

Carbon Reduction Commitment (CRC) Action Plan

The following outlines an action plan for the activities that CRC participants must take both before and during the scheme.

Calendar	What's Happening	What Action Do I have to Take	Penalty for Failure to Comply
2008 (Calendar Year)	Qualification Year for Introductory Phase	<p>You should have:</p> <ol style="list-style-type: none"> 1. <i>Confirmed your organisational structure.</i> 2. <i>Checked whether your organisation, including any subsidiary, had a Half-Hourly Meter (HHM) settled on the half-hourly market.</i> 3. <i>Determined the electricity used through all HHMs and assess whether your consumption exceeded the threshold of 6,000 MWh over the course of 2008.</i> 	
2009 (Calendar Year)		<p>In this year you should:</p> <ol style="list-style-type: none"> 1. <i>Look out for information and qualification packs sent to HHM addresses.</i> 2. <i>Nominate someone within your organisation to oversee participation in the CRC who can familiarise themselves with the requirements of the scheme.</i> 	
May	Information sent out	The scheme administrator will send out introductory information on the scheme to all addresses that have an HHM settled on the half-hourly market.	
September	Qualification Packs sent out	The scheme administrator will send out qualification packs to all addressees that have an HHM settled on the half-hourly market. If your organisation is part of a group, this information should be passed to the highest parent organisation or nominated primary member. The person in that organisation responsible for CRC should begin to prepare for the organisation's participation in CRC.	

2010 (Financial Year)	Start of 1 st Compliance Year and Footprint Year for Introductory Phase	In this year you should: <ol style="list-style-type: none"> 1. Register for the scheme or make an information disclosure to the Administrator. 2. Monitor energy use for the year and collect records for their evidence pack. 	
April	Registration	Between April 2010 and the end of September 2010, organisations that meet the qualifying criteria must register for the scheme via the online CRC Registry. Those organisations that do not meet the qualifying criteria but do have an HHM settled on the half-hourly market must make an information disclosure via the CRC Registry.	Failure to register: Immediate fine of £5,000, thereafter £500 per working day for each subsequent working day of delay. Failure to disclose information: One-off fine of £1,000.
Ongoing	Monitoring energy use and collating evidence packs	Every qualifying participant must monitor their full energy use over the year and keep records for an evidence pack. You must keep records for 2010/2011 data for the entire length of time you are a participant in the scheme. Subsequent records must be kept for five years after the end of the phase to which they pertain.	Failure to keep adequate records: Fine of £5 per tCO₂ of total emissions reported.
2011 (Financial Year)	Start of 2 nd compliance year	In this year you should: <ol style="list-style-type: none"> 1. Buy Allowances. 2. Submit a Footprint Report. 3. Submit an Annual Report. 4. Surrender Allowances. 5. Receive a double revenue recycling payment. 	Failure to provide a Footprint Report: Immediate fine of £5,000, thereafter a fine of £0.05 per tCO₂ per working day for each subsequent day of delay. Failure to submit an Annual Report: Immediate fine of £5,000, thereafter a fine of £0.05 per tCO₂ per working day for each subsequent day of delay.
April	Sale of Allowances	In this first sale you must buy allowances to cover your emissions for the previous year (April 2010 – March 2011) and your projected emissions for the forthcoming year (April 2011 – March 2012).	

July	1. Footprint report due	Participants must submit a footprint report for the previous year outlining total energy use and emissions, and electricity credits.	
	2. Annual Report due	Participants must submit their annual report detailing their emissions included in the scheme for the previous year, turnover or revenue expenditure and data on early action – Reporting done via the CRC Registry.	
	3. Surrender Allowances	Participants must ensure they have surrendered allowances equivalent to the emissions they reported in their annual report.	<i>Fine of £40/tCO2 in respect of each allowance that should have been obtained and cancelled</i>
October	Recycling Payment	The first performance league table will be produced. In this instance, it will be based on the early action metric only. Organisations will then receive their recycling payment. This payment will be a double payment based on the early action data provided in your 2010/2011 annual report.	
Ongoing	Energy use monitoring and evidence packs	Participants must monitor their energy use over the year and keep records for their evidence pack.	
	Secondary market for allowances	Participants are able to buy and sell allowances through the secondary market.	
2012	Start of 3 rd Compliance Year	In this year you should: <ol style="list-style-type: none"> 1. <i>Buy Allowances.</i> 2. <i>Submit an annual report.</i> 3. <i>Surrender Allowances.</i> 4. <i>Receive a revenue recycling payment.</i> 5. <i>Monitor energy use for the year and keep records for your evidence pack.</i> 	

April (Financial Year)	Sale of Allowances	You must buy allowances to cover projected emissions for the forthcoming year 2012/2013.	
July	1. Annual Report due	Participants must submit their annual report detailing their emissions included in the scheme for the previous year.	
	2. Surrender Allowances	Participants must ensure they have surrendered allowances equivalent to the emissions they reported in their annual report.	
October	Recycling Payment	The league table based on 2011/2012 reports will be produced and you will receive your recycling payment.	
Ongoing	Energy use monitoring and evidence packs	Participants must monitor their energy use over the year and keep records for their evidence pack.	
	Secondary market for allowances	Participants are able to buy and sell allowances through the secondary market.	

For further and more detailed guidance, please see the CRC Users Guide – March 2009.