

DATA DELIVERY PROTOCOL

This protocol is to promote an effective data delivery from *St. Vincent Electricity Services Ltd. (VINLEC)*¹ (data provider) to the DNA by providing general information and specific requirements for data collection and delivery. The data provider shall ensure delivery of the required data and documents in accordance with the requirements stated in this protocol.

General Information

A. Purpose of Data Collection: To establish standardized baselines for CDM projects in the *energy* sector. All companies of the electricity sector located in St. Vincent and the Grenadines are required to provide relevant data and supporting documents.

B. Confidentiality: All data and documents collected will be treated as confidential and the data will be open to the public only in an aggregate form. Our security system and procedures are developed for a secure data management and will ensure restricted access to the data. The data will not be used for other purposes without prior permission from data providers.

C. Help Desk: We have established a help desk. Please contact the help desk when further clarification or help is needed. We will respond to queries and requests within 10 days. Contact person information is as stated below:

Mrs. Janeel Miller-Findlay
Director
Environmental Management Department
Ministry of Health, Wellness and the Environment
Environmental Health Complex
Tyrell Street
Kingstown
Saint Vincent and the Grenadines
Tel: +1 784 485 6992
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Email: janeel.miller@gmail.com

Requirements for Data Collection and Delivery

Data Types: The following data for each grid-connected power plant/unit are to be provided. The accompanying calculation sheet will provide more detailed information.

Data	Description (unit/definition)
<i>Information to clearly identify the plant</i>	<i>Geographical extent of the power plants physically connected through transmission and distribution lines</i>
<i>Date of commissioning</i>	<i>Year</i>
<i>The capacity</i>	<i>MW</i>
<i>Low-cost/must-run plant/unit</i>	<i>Name of the plant/unit</i>
<i>Net calorific values used</i>	<i>GJ/mass or volume unit</i>

¹ <http://www.vinlec.com/index.asp?articleid=62&zoneid=40>

Data	Description (unit/definition)
<i>CO₂ emission factors used</i>	<i>tCO₂/GJ</i>
<i>Amount of electricity produced</i>	<i>(MWh/year) Plant wise yearly production per type of technology used (Coal, Diesel, Natural Gas, Hydro, Wind, etc.)</i>
<i>Fuel used</i>	<i>(litres/year) yearly consumption per type of fuel (Coal, Fuel Oil#2, Fuel Oil #6, Natural Gas, etc.)</i>

B. Data Acquisition/Aggregation: Data should represent the total production of *electricity* by all facilities operated in your companies through aggregation (sum-up of production by each facility). Actual measured data should be collected for the last *three* years [2010, 2011 & 2012] and the average values of the three years should be taken as the best representative data. When historical records are not available for this period, estimated yearly data from other reliable data sources could be included, which should be accompanied with justification (why such estimates are selected and how to ensure that they would not lead to an overestimation of the baseline emissions). All data should be compiled and aggregated consistently. That is, same data units, scopes, definitions and calculations should be applied consistently to all unit-level (equipment/facility) data as well as to the entity-level (company) data. All data should be collected from valid data sources and great care should be taken to avoid typographical errors, duplication of entries and wrong calculations/conversions.

C. Traceability: The data acquisition procedures should all be documented including data sources, references and responsible persons. A summary report should be produced explaining how the data was collected and how the quality of the data was ensured. This summary report should include all identified issues related to data quality (e.g. intrinsic uncertainty, limited data availability or inconsistent data system).

D. Delivery Requirements: Please ensure that all mandatory parts of the excel sheet are completed. Incomplete excel sheet in any of the main parts are likely to be unusable and your efforts will be wasted. The complete dataset, the summary report and a declaration of conformity with the signature of your representative should be delivered by *email* after you (VINLEC) publicize your Financial Statement.

Date to provide this Protocol

03 October 2014

Signature of DNA

Mr. Luis de Shong
Permanent Secretary
Ministry of Health, Wellness
and the Environment