



REQUEST FOR RENEWAL OF CREDITING PERIOD AND POST REGISTRATION CHANGES: 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. COMPLETENESS CHECK - POST REGISTRATION CHANGES		
1.1 Submission completeness		
1.1.1	Is a duly completed "Post registration changes request form" (CDM-PRC-FORM) submitted?	PCP para 312 (a)
1.1.2	Is a validation report for post-registration changes, including a validation opinion, submitted by the DOE and prepared in accordance with a valid version of the VVS?	PCP para 312 (d) VVS para 293
1.1.3	Is a revised PDD, (in both clean and track-change versions) submitted and using the valid version of the applicable CDM-PDD form?	PCP para 312 (c) PS para 270
1.1.4	Is supplemental documentation (e.g. emission reduction worksheet, financial calculations, etc.) submitted as appropriate?	PCP para 312 (f)
1.2 Consistency of information		
1.2.1	Is the reference to the type of post registration changes consistent among the following documents?	CDM-PRC-FORM Project view page PRC validation report
2. COMPLETENESS CHECK – RENEWAL OF CREDITING PERIOD		
2.1 Document list: following documents are submitted, completed correctly using valid version of forms and instructions therein, if any:		
2.1.1	Is a duly completed Renewal of Crediting Period request form (CDM-REN-FORM) submitted?	PCP para 298, 312 (b)
2.1.2	Is a project design document (PDD) submitted and using the valid version of the applicable CDM-PDD form?	PS para 300



2.1.3	Is a validation report submitted and prepared in accordance with a valid version of the VVS?	PCP para 298 VVS para 444
2.1.4	Are the documents related to the calculation of the baseline emissions, such as spreadsheets, provided where applicable?	PS para 91
2.1.5	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
2.1.6	Are data, values and formulae included in electronic spreadsheets accessible and verifiable?	PS para 93
2.1.7	Are English versions of relevant sections in the submitted documents available? (if the original documents are not in English)	PS para 89
2.2 Project view page:		
2.2.1	Are all relevant sections of the project view page, including the geo -coordinates of the project site, completed?	PCP para 72
2.2.2	Is the version of applied methodology(ies) and, where applicable, of the applied standardised baseline(s), valid at the time of submission?	PS para 300, 301
2.3 Consistency of information		
2.3.1	Are dates, versions and references consistent among the documents ¹ ?	All documents
		Project View Page
2.3.2	Is the project title consistent in the following documents?	Renewal of the Crediting Period View Page
		Project View Page
		Renewal of the Crediting Period View Page
		Updated PDD
		Validation report

¹ 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.



		Renewal of the Crediting Period request form
2.3.3	Is the renewed crediting period consistent in the following documents?	Renewal of the Crediting Period View Page
		Updated PDD
		Validation report
2.3.4	Are the title(s) and version(s) of the methodology(ies) and, where applicable, of the standardised baseline(s) consistent in the following documents?	Renewal of the Crediting Period View Page
		Project viewpage
		Updated PDD
		Validation report
2.3.5	Is the amount of emission reductions consistent in the following documents?	Renewal of the Crediting Period View Page
		Project viewpage
		Updated PDD
		Validation report

Appendix 1 - Request for renewal of crediting period: 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 paragraphs 79 and 303 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.	Appendices (including spreadsheets) are not readable or contain part of text not in English.



* 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.

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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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