

**CDM PROJECT ACTIVITY REQUEST FOR REGISTRATION: 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.

**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. SUBMISSION 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	CDM project activity registration request form (F-CDM-REG)	PCP para 56
1.1.2	Project design document (PDD)	PS para 73, PCP para 12
1.1.3	Bundling form (F-CDM-SSC-BUN) where applicable	PS para 85, General principles for bundling v2 para 11
1.1.4	Letter(s) of approval/authorization (LoA) from the DNA of each Party involved in the proposed CDM project activity	PS para 70, 71, PCP para 56
1.1.5	Modalities of communication (MoC) statement (F-CDM-MoC)	PS para 72 PCP para 23-34
1.1.6	Validation report	VVS para 32 PCP para 56
<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. DOCUMENT COMPLETENESS</b>		
<b>2.1 Project Design Document (PDD):</b>		
2.1.1	Are the documents for additionality, such as spreadsheets, for the investment analysis provided where applicable?	PS para 77



2.1.2	Are the documents for the calculation of the baseline, such as spreadsheets, provided where applicable?	PS para 77
2.1.3	For information provided on a confidential basis, is it submitted in a form that can be disclosed?	PS para 78
2.1.4	Are the spreadsheets supplied in unprotected and replicable format?	PS para 77
2.1.5	Are English versions of relevant sections in the submitted documents available? (if the original documents are not in English)	PS para 75
<b>2.2 Letter of Approval/Authorization:</b>		
2.2.1	Does the LoA of the host party(ies) include the statements on the Kyoto Protocol ratification, voluntary participation, and contribution to the sustainable development?	PS para 70, 71
2.2.2	Does the LoA from the other party include statements on the Kyoto Protocol ratification and voluntary participation?	PS para 70
<b>2.3 Modalities of Communication:</b>		
2.3.1	Are the focal point entities' scopes of authority clearly and correctly indicated?	PCP para 25-26
2.3.2	Is the Statement of Agreement (Section 3) signed by at least one authorized signatory for each project participant and the information is consistent with Annex 1?	PCP para 24, 27, 32
<b>2.4 Validation report</b>		
2.4.1	Does the validation report contain appointment certificates or curricula vitae of the validation team members, technical experts and internal technical reviewers for the project activity?	VVS 148(g)



3. CONSISTENCY OF INFORMATION		
3.1	Are dates, versions and references consistent among the documents <sup>1</sup> ?	All documents
3.2	Is the project title consistent in the following documents?	Project View Page
		PDD
		Validation Report
		LoA
		MoC
		Registration request form
3.3	Are the parties consistent in the following documents?	Bundle form
		Project View Page
		PDD
		Validation Report
		LoA
		MoC
3.4	Are the project participants consistent in the following documents?	Registration request form
		Bundle form
		Project View Page
		PDD
		Validation Report
		LoA
3.5	Is the sectoral scope consistent in the following documents?	MoC
		Registration request form
		Bundle form

<sup>1</sup> Details of the cross referenced documents should be consistent with the submitted documents. For example, the PDD version number and date mentioned in the validation report should match the PDD submitted for request for registration.



3.6	Are the methodology and project activity scale consistent in the following documents?	Project View Page
		PDD
		Validation Report
		Bundle form
3.7	Is the amount of emission reductions consistent in the following documents?	Project View Page
		PDD
		Validation Report
		Bundle form
3.8	Is the project activity starting date consistent in the following documents?	PDD
		Validation Report
3.9	Is the project activity location consistent in the following documents?	Project View Page
		PDD
		Validation Report

### Appendix 1 - Request for Registration: 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 paragraph 62 of the PCP.

Item	Description of the Item
1.	Inconsistencies clearly attributable to typographical errors, with the exception of numbers of CERs.
2.	Inconsistent geo-coordinates in project view page and in PDD due to conversion from degree-minutes-seconds to decimal and vice versa.
3.	The MoC is not completely readable or information contained in it are missing.
4.	LoAs by multiple Parties have been submitted in one single pdf file.



5.	Separate LoAs have been submitted for different project participants (if multiple project participants are involved with the same Party).
6.	Appendices (including spreadsheets) are not readable or contain part of text not in English.
7.	In the project view page name of project participant and project title are not fully consistent with the submitted documentation.
8.	In the project view page the type of submission of the party (directly/indirectly) is not consistent with the information provided in MoC, PDD and validation report.

\* 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.

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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> Registration		