

**DRAFT****Annex 9****DRAFT PROCEDURES FOR REQUESTS FOR ISSUANCE OF CERTIFIED EMISSIONS REDUCTIONS****(Version 01)****A. Background**

1. This document is adopted in accordance with decision 3/CMP.1, annex, paragraphs 19, 62–64 and 66; and decision -/CMP.5, paragraph 37. In particular, decision 5/CMP.5, paragraph 37 requests the Executive Board to adopt as soon as possible, and subsequently apply on an interim basis, revised procedures for issuance, under which alternative timelines to those defined in decision 3/CMP.1, annex, paragraph 65, can be applied.
2. This document prescribes the procedures that a designated operational entity (DOE) shall comply with to submit a request for issuance of certified emissions reductions (CERs), specifies the procedures that the secretariat will take in processing a request for issuance, prescribes when a request for issuance will be published and received by the Executive Board for consideration, and prescribes when a request for issuance will be finalized.
3. This document replaces the “Procedures Relating to Verification Report and Certification Report/Request for Issuance of CERS.”

B. Procedures for Submitting a Request for Issuance of CERs

4. The following prescribes the procedures that designated operational entity (DOE) must comply with to submit a request for issuance of certified emissions reductions (CERs).
5. The DOE shall submit the request for issuance of CERs only after it verifies the quantity CERs claimed in the monitoring report (or any revised monitoring report) 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 in the latest version of the “Guidelines on Completeness Check of Request for Issuance” (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.

C. Procedures for Processing a Request for Issuance of CERs

7. The following specifies the procedures that the secretariat will take in processing a request for issuance, and prescribes when a request for issuance will be published and received by the Executive Board for consideration.
8. After submission of the required documents the secretariat will determine whether the request for issuance submission is complete in accordance with latest version of the “Guidelines on Completeness Check of Requests for Issuance”.

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 Issuance” (EB 48 report, annex 68).

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9. Upon a determination by the secretariat that the request for issuance submission is complete, the secretariat will publish the request for issuance on the UNFCCC website, and the request for issuance will be deemed received by the Executive Board for consideration.

10. 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 request for issuance of CERs has been published, received by the Executive Board for consideration, and the last date by which members of the Executive Board or a Party involved may request a review of the request for issuance.

11. The secretariat will prepare and send to the Executive Board a Summary Note on the request for issuance, within 14 days calendar days of date of publication of the request for issuance.

D. Finalization of Requests for Issuance

12. The request for issuance will be deemed finalized if the secretariat does not receive a request for review from a Party involved or at least three members of the Executive Board, as prescribed in the “Procedures for Review of Requests for Issuance.”, within 21 calendar days of the date of publication

13. The Executive Board shall instruct the CDM registry administrator to issue specified quantity of CERs into the pending account of the Executive Board of the CDM registry, in accordance with decision 3/CMP.1, annex, paragraph 66.

14. The Executive Board’s instructions to the CDM registry administrator shall be communicated to the project participant(s) (as identified in the Modalities of Communication form). The secretariat will make the instructions publicly available on the UNFCCC website.
