Registration form for validation and verification bodies (VVBs)

Version: June 2022

With this form, the firm \_[company name]\_ (hereinafter the *VVB*) registers:

☐ itself for approval as a validation body for the validation of emission reduction projects and programmes under Article 6.2 of the Paris Agreement

☐ itself for approval as a verification body for the verification of monitoring reports from emission reduction projects and programmes under Article 6.2 of the Paris Agreement

☐ technical experts for validation and verification (for already approved VVB)

☐ previously registered technical experts for additional project types (for already approved VVB)

☐ quality officers for validation and verification (for already approved VVB)

☐ a new person with overall responsibility for validation and verification (for already approved VVB)

☐ the following technical experts **whose validation or verification reports contributed to the withdrawal of the registration**: \_[technical experts]

The approval of the VVB and of the technical experts applies specifically to individual project types. The approved project categories and types are listed in Table 1 of this form.

* In order to demonstrate its eligibility for projects and programmes of a specific project type, the **VVB** must meet the following requirements:

1. The VVB assumes full responsibility for the quality of the reports submitted in on its behalf. This applies to all reports, whether they are written by internal experts (employed by the VVB) or external experts (subcontracted by the VVB).
2. The VVB designates one person with overall responsibility (team leader), who must be employed by the VVB (not subcontracted). He or she acts as a contact person with the FOEN regarding the quality of the validation and verification reports prepared by the VVB. Furthermore, he or she undertakes to cooperate with the FOEN in accordance with the feedback process[[1]](#footnote-1) (in particular by attending meetings and helping to define appropriate measures) and is responsible for implementation of the agreed quality assurance measures.
3. The VVB designates at least one quality officer who is responsible for compliance with the quality assurance processes within the VVB in accordance with point 5 and who is employed by the VVB (not subcontracted).
4. The VVB designates at least one technical expert (internal or external) per project type.
5. The VVB has standardised quality assurance processes in place. A brief description of these processes should be attached to the registration form.

* In order to demonstrate the eligibility of the **technical experts** as validators or verifiers of the VVB for projects and programmes of a specific project type, the VVB must meet the following requirements:

1. The VVB must demonstrate the skills of its technical experts to conduct validation and/or verification. CVs must be attached to the company's registration form. These must include relevant experience, skills and education/training activities which document the acquisition of expertise in the specific project type or a related field. They must also include two reference projects in relation to the project type or a related field on which the technical experts have previously worked (with details of the technical experts' role in the project and work performed in person days). Furthermore, each technical expert's practical experience in the validation/verification of climate protection projects must be presented, e.g. with information about relevant work on reference projects.

**With the exception of secondary support functions, the VVB undertakes to use only the technical experts named in the registration form for validation and/or verification.**   
If a technical expert is insufficiently qualified for the validation/verification or the specific project type, the FOEN may grant only conditional approval; certain restrictions or recommendations on how to deal with such shortcomings may be imposed. For example, the technical expert may be asked to first participate in two or three validation/verification processes for the project type in question with the validation/verification team before taking on sole responsibility and signing reports independently as a technical expert.

1. In the case of technical experts who are not employed by the VVB, the FOEN must be informed of the nature of their contractual relationship with the VVB.

* The **quality officer** to be designated by the VVB must meet the following requirements:

1. The quality officer is independent of the technical experts in the framework of the specific validation and/or verification.

*Note: In principle, an individual may perform all three functions (technical expert, quality officer and team leader) for the VVB. However, for the validation and/or verification of a specific project or programme, an individual may act only as either a technical expert* ***or*** *a quality officer. Nonetheless, he or she may act as both a technical expert* ***and*** *the team leader or as both a quality officer* ***and*** *the team leader.*

1. The VVB must demonstrate the technical skills of its quality officers to ensure quality assurance. CVs must be attached to the company's registration form. These must include appropriate experience, skills and training and further education activities.

**VVB details:**

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Email address: | Click here to enter text. |
| Internet address: | Click here to enter text. |
| Contact person for validation and verification assignments and contact details *(published by the FOEN)*: | Click here to enter text. |
| Team leader and contact details  *(published by the FOEN)*[[2]](#footnote-2)*:* | Click here to enter text. |

**Technical expert details** *(published by the FOEN)***:**

|  |  |  |  |
| --- | --- | --- | --- |
| Click here to enter text. | Name | Company | Project types according to Table 1 |
| Technical expert 1 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Technical expert 2 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Technical expert 3 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Technical expert 4 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Technical expert 5 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Technical expert 6 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Technical expert 7 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Technical expert 8 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Technical expert 9 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Technical expert 10 | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Quality officer details** *(published by the FOEN)***:**

|  |  |
| --- | --- |
| Quality officer 1: | Click here to enter text. |
| Quality officer 2: | Click here to enter text. |
| Quality officer 3: | Click here to enter text. |
| Quality officer 4: | Click here to enter text. |
| Quality officer 5: | Click here to enter text. |

**Personnel changes:**

The VVB ensures that at least one registered technical expert is available for validation and/or verification for each project type for which it is approved. If a technical expert listed in the registration documents, the quality officer or the team leader leaves the VVB or changes their area of activity or if the contractual relationship with an external technical expert is terminated, the FOEN must be informed immediately in writing. If this means that the requirements for approval of personnel under Nos 2 to 4 are no longer met, an alternative person must be registered for the role in question.

**Signing of reports:**

All validation and verification reports prepared by the VVB for submission to the FOEN must be signed by at least the technical expert in charge of preparing the report, the quality officer and the team leader.

**Independence:**

The VVB, the registered technical experts, the quality officer and the respective team leader must be demonstrably independent, impartial and free of any conflicts of interest in the course of their review activities. At the time of accepting a validation/verification assignment, the appointed technical expert, the quality officer and the team leader are each required to confirm in writing that they are approved by the organisations concerned (in particular the client for the validation/verification and the operators of the individual projects or programmes) and their advisors.are independent[[3]](#footnote-3) This is confirmed by the VVB with a paragraph to this effect in the respective validation or verification report. The templates for the review reports contain text modules for this purpose.

The VVB is responsible for ensuring that it has all the documents and information necessary to guarantee its independence before entering into a contractual relationship with an applicant. If necessary, it requests further information from the applicant.

In order to guarantee their independence, the VVB undertakes to:

* not to validate projects or programmes or to verify monitoring reports that it helped to develop;[[4]](#footnote-4)
* not to use in the validation or verification of a project or a programme any technical expert, quality officer or team leader who was in any way involved in the development of the same project;
* not to use a technical expert, quality officer or team leader for the verification who has in any way already been involved in the validation of the project or programme;
* not to use a technical expert, quality officer or team leader for the validation who was in any way already involved in the last verification of the project or programme;
* not to conduct validations and verifications for clients for whom it has been involved in the development of project or programme of the same project type;
* not to advise the organisations concerned in the context of the validation or verification but to conduct an independent review of the documentation. In particular, the organisations concerned must not be advised in such a way as to systematically maximise their creditable emission reductions.

The VVB ensures that the above requirements are also met by the subcontracted technical expert, the quality officer and the team leader as well as the external technical experts subcontracted by the team leader. If there are doubts about independence, the VVB informs the FOEN immediately. In principle, this must be done before accepting the corresponding validation or verification mandate.

The VVB confirms that it has taken note of the above and will instruct its technical experts (own employees and external resources) as well as the quality officers and team leaders accordingly.

|  |  |
| --- | --- |
| Place and date: | Team leader's signature: |
|  |  |

**We hereby register as a VVB for emission reduction projects and programmes under Article 6.2. of the Paris Agreement in respect of the following project types:**

Table 1: Overview of approved project types

|  |  |  |
| --- | --- | --- |
| **roject categories** | **Project types** | **Please select** |
| 1. Energy efficiency in households |  | Yes  No |
| 1. Renewable energies in households |  | Yes  No |
| 1. Energy efficiency in industry |  | Yes  No |
| 1. Renewable energies in industry |  | Yes  No |
| 1. Buildings |  | Yes  No |
| 1. Waste |  | Yes  No |
| 1. Biogas |  | Yes  No |
| 1. Methane reduction in agriculture |  | Yes  No |
| 1. Electromobility |  | Yes  No |
| 1. Biofuels |  | Yes  No |
| 1. F-gas reduction |  | Yes  No |
| 1. Avoidance and substitution of N2O |  | Yes  No |
| 1. Other   (please specify) |  | Yes  No |

Annex: Practical experience of the technical experts

Project type No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Technical expert: | |
| Reference project X | |
| Project name |  |
| Client contact details |  |
| Project start and duration |  |
| Brief description of project | |
|  | |
| Description of work performed and role within project organisation | |
|  | |

*Please duplicate as necessary*

1. [Validierung und Verifizierung von Projekten und Programmen im Inland (admin.ch)](https://www.bafu.admin.ch/bafu/de/home/themen/klima/publikationen-studien/publikationen/validierung-und-verifizierung-von-projekten-und-programmen-zur-emissionsverminderung-im-inland.html); Chapter 3 (in German, French and Italian) [↑](#footnote-ref-1)
2. This person is the contact person for the FOEN regarding the quality of the validation and verification reports submitted on behalf of the VVB. [↑](#footnote-ref-2)
3. The technical experts from a VVB are permitted to work simultaneously for consultancies which advise applicants for compensation projects. However, this applies only as long as the conditions set out in this section are fulfilled, the VVB has adopted a code of integrity, and the VVB acts exclusively as a verification/validation body and not as a consulting company. [↑](#footnote-ref-3)
4. Preparing application documents and advising on the preparation of application documents are explicitly, but not exclusively, classified as being involved in development. Likewise, preparing a monitoring report is also considered as being involved in development. [↑](#footnote-ref-4)