



Climate Change and Emissions Management
(CCEMC) Corporation

The CCEMC Project Review Process

The CCEMC is a not-for-profit independent organization with a mandate to achieve significant and sustainable reductions in greenhouse gas emissions and assist Alberta in adapting to climate change by stimulating the development of new, 'clean' technologies and exploring practical ways of implementing them. Initially, the CCEMC is focusing on the implementation of processes which promote conserving and using energy efficiently, support "green" energy production, further the development of carbon capture and storage, and expand climate change knowledge.

Projects submitted for funding consideration are subjected to a rigorous multi-step process that will ensure that the funds entrusted to the CCEMC are invested in accordance with its mandate to reduce greenhouse gases and invest in a balanced portfolio of projects that offer transformative solutions.

In addition, the services of a Fairness Monitor (an individual independent of the evaluation/technical review bodies) will be contracted to ensure that proponents are treated equally during project reviews and that any process issues are identified and addressed, if possible, in a manner that does not favor or disfavor any proponents. The Fairness Monitor will assess the funding process, provide advice on its structure, monitor implementation, attend evaluation meetings and prepare a report to the Board of the CCEMC indicating whether the process was properly managed and fairly implemented.

While the following description outlines the general process used, the CCEMC may adjust this process from time to time. .

Project Qualification

The first step in the process is a Call for Expressions of Interest (EOI). An Evaluation Committee comprised of an array of technical experts is established and each member reviews all EOIs. The Evaluation Committee then meets to screen and prioritize the EOIs based on **consensus**. The committee uses a standardized and transparent set of criteria to evaluate the projects; the criteria by which the EOIs are evaluated are published on the CCEMC's website with other relevant submission guidelines. These criteria are designed to assess the project's potential to make an important contribution to the achievement of the CCEMC's goals.

Following the first round screening, prioritization and evaluation process, a recommendation on all proposals is brought forward to the CCEMC's Board of Directors for review and final approval. Projects deemed to best meet the CCEMC's mandate and program direction are invited to submit Full-Project Proposals (FPP).

Full Project Proposals

Project Advisor Assignment

Prior to submitting Full Project Proposals, FPP Guidelines are issued (also published on the CCEMC's website) and a Project Advisor knowledgeable in the project's subject matter is assigned to each proponent. The Project Advisor's role is to provide guidance and assistance to ensure that proposals are fully completed in accordance with the FPP Criteria, and that the process is clearly understood. The proposals are then reviewed, as follows:

Initial Review

Each member of the Evaluation Committee reviews all proposals, so that members understand the depth and scope of the proposals. During this initial review, members may develop questions that they wish to put to the proponents to further clarify their understanding. These questions are asked during the next phase, the Oral Presentation.

Oral Presentation

The Oral Presentation is an opportunity for proponents to verbally support their written proposal. At this point, the Evaluation Committee members will seek to broaden their understanding and gain additional clarity on the merits of each proposal.

Third Party Reviews

Each proposal is subject to a review and analysis by an expert or experts independent of the Evaluation Committee. Financial due diligence procedures are conducted on the project proponents and their partners by a service provider of the CCEMC. Third Party reviewer findings are captured in separate reports and factored into the Evaluation Committee's recommendations.

Evaluation Methodology

The evaluation of full project proposals is carried out using the ProGrid™ methodology. ProGrid™ is a rigorous and objective method which is used by a wide number and range of organizations to evaluate grant applications and project proposals.

The ProGrid™ system consists of a set of defined metrics ("Language Ladders™") by which each proposal is evaluated. It includes a "self-assessment" by the proponent, and reviews by Evaluation Committee members. The use of these defined metrics ensures consistency in the presentation and evaluation of every project. All members of the Evaluation Committee review all proposals independently. The ProGrid Language Ladders™ are posted on the CCEMC's website as a part of the FPP documentation. A full description of the ProGrid™ process can be found at <http://progrid.info/>

The process concludes with a Consensus Review meeting, during which all projects are discussed, a consensus decision reached for each one, and recommendations decided upon. A technical and economic risk analysis is undertaken as a part of the Consensus Review meeting.

The Decision Process

Decisions and final approvals for each project proposal are made by the CCEMC Board of Directors after careful consideration of the Fairness Monitor's report, project recommendations from the Evaluation Committee and summaries of findings from the Third Party reviewers for each project.

Reporting

Contractual agreements are entered into with proponents of approved projects and proponents will be responsible for regularly reporting on performance. Information about funded projects and project status information will be made available through a variety of mediums, including the CCEMC annual report, newsletter and website – www.ccemc.ca

CCEMC Project Review Process Chart

