2. Registry Functions

The UK Land Registry provides account holders a wide variety of functions enabling them to manage their projects and associated credits throughout their lifecycle. This section covers those features in detail.

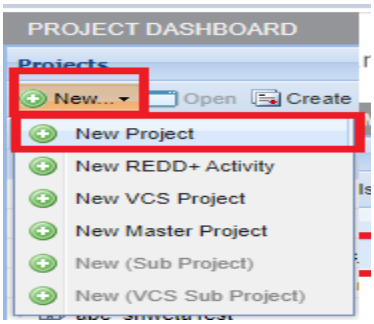
2.1 Project Registration

Projects for both WCC and PC can be registered as individual projects or as group projects. This section explains the step by step process for how to register the individual as well as grouped project. The user will need to login to the registry and follow the steps below. Note that fields marked with a red asterisk * are mandatory and have to be completed before you can submit a project.

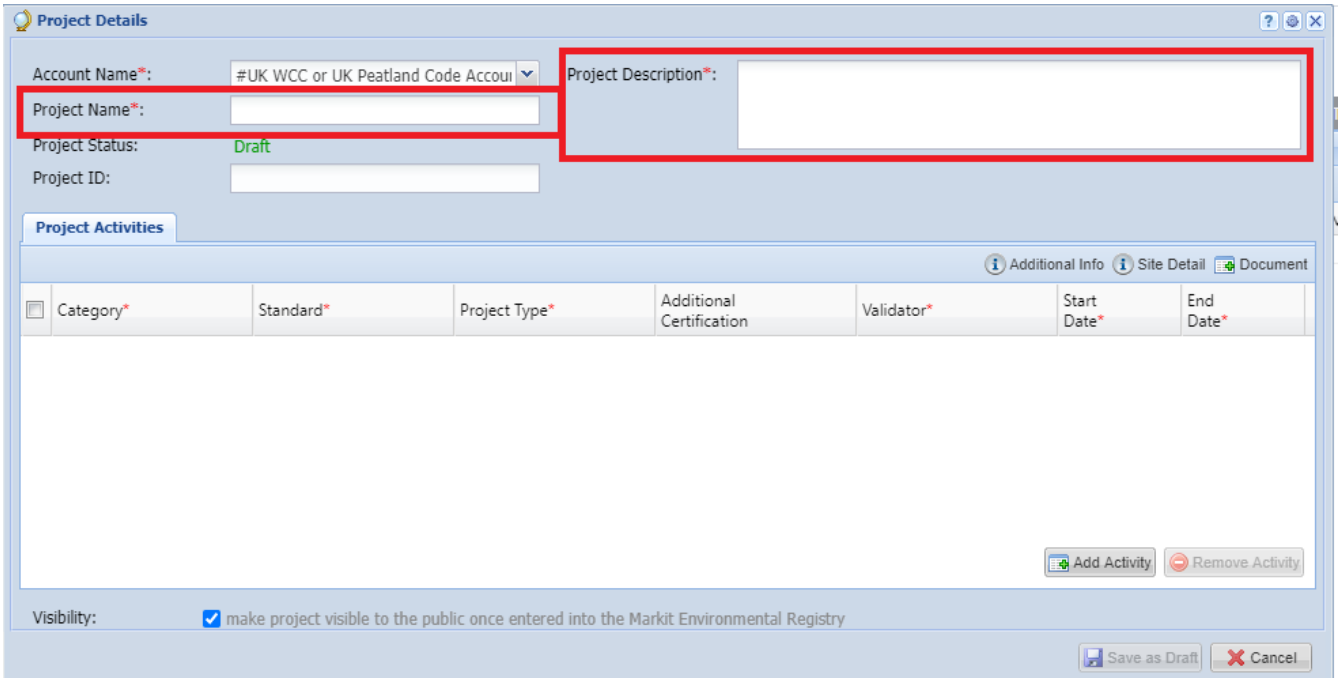
Individual Project

- Navigate to My Projects and Issuance tab
- On the new screen that comes up, select the account name found on the left side.

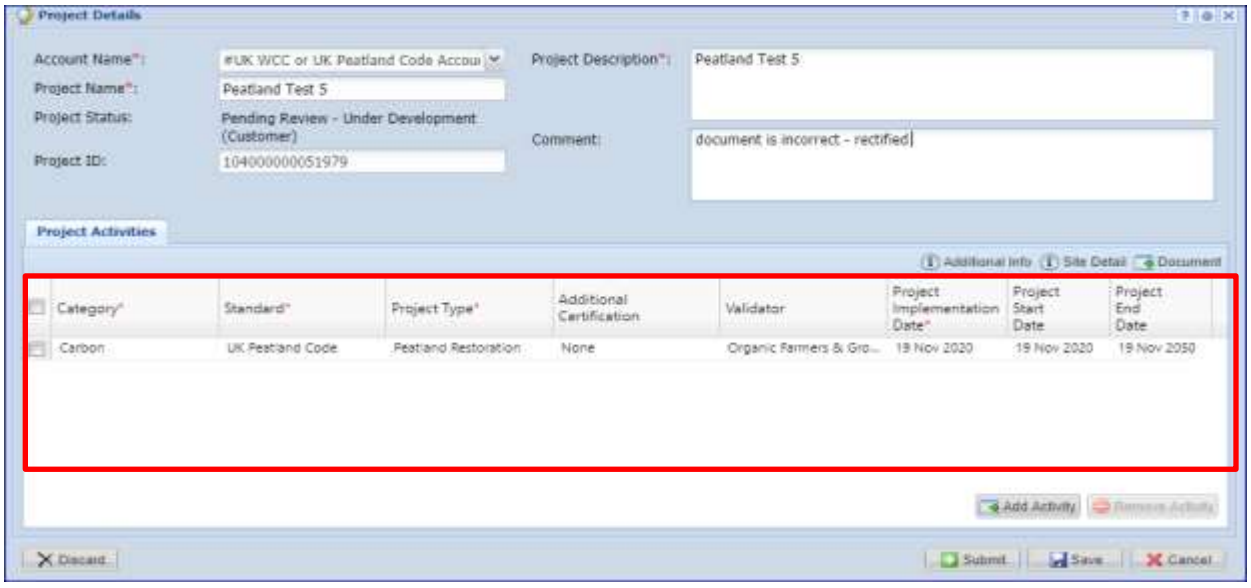
- Click on the New button and choose the option “New Project” from the dropdown menu



- The Project Details form will appear on the screen. Complete the following fields:
- Project Name
- Project Description



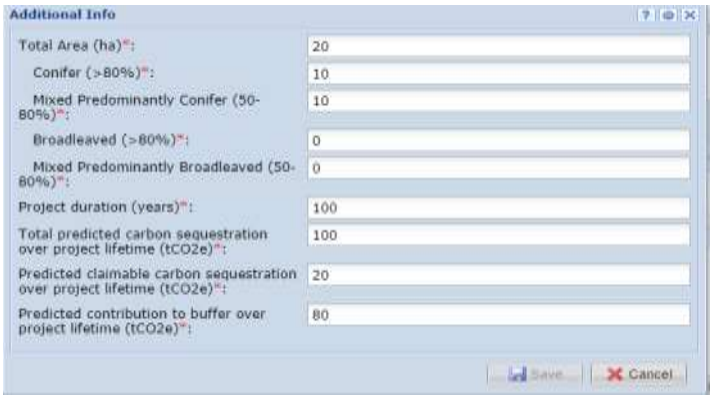
- Click on Add Activity button and then complete the following:
  - Category (choose Carbon)
  - Standard (choose UK Woodland Carbon Code or UK Peatland Code)
  - Project Type (choose the relevant option from the dropdown)
  - Additional Certification (None – Not using at present)
  - Validator (None)
  - Project Implementation Date
  - Project Start Date
  - Project End Date



Click on Additional Info button and complete the following fields:

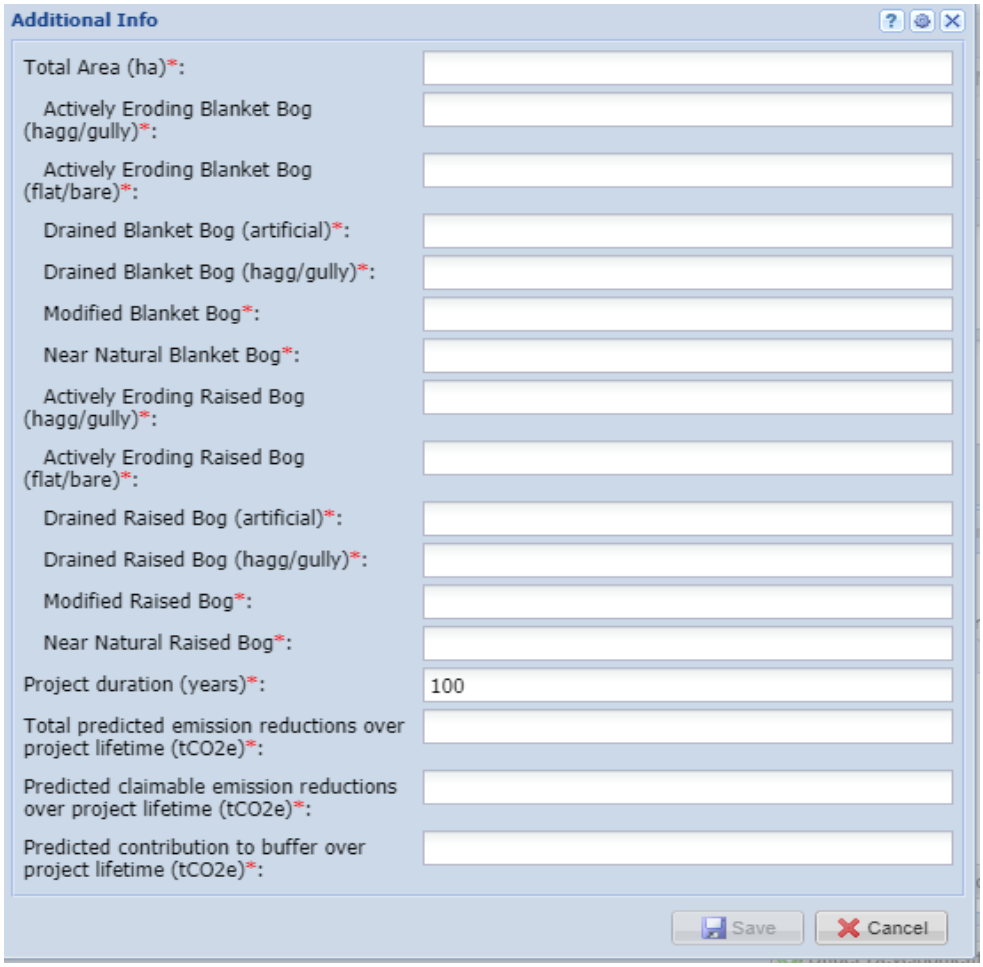
For WCC

- Total Area (ha)
  - Conifer (>80%)
  - Mixed Predominantly Conifer (50-80%)
  - Broadleaved (>80%)
  - Mixed Predominantly Broadleaved (50-80%)
- Project duration (years)
- Total predicted carbon sequestration over project lifetime (tCO2e)
- Predicted claimable carbon sequestration over project lifetime (tCO2e)
- Predicted contribution to buffer over project lifetime (tCO2e)



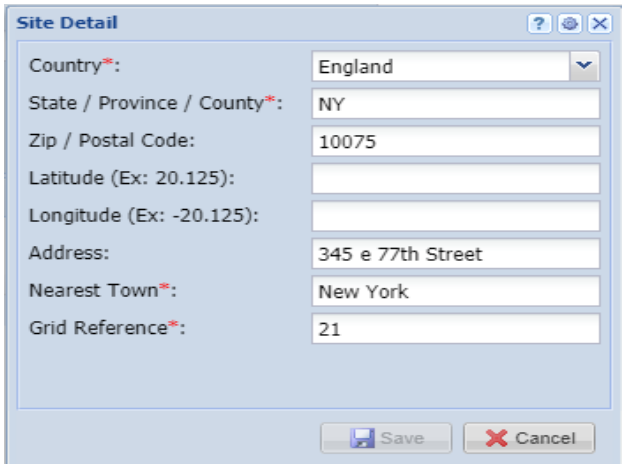
For Peatland

- Total Area (ha)
  - Actively Eroding Blanket Bog (hagg/gully)
  - Actively Eroding Blanket Bog (flat/bare)
  - Drained Blanket Bog (artificial)
  - Drained Blanket Bog (hagg/gully)
  - Modified Blanket Bog
  - Near Natural Blanket Bog
  - Actively Eroding Raised Bog (hagg/gully)
  - Actively Eroding Raised Bog (flat/bare)
  - Drained Raised Bog (artificial)
  - Drained Raised Bog (hagg/gully)
  - Modified Raised Bog
  - Near Natural Raised Bog
- Project duration (years)
- Total predicted emission reductions over project lifetime (tCO2e)
- Predicted claimable emission reductions over project lifetime (tCO2e)
- Predicted contribution to buffer over project lifetime (tCO2e)

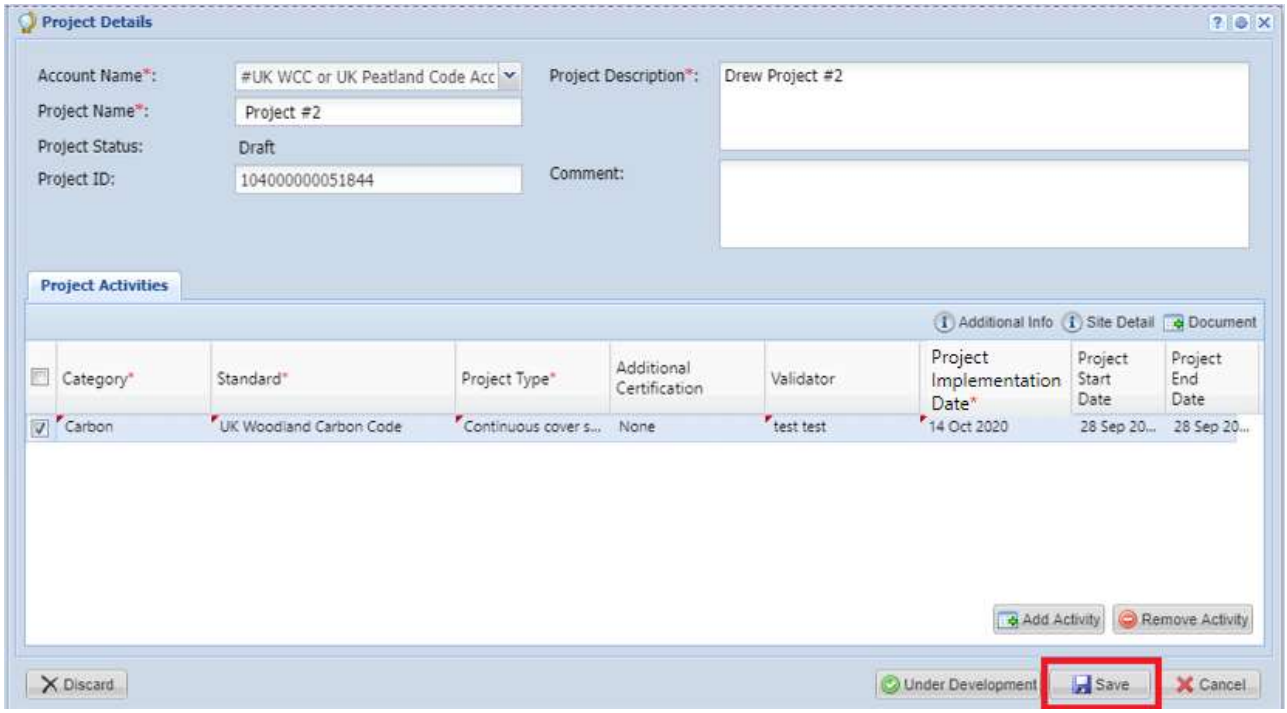


Click on Site Details button and input the following fields as shown in the picture below:

- Country (England, Scotland, Wales, Northern Ireland)
- State/Province/County
- Zip/Postal Code
- Latitude (not mandatory)
- Longitude (not mandatory)
- Address (not mandatory)
- Nearest Town
- Grid Reference

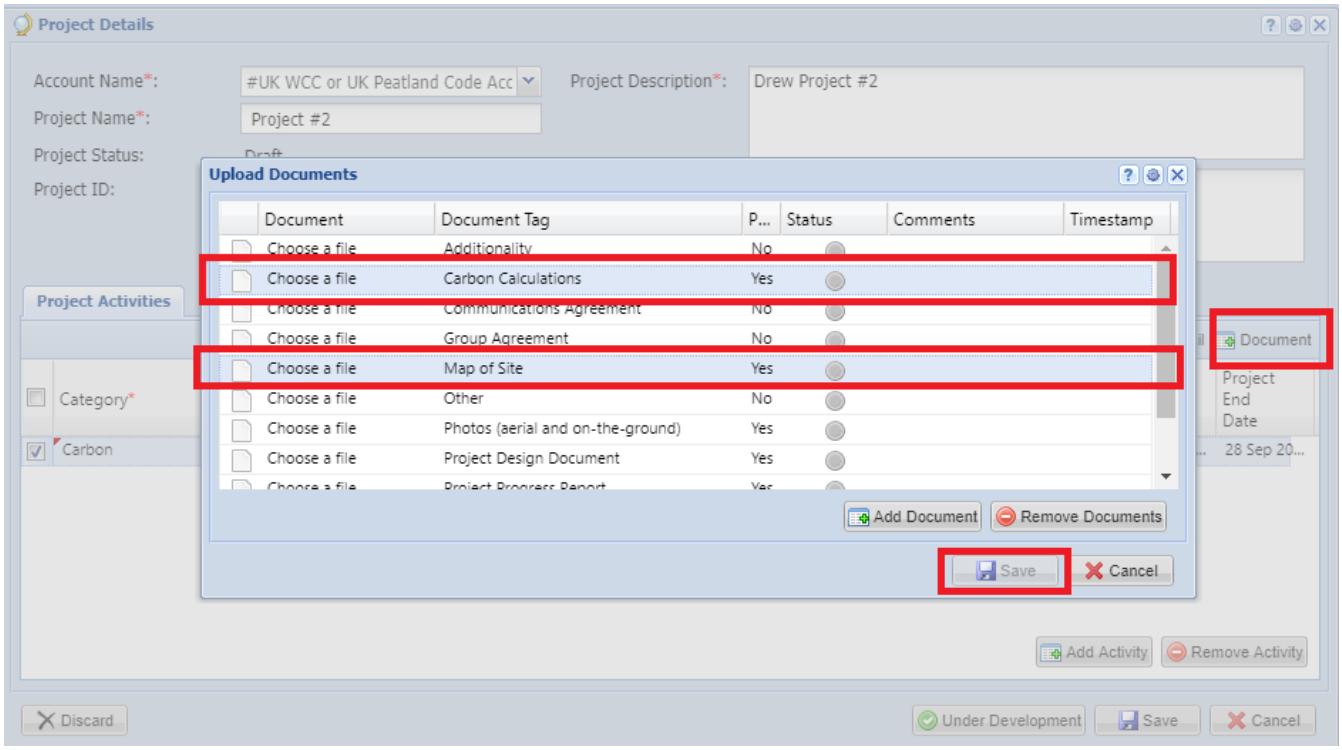


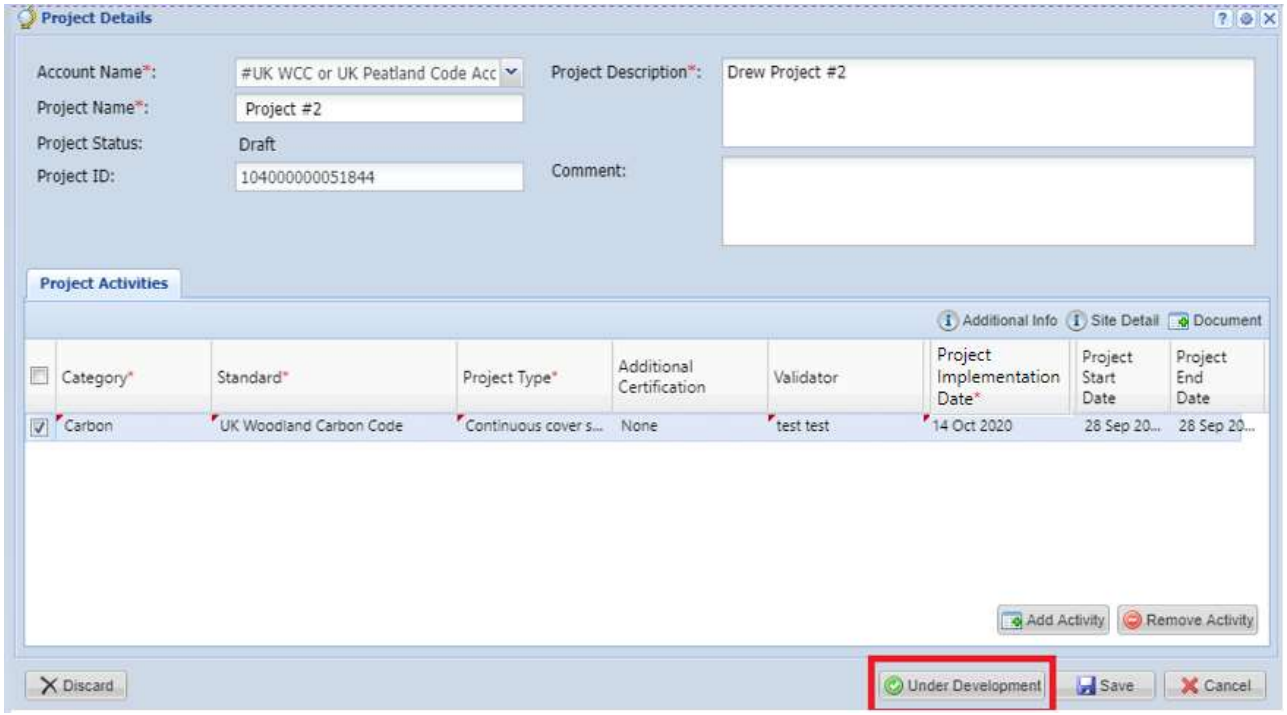
- Click on Save button



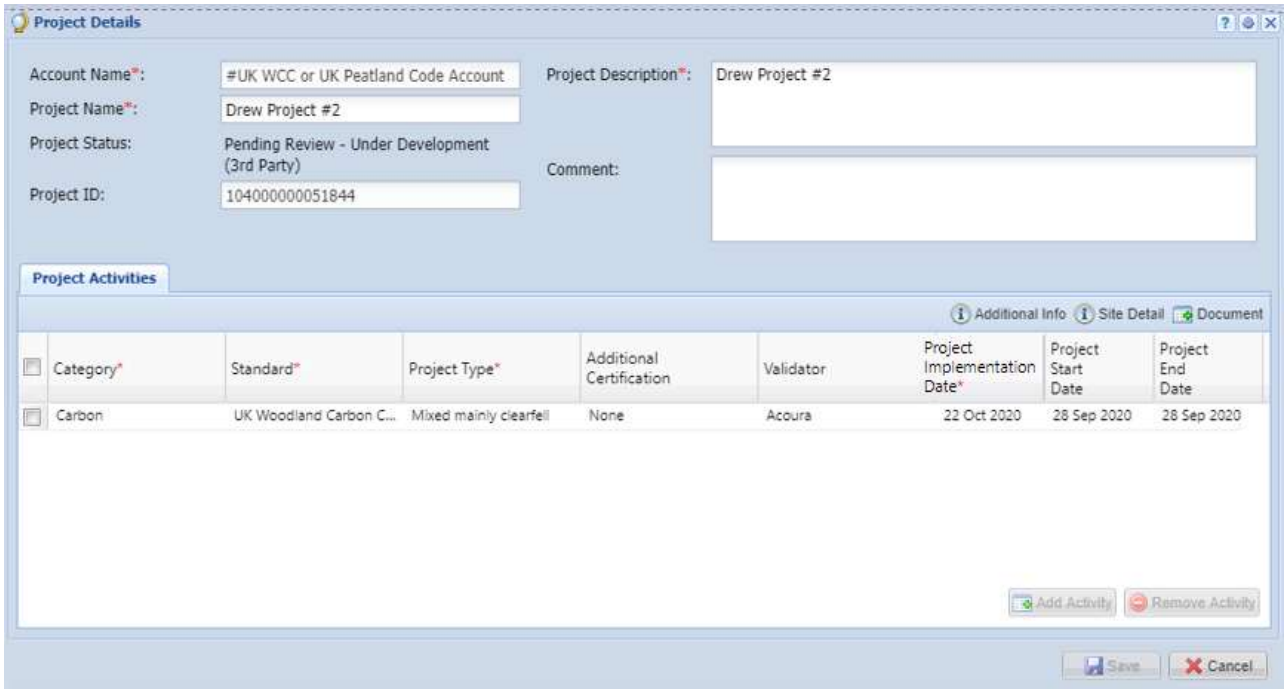
Upload Documents

- Click on Documents button and upload the following documents:
  - Map of Site (user can add comments in the Comments column)
  - Carbon Calculations (user can add comments in the Comments column)
- Click on Save button in the 'Upload Documents' screen, then on save again in the 'Project Details' screen. Your project is now in a draft status and you can come back to it at a later date if you need to revise or amend details.
- When you are happy with all the details and documents entered, click 'Under Development' and your project is sent for review by the regulator and Markit operations.





Upon submission, the status of the project changes to Pending Review - Under Development (3rd Party)

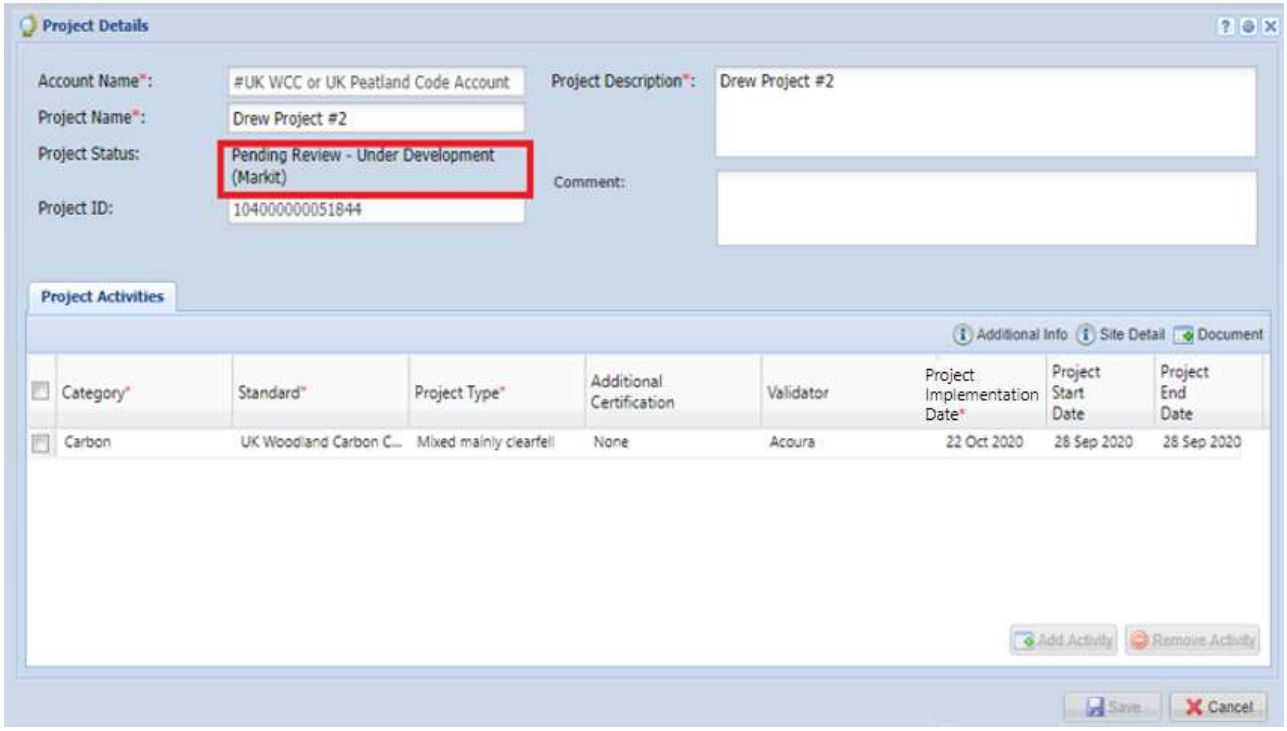


An automated email will be sent to the user confirming that the project has been submitted for review as Under Development as shown below.

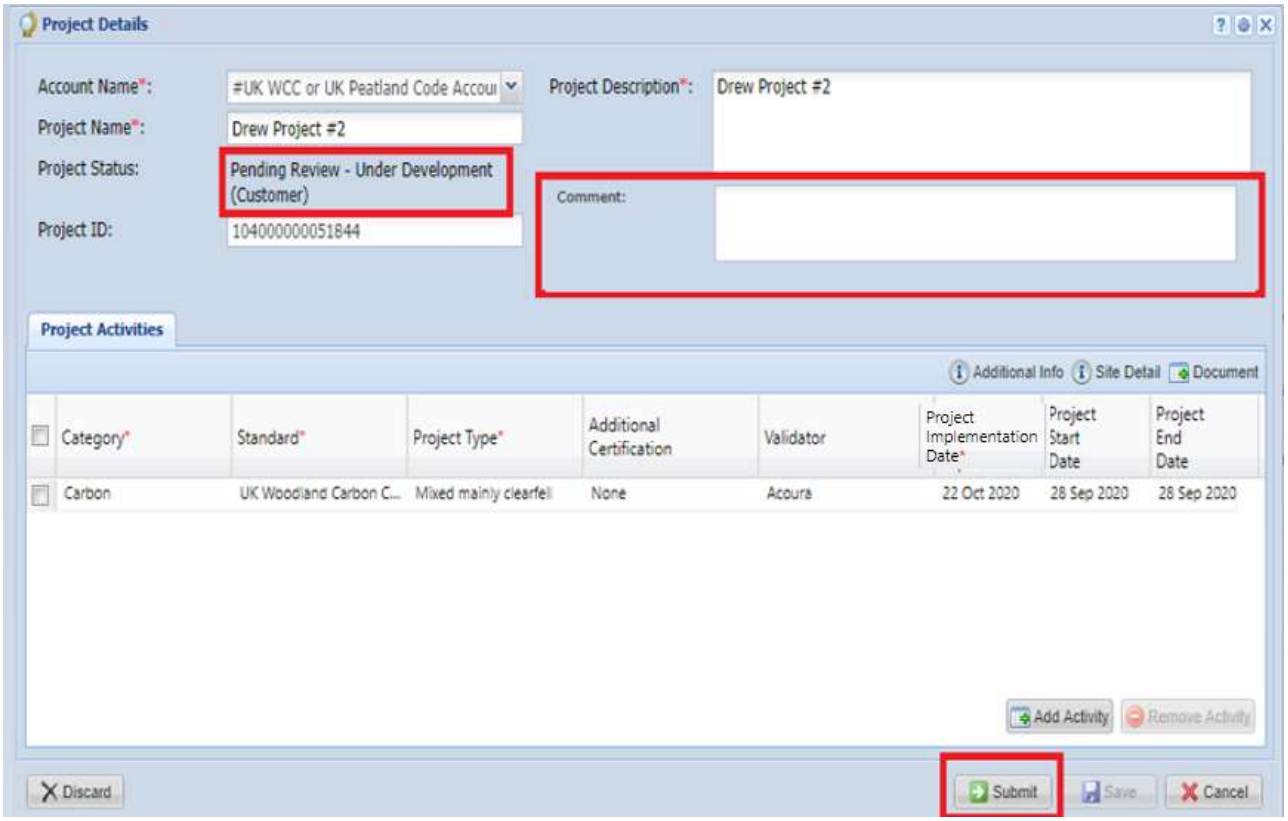
Email Notifcation:

The project is now being reviewed by the Regulator. Upon review, the Regulator will take either of the following actions:

- Approve – Upon Approval, the status of the project is changed from “Pending Review – Under Development (3rd Party)” to “Pending Review – Under Development (Markit)”

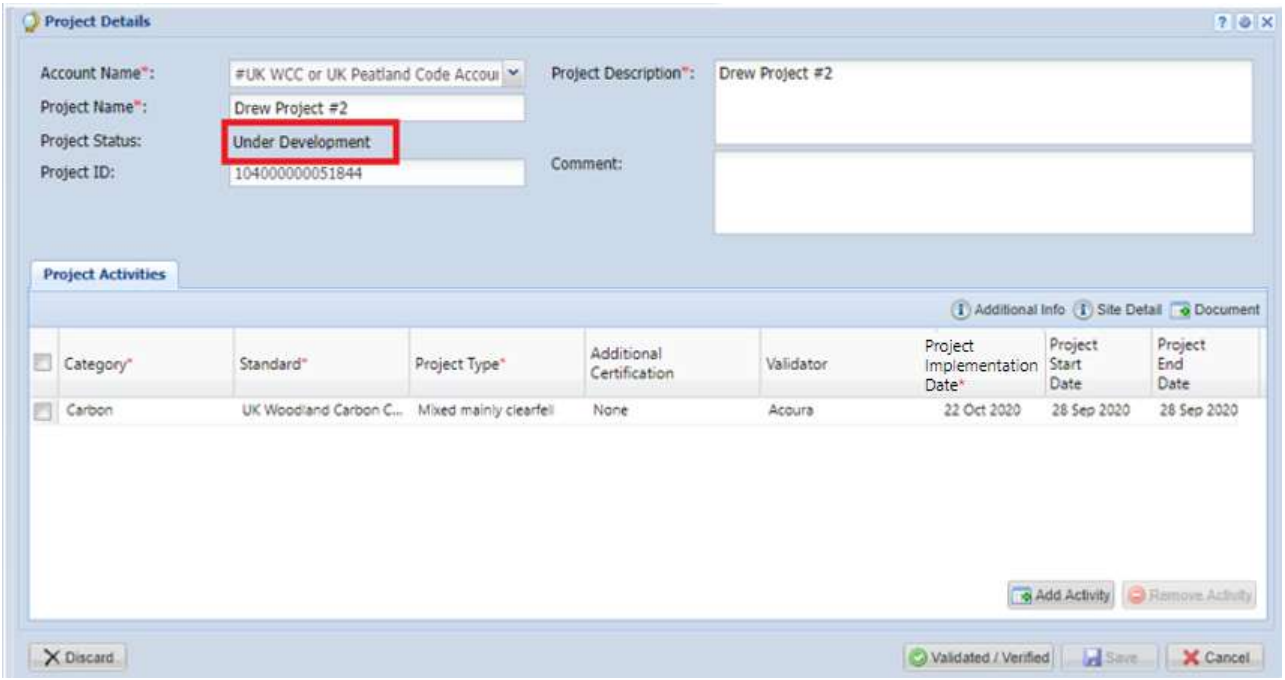


- Reject – If rejected, the regulator will mention the reason of rejection in the comments box of the Project Details form, or by separate email if necessary.
  - At this time, the status of the project is changed from “Pending Review – Under Development (3rd Party)” to “Pending Review – Under Development (Customer)” as shown below.
  - An automated email will be sent to the user informing about the rejection with the comments.
  - The user will need to make the required changes (e.g. upload the revised carbon calculation document by clicking on the Document button, and remove any older versions) and Submit the project again
  - Upon submission, the status of the project changes back to “Pending Review – Under Development (3rd Party)”.

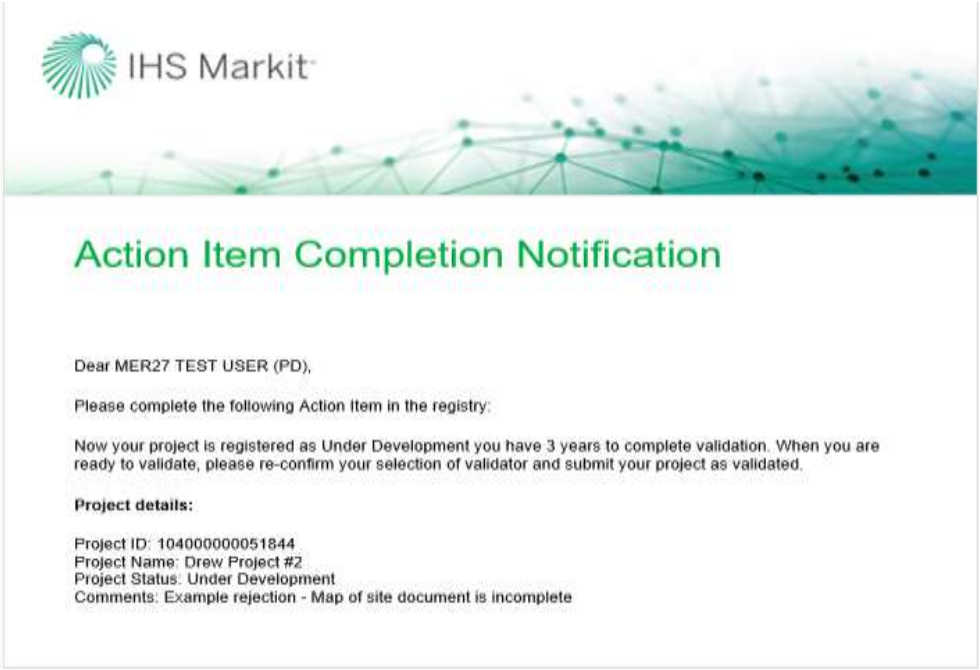


Once the project is **approved** by the Regulator, it is then routed to Markit for review. Once Markit Approves the project, the status of the project is changed from “Pending Review – Under Development (Markit)” to “Under Development”.

- The user will receive an automated email notification confirming that the project is registered as Under Development and informing them about the timeline for the completion of validation of the project.



Email Notifcation:



Email Notifcation:

Action Item Completion Notification

Dear MER27 TEST USER (PD),

Please complete the following Action Item in the registry:

Now your project is registered as Under Development you have 3 years to complete validation. When you are ready to validate, please re-confirm your selection of validator and submit your project as validated.

Project details:

Project ID: 104000000051844
Project Name: Drew Project#2
Project Status: Under Development