



# **CC-PYO-PR-10**

## **Procedure for the Management of Non- Double Claiming**

*Version 1.0*



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## ACRONYMS AND ABBREVIATIONS

DNA	Designated National Authority serving as the focal point of the host country
COLCER	Unit representing one ton of CO <sub>2</sub> e removed or reduced under the program COLCX
COLCER CORSIA	CORSIA-eligible emission unit
COLCER UEA6	Article 6 eligible emission unit
CORSIA	Carbon Offsetting and Reduction Scheme for International Aviation
ICAO	International Civil Aviation Organization
NDC	Nationally Determined Contribution
VVB	Validation and Verification Body
MR	Project Monitoring Report

## 1. INTRODUCTION

The COLCX certification program reaffirms its commitment to achieving global climate change mitigation targets. Accordingly, this procedure has been developed to guide stakeholders in the management of eligible units within international mechanisms<sup>1</sup> particularly regarding the prevention of double claiming. Specifically, this document enables project proponents and host countries to understand the actions that must be considered for the issuance of eligible units under these mechanisms, considering the guidelines and procedures of the COLCX program, as well as the requirements established by such mechanisms.<sup>2</sup>

## 2. APPLICABILITY

In order to apply this procedure, the following enabling conditions must be met:

1. The country is a signatory to the Paris Agreement and has a Designated National Authority (DNA).
2. The country must have a regulatory framework for the issuance of eligible units under international mechanisms such as CORSIA, Article 6, among others, distinct from those used for the fulfillment of its NDC.
3. The eligible units originate from projects that have applied the guidelines, procedures, and timelines accepted by international mechanisms under the COLCX program.
4. Projects generating eligible units contribute to sustainable development and demonstrate verifiable and transparent additionality throughout their implementation.

## 3. GENERAL CONSIDERATIONS

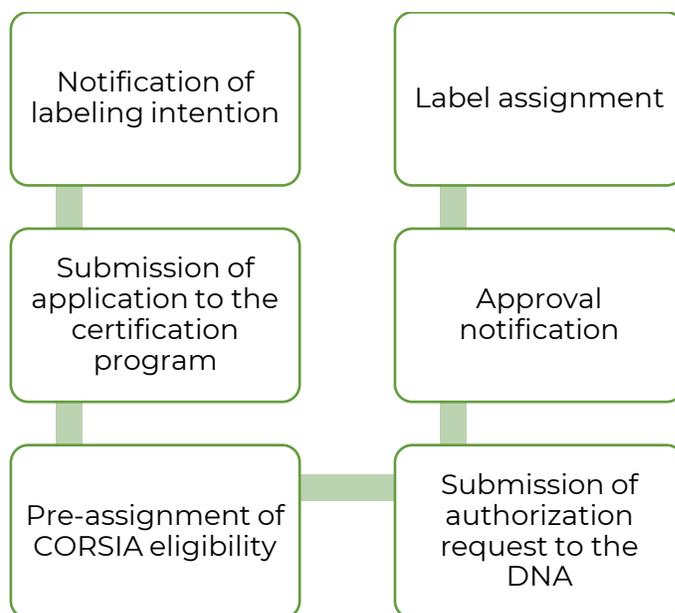
This procedure integrates the mechanisms for the transfer of emission reductions and removals certified by COLCX within the framework of international mechanisms.

Figure 1 presents the process for requesting and approving the **Eligible Units** label by the COLCX program.

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<sup>1</sup> International mechanisms shall be understood as all schemes based on cooperative or centralized international approaches for the transfer of eligible GHG mitigation units, including CORSIA, Article 6 of the Paris Agreement, among others.

<sup>2</sup> Program documents related to international mechanisms are subject to updates in international regulatory frameworks.



*Illustration 1 Process for Requesting Authorization of Eligible Units*

#### 4. LABEL NOTIFICATION

All projects seeking to accredit their issued units as CORSIA-eligible or under another international mechanism must report results based on standards, procedures, and methodologies approved by the respective scheme, ensuring compliance with the requirements established by the program.

Once the proponent has notified, through its certification and registration request, that the project to be certified seeks eligibility accreditation for CORSIA, both the Validation and Verification Body (VVB) and the program's technical committee ensure that its monitoring, reporting, and verification comply with the requirements approved by ICAO for its CORSIA-eligible units or other international mechanisms.

When the VVB and the program confirm that the technical and methodological requirements have been met, a temporary label of COLCER + International Mechanism + Pre eligible is assigned (e.g., COLCER CORSIA Pre Eligible). This label confirms that the project complies with the procedures established at the certification program level. This label has no commercial validity, is not publicly visible, and solely supports the authorization request process that the proponent will submit to the Designated National Authority (DNA) for its official issuance.

#### 5. AUTHORIZATION REQUIREMENTES

Within the framework of the COLCX program, the project proponent must submit a formal request to the Designated National Authority (DNA) for the management of international transactions under agreements such as CORSIA, Article 6, among others, through a Letter of Authorization (LoA) (See 10.1 Structure of the Letter of Authorization (LoA)).

The DNA must have the capacity and infrastructure to ensure that approvals granted to a specific project for transactions under the international mechanism requested by the proponent will be subject to corresponding adjustments and will not result in double counting against national mitigation targets under the NDC or other mechanisms defined by the host country.

If the DNA grants approval for the issuance of eligible units, the proponent must sign an *Eligible Units Issuance Agreement*,<sup>3</sup> thereby acknowledging and assuming the responsibility and risks associated with operating within the transaction framework of an international mechanism.

If the DNA rejects the proponent's request, the proponent may request withdrawal from the CORSIA-eligible accreditation process and issue its units as COLCERs under the mitigation initiative cycle commonly applied within the program.

## 6. REGISTRATION AND PUBLICATIONS OF RESULTS

Once the proponent obtains an approved Letter of Authorization from the DNA for the execution of a transaction under international mechanisms, it must be submitted to the certification program within a maximum period of 30 calendar days, so that it can be integrated into the project information within the registry system.

The DNA's authorization enables the program to assign the units defined as pre-eligible under Section 4 – Label Notification as eligible units and to issue them publicly for visibility to end users. Accordingly, eligible units will be defined as COLCER (Issuance Unit) + International Mechanism + Eligible (e.g., COLCER CORSIA Eligible).

If, during or after the registration and publication of eligible units, the host country revokes or suspends the authorization granted to a project, the program will verify the impact of such withdrawal on units already generated or in process, notify the involved parties for appropriate management<sup>4</sup>, and carry out the corresponding operational and technological reversals, if applicable.

## 7. COMPARISON WITH NATIONAL REPORTS

To ensure transparency between national and international accounting mechanisms, the certification program will conduct an annual review of available reports issued by host countries, including:

- Annual reports on GHG mitigation performance
- Article 6 Initial Reports (where applicable)
- Biennial Transparency Report (BTR)
- Biennial Update Reports (BUR)
- Nationally Determined Contribution (NDC)

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<sup>3</sup> This format is provided by the program to the project once it obtains its approval.

<sup>4</sup> See Section 8 – Management of Inconsistencies.

The consistency of mitigation outcome figures is related to the robustness of the accounting systems defined by the host country. In this regard, the program will connect its database and reporting systems with the indicated national systems in order to provide real-time data on international transactions. If system integration is not available, hybrid or analogous reporting mechanisms will be created according to the characteristics of the host country's system, thereby increasing transparency of information for stakeholders involved in accordance with Article 13 of the Paris Agreement.

The programme differentiates emissions associated with eligible units and ensures traceability of their operations, from the certification of the unit to its use in offsetting by the final user, disclosing the figures allocated to specific targets according to the mechanisms adopted by each host country. The results of the comparison carried out, as well as the identification of any inconsistencies, will be documented by the programme and made available to interested stakeholders upon specific request.

## 8. MANAGEMENT OF INCONSISTENCIES

For the purposes of the programme, an inconsistency is defined as the non-consensual use of information, documentation, and/or eligible units within the framework of international transactions for the declaration of mitigation outcomes at national and international levels. Accordingly, the following situations are defined as inconsistencies:

- Absence of reporting of international eligible units by a host country in its mitigation performance reports (see Section 6 – Comparison with National Reports).
- Modification, alteration, or suspension of processes for authorizing transactions under international mechanisms by the host country. This includes the withdrawal of the host country from the Paris Agreement or similar frameworks at the time of the transaction.
- Double use of an eligible unit for offsetting through international mechanisms (CORSIA, Article 6, among others) and for reporting mitigation outcomes by a host country through its NDC.
- Use of pre-eligible units of the programme or units not defined as eligible under international mechanisms for transactions within GHG offsetting or mitigation schemes.

If an inconsistency arises in accordance with the situations described above, the programme establishes the following management mechanism:

1. Submit a notification of inconsistency to the certification program within no more than 30 days from the identification of the inconsistency.<sup>5</sup>
2. The program conducts an evaluation and identifies the affecting party and the affected party.

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<sup>5</sup> Please send to [gerencia.tecnica@canalclima.com](mailto:gerencia.tecnica@canalclima.com) and [solicitudes.colcx@canalclima.com](mailto:solicitudes.colcx@canalclima.com).

3. Notify the involved actors (affecting and affected parties).
4. Carry out a compensation reconciliation to be borne by the affecting party and verified by the certification program.

If, in accordance with the reported inconsistency, operational compensation between the involved parties is not feasible, a conciliation process will be carried out within a maximum period of 180 days following the identification of the inconsistency, in order to determine how the parties must deduct, reverse, or suspend operations related to the set of affected units, in accordance with their capacities within the process and their autonomy within the international mechanism<sup>6</sup>.

Any modification made within the registry system regarding eligible units under international mechanisms will be properly documented and shared with the parties involved, taking into consideration updates to the annual performance reports applicable to each party, particularly those involving the analysis of mitigation outcome figures and national and international transactions by host countries.

Failure to comply with the aforementioned process may lead to the suspension of the initiative or its eligible units until the inconsistency is resolved and coherence in the processes used for its management is ensured.

## 9. REGULATORY UPDATES

Whenever the host country or the international community introduces updates to the regulatory framework related to compensation mechanisms, transfers, approvals, double accounting management, among others, that involve this procedure and can be publicly distributed, such updates will be communicated through the official website of the program in its Announcements section<sup>7</sup>, and the corresponding updates will be applied as appropriate.

Under no circumstances shall the information provided in this procedure exempt compliance with the national regulatory framework of the host country and the international mechanisms applied by projects and their proponents. This document is intended to complement the proper implementation of national and international guidelines and to provide guidance on best practices for the management of eligible units under international mechanisms.

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<sup>6</sup> Any higher-level dispute must be handled by objective external third parties, and it will be the responsibility of the affecting party to manage the process in order to achieve dispute resolution in accordance with the laws of the host country.

<sup>7</sup> See: <https://www.colcx.com/Documentation#comunicados>

## 10. ANNEXES

The following annexes are presented as part of the procedure for the management of non-double claiming.

### 10.1 Structure of the Letter of Authorization (LoA)

A Letter of Authorization is a mechanism defined by the program to ensure transparency in the management of eligible units for transfer and commercialization under international mechanisms. Any proponent wishing to carry out transactions under these mechanisms must submit this document to the Designated National Authority (DNA) of the host country and obtain the corresponding approval in order to issue eligible units through the program's registry system.

The Letter of Authorization (LoA) must be completed in accordance with the guidelines established by ICAO, the Host Country Aviation Authority, and the Designated National Authority, in line with the regulations in force at the time of submission. At a minimum, the LoA must include:

- The parties involved (DNA and Project Proponent)
- The regulatory framework and international commitments adopted by the host country
- Information about the proposed project (sector and type of activity)
- Quantity of units by vintage approved for the specific international mechanism
- The offsetting framework and period to which the units apply
- Explicit authorization for transfer and commercialization
- A commitment to account for these units within the national inventory in accordance with Decision 2/CMA.3, and not to apply double counting to the issued units
- The type<sup>8</sup>, system, and expected date of implementation of the corresponding adjustments, in accordance with the date of the first transfer<sup>9</sup>.
- Validity period of the Letter of Authorization
- Contact details of the signing Designated National Authority
- Contact details of the signing Project Proponent

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<sup>8</sup> It is based on the accounting method used by the host country for its mitigation targets and the implementation of the corresponding adjustments.

<sup>9</sup> For the program, the first transfer occurs at the moment the eligible unit is assigned to the final beneficiary in accordance with the corresponding retirement certificate.

This section depends on the technological and administrative infrastructure of the host country to implement the corresponding adjustments. It is possible that the status of the process at the time of submission may be indicated.

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**Document History**

<i>Version</i>	<i>Date</i>	<i>Description</i>
1.0	05/03/2026	Development of the initial version.