

VCS Module/Tool Template

This template is for the development of modules and tools under the VCS Program.

Instructions for Completing the Module/Tool:

TITLE PAGE: Complete all items in the box on the title page using Arial or Century Gothic 10.5 point, black, regular (non-italic) font. This box must appear on the title page of the final document. Modules and tools may also feature the project title and preparers’ name, logo and contact information more prominently on the title page, using the format below (Arial or Century Gothic 24 point and Arial or Century Gothic 12 point, black, regular font).

MODULE/TOOL: Instructions for completing the module/tool template are under the section headings in this template. Adhere to all instructions, as set out in the VCS Program Methodology Development and Review Process. Instructions relate back to the rules and requirements set out in the VCS Methodology Requirements and accompanying VCS Program documents. The preparer will need to refer to these documents in order to complete the template. Note that the instructions in this template are to serve as a guide and do not necessarily represent an exhaustive list of the information the preparer must provide under each section of the template.

Write the module in a clear, logical, concise and precise manner, to aid readability and ensure consistent application by intended users. In order to keep the module concise, developers should use appendices to provide detailed background, explanation and justification of key methodological components, though short summaries within the body of the module can be useful to help the reader follow the logic of the module.

The module must use key words “must,” “should,” and “may” appropriately. Consistent with best practice, “must” is to be used to indicate a firm requirement, “should” is to be used to indicate a (non-mandatory) recommendation, and “may” is to be used to indicate a permissible or allowable option. The term “shall” is reserved for VCS Program documents and is generally not appropriate for methodologies.

Unless applying a merited deviation, please complete all sections using Arial or Franklin Gothic Book 10.5 point, black, regular (non-italic) font. Where a section is not applicable, explain why the section is not applicable (i.e., do not delete the section from the final document and do not only write “not applicable”).

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



Module TITLE

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

|  |  |
| --- | --- |
| Title  | *Name of the module or tool* |
| Version | *Version number of this document* |
| Date of Issue | *DD-Month-YYY this version of the document issued* |
| Type | [ ]  Module[ ]  Tool |
| Sectoral Scope | *Sectoral scope(s) applicable to the module. For AFOLU methodologies, indicate the applicable project category (ALM, ARR, IFM, REDD, WRC, ACoGS) and specific project type (e.g., ICM, LtPF, APDD, RWE,AUC)* |
| Submitted By | *Name of the organization submitting the module/tool* |
| Developer | *Name of the organization* who developed *the module/tool (if different than submitted)* |
| Contact information | *Physical address, telephone, email, website, 2 letter country code* |

Relationship to Approved or Pending Methodologies

For proposed methodologies, provide justification for the new methodology (i.e., demonstrate that no approved or pending methodology under the VCS Program or an approved GHG program could reasonably be revised to meet the objective of the proposed methodology), in accordance with the procedure set out in VCS document Methodology Development and Review Process. Demonstrate that no approved or pending methodology under the VCS Program or an approved GHG program could be reasonably revised to meet the objective of the proposed methodology.

For methodologies using a performance method for determining both additionality and the crediting baseline, list all methodologies under the VCS Program or an approved GHG program that are applicable to similar project activities and that use a project method for determining the crediting baseline.

Approved and pending methodologies under the VCS Program and approved GHG programs, that fall under the same <sectoral scope / sectoral scope and AFOLU project category / combination of sectoral scopes or AFOLU project categories>, were reviewed to determine whether an existing methodology could be reasonably revised to meet the objective of this proposed methodology. <X> methodologies were identified, and are set out in Table 1 below.

**Table 1:** **Similar Methodologies**

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

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# Sources

*Indicate key modules, tools, methodologies, documents and/or projects upon which the proposed module is based. Identify any modules or tools used by this module. Include information on the author of the module, if desired.*

This module is based on the following modules/tools/methodologies:

* <VMD00XX “Title of the module” (Version X)>

The following have also informed the development of the module:

* <Project name, location and description>
* <Other sources, documents, etc.>

This module uses the latest versions of the following modules/tools:

* <VMD00XX Title of the module>
* <VT00XX Title of the tool>

# Summary description of the <Module/Tool>

*Provide a brief summary description of the module, including the main/any procedural steps. The summary should be kept concise.*

# Definitions

*Using the format in the example below, provide, in alphabetical order, definitions of key terms and acronyms that are used in the methodology. Ensure all defined terms are used in the methodology. Do not include terms already defined under the VCS Program.*

i.e. **Logging Slash**

Dead wood residues (including foliage) left on the forest floor after timber removal

# Applicability conditions

*Using the sample text below, first describe the project activity(s) and/or circumstances under which the module applies. Second, set out specific conditions under which the module can be used such as geographic location, technology type, methodology type and any other conditions that determine the applicability of the module.*

*The following should be borne in mind when writing the applicability conditions:*

*Applicability conditions must be specified clearly, and in a manner that allows easy determination of whether the module can be used by a methodology or other module.*

*Applicability conditions must not contain procedures or obligations upon the project proponent.*

*For activity methods (i.e., methodologies using a positive list approach for additionality), the applicability conditions represent the positive list. Section 5 (Procedures) of the module only needs to address the VCS Program regulatory surplus requirements (see the VCS Methodology Template to see how the Additionality section of that template similarly addresses regulatory surplus, while the Applicability Conditions section represents the positive list).*

*The list of applicability conditions may contain exclusions (i.e., may describe types of activities or circumstances under which the module does not apply).*

This module applies to…

This module is applicable under the following conditions:

* <Condition>
* <Condition>
* …

This module is not applicable under the following conditions:

* <Condition>
* …

# Procedures

Describe, in detail, the procedures established by the module. Follow the instructions provided in any relevant sections of the VCS *Methodology Template* (e.g., project boundary, baseline scenario, additionality and quantification of GHG emission reductions and removals).

# Data and Parameteres

## Data and Parameters Available at Validation

*Complete the table below for all data and parameters that will be determined or available at validation and remain fixed throughout the project crediting period (copy the table for each data/parameter). Data and parameters monitored during the implementation of the project are included in Section 6.2 (Data and Parameters Monitored) below.*

*Ensure that data sources are appropriate and conform with VCS Program rules and requirements. Likewise, ensure that rules and requirements for models and default factors are adhered to.*

*Ensure that all data and parameters used in equations in the module are included in this section (Data and Parameters Available at Validation) or the following section (Data and Parameters Monitored)*

*Where the module establishes default factors which may become out of date (i.e., default factors that do not represent physical constants or otherwise would be expected to change significantly over time), make note of same in the Comments field.*

|  |  |
| --- | --- |
| Data / Parameter |  |
| Data unit | *Indicate the unit of measure* |
| Description | *Provide a brief description of the data/parameter* |
| Equations | *List the equation(s) that use this data/parameter* |
| Source of data | Indicate the source(s) of data |
| Value applied | Provide the value applied |
| Justification of choice of data or description of measurement methods and procedures applied | Justify the choice of data source, providing references where applicable. Where values are based on measurement, include a description of the measurement methods and procedures applied (e.g., what standards or protocols have been followed), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results. More detailed information may be provided in an appendix. |
|  Purpose of Data | Indicate one of the following: * Determination of baseline scenario (AFOLU projects only)
* Calculation of baseline emissions
* Calculation of project emissions
* Calculation of leakage
 |
| Comments | Provide any additional comments |

Example:

|  |  |
| --- | --- |
| Data / Parameter | NCVFF,i |
| Data unit | TJ/Gg |
| Description | Net calorific value of fossil fuel i used in the baseline scenario |
| Equations | *1* |
| Source of data | Use values from 2006 IPCC Guidelines for National Greenhouse Gas Inventories |
| Value applied | N/A |
| Justification of choice of data or description of measurement methods and procedures applied | The IPCC Guidelines for National Greenhouse Gas Inventories is internationally recognized and the data provided in the guidelines is peer reviewed |
|  Purpose of Data | Calculation of baseline emissions |
| Comments | N/A |

## Data and Parameters Monitored

*Complete the table below for all data and parameters that will be monitored during the project crediting period (copy the table as necessary for each data/parameter). Data and parameters determined or available at validation are included in Section 9.1 (Data and Parameters Available at Validation) above.*

*Ensure that data sources are appropriate and conform with VCS Program rules and requirements. Likewise, ensure that rules and requirements for models and default factors are adhered to.*

*Parameters that are not directly monitored themselves (i.e., are calculated, using monitored data/parameters and the equations provided in the methodology) do not need to be included in this section.*

|  |  |
| --- | --- |
| Data / Parameter: |  |
| Data unit: | *Indicate the unit of measure* |
| Description: | *Provide a brief description of the data/parameter* |
| Equations | *List the equation(s) that use this data/parameter* |
| Source of data: | *Indicate the source(s) of data* |
| Description of measurement methods and procedures to be applied: | *Specify the appropriate measurement methods and procedures and any standards or protocols that must be followed. Include any relevant information regarding the accuracy of the measurements (e.g., accuracy associated with meter equipment or laboratory tests).* |
| Frequency of monitoring/recording: | *Specify measurement and recording frequency* |
| QA/QC procedures to be applied: | *Describe the quality assurance and quality control (QA/QC) procedures to be applied, including the calibration procedures where applicable* |
| Purpose of data: | *Indicate one of the following:* * Determination of baseline scenario (AFOLU projects only)
* Calculation of baseline emissions
* Calculation of project emissions
* Calculation of leakage
 |
| Calculation method: | *Describe any method to derive the value, such as average, value at standard conditions, etc.* |
| Comments: |  Provide any additional comments |

Example:

|  |  |
| --- | --- |
| Data / Parameter: | ECP,y |
| Data unit: | MWh/yr |
| Description: | Quantity of electricity consumed by project facility from the grid in year y  |
| Equations | 2 |
| Source of data: | Measurements at project facility  |
| Description of measurement methods and procedures to be applied: | Use calibrated electricity meters from the grid supplier.  |
| Frequency of monitoring/recording: | Data must be monitored continuously and recorded on a monthly basis or with the frequency applicable according to the grid supplier. |
| QA/QC procedures to be applied: | The consistency of metered electricity consumption should be cross-checked with receipts from electricity bills where applicable |
| Purpose of data: | Calculation of project emissions |
| Calculation method: | Electricity meter is cumulative. The monthly electricity consumption is the difference between initial and final reading within one month. |
| Comments: | N/A |

# References

Include any references relevant to the methodology.

# APPENDIX X: <Title of Appendix>

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