

**PROGRAMME OF ACTIVITIES (PoA) REQUEST FOR ISSUANCE: INFORMATION AND REPORTING CHECK CHECKLIST**

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

**VVS** : Clean development mechanism validation and verification standard (version 02.0), EB 65, annex 4, 25 November 2011.

Item	Description of the Item	References
<b>1. MONITORING REPORTS</b>		
1.1 Implementation status	Does the monitoring report contain the implementation status of each CPA considered for the monitoring period: installed technology, technical processes and equipments, key dates of the project implementation e.g. date of construction, commissioning, continued operation periods, during the monitoring period under consideration?	PS para 188
1.2 Monitoring systems/procedures	Does the monitoring report contain description of the monitoring systems, quality assurance and quality control system employed by each CPA, data collection procedures (information flow including data generation, aggregation, recording, calculation and reporting), organizational structure, roles and responsibilities of personnel, emergency procedures for the monitoring system and line diagrams showing all relevant monitoring points?	PS para190
1.3 Data and parameters	Does the monitoring report contain the values of all parameters used to calculate baseline, project and leakage emissions as well as other parameters required by the applied methodology and the registered PoA-DD and the respective generic CPA-DD? Does the monitoring report contain information on how data and parameters have been monitored?	PS para 191, 192 (a)(c)(d)(e)(f)
1.4 Equipment used to monitor	Does the monitoring report describe the equipment used to monitor each parameter including details on accuracy class and calibration information (frequency, dates of calibration and validity) as specified by the monitoring methodology and the monitoring plan?	PS para 192 (b)
1.5 References	Does the monitoring report contain information about appropriate emission factors, IPCC default values, and any other reference values used in the calculation of emission reductions?	PS para192 (g)



1.6 Calculations	Does the monitoring report contain calculations of baseline emissions, project emissions, leakage (if any), and emission reductions, including reference to formulae and methods used?	PS para 194 (a)(b)(c)(d)
1.7 Comparison of CERs	Does the monitoring report contain a comparison of the actual CERs claimed in the monitoring period with the estimate in the CPA-DD, and explanation on any significant increase, including the details (i.e. data or parameters) that are different from those stated in the included CPA-PDD?	PS para 195
1.8 Sampling plan	Does the monitoring report contain information on the sampling plan in accordance with the Standard for sampling and survey for CDM project activities and programme of activities if applicable?	PS para 53
<b>2. SPREADSHEET</b>		
2.1 Parameters	Does the spreadsheet contain all parameters required to be monitored and reported at the intervals required by the monitoring plan and the applied methodology?	
2.2 Formulae	Does the spreadsheet contain the formulae of calculation that are shown in the spreadsheet cells whenever possible?	
2.3 Explanation	Does the spreadsheet contain any other explanation with regard to application of formulae in the spreadsheet?	
<b>3. VERIFICATION REPORT</b>		
3.1 Application of sampling to verification work	Does the verification report identify CPAs that are considered for verification for this monitoring period? Where the sampling is applied as a part of the verification activities, is it justified?	VVS para 292 (a), 18
3.2 Versions of the PoA-DD	Does the verification report describe how possible existence of different versions of the PoA-DD were taken into consideration for its sampling approach?	VVS para 292 (b)



3.3 Implementation status and Phased-implementation delay	Does the verification report describe the implementation status for each site and/or phase of each CPA, where applicable, and whether the CPAs are implemented in accordance with the registered PoA and included CPA? In case of any delay in the implementation, the report shall describe the reasons and present the expected implementation dates.	VVS para 228 (a)
3.4 Implementation of project	Does the verification report describe the actual operation of the CPAs and its consistency with the registered PoA?	VVS para 228 (b)
3.5 Potential cause of increase in the emission reductions	Does the verification report provide information on data and variables presented in the monitoring report that is different from the included CPA-DD which has caused an increase in estimates of the emission reductions in the current monitoring period or is highly likely to increase the estimates of emission reductions in the future monitoring periods?	VVS para 228 (c)
3.6 Monitoring Plan	Does the verification report state that the monitoring plan is in accordance with the approved methodology, registered PoA-DD and the respective generic CPA-DD?	VVS para 232
3.7 Monitoring	Does the verification report state whether monitoring has been carried out in accordance with the monitoring plan contained in the CPA-DD, including the sampling where applicable?	VVS para 235
3.8 Parameters	Does the verification report list each parameter required by the monitoring plan and state how the DOE verified the information flow (from data generation, aggregation, to recording, calculation and reporting) for these parameters including the values in the monitoring reports?	VVS para 236, 284 (e)
3.9 Record keeping	Does the verification report describe how the DOE has verified and certify the correct implementation and operation of the record keeping system of the CPAs?	VVS para 292 (d)
3.10 Calibration	Does the verification report contain information whether the calibration of measuring equipment is conducted at a frequency specified by the methodology, monitoring plan of the registered PoA-DD or the approved revised monitoring plan?	VVS para 243
3.11 Missing data	Does the verification report indicate whether there were any missing data or parameters that had not been monitored in accordance with the registered PoA-DD? In such cases, does the verification report detail the actions taken by the DOE to ensure that the most conservative assumption theoretically possible has been made?	VVS para 246 (a)



3.12 Cross-checking data	Does the verification report provide a description of how the DOE cross-checked the reported data?	VVS para 246 (b)
3.13 Calculation of emission reductions	Does the verification report confirm that appropriate methods and formulae for calculating baseline emissions, project emissions and leakage have been followed?	VVS para 246 (c )
3.14 Justification of assumptions	Does the verification report provide an opinion as to whether assumptions, emission factors and default values that were applied in the calculations have been justified?	VVS para 246 (d)
3.15 Process and Scope	Does the verification report provide a summary of the verification process and the scope of verification?	VVS para 284 (a)
3.16 Team	Does the verification report provide details of the verification team (e.g. name, function)?	VVS para 284 (b)
3.17 Findings and on-site visit	Does the verification report provide the findings of the desk review and site visit?	VVS para 284 (c ), 293
3.18 Findings and Conclusion	Does the verification report provide the findings and conclusions as to whether: (i) the CPAs have been implemented and operated in accordance with the registered PoA-DD; (ii) the monitoring plan complies with the registered PoA-DD; (iii) the data and calculation of GHG emission reductions have been assessed to correctly support the emission reductions being claimed.	VVS para 284 (d)
3.19 Parameters and Conclusion	Does the verification report provide a list of each parameter specified by the monitoring plan and a statement on how the values in the monitoring report have been verified for all CPAs included in the PoA during the specific monitoring period?	VVS para 284 (e)
3.20 CARs / FARs	Does the verification report provide an assessment and close-out of any CARs, CLs or FARs issued to the project participants? If applicable, does the verification report provide an assessment of remaining issues from the previous verification period?	VVS para 284 (g), (h)



3.21 Amount of emission reductions	Does the verification report provide a conclusion on the verified amount of emission reductions achieved?	VVS para 284 (i)
<b>4. CERTIFICATION REPORT</b>		
4.1 Monitoring information	Does the certification report indicate the monitoring period under verification, all CPAs included in the PoA during the specific monitoring period and the corresponding number of CERs requested by the DOE?	VVS para 286, 294

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**History of the document**

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