

**PROGRAMME OF ACTIVITIES (PoA) 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 programme of activities registration request form (F-CDM-PoA-REG)	PCP para 56
1.1.2	Programme of activities design document (PoA-DD) including a generic Component Project Activity Design Document(s) (CPA-DD(s))	PS para 176, 177 (a)
1.1.3	Letter(s) of approval/authorization (LoA) from the DNA of each Party involved in the proposed CDM project activity	PS para 169-172
1.1.4	Modalities of Communication (MoC)	PS para 72, 174 PCP para 23-34
1.1.5	Validation report	VVS para 32 PCP para 56
1.1.6	Component Project Activity Design Document (CPA-DD) for a specific CPA	PS para 177 (b) PCP para 114
1.1.7	CPA inclusion form (F-CDM-INC) for the specific CPA	PCP para 56
<b>1.2. PoA/CPA view pages</b>		
1.2.1	Are all relevant sections of the PoA and CPA view pages completed?	PCP para 56
1.2.2	Is the methodology/ies applied valid at the time of submission?	PS para 35



1.2.3	Are the PoA-PDD and the specific CPA-DD published for Activities requested for registration accessible?	PCP para 13
<b>2. DOCUMENT COMPLETENESS</b>		
<b>2.1 PoA-DD/CPA-DD</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?	PS para 75
<b>2.2 Letter of Approval/Authorization</b>		
2.2.1	Does the Letter(s) of Approval of the host party (ies) include the statements on the Kyoto Protocol ratification, voluntary participation, and contribution to the sustainable development?	PS para 169, 170
2.2.2	Does the LoA from the other party include statements on the Kyoto Protocol ratification and voluntary participation?	PS para 169
2.2.3	Is the CME authorized by each host party and each participant by at least one Party involved?	PS para 171, 172
<b>2.3 Modalities of Communications</b>		
2.3.1	Are the focal point entity scopes clearly and correctly indicated?	PCP para 25-26
2.3.2	Is the CME designated as either the sole or a joint focal point for each scope of authority?	PCP para 30



2.3.3	Is the Statement of Agreement (Section 3) signed by at least one authorized signatory of the CME and the information is consistent with Annex 1?	PCP para 24, 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 para 148 (g)
<b>3. CONSISTENCY OF INFORMATION</b>		
3.1	Are dates, versions and references consistent among the documents <sup>1</sup> ?	All documents
3.2	Is the PoA title consistent among following documents?	PoA view page
		F-CDM-PoA-REG
		PoA-DD
		CPA view page
		CPA inclusion
3.3	PoA lifetime consistent among following documents?	CPA-DD
		PoA view page
3.4	Host Parties consistent among following documents?	PoA-DD
		PoA view page
		CPA view page
		CPA inclusion
		CPA-DD
3.5	Other Parties consistent among following documents?	PoA view page
		PoA-DD
		CPA-DD

<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	CME consistent among following documents?	PoA view page
		F-CDM-PoA-REG
		PoA-DD
		CPA inclusion
3.7	CPA title consistent among following documents?	PoA view page
		CPA view page
		CPA inclusion
		CPA-DD
3.8	ER(Initial CPAs) consistent among following documents?	PoA view page
		CPA view page
		CPA-DD
3.9	CPA Crediting Period consistent among following documents?	CPA view page
		CPA-DD

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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		