



Guidance specific to small woods projects.

Pilot Version 10 Sept 2015.

The Process:

[0. Check your eligibility](#)

[1. Choose a small project group manager](#)

[2. Registering your small projects](#)

[3. Design your project](#)

[4. Validate your project](#)

[5. Verify your project](#)

0. Check your eligibility

Anyone interested in the Woodland Carbon Code should first check they are eligible. For small woodland creation projects the following should be checked:

- [Eligibility for the WCC small woods scheme](#)
- [Eligibility for all Woodland Carbon Code projects](#)

1. Choose a small project group manager

It may not be cost-effective for small projects to participate in the Woodland Carbon Code on their own. There are significant cost-savings when projects are combined into a 'group'. This requires a group manager who takes on some responsibilities for coordinating the group of projects. If several parties (landowners and managers) are coming together to create a group they will also require a 'group agreement' which sets out who is responsible for what.

- See a [list of project developers](#) who might act as a 'group manager'
- Find out more about the [group manager's role and the group agreement](#).

If you have a small project and would like to go through the Woodland Carbon Code on your own, this is feasible but you should first consider whether it is cost-effective to do so.

2. Registering your small projects

In order to register projects, the group manager needs to assess the likely sequestration of the project and have a map available to upload. The simplified [Small Projects Spreadsheet](#)

gives a quick, albeit conservative, assessment of the likely sequestration. See the [Register your projects](#) page.

Small projects wishing to use the 'small project' streamlined process should first decide whether to register the group as a whole and 'pool' the carbon across the group, or to register each individual project within the group so that carbon can be accounted for at the level of each project. Either way, it is best that the group manager registers all the projects, rather than each landowner registering them individually.

'Pooling' your carbon

- **Advantages** would be reduced administration in the registry (ie you only enter group-level details), and you could 'market' carbon from the group as a whole.
- **Disadvantages** are that a buyer wouldn't know which of the small projects they had purchased from, and that a group manager would have to take responsibility for allocating any income to landowners across the projects.
- This might suit groups where all projects are in the same ownership, or groups where all projects have used the same carbon model (ie minimum intervention broadleaved woodlands) so pro-rata allocation of income is easy. It might also suit where the group is looking for a buyer that might buy all the credits from the group or not be concerned about the exact location of the project.

Allocating your carbon to each individual small project

- **Advantages** would be that it's easier to allocate any carbon income to individual landowners, especially if buyers want to buy carbon units from a specific small project. Also if marketing to smaller buyers who might want to buy the carbon from a small local woodland, this gives the flexibility for them to clearly own the units from one of the small projects.
- **Disadvantages** are increased administration in setting up projects in the registry, in listing carbon units for each individual small project, transferring them to buyers and converting them to Woodland Carbon Units once they are verified.
- This might suit situations where there are many different landowners, different carbon models have been used between the projects making pro-rata allocation of income more complex, or you anticipate that buyers might want to 'claim' the carbon from a particular small woodland rather than knowing that it came from a 'group of small projects' in a particular area.

Entering details on the registry

Once you've decided how you wish to represent your carbon – 'pooled' across the group or allocated to each individual small project - add your projects to the registry as follows:

1. Go to [Markit Environmental Registry](#) and choose 'Login to a service'

2. Once logged in, go to the 'My projects and issuances' tab and click on 'New Project' (if you wish to 'pool' the carbon and enter details at the 'group' level) or 'New Master Project' (if you wish to allocate carbon to each project and enter details at the project level). For project-level accounts, you need to create 'New Subproject's within the Master project for each small project within the group.

3. For your 'New Project' or each 'New Subproject' in a group you need to input the following information:

- Project name and description
- Project implementation date (=start of planting), start date (=end of planting) and end date (up to 100 years after start date)
- Management regime
- Validator
- Location (Grid Reference, Nearest town, County, Country) (*if pooling carbon, enter the location of the first project in the group list*)
- Net Area (and whether conifer, mixed or broadleaved)
- Predicted carbon sequestration over project lifetime (claimable by project, buffer and total).

4. If you are allocating carbon to individual projects in the group, create a dummy 'New Subproject' called 'ProjectName Documents' in which to place your group documents. You simply need to enter zeros or 'not applicable' for the other fields.

5. You will need to upload your draft carbon calculations and maps (Maps of projects can be combined into one pdf). These will not be made public until validated.

6. Once you have input this information, submit your project as 'Under Development'.

For help or assistance email: climatechange@forestry.gov.uk or environmental@markit.com

If you have a small project that you would like to put through the Woodland Carbon Code on its own and you are sure that it is cost-effective to do so, you should register it in the same manner as a [standard single project](#).

3. Design your project

The 'process' is similar to the standard process but you can use the streamlined [PDD for group of small projects](#). The [Small Projects Spreadsheet](#) also has a table to complete where information is required for each of the individual projects. The main areas of the code with differences to the 'standard' approach are highlighted below. The streamlined PDD should be much quicker to complete.

- **2.4 Management of Risks and Permanence** All projects will contribute to the WCC buffer at a fixed rate of 20%. A small project group risk assessment (tab x of the

Small Projects Spreadsheet) should be carried out. This risk assessment should highlight potential risks to the project group and mitigation strategies adopted.

- **2.6 Monitoring**
 - **When to monitor** Small project groups should still be monitored at year 5 and then once a decade until the project end date.
 - **What to monitor – at year 5.** Small project groups should carry out a stocking density survey as for standard projects
 - **What to monitor – from year 15 and every decade.** We are currently developing both the standard and small project monitoring requirements. For small projects this is likely to require the project to submit ground-based or aerial images to confirm the health and growth of trees:
- **3.2 Carbon Baseline** It is assumed that the baseline is ‘no change in carbon stocks over time’. If there were trees present onsite or it is possible the carbon stock onsite would increase without any of the projects in the group, then these projects should use the standard, rather than the small projects method.
- **3.3 Carbon Leakage** Small projects are not likely to cause extra emissions or intensification of land-use elsewhere in the UK. If any small projects are likely to cause significant emissions outside the project boundary, then the standard, rather than small-project method should be followed.
- **3.4 Project Carbon Sequestration:** Small projects shall use the ‘Small Project Spreadsheet’. This is a simplified but conservative version of the standard Biomass and Soil Carbon Lookup Tables.

4. Validate your project

The ‘Process’ is the same as for a standard group of projects; the group manager needs to ask a certification body to check over the project. However, the time involved should be less: checks will be made of the Group Manager’s documentation, control and management systems; documentation for a proportion of the small projects will be checked. See the [Validate your project](#) page.

The level of checks made by the certification body may be reduced for small projects, however, project developers and group managers should note that if any documentation is found to be deliberately falsified or misleading, the group of projects concerned will be removed from the registry and the project developer/ group manager will not be able to submit further projects to the Woodland Carbon Code.

5. Verify your project

The ‘process’ is the same as for a standard project or group of projects; the group manager needs to undertake some form of monitoring and then ask a certification body to check over the monitoring results and the Project Progress Report. However, the time involved should be less, with reduced monitoring requirements, and a streamlined Project Progress Report. We are currently piloting the monitoring and verification process and will publish more detail by January 2016. See the [Verify your project](#) page.