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

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VERSION **2.1**

RELATED SUPPORT Programme of Activity requirements and procedures

GUIDE TO COMPLETING THE PROGRAMME OF ACTIVITY DESIGN DOCUMENT (POA-DD)

1. Gold Standard PoAs require a completed Voluntary Project Activity (VPA)/Compliance Project Activity (CPA) design document (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.

2. The PoA and its real case VPAs shall complete Validation (defined as the date of submission of Validation Report by the VVB) within two years of successful listing of the PoAs and its real case VPAs. A new real case VPA submitted for inclusion after PoA design certification shall also complete validation within two years of successful listing of the real case VPA.

3. Small-scale and large-scale projects must select a Gold Standard Approved VVB authorised for the chosen scope and Certification Pathway

4. When completing this form and designing your projects, you should *initially* read and comply with the 2 Mandatory Gold Standard for the Global Goals (GS4GG) Standard Documents (Principles and Requirements, Stakeholder Consultation 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; Community Service Activities (CSA), Renewable Energy (RE), Land Use & Forestry Activity Requirements (technology types) and, possibly, Programme of Activity Requirements, Microscale requirements (framework types).

6. Guidance provided in this document is based on GS4GG Programme of Activity requirements and procedures version 2.0 – 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.

7. Unless otherwise specified in the Programme of Activity requirements and procedures document, Gold Standard PoAs (both voluntary and CDM) must follow the requirements for CDM Programmes of Activities, available here.

8. For GS CER Label projects, please refer to relevant sections in CDM Templates where information is already supplied.

9. 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)

10. 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)

11.   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.

12.   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.

13.   Complete this form using the same format without modifying its font, headings or logo, and without any other alteration to the form.

14.   Do not modify or delete tables and their columns in this form. Add rows of the tables as needed. Add additional appendices as needed.

15.   If a section of this form is not applicable, explicitly state that the section is left blank intentionally.

16.   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)

17.   Pictures, graphs, tables and supporting documents within Project Documentation shall be clearly marked with a unique ID

18.   All Dates must be in the following format: DD/MM/YYYY

19.   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)

If you have any suggestions for improvement, or notice mistakes, please email templates@sustain-cert.com

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This document contains the following Sections

KEY PROJECT INFORMATION

To mark or unmark a checkbox (in 'Activity Requirements applied' below), please click on it.

GS ID of Programme	GS XXXXX *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*
Type of PoA	☐Non – Forestry and Non -AGR PoA *(An activity that cannot be categorised as either a FORESTRY project activity or AGRICULTURE (AGR) activity (e.g., a Renewable Energy project activity))* ☐Forestry and/or AGR PoA
VPAs scale included in the PoA *Note that same PoA can included VPAs of different scales. Please select all applicable.*	☐Microscale ☐Small scale ☐Large scale *Refer to corresponding Activity Requirements for definition of the scale of PoA.*
Start Date of POA	DD/MM/YYYY *GS VERs – start date of the PoA shall be the start date of the earliest included VPA.* *GS CER PoA follows the definition of start date of a CDM PoA*
Date of Design Certification	DD/MM/YYYY *The date of Design Certification is the last day of the 4 week Design Review period, even if the design review is concluded after this date.*
Start date of crediting cycle of PoA	DD/MM/YYYY

	This is the crediting period start date of the earliest VPA/CPA included in the PoA.
Version number of the PoA-DD	X.Y
Completion date of the PoA-DD	DD/MM/YYYY
Coordinating/managing entity	*The entity nominated in the cover letter submitted for each activity. This is the entity that communicates with Gold Standard on all matters related to a PoA and associated activities.*
Project Participants and any communities involved	*Use this space to list Project Owner (s) co-contributors not listed above. The signed Cover Letter clarifies the ownership relationship.*
Host Country (ies)	
Activity Requirements applied	☐ Community Services Activities (*in general – off grid renewable energy, distributed technology, biogas, WASH*) ☐ Renewable Energy Activities (*in general – renewable energy projects connected to national or regional grids or industrial facilities*) ☐ Land Use and Forestry Activities/Risks & Capacities ☐ N/A (*projects that do not fall into either of the above, for example Shipping*) *Refer to the activity requirements for specific criteria*
Other Requirements applied	☒ Programme of Activity requirements and procedures (*PoA Requirements mandatory*) *Use this space to list requirements applicable to certain types of projects. E.g. microscale*
Methodology (ies) applied and version number	*A Gold Standard approved methodology is required to issue Products. Please refer to the SDG Impact Quantification Methodologies page for GS approved methodologies. Many CDM methodologies are also approved for use in GS - they may have additional rules that apply.*

Product Requirements applied	☐ GHG Emissions Reductions & Sequestration *(required to issue VERs/PERs and label CERs)* ☐ Renewable Energy Label *(required to label Renewable Energy Certificates)* ☐ N/A *(This is the rare case when a project chooses to issue neither emission reductions/labels or renewable energy labels)*

Real case VPAs (all real case VPAs included in the PoA)	
GS ID	**Title**
GS0000	*Each real case VPA title must be prefixed with PoA GS ID that VPA is linked to. See example title below:* *POA GS ID - VPA Number - VPA Title* *GS001 VPA-1 Choybalsan cookstoves in Mongolia*
GS0000	
GS0000	

SECTION A.   General description of PoA

A.1.   Purpose and general description of the PoA

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Provide a brief description of the PoA including information on:

- *(i)   The policy/measure or stated goal that the PoA seeks to promote*
- *(ii)   A framework for the implementation of the proposed PoA and inclusion of VPAs in the PoA*
- *(iii)   A confirmation that the PoA is a voluntary action by the coordinating/managing entity;*

A.2.   Physical/ Geographical boundary of the PoA

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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.

The PoA boundary shall be defined in its entirety at the time of Design Certification. A change in the PoA boundary can be requested following the design change approval procedure

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

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Define the technologies and/or measures to be employed and/or implemented by the VPAs under the PoA

The CME shall provide description of how the technologies/measures and know-how for their use are transferred to the host Party, where applicable

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

SDGs assessment is conducted at the VPA level. CME shall provide the information in the VPA DD and may also summarize the outcome in the Table below.

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Non binding example for illustration purposes

Sustainable Development Goals Targeted	Most relevant SDG Target	SDG Impact Indicator (Selected in SDG tool)
13 Climate Action (mandatory)	N/A	Emissions Reductions

7 - Ensure access to affordable, reliable, sustainable and modern energy for all	*7.2: By 2030, increase substantially the share of renewable energy in the global energy mix*	*MWh of renewable energy generated*
3 - Ensure healthy lives and promote well-being for all at all ages	*3.9: By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination*	*aDALYs*

A.5.   Coordinating/managing entity

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

A.6.   Funding sources of PoA

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> *i.   Indicate whether the PoA 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

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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 VPAs, 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 VPAs;
- (iv)   A procedure to avoid double counting (e.g., to avoid the case of including a new VPA that has already been registered either as a project activity or included as a VPA in another registered PoA, including but not limited to Gold Standard, CDM, other voluntary standards (Note that other voluntary standards may have different terms to define PoAs and VPAs, such as group projects etc.) registered PoAs);
- (v)   Records and documentation control process for each VPA under the PoA;
- (vi)   Measures for continuous improvements of the PoA management system;
- (vii)   Any other relevant elements.

B.2.   Application of methodologies

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If more than one Gold Standard approved methodology is applied, provide information for each methodology separately

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

- i.   Selected GHG baseline and monitoring methodologies [e.g. Technologies and Practices to Displace Decentralized Thermal Energy Consumption (version 4.0)]
- ii.   Any methodologies or methodological tools to which the selected methodologies refer, where applicable
- iii.   Any selected standardized baselines, where applicable
- iv.   Any mandatory GS Guidelines (e.g. Usage Survey Guidelines), where applicable

The CME designing a small-scale VPA shall only use small-scale methodologies. However, the CME may use large-scale methodologies for small scale VPAs if the VPA follows applicable rules and requirements for large-scale project activities

B.2.1. Multiple technologies/measures

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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.
(See section 4.11.1.b. "Application of multiple small scale methodologies" and 4.11.1.c. Application of multiple large scale methodologies" of the
Programme of Activity Requirements and Procedures for application of multiple methodologies).

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 Annex 1 of the Programme of Activity Requirements and Procedures 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 CME shall define the eligibility criteria for inclusion of real case and its regular VPAs in the PoA. A set of eligibility criteria per technology/measure or combination of technology/measure shall be defined in the real case VPAs. As a minimum, the eligibility criteria for inclusion of real case VPA in PoA shall include the following -

a.   Geographical boundaries of the VPA consistent with that of the PoA

b.   Conditions to avoid double counting of GHG emission reductions or net anthropogenic GHG removals, such as unique identifications of product and end user locations

c.   Conditions to check the start dates of VPA through documentary evidence

d.   Conditions to ensure compliance with the applicability of the applied methodologies, the applied standardised baselines and the other applied methodological regulatory documents

e.   Conditions to ensure that VPA meet the requirements for demonstration of additionality

f.   Condition to ensure that the real case VPA and its regular VPAs meet the applicability criteria of selected methodology of combination of methodologies

g.   Conditions to ensure that real case and its regular VPAs systematically demonstrate additionality in accordance with Principles & Requirements.

The CME shall develop a distinct set of eligibility criteria for each real case VPA type, if the PoA establishes multiple types of VPAs based on implemented technologies/measures/practices or applied methodology(ies) etc.

Gold Standard®   *Climate Security and Sustainable Development*

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

SECTION C.   DEMONSTRATION OF ADDITIONALITY

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The CME shall demonstrate additionality at PoA level by establishing that in the absence of Gold Standard Certification related finance:

(i)   the proposed VPAs would not be implemented, or

(ii) the mandatory policy/regulation would systematically not be enforced and that noncompliance with those requirements is widespread in the country/region, or

(iii) 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.

For retroactive PoAs/VPAs, the CME shall demonstrate prior consideration in accordance with GHG Emissions Reductions & Sequestration

SECTION D.   DURATION OF PoA

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

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State the date when PoA was submitted to Gold Standard for Preliminary Review (dd/mm/yyyy)

D.2. Duration of the PoA

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dd/mm/yyyy, XX years, ZZ months *(State the PoA crediting cycle start date and the total duration of the proposed PoA in years, months).*

The PoA crediting cycle start date is the crediting period start date of the earliest VPA included in the PoA.
The duration of PoA which starts from the crediting period start date of earliest VPA of the PoA is specified in table 3 below.

Type of PoAs	Maximum Duration (yrs)	Crediting cycle start date of PoA
Non – Forestry or AGR PoA	*20*	*Crediting period start date of first VPA*
AGR	*20*	
Forestry	*50*	

The start date for a CDM Gold Standard PoA follows the definition of start date of a CDM PoA (CDM Glossary).
The PoA that are design certified under an earlier version of Gold Standard shall maintain their maximum crediting periods as envisaged at time of registration. Refer to Transition Requirements for further details

SECTION E.   OUTCOME OF POA LEVEL STAKEHOLDER CONSULTATION

The CME shall conduct the local Stakeholder Consultation at both the PoA level i.e., PoA Design Consultation and VPA equivalent level in accordance with Gold Standard Stakeholder Consultation & Engagement Requirements

The PoA design consultation report and first real case VPA stakeholder consultation report (at minimum summary of physical stakeholder meeting) shall be submitted together to Gold Standard at the time of first submission (Preliminary Review).

E.1.   Summary of stakeholder consultation at PoA Level

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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)

E.2.   Consideration of stakeholder comments received

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The CME shall document all the comments received during the PoA design consultation(s) - with minimum interpretation and without tempering the spirit and intent of the comment. The CME shall include details in the PoA Design Consultation Report on how stakeholder comments are taken into account and summaries changes, if any, following the stakeholder feedback received. The CME shall provide justification when any comments have not been incorporated or addressed.

E.3.   Final Continuous Input / Grievance Mechanism at PoA Level

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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	

APPENDIX 1 - CONTACT INFORMATION OF COORDINATING/MANAGING ENTITY AND RESPONSIBLE PERSON(S)/ ENTITY(IES)

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

CME and/or responsible person/ entity	☐ CME ☐ Responsible person/ entity for application of the selected methodology(ies) and, where applicable, the selected standardized baseline(s) to the PoA
Organization	
Street/P.O. Box	
Building	
City	
State/Region	
Postcode	
Country	
Telephone	
E-mail	
Website	
Contact person	
Title	
Salutation	
Last name	
Middle name	