

المجلس العالمي للبصمة الكربونية
GLOBAL CARBON TRUST



VERIFICATION MANUAL

v1.0 - 2016



GLOBAL CARBON TRUST (GCT)

Verification Manual v1.0 - 2016

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Realising journey
to a low carbon
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ACRONYMS	
CAR	Climate Action Reserve
CDM	Clean Development Mechanism
GHG	Greenhouse Gas
GORD	Gulf Organisation for Research and Development
GS	Gold Standard
GWP	Global Warming Potential
IETA	International Emissions Trading Association
IPCC	Intergovernmental Panel on Climate Change
ISO	International Organization for Standardization
GCT	Global Carbon Trust
UNFCCC	United Nations Framework Convention on Climate Change
VB	Verification Body
VCS	Verified Carbon Standard
WBCSD	World Business Council on Sustainable Development
WWF	World Wildlife Fund

1 INTRODUCTION

Independent third-party verification is an important element in upholding the integrity and quality of greenhouse gas (GHG) emission reductions and removals achieved by GCT projects. For registration of projects, GCT requires a thorough assessment of the project verification report submitted by an independent entity (Verification Body), stating whether the project is technically implemented in accordance with documents submitted to GCT. In contrast to other GHG programs GCT does not impose uniform periodicity of third party verification of emission reductions, but depending upon the nature of project and in consultation with project owner and project supporter determines the suitable monitoring period for which verification is required. Based on the evaluation of emission reduction verification report, the carbon reduction credits are issued by GCT.

Verification bodies (VBs) are eligible to provide verification services under the GCT Program. In general engineering companies with expertise and experience in the respective field of the applied GCT methodology (e.g. Mechanical engineering for energy efficient buildings) can perform the verification of installation of the technology or implementation of the measure, as well as verification of emission reductions.

The objective of the Verification Manual is to provide additional guidance to ensure the accuracy, consistency, environmental integrity, quality and transparency of the verification of projects and emission reductions under the GCT Program. The manual is intended to be used in combination with other GCT Program documents that set out the GCT rules.

While VBs are the primary intended users of this manual, the guidance presented in this manual is also considered useful for project owners and methodology developers.

1.1 KEY REQUIREMENTS AND REFERENCE

The GCT Program provides the standard and framework for independent verification of projects. The key requirements of the GCT Program are described in the following documents. These requirements should be studied by VBs which refer to this verification manual.

- GCT Project Standard: provides the requirements for developing projects and methodologies and those for the verification process.
- GCT Program Definitions: provides the definitions for the terms used in the GCT Program.
- GCT Methodologies: specify applicability criteria for the projects to apply methodology and explain how to calculate and monitor emission reductions for certain project types.

Other important procedural documents, templates and forms relevant to verification manual are as following.

- Project Process: describes the steps from project submission to project verification, emission reduction verification, project finance and methodology approval under the GCT Program.
- GCT Project Submission: is the form for submissions of projects to the GCT.
- GCT Verification Report: provides the framework for verification of projects and emission reductions by third parties.
- GCT Verification Statement: contains the relevant legal statements which shall be made by the VB.

1.2 DEFINITIONS

Definitions and acronyms that apply to the GCT Program are set out in the GCT document Program Definitions.

1.3 SEEKING CLARIFICATIONS FROM GCT

VBs that need clarification directly from GCT can contact using following email address.

GCT Email: GCT@gord.qa

2 VERIFICATION PROCESS

2.1 OBJECTIVE

Project Verification: VB verifies that the project has fully complied with the information provided in the Project Submission Form. VB then submits the duly filled Project Verification Report Form and Project Verification Statement Form to GCT.

Emission Reduction Verification: VB verifies that the monitoring and determination of emission reductions of project are fully in compliance with the information provided in the Project Submission Form. VB then submits the duly filled Emission Reduction Verification Report Form and Emission Reduction Verification Statement Form to GCT.

2.2 APPROACH

For project verification, VB shall conduct a desk research reviewing the project data provided by the project owner and if deemed necessary, shall perform a site visit at the project owner's premises (or project location).

For emission reduction verification VB shall make a site visit to project location either as a spot check or at periodic intervals as agreed at the time of approval of project. VB will require to check monitoring records and reports generated by the project owner/s that provide the evidence of emission reductions that actually took place in a given monitoring period.

2.3 MATERIALITY

Materiality, as applied to GHG projects, is the concept that errors, omissions or misrepresentations, individually or in aggregate, can affect the GHG emission reduction assertion and therefore affect the supporters of projects under the GCT Program.

VBs shall quantify materiality of implementation for errors or misrepresentations during verification of projects and emission reductions. VBs must assess materiality with respect to the aggregate estimate of GHG emission reductions set out in the Project Submission Form. The threshold for materiality shall be 5 per cent for projects with estimated emission reductions below 300,000 tons CO₂e per annum and 1 per cent for projects with emission reductions above 300,000 tons CO₂e per annum.

While all material errors, omissions and misrepresentations must be addressed for a project to receive a positive verification opinion, if non-material errors are found in the project documents VBs shall ensure that such errors are addressed by the project owners where practicable.

2.4 LEVEL OF ASSURANCE

In a reasonable level of assurance engagement, the VB must assess sufficient amount of information to ensure with confidence that no material errors are present.

3 VERIFICATION REPORTING

Project verification reporting is central to the transparency of the verification processes. Reporting provides a means for GCT and other stakeholders to better understand VB findings and supporting rationale. This ultimately helps to establish the market confidence into the environmental integrity of the projects registered under GCT Program and carbon credits issued by GCT.

3.1 REPORT TEMPLATES

The GCT Program ensures consistent VB reporting by requiring the use of verification report templates. When preparing a verification report, VBs must address, at minimum, the specific items detailed within the template and adhere to the structure of the template. However, VBs can provide additional information and are encouraged to include additional documentation as annexes to the reports where needed.

The project and emission reduction verification report templates have been developed to ensure both a minimum level of transparency in reporting and consistency in work undertaken by different VBs. It consists of the following chapters:

- **Cover page**
- **Introduction**
- **Verification process**
- **Verification findings**
- **Verification conclusions**

3.2 REPORTING – LEVEL OF DETAIL

A sufficient level of information and detail must be provided in verification reports to allow readers to understand the verification process and draw informed conclusions about the project and its emission reductions.

All sections of the template, other than section of verification findings, require only description. VBs must indicate the activities conducted, methods used, criteria applied and other information as appropriate. In contrast, the verification findings section of the template require the identification of findings discussions and justification of all conclusions.

VBs must also ensure that reports contain an itemized breakdown of GHG emission reductions and removals where appropriate.

It is not necessary to provide detailed information such as the results of individual recalculations, notes from interviews and meetings, or detailed observations from site visits in preparation of the report, however it should be made available if a query is raised by GCT. For example, this detailed information may still be retained outside of the verification report in the form of verification records. GCT may request such records as part of program oversight.

6 DOCUMENT HISTORY

Version	Date	Comment
v1.0	01/10/2016	Initial version released under GCT Program Version 1

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