

EnergyTag



GC Issuer Accreditation Process



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Introduction

The [EnergyTag Granular Certificate \(GC\) Scheme Standard](#) introduces a framework for the implementation of robust Granular Certificates Schemes and the criteria to be met by GC Issuers in order to be compliant with EnergyTag. This document details the Accreditation Process to be followed for GC Issuers to claim to be “EnergyTag Compliant” or “EnergyTag Accredited” and use the EnergyTag trademark in making these claims.

GC Issuer Accreditation Process

Aim of the Accreditation Process

The process to accredit GC Issuers according to the EnergyTag Standard aims to collect evidence that the candidate GC Issuer administers a GC Scheme that is compliant with the [EnergyTag Granular Certificate Scheme Standard](#).

Roles in the Accreditation Process

- **Applicant:** An organization that aims to become accredited as an EnergyTag Accredited GC Issuer for GC Schemes.
- **GC Issuer:** An organization responsible for administering the Granular Certificates within a Domain for a given Energy Carrier, ensuring the avoidance of Double Counting of the Attributes represented by the Granular Certificates it administers throughout their lifetime.
- **Accreditor (EnergyTag):** The organization that administers the EnergyTag GC Scheme Standard and confers Accreditation of EnergyTag Compliant Issuers. EnergyTag is a non-profit entity registered in the United Kingdom.
- **Assessor:** EnergyTag or Organization appointed by EnergyTag which assesses Applicants for compliance with the requirements set out in this document and advises the Accreditation organ inside EnergyTag.

Overview of the Accreditation Process

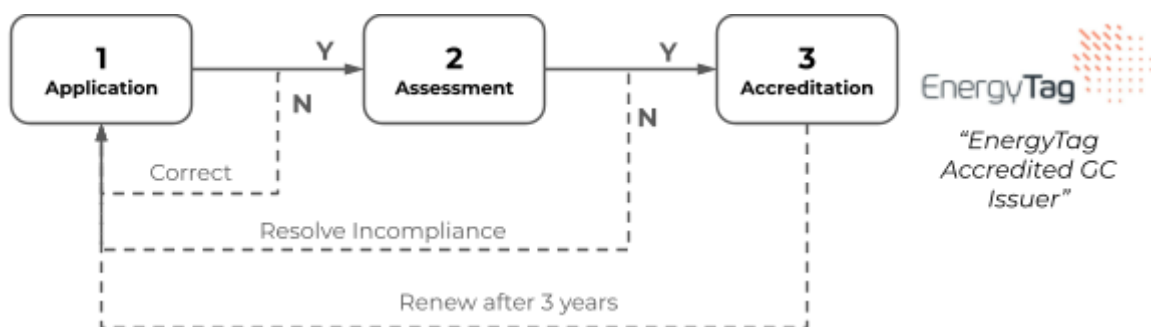


Figure - GC Issuer Accreditation Process

The three main steps of the GC Issuer accreditation process are:

1. **Application:** in which the Applicant applies to be accredited.
2. **Assessment:** in which the Assessor collects evidence on whether the candidate GC Issuer is compliant with the criteria of the EnergyTag GC Scheme Standard, and based on which an Accreditation outcome is determined by the Accreditor based on the Assessment report.

- 3. Accreditation:** in which the Accreditor formally accredits the GC Issuer based on the Assessment recommendation by the Assessor.

Accreditation Process Steps

Step 1 – Application

1) Initial Application

- a) The Applicant submits the [GC Issuer Assessment Application Form](#). The accreditation form requests basic contact details and requirements that must be met to proceed (See Annex 1).
- b) Based on the Application Form, the Accreditor decides to:
 - i) **Continue to Assessment:** Accreditor will provide information to the Applicant regarding the accreditation process, its timeline, the required documentation, Assessment Fee, etc.
 - ii) **Refuse the application:** Accreditor will provide details as to why and how issues might be rectified.
- c) EnergyTag appoints an Assessor¹ for the specific application.
- d) The Assessor concludes a Confidentiality Agreement with the Applicant (the Assessor will provide this).

2) Assessment Document Preparation

- a) The Applicant completes the two Assessment Documents:
 - i) [GC Scheme Protocol](#) (See Annex 2), which gives an overview of the key aspects of the GC Scheme in standard format.
 - ii) [GC Scheme - Protocol Assessment Checklist](#) (See Annex 3), which lists all criteria from the EnergyTag GC Scheme Standard and requests the Applicant to self-assess themselves against each one. The Assessor will use this as the basis for the Assessment.
- b) Once ready, the Applicant submits these documents to the Accreditor at accreditation@energytag.org, which then shares this with the Assessor.

3) Review Assessment Document Completeness

- a) The submitted documents are reviewed for completeness:
 - i) If complete, the Assessor informs the Applicant that they are ready to proceed with the Assessment.
 - ii) If incomplete, the Assessor communicates why and sets a deadline for the applicant to address the issues.

¹ Note the Assessor must ensure a 4-eye principle for Assessments.

Step 2 – Assessment

4) Assessment of Assessment Documents

- a) The Assessor assesses the GC Scheme Protocol and GC Scheme - Protocol Assessment Checklist to verify that the Applicant fulfills all requirements for operating an EnergyTag compliant GC Scheme.
- b) Where the Assessor observes non-compliance with the EnergyTag standard, a distinction shall be made between:
 - i) *Recommendations*: recommendations on how the Applicant can improve their GC Scheme, based on best practices.
 - ii) *Minor non-compliance*: non-compliance with the EnergyTag standard, that does not undermine the credibility of the GC Scheme and that can be remedied within a specified number of months.
 - iii) *Major non-compliance*: non-compliance with the EnergyTag standard, that undermines the credibility of the GC Scheme making Accreditation impossible until rectified.

5) Iterative Feedback Process

- a) The Assessor provides feedback on the Assessment documents to the Applicant, including a list of observations in the Observation Log of the [GC Scheme - Protocol Assessment Checklist](#).
- b) The Applicant reviews the feedback attempting to address non-compliance and sends back updated Assessment documents.
- c) Two rounds of iterative feedback are included (if necessary) in the Assessment process before the Assessor proceeds to finalize the Assessment.

6) Final Assessment Report Preparation

- a) The Assessor drafts an Assessment Report, indicating:
 - i) The conclusions of the assessment.
 - ii) A list of Recommendations, Minor non-compliances, and Major non-compliances.
- b) The Assessor shares the Assessment report with the Accreditor for review.
- c) Based on this, the Accreditor and Assessor align on the final report and Accreditation Outcome.

7) Accreditation Outcome and Final Assessment Report

- a) The Accreditor shares the Assessment report with the Applicant including a clear indication of the Accreditation Outcome:
 - i) **Accredited without non-compliance**: In this case, the GC Issuer can move directly to Accreditation.
 - ii) **Accredited with minor non-compliance**: In this case, Accreditation is granted contingent on the resolution of Minor non-compliances:

- (1) The Applicant shall, within a specified timeframe after reception of the Final Assessment Report, provide evidence to the Accreditor that the Minor non-compliances are remedied.
 - (2) The Assessor shall verify whether the Minor non-compliances are sufficiently remedied.
 - (3) If not, the Applicant shall, within a specified timeframe, provide evidence to the Accreditor that the remaining Minor non-compliances are remedied in line with the EnergyTag standard.
 - (4) If after this period, the minor non-compliances are still not remedied, then the Accreditor may choose to review the Accreditation status.
- iii) **Not accredited due to major non-compliance:** In this case, the GC Scheme cannot be Accredited. The GC Issuer is welcome to re-apply for an Assessment at a later date once they perceive Major non-compliances have been rectified.
- b) The Applicant pays the Assessment Fee to the Accreditor.
 - c) The Applicant may submit an appeal to the Accreditor should they deem this necessary. The Accreditor will consider all Appeals

Step 3 – Accreditation

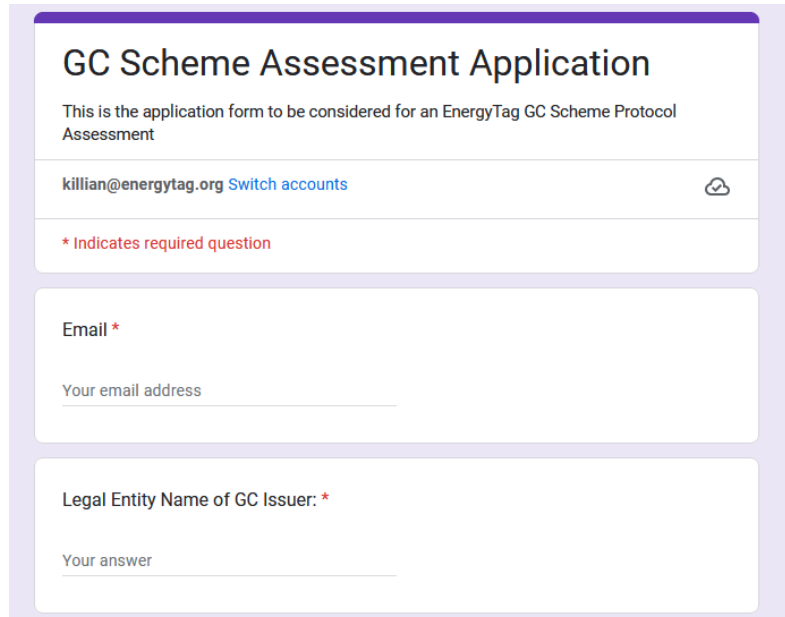
8) Accreditation of the Applicant GC Issuer

- a) Where the Assessment has resulted in a Compliant EnergyTag GC Scheme, the Accreditor proceeds to Accreditation of the GC Scheme.
- b) The Accreditor and the Applicant sign the [EnergyTag Accreditation Agreement](#), which details the terms of Accreditation.
- c) Upon signature of the EnergyTag Accreditation Agreement by both parties, the Applicant is formally Accredited by EnergyTag as an “EnergyTag Accredited GC Issuer”, which is valid for 3 years in cases where the GC Issuer system is operational and 1 year where the GC Issuer system is not yet operational. Accredited GC Issuer will be listed on the EnergyTag website.
- d) The GC Issuer may claim to be “EnergyTag Compliant” or “EnergyTag Accredited” and use the EnergyTag trademark in making these claims.

Revision History

- Document created: 4-March-2024.
- Last reviewed: 4-March-2024.

Annex 1: GC Issuer Assessment Application




The screenshot shows a web form titled "GC Scheme Assessment Application". Below the title, it states: "This is the application form to be considered for an EnergyTag GC Scheme Protocol Assessment". The form includes a user profile section with the email "killian@energytag.org" and a "Switch accounts" link. A red asterisk indicates a required question. The form has two input fields: "Email *" with a placeholder "Your email address" and "Legal Entity Name of GC Issuer: *" with a placeholder "Your answer".

- The [GC Issuer Assessment Application Form](#) requests the following **information** from the Applicant GC Issuer:
 - Legal Entity Name of GC Issuer,
 - Email of GC Issuer Contact Person,
 - Region / State of Issuance,
 - Project Overview,
 - Earliest Start-date for Protocol Assessment,
 - If the GC Issuer has exclusive access to a GC Domain.

- It also checks the following **basic requirements** that the GC Issuer:
 - Has an operational start date less than 12 months from the date of this application.
 - Intends to comply with the EnergyTag GC Scheme Standard.
 - Is independent of GC production, trade, and supply.
 - Has effective coordination in place to prevent double-counting with local EAC Issuance.
 - Complies with applicable local legislation relating to EACs.

Annex 2: GC Scheme Protocol

	
<h3>GC Scheme Protocol Template</h3>	
<h4>Contents</h4>	
Identification	1
Legal/regulatory Framework	1
GC Scheme Configuration (Include Schematic If Possible)	2
Governance and Roles	2
Granular certificate issuing	3
Double counting is avoided within GC Scheme	3
GC Attributes	4
Double claims are avoided – disclosure framework	4
Fraud prevention and detection measures	4
Error Handling	4
Storage	5
IT security	5
Account holder behaviour control and transparency	5

- The [GC Scheme Protocol](#) gives an overview of the key aspects of the GC Scheme in standard format.
- GC Issuers should create a copy of the template provided and complete it as it forms the basis for the Assessment.
- This document is publicly available on the EnergyTag website for all approved GC Schemes to enhance transparency and best practice sharing².

² For inspiration of protocols from current EAC Schemes, see the [AIB's Domain Protocol Page](#).

Annex 3: GC Scheme Protocol Assessment Checklist

Criteria Checklist

ID	Chapter Name	Criteria ID	Old Criteria ID (Standard V1)	Criteria as in EnergyTag GC Scheme Standard	Compliance Type
1.1	Roles	1.1.1	1.1.1	There are various Roles involved in the administration of a GC Scheme. These may or may not be vested in the same party. Where they are vested in several parties, attention shall be given to the interaction between the various Roles, with some interactions being mandatory to ensure trust in the Scheme.	May
1.1	Roles	1.1.2	1.1.2	A GC Account Holder shall adhere to the criteria as set out by the GC Issuer.	Shall

- The [GC Scheme Protocol Assessment Checklist](#) lists all criteria for becoming an EnergyTag compliant GC Scheme.

Assessment Columns

ID	Chapter Name	Criteria ID	Criteria as in EnergyTag GC Scheme Standard	Compliance Type	GC Scheme Compliance (GC Issuer Self-Assessed)	Comment / Supporting Docs (GC Issuer Self-Assessed)	GC Scheme Final Assessment (EnergyTag)	Comment / Guidance (EnergyTag)
1.1	Roles	1.1.2	A GC Account Holder shall adhere to the criteria as set out by the GC Issuer.	Shall	Yes	Account holder obligation followed	Yes	Good process in place for checking account holder compliance

- It includes columns for both the Applicant and Assessor to review compliance of the Scheme with each criterion.

Observation Log

Observation #	Criteria ID	Criteria	Compliance Assessment	Assessor Observation 1	Applicant Response 1	Assessor Observation 2	Applicant Response 2
1							
2							

- It includes an observation log for discussion of non-compliance issues.
- Observations are dealt with by iterating between the Assessor and the Applicant.
- Once a sufficient number of observations are performed and resolved, a judgment is made by the Assessor deeming the Assessment status of the specific criteria.