**Project design document form for small-scale CDM project activities**

**(Version 08.0)**

*Complete this form in accordance with the Attachment "Instructions for filling out the project design document form for small-scale CDM project activities" at the end of this form.*

| PROJECT DESIGN DOCUMENT (PDD) | |
|---|---|
| **Title of the project activity** | |
| **Version number of the PDD** | |
| **Completion date of the PDD** | |
| **Project participant(s)** | |
| **Host Party** | |
| **Applied methodology(ies) and, where applicable, applied standardized baseline(s)** | |
| **Sectoral scope(s) linked to the applied methodology(ies)** | |
| **Estimated amount of annual average GHG emission reductions** | |

## SECTION A. Description of project activity

### A.1. Purpose and general description of project activity

>>

### A.2. Location of project activity

#### A.2.1. Host Party

>>

#### A.2.2. Region/State/Province etc.

>>

#### A.2.3. City/Town/Community etc.

>>

#### A.2.4. Physical/Geographical location

>>

### A.3. Technologies and/or measures

>>

### A.4. Parties and project participants

| Party involved<br>(host) indicates host Party | Private and/or public entity(ies) project participants<br>(as applicable) | Indicate if the Party involved wishes to be considered as project participant (Yes/No) |
|---|---|---|
| Party A (host) | Private entity A<br>Public entity A | |
| Party B | Private entity B<br>Public entity B | |
| … | … | |

### A.5. Public funding of project activity

>>

### A.6. Debundling for project activity

>>

## SECTION B. Application of selected approved baseline and monitoring methodology and standardized baseline

### B.1. Reference of methodology and standardized baseline

>>

### B.2. Project activity eligibility

>>

### B.3. Project boundary

### B.4. Establishment and description of baseline scenario

>>

### B.5. Demonstration of additionality

>>

The table below is only applicable if the proposed project activity is a type of project activity which is deemed automatically additional, as defined by the applied approved methodology, tool, standardized baseline or specific renewable technologies/measures conferring automatic additional microscale CDM project activities proposed by a DNA and approved by the Board.

| | |
|---|---|
| Specify the methodology, tool, standardized baseline or specific renewable technologies/measures conferring automatic additional microscale CDM project activities proposed by DNAs and approved by the Board, that establish automatic additionality for the proposed project activity (including the version number and the specific paragraph, if applicable). | |
| Describe how the proposed project activity meets the criteria for automatic additionality in the relevant methodology, tool, standardized baselines or specific renewable technologies/measures conferring automatic additional microscale CDM project activities proposed by a DNA and approved by the Board. | |

### B.6. Emission reductions

### B.6.1. Explanation of methodological choices

>>

### B.6.2. Data and parameters fixed ex ante

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

| | |
|---|---|
| Data / Parameter | |
| Unit | |

| | |
|---|---|
| Description | |
| Source of data | |
| Value(s) applied | |
| Choice of data or Measurement methods and procedures | |
| Purpose of data | |
| Additional comment | |

### B.6.3. Ex ante calculation of emission reductions

>>

### B.6.4. Summary of ex ante estimates of emission reductions

| Year | Baseline emissions (t $CO_2e$) | Project emissions (t $CO_2e$) | Leakage (t $CO_2e$) | Emission reductions (t $CO_2e$) |
|---|---|---|---|---|
| Year A | | | | |
| Year B | | | | |
| Year C | | | | |
| Year … | | | | |
| Total | | | | |
| Total number of crediting years | | | | |
| Annual average over the crediting period | | | | |

## B.7. Monitoring plan

### B.7.1. Data and parameters to be monitored

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

| | |
|---|---|
| Data / Parameter | |
| Unit | |
| Description | |
| Source of data | |
| Value(s) applied | |
| Measurement methods and procedures | |
| Monitoring frequency | |
| QA/QC procedures | |
| Purpose of data | |
| Additional comment | |

### B.7.2. Sampling plan

>>

### B.7.3. Other elements of monitoring plan

>>

**B.8. Date of completion of application of methodology and standardized baseline and contact information of responsible persons/ entities**

>>

## SECTION C. Duration and crediting period

### C.1. Duration of project activity

**C.1.1. Start date of project activity**

>>

**C.1.2. Expected operational lifetime of project activity**

>>

### C.2. Crediting period of project activity

**C.2.1. Type of crediting period**

>>

**C.2.2. Start date of crediting period**

>>

**C.2.3. Length of crediting period**

>>

## SECTION D. Environmental impacts

### D.1. Analysis of environmental impacts

>>

## SECTION E. Local stakeholder consultation

### E.1. Solicitation of comments from local stakeholders

>>

### E.2. Summary of comments received

>>

### E.3. Report on consideration of comments received

>>

## SECTION F. Approval and authorization

>>

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

| | |
|---|---|
| Project participant and/or responsible person/ entity | ☐ Project participant<br>☐ Responsible person/ entity for application of the selected methodology (ies) and, where applicable, the selected standardized baselines to the project activity |
| 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 | |

## Appendix 2. Affirmation regarding public funding

## Appendix 3. Applicability of methodology and standardized baseline

## Appendix 4. Further background information on ex ante calculation of emission reductions

## Appendix 5. Further background information on monitoring plan

## Appendix 6. Summary of post registration changes

# Attachment. Instructions for filling out the project design document form for small-scale CDM project activities

## 1. General instructions

1. When designing a project activity and completing the CDM-SSC-PDD-FORM, in addition to applying the "CDM project standard" (Project standard), the selected approved baseline and monitoring methodology(ies) (hereinafter referred to as the selected methodology(ies)) and, where applicable, the selected approved standardized baseline(s) (hereinafter referred to as the selected standardized baseline(s)), consult the "Rules and Reference" section of the UNFCCC CDM website. This section contains all regulatory documents for the CDM, such as standards (including methodologies, tools and standardized baselines), procedures, guidelines, clarifications, forms and the "Glossary: CDM terms".

2. When documenting changes occurred to the project activity after its registration in accordance with applicable provisions relating to the post registration changes process, prepare two versions of the PDDs using the CDM-SSC-PDD-FORM, one in clean version and the other indicating the changes in track-change.

3. In addition to the provisions in paragraph 2 above, provide a summary of the changes, including the reasons for the changes and any additional information relating to the changes, in Appendix 6 below.

4. Where a PDD contains information that the project participants wish to be treated as confidential/proprietary, submit documentation in two versions:

   (a) One version where all parts containing confidential/proprietary information are made illegible (e.g. by covering those parts with black ink) so that the version can be made publicly available without displaying confidential/proprietary information;

   (b) A version containing all information that is to be treated as strictly confidential/proprietary by all parties handling this documentation (designated operational entities (DOEs) and applicant entities (AEs); Board members and alternate members; panel/committee and working group members; external experts requested to consider such documents in support of work for the Board; the secretariat).

5. Information used to: (a) demonstrate additionality; (b) describe the application of the selected methodology(ies) and, where applicable, the selected standardized baseline(s); and (c) support the environmental impact assessment; is not considered proprietary or confidential. Make any data, values and formulae included in electronic spreadsheets provided accessible and verifiable.

6. Complete the CDM-SSC-PDD-FORM and all attached documents in English, or contain a full translation of relevant sections in English.

7. Complete the CDM-SSC-PDD-FORM using the same format without modifying its font, headings or logo, and without any other alteration to the form.

8. Do not modify or delete tables and their columns in the CDM-SSC-PDD-FORM. Add rows in the tables as needed. Add additional appendices as needed.

9. If a section of the CDM-SSC-PDD-FORM is not applicable, explicitly state that the section is left blank intentionally.

10. Use an internationally recognized format for presentation of values in the CDM-SSC-PDD-FORM, for example use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).

11. If project participants wish to propose a project activity with more than one component in the same PDD, provide information on each component separately in all the relevant sections in accordance with the applicable provision related to validation for small-scale project activities in the Project standard.

12. Complete the CDM-SSC-PDD-FORM deleting this Attachment "Instructions for filling out the project design document form for small-scale CDM project activities".

# 2. Specific instructions

1. Indicate the following information on the cover page:
   (a) Title of the project activity;
   (b) Version number of the PDD;
   (c) Completion date of the PDD (DD/MM/YYYY);
   (d) Project participant(s);
   (e) Host Party;
   (f) Applied methodology(ies) and, where applicable, applied standardized baseline(s);
   (g) Sectoral scope(s) linked to the applied methodology(ies), clearly indicating mandatory sectoral scopes and if applicable, conditional sectoral scopes for the project activity;
   (h) Estimated amount of annual average GHG emission reductions.

## SECTION A. Description of project activity

### A.1. Purpose and general description of project activity

1. Provide a brief description of the project activity in accordance with applicable provisions related to the description of project activity for all project types and small-scale project activities in the Project standard. The full description of the technologies and measures, project boundary and baseline scenario are to be provided in sections A.3, B.3 and B.4 below.
2. Also provide a brief description of (in a couple of paragraphs):
   (a) The scenario existing prior to the implementation of the project activity including, where applicable, the type of facility where the project activity will take place or replace (e.g. sugar mill, swine farm, iron smelter, etc.);
   (b) The baseline scenario, as identified in section B.4 below.
3. The full description of the technologies and measures, project boundary and baseline scenario are to be provided in sections A.3, B.3 and B.4 below.
4. If the baseline scenario is the same as the scenario existing prior to the implementation of the project activity, there is no need to repeat the description of the scenarios, but only to state that both are the same.
5. Provide the estimate of annual average and total GHG emission reductions for the chosen crediting period.
6. Include a brief description of how the project activity contributes to sustainable development (not more than one page).
7. For project type(s) (i.e. Type I, II, and/or III), refer to applicable provisions for project activity eligibility in the Project standard.
8. Confirm that the proposed CDM project activity is not a CPA that has been excluded from a registered CDM PoA as a result of erroneous inclusion of CPAs.

### A.2. Location of project activity

#### A.2.1. Host Party

1. Indicate the host party which is the Party in which the CDM project activity is located. The CDM project activity can have only one host Party.

### A.2.2. Region/State/Province etc.

### A.2.3. City/Town/Community etc.

### A.2.4. Physical/Geographical location

2. Provide details of the physical/geographical location of the project activity, including information allowing the unique identification of this project activity and a map. Do not exceed one page for the description of location.

## A.3. Technologies and measures

1. Describe the technologies and measures to be employed and/or implemented by the project activity, including a list of the facilities, systems and equipment that will be installed and/or modified by the project activity. This includes:
   (a) A list and the arrangement of the main manufacturing/production technologies, systems and equipment involved. Include in the description information about the age and average lifetime of the equipment based on manufacturer's specifications and industry standards, and existing and forecast installed capacities, load factors and efficiencies. The monitoring equipments and their location in the systems are of particular importance;
   (b) Energy and mass flows and balances of the systems and equipment included in the project activity;
   (c) The types and levels of services (normally in terms of mass or energy flows) provided by the systems and equipment that are being modified and/or installed under the project activity and their relation, if any, to other manufacturing/production equipment and systems outside the project boundary. The types and levels of services provided by those manufacturing/production systems and equipment outside the project boundary may also constitute important parameters of the description. Clearly explain how the same types and levels of services provided by the project activity would have been provided in the baseline scenario.
2. Also provide a list of:
   (a) Facilities, systems and equipment in operation under the existing scenario prior to the implementation of the project activity;
   (b) Facilities, systems and equipment in the baseline scenario, as established in section B.4 below.
3. Where relevant, consider applicable provisions for application of selected baseline and monitoring methodology for small-scale project activities in the Project standard.
4. If the baseline scenario is a continuation of current practice, thus identical to the scenario existing prior to the implementation of the project activity, there is no need to repeat the description of the scenarios, only state that both are the same.
5. Do not provide information that is not essential to understanding the purpose of the project activity and how it reduces GHG emissions. Do not include information related to equipment, systems and measures that are auxiliary to the main scope of the project activity and do not affect directly or indirectly GHG emissions and/or mass and energy balances of the processes related to the project activity.
6. Include a description of how the technologies and measures and know-how to be used are transferred to the host Party.
7. If there are more than one component belonging to different small-scale project types in the project activity i.e. Type I, Type II, Type III, provide the information for each component separately.

## A.4. Party(ies) and project participant(s)

1. List in the table below Party(ies) and project participant(s) involved in the project activity and provide contact information in Appendix 1. below.
2. When the CDM-SSC-PDD-FORM is completed in support of a proposed new small-scale methodology, identify at least the host Party and any known project participant(s) (e.g. those proposing a new methodology).

| Name of Party involved (host) indicates host Party | Name of private and/or public entity(ies) project participants (as applicable) | Indicate if the Party involved wishes to be considered as project participant (Yes/No) |
|---|---|---|
| Name A (host) | Private entity A<br>Public entity A | |

| | | |
|---|---|---|
| Name B | Private entity B<br>Public entity B | |
| … | … | |

### A.5. Public funding of project activity

1. Indicate whether the project activity receives public funding from Parties included in Annex I. If so:
   (a) Provide information on Parties providing public funding;
   (b) Attach in Appendix 2 below the affirmation obtained from such Parties in accordance with applicable provisions related to official development assistance in the Project standard.
2. When the CDM-SSC-PDD-FORM is completed in support of a proposed new small-scale methodology, describe whether public funding from Parties included in Annex 1 is likely to be provided, indicating the Parties to the extent possible.

### A.6. Debundling for project activity

1. Demonstrate that the project activity is not a debundled component of a large-scale project activity, in accordance with applicable provisions for debundling in the Project standard.

## SECTION B. Application of selected approved baseline and monitoring methodology and standardized baseline

### B.1. Reference of methodology and standardized baseline

1. Indicate exact reference (number, title, version) of:
   (a) The selected methodology(ies) (e.g. AMS-I.A. “Electricity generation by the user” (Version 16.0));
   (b) Any tools and other methodologies to which the selected methodology(ies) refer (e.g. “Methodological Tool: Tool to calculate the emission factor for an electricity system” (Version 04.0));
   (c) The selected standardized baseline(s), where applicable (e.g. ASB0004 “Standardized baseline: Technology switch in the rice mill sector of Cambodia” (Version 01.0)).
2. Refer to the UNFCCC CDM website for the exact reference of approved baseline and monitoring methodologies, tools and standardized baselines.

### B.2. Project activity eligibility

1. Justify the choice of the selected methodology(ies) and, where applicable, the selected standardized baseline(s) by showing that the project activity meets each applicability condition of the methodology(ies) and, where applicable, the selected standardized baseline(s).
2. Demonstrate that the project activity qualifies as Type I, II, and/or III during every year of the crediting period in accordance with applicable provisions for project activity eligibility in the Project standard.
3. In case the project activity contains more than one component with each component belonging to one of the three project types, demonstrate that the sum of components for each type does not exceed the limits of that project type.
4. Explain documentation that has been used and provide the references to it or include the documentation in Appendix 3 below.

### B.3. Project boundary

1. Define the project boundary of the project activity based on the guidance of the selected methodology(ies).emissions.
2. Present a flow diagram of the project boundary, physically delineating the project activity, based on the description provided in section A.3 above. Include in the flow diagram the equipment, systems and flows of mass and energy described in that section. In particular, indicate in the diagram the emission sources and GHGs included in the project boundary and the data and parameters to be monitored.

## B.4. Establishment and description of baseline scenario

1. Explain how the baseline scenario is established in accordance with applicable provisions for establishment and description of baseline scenarios in the Project standard and the selected methodology(ies).
2. Explain and justify key assumptions and rationales. Provide and explain all data used to establish the baseline scenario (variables, parameters, data sources, etc.). Provide all relevant documentation and/or references.
3. Where "future anthropogenic emissions by sources are projected to rise above current levels due to the specific circumstances of the host Party", use the "Guidelines on the consideration of suppressed demand in CDM methodologies" to propose a revision to an approved methodology to cover such scenario if it is not covered in the methodology.
4. Provide a transparent description of the baseline scenario as established above.
5. Where the selected standardized baseline standardizes the baseline scenario, describe the baseline scenario in accordance with the selected standardized baseline.
6. The full description of the technology of the baseline scenario is to be provided in section A.3 above.

## B.5. Demonstration of additionality

1. If the proposed project activity is a type of project activity which is deemed automatically additional, as defined by the applied approved methodology, tool, standardized baseline or specific renewable technologies/measures conferring automatic additional microscale CDM project activities proposed by a DNA and approved by the Board, please specify the relevant methodology, tool, standardized baseline or specific renewable technologies/measures conferring automatic additional microscale CDM project activities proposed by a DNA and approved by the Board and explain how the proposed project activity meets the criteria for automatic additionality in the relevant methodology, tool, standardized baseline or specific renewable technologies/measures conferring automatic additional microscale CDM project activities proposed by a DNA and approved by the Board.
2. If the proposed project activity is not a type of project activity that is deemed automatic additional, as stated in 1 above, then follow steps 3 to 5 below.
3. Demonstrate that the project activity is additional, in accordance with one of options provided in the applicable provision for demonstration of additionality for small-scale project activities in the Project standard (e.g. "Guidelines on the demonstration of additionality of small-scale project activities"), and where applicable, with the selected standardized baseline(s).
4. Where the additionality criteria (e.g. positive lists of technologies) in the selected standardized baselines(s) are used, justify how the project activity meets the additionality criteria (e.g. how the technology to be implemented or implemented by the project activity is justified as one of the technologies listed in the positive list).
5. If the start date of the project activity is prior to the date of publication of the PDD for the global stakeholder consultation, provide evidence of the prior consideration of the CDM in accordance with applicable provisions related to the demonstration of prior consideration of the CDM in the Project standard.

## B.6. Emission reductions

### B.6.1. Explanation of methodological choices

1. Explain how the methods or methodological steps in the selected methodology(ies) and, where applicable, the selected standardized baseline(s), for calculating baseline emissions, project emissions, leakage and emission reductions are applied. Clearly state which equations will be used in calculating emission reductions.
2. Explain and justify all relevant methodological choices, including:
   (a) Where the selected methodology(ies) and, where applicable, the selected standardized baseline(s) provides different options to choose from (e.g. "combined margin" under AMS I.D), indicate and justify which option is chosen for the project activity;
   (b) Where the selected methodology(ies) and, where applicable, the selected standardized baseline(s) allows different default values (e.g. values for MCF under AMS III.E), indicate and justify which of the default values have been chosen for the project activity.

### B.6.2. Data and parameters fixed ex ante

1. Include a compilation of information on the data and parameters that are not monitored during the crediting period but are determined before the registration and remain fixed throughout the crediting period. Do not include data that become available only after the registration of the project activity (e.g. measurements after the implementation of the project activity) here but include them in the table in section B.7.1 below.
2. The compilation of information may include data that are measured or sampled, and data that are collected from other sources (e.g. official statistics, expert judgment, proprietary data, IPCC, commercial and scientific literature, etc.). Do not include data that are calculated with equations provided in the selected methodology(ies) or default values specified in the methodology(ies) in the compilation.
3. For each piece of data or parameter, complete the table below, following these instructions:
   (a) "Value(s) applied": Provide the value applied. Where a time series of data is used, where several measurements are undertaken or where surveys have been conducted, provide detailed information in Appendix 4 below. To report multiple values referring to the same data and parameter, use one table. If necessary, use reference(s) to electronic spreadsheets;
   (b) "Choice of data": Indicate and justify the choice of data source. Provide clear and valid references and, where applicable, additional documentation in Appendix 4 below;
   (c) "Measurement methods and procedures": Where values are based on measurement, include a description of the measurement methods and procedures applied (e.g. which standards have been used), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results. More detailed information can be provided in Appendix 4 below;
   (d) "Purpose of data": Choose one of the following:
      (i) Calculation of baseline emissions;
      (ii) Calculation of project emissions;
      (iii) Calculation of leakage.
4. For parameter global warming potentials (GWPs), from 1 January 2013, include the values adopted by decision 4/CMP.7 to calculate the emission reductions achieved in the second commitment period of the Kyoto Protocol in accordance with the applicable provisions in the Project standard.

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

| **Data / Parameter:** | |
|---|---|
| Unit: | |
| Description: | |
| Source of data: | |
| Value(s) applied: | |
| Choice of data<br>or<br>Measurement methods and procedures: | |
| Purpose of data: | |
| Additional comment: | |

### B.6.3. Ex ante calculations of emission reductions

1. Provide a transparent ex ante calculation of baseline emissions, project emissions (or, where applicable, direct calculation of emission reductions) and leakage expected during the crediting period, applying all relevant equations provided in the selected methodology(ies) and, where applicable, the selected standardized baseline(s). For data or parameters available before registration, use values contained in the table in section B.6.2 above.
2. For data/parameters not available before registration and monitored during the crediting period, use estimates contained in the table in section B.7.1 below. If any of these estimates has been determined by a sampling approach, provide a description of the sampling efforts undertaken in accordance with the "Standard for sampling and surveys for CDM project activities and programme of activities".
3. 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 Appendix 4. below, including relevant electronic spreadsheets.

4. Provide a sample calculation for each equation used, substituting the values used in the equations.
5. 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), provide emission reduction calculations for each of the component in accordance with the applicable provision for application of selected baseline and monitoring methodology and selected standardized baseline for small-scale project activities in the Project standard.

### B.6.4. Summary of the ex ante estimates of emission reductions

1. Summarize the results of the ex ante calculation of emission reductions for all years of the crediting period, using the table below.
2. If the project activity involves more than one component, provide a separate table for each of the component or each of the selected methodology(ies). In addition, provide a table showing the aggregate emission reductions of the project activity.

| Year | Baseline emissions (t $CO_2e$) | Project emissions (t $CO_2e$) | Leakage (t $CO_2e$) | Emission reductions (t $CO_2e$) |
|---|---|---|---|---|
| Year A | | | | |
| Year B | | | | |
| Year C | | | | |
| Year … | | | | |
| Total | | | | |
| **Total number of crediting years** | | | | |
| **Annual average over the crediting period** | | | | |

## B.7. Monitoring plan

1. Through sections B.7.1, B.7.2, and B.7.3 below, provide a detailed description of the monitoring plan of the project activity developed in accordance with the monitoring requirements of the selected methodology(ies), where applicable, the selected standardized baseline(s) and applicable provisions for monitoring plan for all project types and small-scale project activities in the Project standard.
2. If the project participants choose to delay the submission of the monitoring plan for the proposed project activity, in accordance with the applicable provisions in the Project standard, clearly state that the submission of the monitoring plan is delayed and that the PDD does not contain information related to the monitoring plan.

### B.7.1. Data and parameters to be monitored

1. Include specific information on how the data and parameters that need to be monitored in the selected methodology(ies) and, where applicable, the selected standardized baseline(s) would actually be collected during monitoring. Include here data that are determined only once for the crediting period but that will become available only after registration of the project activity (e.g. measurements after the implementation of the project activity).
2. For each piece of data or parameter, complete the table below, following these instructions:
   (a) "Source of data": Indicate the source(s) of data that will be used for the project activity (e.g. which exact national statistics). Where several sources are used, justify which data sources should be preferred;
   (b) "Value(s) applied": The value applied is an estimate of the data/parameter that will be monitored during the crediting period, but is used for the purpose of calculating estimated emission reductions in section B.6 above. To report multiple values referring to the same data and parameter, use one table. If necessary, use reference(s) to electronic spreadsheets;

(c) "Measurement methods and procedures": Where data or parameters are to be monitored, specify the measurement methods and procedures, standards to be applied, accuracy of the measurements, person/entity responsible for the measurements, and, in case of periodic measurements, the measurement intervals;

(d) "QA/QC procedures": Describe the Quality Assurance (QA)/Quality Control (QC) procedures to be applied, including the calibration procedures, where applicable;

(e) "Purpose of data": Choose one of the following

(i) Calculation of baseline emissions;
(ii) Calculation of project emissions;
(iii) Calculation of leakage.

3. Provide any relevant further background documentation in Appendix 5 below.

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

| **Data / Parameter:** | |
|---|---|
| Unit: | |
| Description: | |
| Source of data: | |
| Value(s) applied: | |
| Measurement methods and procedures: | |
| Monitoring frequency: | |
| QA/QC procedures: | |
| Purpose of data: | |
| Additional comment: | |

### B.7.2. Sampling plan

1. If data and parameters monitored in section B.7.1 above are to be determined by a sampling approach, provide a description of the sampling plan in accordance with the recommended outline for a sampling plan in the "Standard for sampling and surveys for CDM project activities and programme of activities".

### B.7.3. Other elements of monitoring plan

1. Describe the operational and management structure that the project operator will implement in order to monitor emission reductions and any leakage generated by the project activity. Clearly indicate the responsibilities and institutional arrangements for data collection and archiving. Provide any relevant further background information in Appendix 5 below.

### B.8. Date of completion of application of methodology and standardized baseline and contact information of responsible persons/ entities

1. Provide the date of completion of study on application of the selected methodology(ies) and, where applicable, the selected standardized baseline(s) to the project activity in the format of DD/MM/YYYY.
2. Provide contact information of the person(s)/ entity(ies) responsible for the application of the selected methodology(ies) and, where applicable, the selected standardized baseline(s) to the project activity and indicate if the person(s)/ entity(ies) is also a project participant(s) in Appendix 1 below.

## SECTION C. Duration and crediting period

### C.1. Duration of project activity

### C.1.1. Start date of project activity

1. State the start date of the project activity, in the format of DD/MM/YYYY, describe how this date has been determined as per the definition of start date provided in the "Glossary: CDM terms", and provide evidence to support this date.

### C.1.2. Expected operational lifetime of project activity

1. State the expected operational lifetime of the project activity in years and months.

### C.2. Crediting period of project activity

### C.2.1. Type of crediting period

1. State the type of crediting period chosen for the project activity (renewable or fixed).
2. For a renewable crediting period, indicate whether it is the first, second or third.

### C.2.2. Start date of crediting period

1. State the start date of crediting period of the project activity in the format of DD/MM/YYYY.

### C.2.3. Length of crediting period

1. State the length of the crediting period of the project activity in years and months.

## SECTION D. Environmental impacts

### D.1. Analysis of the environmental impacts

1. If applicable, provide a summary of the analysis of the environmental impacts and references to all related documentation in accordance with the applicable provision for environmental impacts for small-scale project activities in the Project standard.

## SECTION E. Local stakeholder consultation

### E.1. Solicitation of comments from local stakeholders

1. Describe the process by which comments from local stakeholders have been invited for the project activity in accordance with the applicable provisions in the Project standard.
2. Describe how stakeholder consultation was conducted in accordance with applicable national regulations, if any.

### E.2. Summary of comments received

1. Identify stakeholders that have made comments, including, if any, comments forwarded by the DNA of the host Party, and provide a summary of these comments.

### E.3. Report on consideration of comments received

1. Provide information demonstrating that all comments and complaints received, including if any, comments and complaints forwarded by the DNA of the host Party, have been considered.

## SECTION F. Approval and authorization

1. Indicate whether the letter(s) of approval from Party(ies) for the project activity is available at the time of submitting the PDD to the validating DOE.
2. If so, provide the letter(s) of approval along with the PDD.

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

| |
|---|
| 1. For each organisation listed in sections A.4 and B.7.4 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** | ☐ Project participant<br>☐ Responsible person/ entity for application of the selected methodology (ies) and, where applicable, the selected standardized baselines to the project activity |
|---|---|
| **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** | |

## Appendix 2. Affirmation regarding public funding

| |
|---|
| 1. If applicable, attach the affirmation obtained from Parties included in Annex 1 providing public funding to the project activity. |

## Appendix 3. Applicability of methodology and standardized baseline

| |
|---|
| 1. Provide any further background information on the applicability of the selected methodology(ies) and, where applicable, the selected standardized baseline(s). |

## Appendix 4. Further background information on ex ante calculation of emission reductions

| |
|---|
| 1. Provide any further background information on the ex ante calculation of emission reductions. This may include data, measurement results, data sources, etc. |

## Appendix 5. Further background information on monitoring plan

| | |
|---|---|
| 1. | Provide any further background information used in the development of the monitoring plan. This may include tables with time series data, additional documentation of measurement equipment, procedures, etc. |

## Appendix 6. Summary of post registration changes

| | |
|---|---|
| 1. | Provide a summary of the post registration changes. |

- - - - -

### Document information

| *Version* | *Date* | *Description* |
|---|---|---|
| 08.0 | 22 July 2016 | EB 90, Annex 2<br>Revision to include provisions related to automatically additional project activities. |
| 07.0 | 15 April 2016 | Revision to ensure consistency with the "Standard: Applicability of sectoral scopes" (CDM-EB88-A04-STAN) (version 01.0). |
| 06.0 | 9 March 2015 | Revisions to:<br>• Include provisions related to statement on erroneous inclusion of a CPA;<br>• Include provisions related to delayed submission of a monitoring plan;<br>• Provisions related to local stakeholder consultation;<br>• Provisions related to the Host Party;<br>• Editorial improvement. |
| 05.0 | 25 June 2014 | Revisions to:<br>• Include the Attachment: Instructions for filling out the project design document form for small-scale CDM project activities (these instructions supersede the "Guidelines for completing the project design document form for small-scale CDM project activities" (Version 01.1));<br>• Include provisions related to standardized baselines;<br>• Add contact information on a responsible person(s)/ entity(ies) for the application of the methodology (ies) to the project activity in B.7.4 and Appendix 1;<br>• Change the reference number from *F-CDM-SSC-PDD* to *CDM-SSC-PDD-FORM*;<br>• Editorial improvement. |
| 04.1 | 11 April 2012 | Editorial revision to change history box by adding EB meeting and annex numbers in the Date column. |

| *Version* | *Date* | *Description* |
|---|---|---|
| 04.0 | 13 March 2012 | EB 66, Annex 9<br>Revision required to ensure consistency with the "Guidelines for completing the project design document form for small-scale CDM project activities" |
| 03.0 | 15 December 2006 | EB 28, Annex 34<br>• The Board agreed to revise the CDM project design document for small-scale activities (CDM-SSC-PDD), taking into account CDM-PDD and CDM-NM. |
| 02.0 | 08 July 2005 | EB 20, Annex 14<br>• The Board agreed to revise the CDM SSC PDD to reflect guidance and clarifications provided by the Board since version 01 of this document.<br>• As a consequence, the guidelines for completing CDM SSC PDD have been revised accordingly to version 2. The latest version can be found at <http://cdm.unfccc.int/Reference/Documents>. |
| 01.0 | 21 January 2003 | EB 07, Annex 05<br>Initial adoption. |

Decision Class: Regulatory
Document Type: Form
Business Function: Registration
Keywords: project design document, SSC project activities