**Note:** This template is for CCMPs in sectors other than land use, which do not include GHG removals.

**Cover page:** Free design, corporate logos (recommended) or images alluding to the CCMP can be used.

**See general filling instructions on page 3.**

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

Delete this box.



Project Description Document

for CCMP in Sectors Other Than Land Use

(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**.



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

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 granting certain rights with respect to the CCMP, including the withdrawal of the GHG emission reduction certificate. Legal evidence of representation must be attached.

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

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.

CCMP description

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

List also the type of GHGs covered 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, facilities or processes that form 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).

Total area, facilities, or processes

Provide the total area of the CCMP in hectares (if applicable), facilities or processes.

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

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

Holdership history and no-lien certificates or as appropriate.

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 in the context of the CCMP.

Characteristics and conditions before 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 the description, it should be expanded in the baseline scenario section.

CCMP technologies, products, and services

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

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** |
|  |  |  |

Applicability of the selected methodology to the CCMP

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

Additionality

Demonstrate that the CCMP reduces GHG emissions 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.

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.

Project scenario

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

* Description of the main manufacturing or production technologies, systems and equipment involved, including information on the age and average lifetime of the equipment according to manufacturer's specifications and industry standards, as well as existing and expected capacities, load factors and efficiencies.
* 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 limit. 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 criteria and procedures used to quantify GHG emissions and reductions of GHG emissions during the implementation and operation of the CCMP.

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** |
|  |  |  |  |  |  |  |  |  |  |

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.

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 it generates the first reductions of GHG emissions. This period cannot be modified once the PDD has been validated.

Quantification of GHG emissions and GHG emission reductions

Quantification of GHG emissions in the baseline scenario

Describe the criteria and procedures used to quantify GHG emissions 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.

Quantification of GHG emissions and reductions of GHG emissions in the project scenario

Calculate emissions and 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 the reductions of GHG emissions as the difference between the GHG emissions and emission reductions of the relevant GHG emission sources in the project scenario and those relevant in the baseline scenario.

Quantify, as appropriate, the GHG emissions and reductions of GHG emissions separately for each GHG emission source in this 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. Leakage emission sources are only generated in the project scenario.

Net GHG emission reductions

Describe the procedure for the calculation of net GHG emission from the CCMP.

As appropriate, list the net GHG emission reductions from the CCMP in the table below.

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

Legal and documentary aspects

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** |
|  |  |  |  |

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.

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.

Uncertainty

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.

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

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.

Monitoring of GHG emissions in the baseline scenario

If applicable, according to the selected methodology, describe the criteria and procedures used to monitor the GHG emission sources selected in the baseline scenario.

Monitoring of GHG emissions and GHG emission reductions in the project scenario

Describe the criteria and procedures used to monitor GHG emissions and 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 | 30.10.2019 | Initial version.  |
| 2.0 | 11.01.2022 | Redesign to give more relevance to the institution developing the CCMP and to adjust to the new version of the Protocol. |
| 3.0 | 01.08.2022 | Content adjustments and editorial changes. |
| 3.1 | 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).

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 on the website: [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)