

**PROGRAMME OF ACTIVITIES (PoA) REQUEST FOR ISSUANCE: COMPLETENESS CHECK CHECKLIST**

PCP : Clean development mechanism project cycle procedure (version 02.0), EB 66, annex 64, 2 March 2012.

PS : Clean development mechanism project standard (version 01.0), EB 65, annex 5, 25 November 2011.

Item	Description of the Item	References
1. SUBMISSION COMPLETENESS		
1.1. Document list: following documents are submitted using the latest templates and respective guidelines where applicable:		
1.1.1	A valid CDM programme of activities issuance request form (F-CDM-PoA-ISS)	PCP para 182
1.1.2	A valid monitoring report(s)	
1.1.3	A spreadsheet(s) containing the emission reductions	
1.1.4	A certification report	
1.1.5	A verification report	
1.1.6	Additional documents specified in F-CDM-PoA-ISS	
1.2 Additional notes		
1.2.1	The spreadsheet(s) is supplied in unprotected and replicable format.	PS para 75
1.2.2	English versions of relevant sections in the submitted documents are available.	PS para 75
1.2.3	The submission is not made within 90 days of the previous request for issuance.	PCP para 183
2. CONSISTENCY OF INFORMATION		
2.1	Is the PoA title and reference number consistent among following documents?	F-CDM-PoA-ISS
		Monitoring Report/ Spreadsheet
		Verification Report
		Certification Report



2.2	Is the CPA ID(s) consistent among following documents?	F-CDM-PoA-ISS
		Monitoring Report/ Spreadsheet
		Verification Report
		Certification Report
2.3	Is the Numbers of CER consistent among following documents?	F-CDM-PoA-ISS
		Monitoring Report/ Spreadsheet
		Verification Report
		Certification Report
2.4	Is the Monitoring Period date consistent with among following documents?	F-CDM-PoA-ISS
		Monitoring Report/ Spreadsheet
		Verification Report
		Certification Report
2.5	Are Monitoring Report date and version correctly referenced in the following documents?	F-CDM-PoA-ISS
		Monitoring Report/ Spreadsheet
		Verification Report
		Certification Report
2.6	Are the PoA-PDD and CPA-DD dates and version correctly referenced in the following documents?	F-CDM-PoA-ISS
		Monitoring Report/ Spreadsheet
		Verification Report
		Certification Report
2.7	Methodology title(s) and version(s) consistent among following documents?	F-CDM-PoA-ISS
		Monitoring Report/ Spreadsheet
		Verification Report
		Certification Report
2.8	Are the registration date and crediting period consistent in the following documents?	F-CDM-PoA-ISS
		Monitoring Report/ Spreadsheet
		Verification Report
		Certification Report
2.9	Consistent/Logical Sign-off dates	F-CDM-PoA-ISS
		Monitoring Report/ Spreadsheet
		Verification Report
		Certification Report



2.10	Are the calculations of baseline emissions, project emissions, leakage consistent in the following documents?	Monitoring Report/ Spreadsheet
		Verification Report

History of the document

Version	Date	Nature of revision(s)
01.0	3 May 2012	Initial publication.
Decision Class: Regulatory Document Type: Information note Business Function: Issuance		