



**Programme design document form for
small-scale CDM programmes of activities**

(Version 03.0)

Complete this form in accordance with the Attachment "Instructions for filling out the programme design document form for small-scale CDM programmes of activities" at the end of this form.

PROGRAMME DESIGN DOCUMENT (PoA-DD)

Title of the PoA	
Version number of the PoA-DD	
Completion date of the PoA-DD	
Coordinating/ managing entity	
Host Party(ies)	
Sectoral scope(s) and selected methodology(ies), and where applicable, selected standardized baseline(s)	

PART I. Programme of activities (PoA)**SECTION A. General description of PoA****A.1. Title of the PoA**

>>

A.2. Purpose and general description of the PoA

>>

A.3. CMEs and participants of PoA

>>

A.4. Party(ies)

Name of Party involved (host) indicates host Party	Private and/or public entity(ies) project participants (as applicable)	Indicate if the Party involved wishes to be considered as project participant (Yes/No)
Name A (host)	Private entity A Public entity A	
Name B	Private entity B Public entity B	
...	...	

A.5. Physical/ Geographical boundary of the PoA

>>

A.6. Technologies/measures

>>

A.7. Public funding of PoA

>>

SECTION B. Demonstration of additionality and development of eligibility criteria**B.1. Demonstration of additionality for PoA**

>>

B.2. Eligibility criteria for inclusion of a CPA in the PoA

>>

B.3. Application of technologies/measures and methodologies

>>

B.4. Date of completion of application of methodology and standardized baseline and contact information of responsible person(s)/ entity(ies)

>>

SECTION C. Management system

>>

SECTION D. Duration of PoA

D.1. Start date of PoA

>>

D.2. Duration of the PoA

>>

SECTION E. Environmental impacts

E.1. Level at which environmental analysis is undertaken

>>

E.2. Analysis of the environmental impacts

>>

SECTION F. Local stakeholder comments

F.1. Solicitation of comments from local stakeholders

>>

F.2. Summary of comments received

>>

F.3. Report on consideration of comments received

>>

SECTION G. Approval and authorization

>>

PART II. Generic component project activity (CPA)

SECTION A. General description of a generic CPA

A.1. Purpose and general description of generic CPAs

>>

SECTION B. Application of a baseline and monitoring methodology and standardized baseline

B.1. Reference of methodology(ies) and standardized baseline(s)

>>

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B.4. Description of baseline scenario

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>>

B.6. Estimation of emission reductions of a generic CPA

B.6.1. Explanation of methodological choices

>>

B.6.2. Data and parameters fixed ex-ante

>>

(Copy this table for each data and parameter.)

Data / Parameter:	
Data unit:	
Description:	
Source of data:	
Value(s) applied:	
Choice of data or Measurement methods and procedures:	
Purpose of data	
Additional comment:	

B.6.3. Ex-ante calculations of emission reductions

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B.7. Application of the monitoring methodology and description of the monitoring plan

B.7.1. Data and parameters to be monitored by each generic CPA

(Copy this table for each data and parameter).

Data / Parameter:	
Data unit:	
Description:	
Source of data:	
Value(s) applied	
Measurement methods and procedures:	
Monitoring frequency:	
QA/QC procedures:	
Purpose of data	
Additional comment:	

B.7.2. Description of the monitoring plan for a generic CPA

Appendix 1. Contact information of coordinating/managing entity and responsible person(s)/ entity(ies)

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

Appendix 2. Affirmation regarding public funding

Appendix 3. Applicability of methodology(ies) and standardized baseline(s)

Appendix 4. Further background information on ex ante calculation of emission reductions

Appendix 5. Further background information on the monitoring plan

Appendix 6. Summary of post registration changes

Attachment. Instructions for filling out the programme design document form for small-scale CDM programmes of activities

1. General instructions

1. When designing a programme of activities (PoA) and completing the CDM-SSC-PoA-DD-FORM, in addition to applying the "CDM project standard" (Project standard), the "Standard for demonstration of additionality, development of eligibility criteria and application of multiple methodologies for programme of activities" (PoA standard), the selected approved baseline and monitoring methodology(ies) (hereinafter referred to as the selected methodology(ies)) and, where applicable, the selected approved standardized baseline(s) (hereinafter referred to as the selected standardized baseline(s)), consult the "Rules and References" section on the UNFCCC CDM website <<http://cdm.unfccc.int/>>. This section contains all regulatory documents for the CDM, such as standards (including methodologies, tools and standardized baselines), procedures, guidelines, clarifications, forms and the "Glossary of CDM terms".
2. When documenting changes occurred to the PoA after its registration in accordance with applicable provisions relating to the post registration changes process, prepare two versions of the PoA-DDs using the CDM-SSC-PoA-DD-FORM, one in clean version and the other indicating the changes in track-change.
3. In addition to the provisions in paragraph 2 above, provide a summary of the changes, including the reasons for the changes and any additional information relating to the changes, in Appendix 6 below.
4. Where a PoA-DD contains information that the coordinating/ managing entities (CMEs) wish to be treated as confidential/proprietary, submit the documentation in two versions:
 - (a) One version where all parts containing confidential/proprietary information are made illegible (e.g. by covering those parts with black ink) so that the version can be made publicly available without displaying confidential/proprietary information;
 - (b) A version containing all information that is to be treated as strictly confidential/proprietary by all parties handling this documentation (designated operational entities (DOEs) and applicant entities (AEs); Board members and alternate members; panel/committee and working group members; external experts requested to consider such documents in support of work for the Board; the secretariat).
5. Information used to: (a) demonstrate additionality; (b) describe the application of selected baseline and monitoring methodology(ies) and, where applicable, the selected standardized baseline(s); and (c) support the environmental impact assessment, is not considered proprietary or confidential. Make any data, values and formulae included in electronic spreadsheets provided accessible and verifiable.
6. Complete the CDM-SSC-PoA-DD-FORM and all attached documents in English, or contain a full translation of relevant sections in English.
7. Complete the CDM-SSC-PoA-DD-FORM using the same format without modifying its font, headings or logo, and without any other alteration to the form.
8. Do not modify or delete tables and their columns in the CDM-SSC-PoA-DD-FORM. Add rows of the tables as needed. Add additional appendices as needed.

9. If a section of the CDM-SSC-PoA-DD-FORM is not applicable, explicitly state that the section is left blank intentionally.
10. Use an internationally recognized format for presentation of values in the CDM-SSC-PoA-DD-FORM, for example use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
11. Complete the CDM-SSC-PoA-DD-FORM deleting this Attachment “Instructions for filling out the programme design document form for small-scale CDM programme of activities”.

2. Specific instructions

1. Indicate the following information on the cover page:
 - (a) Title of the PoA;
 - (b) Version number of the PoA-DD;
 - (c) Completion date of the PoA-DD (DD/MM/YYYY);
 - (d) Coordinating/ managing entity;
 - (e) Host Party(ies);
 - (f) Sectoral scope(s), selected methodology(ies) and, where applicable, selected standardized baseline(s).

PART I. Programme of activities (PoA)

SECTION A. General description of PoA

A.1. Title of the PoA

1. Indicate:
 - (a) The title of the proposed PoA;
 - (b) The current version number of the PoA-DD;
 - (c) The date the PoA-DD was completed (DD/MM/YYYY).

A.2. Purpose and general description of the PoA

1. Include a description of the:
 - (a) Policy/measure or stated goal that the PoA seeks to promote;
 - (b) Framework for the implementation of the proposed PoA.
2. Include a confirmation that the PoA is a voluntary action by the CME.
3. Include a brief description of how the proposed PoA contributes to sustainable development (not more than one page).

A.3. CMEs and participants of PoA

1. Include:
 - (a) Identity of the CME of the proposed PoA, as the entity which communicates with the Board;
 - (b) Project participants to the PoA (project participants may or may not be involved in one of the component project activities (CPAs) related to the PoA).

A.4. Party(ies)

1. List in the table below Party(ies) and CMEs involved in the proposed PoA and provide contact information in Appendix 1 below.

Name of Party involved (host) indicates a host party	Private and/or public entity(ies) project participants (as applicable)	Indicate if the Party involved wishes to be considered as project participant (Yes/No)
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Name of Party involved (host) indicates a host party	Private and/or public entity(ies) project participants (as applicable)	Indicate if the Party involved wishes to be considered as project participant (Yes/No)
Name A (host)	Private entity A Public entity A	
Name B	Private entity B Public entity B	
...	...	

A.5. Physical/geographical boundary of the PoA

1. Provide details of the defined boundary of the proposed PoA in terms of a geographical area (e.g. municipality, region within a country, country or several countries) within which all CPAs to be included in the PoA will be implemented.

A.6. Technologies/measures

1. Describe the technologies and/or measures to be employed and/or implemented by the CPAs in the PoA.
2. For the description of above, where relevant, consider applicable provisions for application of selected baseline and monitoring methodology and selected standardized baseline for small-scale project activities in the Project standard.
3. Do not provide information that is not essential to understanding the purpose of the PoA and how it reduces GHG emissions. Do not include information related to equipment, systems and measures that are auxiliary to the main scope of the CPAs in the PoA and do not affect directly or indirectly GHG emissions and/or mass and energy balances of the processes related to the CPAs in the PoA.

A.7 Public funding of PoA

1. Indicate whether the PoA receives public funding from Parties included in Annex I.
2. If so:
 - (a) Provide information on Parties providing public funding;
 - (b) Attach in Appendix 2: the affirmation obtained from such Parties in accordance with applicable provisions related to official development assistance in the Project standard.

SECTION B. Demonstration of additionality and development of eligibility criteria

B.1. Demonstration of additionality for PoA

1. Describe how in the absence of CDM, none of the implemented CPAs would occur.

B.2. Eligibility criteria for inclusion of a CPA in the PoA

1. Describe the eligibility criteria in accordance with the applicable provisions in the PoA standard.

B.3. Application of technologies/measures and methodologies

1. Describe the technology/measures and indicate the methodology chosen. In cases where multiple technologies/measures or multiple methodologies are being applied, list all the combinations of technologies/measures and methodologies that will be used in the PoA.
2. If applicable, provide a description of the sampling plan and demonstrate how it meets applicable provisions in the "Standard for sampling and surveys for CDM project activities and programme of activities".

B.4. Date of completion of application of methodology and standardized baseline and contact information of responsible person(s)/ entity(ies)

1. Provide the date of completion of study on application of the selected methodology(ies) and, where applicable, the selected standardized baseline(s) to the PoA in the format of DD/MM/YYYY.

2. Provide contact information of the person(s)/ entity(ies) responsible for the application of the selected methodology(ies) and, where applicable, the selected standardized baseline(s) to the PoA and indicate if the person(s)/ entity(ies) is also a CME(s) in Appendix 1. below.

SECTION C. Management system

1. Describe the management system in accordance with applicable provisions in the PoA standard.

SECTION D. Duration of the PoA

D.1. Start date of the PoA

1. Describe how the start date was determined.
2. If the coordinating/managing entity chooses the date of publication of the PoA-DD for global stakeholder consultation as the start date of the PoA, indicate the start date of the PoA as the date of publication of the PoA-DD at the stage of global stakeholder consultation, and indicate the exact date of publication before submitting the request for registration of the PoA.

D.2. Duration of the PoA

1. State the duration of the proposed PoA in years.

SECTION E. Environmental impacts

E.1. Level at which environmental analysis is undertaken

1. Indicate whether the environmental analysis is performed at the PoA and/or the CPA level, and justify the choice of level at which the environmental analysis is undertaken.

E.2. Analysis of the environmental impacts

1. If applicable, provide a summary of analysis of the environmental impacts and reference to all related documentation in accordance with applicable provisions related to environmental impacts for PoAs in the Project standard.

SECTION F. Local stakeholder comments

F.1. Solicitation of comments from local stakeholders

1. Indicate whether the local stakeholder consultation process is performed at the PoA and/or the CPA level, and justify the choice of level at which the local stakeholder consultation is undertaken.
2. Describe the process by which comments from local stakeholders were invited and compiled.

F.2. Summary of comments received

1. Identify stakeholders that have made comments and provide a summary of these comments.

F.3. Report on consideration of comments received

1. Provide information demonstrating that all comments received have been considered.

SECTION G. Approval and authorization

1. Indicate whether the letter(s) of approval from Party(ies) which wishes to be involved in the PoA, is available at the time of submitting the PoA-DD to the validating DOE.
2. If so, provide along with the PoA-DD the letter(s) of approval of the:
 - (a) Party(ies) involved in the proposed PoA;
 - (b) CME letters of authorization of its coordination of the PoA from each Party.

PART II. Generic component project activity (CPA)

1. Use this section to demonstrate the application of the PoA framework to generic CPAs and to demonstrate that each type of CPA meets the requirements of the PoA.
2. In accordance with the “Clean development mechanism project standard”, where more than one technology/measure or more than one methodology is applied in the PoA, prepare a generic CPA for each technology/measure, each methodology and each combination thereof. Therefore, repeat all of Part II of this Attachment for each generic CPA-DD such that one completed Part II represents one generic CPA-DD, and collate all the generic CPA-DDs, not mixing the sections thereof (cross-referencing to avoid repetition of information is permissible).

SECTION A. General description of a generic CPA

A.1. Purpose and general description of generic CPAs

1. Provide a description of each generic CPA within the PoA.

SECTION B. Application of a baseline and monitoring methodology and standardized baseline

B.1. Reference of methodology(ies) and standardized baseline(s)

1. Indicate exact reference (number, title, version) of:
 - (a) The selected methodology (e.g. “AMS-I.A: Electricity generation by the user” (Version 16.0)) or multiple methodologies (see “Standard for demonstration of additionality, development of eligibility criteria and application of multiple methodologies for programme of activities”);
 - (b) Any tools and other methodologies to which the selected methodology refers (e.g. “Methodological Tool: Tool to calculate the emission factor for an electricity system” (Version 04.0));
 - (c) The selected standardized baseline(s), where applicable (e.g. ASB0004 “Standardized baseline: Technology switch in the rice mill sector of Cambodia” (Version 01.0)).
2. Refer to the UNFCCC CDM website for the exact reference of approved baseline and monitoring methodologies, tools and standardized baselines.

B.2. Applicability of methodology(ies) and standardized baseline(s)

1. Justify the choice of the selected methodology(ies) and, where applicable, the selected standardized baseline(s) by showing that each generic CPA meets each applicability condition of the methodology(ies) and, where applicable, the selected standardized baseline(s). If applicable, provide a general description of the sampling plan.
2. Demonstrate that the CPA qualifies as Type I, II, and/or III during every year of the crediting period in accordance with applicable provisions for project activity eligibility in the Project standard.
3. Explain documentation that has been used as a basis of justification and provide references or include the documentation in Appendix 3 below.

B.3. Sources and GHGs

1. Describe the sources and GHGs included in each generic CPA boundary.
2. Where possible, present a flow diagram physically delineating each generic CPA, based on the description provided in section A.6 “Technologies/measures” of Part I above.
3. Include in the flow diagram all the equipment, systems and flows of mass and energy described in that section. In particular, indicate in the diagram the emissions sources and GHGs included in the project boundary and the data and parameters to be monitored.

B.4. Description of baseline scenario

1. Describe how the baseline scenario is identified for each generic CPA.

2. Explain how the baseline scenario is established in accordance with applicable provisions for establishment and description of baseline scenarios in the Project standard and the selected methodology(ies).
3. Where the procedure in the selected methodology(ies) involves several steps, describe how each step is applied and transparently document the outcome of each step. Explain and justify key assumptions and rationales. Provide and explain all data used to establish the baseline scenario (variables, parameters, data sources, etc.). Provide all relevant documentation and/or references.
4. Provide a transparent description of the baseline scenario as established above.
5. Where the selected standardized baseline standardizes the baseline scenario, describe the baseline scenario in accordance with the selected standardized baseline.
6. The full description of the technology of the baseline scenario is to be provided in section A.6 of Part I above.

B.5. Demonstration of eligibility for a generic CPA

1. Demonstrate how each generic CPA meets the eligibility criteria of the PoA including confirmation of additionality of the generic CPA for its inclusion into the PoA.

B.6. Estimation of emission reductions of a generic CPA

B.6.1. Explanation of methodological choices

1. Explain how the methods or methodological steps, in the selected methodology(ies) and, where applicable, the selected standardized baseline(s), for calculating baseline emissions, project emissions, leakage emissions and emission reductions are applied to each generic CPA. Clearly state which equations will be used in calculating emission reductions.

B.6.2. Data and parameters fixed ex ante

1. Include a compilation of information on the data and parameters that are not monitored during the crediting period but are determined before the validation and remain fixed throughout the crediting period. Do not include data that become available only after the registration/inclusion of the CPAs in the PoA (e.g. measurements after the implementation of the CPAs in the PoA) here but include them in the table in section B7.1 below.
2. The compilation of information may include data that are measured or sampled, and data that are collected from other sources (e.g. official statistics, expert judgment, proprietary data, IPCC, commercial and scientific literature, etc.). Do not include data that are calculated with equations provided in the selected methodology(ies) or default values specified in the methodology(ies) in the compilation.
3. For each piece of data or parameter, complete the table below, following these instructions:
 - (a) "Value(s) applied": Provide the value applied. Where a time series of data is used, where several measurements are undertaken or where surveys have been conducted, provide detailed information in Appendix 4 above. To report multiple values referring to the same data or parameter, use one table. If necessary, use reference(s) to electronic spreadsheets;
 - (b) "Choice of data": Indicate and justify the choice of data source. Provide clear and valid references and, where applicable, additional documentation in Appendix 4 above;
 - (c) "Measurement methods and procedures": Where values are based on measurement, include a description of the measurement methods and procedures applied (e.g. which standards have been used), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results. More detailed information can be provided in Appendix 4 above;
 - (d) "Purpose of data": Choose one of the following:
 - (i) Calculation of baseline emissions;
 - (ii) Calculation of project emissions;
 - (iii) Calculation of leakage.

(Copy this table for each data and parameter)

Data / Parameter:	
Data unit:	
Description:	

Source of data:	
Value(s) applied:	
Choice of data or Measurement methods and procedures:	
Purpose of data	
Additional comment:	

B.6.3. Ex ante calculations of emission reductions

1. Provide a transparent ex ante calculation of project emissions, baseline emissions(or, where applicable, direct calculation of emission reductions) and leakage emissions expected during the crediting period, applying all relevant equations provided in the selected methodology(ies) and, where applicable, the selected standardized baseline(s). For data or parameters available before validation, use values contained in the table in section B.6.2 above.
2. For data/parameters not available before validation and monitored during the crediting period, use estimates for parameters contained in the table in section B.7.1 below. If any of these estimates has been determined by a sampling approach, provide a description of the sampling efforts in accordance with the “Standard for sampling and surveys for CDM project activities and programme of activities”.
3. Document how each equation is applied, in a manner that enables the reader to reproduce the calculation. Where relevant, provide additional background information and/or data in Appendix 4, including relevant electronic spreadsheets.
4. Provide a sample calculation for each equation used, substituting the values used in the equations.

B.7. Application of the monitoring methodology and description of the monitoring plan

B.7.1. Data and parameters to be monitored by each generic CPA

1. Include specific information on how the data and parameters that need to be monitored in the selected methodology(ies) and, where applicable, the selected standardized baseline(s) would actually be collected during monitoring. Include here data that are determined only once for the crediting period but that will become available only after registration/inclusion of the CPAs in the PoA (e.g. measurements after the implementation of the CPAs in the PoA).
2. For each piece of data or parameter, complete the table below, following these instructions:
 - (a) “Source of data”: indicate the source(s) of data that will be used for the CPAs in the PoA (e.g. which exact national statistics). Where several sources are used, justify which data sources should be preferred;
 - (b) “Value(s) applied”: the value applied is an estimate of the data/parameter that will be monitored during the crediting period, but is used for the purpose of calculating estimated emission reductions. To report multiple values referring to the same data or parameter, use one table. If necessary, use reference(s) to electronic spreadsheets;
 - (c) “Measurement methods and procedures”: where data or parameters are to be monitored, specify the measurement methods and procedures, standards to be applied, accuracy of the measurements, person/entity responsible for the measurements, and, in case of periodic measurements, the measurement intervals;
 - (d) “QA/QC procedures”: describe the Quality Assurance (QA)/Quality Control (QC) procedures to be applied, including the calibration procedures, where applicable;
 - (e) “Purpose of data”: choose one of the following:
 - (i) Calculation of baseline emissions;
 - (ii) Calculation of project emissions;
 - (iii) Calculation of leakage.
3. Provide any relevant further background documentation in Appendix 5 below.

(Copy this table for each data and parameter)

Data / Parameter:	
Data unit:	
Description:	

Source of data:	
Value(s) applied	
Measurement methods and procedures:	
Monitoring frequency:	
QA/QC procedures:	
Purpose of data	
Additional comment:	

B.7.2. Description of the monitoring plan for a generic CPA

1. Describe the monitoring plan for a generic CPA developed in accordance with the approved monitoring methodology(ies) and, where applicable, the selected standardized baseline(s).
2. If data and parameters monitored in section B.7.1 above are determined by a sampling approach, provide a description of the sampling plan in accordance with the recommended outline for a sampling plan in the “Standard for sampling and surveys for CDM project activities and programme of activities”.
3. Provide any relevant further background information in Appendix 5 below.

Appendix 1. Contact information of coordinating/managing entity and responsible person(s)/ entity(ies)

1. For each organisation listed in sections A.4 and B.4 above, complete the table below, with the following mandatory fields: CME and/or responsible person/ entity, Organization, Street/P.O. Box, City, Postcode, Country, Telephone, Fax and E-mail, and Name of contact person. Copy and paste the table as needed.

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

Appendix 2. Affirmation regarding public funding

1. If applicable, attach the affirmation obtained from Parties included in Annex I providing public funding to the PoA.

Appendix 3. Applicability of methodology(ies) and standardized baseline(s)

1. Provide any further background information on the applicability of the selected methodology(ies) and, where applicable, the selected standardized baseline(s).

Appendix 4. Further background information on ex ante calculation of emission reductions

1. Provide any further background information on the ex ante calculation of emission reductions. This may include data, measurement results, data sources, etc.

Appendix 5. Further background information on the monitoring plan

1. Provide any further background information used in the development of the monitoring plan. This may include tables with time series data, additional documentation of measurement equipment, procedures etc.

Appendix 6. Summary of post registration changes

1. Provide a summary of the post registration changes.

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
03.0	25 June 2014	Revisions to: <ul style="list-style-type: none"> • Include the Attachment: Instructions for filling out the programme design document form for small-scale CDM programme of activities (these instructions supersede the "Guideline: Completing the programme design document form for small-scale CDM programme of activities" (Version 03.0)); • Include provisions related to standardized baselines; • Add contact information on a responsible person(s)/ entity(ies) for the application of the methodology (ies) to the PoA in B.4 and Appendix 1; • Add general instructions on post-registration changes in paragraphs 2 and 3 of general instructions and Appendix 6; • Change the reference number from <i>F-CDM-SSC-PoA-DD</i> to <i>CDM-SSC-PoA-DD-FORM</i>; • Editorial improvement.
02.0	13 March 2012	EB 66, Annex 13 Revision required to ensure consistency with the "Guidelines for completing the programme design document form for small-scale CDM programmes of activities".
01.0	27 July 2007	EB33, Annex43 Initial adoption.

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 Document Type: Form
 Business Function: Registration
 Keywords: programme of activities, project design document, SSC project activities