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Minor methodology revision template**.**

This template is for the development of a description of minor methodology revisions. For minor revisions that include multiple methodology elements (e.g., a methodology with accompanying modules and tools), all methodology elements should be included and described in one description. For substantive methodology revisions, use the SOCIALCARBON Methodology Concept Note Template. The developer must submit the description electronically to Social Carbon Foundation at [operations@socialcarbon.org](mailto:operations@socialcarbon.org).

### Instructions for Completing the Description Template:

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.

Description: 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 minor methodology revision description 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 minor methodology revision description 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 methodology to be revised |
| 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

Provide a brief summary description of the proposed revisions to the methodology.

# Justification of a minor revision

Justify why the revision is minor.

For example, explain how the proposed revisions would not expand the applicability of the methodology to new types of project activities, or explain how the proposed revisions would not have a material impact on the quantification of emission reductions and/or removals.

# Associated projects

Identify and describe specific planned projects that are awaiting approval of the revised methodology.

# 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 the revision and approval of the methodology. Where funding is from grant sources, 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 description, the Developer agrees to pay Social Carbon Foundation the non-refundable application fee, the rate of which is set out in SOCIALCARBON Fee Schedule. 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 description 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.