



PROGRAMME OF ACTIVITIES (PoA) REQUEST FOR REGISTRATION - INFORMATION AND REPORTING CHECK CHECKLIST

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

PoAS: Standard for demonstration of additionality, development of eligibility criteria and application of multiple methodologies for programme of activities (version 03.0), EB 74, annex 5, 26 July 2013.

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.

SS : Standard for sampling and surveys for CDM project activities and programme of activities (version 04.1), EB 74, annex 6, 28 November 2013.

Item	Description of the Item	References
1. RESUBMISSION COMPLETENESS		
1.1 Applied methodology and/or standardized baseline	Is the version of applied methodology(ies) and/or standardized baseline(s) valid at the time of re-submission considering the extension granted until the end of the 28th-day period after the notification that the submission cannot be processed any further?	PCP para 83, 87
2. PROGRAMME OF ACTIVITIES AND COMPONENT PROJECT ACTIVITY DESIGN DOCUMENTS (POA-DD/CPA-DD)		
2.1 POA-DD Part I. Programme of Activities		
2.1.1 General description	Are all sections of the PoA-DD for the description of the Programme of Activities (PoA) completed, including purpose and general description, CMEs and participants, party(ies), physical/ geographical boundary, technologies/ measures, and public funding the PoA receives, if any?	PS para 32 (a)-(e), 203-206
2.1.2 Demonstration of additionality of the PoA	Does the PoA-DD describe how the PoA is additional as a whole, demonstrating that in the absence of CDM, none of the implemented CPAs would occur?	PS para 217 PoAS para 7-10
2.1.3 Demonstration of additionality of each CPA	Does the PoA-DD include eligibility criteria, compliance of which will ensure that all relevant additionality-related guidelines, tools or any requirements embedded in the methodology(ies) and/or the selected standardize baseline(s) are met?	PS para 214, 217 PoAS para 11, 13
2.1.4 Development of eligibility criteria	Does the PoA-DD include a list of verifiable eligibility criteria that covers, as a minimum, paragraph 14 (a) - (l) of the "Standard for demonstration of additionality, development of eligibility criteria and application of multiple methodologies for programme of activities"?	PS para 214, 217 PoAS para 15-17



2.1.5 Application of methodologies and/or standardize baseline(s)	Does the PoA-DD describe the technology/ measures implemented and methodology and/or the selected standardize baseline(s) applied?	PS para 32 (e), 215
2.1.6 Application of multiple methodologies	In case multiple methodologies are applied, does the PoA-DD list all combinations of technologies/ measures and/or approved methodologies that will be implemented in the PoA?	PoAS para 28
2.1.7 Additionality demonstration for use of multiple methodologies	For PoAs involving combinations of technologies/ measures and/or methodologies, does the PoA-DD demonstrate additionality for each combination through eligibility criteria?	PS para 214, 217 PoAS para 7, 10, 11, 13, 14
2.1.8 Eligibility criteria for use of multiple methodologies	For PoAs involving combinations of technologies/ measures and/or methodologies, does the PoA-DD list distinct eligibility criteria developed for each combination?	PS para 214 PoAS para 22, 29
2.1.9 Application of sampling plan	In case sampling is proposed for the determination of parameters for calculating GHG emission reductions, does the PoA-DD contain a sampling plan developed in accordance with the "Standard for sampling and surveys for CDM project activities and programme of activities"?	PS para 218, 219 SS section 4, 5
2.1.10 Management system	Does the PoA-DD describe the management system in accordance with applicable provisions?	PS para 210 PoAS para 19
2.1.11 Start date of PoA	Does the PoA-DD indicate the PoA starting date and how it has been determined?	PS para 222
2.1.12 Length of PoA	Does the PoA-DD indicate the length of the proposed PoA?	PS para 223
2.1.13 Environmental impact	Does the PoA-DD describe how the impact on the environment was assessed as per the requirement of the host Party and does it specify whether it is assessed for the whole PoA or for each individual CPA?	PS para 231
2.1.14 Local stakeholder consultation	Does the PoA-DD describe how the local stakeholder consultation was conducted and does it specify whether it is conducted for the whole PoA or for each individual CPA?	PS para 233, 234
2.2 POA-DD Part II. Generic Component Project Activity (Generic CPA)		
2.2.1 General description	Does the generic CPA provide a description of each generic CPA under the PoA?	PS para 207, 208



2.2.2 Reference of methodology and/or the selected standardize baseline(s)	Does the generic CPA contain the reference number, title and version of the applied methodology(ies) and/or the selected standardize baseline(s), including tools, standards and/or guidelines required by the methodology(ies), valid at the time of submission?	PS para 38
2.2.3 Application of a baseline and monitoring methodology and/or the selected standardize baseline(s)	Does the generic CPA describe how each applicabilty condition of the methodology(ies) and/or the selected standardize baseline(s) is met for each generic CPA?	PS para 39
2.2.4 Sources of GHGs	Does the generic CPA clearly describe the sources and GHGs included in each generic CPA boundary, in accordance with the selected methodology(ies) and/or the selected standardize baseline(s)?	PS para 40, 41
2.2.5 Description of baseline scenario	Does the generic CPA describe how the baseline scenario is identified for each generic CPA?	PS para 42-48
2.2.6 Demonstration of eligibility for a generic CPA	Does the generic CPA describe how each generic CPA meets the eligibility criteria of the PoA, including confirmation of additionality of the generic CPA for its inclusion under the PoA?	PS para 217 PoAS para 19
2.2.7 Methodological choices	Does the generic CPA justify the methodological choices for the calculation of the baseline, project emissions, and leakage and emission reductions for each generic CPA?	PS para 53, 54
2.2.8 Data and parameters available at validation	Does the generic CPA list data and parameters used to calculate the emission reductions, accompanied by appropriate units, for each generic CPA; for parameters that are not monitored but remain fixed throughout the crediting period, are the details such as the values applied and the sources of the data provided?	PS para 55, 56, 57
2.2.9 Ex-ante calculation of emissions reductions	Does the generic CPA present a step-wise ex-ante emission reduction calculations for each generic CPA in accordance with the selected methodology(ies) and/or the selected standardize baseline(s)?	PS para 53
2.2.10 Delayed submission of monitoring plan	If the monitoring plan is not submitted at the time of the registration, does the generic CPA clearly state that the submission of the monitoring plan is delayed and that the PoA-DD submitted for registration do not contain information related to the monitoring plan?	PS para 63
2.2.10 Data and parameters monitored	Does the generic CPA list all data and parameters to be monitored, accompanied by appropriate units and the details such as the measurement methods and QA/QC procedures, for each generic CPA?	PS para 64



2.2.11 Monitoring plan	Does the generic CPA contain a monitoring plan for each generic CPA that describes the operational and management structure, responsibilities and institutional arrangement for data collection and archiving, and QA/QC procedures? Sampling plan should be included where applicable.	PS para 61-63, 65, 218, 219
2.3 CPA-DD. Specific Component Project Activity		
2.3.1 General description	Are all sections of the CPA-DD for the description of the project activity completed, including general description, implementing entity, technical description, party (ies), physical/geographic reference? If applicable, is it demonstrated that the proposed small-scale CPA is not a debundled component of a large scale project activity?	PS para 211-213
2.3.2 Start date	Does the CPA-DD indicate the start date of the CPA and how it has been determined, and the expected operational lifetime? Has the CME confirmed that the start date of any CPA is after the start date of the PoA?	PS para 224, 225
2.3.2 Crediting period	Does the CPA-DD indicate the choice, start date and the length of the crediting period?	PS para 228-230
2.3.3 Environmental impact	In case the analysis of the environmental impact was conducted at the CPA level, does the CPA-DD describe how the impact on the environment was assessed as per the requirement of the host Party?	PS para 231, 232
2.3.4 Local stakeholder consultation	In case the local stakeholder consultation was conducted at the CPA level, does the CPA-DD report the outcome in accordance with the PoA?	PS para 233, 234
2.3.5 Application of baseline/ monitoring methodology(ies) and/or the selected standardize baseline(s)	Does the CPA-DD contain the reference and the version of the applied methodology(ies) and/or the selected standardize baseline(s) including any tools, standards or guidelines, in accordance with the PoA?	PS para 38, 39
2.3.6 Project boundary and sources of GHGs	Does the CPA-DD clearly define the boundary of the CPA and the GHG sources included in the project boundary, in accordance with the PoA?	PS para 40, 41
2.3.7 Description of baseline scenario	Does the CPA-DD describe how the baseline scenario(s) is identified for the CPA in line with the PoA?	PS para 42-48
2.3.8 Demonstration of eligibility and additionality	Does the CPA-DD describe how the CPA meets the eligibility criteria of the inclusion under the PoA, including those compliance of which will ensure that all relevant additionality related requirements are met?	PS para 214, 217,318



2.3.9 Methodological choices	Does the CPA-DD explain the methodological choices for the calculation of the baseline, project emissions and emission reductions of the CPA in accordance with the PoA?	PS para 53, 54
2.3.10 Data and parameters available at validation	Does the CPA-DD list data and parameters used to calculate the emission reductions, accompanied by appropriate units, for each generic CPA? For parameters that are not monitored but remain fixed throughout the crediting period, are the details such as the values applied, sources of the data and justification of the use of the data included?	PS para 55-60
2.3.11 Ex-ante calculation of emissions reductions	Does the CPA-DD describe all the steps of the ex-ante emission reduction calculations in accordance with the selected methodology(ies) and/or the selected standardize baseline(s) and the PoA?	PS para 53
2.3.12 Delayed submission of monitoring plan	If the monitoring plan is not submitted at the time of the registration, does the CPA-DD clearly state that the submission of the monitoring plan is delayed and that the CPA-DD submitted for registration do not contain information related to the monitoring plan?	PS para 63
2.3.13 Data and parameters monitored	Does the CPA-DD list all data and parameters to be monitored, accompanied by appropriate units and the details such as the source, measurement methods, and QA/QC procedures?	PS para 62-64
2.3.14 Monitoring plan	Does the CPA-DD describe the monitoring plan and a sampling plan where applicable, in accordance with the PoA?	PS para 61, 62, 65, 218, 219
3. VALIDATION REPORT		
3.1 Validation method		
3.1.1. Standard auditing techniques	Has the DOE applied the standard auditing techniques as appropriate, including desk review, follow-up actions, referencing, and review of the calculations?	VVS para 22 - 24
3.1.2. Application of sampling to validation work	Where the DOE applies sampling as part of its validation activities, has the DOE provided information on the sampling plan designed in accordance with the "Standard for sampling and surveys for CDM project activities and programme of activities"?	VVS para 23 (e)
3.2 Global stakeholder consultation		
3.2.1 Global stakeholder consultation	Does the DOE report the information on the global stakeholder consultation, including dates, how comments received have been taken into consideration by the DOE and whether the publication of a revised PDD for global stakeholder consultation is necessary?	VVS para 31-42 PCP para 20



3.3 Letter of Approval (LoA)/ Authorization		
3.3.1 Letter of Approval	Is the receipt of the letter reported in the validation report; whether the LoA was received from the CME/ project participants or directly from the DNA?	VVS para 46, 47, 48 (a) (b)
3.3.2 Statements	Does the validation report indicate if the LoA(s) includes clear statements on: (i) the Party being a Party to the Kyoto Protocol and voluntary participation, and (ii) contribution to the sustainable development of the country for the host country's LoA?	VVS para 44 (a) (b) (c), 49 (d)
3.3.3 Authorization	Does the validation report indicate whether it has confirmed that the participation for each project participant has been authorized by a Party to the Kyoto Protocol and the CME by each of the host Parties involved?	VVS para 51, 52, 56 (a)
3.4 Project design document		
3.4.1 PoA-DD	Does the validation report describe how the DOE validated if the PoA-DD were completed correctly using the valid form and instructions therein?	VVS para 69, 70
3.4.2 Specific CPA-DD	Does the validation report describe how the DOE validated if the specific CPA-DD was completed correctly using the latest template and guideline?	VVS para 69, 70
3.5 Programme of Activities (PoA)		
3.5.1 Description of the PoA	Does the validation report contain an assessment of the framework developed for the implementation of the PoA, including purpose and general description, CMEs and participants, party(ies), physical/ geographical boundary, technologies/measures, and public funding information, and definition of a CPA(s) under the PoA.	VVS para 266
3.5.2 Start date of the PoA	For the cases where the start date is defined as the notification the DNA(s) of the host Party(ies) of the PoA and the secretariat of the intention to seek CDM status of the PoA, does the DOE confirm it by referring to the list of prior consideration notifications from the UNFCCC website and communication between the coordinating/managing entity, the secretariat and the host Party DNA?	VVS para 279
3.5.3 Demonstration of additionality of the PoA	Does the validation report include an assessment of the additionality of the PoA as a whole, demonstrating that in the absence of CDM, none of the CPAs would occur?	VVS para 278 PoAS para 7-14



3.5.4 Development of eligibility criteria	Does the validation report include an assessment of the eligibility criteria for inclusion of a CPA in the PoA, ensuring that the eligibility criteria are objective and comprehensive to permit the assessment of the inclusion of CPAs in the PoA?	VVS para 276 PoAS para 16-18
3.5.5 Demonstration of additionality of a CPA	Does the validation report confirm that compliance with the additionality related eligibility criteria set in the PoA design document will ensure that all the relevant additionality related guidelines, tools or any requirements embedded in the methodologies are met?	VVS para 276 PoAS para 13
3.5.6 Application of methodologies	Does the validation report contain an assessment of the technology(ies)/ measures and methodology and/or the selected standardize baseline(s) applied?	VVS para 86
3.5.7 Application of multiple methodologies	In case multiple methodologies are applied, does the validation report include assessment of the application of multiple methodologies?	VVS para 277 PoAS and its amendment at EB81
3.5.8 Application of sampling plan	In case sampling for the determination of parameters for calculating GHG emission reductions is proposed, does the validation report contain assessment of the sampling plan in accordance with the "Standard for sampling and surveys for CDM project activities and programme of activities"?	VVS para 142 (b), 148, 149 (c), 150 (a) SS section 6
3.5.9 Management system	Does the validation report include assessment of the management system described in the PoA-DD, assessing the CME's competencies to ensure that each CPA meets all requirements and eligibility criteria before inclusion in the registered PoA?	VVS para 271 PoAS para 19-20
3.5.10 Length of PoA	Does the validation report contain assessment of the length of the PoA?	VVS para 280
3.5.11 Environmental impact	Does the validation report indicate whether the environmental impact of the PoA was undertaken as per the requirement of the CDM modalities and procedures?	VVS para 282
3.5.12 Local stakeholder consultation	In case the local stakeholder consultation was conducted for the whole PoA, does the validation report describe how the comments were invited, summary of comments received, and how the comments were addressed?	VVS para 284
3.6 Generic component project activity (Generic CPA)		
3.6.1 Applicability conditions	Does the validation report contain assessment on how each applicability condition of the methodology(ies) and/or the selected standardize baseline(s) is met for each generic CPA?	VVS para 85, 86



3.6.2 Sources of GHGs	Does the validation report describe how the DOE has validated the sources and GHGs included in each generic CPA, and whether it has identified emission sources that are not addressed by the methodology(ies) and/or the selected standardize baseline(s) which are expected to contribute more than 1 % of the annual emission reduction?	VVS para 95, 96
3.6.3 Baseline identification	Does the validation report describe the steps taken to assess the baseline identified for each generic CPA providing validation opinion on the assumptions and data used, the documentation and the relevant national/ sectoral policies and circumstances, and the method applied to crosscheck the information contained in the generic CPA-DD?	VVS para 101-107
3.6.4 Alternative scenario(s)	If the methodology requires several alternative scenarios to be considered, does the validation report explain whether the scenarios considered by the generic CPA-DD and any scenarios that are supplementary to those required by the methodology are realistic and credible, and that no alternative scenario has been excluded?	VVS para 100
3.6.5 Standardized baseline scenario	Where an approved standardized baseline that standardises the baseline scenario is used, does the validation report provide an opinion on as to whether the baseline scenario identified is in accordance with the selected standardized baseline?	VVS para 104, 107
3.6.5 Demonstration of eligibility for a generic CPA	Does the validation report describe how each generic CPA meet the eligibility criteria of the PoA, including confirmation of additionality of the generic CPA for its inclusion into a PoA?	VVS para 276
3.6.6 Equations applicability	Where the methodology and/or the selected standardize baseline(s) provides several options for equations and parameters, does the validation report describe how the DOE has assessed whether the correct equations and parameters have been used?	VVS para 141, 144 (d)
3.6.7 Data and parameters used in the equations	Does the validation report verify the justification of the choice of data used: (i) for data and parameters fixed throughout the crediting period, are the sources of data and assumptions appropriate and do they result in an accurate or conservative estimation of the emission reductions; (ii) for data and parameters to be monitored, are the values applied reasonable?	VVS para 142, 143, 144 (a) (b) (c) (f), 145
3.6.8 Monitoring plan	Has the DOE assessed: (i) the compliance of the monitoring plan with the approved methodology and/or the selected standardize baseline(s) and the applicable tools; (ii) whether the monitoring arrangements including the QA/QC procedures are feasible within the project design; and (iii) the reliability of any sampling plan applied?	VVS para 149 SS para 21



3.7 Specific Component Project Activity (CPA)		
3.7.1 Inclusion of the CPA	Does the validation report describe how the DOE assessed the CPA to comply with the eligibility criteria specified in the CDM-PoA-DD?	VVS para 273-275
3.7.2 CPA Start date	Does the validation report indicate if the DOE has confirmed that the start date of the CPA is not prior to the date the CDM-PoA-DD is first published for global stakeholder consultation?	VVS para 281
3.7.3 Debundling	For a small scale CPA, does the validation report describe how the DOE has confirmed that the proposed small-scale CPA of a PoA is not a debundled component of a large-scale project activity in accordance with the "Guidelines on assessment of debundling for SSC project activities"?	VVS para 286
3.7.4 Environmental impact	In case the analysis of the environmental impact was conducted at the CPA level, does the validation report indicate if it was conducted in accordance with the CDM-PoA-DD?	VVS para 282
3.7.5 Local stakeholder consultation	In case the local stakeholder consultation was conducted at the CPA level, does the validation report indicate if it was conducted and outcome is reported in accordance with the CDM-PoA-DD?	VVS para 285
3.7.6 Applicability conditions	Does the validation report contain assessment on how each applicability condition of the methodology(ies) and/or the selected standardize baseline(s) is met in accordance with the PoA?	VVS para 85, 86
3.7.7 Boundary	Does the validation report confirm that the CPA is located within the geographical boundary of the PoA?	VVS para 95, 267, 268
3.7.8 Sources of GHGs	Does the validation report describe how it has validated the sources and GHGs included in the CPA boundary?	VVS para 96
3.7.9 Baseline identification	Does the validation report describe how the DOE assessed the baseline of the CPA to be in line with the PoA?	VVS para 101-107
3.7.10 Demonstration of eligibility for each CPA	Does the validation report describe how each CPA meets every eligibility criterion of the PoA, including confirmation of additionality of the CPA for its inclusion into a PoA?	VVS para 276 PoAS para 18



3.7.11 Equations applicability	Where the methodology and/or the selected standardize baseline(s) provides several options for equations and parameters, has the validation report indicate whether the correct equations and parameters have been used, and all estimates can be replicated using the data and parameter values provided?	VVS para 141, 144 (d) (e)
3.7.12 Data and parameters used in the equations	Does the validation report verify the justification of the choice of data used: (i) for data and parameters fixed throughout the crediting period, are the sources of data and assumptions appropriate and do they result in an accurate or conservative estimation of the emission reductions; (ii) for data and parameters to be monitored, are the values applied reasonable?	VVS para 142, 144 (a) (b) (c) (f), 145
3.7.13 Monitoring plan	Does the validation report contain an assessment of the compliance of the monitoring plan with the approved methodology and/or the selected standardize baseline(s), applicable tools, and the PoA: whether it contains all necessary parameters, the means of monitoring of each parameter and sampling plan, if any, complying with the requirements of the methodology and/or the selected standardize baseline(s) including applicable tool(s)?	VVS para 149 (a)
3.8 Validation Report		
3.8.1 Summary of validation process	Does the validation report include a summary of validation process, overview of how it arrive at the final validation conclusions and validation opinion that the project activity is in conformity with applicable CDM requirements?	VVS para 176 (a) (d)
3.8.2 Validation conclusions	Does the DOE report the approaches taken, findings and conclusions, to reach the final validation opinion?	VVS para 176 (c)
3.8.3 Adjustment to the validation report	Does the validation report include the results of the dialogue between the DOE and the project participants, as well as any adjustments made to the project design following stakeholder consultation?	VVS para 176 (b)
3.8.4 Requests raised by the DOE	Does the DOE report all CARs, CLs and FARs: the issues raised, the responses by the project participants, how they were resolved, and how they resulted in changes in the PDD or supporting annexes?	VVS para 30
3.8.5 FARs	In case FARs are raised, are they related to the project implementation and not to the registration requirements?	VVS para 28
3.8.6 List of reference	Are lists of interviewees and documents reviewed provided?	VVS para 176 (e)



3.8.7 Quality control	Is the information on quality control within the team and in the validation process provided?	VVS para 176 (e)
3.8.8 Validation team	Does the validation report include the details of the validation team members, technical experts, internal technical reviewers involved, and their roles in the validation activity?	VVS para 176 (f) (h)
3.9 Validation opinion		
3.9.1 Validation methodology	Does the validation opinion include a summary of the validation methodology, procedures and the validation criteria applied and if the project activity satisfies the criteria?	VVS para 171 (a) (e)
3.9.2 Non coverage	Does the validation opinion include a description of any of the project components or issues that are not covered by the validation?	VVS para 171 (b)
3.9.3 Validation conclusion	Does the validation opinion include a summary of the validation conclusions and a statement on the validation of the expected emission reductions?	VVS para 171 (c) (d)

Appendix 1 - Request for Registration: Information and Reporting 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 82 of the PCP.

Item	Description of the Item
1.	Any issue of an editorial nature that is not picked at completeness check stage
2.	Hyperlink/weblink missing or not opening
3.	System diagram like project boundary, monitoring line diagram, management structure missing or is unclear
4.	GHG sources not discussed in the PoA-DD/CPA-DD
5.	Start date of crediting period missing except for cases in which CME intends to start the crediting period after the registration of the PoA.
6.	Recording frequency of parameters not reported as per the methodology



7.	In case of resubmission after incomplete information and reporting check, any missing or not readable documents or document containing blank pages, typographical errors, or part of text not in English
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* This list is not exhaustive and will be revised as and when required. The secretariat may contact the Designated Operational Entity/CME 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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