

**CHECKLIST FOR REQUESTS FOR REGISTRATION OF PROGRAMME OF ACTIVITIES (VERSION 01.0)**

**PS:** Standard: CDM project standard for project activities (version 01.0)  
**VVS:** Standard: CDM validation and verification standard for project activities (version 01.0)  
**PCP:** Procedure: CDM project cycle procedure for project activities (version 01.0)  
**SS:** Standard: Sampling and surveys for CDM project activities and programmes of activities (version 06.0)

**1. Completeness check**

Item No.	Description of item	Reference
1.1 Documentation		
1.1.1	Is a duly completed registration request form using the valid version of the form (CDM-PoA-REG-FORM) submitted?	PCP para 64
1.1.2	Is a programme of activities design document (PoA-DD) using the valid version of the applicable PoA-DD form (CDM-PoA-DD-FORM or CDM-AR-PoA-DD-FORM) submitted?	PS para 22, PCP para 64
1.1.3	Is a letter of approval (LoA), and if applicable, a separate letter of authorization of the coordinating/managing entity and/or project participants, from the designated national authority (DNA) of each Party involved in the proposed CDM PoA submitted?	PS paras 69–71
1.1.4	Is a duly completed modalities of communication (MoC) statement using the valid version of the form (CDM-MOC-FORM) submitted?	PS para 75, PCP para 31
1.1.5	Is a validation report using the valid version of the form (CDM-PoA-VAL-FORM) submitted?	VVS para 21, PCP para 64
1.1.6	If the coordinating/managing entity intends to include CPAs that are deemed automatically additional in the PoA without validation by a DOE prior to inclusion, is a CPA inclusion template submitted?	PS para 80
1.1.7	Are all documents prepared in English or do they contain a full translation of relevant sections into English?	PS para 26
1.1.8	If a spreadsheet is submitted, is it in an accessible and verifiable (unprotected) format?	
1.2 PoA view page		
1.2.1	Are all relevant sections of the PoA view page completed?	PCP para 64
1.2.2	Is the PoA-DD published for global stakeholder consultation accessible?	PCP para 64



1.2.3	Are the versions of the applied methodologies and, where applicable, of the applied standardized baselines, valid at the time of submission of the request for registration (considering, in the case of re-submission of the request for registration, that the same versions applied in the initial submission can be applied within 90 days of the initial notification of the negative conclusion of the completeness check)?	PS paras 82, 84–86, PCP para 78
1.2.4	Does the request for registration select a standardized baseline whose selection is mandatory at the time of submission of the request for registration, where applicable?	PS para 87, PCP para 20
<b>1.3 Programme of activities design document</b>		
1.3.1	Are the documents for the demonstration of additionality, such as spreadsheets for the investment analysis, provided where applicable?	PS paras 23, 153
1.3.2	Are the documents for the ex ante calculation of emission reductions or net anthropogenic removals, such as spreadsheets, provided where applicable?	PS paras 23, 153
1.3.3	If local stakeholder consultation was carried out for the whole PoA, is an appendix on the summary report of comments received from local stakeholders on the proposed CDM PoA provided?	PS para 62, PCP para 11(b)
1.3.4	For information provided on a confidential basis, is it submitted both in a redacted version that can be disclosed to the public and in a version containing all information?	PS para 154
1.3.5	Are data, values and formulae included in spreadsheets accessible and verifiable?	PS para 155
1.3.6	Is the format of the PoA-DD, including headings, logos and tables, unaltered?	PS para 26
1.3.7	Are all sections of the PoA-DD filled, or indicated as intentionally left blank (e.g. “Not applicable”)?	PS para 26
<b>1.4 Letter of approval/authorization</b>		
1.4.1	Does the LoA of each Party involved include a statement on the ratification of the Kyoto Protocol, voluntary participation, and refer to the precise title of the proposed CDM PoA?	PS para 69
1.4.2	Does the LoA of the host Party include a statement that the proposed CDM PoA assists the host Party in achieving sustainable development?	PS para 73
1.4.3	Is each project participant authorized, in the LoA or in a separate authorization letter, by at least one Party involved?	PS para 70
1.4.4	Is the coordinating/managing entity authorized, in the LoA or in a separate authorization letter, by each host Party?	PS para 71
<b>1.5 Modalities of communication</b>		
1.5.1	Are the focal point entities' scopes of authority clearly and correctly indicated?	PCP paras 32, 33
1.5.2	Is the coordinating/managing entity designated as either the sole or a joint focal point for each scope of authority?	PCP para 44
1.5.3	Is the Statement of Agreement (Section 3) signed by at least one authorized signatory of the coordinating/managing entity and is the information therein consistent with Annex 1 of the MoC statement?	PCP paras 31, 34, 38



1.6 Validation report		
1.6.1	Does the validation report indicate that the validation was conducted in accordance with a valid version of the VVS?	VVS para 20
1.6.2	Does the validation report contain appointment certificates or curricula vitae of the validation team members, technical experts and internal technical reviewers for the PoA?	VVS 176(h)
1.7 Consistency of information		
1.7.1	<p>Is the PoA title consistent in the following documents?</p> <ul style="list-style-type: none"><li>• PoA view page</li><li>• Registration request form (CDM-PoA-REG-FORM)</li><li>• PoA-DD (CDM-PoA-PDD-FORM or CDM-AR-PoA-DD-FORM)</li><li>• Validation report (CDM-PoA-VAL-FORM)</li><li>• LoA</li><li>• MoC statement (CDM-MOC-FORM)</li></ul>	
1.7.2	<p>Are the Parties involved consistent in the following documents?</p> <ul style="list-style-type: none"><li>• PoA view page</li><li>• Registration request form (CDM-PoA-REG-FORM)</li><li>• PoA-DD (CDM-PoA-PDD-FORM or CDM-AR-PoA-DD-FORM)</li><li>• Validation report (CDM-PoA-VAL-FORM)</li><li>• LoA</li><li>• MoC statement (CDM-MOC-FORM)</li></ul>	
1.7.3	<p>Is the coordinating/managing entity consistent in the following documents?</p> <ul style="list-style-type: none"><li>• PoA view page</li><li>• Registration request form (CDM-PoA-REG-FORM)</li><li>• PoA-DD (CDM-PoA-PDD-FORM or CDM-AR-PoA-DD-FORM)</li><li>• Validation report (CDM-PoA-VAL-FORM)</li><li>• LoA</li><li>• MoC statement (CDM-MOC-FORM)</li></ul>	
1.7.4	<p>Are the sectoral scopes consistent in the following documents?</p> <ul style="list-style-type: none"><li>• PoA view page</li><li>• Registration request form (CDM-PoA-REG-FORM)</li><li>• PoA-DD (CDM-PoA-PDD-FORM or CDM-AR-PoA-DD-FORM)</li><li>• Validation report (CDM-PoA-VAL-FORM)</li></ul>	



1.7.5	<p>Are the titles and versions of the applied methodologies and, where applicable, of the applied standardized baselines consistent in the following documents?</p> <ul style="list-style-type: none"> <li>PoA view page</li> <li>PoA-DD (CDM-PoA-PDD-FORM or CDM-AR-PoA-DD-FORM)</li> <li>Validation report (CDM-PoA-VAL-FORM)</li> </ul>
1.7.6	<p>Are the start date and duration of the PoA consistent in the following documents?</p> <ul style="list-style-type: none"> <li>PoA view page</li> <li>PoA-DD (CDM-PoA-PDD-FORM or CDM-AR-PoA-DD-FORM)</li> <li>Validation report (CDM-PoA-VAL-FORM)</li> </ul>
1.7.7	<p>Is physical/geographical boundary of the PoA consistent in the following documents?</p> <ul style="list-style-type: none"> <li>PoA-DD (CDM-PoA-PDD-FORM or CDM-AR-PoA-DD-FORM)</li> <li>Validation report (CDM-PoA-VAL-FORM)</li> </ul>
1.7.8	<p>Are the date of completion and the version of the PoA-DD consistent in the following document?</p> <ul style="list-style-type: none"> <li>Validation report (CDM-PoA-VAL-FORM)</li> </ul>
1.7.9	<p>Are sign-off dates consistent/logical in the following documents?</p> <ul style="list-style-type: none"> <li>Registration request form (CDM-PoA-REG-FORM)</li> <li>PoA-DD (CDM-PoA-PDD-FORM or CDM-AR-PoA-DD-FORM)</li> <li>Validation report (CDM-PoA-VAL-FORM)</li> <li>LoA</li> <li>MoC statement (CDM-MOC-FORM)</li> </ul>

## 2. Information and reporting check

Item No.	Description of item	Reference
<b>2.1 Programme of activities design document</b>		
<b>Part I. Programme of activities</b>		
2.1.1 Description of PoA	Are all sections of the PoA-DD for the description of the PoA completed, including the title, sectoral scopes linked to the applied methodologies, purpose and general description of the PoA, physical/geographical boundary of the PoA, applied technologies/measures, involved Parties, the coordinating/managing entity, project participants, and whether it receives public funding?	PS paras 32–35
2.1.2 A/R PoA - addressing non-permanence	For a proposed A/R PoA, does the PoA-DD specify the approach to addressing non-permanence (tCERs or ICERs)?	PS para 134
2.1.3 Management system	Does the PoA-DD describe the operational and management system for the implementation of the PoA?	PS para 36



2.1.4	Additionality of PoA	Does the PoA-DD describe how, in the absence of the PoA, none of the CPAs that will be implemented under the PoA would occur?	PS para 38
2.1.5	Start date and duration of PoA	Does the PoA-DD indicate the start date of the PoA, how it has been determined, and the duration of the PoA?	PS paras 40–43
2.1.6	Analysis of environmental impacts	Does the PoA-DD indicate whether the analysis of the environmental impacts was carried out for the whole PoA or to be carried out at the CPA level? If the analysis of the environmental impacts was carried out for the whole PoA, does the PoA-DD provide a summary of the analysis?	PS paras 44, 45, 47
2.1.7	Environmental impact assessment	If an environmental impact assessment was carried out for the whole PoA, does the PoA-DD include its conclusions and references to all related documentation?	PS para 46
2.1.8	Analysis of socio-economic impacts	For an A/R PoA, does the PoA-DD indicate whether the analysis of the socio-economic impacts was carried out for the whole PoA or to be carried out at the CPA level? If the analysis of the socio-economic impacts was carried out for the whole PoA, does the PoA-DD provide a summary of the analysis?	PS paras 48, 49
2.1.9	Socio-economic impact assessment	For an A/R PoA, if a socio-economic impact assessment was carried out for the whole PoA, does the PoA-DD include its conclusions and references to all related documentation?	PS para 50
2.1.10	Modalities for local stakeholder consultation	Does the PoA-DD indicate whether the local stakeholder consultation was carried out for the whole PoA or to be carried out at the CPA level? If the local stakeholder consultation was carried out for the whole PoA, does the PoA-DD describe the process of the local stakeholder consultation? If the local stakeholder consultation was carried out under the host Party rules, does the PoA-DD provide a summary of the consultations?	PS paras 51, 53
2.1.11	Summary and consideration of comments	If the local stakeholder consultation was carried out for the whole PoA, does the PoA-DD provide an executive summary of the summary report referred to in item 1.3.3 above, and describe how the comments and complaints have been taken into account?	PS paras 62, 63
2.1.12	Authorization	In case where the methodology applied to the proposed CDM PoA provides for the application of a system, such as an electricity grid, and that system extends across more than one Party, are LoAs from those other Parties also submitted?	PS para 74
<b>Part II. Generic component project activity</b>			
2.1.13	General	If more than one technology/measure or more than one methodology is applied to the PoA, is a generic CPA prepared for each technology/measure, each methodology and each combination thereof, and Part II of the PoA-DD is duplicated for each additional generic CPA?	PS para 77
2.1.14	Description of generic CPA	Are all sections of the generic CPA-DD for the description of the generic CPA completed, including the title, reference number, the purpose and general description of the generic CPA, applied technologies/measures?	PS para 81
2.1.15	Small-scale or microscale generic CPA	If the generic CPA defines small-scale or microscale CPAs, does the generic CPA-DD indicate a small-scale or microscale project type, and if it comprises more than one component, contain separate information on the small-scale or microscale project type, technology/measure and application of the methodology for each component?	PS paras 122–125



2.1.16	References to methodologies and standardized baselines	Does the generic CPA-DD contain the reference (number, title and version) of the selected methodologies and the selected standardize baselines, including any tools, standards and/or guidelines as required by the methodologies, valid at the time of submission of the request for registration (considering, in the case of re-submission of the request for registration, that the same versions applied in the initial submission can be applied within 90 days of the initial notification of the negative conclusion of the information and reporting check)?	PS paras 78, 90
2.1.17	Applicability of methodologies and standardized baselines	Does the generic CPA-DD describe how all applicability conditions of the selected methodologies and the selected standardize baselines are met?	PS para 91
2.1.18	Application of multiple methodologies	If multiple small-scale methodologies, large-scale methodologies or combination of large-scale and small-scale methodologies are applied, does the generic CPA-DD demonstrate that such application meets the conditions set out in the PS?	PS paras 93–99
2.1.19	Project boundary, sources and GHGs	Does the generic CPA-DD clearly describe how to define the project boundary of each corresponding CPA and which sources and GHGs are to be included in the project boundary in accordance with the applied methodologies and, where applicable, the applied standardize baselines?	PS paras 100, 101
2.1.20	Establishment of baseline scenario	Does the generic CPA-DD describe how to establish the baseline scenario for each corresponding CPA?	PS paras 102–107
2.1.21	Calculation of emission reductions or net anthropogenic removals	Does the generic CPA-DD present modalities for ex-ante calculation of emission reductions or net anthropogenic removals for each corresponding CPA, including how the selected values are applied in each equation in accordance with the applied methodologies and the applied standardized baselines?	PS para 108
2.1.22	Methodological choices	Does the generic CPA-DD explain the methodological choices for the calculation of the baseline emissions/net removals, project emissions/actual net removals, leakage emissions, and emission reductions/net anthropogenic removals for each corresponding CPA?	PS para 109
2.1.23	Data and parameters fixed ex ante	Does the generic CPA-DD list data and parameters that are not monitored during the crediting period of each corresponding CPA but are determined before the registration of the PoA and remain fixed throughout the crediting period? Are the details such as the values applied, accompanied by appropriate units, sources of the data, and justifications provided?	PS paras 110, 111
2.1.24	Data and parameters to be monitored	Does the generic CPA-DD list all data and parameters to be monitored, as required by the applied methodologies and the applied standardized baselines? Are the details such as units, sources of the data, measurement methods and QA/QC procedures provided?	PS para 114
2.1.25	Sampling plan	If data and parameters to be monitored are to be determined by a sampling approach, does the generic CPA-DD provide a description of how to establish the sampling plan?	PS para 112, SS section 4
2.1.26	Other elements of monitoring plan	Does the generic CPA-DD contain other elements of a monitoring plan for each corresponding CPA, including the operational and management structure for monitoring, provisions for data archiving, responsibilities and institutional arrangement for data collection and archiving?	PS para 115



2.1.27	Delayed submission of monitoring plan	If the coordinating/managing entity chooses to make a delayed submission of a description of how to develop the monitoring plan for each corresponding CPA, does the generic CPA-DD contain a statement that the submission of the monitoring plan is delayed?	PS paras 116–117
2.1.28	Crediting period type and duration	Does the generic CPA-DD state the type and length of crediting period that are applicable to all corresponding CPAs?	PS para 118
2.1.29	Eligibility criteria for inclusion of CPAs	Does the generic CPA-DD define eligibility criteria for inclusion of corresponding CPAs, specifying, for each criterion, the category of criterion, conditions to meet the criterion, and required supporting evidence?	PS paras 119, 120
<b>2.2 Validation report</b>			
<b>Programme of activities</b>			
2.2.1	Global stakeholder consultation	Does the validation report contain information on the global stakeholder consultation, including dates, duration, how comments received have been taken in due account by the DOE, and whether the publication of a revised PoA-DD for global stakeholder consultation is necessary?	VVS paras 158–169
2.2.2	Form	Does the validation report indicate if the PoA-DD was completed correctly using the applicable and valid version of PoA-DD form and instructions therein?	VVS para 176(c)(i)
2.2.3	Description of PoA	Does the validation report contain an assessment of the description of the PoA, including the purpose and general description, physical/ geographical boundary, technologies/measures, coordinating/managing entity and project participants, Parties involved, and public funding information?	VVS paras 38–43
2.2.4	A/R PoA - approach for addressing non-permanence	For a proposed A/R PoA, does the validation report determine which approach to addressing non-permanence (tCERs or ICERs) has been selected?	VVS para 144
2.2.5	Management system	Does the validation report include an assessment of the management system described in the PoA-DD, assessing the coordinating/managing entity's competencies to ensure that each CPA meets all requirements and eligibility criteria before inclusion in the registered PoA?	VVS para 44
2.2.6	Additionality of PoA	Does the validation report include an assessment of the additionality of the PoA as a whole, demonstrating that in the absence of the PoA, none of the CPAs would occur?	VVS para 45
2.2.7	Start date of PoA	For the cases where the start date is defined as the notification to the DNA(s) of the host Party(ies) and the secretariat of the intention to seek the CDM status for the PoA, does the validation report confirm it by referring to the list of prior consideration notifications on the UNFCCC CDM website and communication between the coordinating/managing entity, the secretariat and the DNA(s) of the host Party(ies)?	VVS paras 46–48, 50
2.2.8	Duration of PoA	Does the validation report contain the confirmation of the duration of the PoA?	VVS paras 46, 49, 50
2.2.9	Analysis of environmental impacts	Does the validation report confirm at which level (for the whole PoA or at CPA level) the analysis of environmental impacts of the PoA was or is to be carried out, and if it was carried out for the whole PoA, does the validation report confirm that a summary of the analysis and references to all related documentation were	VVS paras 51, 52(a), 53, 54





	provided?	
2.2.10 Environmental impact assessment	If the analysis of environmental impacts was carried out for the whole PoA, does the validation report indicate whether the coordinating/managing entity or the host Party(ies) considered the environmental impacts of the PoA significant, and if so, whether the coordinating/managing entity has undertaken an environmental impact assessment in accordance with the relevant procedures of the host Party(ies) and all conclusions and references to all related documentation were provided?	VVS paras 51, 52(b), 53, 55
2.2.11 Analysis of socio-economic impacts	For an A/R PoA, does the validation report confirm at which level (for the whole PoA or at CPA level) the analysis of major socio-economic impacts of the PoA was or is to be carried out, and if it was carried out for the whole PoA, does the validation report confirm that a summary of the analysis and references to all related documentation were provided?	VVS para 56
2.2.12 Socio-economic impact assessment	For an A/R PoA, if the analysis of major socio-economic impacts was carried out for the whole PoA, does the validation report indicate whether the coordinating/managing entity or the host Party(ies) considered any negative socio-economic impact of the PoA significant, and if so, whether the coordinating/managing entity has undertaken a socio-economic impact assessment in accordance with the relevant procedures of the host Party(ies) and all conclusions and references to all related documentation were provided?	VVS paras 56, 57
2.2.13 Local stakeholder consultation	Does the validation report confirm at which level (for the whole PoA or at CPA level) the local stakeholder consultation for the PoA was or is to be conducted, and if it was conducted for the whole PoA, does the validation report contain an assessment on the adequacy of the local stakeholder consultation process conducted and whether comments from stakeholders, if any, have been taken in due account?	VVS paras 58–66
2.2.14 Receipt of LoAs	Is the receipt of the valid LoAs reported in the validation report, including whether the LoAs were received from the coordinating/managing entity or directly from the DNAs?	VVS paras 68, 71, 72, 73(a), (b)
2.2.15 Content of LoAs	Does the validation report indicate if the LoAs include clear statements on: i) the ratification of the Kyoto Protocol; ii) voluntary participation; and iii) contribution to the sustainable development of the host country in the host Party LoAs; and refers to the precise title of the PoA?	VVS paras 69, 70, 73(d)
2.2.16 Authorization	Does the validation report indicate how it has confirmed that the participation of each project participant has been authorized by a Party involved and the coordinating/managing entity by all host Parties?	VVS paras 75–80
<b>Generic component project activity</b>		
2.2.17 Description of generic CPA	Does the validation report describe the process to validate the accuracy and completeness of the description of the generic CPA, and provide an opinion on the accuracy and completeness of the description?	VVS paras 90, 91
2.2.18 Application of methodologies	Does the validation report contain an assessment of whether the selected methodologies and standardized baselines are applied correctly?	VVS paras 98, 99
2.2.19 Applicability conditions	Does the validation report contain an assessment of how each applicability condition of the methodologies and standardize baselines is fulfilled by the generic CPA?	VVS paras 97, 102, 103
2.2.20 Deviation from the selected methodology	Does the validation report indicate if the coordinating/managing entity deviated from the selected approved methodology or methodological tool, hence requires a clarification on the applicability of the them, or requested	VVS paras 93, 94





	for deviation from them?	
2.2.21 Application of multiple methodologies	In case multiple methodologies are applied to the generic CPA, does the validation report include an assessment of the application of multiple methodologies?	VVS para 104
2.2.22 Project boundary, sources, GHGs	Does the validation report describe how the DOE has validated the description of how to define the project boundary, the sources and GHGs to be included in the project boundary, and whether it has identified emission sources that are not addressed by the methodology(ies) and/or the selected standardize baseline(s) which are expected to contribute more than 1 % of the annual emission reduction?	VVS paras 105–110
2.2.23 Baseline scenario identification	Does the validation report describe the steps taken to assess the description of how to establish the baseline scenario for each corresponding CPA, and provide a validation opinion on the assumptions and data used, the documentation and the relevant national/ sectoral policies and circumstances, and the method applied to crosscheck the information contained in the generic CPA-DD?	VVS paras 111, 112, 117, 119, 120
2.2.24 Alternative scenario(s)	Does the validation report indicate if the procedures in the applied methodologies have been correctly applied for the identification of the baseline scenario, and confirm that no alternative scenario has been excluded where the methodologies require several alternative scenarios to be considered?	VVS paras 113–115
2.2.25 Standardized baseline scenario	If an approved standardized baseline that standardises the baseline scenario is applied to the generic CPA, does the validation report provide an opinion on whether the description of how to establish the baseline scenario is in accordance with the selected standardized baseline?	VVS paras 118, 121
2.2.26 Application of equations and parameters	If the applied methodologies and/or the selected standardize baselines provide options for equations and/or parameters for estimating emission reductions or net anthropogenic removals, does the validation report contain an assessment of whether the correct equations and parameters have been chosen?	VVS para 123
2.2.27 Data and parameters fixed ex ante	Does the validation report verify that choices for data and parameters fixed throughout the crediting period are justified, sources of data and assumptions are appropriate, and result in an accurate or conservative estimation of the emission reductions or net anthropogenic removals?	VVS paras 124(a), 125, 126
2.2.28 Data and parameters to be monitored	Does the validation report verify that estimates for data and parameters that will be monitored on implementation of the corresponding CPA are reasonable?	VVS paras 124(b), 125, 126
2.2.29 Parameters to be determined by sampling	If sampling for the determination of parameters for calculating emission reductions is proposed, does the validation report contain an assessment of the sampling plan that is developed in accordance with the "Standard: Sampling and surveys for CDM project activities and programme of activities"?	VVS paras 122 124, 125, SS section 6
2.2.30 Delayed submission of monitoring plan	Where applicable, does the validation report confirm that the coordinating/managing entity has chosen to delay the submission of the description of how to develop the monitoring plan for each corresponding CPA?	VVS paras 128, 132–135



2.2.31	Compliance of monitoring plan with methodologies	Does the validation report contain an assessment of the compliance of the monitoring plan with the applied methodologies, tools and standardized baselines: whether it contains all necessary parameters, how each parameter is monitored and if any proposed sampling plan is in line with the “Standard: Sampling and surveys for CDM project activities and programmes of activities”?	VVS paras 129–131
2.2.32	Implementation of monitoring plan	Does the validation report contain an assessment of whether the monitoring arrangements, including the QA/QC procedures, are feasible within the project design and the coordinating/managing entity has ability to implement it?	VVS paras 130(b), 131(b), (c)
2.2.33	Development of eligibility criteria	Does the validation report include an assessment of the eligibility criteria for inclusion of CPAs in the PoA, ensuring that the eligibility criteria are objective and comprehensive for the assessment of the inclusion of CPAs in the PoA?	VVS paras 136–137
2.2.34	Demonstration of additionality of CPAs	Does the validation report confirm that the compliance with the additionality-related eligibility criteria set out in the PoA-DD will ensure that all the relevant additionality-related guidelines, tools or any requirements embedded in the applied methodologies are met?	VVS para 137
<b>Validation process</b>			
2.2.35	Standard auditing techniques	Does the validation report describe how the DOE has applied the standard auditing techniques as appropriate, including desk review, follow-up actions, referencing, review of the calculations and on-site inspection?	VVS paras 28–30, SS section 6
2.2.36	Application of sampling to validation work	If the DOE applied a sampling approach to its validation activities, does the validation report provide information on the sampling plan designed in accordance with the VVS, including, if a sampling approach is applied to on-site inspection, a description of how the sample size was determined and how the field check was carried out?	VVS para 176(e)
2.2.37	Global stakeholder consultation	Does the validation report contain information on the global stakeholder consultation, including dates, duration, how comments received have been taken in due account by the DOE, and whether the publication of a revised PoA-DD for global stakeholder consultation is necessary?	VVS paras 158–169
2.2.38	Form	Does the validation report indicate if the PoA-DD was completed correctly using the applicable and valid version of PoA-DD form and instructions therein?	VVS para 176(c)(i)
2.2.39	Summary of validation process	Does the validation report include a summary of the validation process undertaken, overview of how it arrive at the final validation conclusions and validation opinion that the PoA is in conformity with applicable CDM requirements?	VVS para 176(a)
2.2.40	Dialogue with coordinating/managing entity	Does the validation report describe the results of the dialogue between the DOE and the coordinating/managing entity, as well as any adjustments made to the programme design following the stakeholder consultation?	VVS para 176(b)
2.2.41	CARs, CLs, FARs	Does the validation report contain information on all CARs, CLs and FARs, the issues raised, the responses by the project participants, how they were resolved, and how they resulted in changes to the PDD or supporting annexes? In case FARs are raised, are they related to the programme implementation and not to the registration requirements?	VVS paras 34, 36, 176(b)



2.2.42 Approaches to validation conclusions and opinion	Does the validation report describe the approaches taken, findings and conclusions, to reach the final validation opinion?	VVS para 176(c)
2.2.43 List of reference	Does the validation report provide lists of on-site inspections, interviewees and documents reviewed?	VVS para 176(e)
2.2.44 Quality control	Does the validation report provide information on quality control within the team and in the validation process?	VVS para 176(g)
2.2.45 Validation team	Does the validation report include the details of the validation team members, technical experts, internal technical reviewers involved, and their roles in the validation activity?	VVS paras 176(f), (h)
2.2.46 Validation methodology	Does the validation opinion include a summary of the validation methodology, procedures and the validation criteria applied and whether the PoA satisfies the criteria?	VVS para 174(a)
2.2.47 Non coverage	Does the validation opinion include a description of any of the programme components or issues that are not covered by the validation?	VVS para 174(b)
2.2.48 Validation opinion	Does the validation opinion include a summary of the validation conclusions and a statement as to whether the proposed PoA meets the applicable CDM rules and requirements?	VVS paras 174(c), (e)



## Appendix 1. 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 during the completeness check of a request for registration in accordance with paragraph 78 of the PCP.

Issue No.	Description of issue
1.	Inconsistencies are 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.	Information in the request for registration is not consistent (e.g. sign-off dates, valid version of the VVS).
4.	Information of the PoA (e.g. version and completion date of PoA-DD, PoA period, PoA title, physical/geographical boundary, names of Parties, coordinating/managing entity and project participants, type of involvement of Parties (directly/indirectly), sectoral scopes, titles and versions of the applied methodologies and the standardized baselines, start date of the PoA) is not consistent.
5.	The validation report does not contain appointment certificates or curricula vitae of the validation team members, technical experts and internal technical reviewers.
6.	The MoC statement is illegible or information is missing.
7.	LoAs by multiple Parties have been submitted in one single pdf file.
8.	More than one LoA has been submitted from the same Party including for the authorization of different project participants.
9.	Confidential documents are not submitted in two versions, one with redacted information for disclosure to the public and one with non-redacted information to be treated as confidential.
10.	Versions of the forms submitted are not valid at the time of the submission of the request for registration.
11.	Signatures are missing in the relevant documents.

\* This list is not exhaustive and will be revised as and when required. The secretariat may contact the DOE or project participants on any issues of an editorial nature or consistency that are not included in the list above.



## Appendix 2. Information and reporting check: issues of an editorial nature or missing basic information

The table below lists “issues of an editorial nature or missing basic information” for which the secretariat may request the DOE to submit the missing or revised documents and/or information during the information and reporting check of a request for registration in accordance with paragraph 81 of the PCP.

Issue No.	Description of the Item
1.	Any issue of an editorial nature or consistency that is not picked at the completeness check stage.
2.	Typographical errors in the PoA-DD or validation report.
3.	Hyperlink/weblink in the PoA-DD or validation report is missing or not opening.
4.	System diagrams of project boundary, monitoring line, management structure are missing or unclear in the PoA-DD.
5.	GHG sources are not discussed in the PoA-DD.
6.	The start date of the PoA is missing in the PoA-DD.
7.	Recording frequency of parameters is not reported in the PoA-DD as per the applied methodologies.
8.	In case of resubmission after the incomplete information and reporting check, any missing or unreadable documents or documents containing blank pages, typographical errors, or part of the text not in English.

\* This list is not exhaustive and will be revised as and when required. The secretariat may contact the DOE or the project participants on any issues of an editorial nature or missing basic information that are not included in the list above.

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Document information



<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	30 August 2017	<p>Initial publication.</p> <p>This document consolidates the “Programme of activities (PoA) request for registration: Completeness check checklist” (version 03.0) and the “Programme of activities (PoA) request for registration: Information and reporting check checklist” (version 02.0).</p> <p>This document also reflects the “CDM project standard for programmes of activities” (version 01.0), “CDM validation and verification standard for programmes of activities” (version 01.0), “CDM project cycle procedure for programmes of activities” (version 01.0) and “Standard: Sampling and surveys for CDM project activities and programmes of activities” (version 06.0).</p>
<p>Decision Class: Regulatory Document Type: Information note Business Function: Registration Keywords: completeness check, programme of activities</p>		