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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Methodology Proposal** | |  |  |  | | --- | | **□ New □ Revision □ Renewal** |  |  |  | | --- | --- | | **Type of target** | □ Product □ Service □ Other | | **Type of evaluated target** |  | | **Evaluation boundaries** | □ Raw material/Fuel/ Infrastructure supply stage  □ Internal reduction stage  □ Usage/Disposal stage  □ Other than product/ service related | | **Proposal version** | Ver. 1 | | **Date of submission** | (Month) (Date), 202X |   (Name of submitting company) OOOO |

**[Document No. 3-2] Methodology Proposal**

**1. General**

**1.1. Methodology name**

○ The methodology name must include the type of project to which the methodology can be applied and must not use the name of a specific project.  
- New: Specify a clear methodology name explaining the proposed methodology  
- Revision: Specify the name of the approved methodology to revise

**1.2. Applied conditions**

○ State the scope of projects to which the proposed methodology can be applied.

○ State the project conditions to be satisfied to apply the methodology, and such conditions must be related to the proposed project activities. Baseline status information is not applicable.

**1.3. Evaluation boundaries**

○ Present the type and name of the target product/service, the evaluation boundary, and the description of the evaluation boundary to clearly set the evaluation boundaries.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of target** | **Name of evaluated target** | **Evaluation boundary** | **Description of the evaluation boundary** |
| Product/Service/Other | Target product/service name |  | e.g. Contribution to GHG reduction in ‘using’ the service |

**1.4. Project boundaries**

○ Clarify project boundaries and present emission sources and types of GHG included within the boundaries, classifying them into baseline emission sources and project activity emission sources.

○ Clearly explain the reasons for the emission sources excluded among the sources within the project boundary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Emission source** | | **GHG** | **Whether included in the estimation** | **Description of the emission source** |
| Baseline | Emission source 1 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| Baseline | Emission source 2 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |

**2. Baseline methodology**

**2.1. Definition of the baseline scenario**

○ Present the baseline selection process step-by-step and describe the adequacy of the proposed process for the project type and application conditions.

○ Present all possible baseline alternatives and describe each baseline scenario in the baseline selection process.

○ Clarify the procedure for selecting an appropriate baseline scenario among the candidates in a logical and analytical manner.

**2.2. Demonstration of additionality**

○ Present the method for demonstrating the additionality of the project step by step, and describe the information required by project participants in the 'reduction evaluation form' for satisfying the additionality standard of the project.

**2.3. Estimation of GHG Emissions**

○ Describe the procedure for estimating baseline emissions, project emissions, and leakage step-by-step.

○ Describe formulas, activity data, and coefficients used in the calculation and accurately state references for factors with default values provided in the methodology.

○ Specify the selection criteria, including the data source, year, data level, etc., of the variables that projects must select and use.

○ Present the units of variables used in calculations according to international standards (SI units).

**3. Monitoring methodology**

**3.1. Monitoring procedure**

○ Clarify monitoring points and data collection systems using diagrams, etc.

○ Present measurement equipment used for various factors and variables, uncertainty levels of verification and calibration procedures, and methodology in detail.

**3.2. Baseline fixed data and factors**

○ Present factors with fixed values not requiring monitoring to calculate baseline emissions, project emissions, and leakage during the project period.

○ Explain to demonstrate the data sources and the suitability of the applied values for each factor.

|  |  |
| --- | --- |
| **Data/Factor** |  |
| **Data unit** |  |
| **Description** |  |
| **Data source** |  |
| **Applied value** |  |
| **Measurement method/procedure** |  |
| **Monitoring cycle** |  |
| **QA/QC procedure** |  |
| **Data purpose** |  |
| **Other opinion** |  |

**3.3. Monitored data and factors**

○ Present factors requiring monitoring to calculate baseline emissions, project emissions, and leakage during the project period.

○ Specify the monitoring cycle and measurement method, verification/calibration procedure of measuring apparatus, uncertainty reduction method, and QA/QC procedure in detail.

|  |  |
| --- | --- |
| **Data/Factor** |  |
| **Data unit** |  |
| **Description** |  |
| **Data source** |  |
| **Applied value** |  |
| **Measurement method/procedure** |  |
| **Monitoring cycle** |  |
| **QA/QC procedure** | * Specify matters related to uncertainty and apparatus verification/calibration |
| **Data purpose** |  |
| **Other opinion** |  |

**4. References**

○ Describe the referenced document name and part in case the proposed methodology refers to a previously submitted methodology proposal or approval methodology.

○ Specify the cited part if using a part of an existing methodology as it is, and describe important modifications and the reasons in case of modifying an existing methodology.

**[End of Document]**