

**Annex 5****DRAFT GUIDELINES FOR COMPLETING
THE MONITORING REPORT FORM (CDM-MR)****(Version 01)****PART I (General guidance)**

General Information on the CDM Monitoring Report Form (CDM – MR)

1. These guidelines seek to assist project participants in completing the Monitoring Report Form (CDM – MR).
2. If the project participants wish to submit a project activity for verification and issuance, they shall submit a fully completed CDM – MR.
3. The CDM – MR may be obtained electronically from the UNFCCC CDM website.
4. The CDM-Executive Board (the Board) may revise the CDM – MR.
5. Revisions will come into effect once adopted by the Board, making allowance of guideline 6 below.
6. Revisions to the CDM-MR do not affect monitoring reports for project activities that have already been submitted for the process of requesting issuance prior to the adoption of the revised CDM-MR.
7. In accordance with the CDM modalities and procedures, the CDM-MR shall be completed in English as the working language of the Board.
8. The CDM-MR template shall not be altered, that is, the form shall be completed using the same font without modifying the font and size, and document headings, or logo.
9. Tables and their columns shall not be modified or deleted. However, rows may be added as needed.
10. If a section of the CDM-MR is not applicable, it shall be explicitly stated that the section is left blank on purpose.
11. The presentation of values in the CDM-MR, including those used for the calculation of emission reductions, should be in international standard format, e.g. 1,000 representing one thousand and 1.0 representing one. The units used for weights should be accompanied by their equivalent in the international system of units (SI) units and norms (e.g. thousand, million) as part of the requirement to ensure transparency and clarity.

**DRAFT**

12. The presentation of values in the CDM-MR, including those used for the calculation of emission reductions, must be in the international system of units. Large numbers should be presented using the short scale naming system e.g. million = 10^6 and billion = 10^9 .

**DRAFT****PART II (Monitoring Report Form)**

Monitoring Report Form (CDM-MR)

1. The CDM-MR presents the essential information regarding the implemented project activity.
2. The CDM-MR should contain information on the following:
 - (i) status of the implementation of the project activity,
 - (ii) actual operation of the project activity,
 - (iii) approved monitoring plan applied to the project activity,
 - (iv) monitoring procedures,
 - (v) baseline emissions,
 - (vi) project emissions,
 - (vii) leakage emissions, and
 - (viii) emission reductions achieved during the monitoring period (including monitored parameters and calculation methods).
3. Project participants shall submit the completed version of the CDM-MR, together with the attachments, to a designated operational entity for verification of the project activity for the relevant monitoring period.

**DRAFT****MONITORING REPORT FORM (CDM-MR)
Version 01 - in effect as of: DD/MM/YYYY****CONTENTS**

- A. General description of the project activity
 - A.1. Brief description of the project activity
 - A.2. Project participants
 - A.3. Location of the project activity
 - A.4. Technical description of the project
 - A.5. Title, reference and version of the baseline and monitoring methodology applied to the project activity
 - A.6. Registration date of the project activity
 - A.7. Crediting period of the project activity and related information
- B. Implementation of the project activity
 - B.1. Implementation status of the project activity
 - B.2. Revision of the monitoring plan
 - B.3. Request for deviation applied to this monitoring period
 - B.4. Notification or request of approval of changes
- C. Data and parameters monitored
 - C.1. Data and parameters used to calculate baseline emissions
 - C.2. Data and parameters used to calculate project emissions
 - C.3. Data and parameters used to calculate leakage emissions
 - C.4. Other relevant data and parameters
- D. Description of the monitoring system
- E. Emission reductions calculation
 - E.1. Baseline emissions calculation
 - E.2. Project emissions calculation
 - E.3. Leakage calculation
 - E.4. Emission reductions calculation
 - E.5. Comparison of actual emission reductions with estimates in the registered CDM-PDD
 - E.6. Remarks on difference from estimated value

Annex 1. Additional monitoring information



**DRAFT**

<p style="text-align: center;">MONITORING REPORT INSERT version number and date dd/mm/yyyy INSERT title project activity INSERT reference number INSERT monitoring period number and dates (first and last days included (dd/mm/yyyy - dd/mm/yyyy))</p>

SECTION A. General description of the project activity**A.1. Brief description of the project activity: >>**

The description of the project activity to be presented in this section is a brief summary of the detailed description given in the section “B.1 Implementation status of the project activity” below and shall include:

1. Purpose of the project activity and the measures taken to reduce greenhouse gas emissions;
2. Brief description of the installed technology and equipments;
3. Relevant dates for the project activity (e.g. construction, commissioning, continued operation periods, etc.).
4. Total emission reductions achieved in this monitoring period.

A.2. Project Participants

>>

A.3. Location of the project activity:

>>

Complete information of the location of the project activity: town, city, country and GPS coordinates.

A.4. Technical description of the project

>>

Description of the technology applied in the project activity and detailed technical process, including diagrams.

A.5. Title, reference and version of the baseline and monitoring methodology applied to the project activity:

>>

Include the complete reference of the methodology applied and tools whenever is applicable.

A.6. Registration date of the project activity:

>>

A.7. Crediting period of the project activity and related information (start date and choice of crediting period):

>>

**DRAFT**

When applicable, the description shall also include changes to the start date of the crediting period post-registration that have been accepted by the Board

A.8. Name of responsible person(s)/entity(ies):

>>

Please provide contact information of the person(s)/entity(ies) responsible for completing the monitoring report form (CDM-MR).

SECTION B. Implementation of the project activity**B.1. Implementation status of the project activity**

>>

This section should include a description of the implementation and operational status of the project as of this monitoring period in accordance with the latest version of the CDM Validation and Verification Manual (CDM-VVM)¹. The description should include *inter alia*:

1. The starting date of operation of the project activity. For project activities that consist of more than one site, the report shall clearly describe the status of implementation and starting date of operation for each site. For CDM project activities with phased implementation, the report shall indicate the progress of the proposed CDM project activity achieved in each phase.
2. The information regarding the actual operation of the project activity during this monitoring period, including information on special events, for example overhaul times, downtimes of equipment, exchange of equipment, etc.
3. A brief description of: (i) events or situations that occurred during the monitoring period, which may impact the applicability of the methodology, and (ii) how the issues resulting from these events or situations are being addressed.

B.2. Revision of the monitoring plan

>>

Please indicate whether the monitoring plan has been revised. Include the date of approval, if revised.

B.3. Request for deviation applied to this monitoring period

>>

Please indicate any deviation applied to this monitoring period. Include the reference number, if any deviation applied.

B.4. Notification or request of approval of changes

>>

Please indicate any notification or request of approval of changes from the project activity as described in the registered CDM-PDD. Include the date of approval, if applicable.

SECTION C. Description of the monitoring system

¹ <http://cdm.unfccc.int/Reference/Manuals/index.html>

**DRAFT**

>>

Please provide a description of the monitoring system. This section may include data collection procedures (information flow including data generation, aggregation, recording, calculation and reporting), organizational structure, roles and responsibilities of personnel, and emergency procedures for the monitoring system.

This shall include line diagrams showing all relevant monitoring points.

SECTION D. Data and parameters

This section shall include parameters used to calculate baseline, project, and leakage emissions as well as other relevant parameters required by the approved methodology and the monitoring plan; and specific information on how data and parameters have been monitored during the monitoring period. Data that are determined only once for the crediting period but are used after registration of the project activity should be included here under section D.1.

Provide for each parameter the following information, using the tables provided below:

1. Value of monitored parameter in the period for the purpose of calculating emission reductions. To report multiple values, a table may be used and included in this monitoring report or include references to spreadsheet. For default value (such as an IPCC value), where it is ex-post confirmed, the most recent value shall be applied.
2. Description of the equipment used to monitor each parameter, including details on accuracy class, and calibration information (frequency, date of calibration and validity), if applicable as per monitoring plan.
3. Measuring and recording method: how the parameters are measured/calculated, specifying the measurement and recording frequency.
4. Source of data: logbooks, daily records, surveys, etc.
5. Where relevant, the calculation method of the parameter.
6. The QA/QC procedures applied (if applicable per monitoring plan).
7. Include information about appropriate emission factors, IPCC default values and any other reference values that have been used in the calculation of emission reductions.

D.1. Data and parameters determined at registration and not monitored during the monitoring period, including default values and factors

(Copy this table for each data and parameter. To report multiple values, a table may be used)

Data / Parameter:	
Data unit:	
Description:	
Source of data used:	
Value(s) :	
Indicate what the data are used for (Baseline/ Project/ Leakage emission calculations)	
Additional comment:	



DRAFT

D.2. Data and parameters monitored	
<i>(Copy this table for each data and parameter. To report multiple values, a table may be used)</i>	
Data / Parameter:	
Data unit:	
Description:	
Measured /Calculated /Default:	
Source of data:	
Value (s) of monitored parameter:	
Indicate what the data are used for (Baseline/ Project/ Leakage emission calculations)	
Monitoring equipment (type, accuracy class, serial number, calibration frequency, date of last calibration, validity)	
Measuring/Recording frequency:	
Calculation method (if applicable):	
QA/QC procedures applied:	

SECTION E. Emission reductions calculation**E.1. Baseline emissions calculation**

>>

This section shall include all formulae used and description to calculate the baseline emissions applying actual values. A table may be used and included in this monitoring report or include references to spreadsheet.

E.2. Project emissions calculation

>>

This section shall include all formulae used and description to calculate the project emissions applying actual values. A table may be used and included in this monitoring report or include references to spreadsheet

E.3. Leakage calculation

>>

**DRAFT**

This section shall include all formulae used and description to calculate the leakage applying actual values. A table may be used or include a reference to the spreadsheet to report multiple values.

E.4. Emission reductions calculation / table

>>

This section shall include the formulae used to calculate the emission reductions and the total of the emission reductions achieved during the monitoring period.

Total baseline emissions:

Total project emissions:

Total leakage:

Total emission reductions:

E.5. Comparison of actual emission reductions with estimates in the CDM-PDD

>>

This section shall include a comparison of actual values of the emission reductions achieved during the monitoring period with the estimations in the registered CDM-PDD.

Item	Values applied in ex-ante calculation of the registered CDM-PDD	Actual values reached during the monitoring period
Emission reductions (tCO ₂ e)		

E.6. Remarks on difference from estimated value in the PDD

>>

Please provide an explanation of the cause of any **increase** in the actual emission reductions achieved during the current monitoring period (e.g. higher water availability, higher load plant factor, etc), including all information (i.e. data and/or parameters) that is different from that stated in the registered CDM-PDD.
