**Carbon Offset Project Idea Document (PID) Template**

A key qualification criterion for Emission Offsets purchases is evidence-based documentation demonstrating how the Project meets the criteria. This PID template sets out all the elements necessary to developing a successful offset project.

Responses should include supporting documentation wherever required. Please label all supporting documentation to reference the applicable PID section, and append in the same order. This PID document is adapted from BC’s Pacific Carbon Trust original template, modified by Brinkman Climate.

**PROJECT SUMMARY**

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| ***Overview:*** | |
| *PID Submission Date* |  |
| *Project Title* |  |
| *Sectoral scope(s) applicable to the Project (ISO 14064 2: 5.2 b):* |  |
| *AFOLU (Agriculture, Forestry and Land Use) Project category and activity type (if applicable)* |  |
| *Is the Project a program of activities? (grouped projects, that are structured to allow expansion/replication)* |  |

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| ***Project Purpose and Objectives*** |
| *Provide a summary description (maximum two page – further detail is requested later in the PID) of how the Project is expected to generate GHG Reductions. Include the following:*   * *a description of key project sources, sinks, and reservoirs;* * *technologies and processes; and* * *the Baseline Scenario/status quo management regime - including key sources, sinks and reservoirs.* |
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| *Expected Lifetime of the Project* |  |
| *Expected Validation Period* |  |

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| *Target offset price, if known:* | $ |

**CONTACT INFORMATION AND RESPONDENT EXPERIENCE**

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| **Project Proponent** | |
| *Primary contact name and title* |  |
| *Company* |  |
| *Address* |  |
| *Telephone* |  |
| *E-mail* |  |
| *Brief description of organization* |  |
| *Describe role(s) on the Project (facility owner, facility operator, Project aggregator or coordinating entity):* |  |
| *Describe experience with carbon markets (include number of years).* |  |
| *Describe experience with this Project type (include number of years).* |  |

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| *Secondary contact name and title* |  |
| *Telephone* |  |
| *E-mail* |  |

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| **Other Entities Involved in the Project** | |
| *As applicable, provide information for other entities (as named below) that are involved in the development of the Project.**Copy and paste table as needed.* | |
| *Contact name and title* |  |
| *Company* |  |
| *Address* |  |
| *Telephone* |  |
| *E-mail* |  |
| *Brief description of organization* |  |
| *Describe role on the Project (carbon consultant, facility owner, facility operator, aggregator, coordinating entity).* |  |
| *Describe experience with carbon markets (include years.* |  |
| *Describe experience with this Project type (include years).* |  |

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| **Proposed Validation Body If Known** | |
| *Company* |  |
| *Contact name and title* |  |
| *Address* |  |
| *Telephone* |  |
| *E-mail* |  |
| *Describe experience with carbon markets (include years).* |  |
| *Describe experience with this Project type (include years).* |  |
| *State ISO status within the sectoral scope of this Project.* |  |

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| **Proposed Verification Body If Known** | |
| *Contact name and title* |  |
| *Company* |  |
| *Address* |  |
| *Telephone* |  |
| *E-mail* |  |
| *Describe experience with carbon markets (include years).* |  |
| *Describe experience with this Project type (include years).* |  |
| *State ISO status within the sectoral scope of this Project.* |  |

**PRELIMINARY ASSESSMENT OF VIABILITY**

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| **Within Scope** | | | | | |
| The Project includes GHG Reductions of one or more of the six main types of Greenhouse Gases.  *Mark with an ‘X’ all that apply.* | | | | | |
|  | Carbon dioxide (CO2) |  | | Sulphur hexafluoride(SF6) | |
|  | Methane (CH4) |  | | Hydrofluorocarbons (HFCs), **specify**: |  |
|  | Nitrous oxide (N2O) |  | | Perfluorocarbons (PFCs), **specify**: |  |
| A Project must have started no earlier than January 1, 2007 to be eligible to generate Emission Offsets. *Identify the actual or projected start date. Justify the start date by describing the activity, phase and/or metrics that trigger it, and explain why they are selected.* | | | | | |
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| The GHG Reductions occur from sources, sinks or reservoirs within applicable Province. *Copy table as required for multiple locations.* | | | | | |
| *List Project location(s)* | | | [Name of Facility, Community or Region] | | |
| *Project coordinates (latitude and longitude or similar) if available.* | | |  | | |

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| **Real** |
| The Project is intended to result in GHG Reductions from a course of action. |
| *Briefly explain how GHG Reductions as a result of the Project activity do not result in increases in emissions in other locations/ jurisdictions (i.e. minimize* ***leakage****) or how such increases will be taken into consideration in the quantification of GHG Reductions.* |
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| *For land-based or geological sequestration Projects, briefly explain the steps that will be taken to ensure that GHG Reductions as a result of the Project activity will endure for a period of at least 100 years (i.e.* ***permanence****)?* |
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| **Quantifiable** |
| *Demonstrate how the proposed Project is or will be quantifiable.* |
| *If available, identify the* [protocol](http://pacificcarbontrust.com/Publications/Protocols/tabid/81/Default.aspx)*you expect to use to quantify GHG Reductions.* |
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| *Is the protocol you expect to use on the approved list of protocols? If not, please indicate the offset system under which this protocol has been approved.* |
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| *If a protocol exists (or is in the development phase), what are the key measurement and monitoring data required to substantiate GHG Reductions? Please demonstrate how this information is currently (or will be) collected and managed and the types of controls in place to ensure accuracy, completeness and certainty**to a reasonable level of assurance. The use of a data flow map is recommended.* |
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| **Clear Ownership/ Counted Once** |
| The Respondent asserts that they have a superior claim of ownership with respect to the GHG Reductions to be achieved by carrying out the Project. |
| *Please explain how ownership of GHG Reductions will be demonstrated. Describe or attach the evidence that will be used to support this assertion (ownership of land or equipment, quitclaims, contractual arrangements, etc.).* |
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| Any GHG Reductions resulting from the Project will not be recognized under any other offset or Greenhouse Gas reduction program. |
| *If the GHG Reductions may be recognized under another emission offset system or any other GHG Reduction program, list them here, and for each:*   * *Describe the offsets system or GHG reduction program;* * *Indicate how/whether the GHG Reduction could potentially be recognized; and* * *Where applicable, demonstrate that GHG Reductions generated by the Project will not be recognized under such programs or mechanisms.*   *Copy table as required.* |
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| **Baseline and Project Justification** |
| *Responses should clearly demonstrate how the Baseline Scenario and Project will be justified. This section will be modified as Standardized Baselines are issued or clarified.* |
| The baseline scenario is a reasonable and conservative representation of what would occur in the absence of the incentive of having GHG Reductions recognized as Emission Offsets. |
| *a) Identify a probable and realistic baseline scenario.* |
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| *b) Describe how the identified baseline scenario will result in a conservative estimate of GHG Reductions to be achieved by the Project.* |
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| * *If applicable, list any government laws, regulations or other legal requirements that otherwise require the activity described as the Project scenario.* |
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| * *Describe the regulatory framework within which the baseline and Project condition operate. Demonstrate how the baseline scenario adheres to the regulatory requirements.* |
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| * *List any existing or proposed provincial or federal incentives or funding, including tax incentives, which may affect the baseline scenario. Identify amounts.* |
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| *c) Justify how the product/service delivered by the Project is equivalent to that which would be delivered in the baseline scenario (i.e. functional equivalence).* |
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| *Identify one or more of the following obstacles that prevent the Project from being the baseline scenario.*  *For each, demonstrate how the incentive of recognition as an Emission Offset overcomes or helps to overcome the obstacle.* |
| * *Financial: Provide a financial justification which may include cash flow analysis for the anticipated validation period with Net Present Value (NPV) or Internal Rate of Return (IRR) calculations. Provide or describe supporting documentation (e.g. procurement records, financial agreements, etc.).* |
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| * *Technological: Describe and attach evidence of the challenges faced in adopting that technology in the industry and/or geographic location and for each describe how recognition as an Emission Offset helps to address that challenge.* |
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| * *Social/Other: Describe obstacles in this category (may include community sentiment or commercial or legal barriers).* |
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**PROJECT RISK**

Every Emission Offset Project is subject to some level of uncertainty and risk, whether there is statistical uncertainty in the quantification of the Emission Offsets or a risk that the Emission Offset Project may not operate as intended.

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| **Project Description** |
| *Provide a technical description of the Project including details, figures, schematics, etc.* |
| *All Projects:*  *Where appropriate, provide a list of facilities, systems and equipment in operation under the existing scenario prior to the implementation of the Project.*  *AFOLU (Agriculture, Forestry and Land Use) Projects:*  *For all measures listed, include information on any conservation, management or planting activities, including a description of how the various organizations, communities and other entities are involved.* |
| *Include a list and the arrangement of the main manufacturing/production technologies, systems and equipment involved. Include in the description information about the age and average lifetime of the equipment based on manufacturer’s specifications and industry standards, and existing and forecast installed capacities, load factors and efficiencies.* |
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| *Include the types and levels of services (normally in terms of mass or energy flows) provided by the systems and equipment that are being modified and/or installed and their relation, if any, to other manufacturing/production equipment and systems outside the Project boundary.* |
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| **Conditions Prior to Project Initiation** |
| *Describe the conditions existing prior to Project initiation and demonstrate that those activities have not been implemented to generate GHG emissions for the purpose of their subsequent reduction, removal or destruction.* |
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| **Project Timeline** | | |
| *Provide actual or projected dates in the project timeline below (a sample table is provided– revise as required).*  *The timeline should include key:*   * *Project planning, feasibility and design activities;* * *Internal and external approvals such as permitting, financing and operating; and* * *Construction, commercial operation or implementation dates.*   ***Indicate which task or milestone is linked to the Project start date.*** | | |
| **TASK/MILESTONE** | **START** | **END** |
| Planning/feasibility |  |  |
| Design |  |  |
| Final approval for expenditure |  |  |
| Prepare and complete final Project Plan |  |  |
| Validation of Project Plan |  |  |
| Construction |  |  |
| Testing |  |  |
| Commissioning |  |  |
| Commercial operations |  |  |
| Verification |  |  |
| Offset Issuance |  |  |

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| **Key Project Assumptions** |
| *Disclose any key project assumptions material to the Project.* |
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| **Project Risks and Mitigation** | |
| *Identify in the table below risks and uncertainties that may cause the Project to not perform as planned and/or may substantially affect the GHG Reductions expected to be achieved by the Project. Describe what actions will be taken to monitor and reduce the specific Project risk and uncertainty.* | |
| **Risk /Uncertainty Identification** | **Mitigation / Management Strategy** |
| Regulatory Risk |  |
| Quantification Risk |  |
| Performance Risk |  |
| Permanence Risk |  |
| *List any other key risks associated with the Project and identify a mitigation strategy for each, adding additional rows as required.* | |
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| **Project Delivery Volume** | | | |
| *Provide an estimate of the anticipated Emission Offset volumes proposed to Climate Investment Branch. \*For aggregated Projects or program of activities (PoA) please break out estimated delivery volumes by year and activity type.* | | | |
| **Vintage Year** | **Activity Type\*** | **Estimated Volume (tCo2e)** | **Proposed Delivery Date** |
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**ENVIRONMENTAL, ECONOMIC AND SOCIAL CO-BENEFITS**

An important component of offset projects is addressing climate change while meeting economic and social goals. Please describe any additional benefits that will result from the proposed Project.

Co-benefits will be evaluated based on credibility of the response, demonstrated by describing and/or attaching evidence of research into relevant government Acts, regulations, programs and/or economic analyses.

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| *As applicable, please provide details on any potential co-benefits of the Project as they pertain to the following:* |
| Environmental co-benefits could include: Biodiversity, ecological preservation, improved air quality, water conservation, soil quality improvements or remediation, etc. |
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| Economic co-benefits could include: Sustained or increased employment, increase in capital investment, etc. |
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| Social co-benefits could include: Education, knowledge transfer, capacity building, benefits to First Nations, benefits to local communities, etc. |
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