

**Annex 39****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 thirty-second meeting (Annex 38 of EB 32 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 or net anthropogenic removals by sinks 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. The CDM-POA-DD shall include the following information:

- a) Identification of the coordinating/managing entity, Host Party(ies) and PoA participants;
- b) Definition of the 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) included in the PoA will be implemented, taking into consideration the requirement that all applicable national and/or sectoral policies and regulations of each host country within that chosen boundary;
- c) Description of the policy/measure or stated goal that the PoA seeks to promote;
- d) Confirmation that the proposed PoA is a voluntary action by the coordinating/managing entity.
- e) Demonstration that in the absence of the CDM (i) the proposed voluntary measure would not be implemented, or (ii) the mandatory policy/regulation would be systematically not enforced and that noncompliance with those requirements is widespread in the country/region, or (iii) that the PoA will lead to a greater level of enforcement of the existing mandatory policy /regulation. This shall constitute the demonstration of additionality of the PoA as a whole;
- f) Description of a typical CPA that will be included in the PoA covering the technology or measures 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 accounting for leakage;

- g) 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 and/or extent of information (e.g. criteria, indicators, variables, parameters or measurements) that shall be provided by each CPA in order to ensure its eligibility;
 - h) Starting date and length of the PoA not exceeding 28 years (60 years for A/R);
 - i) 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, a system/procedure to avoid double accounting e.g. to avoid the case of including a new CPA that has been already registered either as CDM project activity or as a CPA of another PoA, the provisions to ensure that those operating the CPA are aware and have agreed that their activity is being subscribed to the PoA;
 - j) Description of a monitoring plan for a CPA, developed in accordance with the approved monitoring methodology, and identification of the monitoring provisions and data parameters a CPA has to apply/monitor.
 - k) 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 or removals by sinks of greenhouse gases achieved by CPAs under the PoA. In case the coordinating/managing entity opts for a verification method that does not use sampling but verifies each CPA (whether in groups or not, with different or identical verification periods) a transparent system is to be defined and described that ensures that no double accounting occurs and that the status of verification can be determined anytime for each CPA;
 - l) Environmental analysis of the PoA as per requirements of the CDM modalities and procedures. If this analysis is not undertaken for the PoA but is to be done at the CPA level this shall be described and reflected in the CDM-POA-DD and the CDM-CPA-DD;
 - m) If comments by local stakeholders were invited with regard to the total PoA, 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, as applicable. If such comments are to be sought at the CPA level this shall be described and reflected in the CDM-POA-DD and the CDM-CPA-DD;
 - n) In case public funding 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 the guidance provided by the CDM Executive Board.



4. The coordinating/managing entity shall prepare the PoA specific CDM Programme Activity Design Document (CDM-CPA-DD)¹² using the provisions of the proposed PoA. The template CDM-CPA-DD provides for the submission of the following information:
- a) Geographic reference or other means of identification³, Name/contact details of the entity/individual responsible for CPA
 - b) the Host Party;
 - c) Starting date, type (fixed or renewable) and duration of the crediting period of the CPA taking into account that 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 and that the duration of the crediting period shall not exceed the end date of the PoA ;
 - d) Information stipulated in the PoA for use by each CPA to demonstrate how it meets requirements with respect to:
 - i. Eligibility criteria;
 - ii. The demonstration of additionality;
 - iii. Calculations of baseline emissions and estimated emission reductions by sources or removal by sinks of greenhouse gases;
 - e) Environmental analysis as per requirements of the CDM modalities and procedures, unless the analysis may be undertaken for the whole PoA as reflected in the CDM-POA-DD;
 - f) 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, as applicable unless the comments may be sought for the whole PoA as reflected in the CDM-POA-DD;
 - g) 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. The coordinating/managing entity shall submit to a DOE the following documentation:
- a) A completed CDM-POA-DD
 - b) A PoA specific CDM-CPA-DD with generic information relevant to all CPAs
 - c) A completed CDM-CPA-DD which is to be based on the application of the PoA to one real case.

A. _____

¹ The latest version of the template form CDM-CPA-DD is available on the UNFCCC CDM web site in the reference/document section.

² At the time of requesting validation/registration, the coordinating managing entity is required to submit a completed CDM-POA-DD, the PoA specific CDM-CPA-DD, as well as one of such CDM-CPA-DD completed (using a real case).

³ E.g. in case of stationary CPA geographic reference, in case of mobile CPAs means such as registration number, GPS devices.



6. 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.
7. 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:
- Additionality of the PoA (see 2 d above);
 - Eligibility criteria for inclusion of a proposed CPA in the registered PoA, including criteria to be used for demonstration of additionality of a CPA;
 - Operational and management arrangements established by the coordinating/managing entity for the implementation of the PoA inter alia the issues identified in paragraph 2 (i) above;
 - Consistency between CDM-POA-DD and the PoA specific CDM-CPA-DD to be used for inclusion of a CPA in the registered PoA.
8. 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.

D. Inclusion of a CDM programme activity under a registered programme of activities

Inclusion

9. A CPA can be included in a registered PoA at any time during the duration of the PoA. To include an additional CPA in a registered PoA, the coordinating/managing entity shall forward, after having ensured all the requirements determined in the PoA and its specific CDM-CPA-DD are met, the completed CDM-CPA-DD form to the same DOE that requested registration of the PoA for consistency checking. The coordinating/managing entity may forward more than one CDM-CPA-DD at one time.
10. This DOE shall scrutinize the information in the CDM-CPA-DD against the PoA and documentation requirements and, if consistency/integrity is confirmed, include the proposed CPA(s) in the registered PoA by uploading the CDM-CPA-DD to the CDM Executive Board via a dedicated interface on the UNFCCC CDM website. Such uploads shall be grouped and not occur more frequently than once per month.
11. The CDM-CPA-DD(s) uploaded by the DOE will be automatically included in the registered PoA and displayed on the view page of that PoA. The DOE, the coordinating/managing entity and the Designated National Authority are automatically notified of the change in the status of the PoA.

Identification and consequences of erroneous inclusion

12. If a DNA involved in the PoA or a Board member identifies any error that disqualifies a CPA from inclusion in the PoA, the Secretary of the Board shall be notified.



13. The Board shall decide whether to exclude the CPA from the PoA with immediate effect. The coordinating/managing entity, the DOE that included the CPA and the DNAs involved shall be informed that the error has been found as well as of the decision of the Board.
14. The consequences of the exclusion are that:
- The CPA that has been excluded shall not be re-included again in that or any other PoA, or qualify as a CDM project activity.
 - The DOE that included the CPA, shall acquire and transfer, within 30 days of the exclusion of the CPA, an amount of reduced tonnes of carbon dioxide equivalent to the amount of CERs issued to the PoA as a result of the CPA having been included, to a cancellation account maintained in the CDM registry by the Executive Board.
 - The further inclusion of new CPAs and issuance of CERs to that PoA shall be put on hold and all CPAs already submitted shall be reviewed to determine if any other CPA disqualifies.
15. A DOE, that has not performed validation, registration, inclusion or verification functions with regard to this PoA, shall conduct the review referred to in 15 (c) and submit a review report to the Board.
16. A team shall be established by the Board to analyse the DOE review report and make a recommendation to the report.
17. The Board will decide whether to exclude additional CPAs and if so, the consequences described in paragraph 15 (a) and (b) apply. Only once all required cancellations have been confirmed, the hold described in 15 (c) shall be lifted.

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

18. 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 decisions of the Executive Board shall apply unless modified through the provisions below. The frequency of requesting issuance by the DOE shall not be lower than every three months.
19. The coordinating/managing entity shall:
- Maintain all monitoring reports of all CPAs in accordance with the record keeping system identified in the CDM-POA-DD.
 - Make available all monitoring reports requested by a DOE for verification purposes;
20. The DOE shall:
- Identify those CPAs that it shall consider for verification in accordance with the method/procedure to be used for verification of the amount of reductions of



anthropogenic emissions by sources or removals by sinks of greenhouse gases achieved by CPAs under the PoA and determined in the CDM-POA-DD.

- b) Make all monitoring reports received from the coordinating/managing entity immediately publicly available on the UNFCCC CDM website.
- c) Systematically verify and certify the correct implementation and operation of the record keeping system.

21. The DOE conducting the verification shall include in its verification report a description of how it applied the methods/procedures for the purpose of verification stipulated in the registered CDM-PoA-DD. The DOE shall include in its verification report a description/justification of the site visits undertaken.

22. 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. The request shall identify the CPAs covered and the monitoring period verified for each CPA. The periods verified for each CPA shall be consecutive. A request for issuance shall relate to the certified emission reductions verified as per above. The period to request review by a Parties involved or three Board members shall be six weeks from the date of receipt of the request for issuance.

23. The coordinating/managing entity shall submit a request for forwarding of CERs issued in accordance with the modalities of communication as agreed between project participants.

F. Implications of an approved methodology being put on hold or withdrawn

24. If the approved methodology is put on hold or withdrawn, for any reason other than for the purpose of inclusion in a consolidated methodology, no new CPAs shall be included to the PoA, in accordance with the timelines indicated in latest version of the “Revised procedures for the revision of an approved baseline and monitoring methodology by the Executive Board”.

25. If the methodology is subsequently revised or replaced by inclusion in a consolidated methodology, the PoA shall be revised accordingly and the changes shall be validated by a DOE and approved by the Board. The Board’s approval defines a new version of the PoA and the PoA specific CDM-CPA-DD.

26. Once changes have been approved by the Board, each new CPA shall use the latest version of the PoA specific CDM-CPA-DD.

27. CPAs that were included before the methodology was put on hold, shall apply the latest version of the PoA specific CDM-CPA-DD at the time of the renewal of the crediting period.



G. Renewal of a crediting period of CDM programme activities under a programme of activities

Determination of the crediting period renewal conditions for a CPA

28. In accordance with the latest guidance for PoAs, the latest version of the “Procedures for Renewal of a Crediting Period of a Registered CDM project activity” shall be applied unless modified through the provisions below, mutatis mutandis, to a PoA every seven years (every 20 years for A/R project activities). Instead of preparing a revised version of the CDM-PDD the coordinating/managing entity shall prepare:

- a) A new completed CDM-POA-DD
- b) A new version of the PoA specific CDM-CPA-DD

29. The result of this process defines a new version of the PoA and the PoA specific CDM-CPA-DD.

CPA

30. To renew the crediting period of a CPA, the coordinating/managing entity shall forward, after having ensured that the CPA meets all the requirements, the completed latest version of the CDM-CPA-DD to a DOE.

31. This DOE shall scrutinize the information in the CDM-CPA-DD against the latest version of the PoA and documentation requirements and, if consistency/integrity is confirmed, renew the crediting period of the CPA(s) by uploading the CDM-CPA-DD via a dedicated interface on the UNFCCC CDM website. Such uploads shall be grouped and not occur more frequently than once per month.

32. The CDM-CPA-DD(s) are automatically included in the registered PoA and displayed with the new information on the view page of that PoA. The DOE, the coordinating/managing entity and the Designated National Authority are automatically notified of the change in the status of the PoA.

Identification and consequences of erroneous renewal

33. If a DNA involved or a Board member identifies any error that disqualifies a CPA from renewal, the Secretary of the Board shall be notified.

34. The Board shall decide whether to exclude the CPA from the PoA with immediate effect. The coordinating/managing entity, the DOE that renewed the crediting period of the CPA and the DNAs involved shall be informed that the error has been found as well as of the decision of the Board.

35. The consequences of the exclusion are that:

- a) The CPA that has been excluded shall not be re-included again in that or any other PoA, or qualify as a CDM project activity.



- b) The DOE that included the CPA, shall acquire and transfer, within 30 days of the exclusion of the CPA, an amount of reduced tonnes of carbon dioxide equivalent to the amount of CERs issued to the PoA as a result of the CPA having been included, to a cancellation account maintained in the CDM registry by the Executive Board.
 - c) The further inclusion of new CPA(s) and issuance of CERs to that *PoA* shall be put on hold and all CPAs already submitted shall be reviewed to determine if any other CPA disqualifies.
36. A DOE, that has not performed validation, registration, inclusion or verification functions with regard to this PoA, shall conduct this review and submit a review report to the Board.
37. A team shall be established by the Board to analyse the DOE review report and make a recommendation to the report.
38. The Board will decide whether to exclude additional CPAs and if so, the consequences described in paragraph 35 (a) and (b) apply. Only once all required cancellations have been confirmed, the hold described in 35 (c) shall be lifted.
