

Registration -Completeness Check checklist (Version 2.0)

Version 1.0 of the completeness check checklist was published in June 2010. The enclosed version 2.0 of this checklist represents an improved and simplified list that reflects the requirements of EB 48, Annex 60 *Guidelines on completeness check of request for registration*

The main changes between version 1.0 and version 2.0 are the following:

1. Grouping questions according to four criteria - completeness of documentation, completeness of information, consistency and additional issues. The previous version organized issues according to three criteria (completeness, additional notes and consistency). The criteria are consistent with the criteria used in the published results of completeness checks that have been issued every three months since January 2011.
2. Further fine-tuning the questions of the check lists with an objective to ask questions rather than identify issues according to key words. As a result, the additional “notes” column was removed as the information in this column was incorporated in the questions.
3. Clarifying checking for the letter of approval/authorization and modalities of communication.
4. Introducing the word ‘valid’ to cover that documents are not only completed but also correctly completed, signed and dated as required by the latest templates and relevant guidelines.
5. Three items (2.6, 4.2 and 4.3) included do not have a requirement as reference as these recurring issues are empirically raised based on the team’s experience when carrying out the task. Two of them relate to the management of the statistics.

Registration - Completeness check checklist			
	Item to check	Requirement	
1. Completeness - Documentation	1.1	Has the DOE uploaded a valid ¹ project design document (PDD) using the latest template?	EB 48 Annex 60 Para 8 (a)
	1.2	Has the DOE uploaded a valid request for registration form using the latest template?	EB 48 Annex 60 Para 8 (f), 10 (e)
	1.3	Has the DOE uploaded a valid Modalities of Communication (MoC) using the latest template ?	EB 48 Annex 60 Para 8 (e), 10(d)
	1.4	Has the DOE uploaded a valid bundling form using the latest template?	EB 34 Annex 10 Para 8
	1.5	Has the DOE uploaded a valid validation report?	EB 48 Annex 60 Para 8 (b)
	1.6	Has the DOE uploaded valid letters of approval/ authorization (LoA) from the host party?	EB 48 Annex 60 Para 8 (c) and (d), 10(c)
	1.7	Does the LoA from the host party include statements on the Kyoto Protocol ratification, voluntary participation, and contribution to the sustainable development?	EB 48 Annex 60 Para 10(c)
	1.8	Does the LoA from the host party acknowledge the project activity to be a bundled project?	EB 48 Annex 60 Para 10(c)
	1.9	Has the DOE uploaded a valid LoA from the other party?	EB 48 Annex 60 Para 8 (c) and (d), 10(c)
	1.10	Does the LoA from the other party include statements on the Kyoto Protocol ratification and voluntary participation?	EB 48 Annex 60 Para 10(c)
2. Completeness Information	2.1	Are the documents for additionality, such as spreadsheets for the investment analysis provided?	EB 48 Annex 60 Para 8 (g) and 9 (b)
	2.2	Are the documents for the calculation of the baseline, such as spreadsheets provided?	EB 48 Annex 60 Para 8 (g) and 9 (b)
	2.3	For information provided on a confidential basis, are the documents in a form that can be disclosed ² submitted?	EB 48 Annex 60 Para 9 (b)
	2.4	Are the spreadsheets supplied in unprotected and replicable format?	EB 51 Annex 58 Guidance 8
	2.5	Are English versions of relevant sections in the submitted documents available?	EB 48 Annex 60 Para 9 (c)
	2.6	Are the geo-coordinates of the project sites provided in the project view page?	
	2.7	Is the PDD published for global stakeholder consultation accessible?	EB 55 Annex 1 Para 40
3. Consistency	3.1	Are dates, versions, references, revisions, stamps and signatures consistent among the documents?	EB 48 Annex 60 Para 9 (d)
	3.2	Is the project title consistent in the Project View Page	EB 48 Annex 60 Para 7

¹ Valid implies that the document is complete, signed and dated as required by the template and the relevant guidance.

² Where spreadsheets are provided on a confidential basis, PDF copies should be incorporated into the PDD or submitted as supporting annexes.

		following documents?	PDD	(b)
			PDD-GSC	
			Validation Report	
			LoA	
			MoC	
			Registration request form	
	3.3	Are the parties consistent in the following documents?	Project View Page	EB 48 Annex 60 Para 7 (b)
			PDD	
			PDD-GSC	
			Validation Report	
		LoA		
		MoC		
		Registration request form		
3.4	Are the participants consistent in the following documents?	Project View Page	EB 48 Annex 60 Para 7 (b)	
		PDD		
		PDD-GSC		
		Validation Report		
		LoA		
		MoC		
		Registration request form		
3.5	Is the scope consistent in the following documents?	Project View Page	EB 48 Annex 60 Para 7 (b)	
		PDD		
		PDD-GSC		
		Validation Report		
		Registration request form		
3.6	Are the methodology and activity scale consistent in the following documents?	Project View Page	EB 48 Annex 60 Para 7 (b)	
		PDD		
		PDD-GSC		
		Validation Report		
3.7	Is the amount of emission reductions consistent in the following documents?	Project View Page	EB 48 Annex 60 Para 7 (b)	
		PDD		
		PDD-GSC		
		Validation Report		
3.8	Is the project starting date in the following documents consistent with section C.1.1 of the PDD?		EB 48 Annex 60 Para 7 (b)	
		PDD-GSC		
		Validation Report		
3.9	Is the project location consistent in the following documents?	Project View Page	EB 48 Annex 60 Para 7 (b)	
		PDD		
		PDD-GSC		
		Validation Report		
4. Additional Issues	4.1	Is the methodology/ies applied valid at the time of submission?		EB 48 Annex 60 Para 9 (f)
	4.2	Are all LoA issued by one country merged in one file?		
	4.3	Does any of the documents contain blank pages?		

History of the document

Version	Date	Nature of revision
02.0	3 June 2011	Revisions made in line with para 12 & 14 of the "Procedure for requests for registration of proposed CDM project activities." (version 02.0) (EB59, Annex 12). As well as to be in line with para 58 of Decision 3/CMP6.
01.0	10 June 2010* <i>*prepared by the secretariat and published on the CDM website as requested by the Board (EB 54, Paragraph 57, 28 May 2010)</i>	Initial Adoption.
Decision Class: Regulatory Document Type: Information Note Business Function: Registration		
