

**Annex 60****GUIDELINES ON COMPLETENESS CHECK OF
REQUESTS FOR REGISTRATION****A. Background**

1. The “Procedure for registration of a proposed CDM project activity” requires the secretariat to conduct a completeness check upon the receipt of a request for registration.
2. At present completeness checks are guided by the Executive Board’s “Clarifications to facilitate the implementation of the procedures for review as referred to in paragraph 41 of the modalities and procedures for a Clean Development Mechanism”. These guidelines replace the clarifications related to completeness checks in that document.
3. Paragraph 18 (b) of the Decision 2/CMP.4 requests the Executive Board “to continue to streamline the registration and issuance processes of the clean development mechanism by assessing the existing timelines and take the necessary action to ensure the efficient and timely consideration of requests for registration and issuance”.
4. The purpose of this guideline is to improve the efficiency of the processing of requests for registration. This guideline is designed to achieve this purpose by providing DOEs with a clear understanding of the expected quality standard. The Board also expects that the enhanced completeness check outlined in this guideline will reduce the volume of cases, and the number issues in each case, which the Board will need to consider in the review process.

B. Processing requests for registration

5. The secretariat shall make a list of requests for registration awaiting completeness check publicly available on the UNFCCC CDM website. The priority order of these requests shall be indicated and shall be determined by the date of submission, for project for which no fee is due, or the date of receipt of payment, for projects for which a fee is due.
6. While recognizing that the assignment of resources may not result in requests being processed on a “first-come first-served basis”, the secretariat shall pay due regard to this priority order in processing requests.

C. Conducting a completeness check

7. The purpose of the completeness check is to determine whether:
 - (a) All necessary documents have been submitted;
 - (b) These documents are internally and mutually consistent;
 - (c) These documents are complete and comply with the reporting standards of the Executive Board.
8. The following documents are expected to be submitted with a request for registration:
 - (a) A CDM project design document (CDM-PDD);
 - (b) A validation report;



- (c) A valid letter of approval from each Party involved;
- (d) A letter of authorization for each project participant;
- (e) A modalities of communication form;
- (f) A registration request form;
- (g) Additional annexes to the PDD providing further details and/or supporting evidence related to the additionality of the project activity, the baseline, and the emission reduction calculations.

9. In conducting the completeness check the secretariat shall:

- (a) Ensure that the documents 8 (a) to (f) above have been submitted;
- (b) Ensure that relevant annexes have been provided and are in an appropriate format, noting that the Board expects all information related to the demonstration of additionality and determination of the baseline to be provided in a transparent manner, and that where spreadsheets are provided on a confidential basis, PDF copies should be incorporated into the PDD or submitted as supporting annexes;
- (c) Ensure that all documents are in English or contain a full translation of relevant sections into English in cases where the DOE considers the provision of the original document to be necessary for the purposes of transparency;
- (d) Ensure that cross-referencing and versioning within and between the documents is accurate;
- (e) Ensure that information marked as confidential or proprietary which has been submitted does not relate to the determination of additionality or the baseline;
- (f) Ensure that the version of the methodology being applied is valid at the point of submission.

10. In addition, the secretariat shall ensure the completeness of documents according to reporting requirements as described below:

- (a) The CDM project design document contains the information required by the latest version of the “Guidelines for completing the Project Design Document (CDM-PDD)”
- (b) The validation report contains the information specified in the reporting requirements of the latest version of the “Validation and Verification Manual”, that all corrective action and/or clarification requests have been closed and the means of their resolution has been documented;
- (c) The letters of approval contain the elements required by Executive Board (as indicated in EB16, Annex 6);
- (d) The modalities of communication have been completed in accordance with the latest “Procedures for modalities of communications between project participants and the Executive Board”;
- (e) The registration request form corresponds to the final submission and has been signed by the representative of the DOE.

11. The request for registration shall not be published unless the secretariat concludes that it complies with the standards above.



12. If the secretariat identifies non-compliance the DOE shall be notified of the issues raised and requested to revise the documentation. The project participants shall be informed of the status of the request and of the issues of non-compliance identified. It is the responsibility of the DOE to take all reasonable efforts to address the issues raised.

D. Implications of incomplete submissions

13. If the secretariat considers the request for registration to be incomplete, as outlined in this document, the validity of the methodology will be determined according to the date on which a final complete submission has been made.

14. Where the completeness check has taken in excess of 30 days the DOE will be granted an extension of the validity period of the methodology to resubmit a complete request for registration equal to the number of excess days taken to inform the DOE of the issues of non-compliance.

15. The secretariat shall report the trend of incomplete submissions to the Executive Board on a regular basis. Continued submission of incomplete requests for registration by a DOE will be considered by the Board as a serious matter and will be incorporated into the framework for addressing non-compliance by DOEs.

History of the document

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01	EB 48, Annex 60, 17 July 2009	Initial adoption
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