

Information Documents–Checklist for Completeness Check of Initial Submission prior to Global Stakeholder Consultation

V1.0 – 2022

1. Introduction

1. The GCC Program Framework¹ in section 14 provides information on 'GCC Documentation Framework', which defines various types of GCC documents including 'Information Documents'. The 'Information Documents' have further been classified into a sub-type of regulatory documents called 'Checklists', which provide summary of main checkpoints on key GCC requirements as contained in the Program Process².

2. Purpose

2. The purpose of this document is to provide a completeness checklist for the:
 - (a) GCC Operations team to conduct an assessment to decide whether the submission is complete as per the requirements of the Program Process; and
 - (b) Project Owners to ensure that the documents and its contents are complete and consistent for submission, for global stakeholder consultation, via GCC Projects Portal³, which is an online IT platform.

3. Requirements:

3. GCC Requirements with regard to the preparation and submission of documents during initial submission for global stakeholder consultation are contained in:
 - (a) Program Process;
 - (b) Project Standard;
 - (c) Instructions for completing Project Submission Form (PSF).
4. This checklist is provided for reference only. The Project Owners may wish to use this checklist and may, in addition, wish to add more checkpoints for their own assessment as necessary.

5. Entry into Force

5. This document enters into force immediately on the date of publication of this document.

¹ GCC documents are available here: <http://www.globalcarboncouncil.com/resource-centre/>

² <https://www.globalcarboncouncil.com/wp-content/uploads/2021/10/GCC-Program-Processes-v4.pdf>

³ <https://projects.globalcarboncouncil.com/>

Project Name:

PCN Number:

Table 1. Letter of Authorization (LoA) / Letter of Nomination (LoN) of project:

Checklist Components	
1.1 The LOA/LON shall be prepared on any of the legal owner’s letter head.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
1.2 Title of project as given in PSF matches with that in LOA/LON	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
1.3 Name of Project owners as given in PSF matches with that of LOA/LON	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
1.4 Focal point has been indicated in LOA for account opening in the GCC Projects portal (for online submission of project) and IHS Markit (for defining ownership of ACCs)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
1.5 Focal point for ownership of ACCs shall always be included as PO, account in the IHS Markit shall be opened accordingly.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
1.6 Focal point as indicated in LOA has signed the PSF	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
1.7 LOA / LON has been signed by all entities/parties	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
1.8 LOA/LON clearly defines the legal owners of the project	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

OBSERVATIONS

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Table 2. GCC Projects Portal (website)

Checklist Components	
2.1 Title on GCC projects portal matches with LOA/LON	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.2 Project owners named on projects portal matches with LOA/LON	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.3 Focal point (company) on projects Portal matches with LOA/LON	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.4 In case Focal point for project management is not included as PO details are provided under “External representative organization”	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.5 Latest version of PSF template is used and uploaded.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.6 Unprotected version of ER spreadsheet uploaded with all relevant formulae visible	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

Checklist for Completeness Check of Initial Submission prior to Global Stakeholder Consultation

2.7 IRR Spreadsheet uploaded in public view (either confidential mode or normal)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.8 LOA/LON uploaded.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.9 All other documents uploaded as needed by program process (if any) (e.g., Common practice analysis, Power density)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.10 SDG goals as given on projects portal matches with PSF	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.11 Letter of Host Country Attestation (if applicable) to be submitted	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.12 E-mail ID of the primary (linked with the account opening project portal) and secondary contact of the focal point (Project Representative) matches with details in LOA/LON	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.13 Annual Emission reduction matches with the estimates in PSF	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
2.14 All information entered in the project portal is as per standard format (e.g. country name as per UN)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

OBSERVATIONS

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Table 3. PSF Format and Cover Page Contents

Checklist Components	
3.1 All sections of PSF filled in.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
3.2 Project type along with sub-type indicated in the cover page (e.g. Type A2, sub type 2)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
3.3 Table of contents in proper format	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
3.4 Cover page contains details as needed by program	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
3.5 All check boxes on cover page ticked	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
3.6 Cover page signed and stamped ONLY by Focal Point. (signature with date and stamp (date being same or later than completion date of the PSF)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
3.7 Latest versions of all relevant tools and methodologies identified in the cover page	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

OBSERVATIONS

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Table 4. PSF Contents

Checklist Components	
4.1 The Name of Project owner(s) is consistent with the different sections of PSF and GCC project portal.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.2 Sections of PSF filled in as per instructions.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.3 Geo-co-ordinates of site provided in Degree, minutes, and seconds form and in decimal format up-to 4 decimal places.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.4 A.1 contains annual Emission reduction estimates and total estimated reductions over crediting period.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.5 A.5 Contains declaration on double accounting and to contain evidence of exclusion of CPA from POA (if applicable) or provide declaration (as per GCC Clarification No 01) or proof of communication to the regulator authority	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.6 Correct and Valid version of Methodology applied to the project.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.7 Selection of applicable tools in line with project and applied methodology	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.8 Section B.3 contains pictorial depiction of Project boundary with position of the measuring instruments included therein	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.9 Common practice analysis carried out for projects applying large scale methodologies (if applicable)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.10 List of projects identified based on Common Practice analysis	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.11 IRR determination (if applicable) is transparently presented and supported with spreadsheets	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.12 Section B.6.3 contains demonstration of ER estimation	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
4.13 Section B.7.1 contains Parameters to be monitored in project.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

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Table 5. Baseline Scenario identification and additionality demonstration:

Checklist Components	
5.1 Investment decision date to be transparently provided in the PSF	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
5.2 All cash inflows are properly captured in the project.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
5.3 PSF must clearly identify the kind of IRR (project or equity) together with the information if it is pre-tax or post-tax.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
5.4 Latest available benchmark to clearly identified and justified (default values or WACC or country specific values with clear references)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
5.5 Input values listed in the PSF with clear references, valid at the time of investment decision.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
5.6 Sensitivity analysis performed for all relevant parameters	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

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Table 6. Start date of project and crediting period:

Checklist Components	
6.1 Start date of project is start of operations and defined in line with GCC program guide.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
6.2 Crediting period consistently identified in the project across PSF (CP start date not later than 1 year after start of operation)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

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Table 7. Section D and E: E+/S+ Demonstration:

Checklist Components	
7.1 In section D, if EIA was performed then conclusions presented transparently. If no EIA is required, is a proper justification referencing the specific national regulations is provided?	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
7.2 All relevant and significant Env aspects and impact identified. (All aspects with negative impacts have to be clearly identified in the PSF)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
7.3 Reference to Monitoring Env parameters for ex-post verification (Sec B.7.1 positive impacts & B.7.2 negative impacts)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
7.4 Explanation of conclusion transparently provided in PSF	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
7.5 Scoring of aspects as per standard (Environment)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
7.6 All relevant and significant social aspects identified, and impact seem to have been identified.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
7.7 Monitoring of all Social parameters in place (Sec B.7.1 & B.7.2)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
7.8 Explanation of conclusion transparently provided in PSF	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
7.9 Scoring of aspects as per standard (Social)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
7.10 Final score match with the table contents	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

OBSERVATIONS

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Table 8. SDG impacts

Checklist Components	
8.1 All Impacts identified which are relevant, significant, and directly attributable to the project.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
8.2 SDG impacts match with E+/S+ impact assessment.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
8.3 Identification of SDG level indicator and corresponding targets	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
8.4 Monitoring provisions exist for SDG impacts for ex-post verification of impact	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
8.5 Label as per final number of SDG's impacted by the project.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

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Table 9. Local stakeholder consultation

Checklist Components	
9.1 Date for LSC clearly provided in the PSF	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
9.2 Means of invitation to the LSC	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
9.3 Stakeholders identified included in PSF	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
9.4 List of comments received provided in PSF	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
9.5 Justification on how comments received during LSC have been addressed in the project.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

OBSERVATIONS

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Table 10. PSF Annexures and General

Checklist Components	
10.1 Annexure 1 filled in line with LOA/LON details	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
10.2 Annexure 8 provided in line with Clarification No. 01 requirement (for bundled projects, double counting issue for migration of projects from the jurisdictions where ETS exists)	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
10.3 All information and data presented in consistent manner in the PSF document.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA
10.4 All documents presented in English language or translation provided.	<input type="checkbox"/> Ok <input type="checkbox"/> Not Ok <input type="checkbox"/> NA

OBSERVATIONS

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DOCUMENT HISTORY		
Version	Date	Comment
V 1.0	23/06/2022	<ul style="list-style-type: none">Initial version released for completeness check and communication to external stakeholders



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