



CORE instructions¹

Submitting a COP project outline

Purpose

The purpose of these instructions is to assist compensation project applicants in submitting a project outline.

It is not yet possible for a project developer to submit a project outline for an applicant; this is planned for CORE's next development stage.

1 CORE login

To access CORE, you need a CH-LOGIN. Go to www.core.admin.ch and select the CH-LOGIN option. If you do not have a CH-LOGIN, you will need to create one. You can find more information on how to do this in the [CH-LOGIN registration](#) instructions.

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eIAM

EN

Selection of login procedures

Please select with which login procedure you would like to access the application of your choice.
You can find out more about the individual procedures in the help.

CH-LOGIN
& bring your own identity
eGovernment

CH-LOGIN (eGovernment)

FED-LOGIN
v2
Bundesverwaltung
Administration fédérale
Amministrazione federale
Administrazziun federala


FED-LOGIN (Federal administration)

Do you need our help? [Please check our help page.](#)

BTB/1.2.0.20230728T160739Z@PROD


¹ Release 3.2.6 & latest

You can now use your CH-LOGIN to log in to the www.core.admin.ch portal.




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Enter your email to continue


Email*

henry.king@gmail.com


Cancel
Continue


No account yet?


Create account





or continue with



#edaLogin



SWITCH edu-ID


BE eID


GE eID


SH eID (SH eID+)


ezug
eZug

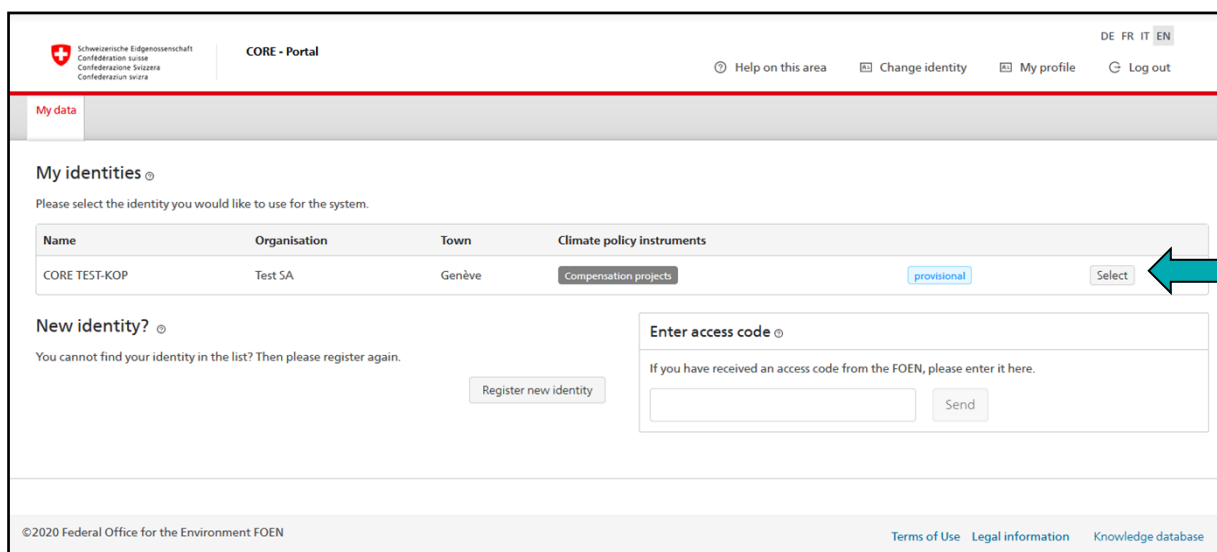

ZG eID

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Legal framework

The first time you access the CORE portal, you will be asked to accept the terms of use.

2 Selecting your identity

Logging in takes you to your personal portal, where you can select the identity you would like to use.



The screenshot shows the 'My identities' section of the CORE Portal. At the top, there is a header with the Swiss Confederation logo and the text 'CORE - Portal'. Below the header, there is a navigation bar with links: 'My data', 'Help on this area', 'Change identity', 'My profile', and 'Log out'. The main content area is titled 'My identities' and includes a sub-header 'Please select the identity you would like to use for the system.' Below this, there is a table with the following columns: 'Name', 'Organisation', 'Town', and 'Climate policy instruments'. The table contains one row with the following data: 'CORE TEST-KOP', 'Test SA', 'Genève', and 'Compensation projects'. To the right of the 'Climate policy instruments' column, there is a 'provisional' button and a 'Select' button. A teal arrow points to the 'Select' button. Below the table, there is a section titled 'New identity?' with a sub-header 'You cannot find your identity in the list? Then please register again.' and a 'Register new identity' button. To the right of this section, there is a form titled 'Enter access code' with a sub-header 'If you have received an access code from the FOEN, please enter it here.' and a 'Send' button. At the bottom of the page, there is a footer with the text '©2020 Federal Office for the Environment FOEN' and links to 'Terms of Use', 'Legal information', and 'Knowledge database'.

Name	Organisation	Town	Climate policy instruments
CORE TEST-KOP	Test SA	Genève	Compensation projects

provisional Select

New identity?
You cannot find your identity in the list? Then please register again.

Register new identity

Enter access code
If you have received an access code from the FOEN, please enter it here.

Send

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[Terms of Use](#) [Legal information](#) [Knowledge database](#)

If you have not yet been assigned an identity, you will need to submit a request to be registered. For more information on how to do this, click on ^② to see the online instructions.

Note:

To complete your request to register a new identity, you will need to enter an access code. Once you have submitted a project outline under your provisional identity, the Compensation Office will send you your access code by post (Chapter 3).

Note:

If you are registered as an 'authorised representative' of your organisation, you can authorise additional users for your area under 'Employee' once you have selected your identity. For more information, see the instructions online.

3 Start request

You can start the submission process for your project outline under 'Available requests'.

The screenshot displays the CORE - Portal interface. At the top, there is a header with the Swiss Confederation logo and text in multiple languages, followed by 'CORE - Portal' and navigation links: 'Help on this area', 'Change identity', 'My profile', and 'Log out'. Below the header is a navigation bar with 'My data', 'Business cases', and 'Dossiers'. The main content area is divided into three sections: 'My contact details', 'My dossiers', and 'My current requests'. The 'My contact details' section shows 'CORE TEST-KOP' with contact information and a 'Compensation projects' button. The 'My dossiers' section is empty, showing 'No entries'. The 'My current requests' section is also empty, showing 'No entries'. To the right of this section is the 'Available requests' section, which contains a table with one entry: 'COP Project outline'. A red arrow points to the 'Start request' button next to this entry. At the bottom of the page, there is a footer with '©2020 Federal Office for the Environment FOEN' and links for 'Terms of Use', 'Legal information', and 'Knowledge database'.

Number	Name	Climate policy instrument	Organisation	Available requests
No entries				

Dossier	Name	Status	Schritt
No entries			

Available requests
COP Project outline

Start request

Note:

You can only submit a request for a project outline if you have fewer than six project outlines listed under 'My current requests'.

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CORE - Portal

DE FR IT EN

Help on this area
Change identity
My profile
Log out

My data
Employee
Business cases
Dossiers

Test SA | COP Project outline
Documents
Access rights

General information

Created on: 06.10.2023 09:44:00
Last updated on: 06.10.2023 09:48:30
Status: in progress

To share this business case with other people, use the 'Access rights' function (top right).

History

Input project outline
Completed

Knowledge database

Communication COP (UV-1315-E), Status 2022
Communication VVs (UV-2001-E), Status 2022

Key dates

No Data

Input project outline

Submit
Cancel

Applicant's details

* Applicant organisation

* Applicant (individual)

Stammdaten
Test SA
Route 1
1000 Genève
Geneva
Switzerland

Änderungen
Test SA
Rue Versaille 1
1000 Genève
Aargau
Switzerland
core-test-kop@gmx.ch

Project details

Project name

Outline document

Project abroad
Yes No

Sink project
Yes No

Annexes (monitoring concept, data sheets, supporting documents, business plan, etc.)

Correspondence language

Contact

Project developer (organisation and person)

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Terms of Use
Legal information
Knowledge database

Enter your information and submit your project outline by clicking on 'Submit'. A confirmation email will be sent to the address linked to the identity you are using to submit the request. ²

If you cancel your request by clicking on 'Cancel', the Compensation Office will not be notified of your request or be able to see the information you have entered.

² The email address for your identity does not need to be the same as your CH-LOGIN (Chapter 1).

Note:

For more information on how to fill in the form fields, click on ⓘ.

Note:

Once you have submitted a project outline under your provisional identity, the Compensation Office will send you your access code by post (Chapter 0). The Compensation Office will not begin to process your project outline until you have confirmed your identity with the access code.

Note:

The 'Access rights' button, which you need in order to grant access rights to other users, is only visible to confirmed identities. If your request was started under a provisional identity, this button will not be displayed at this stage. If you are using a provisional identity but need to grant access rights to other users so that they can enter the project outline information for you, please email the Compensation Office to request an access code (kop-box@bafu.admin.ch). Once you have received your access code by post, you will be able to enter it on the CORE platform and confirm your identity. You will then be able to click on the 'Access rights' button to grant access rights to other users.

The screenshot displays the CORE - Portal interface. At the top, there is a navigation bar with the Swiss Confederation logo and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. The title 'CORE - Portal' is centered, and the right side shows language options (DE, FR, IT, EN) and user actions (Help on this area, Change identity, My profile, Log out). Below the navigation bar, a red header bar contains tabs for 'My data', 'Employee', 'Business cases', and 'Dossiers'. The main content area is titled 'Test SA | COP Project outline' and includes buttons for 'Documents' and 'Access rights'. On the left, a sidebar under 'General information' shows the creation date (06.10.2023 09:44:00), last update date (12.10.2023 15:04:45), and status 'In progress'. A blue box contains a message: 'To share this business case with other people, use the 'Access rights' function (top right).' The main content area is titled 'FOEN processing' and displays a message: 'You do not currently have access to this business case.' with a 'Back to home' button. The footer contains the copyright notice '©2020 Federal Office for the Environment FOEN' and links to 'Terms of Use', 'Legal information', and 'Knowledge database'.

Once you have submitted your project outline, you will not be able to access the corresponding business case until you have received the FOEN's feedback on your project outline.

As soon as the FOEN has finished processing your request, you will receive an email² and be able to access the business case again.

To download the FOEN's feedback, log in (Chapter 1), select the identity under which you submitted your outline (Chapter 0), select the outline under 'My current requests' (Chapter 3) and click on the linked document of the field 'Feedback to applicant'.

The screenshot shows the 'CORE - Portal' interface. At the top, there is a header with the Swiss flag and text in German, French, Italian, and English. Below the header, there is a navigation bar with tabs: 'My data', 'Employee', 'Business cases', and 'Dossiers'. The main content area is titled 'Test SA | COP Project outline'. On the left, there is a sidebar with 'General information' and 'History'. The 'General information' section shows the creation and update dates, and the status 'in progress'. A blue box contains a tip: 'To share this business case with other people, use the 'Access rights' function (top right)'. The main content area is titled 'Feedback on project outline'. It contains a table with two columns: 'Feedback to applicant' and 'Feedback sent to applicant (date)'. The first row shows 'prise-de-position_Triple-Test.pdf' and '12.10.2023'. Below the table, there is a 'Feedback from applicant seen on' field. A red arrow points to the 'Feedback seen' button in the top right corner of the feedback section.

Click on 'Feedback seen' to confirm that you have received the FOEN's response and close the request.

4 Questions and assistance

If you have questions or need assistance, please contact the Compensation Office (kop-box@bafu.admin.ch).