

**PROGRAMME OF ACTIVITIES (PoA) REQUEST FOR REGISTRATION: COMPLETENESS CHECK CHECKLIST**

PCP : Clean development mechanism project cycle procedure (version 09.0), EB 82, annex 15, 20 February 2015.

PS : Clean development mechanism project standard (version 09.0), EB 82, annex 13, 20 February 2015.

VVS : Clean development mechanism validation and verification standard (version 09.0), EB 82, annex 14, 20 February 2015.

Item	Description of the Item	References
1. SUBMISSION COMPLETENESS		
1.1 Document list: Are the following documents submitted, completed correctly using the valid templates, approved by the board and respective guidelines where applicable?		
1.1.1	Is a duly completed CDM programme of activities registration request form (CDM-PoA-REG-FORM) submitted?	PCP para 72
1.1.2	Is a Programme of activities design document (PoA-DD) including a generic Component Project Activity Design Document(s) (CPA-DD(s)) submitted?	PS para 87
1.1.3	Is (are) Letter(s) of approval/authorization (LoA) from the DNA of each Party involved in the proposed CDM project activity submitted?	PS para 81, 83, 235
1.1.4	Is a Modalities of Communication (MoC) statement form (CDM-MOC-FORM) submitted?	PS para 86, 238 PCP para 37-48
1.1.5	Is a Validation report submitted and prepared in accordance with a valid version of the VVS?	VVS para 177 PCP para 72
1.1.6	Is (are) Component Project Activity Design Document (CPA-DD) for a specific CPA(s) ¹ submitted?	PS para 87 PCP para 130
1.1.7	Is a CPA inclusion form (F-CDM-INC) for the specific CPA submitted?	PCP para 72

¹ If there are more than one host party, CPA-DD for each host party shall be submitted (PS 9.0, para 209 (c))



1.2. PoA/CPA view pages		
1.2.1	Are all relevant sections of the PoA and CPA view pages completed?	PCP para 72
1.2.2	Is the version of applied methodology(ies) and, where applicable, of the applied standardised baseline(s), valid at the time of submission?	PS para 36
1.2.3	Are the PoA-DD and the specific CPA-DD published for global stakeholder consultation requested for registration accessible?	PCP para 20
1.2.4	For cases where the PoA-DD has been published for global stakeholder consultation when no applicable approved standardized baseline was valid, and an applicable approved standardized baseline whose selection is mandatory has become valid after the publication of the PoA-DD for global stakeholder consultation, is the request for registration submitted within 240 days after the standardized baseline became valid?	PCP para 28
2. DOCUMENT COMPLETENESS		
2.1 PoA-DD/CPA-DD		
2.1.1	Are the documents for additionality, such as spreadsheets, for the investment analysis provided where applicable?	PS para 91
2.1.2	Are the documents for the calculation of the baseline, such as spreadsheets, provided where applicable?	PS para 91
2.1.3	For information provided on a confidential basis, is it submitted both in a redacted format that can be disclosed to the public and in a format containing all information?	PS para 92
2.1.4	Are data, values and formulae included in electronic spreadsheets accessible and verifiable?	PS para 91
2.1.5	Are English versions of relevant sections in the submitted documents available?	PS para 89
2.2 Letter of Approval/Authorization		
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 81, 83
2.2.2	Does the LoA from the other party include statements on the Kyoto Protocol ratification and voluntary participation?	PS para 81



2.2.3	Is the CME authorized by each host Party?	VVS para 52
2.2.4	Is each project participant authorized by at least one Party involved?	PS para 235
2.3 Modalities of Communications		
2.3.1	Are the focal point entity scopes clearly and correctly indicated?	PCP para 39-40
2.3.2	Is the CME designated as either the sole or a joint focal point for each scope of authority?	PCP para 44
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 38, 41, 46
2.4 Validation report		
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 176 (h)
3. CONSISTENCY OF INFORMATION		
3.1	Are dates, versions and references consistent among the documents ² ?	All documents

² 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.



3.2	Is the PoA title consistent among following documents?	PoA view page
		F-CDM-PoA-REG
		PoA-DD
		CPA view page
		CPA inclusion
		CPA-DD
		Validation Report
		MoC
3.3	PoA lifetime consistent among following documents?	LoA
		PoA view page
		PoA-DD
3.4	Is(are) the sectoral scope(s) consistent in the following document?	Validation Report
		PoA view page
		F-CDM-PoA-REG
		PoA-DD
		CPA inclusion
3.5	Are the title(s) and version(s) of the methodology(ies) and, where applicable, of the standardised baseline(s) consistent in the following documents?	Validation Report
		PoA view page
		PoA-DD
		CPA-DD
3.6	Is (are) Host Party(ies) consistent among following documents?	Validation Report
		PoA view page
		PoA-DD
		CPA view page
		CPA inclusion
		CPA-DD
		MoC
3.7	Is (are) Other Party(ies) consistent among following documents? ³	LoA
		Validation Report
		CPA-DD
		PoA-DD

³ Each CPA shall have only one host Party, which is the Party in which the CPA is located (PS para 89)



		MoC
		LoA
3.8	Is the CME consistent among following documents?	PoA view page
		F-CDM-PoA-REG
		PoA-DD
		CPA inclusion
		Validation Report
		MoC
		LoA
3.9	Is the CPA title consistent among following documents?	PoA view page
		CPA view page
		CPA inclusion
		CPA-DD
		Validation Report
3.10	Are Emission Reductions (Initial CPAs) consistent among following documents?	PoA view page
		CPA view page
		CPA-DD
		Validation Report
3.11	Is the CPA Crediting Period consistent among following documents?	CPA view page
		CPA-DD
		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 79 of the PCP.

Item	Description of the Item
1.	Inconsistencies clearly attributable to typographical errors (with the exception of numbers of CERs) and/or documents containing blank pages.
2.	Inconsistent geo-coordinates in PoA and CPA view page and in PoA-DD/CPA-DD due to conversion from degree-minutes-seconds to decimal and vice versa.



3.	The MoC is not completely readable or information contained in it is 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 PoA/CPA view page name(s) of project participant(s) and PoA/CPA title are not fully consistent with the submitted documentation.
8.	In the PoA/CPA view page the type of submission of the party (directly/indirectly) is not consistent with the information provided in MoC, PoA-DD 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.

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
02.0	27 March 2015	Revision to: <ul style="list-style-type: none">• Incorporate the new provisions in CDM project standard (CDM-EB65-A05-STAN), CDM validation and verification standard (CDM-EB65-A04-STAN) and CDM project cycle procedure (CDM-EB65-A32-PROC) adopted at EB 82;• Editorial improvements.
01.0	3 May 2012	Initial publication.

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