

**DRAFT****Annex 4****DRAFT PROCEDURES FOR REQUESTS FOR REGISTRATION
OF A PROPOSED CDM PROJECT ACTIVITY****(Version 01)****A. Background**

1. This document is adopted in accordance with 3/CMP.1, annex, paragraphs 19 and 40; and decision -/CMP.5, paragraph 37. In particular, decision -/CMP.5, paragraph 37 requests Executive Board to adopt as soon as possible, and subsequently apply on an interim basis, revised procedures for registration, under which alternative timelines to those defined in decision 3/CMP.1, annex, paragraphs 41, and decision 4/CMP.1, annex II, paragraph 24, can be applied
2. This document prescribes the procedures that a designated operational entity (DOE) shall comply with to submit a request for registration of a proposed project activity, specifies the procedures that the secretariat will take in processing a request for registration, prescribes when a request for registration will be published and received by the Executive Board for consideration of registration, and prescribes when a proposed project activity will be registered by the Executive Board.
3. This document replaces the following documents: “Clarification on the Validation Requirements to be checked by a Designated Operational Entity” and “Procedures for Registration of a Proposed CDM Project Activity”.

B. Procedures for Submitting a Request for Registration

4. The following prescribes the procedures a DOE shall comply with to submit a request for registration of a proposed project activity.
5. The DOE shall submit a proposed project activity for registration only after it determines that the proposed project activity is valid by following and meeting the requirements prescribed in the latest version of the “Clean Development Mechanism Validation and Verification Manual” and other CDM requirements.
6. The DOE shall submit the documents listed latest in the latest version of the “Guidelines on Completeness Check of Request for Registration” (hereinafter referred to as “required documents”).¹ The DOE shall submit the required documents using the electronic, internet-based, submission tool provided by the secretariat to the DOE.
7. The DOE shall pay any required registration fee by bank transfer identifying the unique reference number (referred to in paragraph 9 of this document). The DOE shall, using the submission tool, submit proof of payment. If the proposed project activity applies a methodology that has been revised, withdrawn, or suspended by the Executive Board, either proof of payment must be uploaded within 20 calendar days or payment must be received within 40 calendar days of the deadlines prescribed in the

¹ As of the date of adoption of this document, the required documents are listed in paragraph 8 of the “Guidelines on Completeness Checks of Requests for Registration” (EB 48 report, annex 60).



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latest version of the “Procedures for the Revision of an Approved Baseline or Monitoring Methodology by the Executive Board”.²

C. Procedures for Processing a Request for Registration

8. The following specifies the procedures the secretariat will take in processing a request for registration, and prescribes when a request for registration will be published and received by the Executive Board for consideration of registration.
9. Upon receipt of required the documents, the secretariat will send to the DOE a unique reference number for the proposed project activity and the registration fee due, calculated in accordance with the latest guidelines adopted by the Executive Board.
10. Following the receipt of the required documents and payment of the any required registration fee, the secretariat will determine whether the request for registration submission is complete in accordance with latest version of the “Guidelines on Completeness Check of Requests for Registration.”
11. Upon a determination by the secretariat that the request for registration submission is complete, the secretariat will publish the proposed project activity on the UNFCCC website, and the request for registration will be deemed received by the Executive Board for consideration of registration.
12. The secretariat will notify the project participant(s) (as identified in the Modalities of Communication form), the designated national authority(ies) of the Party(ies) involved, and the DOE that the proposed project activity has been published, received by the Executive Board for consideration of registration, and the last date by which members of the Executive Board or a Party involved may request a review of the proposed project activity.
13. The secretariat will prepare and send to the Executive Board a Summary Note on the request for registration, within 14 days of date of publication of the request for registration.

D. Finalization of Requests for Registration

14. The Executive Board shall register the proposed project activity if the secretariat does not receive a request for review, as prescribed in the latest version of the “Procedures for Review of Requests for Registration”, from a Party involved or at least three members of the Executive Board within 28 calendar days of the date of publication for a large-scale proposed project activity or 21 calendar days of the date of publication for a small-scale proposed project activity.” If no request for review has been triggered in accordance with the “Procedures for Review of Requests for Registration” the date of registration shall be the day following the period for which a request for review may be submitted.

² As of the date of adoption of this document, EB 48 report, annex 60 is the latest version of the “Guidance on Completeness Checks for of Requests for Issuance.”