

## **RULES FOR THE PUBLIC DISCUSSION OF CLIMATE PROJECTS METHODOLOGIES OF THE NATIONAL OPERATOR OF CARBON UNITS «KONTUR» JSC**

1. These Rules define the procedure for submitting for public discussions of methodologies and methodological tools of climate projects, as well as changes to them (hereinafter referred to as Methodology) held by national Russian operator of carbon units «Kontur» JSC (hereinafter referred to as the Registry Operator). The flowchart of the process is presented in Appendix 1.
2. Draft Methodologies are developed on an initiative basis by the executor of the climate project, an expert organization or another organization specializing in or financing projects in the field of climate, ecology, nature-based solutions, energy conservation and other industries in which emission reductions or increased absorption of greenhouse gases can be achieved (hereinafter referred to as the Developer).
3. The recommended list of information included in the Methodology is presented in Annex 2.
4. Draft Methodologies may be proposed for public discussion by Developers, executive authorities and other interested parties. Draft Methodologies should be sent to the Registry Operator in the form of an electronic file in the format .docx to the email address [methodology@carbonreg.ru](mailto:methodology@carbonreg.ru) or on a USB drive. The Registry Operator confirms receipt of draft Methodologies in the format of an e-mail and publishes them within 3 working days from the date of receipt of a complete set of documents, including:
  - 4.1. draft Methodology;
  - 4.2. explanatory note, including scientific justification of the need to develop an appropriate draft Methodology;
  - 4.3. list of recommended independent experts;
  - 4.4. letter of guarantee for payment of the expert opinion of independent experts.
5. After the publication of the draft Methodologies, public discussions are held on the Registry Operator's website. Public discussions are the collection of opinions of interested persons by e-mail specified in the corresponding section on the website of the Registry Operator.

6. During public discussions, the Registry Operator forms a consolidated registry of questions, comments and suggestions received from the participants of the discussions and sends them to the Developer of the Methodology.

7. The period of public discussions is 30 calendar days from the date of publication of the draft Methodology on the website of the Registry Operator.

8. Simultaneously with public discussions, in order to conduct an independent examination within the framework of public discussions, draft Methodologies are sent by the Registry Operator to the pool of independent experts. The operator sends the draft methodology in the form of an electronic file in .docx format. An independent examination of each methodology can take place simultaneously with several experts. The total period of independent examination should not exceed 30 calendar days.

9. The pool of independent experts is formed by the Registry Operator taking into account the opinion of the Methodology Developer and taking into account clause 11. The pool is formed in the form of a list of experts with a brief description of their competence. The number of experts in the pool is at least two. The pool of experts cannot include employees of the Company or any other organization that somehow participated in the development of the Methodology. The costs (if any) of paying for the services of independent experts are borne by the Developer.

10. The list of independent experts is published on the Registry Operator's website and is regularly updated.

11. Independent expert:

11.1. has experience and high qualifications in the field of activity to which the Methodology being developed belongs or has experience in the implementation and/or verification of climate projects;

11.2. is not a person directly or indirectly involved in the development of the proposed Methodology, or an organization directly or indirectly related to the development of this methodology;

11.3. conducts an examination of the draft Methodology;

11.4. sends an expert opinion to the Registry Operator within 15 calendar days from the date of receipt of the draft Methodology or another period agreed with the Developer of the Methodology.

12. Based on the results of public discussions, the draft Methodology is being finalized by the Developer taking into account the comments received. At the same time, the Developer forms a consolidated list of considered and rejected comments. If the comment is rejected, the Developer must indicate the reason.

13. After conducting public discussions and (if necessary) finalizing the Methodology, the Developer sends the draft Methodology to the Registry Operator together with a summary list of the considered and rejected comments.

14. Based on the results of the review of the draft Methodology, the Registry Operator within 15 calendar days accepts one of the following recommendations based on the package of documents provided:

- to publish Methodology on the Registry Operator website;
- send the draft Methodology for revision.

15. The Registry Operator sends the Developer a decision on the publication of the draft Methodology or on the direction of the draft Methodology for revision.

16. If the Methodology is published, the Registry Operator shall publish the Methodology, as well as a summary list of considered and rejected comments to it, on its website on the Internet within 2 days from the date of adoption of the recommendations specified in paragraph 11 of these Rules.

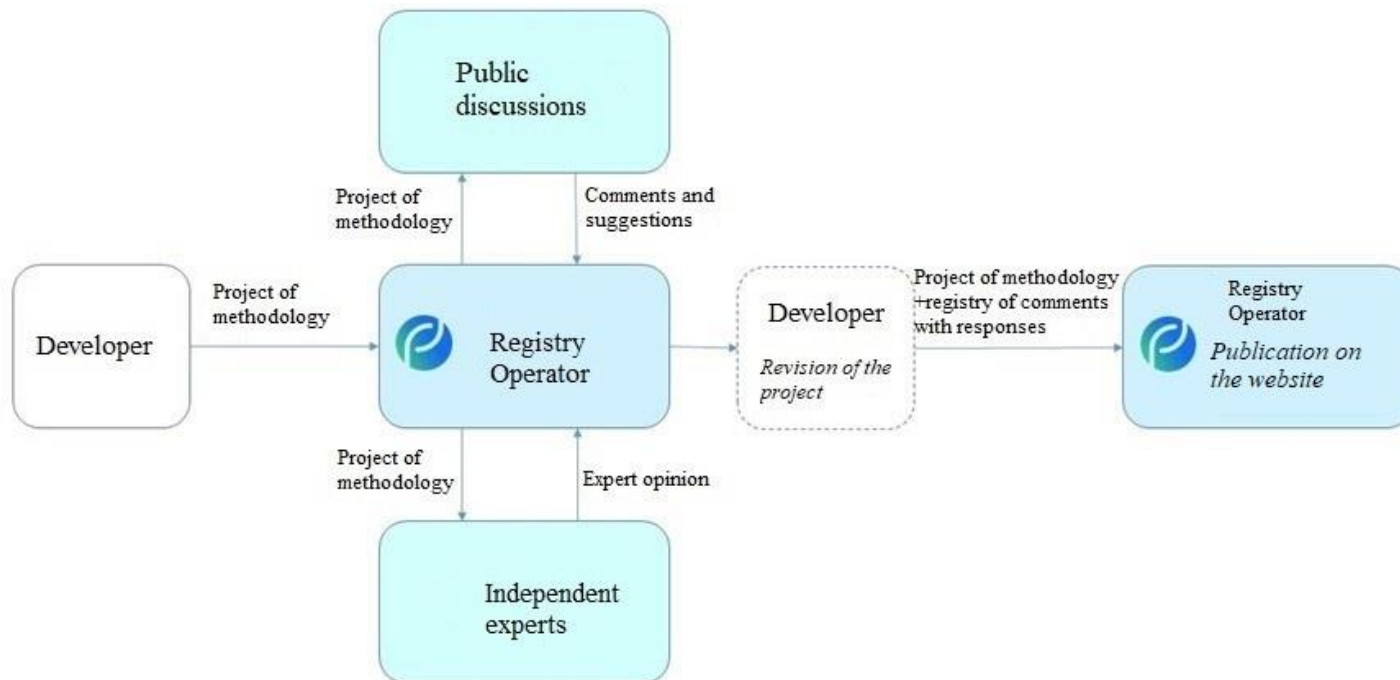
17. The revised draft Methodology may be sent by the Developer to the Registry Operator for reconsideration in accordance with the established procedure due to paragraphs 13-15 of these Rules.

18. The Methodology Developer has the right at any stage to withdraw the draft Methodology from consideration and refuse its further development.

*Project. Only for discussion. «Kontur» JSC*

Annex 1.

Flowchart of the process of submitting for consideration, public discussions and inclusion of methodologies and methodological tools of climate projects, as well as changes to them in the methodological base of the national Russian operator of carbon units «Kontur» JSC



Recommended set of information included in the methodology:

1. Terms and definitions – a set of terms and definitions applicable to this methodology.
2. Applicability of the methodology, project boundaries – conditions under which the methodology is applicable to the project, limitations, coverage of greenhouse gas emissions.
3. Calculation of baseline emissions.
4. Project terms and crediting period – minimum and maximum duration, maximum prescription.
5. Additionality.
6. Requirements for the monitoring plan.
7. Project scenario.
8. Leakage.
9. Non-permanence risk (if applicable).
10. Methods of preventing double counting, negative effects on the environment and society.