**Please note:** This template is for CCMPs in sectors other than land use, which do not include GHG removals. For CCMPs in this sector, please use the “PDD (land use) V 1.0” template.

**Cover page:** Free design, corporate logos can be used (recommended).

**See general filling instructions on page 4.**

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Project Description Document

(Insert the name of the CCMP here)



|  |  |
| --- | --- |
| Document prepared by | (Name(s) of the programme or project proponent(s)) |
| Date of elaboration | (Day.month.year of elaboration) |
| Contact  | (Physical address, e-mail, telephone number(s), website) |

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Instructions for completing this document

When completing this document, please delete the instructions given in each section.

The content presented here is mandatory, but the format can be changed. If for any reason a section or sub-section does not apply, do not delete it but indicate that it does not apply.

Once you have added all the necessary content, regenerate the table of contents of this document (right click somewhere in the table of contents, in the pop-up menu select “Update fields” and finally choose “Update entire table”).

The PDD must be delivered in Acrobat (.pdf) format. In Microsoft Word, when generating the document in this format (*Save as*, pdf format), **activate** the option “*create bookmarks using: headers*”).

**Doing so will facilitate the work and reduce the VVB's and certifier's management time**.



Acronyms

Insert in alphabetical order the acronyms and abbreviations used in the PDD.

|  |  |
| --- | --- |
| **GHG** | Greenhouse Gases |
| **PDD** | Project Description Document |
| **CCMP** | Climate Change Mitigation Programme or Project |
| **VVB** | Validation and Verification Body |

Climate change mitigation programme or project (CCMP) information

CCMP title

CCMP holder information

Provide information on the natural or legal person who has a legal document of representation, issued, or endorsed by the CCMP holder or by persons or organisations that grants certain rights with respect to the CCMP, including the withdrawal of the GHG removal certificate or GHG emission reduction certificate. Legal evidence of representation must be attached.

|  |  |
| --- | --- |
| Full name(s) |  |
| Name of institution (if applicable) |  |
| Roles or responsibilities |  |
| Identification |  |
| Location |  |
| Phone number(s) |  |
| E-mail address |  |

Information from other CCMP institutional stakeholders

Provide information on persons or organisations relevant to the CCMP. Duplicate this table if necessary, using one for each participant.

|  |  |
| --- | --- |
| Full name(s) |  |
| Name of institution (if applicable) |  |
| Roles or responsibilities |  |
| Identification |  |
| Location |  |
| Phone number(s) |  |
| E-mail address |  |

Objective of the CCMP

Describe the objective(s) of the CCMP.

Description of the CCMP

Provide a brief description (300-500 words) of the CCMP, including its lifetime, emission sources, carbon pools and leakage (if applicable) covered in the baseline and project scenarios, and the estimated annual GHG removal or reduction (including avoidance, displacement, or destruction) of GHG emissions over its lifetime. Also indicate the types of GHGs addressed by the CCMP.

Also list the types of GHGs covered by the CCMP:

| **GHG type** | **Activity that generates, removes or reduces it** |
| --- | --- |
|  |  |

Sectoral scope and type of CCMP

Indicate the sectoral scope of the CCMP and the type of programme or project (small or large scale) and activity that the CCMP will implement[[1]](#footnote-2).

CCMP location and boundaries

Spatial boundaries

Detail the location and geographic boundaries of the CCMP, including organisational, geographic, and physical location information, which allows for the unique identification and delineation of the CCMP. This may include, as appropriate, but not limited to:

* Geographical coordinates of the discrete area(s) comprising the CCMP and of any stratification considered.
* Georeferenced spatial data (maps, geographic information, aerial photographs, among others).
* Reporting and justification of any changes to any of the areas, facilities or processes that make up the CCMP.

Time limits

Indicate the time limits of the CCMP (duration in years, start date: day.month.year and end date: day.month.year).

Accreditation period

Indicate the start date and end date of the crediting period (day.month.year to day.month.year).

Ownership or right to use the area, facility, or process

Describe and provide evidence of ownership or property rights over the area(s), facility, or process where the CCMP is or will be implemented. This may include, as appropriate, but not limited to:

* Ownership history and no-lien certificates or as appropriate.
* Permits or concessions for use of the area.
* Domain rights.
* Land use plans.
* Information from local registries, such as cadastre, land registry, land use or management registry.
* Others that apply to the context of the CCMP.

Characteristics and preconditions for the start of the CCMP

Detail the existing conditions in terms of technologies, products, or services prior to the start of the CCMP that would be changed by its implementation, resulting in a net reduction of GHG emissions. If the baseline scenario is the same as the existing conditions prior to the start of the CCMP, it is not necessary to repeat your description, it should be expanded in the baseline scenario section.

CCMP technologies, products, and services

Describe the technologies, products, services, or measures to be implemented by the CCMP.

 Chronological plan

Details of dates and justification for:

* Duration or lifetime of the CCMP (in years): indicating the start date (day.month.year) of the activities and the end date of the programme or project (day.month.year).
* The accreditation period of the CCMP.
* The frequency of monitoring and reporting and the CCMP period, including relevant CCMP activities at each step of the project cycle, as appropriate.
* The frequency of verification events, including the periods in which they are intended or performed.

Compliance with legal requirements

Specify all local, regional, and national laws, statutes and regulatory frameworks that apply to the programme or project activity, as well as any applicable environmental requirements and the CCMP's record of specific actions. This may include, as appropriate, but not limited to:

Environmental permits or licences.

If required, environmental impact assessment and environmental management plan.

Environmental regulations in force, which must be referenced, described, and justified for compliance with all those that apply to the CCMP.

Methodology

Provide the name, reference or version of the methodology and other methodological tools used[[2]](#footnote-3) and justify their applicability for the development of the CCMP.

Additionality

Demonstrate that the CCMP removes GHGs or reduces GHG emissions above or below what would have occurred in the absence of the CCMP. For this you will need to apply the ***Cercarbono's Tool to Demonstrate Additionality of Climate Change Mitigation Initiatives***.

Baseline scenario

Identify and justify the baseline scenario and the procedures for determining it, considering the following:

1. Description of the CCMP, including all identified GHG emission sources.
2. Types, activities and technologies of existing and alternative programmes or projects that provide an equivalent type and level of activity of products or services for the CCMP.
3. Data availability, reliability, and limitations.
4. Other relevant information on present or future conditions, such as regulations or laws under which it is governed, technical, economic, socio-cultural, environmental, geographic, site-specific, and temporal assumptions or projections.

Demonstrate functional equivalence in the type and level of activity of the products or services provided between the project and baseline scenarios and explain, as appropriate, any significant differences between the two.

Select or establish, describe, and apply criteria and procedures to identify and justify the baseline scenario and demonstrate additionality.

The justification of the baseline scenario and additionality should consider likely future behaviour (sources of GHG emissions) to comply with the principle of conservatism.

Project scenario

Provide a description of the CCMP activity and the means used to achieve reductions (including avoidance, displacement, or destruction) of GHG emissions.

* A description of the main manufacturing or production technologies, systems and equipment involved, including information on the age and average useful life of the equipment according to the manufacturer's specifications and industry standards, as well as existing and expected capacities, load factors and efficiencies.
* The types and levels of services (typically in terms of mass or energy flows) provided by the systems and equipment being modified or installed and their relationship, if any, to other manufacturing or production equipment and systems outside the CCMP boundary. Describe how this would have been done in the baseline scenario.
* If applicable, a list of the facilities, systems, and equipment in operation under the existing scenario prior to implementation of the CCMP.

Describe the selection or establishment of criteria, procedures, or methodologies to quantify emissions or reductions (including avoidance, displacement, or destruction) of GHG emissions during the implementation and operation of the CCMP. Detail the criteria and procedures for quantifying them.

Sources of GHG emissions

List the activity and type of GHGs included in the baseline and project scenarios of the CCMP and, if applicable, leakage. It can be based on the specifications set out in the ***Cercarbono's Protocol for Voluntary Carbon Certification*** or justify the addition or removal of default or new GHG types to be incorporated.

| **Activity** | **Baseline scenario** | **Project scenario** | **Leakage** |
| --- | --- | --- | --- |
| **CO2** | **CH4** | **N2O** | **CO2** | **CH4** | **N2O** | **CO2** | **CH4** | **N2O** |
|  |  |  |  |  |  |  |  |  |  |

Methodological deviations

If the CCMP requires a methodological deviation, it shall submit the procedures set out in the ***Cercarbono's Protocol for Voluntary Carbon Certification***.

Accreditation period

Provide and justify the starting date of the crediting period (day.month.year). The crediting period shall be 10 years or equal to the duration or lifetime of the CCMP, if less than 10 years, counted from the time of generating the first reductions (including avoidance, displacement, or destruction) of GHG emissions.

Calculation of GHG emissions and GHG emission reductions

Quantification of GHG emissions in the baseline scenario

Describe the criteria, procedures and methodologies used to quantify GHG emissions or removals in the baseline scenario, quantifying separately GHG emission source or carbon pool in the baseline scenario, converting the amount of each type of GHG to tCO2e.

Specify the tools used, equations and default values included in the calculation.

Quantification of GHG emissions and reductions (avoidance, displacement, or destruction) of GHG emissions in the project scenario

Calculate the emissions or reductions (including avoidance, displacement, or destruction) of GHG emissions from the CCMP and describe the procedure used. Specify the tools used, equations and default values included in the calculation.

Quantify the reductions (including avoidance, displacement, or destruction) of GHG emissions as the difference between the GHG emissions or emission reductions from the relevant GHG emission sources in the project scenario and those relevant in the baseline scenario. Quantify, as appropriate, the GHG emissions or reductions (including avoidance, displacement, or destruction) of GHG emissions separately for each GHG emission source or carbon pool in the project and baseline scenario, converting the amount of each type of GHG to tCO2e.

Leakage

If applicable, identify and calculate the CCMP leakage and describe the procedure used. Specify the tools used, equations and default values included in the calculation.

Net GHG emission reductions (avoidance, displacement, or destruction)

Describe the procedure for the calculation of the CCMP net GHG emission reductions (including avoidance, displacement, or destruction).

As appropriate, list the CCMP net GHG emission reductions (including avoidance, displacement, or destruction) in the table below:

| Year | Baseline scenario | Project scenario | Net GHG reduction |
| --- | --- | --- | --- |
| GHG emissions | GHG emissions | Leakage |
|  |  |  |  |  |

CCMP monitoring

Monitoring plan

Describe the monitoring plan, including the procedures and schedule in place to measure or estimate, record, compile and analyse data and information relevant to quantifying and reporting emissions or reductions (including avoidance, displacement, or destruction) of GHG emissions relevant to the project scenario, using calibrated and up-to-date measurement equipment or appropriate technologies. If a GHG emission source or carbon pool identified in the baseline scenario is not selected in the monitoring, justification shall be provided. The elements to be included in the monitoring plan are described in the corresponding methodology.

Monitoring of GHG emissions in the baseline scenario

If applicable, describe the criteria and procedures or methodologies for monitoring the GHG emission sources selected in the baseline scenario.

Monitoring of GHG emissions or reductions in the project scenario

Describe the criteria, procedures or methodologies for monitoring emissions or reductions (including avoidance, displacement, or destruction) of GHG emissions during the implementation and operation of the CCMP, according to the criteria, procedures or methodologies selected to quantify them.

Legal and documentary aspects

Legal requirements

List, describe and justify compliance with applicable laws, statutes, and regulatory frameworks (local, regional, and national) that apply to the programme or project activity, including applicable environmental requirements and the record of specific CCMP actions, where applicable.

CCMP documentation

Include documentary evidence of the CCMP's compliance with the ***Cercarbono's Protocol for Voluntary Carbon Certification***. This documentation must be consistent with the validation, verification, and certification processes.

Stakeholder consultation

If applicable, describe the process and relevant outcomes of stakeholder consultation, stakeholder engagement mechanisms, ongoing and feedback communication, and documentation, considering the ***Cercarbono's Protocol for Voluntary Carbon Certification***.

Co-benefits and contributions to the Sustainable Development Goals of the United Nations

The CCMP has two options: report co-benefits in general, in which case you are required to describe in this section the activities aimed at improving the environment and the quality of life of the local populations affected by the CCMP, taking into account the ***Cercarbono's Protocol for Voluntary Carbon Certification*** or report contributions from Climate Change Mitigation Initiatives to the Sustainable Development Goals of the United Nations, in which case you must indicate this here and do so using the ***Cercarbono's Tool to Report Contributions from Climate Change Mitigation Initiatives to the Sustainable Development Goals***.

Data management

Establish and apply procedures for data and information quality and management, including uncertainty assessment, relevant to the baseline and project scenarios, as stipulated in the selected methodology.

References

List all references used in the development of the PDD. All references should be available for consultation by the VVB.

Reference and template history

|  |  |
| --- | --- |
| **Type of CCMP to which it applies** | This template applies to CCMPs in sectors other than the land use sector. |
| **Version** | **Date** | **Comments or changes** |
| 1.0 | 03.04.2020 | Initial version.  |
| 2.0 | 22.12.2021 | Redesign to give more prominence to the institution developing the CCMP and to adjust to the new version of the protocol. |

(Do not delete or alter this section. Delete this instruction).

Document history (PDD)

Indicate in this section the full history of the PDD, with **correct and updated versions** and edit dates, and include a brief description of the changes made with respect to the previous version. It is appreciated that changes made after the initial version are made in a different font colour (blue is suggested), as this facilitates the review and approval processes.

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments or changes** |
| 1.0 |  | Initial version of the document. |
|  |  |  |

1. The sectoral areas covered by Cercarbono's Voluntary Carbon Certification are detailed in ***Cercarbono's Protocol for Voluntary Carbon Certification***. [↑](#footnote-ref-2)
2. The ***Cercarbono's Protocol for Voluntary Carbon Certification*** sets out the methodologies and tools that can be used. [↑](#footnote-ref-3)