



**FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES -
Secrétariat**

CDM Accreditation Application: A User Guide	Document No.	ITS/ISD/PROCEDURE/16
	Effective Date	29 January 2010
	Revision Date	13 September 2010
	No. of Pages	19
	Approved by:	Gordana Korolija

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Brief Overview

This guide provides Applicant Entity (AE) and Designated Operational Entity (DOE) with step-by-step instructions on the process of online application for accreditation.

This online application form is used (a) when AE applies for Accreditation, (b) when DOE applies for re-accreditation of accredited sectoral scopes and (c) when DOE applies for accreditation of additional sectoral scopes.

Revision History

Date	Version	Author	Description
28 January 2010	1	Bonnie Chiu	First draft of the guide
19 June 2010	2	Bonnie Chiu	A section on obtaining and logging in to a CDM account, as well as a section on confirming the attachments of the required documents to the application have been added.
19 July 2010	3	Bonnie Chiu	The login procedure to the online application for accreditation is revised.
13 September 2010	4	Bonnie Chiu	The document is revised according to the new ITS document template.

Purpose

The procedure for accrediting operational entities as defined by EB (EB48:3) dictates that the course of accreditation follow certain prescribed phases. The first phase in the process of accreditation is application for accreditation. The purpose of this document is to describe how the application for accreditation is carried out online, and provide instructions for the online application process.

Audience

The document is intended for AEs and DOEs who plan to apply for accreditation, re-accreditation and/or addition of sectoral scopes. It might also be of interest to the Secretariat staff involving in the process of accreditation, as well as software developers and testers.

Policy

N/A

Reference and Applicable Documents

Procedure for Accrediting Operational Entities by the Executive Board of the Clean Development Mechanism (CDM), Version 9.1, EB 48 Report , Annex 3.

Glossary

N/A

Acronyms and Abbreviations

AE	Applicant Entity
CDM	Clean Development Mechanism
EB	Executive Board
DOE	Designated Entity

CDM Accreditation Application: A User Guide

1. Online Application Form for Accreditation

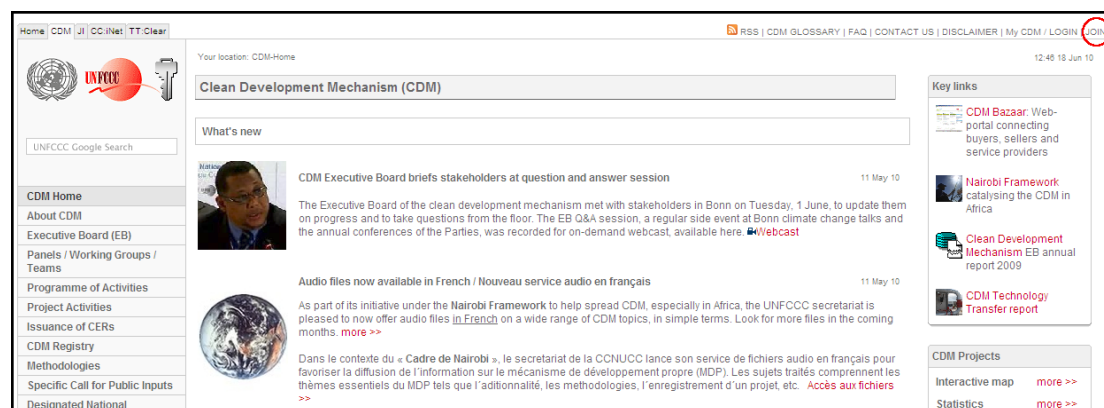
To access the online application form for accreditation, the Applicant Entity (AE) must first have a CDM account.

1.1 Obtain a CDM Account

For new AEs, follow the steps below to obtain a CDM account.

1. On an internet browser, type <http://cdm.unfccc.int> to get to the CDM home page.

Figure 1: CDM Home Page



2. Click **JOIN** located at the upper right side of the CDM Home page. A page for creating an account opens.

Figure 2: Create an Account

3. Fill in Login Name, Real name, as well as E-Mail entries.
4. Click **Apply**. The initial password of the CDM account will be sent to the e-mail addressed entered in the E-Mail entry.

1.2 Log in to CDM Account

To access the process of online application, AE/DOE must log in to its CDM account. There are two ways to access the online application. (A) One is to log in to the CDM website first and then proceeds to access the online application from the CDM account. (A) The other is to log in to the online application page directly.

(A) Follow the steps below to log in to the CDM website and then access the online application form for accreditation.

1. On an internet browser, type <http://cdm.unfccc.int> to get to the CDM home page.

Figure 3: CDM Home Page

2. Click **My CDM/LOGIN** on the upper right side of the page to display the Log in page.

Figure 4: Log In

Home | CDM | CC:Net | TT:Clear

Your location: 12:53 18 Jun 10

UNFCCC Google Search

CDM Home
About CDM
Executive Board (EB)
Panels / Working Groups / Teams

Log In

Username:
Password:

Log in

No login? [Register with UNFCCC CDM Web Site!](#)
Forgot your login or password? [Recover your login and password!](#)

3. Enter Username and Password and then click **Log in**.
4. A page (Your Account) containing information on your account appears.

Figure 5: Your Account

UNFCCC Google Search

Your location: CDM-Home 13:24 18 Jun 10

Your Account

Username:	Bonnie1 (cannot be changed)	Your Roles	AERrepr
Realname:	Sophie Smith	Your P11 and expert application forms	more >>
E-Mail:	ddd@unfccc.int	Options available to DOE/AE representatives	
	<input type="button" value="Change data"/>	Your proposed New Methodologies	more >>
		Your proposed New A/R Methodologies	more >>
		DOE/AE Extranet	more >>
		Requests related to the VVM	more >>

Old Password:
New Password:
Confirm Password:

Subscription to the **UNFCCC CDM RSS service (News)**

Use of HTTP Compression
HTTP Compression significantly increases the speed of page transfers and reduces the network traffic and is particularly useful if you view large documents and tables over a slow (lelso line modem) connection. However it may not work in some combinations of browser settings and proxy servers. Please consult your system administrator if you are not sure whether to use this option or not **before** turning it on.

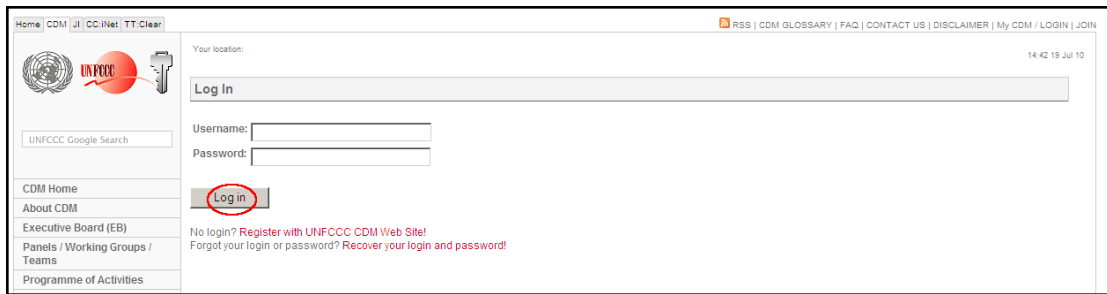
Note that on the Your Account page, the entry Your Roles should display AERrepr (AE Representative) role. If this role is not displayed, contact the secretariat and request the AERrepr role to be added before proceeding to the next step.

5. Type <https://cdm.unfccc.int/Accreditation> on the browser. Either the Application Overview page or the Entity Overview page opens, depending on whether the AE has ever filed an application for accreditation or not.

(B) Alternatively, the AE can log in to the Accreditation webpage directly. (Note that this option is only possible if the AERrepr role has been assigned to the AE.)

1. On an internet browser, type <https://cdm.unfccc.int/Accreditation>. (Please note that this is a secure site, **https**, and **A** in accreditation must be capitalized, **Accreditation**.) A log in page opens.

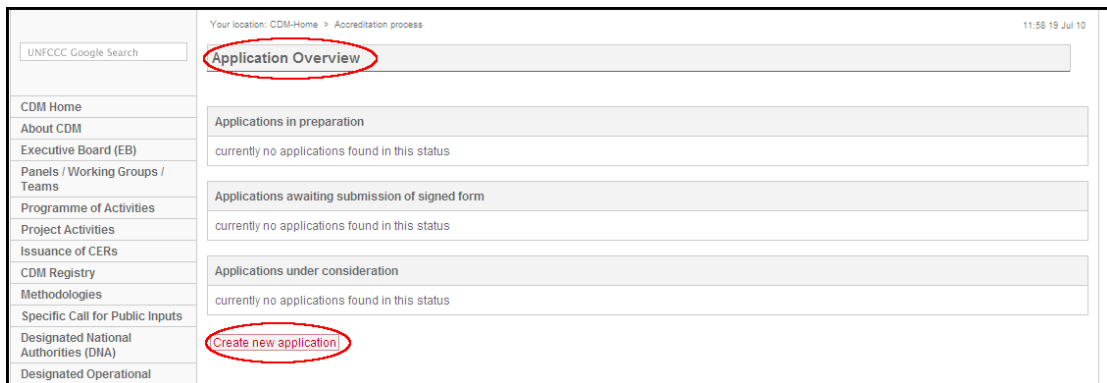
Figure 6: Log In



2. Enter Username and Password and then click **Log in**. Either the Application Overview page or the Entity Overview page opens, depending on whether the AE has ever filed an application for accreditation or not.

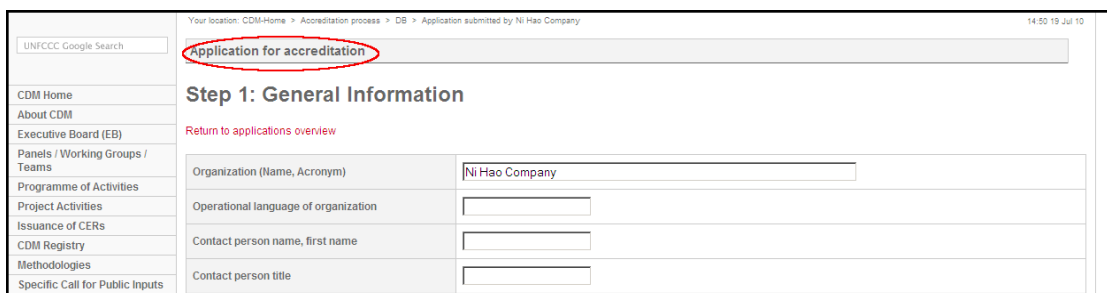
If the AE has never filed an application for accreditation, the Application Overview page opens.

Figure 7: Application Overview



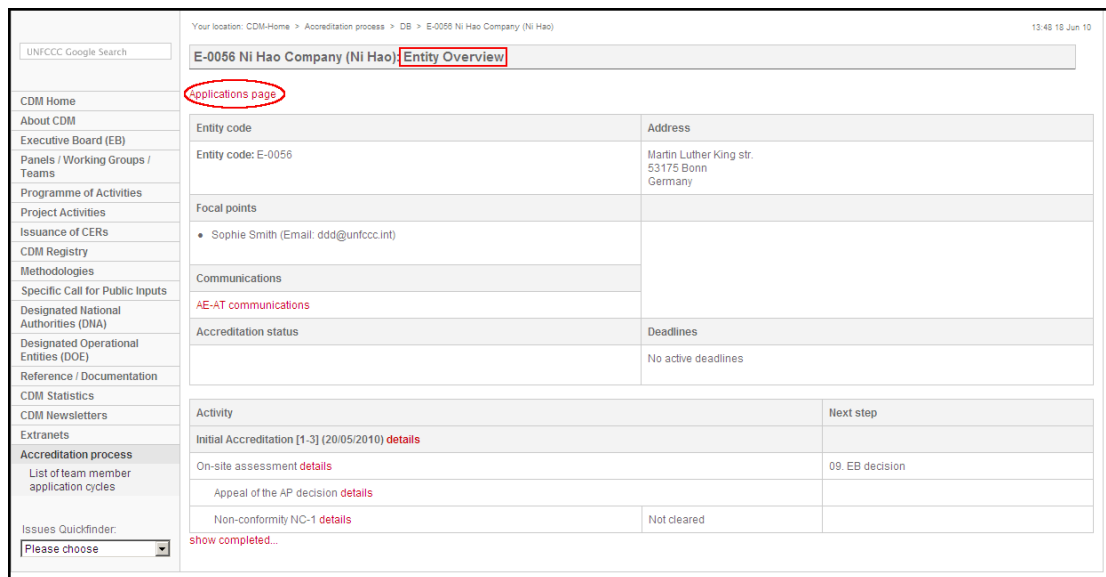
Click on **Create new application**. The online Application for accreditation page opens.

Figure 8: Application for Accreditation



If AE has once filed an application for accreditation, an Entity Overview page appears, instead of the Application overview page, as illustrated below.

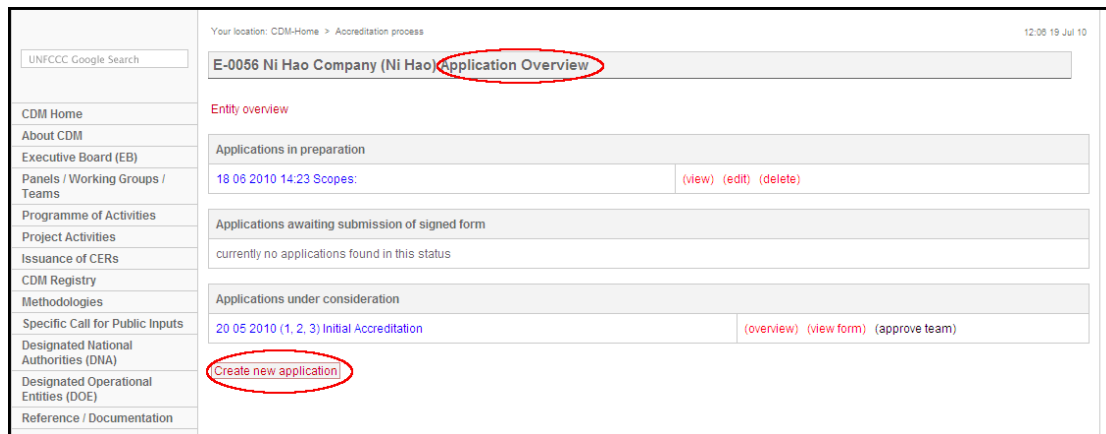
Figure 9: Entity Overview



To create a new online application from the Entity Overview page, follow the steps below.

- a. Click on **Applications page** at the top of the Entity Overview page to display the Application Overview page ;

Figure 10: Applications Overview



- b. Click **Create new application** on the Application Overview page to access the online application form.

Applications Overview provides a summary of the actions taken by AE in the application process. It includes the following information.

Application in preparation: A file is created each time AE clicks on **Create new application**. These files are listed under Application in preparation. AE can view, edit or delete the files.

Applications awaiting submission of signed form: Applications are completed and submitted, but the signed form has not been submitted.

Applications under consideration: Applications have been submitted and are undergoing the accreditation procedure.

2. The Five-step Process of the Online Application

The online Application form for Accreditation appears after one clicks on **Create new application** on the Application Overview page. The application for accreditation is a five-step process. All five steps of the application must be completed before it can be submitted for consideration.

2.1 Step 1: General information

The first step is to fill out the general information concerning AE and the sectoral scopes applied for by AE.

Figure 11: General Information

Your location: CDM-Home > Accreditation process > DB > Application submitted by Ni Hao Company 12:09 19 Jul 10

UNFCCC Google Search

Application for accreditation

CDM Home
About CDM
Executive Board (EB)
Panels / Working Groups / Teams
Programme of Activities
Project Activities
Issuance of CERs
CDM Registry
Methodologies
Specific Call for Public Inputs
Designated National Authorities (DNA)
Designated Operational Entities (DOE)
Reference / Documentation
CDM Statistics
CDM Newsletters
Extranets

Step 1: General Information

[Return to applications overview](#)

Organization (Name, Acronym)	Ni Hao Company
Operational language of organization	
Contact person name, first name	
Contact person title	
Contact person position	
Physical address	

Issues Quickfinder: Please choose	Contact person phone	
	Postal Address	
	Contact person fax	
	Mobile phone	
	Email	
	Reference of scope(s) applied for	<p>Scopes available for extension of scope</p> <input type="checkbox"/> 4: Manufacturing industries <input type="checkbox"/> 5: Chemical Industries <input type="checkbox"/> 6: Construction <input type="checkbox"/> 7: Transport <input type="checkbox"/> 8: Mining/mineral production <input type="checkbox"/> 9: Metal production <input type="checkbox"/> 10: Fugitive emissions from fuels (solid, oil and gas) <input type="checkbox"/> 11: Fugitive emissions from production and consumption of halocarbons and sulphur hexafluoride <input type="checkbox"/> 12: Solvent use <input type="checkbox"/> 13: Waste handling and disposal <input type="checkbox"/> 14: Afforestation and reforestation <input type="checkbox"/> 15: Agriculture
	Proposed new sectoral sub-scope(s) (indicate new name)	<p>Scopes available for re-accreditation</p> <input type="checkbox"/> 1: Energy industries (renewable - / non-renewable sources) <input type="checkbox"/> 2: Energy distribution <input type="checkbox"/> 3: Energy demand

Save >>> Directly go to: Step 1 Go

After completing the Step 1, click **Save** and then >>> to move to the next step.

When AE applies for re-accreditation of accredited scopes, they (the already accredited scopes) will appear under Scopes available for re-accreditation. Select the desired scopes for re-accreditation.

To move to a non-consecutive step, select the desired step in the box next to Directly go to, and then click Go.

2.2 Step 2: Information Regarding Your Organization

The second step is to fill out the information regarding the organization of AE. The information provided should be as complete as possible.

2.2.1 Add Organization

If AE is affiliated with another organization, either owned by it or part of it, the information regarding the organization should be provided. Click **Add organization** to extend the page, as illustrated below.

Figure 12: Add Organization

The screenshot shows a web application interface for accreditation. On the left is a sidebar menu with links such as 'UNFCCC Google Search', 'CDM Home', 'About CDM', 'Executive Board (EB)', 'Panels / Working Groups / Teams', 'Programme of Activities', 'Project Activities', 'Issuance of CERs', 'CDM Registry', 'Methodologies', 'Specific Call for Public Inputs', 'Designated National Authorities (DNA)', 'Designated Operational Entities (DOE)', 'Reference / Documentation', 'CDM Statistics', 'CDM Newsletters', 'Extranets', and 'Accreditation process'. The main content area is titled 'Application for accreditation' and 'Step 2: Information regarding your organization'. It contains a 'Return to applications overview' link, a text area for 'Description of the main activities of the applicant entity.', a section for 'Name, address and contact information (Tel, Fax, E-mail) of' with an 'Add organization' button, and a field for 'Branches at other locations' which is circled in red. At the bottom, there is a dropdown menu for 'What is the legal status of your' with the option '- no selection -'.



UNFCCC Google Search

Application for accreditation

CDM Home
About CDM
Executive Board (EB)
Panels / Working Groups / Teams
Programme of Activities
Project Activities
Issuance of CERs
CDM Registry
Methodologies
Specific Call for Public Inputs
Designated National Authorities (DNA)
Designated Operational Entities (DOE)
Reference / Documentation
CDM Statistics
CDM Newsletters
Extranets
Accreditation process
List of team member application cycles
Issues Quickfinder:
Please choose

Step 2: Information regarding your organization
Return to applications overview

Description of the main activities of the applicant entity.

If the applicant entity is owned by another organization or is part of a larger group of organizations or has branches/divisions at other locations, please give the following details

Name, address and contact information (Tel, Fax, E-mail) of

Related organization (1):

Organization

Kind of relationship
no selection
I cannot find the right type in this list

Describe relationship and links between above-mentioned organizations and applicant entity seeking accreditation

Delete organization
Add organization

Branches at other locations

To fill in the organization name, click on the box next to the Organization entry. A small window for selecting organization appears.

Figure 13: Select Organization

If the applicant entity is owned by another organization or is part of a larger group of organizations or has branches/divisions at other locations, please give the following details

Name, address and contact information (Tel, Fax, E-mail) of

Related organization (1):

Organization

Kind of relationship
no selection
I cannot find the right type in this list

Describe relationship and links between above-mentioned organizations and applicant entity seeking accreditation

Select organization

Add new Cancel

As you type in the name of the affiliated organization, a search through the UN database for the organization is conducted. If the organization is in the database, its name will appear for selection. However, if the organization is not present in the database, click on **Add new** to open the Add and Select organization window.

Figure 14: Add and Select Organization

The screenshot shows a web form with a modal dialog box titled "Add and select organization". The dialog box has a close button (X) in the top right corner. It contains two text input fields: "Name" and "Acronym". Below these fields are two buttons: "Add and select" and "Cancel". The background form is partially visible, showing fields for "Related organization (1)", "Organization", "Kind of relationship", and a text area for describing the relationship. At the bottom of the background form, there are two buttons: "Delete organization" and "Add organization".

Enter the name of the organization and its acronym, and then click **Add and Select**.

Note that it is also possible to delete an organization. Click on **Delete organization** to delete an organization entry, therefore reducing the page.

2.2.2 Add Management System

The mechanism of extending, as well as reducing, the page is adopted through out the online application. To illustrate, **Add management system** expands the page, while **Delete management system** reduces the page, as shown below.

Figure 15: Add Management System

The figure consists of two screenshots of a web form, connected by a downward-pointing arrow. The top screenshot shows the form with the question "Does the organization have an established formal system?" and a single button labeled "Add management system". The bottom screenshot shows the form after the "Add management system" button is clicked. The form has expanded to include a section titled "Formal system (1):". This section contains a table with the following rows:

Management system	ISO Guide 62
If "other", please specify	<input type="text"/>
How long has this system been in operation (months)?	<input type="text"/>

Below this table, there are two buttons: "Delete management system" and "Add management system".

It should be noted that the information requested in the expanded part of the page must be added. Empty fields will trigger error message to occur when the application is submitted. Delete the extended part of the page if no information is provided.

To move to the next step, click **Save** and then >>> .

2.3 Step 3: Information on Senior Staff

Information on senior staff should be provided in step 3. Click on **Add staff/Delete staff** to add/delete information on staff. Click **Save** before moving to the next step with >>>

2.4 Step 4: Proposed Scope of Accreditation (“Sectoral Scope”)

When AE wants to propose a new sectoral scope, information of the new scope requested in step 4 should be provided. Click on **Add scope/Delete scope** to add or delete new scopes. Click **Save** and then >>> to move to the next step.

2.5 Step 5: Documentation

In step 5, all of the required documents as stated in Appendix 1, EB 48:3 should be uploaded.

2.5.1 Upload Documents

There are two ways to upload the documents/files. One is to upload each document after its corresponding information is filled out. The other is to upload all the files to the Upload Center before filling out the information of individual documents.

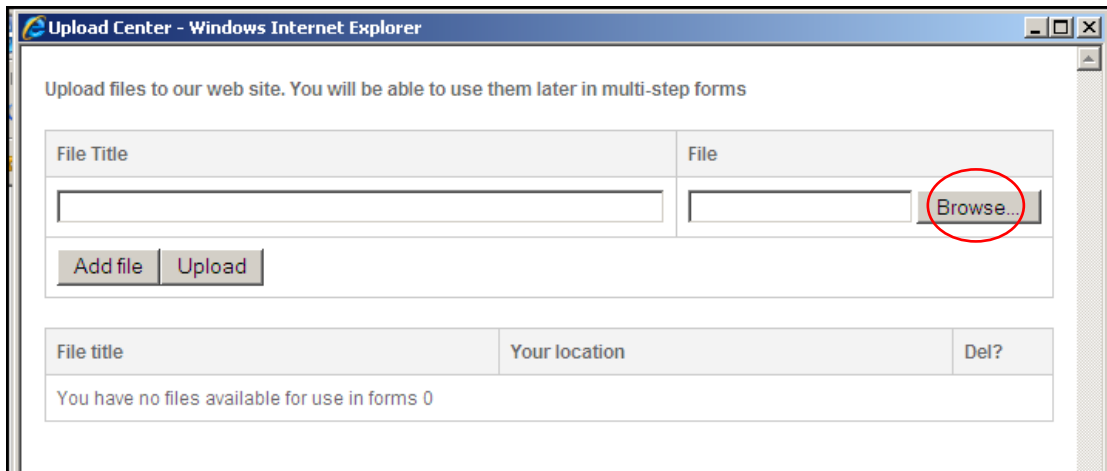
The first file to be uploaded is the payment proof of the application fee.

Figure 16: Application Fee

The screenshot shows a web application interface for 'Application for accreditation'. The breadcrumb trail is 'Your location: CDM-Home > Accreditation process > DB > Application submitted by Ni Hao Company'. The page title is 'Application for accreditation' and the current step is 'Step 5: Documentation'. A sidebar on the left contains navigation links: UNFCCC Google Search, CDM Home, About CDM, Executive Board (EB), Panels / Working Groups / Teams, Programme of Activities, Project Activities, Issuance of CERs, CDM Registry, Methodologies, Specific Call for Public Inputs, Designated National Authorities (DNA), and Designated Operational Entities (DOE). The main content area has a 'Return to applications overview' link. The 'Application fee' section is highlighted with a red box and contains a 'Title' field, a 'Select file' dropdown menu (currently showing '(empty)'), and a red-circled 'Upload file(s)' button. Below this, the 'Documentation to be submitted:' section includes a 'Document (1):' field, a 'Document type' dropdown menu (currently showing 'Quality Manual'), and a 'Comment' text area.

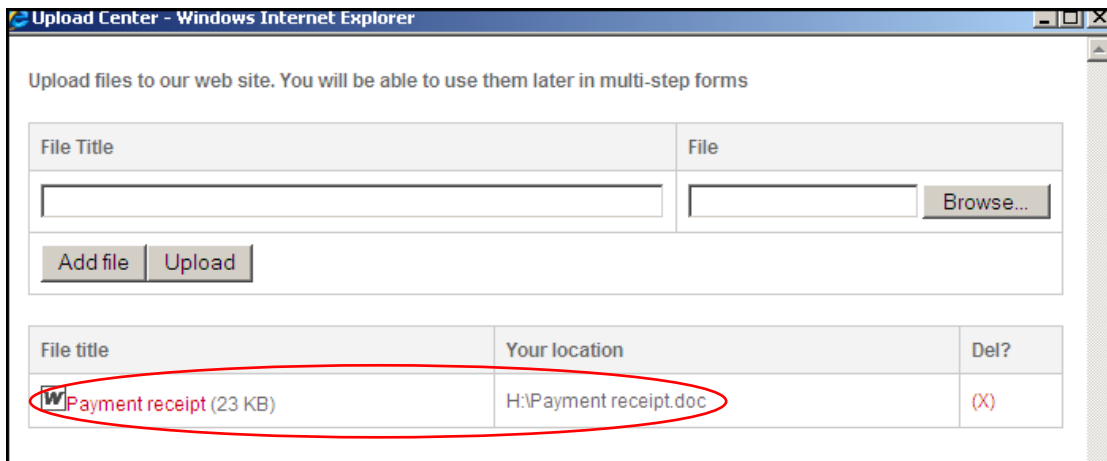
Click **Upload file(s)** to open the **Upload Center** window.

Figure 17: Upload Center



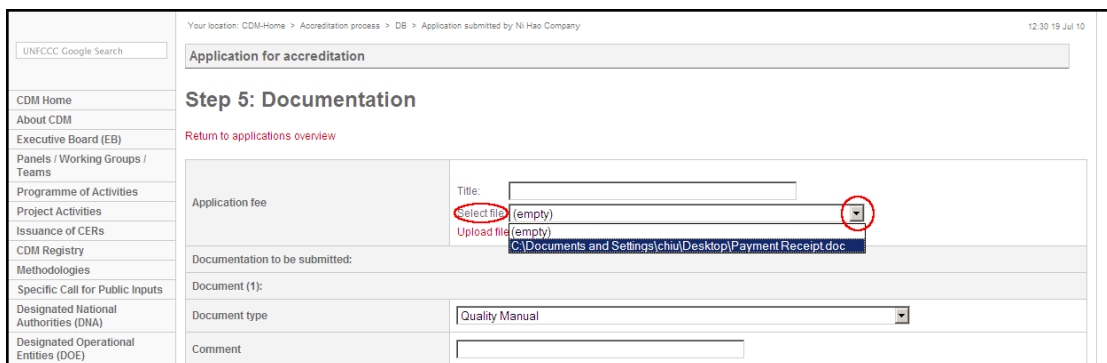
Fill in **File Title**, and then **Browse** to select the file for uploading. Click **Upload** to upload the selected file. The uploaded file is now listed as being uploaded.

Figure 18: Upload Center



Close the Upload Center window. Click to open the drop-down menu in Select File. The uploaded file is now listed in the drop-down menu, as illustrated below. Select the file.

Figure 19: Documentation



When the file is selected, the Title field is entered automatically, together with the link to the file in the Select file field, as illustrated below.

Figure 20: Documentation

Alternatively, one can upload all the files to the Upload Center first, and then select the files from the Upload Center in the subsequent process. To do so, click **Add File** in the Upload Center to add an additional line for entry, as illustrated below.

Figure 21: Add File in Upload Center

Fill in File Title, and then **Browse** to select the file. Repeat **Add file**, fill in File Title and **Browse** until all the files are selected. Click **Upload All** to upload all the files to the Upload Center. Close the Upload Center window to return to Step 5: Documentation page.

2.5.2 Add Document

Under Documentation to be submitted, click on **Add document** to expand the page.

Figure 22: Add Document

UNFCCC Google Search

Application for accreditation

CDM Home

About CDM

Executive Board (EB)

Panels / Working Groups / Teams

Programme of Activities

Project Activities

Issuance of CERs

CDM Registry

Methodologies

Specific Call for Public Inputs

Step 5: Documentation

Return to applications overview

Application fee Payment Receipt (23 KB) (edit)

Documentation to be submitted:

[Add document](#)

I certify, that the belowmentioned documents are attached to the application



Panels / Working Groups / Teams

Programme of Activities

Project Activities

Issuance of CERs

CDM Registry

Methodologies

Specific Call for Public Inputs

Designated National Authorities (DNA)

Designated Operational Entities (DOE)

Reference / Documentation

CDM Statistics

CDM Newsletters

Extranets

Issues Quickfinder:

Please choose

Application fee Payment Receipt (23 KB) (edit)

Documentation to be submitted:

Document (1):

[Document type](#) Quality Manual

Comment

[Upload document](#)

Title:

Select file: (empty)

Upload file(s)

[Delete document](#)

[Add document](#)

I certify, that the belowmentioned documents are attached to the application

Click to open the drop-down menu in Document type. Select the appropriate type for the document and add comment if necessary. In Upload document field, fill in the document, click **Upload file(s)** to upload the corresponding file.

However, if the file has been uploaded to the Upload Center, click to open the drop-down menu in Select file. All the files previously uploaded to the Upload Center are listed in the drop-down menu. Select the appropriate file in the menu. Repeat the process for all the documents to be submitted.

2.5.3 Confirmation of Documents Attached to the Application

After the information of all the documents to be submitted is entered and the files are selected, the AE needs to confirm that documents have been attached to the application by answering the following questions.

Figure 23: Questions on Documents Attached

I certify, that the belowmentioned documents are attached to the application	
b) Copy of the documentation of the legal status	Yes ▾
c) The names, qualifications, experience and terms of reference of senior management personnel such as the senior executive, board members, senior officers and other relevant personnel	Yes ▾
d) Organization chart showing lines of authority, responsibility and allocation of functions	Yes ▾
e) Quality assurance policy and procedures, including a procedures manual on how the entity conducts validation as well as verification and certification activities	Yes ▾
f) Administrative procedures including document control	Yes ▾
g) Policy and procedures for the recruitment and training of AE personnel, for ensuring their competence for all necessary validation as well as verification and certification functions, and for monitoring their performance	Yes ▾
h) Procedures for handling complaints, appeals and disputes	Yes ▾
i) Particular documents related to sectoral scopes relevant to its application. If new sectoral scopes are proposed, all relevant information that would permit the determination of such new sectoral scopes	Yes ▾
j) A declaration that the AE has not pending any judicial process for malpractice, fraud and/or other activity incompatible with its functions as an accredited independent entity	Yes ▾
k) A statement that operations of the AE are in compliance with applicable national laws	Yes ▾
l) If part of a larger organization and where parts of that organization are, or may become, involved in the identification, development or financing of any CDM project activity: A declaration of all the organization's actual and planned involvement in CDM project activities, if any, indicating which part of the organization is involved and in which particular CDM project activity	Yes ▾
A clear definition of links with other parts of the organization, demonstrating that no conflict of interest exists	Yes ▾
A demonstration that no conflict of interest exists between its functions as a DOE and any other functions that it may have, and how business is managed to minimize any identified risk to impartiality. The demonstration shall cover all sources of conflict of interest, whether they arise from within the AE or from the activities of related bodies	Yes ▾
A demonstration that it, together with its senior management and staff, is not involved in any commercial, financial or other processes which might influence its judgement or endanger trust in its independence of judgement and integrity in relation to its activities, and that it complies with any rules applicable in this respect	Yes ▾
m) List of all sites where the CDM functions are undertaken clearly indicating functions undertaken at each site	Yes ▾
n) Completed completeness check form (F-CDM-SCC), referring to specific documents, procedures and forms that address the CDM accreditation requirements	Yes ▾
o) Completed list of all project activities validated and/or verified in the last accredited period identifying the full status for all the listed project activities (only for re-accreditation)	Yes ▾
<input type="button" value="Save"/> <input type="button" value="Submit Form"/>	
Directly go to: <input type="text" value="Step 5"/> <input type="button" value="Go"/>	

There are two options for each question, **Yes** or **N/A** (Not Applicable). Click to choose the appropriate answer.

Figure 24: Questions on Documents Attached

I certify, that the belowmentioned documents are attached to the application	
b) Copy of the documentation of the legal status	Yes ▾
c) The names, qualifications, experience and terms of reference of senior management personnel such as the senior executive, board members, senior officers and other relevant personnel	Yes N/A
d) Organization chart showing lines of authority, responsibility and allocation of functions	Yes ▾

After the answers for all the questions have been provided, click **Save**. Review the application if necessary, and then click **Submit Form**.

2.5.4 Incomplete Application

After the application form is submitted, an Error message appears with a list of actions to be taken, if there are mandatory fields which are not filled out, and/or required documents which are not submitted, as illustrated below.

Figure 25: Error Message after Submission

* ERROR : Your form can not be submitted because of error(s) on one or several of the steps:
Please specify the related organization (1) kind of relationship
Please specify the proposed scope (1) definition
Please specify the description of the main activities
Please specify correct number
Please specify the proposed scope (1) name
Please specify the proposed scope (1) criteria for assessing competence

<<< Save
Submit Form Directly go to: Step 5 Go

Return to these fields and fill in the requested information. The missing required documents should also be uploaded. Resubmit the application when all the actions are completed.

3. Submission of the Online Application for Accreditation

In this chapter, the process of submitting the signed form is discussed.

3.1 Submit the Signed Form

After submitting the application form, click **Return to applications overview** page on top of Step 5: Documentation. The **Application overview** window opens.

Figure 26: Return to Applications Overview

Your location: CDM-Home > Accreditation process > DB > Application submitted by Ni Hao Company 12:45:19 Jul 10

UNFCCC Google Search

Application for accreditation

CDM Home
About CDM
Executive Board (EB)
Panels / Working Groups / Teams
Programme of Activities
Project Activities
Issuance of CERs
CDM Registry
Methodologies
Specific Call for Publications

Step 5: Documentation

Return to applications overview

Application fee Payment Receipt (23 KB) (edit)

Documentation to be submitted:

Document (1):

Document type: Quality Manual

On the Application overview window, the submitted application is now listed under **Applications awaiting submission of signed form**.

Figure 27: Application Overview

Applications in preparation	
18 11 2009 11:06 Scopes:	(view) (edit) (delete)
Applications awaiting submission of signed form	
20 11 2009 13:26 Scopes: 2, 7, 14 Initial Accreditation (signature form) (return to preparation)	<input type="text"/> Browse... Upload Submit
Applications under consideration	
currently no applications found in this status	
Create new application	

Click on **Signature form** to generate the application form for signing. Print out the application form, and sign the form in the designated area. Scan the signed form into a JPEG file or a PDF file.

Return to the Application Overview page to upload the signed form. Click **Browse** under Application awaiting submission of signed form to select the JPEG/PDF file containing the signed form. Click **Upload**. The **Submit** button is now available. Click **Submit** to submit the signed form.

On the Application overview page, the application is now listed under Application under consideration, as illustrated below.

Figure 28: Application Overview

Applications in preparation	
18 11 2009 11:06 Scopes:	(view) (edit) (delete)
Applications awaiting submission of signed form	
currently no applications found in this status	
Applications under consideration	
20 11 2009 (2, 7, 14) Initial Accreditation	(overview) (view form) (approve team)
Create new application	

The submission process of the application for accreditation is completed.