



Frequently Asked Questions (FAQs) on how to create a Sustainable Development co-Benefits report for CDM project activities or PoAs

Q1) How do I request access to the SD tool?

Q2) How do I access the SD tool?

Q3) How can I start working on/edit the SD tool?

Q4) When is a question considered complete?

Q5) When is an indicator considered complete?

Q6) When is the SDC description report considered ready to be submitted?

Q7) How can I save the information provided?

Q8) How can I know which questions I have already answered? How can I review the information provided?

Q9) How many completed SDC description reports can I submit at a time for each PA or PoA?

Q10) My SDC description report has been published and I would like to revise it. What should I do?

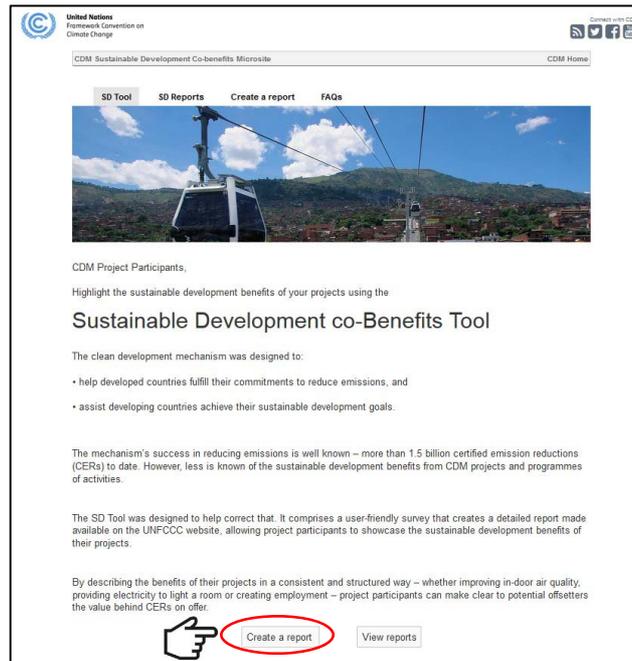
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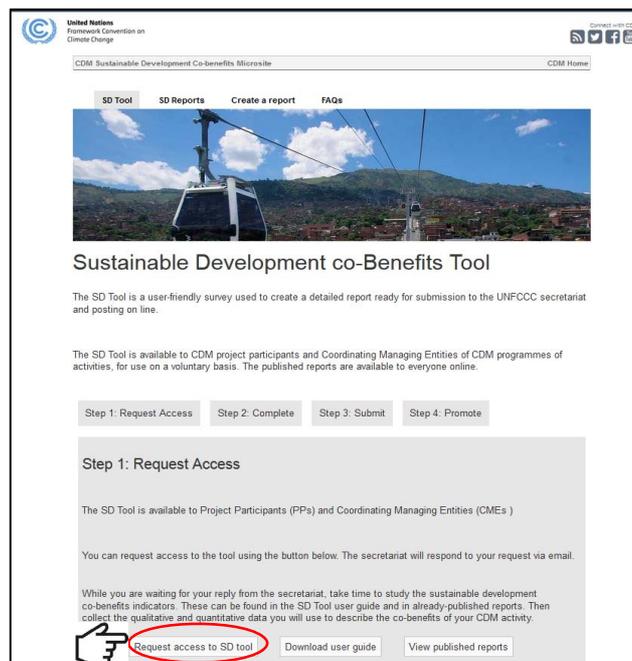
Frequently Asked Questions (FAQs) on how to create a Sustainable Development co-Benefits report for CDM project activities or PoAs

Q1) How do I request access to the SD tool?

- 1- Please visit the SD tool website at cdmcobenefits.unfccc.int and select “create a report”



- 2- You will be directed to the following page, where you can request access to the SD tool.





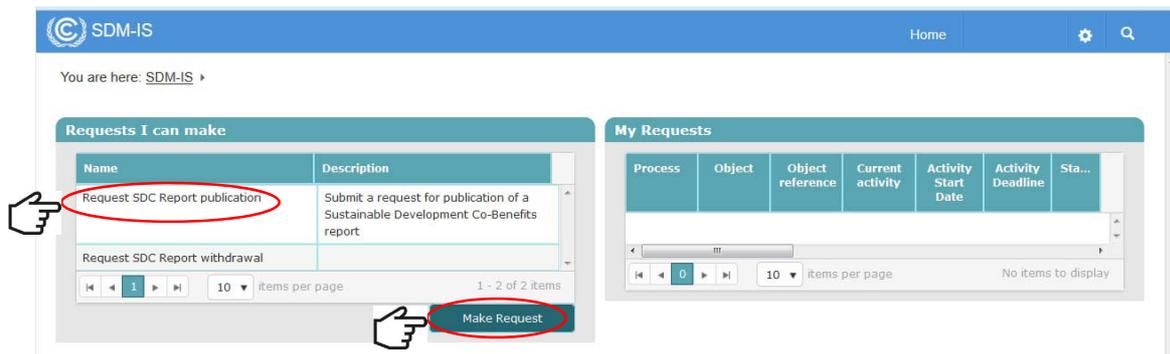
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- 3- Kindly complete an online form with information about your CDM project.

Note: In order to request access to the SD tool, you shall be a designated authorized representative for the project activity / programme of activities. Please make sure that the provided project information (title, CDM project reference number - if any) is consistent with the information available on the UNFCCC CDM project view page.

Q2) How do I access the SD tool?

- 1- Please use the *link* provided by the secretariat to reach the SD tool interface.
- 2- Login with your *username* and *password*
Note: If you encounter any problems
- 3- Select “Request SDC Report publication”, and click on “Make Request”.





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Q3) How can I start working on/edit the SD tool?

- 1- Please select your project activity from the pull down menu at the top of the page.
- 2- Once your project is selected, you can select the section of the SD tool you where would like to begin your work.

The screenshot shows the 'Sustainable Development Co-Benefits' tool interface. At the top, there is a dropdown menu with the text 'Please select the project...'. A hand icon points to this dropdown. Below the dropdown, there is a 'Logging in for the first time?' section with instructions and a list of steps. To the right, there is a navigation menu with buttons for 'Home', 'Section 1', 'Section 2', 'Save', 'Preview', and 'Submit'. A hand icon points to 'Section 2', which is also circled in red. Below the navigation menu, there is a table with the following content:

Step	Section
1	Enter personal contact details; for existing activities, confirm Modalities of Communication (MOC) membership, then submit the description to the UNFCCC for publication on the CDM website (i.e. on the respective activity page) More >>
2	Describe the level of sustainable development co-benefit(s) of the activity for the 12 environment, social & economic criteria. More >>

Q4) When is a question considered complete?

- 1- Please note that when you first open the SD tool, all sections and indicators are marked as incomplete (red).

The screenshot shows the 'Sustainable Development Co-Benefits' tool interface. At the top, there is a dropdown menu with the text 'PH00003 - Test Pre-Registration Project 03'. Below the dropdown, there is a navigation menu with buttons for 'Home', 'Section 1', 'Section 2', 'Save', 'Preview', and 'Submit'. Below the navigation menu, there is a table with the following content:

Environment	Social	Economic	Further Information	Project Information
+ Environment - Air				
+ Environment - Land				
+ Environment - Water				
+ Environment - Natural resources				



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2- A question is considered complete (green) when any reply is provided (for Yes, No, N/A questions, any one of those selections is a “complete” answer).

Note: If you have selected ‘Yes’, you will then need to provide at least one answer for that indicator.

SDM-IS Home

Sustainable Development Co-Benefits

PH00003 - Test Pre-Registration Project 03

Environment Social Economic Further Information Project Information

+ Environment - Air

- Environment - Land

Does the activity improve the soil quality and/or avoid soil pollution, waste disposal?

The activity can improve the soil quality through the production and use of e.g. compost, manure nutrient and other fertilizers and/or avoid polluting the soil, waste disposal.

Yes (and I wish to specify)

No (the activity has no direct impact)

N/A (the question is not relevant)

How and to what extent does the activity improve the soil quality or avoid soil pollution, waste disposal?

Prevention of pollution from endoflife products/equipment (solid waste) Partly

The activity improves the soil quality or avoids soil pollution and waste disposal.

Production/use of compost Choose

Home

Section 1

Section 2

Save

Preview

Submit



Frequently Asked Questions (FAQs) on how to create a Sustainable Development co-Benefits report for CDM project activities or PoAs

Q5) When is an indicator considered complete?

- 1- An indicator (e.g. Environment) is considered complete (green) when at least one question from each sub-indicator (e.g. Environment-Land) is complete.

PH00003 - Test Pre-Registration Project 03

Environment ● Social ● Economic ● Further Information ● Project Information ●

- + Environment - Air ●
- + Environment - Land ●
- + Environment - Water ●
- Environment - Natural resources ●

Does the activity protect or enhance depletable natural resources?
The activity protects or enhances depletable natural resources and landscapes such as minerals, plants, animals, forests and their diversity.

Yes (and I wish to specify)
 No (the activity has no direct impact)
 N/A (the question is not relevant)

Home
Section 1
Section 2
Save
Preview
Submit

Q6) When is the SDC description report considered ready to be submitted?

- 1- Your SDC description report is considered ready to be submitted when both sections 1 and 2 are complete.
- 2- Note: You may choose to work on any of these sections from the “home” page or the buttons in the right-hand menu bar. At this step you may update information on the project activity. If you require any further revision of the pre-filled information on the project, please contact the secretariat via e-mail sdtool@unfccc.int.

PH00003 - Test Pre-Registration Project 03

Environment ● Social ● Economic ● Further Information ● Project Information ●

- + Environment - Air ●
- + Environment - Land ●
- + Environment - Water ●
- + Environment - Natural resources ●

Does the activity protect or enhance depletable natural resources?
The activity protects or enhances depletable natural resources and landscapes such as minerals, plants, animals, forests and their diversity.

Yes (and I wish to specify)
 No (the activity has no direct impact)
 N/A (the question is not relevant)

Home
Section 1
Section 2
Save
Preview
Submit



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Q7) How can I save the information provided?

- 1- In order to save the questionnaire to be further edited at another point of time, please make sure you click on “Save” on the right side menu.

Note: It is recommended to regularly save any progress made to avoid any loss of data. If the website remains inactive for 15 minutes, you will be logged out.

The screenshot shows the 'Sustainable Development Co-Benefits' form for project PH00003. The form is divided into sections: Environment, Social, Economic, Further Information, and Project Information. The 'Environment' section is expanded to show 'Environment - Air' and 'Environment - Land'. The 'Environment - Land' section contains two questions: 'Does the activity improve the soil quality and/or avoid soil pollution, waste disposal?' and 'How and to what extent does the activity improve the soil quality or avoid soil pollution, waste disposal?'. The first question has three radio button options: 'Yes (and I wish to specify)', 'No (the activity has no direct impact)', and 'N/A (the question is not relevant)'. The second question has a dropdown menu for 'Prevention of pollution from endoflife products/equipment (solid waste)' set to 'Partly' and a text area for 'The activity improves the soil quality or avoids soil pollution and waste disposal.'. There is also a dropdown for 'Production/use of compost' set to 'Choose'. On the right-hand side, there is a vertical menu with buttons for 'Home', 'Section 1', 'Section 2', 'Save', 'Preview', and 'Submit'. The 'Save' button is circled in red, and a hand cursor is pointing at it.

- 2- A message will confirm when the progress is saved successfully.

This screenshot shows the same form as the previous one, but with a confirmation message displayed. The message is a small white box with a red border that says 'The form was saved successfully' and has an 'OK' button. The message is circled in red. The background of the form is dimmed, and the 'Save' button in the right-hand menu is no longer highlighted.



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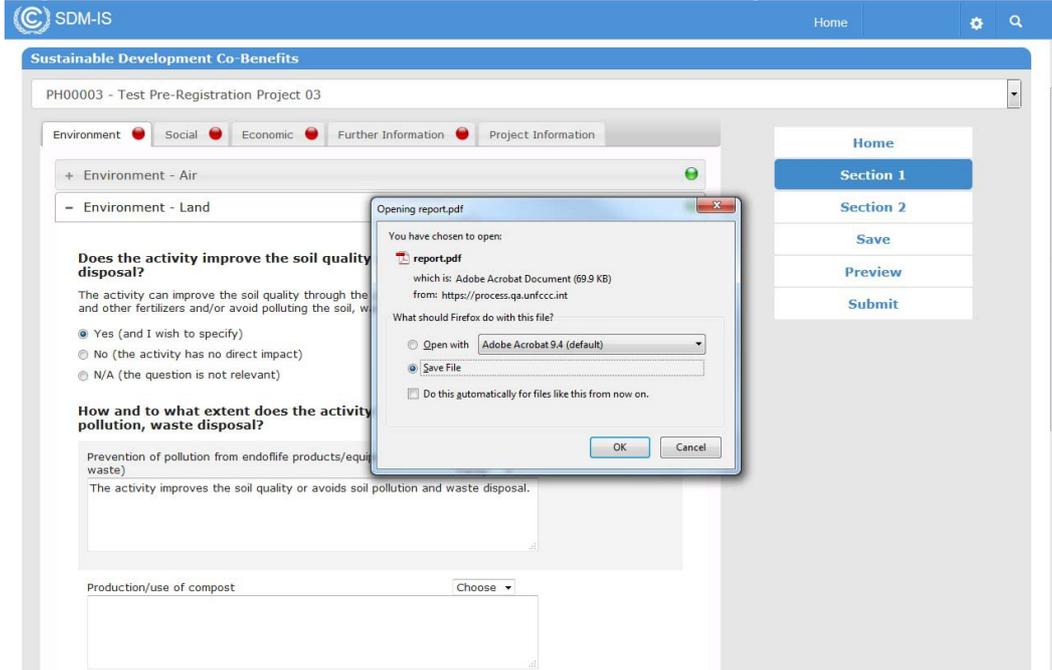
Q8) How can I know which questions I have already answered? How can I review the information provided?

- 1- In order to review the information provided, a user can generate at any point of time a PDF draft version of the report by clicking “Preview”.



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2- The system will allow the user to save this document locally for future reference.



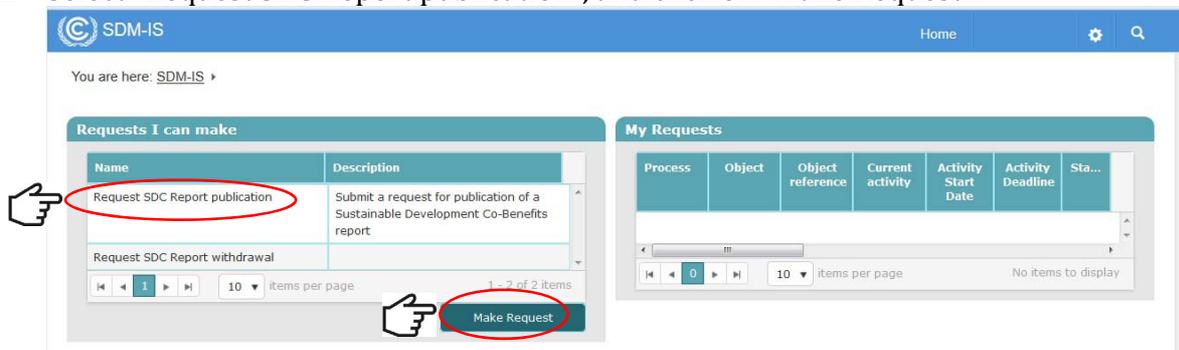
Q9) How many completed SDC description reports can I submit at a time for each PA or PoA?

Only one (1) submission at a time may be allowed for each PA or PoA.

Q10) My SDC description report has been published and I would like to revise it. What should I do?

In order to edit a published SDC description report:

- 1- Login to the SD tool interface with your *username* and *password*
- 2- Select "Request SDC Report publication", and click on "Make Request".





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- 3- Please select your project activity from the pull down menu at the top of the page.

Sustainable Development Co-Benefits

Please select the project...

Logging in for the first time?

We recommend reading the following [user guide](#) before submitting or withdrawing a SDC report:

1. Please complete all mandatory sections before submitting a SDC report.
2. In order to publish a SDC report, please inform the secretariat in advance about any changes to a CDM project activity/ PoA (for example, adding new Host Parties to a PoA, change of scope) via e-mail sdtool@unfccc.int. You may request to withdraw a published SDC report via the interface by selecting the "withdraw" option. The date of validity of the withdrawn report will be the date when the secretariat processes your withdrawal request.
3. Please note that all published SDC reports will remain publicly available on the microsite and/or relevant project view pages.

Further information on the SD tool

The CDM sustainable development co-benefits description tool ("SD tool") is made available to CDM project participants and coordinating / managing entities to assist them to describe sustainable development co-benefits of a CDM project activity or programme of activities ("PoA") ("activity").

The use of the SD tool is entirely voluntary. It has been developed in response to paragraph 5 of decision 8/CMP.7, in which the CMP requested the CDM Executive Board to "develop appropriate voluntary measures to highlight the co-benefits brought about by CDM project activities and PoAs, while maintaining the prerogative of the Parties to define their sustainable development criteria".

The SD Tool is maintained by the UNFCCC secretariat as mandated by the CDM Executive Board (EB 70, paragraph 82). The SD tool can be used at any time in the life of a CDM activity, including to update the description should co-benefits change.

The SDC report can be used for a single activity only. The SD tool produces a sustainable development co-benefits (SDC) description report. This report and any previous SDC description reports will be available on the CDM website for the activity chosen.

Any feedback or questions can be sent to:

Subject: "SD tool"
UNFCCC Secretariat
Email: cdm-info@unfccc.int

Step	Section
1	Enter personal contact details; for existing activities, confirm Modalities of Communication (MOC) membership, then submit the description to the UNFCCC for publication on the CDM website (i.e. on the respective activity page) More >>
2	Describe the level of sustainable development co-benefit(s) of the activity for the 12 environment, social & economic criteria. More >>

- 4- Once your project is selected, you can select the section of the SD tool you where would like edit.
- 5- After the modifications are complete, you may submit the modified SDC description report for publication as a new version.
- Note: Previous versions of the SDC description report will remain available for viewing by the public.

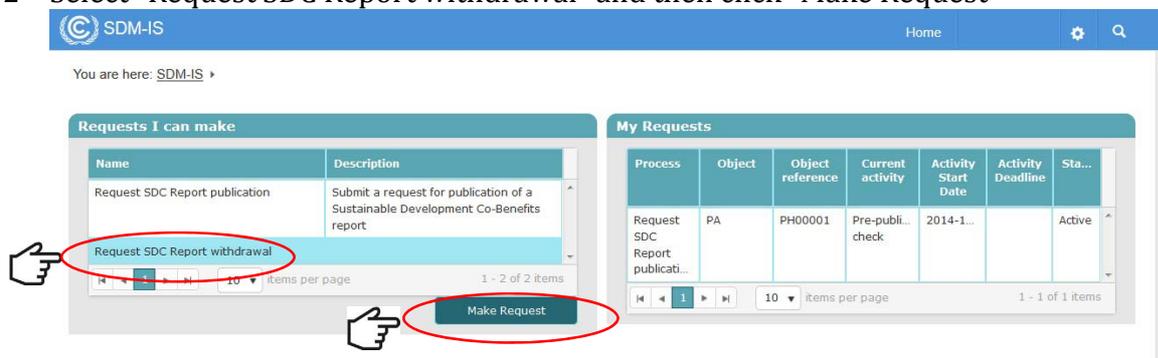


Frequently Asked Questions (FAQs) on how to create a Sustainable Development co-Benefits report for CDM project activities or PoAs

Q11) Can I withdraw a submitted/published report? I've submitted the wrong report by mistake, what should I do?

In order to request the withdrawal of a submitted or published report, you would need to :

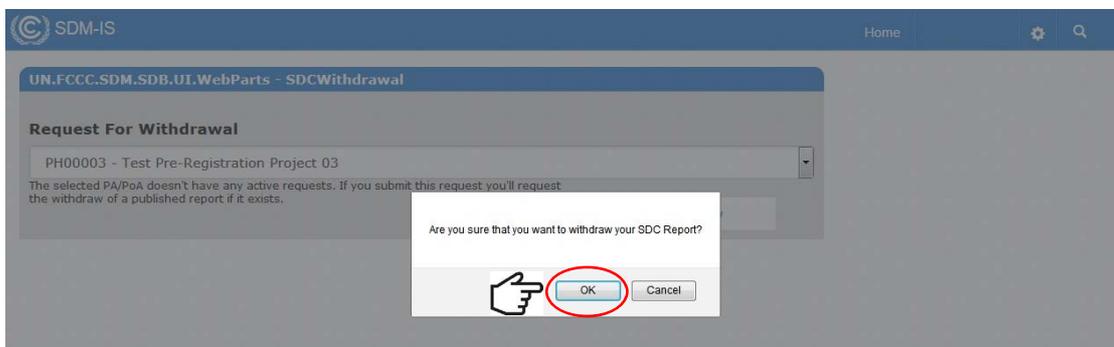
- 1- Access the system by following the *link* originally provided by the UNFCCC Secretariat and login with your *username/password*.
- 2- Select "Request SDC Report withdrawal" and then click "Make Request"



- 3- choose the project activity for which you would like to withdraw the SDC Report and then click "Withdraw"



- 4- Confirm that you would like to submit a request for withdrawal by selecting "OK"

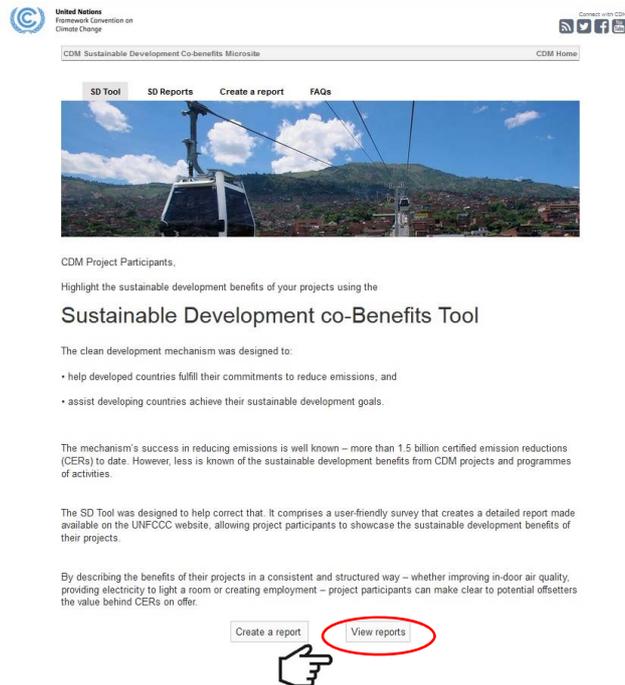




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Q12) Where can I find the published SDC report(s)?

- 1- Please visit cdmcobenefits.unfccc.int and select “view reports” to find the published SDC reports. Additionally, the SDC reports are published in the project view page for its respective project activity or programme of activities. (cdm.unfccc.int/Projects/projsearch.html)



- 2- In the following page you will find a list of published reports which you can sort by your preferred criteria (e.g. project title, reference number, host party, sectoral scope, etc.)

SDC description report	Pre-registration reference	Reference number	Project name	Type	Sectoral scope(s)	Host country (ies)	Date of submission	Date of publication (approval)	Valid until	Report publication number
	PVUAT0583D		PCC Hydro Climate Conservation Macedonia	PA	Energy industries (renewable / non-renewable sources) (1)	The former Yugoslav Republic of Macedonia	12/02/2015	02/12/2015		4