

**RECOMMENDATION BY THE PANEL ON BASELINE AND MONITORING
METHODOLOGIES (METH PANEL)**

**CLEAN DEVELOPMENT MECHANISM
DRAFT SIMPLIFIED PROJECT DESIGN DOCUMENT
FOR SMALL SCALE PROJECT ACTIVITIES (SSC-PDD)
Version 01**

Introductory Note

1. This document contains the clean development mechanism project design document for small-scale project activities (SSC-PDD). It elaborates on the outline of information in Appendix B “Project Design Document” to the Modalities and Procedures (decision 17/CP.7 contained in document FCCC/CP/2001/13/Add.2) and reflects the simplified modalities and procedures (herewith referred as simplified M&P) for CDM small-scale project activities.
2. The SSC-PDD can be obtained electronically through the UNFCCC CDM web site (<http://unfccc.int/cdm>), by e-mail (cdm-info@unfccc.int) or in printed from the UNFCCC secretariat (Fax: +49-228-8151999).
3. *Explanations* for project participants are in italicized font.
4. The Executive Board may revise the SSC-PDD if necessary. Revisions shall not affect CDM small-scale project activities validated prior to the date at which a revised version of the SSC-PDD enters into effect. Versions of the SSC-PDD shall be consecutively numbered and dated.
5. In accordance with the CDM modalities and procedures, the working language of the Board is English. The SSC-PDD shall therefore be submitted to the Executive Board in English. The SSC-PDD format will be available on the UNFCCC CDM web site in all six official languages of the United Nations.
6. The Executive Board recommends to the COP (COP/MOP) that it determine, in the context of its decision on modalities and procedures for the inclusion of afforestation and reforestation activities in the CDM (see also paragraph 8-11 of decision 17/CP.7), whether the SSC-PDD shall be applicable to such activities.
7. Small-scale project activities submitted as a bundle, in accordance with paragraphs 1 (a) and 11 of the simplified modalities and procedures for small-scale CDM project activities, may submit a single SSC-PDD provided that information regarding A.3 (*Project participants*) and A.4.1 (*Location of the project activity*) is submitted for each project and that an overall monitoring plan is provided in section D.
8. A small-scale project activity with different components eligible to apply¹ as CDM small-scale project activity may submit one SSC-PDD, provided that information regarding A.4.2 (*Type and*

¹ In paragraph 7 of clarifications by the Executive Board on small-scale project activities (see <http://unfccc.int/cdm/Panels/ssc/cmandp.pdf>), the Board agreed that in a project activity with more than one component that will benefit from simplified CDM modalities and procedures, each component shall meet the threshold criterion of each applicable type, e.g. for a project with both a renewable energy and an energy efficiency component, the renewable energy component shall meet the criterion for “renewable energy” and the energy efficiency component that for “energy efficiency”.

category(ies) and technology of project activity), A.4.3 (brief statement on how anthropogenic emissions of greenhouse gas (GHGs) by sources are to be reduced by the proposed CDM project activity) and sections B (Baseline methodology), D (Monitoring methodology and plan) and E (Calculation of GHG emission reductions by sources) is provided separately for each of the components of the project activity.

7. A glossary of terms may be found on the UNFCCC CDM web site or from the UNFCCC secretariat by e-mail (cdm-info@unfccc.int) or in print (Fax: +49-228-815 1999).

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Annexes

Annex 1: Information on participants in the project activity

Annex 2: Information regarding public funding

A. General description of project activity

A.1 Title of the project activity:

A.2. Description of the project activity:

(Please include in the description

- the purpose of the project activity

- the view of the project participants on the contribution of the project activity to sustainable development (max. one page).)

A.3. Project participants:

(Please list Party(ies) and private and/or public entities involved in the project activity and provide contact information in Annex 1.)

(Please designate one of the above as the official contact for the CDM project activity.)

A.4. Technical description of the project activity:

A.4.1. Location of the project activity:

A.4.1.1 Host country Party(ies):

A.4.1.2 Region/State/Province etc.:

A.4.1.3 City/Town/Community etc:

A.4.1.4 Detail description of the physical location, including information allowing the unique identification of this project activity *(max one page)*:

A.4.2. Type and category(ies) and technology of project activity

(Please specify the type and category of project activity using the categorization of Annex B of the simplified M&P for small-scale CDM project activities. Note that Annex B may be revised over time and that the most recent version will be available on the UNFCCC WWW CDM site.

In this section you shall justify how the proposed project activity conforms with the project type and category selected (for simplicity, the rest of this document refers to the project category rather than the project type and category).

If your project activity does not fit any of the project categories in Annex B, you may propose additional project categories for consideration by the Executive Board, in accordance to paragraph ## of the simplified M&P for small-scale CDM project activities. The project design document should however only be submitted to the Executive Board for consideration after it amends Annex B as necessary.)

(This section should include a description of how environmentally safe and sound technology and know-how is transferred to the host Party, if such a transfer is part of the project.)

A.4.3. Brief statement on how anthropogenic emissions of greenhouse gas (GHGs) by sources are to be reduced by the proposed CDM project activity:

(Please state briefly how anthropogenic greenhouse gas (GHG) emission reductions are to be achieved (detail to be provided in section B.) and provide the estimate of total anticipated reductions in tonnes of CO₂ equivalent as determined in section E. below.)

A.4.4. Public funding of the project activity:

(Indicate whether public funding from Parties included in Annex I is involved in the proposed project activity. If public funding from one or more Annex I Parties is involved, please provide information on sources of public funding for the project activity in Annex 2, including an affirmation that such funding does not result in a diversion of official development assistance and is separate from and is not counted towards the financial obligations of those Parties.)

A.4.5. Confirmation that the small-scale project activity is not a debundled component of a larger project activity:

(Please refer to Annex C of the simplified M&P for the small-scale CDM project activities for guidance on how to determine whether the proposed project activity is not a debundled component of a larger project activity.)

B. Baseline methodology

B.1 Title and reference for the project category applicable to the project activity:

(Please refer to the UNFCCC CDM web site for the most recent list of CDM small-scale project activity categories contained in Annex B of the simplified M&P for CDM small-scale project activities.)

B.2. Project category applicable to the project activity:

(Justify the choice of the applicable baseline calculation for the project category as provided for in Annex B.)

B.3. Description of how the anthropogenic GHG emissions by sources are reduced below those that would have occurred in the absence of the registered CDM project activity (i.e. explanation of how and why this project is additional and therefore not the baseline scenario)

(Justify that the proposed project activity qualifies to use simplified methodologies and is additional using Appendix A to Annex B of the simplified M&P for CDM small-scale project activities.)

(National policies and circumstances relevant to the additionality of the proposed project activity shall be summarized here as well.)

B.4 Description of the project boundary for the project activity:

(Define the project boundary for the project activity using the guidance specified in the applicable project category for CDM small-scale project activities contained in Annex B of the simplified M&P for CDM small-scale project activities.)

B.5 Details of the baseline and its development

B.5.1 Specify the baseline for the proposed project activity using a methodology specified in the applicable project category for CDM small-scale project activities contained in Annex B of the simplified M&P for CDM small-scale project activities:

B.5.2 Date of completing the final draft of this baseline section (DD/MM/YYYY):

B.5.3 Name of person/entity determining the baseline:

(Please provide contact information and indicate if the person/entity is also a project participant listed in Annex 1.)

C. Duration of the project activity / Crediting period

C.1 Duration of the project activity:**C.1.1. Starting date of the project activity:**

(For a definition of the term “starting date”, please refer to UNFCCC CDM web site. Any such guidance shall be incorporated in subsequent versions of the SSC-PDD. Pending guidance, please indicate how the “starting date” has been defined and applied in the context of this project activity.)

C.1.2. Expected operational lifetime of the project activity: *(in years and months, e.g. two years and four months would be shown as: 2y-4m)*

C.2 Choice of the crediting period and related information: *(Please underline the selected option (C.2.1 or C.2.2.) and provide the necessary information for that option)*

(Note that the crediting period may only start after the date of registration of the proposed activity as a CDM project activity. In exceptional cases, the starting date of the crediting period can be prior to the date of registration of the project activity as provided for in paras. 12 and 13 of decision 17/CP.7 and in any guidance by the Executive Board, available on the UNFCCC CDM web site)

C.2.1. Renewable crediting period (at most seven (7) years per period)

C.2.1.1. Starting date of the first crediting period *(DD/MM/YYYY)*:

C.2.1.2. Length of the first crediting period *(in years and months, e.g. two years and four months would be shown as: 2y-4m)*:

C.2.2. Fixed crediting period (at most ten (10) years):

C.2.2.1. Starting date *(DD/MM/YYYY)*:

C.2.2.2. Length (max 10 years): *(in years and months, e.g. two years and four months would be shown as: 2y-4m)*

D. Monitoring methodology and plan

(The monitoring plan shall incorporate a monitoring methodology specified for the applicable project category for CDM small-scale project activities contained in Annex B of the simplified M&P for CDM small-scale project activities and represent good monitoring practice appropriate to the type of project activity.)

The monitoring plan shall also provide information on the collection and archiving of the data specified in Annex B of the simplified M&P for CDM small-scale project activities to:

- Estimate or measure emissions occurring within the project boundary;*
- Determine the baseline;*
- Estimate leakage, where this needs to be considered.*

Project participants shall implement the registered monitoring plan and provide data, in accordance with the plan, through their monitoring reports.

Operational entities will verify that the monitoring methodology and plan have been implemented correctly and check the information in accordance with the provisions on verification. This section shall provide a detailed description of the monitoring plan, including an identification of the data to be collected, its quality with regard to accuracy, comparability, completeness and validity, taking into consideration any guidance contained in the methodology, and archiving of the data collected.

Please note that monitoring data required for verification and issuance are to be kept for two years after the end of the crediting period or the last issuance of CERs for this project activity, whichever occurs later.

An overall monitoring plan that monitors performance of the constituent project activities on a sample basis may be proposed for bundled project activities. If bundled project activities are registered with an overall monitoring plan, this monitoring plan shall be implemented and each verification/certification of the emission reductions achieved shall cover all of the bundled project activities.)

D.1. Name and reference of approved methodology applied to the project activity:

(Please refer to the UNFCCC CDM web site for the most recent version of the indicative list of CDM small-scale project activities contained in Annex B of the simplified M&P for CDM small-scale project activities.)

(If a national or international monitoring standard has to be applied to monitor certain aspects of the project activity, please identify this standard and provide a reference to the source where a detailed description of the standard can be found.)

D.2. Justification of the choice of the methodology and why it is applicable to the project activity:

(Justify the choice of the monitoring methodology applicable to the project category as provided for in Annex B.)

D.3. Data to be monitored:

The table below specifies the minimum information to be provided for monitored data. Please complete the table for the monitoring methodology chosen for the proposed project activity from the simplified monitoring methodologies for the applicable CDM small-scale project activity category contained in Annex B of the simplified M&P for CDM small-scale project activities.

Please note that for some project categories it may be necessary to monitor the implementation of the project activity and/or activity levels for the calculation of emission reductions achieved.

(Please add rows or columns to the table below, as needed)

ID number	Data type	Data variable	Data unit	Measured (m), calculated (c) or estimated (e)	Recording frequency	Proportion of data to be monitored	How will the data be archived? (electronic/paper)	For how long is archived data to be kept?	Comment

D.4 Name of person/entity determining the monitoring methodology:

(Please provide contact information and indicate if the person/entity is also a project participant listed in Annex 1 of this document.)

E. Calculation of GHG emission reductions by sources

E.1 Formulae used:

In E.1.1 please provide the formula used to calculate the GHG emission reductions by sources in accordance with the applicable project category of CDM small-scale project activities contained in Annex B of the simplified M&P for CDM small-scale project activities.

In case the applicable project category from Annex B does not specify a specific formula to calculate the GHG emission reductions by sources please complete E.1.2 below.

E.1.1 Selected formulae as provided in Annex B:

(Describe the calculation of GHG emission reductions in accordance with the formula specified for the applicable project category of CDM small-scale project activities contained in Annex B of the simplified M&P for CDM small-scale project activities.)

E.1.2 Description of formulae when not provided in Annex B:

E.1.2.1 Describe the formulae used to estimate anthropogenic emissions by sources of greenhouse gases due to the project activity within the project boundary: *(for each gas, source, formulae/algorithm, emissions in units of CO₂ equivalent)*

E.1.2.2 Describe the formulae used to estimate leakage due to the project activity, where required for the applicable project category in Annex B to the simplified modalities and procedures for small-scale CDM project activities *(for each gas, source, formulae/algorithm, emissions in units of CO₂ equivalent)*

E.1.2.3 The sum of E.1.2.1 and E.1.2.2 represents the project activity emissions:

E.1.2.4 Describe the formulae used to estimate the anthropogenic emissions by sources of greenhouse gases in the baseline using the baseline methodology for the applicable project category in Annex B to the simplified modalities and procedures for small-scale CDM project activities: *(for each gas, source, formulae/algorithm, emissions in units of CO₂ equivalent)*

E.1.2.5 Difference between E.1.2.4 and E.1.2.3 represents the emission reductions due to the project activity during a given period:

E.2 Table providing values obtained when applying formulae above:

F. Environmental impacts

F.1. If required by the host Party, documentation on analysis of the environmental impacts of the project activity: *(if applicable, please provide a short summary and attach documentation)*

G. Stakeholders comments

G.1. Brief description of the process by which comments by local stakeholders have been invited and compiled:

G.2. Summary of the comments received:

G.3. Report on how due account was taken of any comments received:

Annex 1**CONTACT INFORMATION ON PARTICIPANTS IN THE PROJECT ACTIVITY***(Please copy and paste table as needed)*

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:	

Annex 2**INFORMATION REGARDING PUBLIC FUNDING**

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