

Annex 5

Appendix A<sup>1</sup> to the simplified modalities and procedures for small-scale CDM project activities

CLEAN DEVELOPMENT MECHANISM  
SIMPLIFIED PROJECT DESIGN DOCUMENT  
FOR SMALL SCALE PROJECT ACTIVITIES (SSC-PDD)  
Version 01 (21 January, 2003)

**Introductory Note**

1. This document contains the clean development mechanism project design document for small-scale project activities (SSC-PDD). It elaborates on the outline of information in appendix B "Project Design Document" to the CDM modalities and procedures (annex to decision 17/CP.7 contained in document FCCC/CP/2001/13/Add.2) and reflects the simplified modalities and procedures (herewith referred as simplified M&P) for small-scale CDM project activities (annex II to decision 21/CP.8 contained in document FCCC/CP/2002/7/Add.3).
2. The SSC-PDD can be obtained electronically through the UNFCCC CDM web site (<http://unfccc.int/cdm/ssc.htm>), by e-mail ([cdm-info@unfccc.int](mailto:cdm-info@unfccc.int)) or in print from the UNFCCC secretariat (Fax: +49-228-8151999).
3. Explanations for project participants are in italicized font (*e.g. explanation*).
4. The Executive Board may revise the SSC-PDD if necessary. Revisions shall not affect small-scale CDM project activities validated prior to the date at which a revised version of the SSC-PDD enters into effect. Versions of the SSC-PDD shall be consecutively numbered and dated. The SSC-PDD will be available on the UNFCCC CDM web site in all six official languages of the United Nations.
5. In accordance with the CDM modalities and procedures, the working language of the Board is English. The completed SSC-PDD shall therefore be submitted to the Executive Board in English.
6. Small-scale activities submitted as a bundle, in accordance with paragraphs 9 (a) and 19 of the simplified M&P for small-scale CDM project activities, may complete a single SSC-PDD provided that information regarding A.3 (*Project participants*) and A.4.1 (*Location of the project activity*) is completed for each project activity and that an overall monitoring plan is provided in section D.
7. A small-scale project activity with different components eligible to be proposed<sup>2</sup> as a small-scale CDM project activity may submit one SSC-PDD, provided that information regarding subsections A.4.2

---

<sup>1</sup> This appendix has been developed in accordance with the simplified modalities and procedures for small-scale CDM project activities (contained in annex II to decision 21/CP.8, see document FCCC/CP/2002/7/Add.3) and it constitutes appendix A to that document. For the full text of the annex II [to decision 21/CP.8](#) please see <http://unfccc.int/cdm/ssc.htm>.

<sup>2</sup> In paragraph 7 of simplified M&P for small-scale CDM project activities, on clarifications by the Executive Board on small-scale CDM project activities, the Board agreed that in a project activity with more than one component that will benefit from simplified CDM modalities and procedures, each component shall meet the threshold criterion of

*(Type and category(ies) and technology of project activity), and A.4.3 (brief statement on how anthropogenic emissions of greenhouse gases (GHGs) by sources are to be reduced by the proposed CDM project activity) and sections B (Baseline methodology), D (Monitoring methodology and plan) and E (Calculation of GHG emission reductions by sources) is provided separately for each of the components of the project activity.*

8. If the project activity does not fit any of the project categories in appendix B of the simplified M&P for small-scale CDM project activities, project proponents may propose additional project categories for consideration by the Executive Board, in accordance to paragraphs 15 and 16 of the simplified M&P for small-scale CDM project activities. The project design document should, however, only be submitted to the Executive Board for consideration after it has amended appendix B as necessary.

9. A glossary of terms may be found on the UNFCCC CDM web site or from the UNFCCC secretariat by e-mail ([cdm-info@unfccc.int](mailto:cdm-info@unfccc.int)) or in print (Fax: +49-228-8151999).

---

each applicable type, e.g. for a project with both a renewable energy and an energy efficiency component, the renewable energy component shall meet the criterion for “renewable energy” and the energy efficiency component that for “energy efficiency”.

**CONTENTS**

- A. General description of project activity
- B. Baseline methodology
- C. Duration of the project activity / Crediting period
- D. Monitoring methodology and plan
- E. Calculation of GHG emission reductions by sources
- F. Environmental impacts
- G. Stakeholders comments

**Annexes**

Annex 1: Information on participants in the project activity

Annex 2: Information regarding public funding

**A. General description of project activity**

**A.1 Title of the project activity:**

**A.2 Description of the project activity:**

*(Please include in the description  
- the purpose of the project activity  
- the view of the project participants on the contribution of the project activity to sustainable development (max. one page).)*

**A.3 Project participants:**

*(Please list Party(ies) and private and/or public entities involved in the project activity and provide contact information in annex 1 of this document.)*

*(Please designate one of the above as the official contact for the CDM project activity.)*

**A.4 Technical description of the project activity:**

**A.4.1 Location of the project activity:**

**A.4.1.1** Host country Party(ies):

**A.4.1.2** Region/State/Province etc.:

**A.4.1.3** City/Town/Community etc:

**A.4.1.4** Detailed description of the physical location, including information allowing the unique identification of this project activity (*max one page*):

**A.4.2 Type and category(ies) and technology of project activity**

*(Please specify the type and category of the project activity using the categorization of appendix B to the simplified M&P for small-scale CDM project activities, hereafter referred to as appendix B. Note that appendix B may be revised over time and that the most recent version will be available on the UNFCCC CDM web site.*

*In this section you shall justify how the proposed project activity conforms with the project type and category selected (for simplicity, the rest of this document refers to “project category” rather than “project type and category”).*

*If your project activity does not fit any of the project categories in appendix B, you may propose additional project categories for consideration by the Executive Board, in accordance with paragraphs 15 and 16 of the simplified M&P for small-scale CDM project activities. The final SSC-PDD project design document shall, however, only be submitted to the Executive Board for consideration after the Board has amended appendix B as necessary.)*

*(This section should include a description of how environmentally safe and sound technology and know-how is transferred to the host Party, if such a transfer is part of the project.)*

**A.4.3 Brief statement on how anthropogenic emissions of greenhouse gases (GHGs) by sources are to be reduced by the proposed CDM project activity:**

*(Please state briefly how anthropogenic greenhouse gas (GHG) emission reductions are to be achieved (detail to be provided in section B.) and provide the estimate of total anticipated reductions in tonnes of CO<sub>2</sub> equivalent as determined in section E. below.)*

**A.4.4 Public funding of the project activity:**

*(Indicate whether public funding from Parties included in Annex I is involved in the proposed project activity. If public funding from one or more Annex I Parties is involved, please provide information on sources of public funding for the project activity in annex 2, including an affirmation that such funding does not result in a diversion of official development assistance and is separate from and is not counted towards the financial obligations of those Parties.)*

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

*(Please refer to appendix C to the simplified M&P for the small-scale CDM project activities for guidance on how to determine whether the proposed project activity is not a debundled component of a larger project activity.)*

**B. Baseline methodology**

**B.1 Title and reference of the project category applicable to the project activity:**

*(Please refer to the UNFCCC CDM web site for the most recent list of the small-scale CDM project activity categories contained in appendix B of the simplified M&P for small-scale CDM project activities.)*

**B.2 Project category applicable to the project activity:**

*(Justify the choice of the applicable baseline calculation for the project category as provided for in appendix B of the simplified M&P for small-scale CDM project activities.)*

**B.3 Description of how the anthropogenic GHG emissions by sources are reduced below those that would have occurred in the absence of the proposed CDM project activity (i.e. explanation of how and why this project is additional and therefore not identical with the baseline scenario)**

*(Justify that the proposed project activity qualifies to use simplified methodologies and is additional using attachment A to appendix B of the simplified M&P for small-scale CDM project activities.)*

*(National policies and circumstances relevant to the baseline of the proposed project activity shall be summarized here as well.)*

**B.4 Description of the project boundary for the project activity:**

*(Define the project boundary for the project activity using the guidance specified in the applicable project category for small-scale CDM project activities contained in appendix B of the simplified M&P for small-scale CDM project activities.)*

**B.5 Details of the baseline and its development:**

**B.5.1** Specify the baseline for the proposed project activity using a methodology specified in the applicable project category for small-scale CDM project activities contained in appendix B of the simplified M&P for small-scale CDM project activities:

**B.5.2** Date of completing the final draft of this baseline section (DD/MM/YYYY):

**B.5.3** Name of person/entity determining the baseline:

*(Please provide contact information and indicate if the person/entity is also a project participant listed in annex 1 of this document.)*

**C. Duration of the project activity and crediting period**

**C.1 Duration of the project activity:**

**C.1.1** Starting date of the project activity:

*(For a definition of the term “starting date”, please refer to the UNFCCC CDM web site).*

**C.1.2** Expected operational lifetime of the project activity: *(in years and months, e.g. two years and four months would be shown as: 2y-4m.)*

**C.2 Choice of the crediting period and related information:** *(Please underline the selected option (C.2.1 or C.2.2) and provide the necessary information for that option.)*

*(Note that the crediting period may only start after the date of registration of the proposed activity as a CDM project activity. In exceptional cases, the starting date of the crediting period can be prior to the date of registration of the project activity as provided for in paragraphs 12 and 13 of decision 17/CP.7 and in any guidance by the Executive Board, available on the UNFCCC CDM web site.)*

**C.2.1 Renewable crediting period (at most seven (7) years per crediting period)**

**C.2.1.1** Starting date of the first crediting period *(DD/MM/YYYY)*:

**C.2.1.2** Length of the first crediting period *(in years and months, e.g. two years and four months would be shown as: 2y-4m.)*:

**C.2.2 Fixed crediting period (at most ten (10) years):**

**C.2.2.1** Starting date *(DD/MM/YYYY)*:

**C.2.2.2** Length (max 10 years): *(in years and months, e.g. two years and four months would be shown as: 2y-4m.)*

**D. Monitoring methodology and plan**

*(The monitoring plan shall incorporate a monitoring methodology specified for the applicable project category for small-scale CDM project activities contained in appendix B of the simplified M&P for small-scale CDM project activities and represent good monitoring practice appropriate to the type of project activity.*

*The monitoring plan shall also provide information on the collection and archiving of the data specified in appendix B of the simplified M&P for small-scale CDM project activities to:*

- Estimate or measure emissions occurring within the project boundary;*
- Determine the baseline, as applicable;*
- Estimate leakage, where this needs to be considered.*

*Project participants shall implement the registered monitoring plan and provide data, in accordance with the plan, through their monitoring reports.*

*Operational entities will verify that the monitoring methodology and plan have been implemented correctly and check the information in accordance with the provisions on verification. This section shall provide a detailed description of the monitoring plan, including an identification of the data to be collected, its quality with regard to accuracy, comparability, completeness and validity, taking into consideration any guidance contained in the methodology, and archiving of the data collected.*

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

*An overall monitoring plan that monitors performance of the constituent project activities on a sample basis may be proposed for bundled project activities. If bundled project activities are registered with an overall monitoring plan, this monitoring plan shall be implemented and each verification/certification of the emission reductions achieved shall cover all of the bundled project activities.)*

**D.1 Name and reference of approved methodology applied to the project activity:**

*(Please refer to the UNFCCC CDM web site for the most recent version of the indicative list of small-scale CDM project activities contained in appendix B of the simplified M&P for small-scale CDM project activities.)*

*(If a national or international monitoring standard has to be applied to monitor certain aspects of the project activity, please identify this standard and provide a reference to the source where a detailed description of the standard can be found.)*

**D.2 Justification of the choice of the methodology and why it is applicable to the project activity:**

REPORT OF THE SEVENTH MEETING OF THE EXECUTIVE BOARD

- 10 -

*(Justify the choice of the monitoring methodology applicable to the project category as provided for in appendix B.)*

REPORT OF THE SEVENTH MEETING OF THE EXECUTIVE BOARD

**D.3 Data to be monitored:**

*(The table below specifies the minimum information to be provided for monitored data. Please complete the table for the monitoring methodology chosen for the proposed project activity from the simplified monitoring methodologies for the applicable small-scale CDM project activity category contained in appendix B of the simplified M&P for small-scale CDM project activities.*

*Please note that for some project categories it may be necessary to monitor the implementation of the project activity and/or activity levels for the calculation of emission reductions achieved.*

*Please add rows or columns to the table below, as needed)*

ID number	Data type	Data variable	Data unit	Measured (m), calculated (c) or estimated (e)	Recording frequency	Proportion of data to be monitored	How will the data be archived? (electronic/paper)	For how long is archived data to be kept?	Comment

**D.4 Name of person/entity determining the monitoring methodology:**

*(Please provide contact information and indicate if the person/entity is also a project participant listed in annex 1 of this document.)*

**E. Calculation of GHG emission reductions by sources**

**E.1 Formulae used:**

*(In E.1.1 please provide the formula used to calculate the GHG emission reductions by sources in accordance with the applicable project category of small-scale CDM project activities contained in appendix B of the simplified M&P for small-scale CDM project activities.)*

*In case the applicable project category from appendix B does not indicate a specific formula to calculate the GHG emission reductions by sources, please complete E.1.2 below.)*

**E.1.1 Selected formulae as provided in appendix B:**

*(Describe the calculation of GHG emission reductions in accordance with the formula specified for the applicable project category of small-scale CDM project activities contained in appendix B of the simplified M&P for small-scale CDM project activities.)*

**E.1.2 Description of formulae when not provided in appendix B:**

**E.1.2.1** Describe the formulae used to estimate anthropogenic emissions by sources of GHGs due to the project activity within the project boundary: *(for each gas, source, formulae/algorithm, emissions in units of CO<sub>2</sub> equivalent)*

**E.1.2.2** Describe the formulae used to estimate leakage due to the project activity, where required, for the applicable project category in appendix B of the simplified modalities and procedures for small-scale CDM project activities *(for each gas, source, formulae/algorithm, emissions in units of CO<sub>2</sub> equivalent)*

**E.1.2.3** The sum of E.1.2.1 and E.1.2.2 represents the project activity emissions:

**E.1.2.4** Describe the formulae used to estimate the anthropogenic emissions by sources of GHG's in the baseline using the baseline methodology for the applicable project category in appendix B of the simplified modalities and procedures for small-scale CDM project activities: *(for each gas, source, formulae/algorithm, emissions in units of CO<sub>2</sub> equivalent)*

**E.1.2.5** Difference between E.1.2.4 and E.1.2.3 represents the emission reductions due to the project activity during a given period:

**E.2 Table providing values obtained when applying formulae above:**

**F. Environmental impacts**

**F.1** If required by the host Party, documentation on the analysis of the environmental impacts of the project activity: *(if applicable, please provide a short summary and attach documentation)*

**G. Stakeholders comments**

**G.1** Brief description of the process by which comments by local stakeholders have been invited and compiled:

**G.2** Summary of the comments received:

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

REPORT OF THE SEVENTH MEETING OF THE EXECUTIVE BOARD

- 14 -

Annex 1

**CONTACT INFORMATION FOR PARTICIPANTS IN THE PROJECT ACTIVITY**

*(Please repeat table as needed)*

Organization:	
Street/P.O.Box:	
Building:	
City:	
State/Region:	
Postcode/ZIP:	
Country:	
Telephone:	
FAX:	
E-Mail:	
URL:	
Represented by:	
Title:	
Salutation:	
Last Name:	
Middle Name:	
First Name:	
Department:	
Mobile:	
Direct FAX:	
Direct tel:	
Personal E-Mail:	

Annex 2

**INFORMATION REGARDING PUBLIC FUNDING**

.....