**Methodology Management Requirements**

Enacted Feb. 23, 2023

1. **(Purpose)** The purpose of this requirement is to present standards for managing methodologies according to the KCCI Carbon Standard (hereafter “KCS”).
2. **(Application for Methodology Registration)**
   1. KCCI Center for Carbon Reduction Certification may review and approve the application for approval as a methodology if a project proponent applies for approval of the methodology by submitting the following documents.
      1. Application of Methodology according to Document no. 3-1
      2. Methodology Proposal according to Document no. 3-2
      3. Validation report of the 3rd party auditor on the methodology. The 3rd party auditor shall refer to the Guidelines 3-1 Evaluation Criteria for Methodology Validation in verifying the methodology.
      4. A project plan applying the methodology applied for approval, if necessary. However, the methodology under Article 5 (3) shall be excluded.
   2. The methodology proposal under paragraph (1) 2 shall include the following:
      1. General methodology and definition of terms
      2. Baseline methodology
      3. Monitoring methodology
      4. References
      5. Other matters
3. **(Methodology Review)**
   1. KCCI Center for Carbon Reduction Certification may utilize external experts, if necessary, to review the methodology approval application pursuant to Article 2 (1).
   2. KCCI Center for Carbon Reduction Certification shall prepare a review opinion on the methodology applied for approval, considering of the matters in each of the following subparagraphs, according to Document No. 3-3, and notify to the person applying for approval of the methodology within 30 days from the date of receipt of the application for approval or the date of receipt of the revised/supplementary documents. However, if it is not possible to notify within the period due to unavoidable circumstances, the period shall be extended within the range of 30 days and the applicant shall be informed of the fact.
      1. Adequacy of the methodology application conditions
      2. Adequacy of the baseline methodology technology
      3. Adequacy of the monitoring methodology technology
      4. Other matters acknowledged important by KCCI Center for Carbon Reduction Certification
      5. Adequacy of corrective/supplementary measures if any
   3. KCCI Center for Carbon Reduction Certification may request separate base data from those applying for approval of the methodology for the review pursuant to Paragraph 2.
   4. KCCI Center for Carbon Reduction Certification may reject the application for approval of the methodology by specifying the reason if the applicant for approval of the methodology does not submit the base data as requested in paragraph 3.
   5. A person applying for approval of a methodology shall submit revised and supplementary documents to KCCI Center for Carbon Reduction Certification by the deadline specified in the methodology review opinion statement pursuant to paragraph 2. However, revision and supplementation of the application data according to the methodology review opinion is allowed up to 3 times.
4. **Article 4 (Deliberation on Methodology Approval)**
   1. KCCI Center for Carbon Reduction Certification shall conduct a review on whether to approve the methodology.
   2. KCCI Center for Carbon Reduction Certification shall request the certification committee to deliberate the data reviewed pursuant to Paragraph 1, prepare a methodology review result according to the Document No. 3-4, and notify it to the person applying for approval of the relevant methodology. However, the Center shall not request deliberation to the certification committee if the application does not clearly conform to the requirements.
5. **(Methodology Registration)**
   1. If KCCI Center for Carbon Reduction Certification deem it appropriate to approve the methodology based on the deliberation result under Article 4, it shall approve the methodology and immediately notify the person applying for approval of the methodology according to Document No. 3-5. The approved methodology (hereafter “approved methodology”) shall be registered in the registry as per the ‘registration management requirements’ for the project proponents to apply.
   2. KCCI Center for Carbon Reduction Certification shall perform follow-up management such as assigning a serial to the approval methodology.
   3. KCCI Center for Carbon Reduction Certification may develop and approve a methodology by applying the procedures in Article 4 *mutatis mutandis*, if it is necessary to encourage projects and facilitate the voluntary carbon market.
6. **(Methodology Revision)**
   1. KCCI Center for Carbon Reduction Certification may revise the approval methodology in the following cases.
      1. Where 5 years have elapsed since the registration of the existing approval methodology, requiring renewal
      2. Where new scientific evidence is discovered that the certified reduction from applying the existing approval methodology is presumed to be overestimated or underestimated
      3. Where the existing approval methodology is no longer adequate for domestic and overseas circumstances due to changes in conditions e.g. revision of laws, technological development, etc.
      4. Where the terms or formulas of the existing approval methodology found to be inconsistent, or have errors or ambiguities
      5. Where it is necessary to simplify or clarify the existing approval methodology for the users to use conveniently
   2. KCCI Center for Carbon Reduction Certification may revise the relevant approval methodology and register it in the registry if a project proponent applies for revision of the existing approval methodology by submitting the following documents for the reasons of each subparagraph of Paragraph 1.
      1. Application of Methodology according to Document no. 3-1
      2. Methodology Proposal according to Document no. 3-2
      3. Project plan applying the revised methodology
   3. Notwithstanding paragraphs 1 and 2, revisions shall be approved after reviewing whether the methodology to be revised (hereafter “revised methodology”) excludes or limits the scope of application of other project activities to which the existing approval methodology is applied.
7. **(Evaluation and Approval of Methodology Revision)**
   1. On receiving application for revision of the approval methodology pursuant to Article 6 Paragraph 2, KCCI Center for Carbon Reduction Certification shall perform the review, approval deliberation and registration procedures, applying *mutatis mutandis* the methodology registration procedure in Articles 3 through 5.
   2. If a project proponent has an objection to the deliberation result of the methodology revision, the operator may prepare an application for appeal according to Document No. 3-6 and submit it to KCCI Center for Carbon Reduction Certification. KCCI Center for Carbon Reduction Certification shall notify the notice of appeal result within 30 days from the date of objection according to Document No. 3-7.
8. **(Effect of Methodology Revision)**
   1. Projects applying for registration in the Registry after the revision of the approval methodology is approved shall use the latest revised approval methodology. However, the revised approval methodology shall not be applied in the case of a project registered using the existing approval methodology at the time of the revision approval.
   2. Upon the revision of the methodology, KCCI Center for Carbon Reduction Certification shall register the effective date of the revised approval methodology and the applicable period for the existing approval methodology in the registry.

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

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