



Australian Government  
Clean Energy Regulator

CLEAN  
ENERGY  
REGULATOR

# Corporate Emissions Reduction Transparency Report

## Pilot Guidelines (FY20-21 and CY21)

November 2021

*This version of the guidelines has been superseded. To report, please refer to the current guidelines.*

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# 1. Introduction

## 1.1 What is the Corporate Emissions Reduction Transparency report?

The Corporate Emissions Reduction Transparency (CERT) report provides a framework for eligible companies that report under the [National Greenhouse and Energy Reporting Scheme](#) (NGER) to:

- present progress towards their emissions reduction commitments in a consistent and clear way.
- support a company's claims about reducing emissions, using renewable electricity and surrendering offsets
- support voluntary participation in Australia's carbon markets.

CERT is a simple report administered by the Clean Energy Regulator. It leverages the Clean Energy Regulator's trusted data holdings from the NGER scheme, the [Renewable Energy Target](#) (RET) scheme and the [Australian National Registry of Emissions Units](#) (ANREU) and is supplemented by data and information provided by the participant.

## 1.2 The CERT pilot

For the first year, CERT will operate as a pilot to allow application of the guidelines and design of the report to be refined. CERT may expand or be enhanced over time.

## 1.3 About the CERT guidelines

- 1.3.1 The CERT guidelines set the rules and interactions between CERT participants and the Clean Energy Regulator.
- 1.3.2 CERT does not replace any legal or regulatory obligation that participants have to report, undertake, or accurately describe their activities to reduce emissions.
- 1.3.3 CERT participants are responsible for ensuring data and information provided to the Clean Energy Regulator for the purposes of the CERT report does not breach Australian law or regulatory requirements. Participants will be required to affirm the accuracy of data, information and claims when submitting the information.
- 1.3.4 This version of the CERT guidelines supersedes all previous versions of the guidelines and any prior agreements or representations made by the Clean Energy Regulator in relation to the CERT guidelines and their design.
- 1.3.5 The Clean Energy Regulator reserves the right not to publish, or remove from publication, any information it deems inappropriate, misleading, or inaccurate.

## 1.4 Changes to the CERT guidelines

- 1.4.1 Participants agree that:
  - a) the Clean Energy Regulator may change the terms of the CERT guidelines at any time following a period of consultation
  - b) if the Clean Energy Regulator provides participants with notice of any change to the guidelines, the participant must comply with the updated version (at its own expense)
  - c) if a participant does not agree to the changes, the participant must cease participation in CERT, and
  - d) if a participant opts-in to CERT after being provided with a notice of any change to the CERT guidelines, it will be taken that the participant has agreed to that change.

- 1.4.2 Changes to CERT guidelines will not be retrospective or reflected in CERT reports that have already been published.

## 2. Participation

### 2.1 Eligibility and opting in

- 2.1.1 CERT participation is available to companies that meet the NGER scheme data publication thresholds.
- 2.1.2 CERT participation is voluntary.
- 2.1.3 Participants must opt-in to CERT by completing a form available on the Clean Energy Regulator website. The form must be signed and submitted by someone with authority to opt-in and consent to participation in CERT on behalf of the CERT participant and any other entity referred to in the opt-in form.
- 2.1.4 The opt-in form, and the subsequent reporting form, will include a consent to the use and disclosure (both by way of publication in the CERT Report and for any other lawful purpose) of the information supplied by participants.
- 2.1.5 Participants may opt-out at any time by advising the Clean Energy Regulator in writing. In the event that a participant opts out, no further information will be published in upcoming CERT Reports, but the Clean Energy Regulator shall not be obliged to amend any CERT Reports published prior to the opt-out.
- 2.1.6 Participants must have accounts in the REC Registry and Australian National Registry of Emissions Units to voluntarily surrender certain eligible units and certificates or engage third parties to voluntarily surrender eligible units and certificates on their behalf.

## 3. Eligible commitments

### 3.1 Commitment types

- 3.1.1 A participant may submit a commitment for their corporation to reduce emissions or increase renewable electricity use for publication in CERT as either a:
- 'Commitment (progress verified)', or
  - 'Other commitment (company assured)'.
- 3.1.2 A 'Commitment (progress verified)' is a commitment that has all the framing elements (detailed in 3.3) to allow the Clean Energy Regulator to calculate and verify progress from activities occurring in Australia.
- 3.1.3 An 'Other commitment (company assured)' is a commitment that does not have all the framing elements (detailed in 3.3) and progress towards meeting that commitment is not verified by the Clean Energy Regulator.
- 3.1.4 All commitments must be publicly available.
- 3.1.5 A commitment may be expressed to cover Australian, regional or global operations of the participant but only emissions and renewable electricity consumption associated with Australian facilities will be reported.
- 3.1.6 A participant may add or remove a commitment from the next CERT report by advising the Clean Energy Regulator in writing.
- 3.1.7 All commitments must have the same reporting boundary and reporting year (see section 7).
- 3.1.8 Commitments are detailed in the corporation's reporting form (see section 10)

## 3.2 Multiple Commitments

- 3.2.1 A participant may submit more than one commitment for the corporation under both the 'Commitment (progress verified)' or 'Other commitment (company assured)' category.
- 3.2.2 A participant may include a commitment or commitments for corporate group members, such as a subsidiary or business unit, if emissions and energy use for that subsidiary or business unit is reported under NGER and can be separated from that of the controlling corporation.

## 3.3 Commitment (progress verified)

- 3.3.1 A 'Commitment (progress verified)' must include all the following framing elements:
- a) **Year** - the year or multi-year averaging period when the participant intends to achieve the stated commitment.
  - b) **Coverage** - the scope of emissions covered by the commitment, being:
    - i. Scope 1, or
    - ii. Scope 2, or
    - iii. both Scope 1 and Scope 2.
  - c) **Basis** - the calculation basis for the emissions reduction, being:
    - i. gross basis (e.g. absolute reduction from a baseline<sup>1</sup>), or
    - ii. net basis (e.g. reduction using carbon units with or without a baseline).
  - d) **Reporting boundary** – nominating either operational control<sup>2</sup> or equity share<sup>3</sup> of emissions and energy data that relate to the commitment.
  - e) **Reporting year** – nominating either financial year or calendar year of emissions and energy data that relate to the commitment.
  - f) **Scope 2 Accounting approach** (for commitments with Scope 2 coverage) – the nominated method for calculating progress towards a commitment, being either the location-based or market-based method (see section 5 – Emissions accounting).
- 3.3.2 If the emissions reduction is calculated using a baseline, participants also need to include:
- a) a **Commitment Goal** – this is the percentage reduction in emissions from an emissions baseline, and
  - b) the **Baseline** year or years (if averaged over multiple years).<sup>4</sup>
- 3.3.3 If the emissions reduction is calculated without a baseline, participants must provide a **Commitment Goal** as a percentage of gross emissions to be reduced in the commitment year using carbon units.
- 3.3.4 Participants must confirm each of the framing elements for a commitment when they submit a commitment.
- 3.3.5 The elements of a commitment are fixed unless the participant publishes a change to a commitment and notifies the Clean Energy Regulator in writing.

<sup>1</sup> Unless otherwise specified, baselines refer to baselines established for the purposes of CERT to determine commitment progress on a gross basis

<sup>2</sup> As defined in the *National Greenhouse and Energy Reporting Act 2007*

<sup>3</sup> Portion of emissions and energy data based on declared shared ownership of facilities

<sup>4</sup> With the same framing and reporting requirements as the commitments.

### 3.4 Renewable Electricity Commitments <sup>5</sup>

- 3.4.1 A 'Renewable Electricity Commitment' is a type of 'Commitment (progress verified)' and must include:
- a) **Commitment Goal** – the share of the participant's Australian electricity consumption that will be sourced from renewable generation.
  - b) **Year** – the year the Commitment Goal is expected to be realised by the participant.
  - c) **Reporting boundary** – nominating either operational control or equity share of emissions and energy data.
  - d) **Reporting year** – nominating financial year or calendar year of emissions and energy data.

### 3.5 Other commitment (company assured)

- 3.5.1 A commitment other than those included at sections 3.3 and 3.4 may be eligible for publication as an 'Other commitment (company assured)' where it:
- a) leads to reductions in the participant's Australian Scope 1 or Scope 2 emissions or renewable electricity consumption, or
  - b) enables third parties or supply chain partners to reduce their emissions.
- 3.5.2 The Clean Energy Regulator reserves the right not to publish such commitments if it considers the commitment does not meet the criteria in 3.5.1.

### 3.6 Context statements

- 3.6.1 Participants may provide a brief supporting statement as context for each commitment and their net emissions position.
- 3.6.2 A context statement should follow the Task Force on Climate-Related Disclosures *Principles for effective disclosure* and relate specifically to the commitment or net emissions position of the corporation. In particular, "any such statement must be:
- c) represent all relevant information
  - d) be specific and complete
  - e) be clear, balanced, and understandable
  - f) to the extent possible, be consistent over time
  - g) comparable among corporations in the same sector or industry
  - h) reliable, verifiable, and objective, and
  - i) timely."<sup>6</sup>
- 3.6.3 Contextual information may include, but is not limited to:
- a) lead indicators of transformational change towards the commitment (e.g. major project status)
  - b) international context (e.g. where a CERT commitment represents a global commitment applied to Australian activities)
  - c) commentary about the commitment including progress.

<sup>5</sup> A Renewable Electricity Commitment for CERT means that the participant is committed to sourcing a certain percentage of their electricity consumption from renewable sources. This is demonstrated through the matching and surrender of LGCs, or reporting metered consumption on-site of eligible renewable electricity.

<sup>6</sup> [Recommendations of the Task Force on Climate related Financial Disclosures, 2017](#)

### 3.7 Links to additional information

- 3.7.1 Participants may include a hyperlink to a relevant published report such as an annual report where further details in relation to the corporation's emissions reduction strategies, operating environment or emissions reduction achievements are available.

## 4. Eligible units and certificates

### 4.1 Eligible units and certificates

- 4.1.1 Units eligible to be included in CERT (against Scope 1 and Scope 2) are:
- Australian carbon credit units (ACCUs) that are voluntarily cancelled <sup>7</sup>
  - ACCUs surrendered to meet [safeguard mechanism](#) compliance including deemed surrenders <sup>8</sup>
  - ACCUs cancelled under state or territory schemes that are held in a Commonwealth cancellation account
  - Certified emissions reduction units (CERs) voluntarily cancelled in the ANREU, excluding those outlined in section 4.2
  - Verified Carbon Units (VCUs), Verified emissions reductions (VERs) and CERs cancelled otherwise than in the ANREU, provided that adequate evidence of the cancellation and purpose are provided in accordance with section 10
  - Large-scale generation certificates (LGCs) may be included in market-based Scope 2 emissions accounting (see Section 5.3) if they are voluntarily surrendered (directly, or on behalf of the CERT participant by a third party such as GreenPower).

### 4.2 Ineligible units

- 4.2.1 STCs are not eligible for inclusion in CERT.<sup>9</sup>
- 4.2.2 Any ACCUs required to be relinquished under the *Carbon Credits (Carbon Farming Initiative) Act 2011* are not eligible for inclusion in CERT.<sup>10</sup>
- 4.2.3 LGCs required to be surrendered because they were improperly created or created in error are not eligible for inclusion in CERT.
- 4.2.4 LGCs surrendered to meet a liable entity's obligations under the *Renewable Energy (Electricity) Act 2000* (REE Act) are not eligible for inclusion in CERT – see sections 5.3 and 6.1.1.
- 4.2.5 Units created under state and territory schemes are not eligible for inclusion in CERT. This includes but is not limited to:
- Victorian Energy Efficiency Certificates; and
  - Energy Savings Certificates.
- 4.2.6 The following units are not eligible for inclusion in CERT:

<sup>7</sup> As well as those delivered under a carbon abatement contract to the Clean Energy Regulator.

<sup>8</sup> Unlike CERT, Climate Active do not currently recognise ACCUs from deemed surrenders as part of their carbon accounting for carbon neutral certification.

<sup>9</sup> STCs are excluded from CERT as the Small-scale Renewable Energy Scheme design is effectively a 'closed loop'. Supply meets demand each year with surplus STCs added to the Small-scale Technology Percentage in the following year. Hence, there are no excess certificates available for voluntary surrender. Onsite consumption from small-scale PV systems that create STCs can be included in Renewable Energy percentage calculations.

<sup>10</sup> This could include over-creation, reversal of sequestration or other events.

- a) long-term CERs (ICERs) and temporary CERs (tCERs)
- b) CERs from nuclear projects, the destruction of trifluoromethane, the destruction of nitrous oxide from adipic acid plants or from largescale hydro-electric projects not consistent with criteria adopted by the European Union (based on the World Commission on Dams guidelines<sup>11</sup>).

### 4.3 Unit vintages

- 4.3.1 Eligible units must have a vintage year (date of issuance) in line with Climate Active requirements. At time of publishing, this means a vintage year later than 2012.<sup>12</sup>

## 5. Emissions accounting

### 5.1 Net emissions position

- 5.1.1 'Net Scope 1 & 2 emissions' for a participant is calculated as the sum of their 'Net Scope 1 emissions' and 'Net Scope 2 emissions' for that reporting year.

$$\text{Net Scope 1 \& 2 emissions} = \text{Net Scope 1 emissions} + \text{Net Scope 2 emissions}$$

- 5.1.2 For Scope 2 emissions, both location- and market-based 'Net Scope 2 emissions' will be presented in the 'datasheet view' (see section 12.1), however only the nominated method will be used to calculate progress (see Section 8) and be presented in the 'company view.'<sup>13</sup>
- 5.1.3 Excluding LGCs, if more eligible units are surrendered than the total gross Scope 1 and 2 emissions, then net emissions will be presented as a negative number.

### 5.2 Scope 1 emissions

- 5.2.1 'Gross Scope 1 emissions' is as reported by the participant under the NGER scheme, adjusted for the participant's nominated accounting approach for reporting boundary and reporting year.
- 5.2.2 A participant's 'Net scope 1 emissions' is calculated using the following equation:

$$\text{Net scope 1 emissions} = \text{Gross Scope 1 Emissions} + \text{ACCUs issued for emissions reductions activities} - \text{eligible units}$$

Where:

- 5.2.3 'ACCUs issued for emissions reductions activities' refers to the volume of ACCUs issued to the participant for an Emissions Reduction Fund (ERF) Project at an NGER facility during the reporting year.<sup>14 15</sup>

<sup>11</sup> 'Dams and Development- A New Framework for Decision Making', November 2000

<sup>12</sup> <https://www.industry.gov.au/regulations-and-standards/climate-active>

<sup>13</sup> For the pilot, participants can elect to publish only the location-based method. Renewable electricity percentage is published in either case.

<sup>14</sup> To avoid double counting of abatement, ACCUs issued are added to 'Net Scope 1 emissions'. If those issued ACCUs are surrendered they are deducted along with any other 'eligible units'. In this way the abatement of the ACCU is only counted once. CERT's double counting measures follow those of the Safeguard Mechanism but are applicable to all NGER facilities that have an ERF Project.

<sup>15</sup> There is no differentiation between ACCUs issued for Scope 1 or Scope 2 emissions reductions through the ERF. ACCUs issued for Scope 2 emissions reductions at a facility will be accounted in 'Net Scope 1 emissions'.

- a) This does not include ACCUs that were issued to a participant for an ERF project that did not directly reduce facility emissions (such as land-based projects).

5.2.4 'Eligible units' are those units listed in section 4.1.

### 5.3 Scope 2 emissions

- 5.3.1 Scope 2 emissions are calculated by the agency using both the location-based and market-based accounting methods and published in tonnes of carbon dioxide equivalent.
- 5.3.2 Participants may nominate one of the following scope 2 emissions accounting approaches for presenting their net emissions position and progress against their commitments:
  - a) location-based accounting, or
  - b) market-based accounting.
- 5.3.3 If a participant does not nominate a Scope 2 emissions accounting approach, market-based accounting will be used.
- 5.3.4 A participant's progress towards a 'Commitment (progress verified)' is published based on their nominated scope 2 emissions accounting method (location-based or market-based).
- 5.3.5 For the CERT pilot, participants may elect not to publish scope 2 emissions using the market-based method.

#### Location-based accounting

- 5.3.6 A participant's 'Location-based net scope 2 emissions' is calculated using the following equation:

$$\text{Location based net Scope 2 emissions} = \text{Gross Scope 2 Emissions} - \text{eligible units}$$

Where:

- a) 'Gross Scope 2 emissions' is as reported by the participant under the NGER scheme, adjusted for the participant's nominated accounting approach for reporting boundary and reporting year.
- b) 'Eligible units' are those units listed in section 4.1. noting that LGCs cannot be used for location-based accounting.

#### Market-based accounting

- 5.3.7 A participant's 'Market-based net scope 2 emissions' is determined based on the Climate Active methodology.<sup>16</sup>
- 5.3.8 'Market-based net Scope 2 emissions' is calculated using the following equation:

$$\text{Market based net Scope 2 emissions} = \text{Residual emissions} - \text{eligible carbon units}$$

- 5.3.9 A participant's market-based 'Residual emissions' is calculated using the following equation:

$$\text{Residual emissions} = \text{Residual electricity} \times \text{Residual mix factor}$$

Where the 'Residual mix factor' is the "Scope 2 National RMF" number published by Climate Active for the relevant reporting year. For FY20/21 this value was 0.962 t CO<sub>2</sub>-e/MWh.

<sup>16</sup> Unlike Climate Active, CERT does not include (a) Scope 2 emissions deduction for electricity exports from on-site renewable generators; (b) Scope 2 emissions deduction for purchased Climate Active certified carbon neutral electricity unless the type and quantity of units surrendered on the consumers behalf can be determined; (c) jurisdictional renewable energy targets.

5.3.10 A participant's market-based 'Residual electricity' is calculated using the following equation:

$$\frac{\text{Residual electricity} = (\text{Imported electricity} - \text{EITE electricity consumption})}{\times (1 - \text{RPP}) + \text{EITE Electricity consumption} + \text{Renewable on-site electricity consumption (LGC)} - \text{LGCs surrendered}}$$

Where:

- a) 'Imported electricity' refers to all electricity consumed and reported under NGER scheme under:
  - i. *National Greenhouse and Energy Reporting (Measurement) Determination 2008 (NGER Measurement Determination)* 7.2 ('purchase and loss of electricity from main electricity grid'), or
  - ii. NGER Measurement Determination section 7.3 ('purchase and loss of electricity from other sources').
- b) 'Renewable on-site electricity consumption (LGC)' refers to the NGER-reported electricity generation not from combustion that was produced and consumed behind the meter by the participant and was credited with LGCs under the *Renewable Energy (Electricity) Act 2001*. For clarity this includes all electricity reported under the NGER scheme under paragraph 4.20(2)(a) ('electricity that was produced for use to operate the facility') of the National Greenhouse and Energy Reporting Regulations 2008 (NGER Regulations), where the energy source is reported under subregulation 4.20(1) of the NGER Regulations as:
  - i. geothermal generation, or
  - ii. solar generation, or
  - iii. wind generation, or
  - iv. water generation, or
  - v. electricity generation from biogas, or
  - vi. thermal generation if the fuel used to produce the electricity is listed as an eligible renewable energy source under Section 17 of the REE Act.
  - vii. LGCs created from generated power that is then consumed on-site (i.e. behind the meter) must be surrendered to claim zero-emission electricity consumption under market-based reporting.
- c) 'RPP' is the average of the two relevant calendar year renewable power percentage (RPP) values <sup>17</sup> (e.g. 2020 RPP and 2021 RPP) for financial year reporting. Calendar year reporting will use the RPP relevant to that year.
- d) 'EITEs electricity consumption' refers to the number of approved exemption certificates provided to the participant for Emissions Intensive Trade Exposed activity sites (that are also facilities) reported under NGER.  
Note: for the participant's relevant reporting boundary and reporting year.
- e) 'LGCs surrendered' is defined at 5.3.11.

5.3.11 A participant's 'LGCs surrendered' is calculated using the following equation:

$$\text{LGCs surrendered} = \text{LGCs voluntarily surrendered} + \text{Third party LGCs surrendered} + \text{GreenPower purchases}$$

Where:

- a) 'LGCs voluntarily surrendered' refers to the value in MWh, of LGC surrenders, made by the participant in the Renewable Energy Certificate (REC) Registry (excluding those LGCs that are surrendered in association with a liable entity's obligations under the REE Act);

<sup>17</sup> The renewable power percentage is specified in regulations made for that purpose – see section 39 of the REE Act and regulation 23 of the *Renewable Energy (Electricity) Regulations 2001*.

- b) 'Third party LGCs surrendered' refers to the value in MWh of LGCs voluntarily surrendered by a third party on behalf of the participant, in the REC Registry <sup>18</sup>
- c) 'GreenPower Purchases' refers to the value in MWh of LGCs surrendered through the GreenPower program that represent the participant's GreenPower purchases.

## 6. Renewable electricity accounting

### 6.1 Renewable electricity percentage

6.1.1 The 'Renewable Electricity %' is calculated using the following equation:

$$\text{Renewable Electricity \%} = \frac{(\text{Imported electricity} - \text{EITEs electricity consumption}) \times \text{RPP} + \text{LGCs surrendered} + \text{renewable on-site electricity consumption (other)}}{\text{Total electricity consumed}}$$

Where:

- a) 'Imported electricity' has the same meaning as in section 5.3.10
- b) 'EITEs electricity consumption' has the same meaning as in section 5.3.10
- c) 'RPP' has the same meaning as 5.3.10
- d) 'LGCs surrendered' has the same meaning as in section 5.3.11
- e) 'Renewable on-site electricity consumption (other)' refers to NGER-reported renewable electricity that is produced and consumed on-site by the participant where the generation is **not** credited with LGCs. <sup>19</sup>This includes renewable electricity below the 1997 eligible renewable power baseline (as defined in the REE Act) consumed on-site (if reported).
- f) 'Total electricity consumed' refers to all electricity consumption reported under the NGER scheme and/or reported voluntarily as part of the CERT reporting process by the participant for the reporting year. i.e.

$$\text{Total electricity consumed} = \text{Imported electricity} + \text{Renewable on-site electricity consumption (LGC)} + \text{Renewable on-site electricity consumption (other)} + \text{Non-renewable on-site electricity consumption}$$

where:

- i. 'Renewable on-site electricity consumption (LGC)' refers to NGER-reported renewable electricity that is produced on-site, credited with LGCs (i.e. behind the meter generation), and consumed on-site. LGCs created from generated power that is then consumed on-site must be surrendered to contribute to the 'Renewable Electricity %'
- ii. 'Non-renewable on-site electricity consumption' refers to all other electricity consumption reported under the NGER scheme for NGER regulation 4.20(2)(a) ('electricity that was produced for use for the purposes of the operation of the facility').

6.1.2 A participant may include renewable electricity consumed on-site from systems lower than the NGER reporting threshold for energy reporting<sup>20</sup> if it is reported either under NGER or as part of the CERT reporting process.

<sup>18</sup> For the pilot, 'third party LGCs surrendered' will not include jurisdictional LGC surrenders.

<sup>19</sup> Electricity produced and consumed on-site is not eligible to have its RPP portion claimed as zero emissions or renewable in market-based accounting.

<sup>20</sup> Section 4.19 of the NGER Regulations.

6.1.3 Renewable electricity percentage cannot exceed 100%.

## 7. Accounting options and adjustments

### 7.1 Adjustments

7.1.1 A participant's 'Gross Scope 1 Emissions', 'Gross Scope 2 Emissions', and 'Electricity consumed' are calculated in accordance with the participant's nominated accounting approach for reporting boundary and reporting year.

### 7.2 Reporting boundaries

7.2.1 A participant may nominate one of the following reporting boundaries for reporting their commitments:

- a) operational control-based reporting, or
- b) equity-based reporting.

7.2.2 If no reporting boundary is nominated, operational control-based reporting (in line with reporting under the NGER scheme) is assumed by default.

7.2.3 Participants that nominate equity-based reporting must have the authority to disclose the equity share for all facilities within the CERT reporting boundary to the Clean Energy Regulator. Participants should ensure that they have authority and consent for the sharing of information with the Clean Energy Regulator for the purposes of CERT, including as it relates to other entities with equity in facilities within the CERT reporting boundary, and for the publication of such information in the CERT Report and on the Clean Energy Regulator's website.

#### **Adjustments if equity-based reporting boundary is nominated <sup>21</sup>**

7.2.4 The participant's NGER-reported emissions and electricity for each facility are multiplied by their equity share in jointly-owned facility (whether the facility is under their NGER operational control or not).

7.2.5 ACCUs issued to the participant for an Emissions Reduction Fund Project at an NGER facility during the reporting year are added to the CERT Participant's gross emissions number only if they have operational control of that facility.

7.2.6 'EITEs electricity consumption' (see 5.3) is multiplied by equity share to represent the participant's equity share of each jointly owned EITE site that receives EITE exemption certificates (within the participants reporting boundary).

7.2.7 If the Clean Energy Regulator does not have, or receive sufficient information, to verify claims made in relation to an equity-based reporting boundary, it may not publish information about the applicable commitment.

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<sup>21</sup> Participants should be aware that they may have to provide more information to the Clean Energy Regulator if they select an equity-based reporting boundary to enable the Clean Energy Regulator to conduct verification and assurance processes for the CERT Report.

## 7.3 Reporting years <sup>22</sup>

- 7.3.1 A participant may nominate one of the following reporting years for reporting their Commitments:
- calendar year reporting, or
  - financial year reporting.
- 7.3.2 If no reporting year is nominated, financial year reporting is assumed by default.
- 7.3.3 If a participant nominates Financial Year Reporting, then:
- 'RPP' is adjusted to be the average of the Renewable Power Percentage for the two calendar years over which the given financial year falls
  - 'EITEs electricity consumption' (see 8.3.1) is adjusted to be the average of the EITE exemption certificates, provided for facilities within the participant's reporting boundary, for the two calendar years over which the given financial year falls.
- 7.3.4 If a participant nominates Calendar Year Reporting, then the participant must provide *multipliers* and supporting explanation for the calendar year of:
- gross Scope 1 emissions
  - gross Scope 2 emissions, and
  - total electricity consumed (see 6.1.1).
- 7.3.5 *Multipliers* for 7.3.4 are used to estimate unreported calendar year emissions values by scaling data already reported through NGER. *Multipliers* would be in the form of a percentage.<sup>23</sup>
- 7.3.6 The *multipliers* will be applied universally across all NGER facilities within the participant's nominated reporting boundary.
- 7.3.7 Calendar year baseline information will be calculated using averages of the relevant consecutive financial year data reported through NGER.
- 7.3.8 Once NGER reports have been submitted that cover the relevant reporting years, CERT calendar year values estimated using *multipliers* will be updated, with any changes footnoted in subsequent CERT reports.
- 7.3.9 If the Clean Energy Regulator does not have, or receive sufficient information, to verify claims made in relation to a calendar year reporting year, it may not publish information about the applicable commitment.

## 8. Calculating progress

### 8.1 Progress

- 8.1.1 Progress is calculated and presented for all 'Commitment (progress verified)'s as a percentage value (*progress percentage*), and as *absolute progress* (in tonnes CO<sub>2</sub>-e)
- 8.1.2 *Progress percentage* represents the proportion of a commitment goal achieved based on reported data.
- 8.1.3 Progress may be negative, such as where net emissions have increased against a baseline for the reporting year.

<sup>22</sup> Participants should be aware that they may have to provide more information to the Clean Energy Regulator if they select a calendar year reporting year, to enable the Clean Energy Regulator to conduct verification and assurance processes for the CERT Report.

<sup>23</sup> The multipliers will reflect information already collected by the participant by time of reporting, but not yet reported under NGER, and as such are not forecasts.

- 8.1.4 The participant may include a short context statement on progress to help readers interpret the results.

## 8.2 Calculating progress towards emissions reduction commitments

- 8.2.1 For Commitments (progress verified), a participant's *progress percentage* is calculated using the following equation:

$$\text{Progress percentage} = \frac{\text{Current position}}{\text{Commitment Goal}}$$

- 8.2.2 For the purposes of equation set out in 8.2.1 a participant's *current position* is calculated as:

- a) if the reported commitment is an emissions reduction commitment on a net basis without a baseline, progress is calculated using the following equation:

$$\text{Current position} = 1 - \frac{\text{Net Scope 1 \& 2 emissions}}{\text{Gross Scope 1 emissions} + \text{Gross Scope 2 emissions}}$$

- b) if the reported commitment is an emissions reduction commitment on a net basis with a baseline, progress is calculated using the following equation:

$$\text{Current position} = 1 - \frac{\text{Net Scope 1 \& 2 emissions}}{\text{Baseline emissions}}$$

- c) if the reported commitment is an emissions reduction commitment on a gross basis, progress is calculated using the following equation:

$$\text{Current position} = 1 - \frac{\text{Gross Scope 1 emissions} + \text{Gross Scope 2 emissions}}{\text{Baseline emissions}}$$

- 8.2.3 For Commitments (progress verified), a participant's *absolute progress* (tonnes CO<sub>2</sub>-e) is calculated using one of the following equations:

- a) if the reported commitment is an emissions reduction commitment on a net basis without a baseline:

$$\text{Absolute progress} = (\text{Gross Scope 1 emissions} + \text{Gross Scope 2 emissions}) - \text{Net Scope 1 \& 2 emissions}$$

- b) if the reported commitment is an emissions reduction commitment on a net basis with a baseline:

$$\text{Absolute progress} = \text{Baseline emissions} - \text{Net Scope 1 \& 2 emissions}$$

- c) if the reported commitment is an emissions reduction commitment on a gross basis:

$$\text{Absolute progress} = \text{Baseline emissions} - \text{Gross Scope 1 emissions} + \text{Gross Scope 2 emissions}$$

- 8.2.4 Under a market-based accounting approach, 'Gross Scope 2 Emissions' for the equations in 8.2.2 and 8.2.3 is substituted with 'Residual Scope 2 emissions' (see 5.3)

- 8.2.5 If a commitment covers only Scope 1 or Scope 2 emissions, then only the relevant emissions for the equations in 8.2.2 and 8.2.3 are considered. i.e. if the commitment covers only Scope 1 emissions, then the Scope 2 terms are zero.

## 8.3 Calculating progress towards Renewable Electricity Commitments

- 8.3.1 For a Renewable Electricity Commitment, a participant's *progress percentage* is based on their share of electricity consumption from renewable sources (see section 6) and calculated using the following equation:

$$\text{Progress percentage} = \frac{\text{Renewable electricity \%}}{\text{Commitment Goal}}$$

## 8.4 Progress towards other commitments

8.4.1 Participants may provide figures and/or a short statement describing achievements for the reporting year.

## 9. Share of eligible units and certificates

- 9.1.1 The percentage (including total numbers and types) of CERs, VCU, ACCU, and LGCs surrendered as a proportion of the total number of eligible units and certificates surrendered by the CERT Participant will be reported.
- 9.1.2 The percentage (including total numbers and types) of Australian units and certificates surrendered (LGCs and ACCUs) as a proportion of the total eligible units and certificates surrendered will also be reported.
- 9.1.3 The share of a participant's eligible unit surrenders ('% used') is calculated for each eligible unit type using the following equation:

$$\% \text{ used} = \frac{\text{Specific carbon unit (e.g. VER)}}{(\text{Eligible carbon units} + \text{LGCs surrendered})} \times 100$$

9.1.4 '% Other units' is calculated using the following equation:

$$\% \text{ Other units} = \frac{\text{Total CERs, VERs and VCUs surrendered or cancelled}}{(\text{Eligible carbon units} + \text{LGCs surrendered})} \times 100$$

9.1.5 '% Australian units (LGCs and ACCUs)' is calculated using the following equation:

$$\% \text{ Australian units used (LGCs and offsets)} = \frac{\text{Total ACCUs cancelled} + \text{LGCs surrendered}}{(\text{Eligible carbon units} + \text{LGCs surrendered})} \times 100$$

## 10. Reporting

### 10.1 General requirements

- 10.1.1 Corporations may elect to report a commitment for emissions reduction or renewable electricity use (or both) by 30 January for the relevant reporting year by completing the CERT opt-in form available on the Clean Energy Regulator's website.
- 10.1.2 Participants must provide a CERT reporting form for the relevant reporting year by 15 March each year which must include any commitments not already detailed in the opt-in form. The information supplied in the reporting form shall provide the basis for the published CERT report, but additional information may be requested.
- 10.1.3 Participants must submit the required data and information to opt-in and report under CERT in the manner and form specified by the Clean Energy Regulator.

## 10.2 Specific requirements

### Baselines

10.2.1 If a participant reports a commitment with a baseline, they must report details of any relevant adjustment (including information regarding any equity share adjustments if different to reporting year), and details of all eligible unit and certificate surrenders for that year.

### Eligible unit and certificate surrenders

- 10.2.2 All eligible unit and certificate cancellations and surrenders must be made before the CERT surrender deadline and attributed to a single entity with a commitment (either the participant or a subsidiary corporation, on behalf of which the participant has given all consents for the purposes of CERT) within the participant's report for that year.
- 10.2.3 Eligible unit and certificate cancellations and surrenders by a third party on behalf of the participant may be accepted where this arrangement is clearly stated in the comments section of the relevant registry.
- 10.2.4 For the purposes of section 10.2.2 and 10.2.3 and for each entity seeking to include eligible units in their progress against a commitment, this must include as a minimum:
- a) the transaction IDs from the relevant registry
  - b) the volume of units or certificates surrendered
  - c) the surrender reason (included in the registry)
  - d) allocation to scope 1 or scope 2 emissions (except for LGCs), and
  - e) nominated person details (LGCs only).
- 10.2.5 Eligible units surrendered in registries other than the ANREU or REC Registry may be accepted where the information is provided to the agency, and there is sufficient public information to confirm who made the surrender, as well as the volume and purpose.
- 10.2.6 The Clean Energy Regulator will allocate each eligible cancellation or surrender to the nominated entity making a commitment or commitments as outlined in the participant's report for that year.
- 10.2.7 ACCUs issued for an ERF project at a relevant facility that reduced reportable Scope 1 or Scope 2 emissions within a participant's reporting boundary must be reported to the Clean Energy Regulator.
- 10.2.8 Participants must provide the exemption certificate ID for each EITE facility that received EITE Exemption Certificates.<sup>24</sup> If the exemption certificate ID is not known, the participant must provide instead:
- a) EITE entity name
  - a) Liable Entity name, and
  - b) assessment year.

### Reporting GreenPower

- 10.2.9 A participant must provide the following for each reported GreenPower claim:
- a) the name and ABN of the relevant corporation (if other than the controlling corporation)
  - b) the quantity, in MWh, of GreenPower electricity claimed.
  - c) electricity bills from their GreenPower provider that shows the quantity of GreenPower consumed for the reporting year.

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<sup>24</sup> EITE Exemption Certificates are issued under the Renewable Energy (Electricity) Act 2001)

### On-site electricity consumption

- 10.2.10 A participant may choose to include electricity generated and consumed on-site from renewable generators that are below the NGER reporting threshold (generating capacity below 0.5 megawatts or 100 megawatt-hours per annum) that receives LGCs. This information may be reported:
- as part of NGER reporting, and/or
  - in the participant's CERT reporting to the Clean Energy Regulator.
- 10.2.11 If a participant wishes to include consumption of renewable electricity generated on-site that is *not* credited with LGCs, this quantity of electricity consumed may be reported:
- as part of NGER reporting, and/or
  - in the participant's CERT reporting to the Clean Energy Regulator.
- 10.2.12 For the purposes of the equations in sections 5.3 (market-based net scope 2 emissions) and 6.1.1 (renewable electricity percentage), all renewable electricity reported under NGER will be assumed to have been credited LGCs, unless:
- it is reported as part of the CERT reporting process as having not been credited LGCs, and
  - this can be verified with CER-held data.
- 10.2.13 For all renewable electricity generated *and* consumed on-site claimed in CERT the participant must supply the ABN of the nominated person/s as recorded in the REC Registry that the generation system/s are registered under.

### 10.3 Equity share arrangements

- 10.3.1 If a participant nominates an equity share reporting boundary, they must provide the following information for each jointly owned facility reporting under the NGER scheme:
- facility name
  - facility address
  - facility reporter name
  - facility reporter ABN
  - equity share in facility, and
  - Number of days in reporting year with equity share percentage held.
- 10.3.2 Participants must ensure that that any other entity with an equity share in a facility for which information is being provided under CERT consents to the use of that information for the purposes of CERT, including publication, or that the participant is authorised to give that consent on their behalf.

### 10.4 Calendar year reporting

- 10.4.1 For estimating calendar year emissions and electricity consumption, participants must provide *multipliers* (see 7.3.4) for the reporting year's:
- gross Scope 1 emissions
  - gross Scope 2 emissions, and
  - total electricity consumed.

### 10.5 Estimates of net emissions and progress

- 10.5.1 A participant may provide the Clean Energy Regulator with estimates for emissions and progress towards commitments based on their own calculations to assist with quality assurance.

## 10.6 Links to external information sources

10.6.1 A participant may nominate a hyperlink to relevant published information (such as a sustainability report) as context to their CERT report.

# 11. Accuracy, assurance and review

## 11.1 Provision and verification of data and information

- 11.1.1 Participants are responsible for the accuracy and quality of data or information provided to the Clean Energy Regulator and for ensuring they comply with relevant Australian laws and regulatory requirements, including in relation to corporate and financial reporting. In particular, participants must ensure that the information provided to the Clean Energy Regulator is true, accurate, complete, and not misleading or capable of being misleading.
- 11.1.2 The Clean Energy Regulator will use its data holdings, data-matching and other internal processes to verify a participant's progress towards their commitment goal, the net emissions position renewable electricity percentage and units and certificates voluntarily surrendered.
- 11.1.3 If further information to support publication of the CERT report is required, the Clean Energy Regulator may request additional information be provided from participants within a specified timeframe.
- 11.1.4 If some or all of the CERT information provided by the participant is unable to be verified by the Clean Energy Regulator, the Clean Energy Regulator may at its discretion:
- decide not to publish any information for the participant for that year, or
  - publish only the CERT data which could be verified by the agency for that participant before that CERT publishing date, or
  - subject to agreement with the CERT participant, publish information as a commitment (company assured).

## 11.2 Important information

- 11.2.1 To aid interpretation and use of CERT reports, important information and explanations of the different terms used in the CERT report will be published on the Clean Energy Regulator's website. This will include but is not limited to, information to assist readers as follows:
- The Clean Energy Regulator is publishing CERT reports to increase market transparency and assist entities that produce or need to source units and certificates under schemes the Clean Energy Regulator administers. The Clean Energy Regulator has used its best endeavours to ensure the quality of the information and data in CERT reports but cannot guarantee its accuracy or completeness.
  - CERT is not legal, business or financial advice. You should obtain your own independent professional advice for your particular circumstances before making any investment decisions. The data and information is provided as general information only.
  - Responsibility for data supplied for publication will remain with the entity that supplies the information. To the extent permitted by law, neither the Clean Energy Regulator nor the Commonwealth of Australia accepts responsibility or liability for any direct, incidental or consequential loss or damage resulting from a CERT report, the information provided (or not provided) through a CERT report, or the availability or non-availability of a CERT report. The Clean Energy Regulator and the Commonwealth reserve their rights in relation to the provision of incorrect, false or misleading information.

- d) CERT participants are responsible for the accuracy and quality of data and information provided to the Clean Energy Regulator for CERT. Participants should ensure they comply with legal or regulatory requirements, including any ASIC guidance on climate risk disclosure and legal requirements regarding the provision of false or misleading information.
- e) Only Australian emissions and renewable electricity consumption are considered in calculating a participant's progress against their 'Commitment (progress verified)'.
- f) NGER grid emissions factors: NGER grid emissions factors used in calculating Scope 2 emissions are based on 3-year rolling averages and are conservative.
- g) Residual Mix Factor: The Residual Mix Factor used for market-based scope 2 emissions accounting is calculated by Climate Active and is an approximation of the national grid emissions intensity if all renewable generation credited with LGCs was removed.
- h) Information will be presented either on a calendar year or financial year basis, depending on the reporting year nominated by the participant. Data for a company may be presented on an equity share basis rather than for a controlling corporation. For these reasons CERT reports may not appear to align with published emissions and energy data under NGER.

### 11.3 Draft CERT reports

11.3.1 Before publication, the Clean Energy Regulator will make the relevant draft CERT reports available to participants for review.

11.3.2 Where the Clean Energy Regulator proposes not to publish information it will provide the participant with reasons for its position and an opportunity to respond. The Clean Energy Regulator will consider any response, and will notify the participant of its final decision, which may include:

- a) Publication of the information.
- b) Publication of part of the information, or publication as a commitment (company assured).
- c) Not publishing information.

## 12. Publishing

### 12.1 Report views

12.1.1 The following CERT reports will be published on the Clean Energy Regulator website in Quarter 2 each year:

- d) A 'company view' which presents an overview of the participant's published information for the reporting year. This could include details of each participant's commitments, progress (in percentage and absolute terms), gross and net emissions positions, renewable electricity percentage and use of eligible certificates and units.
- e) A 'datasheet view' which includes the same information as the 'company view' in table format supplemented by information on the framing elements for each 'Commitment (progress verified)' and baselines, including:<sup>25</sup>
  - i. the Commitment Goal
  - ii. the Commitment Year (including reporting year)

<sup>25</sup> Items iii, iv, and vii in section 12.1.1 are not presented for Renewable Electricity Commitments.

- iii. the gross or net framing
- iv. the nominated baseline
- v. the commitment coverage
- vi. the nominated reporting boundary
- vii. the nominated scope 2 emission accounting approach.

12.1.2 A participant's Baseline will be presented with the following information:

- a) The nominated baseline year or years.
- b) The calculated emissions for the baseline year or years.
- c) Whether baseline emissions is calculated on a gross or net basis (i.e. with or without eligible unit surrenders).

12.1.3 If a participant does not nominate a baseline year their CERT report will display "N/A" for the baseline.

12.1.4 If a participant reports a commitment for a subsidiary or other corporate group member, this will be published as part of the participant's company report.

12.1.5 Commitments that do not include all framing elements (e.g. baseline) may only be published as an 'other commitment (company assured)'.

## 12.2 Publishing progress

12.2.1 A participant's progress is presented for each 'Commitment (progress verified)' in the CERT report as a percentage and an absolute value.

12.2.2 If a participant does not nominate or report against a 'Commitment (progress verified)', this section of the CERT report, including *percentage progress* will not display any information.

## 13. Definitions

Term	Definition
<a href="#"><u>ACCU (Australian carbon credit unit)</u></a>	A unit issued pursuant to the <i>Carbon Credits (Carbon Farming Initiative) Act 2011</i> and is equal to one (1) tonne of carbon dioxide equivalent.
<a href="#"><u>ANREU (Australian National Registry of Emissions Units)</u></a>	A secure electronic system designed to track the location and ownership of Australian carbon credit units (ACCUs) issued under the <a href="#"><u>Emissions Reduction Fund</u></a> , and units issued under the <a href="#"><u>Kyoto Protocol</u></a> .
<b>Baseline</b>	A company's emissions and energy use reported for their nominated CERT <b>baseline year</b> or <b>years</b> from which a company measure their progress towards their commitment
<a href="#"><u>CERs (Certified Emission Reductions)</u></a>	A unit issued outside Australia pursuant to Article 12 of the Kyoto Protocol as well as all other relevant international UNFCCC/Kyoto Protocol Rules.
<b>CERT (Corporate Emissions Reduction Transparency) report</b>	<p>A voluntary reporting framework to allow National Greenhouse and Energy Reporting scheme reporters to publish information about their commitments, eligible unit surrenders, net emissions position and renewable electricity consumption.</p> <p>It consists of a <b>CERT report</b> that will be prepared and published annually by the Clean Energy Regulator using data held by the Clean Energy Regulator and submitted voluntarily by corporations.</p>
<b>CERT guidelines</b>	The rules that govern participation in CERT as set out in this document, and as amended and supplemented from time to time.
<b>Commitment</b>	<p>A published statement by a corporation to reduce corporate emissions and/or consume renewable electricity.</p> <p>Commitment as a term includes, but is not limited to, the following terminology: <i>aim, ambition, aspiration, commitment, goal, projection, intention, target, trajectory</i>.</p> <p>A commitment that is eligible can be either a '<b>Commitment (progress verified)</b>' (which includes Renewable electricity commitment'), or '<b>Other commitment (company assured)</b>' as defined in section 3.1 of the guidelines.</p> <p>A commitment may be framed for Australian operations, regionally and globally.</p>

Term	Definition
<b>Corporation</b>	Is an entity that is required to report under the <a href="#">National Greenhouse and Energy Reporting Act 2007</a> .
<b><u>EITE (Emissions-intensive trade-exposed) entity</u></b>	A company that conducts emissions-intensive trade-exposed (EITE) activities who has been issued exemption certificates under the <i>Renewable Energy (Electricity) Act 2000</i> . EITE activities are prescribed in the <i>Renewable Energy (Electricity) Regulations 2001</i> .
<b>Equity-based accounting</b>	An accounting approach for emissions and energy that reflects a company's shared ownership in facilities that may or may not be under their operational control (within the meaning of the NGER Act).
<b>Gross emissions</b>	Sometimes referred to as 'absolute' emissions, this is a participant's total reported (Scope 1 or 2) emissions before any eligible units have been accounted for.
<b><u>LGC (Large-scale generation certificate)</u></b>	A certificate issued pursuant to the <i>Renewable Energy (Electricity) Act 2000</i> and is equal to one (1) megawatt hour of renewable electricity generated.
<b>MWh (Megawatt hour)</b>	A unit of energy equal to the work done by a power of a million watts in one hour.
<b><u>National Greenhouse and Energy Reporting scheme (NGER) reporter</u></b>	A corporation required to report under the <a href="#">National Greenhouse and Energy Reporting Act 2007</a> .
<b>Net Scope 1 and 2 emissions</b>	The Scope 1 or Scope 2 emissions position of a company after all eligible units have been deducted from their gross emissions.
<b>Operational Control reporting</b>	An accounting approach for emissions and energy based on who has operational control of a facility within the meaning of the NGER Act.
<b>Participant</b>	A National Greenhouse and Energy Reporting scheme reporter that opts-in to CERT.
<b>NGER Reporting year</b>	One of the years for which a person must provide a report under Part 3, 3E, 3F or 3G of the <a href="#">National Greenhouse and Energy Reporting Act 2007</a> .
<b>Residual emissions</b>	The emissions of all electricity not demonstrated as renewable through the surrender of LGCs.

Term	Definition
<b>Residual mix factor</b>	An emissions factor used in market-based accounting to determine the emissions of all electricity not demonstrated as renewable through the surrender of LGCs. The factor used for CERT accounting is determined by Climate Active, the calculation methodology for which is available at: <a href="#">Climate Active   Department of Industry, Science, Energy and Resources</a>
<b><u>RPP (Renewable Power Percentage)</u></b>	The percentage used to determine the number of Large-scale generation certificates required to be surrendered by <a href="#">liable entities</a> to meet obligations under the Renewable Energy Target.
<b>Multipliers (for calendar year adjustments)</b>	<i>Multipliers</i> are scaling values provided by participants to estimate calendar year emissions and electricity consumption information for the calendar year. Multipliers are applied to relevant NGER-reported data. Participants will use data collected but not yet reported under NGER to determine <i>multiplier</i> values.
<b><u>Scope 1 and scope 2 emissions</u></b>	<p><b>Scope 1 emissions</b> - emissions released into the atmosphere as a direct result of an activity, or series of activities at a <a href="#">facility level</a>. Scope 1 emissions are sometimes referred to as direct emissions.</p> <p><b>Scope 2 emissions</b> - emissions released into the atmosphere from the indirect consumption of an energy commodity. For example, 'indirect emissions' come from the use of electricity produced by the burning of coal in another facility.</p>
<b>Surrender</b>	For the purposes of the CERT guidelines, "surrender" is taken to mean any of the following actions in the registry: surrender, retire, cancel, transfer to a permanent holding account.
<b>Taskforce on Climate-related Financial Disclosure (TCFD)</b>	An internationally recognised reporting framework for corporations to disclose climate-related financial information.
<b><u>VCU (Verified Carbon Unit)</u></b>	An emissions unit verified by <a href="#">Verra</a> and is equal to one (1) tonne of carbon dioxide equivalent.
<b><u>VERs (Verified Emission Reduction units)</u></b>	An emissions unit verified by the <a href="#">Gold Standard</a> and is equal to one tonne of carbon dioxide equivalent.