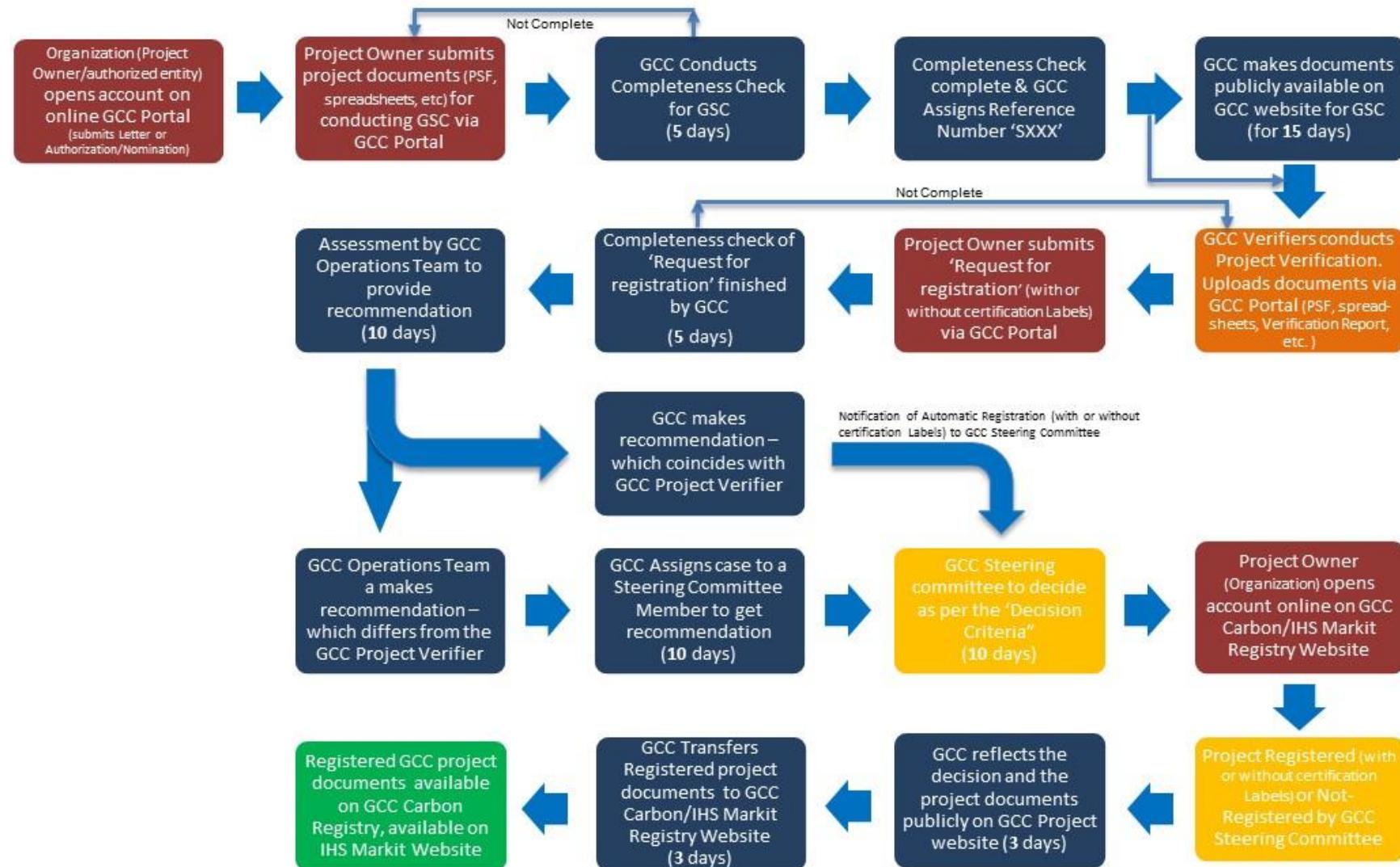


Figure 1: Flow chart for the project submission and registration process¹¹

28. GCC Verifiers shall conduct Project Verifications as per the requirements indicated in the Verification Standard. At the end of the GSC period they shall: review all project documentation submitted and comments raised (if any) by stakeholders; perform a site visit (if required in the Verification Standard and/or deemed necessary by the GCC Verifier based on an analysis of the risks associated with the project); raise non-conformities (if any); and invite the Project Owner(s) to undertake corrective actions (if applicable).
29. If, after completion of a GSC, material changes (e.g., changes in the methodology, technology, additionality) have occurred that change the project design or project information required as per section 3.1.2, the Project Owner(s) shall repeat the GSC for the project.
30. Upon successful closure of all non-conformities, and after the GCC Verifier has verified that the information provided in the PSF is consistent with the actual project and that the project complies fully with GCC Rules (including those indicated in the Verification Standard), the GCC Verifier shall finalize a Project Verification Report (PVR) – using the Project Verification Report Form¹² – for the project.
31. GCC Project Verifiers shall submit finalized PVRs to the GCC Operations Team and to the Project Owner(s) via online IT platform of GCC Projects Portal.
32. GCC Project Verifiers shall recommend in PVRs that the GCC Steering Committee should either register or not register the given project, with or without certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+).
33. If the GCC Project Verifier recommends in a PVR that the GCC Steering Committee should not register a project, with or without certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+), a request for registration for the project cannot be submitted to the GCC by the Project Owner(s).
34. If, within a period of two years following the identification of non-conformities by a GCC Project Verifier in a PVR, a Project Owner(s) has not taken corrective actions that are sufficient for their project to comply with GCC rules, the GCC Project Verifier shall communicate to the GCC Operations Team accordingly.

3.1.4. Submission of Request for Registration and Review

35. Project Owners shall authorize GCC Project Verifiers via the Request for Registration Form to submit requests for registration to the GCC Operations Team:
 - (a) **For Type A1, A2 and B1 projects:** within one year from the start date of the GSC period, otherwise the GSC shall be repeated with the latest applicable versions of the GCC regulatory documents and the applicable methodology, as required by the Project Standard; and
 - (b) **For Type B2 projects:** within three-months from the date of de-registration from CDM.
36. Project Owners, via the GCC Project Verifier as per paragraph 35 above, shall submit, via the GCC online IT platform (<https://projects.globalcarboncouncil.com/>), the project

¹² See footnote 5.

documentation required for registration of the project with the GCC Program as per the requirements indicated in the Project Standard including the:

- (a) Verified Project Submission Form;
- (b) Verified Emission Reduction Calculation spreadsheets required as per the approved Baseline and Monitoring Methodology indicated in the PSF/CDM PDD;
- (c) Verified Investment Analysis spreadsheets (as per the PSF/CDM PDD);
- (d) Verified Host Country Attestation on Double Counting as and when required by CORSIA;¹³
- (e) Verified updated and signed 'Letter of Nomination; or Letter of Authorisation' (as applicable) as required by paragraph 12 above;
- (f) Other relevant verified documents as required;
- (g) GCC Verifier's Project Verification Report, as per the latest template,¹⁴ recommending that the GCC Steering Committee register the project, with or without certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+); and
- (h) Signed Request for Registration Form and the Proof of payment (as confidential version) of applicable registration and additional label (if applicable) fees, as per the latest version of the GCC Fee Schedule¹⁵, required to be submitted by the Project Owners.

37. Owners that wish to register Type A1 and A2 projects with the GCC Program shall submit, via the GCC Project Verifier, all of the documents indicated in paragraph 36, above.

38. Owners wishing to register Type B1 and B2 projects with the GCC Program shall submit, via the GCC Project Verifier, the following documents:

- (a) **Type B1 projects:** All of the documents indicated in paragraph 36, above. The Project Owners, via the GCC Project Verifier, shall additionally submit the complete and latest registered CDM-PDD and the CDM-Validation Report and latest CDM-Monitoring Report and CDM-Verification Report of the last verified period for which CERs have been issued.
- (b) **Type B2 projects:** All of the documents indicated in paragraph 36 above, except those mentioned in sub-paragraphs (d) and (g);
- (c) **Type B1 and B2 projects:** The complete and most recent version of: the registered CDM PDD; the CDM Validation Report; and the CDM Monitoring Report and CDM Verification Report for the last verified period for which CERs have been issued.

¹³ This is a mandatory requirement for those projects that wish to comply with CORSIA requirements and intend to use ACCs for offsetting and will display the market eligibility flag for CORSIA on the GCC/IHS Markit Registry.

¹⁴ Refer to footnote 5

¹⁵ For the GCC Fee Schedule see: <https://www.globalcarboncouncil.com/gcc-fees.html>

39. Completeness checks of registration requests, which include an assessment of the use of the appropriate forms, completeness of documents submitted via the GCC website and their consistency with instructions for filling in GCC forms, shall be conducted by the GCC Operations Team within **five calendar days** of their submission.
40. While assessing submissions for their completeness, the GCC Operations Team may request additional information from the Project Owner(s). At this stage, Project Owners cannot change their original submission but can submit additional information.
41. Upon receipt of additional information as per a request from the GCC Operations team, the completeness check is performed again. Only complete submissions are uploaded to the GCC website (confidential documents¹⁶ will not be uploaded on the public website).
42. A request for registration of a project is considered submitted when the completeness check is approved by the GCC Operations Team.
43. The GCC Operations Team shall conduct detailed assessments of requests for registration within **10 calendar days** of their being considered submitted. The assessment shall include an independent evaluation of the submitted registration request and the GCC Verifier's PVR, to determine compliance with applicable GCC rules. For Type B1 and B2 projects and for the GHG component, the CDM Validation report shall be considered as a proxy for GCC Verifier's PVR.
44. The GCC Operations Team shall evaluate the project documentation against GCC rules (especially the requirements provided in Project Standard and applicable Baseline & Monitoring Methodology) and, in doing so, take due consideration of the GCC Verifier's observations and recommendations made in the PVR. The GCC Operations Team shall prepare a recommendation to either register or not register the given project, with or without or not all the applied certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+).
45. In cases where both the GCC Operations Team and the GCC Verifier recommend that the project be registered, with or without or not all the certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+), a notification shall be sent to the Steering Committee informing them of that the project is eligible for automatic registration. The project shall be automatically registered within **10 calendar days** of submission of the GCC Operations Team's recommendation, unless two Steering Committee members submit objections.
46. In cases where the GCC Verifier recommends that the project be registered and GCC Operations Team recommends that the project not be registered, or where at least two Steering Committee members submit objections to the project being eligible for automatic

¹⁶ For requirements of confidentiality of documents, refer to Instructions for completing Project Submission Form (PSF)¹⁷ The GCC Program shall follow the same process and apply the same decision criteria as that described for considering registration of the GHG elements of projects when considering awarding targeted all or some of the SDG+ and E+/S+ labels. These labels are voluntarily chosen by some Project Owners. Where applicable, the GCC Operations Team and appointed Steering Committee member shall evaluate requests for such labels and make independent recommendations, to be included by the GCC Operations Team in its Summary Note to the Steering Committee. The Decision Criteria for Project and Certification Label Registration presented in the table following paragraph 55 shall be followed by the Steering Committee in making final decisions regarding awarding targeted SDG+ and E+/S+ labels for projects.

registration within **10 calendar days** of submission of the GCC Operations Team's recommendation, the GCC Operations Team shall submit the project registration request to the Steering Committee for consideration and decision. The Steering Committee shall consider the case either through electronic means or in a physical meeting.

47. Once a project registration request has been submitted for consideration and decision by the Steering Committee, the GCC Operations Team shall appoint one Steering Committee member to assess the application, on the elements of disagreements between GCC Operations Team and the GCC Verifier and make a recommendation.
48. The appointed Steering Committee member shall conduct the assessment and provide a recommendation to the GCC Operations Team within **10 calendar days** of his/her appointment. The recommendation shall be to either register or not register the project.
49. After receiving the appointed Steering Committee member's inputs, the GCC Operations Team shall submit a Summary Note containing a short summary of all the three recommendations and a final recommendation to the Steering Committee for their consideration.
50. Within **10 calendar days** of receiving the GCC Operations Team's Summary Note, each Steering Committee member shall consider the Summary Note and inform the GCC Operations Team of their individual decision, taking into account the Decision Criteria¹⁷ provided below in Table 1. If a Steering Committee member does not provide a response or communicate its decision within the allotted time, the Steering Committee member shall be assumed to be in agreement with the recommendation in the Summary Note.
51. A final decision by the Steering Committee shall whenever possible be made in consensus. If after repeated attempts the Steering Committee does not reach consensus, the decision shall be made by a greater than 50 percent majority vote.
52. If the GCC Operations Team's Summary Note indicates that both the GCC Operations Team and the appointed Steering Committee member recommend that the project not be registered (i.e., sr.no. 3 in the table 1 below), that the final decision of the Steering Committee shall be, by default, to not register the project.

¹⁷ The GCC Program shall follow the same process and apply the same decision criteria as that described for considering registration of the GHG elements of projects when considering awarding targeted all or some of the SDG+ and E+/S+ labels. These labels are voluntarily chosen by some Project Owners. Where applicable, the GCC Operations Team and appointed Steering Committee member shall evaluate requests for such labels and make independent recommendations, to be included by the GCC Operations Team in its Summary Note to the Steering Committee. The Decision Criteria for Project and Certification Label Registration presented in the table following paragraph 55 shall be followed by the Steering Committee in making final decisions regarding awarding targeted SDG+ and E+/S+ labels for projects.

53. If the Steering Committee's recommendation is to register the project with reduced scope of certification labels, then GCC Operations team shall inform the recommendation to the Project Owner(s) and seek their acceptance of the recommendation, via electronic means, within **five calendar days**:

- (a) Upon acceptance by the Project Owner the Steering Committee's recommendation, to register the project with reduced scope of certification labels, shall be considered as final decision on the day the Project Owner submits the corrected and revised documentation as required by paragraph 36; and
- (b) In case the Project Owner does not provide acceptance within **five calendar days**, the decision of Steering Committee shall be to not register the project activity.

54. The decision to register or not register the project, with or without or not all the applied certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+), shall be made available by the GCC Operations Team on the GCC website within **three calendar days** of a final decision by the Steering Committee.

55. In case the decision is to not register the project, the Project Owner(s) may correct or otherwise revise the project documentation to ensure that the project is in compliance with GCC rules and requirements and re-submit the project to the GCC. Such submissions shall be considered as new submissions and the entire process shall be applied accordingly.

Table 1: Decision Criteria for Project and Certification Label Registration¹⁸

S.No.	GCC Project Verifier Report	GCC Operations Team Recommendation	Appointed Steering Committee Member Recommendation	Steering Committee Decision	Final Decision
1	Register	Register	Not applicable	No objection for automatic registration	Register the project
2	Register	Do not register	Register	Register or do not register (Decision by Steering Committee)	Register or do not register
3	Register	Do not register	Do not register	Do not register	Do not register the project

¹⁸ With or without or not all the applied certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+).

3.1.5. Opening of a Project Owner Account in GCC Carbon Registry

56. Within 15 calendar days of receiving notification that a request for registration of a project is considered submitted by the GCC Operations Team, the Project Owner(s) shall open an account in the GCC online Carbon Registry¹⁹, operated by IHS Markit²⁰ on behalf of GCC Program, and accessible via IHS Markit website²¹.
57. To open an account in the GCC online Carbon Registry and become an Account Holder, Projects Owners shall: submit an online application form²² for opening an account; comply with the requisite Know-Your-Customer (KYC) checks; and pay the requisite one-time GCC Registry Account Opening Fee and the Annual Registry Account Maintenance Fee, as per the latest version of GCC Fee Schedule.²³
58. Once a GCC Carbon Registry account is opened, all information regarding the status of projects owned by the Account Holder, including project documentation related to registration (PSF, Monitoring reports, GCC Verification Reports, etc.) and issuance of ACCs for each monitoring period, shall be available publicly on the GCC Carbon Registry, accessible via IHS Markit website.
59. With respect to the decisions indicated in paragraph 54 above, the GCC Operations Team shall coordinate with the IHS Markit team to inform them of decisions to register projects and shall upload all pertinent documents for registered projects to the GCC Carbon Registry, operated by IHS Markit. Once details regarding a new project are entered, the registry software will generate a unique running reference number for the project, referred to as a Project Id.²⁴ After this stage, Project Owner(s) shall submit all subsequent project documents via the GCC online Carbon Registry, accessible via IHS Markit website.

3.2. ACC and Certification label Issuance Process

3.2.1. Initial Submission and Completeness Check

60. When implementing and monitoring a registered GCC Project Activity, the Project Owner(s) shall refer to the latest versions of the Project Standard.
61. Project Owners shall implement and operate their Project Activities and measure and monitor the required parameters as per the requirements, and as indicated in the documentation, for the registered project, including those indicated in the PSF. For each monitoring period, Project Owners shall prepare a Project Monitoring Report (PMR), as per the latest template (and the instructions therein) available at the time of submission of the Monitoring Report to the GCC Program, prior to conducting an Emission Reduction Verification, as required by the Program Process.
62. Project Owners shall submit project documentation via the online IT platform of the GCC Carbon Registry, accessible via the IHS Markit website, prior to starting an Emission Reduction Verification as per the Project Standard, which requires:
 - (a) A Project Monitoring Report, as per the latest GCC template, for the specific monitoring period;

¹⁹ GCC Carbon Registry public view website: <https://mer.markit.com/br-reg/public/public-view/#/account>

- (b) Emission reduction calculation spreadsheets containing: calculations of actual emission reductions achieved; measured and monitored parameters; and the monitored data for the specific monitoring period;
- (c) Information on the selected GCC Verifier, where available; and
- (d) Other relevant documents as required (e.g., evidence of calibration, accuracy class of instruments, and relevant measurement standards, where applicable, as indicated in the Baseline and Monitoring Methodology).

63. A completeness check of the submission, which includes checking the completeness and consistency of documents as well as the use of appropriate forms submitted through the GCC Carbon Registry, shall be conducted by the GCC Operations Team within **five calendar days** of submission.

64. While assessing the submission for completeness, the GCC Operations Team may request Project Owners to submit additional information, or to revise the submission.

65. Upon receiving a re-submission, the completeness check is performed again. Only completed submissions are uploaded on GCC Carbon Registry (confidential documents are not uploaded on the public website).

66. Project documentation is considered submitted when the completeness check is approved and, subsequently, a unique reference submission number (following the format MXXX) is assigned for the specific monitoring period of the Project Activity.

3.2.2. Emission Reduction Verification

67. Project Owners shall appoint a GCC Emission Reduction Verifier that has been approved for verifying projects covering the GCC Scopes and GHG Sectoral scopes relevant to their Project Activity. The GCC Emission Reduction Verifier shall not have conducted the Project Verification of the same GCC Project Activity.

68. Once the project documentation is considered submitted and after the Project Monitoring Report (PMR) for the reported monitoring period is available on the GCC Carbon Registry, the appointed GCC Emission Reduction Verifier shall conduct an Emission Reduction Verification.

69. GCC Emission Reduction Verifiers shall conduct Emission Reduction Verifications as per the requirements indicated in the Verification Standard. They shall: review the submitted project documentation; perform a site visit (if required in the Verification Standard and/or deemed necessary by the GCC Emission Reduction Verifier based on an analysis of the

²⁰ GCC has a contract with IHS market to provide the registry services. Refer to the Program Manual which provides more details of the GCC Registry

²¹ GCC Registry, accessible via IHS Markit website: <https://ihsmarkit.com/products/environmental-registry.html>

²² Online account application form: <https://mer.markit.com/br-reg/public/customer-registration.jsp>

²³ GCC Fee Schedule: <https://www.globalcarboncouncil.com/gcc-fees.html>

²⁴ For each Project Id there will be a corresponding unique reference submission number (following the format SXXX) as per paragraph 22.

risks associated with the Project Activity); raise non-conformities (if any); and invite the Project Owner(s) to undertake corrective actions (if applicable).

70. Upon successful closure of all non-conformities (if any), the GCC Emission Reduction Verifier shall verify that the Project Activity fully complies with the information provided in the registered PSF as required by the GCC Rules, including the Verification Standard.
71. The GCC Emission Reduction Verifier shall then submit an Emission Reduction Verification Report (ERVR) to the GCC Operations Team and the Project Owner(s), using the latest-available template.
72. GCC Emission Reduction Verifiers in ERVRs shall make a recommendation to the GCC Steering Committee to either issue or not issue ACCs, with or without certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+) for the reported monitoring period of the Project Activity.
73. If the GCC Emission Reduction Verifiers in ERVRs recommends to the GCC Steering Committee to not-issue ACCs for the Project Activity, with or without certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+), the request for issuance cannot be submitted.
74. If, within a period of two years the identification of non-conformities by a GCC Emission Reduction Verifier in an ERVR, a Project Owner(s) has not taken corrective action(s) that are sufficient for their Project Activity to comply with GCC rules, the GCC Emission Reduction Verifier shall communicate to the GCC Operations Team accordingly.

3.2.3. Submission of Request for Issuance and Review

75. Project Owners shall submit, via the online IT platform of the GCC Carbon registry, the project documentation required for issuance of ACCs, with or without certification labels, for the Project Activity, for the verified monitoring period, as per the requirements of the Project Standard including the:
 - (a) Verified Project Monitoring Report, as per the latest GCC template, for the verified monitoring period;
 - (b) Emission Reduction Calculation spreadsheets containing calculations of actual emission reductions achieved, measured and monitored parameters and the monitored data for the verified monitoring period;
 - (c) GCC Verifier's Emission Reduction Verification Report with a recommendation to issue the quantity of ACCs for the Project Activity indicated in the PMR for the verified monitoring period, with or without certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+); and
 - (d) Proof of payment of applicable issuance and additional label (if applicable) fees as per the latest version of the GCC Fee Schedule.²⁵
76. Completeness checks of issuance requests, which include an assessment of the use of the appropriate forms, completeness of documents submitted through the GCC website

²⁵ GCC Fee Schedule: <https://www.globalcarboncouncil.com/gcc-fees.html>

and their consistency with GCC rules, shall be conducted by the GCC Operations Team within **five calendar days** of their submission.

77. While assessing submissions for their completeness, the GCC Operations Team may request additional information from the Project Owner(s). At this stage, the Project Owner(s) cannot change their original submission but can submit additional information.
78. Upon receipt of a re-submission addressing the requests from the GCC Operations Team, the completeness check is performed again. Only completed submissions are uploaded to the GCC Registry (confidential documents are not uploaded publicly).
79. A request for issuance for a Project Activity, for the verified monitoring period, is considered submitted when the completeness check is approved, and all of the appropriate forms have been deemed complete and submitted through the GCC Carbon registry website.
80. A request for issuance is considered submitted when the completeness check is approved by the GCC Operations Team.
81. The GCC Operations team shall conduct detailed assessments of requests for issuance, of ACCs and certification labels, within **10 calendar days** of their being considered submitted. The assessments shall include an independent evaluation of submitted issuance request, including the Monitoring Report and the GCC Verifier's ERVR, to determine compliance with applicable GCC rules.
82. The GCC Operations Team shall evaluate the project documentation against GCC rules and, in doing so, take due consideration of the GCC Emission Reduction Verifier's observations and recommendations made in the ERVR. If the project documentation is found to meet all GCC rules, especially the requirements provided in registered PSF including the Monitoring Plan, applicable Baseline & Monitoring Methodology, Project Standard, Verification Standard and Monitoring Report, the GCC Operations Team shall prepare a recommendation to: not issue ACCs or issue the quantity of ACCs indicated in the PMR, or issue a different quantity of ACCs, with or without or not all the applied certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+) for the reported monitoring period of the Project Activity.

Program Processes

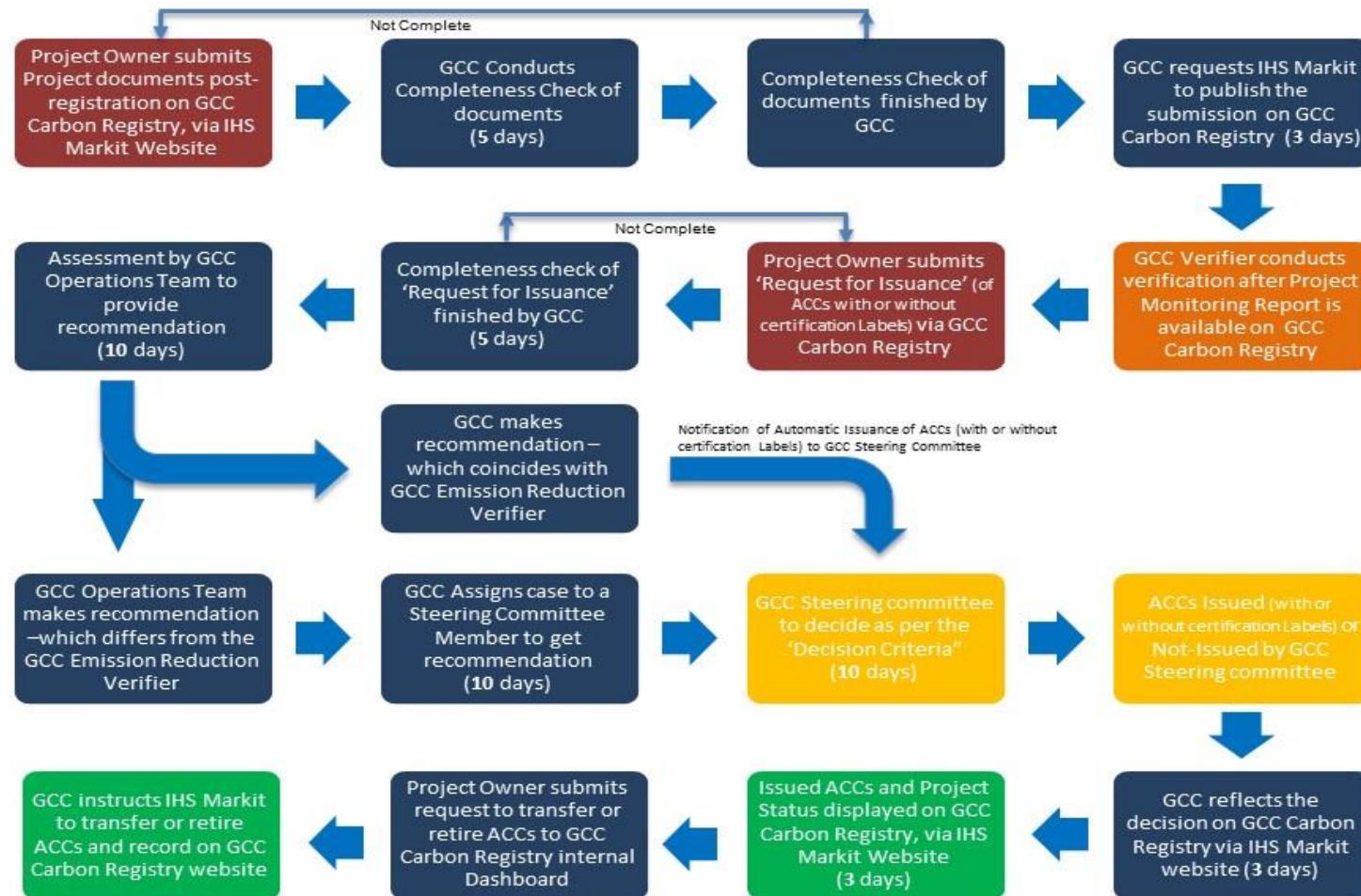


Figure 2: Flow chart for the ACC issuance process²⁶

²⁶ Figure 2 is a conceptual representation of the entire ACC and certification labels issuance process and only indicates key steps. Please refer to the relevant sections of this document for full details of the requirements. In this figure, wherever GCC is mentioned as an entity it means the GCC Operations Team.

83. In case the recommendation of the GCC Operations Team and that of the GCC Verifier matches i.e. 'issue ACCs' to the Project Activity, with or without or not all the applied certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+), a notification is sent to the Steering Committee informing them of the 'eligibility for Automatic Issuance of ACCs or/and certification labels' to the Project Activity, unless more than two members of Steering Committee submit objections, within **10 calendar days**.
84. In cases where the GCC Emission Reduction Verifier recommends that ACCs be issued for the reported monitoring period as indicated in the PMR and the GCC Operations Team recommends to not- issue ACCs or issue a different amount of ACCs than indicated in the PMR or/and with reduced scope of certification labels, or if at least two members of Steering Committee have submitted objections within **10 calendar days** of submission of the GCC Operations Team's recommendation, the GCC Operations Team shall submit the issuance request to the Steering Committee for consideration and decision. The Steering Committee shall consider the case either through electronic means or in a physical meeting.
85. Once a project issuance request, of ACCs or/and certification labels, has been submitted for consideration and decision by the Steering Committee, the GCC Operations Team shall appoint one Steering Committee member to assess the application, on the elements of disagreements between GCC Operations Team and the GCC Verifier, and make a recommendation.
86. The appointed Steering Committee member shall conduct the assessment and provide a recommendation to the GCC Operations Team within **10 calendar days** of his/her appointment. The recommendation shall be either to issue ACCs, not issue ACCs or issue ACCs with a different amount than that indicated in the PMR, or/and with reduced scope of certification labels for the Project Activity for the reported monitoring period.
87. After receiving the appointed Steering Committee member's inputs, the GCC Operations Team shall submit a Summary Note containing a short summary of all three recommendations and a final recommendation to the Steering Committee for their consideration.
88. Within **10 calendar days** of receiving the GCC Operations Team's Summary Note, each Steering Committee member shall consider the Summary Note and inform the GCC Operations Team their individual decision, taking into account the Decision Criteria²⁷ provided below in Table 2. If a Steering Committee member does not provide a response or communicate its decision within the allotted time, the Steering Committee member shall be assumed to be in agreement with the recommendation in the Summary Note.
89. A final decision by the Steering Committee shall whenever possible be made in consensus. If after repeated attempts the Steering Committee does not reach consensus, the decision shall be made by a greater than 50 percent majority vote.

90. If the GCC Operations Team's Summary Note indicates that both the GCC Operations Team and the appointed Steering Committee member are in agreement (i.e., sr.no. 2 and 5 in the table 2 below), that the final decision of the Steering Committee shall be, by default, depicting the agreement between them.
91. If the Steering Committee's recommendation is to issue ACCs with different amount and/or with reduced scope of certification labels, then GCC Operations team shall inform the recommendation to the Project Owner(s) and seek their acceptance of the recommendation, via electronic means, within **five calendar days**:
 - (a) Upon acceptance by the Project Owner, the Steering Committee's recommendation to issue ACCs with different amount shall be considered as final decision on the day the Project Owner submits the corrected and revised documentation as required by paragraph 75; and
 - (b) In case the Project Owner does not provide acceptance within **five calendar days**, the decision of Steering Committee shall be to not issue ACCs for the project activity.
92. The decision to issue or not issue ACCs, or issue a different amount of ACCs for a Project Activity, with or without or reduced certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+), for the reported monitoring period, shall be made available by the GCC Operations Team on the GCC website within **three calendar days** of a final decision by the Steering Committee.
93. The GCC Operations Team shall coordinate with the IHS Markit team, informing them of any decision to Issue ACCs to a Project Activity, with or without or reduced certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+), for the reported monitoring period, and reflect this decision on the IHS Markit Website within **three calendar days** of the final decision of the Steering Committee.
94. After this stage, all subsequent transactions, including transferring or retiring of credits, shall be executed directly on the GCC Carbon registry website as per its procedures.
95. In case the decision is to not issue ACCs for the Project Activity, the Project Owner(s) may correct or revise the project documentation to ensure that the project is in compliance with GCC rules and requirements and re-submit the request for issuance to the GCC. Such submissions shall be considered as new submissions and the entire process shall be applied accordingly.

²⁷ The GCC Program shall follow the same process and apply the same decision criteria as that described for considering issuance of ACCs when considering awarding targeted SDG+ and E+/S+ labels for a reported monitoring period. These labels are voluntarily chosen by some Project Owners. Where applicable, the GCC Operations Team and appointed Steering Committee member shall independently evaluate requests for such labels and make independent recommendations, to be included by the GCC Operations Team in its Summary Note to the Steering Committee. The Decision Criteria for ACC and Certification label Issuance presented in the table following paragraph 95 shall be followed by the Steering Committee in making final decisions regarding rewarding SDG+ and E+/S+ labels for Project Activities.

Table 2: Decision Criteria for ACC and Certification Label Issuance²⁸

S.No.	GCC Emission Reduction Verifier Report	GCC Operations Team Recommendation	Steering Committee Member Recommendation	Steering Committee Decision	Final Decision
1	Issue	Issue	Not applicable	Automatic no objection for issuance	Issue ACCs
2	Issue	Issue with different amount	Issue with different amount	Automatic no objection for issuance with a different amount	Issue ACCs with different amount
3	Issue	Issue with different amount	Issue	Issue or Issue with different amount (Decision by Steering Committee)	Issue ACCs or Issue with different amount
4	Issue	Issue with different amount	Do not issue	Do not issue or Issue with different amount (Decision by Steering Committee)	Do not issue ACCs or Issue with different amount
5	Issue	Do not issue	Do not issue	Automatic no objection for no issuance	Do not issue ACCs
6	Issue	Do not issue	Issue	Do not issue, Issue or Issue with different amount (Decision by Steering Committee)	Do not issue ACCs, Issue or Issue with different amount
7	Issue	Do not issue	Issue with different amount	Do not issue or Issue with different amount (Decision by Steering Committee)	Do not issue ACCs or Issue with different amount

²⁸ With or without or not all the applied certification labels (SDG+, E+, S+) and/or the CORSIA-market eligibility flag (C+).

4. Methodology Development Process

96. Project Owners may use Baseline and Monitoring Methodologies (hereinafter referred as methodologies) developed under the GCC Program or use the latest valid version of an applicable CDM methodology(ies) for their Projects Activity. When using the latest valid version of an applicable CDM methodology(ies), Project Owners shall apply all relevant tools and guidelines referred in the applicable methodology(ies), taking into account CDM provisions for grace periods for methodologies that have been revised or consolidated. Draft GCC methodologies are developed by the GCC Operations Team with or without expert inputs and are approved by the GCC Steering Committee, applying the process described below.

4.1. Screening Mitigation Opportunities

97. The GCC Program uses an internal screening process to identify suitable project categories and associated methodologies, based either on information received from potential Project Owners or independent research. The GCC Program considers a number of aspects when developing a new methodology or revising an existing CDM methodology for simplification and streamlining. These aspects are described below.

4.1.1. Applicability of Standardized Methodologies

98. Methodologies shall apply standardized concepts for simple project categories that are not technically complex. For complex project categories, where standardized concepts cannot be adopted, the GCC Program shall either revise CDM methodologies to simplify and streamline them or allow Project Owners, should they wish, to directly use the CDM methodologies when submitting project documentation to the GCC.

4.1.2. Mitigation Potential and Environmental Integrity

99. GCC methodologies are intended to reduce the burden of project development by adopting objective and simple requirements for ensuring environmental integrity. The methodologies developed by the GCC Program are scale-neutral i.e., there is no differentiation between large-scale and small-scale projects as is the case in the CDM. The level of stringency applied for all methodologies is equivalent to those in methodologies for large-scale CDM projects, however special considerations for small or micro-scale projects may be given at project level especially where CDM rules allow them²⁹. This provision of GCC methodologies is intended to safeguard the environmental integrity of GCC Project Activities, irrespective of scale.

4.1.3. Replicability

100. While developing methodologies through a top-down process, the GCC program prioritizes project types with mitigation opportunities that have large replication potential, are expected to result in no net harm to society and environment and have positive impacts on sustainable development in line with United Nations Sustainable Development Goals.

4.1.4. Data/ Information Availability

²⁹ For example, CDM additionality tools and positive lists for small-scale or micro-scale projects.

101. For the GCC Program's work to develop global or region-specific standardized parameters in methodologies, credible and current sector-specific data/information (e.g., default emission factors and penetration rates of technologies/fuels/feedstocks) are needed.

4.2. Methodology Development

102. Figure 3 summarizes the GCC methodology development process.

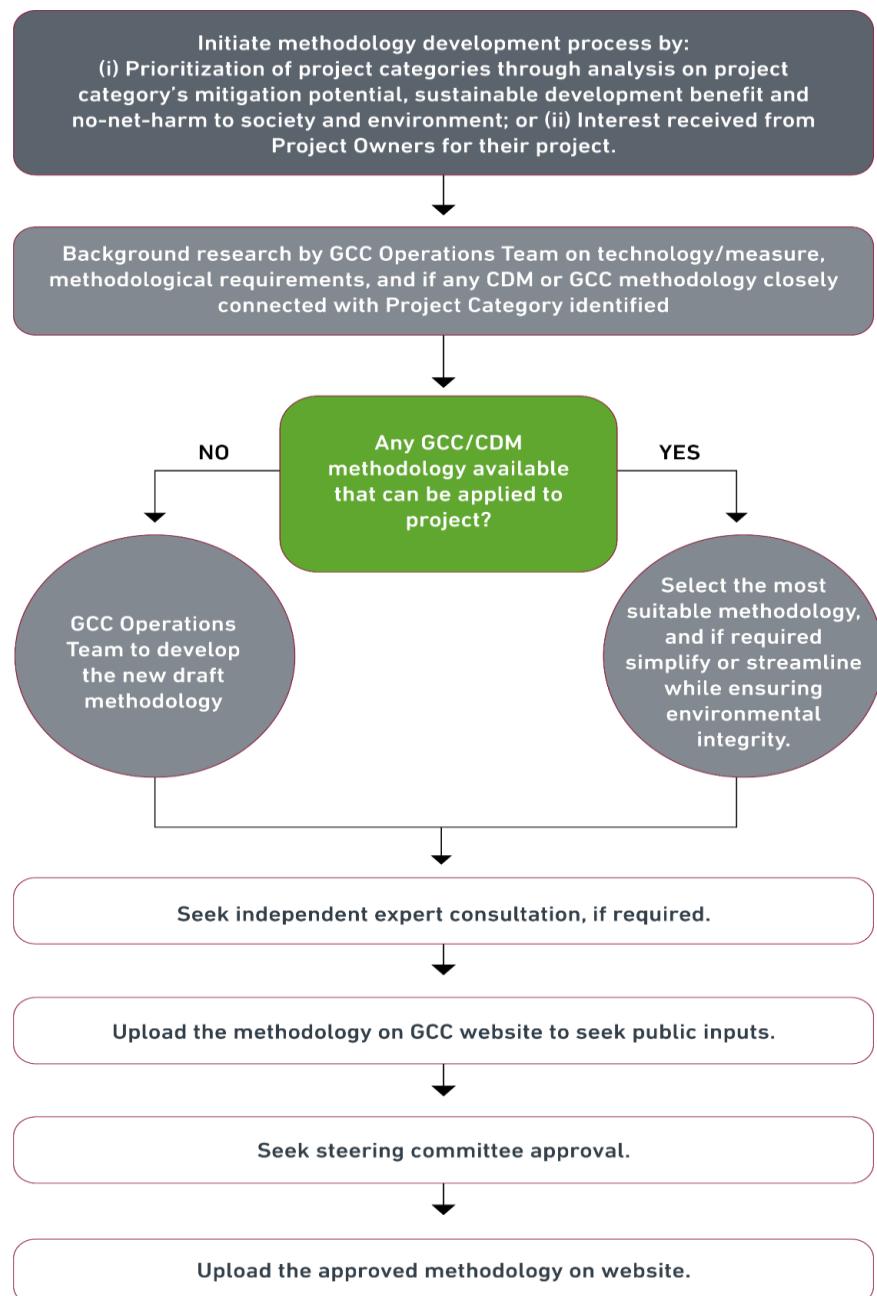


Figure 3: Flow chart for GCC methodology development and revisions.

103. The project methodology development process shall be initiated by: (i) the GCC Operations Team, in consultation with the Steering Committee, prioritizing project categories for methodology development based on mitigation potential, sustainable development benefits and expectations that Project Activities will do no net harm to society or the environment; or (ii) Project Owners indicating interest to the GCC Operations Team in methodologies that will enable the registration of their GHG emission-reduction projects.
104. The GCC Operations Team shall conduct background research on technologies, measures and methodological aspects, including project boundaries, baselines, project emissions and leakage emission sources as well as other aspects such as additionality and monitoring requirements. The GCC Operations Team shall also determine whether or not any approved CDM methodology exists that could be revised, simplified or streamlined as a GCC methodology to meet the requirements of a prioritized project category.
105. The GCC Operations Team shall develop an initial draft of either a completely new methodology or a methodology derived based on an existing approved CDM methodology. The requirements of the GCC Program are contained in Standard for Development of Methodologies shall be adhered to in the methodology-development process.
106. When required, the GCC Operations Team shall engage external experts with appropriate sectoral and technological expertise to provide specific inputs.
107. First draft of a GCC methodology shall be prepared by the GCC Operations Team within no more than **six months** after a decision to develop a methodology by GCC Operations Team in consultation with Steering Committee.
108. Draft GCC methodologies shall be made available on the GCC website for public consultation for a period of 15 calendar days, after which the GCC Operations Team shall revise the methodology taking into account received public inputs.

4.3. Steering Committee Approval

109. Following revision of a draft methodology to reflect public inputs, the GCC Operations Team shall forward the draft methodology to an appointed member of the Steering Committee.
110. The appointed Steering Committee member shall provide his/her comments on within **10 calendar days** of receipt the draft methodology. Comments received from appointed Steering Committee members shall be addressed by the GCC Operations Team when developing final drafts of methodologies. The final drafts shall be forwarded to the Steering Committee for consideration and approval within **20 calendar days** of receiving the Steering Committee member's comments.
111. The Steering Committee shall consider the final draft methodology either electronically or in a physical meeting and request GCC Operations Team for necessary amendments (if any) within **10 calendar days** of receiving final draft methodology from GCC Operations Team.

112. The GCC Operations Team shall revise the methodology based on amendments requested by the Steering Committee and submit a final version of the methodology to the Steering Committee for approval **within 20 calendar days** of receiving Steering Committee's Comments.
113. Once approved by the Steering Committee, the GCC Operations Team shall publish the methodology on the GCC Program website **within 5 calendar days**, with appropriate version numbering (e.g., Version 1.0). Upon publication on the GCC Program website, new methodologies are immediately available for use.

5. Methodology Revision process

114. As shown in Figure 3, depending upon Project Activity requirements, the GCC Operations Team revises, simplifies, streamlines, expands and/or improves existing GCC methodologies through a top-down process. Revised versions of GCC methodologies are prepared and uploaded to GCC website no more than **three months** following due procedure, depending upon the nature of revision, as described below.

5.1. Policy or Technical Revisions

115. Policy or technical revisions are significant revisions that affect project definitions and/or eligibility, or that involve changes/adjustments to baseline determinations, the quantification of emission reductions/removals, monitoring requirements, and/or additionality provisions. Depending on the extent of required revisions, the GCC Operations Team may engage external experts with appropriate sectoral and technological expertise to provide specific inputs. All policy revisions require Steering Committee approval. For policy and technical revisions, the version number of the methodology shall be incremented by one integer (e.g., from 1.0 to 2.0).

5.2. Program Revisions

116. Program revisions are editorial in nature and do not require Steering Committee approval. Program revisions create a new sub-version of the methodology. For editorial revisions, the version number of the methodology shall be incremented by 0.1 (e.g. from 1.0 to 1.1).

5.3. Grace Period

117. Project Owners may use previous versions of GCC methodologies when preparing a PSF for a period up to **30 calendar days** from the date upon which a revised methodology is adopted, unless the most version is available. After 30 days, the use of the most recent version of the GCC methodology shall be compulsory when submitting project documentation to the GCC Program.

DOCUMENT HISTORY

Version	Date	Comment
V 4.0	11/02/2021	<ul style="list-style-type: none"> ▪ Revised version released for approval by the Steering Committee as per the GCC Program Process. ▪ The name of GCC Program's emission units has been changed from "Approved Carbon Reductions" or ACRs to "Approved Carbon Credits" or ACCs. ▪ To reflect the existing operational practice of ensuring that Project Owners (and/or their authorized representatives) open their accounts on GCC Project Portal which requires submission of signed documents (Letter of Authorization or Letter of Nomination). ▪ Requiring Project Owners to submit 'Request for Registration Form'
V 3.0	09/08/2020	<ul style="list-style-type: none"> ▪ Revised version released on approval by the Steering Committee as per the GCC Program Process; ▪ Revised version contains the following changes: <ul style="list-style-type: none"> ○ Change of name from Global Carbon Trust (GCT) to Global Carbon Council (GCC); ○ Considered and addressed comments raised by the Steering Committee: <ul style="list-style-type: none"> ➢ during physical meeting (SCM 01, dated 29 Oct 2019, Doha Qatar); and ➢ electronic consultations EC01-Round 01 (15.09.2019 – 25.09.2019), EC01-Round 02 (27.03.2020 – 27.06.2020). ▪ Feedback from the Technical Advisory Board (TAB) of ICAO on GCC submissions for approval under CORSIA³⁰;
V 2.0	25/06/2019	<ul style="list-style-type: none"> ▪ Revised version released for approval by the GCC Steering Committee. ▪ This version contains details and information to be provided, consequent to the latest worldwide developments (e.g., CORSIA EUC).
v1.0	01/11/2016	<ul style="list-style-type: none"> ▪ Initial version released for approval by the GCC Steering Committee under GCC Program Version 1

³⁰See ICAO recommendation for conditional approval of GCC at https://www.icao.int/environmental-protection/CORSIA/Documents/TAB/Excerpt_TAB_Report_Jan_2020_final.pdf



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