

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

2008	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Qualification Year for Introductory Phase												
In this calendar year you should have:												
<ol style="list-style-type: none">1 confirmed your organisational structure2 checked whether your organisation, including any subsidiary, has a half hourly meter settled in the HH market, and3 determined the electricity used through all half hourly meters and assess whether your consumption exceeded the threshold of 6,000 MWh over the course of 2008												

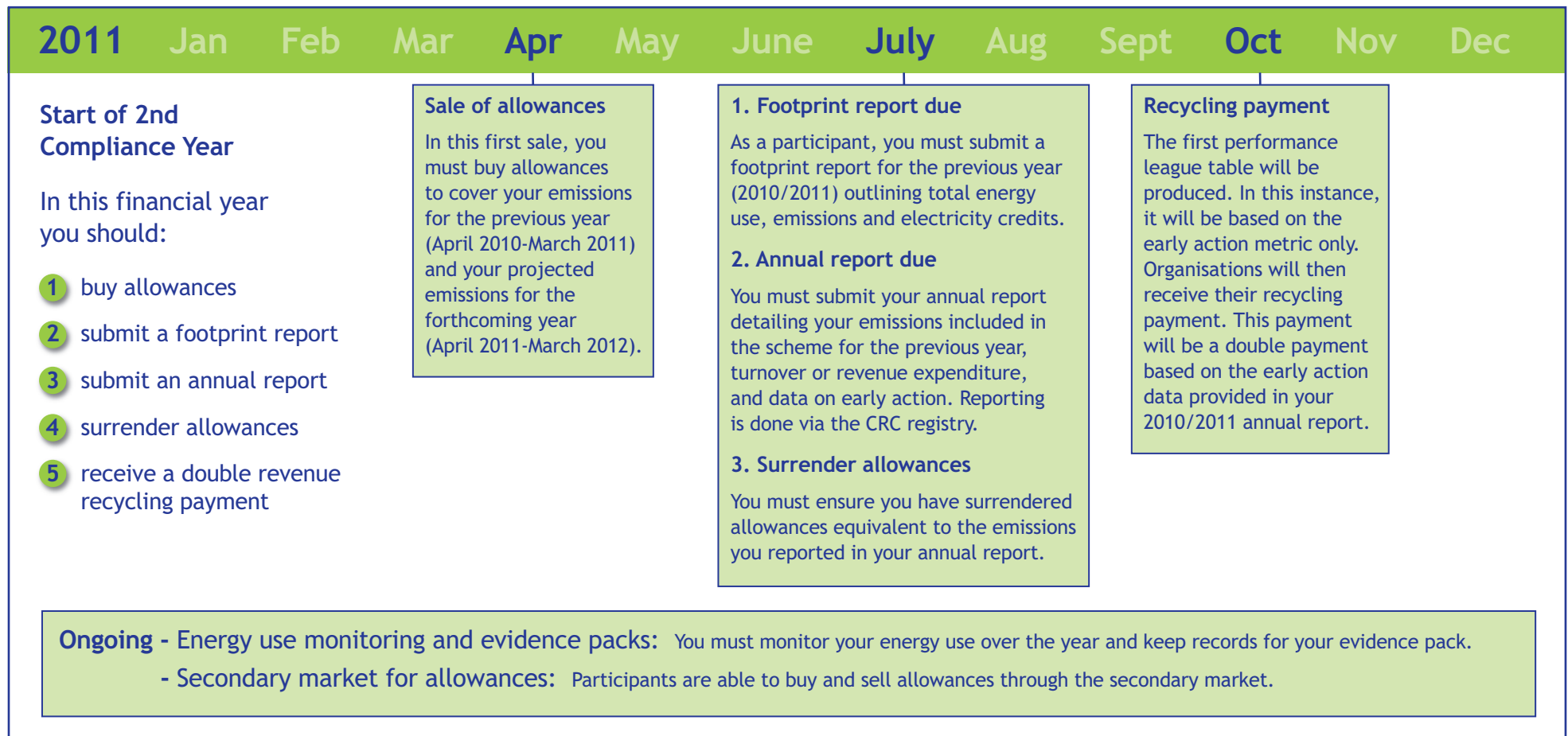


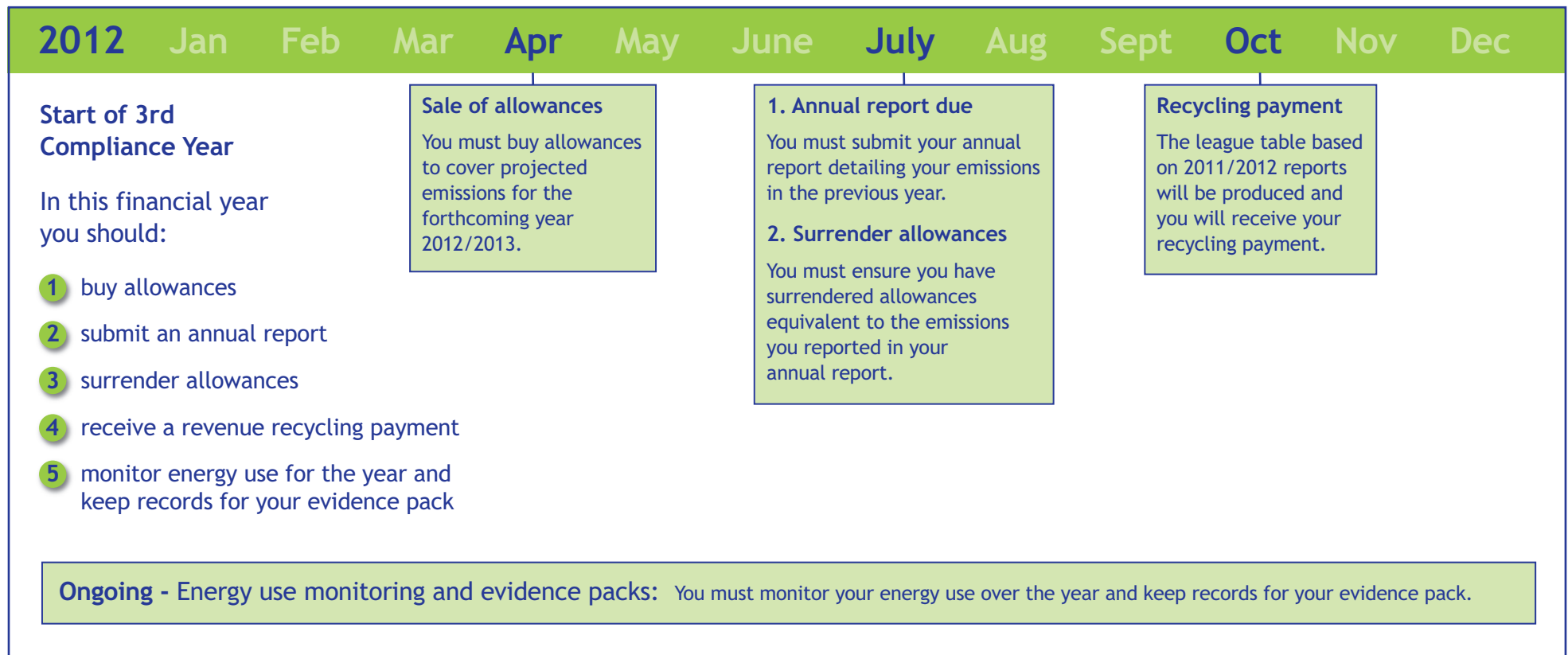
2009	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
<p>In this calendar year you should:</p> <ol style="list-style-type: none">1 look out for information and qualification packs sent to half hourly meter settled addresses, and2 nominate someone within your organisation to oversee participation in CRC who should familiarise themselves with all the requirements of the scheme					<p>Information sent out The scheme administrator will have sent out introductory information on the scheme to all addresses that have a meter settled in the HH market.</p>				<p>Qualification packs sent out The scheme administrator will be sending out qualification packs to all addresses that have a meter settled in the HH 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.</p>				



2010	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<p>Start of 1st Compliance Year and Footprint Year for Introductory Phase</p> <p>In this financial year you should:</p> <ol style="list-style-type: none">1 register for the scheme or make an information disclosure to the administrator2 monitor energy use for the year and collect records for your evidence pack.				<p>Registration</p> <p>Between April 2010 and the end of September 2010, organisations which meet the qualifying criteria must register for the scheme via the online CRC registry. Those organisations which do not meet the qualifying criteria but do have a meter settled in the HH market must make an information disclosure via the CRC registry.</p>								
<p>Ongoing - Monitoring energy use and collating evidence packs</p> <p>If you are a qualifying participant, you must monitor your full energy use over the year and keep records for your evidence pack. You must keep the 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.</p>												







CRC includes the following penalties and offences for non-compliance, falsification and obstruction

Civil Penalties

Non- compliance	Penalty
Failure to Register	<ul style="list-style-type: none"> ● Immediate fine of £5,000 imposed for failure to register by the deadline ● Further fine of £500 per working day for each subsequent working day of delay until last working day of July (the next reporting deadline) ● Publication of non-compliance
Failure to disclose information	<ul style="list-style-type: none"> ● Where an organisation with a half hourly meter that does not meet the qualifying threshold fails to make an information disclosure, a one-off fine of £1,000
Failure to provide a footprint report	<ul style="list-style-type: none"> ● Immediate fine of £5,000 for failure to provide a footprint report by the reporting deadline ● Further fine of £0.05 per tonne of carbon dioxide (tCO₂) per working day for each subsequent day of delay up to a maximum of 40 working days. This part of the fine is doubled after 40 working days ● Publication of non-compliance
Failure to provide an annual report	<ul style="list-style-type: none"> ● Immediate fine of £5,000 for failure to provide an annual report by the reporting deadline ● Further fine of £0.05 per tonne of carbon dioxide (tCO₂) per working day for each subsequent day of delay up to a maximum of 40 working days. This part of the fine is doubled after forty working days. Total emissions are doubled, for the purposes of calculating the league table only ● Publication of non-compliance ● Administrator will block the transfer of all allowances out of the participant's registry account until report is received ● Bottom ranking on the Performance League Table
Incorrect reporting	<ul style="list-style-type: none"> ● Fine of £40 for each tCO₂ of emissions incorrectly reported - to be applied wherever there is a margin of error greater than 5% ● Publication of non-compliance
Failure to comply with the performance commitment	<ul style="list-style-type: none"> ● Must obtain and cancel the outstanding balance of allowances as soon as possible ● Fine of £40/tCO₂ in respect of each allowance that should have been obtained and cancelled ● Publication of non-compliance ● Administrator will block the transfer of all allowances out of the participant's registry account until all necessary allowances are cancelled
Failure to keep adequate records	<ul style="list-style-type: none"> ● Fine of £5 per tCO₂ of total emissions reported in the most recent annual report ● Publication of non-compliance



Criminal offences

Offence	Penalty
<p>Falsification</p> <ul style="list-style-type: none"> ● Knowingly or recklessly make false or misleading statement ● Falsification of evidence ● Attempt to deceive or mislead the administrator 	<p>Summarily</p> <ul style="list-style-type: none"> ● Imprisonment up to three years ● Fine up to £50,000 <p>Indictment</p> <ul style="list-style-type: none"> ● Imprisonment up to two years ● Fine (undetermined)
<p>Non-compliance with enforcement</p> <ul style="list-style-type: none"> ● Failure to comply with an enforcement notice ● Intentionally obstruct the administrator ● Failure to provide assistance, facilities and information or to permit any inspection ● Failure to appear, or prevent any other person from appearing, before the administrator as part of an inspection 	

