


**Validation report form for post-registration changes for CDM project activities**
**(Version 01.0)**

Complete this form in accordance with the "Attachment: Instructions for filling out the validation report form for post-registration changes for CDM project activities" at the end of this form.

**VALIDATION REPORT ON POST-REGISTRATION CHANGES (PRCs)**

<b>Title and reference number of the project activity</b>	
<b>Process track</b>	<input type="checkbox"/> Prior approval <input type="checkbox"/> Issuance <input type="checkbox"/> Renewal of crediting period
<b>Version number of the validation report on PRCs</b>	
<b>Completion date of the validation report on PRCs</b>	
<b>Type(s) of PRCs</b>	<input type="checkbox"/> Temporary deviations from the registered monitoring plan, monitoring methodology or standardized baseline <input type="checkbox"/> Corrections <input type="checkbox"/> Changes to the start date of the crediting period <input type="checkbox"/> Inclusion of a monitoring plan to a registered project activity <input type="checkbox"/> Permanent changes from registered monitoring plan, monitoring methodology or standardized baseline <input type="checkbox"/> Changes to the project design of a registered project activity <input type="checkbox"/> Types of changes specific to afforestation and reforestation project activities
<b>Version number of PDD to which this report applies</b>	
<b>Project participant(s)</b>	
<b>Host Party</b>	
<b>Sectoral scope(s), selected methodology(ies), and where applicable, selected standardized baseline(s)</b>	
<b>Name of DOE</b>	
<b>Name, position and signature of the approver of the validation report on PRCs</b>	

**SECTION A. Executive summary**

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**SECTION B. Validation team, technical reviewer and approver**

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**B.1. Validation 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)	Validation findings
1.	Team Leader								
2.	Validator								
..	...								
..	Technical Expert								
..	...								
..	Financial/ Other Expert								
..	...								
..	Trainee								
..	...								

**B.2. Technical reviewer and approver of the validation report on PRCs**

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. Means of validation**

**C.1. Desk review**

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**C.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.				
...				

**C.3. Interviews**

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

**C.4. Clarification requests, corrective action requests and forward action requests raised**

Areas of validation findings	No. of CL	No. of CAR	No. of FAR
Compliance with PDD form			
Temporary deviations from the registered monitoring plan, monitoring methodology or standardized baseline			
Corrections			
Changes to the start date of the crediting period			
Inclusion of a monitoring plan to a registered project activity			
Permanent changes from registered monitoring plan, monitoring methodology or standardized baseline			
Changes to the project design of a registered project activity			
Types of changes specific to afforestation and reforestation project activities			
Others (please specify)			
<b>Total</b>			

**SECTION D. Validation findings****D.1. Compliance with PDD form**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.2. Temporary deviations from the registered monitoring plan, monitoring methodology or standardized baseline**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.3. Corrections**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.4. Changes to the start date of the crediting period**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.5. Inclusion of a monitoring plan to a registered project activity**

<b>Means of validation</b>	
<b>Findings</b>	

<b>Conclusion</b>	
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**D.6. Permanent changes from registered monitoring plan, monitoring methodology or standardized baseline**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.7. Changes to the project design of a registered project activity**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.8. Types of changes specific to afforestation and reforestation project activities**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**SECTION E. Internal quality control**

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**SECTION F. Validation opinion**

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## 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. CL from this validation

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 2. CAR from this validation

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

<b>DOE assessment</b>	<b>Date: DD/MM/YYYY</b>

Table 3. FAR from this validation

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

## Attachment: Instructions for filling out the validation report form for post-registration changes for CDM project activities

### 1. General instructions

1. When completing the CDM-PRCV-FORM that applies to the validation of post-registration changes (PRCs) 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 validation report on PRCs, in order to support how the designated operational entity (DOE) has arrived at its opinion. This information may include, but need not be limited to tables, graphs and annexes such as a validation protocol.
3. List all the abbreviations used in this validation report in Appendix 1 below.
4. Complete the CDM-PRCV-FORM and all attached documents in English, or attach a full translation of relevant sections in English.
5. Complete the CDM-PRCV-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-PRCV-FORM. Add rows to the tables and appendices as needed.
7. If a section of the CDM-PRCV-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-PRCV-FORM, for example use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
9. Complete the CDM-PRCV-FORM deleting this attachment "Instructions for filling out the validation report form for post-registration changes for CDM project activity".

### 2. Specific instructions

1. Indicate the following information on the cover page:
  - (a) Title and reference number of the project activity (UNFCCC reference number);
  - (b) Process track (check the applicable track);
  - (c) Version number of the validation report on PRCs (version XX.X);
  - (d) Completion date of the validation report on PRCs (DD/MM/YYYY);
  - (e) Type(s) of PRCs (check the applicable type(s) of PRCs);
  - (f) Version number of monitoring report to which this report applies (version XX.X);
  - (g) Project participant(s);
  - (h) Host Party;
  - (i) Sectoral scope(s), selected methodology(ies) and, where applicable, selected standardized baseline(s);
  - (j) Name of DOE;
  - (k) Name, position and signature of an approver of the validation report on PRCs.

**SECTION A. Executive summary**

1. Provide a brief summary of the project activity (including the purpose and general description and location), scope of the validation, validation process and conclusion.

**SECTION B. Validation team, technical reviewer and approver**

1. Provide details of the validation 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 validation in Appendix 2 below.

**SECTION C. Means of validation****C.1. Desk review**

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

**C.2. On-site inspection**

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

**C.3. Interviews**

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

**C.4. Clarification requests, corrective action requests and forward action requests raised**

1. Indicate in the table the number of clarification requests (CLs), corrective action requests (CARs) and forward action requests (FARs) raised during the validation of each type of post-registration change in SECTION D below.

**SECTION D. Validation findings**

1. In sections D.1–D.8 below, where applicable, complete tables to validate the compliance in accordance with applicable validation requirements in the VVS by describing:
  - (a) Means of validation: describe how the compliance was validated;
  - (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.

**D.1. Compliance with PDD form**

1. Confirm the compliance of the revised PDD (both in tracked-change and clean versions) with the valid version of the applicable PDD form and the instructions therein for filling out the PDD form.
2. If the project participants used the later version of the PDD form for the revised PDD than the version of the PDD form of the registered PDD, confirm whether information transferred to the later version of the PDD form is materially the same as that in the registered PDD.



**D.2. Temporary deviations from the registered monitoring plan, monitoring methodology or standardized baseline**

1. Explain how the temporary deviations from the registered monitoring plan, applied monitoring methodology and/or applied standardized baseline were assessed in accordance with applicable validation requirements related to the temporary deviations from the registered monitoring plan, monitoring methodology or standardized baseline in the VVS.
2. Provide an assessment on whether the temporary deviations from the registered monitoring plan, applied monitoring methodology and/or applied standardized baseline require prior approval by the Board.
3. Indicate the period for which the temporary deviation from the registered monitoring plan, applied monitoring methodology and/or applied standardized baseline is applicable.

**D.3. Corrections**

1. Explain how the corrections to the registered PDD were assessed in accordance with applicable validation requirements related to the corrections in the VVS.
2. Provide an assessment on whether the corrections require prior approval by the Board.

**D.4. Changes to the start date of the crediting period**

1. Explain how the changes to the start date of the crediting period were assessed in accordance with applicable validation requirements related to the changes to the start date of the crediting period in the VVS.
2. Provide an assessment on whether the changes to the start date of the crediting period require prior approval by the Board.

**D.5. Inclusion of a monitoring plan to a registered project activity**

1. Explain how the inclusion of a monitoring plan to the registered project activity was assessed in accordance with applicable validation requirements related to the inclusion of a monitoring plan to a registered project activity in the VVS.

**D.6. Permanent changes from registered monitoring plan, monitoring methodology or standardized baseline**

1. Explain how the permanent changes from the registered monitoring plan, applied monitoring methodology and/or applied standardized baseline were assessed in accordance with applicable validation requirements related to the permanent changes from the registered monitoring plan, monitoring methodology and/or standardized baseline in the VVS.
2. Provide an assessment on whether the permanent changes from the registered monitoring plan, applied monitoring methodology and/or applied standardized baseline require prior approval by the Board.

**D.7. Changes to the project design of a registered project activity**

1. Explain how the changes to the project design of a registered project activity were assessed in accordance with applicable validation requirements related to the changes to the project design of a registered project activity in the VVS.
2. Provide an assessment on whether the changes to the project design of the registered project activity require prior approval by the Board.

**D.8. Types of changes specific to afforestation and reforestation project activities**

1. Explain how the changes specific to afforestation and reforestation project activities were assessed in accordance with applicable validation requirements related to the types of changes specific to afforestation and reforestation project activities in the VVS.

**SECTION E. Internal quality control**

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

**SECTION F. Validation opinion**

1. Provide a validation opinion on the post-registration changes.

**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 validation team members and technical reviewer(s).

**Appendix 3. Documents reviewed or referenced**

1. List all documents reviewed or referenced during the validation 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 and/or 3 for each CL, CAR, and/or FAR, and copy the following rows until the finding is closed unless a FAR for future validation is issued:
  - (a) Project participant response;
  - (b) Documentation provided by project participant;
  - (c) DOE assessment.
2. In each table, indicate the section number of the validation report on PRCs to which each CL, CAR or FAR corresponds.

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**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: Registration Keywords: post-registration change, project activities, validation report		