

Information bulletin – project-based activities – document update September 2018

Version 1.0- 24 September 2018

This document provides an overview of the latest changes made to the commission's project-based activities (PBA) documents.

Overview

We have released updated documentation for parties interested in participating in PBA under the VEET scheme using the measurement and verification method. This information bulletin also includes a market update to inform you of the progress of the method.

There are four major changes:

- A separate document detailing your risk management plan is no longer required for project applications
- Evidence of insurance cover is no longer required for project applications
- **New document:** Project-based activities – measurement and verification – project impact report checklist for accredited persons
- **New document:** Application for scoping and project plan approval – project-based activities – measurement and verification

Who is impacted by these changes

The following stakeholders may be impacted:

- APs that intend to participate in project-based activities using the measurement and verification method.
- Current and prospective approved measurement and verification professionals.

Interested stakeholders should be aware of the below changes when considering undertaking PBAs using the measurement and verification method.

Changes to documentation

New documents

We have added two new documents designed to make your life easier when carrying out projects, summarised in Table 1.

Table 1: Summary of new documents

Document	Details
Project impact report checklist for accredited persons - project-based activities – measurement and verification	NEW – this document provides a detailed list of the concepts which should be covered in a project impact report
Application for scoping and project plan approval – project-based activities – measurement and verification	NEW – this document combines the content for both the scoping plan and project plan forms into one document. If you want to apply for both at the same time, this is the form you should use.

When using the combined scoping and project plan form, we still assess the scoping and project plan parts separately. This means that if the scoping plan is eligible, you can receive approval for it without waiting for the project plan part to be assessed. It simply gives you the option to more easily combine these two steps into one submission, whilst also allowing eligible projects to commence as soon as possible.

Updated documents

A detailed list of the changes to the documents is found in Table 2 below. The two major changes to existing documents are that a detailed risk management plan and evidence of insurance cover are no longer required as part of project applications.

Whilst we no longer require you to submit a detailed plan of your risk management strategy with the application for project plan approval, accredited persons (APs) are required to consider risk management and safety at all times when undertaking activities under the VEET scheme.

When you apply to be approved to undertake PBA, you are required to show evidence of your insurance cover. This has not changed, but we no longer require you to show evidence of insurance cover as part of your application for scoping or project plan approval. However all APs must carry the appropriate level of insurance for activities undertaken under the VEET scheme.

Table 2: Changes to PBA documents

Document	Updates
Hot topics – project-based activities FAQ	<ul style="list-style-type: none"> • Provided clarification that projects cannot export energy to the grid at any time. • Provided clarification that projects which save non-grid electricity or bottled gas can potentially be eligible. • Provided clarification about the potential eligibility of multi-residential buildings. • Provided clarification about the implications of a shorter measurement period on the effective range • Removed a redundant question related to statutory declarations • Updated question number references • Clarified that insurance details do not have to be provided with a project application, if already provided at the accreditation stage • Clarified that a detailed description of risk management approach is no longer required with the application for project plan approval
Measurement and verification summary- project-based activities	<ul style="list-style-type: none"> • Simplified the definition for “elements of a project” • Provided information about where to find details of current processing times • Updated the process map to the latest version
Measurement and verification process map- project-based activities	<ul style="list-style-type: none"> • Updated to be more informative and match the actual process
Explanatory note-project-based activities- measurement and verification- part 1: activity guidance	<ul style="list-style-type: none"> • Insurance evidence is no longer a requirement for applications for scoping plan and project plan approvals • A separate risk management plan is no longer required for applications for project plan approval • Corrected “energy services” to “energy sources” • Clarified that benefits cannot be claimed under both the VEET scheme and for other prescribed greenhouse gas schemes for the same abatement • Added extra information about statistical modelling methods in PBA M&V (including a definition of estimate of the mean and regression analysis), measurement periods, measurement frequency, time intervals and effective range.

Document	Updates
	<ul style="list-style-type: none"> • Updated the process map to the latest version • Included information on submitting a combined application for scoping and project plan approval • Clarified the process for submitting a project plan application using the VEET website • Clarified the list of acceptable and unacceptable types of variations for M&V projects as well as the types of changes which require an application for variation and which don't • Updated to include a list of key terms for PBA M&V • Simplified the content and removed unnecessary information
Explanatory note-project-based activities- measurement and verification- part 2: compliance requirements	<ul style="list-style-type: none"> • Updated to reflect that insurance evidence is no longer a requirement for applications for scoping plan and project plan approvals • Updated to reflect that separate risk management plan is no longer a requirement for applications for project plan approval • Simplified the content and removed unnecessary information
Registration of interest form - project-based activities	<ul style="list-style-type: none"> • Added an item in the declaration related to the energy consumer providing consent for the commission to share information with the Department of Environment, Land, Water and Planning and the administrators of other greenhouse gas schemes. • Added an item in the declaration related to the energy consumer providing consent for the commission to publish some information related to the project on the VEET website, after the project is approved in principle. • Made some minor corrections
Application for scoping plan approval - project-based activities – measurement and verification	<ul style="list-style-type: none"> • Updated the introductory text to clarify the process • Updated to remove a question asking if the AP is represented by an agent as this is also asked in the application for project plan approval. • Updated to reflect that insurance evidence is no longer a requirement for applications for scoping plan approval

Document	Updates
	<ul style="list-style-type: none"> • Simplified the wording of some questions to provide further clarity • Added a question regarding which services will be affected by the project • Updated the declaration to clarify the AP's consent for the commission to share information
Application for project plan approval - project-based activities – measurement and verification	<ul style="list-style-type: none"> • Updated the introductory text to clarify the process • Simplified the content and removed some questions which were already in the application for scoping plan approval • Added a question asking for details of lighting products as these may have changed since the application for scoping plan approval • Consolidated a question regarding agent's acting on the AP's behalf from the scoping plan form • Added a question which asks for the name of anyone who will be engaged to assist with undertaking the project who is also an AM&VP • Updated to reflect that insurance evidence is no longer a requirement for applications for project plan approval • Updated to reflect that a separate risk management plan is no longer a requirement for applications for project plan approval • Updated the declaration to clarify the AP's consent for the commission to share information, and to make the overall wording consistent with other application forms
VEEC assignment form – project-based activities – measurement and verification	<ul style="list-style-type: none"> • Minor updates to simplify the form
Application for variations – project-based activities - measurement and verification	<ul style="list-style-type: none"> • Simplified the content and removed some questions which were already in the application for scoping plan approval • Minor update to simplify the form so that it now only asks in general terms what the variation is for
Insurance waiver declaration – project-based activities	<ul style="list-style-type: none"> • Minor updates to simplify the form
Application for Impact report approval – project-based activities	<ul style="list-style-type: none"> • Simplified the content and removed some questions which

Document	Updates
– measurement and verification	<p>were already in the application for scoping plan approval</p> <ul style="list-style-type: none"> • Simplified the questions related to variations • Updated to reflect that a details of an ongoing risk management plan are no longer required • Clarified the wording of some M&V concepts in the checklists including measurement period requirements • Updated the declaration to clarify the AP’s consent for the commission to share information

All the above documents can be found on the Publications page of the VEET website.

Market response and other items

Interest

Following the commencement of PBA regulations on 19th June 2017, there has been a great deal of interest in M&V, and the commission has fielded many questions about our administrative processes. We continue to hold discussions with those interested in engaging with this method either as energy consumers or as APs.

Number of approved APs and third party experts

There are currently thirteen organisations accredited to undertake PBA M&V activities. All organisations, once approved, are eligible to be listed on the [Register of participants](#) published on the VEET website - select ‘PBA Measurement and Verification’ under VEET Activity Types. Once approved, to be publically visible on this list you need to opt-in from your account. Please contact us if you need further assistance with this step.

There are currently five approved measurement and verification professionals (AM&VPs) who are listed on the [Register of approved M&V professionals](#).

Project applications and impact reports are now being received and VEECs have been created

We have received and processed a number of project applications from scheme participants. There are currently seven projects listed as approved in principle on the [Register of approved project plans](#). We have also begun to receive impact reports, where VEECs have now been created for one project under the scheme.

Processing times

To date, we have been able to provide a response to scoping plan applications in less than one day on average. Response to project plan applications has been provided in less than two days on average. We have also been able to process complete scoping plan applications through to approval within a few days on average (this includes the time APs take to respond to any requests for information from us). These timeframes should not be relied upon for project planning purposes as they are likely to change depending on application quality, project size and complexity, and the volume of applications being processed by the commission at any given time.

Current processing times for PBA projects are published regularly on the [Project-based activities page](#) of the VEET website.

There are mandated maximum timeframes for the commission to assess each stage, which can be found in the [Victorian Energy Efficiency Target \(Project-Based Activities\) Regulations 2017](#).

PBA workshops for newly approved APs

We have offered all APs approved to undertake PBAs an initial PBA workshop. During these workshops, we are able to clarify administrative requirements as well as answer specific questions about our administrative processes. These workshops have been very well received by participants who have indicated that they are very worthwhile.

Feedback on PBA administration

We have deliberately tried to keep our administrative requirements as general as possible to allow participation from the maximum number of stakeholders possible. However, this may have unintended consequences in certain unforeseen situations. If you have any feedback, comments or suggestions for improvement on our administrative processes, we are very keen to hear from you.

To date, we have met regularly with interested stakeholders and have been incorporating their relevant feedback – for example, the updated documents being released today contain a number of changes resulting from such feedback.

Where to get help

If you have any questions with respect to matters set out in this information bulletin, please contact VEET Support on (03) 9032 1310 or veet@esc.vic.gov.au.

Legal context for this document

This document should not be relied upon as a substitute for legal advice and should be read in conjunction with the *Victorian Energy Efficiency Target Regulations 2008* (the Principal Regulations) and the PBA Regulations. In the event of inconsistency between this document and

either the Principal Regulations and/or the PBA Regulations, the content in the Principal Regulations and PBA Regulations take precedence.



The Department of Environment, Land, Water and Planning develops policy for the [Victorian Energy Upgrades](#) program. The program provides incentives for Victorian households and organisations to make energy efficiency improvements that save money on their energy bills and reduce Victoria's greenhouse gas emissions.

The Essential Services Commission administers the program as the 'Victorian Energy Efficiency Target scheme' under the *Victorian Energy Efficiency Target Act 2007*.

For more information, visit veet.vic.gov.au.