

ORGANIZATIONAL BRIEFING

PROCLIMA®

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1 Introduction

ProClima Internacional was founded in 2018 as ProClima ESAL. Since that time, ProClima has been dedicated to the certification and registration of Greenhouse Gas (GHG) mitigation initiatives and promoting climate change mitigation actions. With the evolution of the carbon market in Colombia and the rest of the world, ProClima developed its Program to promote low carbon growth while ensuring compliance with national and international policies. Since September 2019, ProClima became ProClima S.A.S. and continued to encourage the financing mechanisms of actions to combat climate change and adapt to its effects through the Certification and Registration of GHG mitigation projects.

This document describes explicitly, orderly, and systematically information on objectives, policies, functions, organization, and procedures of ProClima. This document references policies, instruments, and documents developed by ProClima to ensure process quality during certification and registration of GHG mitigation initiatives. It references interim corporate governance procedures and the required processes for Certification and Registration of GHG mitigation initiatives and other GHG projects (from now on "Initiatives"), as well as the procedures for the issuance of the ProClima Program's VCC.

All the instruments and documents mentioned in this organizational chart are available to the public on the ProClima website (www.proclima.net.co).

2 Objectives

The objectives of the document "ProClima Organizational Scheme" are the following:

- a) Provide information on the organizational structure of ProClima,
- b) Provide the necessary procedures to comply with the certification and registration requirements, GHG mitigation initiatives, and other GHG projects,
- c) Maintain the integrity and efficiency of the procedures related to the ProClima Registry system.

3 Version

This document constitutes Version 1.0. of January 15, 2021.

This version may be adjusted periodically. Intended users should make sure they are using the updated version.

4 Scope and area of application

This document describes the processes and procedures to be followed by members of the ProClima team, projects holders, holders of accounts in the registry system, the Validation and Verification Bodies (VVB), and other parties interested in the certification and registration of projects or initiatives, issuance of Verified Carbon Credits (VCC) and the related actions.

This document is intended for:

- (a) ProClima team;
- (b) Any natural or legal person, public or private that intends to register a Project;
- (c) Validation and Verification Bodies (VVB);
- (d) Holders of GHG mitigation initiatives classified as sectoral GHG mitigation projects or REDD + projects;
- (e) Holders of other greenhouse gas projects;
- (f) GHG emissions reductions' trade and transaction-related agents and other interested parties.

5 Terms and definitions

Administrator

The registry system administrator is responsible for the management and reliability of the data in the registry system. The registry system administrator safeguards the information so that the system is transparent and reliable, ensuring that it is properly stored and secure, and easily accessible when necessary. ProClima is the registry system administrator.

GHG statement

Formal written statement addressed to the intended user, providing assurance on compliance of requirements of the ProClima certification program, monitoring the criteria contained in ISO 14064-2, and the evaluation under ISO 14065 and ISO 14064-3.

Validation/verification statement

Formal written statement addressed to the intended user that assures what is detailed in the GHG statement from the responsible party. This statement, made by the validator or verifier, may contain what has been stated about GHG emissions, removals, emission reductions, or increases in removals.

Retirement Statement

A formal written declaration addressed to the intended user that guarantees compliance with the ProClima Certification Program's requirements. It is used for the cancellation or retirement of Verified Carbon Credits.

Project Document

A document that describes the GHG emission reduction and removal activities of the Initiative, following the Program's requirements and the GHG quantification methodologies.

Project documents

The documents required to register the Initiative or issue a VCC.

ProClima Standard

A document that gathers and describes the set of principles and requirements necessary for the design, development, validation, Verification, and Certification of mitigation initiatives and other GHG projects and the issuance of Verified Carbon Credits (CCV).

GHG mitigation initiative

Programs, projects, actions, or activities carried out at the national, regional, local, and sectoral level whose objective is to reduce emissions, avoid emissions, remove and capture GHG. The initiatives are classified as GHG emission reduction initiatives and GHG removal initiatives. These initiatives can be sectoral or REDD+ projects. For Resolution 1447/2018, the regional and local implementation level will be understood as the subnational level. These initiatives are developed in the national territory.

Methodology or Methodological Document

A document that gathers systematizes and defines the techniques, methods, and procedures that must be applied according to each Initiative's type and particular characteristics to quantify GHG removals or reductions.

Validation and Verification Bodies (VVB)

Independent entities. They perform validation and verification processes of the GHG mitigation Initiatives. The VVB is responsible for making an objective assessment and issuing a statement of validation and verification. This statement concerns the information that the mitigation Initiative owner presents and other criteria defined by the GHG emissions reduction Certification Program and the National Government.

Interested party

Person or organization that can affect a decision or activity, be affected or perceive itself as affected by it.

Verification period

The period during which GHG reductions or removals are quantified. These are indicated in the verification report and the Verification Statement.

Registration Process

The project registration process refers to stages that a project must fulfill under the ProClima Program to register a project and issue VCC.

Organizational Briefing PROCLIMA

Set of principles, regulatory documents, standards, methodologies, procedures, and tools developed by ProClima for its effective operation in the international carbon market.

Registration System and Registration Platform

The Registry is a system for issuance, transfer, and retirement through a custody service of VCC (Verified Carbon Credits). A VCC is generated for each ton of GHG reduction or removal certified by the ProClima Program, which can be transferred between user accounts and retired in the Registration Platform. The data that comprise the Registry includes information on validated and verified GHG emission reductions and removals.

The Registration Platform is the web application through which users can self-manage the processes of i) account registration, ii) project registration, iii) registration of verification periods, iv) issuance of VCC, v) VCC transfers, and vi) retirements of CCV.

Validation report

The validation report is prepared by a validation and verification body (VVB), following the validation methodology. It reports validation process results and includes greenhouse gas emissions reduction that can be achieved during the project registration period.

Verification report

Report prepared by a validation and verification body (VVB) under the verification methodology. It reports verification process results. It is a written assurance of achieved reduction or removal of GHG emissions by the Initiative during the specified period.

Authorized representative

The person (natural or legal) authorized by the account holder. It gives instructions to the ProClima registry administrator. The authorization is granted through an agreement that includes a request to open an account. It also consists of the declaration on representation, under the modalities and procedures defined by ProClima, and any additional instructions or guidance from the ProClima registry administrator.

Owner of the Initiative or Project

It is the person, a natural or legal, public or private, responsible for developing, implementing, monitoring, and registering one GHG initiative mitigation.

Administrator Website

ProClima Website: www.proclima.net.co

User of Registry

The user is the natural or legal person who can access the information of one or more owners under the terms and circumstances provided by law. The information is provided by the operator or by the source, or directly by the information owner. Insofar as he has access to third-party information, the user is subject to compliance with the duties and responsibilities provided to guarantee the protection of the data owner's rights.

Intended user

Individuals or organizations who use this GHG emissions reduction Initiatives information to make decisions. They are identified by those reporting the Initiatives.

6 Objectives and Scope of PROCLIMA

The purpose of ProClima is:

- Certify and register greenhouse gas (GHG) mitigation initiatives and other GHG projects that demonstrate compliance with the rules and procedures established by the ProClima standards.
- Build confidence in the carbon market, promoting private sector participation and strengthening mechanisms that favor the execution of internal mitigation actions to achieve national contributions.
- Generate and promote good practices for the carbon market by including conservative requirements and legal requirements within the standards and methodologies.
- Develop technological and information tools to facilitate Certification and Registration, ensuring traceability of actions required by the Program.
- Develop methodologies that include emerging markets and promote investment in GHG mitigation projects in different economic sectors.
- Promote a collaborative environment with other standards and countries that promote GHG mitigation Initiatives' global development.
- Promote a collaborative environment with other stakeholders, including government actors, to strengthen legislation on the carbon market and form an integral part of an emissions trading system.

7 Trajectory

ProClima is an organization dedicated to the certification and registration of Greenhouse Gas (GHG) mitigation projects, promoting climate change mitigation actions, favouring low-carbon growth, ensuring compliance with national policies and policies related to sustainable development goals. ProClima develops and manages carbon standards for the national and international market.

ProClima is a company that has been operating in the Colombian market since 2018. It has acquired experience and recognition by demonstrating quality and transparency in the implementation of its activities. In Table 1, ProClima memberships issued from its foundation to December 2020 are presented.

Table 1: ProClima's memberships

Membership	Role	Member since
International Emission Trade Association (IETA)	Active participation in working groups: <ol style="list-style-type: none"> 1. Aviation Working Group 2. Latin America & Caribe Working Group 3. Natural Climate Solutions Working Group 	The second semester of 2020
National Federation of Wood Industry (Fedemaderas)	ProClima is part of the Board of Directors of the National Federation of Wood Industry - FEDEMADERAS. ProClima participates in meetings with government entities, technical tables, and general matters related to carbon markets. In this scenario, it has been essential for ProClima to support progress in the country regarding the forestry sector and climate change mitigation.	2019
Asocarbono	Active participation in the discussion, construction, and consolidation of union decision proposals for the carbon market in Colombia	Associate since 2019
Technical Committee for Standardization/ CTN (National Technical Committee) 014	ProClima is part of CTN 014. STANDARDIZATION IN ENVIRONMENTAL MANAGEMENT, CLIMATE CHANGE AND CIRCULAR ECONOMY CTN 14 - Environmental Management and tools for Sustainable Development Supporting issues of technical regulation and standardization	2019

Source: ProClima, 2020

On the path of certification and registration, the following information is available on the website of ProClima www.proclima.net.co:

1. Number of registered projects
2. Number of projects in the registration process

3. Number of Verified Carbon Credits issued by the ProClima program
4. Amount of Verified Carbon Credits retired or cancelled through the ProClima program.

7.1 Professional Experience

The ProClima technical committee team is led by Ángela Duque, director and founder of ProClima.

Angela Duque is a Master in Economics of Environment and Natural Resources of the University of Maryland College Park, Department of Agricultural and Resource Economics, and the Andes University. Ángela has more than 25 years of professional experience as a forestry engineer and 20 years of specific expertise in research, consulting, and project management in the forestry sector, including developing public policies to manage climate change in Colombia. Ángela has experience in the design, development, validation, and verification of projects to reduce GHG emissions, and extensive international experience related to the United Nations Framework Convention on Climate Change. She was part of the first climate change mitigation office (MAVDT) and the COP 9 negotiations.

8 Values and principles based on ethics

The principles that make up the organizational bases of ProClima are a set of values and norms that govern the company's actions at the corporate level (Section 8.1 - Principles of ProClima) and Standards (Section 8.2 Principles for Certification and registration). Figure 1 represents the principles of ProClima.



Figure 1: Principles of ProClima

8.1 Principles of ProClima

ProClima fulfills its functions within the highest levels of transparency, truthfulness, good practices and business behavior focused on quality, ethics, integrity, and responsibility, and among other principles that govern the actions of the organization:

8.1.1 Responsibility

It refers to obligations fulfilment and ProClima precaution at the time of decision-making and during the exercise of its duty.

8.1.2 Quality

It refers to the fulfilment of the obligations in a satisfactory way for all interested parties.

8.1.3 Business ethics

It refers to compliance with the rules and principles that ProClima professionals apply in the exercise of their professional activity.

8.1.4 Integrity

It refers to the robustness and originality of the Program.

8.1.5 Competition

It refers to the expertise, abilities, and aptitudes of ProClima professionals to carry out certain tasks or intervene in a specific matter.

8.2 Principles for certification and registration

The holders of non-voluntary and voluntary GHG mitigation initiatives, and in general, all those involved in the design, development, validation, verification, and Certification of GHG mitigation initiatives and other GHG projects must apply the following principles¹:

8.2.1 Relevance

It refers to select sources, sinks, reservoirs of GHG, data, and methodologies appropriate to the intended user's needs.

8.2.2 Total Coverage

Inclusion of all relevant GHG emissions and removals, and information to support the criteria and procedures.

8.2.3 Consistency

Allow meaningful comparisons in GHG-related information

8.2.4 Accuracy

Reduce bias and uncertainty, where possible.

8.2.5 Transparency

Disclose sufficient and appropriate information related to GHG to allow future users to make decisions with reasonable confidence.

8.2.6 Conservative attitude

Use conservative assumptions, values, and procedures to ensure that GHG emission reductions or increased removals are not overestimated

8.2.7 Other Principles

8.2.7.1 Reliability

It refers to using variable data and models from recognized and technically supported sources to make estimates and calculations within climate change management.

¹ Stablished in the Norm ISO14064-2

8.2.7.2 Comparability

It refers to the homologation capacity between the results obtained from methodologies, guides, and protocols for estimating emissions, reducing emissions, and GHG removals, as appropriate.

8.2.7.3 Consistency

It refers to the coherence over time of the data and the methodologies applied to the calculations and estimates of emissions, reductions of emissions and removals of GHG, adaptation to climate change, and climate financing.

8.2.7.4 Avoid double counting

It refers to the prohibition of assigning a GHG mitigation result accounted for in tons of CO₂e in the following scenarios:

1. One ton of CO₂e is counted more than once to demonstrate compliance with the same GHG mitigation goal.
2. One ton of CO₂e is counted to demonstrate the fulfilment of more than one GHG mitigation goal.
3. One ton of CO₂e is used more than once to obtain remuneration, benefits, or incentives.
4. One ton of CO₂ is verified, certified, or accredited by implementing more than one GHG mitigation initiative.

8.2.7.5 Accuracy

It refers to the management of information to avoid systematic errors in the calculation of emissions, emission reductions, or GHG removals, minimize uncertainty, increase confidence in the data for decision-making, and produce reliable, comparable, consistent, and reproducible data results.

8.2.7.6 Completeness

It refers to the inclusion of all GHG emissions sources or removal to analyze GHG emissions and reductions to avoid overestimations or underestimations in the calculations.

8.2.7.7 Integrality

It refers to MRV System approaches in analyzing information related to climate change management and the benefits associated with GHG mitigation initiatives.

8.2.7.8 Relevance

It refers to the correspondence of the information identified, compiled, and published, with the characteristics and context of each of the actions for managing climate change.

8.2.7.9 Transparency

It refers to providing, generating, and publicly making available information that allows understanding the scope, coverage, and limitations of the analysis and the calculations of emissions, emission reductions, and GHG removals.

It is the presentation of the information, by the MRV System actors, concerning the methodologies used, the sources of information, and the assumptions used to reproduce and ensure the results and the quality control and verification processes.

8.3 Public Consultation Procedure

Through the preparation and consolidation of its standards and methodologies, ProClima seeks to reduce the risks associated with the certification and registration of GHG mitigation initiatives, strengthen and conservatively maintain the interested parties' interests. For ProClima standards and methodologies optimization, ProClima program requires a public consultation process for every Standard and Methodological Document.

The application of the public consultation process is an essential tool to improve the interaction between ProClima and all stakeholders and respond to ProClima Principles' application, mainly responsibility, quality, and integrity (see section 8.1). Also, the consultation with the parties concerned guarantees the right of intervention that citizens have to participate in a free, individually and collectively way and directly influence decisions on standards and methodologies.

The public consultation procedure follows these requirements:

1. ProClima, individually or collaboratively, develops a Standard or Methodological Document. The document for public consultation contains the following information:
 - a. Document title
 - b. Objectives
 - c. Scope
 - d. Release date and version
 - e. Mark or note, e.g., watermark, indicating that it is a document for public consultation.
2. ProClima publishes on its website the document for public consultation indicating at least:
 - a. That the document is in the process of public consultation
 - b. Deadline for submitting comments. The minimum deadline date corresponds to thirty (30) calendar days, counted from the disclosure date.
 - c. Contact details of the person who will receive the comments

3. ProClima discloses through the available media that its document is under public consultation and discloses the access link or directly shares it with interested parties. Stakeholders must include at least:
 - a. Any relevant actor at the local and national level in the carbon market, including at least: another certification and registration programs, verification and validation bodies, associations of the carbon union (in Colombia: Asocarbono), and other national and international associations ProClima is a member, developers of GHG mitigation projects.
 - b. Any relevant actor at the local and national level in the economic sector for which the document applies.
 - c. Regulatory government entities.
4. During the public consultation period, ProClima collects and documents all the comments through the ProClima **Public Consultation Results** format.
5. At the end of the public consultation period, ProClima responds to each comment in the ProClima **Public Consultation Results** document and makes the appropriate adjustments within the Standard or Methodological Document.
6. Once the adjustments have been made and approved by the ProClima assigned roles, the final version of the Standard or Methodological Document and the **Public Consultation Results** document is published on the ProClima website.

9 Corporative Government

The corporate governance model is part of a strategic decision for the company, aiming to improve its overall performance and lay a solid foundation for business ethics and compliance, always pursuing excellence.

Corporate governance guides the organization's policy based on respect for objectives, transparency, truthfulness, good practices, and business behaviour according to the ethical principles that guide corporate compliance processes.

ProClima has an organizational structure based on its team members' quality and ability to meet the expectations of both the organization and its clients and other interested parties.

The **Regulatory Document of Corporate Governance** is available for consultation at <https://proclima.net.co/docsgovcorp/>

9.1 Organizational Chart

Following the Corporate Governance regulatory document's provisions, ProClima is strategically organized according to the organizational chart presented in Figure 2².

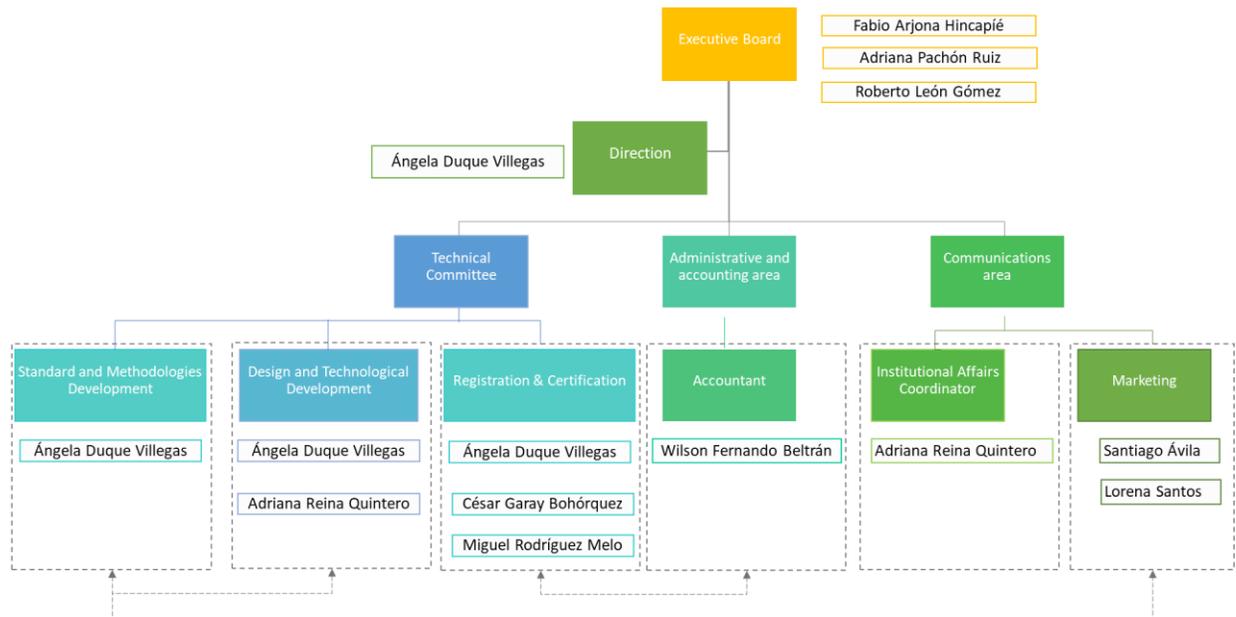


Figure 2: Organization Chart of ProClima. Source: ProClima, 2020.

9.2 Impartiality Management

Proclima has developed a regulatory document for impartiality in the certification and registration processes of GHG mitigation initiatives and other GHG projects. This document defines the fundamental principle for the management of impartiality, applied by ProClima. If they had some participation in the Initiative, the organization's professional team's people should not be part of GHG mitigation initiatives' certification processes. Moreover, ProClima will not provide consulting or advisory services to any organization client.

The **Impartiality Management Document** is available for consultation at <https://proclima.net.co/docsgovcorp/>

² The names of the referenced persons were collected in December 2020, and are subject to change.

9.3 Quality Management

Under the management initiative, the need to develop and implement a Quality Management System (SGC per its acronym in Spanish) has been established. It allows the structuring and monitoring of processes and promotes continuous improvement, customer satisfaction, and competitiveness. Consequently, ProClima is developing and implementing its SGC based on the ISO 9001-2015 Standard.

For ProClima, it is important to have the Certification of its SGC since its implementation can ensure quality in the provision of its services or products. Additionally, through its SGC, it demonstrates to interested stakeholders and the public that its intentions in standardization, improvement, competitiveness, customer satisfaction, risk management, and leadership are real.

The main benefits of the ProClima SGC are:

- Recognition in the market, greater visibility
- The increased trust of customers and suppliers
- Increased competitiveness
- Improvement in risk management and implementation of measures to reduce risks
- Reduction of internal reprocesses since there is clarity in the roles and responsibilities and there is a standardization of procedures
- Implementation and improvement of internal and external communication mechanisms
- Improvement in the maintenance, organization, and registration of documentation
- Possibility of changes management to improve company performance.

9.4 PQR Policy

In the area of corporate governance of the organization, and in compliance with both the provisions of the applicable regulations and the principles that govern the certification and registration processes of climate change mitigation projects, ProClima has policies and procedures related to the Management of Petitions, Complaints, and Claims (PQR per its acronym in Spanish).

PQRs management helps identify areas for improvement within the framework of a continuous learning process and enhance the skills to identify trends, eliminate the causes of complaints, and improve the organization's operations.

In this sense, ProClima has developed the *Manual of Policies and Procedures for the Management of Petitions, Complaints, and Claims*, which is available for consultation on the website: <https://proclima.net.co/docsgovcorp/>

9.5 Treatment and Protection of Data policy

Framed in the foundations and principles of corporate governance of the ProClima organization, it is proposed to guarantee privacy, the rights to privacy, and the good name of people, during the process of personal processing data, in all activities related to certification and registration of GHG mitigation initiatives and other GHG projects.

In this regard, ProClima developed the *Treatment and Protection of Data policy*, which is available for consultation at <https://proclima.net.co/docsgovcorp/>

Acceptance of ProClima's Treatment and Protection of Data policy by users is a fundamental and mandatory requirement for them to access the certification and registration processes of climate change mitigation projects offered through the registration platform of ProClima.

10 ProClima Carbon Standards

ProClima Carbon Standards provide in detail the set of principles and requirements necessary for the design, development, validation, verification, and Certification of mitigation Initiatives and other GHG projects, as well as for the issuance of Verified Carbon Credits (VCC), ensuring compliance with the conditions established in the applicable national regulations and this Program.

10.1 Certification and Registration Program of GHG Mitigation Initiatives and Other Greenhouse Gas Projects

This Program is a Standard for the certification and registration of GHG mitigation initiatives that demonstrate compliance with the requirements established in the Colombian legal framework and compliance with the rules and procedures established by ProClima. The certification and registration of mitigation initiatives are possible within this Standard framework if said initiatives were previously validated and verified by accredited Validation and Verification Bodies, which comply with current regulations' provisions.

The *Program for the Certification and Registration of GHG Mitigation Initiatives and Other Greenhouse Gas Projects* is available for consultation at <https://proclima.net.co/documentos/>

10.2 Standard for the Voluntary Carbon Market

ProClima's Standard for the Voluntary Carbon Market is aimed at public and private organizations, companies, and citizens who want to assume their responsibility for climate change and voluntarily commit to “neutralize” their GHG emissions offsetting with climate change mitigation projects.

The **Standard** document for the **Voluntary Carbon Market** is available for consultation at <https://proclima.net.co/documentos/>

10.3 Components of ProClima Carbon Standards

Figure 3 presents the minimum components required in a Carbon Standard of ProClima.

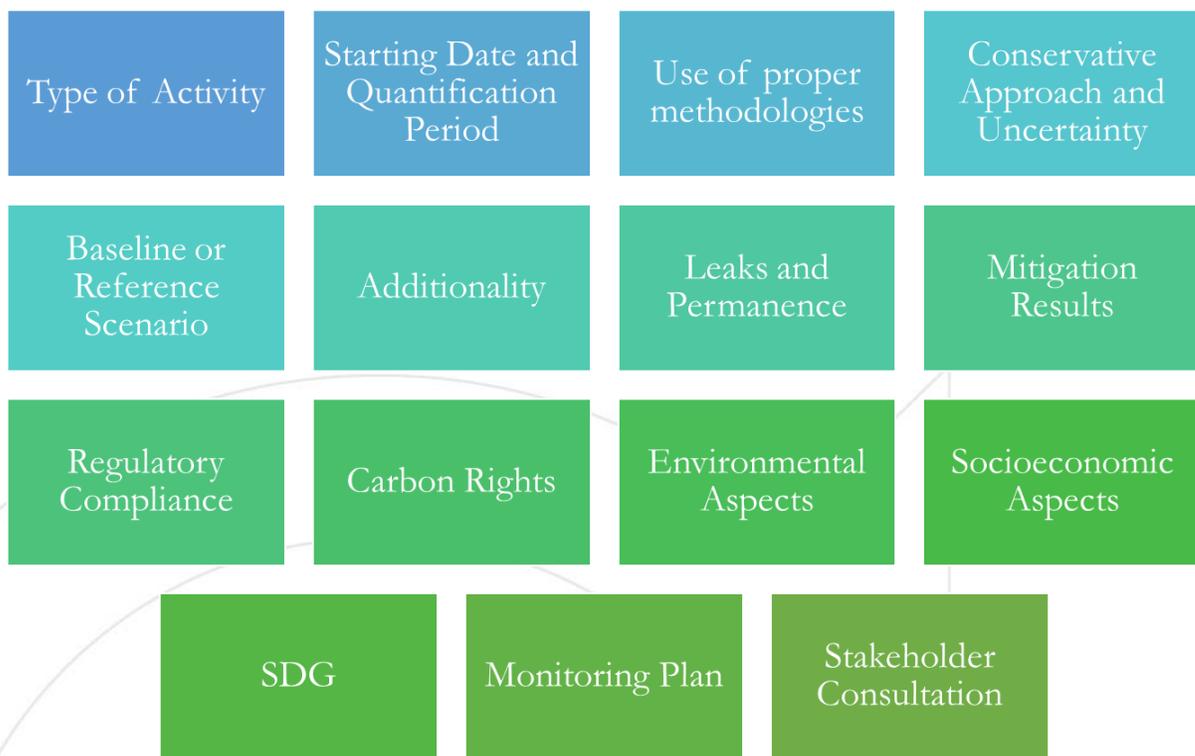


Figure 3: Minimum components of ProClima Carbon Standards

The Carbon Standards of ProClima include specific requirements for each component, according to its scope.

10.3.1 Type of Activities

It refers to the type or types of initiatives included within the scope of the Standard. Activities by sector and excluded activities must be specified.

ProClima defines the following sectors in its Standards:

1. AFOLU Sector: refers to activities of Agriculture, Forestry and Other Land Uses
2. Energy Sector: refers to energy generation activities from Non-Conventional Renewable Energy sources (NCRE)
3. Transportation Sector: refers to GHG mitigation activities applied in the transportation sector.
4. Waste Sector: refers to GHG mitigation activities implemented through waste management.

10.3.2 Project Start Dates and Quantification Periods

It refers to the fact that ProClima, through its Standards, must establish: i) the starting date of the projects and ii) the quantification periods, which will be valid for the Standard. The starting dates and proper quantification periods will be determined according to the type of activity.

The starting dates are the dates in which activities will result in effective emission reductions/removals. That is when the implementation, construction, or actual action of a GHG initiative begins.

The quantification periods of GHG reductions or removals refer to the Project's total validity period during which said reductions removals will be quantified.

10.3.3 Use of Appropriate Methodologies

ProClima's Carbon Standards should define the appropriate and valid Methodologies for Certification and registration, according to the type and specific characteristics of each activity.

It is established as a minimum:

- Apply the methodologies defined and approved by ProClima, including the methodological reference guides application (if any).
- Use another methodology as long as they apply to the Initiative and under prior review and approval by the ProClima Technical Committee.
- For all cases, the Initiative must use the document's latest version.

10.3.4 Conservative Approach and Management of Uncertainty

The ProClima Carbon Standards establish requirements and best practices that should incorporate the valid methodologies for handling uncertainty in quantifying baseline and mitigation results.

10.3.5 Baseline or Reference Scenario

The ProClima Carbon Standards will establish requirements on the baseline or reference scenario, understood as the scenario that represents GHG emissions resulting in the absence of a GHG mitigation initiative, complying with requirements established by the methodology applicable to the Project.

10.3.6 Additionality

It refers to the fact that ProClima, through its Standards, will establish the criteria of additionality and the details on the demonstration of additionality that every GHG mitigation initiative must comply. Understanding by additionality the reductions of GHG emissions or removals that the Initiative demonstrates should not have occurred in the absence of the mitigation initiative, generating a net benefit to the atmosphere, compared with their baseline.

Under ProClima standards, the VVB shall validate, verify, and declare additionality.

10.3.7 Leaks and non-permanence

The ProClima Carbon Standards will establish requirements to monitor, mitigate, and compensate for non-permanence and leaks material incidents so that GHG reductions or removals are not reversible.

10.3.8 Mitigation Results

The ProClima Carbon Standards will establish requirements to ensure that mitigation results are verifiable.

10.3.9 Compliance with national legislation

The ProClima Carbon Standards will establish compliance with current national legislation related to GHG mitigation and climate change Initiatives.

10.3.10 Carbon Rights and Ownership

The ProClima Carbon Standards will establish requirements for carbon rights, given it is understood to be the rights defined by the ownership of the VCC or rights to the benefits from the sale of carbon, or other payments or services received for the reduction of emissions or GHG removals.

10.3.11 Environmental Aspects

The ProClima Carbon Standards will establish requirements for analyzing the potential foreseeable effects on biodiversity and ecosystems generated by the GHG mitigation initiative's activities.

It will also establish the safeguards applicable to the type of activity to identify, evaluate and manage the environmental risks inherent to implementing the Project.

10.3.12 Socioeconomic aspects

The ProClima Carbon Standards will establish requirements for analyzing potential foreseeable effects on socioeconomic aspects or a population generated by the Initiative GHG mitigation activities.

It will also establish the safeguards applicable to the type of activity to identify, evaluate and manage the social risks inherent to implementing the Project.

10.3.13 Sustainable Development Goals (SDGs)

The ProClima Carbon Standards will establish the requirements that GHG mitigation initiatives must demonstrate in compliance with the SDGs applicable to project activities.

10.3.14 Monitoring Plan

The ProClima Carbon Standards will establish the Monitoring Plan requirements that GHG mitigation initiatives must meet according to the type of activity and the applicable methodology.

10.3.15 Consultation of P Interested arts

The ProClima Carbon Standards will establish the public consultation requirements that GHG mitigation initiatives must meet.

11 Methodologies

11.1 Development of Methodologies

The development of methodologies or methodological documents in ProClima is in charge of the technical committee and must be reviewed and approved by the Board of Directors and the Direction.

The need for the development of a new methodology may occur only when:

1. A GHG mitigation project that has potential additionality characteristics is not included within the types of activities and sectors applicable to existing ProClima methodologies, and
2. There is no methodology within the CDM applicable to the type of activity.

For the Executive Board and the Direction to approve the development of a new methodology must meet the following requirements:

1. At the least one member of the Technical Committee has the knowledge and proven experience of 5 years in applying for which the methodological development is required.

2. Suppose the methodology is developed in collaboration with another organization or natural person. In that case, this organization or person must demonstrate to have solid scientific bases, knowledge, and demonstrable experience of 8 years in the field of application for which the methodological development is required.
3. Suppose ProClima develops the methodology in collaboration with another organization or natural person. In that case, this organization or individual shall qualify for the Management of Impartiality of ProClima and enter into a bilateral agreement with ProClima where defined, among other things, methodology copyrights.
4. If the methodology is developed in collaboration with another organization or natural person, this organization or person shall qualify for periodic technical review processes carried out by the Technical Committee.

Once the methodology development has been approved and developed under the responsibility or supervision of the technical committee, it shall be submitted to the approval process:

1. The technical competitor must expose the methodology before the Board of Directors and Director for a quality evaluation process.
2. During the evaluation process, it shall demonstrate:
 - a. That methodology includes all the components required by the applicable Standard.
 - b. That methodology applies the principles of ProClima and principles of Certification and Registration.
 - c. That methodology meets applicable legal requirements.
 - d. That methodology correctly references any method or equation defined by another organization.
 - e. That methodology offers clarity and presents the methods as a procedure to facilitate their understanding and application.
 - f. That methodology clearly defines the quantification parameters and provides other relevant definitions for its application.
 - g. That methodology establishes the scope of application.
 - h. That methodology is not contradictory with the requirements established in the Proclima Standard that applies.
 - i. That methodology is relevant to the country's development context and aligns with the national development plan.
 - j. That the quantification methods of the methodology include determining parameters for quantifying tons of CO₂e according to the type of activity, a scientific and research organization endorses sources or references of the quantification methods. After conducting a pilot quantification exercise, the mitigation results are verifiable and consistent.

3. Once approved by the Direction and Executive Board, it must undergo the public consultation procedure (See section 8.3) before publishing on the website and publishing version 1.0 of the document.

11.2 ProClima methodologies

The methodologies developed by ProClima are:

11.2.1 AFOLU Sector

The ProClima methodologies applicable to the AFOLU sector are referenced in Figure 4. The main characteristics of these methods are the inclusion of specific requirements for the sector, included but not limited to:

1. Definition and identification of deposits of carbon and GHG sources
2. Definition and identification of emission sources and selected GHGs
3. Coverage classification
4. Additionality analysis
5. Analysis of Uncertainty and Stratification
6. Definition and identification of sinks and organic soil carbon reserves
7. Definition and identification of Reference Region
8. Definition and identification of leakage area
9. Definition and identification of the limits: spatial and temporal
10. Definition and identification of causes and agents of deforestation or degradation
11. Definition and identification of REDD + Activities and safeguards

Quantification of GHG Emission Reductions or Removals from Sectoral Mitigation Projects
GHG Removal Activities

Quantification of GHG Emission Reductions or Removals from Sectoral Mitigation Projects – Activities avoiding changes in land use in high mountain ecosystems

Quantification of GHG Emission Reductions from REDD+ Projects

Figure 4: Methodologies of ProClima applicable to the AFOLU sector

These methodologies are available for consultation at <https://proclima.net.co/afolu/>

11.2.2 Transportation Sector

The ProClima methodology applicable to the Transportation sector is presented in Figure 5. The Procedure was developed in collaboration with Carbosostenible S.A.S. and applied to projects to convert vehicles from gasoline to natural gas.

Quantification of GHG Emission Reductions by
converting gasoline vehicles to natural gas

Figure 5: Applicable methodology for the Transportation sector

The main characteristic of this methodology is the inclusion of specific requirements applicable to the transportation sector, based on the CDM methodologies of the United Nations Framework Convention on Climate Change (UNFCCC), included but not limited to:

1. Identification of GHG sources
2. Definition and identification of project limits
3. Identification of baseline or reference scenario and additionality
4. Quantification of GHG reductions
5. Monitoring Plan
6. Quality control and assurance procedures
7. Field data verification

This methodology is available for consultation at <https://proclima.net.co/sectortransporte/>

11.2.3 Energy Sector

For the Energy sector, ProClima has strategically decided to adopt the Clean Development Mechanism (CDM) of the United Nations Framework Climate Change Convention (UNFCCC). However, methodologies applicable to ProClima's Certification and registration are only those defined and included in the **certification and registration of NCRE projects guidelines**. In this sense, ProClima will only register and NCRE-type projects referenced in Figure 6.

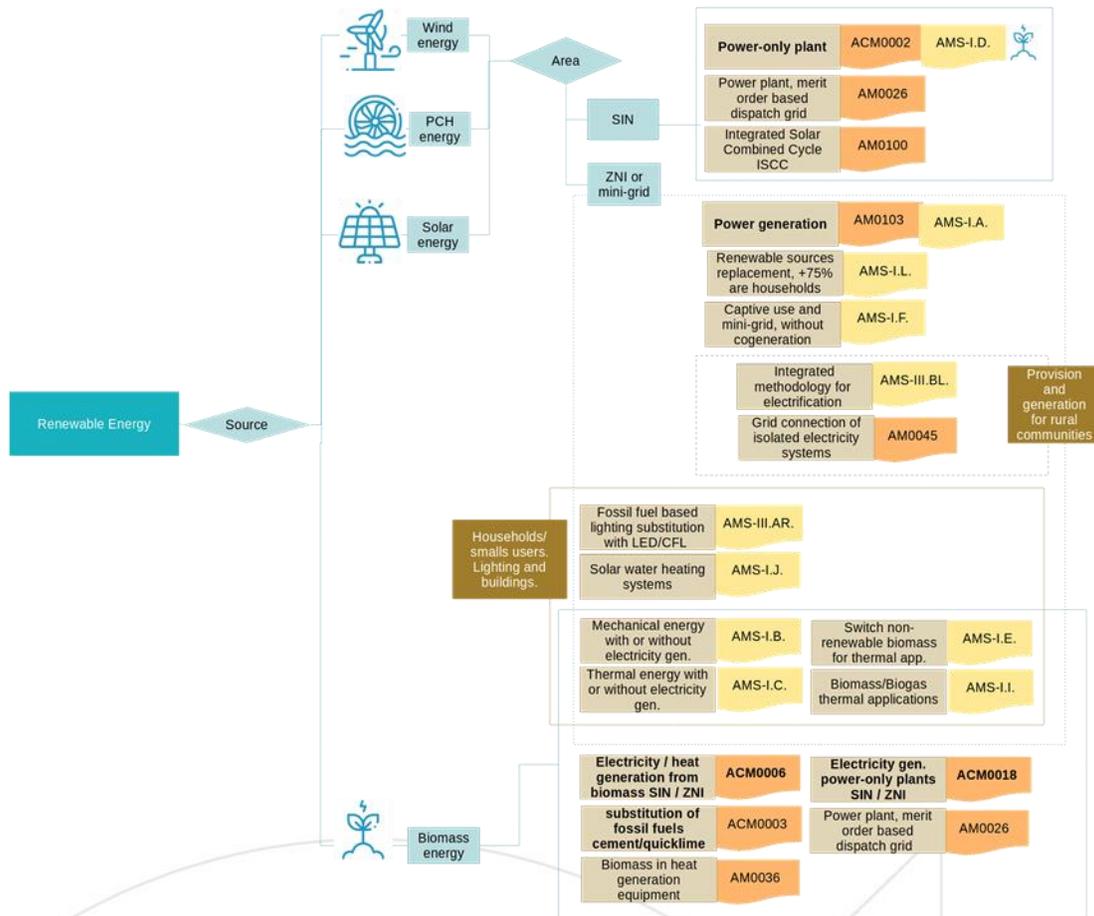


Figure 6: CDM methodologies included within the ProClima program for the energy sector

The **certification and registration of NCRE projects guidelines** for the Energy sector is available for consultation at <https://proclima.net.co/sectorenergetico/>

11.3 Other Methodologies

11.3.1 Waste Sector

Waste management and disposal projects can be registered in ProClima, applying the methodologies classified in Sector 13 of the Clean Development Mechanism (CDM): Waste Management and Disposal.

12 Validation and Verification Bodies (VVB)

ProClima registers projects and issues carbon credits Verified (CCV) for reductions or removals of GHG emissions validated and verified by a Validation and Verification Body

(VVB). The VVB shall comply with the principles and requirements for the competence, consistency, and fairness.

12.1 Principles of VVB

Under ISO 14064-3, the principles to be applied in the validation and verification processes are the following: Independence, integrity, impartial presentation, due professional care, professional judgment, and an evidence-based approach.

12.2 Requirements

The GHG validation and verification body must be accredited by the National Accreditation Body of Colombia (ONAC per its acronym in Spanish) or by a signatory member of the accreditation body of the International Accreditation Forum (IAF), that has in its offer of services the GHG Emissions Verification Body accreditation program under the requirements of the norm ISO 14065. This last option will be valid until there is a Mutual Recognition Agreement (MLA) following the provisions of Decree 1595 of 2015.

The bodies accredited by the Executive Board of the Clean Development Mechanism (CDM) and designated as an operational entity (DOE), may do validation and verification processes until December 31, 2020, under the requirements of the norm ISO 14065, Chapter 7 and Section 1 of Chapter 8, Part 2 of Title 1, Book 2 of Decree 1074 of 2015 or the regulations that modify or replace them. Once this period has elapsed, only validations or verifications done by accredited bodies will be accepted, complying with the following:

1. GHG projects must undergo validation and verification processes, by an independent third party, to ensure that they employ GHG emission reduction or removal quantification methodologies that are verifiable within the framework of ISO 14064-3.
2. The validation and verification processes must be carried out by a Validation and Verification Body (OVV), which complies with the requirements described in current legislation, and other conditions defined by the Certification and Registration Program for Mitigation Initiatives of GEI - ProClima.
3. VVBs must issue a validation and verification statement, indicating that the GHG emission reductions or removals were generated by the guidelines defined in the norm ISO 14064-2. Also, results obtained in the verification follow the norm ISO 14064-3 or those that adjust and update it.
4. For the other GHG projects, the CDM rules and procedures related to validation and verification will govern.
5. The VVB must be a legal entity or a defined part of a legal entity, that can be held legally responsible for its validation and verification activities.
6. The VVB should be responsible for the validation and verification statements and retain authority over its decisions concerning the validation and verification.

7. The VVB must be responsible for the impartiality of its validation and verification activities and will not allow commercial, financial, or other pressure to compromise the guarantee of impartiality.
8. The VVO must demonstrate that it has assessed the risks derived from its validation and verification activities and that it has adequate arrangements to cover the responsibilities derived from its activities in each validation and verification activity.

Validation and Verification Bodies interested in providing their services as VVB for GHG mitigation projects that intend to certify and issue Verified Carbon Credits (VCC) under the ProClima Program must fill out the **Application Form** available for consultation on the website: <https://proclima.net.co/OVV/> and send it to gestion@proclima.net.co, with the related information.

Likewise, the VVB shall use the **Manual for Validation and Verification of GHG Mitigation Initiatives** for consultation on the website: <https://proclima.net.co/OVV/>. This manual specifies the principles and requirements for the independent entities that carry out validation and verification processes for GHG projects, establishing the rules, procedures, and management processes necessary to carry out the conformity assessment, including the scope, object, and field of application, the criteria, the level of assurance, also determining the approach and the necessary process for validation and verification. The manual is part of the ProClima Program. Consequently, the requirements described in the manual must be met in addition to those established in the standards.

13 Registry System and Registry Platform

The Registry System is a system of accounting and custody of issuance, transfer, and VCC (Verified Carbon Credits). A VCC is generated for each ton of GHG reduction or removal certified by the PROCLIMA Program. The data that comprise the Registry includes information on validated and verified GHG emission reductions and removals. The Registration System is part of the services offered by ProClima through the Registration Platform.

The Registration Platform is ProClima's web application through which users can self-manage the processes of i) account registration, ii) project registration, iii) registration of verification periods, iv) issuance of VCC, v) transfers of VCC, and vi) Retirement of VCC.

For specific questions about the platform's applicability and use, ProClima can support through the email info@proclima.net.co.

13.1 Website

The official website of ProClima is www.proclima.net.co

Through the ProClima website, the public can access all the relevant documentation of the ProClima program. The program components are presented in a summarized way, including the organization's description, the carbon standards, the methodologies, and public consultations. It shows public documents, relevant corporate governance documents (including the PQR and contact section), regulatory documents of the VVB, among others.

It is possible to access the ProClima Registration Platform by an assigned user name and password through the web page. Only Account Holders and the ProClima administrator have access to the Registration Platform.

Additionally, through the *Project Registry and VCC* sub-menu, the public can access the Registry of projects, issued VCC issued and retirements register.

13.2 Public Registry

The registered information of the projects required to be available to the public by legal requirement is published on the ProClima home page, once records have been reviewed and approved by the ProClima team under the Standard provisions and the applicable methodology.

In the section *Project Registry and VCC*, three (3) tables are presented containing the following information:

A. Registered projects

This table publishes all projects that have registered at least one verification period at ProClima

- Project general description
- Project identification within the registration system
- Full name of the Project
- Project Owner
- NIT or legal identification of the project owner
- Validation and Verification Body
- Cumulative verified GHG emission reductions or removals
- Sector
- Relevant photographs of the Project
- Location on the map
- Validation and Verification Report
- Verification reports after the first verification

B. Verified Carbon Credits

All the serials issued by ProClima will be published in this table, and each serial's characteristics and the retired quantities and availability.

C. Transactions and Assignment

This table publishes every retirement transaction performed and its characteristics, including allocation date, serial, and final user.

13.3 Registry Security

The ProClima Registration Platform was developed with secure coding policies in mind. The software takes into account the security of the Registry through the following components:

- SSL certificate: the information is encrypted and protected.
- ReCaptcha of Google: protects the site from *spam* and misuse. It identifies when a human or a Bot accesses attacking or blocking the Program.
- Identity validation through email verification.
- Secure password: for a user to create his password, the system forces him to enter a secure password that strangers cannot detect (minimum number of characters, numbers, and symbols).
- Internal control of access to the platform: functionality to block users after five (5) unsuccessful login attempts.
- Development is based on secure code programming and OWASP policies³: the latest stable version and verified *laravel framework* for based-development programming.
- Server provider: the platform is developed in VULTR, a recognized server provider with high-security standards.
- Automatic *backup*: Programming of 3 daily automated *backups* of the database that provide information reliability and traceability.
- Firewall: The application uses the *Cloudflare* interface as a *Firewall* and protective shield for the Web and the registration platform.
- Preventive and corrective maintenance of cyber threats: the applications prevents unauthorized entry to the website as *plugins* and code (*hacking*), elimination of recurrent *hacking*, and preventing modification of site content. Maintenance also includes **reviewing** the operating system configurations, Apache and PHP, **scanning** vulnerabilities, **analyzing** security into all sites (Blackbox, Greybox, Whitebox), **detecting and identifying** malware present on the server, and **implementing** recommendations, server configuration settings, and site remediation.

³ Open Web Application Security Project

14 PROJECT CYCLE

The ProClima Project Cycle comprises the processes and procedures that must be followed to carry out the certification and registration of GHG Mitigation projects, emission, and VCC transactions through the ProClima Program.

The **Project Cycle** document provides information on the structure and procedures for registering GHG mitigation initiatives and issuing Verified Carbon Credits.

1. Creating an account on the registration platform
2. Project registration
3. Certification and registration
4. VCC emission
5. VCC Transfers and Retirements

The **Project Cycle** document is available for consultation at <https://proclima.net.co/documentos/>

Additionally, the document **Manual of Use and Good Practices of the Registration Platform** and the video tutorials are the documents that guide and regulate the use and functionality of the Registration Platform. All potential users who need to access the platform and register in ProClima must follow the manual's instructions step by step. This document complements each of the processes described in the ProClima Projects cycle, starting from creating an account in the Registration platform to the VCC Retirement process. To access the Manual and tutorials, these must be previously requested through the email info@proclima.net.co.

15 Certification and Registration

Certification and Registration of GHG mitigation projects is the main activity of the ProClima, which is carried out after the review and project evaluation.

The review and evaluation of projects include:

- a) Integrity and consistency analysis of the Initiative holder's documentation
- b) Integrity and consistency analysis of the Initiative documentation
- c) Analysis of the type of Project and applicability of the Standard
- d) Evaluation of legal compliance of the Initiative
- e) Evaluation of compliance with the ProClima principles
- f) Evaluation of the use of appropriate methodologies
- g) Baseline evaluation
- h) Additionality assessment
- i) Evaluation of leaks and non-permanence
- j) Evaluation of compliance with environmental aspects
- k) Evaluation of compliance with socioeconomic aspects

- l) Evaluation of compliance with the applicable SDGs
- m) Evaluation of compliance with the Monitoring Plan
- n) Evaluation of the results
- o) Compliance evaluation of stakeholder consultation
- p) VVB evaluation
- q) Evaluation of the crediting period (verification period)

To formalize the Certification and registration of a GHG mitigation Initiative, the Initiative holder must satisfactorily comply with the applicable standards and procedures. The ProClima team determines the conformity or non-conformity concerning the fulfilment of the requirements demanded by the Standard and by the applicable legislation, checking the Project's integrity. If a project complies, it is issued the document ***Certification and Registration Initiatives GHG mitigation***. The document includes general information about the Project, participants of the Project, and the VVB.

15.1 Confirmatory verification procedure

PROCLIMA requires that all verification processes carried out/initiated before the adoption of the Certification and Registration Program for GHG⁴, Mitigation Initiatives, and Other Greenhouse Gas Projects culminate and confirm the Verification process through the following Confirmatory Verification Protocol:

1. The DOE (Designated Operational Entities) or VVB (Validation and Verification Bodies) shall complete and resubmit to PROCLIMA the Verification Report with the requested information. Therefore, confirm compliance with the requirements of the Standard, the provisions of the applicable national regulations, and the needs of the market. The Colombian Institute of Technical Standards and Certification (ICONTEC) does not have to submit this information, because it is in charge of Verification processes initiated before the date of adoption of the PROCLIMA Standard (April 7, 2020)
2. The nature of this Procedure is interim. Its purpose is to standardize the verification processes carried out before issuing this protocol to confirm that the GHG reductions or removals occurred due to the project activities registered in PROCLIMA, under the applicable norms and standards. Consequently, for compliance with the regulations in force to date, the Verification Processes shall be understood to have been completed only as of the date on which the Confirmatory Verification process is satisfactorily completed.
3. The additional information requested includes the breakdown of GHG reductions or removals made each year (vintage), facilitating accounting and registration, and

⁴ Version 2.3, October 2020

strengthening custody over the carbon removal/reduction units (Verified Carbon Credits VCC).

4. Once the confirmatory verification process has been completed, the GHG reductions or removals reported in the Verification Reports, resulting from the adequate implementation of the projects registered in PROCLIMA, will be understood fully verified.

5. The term to carry out the Confirmatory Verifications is three (3) months from the date of publication of this Procedure.

16 Verified Carbon Credits (CCV) Issuance

Once the documentation related to the validation and verification process has been received, the PROCLIMA team evaluates compliance with the Program requirements and accepts or rejects the issuance of the VCCs.

The issuance of VCCs will only be possible once the verification process and the subsequent evaluation of ProClima 's technical team's related documentation are concluded. For this process, the user must request the issuance of VCCs through the Registry Platform. The number of VCCs issued through the Registry Platform will always be equal to the number of GHG removals or reductions verified by a VVB and approved by ProClima.

The issuance of CCVs is done through the creation of serials. These serials characterize each of the credits, differentiating their destination for the voluntary market, the carbon tax (in the Colombian market), or the reserve, their crediting period (year), and their amount per year.

Serials are certified through the GHG Statement's issuance, a document received by the Account Holder that registered the Project, which contains the relevant information on the rights of the CCVs issued and on the project information.

16.1 Serial identification

The design of the serials in the PROCLIMA platform ensures a unique serial ID. Through its code, it is possible to trace the serial's origin, including the Project Holder. Figure 7

describes the information provided by a VCC serial issued by PROCLIMA.

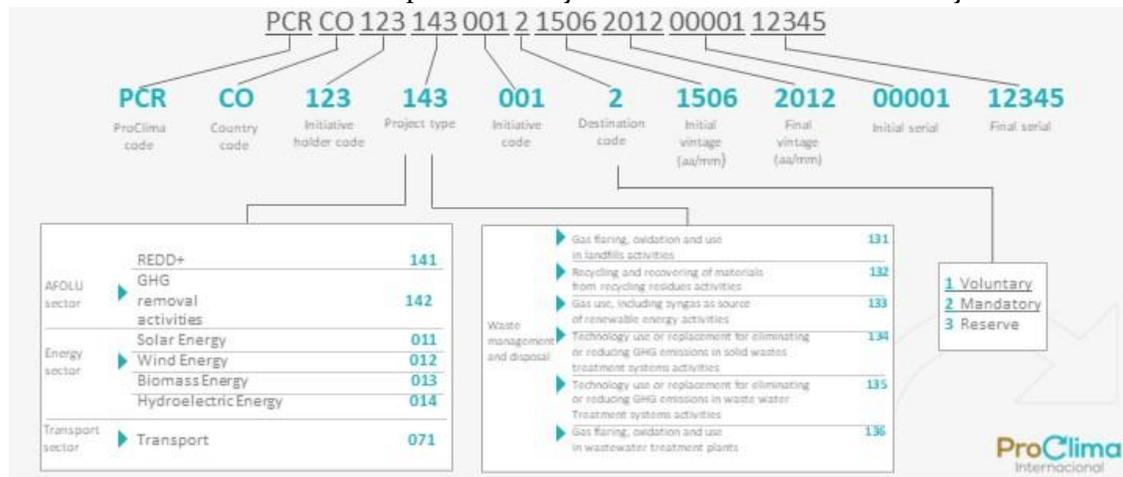


Figure 7: Serial Identification

The generation of the ProClima serial through the Registration Platform ensures that:

1. The same serial number shall not be issued more than once
2. Serials have an assigned destination and therefore cannot be used for other purposes
3. Once a serial has been withdrawn or cancelled it is deducted from the user's accounting of available VCCs and cannot be used again.

16.2 Permanence

PROCLIMA has developed for the AFOLU sector the VCC Reserve mechanism, allocating VCCs for the Reserve allocation to foresee the risk of reductions or eliminations being reversed. The Reserve mechanism ensures that 15% of the VCCs issued annually for a project in the AFOLU sector are immediately allocated in the Reserve allocation. When this occurs, through the Registry Platform, the reserve allocation serials are temporarily blocked in the system until a new project verification period is registered.

The Reserve has the function of guaranteeing that if events occur that require the replenishment of credits placed in the market, those affected will be covered with these Reserve credits. ProClima will periodically review this percentage and, if necessary, make adjustments to it.

The VCCs assigned for the Reserve will be issued under the quality review and evaluation criteria of the quantifications of GHG emission reductions or removals and the other

requirements described in the components of ProClima's carbon standards and applicable methodologies for the AFOLU sector.

16.3 Traceability and custody of CCV

The VCC identification serial can be traceable from the moment it is issued until its withdrawal. Through the Registration Platform, the system can register the issuance of VCCs, the transfer of VCCs between account holders, and withdrawals. Besides, the amount of active and withdrawn VCCs for each Project is identified.

Through the Registration Platform and having access to a Holder Account can be consulted online:

1. Total number of active VCCs
2. Number of CCVs withdrawn
3. Amount of VCC transferred
4. Transfers Register (sender, receiver, amount, serial, date)
5. Withdrawal Register (Initiative, end-user, quantity, serial, date)

Additionally, the Public Registry provides relevant information on the custody of CCVs.

17 VCC transfers and retirements

Market participants make transfers and withdrawals of Verified Carbon Credits to buyers and other account holders following the allowances assigned to each type of account and user.

Withdrawals are made and registered through the Registration Platform through a request by the Account Holder and approval by the PROCLIMA administrator.

There are four (4) fundamental rules for withdrawals, controlled from the platform:

1. The system does not allow withdrawals from the Reserve destination if a verification period after the verification period for which the VCCs were issued has not been recorded.
2. The system does not allow withdrawals to be the non-causation of a carbon tax (Colombia case) if issued for the "voluntary" destination.
3. The system does not allow withdrawals of unavailable amounts.

- The system does not allow you to request a withdrawal of a serial in the process of being approved for withdrawal from a previous transaction.

With each Withdrawal transaction, the system issues a **Retirement Statement report** containing all the information about the transaction.

18 Rates

The ProClima Certification and registration fee vary depending on the amount of VCC issued and the Project Sector.

The ProClima Rate has been competitively designed for users to pay for the certification and registration through the different processes available on the platform. These processes are commonly performed at different times and allow users flexibility in payment times.

To consult the rate and payment conditions, write to gestion@proclima.net.co.

19 ProClima Documentation

Table 2: ProClima Documentation

Document	Type	Version and Date	Access
ProClima Organizational Briefing	Regulatory Document	V. 1.0 January 2021	https://proclima.net.co/
Project Cycle	Regulatory Document	V. 2.0 December 2020	https://proclima.net.co/
Corporative Governance	Regulatory Document	V.1.0 April 2020	https://proclima.net.co/docsgovcorp/
Impartiality management	Regulatory Document	V.1.0 May 2020	https://proclima.net.co/docsgovcorp/
Manual for the Management of Petitions, Complaints, and Claims	Handbook	V.1.0 May 2020	https://proclima.net.co/docsgovcorp/
Treatment and Personal Data Protection Policy	Regulatory Document	V.1.0 April 2020	https://proclima.net.co/docsgovcorp/
Certification and Registration Program of GHG Mitigation Initiatives and Other Greenhouse Gas Projects	Carbon Standard	V.2.3 October 2020	https://proclima.net.co/documentos/
Standard for the Voluntary Carbon Market	Carbon Standard	v. 1.0 January 2021	https://proclima.net.co/documentos/

Document	Type	Version and Date	Access
Quantification of GHG emission reductions or removals from sectoral mitigation projects - GHG removal activities	Methodology	V2.2 October 2020	https://proclima.net.co/afolu/
Quantification of the reduction of GHG emissions or removals from sectoral mitigation projects - High Mountain Ecosystems	Methodology	V1.0 August 2020	https://proclima.net.co/afolu/
Quantification of emission reductions or removals from REDD + projects	Methodology	V.2.1 June 2020	https://proclima.net.co/afolu/
Guidelines for the selection of equations, parameters, and data to calculate GHG removals from forestry activities	Methodology	V.1.1. September 2020	https://proclima.net.co/afolu/
Guidelines for the certification and registration of FNCER projects	Guidance Document	V.1.0 September 2020	https://proclima.net.co/sectorenergetico/
Quantification of GHG Emission Reductions by converting gasoline vehicles to natural gas	Methodology	V1.0 January 2021	https://proclima.net.co/sectortransporte/
Manual for Validation and Verification of GHG Mitigation Initiatives	Handbook	V.1.1. October 2020	https://proclima.net.co/OVV/
Application form-OVV	Format	V. May 1, 2020	https://proclima.net.co/OVV/
OVV Agreement	Regulatory Document	V.1.0	On request
Manual of Use and Good Practices of the Registration Platform	Handbook	V1.0 December 2020	On request

Document	Type	Version and Date	Access
Declaration of Origin of Funds	Format	V.1.0	Annexe to the Manual of Use and Good Practices of the Registration Platform
Account opening and authorization	Format	V. 2 .0	Annexe to the Manual of Use and Good Practices of the Registration Platform
Public Consultation Results	Format	V.1.0	On request

ProClima documents in the English language are available upon request⁵.

Version	Date	Nature of the Documents	Type of Document
1.0	January 15, 2021	Reglementary Document	Normative

⁵ The official language of ProClima is Spanish. However, all documentation is available in English upon request and will soon be published on the ProClima website.