



Gold Standard[®]
for the Global Goals

TEMPLATE GUIDE

KEY PROJECT INFORMATION & PROGRAMME DESIGN DOCUMENT (POA-DD)

PUBLICATION DATE **14.10.2020**

RELATED TEMPLATE

– **v. 1.1 Key Project Information & PoA Design Document**

GUIDE TO COMPLETING THE POA-DD

1. PoA Design Consultation Review - Gold Standard PoAs require a Design Consultation to be conducted and reported on prior to the first submission of the PoA documentation.
2. PoA Preliminary Review - A PoA can only be listed once the Design Consultation Review of the PoA and the Preliminary Review of each one of the VPAs/CPAs submitted with the PoA (or PoA level consultation if approved) has been completed.
3. Gold Standard PoAs require a completed VPA/CPA DD for each one of the different methodologies (or combination of methodologies) or each technology/measure (or combination of technologies/measures) to be submitted at PoA validation. This defines the common features and the modalities for designing future V/CPAs that correspond to the validated VPA/CPA.
4. When completing this form and designing your PoA, you should initially read and comply with the 3 Mandatory GS4GG Standard Documents (Principles and Requirements, Safeguard Principles and Requirements, Stakeholder Consultation Requirements) and the POA requirements. As a general rule, these mandatory documents form a base level and reference other documents which provide more detailed, project specific requirements that must be complied with. In case of conflict, project specific requirements supersede more general ones.
5. You should determine which GS4GG Standard Documents apply to your project technology and project framework type and then comply with them – these supersede requirements in Mandatory documents above. These principally include (but are not limited to) the following; CSA, RE (technology types) and, possibly, Microscale requirements (framework types).

6. If you want to issue Products (VERs/CERs/REs), then you must also comply with GS4GG Product Requirements. The most popular document is [GHG Product Requirements](#) which is applicable to all VER/CER/Carbon credit project types.
7. All Gold Standard Projects must use conservative assumptions, values and procedures to ensure that claims are not overestimated.
8. Guidance provided in this document is based on GS4GG versions 1.2 – in the event that a rule is updated and this template doesn't match, it is the responsibility of the developer to provide the correct information. Please use the email provided below to highlight any discrepancies.
9. Unless otherwise specified in the Programme of Activity Requirements document, Gold Standard PoAs (both voluntary and CDM) must follow the requirements for CDM Programmes of Activities, available [here](#).
10. For GS CER Label projects, please refer to relevant sections in CDM Templates where information is already supplied.
11. Where a PoA-dd contains information that the project participants wish to be treated as confidential/proprietary, submit documentation in two versions:
 - (a) One version where all parts containing confidential/proprietary information are made illegible (e.g. by covering those parts with black ink) so that the version can be made publicly available without displaying confidential/proprietary information;
 - (b) A version containing all information that is to be treated as strictly confidential/proprietary by all parties handling this documentation (VVBs, sustainCERT, Gold Standard, Gold Standard Technical Advisory Committee and Gold Standard NGO Supporters)
12. Note that All Project Documentation, except confidential information, will be made publicly available through the Impact Registry. It is the responsibility of the Project Developer to mark documents as confidential. Information used to demonstrate additionality, to describe the application of the selected methodologies, standardized baselines and the other methodological regulatory documents, and to support environmental impact assessments, is not considered proprietary or confidential)
13. You must make any data, values and formulae included in spreadsheets provided accessible and verifiable. You must clearly note the source of documents so that they are easily located and reviewed by assurance providers. The efficiency of the certification process is dependent upon transparent and effective communication.
14. Complete this form in English. Prepare all attached documents in English, OR a language that has been agreed upon by the Project Developer, the Gold Standard and the VVB.
15. Complete this form using the same format without modifying its font, headings or logo, and without any other alteration to the form.
16. Do not modify or delete tables and their columns in this form. Add rows of the tables as needed. Add additional appendices as needed.

17. If a section of this form is not applicable, explicitly state that the section is left blank intentionally.
18. Figures above one thousand shall be formatted with a comma (for example 1,000,000), and decimals will be separated by a point (for example 1.35)
19. Pictures, graphs, tables and supporting documents within Project Documentation shall be clearly marked with a unique ID
20. All Dates must be in the following format: DD/MM/YYYY
21. Maps, where required shall include:
 - (a) Name of the project
 - (b) ID of the project
 - (c) Legend
 - (d) Printing date
 - (e) Scale
 - (f) Direction of North
 - (g) GPS coordinate system (e.g. WGS 84)
 - (h) GPS grid
 - (i) Infrastructure (roads, houses, etc.) and rivers
 - (j) Information on the satellite or aerial picture (date, resolutions, data source)
22. If you have any suggestions for improvement, or notice mistakes, please email templates@sustain-cert.com

This document contains the following Sections

Key Project Information

Section A – General description of PoA

SECTION B - Management System and Inclusion Criteria

SECTION C – Demonstration of additionality

SECTION D – Duration of PoA

SECTION E – Safeguarding principles assessment

SECTION F - Outcome of Stakeholder Consultations

KEY PROJECT INFORMATION

To mark a checkbox (in 'Activity Requirements applied' below), please double click it. A dialogue box will appear that will allow you to mark 'ticked/checked'.

GS ID of Programme	You will receive a GS ID upon creation of a project on the sustainCERT App, please include it here once it is assigned
Title of Programme:	Please use a unique title
Start Date of POA	GS VERs – this is the date when PoA Design Consultation Report is submitted for Gold Standard Review. GS CER PoA follows the definition of start date of a CDM PoA.
Date of Design Certification	
POA Period Start Date	This is the crediting period start date of the earliest VPA/CPA included in the PoA.
Version number of the PoA-DD	
Completion date of the PoA-DD	
Coordinating/managing entity	The official focal point (s) for the PoA, the Registry account holder and authorized owner of certificates/ credits. The signed Cover Letter clarifies the ownership relationship.
Project Participants and any communities involved	Project Owner (s) co-contributors not listed above
Host Country (ies)	
Activity Requirements applied	<input type="checkbox"/> Community Services Activities (in general – off grid renewable energy, distributed technology, biogas, WASH) <input type="checkbox"/> Renewable Energy Activities (in general – renewable energy projects connected to national or regional grids or industrial facilities) <input type="checkbox"/> Land Use and Forestry Activities/Risks & Capacities (self explanatory) <input type="checkbox"/> N/A (projects that do not fall into either of the above, for example Shipping) Refer to the activity requirements for specific criteria

<p>Other Requirements applied</p>	<p>Use this space to list requirements applicable to certain types of projects. (PoA Requirements mandatory)</p>
<p>Methodology (ies) applied and version number</p>	<p>A GS approved methodology is required to issue Products. Please refer to the SDG Impact Quantification pages for GS approved methodologies. Many CDM methodologies are also approved for use in GS - they may have additional rules that apply.</p>
<p>Product Requirements applied</p>	<p><input type="checkbox"/> GHG Emissions Reduction & Sequestration ((required to issue VERs/PERs and label CERs)</p> <p><input type="checkbox"/> Renewable Energy Label (required to label Renewable Energy Certificates)</p> <p><input type="checkbox"/> N/A (This is the rare case when a project chooses to issue neither emission reductions/labels or renewable energy labels)</p>

SECTION A. General description of PoA

A.1. Purpose and general description of the PoA

Provide a brief description of the PoA including information on:

- (i) *policy/measure or stated goal that the PoA seeks to promote*
- (ii) *framework for the implementation of the proposed PoA*

Confirm that the PoA is a voluntary action by the coordinating/managing entity;

A.2. Physical/ Geographical boundary of the PoA

Define the boundary of the proposed PoA in terms of a geographical area e.g. municipality, region within a country, country or several countries within which all VPAs to be included in the PoA will be implemented.

A.3. Technologies/measures and eligibility under Gold Standard

Describe the technologies and/or measures to be employed and/or implemented by the VPAs in the PoA including a list of the facilities, systems and equipment that will be installed and/or modified by the VPA.

Describe how VPAs will meet the eligibility criteria as per section 3.1.1 of GS4GG Principles & Requirements document

Describe how VPAs will meet the General Eligibility criteria of the applicable Activity Requirements

Relevant eligibility inclusion criteria must be added to B.2

A.4. Target/Indicator for each of the minimum three SDGs targeted by the POA

Use the table to summarise the SDGs targeted by the POA. An example VPA must be provided at POA design certification to demonstrate how the assessment is conducted for each SDG Impact. Ensure that multiple technology/measures demonstrating different SDG Impacts for the same SDG are captured

Relevant eligibility inclusion criteria must be added to B.2

Non binding example for illustration purposes

Sustainable Development Goals Targeted	Most relevant SDG Target	SDG Impact Indicator (Proposed or SDG Indicator)
13 Climate Action (mandatory)	N/A	Emissions Reductions
7 - <i>Ensure access to affordable, reliable, sustainable and modern energy for all</i>	7.2: By 2030, increase substantially the share of	MWh of renewable energy generated

renewable energy in the
global energy mix

3 - *Ensure healthy lives and promote well-being for all at all ages* 3.9: By 2030, substantially reduce the number of aDALYs deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination

A.5. Coordinating/managing entity

Provide the name of the CME of the proposed PoA, and provide its contact information in the appendix

A.6. Funding sources of PoA

- i. Indicate whether the project activity receives public funding. If any public funding is received, provide information on the sources of the public funding.*
- ii. For carbon credit projects taking place in countries on the OECD Development Assistance Committee's ODA recipient list a signed Official Development Assistance (ODA) Declaration is required.*

SECTION B. MANAGEMENT SYSTEM AND INCLUSION CRITERIA

B.1. Management System

Describe the operational and management system for the implementation of the PoA, including:

- (i) A clear definition of roles and responsibilities of personnel involved in the process of inclusion of CPAs, including a review of their competencies;*
- (ii) Records of arrangements for training and capacity development for personnel;*
- (iii) A procedure for technical review of inclusion of CPAs;*
- (iv) A procedure to avoid double counting (e.g. to avoid the case of including a new CPA that has already been registered either as a CDM project activity or included as a CPA in another registered CDM PoA);*
- (v) Records and documentation control process for each CPA under the PoA;*
- (vi) Measures for continuous improvements of the PoA management system;*
- (vii) Any other relevant elements.*

B.2. Application of methodologies

Indicate the exact references (titles, versions and - where applicable - UNFCCC reference numbers) of methodologies

Any methodologies or methodological tools to which the selected methodologies refer, where applicable

Any mandatory GS Guidelines (e.g. Usage Survey Guidelines), where applicable

Confirmation that the latest version of the methodology and applicable tools was applied

B.2.1. Multiple technologies/measures

Where multiple technologies/measures and/or multiple methodologies are being applied, list all the combinations of technologies/measures and methodologies that will be used in the PoA.

cross effects must also be considered by demonstrating that:

- a) no GHG/SDG cross effects exist between the technologies/measures; or*
- b) If cross effects exist, show how they will be taken into account in the calculation of GHG emission reductions/SDG Impacts at VPA level.*

(See [CDM POA standard Appendix 1](#) for more information on GHG cross effects)

B.3. Eligibility criteria for inclusion of a VPA in the PoA

Use the table to describe the eligibility criteria to be met by VPAs for inclusion in the PoA

The eligibility criteria shall cover as a minimum the following:

- (i) Geographical boundaries of V/CPAs consistent with the geographical boundary of the PoA;
- (ii) Conditions to avoid double counting of Impacts, such as unique identifications of product and end user locations (e.g. programme logo);
- (iii) Conditions to confirm that V/CPAs are neither registered as project activities with other offset Schemes, included in other registered PoAs, nor the project activities that have been deregistered;
- (iv) Specification of the technology/measure such as the level and type of service, as well as performance specification based on, inter alia, testing/certification;
- (v) Conditions to check the start dates of V/CPAs through documentary evidence;
- (vi) Conditions to ensure compliance with the applicability of the applied methodologies, the applied standardized baselines and the other applied methodological regulatory documents
- (vii) Conditions to ensure that V/CPAs meet the requirements for demonstration of additionality
- (viii) Conditions to ensure no diversion of official development assistance;
- (ix) Target group (e.g. domestic/commercial/industrial, rural/urban, grid-connected/offgrid), and where applicable, distribution mechanisms (e.g. direct installation)
- (x) conditions related to sampling requirements for the PoA
- (xi) conditions to ensure that CPAs that will be included meet the small-scale or microscale thresholds and remain within those thresholds throughout the crediting period (N/A if all units qualify as "microscale CDM units")
- (xii) Conditions to confirm that technologies in V/CPAs are eligible (refer to A.3 above)
- (xiii) Conditions to be met by each VPA regarding SDG outcomes assessment
- (xiv) (if applicable) Conditions to be met by each VPA regarding safeguarding principles
- (xv) (if applicable) Conditions to be met for retroactive VPAs
- (xvi) (if applicable) Conditions to be met for CER Labelling
- (xvii) (if applicable) Conditions to be met in multi-country PoAs

No.	Eligibility Criterion	Description/ Required condition	Means of Verification/Supporting evidence for inclusion
1			
2			
3			
...			

SECTION C. DEMONSTRATION OF ADDITIONALITY

Describe how in the absence of the PoA:

- (i) none of the V/CPAs that will be implemented under the PoA would occur OR*
- (ii) the mandatory policy/regulation would systematically not be enforced and that non-compliance with those requirements is widespread in the country/region, OR*

that the PoA will lead to a greater level of enforcement of the existing mandatory policy/regulation or to a greater level of adoption of an existing voluntary scheme.

SECTION D. DURATION OF POA

D.1. Date of first submission of PoA to Gold Standard

State the date when PoA design consultation report was submitted to Gold Standard for review (dd/mm/yyyy)

D.2. Duration of the PoA

State the total duration of the proposed PoA in years; The PoA duration shall not exceed 20 years or the crediting period of the first VPA/CPA plus 5 years, whichever is greater. (Not applicable to PoAs design certified under an earlier version of Gold Standard may retain the original approved lifetime)

SECTION E. SAFEGUARDING PRINCIPLES ASSESSMENT

The CME shall conduct the Safeguarding Principles & Requirements assessment at the VPA/CPA equivalent level as per Principles & Requirements. An exception can be granted if convincing justifications (in E.1) validated by a VVB and approved by Gold Standard are provided as to why the assessment shall be conducted at PoA level only. In such a case, the CME shall include Safeguarding inclusion criteria in the PoA DD for inclusion of VPAs/CPAs in the PoA.

Mark this section N/A if the assessment will be carried out at VPA level.

E.1. Justification for Safeguarding Principles Assessment at PoA level

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E.2. Assessment of safeguarding principles, if undertaken at PoA level

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If safeguards assessment is undertaken at PoA level then refer the GS4GG Safeguarding Principles and Requirements document for detailed guidance on carrying out this assessment. Use the template provided in Appendix 1 version 1.2 (or later) of the GS PDD template and attach as an Appendix; summarise the assessment here using the table in Section D of the GS PDD.

Provide the inclusion criteria to be met by each VPA (by technology type) regarding safeguarding principles in section B.2

SECTION F. OUTCOME OF STAKEHOLDER CONSULTATIONS

The CME must conduct Consultations at both the PoA (Design Consultation) and the VPA/CPA level (Stakeholder Consultation). The CME may seek exception to a VPA/CPA level consultation by providing convincing justification (in F.1 below) validated by Validation/Verification Body (VVB) and approved by Gold Standard at PoA Design Certification as to why a programme level Stakeholder Consultation is sufficient. A programme level stakeholder consultation requires a physical meeting and a Stakeholder Feedback Round at PoA level (as well as a Design Consultation – which must be documented in the Design Consultation Report template).

Mark this section N/A if Stakeholder Consultations will be carried out at VPA level.

F.1. Justification for stakeholder consultation at PoA Level only

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F.2. Summary of stakeholder mitigation measures at POA Level

Summarise all concerns that were raised by stakeholders during the stakeholder consultations for which mitigation measures were proposed. Detail how the mitigation measure (s) will be monitored (if required or a commitment to stakeholders was made)

F.3. Final Continuous Input / Grievance Mechanism at POA Level

Please declare the final methods agreed with stakeholders during the consultation process (note that justification is not required in this document). The Design Certified POA must contain the most up to date version of this table for transparency.

Each VPA must report on all issues identified during the crediting period through any of the Methods in the monitoring report and have a response or appropriate mitigation measure in place. Mitigation measures that require ongoing monitoring must be added to the monitoring plan.

Method **Include all details of Chosen Method (s) so that they may be understood and, where relevant, used by readers.**

Continuous Input / Grievance
Expression Process Book
(mandatory)

GS Contact (mandatory) help@goldstandard.org

Other