



Verification and certification report form for CDM project activities

(Version 01.0)

Complete this form in accordance with the "Attachment: Instructions for filling out the verification and certification report form for CDM project activities" at the end of this form.

VERIFICATION AND CERTIFICATION REPORT

Title of the project activity	
Reference number of the project activity	
Version number of the verification and certification report	
Completion date of the verification and certification report	
Monitoring period number and duration of this monitoring period	
Version number of monitoring report to which this report applies	
Crediting period of the project activity corresponding to this monitoring period	
Project participant(s)	
Host Party	
Sectoral scope(s), selected methodology(ies), and where applicable, selected standardized baseline(s)	
Estimated GHG emission reductions or net anthropogenic GHG removals for this monitoring period in the registered PDD	
Certified GHG emission reductions or net anthropogenic GHG removals for this monitoring period	
Name of DOE	
Name, position and signature of the approver of the verification and certification report	

SECTION A. Executive summary

>>

SECTION B. Verification team, technical reviewer and approver

B.1. Verification team member

No.	Role	Type of resource	Last name	First name	Affiliation (e.g. name of central or other office of DOE or outsourced entity)	Involvement in			
						Desk review	On-site inspection	Interview(s)	Verification findings
1.	Team Leader								
2.	Verifier								
..	...								
..	Technical Expert								
..	...								
..	Financial/ Other Expert								
..	...								
..	Trainee								
..	...								

B.2. Technical reviewer and approver of the verification and certification report

No.	Role	Type of resource	Last name	First name	Affiliation (e.g. name of central or other office of DOE or outsourced entity)
1.	Technical reviewer				
...				
...	Approver				

SECTION C. Application of materiality

C.1. Consideration of materiality in planning the verification

No.	Risk that could lead to material errors, omissions or misstatements	Assessment of the risk		Response to the risk in the verification plan and/or sampling plan
		Risk level	Justification	
1.				
...				

C.2. Consideration of materiality in conducting the verification

>>

SECTION D. Means of verification**D.1. Desk review**

>>

D.2. On-site inspection

Duration of on-site inspection: DD/MM/YYYY to DD/MM/YYYY				
No.	Activity performed on-site	Site location	Date	Team member
1.				
...				

D.3. Interviews

No.	Interviewee			Date	Subject	Team member
	Last name	First name	Affiliation			
1.						
...						

D.4. Sampling approach

>>

D.5. Clarification requests, corrective action requests and forward action requests raised

Areas of verification findings	No. of CL	No. of CAR	No. of FAR
Compliance of the monitoring report with the monitoring report form			
Compliance of the project implementation with the registered PDD			
Post-registration changes			
Compliance of the monitoring plan with the monitoring methodology including applicable tool and standardized baseline			
Compliance of monitoring activities with the registered monitoring plan			
Compliance with the calibration frequency requirements for measuring instruments			
Assessment of data and calculation of emission reductions or net removals			
Others (please specify)			
Total			

SECTION E. Verification findings**E.1. Compliance of the monitoring report with the monitoring report form**

Means of verification	
Findings	
Conclusion	

E.2. Remaining forward action requests from validation and/or previous verification

>>

E.3. Compliance of the project implementation with the registered project design document

Means of verification	
------------------------------	--

Findings	
Conclusion	

E.4. Post-registration changes

E.4.1. Temporary deviations from the registered monitoring plan, monitoring methodology or standardized baseline

>>

E.4.2. Corrections

>>

E.4.3. Changes to the start date of the crediting period

>>

E.4.4. Inclusion of a monitoring plan to a registered project activity

>>

E.4.5. Permanent changes from registered monitoring plan, monitoring methodology or standardized baseline

>>

E.4.6. Changes to the project design of a registered project activity

>>

E.4.7. Types of changes specific to afforestation and reforestation project activities

>>

E.5. Compliance of monitoring plan with the monitoring methodology including applicable tool and standardized baseline

Means of verification	
Findings	
Conclusion	

E.6. Compliance of monitoring activities with the registered monitoring plan

E.6.1. Data and parameters fixed ex ante or at renewal of crediting period

Means of verification	
Findings	
Conclusion	

E.6.2. Data and parameters monitored

Means of verification	
Findings	
Conclusion	

E.6.3. Implementation of sampling plan

Means of verification	
Findings	
Conclusion	

E.7. Compliance with the calibration frequency requirements for measuring instruments

Means of verification	
Findings	
Conclusion	

E.8. Assessment of data and calculation of emission reductions or net removals**E.8.1. Calculation of baseline GHG emissions or baseline net GHG removals by sinks**

Means of verification	
Findings	
Conclusion	

E.8.2. Calculation of project GHG emissions or actual net GHG removals by sinks

Means of verification	
Findings	
Conclusion	

E.8.3. Calculation of leakage GHG emissions

Means of verification	
Findings	
Conclusion	

E.8.4. Summary of calculation of GHG emission reductions or net anthropogenic GHG removals by sinks

Means of verification	
Findings	
Conclusion	

E.8.5. Comparison of actual GHG emission reductions or net anthropogenic GHG removals by sinks with estimates in registered PDD

Means of verification	
Findings	
Conclusion	

E.8.6. Remarks on difference from estimated value in registered PDD

Means of verification	
Findings	
Conclusion	

E.8.7. Actual GHG emission reductions or net anthropogenic GHG removals by sinks during the first commitment period and the period from 1 January 2013 onwards

Means of verification	
Findings	
Conclusion	

SECTION F. Internal quality control

>>

SECTION G. Verification opinion

>>

SECTION H. Certification statement

>>

Appendix 1. Abbreviations

Abbreviations	Full texts

Appendix 2. Competence of team members and technical reviewers

Appendix 3. Documents reviewed or referenced

No.	Author	Title	References to the document	Provider
1				
2				
3				
...				

Appendix 4. Clarification requests, corrective action requests and forward action requests

Table 1. Remaining FAR from validation and/or previous verification

FAR ID	xx	Section no.	E.2	Date: DD/MM/YYYY
Description of FAR				
Project participant response				Date: DD/MM/YYYY
Documentation provided by project participant				
DOE assessment				Date: DD/MM/YYYY

Table 2. CL from this verification

CL ID	xx	Section no.		Date: DD/MM/YYYY
Description of CL				
Project participant response				Date: DD/MM/YYYY
Documentation provided by project participant				

DOE assessment	Date: DD/MM/YYYY

Table 3. CAR from this verification

CAR ID	xx	Section no.		Date: DD/MM/YYYY
Description of CAR				
Project participant response				Date: DD/MM/YYYY
Documentation provided by project participant				
DOE assessment				Date: DD/MM/YYYY

Table 4. FAR from this verification

FAR ID	xx	Section No.		Date: DD/MM/YYYY
Description of FAR				
Project participant response				Date: DD/MM/YYYY
Documentation provided by project participant				
DOE assessment				Date: DD/MM/YYYY

Attachment: Instructions for filling out the verification and certification report form for CDM project activities

1. General instructions

1. When completing the CDM-VCR-FORM that applies to the verification of any type of registered CDM project activity except registered carbon dioxide capture and storage (CCS) CDM project activities, in addition to applying the relevant requirements in the valid version of the "[CDM validation and verification standard \(VVS\)](#)", consult the "[Rules and Reference](#)" section of the UNFCCC CDM website. This section contains all regulatory documents for the CDM, such as [standards](#) (including [methodologies](#), [tools](#) and [standardized baselines](#)), [procedures](#), [guidelines](#), [clarifications](#), [forms](#) and the "[Glossary: CDM terms](#)".
2. Include, if necessarily, additional information other than that indicated in this verification and certification report in order to support how the designated operational entity (DOE) has arrived at its verification conclusions. This information may include, but need not be limited to tables, graphs and annexes such as a verification protocol.
3. List all the abbreviations used in this verification and certification report in Appendix 1 below.
4. Complete the CDM-VCR-FORM and all attached documents in English, or attach a full translation of relevant sections in English.
5. Complete the CDM-VCR-FORM using the same format without modifying its font, headings or logo, and without any other alteration to the form.
6. Do not modify or delete the tables and their columns in the CDM-VCR-FORM. Add rows to the tables and appendices as needed.
7. If a section of the CDM-VCR-FORM is not applicable, explicitly state "N/A" to indicate that the section is left blank intentionally.
8. Use an internationally recognized format for the presentation of values in the CDM-VCR-FORM, for example use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
9. Complete the CDM-VCR-FORM deleting this attachment "Instructions for filling out the verification and certification report form for CDM project activities".

2. Specific instructions

1. Indicate the following information on the cover page:
 - (a) Title of the project activity;
 - (b) Reference number of the project activity (UNFCCC reference number);
 - (c) Version number of the verification and certification report (version XX.X);
 - (d) Completion date of the verification and certification report (DD/MM/YYYY);
 - (e) Monitoring period number and duration of this monitoring period (for monitoring period number, the number given to the monitoring period indicates a chronological order (e.g. "first monitoring period"). For monitoring period dates, indicate first and last days (DD/MM/YYYY–DD/MM/YYYY));
 - (f) Version number of monitoring report to which this report applies (version XX.X);
 - (g) Crediting period of the project activity corresponding to this monitoring period (type, start date (DD/MM/YYYY), length);

- (h) Project participant(s);
- (i) Host Party;
- (j) Sectoral scope(s), selected methodology(ies) and, where applicable, selected standardized baseline(s);
- (k) Estimated GHG emission reductions or net anthropogenic GHG removals for this monitoring period in the registered PDD (tCO₂e);
- (l) Certified GHG emission reductions or net anthropogenic GHG removals for this monitoring period (tCO₂e);
- (m) Name of DOE;
- (n) Name, position and signature of the approver of the verification and certification report.

SECTION A. Executive summary

1. Provide a brief summary of the project activity (including the purpose and general description and location), scope of the verification, verification process and conclusion.
2. For a registered afforestation and reforestation (A/R) CDM project activity or a registered small-scale A/R CDM project activity, state whether the timing of the current verification and certification complies with applicable specific verification requirements for afforestation and reforestation project activities in the VVS.

SECTION B. Verification team, technical reviewer and approver

1. Provide details of the verification team, technical reviewer and approver in sections B.1 and B.2. If applicable, also identify any trainees.
2. For "Type of resource" in sections B.1 and B.2, indicate the type of resource of the personnel with the use of one of the following abbreviations referring to the "[CDM accreditation standard](#)":
 - (a) IR (Internal Resource);
 - (b) EI (External Individuals);
 - (c) OR (Outsourced Resource).
3. Demonstrate how the team meets the competence required for the verification in Appendix 2 below.

SECTION C. Application of materiality

1. If the concept of materiality has been applied in planning and conducting this verification, describe in section C.1 and C.2 how it has been applied in accordance with applicable verification requirements in the VVS. In doing so, refer to the "[Guideline: Application of materiality in verifications](#)" on the examples and flowchart related to planning and conducting verifications.

C.1. Consideration of materiality in planning the verification

1. Describe in the table risks that could lead to material errors, omissions or misstatements, assessment of the risk and response to the risk in the verification plan and/or sampling plan.
2. For "Assessment of the risk", rank the level of each risk with one of the following options and present the justification on the judgement of the risk level considering the elements of the risk such as its likelihood and impacts:
 - (a) High;
 - (b) Medium; or
 - (c) Low.

C.2. Consideration of materiality in conducting the verification

1. Describe how materiality was applied in determining whether detected errors, omissions or misstatements were material or immaterial either individually or in aggregate.
2. Describe whether and how the verification plan and/or sampling plan were revised to take into account the need for further audit procedures due to the nature/type of the errors, omissions or misstatements detected.

SECTION D. Means of verification

D.1. Desk review

1. List all documents reviewed or referenced during the verification in Appendix 3 below.

D.2. On-site inspection

1. Summarize any on-site inspection performed during the verification in the table.

D.3. Interviews

1. Summarize all the interviews (i.e. in-person interviews, web/teleconferences, etc.) conducted during the verification in the table.

D.4. Sampling approach

1. Where a sampling approach is used for the verification, summarize the sampling approach used during the verification (e.g. random sampling).
2. Where a sampling approach is used for the on-site inspection, include a description of how the sample size was determined and field check was carried out.

D.5. Clarification requests, corrective action requests and forward action requests raised

1. Indicate in the table the number of the clarification requests (CLs), corrective action requests (CARs), and forward action requests (FARs) raised in each area of verification findings in SECTION E below.

SECTION E. Verification findings

1. In sections E.1, E.3 and E.5 to E.8, complete tables to verify the compliance in accordance with applicable verification requirements in the VVS by describing:
 - (a) Means of verification: describe how the compliance was verified;
 - (b) Findings: provide a brief description of the findings. Include in Appendix 4 below details of any CLs, CARs and FARs, if raised;
 - (c) Conclusion: provide a conclusion on the compliance based on the findings.

E.1. Compliance of the monitoring report with the monitoring report form

1. Confirm the compliance of the monitoring report with the valid version of the CDM-MR-FORM and the instructions therein for filling out the CDM-MR-FORM.

E.2. Remaining forward action requests from validation and/or previous verification

1. Indicate whether any remaining FARs from validation and/or previous verification(s) have been applied during this monitoring period.
2. If applicable, list the remaining FARs and explain how they have been addressed in Appendix 4 below.

E.3. Compliance of the project implementation with the registered project design document

1. Explain how the project implementation and operation complies with the registered project design document (PDD) in accordance with applicable verification requirements related to the compliance of the project implementation with the registered PDD in the VVS.
2. For a registered small-scale CDM project activity or a bundle of registered small-scale CDM project activities, confirm whether the project activity or each sub-bundle in the bundle remains within the limit of its type in accordance with applicable specific verification requirements for small-scale project activities in the VVS.
3. For the first verification of a registered A/R CDM project activity or a registered small-scale A/R CDM project activity, explain how the following were assessed in accordance with applicable specific verification requirements for afforestation and reforestation project activities in the VVS:
 - (a) Areas of land for which the control has been established;
 - (b) Geographical delineation of the project boundary.

E.4. Post-registration changes**E.4.1. Temporary deviations from the registered monitoring plan, monitoring methodology or standardized baseline**

1. Confirm whether any temporary deviations have been approved by the Board for this monitoring period or to be submitted with the request for issuance.
2. In cases where the deviations have been approved by the Board prior to the submission of the request for issuance, confirm the date of approval and reference number.
3. Otherwise, confirm the version number and completion date of the validation report for post-registration changes.

E.4.2. Corrections

1. Confirm whether any corrections have been approved by the Board during this monitoring period or to be submitted with the request for issuance.
2. In cases where the corrections have been approved by the Board prior to the submission of the request for issuance, confirm the date of approval and reference number.
3. Otherwise, confirm the version number and completion date of the validation report for post-registration changes.

E.4.3. Changes to the start date of the crediting period

1. Confirm whether any changes to the start date of the crediting period have been notified to the secretariat or approved by the Board during this monitoring period.
2. In cases where the Board approved the change prior to the submission of the request for issuance, confirm the date of approval and reference number.

E.4.4. Inclusion of a monitoring plan to a registered project activity

1. Confirm whether the inclusion of a monitoring plan to the registered project activity has been approved by the Board during this monitoring period.
2. In cases where the inclusion has been approved by the Board prior to the submission of the request for issuance, confirm the date of approval and reference number.

E.4.5. Permanent changes from registered monitoring plan, monitoring methodology or standardized baseline

1. Confirm whether any permanent changes from the registered monitoring plan, applied monitoring methodology and/or applied standardized baseline have been approved by the Board during this monitoring period or to be submitted with the request for issuance.
2. In cases where the changes have been approved by the Board prior to the submission of the request for issuance, confirm the date of approval and reference number.
3. Otherwise, confirm the version number and completion date of the validation report for post-registration changes.

E.4.6. Changes to the project design of a registered project activity

1. Confirm whether any changes to the project design of a registered project activity have been approved by the Board during this monitoring period or to be submitted with the request for issuance.
2. In cases where the changes have been approved by the Board prior to the submission of the request for issuance, confirm the date of approval and reference number.
3. Otherwise, confirm the version number and completion date of the validation report for post-registration changes.

E.4.7. Types of changes specific to afforestation and reforestation project activities

1. Confirm whether any changes specific to afforestation and reforestation project activities are to be submitted with the request for issuance.
2. In cases where the changes are to be submitted with the request for issuance, confirm the version number and completion date of the validation report for post-registration changes.

E.5. Compliance of monitoring plan with the monitoring methodology including applicable tool and standardized baseline

1. Explain how the monitoring plan complies with the applied methodology including the applicable tool(s) and, where applicable, the applied standardized baseline in accordance with applicable verification requirements related to the compliance of the monitoring plan with the monitoring methodology including the applicable tool and standardized baseline in the VVS.

E.6. Compliance of monitoring activities with the registered monitoring plan

1. In sections E.6.1 and E.6.2, explain how the monitoring activities comply with the registered monitoring plan in accordance with applicable verification requirements related to the compliance of monitoring activities with the registered monitoring plan in the VVS.
2. Where the project participants applied a sampling approach for the determination of data and parameters monitored, explain in section E.6.3 how the sampling efforts and surveys comply with the validated sampling plan in accordance with applicable verification requirements related to the compliance of monitoring activities with the registered monitoring plan in the VVS.

E.7. Compliance with the calibration frequency requirements for measuring instruments

1. For each item of data and parameter monitored in section E.6.2, explain how the calibration was conducted at the frequency as specified by the applied methodology, monitoring plan of the registered PDD, approved revised monitoring plan and/or applied standardized baseline in accordance with applicable verification requirements related to the compliance with the calibration frequency requirements for measuring instruments in the VVS.

E.8. Assessment of data and calculation of emission reductions or net removals

1. In sections E.8.1 to E.8.5 and E.8.7, explain how the data and calculation of emission reductions or net removals were assessed in accordance with applicable verification requirements related to the assessment of data and calculation of emission reductions or net removals in the VVS.
2. In section E.8.6, if applicable, explain how the cause of any increase in the actual GHG emission reductions in this monitoring period was assessed in accordance with applicable verification requirements in the VVS.

SECTION F. Internal quality control

1. Describe the measures taken to ensure the quality of the verification activities.

SECTION G. Verification opinion

1. Provide an opinion on the amount of GHG emission reductions or net anthropogenic GHG removals achieved by the project activity during this monitoring period and whether it complies with all applicable CDM requirements.

SECTION H. Certification statement

1. Provide a certification statement in accordance with applicable requirements related to the verification and certification report in the VVS.

Appendix 1. Abbreviations

1. List all the abbreviations used in this report in the table.

Appendix 2. Competence of team members and technical reviewers

1. Provide documentation to substantiate the required competence of verification team members and technical reviewer(s).

Appendix 3. Documents reviewed or referenced

1. List all documents reviewed or referenced during the verification including CDM regulatory documents in the table.
2. For each document indicate the following:
 - (a) Title: provide the title of the document. Include the version number, if applicable;
 - (b) Author: provide the name(s) of the author(s). Where the author(s) belong(s) to the organization(s) that issue the document, provide only the name(s) of the organization(s);
 - (c) References to the document: where applicable, provide the relevant reference to the document such as the dates of completion/publication and URL;
 - (d) Provider: choose one of the following options to indicate who provided the document to the DOE for its desk review. Select 'Others' for documents that were provided by those other than the project participants:
 - (i) Project participants;
 - (ii) Others.

Appendix 4. Clarification requests, corrective action requests and forward action requests

1. If needed, copy tables 1, 2, 3 and/or 4 for each CL, CAR, and/or FAR and copy the following rows until the finding is closed unless a FAR for future verifications is issued:
 - (a) Project participant response;
 - (b) Documentation provided by project participant;
 - (c) DOE assessment.
2. For tables 2, 3 and/or 4, indicate the section number of the verification and certification report to which each CL, CAR, and/or FAR corresponds.

- - - - -

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	23 March 2015	Initial publication.
Decision Class: Regulatory		
Document Type: Form		
Business Function: Issuance		
Keywords: project activities, verifying and certifying		