



**GUIDELINES FOR COMPLETING
THE FORM FOR SUBMISSION OF BUNDLED SMALL-SCALE CDM PROJECT
ACTIVITIES (F-CDM-SSC-BUNDLE)**

(Version 01)

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I. INFORMATION NOTE ON BUNDLING OF SMALL SCALE CDM PROJECT ACTIVITIES

General Characteristics

1. Project activities wishing to be bundled shall indicate this when making the request for registration;
2. The composition of bundles shall not change over time (i.e. the submission of project activities to be used in a bundle shall be made at the same time). A project activity shall not be taken out of a bundle nor shall a project activity be added to the bundle after registration.
3. All project activities in the bundle shall have the same crediting period (i.e. the same length and same starting date of the crediting period).
4. Each small-scale CDM project in the bundle should comply with the simplified modalities and procedures for small-scale CDM project activities and use an approved simplified baseline and monitoring methodology included in Appendix B of the simplified modalities and procedures for small-scale CDM project activities.
5. Project participants shall at registration provide a written statement along with the submission of the bundle indicating:
 - The agreement of all project participants to bundle their individual project activities ;
 - One project participant who shall represent all project participants in order to communicate with the Board in accordance with approved Modalities and Procedures for Communication.
6. Bundled project activities shall be submitted in a single submission to the Board and pay only one fee proportional to the amount of expected average annual emission reductions of the total bundle;
7. If three Board members or a Party involved in a project activity requests the review of the project activity, the total bundle remains under review and the implications and recommendations on the review of project activity shall lead to a decision by the Board to register or not register the bundle.

Form

8. A form with information related to the bundle (F-CDM-BUNDLE) must be included in the submission; Form is available at UNFCCC CDM website: <http://cdm.unfccc.int> and go to CDM: Guidance - clarifications - tools. The form should cover issues such as title of the bundle, general description, project participants, locations, types and categories, estimated amount of emission reduction, crediting period and monitoring plans;

Small scale limits

9. The sum of the size (capacity for type I, energy saving for type II and emission reductions of project activity for type III) of the technology or measure utilized in the bundle should not exceed the limits for small-scale CDM project activities as set in paragraph 28 of -/CMP.2.
10. It should be demonstrated that the bundle will remain under the limit for the type for every year during the crediting period. The total emission reduction estimated for the crediting period must be included in the draft CDM-SSC-PDD and further monitored.



11. If a bundle goes beyond the limits for the selected small-scale CDM project activities type, the emission reduction that can be claimed for this particular year will be capped at the maximum emission reduction level estimated for the bundle by the project participants in the “Bundle” form for that year during the crediting period.

Validation and verification

12. One DOE can validate this bundle;

13. One verification report is adequate, one issuance will be made at the same time for the same period, and a single serial number will be issued for all the project;

14. For projects submitting multiple CDM-SSC-PDDs, all CDM-SSC-PDDs shall be made publicly available for comments at validation stage at the same time. If, for corrective actions the DOE considers that major changes would be required in any of the project activities of the bundle, and that this would require the CDM-SSC-PDD to be made publicly available for comments another time, the whole bundle would need to be made publicly available for public comments. The DOE validating the bundle shall consider the public comments for each of the CDM-SSC-PDDs;

Letter of approval

15. The letter of approval by the host Party(ies) has to indicate that the Party is aware that the project activity(ies) taking place in its territory is part of the bundle;

Issuance

16. If a bundle of project activities is submitted with a single or different CDM-SSC-PDDs it shall have only one identifier for purposes of issuance of CERs.

Use of a single PDD covering all activities

17. If all project activities in the bundle belong to the same type, same category and technology/measure, Project participants may submit a single CDM-SSC-PDD covering all activities in the bundle. If project participants use the same baseline for all the project activities in the bundle, it should be justified by considering the particular situation of each project activity in the bundle. As an example two project activities using the same technology to produce electricity but connected to different grids must use different baselines. A common monitoring plan can be utilized for the bundle with the submission of one monitoring report, under conditions to be specified. If different baselines are used, the proposed procedure for sampling must consider this situation, including the proportionate representative samples of each baseline used. In this case (a single PDD is used) a single verification and certification report shall be submitted by the DOE;

18. In all other cases (if the bundle includes project activities with (a) the same type, same category and different technology/measure; (b) same type, different categories and technologies/measures and; and (c) different types), Project participants would have to make the submission of the bundle using a CDM-SSC-PDD for each of the project activities contained in the bundle. Different monitoring plans will be required for project activities in the bundle and separate monitoring reports must be prepared. In these cases a single verification and certification report can be submitted for the bundle provided that it appraises each of the project activities of the bundle separately and covers the same verification period;

**II. SPECIFIC GUIDELINES FOR COMPLETING THE FORM (CDM-SSC-BUNDLE)****SECTION A. General description of the Bundle****A.1. Title of the Bundle: (Include cross references to PDD/s)****A.1.1. Version and Date: (Provide the date and version number of the form, include the version and dates of cross referenced PDD/s)****A.2. Description of the Bundle and the subbundles:**

Please include in the description:
- the purpose of bundling the project activities;

Fill in the following tables.

<u>Project activity</u>	<u>Type</u>	<u>Category</u>	<u>Technology/Measure</u>

A.3. Project participants:

Please list Project participants and Party(ies) involved and provide contact information in Annex 1. If the list of Project Participants exceeds one page it shall be included in Annex 1 together with the contact information. Information shall be indicated using the following tabular format.

<u>Name of Party involved</u> (* ((host) indicates a host Party)	<u>Private and/or public entity(ies) project participants (*)</u> (as applicable)
Name A (host).....	<ul style="list-style-type: none"> • entity A • entity B ...
Name B (host)....	<ul style="list-style-type: none"> • entity A • entity B

(* In accordance with the CDM modalities and procedures, at the time of making the CDM-PDD public at the stage of validation, a Party involved may or may not have provided its approval. At the time of requesting registration, the approval by the Party(ies) involved is required.

SECTION B. Technical description of the Bundle:**B.1. Location of the Bundle:****B.1.1. Host Party(ies):****B.1.2. Regions/States/Provinces etc.: (provide information in tabular form)****B.1.3. Cities/Towns/Communities etc: (provide information in tabular form)****B.1.4. Details of physical locations, including information allowing the unique identification of this Bundle:**

Please fill in the field and do not exceed one page.

**B.2. Type/s, Category(ies) and Technology/(ies)/Measure/(s) of the bundle:**

Please specify the type/s and category/(ies) of the bundle using the categorization of Appendix B to the simplified modalities and procedures for small-scale CDM project activities, hereafter referred to as Appendix B. Note that Appendix B may be revised over time and that the most recent version will be available on the UNFCCC CDM web site.

Please demonstrate that the sub bundle will remain under the limits for small-scale project activities type every year over the crediting period:

For Type I: Demonstrate that the capacity of the proposed project activity will not exceed 15 MW (or an appropriate equivalent),

For Type II: Demonstrate that the annual energy savings on account of efficiency improvements will not exceed 60 GWh (or an appropriate equivalent) in any year of the crediting period,

For Type III: Demonstrate that the estimated emission reductions of the project activity will not exceed 60 ktCO₂e in any year of the crediting period.

If a bundle goes beyond the limits for the selected small-scale CDM project activities type, the emission reduction that can be claimed for this particular year will be capped at the maximum emission reduction level estimated for the bundle by the project participants in the "Bundle." form for that year during the crediting period.

B.3. Estimated amount of emission reductions over the chosen crediting period:

Please indicate the chosen crediting period and provide the total estimation of emission reductions as well as annual estimates for the chosen crediting period. Information on the emission reductions shall be in indicated using the following tabular format.

For type (iii) Project Activities the estimation of project emissions is also required.

Years	Estimation of annual emission reductions in tonnes of CO₂ e
Year A	
Year B	
Year C	
Year ...	
Total estimated reductions (tonnes of CO ₂ e)	
Total number of crediting years	
Annual average of the estimated reductions over the crediting period (tonnes of CO ₂ e)	

SECTION C. Duration of the project activity / Crediting period:**C.1. Duration of the Bundle:****C.1.1. Starting date of the Bundle:**

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

C.1.2. Expected operational lifetime of the project activities:



Please state the expected operational lifetime of the project activities in the bundle in years and months.

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

Please state whether the Bundle 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, (see instructions for section C.1.1. above) the starting date of the crediting period may be prior to the date of registration of the project activity as provided for in 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 web site.

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.

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

SECTION D. Application of a monitoring methodology:

State whether an overall monitoring plan is being applied to the bundle or separate monitoring plans are being applied to the project activities.

If all project activities in the bundle belong to the same type, same category and technology/measure, a common monitoring plan can be utilized for the bundle with the submission of one monitoring report, under conditions to be specified (e.g. conditions for sampling). In all other cases (if the bundle includes project activities with (a) the same type, same category and different technology/measure; (b) same type, different categories and technologies/measures and; and (c) different types) different monitoring plans will be required for the bundle and separate monitoring reports must be prepared.

**Annex 1****CONTACT INFORMATION ON PARTICIPANTS IN THE BUNDLE**

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.

History of the document

Version	Date	Description and reason of revision
01	EB 34, Annex 10, 14 September 2007	Guidelines for completing the form for submission of bundled SSC CDM project activities have been separated from the guideline for completing the simplified project design document (CDM-SSC-PDD) to become a stand-alone document.