



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	Is the version of applied methodology(ies) and, where applicable, of the applied standardized 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
		Renewal of the Crediting Period View Page

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.



2.3.2	Is the project title consistent in the following documents?	Project View Page
		Renewal of the Crediting Period View Page
		Updated PDD
		CDM-PRC-FORM
		PRC Validation Report
		Validation Report
		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 standardized baseline(s) consistent in the following documents?	Renewal of the Crediting Period View Page
		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
		Updated PDD
		Validation Report



Appendix 1. Request for renewal of crediting period: Completeness Check Issues of an Editorial Nature or Consistency*

The table below lists “issues of an editorial nature or consistency” 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 and/or documents containing blank pages.
2.	Documents and appendices (including spreadsheets) are not readable or contain part of text not in English.
3.	The PRC form is not provided (only in cases where the PRC Validation Report and the updated/revised PDD are duly submitted).
4.	PRC information is not consistent (i.e. type of PRCs, sign-off dates, valid version of VVS). The updated/revised PDD is submitted only in clean or tracked changes version.
5.	Version of forms submitted is not valid at the time of the request for renewal of crediting period.
6.	Lack of signatures on relevant documents.
7.	Project's information is not consistent (i.e. PDD version and date, crediting period, project title and reference number).
8.	Request for renewal of crediting period information is not consistent (i.e. sign-off dates, valid version of the VVS).

* 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>
03.0	9 July 2015	Revision to: <ul style="list-style-type: none">• Expand the list of issues in Appendix 1;• Editorial improvements.
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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