

VCS Methodology Concept Note

This template is for developing concept notes for new methodologies, modules, and tools, as well as major revisions (referred to in this document as the “proposed methodology”). The methodology concept note provides a technical outline of the proposed new or revised methodology, module, or tool.

The methodology concept note should be submitted as a word document to [methodologies@verra.org](mailto:methodologies@verra.org).

Instructions for Completing the Concept Note

A single methodology concept note should be completed for methodology frameworks (e.g., a methodology with an accompanying module).

Complete all items in the box on the title page using Franklin Gothic Book 9.5 point, black, regular (non-italic) font. This box must appear on the first page of this document. The rest of the concept note must be completed using Franklin Gothic Book 10.5 point, black, regular (non-italic) font.

Instructions for completing the methodology concept note are included in this template in *italics*.

Note that the instructions in this template are intended to serve as a guide and do not necessarily represent an exhaustive list of the information the methodology developer should provide under each section of the template.

Where a section is not applicable, the same must be stated under the section. For example, a concept note for a new module with a standardized method for additionality would not need to complete section 4 (Quantification of Emission Reductions).

The concept note must be written in a clear and concise manner. The maximum size of each must not be exceeded. Supporting information may be presented in appendices.

**Delete all instructions, including this introductory text, from the final document**.

Concept notes not completed as per the instructions will not proceed to the next stage of the review process. Verra may also request complimentary information if needed.

Note that all information provided will be treated as non-confidential.



|  |  |
| --- | --- |
| Title | *Title of the proposed methodology, module, or tool.*  *“Methodology for…”, “Revision to <GHG program, alpha-numeric methodology designation> to …”, “Tool for …”, OR “Module for…”.* |
| Date of Issue | *DD-Month-YYYY this version of the concept note issued* |
| Type | New:  Methodology  Tool  Module  Revision:  Methodology  Tool  Module |
| Sectoral Scope | Sectoral scope:Choose an item.  Secondary sectoral scope (if applicable):Choose an item. |
| Developer | *Name of the organization that developed the concept note* |
| Contact information | *Contact person, physical address, telephone, email, website, 2 letter ISO country code[[1]](#footnote-2)* |

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# Summary Description of the Proposed Methodology

|  |  |
| --- | --- |
| Additionality and Crediting Method | |
| Additionality | <Project/Performance/Activity Method> |
| Crediting Baseline | <Project/Performance Method> |

Indicate using the above table whether the proposed methodology would use a project, performance or activity method for determining additionality, and a project or performance method for determining the crediting baseline.

New methodology: Provide a summary description of the proposed methodology, including a description of the project activity(s) to which the methodology would apply.

New module or tool: Provide a summary description of the proposed module or tool, including:

1. Specific tasks or analyses it will perform;
2. List of approved or proposed methodologies that will be used in conjunction with the module or tool; and
3. Rationale of why the new module or tool is needed.

Revision of methodology, module or tool: Provide a summary of the proposed revision(s) and rationale of why the revision is needed. List the specific sections of the methodology that need to be revised (applicability conditions, baseline, additionality, quantification, monitoring, etc.).

The summary should be concise.

**(max. one page)**

# Relationship to Approved or Pending Methodologies

*New methodology, module or tool: Provide justification for the proposed new methodology, module or tool by demonstrating that no approved or pending methodology, module or tool of the VCS Program or an approved GHG program (CDM or CAR) could reasonably be revised to meet the objective of the proposed new methodology, tool or module.*

*Revision of methodology, module or tool: N/A*

*Table 1: Similar Methodologies*

|  |  |  |  |
| --- | --- | --- | --- |
| Methodology ID | Title | GHG Program | Key differences with new proposed one |
| VM00XX | … | VCS | … |
| ACM00XX | … | CDM | … |
| … |  |  |  |

# Project Activities and Applicability Conditions

New methodology: Describe in detail the project activity(s) to which the proposed *new or revised methodology.* In addition, provide a draft set of applicability conditions that define project eligibility, such as geographic location, technology type, historical land use and any other conditions under which the methodology would be applicable.

New module or tool: Provide a draft set of applicability conditions under which the module or tool would be applicable.

Revision of methodology, tool or module: include a summary of the proposed changes to the project activities (e.g., expansion to additional project activities) and applicability conditions (e.g., key modifications of applicability conditions in the current version of the methodology, module or tool).

**(max. one page)**

# project boundary

*New methodology: Briefly describe the project boundary and identify the key GHG sources, sinks and reservoirs (controlled by the project proponent, related to the project or affected by the project) included in the project boundary. Include diagrams as appropriate.*

Revision of methodology: include any proposed revisions to the project boundary and GHG sources, sinks and reservoirs of the previous methodology version.

New or revised module or tool: only include if relevant for the module or tool.

***(max. one page)***

# Baseline scenario

New methodology: Include a brief summary of the following:

* For methodologies applying a project method, describe the criteria and procedures for identifying alternative baseline scenarios and determining the most plausible scenario. Include a list of alternative scenarios that should be assessed as a minimum when determining the baseline. This may be done within the methodology, or through reference to other tools.
* For AFOLU methodologies, describe the procedures for establishing rates of land-use and land-cover change, identifying historical management practices, establishing common practice, and identifying current and historical ecological characteristics, as applicable.
* For methodologies applying a performance method:
  + Describe the most plausible baseline scenario or aggregated baseline scenario, including the technologies or measures that constitute this scenario.
  + Include a description of the data, analysis and process that will be used to determine crediting baseline.

Revision of methodology: Include only if the baseline section will be revised. Describe the proposed revisions related to the baseline considering the instructions above under “new methodology”.

New or revised module or tool: Include only if the new or revised module or tool performs a task or analysis related to the baseline, considering the instructions above under “new methodology”.

**(max. one page)**

# Demonstration of Additionality

New methodology: Describe the proposed method for demonstrating additionality.

A standardized method shall be used as the preferred option for determining additionality. Where a methodology does not use employ a standardized method for additionality, the proponent shall provide a justification for why such an approach is not appropriate or possible.

Where a performance method would be used for demonstrating additionality, identify and describe the performance benchmark metric that would be used for the demonstration of additionality. Specify the proposed or estimated level of the performance benchmark metric that would serve as the threshold for additionality. Describe the data, analysis and process proposed to establish the benchmark.

Where an activity method would be used for demonstrating additionality, include a summary of the option (A, B or C) that would be used to establish the positive list, and describe the data, analysis and proposed process.

Revision of methodology: Include only if the additionality section will be revised. Describe the proposed revisions related to additionality considering the instructions above under “new methodology”.

New or revised module or tool: Include only if the new or revised module or tool performs a task or analysis related to additionality considering the instructions above under “new methodology”.

**(max. one page)**

# Quantification of Emission Reductions

New methodology: Describe the proposed approach for quantifying emission reductions and removals. This should describe (mainly in words) the fundamental quantification approach, principles and main parameters relevant to determine the emission reductions and removals (e.g., amount of waste disposed of and its composition, amount of CO2 injected into a storage site, increase of carbon stock per hectare, etc.). Key equations may be included to enhance clarity but are not required.

Revision of methodology: Include only if the GHG quantification section will be revised. Describe the proposed revisions related to GHG quantification considering the instructions above under “new methodology”.

New or revised module or tool: Include only if the new or revised module or tool performs a task or analysis related to GHG quantification considering the instructions above under “new methodology”.

**(max. two pages)**

# Monitoring

New methodology: Describe the proposed method for monitoring key parameters used to determine emission reductions or removals. This should be descriptive and not include the parameter tables as in the full methodology. For example, describe whether and how direct measurements, surveys, sampling, default values, remote sensing or modelling would be applied for key parameters.

Revision of methodology: Include only if the monitoring section will be revised. Describe the proposed revisions related to monitoring considering the instructions above under “new methodology”.

New or revised module or tool: Include only if the new or revised module or tool performs a task or analysis related to monitoring considering the instructions above under “new methodology”.

**(max. two pages)**

# Appendix

Use appendices for supporting information. Delete this appendix (title and instructions) where no appendix is required.

1. https://en.wikipedia.org/wiki/ISO\_3166-1\_alpha-2 [↑](#footnote-ref-2)