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Methodology concept note template**.**

This template is for the development of concept notes for new methodologies, modules and tools, as well as substantive methodology revisions (referred to in this document as the “proposed methodology”). For concepts that include multiple methodology elements (e.g., a methodology with accompanying modules and tools), all methodology elements should be included and described in one methodology concept note. The developer must submit the concept note electronically to Social Carbon at: [operations@socialcarbon.org](mailto:operations@socialcarbon.org)

Instructions for Completing the Concept Note:

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 first page of this document.

CONCEPT NOTE: Instructions for completing the concept note template are under the section headings in this template.

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. The concept note must be completed using Arial 10.5 point, black, regular (non-italic) font.

Where a section is not applicable, same must be stated under the section (i.e., the section must not be deleted from the final document). For example, a concept note for a module that includes only an activity method would not need to complete Section 4 (Quantification of Emission Reductions).

The concept note must be written in a clear and concise manner. Supporting information may be presented in appendices. Example text is provided, in black, regular (non-italic) font, under a number of section headings. This sample language should be used where it is applicable and appropriate.

All instructions, including this introductory text, should be deleted from the final document.

All information provided will be treated as confidential.

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|  |  |
| --- | --- |
| Title | Title of the proposed methodology |
| Concept Type | Specify whether the concept note is for a new methodology, module or tool, or a substantive methodology revision |
| Date of Issue | DD-Month-YYYY this version of the concept note issued |
| Sectoral Scope | Sectoral scope(s) applicable to the methodology.  For AFOLU methodologies, indicate the applicable project category (e.g., ARR, REDD, WRC) |
| Developer | Name of the organisation submitting the concept note |
| Prepared By | Individual or entity that prepared the concept note |
| Contact | Physical address, telephone, email, website |

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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.

Provide a brief summary description of the proposed methodology, including a description of the project activity(s) to which the methodology would apply. The summary should be concise.

# Relationship to approved or pending methodologies

Provide justification for the proposed methodology (i.e., demonstrate that no approved or pending methodology with the SOCIALCARBON Standard or an approved GHG program could reasonably be revised to meet the objective of the proposed methodology).

For methodologies that will use a performance method for determining both additionality and the crediting baseline, list all methodologies under the SOCIALCARBON Standard 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 SOCIALCARBON Standard and approved GHG programs, that fall under the same <sectoral scope / sectoral scope and AFOLU project category / combination of sectoral scopes were reviewed to determine whether an existing methodology could be reasonably revised to meet the objective of the proposed methodology. <X> methodologies were identified and are set out in Table 1 below.

Table 1: Similar Methodologies

|  |  |  |  |
| --- | --- | --- | --- |
| Methodology | Title | GHG Program | Comments |
| ACM00XX | … | CDM | … |
| SC00XX | … | SOCIALCARBON | … |

# Project Activities and Applicability Conditions

Describe in detail the project activity(s) to which the proposed methodology would apply.

Provide details regarding whether the proposed methodology would apply to a broad range of projects and/or whether the proposed methodology would apply to sectors or regions that are underrepresented in the carbon market.

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.

# Demonstration of Additionality

Describe the proposed method for demonstrating additionality.

Note that strong preference is given to the use of standardized methods (i.e., activity methods and performance methods). Where a project method would be included in the methodology, provide rationale as to why a standardized method would not be feasible.

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.

# Quantification of Emission Reductions

Describe the proposed method for quantifying emission reductions. The description should demonstrate that the method for emission reduction quantification has been well thought through and key approaches are included and outlined (e.g., approaches to account for relevant forms of leakage have been analysed).

Note that strong preference is given to the use of standardized methods, modelling and/or other approaches that simplify emission reduction monitoring and quantification.

# Monitoring

Describe the proposed method for monitoring emission reductions and/or removals generated by project activity(s) (e.g., remote sensing, modelling).

Provide a detail regarding whether the approach would simplify monitoring as compared to conventional approaches.

# Associated Projects and Emission Reduction Potential

Identify and describe specific projects that have been planned and are awaiting approval of the proposed methodology.

Provide an analysis of the emission reduction potential of the project activity(s) to which the proposed methodology would apply. Such analysis should include information on the estimated annual emission reductions from any proposed projects as well as a broader analysis of the emission reduction potential of the relevant sector. Include all sources of information and data.

# Development Team

Provide a description of the qualifications and expertise of the members of the development team. In particular, include professional and/or academic experience related to the development of methodologies and projects.

# Funding

Describe the funding source(s) for development of the methodology. Where funding is from grant or other external sources, please note whether it has been secured and include any milestone dates. Where funding for methodology development and approval is linked to project development, include information on overall funding.

# Signature

By signing and submitting this methodology concept note, the Developer agrees to pay Social Carbon Foundation the non-refundable application fee, the rate of which is set out in SOCIALCARBON Standard document Fee Schedule, exceptions could be made for submission by small community organization in case-by-case basis. The Developer also acknowledges and agrees that it has read, understood and will abide by the SOCIALCARBON Standard rules, and that the acceptance or non-acceptance of this methodology concept note shall be at the sole discretion of Social Carbon Foundation. All information provided will be treated as confidential.

Signed for and on behalf of:

Name of entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix

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