

**SMALL-SCALE CDM PROGRAMME ACTIVITY DESIGN DOCUMENT FORM
(CDM-SSC-CPA-DD) - Version 01**



NAME /TITLE OF THE PoA: Kenya Improved woodstoves project



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**CLEAN DEVELOPMENT MECHANISM
SMALL-SCALE PROGRAM ACTIVITY DESIGN DOCUMENT FORM (CDM-SSC-CPA-DD)
Version 01**

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NOTE:

- (i) This form is for submission of CPAs that apply a small scale approved methodology using the provision of the proposed small scale CDM PoA.
- (ii) The coordinating/managing entity shall prepare a CDM Small Scale Programme Activity Design Document (CDM-SSC-CPA-DD)^{1,2} that is specified to the proposed PoA by using the provisions stated in the SSC PoA DD. At the time of requesting registration the SSC PoA DD must be accompanied by a CDM-SSC CPA-DD form that has been specified for the proposed SSC PoA, as well as by one completed CDM-SSC CPA-DD (using a real case). After the first CPA, every CPA that is added over time to the SSC PoA must submit a completed CDM-SSC CPA-DD.

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

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

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SECTION A. General description of small scale CDM programme activity (CPA)

A.1. Title of the small-scale CPA:

Kenya Improved woodstoves project [Name of district]XX CPAXX
dd/mm/20yy
Version X

A.2. Description of the small-scale CPA:

The small-scale CPA (“SSC-CPA”) involves the production, marketing and distribution of domestic wood efficient cooking stoves, [name of stoves], to rural households in [name of locations], [number] locations of [Name of district], [Name of province] of Kenya.

The current cooking practice in Kenya is the use of the “three-stone” cooking stove, popularly known as traditional stoves. The combustion of the non-renewable fraction of woody biomass of the cooking fuel generates Greenhouse Gases (“GHG”). The replacement of traditional stoves by efficient stoves improves heat transfer, hence reducing the total amount of fuel required for cooking and reducing amount of GHG emitted into the atmosphere. In comparison to traditional stoves, the project provides a wood savings of a X% to cook the same amount of food.

Certified Emission Reductions (“CERs”) are calculated following the methodology AMS.II.G version 03 on the basis of the mass of non-renewable woody biomass saved by the efficient stoves.

The SSC-CPA will have a maximum energy saving of less than or equal to 180 GWh/year, thus meeting the small-scale eligibility criteria.

The efficient stoves are based on a design developed by Carbon Manna Africa and Climate Pal. The stoves were tested by an external independent laboratory and will be sold to household users in exchange of the rights to the CERs.

It will be coordinated by the CPA implementer [name of entity]. The CPA implementer will manage production, assembly, sales and distribution of the stoves in the [number] locations of [name of District]. The CPA implementer will sell [name of stoves] on a commercial basis and shall provide the inclusion of data into the Sales Record (as described below) and provide after sales services to the user. Users will enter into a Sale Agreement with Climate Pal transferring rights to the CERs generated by CPA in return for the installation of the stove and its ongoing maintenance over the lifetime of the CPA. The users must also agree to submit to the monitoring programme as described in the Kenya Improved woodstoves project PoA-DD.

It is the [number] CPA under the Kenya improved woodstoves PoA

Contribution of the proposed SSC-CPA to sustainable development

The CPA contributes to the sustainable development of [name of district]. Besides reduced carbon emissions, this CPA will result in:

- Improved environmental conditions:
 - Reduction of the use of non-renewable biomass from Kenyan forest, fostering biodiversity



- Reduction of indoor air pollution (carbon monoxide and particulate matter), reducing exposition for children and mothers and reducing children pneumonia, respiratory diseases and cancer³.
- Improved social and economic conditions:
 - The CPA will reduce the amount of money and time spent obtaining wood fuel especially for children and mothers; the same money can be channelled to other activities like buying food, cloths, paying for medical bills, etc.;
 - The implementation of the CPA will bring about more fulfilling jobs with expected high salaries/wages from the manufacturing of the stoves,
 - The CPA will give rise to full time employment opportunities for new technicians, assistants, field officers or other related jobs in the locations of the District.

A.3. Entity/individual responsible for the small-scale CPA:

[name of entity] is the entity responsible for the CPA and will hereafter be referred to as the CPA implementer.

ClimatePal is a registered Project Participant and is also the coordinating/managing entity (CME) to the SSC-PoA.

Contact details are provided in Annex 1.

A.4. Technical description of the small-scale CPA:

Technology employed

The [name of stove] stove burns with the rocket and very high insulation technologies thus providing cleaner and more efficient burning characteristics compared to the traditional open fire cooking method. The efficient fuel wood stove that will be deployed is a portable stove made of iron steel developed and assembled by artisans trained by the CPA implementer to create employment and income. The [name of stove] also consists of ceramic liner which is made from high quality clay material with x% of Silica and y% of alumina. It is designed to have a rocket type of the outlet. It uses a principle of surface area/volume ratio. This phenomena enables the design have more pressure than the atmosphere hence raising the air flow rate in the [name of stove] tunnel as it is heated at the bottom. This makes the top point of the [name of stove] to experience more pressure and heat.

[Include additional technical description of the improved stove]

[Include photo(s) of the improved stove]

Operational and management plan

[name of CPA implementer], the CPA implementer, is responsible for recruiting [name of District] District Coordinators (DC) who will supervise and may assist the CPA implementer in its tasks, as stated

³ World Health Organization, http://www.who.int/quantifying_ehimpacts/national/countryprofile/kenya.pdf

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in the PoA-DD, for contracting with third-party organizations to perform tests and monitoring tasks and for hiring a DOE to conduct validation and verification.

[name of CPA implementer] will hire a dedicated team of Field Officers who have a good network within their communities in the different locations to promote and distribute the stoves effectively. [number] Field Officer will be recruited per location.

The CPA implementer is responsible for the sales and installation of [name of stove] stoves. The operation of the efficient stove is carried out by the user, and training of the user on how to operate and maintain the stove will be provided by the CPA implementer.

The CPA implementer will follow the monitoring plan and procedures for the identification of stoves sold during the course of the project and those which are still in use, as follow. A unique serial number is assigned to the [name of stove] during its construction. Once the stove is sold, the CPA implementer collects contact information of the user, serial number of stove and installation date, for recording this information into the Sales Record data base.

Before the sale of the [name of stove], the user also signs an agreement (the Sales Agreement) to transfer the ownership of emission reduction credits to the CME.

The CPA implementer is responsible to record the baseline fuel and stove type of all [name of stove] purchasers. According to the adopted methodology, he must only record under the Sales Record any [name of stove] stove which is replacing stoves using biomass or non-renewable biomass.

A.4.1. Identification of the small-scale CPA:

Kenya Improved woodstoves project [name of district]XX CPAXX

A.4.1.1. Host Party:

Republic of Kenya

A.4.1.2. Geographic reference or other means of identification allowing the unique identification of the small-scale CPA (maximum one page):

The CPA is limited to the Y locations of [name of locations] within the [name of district], in [Name of province], whose boundary is determined by the position of the households where the [name of stove] stoves are installed.

Unique identification of the CPA is by means of user information collected through agreement with Climate Pal compiled in the sales record. This will include user name, identification number, address, phone number, GPS coordinates, stove serial number, and installation date.

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Map of Kenya showing administrative boundaries

[Focus on district]

[Include district map with indication of the locations where the stoves will be disseminated]

A.4.2. Duration of the small-scale CPA:

A.4.2.1. Starting date of the small-scale CPA:

[date when first stoves of the CPA are sold]

A.4.2.2. Expected operational lifetime of the small-scale CPA:

21 years

A.4.3. Choice of the crediting period and related information:

Renewable crediting period

A.4.3.1. Starting date of the crediting period:

Registration date of PoA

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A.4.3.2. Length of the crediting period, first crediting period if the choice is renewable CP:

The first crediting period is 7 years.

A.4.4. Estimated amount of emission reductions over the chosen crediting period:

Over the 7-year crediting period the CPA will reduce yyy tCO₂e.

Year	Estimation of annual emission reductions (tCO ₂ e)
1	
2	
3	
4	
5	
6	
7	
Total estimated emission reductions (tCO ₂ e)	
Total number of crediting years	7
Annual average over crediting period of estimated reductions (tCO ₂ e)	

A.4.5. Public funding of the CPA:

No public funding was diverted for the implementation of the SSC-CPA.

A.4.6. Information to confirm that the proposed small-scale CPA is not a de-bundled component

According to EB 47 Report, Annex 32, Paragraph 9, “Guidelines on the de-bundling for SSC project activities”, “If each of the independent subsystems/measures included in the CPA of a PoA is no greater than 1% of the small scale threshold defined by the methodology applied, then that CPA of PoA is exempted from performing debundling check i.e. considered as being not a de-bundled component of a large scale activity”.

The small scale threshold defined by AMS II.G. is 180 GWh in annual energy savings per CPA.

The calculation in the table below shows that no [name of stove] stoves exceed 1% of the SSC threshold, and that therefore the program is exempted from the de-bundling check.

Biomass savings	XX	tonnes per stove/year
NCV biomass	15	GJ/tonnes
Energy savings	XX	GJ per stove/year

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Energy conversion	3 600	GJ/GWh
Energy savings	XX	GWh per stove/year
Percentage of the Type II limit	XX	%

A.4.7. Confirmation that small-scale CPA is neither registered as an individual CDM project activity or is part of another Registered PoA:

The proposed small-scale CPA is neither registered as an individual CDM project activity or is part of another registered PoA [Indicate if there are registered projects in the locations that promote improved cook stoves]. Furthermore, all [name of stove] stoves under this SSC-CPA are uniquely identified by its serial number on the Data Base; the unique serial number of each stove ensures that double counting will not occur.

SECTION B. Eligibility of small-scale CPA and Estimation of emissions reductions

B.1. Title and reference of the Registered PoA to which small-scale CPA is added:

Kenya Improved woodstoves project

B.2. Justification of the why the small-scale CPA is eligible to be included in the Registered PoA :

The proposed CPA meets the eligibility criteria for inclusion in the PoA as determined in the PoA-DD (section A.4.2.2):

1. This CPA involves the distribution of [name of stove] stoves within the geographical boundary of Kenya.
2. This CPA follows the SSC threshold for Type II projects and would have energy savings of maximum 180 GWh/year.
3. This CPA uses the methodology AMS – II.G. ver.3
4. This CPA is developed and implemented by [name of CPA implementer] which has signed the contractual agreement with the CME to participate in the PoA; the agreement guiding the transfer of the emission reduction rights to the CME. [note that if the CPA implementer is the CME, this eligibility criteria is not necessary].
5. This CPA will be validated by a DOE in order to be included in the PoA.

B.3. Assessment and demonstration of additionality of the small-scale CPA , as per eligibility criteria listed in the Registered PoA:

As demonstrated in E.5.1 of the PoA-DD, CDM enables the coordinating/managing entity (CME) to run the improved woodstoves programme. It is assumed that all [name of stove] stoves and hence all CPAs which are going to be included under the registered PoA are additional.

Therefore, the SSC-CPA is additional, provided it meets the eligibility criteria for inclusion of a SSC-CPA in the PoA as set in section A.4.2.2.of the PoA and demonstrated on Section B.2. of this SSC-CPA-DD.

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B.4. Description of the sources and gases included in the project boundary and proof that the small-scale CPA is located within the geographical boundary of the registered PoA.

The project boundary is the geographical area where the efficient stoves are installed and in use and this is restricted to the geographical boundary of the Republic of Kenya.

The gas included is carbon dioxide (CO₂) in the baseline as well as in the project activity. This is stipulated in the applied methodology.

B.5. Emission reductions:

B.5.1. Data and parameters that are available at validation:

Data / Parameter:	NCV_{biomass}
Data unit:	TJ/tonne
Description:	Net calorific value of the non-renewable woody biomass that is substituted
Source of data used:	2006 IPCC default value for wood fuel
Value applied:	0.015
Justification of the choice of data or description of measurement methods and procedures actually applied :	default value that is provided in AMS II.G version 3
Any comment:	

Data / Parameter:	EF_{projected fossilfuel}
Data unit:	tCO ₂ /TJ
Description:	Emission factor for the substitution of non-renewable biomass by similar consumers
Source of data used:	AMS II.G version 3
Value applied:	81.6
Justification of the choice of data or description of measurement methods and procedures actually applied :	default value that is provided in AMS II.G version 3
Any comment:	

Data / Parameter:	B_{old,astove}
Data unit:	tonnes/stove/year
Description:	annual average biomass consumption per appliance in the absence of the project activity

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Source of data used:	baseline survey of local usage
Value applied:	
Justification of the choice of data or description of measurement methods and procedures actually applied :	Estimate of average annual consumption of woody biomass per stove derived from a survey of local usage. The survey follows the representative sampling methods as described in paragraph 22 of the applied methodology.
Any comment:	used for calculation of B_{old} following paragraph 7 option (a) of methodology. See Annex 3 for more information

Data / Parameter:	η_{old}
Data unit:	Fraction
Description:	Efficiency of the system being replaced, use 0.10 (i.e. 10%) as default value
Source of data used:	AMS II.G version 3
Value applied:	0.10
Justification of the choice of data or description of measurement methods and procedures actually applied :	default value that is provided in AMS II.G version 3
Any comment:	

Data / Parameter:	η_{new}
Data unit:	Fraction
Description:	Efficiency of the [name of stove] deployed in project activity
Source of data used:	Value is based on Water Boiling test (WBT) carried out by [name of independent entity, Name of organization] on dd/mm/20yy
Value applied:	
Justification of the choice of data or description of measurement methods and procedures actually applied :	
Any comment:	

Data / Parameter:	$f_{NRB,y}$
Data unit:	fraction
Description:	Fraction of woody biomass saved by the project activity in year y that can be established as non renewable biomass
Source of data used:	FAO (2010): Global Forest Resource Assessment 2010, Country Report Kenya, http://www.fao.org/docrep/013/al543E/al543e.pdf

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Value applied:	0.986
Justification of the choice of data or description of measurement methods and procedures actually applied :	The value is derived from national data (FAO report, 2010). Due to the limited forestry data available for Kenya, aggregate national biomass data has been used to determine a conservative fNRB for all CPA. Therefore, NRB fraction shall be reported in each CPA-DD.
Any comment:	See Annex 3 of PoA-DD for more information

Data / Parameter:	L
Data unit:	fraction
Description:	net to gross adjustment factor
Source of data used:	AMS-II.G version 03
Value applied:	0.95
Justification of the choice of data or description of measurement methods and procedures actually applied :	The default value taken from the methodology AMS-II.G version 03.
Any comment:	B _{old} is multiplied by a net to gross adjustment factor to account for leakages.

B.5.2. Ex-ante calculation of emission reductions:

According to the applied methodology, emission reductions for the SSC-CPA will be calculated as:

$$ER_y = B_{y,savings} * f_{NRB,y} * NCV_{biomass} * EF_{projected_fossilfuel}$$

Where:

- ER_y Emission reductions during the year y in tCO₂e
- B_{y,savings} Quantity of woody biomass that is saved in tonnes
- f_{NRB,y} Fraction of woody biomass saved by the project activity in year y that can be established as non-renewable biomass
- NCV_{biomass} Net calorific value of the non-renewable woody biomass that is substituted (IPCC default for wood fuel, 0.015 TJ/tonne)
- EF_{projected_fossilfuel} Emission factor for the substitution of non-renewable woody biomass by similar consumers. Use a value of 81.6 tCO₂/TJ.

B_{y,savings} is estimated using option 2 of the methodology AMS-II.G version 3:

$$B_{y,savings} = B_{old} * (1 - \eta_{old}/\eta_{new})$$

Where:

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B_{old}	Quantity of woody biomass used in the absence of the project activity in tonnes
η_{old}	Efficiency of the system being replaced. A default value of 0.10 is used as the replaced system is a conventional three stone fire system.
η_{new}	Efficiency of the system being deployed as part of the project activity (fraction), as determined using the Water Boiling test (WBT) protocol.

For calculating $B_{y,savings}$ a CPA shall calculate efficiency gains of the improved cook stove compared to the baseline efficiency.

The efficiency testing is based on thermal efficiencies of the baseline and project stoves in terms of share of the energy content of the biomass fuel that is converted into cooking energy. The only widely accepted testing regime for determining thermal efficiency based on the energy content of biomass fuels is the Water Boiling Test (WBT)⁴.

B_{old} is determined by calculating the product of the number of systems multiplied by the estimated average annual consumption of woody biomass per stove (tonnes/year). This can be derived from historical data or a survey of local usage.

B_{old} shall be calculated according to the following formula:

$$B_{old} = B_{old, stove} \cdot N_y \cdot U_y \cdot t_y \cdot L$$

The value $B_{old, stove}$ is derived from household woodfuel consumption multiplied by total number of stoves deployed times an adjustment factor for usage rate as found during sampling. Since $B_{old, stove}$ is an annual value the term is also adjusted according to the length of the monitoring period, in case it doesn't equal one calendar year. Finally, the term is adjusted for leakage.

The following steps are followed to determine the value of the each part of the equation:

Step 1: Determination of average annual woody biomass consumption (B_{old}) per household

Step 2: Determination of stoves efficiency

Step 3: Determination of fraction of non-renewable biomass

Step 4: Estimation of the number of stoves in operation

B.5.3. Summary of the ex-ante estimation of emission reductions:

Year	Estimation of project activity emissions (tonnes of CO ₂ e)	Estimation of baseline emissions (tonnes of CO ₂ e)	Estimation of leakage (tonnes of CO ₂ e)	Estimation of overall emission reductions (tonnes of CO ₂ e)
1				
2				
3				
4				
5				
6				
7				

⁴ The Water Boiling Test, version 3.0 (January 2007): http://www.pciaonline.org/files/WBT_Version_3.0_0.pdf

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Total (tonnes of CO ₂ e)				
--	--	--	--	--

B.6. Application of the monitoring methodology and description of the monitoring plan:

B.6.1. Description of the monitoring plan:

The CPA implementer is responsible for recording every sale in an electronic database. The database will have information on the stove unique identifier, date of sale and address of purchaser. A complete record will therefore contain the following information:

- [name of stove] serial number
- date of sale
- name of user
- address and phone number of user
- User Identification number
- GPS coordinates

The CPA will be monitored by [name of CPA implementer] and a monitoring report will be produced on a yearly basis.

Data and parameters to be monitored by the SSC-CPA:

Data / Parameter:	η_{new}
Data unit:	Fraction
Description:	Efficiency of the [name of stove] being deployed as part of the project activity
Source of data to be used:	Independent Water Boiling test (WBT) for every year of operation
Value of data:	
Description of measurement methods and procedures to be applied:	Water boiling test will be carried annually on representative samples of improved stoves in use, using the standard testing protocol developed by PCIA. After one year, a one-year-old stove will be tested; whereas after two-years, a one-year and two-year-old stove will be tested.
QA/QC procedures to be applied:	the CPA implementer will supervise WBT with expert independent assistance/ third parties. Water Boiling Test will be carried out for a random sample of deployed efficient stoves. Each SSC-CPA will test stove efficiency among a statistically significant sample of end users using a water-boiling test. The sample size shall be chosen for a 90/10 precision (90% confidence interval and 10% margin of error). In cases where the result indicates that 90/10 precision is not achieved, the lower bound of 90% confidence interval of the parameter value will be chosen as an alternative to repeating the survey efforts to achieve the 90/10 precision.
Any comment:	

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Data / Parameter:	N_y
Data unit:	Number
Description:	number of stoves deployed in year y
Source of data to be used:	sales record database
Value of data:	
Description of measurement methods and procedures to be applied:	The CPA implementer shall maintain sales record database. The total number of stoves deployed during period y is tracked in the Project Database of the specific CPA which is updated regularly. A representative sample of the sales will be selected regularly for follow-up by the project proponent.
QA/QC procedures to be applied:	
Any comment:	

Data / Parameter:	U_y
Data unit:	Fraction
Description:	usage rate Percentage of stoves still in use during period y
Source of data to be used:	Survey
Value of data:	
Description of measurement methods and procedures to be applied:	Survey will be conducted every year on a representative sample of stove users taken from the CPA sales database.
QA/QC procedures to be applied:	
Any comment:	

Data / Parameter:	t_v
Data unit:	Fraction
Description:	Operating time in days of stove in use during year y
Source of data to be used:	installation date from the sales record database
Value of data:	
Description of measurement methods and procedures to be applied:	The fraction will be calculated by counting the number of days from the installation date of the stove until the end of the year.
QA/QC procedures to be applied:	
Any comment:	

Annual Efficiency check of [name of stove] stoves (η_{new})



The CPA implementer will hire a third party, independent to the project, to perform monitoring tasks. This party will select a representative sample of stoves in use from the sales database to perform WBT. As prescribed by the methodology the sample size will be chosen in order to achieve a 90% confidence interval and 10% margin of error. Efficiency checks will occur one year after the PoA is registered and every year thereafter. A sample of stoves sold in year 1 will be tested first; then conducting further tests, a one-year and two-years-old stoves will be tested, and so on. The value obtained from the test will be used to calculate the emissions reductions of the stoves for that year of operation. .

Usage rate (U_y)

A survey will be conducted every year on a representative sample of project stove users to determine the percentage of stove sold in year x that are still in use in year y. The usage rate is used to monitor the number of additional stoves that can be disseminated in the CPA without exceeding the SSC threshold of 180 GWh.

Continuous use of low efficiency traditional stoves

Methodology document: Monitoring shall ensure that the replaced low efficiency appliances are disposed off and not used within the boundary or within the region or continued usage of baseline stoves needs to be monitored and taken into consideration for the baseline emission calculations.

A Sales Agreement between the CME (Climate Pal) and the user will be signed wherein the user is willing to use [name of stove] stove instead of traditional stoves. Furthermore the user confirms that the traditional wood stove will not be used and will be disposed off. In conjunction with the annual efficiency check, a survey will be conducted among households within the sample population to determine if they are still using their inefficient stoves. If so, the reason for that usage will be investigated. B_{old} will not be adjusted if it can be reasonably proven that the use of low efficient stoves does not change the baseline consumption of woody biomass. These cases include: 1) the use of low efficient stoves on special occasion only; 2) an increase in household size that justifies the use of a second tree-stones stove because the [name of stove] is being fully utilized 3) the transfer of the [name of stove] ownership (e.g. sales or gifts) with sufficient evidence by the original owner that the [name of stove] is still in use.

If the reason for usage does not fit any of the above reasons, adjustment for that household will be estimated on the basis of an interview to conservatively estimate the fraction of time in which the [name of stove] is in use and users will be given the option to purchase another project stove at a discount in exchange for surrendering their old stove. Otherwise the wood fuel used by these old stoves will be excluded from Bold calculation.

Representative sampling

Sample sizes will be sufficient to ensure that the precision of the sample means are 90/10 for annual inspection to estimate emissions reductions.

In case where survey results indicate that desired precision is not achieved, the lower bound of corresponding confidence interval of the parameter value would be used as an alternative to repeating survey. The same is also in accordance with the Representative Sampling Methods provided by the methodology AMS – II. G. ver 03, paragraph 22.

The required sample size is determined by the following factors: the coefficient of variation (COV) of the quantity being estimated (efficiency η_{new} and usage rate U) and the desired precision.



C.1. Please indicate the level at which environmental analysis as per requirements of the CDM modalities and procedures is undertaken. Justify the choice of level at which the environmental analysis is undertaken:

Please tick if this information is provided at the PoA level. In this case sections C.2. and C.3. need not be completed in this form.

This information is provided at PoA level.

C.2. Documentation on the analysis of the environmental impacts, including transboundary impacts:

NA

C.3. Please state whether an environmental impact assessment is required for a typical CPA, included in the programme of activities (PoA), in accordance with the host Party laws/regulations:

NA

SECTION D. Stakeholders' comments

D.1. Please indicate the level at which local stakeholder comments are invited. Justify the choice:

Please tick if this information is provided at the PoA level. In this case sections D.2. to D.4. need not be completed in this form.

Stakeholder comments are invited at CPA level

D.2. Brief description how comments by local stakeholders have been invited and compiled:

[Describe for each CPA]

Local stakeholders are invited to participate in a consultation for the implementation of the CPA. This comprises of a meeting with the local community leaders and representatives, NGOs, etc. and the publication of a letter informing the local communities about the project. Invitations and attendance list are available upon request.

Meeting was conducted [Date and place] with the main stakeholders listed below:

- [name of stakeholders]

The meeting followed the general approach:

1. Opening: Introductions, goals of meeting

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NAME /TITLE OF THE PoA: Kenya Improved woodstoves project



CDM – Executive Board

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2. Explanation of PoA: Understanding CPA process, who is involved, project phases and timeline
3. Questions and Answers
4. Closure

D.3. Summary of the comments received:

[Provide summary of comments]

D.4. Report on how due account was taken of any comments received:

[Provide information]

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Annex 1

CONTACT INFORMATION ON ENTITY/INDIVIDUAL RESPONSIBLE FOR THE SMALL-SCALE CPA.

Organization:	
Street/P.O.Box:	
Building:	
City:	
State/Region:	
Postfix/ZIP:	
Country:	
Telephone:	
FAX:	
E-Mail:	
URL:	
Represented by:	
Title:	
Salutation:	
Last Name:	
Middle Name:	
First Name:	
Department:	
Mobile:	
Direct FAX:	
Direct tel:	
Personal E-Mail:	

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Annex 2

INFORMATION REGARDING PUBLIC FUNDING

Not applicable



Annex 3

BASELINE INFORMATION

Determination of baseline woody biomass consumption

[provide information]

Determination of the share of non-renewable biomass in Kenya (fNRB)

See Annex 3 of PoA-DD



Annex 4

MONITORING INFORMATION

The monitoring plan is detailed above.
