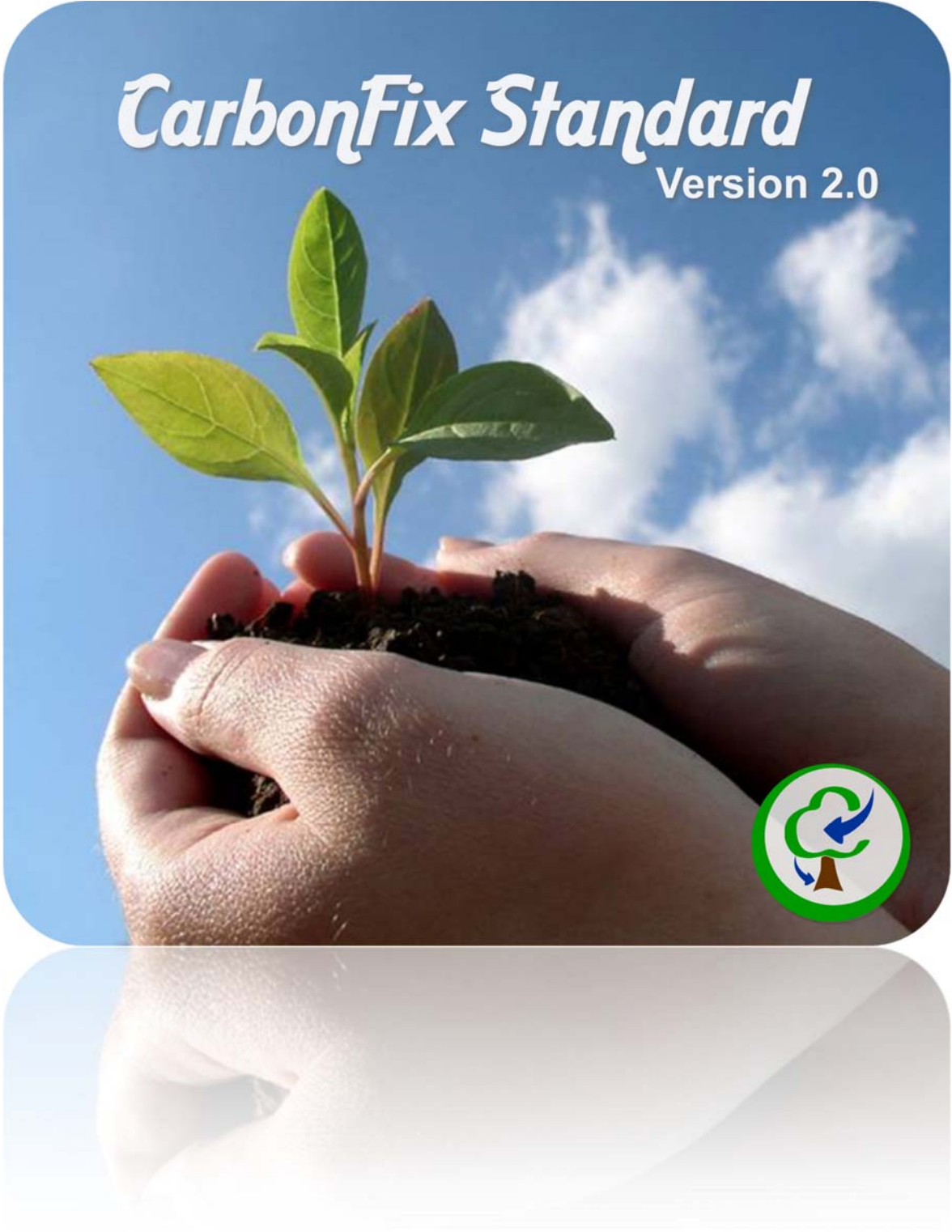


Procedures

Valid since: 26. May 2008



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Acknowledgment

The development of the CarbonFix Standard v2.0 has benefited by suggestions from over 30 feedbacks during its public review. We would like to thank all participants as well as the technical board of CarbonFix.

For the further improvement of the Standard we encourage all readers to inform the *technical board* about possible mistakes, unclear expressions or suggestions of new criteria.



The CarbonFix Standard is based on 4 parts: Terms, Criteria, Procedures and Labelling



In the upper right corner of every document it is clearly visible which document you have opened.

The following description gives a short overview of the content of these documents.

Terms

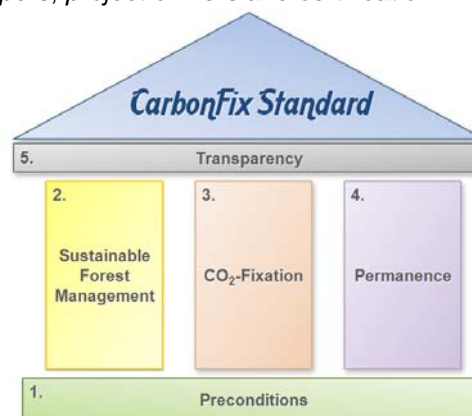
This part of the Standard defines the technical wording. In all documents of the Standard, the defined words are written in *italic*. Furthermore, this part describes the functionality of the different icons (e.g.  ) used within the Standard.

This document is of particular interest to *project developers*, *project owners* and *certification bodies*.

Criteria

For many users this document represents the core of the Standard. It includes the different criteria a project has to successfully certify according. The criteria are clustered in 5 main chapters as represented by the graph.

Some of the criteria refer to 'guidelines' which assist the *project developer* with additional information on how to meet certain criteria.



Procedures

This document explains in detail how *project developers* can create their login account, upload their information and request for *validation*. Subsequently it describes how a *project* is certified and under which circumstances *projects* can be excluded.

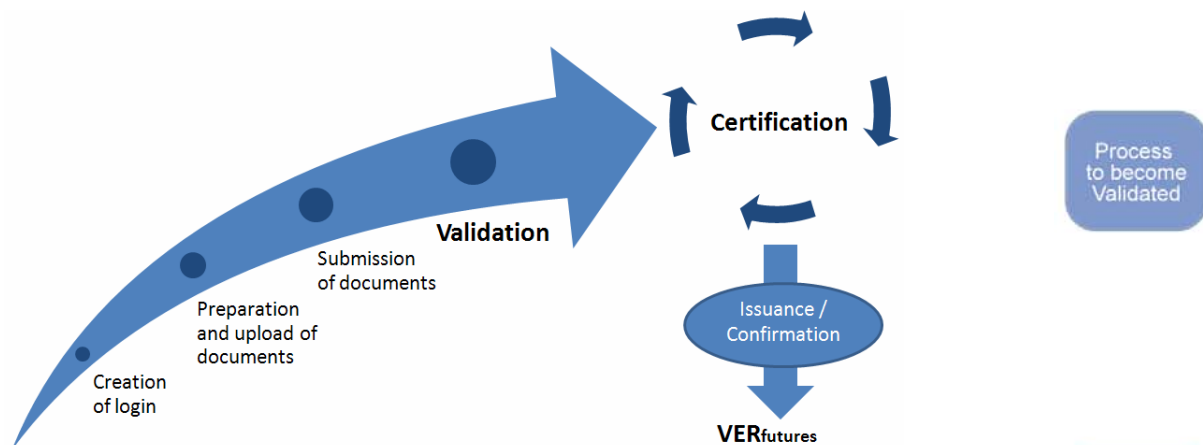
The final chapters describe how the CarbonFix Standard is continuously being improved and what fees will be charged from the *project developer*.

The document is of specific value to *project developers*, *project owners* as well as for *certification bodies*.

Labelling

Here, it is explained under which conditions the *CO₂-buyer* will be able to use the 'CO2code.info' label to promote his climate-neutral products or services **and** how the *project developer* or *owner* can use the CFS label for advertising the quality of his Climate Forest Project.

1. Process to become Validated



1.1. Creation of Login

1.1.1. To create an *project developers* login account, visit: www.CarbonFix.info/Tree-planter

1.2. Preparation and upload of Documents

1.2.1. All submitted documents must use the predefined templates. These are available within the login area.

1.2.2. The documents must be labelled according to the following example:

Example: Labelling of project documents

Name of template: CFS v2.0 - Template - Eligibility
 ID of the project: KE-KLT
 Name of the document: KE-KLT – Eligibility

1.2.3. Within the templates the attachment names must be written in the following format: "Document_name.pdf" and uploaded in the foreseen attachment folder.

1.2.4. For the format of figures the English format is being used. Figures above one thousand will be formatted with a comma, whereby decimals will be separated by a point.

Example: Format of figures

One million: 1,000,000
 One point three five: 1.35

1.3. Submission of Documents

1.3.1. The websystem will only permit the submission process, if all *project* information has been filled in and all *project* documents are uploaded.

1.3.2. When submitting the *project* documents the *project owner* must agree to the following terms and conditions:

- Having read and understood the CFS.
- To abide by the rules of the CFS.
- The accuracy of the submitted information.
- To agree that all *project* information, except those with financial calculations, are published.
- Accepting the *validation* and sales fee.

- Not to be involved in activities which have significant negative socioeconomic or environmental impacts.
- To respect all national laws.
- That the *project area* will be used continuously under the regulations of the CFS.
- That the *project* can be inspected unannounced* by members of the *technical board* to verify the *project's* information.
- That the *project* can be visited by *CO₂-buyers* to receive better impression on how the *projects* set-up.
- To report CFS as soon as possible about changes of the *project* which might endanger the compliance of CFS criteria.
- Not to double-sell *CO₂-certificates* of the *project* (e.g. by generating and selling *CO₂-certificates* with another standard).
- To communicate in a fast and clear manner with the technical board to clarify questions.

 Process
to become
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1.4. Validation

- 1.4.1. The *validation* is executed by the *technical board*.
- 1.4.2. It can be executed as soon as all *projects* information has been submitted and the *validation* fee was received by CarbonFix. The process takes approximately 1 month.
- 1.4.3. **Procedure:** During the *validation* process, a desk-review on the documents completeness, plausibility, and accordance to the CFS criteria is investigated.
- 1.4.4. The *project owner* will be informed, if the *project* was validated successfully or not.
- In case the *validation* process was successful, the *projects* website will go online. Here, the *validation* report can be accessed.
 - In case the *validation* process was not successful, the project developer can access the report through his login area.
- 1.4.5. **Report:** The *validation* report summarises all findings and conclusions of the process and includes reasons and recommendations on the decisions taken.
- 1.4.6. The *project start* must take place within 12 months after a successful *validation*.
- 1.4.7. After a successful *validation* the *project* can apply for its initial *certification*.
- 1.4.8. In case a *project* is located in an Annex1* country which has accepted Article 3.4* of the Kyoto-Protocol, the *technical board* will inform the DNA* of the projects host country to prevent double counting of *CO₂-rights*.

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* Costs for such **unannounced inspections** are carried by the *technical board*. It is still expected that the inspectors of the *technical board* will be assisted by the *project owner* in its on-site logistics and the organization of accommodation.

* **Annex1** is a list of industrialised countries that shall reduce their CO₂-emissions according to the Kyoto-Protocol.

* Countries which have accepted **Article 3.4** of the Kyoto-Protocol must account for the CO₂-emissions of their land-use, land-use change and forestry.

* The **DNA** (Designated National Authority) represents the focal point of accounting CO₂-emissions within every country that has ratified the Kyoto Protocol. Contact details of the DNAs are available under <http://cdm.unfccc.int/DNA>

2. Certification

2.1.1. The *certification* is executed by an independent third party which has been accredited by the *technical board*.

2.1.2.

Within the habitual language use the word 'certification' is most commonly used for the process of confirming the correctness of information. Despite this, the more correct terminology would be 'verification'.

As people from many different backgrounds are reading this Standard, the word 'certification' is used throughout the documents and website.





Process to become Validated

2.1.3. **Procedure:** The *certification* is a process of written confirmation by the *certification body* to the *project owner* that the *project* complies with the CFS criteria.

2.1.4. The compliance with the CFS will be controlled in every *project* by an independent *certification body* in regular intervals. A successful *certification* is the precondition for the issuance and confirmation of *VER_{futures}*.

Certification

2.1.5. The *certification* bases on the confirmation of all CFS criteria. The means of confirmation include:

- Field visits 
- Desk reviews 
- Literature confirmations 
- Interviews 

2.1.6. The *certification body* may consider other means to confirm its position.

2.1.7. A *certification* can be successful with minor non-compliances* if these are

- limited in the scale of its impact*, and
- will be corrected in a predictable time span of less than 6 months.

Project exclusion

2.1.8. Within this time period the *project owner* must provide evidence of corrective action to the *certification body*. Otherwise the *project* can be excluded.

2.1.9. Minor non-compliances which happened in the past, but are irreversible to correct, must be mitigated in future.

2.1.10. The *project owner* can independently choose its *certification body* for each *certification*.

Adaptation of the Standard

2.1.11. The *certification body* must be accredited by the secretariat of the UNFCCC as a DOE* for forestry *projects*, or part of the list of CFS *certification body*'s.

2.1.12. This list can be accessed through the CarbonFix website: www.CarbonFix.info/Tree-planter

2.1.13. On exceptional cases* and for *projects* smaller than 100 ha the *technical board* can accredit individual forest experts as *certification bodies*.

Fees and Expenses

* **Minor requirements** include, but are not limited to, criteria which are indicated within the Standard by the word 'shall'.

* The **impact** is judged by the *certification body*, and in case of dispute by the *technical board*.

* **DOEs** (Designated Operational Entities) are accredited *certification bodies* of the UN climate secretariat - cdm.unfccc.int/DOE/list/index.html

* **Exceptional cases** are those cases where accredited *certification bodies* do not work due to high regional risks or whereby accredited *certification bodies* are misusing their monopolistic status.

2.1.14. *Projects* must be regularly certified according to the following intervals:

Regular-Certifications	Year	Certification ID
1 st Certification	Year 0	1.0
2 nd Certification	Year 2	2.0
3 rd Certification	Year 4	3.0
4 th Certification	Year 8	4.0
5 th Certification	Year 12	5.0

Process to become Validated

2.1.15. From year 12 on, the *certifications* must take place every 5 years (year 17, 23, etc.).

2.1.16. Furthermore, so called *intermediate-certifications* can take place, which enable the *project owner* to certify his *project* between any regular-*certifications*. A period of at least 12 months shall lapse between any *certification* (regular and intermediate).

2.1.17. *Intermediate-certifications* will be numbered continuously after the notation of the regular-*certification*.

Example: Determination of the Certification ID

Given is a project that started 6 years ago. Therefore, its next regular-*certification* would be the '4th-*Certification*' in year 8. Before this *certification*, the *project owner* decides to execute an *intermediate-certification*. The notation of this *certification* would now be '3.1'.

Certification

2.1.18. All criteria of the chapters :

- 'Eligibility' and 'Additionality' only have to be certified during the initial *certification*.
- 'Leakage' and 'Baseline' only have to be re-certified when changes of the foreseen *planting area* occur. In this case, only the 'per hectare calculation' of the chapters have to be adapted.

2.1.19. *Management units* can only be certified after trees have been planted.

Project exclusion

2.1.20. Any *certification* must be completed within 12 months after the date of *validation* or present date of regular *certification*.

Example: Project validation before trees are planted

Validation	Project start (max. 12 months after Validation)	1 st Certification Year 0 (max. 12 months after Validation)	2 nd Certification Year 2	3 rd Certification Year 4
Certification ID: 0.0		1.0	2.0	3.0
February 2008	May 2008	February 2009	May 2010 - May 2011	May 2012 - May 2013

Adaptation of the Standard

2.1.21. The intervals of regular-*certifications* are always based on the date of *project start* - not on the date of submission. This is also valid for *projects* which have planted their trees before validating their project

Example: Project validation after trees have been planted

Project start Year 0	Validation	Initial-Certification Year 6 (max. 12 months after Validation)	4 th Certification Year 8	Intermediate-Certification Year 10
Certification ID	0.0	3.0	4.0	4.1
July 2001	May 2008	August 2008	July 2009 - July 2010	Before July 2013

Fees and Expenses

2.1.22. The *project owner* bears the costs of any *certification*.

- 2.1.23. The *project owner* will be informed, if the *project* was certified successfully or not.
- In case the *certification* process was successful. The *project owner* can access his *certification* report through his website.
 - In case the *certification* process was not successful, the *project owner* can access the report through his login area.

- 2.1.24 **Report:** The *certification* report summarises all findings and conclusions of the process and includes reasons and recommendations on the decisions taken.

Every unsuccessful *certification* will be published and leads to an immediate stop of the sale of VER_{future}

Process
to become
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3. Project exclusion

- 3.1.1. *Projects* can be excluded by the *technical board* amongst others if the *project owner* is not acting conform the terms and conditions which he agreed to.
- 3.1.2. A *project owner* who has been excluded once cannot submit any new *projects*.
- 3.1.3. The exclusion of a project will be published on the CarbonFix website.

Certification

4. Adaptation of the CFS

- 4.1.1. With every new *project* the Standard will gain more experience to be improved. Based on these experiences it will continuously be updated.
- 4.1.2. Every release of a new version needs the approval of the *technical board*.
- 4.1.3. Every 12 months a public review will be conducted for 4 weeks to implement suggestions from other stakeholders.
- 4.1.4. Changes of the Standard shall be implemented by the *project* within 6 months after the release of its latest version.
- 4.1.5. *Project owners* will be updated via email about relevant changes in the CFS.
- 4.1.6. The official approval that *projects* have adapted to the new or modified criteria will occur during the next regular-*certification* of a project. No additional intermediate-*certifications* is required.
- 4.1.7. New or modified criteria within the chapter 'Preconditions' do not affect already certified *projects*.

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5. Fees and Expenses

- 5.1.1. Fees are imposed by CarbonFix and will be used:
- To ensure the quality of this Standard and its *projects*.
 - To further develop, promote and finance the administration the Standard.
 - To support *projects*.
- 5.1.2. CarbonFix charges:
- 1.500 € (exclusive of VAT) for the *validation* of a *project*.
 - 50 Cents (€) (exclusive of VAT) for every VER_{future} generated by a *project*.

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Note that for $VER_{futures}$ of the buffer fund no fees are charged.

- 5.1.3. In case a *project* has to be re-validated, CarbonFix charges 750 € (exclusive of VAT).
- 5.1.4. CarbonFix will get 10% of the total amount of $VER_{futures}$ at free of costs if a *project*

- does not intend to sell its $VER_{futures}$, or
- sells less than 10% of the total unsold amount of $VER_{futures}$ per calendar year.

Thus, CarbonFix will be able to sell these credits as a retailer and herewith compensate for its services.

5.1.5. The fees are charged on a monthly base on successfully sold $VER_{futures}$.

5.1.6. The fees also occur on CO_2 -certificates which are sold with the intention of becoming $VER_{futures}$. The fees are than charged at the time a project is certified.

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CarbonFix and its *technical board* are not responsible for any actions or omissions of the *project owners*, *certification bodies* or *CO₂-buyers*.

With the purchase of certificates, the *CO₂-buyer* cannot acquire any other rights (as e.g. timber) from the *management units*.

CarbonFix disclaims any liabilities for losses due to *project* exclusions.

Conflicts between international or domestic laws and this Standard are evaluated by the *certification body*.

Legal disputes between *project owners* and *CO₂-buyers* will be settled in accordance with their contract.

The German law is applicable for any legal disputes with CarbonFix.

The place of jurisdiction is Staufen, Germany.

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