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| **Validation report form for renewal of crediting period for CDM project activities****(Version 01.0)** |
| *Complete this form in accordance with the “Attachment: Instructions for filling out the validation report form for renewal of crediting period for CDM project activities” at the end of this form.* |
| **VALIDATION REPORT FOR RENEWAL OF CREDITING PERIOD (RCP)** |
| **Title of the project activity** |  |
| **Reference number of the project activity** |  |
| **Number and duration of the next crediting period** |  |
| **Version number of the validation report for RCP** |  |
| **Completion date of the validation report for RCP** |  |
| **Version number of PDD to which this report applies** |  |
| **Project participant(s)** |  |
| **Host Party** |  |
| **Sectoral scope(s), selected methodology(ies), and where applicable, selected standardized baseline(s)** |  |
| **Estimated annual average GHG emission reductions or net anthropogenic GHG removals in the next crediting period** |  |
| **Name of DOE** |  |
| **Name, position and signature of the approver of the validation report for RCP** |  |

* 1. Executive summary

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* 1. Validation team, technical reviewer and approver
		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 |  |  |  |  |  |  |  |  |
| .. | … |  |  |  |  |  |  |  |  |

* + 1. Technical reviewer and approver of the validation report for RCP

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |

* 1. Means of validation
		1. Desk review

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* + 1. 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. |  |  |  |  |
| … |  |  |  |  |

* + 1. Interviews

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Interviewee**  | **Date** | **Subject** | **Team member** |
| **Last name** | **First name** | **Affiliation** |
| 1. |  |  |  |  |  |  |
| … |  |  |  |  |  |  |

* + 1. Clarification requests, corrective action requests and forward action requests raised

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of validation findings** | **No. of CL** | **No. of CAR** | **No. of FAR** |
| Compliance with PDD form |  |  |  |
| Application of baseline and monitoring methodology and standardized baseline |  |  |  |
| Validity of original baseline or its update |  |  |  |
| Estimated GHG emission reductions or net anthropogenic GHG removals |  |  |  |
| Validity of monitoring plan |  |  |  |
| Crediting period |  |  |  |
| Project participants |  |  |  |
| Others (please specify) |  |  |  |
| **Total** |  |  |  |

* 1. Validation findings
		1. Compliance with PDD form

|  |  |
| --- | --- |
| **Means of validation** |  |
| **Findings** |  |
| **Conclusion** |  |

* + 1. Application of baseline and monitoring methodology and standardized baseline

|  |  |
| --- | --- |
| **Means of validation** |  |
| **Findings** |  |
| **Conclusion** |  |

* + 1. Validity of original baseline or its update

|  |  |
| --- | --- |
| **Means of validation** |  |
| **Findings** |  |
| **Conclusion** |  |

* + 1. Estimated GHG emission reductions or net anthropogenic GHG removals

|  |  |
| --- | --- |
| **Means of validation** |  |
| **Findings** |  |
| **Conclusion** |  |

* + 1. Validity of monitoring plan

|  |  |
| --- | --- |
| **Means of validation** |  |
| **Findings** |  |
| **Conclusion** |  |

* + 1. Crediting period

|  |  |
| --- | --- |
| **Means of validation** |  |
| **Findings** |  |
| **Conclusion** |  |

* + 1. Project participants

|  |  |
| --- | --- |
| **Means of validation** |  |
| **Findings** |  |
| **Conclusion** |  |

* + 1. Post-registration changes

|  |  |  |
| --- | --- | --- |
| **Type of post-registration changes (PRCs)** | **Confirmation** (Y/N) | **Validation report for PRCs** |
| **Version** | **Completion date** |
| Temporary deviations from the registered monitoring plan, monitoring methodology or standardized baseline |  |  |  |
| Corrections |  |  |  |
| 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 |  |  |  |

* 1. Internal quality control

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* 1. Validation opinion

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1. Abbreviations

|  |  |
| --- | --- |
| **Abbreviations** | **Full texts** |
|  |  |

1. Competence of team members and technical reviewers
2. Documents reviewed or referenced

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Author** | **Title** | **References to the document** | **Provider** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| … |  |  |  |  |

1. 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** |
|  |
| **DOE assessment**  | **Date:** DD/MM/YYYY |
|  |

Table 3. FAR from this validation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 validation report form for renewal of crediting period for CDM project activities**

1. General instructions
2. When completing the CDM-RCP-FORM that applies to the validation of renewal of crediting period 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)](https://cdm.unfccc.int/Reference/Standards/index.html)”, consult the “[Rules and Reference](https://cdm.unfccc.int/Reference/index.html)” section of the UNFCCC CDM website. This section contains all regulatory documents for the CDM, such as [standards](https://cdm.unfccc.int/Reference/Standards/index.html) (including [methodologies](https://cdm.unfccc.int/methodologies/index.html), [tools](https://cdm.unfccc.int/Reference/tools/index.html) and [standardized baselines](https://cdm.unfccc.int/methodologies/standard_base/new/sb7_index.html)), [procedures](https://cdm.unfccc.int/Reference/Procedures/index.html#gov), [guidelines](https://cdm.unfccc.int/Reference/Guidclarif/index.html), [clarifications](https://cdm.unfccc.int/Reference/Guidclarif/index_clarif.html#meth), [forms](https://cdm.unfccc.int/Reference/PDDs_Forms/index.html#gov) and the “[Glossary: CDM terms](https://cdm.unfccc.int/Reference/index.html)”.
3. Include, if necessarily, additional information other than that indicated in this validation report for renewal of crediting period, in order to support how the designated operational entity (DOE) has arrived at its conclusions. This information may include, but need not be limited to tables, graphs and annexes such as a validation protocol.
4. List all the abbreviations used in this validation report in Appendix 1 below.
5. Complete the CDM-RCP-FORM and all attached documents in English, or attach a full translation of relevant sections in English.
6. Complete the CDM-RCP-FORM using the same format without modifying its font, headings or logo, and without any other alteration to the form.
7. Do not modify or delete the tables and their columns in the CDM-RCP-FORM. Add rows to the tables and appendices as needed.
8. If a section of the CDM-RCP-FORM is not applicable, explicitly state “N/A” to indicate that the section is left blank intentionally.
9. Use an internationally recognized format for the presentation of values in the CDM-RCP-FORM, for example use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
10. Complete the CDM-RCP-FORM deleting this attachment “Instructions for filling out the validation report form for renewal of crediting period for CDM project activities”.
11. Specific instructions

|  |
| --- |
| 1. Indicate the following information on the cover page:
 |
| * + 1. Title of the project activity;
		2. Reference number of the project activity (UNFCCC reference number);
 |
| * + 1. Number and duration of the next crediting period (first and last days included (DD/MM/YYYY – DD/MM/YYYY));
 |
| * + 1. Version number of the validation report for RCP (version XX.X);
		2. Completion date of the validation report for RCP (DD/MM/YYYY);
 |
| * + 1. Version number of PDD to which this report applies (version XX.X);
 |
| * + 1. Project participant(s);
		2. Host Party;
		3. Estimated annual average GHG emission reductions or net anthropogenic GHG removals in the next crediting period (tCO2e)
		4. Sectoral scope(s), selected methodology(ies) and, where applicable, selected standardized baseline(s);
		5. Name of DOE;
		6. Name, position and signature of the approver of the validation report for RCP.
 |

* 1. Executive summary

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| 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.
 |

* 1. Validation team, technical reviewer and approver

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| --- |
| 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](https://cdm.unfccc.int/Reference/Standards/index.html)”:
	* 1. IR (Internal Resource);
		2. EI (External Individuals);
		3. OR (Outsourced Resource).
3. Demonstrate how the team meets the competence required for the validation in Appendix 2 below.
 |

* 1. Means of validation
		1. Desk review

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

* + 1. On-site inspection

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

* + 1. Interviews

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

* + 1. Clarification requests, corrective action requests and forward action requests raised

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| --- |
| 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 validation findings in SECTION D below.
 |

* 1. Validation findings

|  |
| --- |
| 1. In sections D.1–D.7 below, complete tables to validate the compliance in accordance with applicable validation requirements in the VVS by describing:
	1. Means of validation: describe how the compliance was validated;
	2. Findings: provide a brief description of the findings. Include in Appendix 4 below details of any CLs, CARs and FARs, if raised;
	3. Conclusion: provide a conclusion on the compliance based on the findings.
 |

* + 1. Compliance with PDD form

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| --- |
| 1. Confirm the compliance of the updated PDD 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 updated 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.
 |

* + 1. Application of baseline and monitoring methodology and standardized baseline

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| --- |
| 1. Explain how the application of the baseline and monitoring methodology and, where applicable, the standardized baseline in the updated PDD was assessed in accordance with the applicable validation requirements related to the renewal of crediting period in the VVS.
 |

* + 1. Validity of original baseline or its update

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| --- |
| 1. Explain how the validity of the baseline in the updated PDD was assessed in accordance with the applicable validation requirements related to the renewal of crediting period in the VVS.
 |

* + 1. Estimated GHG emission reductions or net anthropogenic GHG removals

|  |
| --- |
| 1. Explain how the estimated GHG emission reductions or net anthropogenic GHG removals in the updated PDD were assessed in accordance with the applicable validation requirements related to the renewal of crediting period in the VVS.
 |

* + 1. Validity of monitoring plan

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| 1. Explain how the monitoring plan in the updated PDD was assessed in accordance with the applicable validation requirements related to the renewal of crediting period in the VVS.
 |

* + 1. Crediting period

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| --- |
| 1. Explain how the crediting period in the updated PDD was assessed in accordance with the applicable validation requirements related to the renewal of crediting period in the VVS.
 |

* + 1. Project participants

|  |
| --- |
| 1. Explain how the names of the project participants included in the updated PDD were assessed in accordance with the applicable validation requirements related to the renewal of crediting period in the VVS.
 |

* + 1. Post-registration changes

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| --- |
| 1. Confirm in the table whether any proposed post-registration changes for the next crediting period are to be submitted together with the request for renewal of crediting period.
2. In cases where the proposed changes are to be submitted together with the request for renewal of crediting period, report the version number and completion date of the validation report for post-registration changes.
 |

* 1. Internal quality control

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

* 1. Validation opinion

|  |
| --- |
| 1. Provide a validation opinion in accordance with applicable validation requirements related to the renewal of crediting period in the VVS.
 |

1. Abbreviations

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

1. Competence of team members and technical reviewers

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

1. 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:
	1. Title: provide the title of the document. Include the version number, if applicable;
	2. 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);
	3. References to the document: where applicable, provide the relevant reference to the document such as the dates of completion/publication and URL;
	4. 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:
		* 1. Project participants;
			2. Others.
 |

1. 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 verifications is issued:
	1. Project participant response;
	2. Documentation provided by project participant;
	3. DOE assessment.
2. In each table, indicate the section number of the validation report for renewal of crediting period to which each CL, CAR or FAR corresponds.
 |

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Document information

| Version | Date | Description |
| --- | --- | --- |
|  |
| 1. 01.0
 | 1. 23 March 2015
 | 1. Initial publication.
 |
| 1. Decision Class: RegulatoryDocument Type: FormBusiness Function: Renewal of crediting periodKeywords: crediting period, project activities, validation report
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