**Note:** This template is for CCMPs in the land use sector, which include GHG removals or GHG emission reductions. **If the CCMP includes only one of these two activities (GHG removals or GHG emission reductions), please remove the wording around the activity that has not been included throughout the document**.

**Cover page**: Free design, corporate logos can be used (recommended). The content presented here is mandatory, but the format can be changed.

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

When filling in the sections, change the pink lettering to black.

Delete this box.

Logotipo

Descripción generada automáticamente con confianza media

Project Description Document

for CCMP in the Land Use Sector

(Insert the name of the CCMP here)



|  |  |
| --- | --- |
| Document prepared by | Name(s) of the programme or project proponent(s). |
| Date of preparation | Day.month.year of elaboration. |
| Contact | Physical address, email address, 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: Headings”.

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

Graphical user interface, text, application, email

Description automatically generated

Acronyms and abbreviations

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

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

Climate change mitigation programme or project (CCMP) information

* 1. CCMP holder Information

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

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

* 1. 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 |  |
| Telephone number(s) |  |
| E-mail address |  |

* 1. CCMP objective

Describe the net positive impact expected from the implementation of the project activities and its mitigation potential. The objective should also include, at a minimum, the main activity, the location of the implementation area, facility or process, and the period of implementation of CCMP actions.

* 1. CCMP description

Provide a short description (300-500 words) of the programme or project activity including the duration or lifetime of the CCMP, the carbon pools, the emission sources in the baseline and project scenarios and the leakage considered (if applicable) in the project scenario, as well as the estimated annual GHG removal or of GHG emissions over the entire duration or lifetime of the CCMP.

Also list the types of GHGs considered by the CCMP.

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

Sectoral scope and type of CCMP

Specify the sectoral scope, the type of CCMP (small or large scale)[[1]](#footnote-2) and the programme or project activity to be implemented.

Location and limits of the CCMP

Spatial limits

Detail the location and geographic limits of the CCMP, including organisational, geographic, and physical location information, which allows for the unique identification and delimitation of the CCMP. This information should be reported in geo-referenced form (shp or kml), in multi-level graphics (map with location in country/national subdivision/municipality and CCMP) and in narrative form (legal description of the boundaries of the CCMP areas) in a way that facilitates the review of its location and possible overlaps with other CCMPs.

Besides must report and justification of any changes in any of the areas or processes that make up the CCMP.

Time limits

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

CCMP total area

Provide the total area of the CCMP in hectares.

* 1. Holdership or right to use the area

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

* Holdership history and no-lien certificates or as applicable.
* Permits or concessions for use of the area.
* Domain rights.
* Land use plans.
* Local registry information, such as cadastre, land registry, land use or management registry.
* Others that apply to the context of the CCMP.
  1. Characteristics and conditions before the start of the CCMP

Detail the existing conditions of the area(s) prior to the start of the CCMP. If the baseline scenario is the same as the existing conditions prior to the start of the CCMP, its description does not need to be repeated, it should be expanded in the baseline scenario section.

* 1. CCMP technologies, products, and services

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

* 1. Chronological plan

Provide details of dates and justification for:

Duration or lifetime of the CCMP (in years): indicating the start date of the activities (day.month.year) and the end date of the programme or project (day.month.year).

The accreditation period of the CCMP (day.month.year to day.month.year).

The frequency of CCMP monitoring and reporting, including relevant CCMP activities at each step of the project cycle, as appropriate.

The frequency of verification events, including the periods in which verification events are intended or performed.

Methodology

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

|  |  |  |
| --- | --- | --- |
| **Name of methodology or tool** | **Justification of applicability for the CCMP (full or partial)** | **Version** |
|  |  |  |

* 1. Applicability of the selected methodology to the CCMP

Describe any applicability criteria or conditions that the CCMP meets with respect to the selected methodology.

* 1. 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 ***Cercarbono's Tool to Demonstrate Additionality of Climate Change Mitigation Initiatives***, available at [www.cercarbono.com](http://www.cercarbono.com), section: Documentation.

* 1. Eligibility

Present the eligibility analysis for the CCMP areas as set out in the selected methodology.

* 1. No double counting

The CCMP must justify (by providing evidence) that it has not and will not register the same activities (even partially) under other climate change mitigation standards or certification programmes.

Baseline scenario

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

* The description of the CCMP, including all identified GHG emission sources.
* 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.
* Data availability, reliability, and limitations.
* 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 scenario and the baseline scenario 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.

* 1. Project scenario

Provide a description of the CCMP activity and the means used to achieve GHG removals or reductions[[3]](#footnote-4) (including displacement of a more-GHG-intensive output, fuel or feedstock switching, GHG emissions avoidance or GHG destruction) of GHG emissions.

Description of forestry activities (where applicable) including forest planning, type of species and justification for its use, production of plant material, establishment and maintenance of plantations and harvesting.

Description of agricultural activities (where applicable) including type of woody species implemented and justification for their use, establishment and maintenance of crops and harvesting.

Information (where applicable) on any conservation, management, or planting activities to be undertaken in the CCMP area, including a description of how various organisations, communities and other entities are involved.

Information (where applicable) on innovative processes or technologies to be implemented in the CCMP area, including a description of how they generate GHG removals other than from carbon pools or GHG emission reductions from the implementation of new technologies.

Describe the criteria and procedures used to quantify GHG emissions or removals and reductions of GHG emissions during the implementation and operation of the CCMP.

* 1. GHG emission sources

List the activity and type of GHGs that the CCMP considers in the baseline and project scenarios 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 included.

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

* 1. Carbon pools

List the carbon pools included in the CCMP in the baseline and project scenarios. The carbon pools are above-ground biomass, below-ground biomass, dead wood, litter, and soil organic carbon. When estimating carbon stocks in the carbon pools, it should consider at least above-ground biomass and below-ground biomass and may or may not consider carbon in dead wood, litter and soil organic carbon as indicated by the selected methodology.

| **Carbon pool** | **Baseline scenario** | **Project scenario** |
| --- | --- | --- |
|  |  |  |

* 1. Methodological deviations

If the CCMP requires a methodological deviation, it shall complete and submit the form ***Request for methodological deviation***, available at [www.cercarbono.com](http://www.cercarbono.com), section: Documentation.

* 1. Accreditation period

Submit and justify the starting date of the crediting period (day.month.year). The crediting period shall be 20 years, counting from the time of generating the first GHG removals or reductions of GHG emissions. This period cannot be changed once the PDD has been validated.

Quantification of GHG emissions and removals or GHG emission reductions

* 1. Quantification of GHG emissions and removals in baseline scenario

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

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

* 1. Quantification of GHG emissions and removals or GHG emission reductions in project scenario

Calculate GHG emissions and removals or reductions of GHG emissions from the CCMP and describe the procedure used. Specify the tools used, equations and default values included in the calculation.

Quantify GHG removals or reductions of GHG emissions as the difference between GHG emissions and removals or reductions of GHG emissions from carbon pools and relevant GHG emission sources in the project scenario and those relevant in the baseline scenario.

Quantify, as appropriate, the GHG emissions and removals or reductions of GHG emissions separately for each GHG emission source and carbon pool in this scenario, converting the amount of each type of GHG to tCO2e.

* 1. 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. Leakage emission sources are only generated in the project scenario.

* 1. Net GHG removals or net GHG emission reductions

Describe the procedure for the calculation of net GHG removals or reductions of net GHG emissions from the CCMP.

Calculations should include those made by applying ***Cercarbono's Tool to Estimate Carbon Buffer in Initiatives to Mitigate Climate Change in the Land Use Sector***, available at [www.cercarbono.com](http://www.cercarbono.com), section: Documentation.

Enter the total and net GHG removals or total and net GHG emission reductions of the CCMP and the individual and collective set-aside in the table mentioned in the Annex.

Legal and documentary aspects

* 1. Legal requirements

Specify all local, regional, and national laws, statutes and regulatory frameworks that apply to the CCMP, as well as any applicable environmental legislation and requirements (in line with the No Net Harm principle) and the record of specific CCMP actions. This may include, as appropriate, but not limited to:

Environmental permits or licences.

If required, environmental impact assessment and environmental management plan.

Current environmental regulations for which compliance with all those applicable to the CCMP must be referenced, described, and justified.

|  |  |  |  |
| --- | --- | --- | --- |
| **Norm or law** | **Type (legal, environmental, other)** | **Applicability/Compliance (total or partial)** | **Justification** |
|  |  |  |  |

* 1. Link with NDCs

Indicate whether the GHG emission reductions associated with the carbon credits are covered by a reported target in the NDCs of the country in which the credits will be generated.

* 1. CCMP documentation

Describe and include supporting documentation demonstrating 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***.

Safeguards

Describe how the CCMP complies with the safeguards as set out in the selected methodology and in the ***Safeguarding Principles and Procedures of Cercarbono's Certification Programme*** document, available at [www.cercarbono.com](http://www.cercarbono.com), section: Documentation.

The CCMP shall list identified potential social and environmental risks as per in corresponding risk assessment, as well as referring plans or instruments to be put in place to mitigate them.

In addition, reference shall be made to completed form ***Sustainable Development and Safeguards Focus Areas Compliance Statement***, available at [www.cercarbono.com](http://www.cercarbono.com), section: Documentation, which shall be validated together with this document, forming part of it along with the associated risk mitigation plan, as well as to documents and media related to respective evidence, which shall be available for analysis validation, and verification, as applicable.

Risks, uncertainty, and non-permanence

Quantify the aggregate uncertainty of the mitigation results, i.e., the product of the uncertainties in each of its components: activity data, emission factors, projection method and all subsequent factors in these calculations. Consider *ISO/IEC Guide 98-3* for assessing and expressing measurement uncertainty.

Project risks and non-permanence by applying ***Cercarbono's Tool to Estimate Carbon Buffer in Initiatives to Mitigate Climate Change in the Land Use Sector***, available at [www.cercarbono.com](http://www.cercarbono.com), section: Documentation.

Contributions to the United Nations Sustainable Development Goals

Report CCMP contributions to the UN Sustainable Development Goals in the ***Cercarbono's Tool to Report Contributions from Climate Change Mitigation Initiatives to the Sustainable Development Goals***, available at [www.cercarbono.com](http://www.cercarbono.com), section: Documentation.

In addition, if available and relevant, alignment with CCMP contribution to Sustainable Development Goals of host country shall be described.

Grouped project

Indicate whether the CCMP is clustered; if so, describe and justify the areas, facilities or processes that comprise it and the possible future aggregation of instances (if known in advance).

CCMP monitoring

* 1. 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 GHG emissions and reductions of GHG emissions relevant to the project scenario, using calibrated and up-to-date measurement equipment or appropriate technologies. In case a GHG emission source identified in the baseline scenario is not selected for monitoring, justification shall be provided. The elements to be included in the monitoring plan are described in the corresponding methodology, however, they must be considered in the monitoring plan:

The list of parameters to be measured or monitored.

The types of data and information, including the units of measurement.

The origin of the data.

The monitoring methods (including estimation, modelling, measurement, calculation, and uncertainty approaches).

The frequency of monitoring.

Monitoring roles and responsibilities, including procedures for authorisation, approval, and documentation of changes to recorded data.

Controls including internal checking of input, transformation and output data, and procedures for corrective actions.

* 1. Monitoring of GHG emissions and removals or GHG emission reductions in the project scenario

Describe the criteria and procedures used to monitor GHG emissions and removals or reductions of GHG emissions during the implementation and operation of the CCMP, according to the criteria and procedures selected to quantify them.

Information management

Establish and apply procedures for the management and quality of data and information 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.

Document history (PDD)

Indicate 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 editions** |
| 1.0 | Day.month.year | Initial version of the document. |
|  |  |  |

Template history

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments or changes** |
| 1.0 | 11.01.2022 | Initial version. |
| 2.0 | 01.08.2022 | Content adjustments and editorial changes. |
| 2.0.1 | 12.08.2022 | Excel file is attached for detailed mitigation reporting by activity and pool. |
| 2.1 | 03.09.2024 | Notes incorporated based on ***Safeguarding Principles and Procedures of Cercarbono's Certification Programme*** document update. |

(Do not delete or alter this section, delete this instruction.

Annex

Attached to the template there is an Excel file with a table to enter the total and net GHG removals or total and net GHG emission reductions of the CCMP and the individual and collective buffer.

1. Sectoral scopes, type of CCMP and activities covered by the voluntary carbon certification of Cercarbono are detailed in ***Cercarbono's Protocol for Voluntary Carbon Certification***, available at [www.cercarbono.com](http://www.cercarbono.com), section: Documentation. [↑](#footnote-ref-2)
2. The ***Cercarbono's Protocol for Voluntary Carbon Certification*** sets out the methodologies and tools that may be used. [↑](#footnote-ref-3)
3. See in the Cercarbono's Protocol what each type of GHG emission reduction activity includes. [↑](#footnote-ref-4)