**COLCX Project Design Document**

**(Project name)**

This form applies to activities **other than** the AFOLU sector.

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT DESIGN DOCUMENT** | | | |
| Fill out this form following the instructions provided in each section. Follow the hierarchical structure of headings up to the third level and replicate the format of this table as many times as necessary. | | | |
| **Basic Information** | | | |
| Title of mitigation initiative |  | | |
| Mitigation Initiative ID |  | | |
| Date of completion of this form | dd/mm/yyyy | | |
| Sector and activity of the mitigation initiative |  | | |
| Type of mitigation initiative: | Program  Project  Other | Which? |  |
| Country of mitigation initiative |  | | |
| Start date of the mitigation initiative: | dd/mm/yyyy | | |
| Crediting period applied: | dd/mm/yyyy - dd/mm/yyyy | | |
| Methodology used (Source and version) |  | | |
| Annual GHG reductions or removals | Click or tap here to enter text. tCO2e/Year | | |
| Total GHG reductions or removals in the period: | Click or tap here to enter text. tCO2e | | |
| Indicate contribution to Sustainable Development (SDG) | SDGs identified | | |

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1. ILLUSTRATIONS

**No illustration table elements are found.**

## Description of the Mitigation Initiative

### General description of the mitigation initiative

>>

**Instructions (delete this box when filling out the form):**

Provide the objective of the mitigation initiative and a general description of the emission reduction or removal activity, including its location, the technology or measures employed, the applicable limits, the baseline scenario, the estimated annual (average) and total GHG emission reductions during the crediting period, as well as a brief description of how the mitigation initiative contributes to sustainable development, an indication of the developer of the mitigation initiative and an account of the main milestones achieved.

### Location of the mitigation initiative

>>

**Instructions (delete this box when filling out the form):**

Provide details of the physical/geographical location of the mitigation initiative, including the physical address (country, department, municipality, city/town/community) and a map that clearly identifies where it is located; also include coordinates that allow unique identification of the mitigation initiative (geographical coordinates should be presented in degrees, minutes, seconds and decimal format).

### Description of the measures or technologies employed by the mitigation initiative

>>

**Instructions (delete this box when filling out the form):**

Provide a description of the technologies or measures to be employed and/or implemented by the mitigation initiative, and how it reduces GHG emissions, including: a list of the facilities, systems and equipment to be installed and/or modified, the layout of the facilities, systems and equipment, the monitoring equipment and systems and their location, the types and levels of service (e.g., in terms of mass or energy flows) provided by the facilities, systems and equipment that are being modified and/or installed under the mitigation initiative, and where applicable, their relationship to other facilities, systems and equipment outside the boundary.

### Participants in the mitigation initiative

For facilities, systems and equipment being modified and/or installed under the mitigation initiative, information must be provided on: the age and average useful life of the equipment according to manufacturer specifications and/or industry standards, installed capacities, existing and expected load factors and efficiencies, energy and mass flows and balances of the facilities, systems and equipment (where applicable).

Include a summary of the facilities, systems and equipment in the baseline scenario as set forth in Section B4.

Do not include information related to facilities, systems and equipment that are ancillary to the main scope of the mitigation initiative and that do not directly or indirectly affect GHG emissions and/or the mass and energy balances of the related processes.

>>

Table 1. Participantes de la iniciativa de mitigación

|  |  |  |
| --- | --- | --- |
| **Participant's name** | **Participation role** | **Country of origin** |
| … | ... | ... |
| … | … | … |
| … | … | … |

**Instructions (delete this box when filling out the form):**

Indicate in the table, the data of the participants involved in the mitigation initiative, including the proponent and owner among others, providing the contact information of each one of them.

### Statement of the nature of carbon credits

>>

**Instructions (delete this box when filling out the form):**

The procedures that the proponent and the stakeholders involved in the initiative carry out in the early stages of the project and during each certification period should be indicated. These procedures should include a review of the records of the various carbon certification programs, climate finance mechanisms and the host country's official registry systems for mitigation initiatives, to demonstrate that the initiative does not incur in double counting.

The roles and responsibilities of the parties involved in the follow-up process should be described, as well as the time frame in which each of the procedures will be carried out and the results obtained from the follow-up plan. Additionally, a mechanism for the resolution of possible double counting events during the accreditation period of the initiative must be described.

## Application of the Selected Methodology(ies)

### Description of the methodology(ies) and tool(s) applied

>>

**Instructions (delete this box when filling out the form):**

Submit the exact reference (name, number, title, version, etc.) of the selected methodology(ies) (COLCX's own or approved by the COLCX program), tools and other methodologies to which the selected methodology(ies) refer; include when applicable, the link to the website of the references of the methodologies, tools and other instruments applied.

### Conditions of applicability of the methodology(ies) and tool(s) selected

>>

**Instructions (delete this box when filling out the form):**

Provide a justification of the methodological selection, explaining how the mitigation initiative meets all applicability conditions of the methodology(ies) and tool(s) to be applied, including a description of the documents and references that have been considered. Where relevant, an explanation of how it will be ensured that the mitigation initiative will meet the applicability conditions during the crediting period should be included.

### Description of the limits and greenhouse gases covered

>>

**Table** 2. Sources Selected by the mitigation initiative

| **Source** | | **GHG** | **Included** | **Justification** |
| --- | --- | --- | --- | --- |
| Baseline | Source 1 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| Source 2 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| … | … |  |  |
| Project Scenario | Source 1 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| Source 2 | CO2 |  |  |
| CH4 |  |  |
| N2O |  |  |
| … | … |  |  |

**Instructions (delete this box when filling out the form):**

Establish the applicable boundaries, presenting a physical delimitation of the mitigation initiative, through a pictorial representation based on the description provided in section A3, including the sources and GHGs considered, according to the methodology(ies) applied.

For the definition of the boundaries, a pictorial representation should be included, corresponding to a flow diagram with all facilities, systems and equipment, flows and processes, including the data and parameters to be monitored. For the identification of sources and GHGs use the tables defined for this purpose.

### Description of the baseline applicable to the mitigation initiative

>>

**Instructions (delete this box when filling out the form):**

Describe the baseline scenario applicable to the mitigation initiative, explaining and justifying the key assumptions and rationale, and how it has been determined, in accordance with the provisions of the COLCX standard, the methodology(ies) applied and the standardized baseline (where applicable). The description should consider relevant national and/or sectoral policies, regulations and circumstances.

When required, provide and explain all data, variables, parameters, data sources, etc., used to establish the baseline; include all relevant documentation and/or references.

### Demonstration of additionality

>>

**Instructions (delete this box when filling out the form):**

Demonstrating the additionality of the mitigation initiative should clearly explain how the mitigation initiative meets the applicable criteria and provisions for demonstrating additionality in the COLCX Standard for Certification of Mitigation Initiatives and the COLCX Guide to Demonstrate Additionality.

The methodology(ies), tool(s), standardized baseline(s) applied and how the provisions for the demonstration of additionality defined therein are met should also be stated. Specific relevant technologies/measures that confer automatic additionality (where applicable) should also be specified.

When the procedure in the methodology(ies) and/or tool(s) applied involves several steps, describe how each step is applied, transparently documenting the outcome of each step; clearly indicate here the method selected to demonstrate additionality.

Important to include in the PDD form or in a separate annex, all data used (variables, parameters, assumptions, data sources, etc.) and how these serve to demonstrate the additionality of the mitigation initiative, providing relevant documentation or references.

### Determination of greenhouse gas emissions reductions

#### Explanation of the methodological application

>>

**Instructions (delete this box when filling out the form):**

The methodological options applied to the mitigation initiative must be explained and justified; from these, it must be explained how the methods or methodological steps defined in the methodology(ies) used and, where applicable, the standardized baseline applied, are applied to calculate baseline emissions, project emissions, leakage emissions and GHG reductions or removals. In all cases, the equations used to calculate GHG emissions and/or reductions or removals should be presented, as well as the criteria for the definition and/or selection of scenarios, reference cases or default values where applicable.

#### Fixed data and parameters for the period

|  |  |
| --- | --- |
| Data / Parameter: |  |
| Methodology(ies) applied |  |
| Units: |  |
| Description: |  |
| Measured, calculated or default data: |  |
| Data source: |  |
| Value applied: |  |
| Monitoring methods and equipment/technologies employed: |  |
| Method of calculation (if applicable): |  |
| Quality control and quality assurance procedures: |  |
| Purpose of the data: |  |
| Comments: |  |

Repeat the table as many times as needed.

**Instructions (delete this box when filling out the form):**

Information on data and parameters that will not be monitored but are determined prior to certification and registration of the mitigation initiative, and remain fixed throughout the accreditation period, must be submitted.

This information may include measured data, sampled data, or data collected from other sources (e.g., official statistics, expert judgment, proprietary data, IPCC, trade and scientific literature, etc.).

For each data or parameter, the table must be completed considering that when a series of data or multiple values are shown, a table must be used. If necessary, references to spreadsheets can be used.

For each data or parameter, the source of the information must be indicated, indicating and justifying the choice of information, providing clear and valid references and, where appropriate, additional documentation.

When data and parameter values are based on measurements, a description of the measurement methods and procedures used (e.g. standards used) should be included, indicating the person/entity responsible for the measurement, the date of the measurement and the results of the measurement.

Regarding the purpose of the data, you must choose between the following options: calculation of the baseline, calculation of the project scenario or calculation of leakage.

#### Explanation of the ex-ante calculation of emission reductions or removals

>>

**Instructions (delete this box when filling out the form):**

The ex-ante calculation of baseline emissions, project emissions (or, where applicable direct calculation of emission reductions) and expected leakage emissions during the crediting period should be presented, applying all equations provided in the applied methodology(ies) and tool(s). It should be documented how each equation is applied, so that the calculation can be reproduced if necessary.

For data or parameters available prior to certification and registration of the mitigation initiative, the values described in the table in section B.6.2 should be used. Where data or parameters are not available prior to certification and registration of the mitigation initiative, the estimates contained in the table in section B.7.1 can be used.

In all cases a spreadsheet with the relevant data and results must be provided.

#### Summary of ex-ante calculated emissions reductions or removals

>>

**Instructions (delete this box when filling out the form):**

A summary of the results of the ex-ante calculation of GHG emission reductions for all years of the crediting period of the mitigation initiative must be presented, using the table in the PDD form.

Table 3. Ex-ante estimates for the mitigation initiative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Baseline Emissions (tCO2e)** | **Project Emissions (tCO2e)** | **Leaks (tCO2e)** | **Emission Reductions (tCO2e)** |
| Year 1 |  |  |  |  |
| Year 2 |  |  |  |  |
| Year … |  |  |  |  |
| Total |  |  |  |  |
| Years of Crediting period |  | | | |
| Annual average over the Crediting period |  |  |  |  |

>>

### Monitoring plan

>>

**Instructions (delete this box when filling out the form):**

The following sections should provide a detailed description of the monitoring plan applicable to the mitigation initiative, in accordance with the applicable provisions in the COLCX Standard for the Certification of Mitigation Initiatives, the methodology(ies) and tool(s) applied and any other instruments.

#### Data and parameters to monitor (Ex-post)

|  |  |
| --- | --- |
| Data / Parameter: |  |
| Methodology(ies) applied |  |
| Units: |  |
| Description: |  |
| Measured, calculated or default data: |  |
| Data source: |  |
| Value applied: |  |
| Monitoring methods and equipment/technologies employed: |  |
| Frequency of monitoring or measurement: |  |
| Recording frequency: |  |
| Method of calculation (if applicable): |  |
| Quality control and quality assurance procedures: |  |
| Purpose of the data: |  |
| Comments: |  |

Repeat the table as many times as needed.

>>

**Instructions (delete this box when filling out the form):**

Detailed information should be included on how the data corresponding to the parameters will be collected during the monitoring process of the implemented mitigation initiative, according to the methodology(ies) and tool(s) applied.

For each parameter the information in the table should be completed, considering indicating the source(s) of data to be used (e.g. records, invoices, etc.), including the justification of the data sources that prevail, the value of each parameter determined as an estimate of the data that will be monitored during the crediting period of the mitigation initiative and that will be used to calculate the emission reductions or removals estimated in section B.6.3 and B.6.4.

For each data or parameter, the table must be completed considering that when a series of data or multiple values are shown, a table must be used. If necessary, references to spreadsheets can be used.

Quality control and quality assurance procedures to be applied, including equipment and system calibration procedures where applicable, shall be included.

Regarding the purpose of the data, you must choose between the following options: calculation of the baseline, calculation of the project scenario or calculation of leakage.

#### Other elements of the monitoring plan

>>

**Instructions (delete this box when filling out the form):**

If the parameters to be monitored in section B.7.1. are determined by a different monitoring approach, a detailed description of such approach shall be provided, without substituting the obligation to complete the previous sections of the PDD regarding the monitoring of the parameters.

## Mitigation Initiative Timing Information

### Start date of the mitigation initiative

>>

**Instructions (delete this box when filling out the form):**

The start date of the mitigation initiative shall be indicated, presented in day/month/year format, and describing in detail how this has been determined in accordance with the definition of start date provided in the COLCX Standard for the Certification of Mitigation Initiatives. To support the validity of the date, the corresponding evidence shall be indicated and provided.

### Expected useful life of the mitigation initiative

>>

**Instructions (delete this box when filling out the form):**

The expected operational and/or technical life of the mitigation initiative should be indicated, presenting it in years and months. To support the validity of the date, the corresponding evidence must be indicated and provided.

### Mitigation initiative crediting period

#### Beginning and end of the Crediting period

>>

**Instructions (delete this box when filling out the form):**

The expected start and end date of the crediting period for the mitigation initiative should be indicated in day/month/year format.

#### Duration of the Crediting period

>>

**Instructions (delete this box when filling out the form):**

The expected duration of the mitigation initiative's accreditation period should be indicated, presented in years and months, and determined in accordance with the COLCX Standard for the Certification of Mitigation Initiatives.

## Environmental Aspects

### Environmental impact analysis

>>

**Instructions (delete this box when filling out the form):**

Provide a summary of the environmental impacts of the mitigation initiative that have been analyzed, providing references to all related documentation and support.

### Evaluation and management of environmental impacts

>>

**Instructions (delete this box when filling out the form):**

A description of the mechanisms applied for the management of the identified environmental impacts must be provided; within the mechanisms are considered the Environmental Impact Assessment (EIA), the Environmental Management Plan or any other related instrument; in any of the cases, the reference documentation must be provided, in accordance with the applicable provisions of the country's requirements.

### Adaptation to climate change

>>

**Instructions (delete this box when filling out the form):**

Provide an analysis of how project activities contribute to mechanisms to adapt to climate change in accordance with existing policies and strategies in the project's area of influence. Indicate for the activities how the results of the implementation of the activity reduce risks from climate shocks and improve resilience in the area.

Finally, list means, indicators and frequencies to monitor and evaluate the results of the implementation of these actions.

## Social Aspects

### Aspects of stakeholder consultation

>>

**Instructions (delete this box when filling out the form):**

Describe the mechanisms and processes used to conduct the stakeholder consultation and explain how the provisions defined in the Guide for Stakeholder Consultation COLCX were complied.

A summary of how the consultation(s) was (were) conducted, including the scope of the consultation, the stakeholder group involved, the means of inviting stakeholders with evidence that invitations were sent, the information made available to stakeholders, and the direct positive and negative impacts identified and how they are addressed by the mitigation initiative should also be provided.

### Treatment of stakeholder comments

>>

**Instructions (delete this box when filling out the form):**

A summary of the comments received during the stakeholder consultation should be presented, describing the nature of the comments (e.g. complaints, claims, petitions, etc.).

It should also indicate how comments from local stakeholders have been taken into account, including a justification as to why comments were not addressed (where applicable).

### Social impact analysis

>>

**Instructions (delete this box when filling out the form):**

A summary of the social impacts of the mitigation initiative that have been analyzed should be provided, providing references to all related documentation and support.

### Evaluation and management of environmental impacts

>>

**Instructions (delete this box when filling out the form):**

A description of the mechanisms applied for the management of the identified social impacts must be provided; within the mechanisms are considered the Participatory Social Assessment or any other related instrument; in any of the cases, the reference documentation must be provided, in accordance with the applicable provisions of the country's requirements.

### Declaration of No Net Harm

>>

**Instructions (delete this box when filling out the form):**

The proponent must declare in this section that once its risks have been assessed and its mitigation measures for the impacts generated have been designed, its project activities during the accreditation period and useful life are aimed at reducing and eliminating the damage generated to the environment and society.

## Contribution to Sustainable Development

### Aspects of the contribution to sustainable development

>>

**Instructions (delete this box when filling out the form):**

Information should be provided on how the proponent considers that the mitigation initiative contributes at a given level to sustainable development. This contribution can be stated in terms of the contribution to the achievement of the United Nations Sustainable Development Goals (SDGs), defining the SDGs, targets and indicators that the proponent considers relevant.

## Information management, authorizations and approvals

### Authorizations and approvals granted to the mitigation initiative

>>

**Instructions (delete this box when filling out the form):**

Indicate whether the mitigation initiative requires any authorization from a national or international authority, and if so, provide evidence that such authorization has been received.

### Project information management

>>

**Instructions (delete this box when filling out the form):**

Explain how the project ensures quality, transparency and traceability in the information managed for its design and formulation, explaining the corresponding monitoring and control mechanisms, storage media and processes for updating data when these have continuous temporary changes.

The explanation must allow the interested parties to recognize the location, content and handling of the information involved, giving priority to the principle of transparency.

1. Proposer's Contact Information

>>

|  |  |
| --- | --- |
| Proposer's name: |  |
| Country and city: |  |
| Address: |  |
| Phone: |  |
| Cellular: |  |
| E-mail: |  |
| Website: |  |
| Name of contact person: |  |
| Position: |  |

**Instructions (delete this box when filling out the form):**

The table should be completed with the information of the proponent of the mitigation initiative.

1. Additional information on the applicability of the methodology(ies)

>>

**Instructions (delete this box when filling out the form):**

Further information on the applicability of the selected methodology(ies) and tool(s) can be provided.

1. Additional information on the ex-ante calculation

>>

**Instructions (delete this box when filling out the form):**

Additional information on the ex-ante calculation of GHG reductions or removals, such as data, measurement results, data sources, etc., can be included.

1. Additional information on the monitoring plan

>>

**Instructions (delete this box when filling out the form):**

Additional information used in developing the monitoring plan may be provided, which may include tables, documents, procedures, etc.

1. Additional information from the stakeholder consultation

>>

**Instructions (delete this box when filling out the form):**

Further information can be provided on the stakeholder consultation processes that were carried out, including attendance lists, presentations made, documented comments, response communications, etc.

*(Signature of the proposer's representative)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the proposer's representative:

Position of the proponent's representative:

Date of signature: dd/mm/yyyy

**---**

| **Control of changes to the PDD** | | |
| --- | --- | --- |
| ***Version*** | ***Date*** | ***Description*** |
| 1. 1.0 | 1. dd/mm/yyyy | Initial version of the project document |
|  |  |  |
| **History of the COLCX form** | | |
| 1. 1.0 | 1. 13/07/2023 | Initial version. |
| 1. 2.0 | 1. 13/01/2024 | Adjustment to version 1.0. Environmental and social impact assessment, adaptation to climate change. |
|  | | |