**Note:** This template is for project for materials reductions or recirculation.

**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 the sections are completed, change the pink font colour to black.

Delete this box.

Logotipo

Descripción generada automáticamente con confianza media

A black and white logo

Description automatically generated

Project Description Document

-Project Name-

*Space for corporate logos*

|  |  |
| --- | --- |
| Document issued by: | Name(s) of the proponent(s) of the project. |
| Date of issuance: | Day.month.year this report was issued. |
| Contact: | Physical address.  E-mail address.  Telephone number(s).  Web site. |

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Instructions for filling out this document

This Project Description Document (PDD) template is designed for Projects on Circular Economy Materials that wish to register under the Voluntary Programme on Circular Economy.

**When filling this document:**

* Delete this page.
* Delete the instructions given in each section and all text in this colour.
* If for some reason a section or subsection does not apply, do not delete it but indicate that it does not apply.
* Once you have added all the necessary content, generate the table of contents of this document again (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 it this way will facilitate the work and reduce the VVB's and certifier's management time.**

Graphical user interface, text, application, email

Description automatically generated

Abbreviations and acronyms

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

|  |  |
| --- | --- |
| **PDD** | Project Description Document |
| **VVB** | Validation and Verification Body |

1. General information about the project
   1. Information on the project holder

Provide information about the individual or legal entity that holds a legal document of representation, issued, or endorsed by the project holder or by individuals or organisations that grant certain rights with respect to the project, including the withdrawal of the circular credits certificate. In case of a Programme of Activities, the holder must be the Programme Coordinating entity.

In both cases, legal evidence of representation must be attached.

|  |  |
| --- | --- |
| Name of the institution (if applicable): |  |
| Roles or responsibilities: |  |
| ID: |  |
| Location: |  |
| Phone number: |  |
| E-mail address: |  |

* 1. Information from other institutional participants in the project

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

|  |  |
| --- | --- |
| Name of the institution (if applicable): |  |
| Roles or responsibilities: |  |
| ID: |  |
| Location: |  |
| Phone number: |  |
| E-mail address: |  |

* 1. Project description

Provide a brief description of the project including the following information:

* Indicate whether it is a Programme of Activities, a Grouped Project, or a Project on Circular Economy Materials.
* Objective and description of the activity to be undertaken.
* Location of the implementation area.
* Type(s) of material(s) considered in the project.
* Duration or lifetime of the project.
* Brief description of the baseline and project scenario.
* Estimated annual (metric tonnes/year) reduction or recirculation of materials from the project.
* Additional positive impacts expected from the implementation of the project.
  + 1. Type of project

Indicate the cycle, type of activity and type of material according to the following categories (delete the table after filling in this section):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cycle** |  | **Type of activity** |  | **Type of material** | |
| 19: Biological |  | C10: Reject |  | A. Plastic | 1A: PET |
| 20: Technological |  | C11: Rethink |  |  | 2A: HDPE |
|  |  | C12: Reduce |  |  | 3A: PVC |
|  | C20: Reuse |  |  | 4A: LDPE |
|  | C21: Repair |  |  | 5A: PP |
|  | C22: Refurbish |  |  | 6A: PS |
|  | C23: Remanufacture |  |  | 7A: OTHER |
|  | C24: Repurpose |  |  |  |
|  | C25: Recycling |  |  |  |

* + 1. Project location

Provide details of the location and geographic boundaries of the project, including organisational, geographic, and physical location information, allowing for the unique identification and delimitation of the project. Such information should be reported in geo-referenced form (shp, kml, or equivalent), in a multi-level graphic (map with location in country/national subdivision/municipality and project) and in narrative form (legal description of the boundaries of the project areas).

* 1. Project holdership

Describe and provide evidence of holdership or proprietary rights to the project area(s), facility, activity, or process. This may include, as appropriate, but is not limited to:

* Holdership granted by any local authority, such as permits or material[[1]](#footnote-1) use concessions.
* Bilateral or commercial agreements.
* Certificates of ownership and freedom of encumbrances or as appropriate.
* Information from local registers, such as cadastre or land registry.
* Others that apply to the context of the project.
  1. Characteristics and prerequisites prior to the start of the project

Provide details of the existing conditions in terms of technologies, products, or services prior to the start of the project that would be changed after its implementation. If the baseline scenario is the same as the existing conditions prior to the start of the project, its description does not need to be repeated, it should be expanded in the baseline scenario section.

1. Management of the circular economy Programme of Activities

**If it is not a Programme of Activities, please DELETE the entirety of Section 2.**

* 1. Coordinating entity

Indicate the name of the Coordinating entity.

* 1. Management system of the Coordinating entity

Provide the following information:

* Description of roles and responsibilities of the Coordinating entity.
* Process and review parameters for the inclusion of circular economy programme activities.
* Documentary control system for circular economy programme activities.
* Compliance with the principles of the circular credits.
  1. Accreditation period

Submit and justify the start and end date of the accreditation period of the Programme of Activities (day.month.year to day.month.year). The accreditation period shall be a maximum of 20 years.

1. Grouped project

**If it is not a Grouped Project, please DELETE the entirety of Section 3.**

If the project is a grouped project, describe and justify the areas, facilities or processes involved and the probable future aggregation of instances (if known in advance).

1. Time limits
   1. Chronological plan

Describe the current status of the project by indicating the important milestones that have been met and the plans or projected timelines for their implementation with their respective dates (day.month.year). May include, as appropriate, but not limited to:

* Feasibility study.
* Permits granted by the local authority.
* Final design of the project.
* Contracts with suppliers.
* Duration or lifespan of the project (in years): indicating the start date of activities (day.month.year) and the end date of the project (day.month.year).
  1. Project start date

Submit and justify the start date of the project (day.month.year) in accordance with the latest version of the ***Protocol of the Voluntary Programme on Circular Economy***.

* 1. Accreditation period

Submit and justify the start and end date of the project's accreditation period (day.month.year to day.month.year). The accreditation period for the projects is 10 years, renewable once for a maximum of 10 years.

* 1. Estimated frequency of verification events

Indicate the frequency at which verification events are intended to be conducted, in accordance with the project monitoring and reporting plan.

1. Methodology

Provide the name and reference or version of the methodology and other methodological tools used[[2]](#footnote-2) in the development of the project.

|  |  |
| --- | --- |
| **Name of the methodology or tool** | **Version** |
|  |  |

* 1. Applicability of the selected methodology to the project

Describe how the project fulfils all the criteria or conditions of applicability of the selected methodology.

* 1. Additionality

Demonstrate that the project is additional in accordance with the additionality conditions established in the selected methodology.

* 1. Project scope

Describe the project scope including the source of the materials, the reduction or recirculation process, and the next destination in the technological or biological cycle of the material. Include a diagram showing the processes comprising the project and the linkages between them.

* 1. No double counting

The project must justify (by providing evidence) that it has not and will not register the same activities (even partially) under other circular economy standards or certification programmes.

* 1. Sources of material generation

Explain the origin of the materials to be used in the project according to the selected methodology.

* 1. Baseline scenario

Identify and justify the baseline scenario and the procedures for determining it, taking into account the principle of conservatism, and considering the following aspects:

* Description of the planned linear process, including the most likely destination of the material if the project were not to be implemented.
* Common material handling practice in the project area.
* Probable future trends in material exploitation.
* Probable future trends in material generation.
* Data availability, reliability, and limitations.
* Other relevant information on present or future conditions, such as regulations or laws under which the project is governed, technical, economic, socio-cultural, environmental, geographic, site-specific, and temporal assumptions or projections.
* In the case of a capacity increase, provide a list of the facilities, systems, and equipment in operation under the existing scenario prior to the implementation of the project.
  1. Project scenario

Describe how the cycle of the material would be transformed from linear to circular due to the implementation of the project.

Describe in detail the process, technologies, facilities, products, services, or measures that the project will implement, considering, but not limited to, the following aspects:

* 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 technical 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 project boundary.
* For processes that are labour-intensive, indicate how much labour is required in each part of the process, type of labour (skilled or unskilled) and relationship to workers (contractual, service, per tonne delivered, etc.).
  1. Methodological deviations

If the project requires a methodological deviation, the form ***Request for Methodological Deviation***, available at [www.cercarbono.com](http://www.cercarbono.com), must be completed and uploaded to the registration platform, EcoRegistry, during the Formulation Stage.

1. Quantification of materials reduction or recirculation
   1. Quantification of materials in the baseline scenario

Describe the criteria and procedures used to quantify the tonnes of materials generated in the baseline scenario according to the selected methodology.

Specify the tools used, equations and default values included in the calculation. Indicate the results in units of metric tonnes per year.

* 1. Quantification of materials reduction or recirculation in the project scenario

Describe the criteria and procedures used to quantify the tonnes of material reduced or recirculated in the project scenario according to the selected methodology.

Specify the tools used, equations, and default values included in the calculation. Indicate the results in units of metric tonnes per year.

* 1. Leakage

If applicable, identify and calculate the leakage generated by the project and describe the procedure used for its quantification. Specify the tools used, equations, and default values included in the calculation. Leakage is only generated and quantified in the project scenario. Indicate the results in units of metric tonnes per year.

* 1. Net material reductions or recirculation

Describe the procedure for the calculation of the project net material reductions or recirculation and include them in the table below. Indicate the results in units of metric tonnes per year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Baseline scenario | Project scenario | | Net reductions or recirculation (tonne/year) |
| **Material**  (tonne/year) | **Reduced or recirculated material**  (tonne/year) | **Material leakage**  (tonne/year) |
|  |  |  |  |  |

1. Project monitoring
   1. Monitoring plan

Describe the monitoring plan, including those responsible for its implementation, the procedures, and schedule in place for measuring or estimating, recording, compiling, and analysing data, and information relevant to quantifying and reporting reductions or recirculation of the project scenario, using calibrated and up-to-date measurement equipment or appropriate technologies.

* 1. Information management

Specify how the management and storage of monitoring data will be conducted. Establish and implement data and information quality procedures, as stipulated in the methodology selected.

* 1. *Exante* parameters

List the parameters that are available at the time of validation and for each parameter include the information requested in the methodology, which includes at least, but not limited to:

* Types of data and information, including units of measurement.
* Description of the parameter.
* Source of the data.
* Justification for the selection of the data.
* Reliability of the selected data.
  1. Expost parameters

List the parameters that will be monitored during the operation of the project, and for each of them include the information requested in the methodology, considering, but not limited to, the following aspects:

* The type(s) of data and information, including units of measurement.
* The origin of the data.
* Monitoring methods (including estimation, modelling, measurement, calculation, and uncertainty approaches).
* Monitoring frequency.
* 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. Legal and documentary aspects
   1. Legal requirements

Specify all local, regional, and national laws, statutes, and regulatory frameworks that apply to the project. This may include, as appropriate, but not limited to:

* Permits, environmental licences, or environmental requirements.
* If required, environmental impact assessment and environmental management plan.
* Current environmental regulations for which all those that apply to the project should be referenced, described, and justified.

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

* 1. Project documentation

Describe and include supporting or evidentiary documentation demonstrating the project's compliance with the ***Protocol of the Voluntary Programme on Circular Economy***. This documentation must be consistent with the validation, verification, and certification processes.

1. Safeguards

Describe how the project complies with safeguards, as established in the ***Protocol of the Voluntary Programme on Circular Economy***. Additionally, outline the potential social or environmental risks identified in the project, the plans or instruments that will be implemented to mitigate them, and define the monitoring system that will be applied to evaluate the effectiveness of these measures.

1. Contributions to the Sustainable Development Goals of the United Nations

Provide the contributions of the project to the UN Sustainable Development Goals expected to be generated during the operation of the project. Note that, at the time of verification, the actual contributions made during each monitoring period should be demonstrated using the ***Tool to Report Contributions of*** ***Circular Economy Initiatives to the Sustainable Development Goals***, available at [www.cercarbono.com.](https://www.cercarbono.com.)

1. Stakeholder consultation

Describe the process undertaken for the stakeholder consultation in accordance with the latest version of the ***Protocol of the Voluntary Programme on Circular Economy***.

If the project considers the involvement of vulnerable workers or communities in the project activity, this item will be of particular relevance.

1. Measuring internal organisational circularity

Develop a report, on a voluntary basis, based on ISO 59020, where the organisation assesses its circular economy performance. This report must reflect the level of circularity of processes, products or services.

Reporting must follow the guidelines set by ISO 59020, which provides a structured approach to assess key metrics related to circularity.

1. References

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

1. 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 from the previous version.

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments or modification** |
| 1.0 | Day.month.year | Initial version. |
|  |  |  |

1. Template history

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments or modifications** |
| 1.0 | 23.06.2023 | Initial version. |
| 2.0 | 04.03.2025 | Replacement of the acronyms VPCE, PCEM and CEC by their full names.  Version with change Global Zero Waste logo. |

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

1. For the Voluntary Programme on Circular Economy, materials are understood as all waste materials that can be used. [↑](#footnote-ref-1)
2. ***Protocol of the Voluntary Programme on Circular Economy*** sets out the methodologies and tools that can be used. [↑](#footnote-ref-2)