

**REQUEST FOR RENEWAL OF CREDITING PERIOD - 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
<b>1. COMPLETENESS</b>		
<b>1.1 Document list: following documents are submitted, completed correctly using the latest templates and respective guidelines where applicable:</b>		
1.1.1	Request for Renewal of Crediting Period form (F-CDM-REN)	PCP para 247
1.1.2	Project design document (PDD)	PS para 73
1.1.3	Validation report	PS para 75
1.1.4	Are the documents related to the calculation of the baseline emissions, such as spreadsheets, provided?	PS para 77
1.1.5	For information provided on a confidential basis, are the versions that can be disclosed also submitted?	PS para 78
1.1.6	Are the spreadsheets supplied in unprotected and replicable format?	PS para 77
1.1.7	Are English versions of relevant sections in the submitted documents available?	PS para 75
<b>1.2 Project view page:</b>		
1.2.1	Are all relevant sections of the project view page, including the geo -coordinates of the project site, completed?	PCP para 56
1.2.2	Validity of methodology: Is the methodology/ies applied valid at the time of submission?	PS para 35



1.2.3	Global Stakeholder Consultation: Is the PDD published for global stakeholder consultation for the project activity requested for registration accessible?	PCP para 13
<b>2. CONSISTENCY</b>		
2.1	Are dates, versions, references, revisions, stamps and signatures consistent among the documents?	All documents Project View Page Renewal of the Crediting Period View Page Updated PDD Validation Opinion Renewal of the Crediting Period request form
2.2	Is the project title consistent in the following documents?	Project View Page Renewal of the Crediting Period View Page Updated PDD Validation Opinion Renewal of the Crediting Period request form
2.3	Are the project participants consistent in the following documents?	Project View Page Renewal of the Crediting Period View Page Updated PDD Validation Opinion MoC Renewal of the Crediting Period request form



2.4	Is the renewed crediting period consistent in the following documents?	Renewal of the Crediting Period View Page
		Updated PDD
		Validation Opinion
2.5	Are the methodology and the tool consistent in the following documents?	Renewal of the Crediting Period View Page
		Updated PDD
		Validation Opinion
2.6	Is the amount of emission reductions consistent in the following documents?	Renewal of the Crediting Period View Page
		Updated PDD
		Validation Opinion
<b>3. OTHERS</b>		
3.1	Are the methodology/ies and the tool applied valid at the time of submission?	PS para. 35
3.2	Does none of the documents contain blank pages?	-

### Appendix 1 - Request for renewal of crediting period: Completeness Check Issues of an Editorial Nature \*

The table below lists “issues of an editorial nature” for which the secretariat may request the DOE to submit the missing or revised documents and/or information in accordance with paragraphs 251 and 62 of the PCP.

Item	Description of the Item
1.	Inconsistencies clearly attributable to typographical errors, with the exception of numbers of CERs.
2.	Appendices (including spreadsheets) are not readable or contain part of text not in English.

\* This list is not exhaustive and will be revised as and when required. The secretariat may contact the Designated Operational Entity/Project Participant on any issues of an editorial nature that are not included in the list above.



- - - - -

**History of the document**

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