



**Validation report form for post-registration changes for  
CDM project activities  
(Version 03.0)**

*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 project activity</b>	
<b>Process track</b>	<input type="checkbox"/> Prior approval <input type="checkbox"/> Issuance <input type="checkbox"/> Renewal of crediting period
<b>Version number of the validation report</b>	
<b>Completion date of the validation report</b>	
<b>Type(s) of PRCs</b>	<input type="checkbox"/> Temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents <sup>1</sup> <input type="checkbox"/> Corrections <input type="checkbox"/> Changes to the start date of the crediting period <input type="checkbox"/> Inclusion of a 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 methodological regulatory documents <input type="checkbox"/> Changes to the project design <input type="checkbox"/> Changes specific to afforestation and reforestation project activities
<b>Version number of PDD to which this report applies</b>	
<b>Project participants</b>	
<b>Host Party</b>	
<b>Applied methodologies and standardized baselines</b>	
<b>Mandatory sectoral scopes</b>	
<b>Conditional sectoral scopes, if applicable</b>	
<b>Name and UNFCCC reference number of the DOE</b>	

<sup>1</sup> Other standards, methodologies, methodological tools and guidelines (to be) applied in accordance with the applied(selected) methodologies are collectively referred to as the other (applied) methodological regulatory documents).

<b>Name, position and signature of the approver of the validation report</b>	
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**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			
						Desk/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 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. Desk/document review**

&gt;&gt;

**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. Sampling approach**

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**C.5. Clarification requests (CLs), corrective action requests (CARs) and forward action requests (FARs) raised**

Areas of validation findings	No. of CL	No. of CAR	No. of FAR
Compliance with PDD form			
Temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents			
Corrections			
Changes to the start date of the crediting period			
Inclusion of a monitoring plan			
Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents			
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 PDD form**

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

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

<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 a 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 methodological regulatory documents**

<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

CL ID	xx	Section no.	Date: DD/MM/YYYY
Description of CL			
Project participant response			Date: DD/MM/YYYY
Documentation provided by project participant			
DOE assessment			Date: DD/MM/YYYY

Table 2. CARs from this validation

CAR ID	xx	Section no.	Date: DD/MM/YYYY
Description of CAR			
Project participant response			Date: DD/MM/YYYY
Documentation provided by project participant			
DOE assessment			Date: 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>Project participant response</b>				<b>Date:</b> DD/MM/YYYY
<b>Documentation provided by project participant</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>2</sup>, comply with the “CDM validation and verification standard for project activities (VVS)”. The “Rules and Reference” section of the UNFCCC CDM website contains all regulatory documents for the CDM, such as standards (including methodologies, and standardized baselines), procedures, methodological tools, guidelines, clarifications, forms and the “Glossary: CDM terms” that may be applicable to the project activity.
2. Include, if necessarily, additional information other than that indicated in this form, in order to support how the designated operational entity (DOE) has arrived at its opinion. 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 in English. Prepare all attached documents in English, or if their originals were prepared in other language, provide a full translation of the 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. Provide the following information on the cover page:
  - (a) Title and UNFCCC reference number of the project activity;
  - (b) Process track (check the applicable track);
  - (c) Version number of the validation report (version XX.X);
  - (d) Completion date of the validation report (DD/MM/YYYY);
  - (e) Type(s) of PRCs (check the applicable type(s) of PRCs);
  - (f) Version number of PDD to which this report applies (version XX.X);
  - (g) Names of the Project participants;
  - (h) Name of the Host Party;
  - (i) Titles and UNFCCC reference numbers of the applied methodologies and, where applicable, the applied 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.

<sup>2</sup> This form applies to the validation of post-registration changes (PRCs) of any type of registered CDM project activity except registered carbon dioxide capture and storage (CCS) CDM project activities.



**SECTION A. Executive summary**

1. Provide a brief summary of the project activity (including the purpose and general description and location), scope of the validation, validation process and conclusion including PRC approved prior to this request.

**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 Appendix 2 below.

**SECTION C. Means of validation****C.1. Desk/document review**

1. List all documents reviewed or referenced during the validation in Appendix 3 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.

**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. Sampling approach**

1. Where a sampling approach is used for the validation, summarize the sampling approach used during the validation (e.g. random sampling).
2. Where a sampling approach is used for the on-site inspection, include a description of how the sample size was determined and field check was carried out.

**C.5. 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 applicable validation requirements in the VVS by describing:
  - (a) Means of validation: describe how the compliance was validated;
  - (b) Findings: provide a brief description of the findings. Include in Appendix 4 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 PDD form**

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

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

1. Explain how the temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents were assessed in accordance with applicable validation requirements related to the temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents in the VVS.
2. Indicate the period for which the temporary deviation from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents is applicable.

**D.3. Corrections**

1. Explain how the corrections to the registered PDD were assessed in accordance with applicable validation requirements related to the corrections in the VVS.

**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 applicable validation requirements related to the changes to the start date of the crediting period in the VVS.

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

1. Explain how the inclusion of monitoring plan to the registered project activity was assessed in accordance with applicable validation requirements related to the inclusion of monitoring plan in the VVS.

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

1. Explain how the permanent changes from the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents were assessed in accordance with applicable validation requirements related to the permanent changes from the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents in the VVS.

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

1. Explain how the changes to the project design of a registered project activity were assessed in accordance with applicable validation requirements related to the changes to the project design in the VVS.

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

1. Explain how the changes specific to afforestation and reforestation project activities were assessed.
2. Indicate the changes specific to afforestation and reforestation project activities belong to which types of changes listed in the "Guidelines on accounting of specified types of changes in A/R CDM project activities from the description in registered project design document".

**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 in accordance with applicable validation requirements in the VVS.

**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 desk review. Select 'Others' for documents that were provided by those other than the project participants:
    - (i) Project participants;
    - (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/or FAR, and copy the following rows until the finding is closed unless a FAR for future validation is issued:
  - (a) Project participant response;
  - (b) Documentation provided by project participant;
  - (c) DOE assessment.
2. In each table, indicate the section number of the validation report on PRCs to which each CL, CAR or FAR corresponds.

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**Document information**

<i>Version</i>	<i>Date</i>	<i>Description</i>
03.0	31 May 2019	Revision to: <ul style="list-style-type: none"> <li>• Ensure consistency with version 02.0 of the “CDM validation and verification standard for project activities” (CDM-EB93-A05-STAN);</li> <li>• Make editorial improvements.</li> </ul>
02.0	31 October 2017	Revision to align with the requirements in the “CDM validation and verification standard for project activities” (version 01.0).
01.0	23 March 2015	Initial publication.

Decision Class: Regulatory  
 Document Type: Form  
 Business Function: Registration  
 Keywords: post-registration change, project activities, validation report