



Annex 28

**GUIDELINES FOR COMPLETING
THE SMALL-SCALE AFFORESTATION AND REFORESTATION BASELINE MONITORING
AND METHODOLOGY SUBMISSION FORM**

(Version 01.0)

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PART I

General Information on the form to submit proposals of changes to the simplified baseline and monitoring methodologies specified in Appendix B or propose additional project categories for consideration by the Executive Board

1. These guidelines seek to assist project participants in completing the form for submission of queries, proposed new categories and/or amendments to the indicative simplified baseline and monitoring methodologies for selected small-scale CDM A/R project activity categories (F-CDM-SSC-AR-Subm).
2. If project participants wish to submit a small scale afforestation or reforestation (hereafter referred as SSC-A/R) project activity for validation and registration, they shall submit a fully completed CDM-SSC-AR-PDD based on the "simplified baseline and monitoring methodologies for selected small-scale afforestation and reforestation CDM project activities categories". In accordance with decision 14/CP.10, project participants may propose new simplified methodologies or amendments to these simplified monitoring methodologies for project activities that would not fall under the applicability conditions of these baseline and monitoring methodologies. Such proposed new methodologies will be subject to the consideration of the CDM Executive Board.
3. If project participants wish to submit queries and / or proposals for new categories and / or amendments to the simplified baseline and monitoring methodologies for selected small scale A/R CDM project activity categories they shall submit a fully completed F-CDM-SSC-AR-Subm.
4. The F-CDM-SSC-AR-Subm may be obtained electronically from the UNFCCC CDM website (<http://unfccc.int/cdm>), by e-mail (cdm-info@unfccc.int) or in printed format from the UNFCCC secretariat (Fax: +49-228-815-1999).
5. It is recommended that before or during the completion of the forms that project participants consult the most recent version of the "CDM Glossary of Terms".
6. Project participants should also consult the section "Guidance – clarifications" available on the UNFCCC CDM website (<http://unfccc.int/cdm>) or available from the UNFCCC secretariat by e-mail (cdm-info@unfccc.int) or in print via fax (+49-228-815 1999).
7. The Executive Board may revise the F-CDM-SSC-AR-Subm, if necessary.
8. The F-CDM-SSC-AR-Subm templates shall not be altered, that is, shall be completed using the same font without modifying its format, font, headings or logo.
9. Tables and their columns shall not be modified or deleted, rows may however be added, as needed.
10. If sections of the F-CDM-SSC-AR-Subm are not applicable, it shall be explicitly stated that the section is left blank on purpose.
11. The F-CDM-SSC-AR-Subm are applicable only to small-scale project activities that are afforestation and/or reforestation projects.



12. In accordance with paragraph 8 of the simplified modalities and procedures project participants involved in small-scale CDM project activities may propose changes to the simplified baseline and monitoring methodologies specified in Appendix B to the simplified modalities and procedures or propose additional small-scale project categories for consideration by the Executive Board.

13. A downloadable form (F-CDM-SSC-AR-Subm) shall be used for submitting queries or proposals to be considered by the Executive Board through the working group to assist the Executive Board in reviewing proposed methodologies and project categories for small-scale A/R CDM project activities. The following instructions apply:

- 1) Use one form for each submission;
- 2) If a new Project Category is proposed, it shall be presented using the same format as the approved ones;
- 3) The submissions will be considered by the A/R WG at its next meeting, if presented at least four weeks in advance.

14. Given that the four types of eligible small-scale A/R project activities are mutually exclusive, project participants submitting a new category of projects shall first consider whether it belongs to type I (grassland to forestland) or type II (cropland to forestland) and if not eligible under the two previous types, type III (wetland to forestland) and type IV (settlement to forestland). For information regarding deliberations of the A/R WG please refer to the section on panels / working groups of the UNFCCC CDM website (<http://unfccc.int/cdm>).



History of the document

Version	Date	Nature of revision
01.0	EB 66, Annex 28 2 March 2012	<p>Initial adoption. This guideline, along with the <u>Guidelines for completing the project design document form for small-scale afforestation and reforestation CDM project activities</u> (version 01.0, EB 66, Annex 11), replaces the <u>Guidelines for completing the simplified project design document for small-scale A/R (CDM-SSC-AR-PDD) and the form for submissions on methodologies for small-scale A/R CDM project activities (F-CDM-SSC-AR-Subm)</u> (version 04, EB 35, Annex 23).</p> <p>The revision includes removing requirements that have been incorporated into the CDM Project Standard as referenced in Appendix 1, <i>Implementation plan for the CDM Project Standard, Validation and Verification Standard and Project Cycle Procedure</i> (EB 65 report, annex 6, appendix 1)</p>
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