



### **Annex 3**

## **Draft procedures for registration of a programme of activities as a single CDM project activity and issuance of CERs for a programme of activities**

Attached “Draft procedures for registration of a programme of activities as a single CDM project activity and issuance of CERs for a programme of activities”.



### Annex 3

#### **Draft procedures for registration of a programme of activities as a single CDM project activity and issuance of CERs for a programme of activities**

1. In considering the draft procedures, the Board may wish to note and provide guidance, as applicable, on:

- (a) Treatment of stakeholder comments;
- (b) The approach of the initial guidance is that POA-DD shall determine variables, parameters, criteria that define what a CPA needs to provide as information to :
  - (i) Demonstrate that it is unambiguously an additional CPA qualifying for this POA ;
  - (ii) Provide the required monitoring requirements to enable the verification of the emission reductions by a DOE in accordance with the verification methodology applicable to the POA.

The EB has discussed and agreed not to envisage the option of renewal of periods for a POA, this guidance implies that for CPAs, which may apply any time over the maximum 30 year duration of a POA, the version of the methodology that was valid at the time of registration of the PoA will apply, including at the time of renewal of the crediting period of a CPA.

- (c) The registration fee. It is proposed that the registration fee for a PoA is based on the total expected average annual emission reductions of the CPAs that will be submitted together with the request for registration of the PoA. For each CPA which is registered subsequently, a registration fee is to be paid. All fees are to be paid by the coordinating/managing entity to the secretariat.



**DRAFT PROCEDURES FOR REGISTRATION OF A PROGRAMME OF ACTIVITIES AS  
A SINGLE CDM PROJECT ACTIVITY AND ISSUANCE OF CERTIFIED EMISSION  
REDUCTIONS FOR A PROGRAMME OF ACTIVITIES**  
(Version 01)

**A. Background**

1. In accordance with paragraph 20 of decision 7/CMP.1 and the guidance provided by the CDM Executive Board at its 28 twenty-eighth meeting (Annex 15 of EB 28 Report), project activities under a programme of activities (PoA) can be registered as a single clean development mechanism project activity provided that approved baseline and monitoring methodologies are used that, inter alia, define the appropriate boundary, avoid double counting and account for leakage, and ensure that the emission reductions are real, measurable and verifiable, and additional to any that would occur in the absence of the project activity.

**B. Preparation of a Programme of Activities Design Document**

2. A coordinating/managing entity shall develop a Programme of Activities Design Document (CDM-POA-DD) setting a framework for the implementation of the PoA and unambiguously defining a CDM programme activity (CPA) under the PoA. CDM-POA-DD shall include the following information:

- a) Identification of a coordinating/managing entity, Host Party(ies) and PoA participants;
- b) Definition of a boundary for the PoA in terms of a geographical area (e.g., municipality, region within a country, country or several countries) within which all CDM programme activities (CPAs) that form the PoA will be implemented, taking into consideration the requirement that all applicable national and/or sectoral policies and regulations are similar within that chosen boundary;
- c) Description of a policy/measure or a stated goal that the PoA seeks to promote;
- d) Confirmation that the proposed PoA is a voluntary action by the coordinating/managing entity. Demonstration that in the absence of the CDM (i) the proposed voluntary measure/standard would not be implemented, or (ii) the mandatory policy/regulation/standard would not be enforced, or (iii) that the PoA will lead to a greater level of enforcement of the existing mandatory policy/regulation/standard. This shall constitute the demonstration of additionality of the PoA as a whole;
- e) Description of a typical CPA that can be included in the PoA covering the technology or measure to be used, justification of the choice of an approved baseline and monitoring methodology, application of an approved baseline and monitoring methodology, and demonstration of additionality and account for leakage;
- f) Definition of eligibility criteria for inclusion of a project activity as a CPA under the PoA, which shall include criteria for demonstration of additionality, and the type of extent of information (e.g. criteria, indicators, variables, parameters or measurements) that shall be provided by each CPA in order to ensure its eligibility;



- g) Starting date and length of the PoA not exceeding 30 years;
  - h) Description of the operational and management arrangements established by the coordinating/managing entity for the implementation of the PoA, including a record keeping system for each CPA under the PoA;
  - i) Description of a monitoring plan developed in accordance with the approved monitoring methodology and identification of the monitoring equipment, provisions and data parameters a CPA has to apply/monitor.
  - j) Description of the proposed statistically sound sampling method/procedure to be used by DOEs for verification of the amount of reductions of anthropogenic emissions by sources of greenhouse gases achieved by CPAs under the PoA;
  - k) In case public finding is used a confirmation that official development assistance is not being diverted to the implementation of the PoA.
3. The coordinating/managing entity shall obtain letters of approval for the implementation of the PoA from each Host Party and Annex I Party involved in the PoA. Letters of approval shall be issued in accordance with guidance provided by the CDM Executive Board.
4. The coordinating/managing entity shall develop and submit together with the CDM-POA-DD a the CDM Programme Activity Design Document (CDM-CPA-DD) form to be used in relation to this POA which shall be developed based on the generic CDM-CPA-DD and the information provisions of the PoA. CDM-CPA-DD shall provide for the submission of following information:
- a) Details of its physical location, participant(s) and a Host Party;
  - b) Starting date, type and duration of the crediting period of the CPA taking into account that the duration of the crediting period shall not exceed the end date of the PoA;
  - c) Information stipulated in the PoA regarding:
    - i. Eligibility criteria;
    - ii. The demonstration of additionality;
    - iii. Calculations of baseline emissions and estimated emission reductions by sources of greenhouse gases;
  - d) Summary of findings of an environmental impact assessment if required by national/local regulations;
  - e) Information on how comments by local stakeholders were invited, a summary of the comments received and how due account was taken of any comments received;
  - f) Confirmation that the CPA is neither registered as a CDM project activity nor included in another registered PoA.

### **C. Request for registration of a programme of activities**

5. A designated operational entity (DOE) shall submit a request for registration of a proposed PoA using the “Programme of Activities registration request form” (F-CDM-POA-REG) along with a validation report and supporting documentation. Such documentation shall include, inter alia,



modalities of communication with the CDM Executive Board signed by the coordinating/managing entity and the PoA project participants.

6. In addition to the validation requirements arising out of the modalities and procedures for a clean development mechanism, the validation by the DOE shall address the following issues:
  - a) Additionality of the PoA (see 2 d above);
  - b) Eligibility criteria for inclusion of a proposed programme activity in the registered PoA, including criteria to be used for demonstration of additionality of a CPA;
  - c) Operational and management arrangements established by the coordinating/managing entity for the implementation of the PoA;
  - d) Consistency between CDM-POA-DD and a CDM Programme Activity Design Document (CDM-CPA-DD) to be used for inclusion of a CPA in the registered PoA.
7. The procedures for registration of a CDM project activity as referred to in paragraph 40 of Decision 3/CMP.1 and the procedures for review as contained in Annex III to Decision 4/CMP.1 shall apply to a PoA.
8. A request for registration of a PoA will be processed by the secretariat upon the receipt of the registration fee.

**D. Inclusion of a CDM project activity in a registered programme of activities**

9. The coordinating/managing entity shall forward the completed CDM-CPA-DD forms received from entities/enterprises/activity owners to a DOE for validation at a frequency it deems appropriate.
10. A DOE shall validate the information in the CDM-CPA-DD and request the inclusion of proposed CPA(s) in the registered PoA by submitting the “CDM Programme Activity inclusion request form” (F-CDM-CPA-REG) along with supporting documentation to the CDM Executive Board via a dedicated interface on the UNFCCC CDM website.
11. Upon receipt of the request for inclusion of the CPA(s) in the registered PoA and the registration fee, the secretariat will assess the submitted documentation in consultation with the Chair of the Board. On the basis of a secretariat recommendation, the Chair of the Board will decide on the inclusion of the CPA(s) in the registered PoA.
12. Once a CPA is included in the registered PoA, the secretariat will display the CPA on the view page of the respective PoA on the UNFCCC CDM website and notify the requesting DOE, the coordinating/managing entity and the Designated National Authority. The starting date of a crediting period of the CPA shall be the date of its inclusion in the registered PoA or any date thereafter if so stipulated in the CDM-CPA-DD.
13. The request for inclusion of a CPA in the registered PoA may be submitted at any time during the duration of the PoA.



**E. Request for issuance of certified emission reductions for a programme of activities**

14. The procedures for verification, certification and request for issuance of certified emission reductions (CERs) as referred to in paragraphs 62, 63 and 64 of Decision 3/CMP.1 and the procedures for review of requests for issuance of CERs as contained in Annex IV to Decision 4/CMP.1 and subsequent related decision of the Executive Board shall apply.

15. A DOE shall request issuance of CERs for a PoA by submitting the “CDM form to submit verification and certification reports and to request issuance for a PoA”(F-CDM-POA-REQCERS) via a dedicated interface on the UNFCCC CDM website.

16. The DOE conducting the verification shall include in its verification report a description of the application of the sampling methods/procedures for the purpose of verification stipulated in the registered PoA. The DOE shall include in its verification report a description/justification of the site visits undertaken.

17. The coordinating entity shall submit a request for distribution of CERs issued in accordance with the modalities of communication. For the purpose of issuance of CERs the PoA will be treated as a single project activity.

**F. Renewal of a crediting period of CDM project activities under a programme of activities**

17. In accordance with paragraph 49 (a) of Decision 3/CMP.1, an entity/enterprise/activity owner seeking to renew a crediting period of a CPA under a registered PoA shall notify the coordinating/managing entity in accordance with the provisions and information defined for this purpose in the registered PoA .

18. The coordinating/managing entity shall forward information received for a CPA to a DOE for validation.

19. The DOE shall request renewal of a crediting period for a CPA by submitting the “CDM programme activity crediting period renewal form” (F-CDM-CPA-REN) along with the information provided by the CPA, via a dedicated interface on the UNFCCC CDM website.

21. Upon receipt of the request for renewal of a crediting period of the CPA the secretariat will expeditiously assess the submitted documentation for completeness and prepare a recommendation for consideration of the Chair of the Board. Unless the Chair of the Board requests the consideration of the case by the Executive Board, the CPA is considered renewed within four weeks after the receipt of the request for renewal.

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