


Annex 3**PROCEDURES FOR REGISTRATION OF A PROPOSED CDM PROJECT ACTIVITY**

1. In accordance with paragraph 40 (f) of the CDM modalities and procedures (CDM M&P), the request for registration of a proposed CDM project activity shall be in the form of a validation report which includes the project design document, the written approval of the host Party and an explanation of how the DOE has taken due account of public comments received on the CDM-PDD.
2. At its sixth meeting, the Executive Board agreed on a registration form to be submitted by the DOE (F-CDM-REG). The form lists basic documentation/information items that need to be submitted to the Board along with the validation report (see Annex 2 of the EB 06 report).
3. In addition, the Board may wish to clarify (i) the content of the validation report, and (ii) how the submission for a request for registration shall be considered. Annexed to this note is a draft form for validation reports” (F-CDM-VAL) which specifies the elements that a DOE has to provide in a validation report.
4. In order to ensure transparency and efficiency of the registration process, the Board may wish to clarify that:
 - (a) A request for registration will only be processed after the secretariat has determined that all information and documentation requested in the registration form has been provided by the DOE;
 - (b) The date of receipt of a request for registration is the date when the deposit of the registration fee indicated in the registration form has been received by the secretariat;
 - (c) A request for registration” (as defined in paragraph 40 (f) of the CDM modalities and procedures) shall be made publicly available through the UNFCCC CDM web site (either by a link to the DOE web site or by being directly posted) for a period of eight (8) weeks. Unless there is a request for review, a request for registration shall, after eight weeks¹, be marked in the UNFCCC CDM web site as “registration completed” and the corresponding proposed CDM project activity and related public documents recorded/displayed as registered.
 - (d) The secretariat shall announce a request for registration of a proposed CDM project activity on the UNFCCC CDM web site and in the CDM news facility. The announcement shall specify where the request for registration can be found, the name of the proposed CDM project activity and the first and last day of the eight-week period. The secretariat shall notify the DOE requesting a registration when and where the request for registration is posted.

¹ The M&P do not explicitly state whether Parties involved and/or individual Board members may state that they do not intend to file a request for review within the period stipulated. The Board may wish to consider whether to include such an explicit provision in the procedures.

	<p>Draft: CDM Project Activity Validation Report (F-CDM-VAL) <i>(This form and its attachments are to be submitted by a DOE together with the form F-CDM-REG)</i></p>
<p>Name of the designated operational entity (DOE) submitting this report</p>	
<p>Title of the proposed CDM project activity (Ref. Section A.2 of the CDM-PDD attached to this report)</p>	
<p>Executive Summary and Introduction, including</p> <ul style="list-style-type: none"> • Description of the proposed CDM project activity • Scope of validation process (include all documentation that has been reviewed and name persons that have been interviewed as part of the validation, as applicable) • DOE Validation team (list of all persons involved in the validation, describing functions assumed in the validation) 	
<p>Description of methodology for carrying out validation</p> <ul style="list-style-type: none"> • Review of CDM-PDD and additional documentation attached to it • Assessment against CDM requirements (e.g. by use of a validation protocol) • Report of findings by the DOE, e.g. by use of type of findings (e.g. corrective action requests, clarifications or observations). Please explain the way findings are “labelled” during validation. • Include statements or assessments in the section “Conclusions, final comments and validation opinion” below. 	

Explanation by the submitting designated operational entity of how it has taken due account of comments on validation requirements received, in accordance with the CDM modalities and procedures, from Parties, stakeholders and UNFCCC accredited non-governmental organizations;

- Description of how and when the PDD was made publicly available
- Description of how comments were received and made publicly available
- Explanation of how due account has been taken of comments received
- List of all comments received (Identify submitter, electronic reference where comment maybe viewed, hardcopies need to be available on request).

List of documents to be attached to this validation report

(please check mark):

- The CDM Project Design Document (CDM-PDD)
- The written approval of voluntary participation from the designated national authority of each Party involved, including confirmation by the host Party that the project activity assists it in achieving sustainable development:
 - (Attach a list of all Parties involved and attach the approval (in alphabetical order))
- Other documents, including any validation protocol used in the validation
 - (comprehensive list of documents attached clearly referenced)
 - List of persons interviewed by DOE validation team during the validation process

Conclusions, final comments and validation opinion		
<ul style="list-style-type: none"> • Provide conclusions on each requirement under paragraph 37 of the CDM modalities and procedures, describing how these requirements have been met. This shall include assessments and findings (e.g. corrective action requests, clarifications or observations) in relation to each requirement, including a confirmation that all issues raised have been addressed to the satisfaction of the DOE. • Final comments and validation opinion 		
<input type="checkbox"/> The DOE declares herewith that in undertaking the validation of this proposed CDM project activity it has no financial interest related to the proposed CDM project activity and that undertaking such a validation does not constitute a conflict of interest which is incompatible with the role of a DOE under the CDM.		
By submitting this validation report, the DOE confirms that all validation requirements are met.		
Name of authorized officer signing for the DOE		
Date and signature for the DOE		
Section below to be filled by UNFCCC secretariat (see also corresponding F-CDM-REG)		
Date received at UNFCCC secretariat		
Date and number of registration	Date	Number