



**Validation report form for post-registration changes for  
component project activities**

**(Version 01.0)**

*Complete this form in accordance with the instructions attached at the end of this form.*

**BASIC INFORMATION**

<b>Title and UNFCCC reference number of the component project activity (CPA)</b>	
<b>Version number of the validation report on CPA PRCs</b>	
<b>Completion date of the validation report on CPA PRCs</b>	
<b>Version number of PoA-DD and CPA-DD applicable to this validation report</b>	
<b>Title and UNFCCC ref. no. of the registered PoA into which the CPA is included</b>	
<b>Type(s) of CPA PRCs</b>	<input type="checkbox"/> Temporary deviations from the registered monitoring plan, applied methodologies or applied standardized baselines <input type="checkbox"/> Corrections <input type="checkbox"/> Changes to the start date of the crediting period <input type="checkbox"/> Inclusion of monitoring plan <input type="checkbox"/> Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines, or other applied standards or tools <input type="checkbox"/> Changes to the project design <input type="checkbox"/> Changes specific to afforestation and reforestation activities
<b>Coordinating/managing entity</b>	
<b>Host Parties</b>	
<b>Applied methodologies and standardized baselines</b>	
<b>Mandatory sectoral scopes linked to the applied methodologies</b>	
<b>Conditional sectoral scopes linked to the applied methodologies, if applicable</b>	
<b>Name and UNFCCC reference number of the DOE</b>	
<b>Name, position and signature of the approver of the validation report on CPA PRCs</b>	

**SECTION A. Executive summary**

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**SECTION B. Validation team, technical reviewer and approver**

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**B.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			
						Document review	On-site inspection	Interviews	Validation findings
1.	Team Leader								
2.	Validator								
..	...								
..	Technical Expert								
..	...								
..	Financial/ Other Expert								
..	...								
..	Trainee								
..	...								

**B.2. Technical reviewer and approver of the validation report on CPA PRCs**

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				

**SECTION C. Means of validation**

**C.1. Document review**

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**C.2. 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.				
...				

**C.3. Interviews**

No.	Interviewee			Date	Subject	Team member
	Last name	First name	Affiliation			
1.						
...						

**C.4. Clarification requests, corrective action requests and forward action requests raised**

Areas of validation findings	No. of CL	No. of CAR	No. of FAR
Compliance with CPA-DD form			
Temporary deviations from the registered monitoring plan, applied methodologies or applied standardized baselines			
Corrections			
Changes to the start date of the crediting period			
Inclusion of monitoring plan			
Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines, or other applied standards or tools			
Changes to the project design			
Changes specific to afforestation and reforestation project activities			
Others (please specify)			
<b>Total</b>			

**SECTION D. Validation findings**

**D.1. Compliance with CPA-DD form**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.2. Temporary deviations from the registered monitoring plan, applied methodologies or applied standardized baselines**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.3. Corrections**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.4. Changes to the start date of the crediting period**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.5. Inclusion of monitoring plan**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.6. Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines, or other applied standards or tools**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.7. Changes to the project design**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**D.8. Changes specific to afforestation and reforestation project activities**

<b>Means of validation</b>	
<b>Findings</b>	
<b>Conclusion</b>	

**SECTION E. Internal quality control**

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**SECTION F. Validation opinion**

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## Appendix 1. Abbreviations

Abbreviations	Full texts

## Appendix 2. Competence of team members and technical reviewers

## Appendix 3. Documents reviewed or referenced

No.	Author	Title	References to the document	Provider
1				
2				
3				
...				

## Appendix 4. Clarification requests, corrective action requests and forward action requests

Table 1. CLs from this validation

<b>CL ID</b>	xx	<b>Section no.</b>		<b>Date:</b> DD/MM/YYYY
<b>Description of CL</b>				
<b>CME's response</b>				<b>Date:</b> DD/MM/YYYY
<b>Documentation provided by CME</b>				
<b>DOE assessment</b>				<b>Date:</b> DD/MM/YYYY

Table 2. CARs from this validation

<b>CAR ID</b>	xx	<b>Section no.</b>		<b>Date:</b> DD/MM/YYYY
<b>Description of CAR</b>				
<b>CME's response</b>				<b>Date:</b> DD/MM/YYYY
<b>Documentation provided by CME</b>				
<b>DOE assessment</b>				<b>Date:</b> DD/MM/YYYY

Table 3. FARs from this validation

<b>FAR ID</b>	xx	<b>Section no.</b>		<b>Date:</b> DD/MM/YYYY
<b>Description of FAR</b>				
<b>CME's response</b>				<b>Date:</b> DD/MM/YYYY
<b>Documentation provided by CME</b>				
<b>DOE assessment</b>				<b>Date:</b> DD/MM/YYYY

## Attachment: Instructions for completing this form

### 1. General instructions

1. When completing this form<sup>1</sup>, in addition to applying the “CDM validation and verification standard for programmes of activities (VVS)”, consult the “Rules and Reference” section of the UNFCCC CDM website. This section contains all regulatory documents for the CDM, such as standards (including methodologies and standardized baselines), procedures, tools, guidelines, clarifications, forms and the “Glossary: CDM terms”.
2. Include, if necessary, additional information other than that indicated in this form, in order to support how the designated operational entity (DOE) has arrived at its validation conclusion. This information may include, but need not be limited to tables, graphs and annexes such as a validation protocol.
3. List all the abbreviations used in this validation report in Appendix 1 below.
4. Complete this form. Prepare all attached documents in English, or if their originals were prepared in other language, provide a full translation of relevant sections of these documents in English.
5. Complete this form using the same format without modifying its font, headings or logo, and without any other alteration to the form.
6. Do not modify or delete the tables and their columns in this form. Add rows to the tables as needed. Add additional appendices as needed.
7. If a section of this form is not applicable, explicitly state “N/A” to indicate that the section is left blank intentionally.
8. Use an internationally recognized format for the presentation of values in this form. For example, use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
9. Complete this form deleting this Attachment.

### 2. Specific instructions

1. Indicate the following information on the cover page:
  - (a) Title and UNFCCC reference number of the component project activity;
  - (b) Version number of the validation report on CPA PRCs (version XX.X);
  - (c) Completion date of the validation report on CPA PRCs (DD/MM/YYYY);
  - (d) Version number of PoA-DD and CPA-DD applicable to this validation report;
  - (e) Title and UNFCCC reference number of the registered PoA into which the CPA is included;
  - (f) Type(s) of CPA PRCs (check the applicable type(s) of PRCs);
  - (g) Coordinating/managing entity;
  - (h) Host Parties;
  - (i) Applied methodologies and standardized baselines;
  - (j) Mandatory sectoral scopes linked to the applied methodologies;
  - (k) Conditional sectoral scopes linked to the applied methodologies, if applicable;
  - (l) Name and UNFCCC reference number of the DOE;
  - (m) Name, position and signature of an approver of the validation report on CPA PRCs.

<sup>1</sup> This form applies to the validation of validation of post-registration changes (PRCs) of any type of included component project activities except carbon dioxide capture and storage (CCS).

**SECTION A. Executive summary**

1. Provide a brief summary of the registered CDM programme of activities (including generic component project activities), and specific-case component project activities (including the purpose and general description and location), scope of the validation, validation process and conclusion.

**SECTION B. Validation team, technical reviewer and approver**

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";
  - (a) IR (Internal Resource);
  - (b) EI (External Individuals);
  - (c) OR (Outsourced Resource).
3. Demonstrate how the team meets the competence required for the validation in 0 below.

**SECTION C. Means of validation****C.1. Document review**

1. List all documents reviewed or referenced during the validation in 0 below.

**C.2. On-site inspection**

1. Summarize any on-site inspection performed during the validation in the table.
2. Describe the alternative means used and justify that they are sufficient for the purpose of validation, if the DOE does not conduct an on-site inspection as a means of validation in accordance with applicable requirements in the VVS PoA.

**C.3. Interviews**

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

**C.4. Clarification requests, corrective action requests and forward action requests raised**

1. Indicate in the table the number of clarification requests (CLs), corrective action requests (CARs) and forward action requests (FARs) raised during the validation of each type of post-registration change in SECTION D below.

**SECTION D. Validation findings**

1. In sections D.1–D.8 below, where applicable, complete tables to validate the compliance in accordance with the applicable validation requirements in the VVS PoA by describing:
  - (a) Means of validation: describe how the compliance was validated;
  - (b) Findings: provide a brief description of the findings. Include in 0 below details of any CLs, CARs and FARs, if raised;
  - (c) Conclusion: provide a conclusion on the compliance based on the findings.

**D.1. Compliance with CPA-DD form**

1. Confirm the compliance of the revised CPA-DD (both in tracked-change and clean versions) with the valid version of the applicable CPA-DD form and the instructions therein.
2. If the CMEs used a later valid version of the CPA-DD form for preparing the revised CPA-DD than the version used for the included CPA-DD, confirm whether information transferred to the later version of the CPA-DD form is materially the same as that in the included CPA-DD.

**D.2. Temporary deviations from the registered monitoring plan, applied methodologies or applied standardized baselines**

1. Explain how the temporary deviations from the registered monitoring plan, applied methodologies or applied standardized baselines were assessed in accordance with the applicable validation requirements in the VVS PoA.
2. Provide an assessment on whether the temporary deviations from the registered monitoring plan, applied methodologies or applied standardized baselines require prior approval by the Board.
3. Indicate the period for which the temporary deviation from the registered monitoring plan, applied methodologies or applied standardized baselines is applicable.

**D.3. Corrections**

1. Explain how the corrections to the included CPA-DD were assessed in accordance with the applicable validation requirements in the VVS PoA.
2. Provide an assessment on whether the corrections require prior approval by the Board.

**D.4. Changes to the start date of the crediting period**

1. Explain how the changes to the start date of the crediting period were assessed in accordance with the applicable validation requirements in the VVS PoA.
2. Provide an assessment on whether the changes to the start date of the crediting period require prior approval by the Board.

**D.5. Inclusion of monitoring plan**

1. Explain how the inclusion of monitoring plan in the included CPA-DD was assessed in accordance with the applicable validation requirements in the VVS PoA.

**D.6. Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines, or other applied standards or tools**

1. Explain how the permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines, or other applied standards or tools were assessed in accordance with the applicable validation requirements in the VVS PoA.
2. Provide an assessment on whether the permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines, or other applied standards or tools require prior approval by the Board.

**D.7. Changes to the project design**

1. Explain how the changes to the project design of a specific-case component project activity compared to the generic part in the PoA-DD were assessed in accordance with the applicable validation requirements in the VVS PoA.
2. Provide an assessment on whether the changes to the project design of a specific-case component project activity require prior approval by the Board.

**D.8. Changes specific to afforestation and reforestation project activities**

1. Explain how the changes specific to afforestation and reforestation project activities were assessed in accordance with the applicable validation requirements in the VVS PoA.

**SECTION E. Internal quality control**

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

**SECTION F. Validation opinion**

1. Provide a validation opinion on the post-registration changes.



## Appendix 1. Abbreviations

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

## Appendix 2. Competence of team members and technical reviewers

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

## Appendix 3. 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:
  - (a) Title: provide the title of the document. Include the version number, if applicable;
  - (b) 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);
  - (c) References to the document: where applicable, provide the relevant reference to the document such as the dates of completion/publication and URL;
  - (d) Provider: choose one of the following options to indicate who provided the document to the DOE for its review. Select 'Others' for documents that were provided by those other than the CME:
    - (i) CME;
    - (ii) Others.

## Appendix 4. Clarification requests, corrective action requests and forward action requests

1. If needed, copy tables 1, 2 and/or 3 for each CL, CAR, and FAR, and copy the following rows until the finding is closed unless a FAR for future validation was issued:
  - (a) CME's response;
  - (b) Documentation provided by CME;
  - (c) DOE assessment.
2. In each table, indicate the section number of the validation report on PRCs to which each CL, CAR, and/or FAR corresponds.

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### Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	29 December 2017	Initial publication.
Decision Class: Regulatory		
Document Type: Form		
Business Function: Registration		
Keywords: post-registration change, component project activity, validation report		