

# Project registration

## Single Project:

- Create as a New Project
- All documents are stored together in the single project
- Workflow status can be changed as soon as individual project is ready

## Group Project

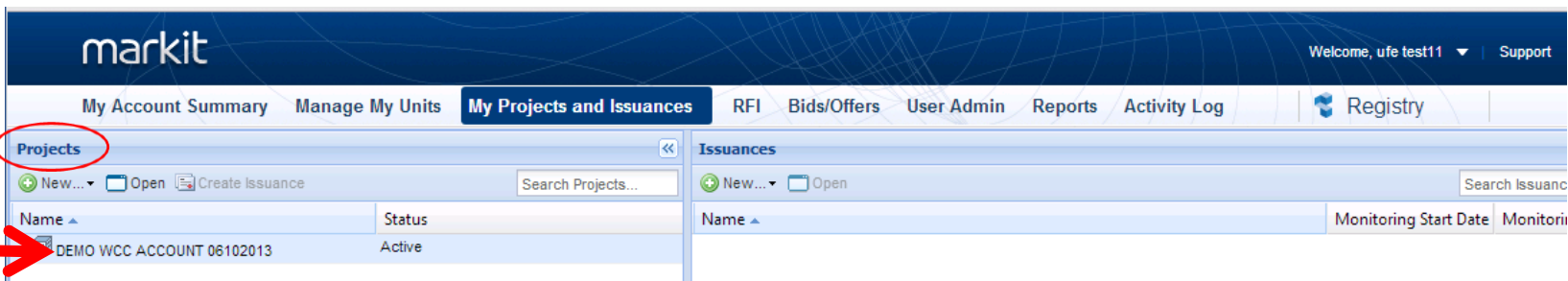
- Create one Master Project for the group, and one sub-project for each project in the group. An additional sub-project is created so that all group project documents may be stored in one place
- Map of Site may be stored with each sub-project; all other documents are stored in the 'group documents' subproject'
- Workflow status must be changed for all sub-projects at the same time

# Project registration- Under Development

1. Go to "My projects and Issuances" Menu

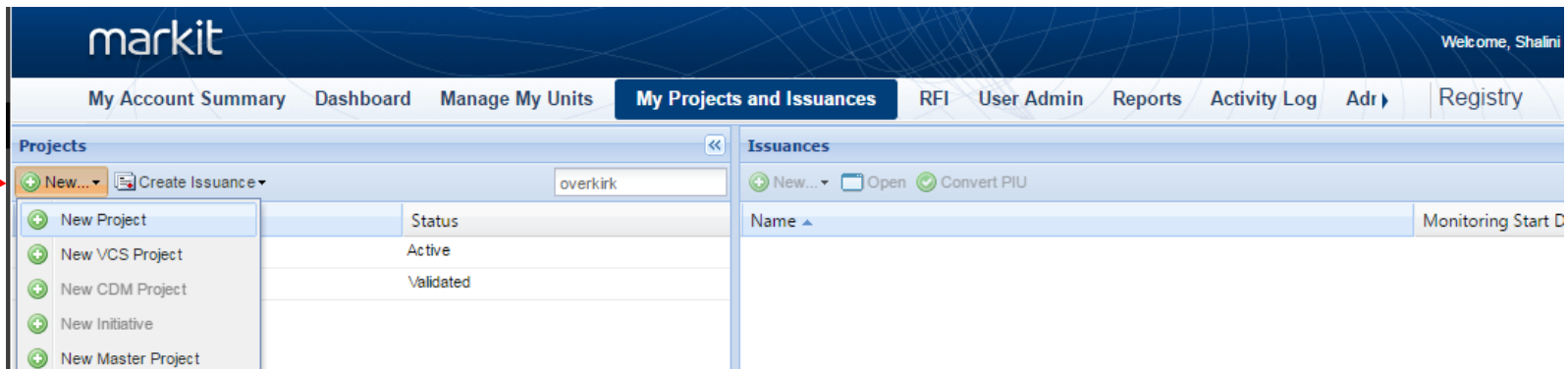


2. Select your account from the "Projects" window on the left side of the page



## Project Under Development – Single project

3. Click on the **New** button and select **New Project** to display the Project Details Window



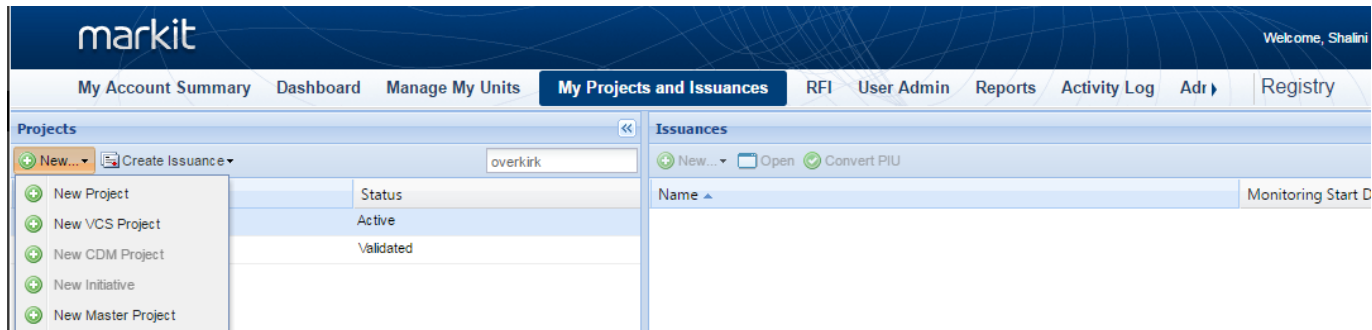
The screenshot shows the 'My Projects and Issuances' section of the IHS Markit interface. The 'Projects' tab is active, and the 'New...' button is highlighted with a red arrow. The dropdown menu is open, showing the following options:

- New Project
- New VCS Project
- New CDM Project
- New Initiative
- New Master Project

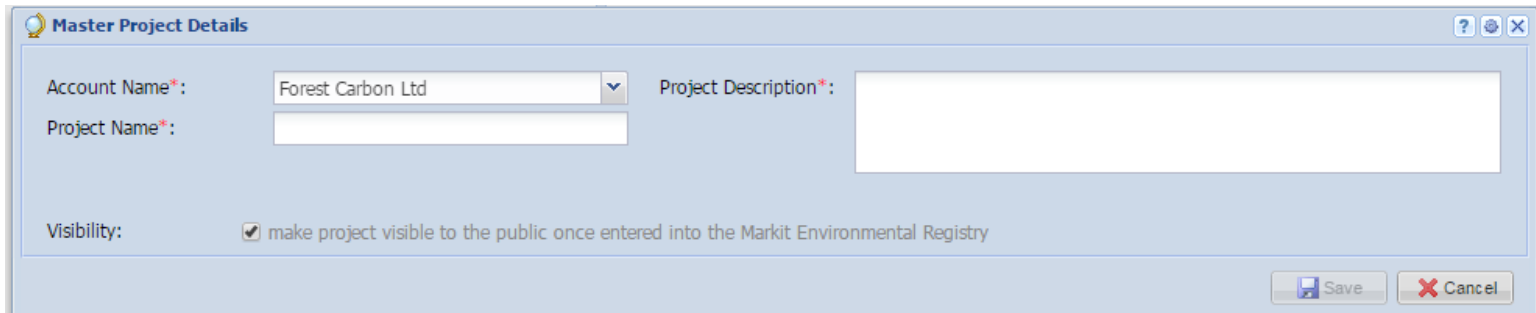
The 'Issuances' section is also visible, showing a table with columns for Name and Monitoring Start Date.

## Project Under Development – Group project

4. Click the “New Master Project” button to display the Master Project Details window. Add the Project Name and Project Details, then click the **Save** button.



The screenshot shows the Markit web application interface. The top navigation bar includes 'My Account Summary', 'Dashboard', 'Manage My Units', 'My Projects and Issuances' (selected), 'RFI', 'User Admin', 'Reports', 'Activity Log', 'Ad', and 'Registry'. The 'My Projects and Issuances' section is divided into 'Projects' and 'Issuances'. In the 'Projects' section, a 'New...' dropdown menu is open, showing options: 'New Project', 'New VCS Project', 'New CDM Project', 'New Initiative', and 'New Master Project'. A red arrow points to the 'New Master Project' option. The 'Issuances' section shows a table with columns for 'Name' and 'Monitoring Start D', and a 'Convert PIU' button.



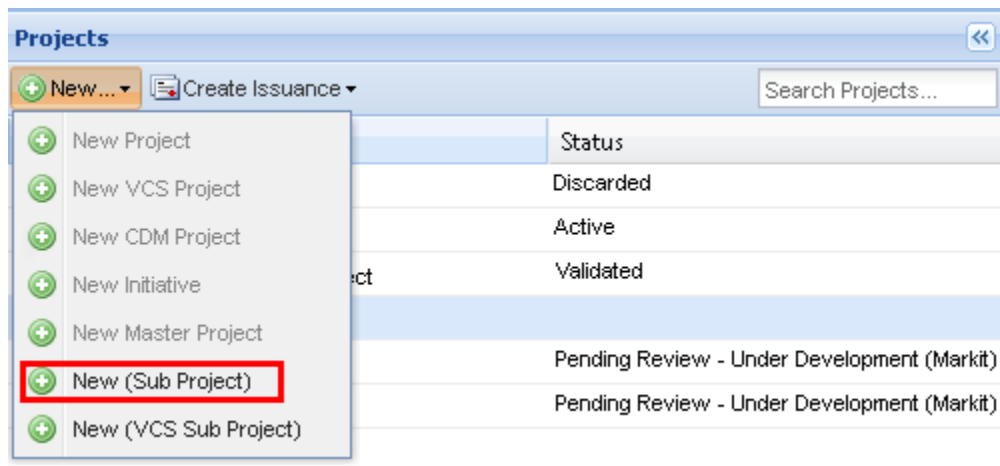
The screenshot shows the 'Master Project Details' dialog box. It contains the following fields and options:

- Account Name\*:** Forest Carbon Ltd (dropdown menu)
- Project Name\*:** (empty text input field)
- Project Description\*:** (empty text area)
- Visibility:**  make project visible to the public once entered into the Markit Environmental Registry

Buttons for 'Save' and 'Cancel' are located at the bottom right of the dialog box.

## Project Under Development – Group project

4. To add a sub-project to a group select the Master Project Name and click the **New** button. Click **New (Sub Project)** button to display the Project Details window



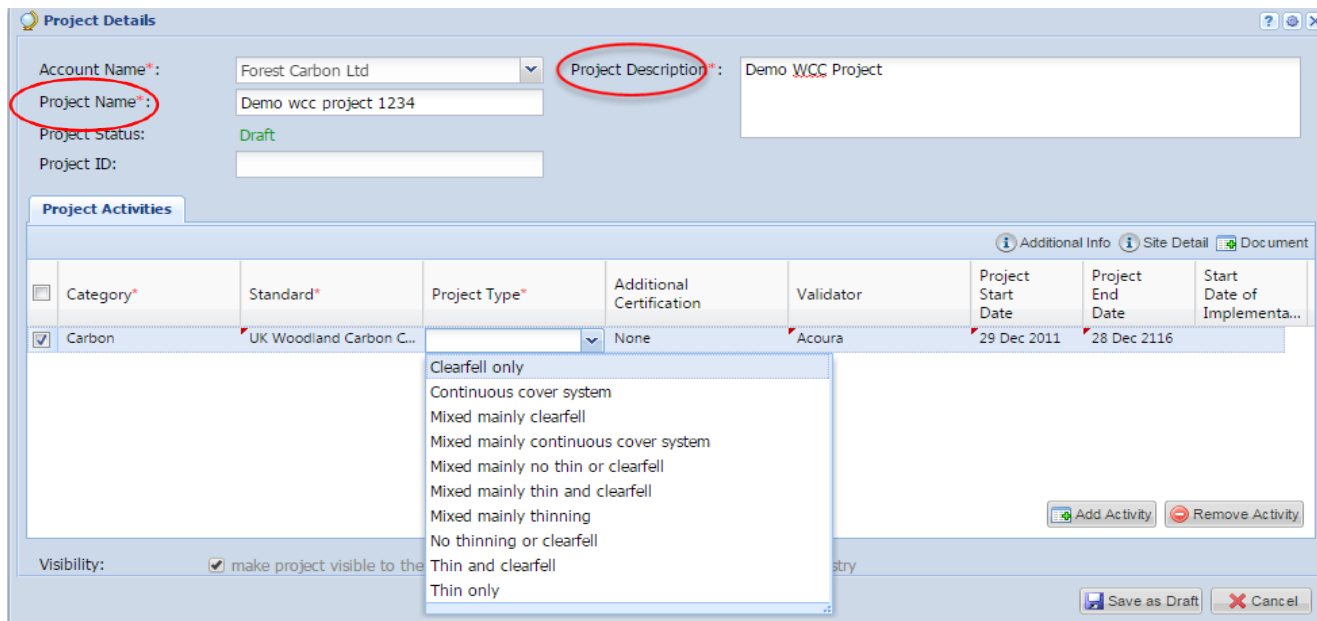
The screenshot shows the 'Projects' window in the IHS Markit software. At the top left, there is a '+ New...' button and a 'Create Issuance' dropdown menu. A search bar labeled 'Search Projects...' is located at the top right. Below the search bar, a table lists projects with columns for project name and status. The 'New (Sub Project)' option in the dropdown menu is highlighted with a red box.

	Status
	Discarded
	Active
ect	Validated
	Pending Review - Under Development (Markit)
	Pending Review - Under Development (Markit)

# Project Under Development

The Project Details window is used for both individual projects and sub-projects

5. Enter project name, project description and click "Add Activity"
6. A row will be added to your project activity
7. Select Category, Standard from drop down menu the Project type
8. Enter the Start Date of Implementation, Start and End date for Crediting Period
9. You may or may not select a Validator at this step



The screenshot shows the 'Project Details' window. At the top, there are form fields for 'Account Name\*' (Forest Carbon Ltd), 'Project Name\*' (Demo wcc project 1234), 'Project Status' (Draft), and 'Project ID'. A 'Project Description\*' field contains 'Demo WCC Project'. Below this is a 'Project Activities' section with a table. The table has columns for Category, Standard, Project Type, Additional Certification, Validator, Project Start Date, Project End Date, and Start Date of Implementation. A dropdown menu is open for the 'Project Type' column, showing options like 'Clearfell only', 'Continuous cover system', etc. At the bottom right, there are buttons for 'Add Activity', 'Remove Activity', 'Save as Draft', and 'Cancel'.

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Start Date	Project End Date	Start Date of Implementation...
<input checked="" type="checkbox"/>	Carbon	UK Woodland Carbon C...	None	Acoura	29 Dec 2011	28 Dec 2116	

# Project Under Development

## 10. Select "Site details"

**Project Details** ? ⊞ ✕

Account Name\*: DEMO WCC ACCOUNT 06102013 ▼ Project Description\*: DEMO WCC PROJECT 06102013

Project Name\*: DEMO WCC PROJECT 06102013

Project Status: Draft

**Project Activities**

? Additional Info ? Site Detail ⊞ Document

<input type="checkbox"/>	Category*	Standard*	Project Type*	Additional Certification	Validator	Start Date*	End Date	Start Date of Implement...
<input checked="" type="checkbox"/>	Carbon	UK Woodland Carbon...	Mixed mainly clearfell	None	SGS	10 Jun 2010	10 Jun 2110	01 Jan 2013

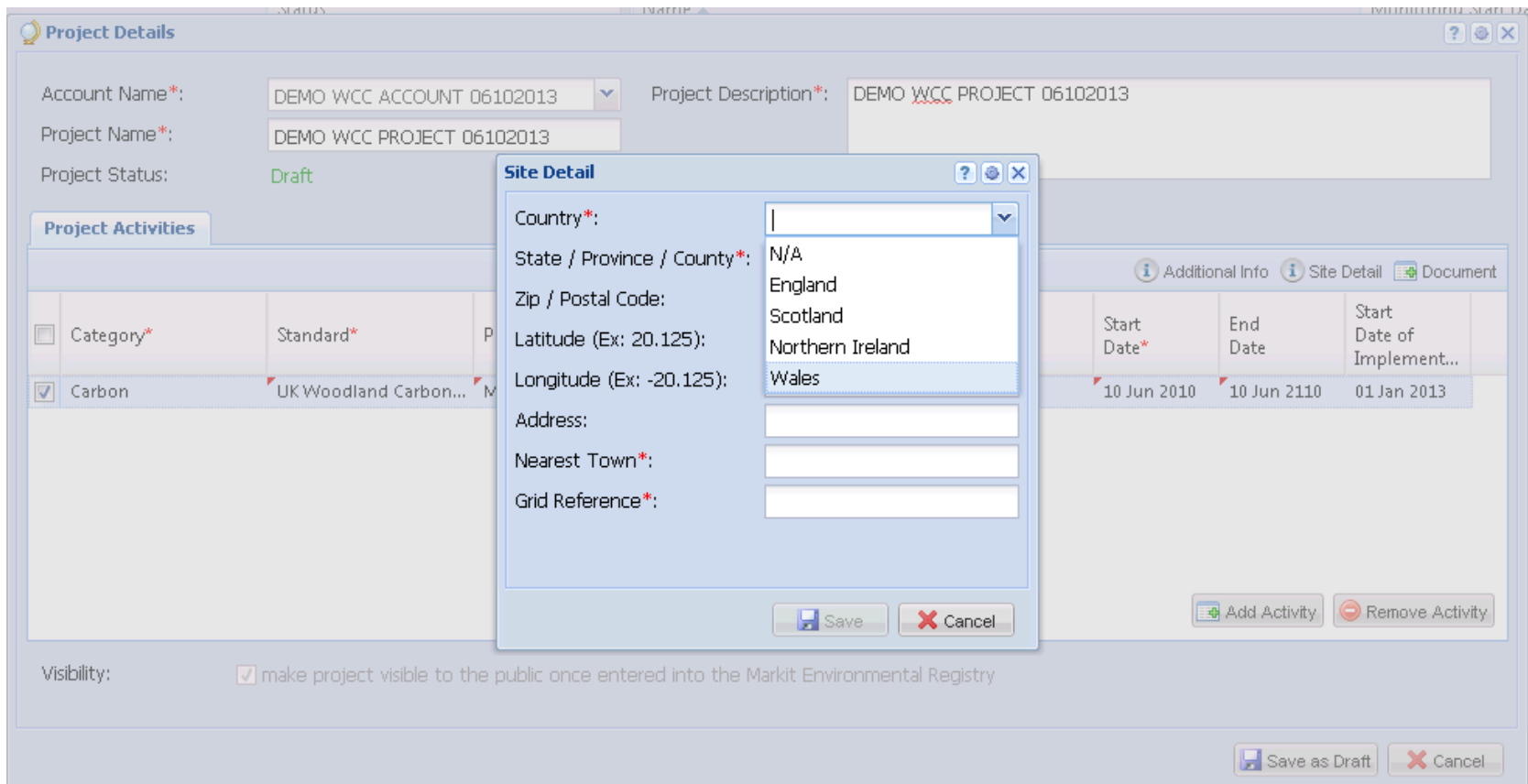
⊞ Add Activity ⊞ Remove Activity

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

💾 Save as Draft ✕ Cancel

# Project Under Development

11. Complete the "Site detail" form and "Save". The Markit Operations team will convert the Grid reference to Latitude/Longitude coordinates if you do not know them.



The screenshot shows the 'Project Details' form with the 'Site Detail' modal open. The form contains the following fields:

- Account Name\*: DEMO WCC ACCOUNT 06102013
- Project Description\*: DEMO WCC PROJECT 06102013
- Project Name\*: DEMO WCC PROJECT 06102013
- Project Status: Draft

The 'Site Detail' modal includes the following fields:

- Country\*: (Dropdown menu with options: N/A, England, Scotland, Northern Ireland, Wales)
- State / Province / County\*: N/A
- Zip / Postal Code:
- Latitude (Ex: 20.125):
- Longitude (Ex: -20.125):
- Address:
- Nearest Town\*:
- Grid Reference\*:

At the bottom of the modal are 'Save' and 'Cancel' buttons. The main form also has 'Add Activity' and 'Remove Activity' buttons. A 'Visibility' checkbox is checked, with the text 'make project visible to the public once entered into the Markit Environmental Registry'. At the bottom right of the main form are 'Save as Draft' and 'Cancel' buttons.



# Project Under Development

## 12. Select "Additional Info"

**Project Details**

Account Name\*: DEMO WCC ACCOUNT 06102013 Project Description\*: DEMO WCC PROJECT 06102013

Project Name\*: DEMO WCC PROJECT 06102013

Project Status: Draft

**Project Activities**

Additional Info Site Detail Document

<input type="checkbox"/>	Category*	Standard*	Project Type*	Additional Certification	Validator	Start Date*	End Date	Start Date of Implement...
<input checked="" type="checkbox"/>	Carbon	UK Woodland Carbon...	Mixed mainly clearfell	None	SGS	10 Jun 2010	10 Jun 2110	01 Jan 2013

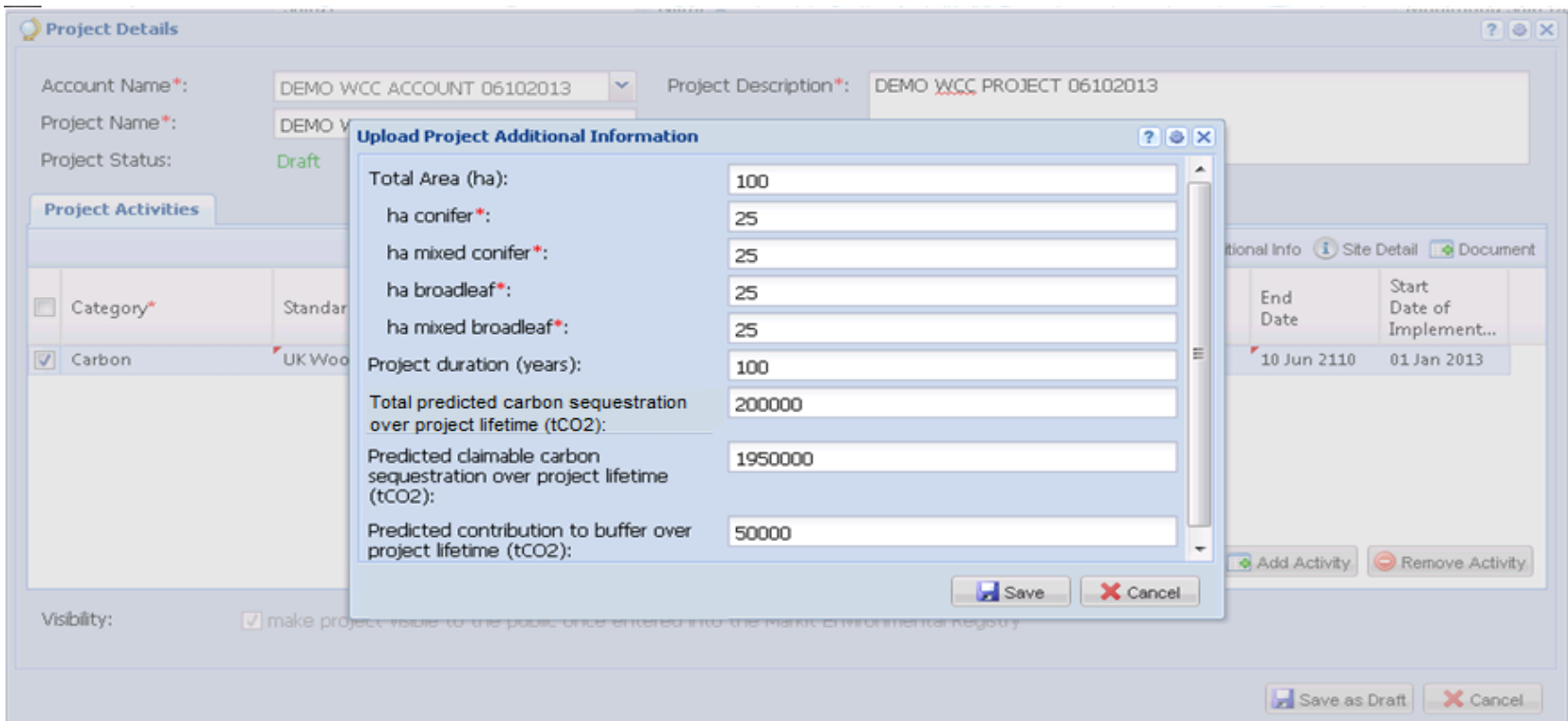
Add Activity Remove Activity

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

Save as Draft Cancel

# Project Under Development

## 13. Complete "Additional Info" and Save



The screenshot shows a web application interface for project management. The main window is titled "Project Details" and contains the following information:

- Account Name\*: DEMO WCC ACCOUNT 06102013
- Project Description\*: DEMO WCC PROJECT 06102013
- Project Name\*: DEMO V
- Project Status: Draft

The "Project Activities" section shows a table with the following data:

Category*	Standard
<input type="checkbox"/> Carbon	UK Wood

The "Upload Project Additional Information" dialog box is open, displaying the following fields:

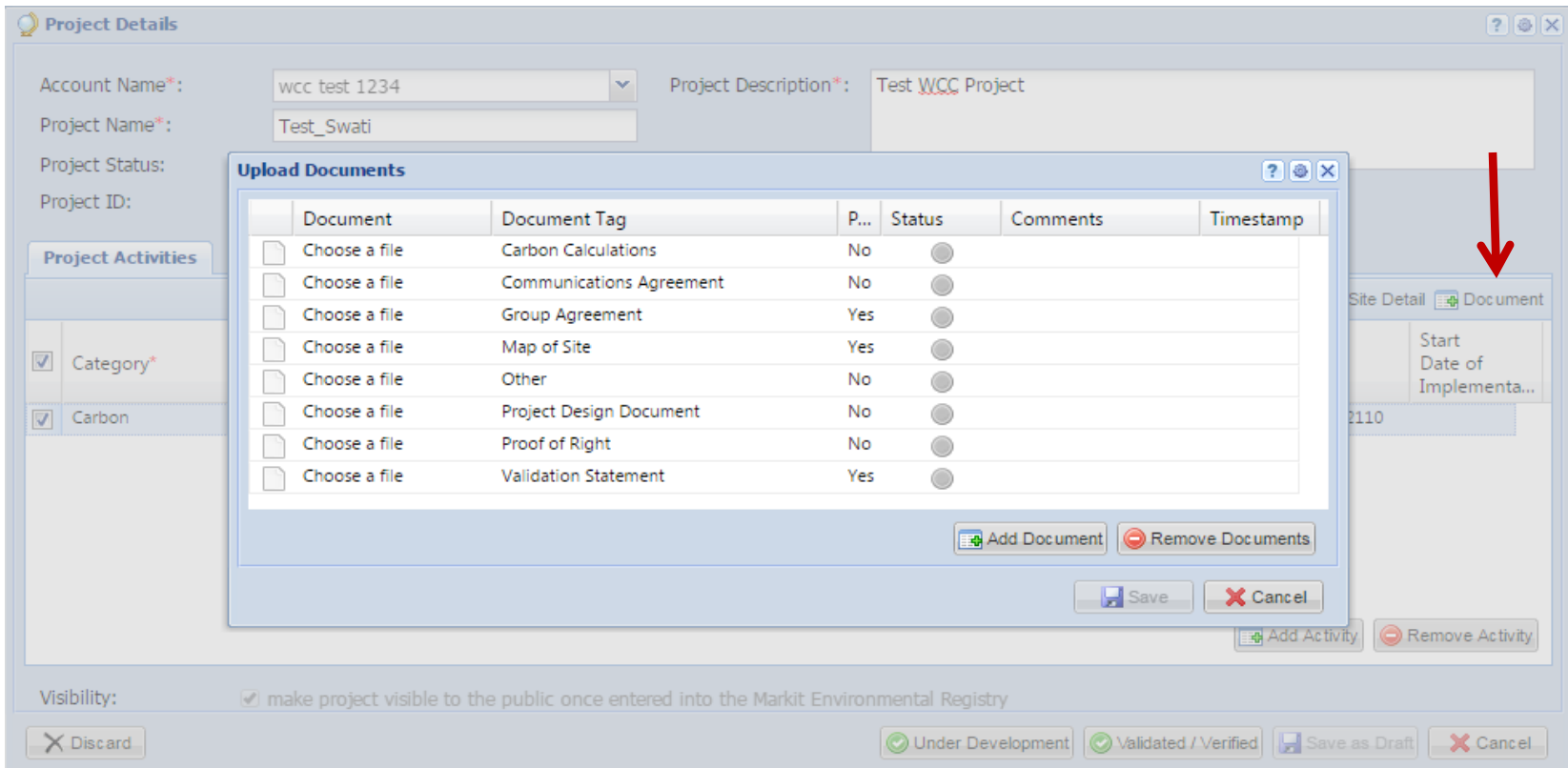
- Total Area (ha): 100
- ha conifer\*: 25
- ha mixed conifer\*: 25
- ha broadleaf\*: 25
- ha mixed broadleaf\*: 25
- Project duration (years): 100
- Total predicted carbon sequestration over project lifetime (tCO<sub>2</sub>): 200000
- Predicted claimable carbon sequestration over project lifetime (tCO<sub>2</sub>): 1950000
- Predicted contribution to buffer over project lifetime (tCO<sub>2</sub>): 50000

The dialog box has "Save" and "Cancel" buttons. The main form also has "Save as Draft" and "Cancel" buttons at the bottom right.

# Project Under Development

14. Click on 'Save as Draft'

15. To upload documents, select "Document" and a list of required documents will be displayed



The screenshot shows the 'Project Details' window with the following fields:

- Account Name\*: wcc test 1234
- Project Name\*: Test\_Swati
- Project Description\*: Test WCC Project
- Project Status:
- Project ID:

The 'Project Activities' section is expanded, showing:

- Category\*
- Carbon

The 'Upload Documents' dialog box is open, displaying a table of required documents:

Document	Document Tag	P...	Status	Comments	Timestamp
<input type="checkbox"/> Choose a file	Carbon Calculations	No	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Communications Agreement	No	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Group Agreement	Yes	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Map of Site	Yes	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Other	No	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Project Design Document	No	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Proof of Right	No	<input type="radio"/>		
<input type="checkbox"/> Choose a file	Validation Statement	Yes	<input type="radio"/>		

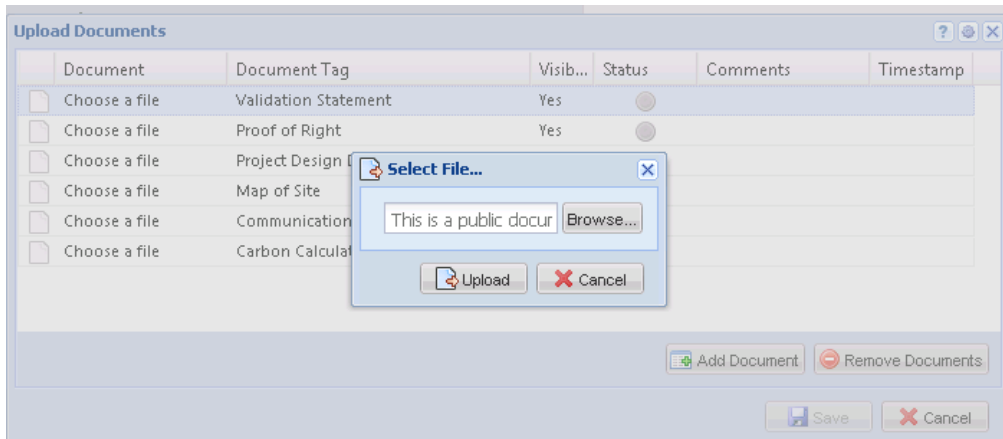
Buttons at the bottom of the dialog: Add Document, Remove Documents, Save, Cancel.

Buttons at the bottom of the main window: Discard, Under Development, Validated / Verified, Save as Draft, Cancel.

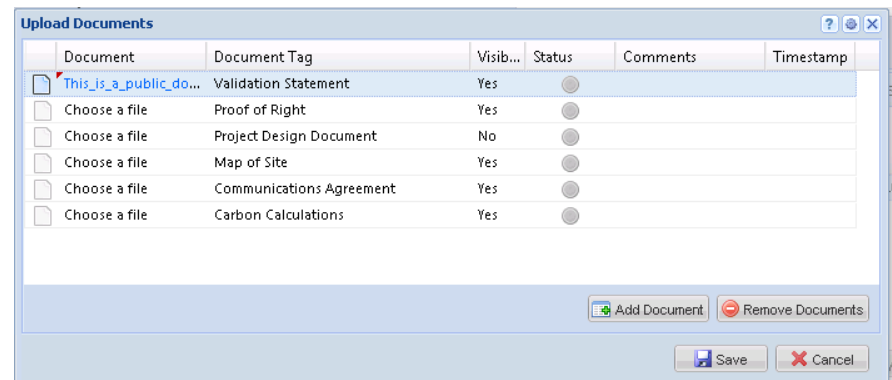
A red arrow points to the 'Document' button in the 'Site Detail' section of the main window.

# Project Under Development

16. Select "Choose a file" and browse for the document, then click "Upload"

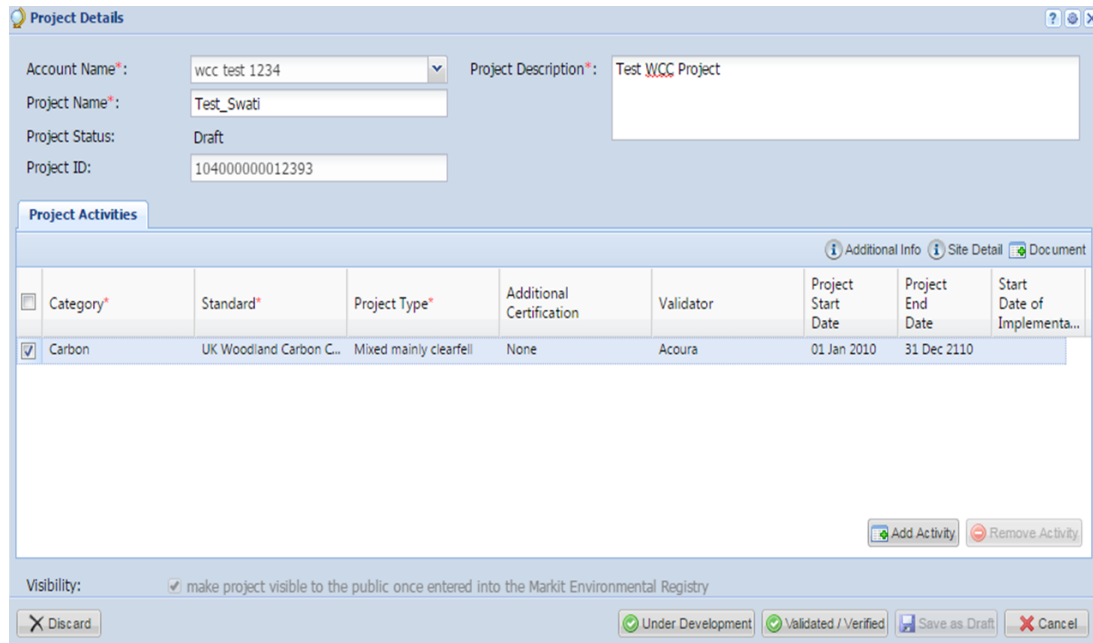


17. You can add additional documents by clicking "Add Document" and remove any document uploaded by clicking "Remove Document"



# Project Under Development

18. Click "Save as a draft", then click "Under Development"



**Project Details**

Account Name\*: wcc test 1234 Project Description\*: Test WCC Project

Project Name\*: Test\_Swati

Project Status: Draft

Project ID: 104000000012393

**Project Activities**

Category*	Standard*	Project Type*	Additional Certification	Validator	Project Start Date	Project End Date	Start Date of Implementa...
<input checked="" type="checkbox"/> Carbon	UK Woodland Carbon C...	Mixed mainly clearfell	None	Acoura	01 Jan 2010	31 Dec 2110	

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

19. The project will be reviewed by the Regulator (Forestry Commission) and Markit Operations

20. You will receive an email confirming the result of project review

# Project Under Development

21. If the Regulator (Forestry Commission) REJECTS the status changes back to Pending Review – Under Development (Customer)

**Project Details**
? ⚙️ ✕

Account Name\*:

Project Name\*:

Project Status: Pending Review - Under Development (Customer)

Project ID:

Project Description\*:

Comment:

**Project Activities**

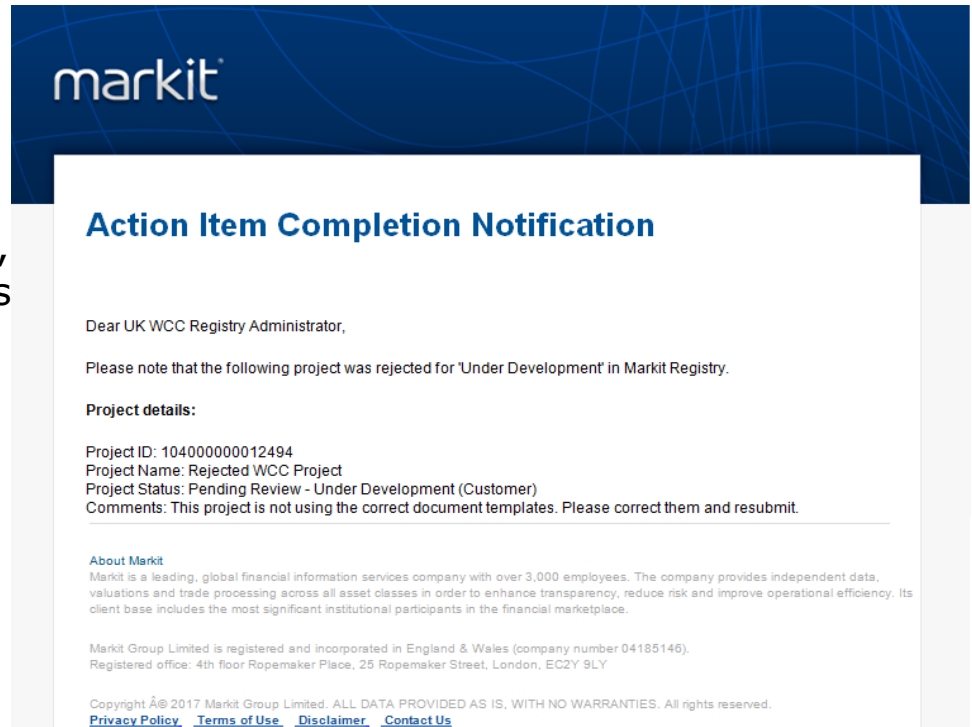
Additional Info
Site Detail
Document

	Category*	Standard*	Project Type*	Additional Certification	Validator	Project Start Date	Project End Date	Start Date of Implementa...
<input checked="" type="checkbox"/>	Carbon	UK Woodland Carbon C...	Clearfell only	None	N/A	04 Jan 2009	03 Jan 2119	

# Project Rejected

The project developer will receive an email with any comments that have been added by the Forestry Commission or Markit.

Project Developer reviews the comments, makes necessary changes and re-submits the project again.



The screenshot shows an email notification from Markit. The header features the Markit logo on a dark blue background with a white grid pattern. The main content is on a white background with a blue title 'Action Item Completion Notification'. The body of the email is as follows:

Dear UK WCC Registry Administrator,

Please note that the following project was rejected for 'Under Development' in Markit Registry.

**Project details:**

Project ID: 10400000012494  
Project Name: Rejected WCC Project  
Project Status: Pending Review - Under Development (Customer)  
Comments: This project is not using the correct document templates. Please correct them and resubmit.

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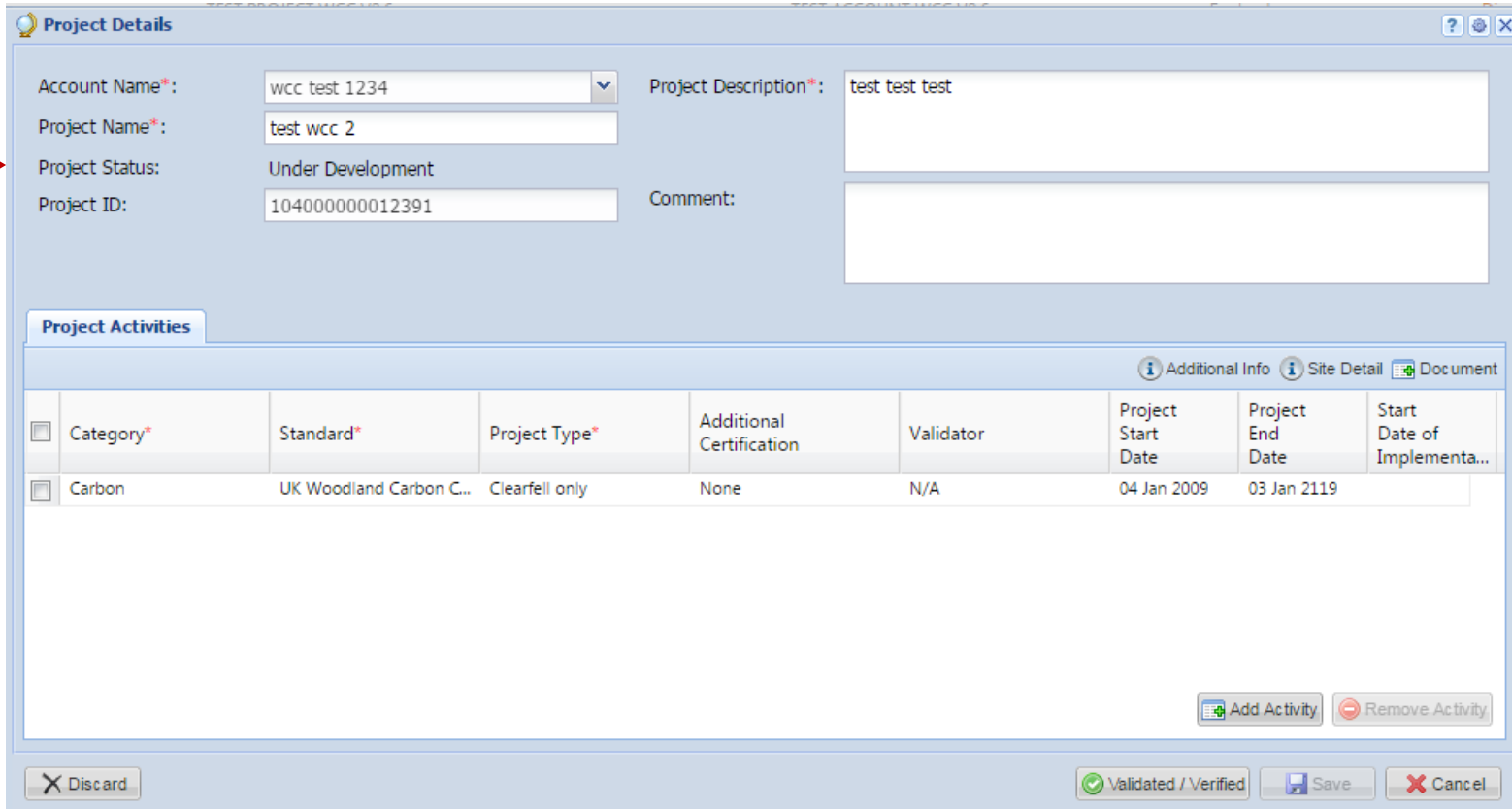
**About Markit**  
Markit is a leading, global financial information services company with over 3,000 employees. The company provides independent data, valuations and trade processing across all asset classes in order to enhance transparency, reduce risk and improve operational efficiency. Its client base includes the most significant institutional participants in the financial marketplace.

Markit Group Limited is registered and incorporated in England & Wales (company number 04185146).  
Registered office: 4th floor Ropemaker Place, 25 Ropemaker Street, London, EC2Y 9LY

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# Project Under Development

When Regulator (Forestry Commission) & Markit both approve the project the status gets updated to Under Development



**Project Details**

Account Name\*: wcc test 1234 Project Description\*: test test test

Project Name\*: test wcc 2

Project Status: Under Development

Project ID: 104000000012391 Comment:

**Project Activities**

Additional Info Site Detail Document

<input type="checkbox"/>	Category*	Standard*	Project Type*	Additional Certification	Validator	Project Start Date	Project End Date	Start Date of Implementa...
<input type="checkbox"/>	Carbon	UK Woodland Carbon C...	Clearfell only	None	N/A	04 Jan 2009	03 Jan 2119	

Add Activity Remove Activity

Discard Validated / Verified Save Cancel



# Project Under Development

You will receive the following mail

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## Action Item Completion Notification

Dear MER TEST USER (PD),

Please note that the following project was accepted for 'Under Development' in Markit Registry.

**Project details:**

Project ID: 104000000012393

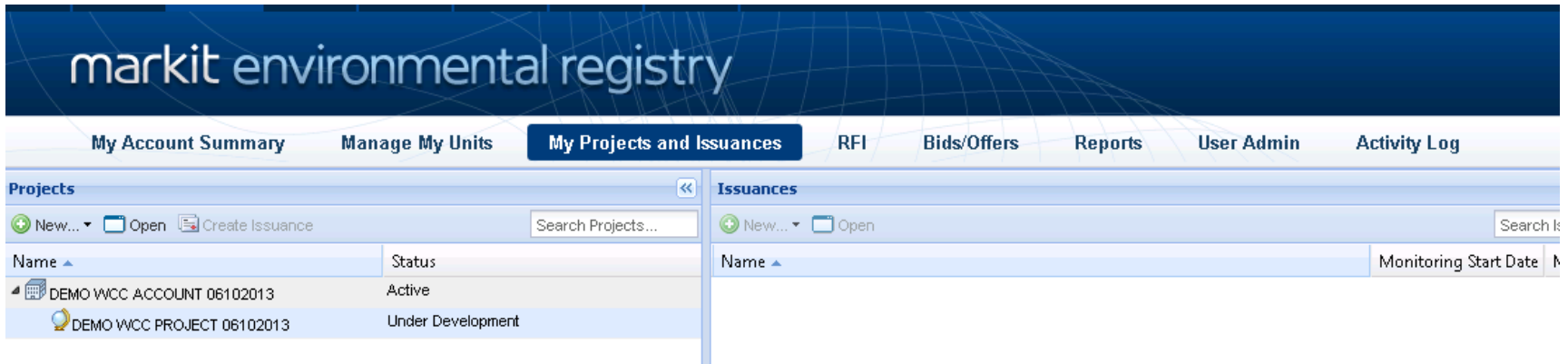
Project Name: Test\_Swati

Project Status: Under Development

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# Project Under Development

- After the project is "Approved" it will change status and become activated with the selected status



markit environmental registry

My Account Summary   Manage My Units   **My Projects and Issuances**   RFI   Bids/Offers   Reports   User Admin   Activity Log

**Projects**   <<   **Issuances**

New...   Open   Create Issuance   Search Projects...

Name ▲	Status
DEMO WCC ACCOUNT 06102013	Active
DEMO WCC PROJECT 06102013	Under Development

New...   Open   Search Issuances

Name ▲	Monitoring Start Date
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