

Project Design Document – Key Components & Template¹

What is a CDM Project Design Document (CDM-PDD)?

The project design document (PDD) is the key document involved in the validation and registration of a CDM project activity. It is one of the three documents required for a CDM project to be registered, along with the validation report from the designated operational entity (DOE) and the letter of approval from the designated national authority (DNA).

The PDD is reviewed by the DOE during the validation process to ensure that a project meets the requirements for validation. The PDD is also used as the basis of consultation with stakeholders, which is conducted by making the PDD and related documentation publicly available on the UNFCCC website.

The project design document is then included in the request for registration which is submitted by the DOE to the Executive Board.

Specific PDDs exist for different project types:

- Large-scale project activities (CDM-PDD)
- Small-scale project activities (CDM-SSC-PDD)
- Afforestation and reforestation project activities (CDM-AR-PDD)
- Small-scale afforestation and reforestation project activities (CDM-SSC-AR-PDD)
- Programmes of Activities (CDM-POA-DD) and CDM Programme Activities (CDM-CPA-DD)

Completing the PDD – Points to Note

- Make sure you use the correct template for either full scale (as referred to here) or small-scale projects.
- Always download the latest template of the PDD on the UNFCCC website (http://cdm.unfccc.int/Reference/PDDs_Forms/PDDs/index.html)
- Make sure not to alter the template.
- Format, font, headers and logos must not be added or deleted or altered in any way.
- Make sure to answer under all headings and give only what the heading asks for in as concise a manner as possible. This also includes

¹<http://cdmrulebook.org/home>

- Annex 1-4. If you believe a heading is not relevant for this project, just state this in a sentence, e.g. “not applicable”.
- Where it is optional to use a table, and you do not want to use it, leave the spaces blank instead of deleting it.
- Additional appendices, such as copies of permits or environmental impact assessments, may be included if appropriate. It is important that all information provided in the PDD, including any appendices, is given in the English language.
- PDDs are designed to be accessible through the internet, and it is therefore good practice to keep the size below 1 MB. Avoid unnecessary graphs and pictures, and downsize pictures where necessary.
- Avoid calculation errors, unintended omissions, language errors and typos through appropriate quality assurance before submission to the DOE.

Content of the CDM-PDD

In summary, the PDD must:

- Describe the project and establish a project boundary;
- Describe the baseline methodology;
- Establish the duration and crediting period of the project;
- Describe how the project is additional;
- Describe the environmental impacts of the project;
- Provide information on the sources of public funding for the project;
- Summarise stakeholder comments;
- Describe the monitoring plan; and
- Set out all relevant calculations.

CDM PDD Template Contents

The project design document for (CDM-PDD) is divided into 5 sections:

- Section A - General description of the project activity;
- Section B - Application of a baseline and monitoring methodology;
- Section C - Duration of the project / crediting period;
- Section D - Environmental impacts; and
- Section E - Stakeholder comments.

This generally accords with the information required by 3/CMP.1, Annex, Appendix B to be included in a project design document.

Attachments to CDM PDD

The CDM-PDD must attach:

- Annex I - Contact information on participants in the project activity;
- Annex 2 - Information on public funding;
- Annex 3 - Baseline information; and
- Annex 4 - Monitoring information.

CDM PDD Section A – General Description of Project Activity²

A.1. Title of the project activity

Please indicate:

- The title of the project activity
- The version number of the document
- The date of the document.

Version number and date should be included in section A.1 after the title of the project, and should be updated for each new revision of the PDD.

Most projects submit several revisions of the PDD to the DOE during validation and adequate document control is needed.

A.2. Description of the project activity

Please include in the description:

- the purpose of the project activity
- explain how the proposed project activity reduces greenhouse gas emissions (i.e. what type of technology is being employed, what exact measures are undertaken as part of the project activity, etc)
- the view of the project participants on the contribution of the project activity to sustainable development
- (max. one page).

This section should not exceed one page. The purpose of the project activity with regard to emission reductions and the project's contribution to sustainable development should be described.

Do not give excessive information not related to the project, such as marketing profile and figures of the company, description of country economic profiles, or generic details of how the company contributes to sustainable development that are not related to this specific project.

²<http://cd4cdm.org/Publications/PDDguidebook2ndEdition.pdf>

Relevant operating permits and approvals should be referred to and made available on request for the DOE.

A.3. Project Participants:

Please list project participants and Party(ies) involved and provide contact information in Annex 1. Information shall be indicated using the following tabular format.

Name of Party involved ((host) indicates a host Party)	Private and/or public entity(ies) Project participants (as applicable)	Kindly indicate if the Party involved wishes to be considered as project participant
Name	Private/Public Entity	Yes
Name	None	No

The table in section A.3 should be completed as follows:

Name of Party involved: Here the Parties (i.e. countries) involved must be listed. This is either the countries that participate directly in a project or that participate indirectly through the authorization of a private/public entity. **Private and/or public entities project participants:** Here the private and/or public entities (e.g. companies) that participate in the project (i.e. project participants) need to be listed for each country. Only entities that take decisions on the allocation of CERs shall be listed here. Consultants who only assisted in the development of the PDD and/or the baseline and monitoring plan should not be listed as project participants.

Indicate if the Party involved wishes to be considered as project participant: Here it shall be indicated with 'Yes' or 'No' whether the Parties (i.e. countries) want to be considered as **DIRECT** project participants (i.e. not only indirectly participating through the private and/or public entity that the country authorises to participate in the project). For most projects, the answer here will be 'No' as the countries usually do not want to be considered a project participant.

Annex 1 should be filled in after completion of the table in A.3 and the description of the project participants should be consistent (i.e. identical name).

The DNA approval process should start early as this can be time-consuming. Written approval is needed from all relevant Parties prior to submission for registration.

A.4. Technical Description of the project activity

A.4.1 Location of the project activity

- It is important that project locations should be given so that no submitted project could potentially be confused with another.
- The level of detail required depends on whether there are existing or potential projects in the same area. But normally, geographical coordinates are required.
- When there is potential for confusion, it is important that the precise location of the project be clearly identified in the PDD, for example by using map coordinates. For example, when landfill gas projects are submitted, the exact coordinates of the landfill may be required.
- If a project is developed in an urban/semi-urban region, stating the municipality is rarely adequate.
- All the plants/major equipment to be used must be listed and locations made clear.

A.4.1.1 Version number of the document

A.4.1.2 Region/State/Province etc.

A.4.1.3 City/Town/Community etc

A.4.1.4 Details of physical location, including information allowing the unique identification of this project activity (maximum one page)

A.4.2 Category(ies) of project activity

Please use the list of categories of project activities and of registered CDM project activities by category available on the UNFCCC CDM website, please specify the category(ies) of project activities into which this project activity falls. If no suitable category(ies) of project activities can be identified, please suggest a new category(ies) descriptor and its definition, being guided by relevant information on the UNFCCC CDM website.

Make sure the “category of project activity” is not mistakenly read as “title of the approved methodology”. The “category of project activity” must be linked to the scope & project categories defined by UNFCCC and should be as defined for the respective methodology as in: <http://cdm.unfccc.int/DOE/scopelst.pdf>. Categories are:

- 1- Energy industries (renewable-/non-renewable sources)
- 2- Energy distribution
- 3- Energy demand
- 4- Manufacturing industries
- 5- Chemical industries
- 6- Construction
- 7- Transport
- 8- Mining/mineral production
- 9- Metal production

Total Estimated Emission Reductions	
Total Number of Crediting Years	
Annual Average Over the Crediting Period of Estimated Emission Reductions	

State the estimated total reductions in tonnes of CO₂e as determined in section B.6.3 and B.6.4 over the project’s crediting period.

Make sure the table in A.4.4 is correctly filled in and that the estimated emission reductions in A.4.4, B.6.3 and B.6.4 are identical

Number of years from the start of the crediting period to the end of the crediting period should be included in the first column (years), with the corresponding annual estimation of emission reductions in the next column.

When this is filled in, total estimated emission reductions should be added up.

The last row, “Annual average over the crediting period of estimated reductions (tonnes of CO₂e)” is then the “Total estimated reductions” divided by the “Total number of crediting years”.

A.4.5 Public funding of the project activity

In case public funding from Parties included in Annex I is involved, please provide in Annex 2 information on sources of public funding for the project activity from Parties included in Annex I, which shall provide an affirmation that such funding does not result in a diversion of official development assistance and is separate from and is not counted towards the financial obligations of those Parties.

This is important only if public money is used for the project.

Ideally the relevant Ministry of the Annex I country dealing with ODA needs to confirm that this is not a diversion of any official development assistance. Make sure to allocate enough time to get this confirmation.

If there is no diversion of ODA funding, this should be explicitly stated in the approval letter from the Annex I Party in question and clearly stated in this section (for example, “this project does not include a diversion of ODA funding”.)

If public funding is included, details of why this is not a diversion should be included in Annex 2 of the PDD.

CDM PDD Section B – Application of Baseline & Monitoring Methodology

B.1. Title and reference of the approved baseline and monitoring methodology applied to the project activity

Please refer to the UNFCCC CDM web site for the title and the details of approved baseline and monitoring methodologies

(<http://cdm.unfccc.int/methodologies/index.html>). Please indicate:

- the approved methodology and the version of the methodology that is used (e.g. “Version 02 of AM0001”)
- any methodologies or tools which the approved methodology draws upon and their version (e.g. “Version 02 of the tool for demonstration and assessment of additionality” or “Version 04 of ACM0002”)

CDM Methodology Booklet: The function of methodologies is easy to grasp, but the methodologies themselves can be quite complex. They are necessarily diverse in their composition and application in order to accommodate the wide range of activities and locales covered by the CDM. Hence the CDM Methodology Booklet, designed to guide users through the complex world of CDM methodologies. By clearly summarizing, classifying and illustrating the methodologies available under the CDM, and then enhancing the means by which to search those methodologies, this publication serves to guide potential CDM project participants (http://cdm.unfccc.int/methodologies/documentation/meth_booklet.pdf).

If you are not certain about which methodology to apply for your specific project, you may want to contact the DOE to discuss whether an approved methodology (or a proposed methodology that is expected to be approved in the near future) can be applied, or whether a new methodology needs to be submitted.

Reference to the latest version of the approved baseline methodology should be included, as this is important information. When a methodology is revised, you are still allowed to register projects applying the earlier version of that methodology up to eight months after the new one has entered into force. However, the applicability criteria may have been altered, and therefore it is important to state the exact version that has been used.

B.2. Justification of the choice of the methodology and why it is applicable to the project activity

Please justify the choice of methodology by showing that the proposed project activity meets the applicability conditions of the methodology. Explain documentation has been used and provide the references to the document or include the documentation in Annex 3.

Make sure to discuss all applicability conditions required by the methodology and how these are fulfilled for this specific project.

Especially for small scale projects, there may be some misunderstanding of how to apply methodologies of different categories for different projects.

If in doubt, contact the DOE to discuss the applicability of the methodology to the specific project.

B.3. Description of the sources and gases included in the project boundary

Describe which emission sources and gases are included in the project boundary for the purpose of calculating project emissions and baseline emissions, using the table below. In cases where the methodology allows project participants to choose whether a source or gas is to be included in the project boundary, explain and, where necessary, justify the choice.

	Source	Gas	Included/Excluded
Baseline	Project Activity	CO ₂	Included
		CH ₄	Excluded
		N ₂ O	Excluded
Project Activity		CO ₂	Excluded
		CH ₄	Excluded
		N ₂ O	Excluded

B.4. Description of how the baseline scenario is identified and description of the identified baseline scenario

Please explain how the most plausible baseline scenario is identified. Where the procedure involves several steps, describe how each step is applied and transparently document the outcome of each step. Explain and justify key assumptions and rationales. Provide relevant documentation or references. Illustrate in a transparent manner all data used to determine the baseline scenario (variables, parameters, data sources etc.), preferably in a table form. Provide a transparent and detailed description of the identified baseline scenario, including a description of the technology that would be employed and/or the activities that would take place in the absence of the proposed project activity.

B.5. Description of how the anthropogenic emissions of GHG by sources are reduced below those that would have occurred in the absence of the registered CDM project activity (assessment and demonstration of additionality)

Explanation of how and why this project activity is additional and therefore not the baseline scenario in accordance with the selected baseline methodology. Where the procedure involves several steps, describe how each step is applied and transparently document the outcome of each step. Where the barriers are involved in demonstrating additionality, only select the (most) relevant barriers. Explain and justify key assumptions and rationales.

Provide relevant documentation or references. Illustrate in a transparent manner all data used to assess the additionality of the project activity (variables, parameters, data sources etc.), preferably in a table form. Provide evidence that the incentive from the CDM was seriously considered in the decision to proceed with the project activity. This evidence shall be based on (preferably official, legal and/or other corporate) documentation that was available at, or prior to, the start of the project activity.

Arguments to justify the additionality of the project need to be supported by evidence and/or referenced sufficiently.

Many approved baseline methodologies advocate financial analysis such as a Net Present Value (NPV) or Internal Rate of Return (IRR) analysis to demonstrate project additionality. If NPV/IRR calculations are used, these should be made available to the DOE, including the assumptions made (such as discount rate, expected revenue, maintenance costs etc). Key assumptions of the NPV and IRR analysis must be included in the PDD, such as all relevant costs (including, for example, the investment cost, the operations and maintenance costs), and revenues (excluding CER revenues, but including subsidies/fiscal incentives where applicable).

Please also refer to the “Tool for the demonstration and assessment of additionality”, available on the UNFCCC-CDM website, for further guidance on this section.

The evidence of the CDM consideration before the final decision to proceed with the project shall be described here and made available to the DOE.

B.6. Emission Reductions

B.6.1 Explanation of methodological choices

Explain how the procedures, in the approved methodology to calculate project emissions, baseline emissions, leakage emissions and emission reductions are applied to the proposed project activity. Clearly state which equations will be used in calculating emission reductions.

Explain and justify all relevant methodological choices, including:

- where the methodology includes different scenarios or cases, explain and justify which scenario or case applies to the project activity (e.g. which scenario in ACM0006 is applicable);
- where the methodology provides different options to choose from (e.g. which methodological approach is used to calculate the “operating margin” in ACM0002), explain and justify which option is chosen for the project activity;
- where the methodology provides for different default values, explain and justify which of the default values have been chosen for the project activity.

Excess information such as i) all arguments for additionality (which should be discussed in section B.5) and ii) all the detailed calculations (which are required for example under section B.6.3) should not be included here.

It is important that all variables, parameters, data sources etc are consistent with those applied in section E and that these are fully justified. Assumptions made should be stated.

B.6.2. Data and parameters that are available at validation

This section shall include a compilation of information on the data and parameters that are not monitored throughout the crediting period but that are determined only once and thus remains fixed throughout the crediting period AND that are available when validation is undertaken. Data that becomes available only after validation of the project activity (e.g. measurements after the implementation of the project activity) should not need to be included here but in the table in section B.7.1.

This may include data that is measured or sampled, and data that is collected from other sources (e.g. official statistics, expert judgment, proprietary data, IPCC, commercial and scientific literature, etc.). Data that is calculated with equations provided in the methodology or default values specified in the methodology should not be included in the compilation.

Provide for each data or parameter the chosen value or, where relevant, the qualitative information, using the table provided below. Particularly:

- Provide the actual value applied. Where time series of data is used, where several measurements are undertaken or where surveys have been conducted, provide detailed information in Annex 3.
- Explain and justify the choice for the source of data. Provide clear and transparent references or additional documentation in Annex 3.

Where values have been measured, include a description of the measurement methods and procedures (e.g. which standards have been used), indicate the responsible person / entity having undertaken the measurement, the date of measurement(s) and the measurement results. More detailed information can be provided in Annex 3.

(Copy this table for each data and parameter)

Data / Parameter:	
Data unit:	
Description:	
Source of data used:	
Value applied:	
Justification of the choice of data or description of measurement methods and procedures actually applied :	
Any comment:	

B.6.3 Ex-ante calculation of emission reductions

Provide a transparent ex-ante calculation of project emissions, baseline emissions (or, where applicable, direct calculation of emission reductions) and leakage emissions expected during the crediting period, applying all relevant equations provided in the approved methodology. Use estimations for parameters that are not available when validation is undertaken or that are monitored during the crediting period.

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 Annex 3, including relevant electronic files (i.e. spreadsheets).

Make sure there are no discrepancies between data used for calculations in any enclosed Excel sheet and those indicated in the PDD.

Never include a data value without referencing to the data source which should be an official and recognised source, and/or to the formula and assumptions used to come up with the specific data value. Always use the most updated source available.

Always justify assumptions by providing details with regard to project specifics.

Include the units for all variables and double check their consistency.

All details of the calculations and assumptions made should be available and be provided to the DOE together with the PDD.

Examples of common mistakes are:

- indirect or direct, on-site or off-site emission sources are omitted, (e.g. leakage is not calculated)
- calculation errors such as wrong unit or wrong conversion factor used
- deviations from calculation methodology without justifications with regards to accuracy and conservativeness
- references are missing and there is lack of transparency in calculations
- calculation assumptions are not justified

- the categories of greenhouse gases covered in the project emissions calculations differ from those included in the baseline emissions calculations
- lack of evidence that methodology has been applied conservatively
- bespoke conversion factors are applied in calculations without showing how they were produced and without referencing
- a default conversion factor has been applied without sufficient justification and referencing

Sometimes leakage is described as not applicable, even though it is applicable. For example, for activities using biomass, leakage shall be considered, including potential effects on biomass availability for other users. For the amount of biomass collected from sources outside the project boundary, the transportation emissions from trucks, their trucks' capacity and the number of trips all need to be monitored.

B.6.4 Summary of the ex-ante estimation of emission reductions

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

Year	Estimation of Project Activity Emissions (tCO_{2e})	Estimation of Baseline Emissions (tCO_{2e})	Estimation of Leakage (tCO_{2e})	Estimation of Overall Emission Reduction (tCO_{2e})
Total (tCO_{2e})				

B.7. Application of the monitoring methodology and description of the monitoring plan

The following two sections (B.7.1 and B.7.2) shall provide a detailed description of the application of the monitoring methodology and a description of the monitoring plan, including an identification of the data to be monitored and the procedures that will be applied during monitoring.

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

B.7.1 Data and parameters monitored

This section shall include specific information on how the data and parameters that need to be monitored would actually be collected during monitoring for the project activity. Data that is determined only once for the crediting period but that becomes available only after validation of the project activity (e.g. measurements after the implementation of the project activity) should be included here.

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

- The source(s) of data that will be actually used for the proposed project activity (e.g. which exact national statistics). Where several sources may be used, explain and justify which data sources should be preferred.
- Where data or parameters are supposed to be measured, specify the measurement methods and procedures, including a specification which accepted industry standards or national or international standards will be applied, which measurement equipment is used, how the measurement is undertaken, which calibration procedures are applied, what is the accuracy of the measurement method, who is the responsible person / entity that should undertake the measurements and what is the measurement interval.
- A description of the QA/QC procedures (if any) that should be applied.
- Where relevant: any further comment.
- Provide any relevant further background documentation in Annex 4.

<i>(Copy this table for each data and parameter)</i>	
Data / Parameter:	
Data unit:	
Description:	
Source of data to be used:	
Value of data applied for the purpose of calculating expected emission reductions in section B.5	
Description of measurement methods and procedures to be applied:	
QA/QC procedures to be	

applied:	
Any comment:	

The table above is not the same as the table included in the methodology described the monitoring requirements for each parameter.

Make sure to follow all requirements of the approved methodology, including:

- all applicable data variables that are listed. In some cases, other data variables may be added or some data variables may be deleted because they are not applicable for this specific project. These choices should be made transparent.
- the units must be the same as those required by the methodology
- indicators that are required to be measured ex-post should not be calculated or estimated
- recording frequency should be identical with or higher frequency than the methodology requires

Any deviations from the methodology (e.g. lower recording frequency, another unit, calculated instead of measured), need to be thoroughly justified, and should be seen as a contribution to conservativeness. A request for deviation will have to be requested to the EB by the DOE.

The uncertainty level of data is normally defined in the approved methodology. An outline of QA/QC procedures should be described in the tables in this section.

Whether the DNA of the respective host country requires monitoring of Sustainable Development Indicators must be clarified. If this is the case, these Sustainable Development indicators must be listed in the monitoring plan.

The uncertainty level of data is normally defined in the approved methodology. An outline of QA/QC procedures should be described here.

B.7.2. Description of the monitoring plan

Please provide a detailed description of the monitoring plan. Describe the operational and management structure that the project operator will implement in order to monitor emission reductions and any leakage effects generated by the project activity. Clearly indicate the responsibilities for and institutional arrangements for data collection and archiving. The monitoring plan should reflect good monitoring practice appropriate to the type of project activity. Provide any relevant further background information in Annex 4.

Regarding the operational and management structure that will be implemented to monitor project emissions and any leakage effects, the following should be outlined as applicable for the specific project:

- The authority and responsibility for project management
- The authority and responsibility for registration, monitoring, measurement and reporting
- Procedures for training of monitoring personnel

- Procedures for emergency preparedness in cases where emergencies can cause unintended emissions
- Procedures for calibration of monitoring equipment
- Procedures for maintenance of monitoring equipment and installations
- Procedures for monitoring, taking measurements and reporting
- Procedures for day-to-day records handling (including what records to keep, storage area of records and how to process performance documentation)
- Procedures for internal review of reported results/data, including a system for corrective actions as needed, in order to provide for more accurate future monitoring and reporting

The level of detail needed for monitoring and project management is project-specific and depends on the project technology.

B.8. Date of completion of the application of the baseline study and monitoring methodology and the name of the responsible person(s)/entity(ies)

Please provide date of completion of the application of the methodology to the project activity in DD/MM/YYYY.

Please provide contact information of the persons(s)/entity(ies) responsible for the application of the baseline and monitoring methodology to the project activity and indicate if the person/entity is also a project participant listed in Annex 1.

CDM PDD Section C – Duration of the project activity / crediting period

C.1. Duration of the project activity

C.1.1 Starting date of the project activity

The starting date of a CDM project activity is the date on which the implementation or construction or real action of a project activity begins.

The date should be as specific as possible, e.g. of DD/MM/YYYY. Proof of the actual starting date should be available to the DOE upon request.

C.1.2 Expected operational lifetime of the project activity

Please state the expected operational lifetime of the project activity in years and month.

The operational life time of the project activity should always be identical to or exceed the crediting period. Justification or evidence of the operational lifetime of the project activity should be available to the DOE upon request.

C.2. Choice of the crediting period and related information

Please state whether the project activity will use a renewable or a fixed crediting period and complete C.2.1 or C.2.2 accordingly.

Note that the crediting period may only start after the date of registration of the proposed activity as a CDM project activity. In exceptional cases, the starting date of the crediting period may be prior to the date of registration of the project activity as provided for paragraphs 12 and 13 of decision 17/CP.7, paragraph 1 (c) of decision 18/CP.9 and through any guidance by the Executive Board, available on the UNFCCC CDM website.

The starting date of the crediting period shall be after the registration date.

- One of the two credit-period options must be selected: i.e. fixed or renewable.
- The total anticipated crediting period (e.g. 3 x 7 years or 10 years) must not be longer than the expected lifetime of the project activity.

C.2.1 Renewable crediting period

Each crediting period shall be at most 7 years and may be renewed at most two times, provided that, for each renewal, a designated operational entity determines and informs the Executive Board that the original project baseline is still valid or has been updated taking account of new data where applicable.

Only one of either section C.2.1 or C.2.2 should be filled in, leaving the other blank.

C.2.1.1 Starting date of the first crediting period

Please state the dates in the following format: (DD/MM/YYYY).

C.2.1.2 Length of the first crediting period

Please state the length of the first crediting period in years and months.

C.2.2 Fixed crediting period

Fixed crediting period shall be at most ten (10) years.

C.2.2.1 Starting date

Please state the dates in the following format: (DD/MM/YYYY)

C.2.2.2 Length

Please state the length of the crediting period in years and months

CDM PDD Section D – Environmental Impacts

D.1. Documentation on the analysis of the environmental impacts, including trans-boundary impacts

Please attach the documentation to the PDD.

If an Environmental Impact Assessment (EIA) is required by law and/or if an EIA has been carried out, details of the EIA should either be provided in a separate document as an attachment to the PDD if the language is English, or be available for the DOE to validate upon request if the documents are in the local language.

D.2. If environmental impacts are considered significant by the project participants or the host Party, please provide conclusions and all references to support documentation of an environmental impact assessment undertaken in accordance with the procedures as required by the host Party

CDM PDD Section E – Stakeholders Comments

In this section, legal requirements for stakeholder involvement (if exists) should be described, including how the project is in compliance with these requirements. Key stakeholders should be listed, including contact information. Stakeholder contact information can be included as an appendix to the PDD or be provided to the DOE when requested. A summary of all comments received should be included in this section, together with an elaboration on how these comments have been, or will be, taken into account. It is important to always keep detailed minutes of meetings and records of any local stakeholder processes to be able to justify the process at a later stage.

E.1. Brief description how comments by local stakeholders have been invited and compiled

Please describe the process by which comments by local stakeholders have been invited and compiled. An invitation for comments by local stakeholders shall be made in an open and transparent manner, in a way that facilitates comments to be received from local stakeholders and allows a reasonable time for comments to be submitted. In this regard, project participants shall describe a project activity in a manner which allows the local stakeholders to understand the project activity, taking into account confidentiality provisions of the CDM modalities and procedures. The local stakeholder process shall be completed before submitting the proposed project activity to a DOE for validation.

E.2. Summary of the comments received

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

E.3. Report on how due account was taken of any comments received

Please explain how due account has been taken of comments received.

CDM PDD – Annex 1

CONTACT INFORMATION ON PARTICIPANTS IN THE PROJECT ACTIVITY

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

Please copy and paste table as needed. Please fill for each organisation listed in section A.3 the following mandatory fields: Organization, Name of contact person, Street, City, Postfix/ZIP, Country, Telephone and Fax or e-mail.

Make sure you include here all project participants listed in column 2 of Table A.3. and check that the information is consistent with that given in Table A.3.

CDM PDD – Annex 2

INFORMATION REGARDING PUBLIC FUNDING

Please provide information from Parties included in Annex I on sources of public funding for the project activity which shall provide an affirmation that such funding

does not result in a diversion of official development assistance and is separate from and is not counted towards the financial obligations of those Parties.

- Please list all sources of public funding
- Give a confirmation that this is not diverted ODA from an Annex I country
- Make available contact details of relevant persons so that the DOE can further investigate the source of public funding.

CDM PDD - Annex 3

Baseline Information

Please provide any further background information used in the application of the baseline methodology. This may include tables with time series data, documentation of measurement results and data sources, etc.

CDM PDD - Annex 4

Please provide any further background information used in the application of the monitoring methodology. This may include tables with time series data, additional documentation of measurement equipment, procedures, etc.

Examples of information to include here are a copy of worksheets that should be filled in by the operators, with an explanation of how these are filled in and used to aggregate data and calculate annual emission reductions.