Validation report form for post-registration changes for CDM programme of activities

(Version 03.0)

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

BASIC INFORMATION	
Title and UNFCCC reference number of the programme of activities (PoA)	
Process track	☐ Prior approval ☐ Issuance ☐ Renewal of PoA period
Version number of the validation report	
Completion date of the validation report	
Version number of PoA-DD applicable to this validation report	
Type(s) of PoA PRCs	☐ Corrections ☐ Inclusion of monitoring plan ☐ Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from applied methodologies, standardized baselines, or other methodological regulatory documents[1] ☐ Changes to the programme design ☐ Addition of CPA inclusion template ☐ Change of coordinating/managing entity ☐ Changes specific to afforestation and reforestation activities
Coordinating/managing entity (CME)	
Host Parties	
Applied methodologies and standardized baselines	
Mandatory sectoral scopes	
Conditional sectoral scopes, if applicable	
Name and UNFCCC reference number of the DOE	
Name, position and signature of the approver of the validation report	

[1] 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).

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 PoA 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 PoA-DD form			
Corrections			
Inclusion of monitoring plan			
Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from applied methodologies, standardized baselines, or other methodological regulatory documents			
Changes to the programme design			
Addition of CPA inclusion template			
Change of coordinating/managing entity			
Changes specific to afforestation and reforestation activities			
Others (please specify)			
Total			

SECTION D. Validation findings

D.1. Compliance with the PoA-DD form

Means of validation	
Findings	
Conclusion	

D.2. Corrections

Means of validation	
Findings	
Conclusion	

D.3. Inclusion of monitoring plan

Means of validation	
Findings	
Conclusion	

D.4. Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from applied methodologies, standardized baselines, or other methodological regulatory documents

Means of validation	
Findings	
Conclusion	

D.5. Changes to the programme design

Means of validation	
Findings	
Conclusion	

D.6. Addition of CPA inclusion template

Means of validation	
Findings	
Conclusion	

D.7. Change of coordinating/managing entity

Means of validation	
Findings	
Conclusion	

D.8. Changes specific to afforestation and reforestation activities

Means of validation	
Findings	
Conclusion	

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				
CME's response				**Date:** DD/MM/YYYY
Documentation provided by CME				
DOE assessment				**Date:** DD/MM/YYYY

Table 2. CARs from this validation

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

Table 3. FARs from this validation

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

Attachment: Instructions for completing this form

1. General instructions

1. When completing this form[2], comply with the "CDM validation and verification standard for programmes of 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 PoA.

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. Provide the following information on the cover page:
   - (a) Title and UNFCCC reference number of the programme of activities (PoA);
   - (b) Process track (check the applicable track. Only one process track can be selected);
   - (c) Version number of the validation report (version XX.X);
   - (d) Completion date of the validation report (DD/MM/YYYY);
   - (e) Version number of PoA-DD applicable to this validation report;
   - (f) Type(s) of PoA PRCs (check the applicable type(s) of PRCs);
   - (g) Name of the coordinating/managing entity;
   - (h) Names of the host Parties;
   - (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.

[2] This form applies to the validation of post-registration changes (PRCs) of any type of registered CDM programme of activities (PoA) except carbon dioxide capture and storage (CCS).

SECTION A. Executive summary

2. Provide a brief summary of the registered CDM programme of activities, scope of the validation, validation process and conclusion including any previous approved PRC(s).

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. 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 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.6 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 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 PoA-DD form

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

D.2. Corrections

1. Explain how the corrections to the registered PoA-DD were assessed in accordance with the applicable validation requirements in the VVS PoA.

D.3. Inclusion of monitoring plan

1.	Explain how the inclusion of monitoring plan in the registered PoA was assessed in accordance with the applicable validation requirements in the VVS PoA.

D.4. Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from applied methodologies, standardized baselines, or other methodological regulatory documents

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

D.5. Changes to the programme design

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

D.6. Addition of CPA inclusion template

1.	Explain how the addition of CPA inclusion template to be added to the registered PoA-DD were assessed in accordance with the applicable validation requirements in the VVS PoA.

D.7. Change of coordinating/managing entity

1.	Explain how the change of coordinating/managing entity were assessed in accordance with the applicable validation requirements in the VVS PoA.

D.8. Changes specific to afforestation and reforestation activities

1.	Explain how the changes specific to afforestation and reforestation activities were assessed.
2.	Indicate the changes specific to afforestation and reforestation 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.

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 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

Version	*Date*	*Description*
03.0	31 May 2019	Revision to: • Ensure consistency with version 02.0 of the "CDM validation and verification standard for programmes of activities" (CDM-EB93-A08-STAN); • Make editorial improvements.
02.0	29 December 2017	Revision to align with the requirements of the "CDM validation and verification standard for programme of activities" (version 01.0).
01.0	5 June 2015	Initial publication.

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