



The Climate Registry

General Verification Protocol 1.0 Updates and Clarifications Last Revised: January 5, 2009

The Climate Registry published its first General Verification Protocol (GVP v 1.0) in May 2008. While the Registry intends for the GVP v 1.0 to be a complete document, it recognizes that updates and clarifications will be necessary as the program evolves. Therefore, The Registry created this document to track all modifications relating to GVP v 1.0. This document will be updated as new updates and clarifications are identified.

The updates and clarifications identified in this document will be incorporated into the next version of the GVP, which The Registry anticipates will be released in early 2010. Until the next version of the GVP is released, all Reporters/Members and Verification Bodies should refer to the updates and clarifications listed below for the most current interpretation and explanation of verification policies, processes, and activities.

If you have any questions about the updates or clarifications in this document, or if you wish to request further explanation or clarification of other verification policies, please contact Jackie Huggins at: Jackie@theclimateregistry.org or 201-238-2572.

GVP v 1.0	General Verification Protocol Version 1.0		09/24/08
	The Registry has discovered that some Verification Bodies have been referencing outdated or draft versions of the GVP. To ensure that you are referencing the final GVP v 1.0, please replace any previously downloaded electronic copies of GVP v 1.0 with the document that is currently posted on The Registry's website .		
GVP v 1.0	General Verification Protocol Version 1.0		09/24/08
	The Registry has changed its nomenclature from "Reporters" to "Members" to reflect that its Members demonstrate leadership in reporting their footprint to The Registry and to highlight that its Members are participating in a GHG community. To ease this transition in terminology, all references in this document will refer to "Reporters/Members." The next version of the GVP will reference the term "Members" rather than "Reporters."		
Chapter 2.2	Verification Process Overview – Corrective Action Review	p.9	09/24/08
	A step was overlooked in the Verification Process Overview. A new step: Verification Body assesses corrective actions taken by Reporter/Member, should follow Step 8: "Verification Body informs Reporter/Member of reporting errors and allows time for the Reporter/Member to Correct Errors."		

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Chapter 2.5	Materiality – Absolute Value Basis	p.10	09/24/08
<p>Some Verification Bodies have requested clarification regarding the term “absolute value basis” in the statement that “The Registry sets this (materiality) threshold at five percent on an absolute value basis of a Reporter/Member’s Direct (Scope 1) and Indirect (Scope 2) emissions.”</p> <p>To avoid any confusion over the implications of the term “absolute value basis”, The Registry has abandoned the this term and has rephrased the sentence as follows:</p> <p>“The Registry sets this (materiality) threshold at five percent (for both understatements and overstatements) of a Reporter/Member’s Direct (Scope 1) and Indirect (Scope 2) emissions.”</p> <p>This clarification also applies to the use of the term “absolute” as used in Chapter 2.6 Risk-Based Approach to Verification (p.17).</p>			
Chapter 2.5	Materiality – Sensitivity Analysis	p.13	To be clarified
<p>The Registry is in the process of developing further guidance regarding how to conduct a sensitivity analysis as proposed in the following sentence:</p> <p>“If Verification Bodies discover reporting errors, they must determine if these errors, when extrapolated throughout the Reporter/Member’s operations, will result in a material misstatement. This is typically achieved by performing a sensitivity analysis on the error with respect to the total reported emissions.”</p>			
Chapter 2.7.4	Other Optional Emissions Data – Verifying Worldwide Emissions	p.19	09/24/08
<p>Since North American and Worldwide (Worldwide emissions minus North American emissions) emission reports do not include overlap (they are geographically distinct), The Registry requires the Verification Statements for both regions (North America or Worldwide) to be separate stand alone documents. Accordingly, Verifiers must apply The Registry’s verification standards, including the application of The Registry’s materiality threshold and the threshold for emissions estimated by simplified methods separately for each region.</p>			
Chapter 2.8	Verification Cycle – Verifying Multiple Years of Data	p.21	09/24/08
<p>In order to have greater consistency with other GHG reporting programs, the following sentences should be deleted:</p> <p>“However, in this instance, each year of historical data verified by a Verification Body will count toward the five year verification cycle. For example, if a Verification Body verified three years of historical data along with the current year’s emission report, this will count as four years of a verification cycle. Thus, the Verification Body could only work with this Reporter/Member for one additional year.”</p>			

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	<p>Instead, the following sentences should be added:</p> <p>“There is no limit to the number of years of historical data that can be verified during the five-year verification cycle. In other words, historical years of data are not counted toward the five-year verification cycle. For example, if in 2009 a Verification Body verifies a Reporter/Member’s current (2008) emission report in addition to four consecutive years of historic data (2004 through 2007), the Verification Body will have completed only one year of the five-year verification cycle and will be eligible to serve as the Reporter/Member’s verifier for another four years.”</p>
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Chapter 2.8	Verification Cycle – Previous Verification Body-Reporter/Member Relationships	p.21	09/24/08
	<p>In order to have greater consistency with other GHG reporting programs, the following section should be added:</p> <p>“Previous Verification Body-Reporter/Member Relationships – If a Verification Body has a previous relationship with a Reporter/Member through a different registry or program (e.g. CCAR, CCX, mandatory programs, etc.) then the prior work will count toward the Registry’s five-year verification cycle.</p> <p>The five-year cycle begins at the time the Verification Body is retained by the Reporter/Member for verification services, whether for The Registry or another program. The Verification Body-Reporter/Member relationship must not exceed verification of five (current) reporting years. The Registry does not limit the number of years of historic data that a Verification Body can verify for a Reporter/Member during this five year period.</p> <p>“For example, if a Verification Body has provided verification services to a CCAR Member for two years and the CCAR Member joins The Registry, the maximum number of years the Verification Body will be able to continue to provide verification services to the Reporter/Member under The Registry is three years, even if the Verification Body verified eight years of historic data for that CCAR Member during the past two years. If a Verification Body has provided five years of verification services to a CCAR Member and the CCAR Member joins The Registry, then the Verification Body must wait three years before providing verification services to the Reporter/Member for The Registry.</p>		

Chapter 2.9	Batch Verification Process – Eligibility for Batch Verification	p.23	09/24/08
	<p>The criteria for eligibility for batch verification should be corrected to read as follows:</p> <p>“The Registry offers batch verification options to Reporters/Members that have:</p> <ul style="list-style-type: none"> • <i>Not more than 1000 metric tons total CO₂e emissions,</i> • <i>No process emissions; and</i> • <i>Fugitive emissions that comprise less than five percent of the entity’s total emissions.</i> 		

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	<p>“In addition, emissions must originate from only the following sources:</p> <ul style="list-style-type: none"> • Indirect emissions from electricity consumption; • Direct emissions from stationary combustion for heating or cooling; and, • Direct emissions from mobile sources.” <p>It should be noted that this clarification does not impede the Batch Verification Body’s ability to determine eligibility on a case by case basis.</p> <p>The definition of the term “Batch Verification” included in the Glossary (p. 47) will be amended accordingly.</p>
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Chapter 2.9	Batch Verification Process – Limited Assurance	p.23	09/24/08
	<p>The phrase “Reasonable assurance” should be corrected to be “limited assurance,” so that the statement correctly reads:</p> <p>“If the Batch Verification Body is unable to provide a finding of <i>limited assurance</i> of a Reporter/Member’s emissions without visiting a facility, the Batch Verification Body must inform the Reporter/Member that they are not eligible for batch verification.”</p>		

Chapter 3.2	Conflict of Interest (COI) – Cause for Automatic COI Rejection	p.27	09/24/08
	<p>To clarify The Registry’s intent, the following sentence should be deleted:</p> <p>“The Registry will screen the COI Assessment Form to ensure that any Verification Bodies with high COI are prohibited from conducting verification activities,”</p> <p>and replaced with:</p> <p>“The Registry will review each case-specific COI Assessment Form to ensure that any Verification Bodies with high COI are prohibited from conducting verification activities for the Reporter/Member to which the conflict applies.”</p>		

Chapter 3.3	Assembling the Verification Team	p.31	09/24/08
	<p>To maintain consistency throughout the GVP, and to reflect The Registry’s true intent, the following sentence should be deleted:</p> <p>“2. A verification team must include at least one Lead Verifier,”</p> <p>And replaced with:</p> <p>“2. A verification team must include at least <i>two</i> Lead Verifiers, one to serve as the Lead Verifier and one to serve as the Internal Peer Reviewer.”</p> <p>In response to feedback from Verification Bodies, the following sentence should be deleted:</p> <p>“5. All Lead Verifiers must have attended a Registry Orientation Session</p>		

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	<p>discussing the GVP.”</p> <p>The Registry will continue to offer Verification Orientation Sessions on a regular basis, but the sessions will be optional, not mandatory.</p> <p>To maintain consistency throughout the GVP, and to reflect The Registry’s true intent, the seventh Registry-specific requirement should be amended to read:</p> <p>“7. The work of the verification team must be reviewed by an Internal Peer Reviewer who has not participated in the verification activities. The Internal Peer Reviewer must be a Lead Verifier.”</p>
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Chapter 4.4.4	Selecting a Sample/Developing a Sampling Plan	p.39	09/24/08
	<p>To ensure consistent interpretation of the GVP by Verification Bodies and Reporters/Members, this section has been revised to specify a minimum (instead of a recommended) number of facilities that a Verification Body must visit.</p> <p>The term “must” replaces “should” and the phrase “the guidance in” is deleted from the following sentence so that it correctly reads:</p> <p>“Verification Bodies must use Table 4.2 when determining how many facilities to visit to conduct a detailed review of the reported emissions.”</p> <p>The following sentences should be deleted:</p> <p>“The Registry does not specify a minimum number of facilities Verification Bodies must visit.”</p> <p>The remainder of the paragraph should be re-written as follows:</p> <p>“The Registry relies on a Verification Body’s discretion in determining how many facilities it is appropriate and necessary to visit. In making this determination, the Verification Body must consider the minimum number of facilities to be visited as established by The Registry in Table 4.2. If the Verification Body determines that visits to fewer facilities than the minimum number listed in Table 4.2 are appropriate, then the Verification Body must provide justification to The Registry via the Notification of Planned Facility Visits Form. Such justification may include a rationale for aggregating commercial buildings, substations, pumping stations, etc.”</p> <p>To promote consistency with international standards, the following sentences should be added:</p> <p>“The Verification Body should inform the Reporter/Member of the number of facilities it will visit (and whether the number differs from the minimum number of facilities to be visited specified by Table 4.2) during the verification scope discussion between the Reporter/Member and the Verification Body. The number of facilities to be visited should be amended as appropriate as part of the dynamic sampling plan; however, the Verification Body must notify The Registry if the number of facilities to be visited is amended to a number below</p>		

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	<p>the minimum listed in Table 4.2 by submitting a revised Notification of Planned Facility Visits Form.”</p> <p>The heading of Table 4.2 should be revised to read: “Table 4.2 Minimum Number of Facilities to be Visited Based on Reporter/Member Size.”</p>
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Chapter 5.2	Preparing a Verification Report	p.42	09/24/08
	<p>An incorrect reference appears in this section. The term “B1” should be corrected to “B2” in the following sentence so that it correctly reads: “This template is Appendix B2.”</p>		

Chapter 5.2	Preparing a Verification Report	p.42	09/24/08
	<p>To clarify The Registry’s intent, the phrase “sum (in absolute emissions) of all of the discovered discrepancies” should be replaced with “total discrepancy (in metric tonnes of CO₂e) between the Verification Body’s emissions estimate and the Reporter/Member’s reported emissions,” in the following sentence so that it correctly reads:</p> <p>“The total discrepancy (in metric tonnes of CO₂e) between the Verification Body’s emissions estimate and the Reporter/Member’s reported emissions as well as a percentage of the material discrepancies within a Reporter/Member’s total reported emissions at the entity level (separate totals and percentages must be provided for Scope 1 and Scope 2 emissions).”</p> <p>The previous use of the term “absolute” was not intended to instruct verifiers to aggregate absolute values of errors at facility or unit levels. In other words, it is possible for facility or unit-level misstatements of same-Scope emissions to offset each other as described in Example 2.2 of GVP v 1.0 (p.15).</p>		

Appendix A	Required Forms	p.52	09/24/08
	<p>The Registry recently updated and improved its verification forms to ease the completion and submission of these forms. The Registry also added a new form to communicate changes in scheduled facility visits. Please always refer to the forms on The Registry’s website rather than those included in Version 1.0 of the GVP, as these are now outdated.</p> <p>Please note that The Registry can receive e-mails only up to 5 MB in size. To ensure receipt of your forms, all forms should be submitted to The Registry in pdf format via the e-mail addresses noted on the forms. This measure should be necessary only for 2007 verification documents, as the Registry will incorporate all forms and submissions into CRIS for 2008 verification activities.</p> <p>The Registry will accept electronic signatures on the required forms.</p>		

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Appendix A-1	Required Forms – COI-A: Case-Specific Conflict of Interest Assessment Form	p.53	09/24/08
	<p>Form COI-A has been revised to clarify that:</p> <ul style="list-style-type: none">- The form should be submitted to COI@theclimateregistry.org- Under Section 4.c. the Verification Body needs to identify previous work that its staff members conducted for the Reporter/Member only within the past three years, including while in the employment of other organizations.- Section 5 on Financial Assessment has been streamlined and updated to request information regarding only the previous three years. <p>The revised form is available on The Registry's website.</p>		