



## Annex 18

**GUIDELINES FOR COMPLETING THE COMPONENT PROJECT ACTIVITY DESIGN  
DOCUMENT FORM FOR AFFORESTATION AND REFORESTATION COMPONENT  
PROJECT ACTIVITIES**

(Version 01.0)

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## I. Introduction

### A. Background

1. The Executive Board of the clean development mechanism (CDM) (hereinafter referred to as the Board) adopted at its sixty-fifth meeting the “Clean development mechanism project standard” (hereinafter referred to as the Project standard) along with other regulatory documents as deliverables of objective 3(b) (“Clarification, consolidation and enhancement of the consistencies of all the existing regulatory decisions of the board that relate to validation and verification of project activities”) of the “CDM management plan 2011”.

2. The Project standard and the “Standard for demonstration of additionality, development of eligibility criteria and application of multiple methodologies for programme of activities”(hereinafter referred as the PoA standard) contains requirements for coordinating and/or managing entities (CMEs) and the entity/individuals responsible for the component project activity (CPA) (hereinafter referred to as the CPA implementer(s)) to comply with in designing as well as in implementing any type of CDM programme of activities (PoA) and monitoring greenhouse gas (GHG) emission reductions by sources or GHG removals by sinks.

3. The Project standard requires CMEs to prepare a afforestation and reforestation (A/R) CPA design document (CPA-DD) for actual CPA (hereinafter referred to as the CPA) in a proposed or registered A/R PoA (hereinafter referred to as the PoA) by completing a A/R CPA-DD form and providing all necessary information and documentation to demonstrate compliance of the CPA with all applicable CDM rules and requirements.

### B. Objectives

4. The objectives of the “Guidelines for completing the component project activity design document form for afforestation and reforestation component project activities” (hereinafter referred to as these guidelines) are to:

- (a) Assist CPA implementer(s) in completing the “Component project activity design document form for afforestation and reforestation component project activities” (F-CDM-AR-CPA-DD) for their CPA;
- (b) Improve the quality and consistency of CPA-DDs prepared by CPA implementer(s) and submitted in the CDM project cycle.

## II. Scope and applicability

5. These guidelines and the F-CDM-AR-CPA-DD are only applicable to large-scale A/R CPAs. Separate guidelines and forms are applicable to small-scale A/R CPAs, large-scale CPAs, small-scale CPAs and CDM project activities.

6. These guidelines contain recommendations for CPA implementer(s) on how to complete the F-CDM-AR-CPA-DD.



### III. Terms and definitions

7. In addition to the definitions contained in the “Glossary of CDM terms”, the following terms are used in these guidelines:

- (a) “Should” is used to indicate that among several possibilities, one course of action is recommended as particularly suitable;
- (b) “May” is used to indicate what is permitted.

### IV. General Guidelines

8. When designing an actual CPA and completing the F-CDM-AR-CPA-DD, and in addition to applying the Project standard, the PoA standard and the selected approved baseline and monitoring methodology(ies) (hereinafter referred to as the selected methodology(ies)), CPA implementer(s) should also consult the “Rules and Reference” section of the UNFCCC CDM website < <http://cdm.unfccc.int/>>. This section contains all regulatory documents for the CDM, such as standards (including methodologies and tools), procedures, guidelines, clarifications, forms and the “Glossary of CDM terms”.

9. When designing an actual CPA, the CPA implementer(s) must apply the provisions specified in the PoA.

10. At the time of requesting registration a PoA must be accompanied by an actual CPA<sup>1</sup> using these guidelines. Once the PoA is registered, any subsequent CPA that is added to the registered PoA must be submitted with a completed F-CDM-AR-CPA-DD using these guidelines and the PoA specified provisions.

11. Where a CPA-DD contains information that the CPA implementer(s) wish to be treated as confidential/proprietary, CPA implementer(s) are required to 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 second 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 alternates; panel/committee and working group members; external experts requested to consider such documents in support of work for the Board; the secretariat).

12. Information used to: (a) demonstrate additionality; (b) describe the application of selected baseline and monitoring methodology(ies); (c) support the environmental impact assessment; and (d) support the socio-economic impact assessment is not considered proprietary or confidential. Any data, values and formulae included in electronic spreadsheets provided must be accessible and verifiable.

13. The F-CDM-AR-CPA-DD must be completed in English, and all attached documents must be in English or contain a full translation of relevant sections into English.

14. The F-CDM-AR-CPA-DD must be completed using the same format without modifying its font, headings or logo, and without any other alteration to the form.

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<sup>1</sup> At the time of requesting validation, the CME is required to submit to the DOE a completed F-CDM-AR-PoA-DD, which includes the generic CPA, and a completed F-CDM-AR-CPA-DD for the actual CPA.



15. Tables and their columns in the F-CDM-CPA-DD-AR may not be modified or deleted, but rows may be added, as needed. Additional appendices may be added.
16. If a section of the F-CDM-AR-CPA-DD is not applicable, it must be explicitly stated that the section is left blank intentionally.
17. The format used for presentation of values in the F-CDM-AR-CPA-DD should be in an Internationally recognized format, for example digits grouping should be done in thousands and a decimal point should be marked with a dot (.) and not with a comma (,).



## V. Specific Guidelines

### SECTION A. General description of CPA

#### A.1. Title of the proposed or registered PoA

Provide the reference and title of the PoA to which this CPA is included.

#### A.2. Title of the CPA

Indicate:

- (a) The title of the CPA and the unique identification of the CPA;
- (b) The current version number of the CPA-DD;
- (c) The date the CPA-DD was completed (DD/MM/YYYY).

#### A.3. Description of the CPA

Describe the technology(ies) and/or measures to be used by the CPA in accordance with the proposed or registered PoA, and in accordance with the applicable provisions in the Project standard.

#### A.4. Entity/individual responsible for CPA

Provide information on the CPA implementer(s). CPA implementers can be project participants of the PoA, under which the CPA is submitted, provided the name is included in the registered PoA.



### A.5. Environmental conditions

Provide description of the present environmental conditions of the area, including description of climate, hydrology, soils, and ecosystems. The information provided should at least include the following:

- (a) Climate:
  - (i) Temperature (degree Celsius): annual average temperature;
  - (ii) Precipitation (millimetre): annual average precipitation;
  - (iii) Extreme events: Brief information on occurrence of catastrophic climatic events relating to wind, frost, and drought, if any;
- (b) Hydrology: Brief information on occurrence of;
  - (i) Water erosion;
  - (ii) Floods;
  - (iii) Water-logging (including information on catastrophic events if any);
  - (iv) Presence of wetlands (if any);
- (c) Soil: Brief description of soils, including soil characteristics such as
  - (i) Broad soil type (mineral or organic);
  - (ii) Soil fertility;
  - (iii) Soil depth;
  - (iv) Soil erosion/contamination/salinity/acidity, desertification, if any;
  - (v) Soil use and management history (intensity/frequency of ploughing, type and level of inputs, etc.). Provide the WRB reference soil group, if available;
- (d) Ecosystem: Brief description of the ecosystem, including
  - (i) Type of the ecosystem (natural or artificial);
  - (ii) Other relevant information, e.g. if artificial, then agro-ecosystem, urban, etc. if natural, then terrestrial (upland, mountain, lowland), aquatic, etc.;
  - (iii) Existing and potential vegetation types, if available;
  - (iv) Presence of rare or endangered species and their habitat;
  - (v) Anthropogenic-use history of the ecosystem resources (harvesting, fuel-wood collection, grazing, controlled burning, etc.);
  - (vi) Whether the ecosystem is in degraded condition or not.

**A.6. Technical description of the CPA**

Describe the technologies to be employed by the CPA and the measures that will take place, including a detailed description of:

- (a) The existing or historical land-use scenario where applicable, including a list of the equipment and/or systems in operation at that time;
- (b) The scope of activities/measures that would be implemented within the CPA, including a list of the species and varieties selected for the CPA, and where applicable equipment and systems that will be installed and/or modified within the CPA;
- (c) The baseline scenario, as established in section E.5, where applicable, with an indicative list of equipment and systems that would have been in place in the absence of the CPA.

If the baseline scenario is the same as existing or historical land-use scenario, there is no need to repeat the description of the scenarios, but only to state that both are the same.

Provide a brief description of vegetation species and varieties selected for the CPA.

The baseline scenario can be described with a lower level of detail in case it is derived from a hypothetical scenario (land-use that represents an economically attractive course of action, taking into account barriers to investment or, the most likely land use at the time of the project start) that would have been followed in the absence of the CPA.

Do not provide information that is not essential to the understanding the purpose of the CPA and how it allows for GHG removals by sinks. Information related to equipments, systems and activities that are auxiliary to the main scope of the CPA and do not affect directly or indirectly GHG removals by sinks should not be included.

Include where applicable, a description of how the technologies and measures, and know-how to be used are transferred to the host Party(ies).

**A.7. Party(ies)**

List in the following tabular format Party(ies) and CPA implementer(s) involved in the CPA and provide contact information in Appendix 1:.

Name of Party involved (host) indicates a host Party	Private and/or public entity(ies) CPA implementer(s) (as applicable)	Indicate if the Party involved wishes to be considered as CPA implementer (Yes/No)
Name A (host)	Private entity A Public entity A	
Name B	Private entity B Public entity B	
...	...	

**A.8. Geographic reference or other means of identification**

Provide details of the physical/geographical location of the CPA, including information allowing the unique identification of each discrete area of the land included in the CPA and a map showing at least the outer geographical boundaries of the CPA. Where relevant, provide additional background information and or data in Appendix 6: below.

**A.9. Duration of the CPA****A.9.1. Start date of the CPA**

Indicate the start date (DD/MM/YYYY) and describe how the start date was determined.

**A.9.2. Expected operational lifetime of the CPA**

State the expected operational lifetime of the CPA in years and months.

**A.10. Choice of the crediting period and related information**

State the type of crediting period chosen i.e. fixed or renewable.

**A.10.1. Start date of the crediting period**

State the expected start date of the crediting period of the CPA (DD/MM/YYYY).

**A.10.2. Length of the crediting period**

Indicate the length of the crediting period. In case a renewable crediting period is chosen, indicate the length of the first crediting period and the number of renewal periods. Ensure that the total renewal periods do not exceed the PoA validity period.

Note: The duration of crediting period, fixed or renewable, of any CPA is limited to the end date of the PoA regardless of when the CPA was added.

**A.11. Estimated amount of GHG removals by sinks**

Provide the estimate of annual GHG removals by sinks for each year of the crediting period and, the annual average and the total GHG removals by sinks over the chosen crediting period (or the first crediting period) in the table below.





GHG removals by sinks during the crediting period	
Years	Annual GHG removals by sinks (in tonnes of CO <sub>2</sub> e) for each year
Year A	
Year B	
Year C	
Year ...	
<b>Total number of crediting years</b>	
<b>Annual average GHG removals by sinkss over the crediting period</b>	
<b>Total GHG removals by sinks (tonnes of CO<sub>2</sub>e)</b>	

**A.12. Legal title to the land and rights to tCERs/ICERs issued for the CPA:**

Provide a summary of legal titles, current land tenure in respect of the land included in the project boundary, and rights to tCERs and ICERs issued for the CPAO.

**A.13. Assessment of the eligibility of the land:**

Explain how each discrete area of land included in the project boundary is eligible for the CPA, in accordance with the selected methodology(ies) and relevant provisions for project boundary and eligibility of land in the Project standard.

**A.14. Approach for addressing non-permanence:**

Indicate approach selected to address non-permanence for CPA, in accordance with the relevant provisions for addressing non-permanence in the Project standard.

**A.15. Public funding of the CPA**

Indicate whether the PoA receives public funding from Parties included in Annex I. If so:

- (a) Provide information on Parties providing public funding;
- (b) Attach in Appendix 2: the affirmation obtained from such Parties in accordance with applicable provisions related to official development assistance in the Project standard.

**A.16. Confirmation for CPA**

Include a confirmation that the CPA is neither registered as an individual CDM project activity nor is part of another registered PoA.



## SECTION B. Environmental analysis

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

Where the analysis of the environmental impacts is undertaken, describe the analysis undertaken as per the PoA.

### B.2. Environmental impact assessment

If an environmental impact assessment is required, provide conclusions and references to all related documentation.

Note: If the environmental analysis information is provided at the PoA level, sections B.1 and B.2 should not be left blank but indicate here that the environmental analysis is provided at the PoA level.

## SECTION C. Socio-economic impacts

### C.1. Analysis of the socio-economic impacts

Where the analysis of the socio-economic impacts is undertaken at the CPA level, describe the analysis undertaken as per the PoA.

### C.2. Socio-economic impact assessment

If a socio-economic impact assessment is required, provide conclusions and references to all related documentation.

Note: If the socio-economic impact related information is provided at the PoA level, sections C.1 and C.2 should not be left blank but indicate here that the stakeholder consultation is provided at the PoA level.

## SECTION D. Local stakeholder comments

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

Describe the process by which comments from local stakeholders have been invited for the CPA.

### D.2. Summary of comments received

Identify stakeholders that have made comments and provide a summary of these comments.

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

Provide information demonstrating that all comments received have been considered.

Note: If the stakeholder consultation information is provided at the PoA level, sections D.1 and D.2 should not be left blank but indicate here that the stakeholder consultation is provided at the PoA level.

**SECTION E. Eligibility of CPA and Estimation of emissions reductions****E.1. Title and reference of the approved baseline and monitoring methodology(ies) selected**

Identify the exact reference and title of the approved methodology(ies).

**E.2. Application of methodology(ies)**

Demonstrate how the applicability conditions are met in accordance with the approved methodology(ies) and the PoA.

Explain documentation that has been used and provide references or include the documentation in Appendix 3:.

**E.3. Sources and GHGs**

Use the table below to describe carbon pools and GHGs in the CPA for the purpose of calculating baseline net GHG removals by sinks and actual net GHG removals by sinks.

Provide proof that the CPA is located within the geographical boundary of the proposed or registered PoA.

Carbon pools	Selected?	Justification / Explanation
...	...	...

Sources	GHGs	Included?	Justification / Explanation
Source 1	CO <sub>2</sub>		
	CH <sub>4</sub>		
	N <sub>2</sub> O		
	...		
Source 2	CO <sub>2</sub>		
	CH <sub>4</sub>		
	N <sub>2</sub> O		
	...		

**E.4. Identification of strata**

Describe the results of application of the ex ante stratification procedure in accordance with the selected methodology(ies).

**E.5. Description of the baseline scenario**

Describe how the baseline scenario is identified for the CPA in accordance with the PoA.

**E.6. Demonstration of eligibility for a CPA**

Demonstrate how each CPA meets the eligibility criteria of the PoA including confirmation of additionality of the CPA for its inclusion into the PoA.



## E.7. Estimation of GHG removals by sinks

### E.7.1. Explanation of methodological choices

Explain how the methods or methodological steps, in the selected methodology(ies), for calculating baseline net GHG removals by sink, actual net GHG removals by sinks, leakage and net anthropogenic GHG removals by sinks are applied. State which equations from the selected methodology(ies) will be used in calculating net anthropogenic GHG removals by sinks.

### E.7.2. Data and parameters that are to be reported ex-ante

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. Data that become available only after the registration of the CPA (e.g. measurements after the implementation of the CPA) should not be included here but in the table in section E.8.1 below.

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.). Data that are calculated with equations provided in the selected methodology(ies) or default values specified in the methodology(ies) should not be included in the compilation.

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 reference(s) to electronic spreadsheets may be used;
- (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 net GHG removals by sinks;
  - (ii) Calculation of actual net GHG removals by sinks;
  - (iii) Calculation of leakage.



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

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

### **E.7.3. Ex-ante calculation of GHG removals by sinks**

Provide a transparent ex ante calculation of baseline net anthropogenic GHG removals by sinks, actual net GHG removals by sinks and leakage expected during the crediting period, applying all relevant equations provided in the selected methodology(ies). For data or parameters available before validation, use values contained in the table in section E.7.2 above.

For data/parameters not available before validation and monitored during the crediting period, use estimates for parameters contained in the table in section E.8.1 below. If any of these estimates has been determined by a sampling approach, provide a description of the sampling efforts in accordance with the selected methodology(ies).

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.

Provide a sample calculation for each equation used, substituting the values used in the equations.



## E.7.4. Summary of the ex-ante estimates of GHG removals by sinks

Year	Baseline net GHG removals by sinks (tCO <sub>2</sub> e)	Actual net GHG removals by sinks (tCO <sub>2</sub> e)	Leakage (tCO <sub>2</sub> e)	Net anthropogenic GHG removals by sinks (tCO <sub>2</sub> e)	Cumulative net anthropogenic GHG removals by sinks (tCO <sub>2</sub> e)
Year A					
Year B					
Year C					
Year ...					
Total number of crediting years					
Total (tonnes of CO <sub>2</sub> e)					

**E.8. Application of the monitoring methodology and description of the monitoring plan****E.8.1. Data and parameters to be monitored**

Include specific information on how the data and parameters that need to be monitored 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/inclusion of the CPA in the PoA (e.g. measurements after the implementation of the CPA).

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 CPA (e.g. which exact national statistics). Where several sources may be 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 GHG removals by sinks in section E.7 above. To report multiple values referring to the same data and parameter, use one table. If necessary, reference(s) to electronic spreadsheets may be used;
- (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;
  - (i) Calculation of baseline net GHG removals by sinks;
  - (ii) Calculation of actual net GHG removals by sinks;
  - (iii) Calculation of leakage.

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

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

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

**E.8.2. Description of the monitoring plan**

Describe the monitoring plan for the CPA in accordance with the approved monitoring methodology(ies).

If data and parameters monitored in section E.8.1 above are determined by sampling approach, provide a description of the sampling plan in accordance with the selected methodology(ies).

**SECTION F. Approval and authorization**

Indicate whether the letter(s) of approval from each Party that wishes to be involved in the CPA, is available at the time of submitting the CPA-DD to the validating DOE. If so, provide along with the CPA-DD the letter(s) of approval of the Party(ies).

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**Appendix 1: Contact information on entity/individual responsible for the CPA**

For each organisation listed in section A.7 above, complete the table below, with the following mandatory fields: Organization, Street/P.O. Box, City, Postcode, Country, Telephone, Fax and E-mail, and Name of contact person. Copy and paste the table as needed.

<b>Organization</b>	
<b>Street/P.O. Box</b>	
<b>Building</b>	
<b>City</b>	
<b>State/Region</b>	
<b>Postcode</b>	
<b>Country</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>E-mail</b>	
<b>Website</b>	
<b>Contact person</b>	
<b>Title</b>	
<b>Salutation</b>	
<b>Last name</b>	
<b>Middle name</b>	
<b>First name</b>	
<b>Department</b>	
<b>Mobile</b>	
<b>Direct fax</b>	
<b>Direct tel.</b>	
<b>Personal e-mail</b>	

**Appendix 2: Affirmation regarding public funding**

If applicable, attach the affirmation obtained from Parties providing public funding to the CPA.

**Appendix 3: Applicability of the selected methodology(ies)**

Provide any further background information on the applicability of the selected methodology(ies).

**Appendix 4: Further background information on ex ante calculation of GHG removals by sinks**

Provide any further background information on the ex ante calculation of GHG removals by sinks. This may include data, measurement results, data sources, etc.

**Appendix 5: Further background information on monitoring plan**

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: Geographic delineation of project boundary**

Provide any further background information related to geographic delineation of project boundary.

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**History of the document**

<b>Version</b>	<b>Date</b>	<b>Nature of revision(s)</b>
01.0	EB 66, Annex 18 2 March 2012	Initial adoption.
<b>Decision Class:</b> Regulatory		
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