



## Annex 22

**GUIDELINES FOR COMPLETING  
THE SMALL-SCALE CDM PROJECT ACTIVITIES BUNDLING FORM****(Version 02.0)****CONTENTS**

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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 contains requirements for project participants to comply with in designing as well as in implementing any type of CDM project activities and programme of activities (PoAs) and monitoring greenhouse gas (GHG) emission reductions by sources or GHG removals by sinks. More specifically, the Project standard requires project participants to follow the “General principles for bundling” if they bring together more than one small-scale CDM project activities as a bundle.
3. The “General principles for bundling” provides project participants with requirements and guidance in bundling proposed small-scale CDM project activities (hereinafter referred to as project activities). To submit a bundle of project activities for validation, project participants shall complete the “CDM small-scale project activities bundling form” (F-CDM-SSC-BUN) and provide all necessary information and documentation to demonstrate compliance of the bundle with all applicable CDM rules and requirements.

### B. Objectives

4. The objectives of the “Guidelines for completing the CDM small-scale project activities bundling form” (hereinafter referred to as these guidelines) are to:
  - (a) Assist project participants in completing the F-CDM-SSC-BUN for their bundled project activities;
  - (b) Improve the quality and consistency of F-CDM-SSC-BUNs prepared by project participants and submitted in the CDM project cycle.

## II. Scope and applicability

5. These guidelines and the F-CDM-SSC-BUN are applicable only to small-scale CDM project activities. They are not applicable to small-scale afforestation or reforestation (A/R) project activities or PoAs.
6. These guidelines contains recommendations for project participants on how to complete the F-CDM-SSC-BUN.

## 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 preparing a bundle of project activities and completing the F-CDM-SSC-BUN, and in addition to applying the “General principles for bundling” and the selected approved small-scale baseline and monitoring methodology(ies) (hereinafter referred to as the selected methodology(ies)), project participants should also consult the “Rules and Reference” section of the UNFCCC CDM web site <<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. The F-CDM-SSC-BUN must be completed in English, and all attached documents must be in English or contain a full translation of relevant sections into English.
10. The F-CDM-SSC-BUN must be completed using the same format without modifying its font, headings or logo, and without any other alteration to the form.
11. Tables and their columns in the F-CDM-SSC-BUN may not be modified or deleted, but rows may be added, as needed. Additional appendices may be added.
12. If a section of the F-CDM-SSC-BUN is not applicable, it must be explicitly stated that the section is left blank intentionally.
13. The format used for presentation of values in the F-CDM-SSC-BUN 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 (.), not with a comma (,).



## V. Specific guidelines

Indicate on the cover page the following information:

- (a) Regarding the bundle:
  - (i) Title of the bundle;
  - (ii) Version number of the completed F-CDM-SSC-BUN;
  - (iii) completion date of the F-CDM-SSC-BUN (DD/MM/YYYY);
- (b) Regarding the project activities in the bundle:
  - (i) Title of the project activities;
  - (ii) Version number of the PDD(s);
  - (iii) Completion date of the PDD(s) (DD/MM/YYYY).

### SECTION A. Description of bundle and subbundles

#### A.1. General description of project activities in bundle

Provide the description and purpose of the bundling of project activities.

For each project activity in the bundle, provide the type(s), methodology(ies) and technology(ies)/measure(s) in the table below. For “technology(ies)/measure(s)”, provide a brief description only. If the bundle involves more than one subbundles, indicate in which subbundle project activities belong.

Project activity	Type (I, II or III)	Methodology(ies)	Technology(ies) / Measure(s)

Demonstrate that the bundle will remain under the limits of its type(s) every year during the crediting period.

#### A.2. Location of project activities in bundle

Provide information on the location of each project activity in the bundle in the table below.

For “Physical/ Geographical location”, provide information allowing the unique identification of the project activity. Maps for the locations may be shown below the table. Do not exceed one page for the description of the locations.



Project activity	Host Party(ies)	Region/State/ Province	City/Town/ Community	Physical/ Geographical location

### A.3. Parties and project participants

List in the table below Party(ies) and project participant(s) involved in the bundle and provide contact information in Appendix 1: below.

Party involved (host) indicates a host Party	Private and/or public entity(ies) project participants (as applicable)	Indicate if the Party involved wishes to be considered as project participant (Yes/No)
Party A (host)	Private entity A Public entity A	
Party B	Private entity B Public entity B	
...	...	

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

### B.1. Summary of ex-ante estimates of emission reductions

Summarize the results of the ex-ante calculation of emission reductions for all years of the crediting period, using the table below.

If the bundle involves more than one subbundle, provide a separate table for each subbundle. In addition, provide a table showing the aggregate emission reductions of the bundle.



Year	Baseline emissions (tCO <sub>2</sub> e)	Project emissions (tCO <sub>2</sub> e)	Leakage (tCO <sub>2</sub> e)	Emission reductions (tCO <sub>2</sub> e)
Year A				
Year B				
Year C				
Year ...				
<b>Total</b>				
<b>Total number of crediting years</b>				
<b>Annual average over the crediting period</b>				

## B.2. Monitoring plan

Indicate and justify which type of monitoring plan (common or separate) will be applied to the bundle or subbundle(s), in accordance with the applicable provisions in the “General principles for bundling”.

## SECTION C. Duration and crediting period

### C.1. Duration of bundle

#### C.1.1. Start date of bundle

State the start date of the bundle, in the format of DD/MM/YYYY.

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

State the expected operational lifetime of each project activity in the bundle, in years and months.

### C.2. Crediting period of bundle

#### C.2.1. Type of crediting period

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

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

State the start date of the crediting period of the bundle in the format of DD/MM/YYYY (same date for all project activities).

#### C.2.3. Length of crediting period

State the length of the crediting period of the bundle in years and months (same length for all project activities).

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**Appendix 1: Contact information of project participants in the bundle**

For each organisation listed in section A.3 above, complete the table below, with the following mandatory fields: Organization, Street/ P.O. Box, City, Postcode, Country, Telephone and 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>	

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**History of the document**

<b>Version</b>	<b>Date</b>	<b>Nature of revision</b>
02.0	EB 66, Annex 22 2 March 2012	Revision required to ensure consistency with the "General principles for bundling" and the CDM Project Standard as referenced in Appendix 1, <i>Implementation plan for the CDM Project Standard, Validation and Verification Standard and Project Cycle Procedure</i> (EB 65 report, annex 6, appendix 1).
01	EB 34, Annex 10, 14 September 2007	Guidelines for completing the form for submission of bundled SSC CDM project activities have been separated from the guideline for completing the simplified project design document (CDM-SSC-PDD) to become a stand-alone document.
<b>Decision Class:</b> Regulatory <b>Document Type:</b> Guideline <b>Business Function:</b> Registration		