



PROGRAMME OF ACTIVITIES (POA) REQUEST FOR ISSUANCE 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 (only types of changes described in Appendix 1 to the Project standard)		
1.1 Submission completeness		
1.1.1	Is a duly completed "Post registration changes request form" (CDM-PRC-FORM) submitted?	PCP para 161 (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 161 (b), VVS para 293
1.1.3	Is a revised POA-DD (including its generic CPA-DD(s)) and revised specific case CPA-DD(s) (in both clean and track-change versions) submitted as applicable (except in case of temporary deviations) and using a valid version of the applicable CDM-POA-DD and CPA-DD forms?	PCP para 161 (c), PS para 270
1.1.4	Is supplemental documentation (e.g. emission reduction worksheet, financial calculations) submitted as appropriate?	PCP para 161 (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 - ISSUANCE		
2.1 Submission completeness		
2.1.1	Is a signed CDM programme of activities issuance request form (CDM-PoA-ISS-FORM) submitted?	PCP para 222
2.1.2	Is a monitoring report(s) using the valid version of the monitoring report form (CDM-POA-MR-FORM) submitted?	



2.1.3	Is a spreadsheet(s) containing the emission reductions submitted?	
2.1.4	Is a verification and certification report submitted and prepared in accordance with a valid version of the VVS?	
2.1.5	Are additional documents specified in the CDM-PoA-ISS-FORM submitted?	
2.2 Additional notes		
2.2.1	Is the spreadsheet supplied in an accessible and verifiable (unprotected) format?	PS para 260
2.2.2	Are all documents in English or do they contain a full translation of relevant sections into English?	PS para 260
2.2.3	If a single monitoring report is submitted for the monitoring period (i.e. the request for issuance relates to all CPAs included in the PoA), does the monitoring report contain all monitoring results of all CPAs included in the PoA as of the end of the monitoring period?	PS para 315 (b)(i), PCP para 224 (a)(i)
2.2.4	If multiple monitoring reports are submitted for this monitoring period, is each CPA contained only in one monitoring report (i.e. it is not included in any other monitoring reports submitted for this monitoring period)? Do all the monitoring reports contain mutually exclusive batches of CPAs?	PS para 315 (b)(ii), PCP para 224 (a)(ii)
2.2.5	If multiple monitoring reports are submitted for this monitoring period, are the monitoring reports no more than 10? Do the monitoring reports contain all CPAs included in the PoA as of the end date of the monitoring period?	PS para 315(b)(ii)
2.2.6	If originally there were fewer monitoring reports published, but during the course of verification the coordinating/managing entity decided to separate the monitoring results into several monitoring reports, is the number of requests for issuance equal to or greater than the number of monitoring reports published?	PS para 315(c)(ii)
2.2.7	If the DOE performing verification is the same DOE that performed other validation activities (i.e. registration, renewal of crediting period and/or inclusion of CPAs in the PoA), has the DOE been authorized by the Board to perform the verification of the PoA? Is a reference to the meeting report where the authorization was granted provided?	PCP para 156
2.2.8	Is the crediting period starting on or after the date of registration of the project activity?	PS para 69
2.2.9	If, subsequent to the registration of the CDM PoA, the coordinating/managing entity has changed, has the DOE submitted a validation opinion regarding the compliance of the new coordinating/managing entity with the requirements in the Project standard?	VVS para 343



2.3 Consistency of information		
2.3.1	Is the PoA title and reference number consistent among following documents?	CDM-PoA-ISS-FORM
		Monitoring Report/ Spreadsheet
		Verification & Certification Report
		CDM-PRC-FORM
		PRC Validation Report
2.3.2	Is the CPA ID(s) consistent among following documents?	Project View Page
		CDM-PoA-ISS-FORM
		Monitoring Report/ Spreadsheet
		Verification & Certification Report
		CDM-PRC-FORM
2.3.3	Is the numbers of CER and the breakdown of CERs to be issued up to 31 December 2012 and CERs issued from 01 January 2013, where applicable, consistent among following documents?	PRC Validation Report
		Project View Page
		CDM-PoA-ISS-FORM
		Monitoring Report/ Spreadsheet
		Verification & Certification Report
2.3.4	Is the Monitoring Period date consistent with among following documents?	Project View Page
		CDM-PoA-ISS-FORM
		Monitoring Report/ Spreadsheet
		Verification & Certification Report
		Project View Page
2.3.5	Are Monitoring Report date and version correctly referenced in the following documents?	CDM-PoA-ISS-FORM
		Monitoring Report/ Spreadsheet
		Verification & Certification Report
2.3.6	Are the PoA-PDD and CPA-DD dates and version correctly referenced in the following documents?	CDM-PoA-ISS-FORM
		Monitoring Report/ Spreadsheet
		Verification & Certification Report
2.3.7	Are the title(s) and version(s) of the methodology(ies) and, where applicable, of the standardized baseline(s) consistent in the following documents?	CDM-PoA-ISS-FORM
		Monitoring Report/ Spreadsheet
		Verification & Certification Report
		Project View Page
2.3.8	Are the registration date and crediting period consistent in the following documents?	CDM-PoA-ISS-FORM
		Monitoring Report/ Spreadsheet
		Verification & Certification Report
		Project View Page



2.3.9	Are sign-off dates consistent/logical in the following documents?	CDM-PoA-ISS-FORM
		Monitoring Report/ Spreadsheet
		CDM-PRC-FORM
		PRC Validation Report
2.3.10	Are the calculations of baseline emissions, project emissions, leakage consistent in the following documents?	Verification & Certification Report
		Monitoring Report/ Spreadsheet
		Verification & Certification Report



Appendix 1. Request for Issuance: 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 paragraph 228 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. ER calculation spreadsheet is missing.
3.	Request for issuance information is not consistent (i.e. dates of monitoring period, dates and version of monitoring report, amount of CERs, sign-off dates, valid version of the VVS, title and/or reference number of the specific-case CPA(s)).
4.	Project information is not consistent (i.e. version and date of PoA-DD and specific-case CPA-DD(s), registration and inclusion dates, crediting period, PoA and CPA titles and reference numbers).
5.	Version of forms submitted is not valid at the time of the request for issuance.
6.	The PRC type is wrongly reported on the request for issuance form.
7.	The PRC request form is not provided (only in cases where the PRC Validation Report and the revised PDD are duly submitted) or it refers to the wrong CPA(s).
8.	PRC information is not consistent (i.e. type of PRCs, sign-off dates, valid version of VVS).
9.	The revised PoA-DD and specific-case CPA-DD are submitted only in clean or tracked changes version.
10.	Lack of signatures on relevant documents.

* 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>
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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