

**DRAFT****Annex 4****PROCEDURES FOR REQUESTING CHANGES FROM THE PROJECT ACTIVITY
AS DESCRIBED IN THE REGISTERED PROJECT DESIGN DOCUMENT****(Version 01)****A. Background**

1. In accordance with paragraph 62(g) of the CDM Modalities and Procedure, the DOE contracted by the project participant to perform verification shall, “Identify and inform the project participants of any concerns related to the conformity of the actual project activity and its operation with the registered project design document. Project participants shall address the concerns and supply relevant additional information;”
2. If a DOE determines at verification that the implementation or operation of a CDM project activity does not conform with the description contained in the registered Project Design Document (PDD), the DOE shall not conclude the verification/certification of the emission reductions for the corresponding period, and shall notify and seek guidance from the Executive Board on the acceptability of these changes and request the consideration by the Board if request for issuance may be allowed.
3. This document contains procedures for the DOE to the Executive Board to communicate and request changes from project description in the PDD.

B. Applicability

4. The procedure shall be applied by the DOE for permanent changes from the registered project activity under the following situations:
 - (a) Changes occur from the start of the project activity, i.e. the project implementation has changed from what described in the original PDD;
 - (b) Changes occur after the project activity has been implemented in accordance with the description in the PDD and issuance of CERs has taken place.

C. Submission of Request for Changes from Project Activity as described in the registered PDD

5. Prior to requesting issuance of CERs, the DOE shall submit the request for changes from Project Description in PDD to the secretariat via email or a dedicated interface on the CDM website.
6. The submission by the DOE shall contain:
 - (a) A Validation Opinion;
 - (b) Revised Project Design Document;
 - (c) Supplemental documentation;



- (d) For changes as described in paragraph 4(a), confirmation from the Host Party that the changes from the project description in the registered PDD will not compromise the project's contribution to sustainable development.
7. The Validation Opinion by the DOE shall contain:
- (a) A clear description of the changes as compared to the description in the registered PDD;
 - (b) Reasons for these changes taking place and how the changes would impact the overall operation/ability of the project activity to deliver emission reductions as stated in the PDD;
 - (c) An assessment, following the guideline by the Board¹, regarding whether or not the changes would impact the following aspects:
 - (i) Additionality of the project activity;
 - (ii) Category of CDM project activity;
 - (iii) Applicability and application of Approved Baseline Methodology under which the project activity has been registered.
8. Upon receipt of a request for changes from the project description in the PDD the secretariat shall expeditiously process the request to determine whether all information and documentation requested has been provided by the DOE.

D. Consideration by Executive Board

9. In line with the current procedure for submitting request for issuance of CERs, an appraisal shall be prepared by a registration and issuance team (RIT) member in accordance with the existing procedure for RIT. The appraisal shall be submitted to the secretariat within a period of 10 days.
10. Upon receipt of RIT Member appraisal, the secretariat shall prepare a summary and assessment of the request and within 10 days forward this assessment together with the request and all documentation to the Executive Board for its consideration at the subsequent meeting.
11. The Board's consideration to different situations of project changes will be determined on a case by case basis and may vary, depending on the type of change and its potential impact on the Board's earlier decision to register the project. The Board, in certain cases, may request, the relevant panel(s) and/or working group(s) to provide technical inputs on the submission.
12. The Board shall decide on each request whether:
- (a) To accept the changes and allow the subsequent requests for issuance;
 - (b) To accept the changes and allow the subsequent requests for issuance, but limit the Certified Emission Reductions up to the level estimated in the original PDD;
 - (c) To reject the changes and not allow the subsequent requests for issuance.

¹ Guideline on Assessment of different types of changes from PDD



13. Once a decision has been made by the Board, the secretariat shall inform the DOE regarding the decision and any guidance provided by the Board.

14. The PDD shall be revised to include the changes as approved by the Board and the document shall be made available to the public on the UNFCCC CDM website. This version of PDD shall be applied for future requests for issuance
