



Annex 7

**DRAFT PROCEDURES RELATING TO VERIFICATION REPORT AND
CERTIFICATION REPORT/REQUEST FOR ISSUANCE OF CERS**

Contains:

- Draft of “Procedures relating to verification report and certification report/request for issuance of CERS” (2 pages)
- Draft of “CDM Form to submit verification and certification reports and request issuance” (2 pages)



**PROCEDURES RELATING TO VERIFICATION REPORT AND
CERTIFICATION REPORT/REQUEST FOR ISSUANCE OF CERS
VERSION 01**

A. Background

1. The purpose of this procedure is to combine several provisions foreseen in the CDM modalities and procedures in the context verification, certification and request for issuance into a single procedure. The provisions pertain to the following:

(a) **Making the verification report public:** Paragraph 62 (h) of the CDM modalities and procedures (CDM M&P) stipulates that a designated operational entity (DOE) shall provide its verification report to the project participants, Parties involved and the Executive Board. The report shall be made available to the public.

(b) **Making the certification report public:** In accordance with paragraph 63 of CDM M&P, a DOE shall, based on its verification report, certify in writing that during the specified time period, the project activity achieved the verified amount of reductions in anthropogenic emissions by sources of greenhouse gases that would not have occurred in the absence of the CDM project activity. It shall inform the project participants, Parties involved and the Executive Board of its certification decision in writing immediately upon completion of the certification process and make the certification report publicly available.

(c) **Requesting issuance of CERs by a DOE:** In accordance with paragraph 64 of the CDM M&P, the certification report shall constitute a request for issuance to the Executive Board of CERs equal to the verified amount of reductions of anthropogenic emissions by sources of greenhouse gases.

2. This procedure is also applicable to small-scale CDM project activities. For afforestation and reforestation activities, the procedural steps are similar. A separate document and form will, however, be issued for this type of activities.

B. Procedures relating to verification report and certification report/request for issuance of CERs

3. A DOE shall submit its verification report and certification report/request for issuance of CERs using the form, “CDM form to submit verification and certification reports and to request issuance”(F-CDM-REQCERS)¹.

4. The submission shall adhere to the following steps:

(a) A DOE shall submit the form including, inter alia, the verification and certification reports, using the electronic submission tool available to DOEs on the UNFCCC CDM website which links the submitted form to the related monitoring report.

(b) The secretariat shall expeditiously determine whether the submission by the DOE is complete, i.e. whether the DOE has submitted the required number of documents. This determination does not include an assessment of the content of documents and information submitted;

¹ The latest version of the form is available in the section “Reference” on the UNFCCC CDM web site. A draft of this form is contained in this annex to the agenda and annotations of the nineteenth meeting of the Board.



(c) The date of receipt of a request for issuance is the date when the secretariat has determined that the request is complete;

(d) Once the submission by a DOE is considered complete, the form, the verification and certification reports shall be made available on the UNFCCC CDM web site. An announcement specifying, inter alia, the name of the project activity and the link to the UNFCCC CDM web page where the request for issuance of CERs can be found shall be distributed as follows:

- (i) The Executive Board shall be informed through its listserv;
- (ii) Project participants², including Parties involved, shall be informed in accordance with the modalities of communication for the project activity;
- (iii) The DOE shall be informed by e-mail to the contact person(s);
- (iv) The public shall be informed through the CDM news facility;


5. Unless there is a request for review³, a request for issuance shall be considered final 15 days after its receipt. After this period, or upon conclusion of the review process, the Executive Board shall instruct the CDM Registry administrator to issue the specified amount of CERs for the specified time period.

6. The instruction by the Executive Board to the CDM Registry administrator shall be communicated to the project participants in accordance with the modalities of communication. The instruction shall be made publicly available on the UNFCCC CDM web site.

7. Procedures on how the CDM Registry administrator proceeds after having received the instruction by the Executive Board will be included in a separate set of procedures which are being elaborated in the context of the CDM Registry.

² “In accordance with the use of the term project participant in the CDM modalities and procedures, a project participant is (a) a Party involved, or (b) a private and/or public entity authorized by a Party involved to participate in a CDM project activity.” (“Glossary of CDM terms” contained in GUIDELINES FOR COMPLETING CDM-PDD, CDM-NMB and CDM-NMM, for the latest version and definition refer to UNFCCC CDM web site section “Reference”).

³ For details on the process and procedures for review see “Procedures for review as referred to in paragraph 65 of the modalities and procedures for a clean development mechanism” in section “Reference” of the UNFCCC CDM web site.

 <p style="text-align: center;">CDM Form to submit verification and certification reports and request issuance (paragraphs 62h, 63 and 64 of CDM modalities and procedures)</p>	
Section 1, 2 and 3 below are to be completed by the DOE	
<p>The DOE declares by submitting this signed form and its supporting documentation that in undertaking the verification, certification and request for issuance of CERs for this CDM project activity, it has no financial interest related to the CDM project activity and that undertaking such a verification, certification and request for issuance of CERs does not constitute a conflict of interest which is incompatible with the role of a DOE under the CDM.</p>	
Section 1: Request for issuance of CERs	
Name of the designated operational entity (DOE)	
Title of the CDM project activity (reference number)	
Is it a small-scale activity?	Yes / No (<i>underline as applicable</i>)
Period covered by this request (Start date / end date)	(dd-mm-yyyy / dd-mm-yyyy)
Total verified and certified emission reductions (tonnes of CO₂ equivalent)	XXX t of CO ₂ equivalent
We herewith certify that, during the above specified time period, the CDM project activity achieved the above specified verified amount of reductions in anthropogenic emissions by sources of greenhouse gases, that would not have occurred in the absence of the CDM project activity, and request issuance of the equivalent amount of CERs.	Date:
	Name of DOE representative:
	Signature:
Section 2: Verification report submission related to above request for issuance	
The project documentation provided by project participants is in accordance with the requirements of the registered CDM project design document and relevant provisions of decisions COP/COP/MOP and their annexes (para. 62 (a) of CDM M&P)	Yes / No (<i>underline as applicable</i>)
	If "No", please indicate the section(s) in the attached verification report in which the issue is addressed and resolved:

The DOE conducted on-site inspections (para. 62 (b) of CDM M&P)	Yes / No (<i>underline as applicable</i>)
	If "Yes", please indicate the section(s) in the attached verification report in which the issue is addressed:
The DOE used additional data from other sources(para. 62 (c) of CDM M&P)	Yes / No (<i>underline as applicable</i>)
	If "Yes", please indicate the section(s) in the attached verification report in which the issue is addressed:
The DOE reviewed monitoring results and verified that the monitoring methodologies for the estimation of reductions in anthropogenic emissions by sources have been applied correctly and the documentation submitted by project participants to the DOE is complete and transparent (para. 62 (d) of CDM M&P)	Yes / No (<i>underline as applicable</i>)
	If "Yes", please indicate the section(s) in the attached verification report in which the issue is addressed:
The DOE recommended to the project participants appropriate changes to the monitoring methodology for any future crediting period (para. 62 (e) of CDM M&P)	Yes / No (<i>underline as applicable</i>)
	If "Yes", please indicate the section(s) in the attached verification report in which the issue is addressed:
The DOE identified and informed the project participants of any concerns related to the conformity of the actual project activity and its operation with the registered CDM project design document and project participants addressed the concerns and supplied relevant additional information. (para. 62 (g) of CDM M&P)	Yes / No (<i>underline as applicable</i>)
	If "Yes", please indicate the section(s) in the attached verification report in which the issue is addressed.
Section 3: Documents submitted in relation to Sections 1 and 2	
The certification report is attached:	<input type="checkbox"/> Please check to confirm
The verification report is attached:	<input type="checkbox"/> Please check to confirm
Reference number of the Monitoring Report made public:	
A list of documents submitted (in addition to the verification and certification report) is attached	Yes / No (<i>underline as applicable</i>) Please ensure that all documents listed are submitted.