



# carbon neutral corner

January 2014

## 2013 Guidance Documents Available Now!

Whatever your role in Carbon Neutral Government (CNG), the documents listed below help you measure, complete your Carbon Neutral Action Report (CNAR) or offset. All guidance documents are available in the "[Document Library](#)" of the [Carbon Neutral Corner](#) (LiveSmart Leaders Community).

- Becoming Carbon Neutral 2013
- 2013 CNG Timeline (Quick Reference Guide)
- 2013 BC Best Practices Methodology for Quantifying Greenhouse Gas Emissions
- 2013 Scope Summary for BC Public Sector Greenhouse Gas Emissions
- 2013 CNG CNAR Instructions
- 2013 CNG Small Emitters Form
- 2013 Self Certification guidance documents (Including the Self Certification Checklist)

For all questions, visit the "[Contact Us](#)" page of the [Carbon Neutral Corner](#) (LiveSmart Leaders Community) to contact a member of the Carbon Neutral Government team, or email the [Climate Action Secretariat](#).

## Stay Connected & Informed!

Are you a member of the LiveSmart Leaders Community? This is a great space to exchange ideas, ask questions and access program information. To join the community, please visit the [LiveSmart Leaders Community](#) website and click on "Not a member?"

Our January blog written by Heather English (Senior Policy Analyst, Carbon Neutral Government), [Dinosaurs & Dreaming Big: Coming Back to Carbon Neutral Government after Maternity Leave](#) is available now!

## Save The Date... Webinars & Training!

There are a variety of webinars and training in the coming months to provide information and support achieving carbon neutrality, Please visit the [Carbon Neutral Corner](#) (LiveSmart Leaders Community) for more webinar, training and event information.

Topic	Date	Registration
• Quality Control and Quality Assurance - Stand up to the scrutiny of independent verification!	06-Feb-14	Register <a href="#">HERE!</a>
• SMARTTool Review of Loading & Processes	12-Feb-14	Register <a href="#">HERE!</a>
• Summary CNG 2013 – Readiness check & timelines	04-Mar-14	Coming Soon!
• Carbon Neutral Government 2013	30-Jun-14	Coming Soon!

Please note presentations and webinar recordings are available in the "[Document Library](#)" of the [Carbon Neutral Corner](#) (LiveSmart Leaders Community). If you would like to attend a webinar on a topic that has not yet been delivered or is not listed above, please contact the [Climate Action Secretariat](#) – we welcome your feedback!

## SMARTTool Data Completeness Update

# 31%

Of expected data for 2013 has been loaded into SMARTTool\* for the whole of BC's public sector (as of January 2014)

(\* Based on 2012 Emissions)

**LOAD EARLY AND LOAD OFTEN!**

## CNG 2013 IMPORTANT Dates!

**March 31, 2014**

- Draft CNAR Due (signoff not required)
- Parent Ministry Complete Draft CNAR Review (CAS to coordinate)

**April 30, 2014**

- Final Data Uploaded to SMARTTool
- QA/QC Data Begins (completed by CAS & CMR)

**May 15, 2014**

- QA/QC Data Completed
- Offset Invoice Generated (sent to PSO)
- Self-Certification Checklist Due (signoff required)

**May 30, 2014**

- Final CNAR Due (signoff required)
- Final Offset Payment Due

**June 30, 2014**

**Declare Carbon Neutrality**