



Austrian Federal Ministry of Agriculture, Forestry, Environment and Water Management

**A Guide to
Joint Implementation and Clean Development Mechanism Projects
within the framework of the Austrian JI/CDM Programme**

Part 2: Preparation of the Project Idea Note (PIN)
(Call for Expression of Interest: Appendix 7)
(Version 3.0)

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Editorial

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I. Introduction

The Project Idea Note (PIN) is the first general information on the project and enables the Programme Management to assess the basic eligibility of a potential JI or CDM project.

It comprises details on the following subjects:

- ◆ Project identification;
- ◆ Project participants;
- ◆ Host Country;
- ◆ General project information;
- ◆ Project organisation;
- ◆ Greenhouse gas emission reductions;
- ◆ (Additional) ecological, socio-economic and/or development effects; and
- ◆ Additionality and sustainability effects.

The PIN has to be forwarded in English to the Programme Management, Kommunalkredit Public Consulting GmbH, or, if a state guarantee for the project concerned is applied for at the same time, to Austria Wirtschaftsservice GmbH (<http://www.awsg.at/awsg/>) or Österreichische Kontrollbank AG (<http://www.oekb.at>).

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Chapter II contains the PIN template.¹

¹ It focuses on "directly" emission-reducing projects. In the case of sink projects the template has to be adapted and used accordingly.

II. Template for the Project Idea Note (PIN)

A PROJECT IDENTIFICATION

A 1 Project summary	
Title of project activity	
Applicant	
Host Country	
Project type	Joint Implementation Clean Development Mechanism
Category of project activity	
Generation of emission reductions	From: _____ to: _____
Estimated emission reductions <i>(in t CO_{2e} up to 2012)</i>	Annual (average): _____ Total: _____
Crediting Period	From: _____ to: _____
Offered amount of emission reductions	Joint Implementation: ERUs: _____ AAUs ("early credits"): _____ Clean Development Mechanism: CERs: _____
Proposed ERU/CER price (EUR)	
Date of submission of Expression of Interest	

B PROJECT PARTICIPANTS

B 1 Applicant	
Name	
Type of organisation <i>Please also describe the ownership structure.</i>	
Other functions of the Applicant within the project	Sponsor Intermediary Technical consultant Other: _____
Main activities, knowledge and experience	
Name of contact person	
Address	
Phone/fax	
E-mail	

B 2 Project developer	
Name	
Type of organisation	
Other functions of the project developer within the project	Sponsor Intermediary Technical consultant Other: _____

Main activities, knowledge and experience	
Name of contact person	
Address	
Phone/fax	
E-mail	

B 3 Other project participants	
Name of project participant	
Type of organisation	Governmental body: _____ Private enterprise NGO Other: _____
Function within the project	Sponsor Intermediary Technical consultant Other: _____
Name of contact person	
Address	
Phone/fax	
E-mail	

C HOST COUNTRY

C 1 Location of project activity	
Host Country Party(ies)	
Region/State/Province etc.	
City/Town/Community etc.	
Brief description of the project location	

C 2 Status of Host Country	
Host Country ²	<p>Signed and ratified, accepted, approved or acceded to the Kyoto Protocol</p> <p>Signed the Kyoto Protocol and has demonstrated a clear interest in becoming a Party in due time</p> <p>Has already started or is on the verge of starting the national accession process</p>
Existing Memorandum of Understanding (MoU) with Austria ³	<p>Yes</p> <p>No</p>

² The list of countries which have ratified the Kyoto Protocol is available at http://unfccc.int/files/essential_background/kyoto_protocol/application/pdf/kpstats.pdf.

³ A list of countries with which Austria has already concluded a MoU is available at <http://www.ji-cdm-austria.at/en/downloads.php>.

D GENERAL PROJECT INFORMATION

D 1 General Information	
Project name	
Project objective	
Description of project background	

D 2 Category(ies) of project activity	
<p>Project category</p> <p><i>Please mark accordingly.</i></p>	<p>Construction (or retrofitting) of combined heat and power installations;</p> <p>Fuel-switch projects in energy conversion installations and production plants to renewable energy sources or from energy sources with high carbon content to energy sources with lower carbon content, especially in existing district heating systems;</p> <p>Construction (or retrofitting) of generating plants operated with renewable energy sources (especially wind power plants, biogas or biomass combined heat and power plants as well as hydroelectric power plants);</p> <p>Projects whose purpose is the avoidance or (energy) recovery of landfill gas;</p> <p>Waste management measures which contribute to the avoidance of greenhouse gas emissions, especially through energy recovery from waste, if possible with waste heat utilisation;</p> <p>Energy efficiency projects: projects serving the reduction of end-user energy consumption in residential buildings, public and private office buildings as well as industrial applications and processes (including waste heat potentials);</p> <p>Other: _____</p>

D 3 Technical aspects	
<p>Technical description</p> <p><i>The essential technical aspects should be briefly presented.</i></p> <p><i>A detailed description (max. 3 A4 pages) should be enclosed with the PIN including the following aspects:</i></p> <p><i>Project purpose</i></p> <p><i>Applicant's facilities to generate Emission Reductions</i></p> <p><i>Description of technology employed and associated risks</i></p> <p><i>Milestones, time schedule and current status of implementation</i></p> <p><i>Key permits and expected date of approval</i></p> <p><i>Key contracts and expected date of signing</i></p> <p><i>Risks during project implementation and operation</i></p>	

E PROJECT ORGANISATION

E 1 Project team	
<p>Project-specific qualifications and experiences</p> <p><i>The essential qualifications and experiences should be briefly presented, details should be enclosed with the PIN⁴.</i></p>	

E 2 Schedule	
Current project status	<p>Project idea</p> <p>Planning</p> <p>Implementation</p>
Status of financing	
Status of negotiations with the Host Country	
Status of permission procedures of authorities	
Project preparation	From: _____ to: _____
Construction/assembly	From: _____ to: _____
Project lifetime	From: _____ to: _____
Generation of ERUs/CERs	From: _____ to: _____
Other milestones	
Effect of PIN acceptance on the time schedule of the project	

⁴ In this context please refer to Appendices 4 and 5 of the Call for Expression of Interest.

E 3 Financial aspects	
Costs of project development (EUR) <i>Please give figures and briefly explain (background of) calculations.</i>	
Costs of project implementation (EUR) <i>Please give figures and briefly explain (background of) calculations.</i>	
Estimated annual operating costs (EUR) <i>Please give figures and briefly explain (background of) calculations.</i>	
Estimated annual revenues (EUR) <i>Please give figures and briefly explain (background of) calculations.</i>	
Financing sources (equity/debt capital, financing institutions)	
Proposed ERU/CER price (EUR) <i>Please explain calculation.</i>	

F GREENHOUSE GAS EMISSION REDUCTIONS

Only projects resulting in emission reductions of greenhouse gases listed in table F1 can be accepted as JI or CDM projects. All emissions and/or emission reductions must be stated in metric tonnes of CO₂ equivalent.

F 1 Greenhouse gases	
Greenhouse gases to be reduced by the project	CO ₂ CH ₄ N ₂ O HFCs PFCs SF ₆

The Project Boundary shall encompass all anthropogenic emissions by sources of greenhouse gases under the control of the project participants that are significant and reasonably attributable to the project activity.

F 2 Project Boundary	
Description of Project Boundary	

F 3 Project emissions	
Description and estimation of project-specific greenhouse gas emissions within the Project Boundary	

A Baseline is the scenario that reasonably represents the anthropogenic emissions by sources of greenhouse gases that would occur in the absence of the project ("business-as-usual-scenario"). By comparing the Baseline with the project emissions the emission reductions generated can be calculated.⁵

F 4 Baseline	
Outline of considered Baseline methodology/scenario and estimation of Baseline emissions within the Project Boundary	

Leakage is defined as the net change of anthropogenic emissions by sources of greenhouse gases which occurs outside the Project Boundary, and which is measurable and attributable to the project activity.

F 5 Leakage	
Description and estimation of Leakage	

F 6 Emission reductions	
Crediting period	
Estimated annual and total abatement of greenhouse gas emissions in tonnes of CO ₂ equivalent in comparison to the Baseline scenario (taking into account Leakage)	

⁵ Additionally, Leakage has to be taken into account.

G (ADDITIONAL) ECOLOGICAL, SOCIO-ECONOMIC AND/OR DEVELOPMENT EFFECTS

G 1 Expected environmental effects	
Expected global/local environmental effects (positive and negative) of the project ⁶	

G 2 Socio-economic and development aspects	
Expected social and economic effects of the project	
Project-related employment structure	Employees under 14 years Employees over 14 years
Do any of the listed effects occur due to the project?	Resettlement Restriction of access to essential resources Compulsory purchase of land

⁶ Abstraction of ground water or surface water may in no event be larger as the natural water influx.

H ADDITIONALITY AND SUSTAINABILITY EFFECTS

H 1 Additionality	
<p>Presentation of the Additionality of the project</p> <p><i>Please explain briefly how and why the project is additional and therefore not the (considered) Baseline scenario. Please describe why the emission reductions would not occur in the absence of the proposed project activity, taking into account national and/or sectoral policies and circumstances.</i></p>	
H 2 Sustainability Effects	
<p>Summarising description of the project's contribution to the sustainable development of the Host Country</p>	