*ICAT Transport Pricing Assessment Reporting Template*

This template is for the development of an ICAT Transport Pricing impact assessment. The reporting template is intended to serve as a guide to prepare a comprehensive report for communicating the results of the assessment.

This template aligns with the key recommendations throughout the ICAT Transport Pricing Methodology and the reporting recommendations in Chapter 12. It includes tables from the methodology to guide users to provide recommended information for each assessment step. Chapter references are provided if users need to refer to the ICAT Transport Pricing Methodology for additional information.

Users are encouraged to describe the output of each step in a narrative and/or visual form to prepare a comprehensive report. Further suggestions for completing the reporting template are given under each section heading below.

In alignment with the principle of transparency, users are encouraged to provide clear and complete information for stakeholders to assess the credibility and reliability of the results. Disclose and document all relevant methods, data sources, calculations, assumptions and uncertainties. Disclose the processes, procedures and limitations of the assessment in a clear, factual, neutral and understandable manner through an audit trail with clear documentation. The information should be sufficient to enable a party external to the assessment process to derive the same results if provided with the same source data.

If technical review is pursued, the assessment report should document all the information necessary to demonstrate how the impact assessment fulfills the key recommendations followed.

All instructions and reporting suggestions, including this introductory text, can be deleted from the final document.

REPORT TITLE

Logo

Document Prepared by (individual or entity)

Contact Information

Report Date



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# Summary of the assessment

Provide a general description of the assessment and a summary of the main findings, to enable an understanding of the assessment, including the following:

* Name of the policy or action assessed indicating whether the assessment applies to an individual policy/action or a package of related policies/actions. If a package is assessed, which policies or actions are included in the package.
* Person(s) or organization(s) that conducted the assessment
* Month/Year the assessment was completed
* Whether the assessment is an update of a previous assessment, if so, links to any previous assessments
* Objective(s) of the assessment (Reference: Chapter 2)
* Intended audience(s) of the assessment (Reference: Chapter 2)
* Opportunities for stakeholders to participate in the assessment (Reference: Section 4.2.5)
* The assessment boundary in terms of impacts covered, geographical and sectoral coverage, and the assessment period
* Whether the assessment is ex-ante, ex-post, or a combination of ex-ante and ex-post
* Main findings of the assessment(s) as well as any recommendations from the assessment team. A summary for policy makers should be short and concise.
* Technical review statement, if a technical review of the assessment was conducted

# Description of the policy or action

(Reference: Chapter 5)

## Description of the policy

Provide a description of the policy, including the following:

* Summary description of the policy[[1]](#footnote-1) (or a package of related policies) being assessed using the table below to provide the recommended information for the policy

Table 2.1: Summary description of the policy

|  |  |
| --- | --- |
| Information | Description  |
| Title of the policy | *The policy name* |
| Type of policy | *The type of policy, such as those presented in Table 3.1* |
| Description of specific interventions | *The specific intervention(s) carried out as part of the policy, such as the technologies, processes or practices implemented* |
| Status of the policy | *Whether the policy is planned, adopted or implemented* |
| Date of implementation | *The date that the policy comes into effect (not the date that any supporting legislation is enacted)* |
| Date of completion (if relevant) | *If relevant, the date the policy ceases, such as the date a tax is no longer levied or the end date of an incentive scheme with a limited duration (not the date that the policy no longer has an impact)* |
| Implementing entity or entities | *The entity or entities that implement(s) the policy, including the role of various local, subnational, national, international or any other entities* |
| Objectives and intended impacts or benefits of the policy | *The intended impact(s) or benefit(s) of the policy (e.g., the purpose stated in the legislation or regulation)* |
| Level of the policy | *The level of implementation, such as national level, subnational level, city level, sector level or project level*  |
| Geographic coverage | *The jurisdiction or geographic area where the policy is implemented or enforced, which may be more limited than all the jurisdictions where the policy has an impact* |
| Sectors targeted | *The sectors and subsectors targeted by the policy* |
| Greenhouse gases targeted | *The GHGs the policy aims to control, which may be more limited than the set of GHGs that the policy affects* |
| Other related policies or actions | *Other policies or actions that may interact with the policy assessed* |

* Additional information about the policy, if relevant, using the table below

Table 2.2 Additional information about the policy

| Information | Description |
| --- | --- |
| Intended level of mitigation to be achieved and/or target level of other indicators | *The target level of key indicators, if applicable* |
| Title of establishing legislation, regulations or other founding documents | *The name(s) of legislation or regulations authorizing or establishing the policy (or other founding documents, if there is no legislative basis)* |
| Monitoring, reporting and verification procedures | *References to any monitoring, reporting and verification procedures associated with implementing the policy* |
| Enforcement mechanisms | *Any enforcement or compliance procedures, such as penalties for non-compliance or requirements for reporting* |
| Reference to relevant documents | *Information to allow practitioners and other interested parties to access any guidance documents related to the policy (e.g. through websites)* |
| Broader context or significance of the policy | *The broader context for understanding the policy*  |
| Outline of sustainable development impacts of the policy | *Any anticipated sustainable development benefits other than GHG mitigation* |
| Key stakeholders | *Key stakeholder groups affected by the policy* |
| Other relevant information | *Any other relevant information (e.g. costs, non-GHG mitigation benefits)* |

## Individual policy or package of policies

Explain whether an individual policy or a package of policies is assessed. Describe the method used to determine whether to assess an individual policy or a package of policies. If a package of policies is assessed, describe which policies are included in the package.

## Ex-ante or ex-post assessment

Describe whether the assessment is ex-ante, ex-post, or a combination of ex-ante and ex-post

# Identification of impacts

(Reference: Chapter 6)

## GHG impacts

Describe the GHG impacts of the policy, including the following:

* A description of all the intermediate effects that may lead to GHG impacts, including the inputs and activities associated with implementing the policy
* A list of all the potential GHG impacts of the policy and associated GHG source categories using the table below. Add or remove rows as needed.

Table 3.1: GHG sources for the policy

|  |  |  |  |
| --- | --- | --- | --- |
| Source category | Description | Emitting entity or equipment | Relevant GHGs |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* A causal chain, following the example below to display inputs, intermediate effects and GHG impact. A PowerPoint template for creating a causal chain is provided at: <https://climateactiontransparency.org/icat-toolbox/transport-pricing/>.

Figure 3.1 Causal Chain

Intermediate effect

GHG impact

Intermediate effect

GHG impact

Intermediate effect

Policy or action

Intermediate effect

Intermediate effect

Intermediate effect

Intermediate effect

GHG impact

Policy

Intermediate effect

GHG impact

Intermediate effect

Intermediate effect

GHG impact

GHG impact

3.2 GHG assessment boundary

List all the GHG impacts of the policy, using the table below. Indicate which GHG impacts are significant and therefore included in the GHG assessment boundary and explain the approach used to determine the significance. Include GHG sources and carbon pools that are excluded from the GHG assessment boundary, with justification for their exclusion.

Table 3.2: GHG Impacts of the policy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| GHG impact | GHG | Likelihood | Relative magnitude | Included or excluded | Explanation |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

3.3 GHG assessment period

State the GHG assessment period and explain how it was defined.

# Baseline scenario

(Reference: Chapter 7)

State the approach followed for estimating the base year emissions (Approach A, B or C). (Reference: Section 4.2.2)

## Estimated base year emissions

Provide an estimate of the base year emissions for the selected year, including the following:

* Activity data and any relevant conversion factors, using the table below. Add or remove rows as needed.

Table 4.1: Activity data parameters

|  |  |  |  |
| --- | --- | --- | --- |
| Parameter | Description | Unit | Sources |
|  |  |  |  |
|  |  |  |  |

Table 4.2: Conversion factors

|  |  |  |  |
| --- | --- | --- | --- |
| Parameter | Description | Unit | Sources |
|  |  |  |  |
|  |  |  |  |

* Emission factor parameters used to calculate base year emissions, using the table below. Add or remove rows as needed.

Table 4.3: Emission factor parameters

|  |  |  |  |
| --- | --- | --- | --- |
| Parameter | Description | Units | Sources |
|  |  |  |  |
|  |  |  |  |

* Base year emissions for the selected year, using the table below. Add or remove rows as needed.

Table 4.4: Base year emissions for selected year

|  |  |
| --- | --- |
| Fuel type | Annual emissions  |
|  |  |
|  |  |

## Projection of baseline emissions

Provide a baseline scenario projection based on expected changes in population and GDP, including the following:

* A list of other policies that influence the transport sector, including the direction and magnitude of their effects. Provide justification for the exclusions of any policies with a potentially significant effect on GHG emissions from the baseline scenario.

Table 4.5: Influencing policies

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Influencing policy | Implementation period for policy (start date, duration) | Description of potential effect on transport sector | Deviation from trend? | Magnitude of effect*(Major, Moderate, Minor)* | Likelihood of effect*(Very likely, Likely, Possible, Unlikely, Very unlikely)* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* The methods and assumptions used for the projection of each parameter value, including which other external influences were included, if any, and a general description of the expected development of the parameter

Table 4.6: Projecting parameters

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Parameter | General description of expected development | Method used | External influences included? | Sources |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* Parameter values and GHG emission estimates for each year based on projected parameter values, using methods set out in Section 7.1 and 7.2; reported as a time series using the table below, including any available historical data, and indicating which data are historical and which are projected

Table 4.7: Parameter values and baseline emissions

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Parameter | Unit | Year 1 (historical) | Year 2 (projection) | Year 3 (projection) | Year 4 (projection) | Yearn (projection) |
| Baseline emissions | tCO2 |  |  |  |  |  |
| Fuel use (total) | MJ |  |  |  |  |  |
| Fuel use (gasoline) | MJ |  |  |  |  |  |
| Fuel use (diesel) | MJ |  |  |  |  |  |

* The method or approach used to assess uncertainty
* An estimate or description of the uncertainty and/or sensitivity of the results, to help users of the information properly interpret the results

# GHG impacts ex-ante

(Reference: Chapter 8)

## Price elasticity values

Determine the price elasticity values, including the method used, data sources, calculations and assumptions.

## GHG impacts ex-ante

Provide the GHG impact of the policy, including a description of the following:

* Any methodologies and assumptions used to estimate GHG emissions, including any models used
* All sources of data used to estimate parameters, including activity data, emission factors and assumptions

## Interpretation of results

Provide an interpretation of the results, including the following:

* A description of the method or approach used to assess uncertainty
* An estimate or description of the uncertainty and/or sensitivity of the results in order to help users of the information properly interpret the results

# GHG impacts ex-post

(Reference: Chapter 9)

## Estimated or updated baseline emissions

If applicable, provide an updated baseline emissions estimate using observed values for parameters that are not affected by the policy and estimated values for parameters that are affected by the policy.

## GHG impacts ex-post

Provide the GHG impact of the policy over the assessment period, for each GHG source included in the GHG assessment boundary, including the following:

* Total annual and cumulative policy scenario emissions over the GHG assessment period
* The methodology and assumptions used to estimate policy scenario emissions, including the emissions estimation methods (including any models) used
* All sources of data to estimate key parameters, including activity data, emission factors, GWP values, and assumptions
* An estimate of the total cumulative GHG impacts of the policy over the assessment period, and disaggregated by each GHG source included in the GHG assessment boundary
* The method or approach used to assess uncertainty
* An estimate or description of the uncertainty and/or sensitivity of the results in order to help users of the information properly interpret the results

# Monitoring performance over time

(Reference: Chapter 11)

## Key performance indicators

Provide a list of the key performance indicators used to track performance over time and the rationale for their selection, using the table below. Add or remove rows as needed.

Table 7.1: Key performance indicators to monitor

|  |  |  |
| --- | --- | --- |
| Key performance indicator | Indicator description | Rationale for including |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Monitored parameters

Provide a list of parameters necessary to estimate GHG emissions ex-post, including sources of data, parameter type and monitoring frequency, using the table below. Add or remove rows as needed.

Table 7.2: Monitored parameters

|  |  |  |  |
| --- | --- | --- | --- |
| Parameter | Source of data | Parameter type | Monitoring frequency |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Monitoring plan

Provide a description of the monitoring plan for monitoring key performance indicators and parameters.

# Additional information

Include any additional information that is relevant to the policy assessment including:

* How the policy is modifying longer-term trends in GHG emissions
* The economic, social and environmental (sustainable development), and transformational impacts of the policy
* The type of technical review undertaken (first, second or third party), the qualifications of the reviewers and the review conclusions. More guidance on reporting information related to technical review is provided in Chapter 9 of the ICAT Technical Review Guide.
1. Throughout this template, where the word “policy” is used without “action,” it is used as shorthand to refer to both policies and actions [↑](#footnote-ref-1)