

**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 PDD (in both clean and track-change versions) submitted as applicable (except in case of temporary deviations) and using the valid version of the applicable CDM-PDD form?	PCP para 161 (c), PS para 270
1.1.4	Is supplemental documentation (e.g. emission reduction worksheet, financial calculations, etc.) 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 monitoring report using a valid version of the monitoring report form (CDM-MR-FORM) submitted?	PCP para 222
2.1.2	Is a spreadsheet containing the emission reductions calculations submitted?	



2.1.3	Is a verification and certification report submitted and prepared in accordance with a valid version of the VVS?	
2.1.4	Is a signed request for issuance of CERs using a valid version of the “CDM project activity issuance request form” (CDM-ISS-FORM) submitted?	
2.1.5	Are additional documents specified in the CDM-ISS-FORM submitted?	
2.2 Additional notes		
2.2.1	Are all documents in English or do they contain a full translation of relevant sections into English?	PS para 260
2.2.2	Is the spreadsheet supplied in an accessible and verifiable (unprotected) format?	PS para 260
2.2.3	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 project activity? Is a reference to the meeting report where the authorization was granted provided?	PCP para 156
2.2.4	Is the crediting period starting on or after the date of registration of the project activity?	PS para 69
2.3 Consistency of information		
2.3.1	Are the project title and reference number consistent in the following documents?	CDM-ISS-FORM Project View Page Monitoring Report/Spreadsheet CDM-PRC-FORM PRC Validation Report Verification and Certification Report



2.3.2	Is the number 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 in the following documents?	CDM-ISS-FORM
		Project View Page
		Monitoring Report/Spreadsheet
		Verification and Certification Report
2.3.3	Are the monitoring period dates consistent in the following documents?	CDM-ISS-FORM
		Project View Page
		Monitoring Report/Spreadsheet
		Verification and Certification Report
2.3.4	Are the monitoring report date and version consistent in the following documents?	CDM-ISS-FORM
		Monitoring Report/Spreadsheet
		Verification and Certification Report
2.3.5	Is the PDD version consistent in the following documents?	CDM-ISS-FORM
		Monitoring Report/Spreadsheet
		PRC Validation Report
		Verification and Certification Report
2.3.6	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-ISS-FORM
		Project View Page
		Monitoring Report/Spreadsheet
		Verification and Certification Report



2.3.7	Are registration date and crediting dates consistent in the following documents?	CDM-ISS-FORM
		Project View Page
		Monitoring Report/Spreadsheet
2.3.8	Are sign-off dates consistent/logical in the following documents?	Verification and Certification Report
		CDM-ISS-FORM
		Monitoring Report/Spreadsheet
2.3.9	Are the calculations of baseline emissions, project emissions, leakage consistent in the following documents?	Verification and Certification Report
		Monitoring Report/Spreadsheet
		Verification and 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, date and version of PRC Validation Report, amount of CERs, sign-off dates, valid version of the VVS).
4.	Project’s information is not consistent (i.e. PDD version and date, registration date, crediting period, project title and reference number).
5.	Version of forms submitted is not valid at the time of the request for issuance.
6.	A PRC is wrongly reported on the request for issuance form or the PRC form is not provided (only in cases where the PRC Validation Report and the revised PDD are duly submitted).
7.	PRC information is not consistent (i.e. type of PRCs, sign-off dates, valid version of VVS). The revised PDD is submitted only in clean or tracked changes version.
8.	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.
01.1	16 May 2012	Editorially revised title.
01.0	3 May 2012	Initial publication.

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