



**Monitoring report form for CDM project activity**  
**(Version 06.0)**

*Complete this form in accordance with the instructions attached at the end of this form.*

**MONITORING REPORT**

|   |                                       |                                     |
|---|---------------------------------------|-------------------------------------|
| <b>Title of the project activity</b>  |                                       |                                     |
| <b>UNFCCC reference number of the project activity</b>  |                                       |                                     |
| <b>Version number of the PDD applicable to this monitoring report</b>   |                                       |                                     |
| <b>Version number of this monitoring report</b>   |                                       |                                     |
| <b>Completion date of this monitoring report</b>  |                                       |                                     |
| <b>Monitoring period number</b>   |                                       |                                     |
| <b>Duration of this monitoring period</b>   |                                       |                                     |
| <b>Monitoring report number for this monitoring report</b>  |                                       |                                     |
| <b>Project participants</b>   |                                       |                                     |
| <b>Host Party</b>   |                                       |                                     |
| <b>Sectoral scopes</b>  |                                       |                                     |
| <b>Applied methodologies and standardized baselines</b>   |                                       |                                     |
| <b>Amount of GHG emission reductions or net anthropogenic GHG removals achieved by the project activity in this monitoring period</b> | Amount achieved before 1 January 2013 | Amount achieved from 1 January 2013 |
|   |                                       |                                     |
| <b>Amount of GHG emission reductions or net anthropogenic GHG removals estimated ex ante for this monitoring period in the PDD</b>    |                                       |                                     |

**SECTION A. Description of project activity****A.1. General description of project activity**

&gt;&gt;

**A.2. Location of project activity**

&gt;&gt;

**A.3. Parties and project participants**

| Parties involved     | Project participants                       | Indicate if the Party involved wishes to be considered as project participant (Yes/No) |
|----------------------|--|--|
| Party A (host Party) | Private entity A<br>Public entity A<br>... |  |
| Party B              | Private entity B<br>Public entity B<br>... |  |
| ...                  | ...  |  |

**A.4. Reference to applied methodologies and standardized baselines**

&gt;&gt;

**A.5. Crediting period type and duration**

&gt;&gt;

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

&gt;&gt;

**B.2. Post-registration changes****B.2.1. Temporary deviations from the registered monitoring plan, applied methodologies or standardized baselines**

&gt;&gt;

**B.2.2. Corrections**

&gt;&gt;

**B.2.3. Changes to the start date of the crediting period**

&gt;&gt;

**B.2.4. Inclusion of monitoring plan**

&gt;&gt;

**B.2.5. Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines, or other applied standards or tools**

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**B.2.6. Changes to project design**

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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**

*(Copy this table for each data or parameter.)*

|  |  |
|--|--|
| <b>Data/Parameter</b>                                |  |
| Unit   |  |
| Description  |  |
| Source of data                                       |  |
| Value(s) applied                                     |  |
| Choice of data or measurement methods and procedures |  |
| Purpose of data/parameter                            |  |
| Additional comments                                  |  |

**D.2. Data and parameters monitored**

*(Copy this table for each data or parameter.)*

|                                       |  |
|---------------------------------------|--|
| <b>Data/Parameter</b>                 |  |
| 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/parameter             |  |
| Additional comments                   |  |

**D.3. Implementation of sampling plan**

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**SECTION E. Calculation of emission reductions or net anthropogenic removals****E.1. Calculation of baseline emissions or baseline net removals**

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**E.2. Calculation of project emissions or actual net removals**

&gt;&gt;

**E.3. Calculation of leakage emissions**

&gt;&gt;

**E.4. Calculation of emission reductions or net anthropogenic removals**

|              | Baseline GHG emissions or baseline net GHG removals (t CO <sub>2</sub> e) | Project GHG emissions or actual net GHG removals (t CO <sub>2</sub> e) | Leakage GHG emissions (t CO <sub>2</sub> e) | GHG emission reductions or net anthropogenic GHG removals (t CO <sub>2</sub> e) |                 |              |
|--------------|---|--|---|---|-----------------|--------------|
|              |   |  |   | Before 01/01/2013   | From 01/01/2013 | Total amount |
| <b>Total</b> |   |  |   |   |                 |              |

**E.5. Comparison of emission reductions or net anthropogenic removals achieved with estimates in the registered PDD**

| Amount achieved during this monitoring period (t CO <sub>2</sub> e) | Amount estimated ex ante (t CO <sub>2</sub> e) |
|---|--|
|   |  |

**E.6. Remarks on increase in achieved emission reductions**

&gt;&gt;

## **Attachment. Instructions for completing this form**

### **1. General instructions**

1. When reporting on monitoring results and completing this form, in addition to applying the “CDM project standard for project activities” (hereinafter referred to as the project standard), the selected methodologies and, where applicable, the selected standardized baselines, 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, and standardized baselines), procedures, tools, guidelines, clarifications, forms and the “Glossary: CDM terms”.
2. Make any data, values and formulae included in spreadsheets accessible and verifiable.
3. Complete this form in English. Prepare all attached documents in English, or if their originals were prepared in another language, provide a full translation of the relevant sections of these documents in English.
4. Complete this 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 this form. Add rows to the tables as needed. Add additional appendices as needed.
6. If a section of the form is not applicable, explicitly state that the section is left blank intentionally.
7. Use an internationally recognized format for presentation of values. For example, use digit grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
8. Complete this form deleting this attachment.

## 2. Specific instructions

1. Indicate the following information on the cover page:
  - (a) Title of the project activity;
  - (b) UNFCCC reference number of the project activity;
  - (c) Version number of the PDD applicable to this monitoring report;
  - (d) Version number of this monitoring report;
  - (e) Completion date of this monitoring report: Indicate the date in DD/MM/YYYY;
  - (f) Monitoring period number: The monitoring period number is an ordinal number referring to the chronological order of monitoring periods (e.g. "first monitoring period");
  - (g) Duration of this monitoring period: Indicate the duration with the first and last dates in DD/MM/YYYY – DD/MM/YYYY;
  - (h) Monitoring report number for this monitoring period: Applicable when preparing multiple separate monitoring reports for the monitoring period for different batches of small-scale project activities in the registered bundle of small-scale project activities. To distinguish between such multiple separate monitoring reports, assign an ordinal number from 1 upwards (e.g. 1, 2, 3...*n*) to each monitoring report in the consecutive order;
  - (i) Project participants;
  - (j) Host Party;
  - (k) Sectoral scopes: List all sectoral scopes applicable to the project activity;
  - (l) Applied methodologies and standardized baselines: List all the methodologies and combination of methodologies, and where applicable, the standardized baselines, applied to the project activity;
  - (m) Amount of GHG emission reductions or net anthropogenic GHG removals achieved by the project activity in this monitoring period: Provide the total amount in tonnes of CO<sub>2</sub> equivalent;
  - (n) Amount of GHG emission reductions or net anthropogenic GHG removals estimated ex ante for this monitoring period in the PDD: Provide the total amount in tonnes of CO<sub>2</sub> equivalent based on the ex ante estimation in the PDD, with adjustment for the comparable period, as appropriate.

### SECTION A. Description of project activity

#### A.1. General description of project activity

1. Provide a brief summary of the project activity in terms of the purpose of the project activity and the measures taken for GHG emission reductions or net anthropogenic GHG removals.

#### A.2. Location of project activity

1. Provide details of the physical/geographical location of the project activity, including physical address (host Party, region/state/province, city/town/community, street name and number) and a map, and if necessary, other information allowing for unique identification of the project activity (e.g. geographic coordinates).
2. Do not exceed one page for the description of location.

#### A.3. Parties and project participants

1. List in the table the Parties and the project participants involved in the project activity.

#### A.4. Reference to applied methodologies and standardized baselines

1. Indicate the exact reference (number, title, version) of:
  - (a) The applied methodologies or combination of methodologies (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 methodologies refer (e.g. "Methodological tool: Tool for the demonstration and assessment of additionality" (version 07.0.0));
  - (c) The applied standardized baselines, 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 type and duration

1. Provide the type (fixed or renewable), and the duration (with the start and end dates in DD/MM/YYYY – DD/MM/YYYY) of the crediting period corresponding to this monitoring period.

## SECTION B. Implementation of project activity

### B.1. Description of implemented project activity

1. Provide information on the implementation status of the project activity in accordance with the applicable provisions on the description of implemented registered CDM project activities in the project standard, including:
  - (a) Description of the installed technology, technical processes and equipment;
  - (b) Information on the implementation and actual operation of the project activity, including relevant dates (e.g. construction, commissioning, start of operation).
2. For the description of the installed technologies, technical processes and equipment, include diagrams, where appropriate.
3. If applicable, present information on any post-registration changes to the project activity in section B.2 below.

### B.2. Post-registration changes

#### B.2.1. Temporary deviations from the registered monitoring plan, applied methodologies or standardized baselines

1. Indicate whether there are temporary deviations from the registered monitoring plan, applied methodologies or standardized baselines during this monitoring period.
2. If there are such deviations, for each deviation, provide a description of the nature, extent and duration of the non-conforming monitoring period, and:
  - (a) Propose alternative monitoring arrangements for the non-conforming monitoring period in accordance with the applicable provisions in the project standard; or
  - (b) Apply the most conservative values approach in accordance with the applicable provisions in the project standard.
3. Provide the version number and the completion date of the DOE verification report.

#### B.2.2. Corrections

1. Indicate whether there are corrections to project information or parameters fixed at the registration or renewal of crediting period of the project activity.
2. If there are such corrections, list all the corrections since the registration of the project activity, separating them into the following categories:
  - (a) Corrections that have been approved by the Board as applicable from the period prior to this monitoring period;
  - (b) Corrections that have been approved by the Board as applicable from this monitoring period;
  - (c) Corrections that are being submitted with this monitoring report as part of the request for issuance (post-registration change – issuance track) as applicable from this monitoring period.
3. For the corrections referred to in 1(a) and 1(b) above, provide the approval dates and reference numbers of the post-registration changes.
4. For the corrections referred to in 1(c) above, provide the version number and the completion date of the revised PDD and of the DOE validation report.

**B.2.3. Changes to the start date of the crediting period**

1. Indicate whether there are changes to the start date of the crediting period fixed at the registration of the project activity.
2. If there are such changes, list all the changes since the registration of the project activity, separating them into the following categories:
  - (a) Changes that have been approved by the Board or notified to the secretariat and that do not affect the start of this monitoring period (i.e. any of the changed start dates are prior to the start of this monitoring period);
  - (b) Change that has been approved by the Board or notified to the secretariat and that affects the start of this monitoring period (i.e. the changed start date is the start of this monitoring period);
  - (c) Change that affects the start of this monitoring period and is being submitted with this monitoring report as part of the request for issuance (post-registration change – issuance track) and that affects the start of this monitoring period.
3. For the changes referred to in 1(a) and 1(b) above, provide the approval dates and reference numbers of the post-registration changes, or provide the notification date.
4. For the changes referred to in 1(c) above, provide the version number and the completion date of the revised PDD and of the DOE validation report.

**B.2.4. Inclusion of monitoring plan**

1. Indicate whether there is a post-registration change to include a monitoring plan into the PDD, for which the delayed submission of the monitoring plan was chosen by the project participants at the time of the registration of the project activity.
2. If there is such change, indicate which one of the following categories that the change falls under:
  - (a) Inclusion has been approved by the Board as applicable from the period prior to this monitoring period;
  - (b) Inclusion has been approved by the Board as applicable from this monitoring period (i.e. this is the first monitoring period for the project activity); or
  - (c) Inclusion is being submitted together with this monitoring report (post-registration change – issuance track) as applicable from this monitoring period.
3. For the case referred to in 1(a) or 1(b) above, provide the approval date and reference number of the post-registration change.
4. For the case referred to in 1(c) above, provide the version number and the completion date of the revised PDD and of the DOE validation report.

**B.2.5. Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines, or other applied standards or tools**

1. Indicate whether there are permanent changes to the registered monitoring plan, or permanent deviation of monitoring from applied methodologies, applied standardized baseline, or other applied standards or tools.
2. If there are such changes, list all the changes since the registration of the project activity, separating them into the following categories:
  - (a) Changes that have been approved by the Board as applicable from the period prior to this monitoring period;
  - (b) Changes that have been approved by the Board as applicable from this monitoring period;
  - (c) Changes that are being submitted with this monitoring report as part of the request for issuance (post-registration change - issuance track) as applicable from this monitoring period.
3. For the changes referred to in 1(a) and 1(b) above, provide the approval dates and reference numbers of the post-registration changes.
4. For the changes referred to in 1(c) above, provide the version number and the completion date of the revised PDD and of the DOE validation report.



**B.2.6. Changes to project design**

1. Indicate whether there are any changes to the project design of the project activity.
2. If there are such changes, list all the changes since the registration of the project activity, separating them into the following categories:
  - (a) Changes that have been approved by the Board as applicable from the period prior to this monitoring period;
  - (b) Changes that have been approved by the Board as applicable from this monitoring period;
  - (c) Changes that are being submitted with this monitoring report as part of the request for issuance (post-registration changes - issuance track) as applicable from this monitoring period.
3. For the changes referred to in 1(a) and 1(b) above, provide the approval dates and reference numbers of the post-registration changes.
4. For the changes referred to in 1(c) above, provide the version number and the completion date of the revised PDD and of the DOE validation report.

**SECTION C. Description of monitoring system**

1. Provide a description of the monitoring system in accordance with the applicable provisions on the description of monitoring system in the project standard and the monitoring plan in the registered PDD. Include line diagrams showing all relevant monitoring points.

**SECTION D. Data and parameters**

1. Provide information on all data and parameters in accordance with the applicable provisions on data and parameters in the project standard, using the tables provided in sections D.1 and D.2.
2. For "Purpose of data/parameter" 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;
  - (b) Calculation of project emissions or actual net GHG removals;
  - (c) Calculation of leakage.
3. Where the applied standardized baselines standardize baseline emissions, apply the standardized values of the parameters in sections D.1 and/or D.2 in accordance with the applicable provisions related to data and parameters in the project standard.

**D.1. Data and parameters fixed ex ante**

1. Include data that are fixed at the registration or at the renewal of crediting period of the project activity, and were used during this monitoring period, by replicating the information from the registered PDD.
2. For "Value(s) applied", use one table to report multiple values referring to the same data and parameter, if applicable.

**D.2. Data and parameters monitored**

1. Include data and parameters that were monitored during this monitoring period.
2. For "Monitoring equipment" in the table, provide information on type, accuracy class, serial number, calibration frequency, date of last calibration and validity.
3. For "Value(s) of monitored parameter", use one table to report multiple values referring to the same data and parameter, if applicable.
4. Describe details in spreadsheets if appropriate, attach them to the monitoring report, and provide the reference to the spreadsheets in this section.

**D.3. Implementation of sampling plan**

1. If a sampling plan was implemented to determine parameter values, provide a description of how the sampling for those parameters was implemented in accordance with the sampling plan in the registered monitoring plan, including the following information:
  - (a) Description of implemented sampling design;
  - (b) Collected data (attach and provide reference to spreadsheets, if necessary);
  - (c) Analysis of the collected data;
  - (d) Demonstration that the required confidence/precision has been met;
  - (e) Demonstration that the samples were randomly selected and are representative of the population.
2. Attach to the monitoring report any spreadsheets to present full calculations or detailed information.

**SECTION E. Calculation of emission reductions or net anthropogenic removals**

1. For the parameter global warming potentials (GWPs), from 1 January 2013, apply the values adopted by decision 4/CMP.7 to calculate GHG emission reductions or net anthropogenic GHG removals achieved in the second commitment period of the Kyoto Protocol in accordance with the applicable provisions in the project standard.

**E.1. Calculation of baseline emissions or baseline net removals**

1. Provide sample calculations for all formulae used to calculate baseline GHG emissions or baseline net GHG removals, applying actual values. Attach spreadsheets to the monitoring report to present full calculations for this monitoring period.

**E.2. Calculation of project emissions or actual net removals**

1. Provide sample calculations for all formulae used to calculate project GHG emissions or actual net GHG removals, applying actual values. Attach spreadsheets to the monitoring report to present full calculations for this monitoring period.

**E.3. Calculation of leakage emissions**

1. Provide sample calculations for all formulae used to calculate leakage GHG emissions, applying actual values. Attach spreadsheets to the monitoring report to present full calculations for this monitoring period.

**E.4. Calculation emission reductions or net anthropogenic removals**

1. Summarize the results of sections E.1, E.2 and E.3 above, and provide GHG emission reductions or net anthropogenic GHG removals for this monitoring period, using the table.
2. If the monitoring period starts before 1 January 2013 and ends anytime thereafter, provide GHG emission reductions or net anthropogenic GHG removals achieved for the following two periods separately by allocating the raw data into the two periods in accordance with the applicable provisions in the project standard, and multiplying them with the applicable GWPs:
  - (a) Before 1 January 2013 (first commitment period);
  - (b) From 1 January 2013.

**E.5. Comparison of emission reductions or net anthropogenic removals achieved with estimates in the registered PDD**

1. Provide a comparison of the GHG emission reductions or net anthropogenic GHG removals achieved by the project activity during this monitoring period with the amount based on the ex ante estimation in the registered PDD.

**E.6. Remarks on increase in achieved emission reductions**

1. State whether the actual GHG emission reductions achieved is greater than the amount based on the ex ante estimation in the registered PDD. If so, explain the cause of any increase in the actual GHG emission reductions achieved by the project activity during this monitoring period, including all information that is different from that stated in the registered PDD.
2. This section is not applicable for afforestation and reforestation (A/R) project activities.

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**Document information**

| <i>Version</i> | <i>Date</i> | <i>Description</i>  |
|----------------|-------------|---|
| 06.0           | 7 June 2017 | Revision to: <ul style="list-style-type: none"> <li>• Ensure consistency with version 01.0 of the “CDM project standard for project activities” (CDM-EB93-A04-STAN);</li> <li>• Make editorial improvements.</li> </ul> |

| <i>Version</i>  | <i>Date</i>     | <i>Description</i>   |
|---|-----------------|--|
| 05.1  | 4 May 2015      | Editorial revision to correct version numbering.   |
| 05.0  | 1 April 2015    | Revisions to: <ul style="list-style-type: none"> <li>• Include provisions related to delayed submission of a monitoring plan;</li> <li>• Provisions related to the Host Party;</li> <li>• Remove reference to programme of activities;</li> <li>• Overall editorial improvement.</li> </ul>  |
| 04.0  | 25 June 2014    | Revisions to: <ul style="list-style-type: none"> <li>• Include the Attachment: Instructions for filling out the monitoring report form (these instructions supersede the "Guideline: Completing the monitoring report form" (Version 04.0));</li> <li>• Include provisions related to standardized baselines;</li> <li>• Add contact information on a responsible person(s)/ entity(ies) for completing the CDM-MR-FORM in A.6 and Appendix 1;</li> <li>• Change the reference number from <i>F-CDM-MR</i> to <i>CDM-MR-FORM</i>;</li> <li>• Editorial improvement.</li> </ul> |
| 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 GHG removals by sinks for the period up to 31 December 2012 and the period from 1 January 2013 onwards (EB 70, 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).   |
| 01.0  | 28 May 2010     | EB 54, Annex 34. Initial adoption.   |
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