

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

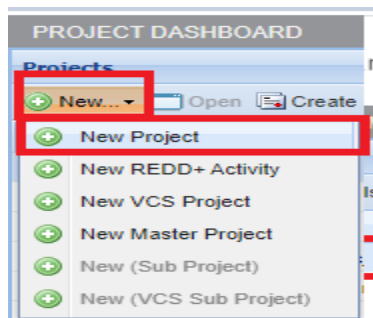
Projects for both WCC and PC can be registered as individual projects or as group projects. This section explains the step by step process for how to register the individual as well as grouped project. The user will need to login to the registry and follow the steps below. Note that fields marked with 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

Project Details

Account Name*: #UK WCC or UK Peatland Code Account

Project Name*:

Project Status: Draft

Project ID:

Project Description*:

Project Activities

Additional Info | Site Detail | Document

<input type="checkbox"/>	Category*	Standard*	Project Type*	Additional Certification	Validator*	Start Date*	End Date*

Visibility: make project visible to the public once entered into the Market Environmental Registry

Buttons: Add Activity, Remove Activity, Save as Draft, Cancel

- 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

Project Details

Account Name*: #UK WCC or UK Peatland Code Account

Project Name*: Peatland Test 5

Project Status: Pending Review - Under Development (Customer)

Project ID: 104000000051979

Project Description*: Peatland Test 5

Comment: document is incorrect - rectified

Project Activities

Additional Info | Site Detail | Document

<input type="checkbox"/>	Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
<input type="checkbox"/>	Carbon	UK Peatland Code	Peatland Restoration	None	Organic Farmers & Gro...	19 Nov 2020	19 Nov 2020	19 Nov 2050

Buttons: Add Activity, Remove Activity, Discard, Submit, Save, Cancel

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)

Field	Value
Total Area (ha):	20
Conifer (>80%):	10
Mixed Predominantly Conifer (50-80%):	10
Broadleaved (>80%):	0
Mixed Predominantly Broadleaved (50-80%):	0
Project duration (years):	100
Total predicted carbon sequestration over project lifetime (tCO ₂ e):	100
Predicted claimable carbon sequestration over project lifetime (tCO ₂ e):	20
Predicted contribution to buffer over project lifetime (tCO ₂ e):	80

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)

Additional Info [?] [Globe] [X]

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)*:

[Save] [Cancel]

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

Site Detail [?] [Globe] [X]

Country*:

State / Province / County*:

Zip / Postal Code:

Latitude (Ex: 20.125):

Longitude (Ex: -20.125):

Address:

Nearest Town*:

Grid Reference*:

[Save] [Cancel]

- Click on Save button

Project Details

Account Name*: #UK WCC or UK Peatland Code Acc
Project Name*: Project #2
Project Status: Draft
Project ID: 104000000051844
Project Description*: Drew Project #2
Comment:

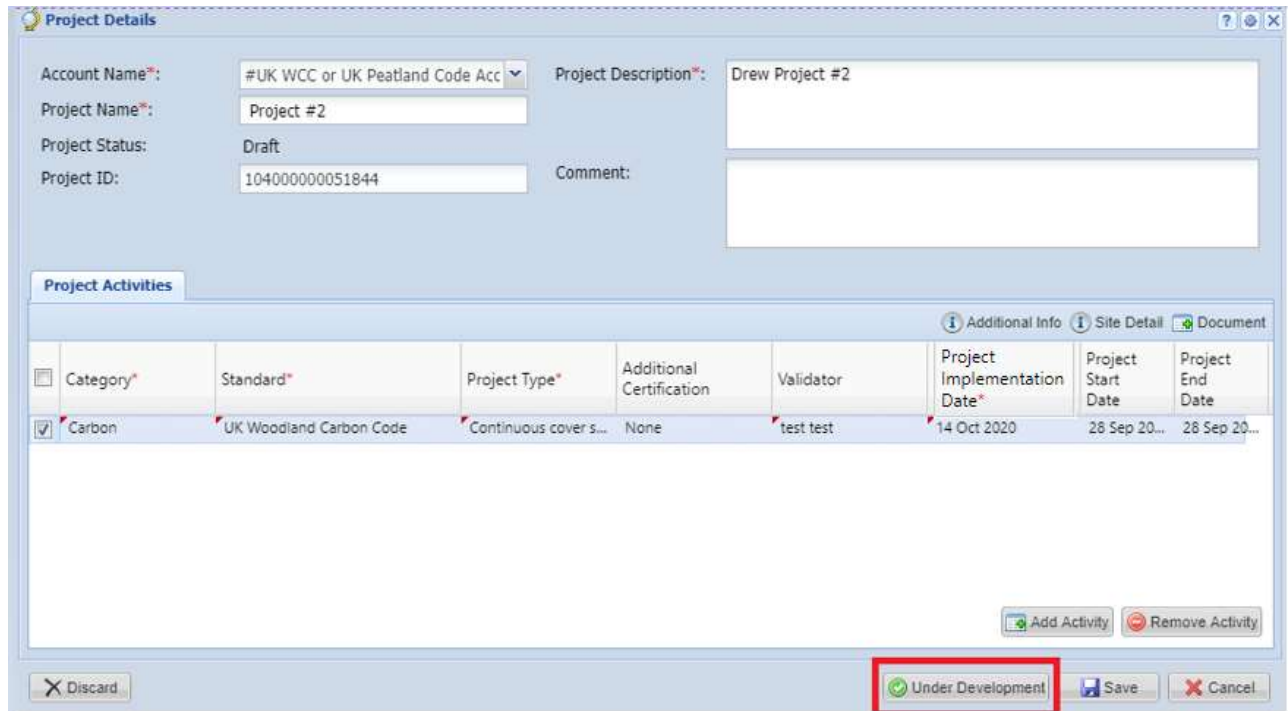
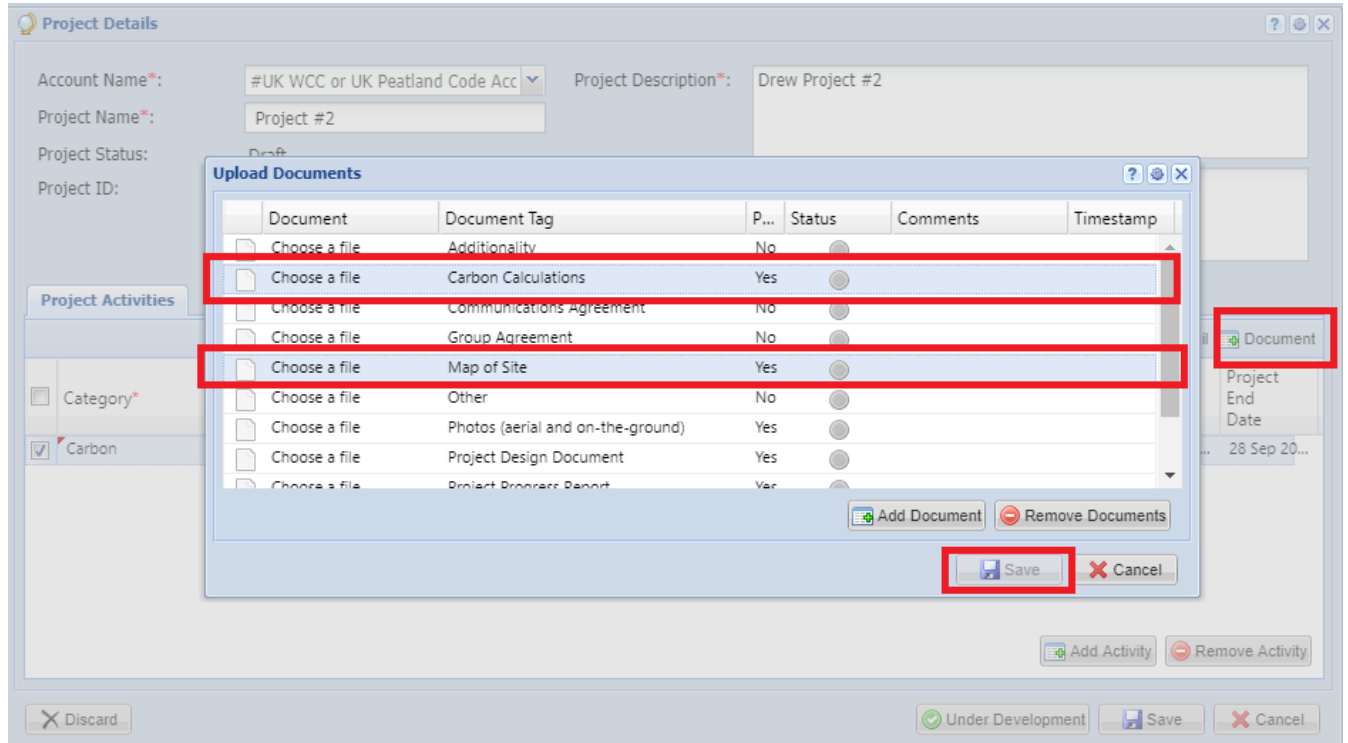
Project Activities

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
<input checked="" type="checkbox"/> Carbon	UK Woodland Carbon Code	Continuous cover s...	None	test test	14 Oct 2020	28 Sep 20...	28 Sep 20...

Buttons: Discard, Under Development, **Save**, Cancel

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)

Project Details

Account Name*: #UK WCC or UK Peatland Code Account
 Project Name*: Drew Project #2
 Project Status: Pending Review - Under Development (3rd Party)
 Project ID: 104000000051844
 Project Description*: Drew Project #2
 Comment:

Project Activities

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	22 Oct 2020	28 Sep 2020	28 Sep 2020

Buttons: Add Activity, Remove Activity, Save, Cancel

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 Notification:



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)”

Project Details

Account Name*: #UK WCC or UK Peatland Code Account
Project Name*: Drew Project #2
Project Status: Pending Review - Under Development (Markit)
Project ID: 10400000051844
Project Description*: Drew Project #2
Comment:

Project Activities

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	22 Oct 2020	28 Sep 2020	28 Sep 2020

Additional Info Site Detail Document

Add Activity Remove Activity

Save Cancel

- **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)”.

Project Details

Account Name*: #UK WCC or UK Peatland Code Accou...
 Project Name*: Drew Project #2
 Project Status: Pending Review - Under Development (Customer)
 Project ID: 10400000051844
 Project Description*: Drew Project #2
 Comment:

Project Activities

Additional Info Site Detail Document

<input type="checkbox"/>	Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
<input type="checkbox"/>	Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	22 Oct 2020	28 Sep 2020	28 Sep 2020

Add Activity Remove Activity

Discard Submit Save Cancel

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.

Project Details

Account Name*: #UK WCC or UK Peatland Code Account
 Project Name*: Drew Project #2
 Project Status*: **Under Development**
 Project ID: 104000000051844

Project Description*: Drew Project #2
 Comment:

Project Activities

Additional Info Site Detail Document

<input type="checkbox"/>	Category*	Standard*	Project Type*	Additional Certification	Validator	Project Implementation Date*	Project Start Date	Project End Date
<input checked="" type="checkbox"/>	Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	22 Oct 2020	28 Sep 2020	28 Sep 2020

Add Activity Remove Activity

Discard Validated / Verified Save Cancel

Email Notification:



Email Notification:



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