



**Monitoring report form
(Version 04.0)**

Complete this form in accordance with the Attachment "Instructions for filling out the monitoring report form" at the end of this form.

MONITORING REPORT

Title of the project activity	
Reference number of the project activity	
Version number of the monitoring report	
Completion date of the monitoring report	
Registration date of the project activity	
Monitoring period number and duration of this monitoring period	
Project participant(s)	
Host Party(ies)	
Sectoral scope and selected methodology(ies), and where applicable, applied standardized baseline(s)	
Estimated amount of GHG emission reductions or net anthropogenic GHG removals by sinks for this monitoring period in the registered PDD	
Actual GHG emission reductions or net anthropogenic GHG removals by sinks achieved in this monitoring period	
Actual GHG emission reductions or net anthropogenic GHG removals by sinks achieved during the period up to 31 December 2012(if applicable)	
Actual GHG emission reductions or net anthropogenic GHG removals by sinks achieved during the period from 1 January 2013 onwards (if applicable).	

SECTION A. Description of project activity**A.1. Purpose and general description of project activity**

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A.2. Location of project activity

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A.3. Parties and project participant(s)

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)
Party A (host)	Private entity A Public entity A	
Party B	Private entity B Public entity B	
...	...	

A.4. Reference of applied methodology and standardized baseline

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A.5. Crediting period of project activity

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A.6. Contact information of responsible persons/ entities

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SECTION B. Implementation of project activity**B.1. Description of implemented registered project activity**

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B.2. Post registration changes**B.2.1. Temporary deviations from registered monitoring plan, applied methodology or applied standardized baseline**

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B.2.2. Corrections

>>

B.2.3. Permanent changes from registered monitoring plan, applied methodology or applied standardized baseline

>>

B.2.4. Changes to project design of registered project activity

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B.2.5. Changes to start date of crediting period

>>

B.2.6. Types of changes specific to afforestation or reforestation project activity

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SECTION C. Description of monitoring system

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SECTION D. Data and parameters**D.1. Data and parameters fixed ex ante or at renewal of crediting period***(Copy this table for each piece of data and parameter.)*

Data / Parameter:	
Unit:	
Description:	
Source of data:	
Value(s) applied):	
Purpose of data:	
Additional comment:	

D.2. Data and parameters monitored*(Copy this table for each piece of data and parameter.)*

Data / Parameter:	
Unit:	
Description:	
Measured/ Calculated / Default:	
Source of data:	
Value(s) of monitored parameter:	

Monitoring equipment:	
Measuring/ Reading/ Recording frequency:	
Calculation method (if applicable):	
QA/QC procedures:	
Purpose of data:	
Additional comment:	

D.3. Implementation of sampling plan

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SECTION E. Calculation of emission reductions or GHG removals by sinks**E.1. Calculation of baseline emissions or baseline net GHG removals by sinks**

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E.2. Calculation of project emissions or actual net GHG removals by sinks

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E.3. Calculation of leakage

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E.4. Summary of calculation of emission reductions or net anthropogenic GHG removals by sinks

Item	Baseline emissions or baseline net GHG removals by sinks (t CO ₂ e)	Project emissions or actual net GHG removals by sinks (t CO ₂ e)	Leakage (t CO ₂ e)	Emission reductions or net anthropogenic GHG removals by sinks (t CO ₂ e)
Total				

E.5. Comparison of actual emission reductions or net anthropogenic GHG removals by sinks with estimates in registered PDD

Item	Values estimated in ex-ante calculation of registered PDD	Actual values achieved during this monitoring period
Emission reductions or GHG removals by sinks (t CO ₂ e)		

E.6. Remarks on difference from estimated value in registered PDD

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E.7. Actual emission reductions or net anthropogenic GHG removals by sinks during the first commitment period and the period from 1 January 2013 onwards

Item	Actual values achieved up to 31 December 2012	Actual values achieved from 1 January 2013 onwards
Emission reductions or GHG removals by sinks (t CO ₂ e)		

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Appendix 1. Contact information of project participants and responsible persons/ entities

Project participant and/or responsible person/ entity	<input type="checkbox"/> Project participant <input type="checkbox"/> Responsible person/ entity for completing the CDM-MR-FORM
Organization name	
Street/P.O. Box	
Building	
City	
State/Region	
Postcode	
Country	
Telephone	
Fax	
E-mail	
Website	
Contact person	
Title	
Salutation	
Last name	
Middle name	
First name	
Department	
Mobile	
Direct fax	
Direct tel.	
Personal e-mail	

Attachment. Instructions for filling out the monitoring report form

1. General instructions

1. When monitoring the project activity and completing the CDM-MR-FORM, in addition to following the the “CDM project standard” (Project standard), the applied approved baseline and monitoring methodology(ies) (hereinafter referred to as the applied methodology(ies)) and, where applicable, the applied approved standardized baseline(s) (hereinafter referred to as the applied standardized baseline(s)), consult the “Rules and References” section of the UNFCCC CDM website <<http://unfccc.int/>>, which 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. Make any data, values and formulae included in electronic spreadsheets provided accessible and verifiable.
3. Complete the CDM-MR-FORM and all attached documents in English, or contain a full translation of relevant sections in English.
4. Complete the CDM-MR-FORM using the same format without modifying its font, headings or logo, and without any other alteration to the form.
5. Do not modify or delete tables and their columns in the CDM-MR-FORM. Add rows of the tables as needed. Add additional appendices as needed.
6. If a section of the CDM-MR-FORM is not applicable, explicitly state that the section is left blank intentionally.
7. Use an internationally recognized format for presentation of values in the CDM-MR-FORM, for example use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
8. Complete the CDM-MR-FORM deleting this Attachment “Instructions for filling out the monitoring report form”.

2. Specific instructions

1. Indicate on the cover page the following information:
 - (a) Title of the project activity;
 - (b) Reference number of the project activity;
 - (c) Version number of the monitoring report;
 - (d) Completion date of the monitoring report (DD/MM/YYYY);
 - (e) Registration date of the project activity (DD/MM/YYYY);
 - (f) Monitoring period number and duration of this monitoring period (first and last days included (DD/MM/YYYY – DD/MM/YYYY));
 - (g) Project participant(s);
 - (h) Host Party(ies);
 - (i) Sectoral scope(s), applied methodology(ies) and, where applicable, applied standardized baseline(s);
 - (j) Estimated amount of GHG emission reductions or net anthropogenic GHG removals by sinks for this monitoring period in the registered PDD;
 - (k) Actual GHG emission reductions or net anthropogenic GHG removals by sinks achieved in this monitoring period;

- (l) Actual GHG emission reductions or net anthropogenic GHG removals by sinks achieved during the period up to 31 December 2012(if applicable);
- (m) Actual GHG emission reductions or net anthropogenic GHG removals by sinks achieved during the period from 1 January 2013 onwards (if applicable).

SECTION A. Description of project activity

A.1. Purpose and general description of project activity

1. Provide a brief summary of the detailed description given in section B.1 below in terms of:
 - (a) Purpose of the project activity and the measures taken for GHG emission reductions or net anthropogenic GHG removals by sinks;
 - (b) Brief description of the installed technology and equipment;
 - (c) Relevant dates for the project activity (e.g. construction, commissioning, continued operation periods, etc.);
 - (d) Total GHG emission reductions or net anthropogenic GHG removals by sinks achieved in this monitoring period.

A.2. Location of project activity

1. Provide the following information on the location of the project activity:
 - (a) Host Party(ies);
 - (b) Region/ State/ Province, etc.;
 - (c) City/ Town/ Community, etc.;
 - (d) Physical/ Geographical location.

A.3. Parties and project participant(s)

1. List in the table below Party(ies) and project participant(s) involved in the project activity.

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)
Party A (host)	Private entity A Public entity A	
Party B	Private entity B Public entity B	
...	...	

A.4. Reference of applied methodology and standardized baseline

1. Indicate the exact reference (number, title, version) of:
 - (a) The applied methodology(ies) (e.g. ACM0001: "Large-scale Consolidated Methodology: Flaring or use of landfill gas" (Version 15.0));
 - (b) Any tools and other methodologies to which the applied methodology(ies) refers (e.g. "Methodological Tool: Tool for the demonstration and assessment of additionality" (Version 07.0.0));
 - (c) The applied standardized baseline(s), where applicable (e.g. ASB0001 "Standardized baseline: Grid emission factor for the Southern African power pool" (Version 01.0)).
2. Refer to the UNFCCC CDM website for the exact reference of the applied methodologies, tools and standardized baselines.

A.5. Crediting period of project activity

1. Provide the type, start date and length of the crediting period corresponding to this monitoring period.

A.6. Contact information of responsible persons/ entities

1. Provide contact information of the person(s)/ entity(ies) responsible for completing the CDM-MR-FORM and indicate if the person(s)/ entity(ies) is also a project participant(s) in Appendix 1: below.

SECTION B. Implementation of project activity**B.1. Description of implemented registered project activity**

1. Provide information on the implementation status of the project activity during this monitoring period in accordance with the applicable provision for description of implemented registered CDM project activity in the Project standard.
2. For the description of the installed technology(ies), technical process and equipment, include diagrams, where appropriate.
3. In the case of a PoA, also provide information on whether a single monitoring report or two monitoring reports are prepared for the monitoring period. When the request for issuance for a monitoring period is to be submitted in two batches, provide separate monitoring reports corresponding to each of the batches, including information on whether the monitoring report covers the first batch or the second batch, and provide the reference numbers of CPAs that are included and not included separately.
4. If applicable, present information on any request for prior approval by the Board of changes to the registered CDM project activity in B.2.1, B.2.2, B.2.3, B.2.4 and/or B.2.5.

B.2. Post registration changes**B.2.1. Temporary deviations from registered monitoring plan, applied methodology or applied standardized baseline**

1. Indicate whether any temporary deviations have been applied during this monitoring period. If applied, provide a description of the deviation(s) in accordance with applicable provisions for temporary deviations from the registered monitoring plan, applied methodologies or applied standardized baseline in the Project standard.
2. Include the reasons for the deviation(s), how it deviates from the monitoring plan, applied methodology(ies) and/or applied standardized baseline, the duration for which the deviation(s) is(are) applicable and justification on the conservativeness of the approach.
3. For deviation(s) that require prior approval by the Board, include the date of approval and reference number.

B.2.2. Corrections

1. Indicate whether any corrections to project information or parameters fixed at validation have been approved during this monitoring period or submitted with this monitoring report.
2. In cases where the correction(s) and the revised PDD are approved prior to the submission of this monitoring report for request for issuance, provide the approval date and reference number. Otherwise, provide the version number and the completion date of the revised PDD.

B.2.3. Permanent changes from registered monitoring plan, applied methodology or applied standardized baseline

1. Indicate whether any permanent changes from the registered monitoring plan, applied methodologies or applied standardized baseline have been approved during this monitoring period or submitted with this monitoring report.
2. In cases where the change(s) and the revised PDD are approved prior to the submission of this monitoring report for request for issuance, provide the approval date and reference number. Otherwise, provide the version number and the completion date of the revised PDD.

B.2.4. Changes to project design of registered project activity

1. Indicate whether any changes to the project design of the project activity have been approved during this monitoring period or submitted with this monitoring report.
2. In cases where the change(s) and the revised PDD are approved prior to the submission of this monitoring report for request for issuance, provide the approval date and reference number. Otherwise, provide the version number and the completion date of the revised PDD.

B.2.5. Changes to start date of crediting period

1. Indicate whether any changes to the start date of the crediting period have been approved during this monitoring period or submitted with this monitoring report.
2. In cases where the changes and the revised PDD are approved prior to the submission of this monitoring report for request for issuance, provide the approval date and reference number.

B.2.6. Types of changes specific to afforestation or reforestation project activity

1. Indicate whether any changes specific to afforestation or reforestation project activities have been applied during this monitoring period based on applicable provisions in the Project standard that do not require prior approval by the Board. If changes were applied, provide the version number and the completion date of the revised PDD.

SECTION C. Description of monitoring system

1. Provide a description of the monitoring system based on the applicable provision for description of monitoring system in the Project standard. Include diagrams of the monitoring system and the information flow where appropriate.

SECTION D. Data and parameters

1. Provide information on all data and parameters in accordance with applicable provisions for data and parameters in the Project standard, using the tables provided in D.1 and D.2 below.
2. For "Purpose of data" in the tables in D.1 and D.2, choose one of the following options:
 - (a) Calculation of baseline emissions or baseline net GHG removals by sinks;
 - (b) Calculation of project emissions or actual net GHG removals by sinks;
 - (c) Calculation of leakage.
3. Where the applied standardized baseline(s) standardizes baseline emissions, apply the standardized value(s) of the parameter(s) in section D.1 and/or D.2 below in accordance with applicable provisions related to data and parameters in the Project standard.

D.1. Data and parameters fixed ex ante or at renewal of crediting period

1. Include data that are fixed before registration and/or at the renewal of crediting period and are used during this monitoring period under section D.1.
2. For "Value(s) applied", use one table to report multiple values referring to the same data and parameter, if applicable. Use reference(s) to electronic spreadsheets, if necessary.

(Copy this table for each piece of data and parameter.)

Data / Parameter:	
Unit:	
Description:	
Source of data:	
Value(s) applied:	
Purpose of data:	
Additional comment:	

D.2. Data and parameters monitored

1. For "Monitoring equipment" in the table below, provide information on type, accuracy class, serial number, calibration frequency, date of last calibration and validity.
2. For "Value(s) of monitored parameter", use one table to report multiple values referring to the same data and parameter, if applicable. Use reference(s) to electronic spreadsheets, if necessary.

(Copy this table for each piece of data and parameter.)

Data / Parameter:	
Unit:	
Description:	

Measured/ Calculated / Default:	
Source of data:	
Value(s) of monitored parameter:	
Monitoring equipment:	
Measuring/ Reading/ Recording frequency:	
Calculation method (if applicable):	
QA/QC procedures:	
Purpose of data:	
Additional comment:	

D.3. Implementation of sampling plan

<p>1. If data and parameters monitored described in section D.2 above are determined by a sampling approach, provide a description on how project participants implemented the sampling efforts and surveys for those data and parameters according to the sampling plan. Include:</p> <ul style="list-style-type: none"> (a) Description of implemented sampling design; (b) Collected data (Attach and reference to electronic spreadsheets, if necessary); (c) Analysis of the collected data; (d) Demonstration on whether the required confidence/precision has been met.
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SECTION E. Calculation of emission reductions or GHG removals by sinks

E.1. Calculation of baseline emissions or baseline net GHG removals by sinks

<p>1. Provide sample calculations for all formulae used and calculation of baseline emissions or baseline net GHG removals by sinks, applying actual values. Attach electronic spreadsheets to present full calculations in the monitoring report.</p>
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E.2. Calculation of project emissions or actual net GHG removals by sinks

<p>1. Provide sample calculations for all formulae used and calculation of project emissions or actual net GHG removals by sinks, applying actual values. Attach electronic spreadsheets to present full calculations in the monitoring report.</p>

E.3. Calculation of leakage

<p>1. Provide sample calculations for all formulae used and calculation of leakage, applying actual values. Attach electronic spreadsheets to present full calculations in the monitoring report.</p>

E.4. Summary of calculation of emission reductions or net anthropogenic GHG removals by sinks

<p>1. Summarize the results of sections E.1, E.2, E.3 above and provide GHG emission reductions or net anthropogenic GHG removals by sinks for this monitoring period, using the table below.</p>

Item	Baseline emissions or baseline net GHG removals by sinks (t CO ₂ e)	Project emissions or actual net GHG removals by sinks (t CO ₂ e)	Leakage (t CO ₂ e)	Emission reductions or net anthropogenic GHG removals by sinks (t CO ₂ e)
Total				

E.5. Comparison of actual emission reductions or net anthropogenic GHG removals by sinks with estimates in registered PDD

1. Provide a comparison of actual GHG emission reductions or net anthropogenic GHG removal of the project activity achieved during this monitoring period with the estimates in the registered PDD.

Item	Values estimated in ex-ante calculation of registered PDD	Actual values achieved during this monitoring period
Emission reductions or GHG removals by sinks (t CO ₂ e)		

E.6. Remarks on difference from estimated value in registered PDD

1. Explain the cause of any increase in the actual GHG emission reductions achieved during this monitoring period based on the applicable provision for calculation of GHG emission reductions in the Project standard.

E.7. Actual emission reductions or net anthropogenic GHG removals by sinks during the first commitment period and the period from 1 January 2013 onwards

1. If the monitoring period starts before 31 December 2012 and ends anytime thereafter, provide actual GHG emission reductions or net anthropogenic GHG removals by sinks achieved for the following two periods respectively:
 - (a) Up to 31 December 2012 (1st commitment period); and
 - (b) From 1 January 2013 onwards.
2. Calculate the achieved GHG emission reductions or net anthropogenic GHG removals by sinks proportionally for each period. In cases where annual caps were applied in the calculations, prorate the annual caps to each period.

Item	Actual values achieved up to 31 December 2012	Actual values achieved from 1 January 2013 onwards
Emission reductions or GHG removals by sinks (t CO ₂ e)		

Appendix 1. Contact information of project participants and responsible persons/ entities

1. In accordance with A.6 above, complete the table below, with the following mandatory fields: Project participant and/or responsible person/ entity, Organization, Street/P.O. Box, City, Postcode, Country, Telephone, Fax, e-mail and Name of contact person. Copy and paste the table as needed.

Project participant and/or responsible person/ entity	<input type="checkbox"/> Project participant <input type="checkbox"/> Responsible person/ entity for completing the CDM-MR-FORM
Organization name	
Street/P.O. Box	
Building	
City	
State/Region	
Postcode	
Country	
Telephone	
Fax	
E-mail	
Website	
Contact person	
Title	
Salutation	
Last name	
Middle name	
First name	
Department	
Mobile	
Direct fax	
Direct tel.	
Personal e-mail	

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Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
04.0	25 June 2014	<p>Revisions to:</p> <ul style="list-style-type: none"> • Include the Attachment: Instructions for filling out the monitoring report form (these instructions supersede the "Guideline: Completing the monitoring report form" (Version 04.0)); • Include provisions related to standardized baselines; • Add contact information on a responsible person(s)/ entity(ies) for completing the CDM-MR-FORM in A.6 and Appendix 1; • Change the reference number from <i>F-CDM-MR</i> to <i>CDM-MR-FORM</i>; • Editorial improvement.
03.2	5 November 2013	Editorial revision to correct table in page 1.
03.1	2 January 2013	Editorial revision to correct table in section E.5.
03.0	3 December 2012	Revision required to introduce a provision on reporting actual emission reductions or net anthropogenic GHG removals by sinks for the period up to 31 December 2012 and the period from 1 January 2013 onwards (EB70, Annex 11).
02.0	13 March 2012	Revision required to ensure consistency with the "Guidelines for completing the monitoring report form" (EB 66, Annex 20).
01	28 May 2010	EB 54, Annex 34. Initial adoption.
Decision Class: Regulatory Document Type: Form Business Function: Issuance Keywords: monitoring report		