

**CDM-EB81-AA-A07**

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# Methodology specific project design forms

Version 01.0



**United Nations**  
Framework Convention on  
Climate Change

<b>TABLE OF CONTENTS</b>	<b>Page</b>
<b>APPENDIX 1. COMMENTS FROM THE SMALL-SCALE WORKING GROUP.....</b>	<b>5</b>
<b>APPENDIX 2. OPTION 1: DRAFT METHODOLOGY SPECIFIC PDD FORM AS AN ANNEX TO THE METHODOLOGY .....</b>	<b>6</b>
<b>APPENDIX 3. OPTION 2: DRAFT METHODOLOGY SPECIFIC PDD FORM AS A PART OF INSTRUCTIONS FOR FILLING OUT THE PDD FORM.....</b>	<b>16</b>

## **1. Procedural background**

1. The Executive Board of the clean development mechanism (hereinafter referred to as the Board) at its seventy-ninth meeting has considered a concept note prepared in response to the request from the Conference of Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) in decision 3/CMP 9, paragraph 18, on general simplification in the validation process for project activities and PoAs that are deemed to be automatically additional.
2. The Board in its 79th meeting, Paragraph 58, agreed that the project activities and PoAs that are deemed to be automatically additional can benefit from the use of simplified methodology specific project design (PDD) form. The Board also agreed to initiate work on the development of three methodology specific PDD forms and would decide whether it will be annexed to the respective methodology or as a part of instructions for filling out the PDD form. The Board further agreed to consider in the future digitizing these methodology specific PDD form.
3. The secretariat also consulted with small-scale working group (SSC WG) at its 44th meeting and requested their comments on the methodology specific PDD forms developed as per the mandate received from the Board at its seventy-ninth meeting.

## **2. Purpose**

4. To provide methodology specific PDD forms with two approaches as requested by the Board at seventy-ninth meeting:
  - (a) Option 1: Methodology specific PDD form as an annex to the methodology which contains overall simplification to the existing PDD form including simplification to the sections specific to the methodology; and
  - (b) Option 2: Methodology specific PDD form as a part of instructions for filling out the PDD form containing simplification to the sections specific to the methodology.

## **3. Key issues and proposed solutions**

### **3.1. Key Issues**

5. It is easy to comprehend that development of methodology specific PDD form is found to be a key challenge in order to simplify validation process for project activities and PoA that are deemed to be automatically additional.
6. One of the key issue identified while proposing the work on methodology specific PDD form is 'Redundancy of information' and this issue is not completely addressed with the methodology specific PDD forms developed under Option 2 since the simplification under this option is limited to current section B of the PDD form while there remains a lot of opportunity for simplification of other section of the PDD form.
7. The methodology specific PDD forms developed under Option 1 provide simplification to the current PDD form in totality and reduce risk of having redundant information in the PDD which substantially reduce time for preparation of the PDD and validation time by the DOE.

8. The secretariat also consulted with SSC WG at its 44<sup>th</sup> meeting and received comments from them on the methodology specific PDD forms which are appended as Appendix 1.

### **3.2. Proposed solutions**

9. It is believed that methodology specific PDD form developed under option 1 will largely reduce the subjectivity and thus to ease the burden of project participants as well as to improve the efficiency of its subsequent evaluation at the DOE's end and at the secretariat's end when compared with the methodology specific PDD form developed under option 2.
10. The methodology specific PDD forms can be road tested as suggested by the SSC WG on the real cases by allowing project participants to use the same for their project activities.
11. As per the mandate received from the Board at its seventy-ninth meeting the secretariat developed methodology specific forms for three small-scale methodologies, however in order to compare option 1 and option 2 the secretariat has provided an illustration of methodology specific PDD forms prepared for AMS-I.D as an appendix 1 and appendix 2 to this information note.

## **4. Impacts**

12. The methodology specific PDD form developed under Option 1 will reduce the redundant information in PDD and thus reduce the preparation time for PDD and thereby reduce transaction cost and validation time for the project participants and DOEs; and further reduces the time required for the assessment the project activities at secretariat end.

## **5. Subsequent work and timelines**

13. Based on the recommendation from the Board, the secretariat will publish the methodology specific PDD forms prepared for the three methodologies for the use of the project participants.
14. The secretariat will take a note of comments received from the stakeholder during the road testing and present the same to the Board for its consideration at its future meeting.
15. The secretariat will identify the methodologies for which methodology specific PDD forms need to be prepared in 2015.

## **6. Recommendations to the Board**

16. The secretariat recommends the Board to provide a mandate
  - (a) To implement 'Option 1 - Methodology specific PDD form as an annex to the methodology 'in the remaining three methodologies agreed in EB 79.
  - (b) Revise the regulatory documents the Project cycle procedure, Project standard and validation and verification standards to incorporate the availability of the forms.

## Appendix 1. Comments from the small-scale working group


1. The SSC WG considered draft methodology-specific PDD forms for methodologies using 'Option 1 - Methodology specific PDD form as an annex to the methodology' which contains overall simplification to the existing PDD form including simplification to the sections specific to the methodology and 'Option 2 - Methodology specific PDD form as a part of instructions for filling out the PDD form' containing simplification to the sections specific to the methodology, for the simplification of the validation process and provided the following input to the secretariat.
2. The SSC WG agreed that a check-list type of methodology-specific PDD form developed under option 1 would help to further simplify and streamline the validation process for automatically additional project activities and/or PoAs as it is dedicated to a specific technology/methodology; furthermore, the SSC WG requested the secretariat to ensure that the methodology-specific PDD forms meet the expectations of all segments of CDM stakeholders.
3. The SSC WG suggested to road-test the draft PDD forms developed using option 1.

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### Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	10 November 2014	Initial publication as an annex to the annotated agenda of EB81.
Decision Class: Regulatory Document Type: Information Note Business Function: Registration Keywords: project design document, SSC project activities, recommendations from executive advisory bodies		

## Appendix 2. Option 1: Draft methodology specific PDD form as an annex to the methodology

 <p style="text-align: center;"><b>Project design document form for small-scale CDM project activities applying AMS-I.D version 17.0 (Version 01.0)</b></p>	
<p><i>Complete this form in accordance with the Attachment "Instructions for filling out the project design document form for small-scale CDM project activities" at the end of this form.</i></p>	
<b>PROJECT DESIGN DOCUMENT (PDD)</b>	
<b>SECTION A. General project information</b>	
Title of the solar photovoltaic project activity	[Insert title]
Version number of the PDD	[xx.xx]
Completion date of the PDD	[dd/mm/yyyy]
Project participant(s)	[Insert name]
Lifetime of project activity	[Insert value, years]
Crediting period	<input type="checkbox"/> Fixed crediting period of 10 years; or  <input type="checkbox"/> First <input type="checkbox"/> Second or <input type="checkbox"/> Third crediting period of 7 years Renewable crediting period
Start date of crediting period	[dd/mm/yyyy]
Estimated amount of annual average GHG emission reductions	[Insert value] tCO <sub>2</sub> e
Host Party involved and Authorised Participants from Host Party (as applicable)	[Insert name of the Party] Private / Public entity from Host Party ....
Host Party wishes to be considered as project participant	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Party(ies) involved and Authorised Participants from other party(ies)	[Insert name of the Party1] Private / Public entity from Party 1 [Insert name of the Party2] Private / Public entity from Party 2 ...
Other Party(ies) wishes to be considered as project participant	Party 1 - <input type="checkbox"/> Yes <input type="checkbox"/> No Party 2 - <input type="checkbox"/> Yes <input type="checkbox"/> No ...
Region/State/Province	[Insert name of region/state/province where project is located]
City/Town/Community	[Insert name of city/town/community]

Physical/Geographical location	[Insert longitude and latitude of the project activity location]
Confirm the use of public funding	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm that there is no ODA diversion	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project activity a debundled part <sup>1</sup> of a large-scale project activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION B. Project technical information

### B.1. Detailed information<sup>2</sup> of solar photovoltaic equipment installed

Unit No.	Nameplate capacity [MW]	Manufacturer	Model/Type	Actual or expected operation start date
1	xx	xx		[dd/mm/yyyy]
2	xx	xx		[dd/mm/yyyy]
...	...	...		...
Total	xx	-		-

## SECTION C. Applicability of selected approved baseline and monitoring methodology

### C.1. Applicability conditions

1. The project activity is supplying electricity to	<input type="checkbox"/> [Specify name of national or regional grid] <input type="checkbox"/> An identified consumer facility via [specify name of national or regional grid] through a contractual arrangement
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### C.2. Project boundary

1. The project boundary includes the project power plant and all power plants connected physically to the electricity system that the project power plant is connected to.
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### C.3. Baseline scenario

1. The baseline scenario is that the electricity delivered to the grid by the project activity would have otherwise been generated by the operation of grid-connected power plants and by the addition of new generation sources into the grid.
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### C.4. Demonstration of Additionality

1. Start date of project activity	[dd/mm/yyyy]
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<sup>1</sup> For debundling criteria please refer to 'Guidelines on assessment of de-bundling for SSC project activities'

<sup>2</sup> If the project participant(s) do not have this information during validation the same shall be provided during the first verification of the project activity using the procedure for post registration changes.

2. Evidence to demonstrate start date of project activity	<input type="checkbox"/> EPC contract <input type="checkbox"/> Major equipment purchase contract <input type="checkbox"/> Any other please specify [Insert details]
3. Date of notification to host Party DNA and UNFCCC secretariat (if applicable)	[dd/mm/yyyy] and [dd/mm/yyyy]
4. Additionality for the project is demonstrated using	<input type="checkbox"/> Microscale additionality guidelines <input type="checkbox"/> Small-scale additionality guidelines <input type="checkbox"/> Approved standardized baseline

## C.5. Emission reductions

### C.5.1. Summary of ex ante estimates of emission reductions

Year	Estimated electricity generation (MWh) (A)	Emission factor (tCO <sub>2</sub> /MWh) (B)	Baseline emissions (t CO <sub>2</sub> e) (C)=(A)x(B)	Project emissions (t CO <sub>2</sub> e) (D)	Leakage (t CO <sub>2</sub> e) (E)	Emission reductions (t CO <sub>2</sub> e) (F)=(C)-(D)-(E)
Year A						
Year B						
Year C						
Year ...						
Total						
Annual average						

## C.6. Monitoring plan

### C.6.1. Data and parameters

<b>Data / Parameter</b>	EF <sub>CO<sub>2</sub>,y</sub>
<b>Data unit</b>	tCO <sub>2</sub> /MWh
<b>Description</b>	Electricity grid emission factor used in the project activity
<b>Source of data</b>	<input type="checkbox"/> Published by DNA. <input type="checkbox"/> Calculated as per requirements in 'Tool to calculate the emission factor for an electricity system' [Web-link where the calculation of emission factor for an electricity system is available]
<b>Value(s) applied</b>	[Insert the value]
<b>Measurement methods and procedures</b>	<input type="checkbox"/> ex ante fixed <input type="checkbox"/> ex post, monitored annually
<b>Additional comment</b>	

<b>Data / Parameter</b>	EG <sub>facility,y</sub>
<b>Data unit</b>	MWh
<b>Description</b>	Quantity of net electricity supplied to the grid in year y



<b>Source of data</b>	Plant records
<b>Value(s) applied</b>	[Insert the value]
<b>Measurement methods and procedures</b>	
<b>QA/QC procedures</b>	[If available, provide details regarding meter accuracy and calibration frequency of the electricity meter]
<b>Additional comment</b>	The net electricity export/supplied to a grid is the difference between the measured quantities of the grid electricity export and the import. If applicable, measurement results shall be cross checked with records for sold/purchased electricity (e.g. invoices/receipts).

### C.6.2. Sampling plan

1. Confirm use of sampling plan in accordance with the "Standard for sampling and surveys for CDM project activities and programme of activities".	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### C.6.3. Other elements of monitoring plan

1. Confirm allocation of responsibility for monitoring	<input type="checkbox"/> Yes <input type="checkbox"/> No It will be completed after registration and prior to start of monitoring of the project activity.
2. Confirm establishment of internal quality assurance procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No It will be established after registration and prior to start of monitoring of the project activity.

## SECTION D. Environmental impacts

1. Confirm that the EIA is required for the project activity as per host Party regulations	<input type="checkbox"/> Yes (Continue to question 2 below) <input type="checkbox"/> No (Please proceed to section E)
2. Confirm that the letter of approval from the host Party is issued before EIA	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION E. Local stakeholder consultation [to be removed if this is annex to methodology]

1. Confirm that the local stakeholder consultation is conducted for the project activity	<input type="checkbox"/> Yes [dd/mm/yyyy] <input type="checkbox"/> No
2. Confirm that comments provided by local stakeholders are taken into account	<input type="checkbox"/> Yes <input type="checkbox"/> No

### **Attachment 1.Contact information of project participants**

<b>Organization name</b>	
<b>Contact person name</b>	
<b>Department</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>E-mail</b>	

### **Attachment 2.Further background information on ex ante calculation of emission reductions**

### **Attachment 3.Summary of post-registration changes**

## **Attachment 4. Instructions for filling out the project design document form for small-scale CDM project activities**

### **1. General instructions**

17. When designing a project activity and completing the CDM-SSC-PDD-FORM, in addition to applying the “CDM project standard” (Project standard), the selected approved baseline and monitoring methodology(ies) (hereinafter referred to as the selected methodology(ies)) and, where applicable, the selected approved standardized baseline(s) (hereinafter referred to as the selected standardized baseline(s)), 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, tools and standardized baselines), procedures, guidelines, clarifications, forms and the “Glossary of CDM terms”.
18. When documenting changes occurred to the project activity after its registration in accordance with applicable provisions relating to the post registration changes process, prepare two versions of the PDDs using the CDM-SSC-PDD-FORM, one in clean version and the other indicating the changes in track-change.
19. In addition to the provisions in paragraph 18 above, provide a summary of the changes, including the reasons for the changes and any additional information relating to the changes, in 0 below.
20. Where a PDD contains information that the project participants wish to be treated as confidential/proprietary, 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 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 alternate members; panel/committee and working group members; external experts requested to consider such documents in support of work for the Board; the secretariat).
21. Information used to: (a) demonstrate additionality; (b) describe the application of the selected methodology(ies) and, where applicable, the selected standardized baseline(s); and (c) support the environmental impact assessment; is not considered proprietary or confidential. Make any data, values and formulae included in electronic spreadsheets provided accessible and verifiable.
22. Complete the CDM-SSC-PDD-FORM and all attached documents in English, or contain a full translation of relevant sections in English.
23. Complete the CDM-SSC-PDD-FORM using the same format without modifying its font, headings or logo, and without any other alteration to the form.

24. Do not modify or delete tables and their columns in the CDM-SSC-PDD-FORM. Add rows in the tables as needed. Add additional appendices as needed.
25. If a section of the CDM-SSC-PDD-FORM is not applicable, explicitly state that the section is left blank intentionally.
26. Use an internationally recognized format for presentation of values in the CDM-SSC-PDD-FORM, for example use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
27. If project participants wish to propose a project activity with more than one component in the same PDD, provide information on each component separately in all the relevant sections in accordance with the applicable provision related to validation for small-scale project activities in the Project standard.
28. Complete the CDM-SSC-PDD-FORM deleting this Attachment “Instructions for filling out the project design document form for small-scale CDM project activities”.

## 2. Specific instructions

### SECTION A. General project information

1. Indicate the following information on the cover page:
  - (a) Title of the project activity;
  - (b) Version number of the PDD;
  - (c) Completion date of the PDD (DD/MM/YYYY);
  - (d) Project participant(s);
  - (e) Lifetime of project activity;
  - (f) Crediting period;
  - (g) Start date of crediting period;
  - (h) Estimated amount of annual average GHG emission reductions;
  - (i) Host Party involved and Authorised Participants from Host Party;
  - (j) Confirmation from Host Party whether it wishes to be considered as project participant;
  - (k) Other Party(ies) involved and Authorised Participants from other party(ies);
  - (l) Confirmation from Other Party(ies) whether it wishes to be considered as project participant;
  - (m) Region/State/Province;
  - (n) City/Town/Community;
  - (o) Physical/Geographical location;
  - (p) Confirmation regarding the use of public funding;
  - (q) Confirmation that there is no ODA diversion;
  - (r) Confirmation whether the project activity a debundled part of a large-scale project activity.

### SECTION B. Project technical information

1. Provide the nameplate capacity and Manufacturer, Model/Type (including lifetime) of the solar photovoltaic system along with the start date of operation for each unit installed under the project activity.
2. If the project participant(s) do not have this information during validation, the same shall be provided during the first verification of the project activity using the procedure for post registration changes.

## **SECTION C. Application of selected approved baseline and monitoring methodology and standardized baseline**

### **C.1. Applicability conditions**

1. Tick the appropriate applicability condition for the project activity.

### **C.2. Project boundary**

1. The project boundary includes the project power plant and all power plants connected physically to the electricity system that the project power plant is connected to.

### **C.3. Baseline scenario**

1. The baseline scenario is that the electricity delivered to the grid by the project activity would have otherwise been generated by the operation of grid-connected power plants and by the addition of new generation sources into grid.

### **C.4. Demonstration of additionality**

1. Provide the appropriate information for the demonstration of additionality for the project activity and where required tick the appropriate option provided in the form as applicable to the project activity

### **C.5. Emission reductions**

#### **C.5.1. Summary of ex ante estimates of emission reductions**

1. Summarize the results of the ex ante calculation of emission reductions for all years of the crediting period, using the table provided in the form.

### **C.6. Monitoring plan**

1. Through sections B.6.1, B.6.2, and B.6.3 below, provide a detailed description of the monitoring plan of the project activity developed in accordance with the monitoring requirements of the selected methodology(ies), where applicable, the selected standardized baseline(s) and applicable provisions for monitoring plan for all project types and small-scale project activities in the Project standard.

#### **C.6.1. Data and parameters**

1. Provide the appropriate information for the project activity and where required tick the appropriate option provided in the form as applicable to the project activity.

#### **C.6.2. Sampling plan**

1. Tick appropriate option provided under form.

#### **C.6.3. Other elements of monitoring plan**

1. Tick appropriate option provided under form.

## **SECTION D. Environmental impacts**

1. Tick appropriate option provided under form and where applicable provide required information.

## **SECTION E. Local stakeholder consultation**

1. Tick appropriate option provided under form and where applicable provide required information.

## **Attachment 1. Contact information of project participants and responsible persons/ entities**

1. For each organisation listed in sections A.4 and B.7.4 above, complete the table below. Copy and paste the table as needed.

<b>Organization name</b>	
<b>Contact person name</b>	
<b>Department</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>E-mail</b>	

## **Attachment 2. Further background information on monitoring plan**

1. 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.

## **Attachment 3. Summary of post registration changes**


1. Provide a summary of the post registration changes.

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### Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	10 November 2014	Initial publication as an annex to the annotated agenda of EB81.
Decision Class: Regulatory Document Type: Form, Instruction Business Function: Registration Keywords: project design document, SSC project activities		

### Appendix 3. Option 2: Draft methodology specific PDD form as a part of instructions for filling out the PDD form

 <p style="text-align: center;"><b>Project design document form for small-scale CDM project activities applying AMS-I.D version 17.0 (Version 01.0)</b></p>	
<p><i>Complete this form in accordance with the Attachment "Instructions for filling out the project design document form for small-scale CDM project activities" at the end of this form.</i></p>	
<b>PROJECT DESIGN DOCUMENT (PDD)</b>	
<b>Title of the project activity</b>	
<b>Version number of the PDD</b>	
<b>Completion date of the PDD</b>	
<b>Project participant(s)</b>	
<b>Host Party</b>	
<b>Sectoral scope and selected methodology(ies), and where applicable, selected standardized baseline(s)</b>	<p>1. AMS-I.D: Grid connected renewable electricity generation. Version number[insert number];</p> <p>2. Sectoral scope 01;</p> <p>3. Standardized baselines applied?</p> <p><input type="checkbox"/> No;</p> <p><input type="checkbox"/> Yes, PSB [insert number and title]</p>
<b>Estimated amount of annual average GHG emission reductions</b>	



## SECTION A. Description of project activity

### A.1. Purpose and general description of project activity

>>The proposed CDM project is to generate and supply annual [insert number]MWh electricity to [insert grid name]power grid with a grid emission factor of [insert number] tCO<sub>2</sub>/MWh, by installing a [insert capacity] solar photovoltaic power plant.

### A.2. Location of project activity

#### A.2.1. Host Party

>>

#### A.2.2. Region/State/Province etc.

>>

#### A.2.3. City/Town/Community etc.

>>

#### A.2.4. Physical/Geographical location

>>

### A.3. Technologies and/or measures

#### A.3.1. Detailed information<sup>3</sup> of solar photovoltaic equipment installed

Unit No.	Nameplate capacity [MW]	Manufacturer	Model/Type	Actual or expected operation start date
1	xx	xx		[dd/mm/yyyy]
2	xx	xx		[dd/mm/yyyy]
...	...	...		...
Total	xx	-		-

### A.4. Parties and project participants

Party involved (host) indicates 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	

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<sup>3</sup> If the project participant(s) do not have this information during validation the same shall be provided during the first verification of the project activity using the procedure for post registration changes.

Party B	Private entity B Public entity B	
...	...	

#### A.5. Public funding of project activity

>>

#### A.6. Debundling for project activity

Is the project activity a debundled part <sup>4</sup> of a large-scale project activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### SECTION B. Application of selected approved baseline and monitoring methodology and standardized baseline

#### B.1. Applicability conditions

The project activity is supplying electricity to	<input type="checkbox"/> [specify name of national or regional grid] <input type="checkbox"/> An identified consumer facility via [specify name of national or regional grid] through a contractual arrangement
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#### B.2. Project boundary

The project boundary includes the project power plant and all power plants connected physically to the electricity system that the project power plant is connected to.
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#### B.3. Baseline scenario

The baseline scenario is that the electricity delivered to the grid by the project activity would have otherwise been generated by the operation of grid-connected power plants and by the addition of new generation sources into grid.
--

#### B.4. Demonstration of additionality

5. Start date of project activity	[dd/mm/yyyy]
6. Evidence to demonstrate start date of project activity	<input type="checkbox"/> EPC contract <input type="checkbox"/> Major equipment purchase contract <input type="checkbox"/> Any other please specify [Insert details]
7. Date of notification to host Party DNA and UNFCCC secretariat (if applicable)	[dd/mm/yyyy] and [dd/mm/yyyy]
8. Additionality for the project is demonstrated using	<input type="checkbox"/> Microscale additionality guidelines <input type="checkbox"/> Small-scale additionality guidelines <input type="checkbox"/> Approved standardized baseline

<sup>4</sup> For debundling criteria please refer to 'Guidelines on assessment of de-bundling for SSC project activities'

## B.5. Emission reductions

### B.5.1. Summary of ex ante estimates of emission reductions

Year	Estimated electricity generation (MWh) (A)	Emission factor (tCO <sub>2</sub> /MWh) (B)	Baseline emissions (t CO <sub>2</sub> e) (C)=(A)x(B)	Project emissions (t CO <sub>2</sub> e) (D)	Leakage (t CO <sub>2</sub> e) (E)	Emission reductions (t CO <sub>2</sub> e) (F)=(C)-(D)-(E)
Year A						
Year B						
Year C						
Year ...						
Total						
Number of crediting years	<input type="checkbox"/> 10 years for fixed crediting period <input type="checkbox"/> 7 years for renewable crediting period					
Annual average						

## B.6. Monitoring plan

### B.6.1. Data and parameters

<b>Data / Parameter</b>	EF <sub>CO<sub>2</sub>,y</sub>
<b>Data unit</b>	tCO <sub>2</sub> /MWh
<b>Description</b>	Electricity grid emission factor used in the project activity
<b>Source of data</b>	<input type="checkbox"/> Published by DNA. <input type="checkbox"/> Calculated as per requirements in 'Tool to calculate the emission factor for an electricity system' [Web-link where the calculation of emission factor for an electricity system is available]
<b>Value(s) applied</b>	[Insert value]
<b>Measurement methods and procedures</b>	<input type="checkbox"/> ex ante fixed <input type="checkbox"/> ex post, monitored annually
<b>Type of parameter</b>	<input type="checkbox"/> ex ante fixed <input type="checkbox"/> ex post monitored
<b>Additional comment</b>	

<b>Data / Parameter</b>	EG <sub>facility,y</sub>
<b>Data unit</b>	MWh
<b>Description</b>	Quantity of net electricity supplied to the grid in year y
<b>Source of data</b>	Plant records
<b>Value(s) applied</b>	[Insert value]
<b>Measurement methods and procedures</b>	
<b>QA/QC procedures</b>	[If available, provide details regarding meter accuracy and calibration frequency of the electricity meter]

<b>Additional comment</b>	The net electricity export/supplied to a grid is the difference between the measured quantities of the grid electricity export and the import. If applicable, measurement results shall be cross checked with records for sold/purchased electricity (e.g. invoices/receipts).
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#### **B.6.2. Sampling plan**

2. Confirm use of sampling plan in accordance with the "Standard for sampling and surveys for CDM project activities and programme of activities".	<input type="checkbox"/> Yes <input type="checkbox"/> No
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#### **B.6.3. Other elements of monitoring plan**

3. Confirm allocation of responsibility for monitoring	<input type="checkbox"/> Yes <input type="checkbox"/> No It will be completed after registration and prior to start of monitoring of the project activity.
4. Confirm establishment of internal quality assurance procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No It will be established after registration and prior to start of monitoring of the project activity.

#### **B.6.4. Date of completion of application of methodology and standardized baseline and contact information of responsible persons/ entities**

>>

### **SECTION C. Duration and crediting period**

#### **C.1. Duration of project activity**

##### **C.1.1. Start date of project activity**

>>

##### **C.1.2. Expected operational lifetime of project activity**

>>

#### **C.2. Crediting period of project activity**

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

>>

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

>>

**C.2.3. Length of crediting period**

>>

**SECTION D. Environmental impacts**

**D.1. Analysis of environmental impacts**

>>

**SECTION E. Local stakeholder consultation**

**E.1. Solicitation of comments from local stakeholders**

>>

**E.2. Summary of comments received**

>>

**E.3. Report on consideration of comments received**

>>

**SECTION F. Approval and authorization**

>>

## Attachment 1. Contact information of project participants and responsible persons/ entities

Project participant and/or responsible person/ entity	<input type="checkbox"/> Project participant <input type="checkbox"/> Responsible person/ entity for application of the selected methodology (ies) and, where applicable, the selected standardized baselines to the project activity
Organization name	
Street/P.O. Box	
Building	
City	
State/Region	
Postcode	
Country	
Telephone	
Fax	
E-mail	
Website	
Contact person	
Title	
Salutation	
Last name	
Middle name	
First name	
Department	
Mobile	
Direct fax	
Direct tel.	
Personal e-mail	

## Attachment 2. Affirmation regarding public funding

### **Attachment 3. Further background information on ex ante calculation of emission reductions**

### **Attachment 4. Summary of post registration changes**

## **Attachment 5. Instructions for filling out the project design document form for small-scale CDM project activities**

### **1. General instructions**

1. When designing a project activity and completing the CDM-SSC-PDD-FORM, in addition to applying the “CDM project standard” (Project standard), the selected approved baseline and monitoring methodology(ies) (hereinafter referred to as the selected methodology(ies)) and, where applicable, the selected approved standardized baseline(s) (hereinafter referred to as the selected standardized baseline(s)), 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, tools and standardized baselines), procedures, guidelines, clarifications, forms and the “Glossary of CDM terms”.
2. When documenting changes occurred to the project activity after its registration in accordance with applicable provisions relating to the post registration changes process, prepare two versions of the PDDs using the CDM-SSC-PDD-FORM, one in clean version and the other indicating the changes in track-change.
3. In addition to the provisions in paragraph 18 above, provide a summary of the changes, including the reasons for the changes and any additional information relating to the changes, in 0 below.
4. Where a PDD contains information that the project participants wish to be treated as confidential/proprietary, 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 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 alternate members; panel/committee and working group members; external experts requested to consider such documents in support of work for the Board; the secretariat).
5. Information used to: (a) demonstrate additionality; (b) describe the application of the selected methodology(ies) and, where applicable, the selected standardized baseline(s); and (c) support the environmental impact assessment; is not considered proprietary or confidential. Make any data, values and formulae included in electronic spreadsheets provided accessible and verifiable.
6. Complete the CDM-SSC-PDD-FORM and all attached documents in English, or contain a full translation of relevant sections in English.



7. Complete the CDM-SSC-PDD-FORM using the same format without modifying its font, headings or logo, and without any other alteration to the form.
8. Do not modify or delete tables and their columns in the CDM-SSC-PDD-FORM. Add rows in the tables as needed. Add additional appendices as needed.
9. If a section of the CDM-SSC-PDD-FORM is not applicable, explicitly state that the section is left blank intentionally.
10. Use an internationally recognized format for presentation of values in the CDM-SSC-PDD-FORM, for example use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
11. If project participants wish to propose a project activity with more than one component in the same PDD, provide information on each component separately in all the relevant sections in accordance with the applicable provision related to validation for small-scale project activities in the Project standard.
12. Complete the CDM-SSC-PDD-FORM deleting this Attachment “Instructions for filling out the project design document form for small-scale CDM project activities”.

## 2. Specific instructions

- |  |
|--|
| <p>2. Indicate the following information on the cover page:</p> <ul style="list-style-type: none"><li>(s) Title of the project activity;</li><li>(t) Version number of the PDD;</li><li>(u) Completion date of the PDD (DD/MM/YYYY);</li><li>(v) Project participant(s);</li><li>(w) Host Party;</li><li>(x) Sectoral scope, selected methodology(ies) and, where applicable, selected standardized baseline(s);</li><li>(y) Estimated amount of annual average GHG emission reductions.</li></ul> |
|--|

### SECTION A. Description of project activity

#### A.1. Purpose and general description of project activity

- |   |
|---|
| <p>1. Provide project-specific information as required in the form under this section</p> |
|---|

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

##### A.2.1. Host Party

##### A.2.2. Region/State/Province etc.

##### A.2.3. City/Town/Community etc.

##### A.2.4. Physical/Geographical location

- |   |
|---|
| <p>1. Provide details of the physical/geographical location of the project activity, including information allowing the unique identification of this project activity and a map. Do not exceed one page for the description of location.</p> |
|---|

### A.3. Technologies and measures

3. Provide the nameplate capacity and Manufacturer, Model/Type (including lifetime) of the solar photovoltaic system along with the start date of operation for each unit installed under the project activity.
4. If the project participant(s) do not have this information during validation, the same shall be provided during the first verification of the project activity using the procedure for post registration changes.

### A.4. Party(ies) and project participant(s)

1. List in the table below Party(ies) and project participant(s) involved in the project activity and provide contact information in 0. below.
2. When the CDM-SSC-PDD-FORM is completed in support of a proposed new small-scale methodology, identify at least the host Party and any known project participant(s) (e.g. those proposing a new methodology).

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

### A.5. Public funding of project activity

1. Indicate whether the project activity receives public funding from Parties included in Annex I. If so:
  - (a) Provide information on Parties providing public funding;
  - (b) Attach in 0 below the affirmation obtained from such Parties in accordance with applicable provisions related to official development assistance in the Project standard.
2. When the CDM-SSC-PDD-FORM is completed in support of a proposed new small-scale methodology, describe whether public funding from Parties included in Annex 1 is likely to be provided, indicating the Parties to the extent possible.

### A.6. Debundling for project activity

1. Indicate whether the project activity is a debundled component of a large-scale project activity, in accordance with applicable provisions for debundling in the Project standard.

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

### B.1. Applicability conditions

1. Tick the appropriate applicability condition for the project activity.

### B.2. Project boundary

1. The project boundary includes the project power plant and all power plants connected physically to the electricity system that the project power plant is connected to.

### **B.3. Baseline scenario**

1. The baseline scenario is that the electricity delivered to the grid by the project activity would have otherwise been generated by the operation of grid-connected power plants and by the addition of new generation sources into grid.

### **B.4. Demonstration of additionality**

1. Provide the appropriate information for the demonstration of additionality for the project activity and where required tick the appropriate option provided in the form as applicable to the project activity

### **B.5. Emission reductions**

#### **B.5.1. Summary of ex ante estimates of emission reductions**

1. Summarize the results of the ex ante calculation of emission reductions for all years of the crediting period, using the table provided in the form.

### **B.6. Monitoring plan**

1. Through sections B.6.1, B.6.2, and B.6.3 below, provide a detailed description of the monitoring plan of the project activity developed in accordance with the monitoring requirements of the selected methodology(ies), where applicable, the selected standardized baseline(s) and applicable provisions for monitoring plan for all project types and small-scale project activities in the Project standard.

#### **B.6.1. Data and parameters**

1. Provide the appropriate information for the project activity and where required tick the appropriate option provided in the form as applicable to the project activity.

#### **B.6.2. Sampling plan**

1. Tick appropriate option provided under form.

#### **B.6.3. Other elements of monitoring plan**

1. Tick appropriate option provided under form.

#### **B.6.4. Date of completion of application of methodology and standardized baseline and contact information of responsible persons/ entities**

1. Provide the date of completion of study on application of the selected methodology(ies) and, where applicable, the selected standardized baseline(s) to the project activity in the format of DD/MM/YYYY.
2. Provide contact information of the person(s)/ entity(ies) responsible for the application of the selected methodology(ies) and, where applicable, the selected standardized baseline(s) to the project activity and indicate if the person(s)/ entity(ies) is also a project participant(s) in 0 below.

## **SECTION C. Duration and crediting period**

### **C.1. Duration of project activity**

#### **C.1.1. Start date of project activity**

1. State the start date of the project activity, in the format of DD/MM/YYYY, describe how this date has been determined, and provide evidence to support this date.

#### **C.1.2. Expected operational lifetime of project activity**

1. State the expected operational lifetime of the project activity in years and months.

### **C.2. Crediting period of project activity**

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

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

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

1. State the start date of crediting period of the project activity in the format of DD/MM/YYYY.

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

1. State the length of the crediting period of the project activity in years and months.

## **SECTION D. Environmental impacts**

### **D.1. Analysis of the environmental impacts**

1. If applicable, provide a summary of the analysis of the environmental impacts and references to all related documentation in accordance with the applicable provision for environmental impacts for small-scale project activities in the Project standard.

## **SECTION E. Local stakeholder consultation**

### **E.1. Solicitation of comments from local stakeholders**

1. Describe the process by which comments from local stakeholders have been invited for the project activity.

### **E.2. Summary of comments received**

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

### **E.3. Report on consideration of comments received**

1. Provide information demonstrating that all comments received have been considered.

## **SECTION F. Approval and authorization**

1. Indicate whether the letter(s) of approval from Party(ies) for the project activity is available at the time of submitting the PDD to the validating DOE.
2. If so, provide the letter(s) of approval along with the PDD.

## Attachment 1. Contact information of project participants and responsible persons/ entities

2. For each organisation listed in sections A.4 and B.7.4 above, complete the table below, with the following mandatory fields: Project participant and/or responsible person/ entity, Organization, Street/P.O. Box, City, Postcode, Country, Telephone, Fax, e-mail and Name of contact person. Copy and paste the table as needed.

<b>Project participant and/or responsible person/ entity</b>	<input type="checkbox"/> Project participant <input type="checkbox"/> Responsible person/ entity for application of the selected methodology (ies) and, where applicable, the selected standardized baselines to the project activity
<b>Organization name</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>	

## Attachment 2. Affirmation regarding public funding

1. If applicable, attach the affirmation obtained from Parties included in Annex 1 providing public funding to the project activity.

## **Attachment 3. Further background information on ex ante calculation of emission reductions**

- |   |
|---|
| 1. Provide any further background information on the ex ante calculation of emission reductions. This may include data, measurement results, data sources, etc. |
|---|

## **Attachment 4. Summary of post registration changes**

- |  |
|--|
| 2. Provide a summary of the post registration changes. |
|--|

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### **Document information**

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	10 November 2014	Initial publication as an annex to the annotated agenda of EB81.

Decision Class: Regulatory
Document Type: Form, Instruction
Business Function: Registration
Keywords: project design document, SSC project activities