



**GUIDELINES FOR COMPLETING THE SIMPLIFIED PROJECT DESIGN DOCUMENT
(CDM-SSC-PDD) AND THE FORM FOR PROPOSED NEW SMALL SCALE
METHODOLOGIES (CDM-SSC-NM)**

(Version 05)

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PART I

A. General information on forms related to small scale methodologies and procedures

1. These guidelines are intended to assist project participants in completing the following documents:

- Simplified Project Design Document for Small-Scale project activities hereafter referred to as CDM-SSC-PDD
- Form for submissions on Small Scale Methodologies and Procedures hereafter referred to as F-CDM-SSC-Subm
- Form for proposed new small scale methodologies, hereafter referred to as F-CDM-SSC-NM;

Project participants submitting a bundled project activity should fill in the form for bundled project activities, hereafter referred to as F-CDM-SSC-BUNDLE. Separate guidance on bundling and the form to be filled in is provided in the document: “Guidelines for completing the form for submission of bundled small-scale CDM project activities (F-CDM-SSC-Bundle)”

The forms CDM-SSC-PDD, F-CDM-SSC-Subm, F-CDM-SSC-NM and F-CDM-SSC-BUNDLE were developed by the CDM Executive Board in conformity with the relevant simplified modalities and procedures for the Project Design Document for small-scale CDM project activities as defined in Appendix A “Project Design Document” to the simplified modalities and procedures for small-scale CDM project activities (Annex II to 4/CMP.1 contained in document FCCC/KP/CMP/2005/8/Add.1).

2. If project participants wish to submit a small-scale CDM project activity for validation and registration, they shall submit a fully completed CDM-SSC-PDD.

3. Submissions requesting the creation of a new small scale methodology shall complete and submit the CDM-SSC-PDD with only sections A-C filled along with completed forms F-CDM-SSC-Subm and F-CDM-SSC-NM.

4. Submissions requesting clarifications on an approved small scale methodology or requesting a revision of an approved small scale methodology shall submit a fully completed form F-CDM-SSC-Subm. Submissions requesting a revision of an approved small scale methodology may also submit the CDM-SSC-PPD with only sections A - C filled, if considered relevant.

5. The CDM-SSC-PDD, F-CDM-SSC-Subm, F-CDM-SSC-NM and F-CDM-SSC-BUNDLE may be obtained electronically from the UNFCCC CDM web site (<http://unfccc.int/cdm>) or by e-mail (cdm-info@unfccc.int) or in printed format from the UNFCCC secretariat (Fax: +49-228-815 1999).

6. Small Scale CDM methodologies are also referred to as Small Scale CDM categories throughout this document.

7. Terms, which are underlined with a broken line in the CDM-SSC-PDD, are explained in the “CDM-SSC-PDD Glossary of Terms”. It is recommended that before or during the completion of the



forms the project participants consult the most recent version of the “CDM-SSC-PDD Glossary of Terms” available on the UNFCCC CDM website.

8. Project participants should also consult the section “Guidance – clarifications-tools” available on the UNFCCC CDM website ([http.cdm.unfccc.int/Reference/Guidclarif](http://cdm.unfccc.int/Reference/Guidclarif)) or available from the UNFCCC secretariat by e-mail (cdm-info@unfccc.int) or in print via fax (+49-228-815 1999).

9. The Executive Board may revise the CDM-SSC-PDD, F-CDM-SSC-Subm, **F-CDM-SSC-NM** and F-CDM-SSC-BUNDLE if necessary.

10. Revisions come into effect, once adopted by the Executive Board.

11. Revisions to the CDM-SSC-PDD do not affect project activities:

- Already validated, or already made publicly available by an operating entity for receiving comments as referred to in paras 23 (b) and (c) of the simplified modalities and procedures for small-scale CDM project activities prior to the adoption of the revised CDM-SSC-PDD;
- Submitted to the DOEs within a month following the adoption of the revised CDM-SSC-PDD;
- The Executive Board will not accept documentation using previous versions of the CDM-SSC-PDD six (6) months after the adoption of the new version.

12. In accordance with the simplified modalities and procedures for small-scale CDM project activities and CDM modalities and procedures, the working language of the Board is English. The CDM-SSC-PDD, where applicable F-CDM-SSC-Subm, **F-CDM-SSC-NM** and F-CDM-SSC-BUNDLE shall therefore be completed and submitted in English language to the Executive Board.

13. The CDM-SSC-PDD, F-CDM-SSC-Subm, **F-CDM-SSC-NM** and F-CDM-SSC-BUNDLE templates shall not be altered, that is, shall be completed using the same font without modifying its format, font, headings or logo.

14. Tables and their columns shall not be modified or deleted. Rows may be added, as needed.

15. The CDM-SSC-PDD shall include in section A.1 the version number and the date of the document.

16. If any of the sections of the CDM-SSC-PDD are not applicable, it shall be explicitly stated that the section is intentionally left blank.

17. The CDM-SSC-PDD, F-CDM-SSC-Subm, **F-CDM-SSC-NM** and F-CDM-SSC-BUNDLE are not applicable to small-scale afforestation and reforestation CDM project activities. Please consult the UNFCCC CDM web site (<http://cdm.unfccc.int>) and go to CDM: guidance - clarifications - tools) for obtaining information regarding the CDM-PDD documentations for small-scale afforestation and reforestation CDM project activities.



PART II

A. General information on CDM-SSC-PDD

1. The CDM-SSC-PDD presents information on the essential technical and organizational aspects of the proposed small-scale project activity and is a key input into the validation, registration, and verification of the small-scale project activity as required under the Kyoto Protocol to the UNFCCC. The relevant detailed simplified modalities and procedures are detailed in Annex II to decision 4/CMP.1 contained in document FCCC/KP/CMP/2005/8/Add.1.
2. The CDM-SSC-PDD contains information on the project activity, the simplified baseline and monitoring methodology applied to the project activity. It discusses and justifies the choice of the project category, the simplified baseline methodology and the applied monitoring concept, including monitoring data and calculation methods.
3. Project participants should submit the completed version of the CDM-SSC-PDD, together with attachments if necessary, to an accredited designated operational entity for validation. The designated operational entity then examines the adequacy of the information provided in the CDM-SSC-PDD, especially whether it satisfies the relevant simplified modalities and procedures concerning small-scale CDM project activities. Based on this examination, the designated operational entity makes a decision regarding validation of the project.
4. In accordance with paragraph 6 of CDM M&P, project participants shall submit documentation that contains confidential /proprietary information in two versions:
 - One marked up version where all confidential/proprietary parts shall be made illegible by the project participants (e.g. by covering those parts with black ink) so that this can be made publicly available;
 - A second version containing all information which shall be treated as strictly confidential by all handling this documentation (DOEs/AEs, Board members and alternates, panel/committee and working group members, external experts requested to consider such documents in support of work for the Board, and the secretariat).
5. In accordance with paragraph 6 of CDM M&P information used to determine additionality, to describe the baseline methodology and its application, and to support an environmental impact assessment, shall not be considered proprietary or confidential. Project participants shall therefore, in accordance with paragraph 45 (b) of CDM M&P describe the choice of approaches, assumptions, methodologies, parameters, data sources, key factors and additionality in a transparent and conservative manner. The scope and detail of the description in the PDD should allow interested parties to reproduce the rationale of the project.
6. A small-scale project activity with more than one component eligible to be proposed as a small-scale CDM project activity may submit one SSC-PDD, provided that information



regarding the following subsections is provided separately for each of the components of the project activity:

- Section A.4.2 (Type and category(ies) and technology of project activity);
 - Section B (Application of a baseline and monitoring methodology);
7. If not otherwise stated SI units for power or energy are used throughout this document to indicate electrical energy or power e.g. 15 MW output capacity implies 15 MW electrical output capacity, similarly 60 GWh energy savings implies 60 GWh electrical energy savings.



B. Specific guidelines for completing CDM-SSC-PDD

**CONTENTS
PROJECT DESIGN DOCUMENT (CDM-SSC-PDD)**

- A. General description of the small-scale project activity.
- B. Application of a baseline and monitoring methodology.
- C. Duration of the project activity / Crediting period.
- D. Environmental impacts
- E. Stakeholders' comments

Annexes

- Annex 1: Contact information on participants in the proposed small scale project activity
- Annex 2: Information regarding public funding
- Annex 3: Baseline Information
- Annex 4: Monitoring Information

**SECTION A. General description of the small-scale project activity****A.1. Title of the small-scale project activity:**

Please indicate

- The title of the project activity.
- The current version number of the document
- The date when the document was completed.

A.2. Description of the small-scale project activity:

Please include in the description:

- the purpose of the project activity;
- explain how the proposed project activity reduces greenhouse gas emissions (i.e. what type of technology is being employed, what measures are undertaken as part of the project activity, etc);
- 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 project participants and Party(ies) involved and provide contact information in Annex 1. Information shall be indicated using the following tabular format.

Name of Party involved (*) (host) indicates a host Party)	Private and/or public entity(ies) project participants (*) (as applicable)	Kindly indicate if the Party involved wishes to be considered as project participant (Yes/No)
Name A (host)	<ul style="list-style-type: none"> • Private entity A • Public entity A ... 	
Name B	<ul style="list-style-type: none"> • None 	
Name C	<ul style="list-style-type: none"> • None 	
...	<ul style="list-style-type: none"> •

(*) In accordance with the CDM modalities and procedures, at the time of making the CDM-PDD public at the stage of validation, a Party involved may or may not have provided its approval. At the time of requesting registration, the approval by the Party(ies) involved is required.

Note: When the PDD is filled in support of a proposed new methodology at least the host Party(ies) and any known project participant (e.g. those proposing a new methodology) shall be identified.

A.4. Technical description of the small-scale project activity:**A.4.1. Location of the small-scale project activity:**

**A.4.1.1. Host Party(ies):****A.4.1.2. Region/State/Province etc.:****A.4.1.3. City/Town/Community etc:****A.4.1.4. Details of physical location, including information allowing the unique identification of this small-scale project activity(ies):**

Please fill in the field and do not exceed one page.

A.4.2. Type and category(ies) and technology/measure of the small-scale project activity:

Please specify the type and category of the project activity using the categorization of Appendix B to the simplified modalities and procedures for small-scale CDM project activities, hereafter referred to as Appendix B. Note that Appendix B may be revised over time and that the most recent version will be available on the UNFCCC CDM web site <http://cdm.unfccc.int/methodologies/SSCmethodologies>.

If none of the approved categories under Appendix B are applicable to the proposed project activity new project categories can be proposed for the consideration of the Executive Board, in accordance with paragraphs 15 and 16 of the simplified modalities and procedures for small-scale CDM project activities using a downloadable form found on the CDM Website¹.

This section should also include a description of how environmentally safe and sound technology and know how is being applied by the project activity *inter alia* technology transfer to the Host Party(ies) for application in the project activity.

A.4.3 Estimated amount of emission reductions over the chosen crediting period:

Please indicate the chosen crediting period and provide the estimation of total emission reductions as well as annual estimates for the chosen crediting period. Information on the emission reductions shall be indicated using the following tabular format.

Years	Estimation of annual emission reductions in tonnes of CO ₂ e
Year A	
Year B	
Year C	
Year ...	
Total estimated reductions (tonnes of CO₂ e)	
Total number of crediting years	
Annual average of the estimated reductions over the crediting period	

¹ <http://cdm.unfccc.int/methodologies/SSCmethodologies/Clarifications>



(tCO ₂ e)	
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A.4.4. Public funding of the small-scale project activity:

In case public funding from Parties included in Annex I to the Convention is involved, please provide in Annex 2 information on sources of public funding for the project activity from Parties included in Annex I providing 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.

Note: When the CDM-SSC-PDD is filled in support of a proposed new simplified methodology, it is to be indicated whether public funding from Parties included in Annex I is likely to be involved indicating the Party(ies) the extent possible.

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

Please refer to Appendix C to the simplified modalities and procedures 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 large scale project activity.

SECTION B. Application of a baseline and monitoring methodology:**B.1. Title and reference of the approved baseline and monitoring methodology applied to the project activity:**

Please refer to the UNFCCC CDM web site for the most recent list of the small-scale CDM project activity categories contained in Appendix B. Please indicate the number and the version of the approved methodology that is used (e.g. “Version 09 of AMS-I.D.”).

B.2. Justification of the choice of the project category:

In this section justify the choice of project type and category (hereafter referred to as “project category”) for the proposed project activity. Please demonstrate that the project activity qualifies as a small-scale project activity and that it will remain under the limits of small-scale project activity types during every year of the crediting period:

For Type I: Demonstrate that the capacity of the proposed project activity will not exceed 15 MW (or an appropriate equivalent),

For Type II: Demonstrate that the annual energy savings on account of efficiency improvements will not exceed 60 GWh (or an appropriate equivalent) in any year of the crediting period.

For Type III: Demonstrate that the estimated emission reductions of the project activity will not exceed 60 ktCO₂e in any year of the crediting period.

B.3. Description of the project boundary:



Define the project boundary of the project activity based on the guidance of the applicable project category.

B.4. Details of the baseline and its development:

Specify the baseline for the proposed project activity with reference to the chosen project category.
Explain and justify the key assumptions and rationale. Illustrate in a transparent manner all data used to determine the baseline emissions (variables, parameters, data sources etc.) preferably in a tabular form.

B.5. Description of how the anthropogenic emissions of GHG by sources are reduced below those that would have occurred in the absence of the registered small-scale CDM project activity:

Demonstrate that the proposed project activity is additional as per options provided under attachment A to Appendix B of the simplified modalities and procedures for small-scale CDM project activities.

National policies and circumstances relevant to the baseline of the proposed project activity shall be summarized here.

B.6. Emission reductions:

B.6.1. Explanation of methodological choices:

Explain how the procedures, in the approved project category to calculate project emissions, baseline emissions, leakage emissions and emission reductions are applied to the proposed project activity. Clearly state which equations will be used in calculating emission reductions.

Explain and justify all relevant methodological choices, including:

- where the category provides different options to choose from (e.g. “combined margin” under AMS I.D);
- where the category provides for different default values (e.g. values for MCF under AMS III.E)

B.6.2. Data and parameters that are available at validation:

This section shall include a compilation of the data and parameters NOT monitored but determined upfront so as to be available for validation. Data from monitoring (e.g. measurements after the implementation of the project activity) should not be included here but in the table in section B.7.1.



This may include data that is measured, if relevant with sample thereof, and data that is collected from sources such as official statistics, expert judgment, proprietary data, IPCC, commercial and scientific literature.

Data that is calculated with equations provided in the approved category or default values specified in the category should not be included in the compilation.

Provide for each parameter the chosen value or, where relevant, the qualitative information, using the table provided below. Particularly:

- Provide the actual value applied. Where time series of data is used, where several measurements are undertaken or where surveys have been conducted, provide detailed information in Annex 3.
- Explain and justify the choice for the source of data. Provide clear and transparent references or additional documentation in Annex 3.
- Where values have been measured, include a description of the measurement methods and procedures that comply with the guidance provided under general guidance to indicative small scale methodologies found on the UNFCCC CDM website (e.g. which standards have been used), indicate the responsible person / entity having undertaken the measurement, the date of measurement(s) and the measurement results. More detailed information can be provided in Annex 3.

(Copy this table for each data and parameter)

Data / Parameter:	
Data unit:	
Description:	
Source of data used:	
Value applied:	
Justification of the choice of data or description of measurement methods and procedures actually applied :	
Any comment:	

B.6.3. Ex-ante calculation of emission reductions:

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.

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 Annex 3, including relevant electronic files (i.e. spreadsheets). If the project activity involves more than one component activity (e.g. one component activity for methane capture applying AMS III.D together with another component for grid connected electricity generation applying AMS I.D) emission reduction calculations for each of the component shall be provided separately in a transparent manner.

**B.6.4. Summary of the ex-ante estimation of emission reductions**

Summarize the results of the ex-ante estimation of emission reductions for all years of the crediting period, using the table below. If the project activity involves more than one component, a separate table shall be included for each of the component or each of the approved project category that is applied. A table showing the aggregate emission reductions of the project activity shall also be included.

Year	Estimation of project activity emissions (tCO ₂ e)	Estimation of baseline emissions (tCO ₂ e)	Estimation of leakage (tCO ₂ e)	Estimation of overall emission reductions (tCO ₂ e)
Year A				
Year B				
Year C				
Year ...				
Total (tonnes of CO ₂ e)				

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

The following two sections (B.7.1 and B.7.2) shall provide a detailed description of the monitoring plan, including an identification of the data to be monitored and the procedures that will be applied during monitoring.

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

**B.7.1. Data and parameters monitored**

Data that becomes available only after validation of the project activity (e.g. measurements after the implementation of the project activity) should be included here.

Provide for each parameter the following information, using the table provided below:

- The source(s) of data that will be actually used for the proposed project activity (e.g. which exact national statistics, actual measurement etc.).
- Where the parameters are to be measured in accordance with the guidance of the approved project category or the general guidance to the indicative methodologies, specify the measurement methods and procedures including accepted industry standards or national or international standards which will be applied, which measurement equipment is used, how the measurement is undertaken, which calibration procedures are applied, what is the accuracy of the measurement method, who is the responsible person / entity that should undertake the measurements and what is the measurement interval.
- A description of the QA/QC procedures (if any) that should be applied.
- Where relevant: any further comment.

Provide any relevant further background documentation in Annex 4.

(Copy this table for each data and parameter)

Parameter:	
Unit:	
Description:	
Source of data:	
Value of data:	
Brief description of measurement methods and procedures to be applied:	
QA/QC procedures to be applied (if any):	
Any comment:	

B.7.2. Description of the monitoring plan:

Please provide a detailed description of the monitoring plan. Describe the operational and management structure that the project operator will implement in order to monitor emission reductions and any leakage effects generated by the project activity. Clearly indicate the responsibilities for and institutional arrangements for data collection and archiving. The monitoring plan should reflect good monitoring practice appropriate to the type of project activity. Provide any relevant further background information in Annex 4.

**B.8. Date of completion of the application of the baseline and monitoring methodology and the name of responsible person(s)/entity(ies):**

Please provide date of completion of the application of the methodology to the project activity in *DD/MM/YYYY*
Please provide contact information of the persons(s)/entity(ies) responsible for the application of the baseline and monitoring methodology to the project activity and indicate if the person/entity is also a project participant listed in Annex 1.

SECTION C. Duration of the project activity / Crediting period:**C.1. Duration of the project activity:****C.1.1. Starting date of the project activity:**

The starting date of a CDM project activity is the date on which the implementation or construction or real action of a project activity begins.

C.1.2. Expected operational lifetime of the project activity:

Please state the expected operational lifetime of the project activity in years and months.

C.2. Choice of crediting period and related information:

Please state whether the project activity will use a renewable or a fixed crediting period and complete C.2.1 or C.2.2 accordingly.

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, (see instructions for section C.1.1. above) the starting date of the crediting period may be prior to the date of registration of the project activity as provided for in paragraphs 12 and 13 of decision 17/CP.7 paragraph 1 (c) of decision 18/CP.9 and through any guidance by the Executive Board, available on the UNFCCC CDM web site.

C.2.1. Renewable crediting period:

Each crediting period shall be at most 7 years and may be renewed at most two times, provided that, for each renewal, a designated operational entity determines and informs the Executive Board that the original project baseline is still valid or has been updated taking account of new data where applicable.

**C.2.1.1. Starting date of the first crediting period:**

Please state the dates in the following format: (DD/MM/YYYY).

C.2.1.2. Length of the first crediting period:

Please state the length of the first crediting period in years and months.

C.2.2. Fixed crediting period:

Fixed crediting period shall be at most ten (10) years.

C.2.2.1. Starting date:

Please state the dates in the following format: (DD/MM/YYYY).

C.2.2.2. Length:

Please state the length of the crediting period in years and months

SECTION D.: Environmental impacts:**D.1. If required by the host Party, documentation on the analysis of the environmental impacts of the project activity:**

If applicable, please provide a short summary and attach documentation.

SECTION E. Stakeholders' comments:**E.1. Brief description of how comments by local stakeholders have been invited and compiled:**

Please describe the process by which comments by local stakeholders have been invited and compiled. An invitation for comments by local stakeholders shall be made in an open and transparent manner, in a way that facilitates comments to be received from local stakeholders and allows for a reasonable time for comments to be submitted. In this regard, project participants shall describe a project activity in a manner which allows the local stakeholders to understand the project activity, taking into account confidentiality provisions of the CDM modalities and procedures.

E.2. Summary of the comments received:

Please identify stakeholders that have made comments and provide a summary of these comments.

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



Please explain how due account have been taken of comments received.

Annex 1

CONTACT INFORMATION ON PARTICIPANTS IN THE PROJECT ACTIVITY

Please copy and paste table as needed. Please fill for each organisation listed in section A.3 the following mandatory fields: Organization, Name of contact person, Street, City, Postfix/ZIP, Country, Telephone and Fax or e-mail.

Annex 2

INFORMATION REGARDING PUBLIC FUNDING

Please provide information from Parties included in Annex I to the Convention on sources of public funding for the project activity which shall provide 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

Annex 3

BASELINE INFORMATION

Please provide any further background information used in the application of the baseline methodology. This may include tables with time series data, documentation of measurement results and data sources, etc.

Annex 4

MONITORING INFORMATION

Please provide any further background information used in the application of the monitoring methodology. This may include tables with time series data, additional documentation of measurement equipment, procedures, etc.

**PART III****A. Proposed new small scale methodologies**

1. This guideline is intended to assist project participants in completing the form “Proposed new small scale methodologies (F-CDM-SSC-NM)”.
2. Project participants requesting the creation of a new small scale methodology shall complete and submit the CDM-SSC-PDD with only sections A-C filled along with completed forms F-CDM-SSC-Subm and F-CDM-SSC-NM.
3. All sections in the form F-CDM-SSC-NM shall be completed, which are outlined below.
4. Use of variables in equations: use the nomenclature of variables contained in Annex 1 to these guidelines.

NOTE: The document is prepared with the aim to facilitate the development of new small scale methodologies and as such is a guidance document. The decisions/guidance provided by either by the Board or COP are legally valid and this document does not replace such decisions or guidance provided. The document is a living document and shall be revised, as and when required, to accommodate EB and/or COP/MOP decisions.

**SECTION A: General guidance on proposed new small scale methodologies**

1. Technology/measure: please specify and provide reference to the exact technology/measure the proposed small scale methodology is applicable to and describe in detail the applicability conditions of the proposed methodology.

Specify and provide reference to the exact technology/measure the proposed small scale methodology is applicable.
Provide conditions under which the methodology is applicable to CDM project activities: (e.g. circumstances, region, data availability, resource availability).

2. Boundary: please specify the project boundary of the proposed methodology.

Please describe and justify the project boundary bearing in mind that it shall encompass all anthropogenic emissions by sources of greenhouse gases under the control of the project participants that are significant and reasonably attributable to the project activity.

3. Baseline: please specify the baseline scenario and the way baseline emissions are calculated.

Paragraph 43 of the CDM modalities and procedures stipulates that a CDM project activity is additional if its emissions are below those of its baseline (see guidance by the EB at its fifth meeting). “The baseline for a CDM project activity is the scenario that reasonably represents the anthropogenic emissions by sources of greenhouse gases that would occur in the absence of the proposed project activity” (paragraph 44 CDM modalities and procedures).
Please specify the baseline scenario and the way the baseline emissions are calculated.
Please also include information on algorithms and formulae, if used.

4. Leakage: please specify if leakage emissions can occur and how they should be calculated.

Leakage is defined as the net change of anthropogenic emissions by sources of greenhouse gases which occurs outside the project boundary and which is measurable and attributable to the CDM project activity.

Please explain how leakage is to be estimated and indicate in monitoring section (see below) how it is to be monitored ex-post, if applicable. Please describe algorithms, data, information and assumptions and provide the total estimate of leakage.

5. Project activity emissions: please specify possible project activity emissions and how they should be calculated.

For some project activities, emission reductions are calculated as the difference between the project activity and the baseline emissions. For others emission reductions are monitored directly. Please clarify which option is applicable. Please describe the data and information



that will be collected in order to monitor the emissions in the project scenario and how the project emissions are calculated. Please also include information on algorithms and formulae, if used.

6. Monitoring: Please specify which parameters should be monitored and how they should be monitored

Describe the data and information that will be collected in order to monitor and calculate the baseline emissions, the project emissions and the emission reductions from the project activity. Please also include information on algorithms and formulae, if used

7. Project activity under a programme of activities: if the proposed methodology is also intended for application to a project activity under a programme of activities (CPA of PoA) guidance on consideration of leakage when applying to the CPA of PoA shall be provided.

If the proposed methodology is also intended for application to a project activity under a programme of activities (CPA of PoA), please specify how leakage shall be considered. Please also include information on algorithms and formulae, if used.

**Annex 1. List of standard variables**

THIS ANNEX CONTAINS STANDARD VARIABLE NAMES DRAWN FROM APPROVED METHODOLOGIES AND IPCC GUIDELINES THAT SHOULD BE USED FOR ALL NEW SMALL SCALE METHODOLOGIES. FOR EASE OF EVALUATION AND USE OF METHODOLOGIES, THESE NAMES SHOULD BE USED WHEREVER POSSIBLE, UNLESS THERE ARE SPECIFIC REASONS THAT A DIFFERENT DESIGNATION IS REQUIRED. ISO OR OTHER STANDARDS COULD ALSO BE A REFERENCE, WHERE APPROPRIATE.

1. Use of variables in equations: Use the nomenclature of variables described below. Variables not contained in the standard nomenclature should be named with two or three upper case letters that are first letters of each key word describing variable (e.g. stack height = SH).
2. All variables that are reported or estimated annually should have a y subscript for year (e.g. BE_y)
3. Variables should use the i subscript to denote multiple pieces of equipment, fuel types, processes, sites or measuring locations (e.g. F_i = flow rate at different measuring points i). If two summations are required (e.g. fuel type and equipment piece), the subscripts i and j should be used.
4. No name should be used more than once for different variables in the same methodology.
5. Where necessary, the subscripts BL and PJ should be used to distinguish between the project and the baseline (e.g. EGBL, EGPJ).
6. Where a variable refers to a gases, the formula of the gas should be indicated as a subscript (e.g. BECO_{2,y})

Emissions, emission factors and global warming potentials

Variable	Symbol	Units	Comment
Baseline emissions (total)	BE _y	tCO ₂ e	
Component of baseline emissions	BE _{XX,y}	tCO ₂ e	XX should be 2-3 letters or a word signifying the source of emissions (e.g. BE _{LW,y} = baseline emission from land-filled waste)
Component and specific gas of baseline emissions	BE _{GHG,XX,y}	tCO ₂ e	GHG should be gas name; XX should be 2-3 letters or a word signifying the source of emissions
Project emissions	PE _y	tCO ₂ e	
Component of project emissions	PE _{XX,y}	tCO ₂ e	XX should be 2-3 letters or a word signifying the source of emissions
Component and specific gas of project emissions	PE _{GHG,XX,y}	tCO ₂ e	GHG should be gas name; XX should be 2-3 letters or a word signifying the source of emissions
Leakage emissions	LE _y	tCO ₂ e	



Variable	Symbol	Units	Comment
Component of leakage emissions	$LE_{XX,y}$	tCO ₂ e	XX should be 2-3 letters or a word signifying the source of emissions (e.g. $LE_{VH,y}$ = leakage emissions from vehicles)
Component and specific gas of leakage emissions	$LE_{GHG,XX,y}$	tCO ₂ e	GHG should be gas name; XX should be 2-3 letters or a word signifying the source of emissions
Carbon dioxide emission factor	$EF_{CO_2,XX}$	tCO ₂ /TJ	XX should refer to fuel type, and could be i to signify several possible fuel types (e.g. $EF_{CO_2,i}$ or $EF_{CO_2,coal}$, $EF_{CO_2,NG}$, $EF_{CO_2,oil}$)
Methane emission factor	$EF_{CH_4,XX}$	tCH ₄ /TJ	XX should refer to fuel type or process
Nitrous oxide emission factor	$EF_{N_2O,XX}$	tN ₂ O/TJ	XX should refer to fuel type or process
Carbon dioxide equivalent emission factor	$EF_{CO_2e,XX}$	tCO ₂ e/TJ	XX should refer to fuel type or process
CO ₂ emission factor for electricity	$EF_{CO_2,ELEC,y}$	tCO ₂ /MWh	
Global warming potential	GWP_{XX}	tCO ₂ e/t gas	XX should denote the gas (CH ₄ , N ₂ O)
Other emission factors	$EF_{XX,YY}$	tGHG/unit of output	XX should specify the gas (where necessary), YY is product output or service (e.g. $EF_{CO_2,clinker}$: emissions factor for clinker in tCO ₂ /t clinker; $EF_{N_2O,NA}$: emissions factor for nitric acid in tN ₂ O/t nitric acid)

Note that standard IPCC emissions factors refer to emissions per unit of *energy*. If the methodology also uses emission per unit of mass, then different variable names should be used for this, or the equation should include the net calorific value to convert to energy units. If the methodology refers to emissions per unit of production or service, this should be indicated as described above under “Other emission factors”.

General

Variable	Symbol	Units	Comment
Production output (project or baseline)	$P_{xx,zz,y}$	tonnes or m ³	XX indicates the product, y is year. ZZ represents baseline and project production of same product, if needed, use subscripts BL and PJ for baseline and project respectively (e.g. $P_{NH_3,PJ,y}$ = production of ammonia in the project activity)
Density	ρ_x	t/m ³	e.g. ρ_{CH_4} = density of methane



Variable	Symbol	Units	Comment
weight fraction or weight concentration	$w_{GHG,XX}$	volume or mass %	GHG is the gas; XX indicates where concentration sample is taken and/or substance measured (e.g. $w_{CH_4,PJ}$ = concentration of methane in project gas stream)
Flow rate	$FR_{XX,YY}$	m^3/time	XX should denote the gas, YY the type of flow stream (e.g. $FR_{CH_4,flare}$)
Days	d	days	
Hour, year	h, y		

Energy

Variable	Symbol	Units	Comment
Energy efficiency	η_{XX}	%	useful energy output/total energy input, also used for power plants and all boilers (e.g. η_{BL} = energy efficiency of piece of equipment in the baseline)
Electricity generation	EG_y	MWh	Project and baseline generation should include subscripts (e.g. $EG_{PJ,y}$)
Heat production	HG_y	GJ	Project and baseline generation should include subscripts (e.g. $HG_{BL,y}$)
Electricity consumption	EC_y	MWh	
Heat consumption	HC_y	GJ	
Net calorific value	NCV_{XX}	GJ/t	XX is the fuel or oxidized substance; XX could be i if there are many alternatives; standardised to lower heating value (e.g. NCV_{NG} = net calorific value of natural gas)
Fuel quantity combusted	FC_{XX}	t or m^3	XX is the fuel type (e.g. $FC_{Biomass}$ = quantity biomass combusted, FC_{NG} = quantity natural gas combusted)
Oxidation factor for fuel combustion	$OXID_{XX}$	%	XX is the fuel type, e.g. $OXID_{NG}$ = oxidation factor for natural gas
Specific energy consumption	SEC_{XX}	GJ/tonne production	e.g. $SEC_{clinker}$ = energy consumption per tonne of clinker produced
Specific fuel consumption	SFC_{XX}	tonne fuel/tonne production	e.g. SFC_{OPC} = fuel consumption per tonne of ordinary Portland cement production
Specific energy consumption in transport	$SEC_{YY,XX}$	GJ/t-km or passenger-km	YY is transport mode and XX is fuel
Weighting of operating margin	w_{OM}	-	
Weighting of build margin	w_{BM}	-	
Electricity generated by	$EG_{GRID,i,y}$	MWh	i is plant, y is year



Variable	Symbol	Units	Comment
plant i on grid			
Load factor	LF_x	%	x is plant identification
Operating hours	T_x	hours	annual operating hours for plant/equipment x
Enthalpy	h	kJ/kg	used in particular for steam

Financial/economic

Variable	Symbol	Units	Comment
Internal Rate of Return	IRR	%	
Discount rate	dr	%	
Net Present Value	NPV	\$ or LCU	

Agriculture, waste and fugitive methane emissions

Variable	Symbol	Units	Comment
Methane gas destroyed in baseline	$GD_{CH_4, BL, y}$	tCH ₄	
Methane gas destroyed in project scenario	$GD_{CH_4, PJ, y}$	tCH ₄	
Flare efficiency	$\eta_{flare, t}$	%	this may have a time or period component t , if efficiency is measured and varies over time
Fraction of methane destroyed in baseline	$FD_{CH_4, BL, y}$	%	Used if the baseline specifies a percentage rather than absolute baseline estimate
Methane Conversion Factor	MCF	%	for landfill site or wastewater treatment plant
Chemical oxygen demand	COD_y	t COD	for effluent stream
Biological oxygen demand	$BOD_{i, y}$	t BOD	i is stage of treatment
Maximum methane production capacity	B_0	tCH ₄ /t input	“input” could be COD, or mass of waste stream (e.g. manure)
Degradable Organic Carbon	DOC_j	Fraction	j is part of waste stream (e.g. slow vs fast degrading materials)
Fraction of DOC dissimilated	DOC_F	Fraction	
Methane conversion factor for treatment of manure	$MCF_{manure, i}$	%	i is stage of treatment
Volatile solid excretion rate	VS_p	kg dry matter/animal-day	p is the population targeted

**Industrial production**

Variable	Symbol	Units	Comment
Weight fraction of CaO or MgO	$W_{CaO,x}/$ $W_{MgO,x}$	fraction	x can indicate clinker or raw material

History of the document

Version	Date	Nature of revision(s)
05	EB 34, Annex 9, 14 September 2007	The Board, at its 34th meeting agreed to the following: * the submissions requesting the creation of a new small scale methodology shall submit to the secretariat the form for proposed new small scale methodologies (F-CDM-SSC-NM) along with the form F-CDM-SSC-Subm. * Guidance on bundling and completion of the form related to bundling (F-CDM-Bundle) is provided in a separate document.
04.1	EB 31 4 May 2007	The Board, at its thirty-first meeting agreed to the following: <ul style="list-style-type: none"> The submissions requesting the creation of a new small-scale methodology only, should be submitted to the secretariat a minimum eight (8) weeks prior to the meeting date of a SSC WG for it to be considered at that meeting, and requested the secretariat to update the guidelines for completing the SSC PDD accordingly. Submissions requesting revision or clarification of an approved SSC methodology, shall be submitted a minimum four (4) weeks before a meeting of the SSC WG to be considered at that meeting.
04	EB 28, Annex 33, 22 December 2006	The Board at its twenty-eighth meeting agreed to the following: <ul style="list-style-type: none"> To revise the Guidelines for completing CDM-SSC-PDD and F-CDM-SSC-Subm, F-CDM-Bundle, and the CDM project design document for small-scale activities (CDM-SSC-PDD), taking into account the guidelines for completing CDM-PDD, CDM-NM. Glossary of terms has been separated and included into a stand alone document.
03	EB 25, Annex 35, 28 July 2006	The Board, at its twenty-fifth meeting agreed to the following: <ul style="list-style-type: none"> To delete the definition of 'Component project activity' from the glossary of terms as well as the occurrences of the term 'component' under the 'Information note on bundling of small scale CDM Project Activities'.
02	EB 23, Annex 27, 3 March 2006	The Board, at its twenty-third meeting agreed to the following: <ul style="list-style-type: none"> Revision of definition of Bundle and Sub bundle and inclusion of Part IV: Information note and Guidelines for completion and submission of the form F-CDM-SSC-Bundle.
01	EB 20, Annex 14, 8 July 2005	Initial adoption <ul style="list-style-type: none"> The Board agreed to develop the guidelines for completing the CDM SSC PDD in order to assist project participants when filling out the CDM SSC PDD and to reflect guidance and clarifications provided by the Board since version 01 of the CDM SSC PDD was adopted. As a consequence, the CDM SSC PDD has been revised accordingly (version 2). The latest version can be found at http://cdm.unfccc.int/Reference/Documents.