

## Forest Carbon Partnership Facility (FCPF)

### Carbon Fund

#### Process Guidelines for the Carbon Fund of the Forest Carbon Partnership Facility

April 14, 2015

*(Revised from July 12, 2012 and September 22, 2014 Process Guidelines)*

#### **Background**

1. The February 9, 2011 Issues Note on the Operating Arrangements under the Carbon Finance Mechanism (hereafter referred to as “Issues Note”) laid out a process for the creation of emission reductions based on 19 steps (‘Emission Reduction Creation Process’).<sup>1</sup>
2. FMT Note CF-2012-1-Rev from July 12, 2012 provided further clarification to the process laid out in the Issues Note and set out the Process Guidelines for the Carbon Fund of the Forest Carbon Partnership Facility.
3. This note revises the Process Guidelines to reflect discussions at CF10, CF11 and after CF11 regarding the ER-PD assessment process.

#### **Overview of main clarifications and changes compared to FMT Note CF-2014-3.**

4. The submission of an advanced draft ER Program Document, virtual review of the advanced draft ER Program Document by Carbon Fund Participants (CFPs), and review by an Ad Hoc Technical Advisory Panel (TAP), have been added to the process guidelines.

#### **Emission Reduction Creation**

The creation of emission reductions in the FCPF Carbon Fund consists of the steps below. Note that the steps may not necessarily be sequential.

The availability of Carbon Fund documents as mentioned in all the steps below is determined in accordance with the World Bank’s Access to Information Policy.

---

<sup>1</sup> The Issues Note is available at <http://www.forestcarbonpartnership.org/fcp/node/277>.

### *ER-PIN presentation*

1. An ER-PIN should be proposed from an FCPF REDD Country Participant that has signed its Readiness Preparation Grant Agreement, using the ER-PIN template. An ER-PIN can be presented during predefined 'windows' by a REDD Country Participant, through its authorized representative (e.g., its national REDD+ committee), or by another entity authorized to propose the ER Program on behalf of the REDD Country Participant. The World Bank Global Practice staff and/or FMT may support a REDD Country Participant in developing its ER-PIN and conduct due diligence in these countries, using funds allocated by the CFPs for this purpose.<sup>2</sup>

### *ER-PIN review*

2. The FMT and/or World Bank Global Practice staff verifies that the ER-PIN meets the following requirements:
- i. The ER-PIN template has been duly completed;
  - ii. The entity proposing the ER Program is from an FCPF REDD Country Participant and authorized to propose the ER Program. The REDD Country Participant's national REDD+ Focal Point, or relevant authorized representative if applicable, issues an interim written approval for the proposed ER Program in accordance with national procedures.<sup>3</sup> The interim written approval shall confirm that:
    - a. The REDD Country Participant endorses the proposed ER Program and its consideration for inclusion in the FCPF Carbon Fund; and
    - b. The entity that is proposing the ER Program—whether it be the national government or another entity authorized by the national government—is authorized to submit the proposal.
  - iii. The proposed ER Program, based on the information provided in the ER-PIN, has the potential to meet the ER-PIN selection criteria as determined by the CFPs (see Box 1 below); and
  - iv. The information provided in the ER-PIN is consistent with the information provided in the Readiness Preparation Proposal ('R-PP') and/or readiness progress reports of the REDD Country Participant, as appropriate.

---

<sup>2</sup> The World Bank conducts its due diligence throughout the development of the proposed ER Program as required by the applicable Operational Policies and Procedures (e.g., its review of environmental and social aspects, sector and country issues, risks, etc.) in accordance with standard internal procedures.

<sup>3</sup> The interim written approval will later be replaced by a formal letter of approval ('Letter of Approval') to be issued by the national authority finally assigned with the responsibility to approve ER Programs in accordance with national law and regulations, as well as national REDD+ management arrangements.

### Box 1: ER-PIN Selection Criteria for Inclusion into Pipeline

- (i) **Progress towards Readiness:** The Emission Reductions Program (ER Program) must be located in a REDD Country Participant that has signed a Readiness Preparation grant agreement (or the equivalent) with a Delivery Partner under the Readiness Fund, and that has prepared a reasonable and credible timeline to submit a Readiness Package to the Participants Committee.
- (ii) **Political commitment:** The REDD Country Participant demonstrates a high-level and cross-sectoral political commitment to the ER Program, and to implementing REDD+.
- (iii) **Methodological Framework:** The ER Program must be consistent with the emerging Methodological Framework, including the PC's guiding principles on the methodological framework.
- (iv) **Scale:** The ER Program will be implemented either at the national level or at a significant sub-national scale, and generate a large volume of Emission Reductions.
- (v) **Technical soundness:** All the sections of the ER-PIN template are adequately addressed.
- (vi) **Non-carbon benefits:** The ER Program will generate substantial non-carbon benefits.
- (vii) **Diversity and learning value:** The ER Program contains innovative features, such that its inclusion in the portfolio would add diversity and generate learning value for the Carbon Fund.

3. The World Bank Global Practice staff and/or the FMT liaises with the REDD Country Participant or the authorized entity, as applicable, to clarify any issues and provide informal feedback on the proposed ER Program.

4. If the proposed ER Program meets the requirements listed in step 2, the FMT posts the ER-PIN on the FCPF website and forwards it to the CFPs.

#### *Inclusion in the pipeline*

5. Based on the FMT's review of the ER-PIN and other relevant comments received, the CFPs shall, during predefined 'windows', decide whether or not to include the proposed ER Program in the Tranches' pipelines.<sup>4</sup> CFPs decide:

---

<sup>4</sup> Selection of an ER-PIN equates to its inclusion in the pipeline. But a program is not officially included in the Carbon Fund portfolio until an ERPA is signed. Inclusion in the pipeline does not necessarily mean that an ERPA will be signed.

- i. to include the ER-PIN in the Tranches' pipeline, and allocate a financial envelope not to exceed \$650,000 unless otherwise agreed by the CFPs (subject to a signed Letter of Intent) to develop the ER-PIN into an ER Program Document that will be the basis for a possible Emission Reductions Payment Agreement (ERPA) in the future, and to support the conduct of due diligence by World Bank Global Practice staff and/or FMT. These funds will be managed by the World Bank Global Practice staff and/or FMT, including on behalf of the country or entity;
- ii. to allocate budget up to \$200,000<sup>5</sup> to support revisions to the ER-PIN, with a view to the ER-PIN being considered for inclusion in the pipeline (signature of a Letter of Intent) at a later stage. These funds will be managed by the World Bank Global Practice staff and/or FMT, including on behalf of the country or entity; or
- iii. not to include the ER-PIN. ER-PINs not included may still be modified and presented again in a subsequent batch.

Any financial envelope allocated will be formally authorized through the annual budgeting process and will be subject to semi-annual reporting to the CFPs. The CFPs may request the FMT to establish a TAP to assist them in reviewing specific aspects of a proposed ER Program.

6. The Trustee of the Carbon Fund ('Trustee') and the REDD Country Participant's authorized representative sign a Letter of Intent specifying the terms and procedure under which the parties to the Letter of Intent intend to negotiate, for example for a certain time period on the basis of exclusivity or seniority, a possible sale and purchase of certain ER volumes to be generated under the ER Program. The Letter of Intent may include provisions on cost recovery from the entity, for example in the event of intentional breaches of the exclusivity rights by the REDD+ Country and/or in the event that negotiations are not carried out in good faith. The cost recovery provisions on specific items may be capped. Upon signature of the Letter of Intent, the ER-PIN enters the pipeline of the respective Tranche(s).

7. The World Bank Global Practice staff and/or FMT liaises with the REDD Country Participant or authorized entity on ways to improve the quality of the proposed ER Program during design and/or implementation, as appropriate.

#### *Review of the draft ER Program Document*

8. The REDD Country Participant or its authorized entity ~~shares-sends~~ an advanced draft of the ER Program Document ~~to the CFPs by sending it to~~ the FMT. The FMT checks the advanced draft for

---

<sup>5</sup> Up to a total of \$650,000 can be allocated to support the development of an ER Program from the initial ER-PIN submission to ER Program Document submission. For example, if \$200,000 is allocated to support revisions to an ER-PIN, then if the revised ER-PIN is later included in the pipeline, the balance of up to \$450,000 could be allocated to support development of the ER-PIN into an ER Program Document and ERPA, and related due diligence.

completeness and quality. Once the FMT deems the advanced draft to be sufficiently complete and of sufficient quality to be assessed, the FMT posts the advanced draft ER Program Document on the FCPF website.

~~8.9.~~ The FMT arranges for a TAP to assess the advanced draft ER Program Document. The TAP will review all sections of the ~~advanced draft ER Program Document~~ and assess it against the criteria and indicators listed in the Methodological Framework of the FCPF Carbon Fund. The FMT will post the TAP review on the FCPF website.

~~9.10.~~ The FMT invites CFPs and Carbon Fund Observers to provide comments on the advanced draft ER Program Document, ~~in particular on the design of the ER Program and the proposed ER Program measurement taking into account the assessment by the TAP.~~ Comments will be provided through a virtual review process of four weeks starting from the day the FMT notifies CFPs and Carbon Fund ~~that the advanced draft ER Program Document has been posted on the FCPF website.~~

~~10.~~ Once any major design issues are addressed as appropriate, the FMT arranges for a TAP to review the ER Program Document. The TAP will review all sections of the advanced draft ER Program Document and provide a written report highlighting strengths and weaknesses of the ER Program based on the requirements of the Carbon Fund Methodological Framework.

11. The REDD Country Participant or its authorized entity continues to develop the ER Program and the ER Program Document, based on inputs received from the TAP, the CFPs and the TAP, Carbon Fund Observers, as appropriate.

#### *ER Program Document submission*

12. The FCPF Participants Committee (using the assistance of a TAP) endorses the Readiness Package from the REDD+ Country Participant that is hosting the ER Program.

13. The REDD Country Participant or its authorized entity, subject to the endorsement above, formally submits the ER Program to the Carbon Fund by sending its ER Program Document (revised as per comments received on the advanced draft, as appropriate) to the FMT.

14. The FMT arranges for a TAP to assess the ER Program Document ~~reviews the final ER Program Document~~ to determine how the comments from the TAP, and CFPs, review and Carbon Fund Observers of the advanced draft ER Program Document ~~has~~ ve been considered in the final ER Program Document. The FMT liaises with the REDD Country Participant or the authorized entity, as applicable, to clarify any issues. Once identified issues have been clarified ~~finalized~~, the FMT posts the ER Program Document on the FCPF website and notifies the CFPs of its availability.

15. The REDD Country Participant or its authorized entity presents its ~~formal~~ ER Program Document at a Carbon Fund meeting. Based on the information available to date, which may include the FCPF

Participants Committee's endorsement of the country's Readiness Package, ~~the TAP review of the advanced draft ER Program Document~~, the final ER Program Document, ~~the FMT's review-TAP assessment~~ of the final ER Program Document, the World Bank's due diligence, and technical, financial and legal information (e.g., business model, progress made in assigning a national authority with the responsibility to approve ER Programs by issuing final Letters of Approval (LoAs), etc.), the CFPs of the respective Tranche(s) decide whether to proceed to negotiating an ERPA for the proposed ER Program.

#### *ERPA negotiation*

16. Based on the Pricing/Valuation Approach and the General Conditions for ERPAs, as endorsed by the FCPF Participants Committee, the Trustee drafts an ERPA for the ~~included~~ selected ER Program, which is sent to the REDD Country Participant and/or authorized entity and the CFPs of the respective Tranche(s).<sup>6</sup>

17. The REDD Country Participant or its authorized entity and the respective Tranche(s) of the Carbon Fund come to an agreement on the terms of the ERPA, and the Trustee negotiates the ERPA to reflect the agreed terms. In the ERPA negotiation process, the respective Tranche(s) of the Carbon Fund may choose to select one or more CFP representatives to observe such negotiations.

#### *ERPA signature and inclusion in portfolio*

18. The REDD Country Participant or its authorized entity and the Trustee sign the ERPA. Upon signature of the ERPA, the ER Program enters the portfolio of the respective Tranche(s).

19. Issuance of a formal Letter of Approval for the ER Program, issued by the national authority finally assigned with the responsibility to approve ER Programs in accordance with national law and regulations, as well as national REDD+ management arrangements, would be a requirement under the ERPA.

---

<sup>6</sup> To the extent possible, the Tranche(s) will only commit to contract and pay for a fraction of the ER potential of the ER Program, leaving room for interested entities to participate in one or more additional transactions (ERPAs). Such transaction(s) could include CFPs from either Tranche and/or entities from outside of the Carbon Fund negotiating one or more separate ERPA(s);