**KCCI Center for Carbon Reduction Certification Operation Requirements**

Enacted Feb. 23, 2023

1. **(Purpose)** These requirements aim to ensure smooth and efficient performance of duties by specifying the work and procedures of KCCI Center for Carbon Reduction Certification.
2. **(Responsibility and Authority)**
   1. The Secretariat shall
      1. Establish the carbon standards considering domestic and overseas carbon neutrality policy trends in compliance with the voluntary emission permit certification mechanism and submit them to the Steering Committee.
      2. Create and manage the requirements and relevant forms for the methodology, project registration, reduction certification, etc. of project proponents according to the carbon standard.
      3. Review and supplement on a regular basis the procedures and relevant forms concerning the principles and standards of carbon standard, methodology of project proponents, registration of projects, reduction certification, etc.
      4. Periodically investigate domestic and overseas carbon neutrality policy trends and voluntary emission permit certification mechanisms and reflect them in these requirements and duties.
      5. Periodically investigate the project status of project proponents and submit the existing registration methodology of applicable domestic and overseas emission permit certification mechanisms to the certification committee for registration after deliberation and adjustment.
      6. Review the suitability of the methodology, project registration application, and reduction certification application submitted by the project proponent after completing third-party verification, and document and submit the review results to the certification committee.
      7. Conduct on a regular basis the training of project proponents on the establishment of KCS and the purpose, procedure, and operation of KCCI Center for Carbon Reduction Certification to encourage methodology registration and reduction certification.
      8. The Secretariat shall manage the Steering Committee, Certification Committee, Secretariat staff, and Registry Manager to ensure that they satisfy the requirements for disclosure of security matters learned during KCS duties, conflict of interest and fairness in the deliberation agenda and make a pledge in Document No. 1 and Document No. 2-2.
   2. The Steering Committee shall
      1. Prepare measures to improve the system and support reduction companies to facilitate domestic and overseas voluntary carbon markets.
      2. Deliberate and adjust carbon standards considering domestic and overseas carbon neutrality policy trends, voluntary emission permit certification mechanisms, etc.
   3. Certification Committee
      1. Develop plans for carbon standards and relevant requirements considering domestic and overseas carbon neutrality policy trends, voluntary emission permit certification mechanisms, etc.
      2. Deliberate and adjust the methodology and project registration after completing third-party verification and reduction certification submitted by the project proponent according to the carbon standards and relevant requirements.
3. **(Operation of Steering Committee)**
   1. Role and Composition of Steering Committee
      1. The matters decided by the Steering Committee shall be all matters related to the establishment and revision of carbon standards.
      2. The Steering Committee shall be held once every half year and may be held at any time upon request by the Secretariat and Steering Committee members.
      3. The Steering Committee shall consist of no more than 15 people, including representatives of the government, academia, research, and civic groups.
      4. The chairperson of the Steering Committee shall be appointed from among the Steering Committee members.
      5. The term of office of the Steering Committee members shall be two years from the date of appointment, which may be consecutively renewed.
   2. Steering Committee Deliberation Procedure
      1. The Secretariat shall determine and inform the Steering Committee members on the materials for prior review and the time and venue of the Steering Committee.
      2. Steering committee members attending the Steering Committee shall prepare a deliberation document conforming to the deliberation agenda and submit it to the Secretariat.
      3. The chairperson of the Steering Committee presides over the Steering Committee, collects the deliberation documents of the Steering Committee members, and makes a resolution with the approval of more than 2/3 of the total members for each deliberation agenda. However, the voting right will be replaced in writing if a steering committee member is unable to attend due to unavoidable circumstances.
4. **(Operation of Certification Committee)**
   1. Role and Composition of the Certification Committee
      1. The matters decided by the certification committee shall be all matters necessary for methodology approval and project registration, methodology and project crediting period renewal, reduction certification, and operation of KCCI Center for Carbon Reduction Certification.
      2. The Certification Committee shall be held occasionally at the discretion of the Secretariat.
      3. The head of KCCI Center for Carbon Reduction Certification shall be appointed the chairperson of the certification committee.
      4. The chairperson of the certification committee shall consist of up to 10 people, including experts from the fields of academia and research, according to the resolutions.
   2. Certification Committee Deliberation Procedure
      1. The Secretariat shall determine and inform the certification committee members of the materials for prior review and the time and venue of the certification committee.
      2. Certification members attending the certification committee shall prepare a deliberation document (Document No. 2-3) conforming to the deliberation agenda and submit it to the Secretariat.
      3. The chairperson of the Certification Committee presides over the certification committee, collects the deliberation documents of the certification committee members, and makes a resolution with the approval of more than 2/3 of the total members for each deliberation agenda. However, the voting right will be replaced in writing if a steering committee member is unable to attend due to unavoidable circumstances.
5. **(Approval of Carbon standards, etc.)**
   1. Upon request from the Secretariat on the approval of carbon standards and other necessary matters, the Steering Committee shall review it based on the documents submitted by the Secretariat.
   2. The deliberation result shall be decided as either ‘Approved’ or ‘Rejected’ and notified to the Secretariat.
   3. Upon the deliberation of the Steering Committee, the results shall be immediately disclosed to interested parties.
6. **(Methodology Approval and Project Registration Deliberation)**
   1. Upon request from the Secretariat on methodology approval and project registration, the Steering Committee shall review it based on the documents submitted by the Secretariat.
   2. The deliberation result shall be decided as either ‘Approved’ or ‘Rejected’ and notified to the Secretariat.
   3. Upon the deliberation of the Certification Committee, the results shall be immediately disclosed to the project proponent. At the time, the approved methodology and project must be assigned a serial number and registered in the registry.
7. **(KCR Certification Deliberation)**
   1. Upon request from the Secretariat on reduction certification, the Certification Committee shall review it based on the documents submitted by the Secretariat.
   2. The deliberation result shall be decided as either ‘Approved’ or ‘Rejected’ and notified to the Secretariat.
   3. Upon the deliberation of the Certification Committee, the results shall be immediately disclosed to the project proponent. At the time, the KCR serial number must be assigned and registered in the registry and issued.

**Addendum** (Feb. 23, 2023)

**Article 1** **(Enforcement Date)** These requirements shall enter into force from the date its enactment.