



**Verification and certification report form for
CDM project activities
(Version 04.0)**

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

BASIC INFORMATION

Title and UNFCCC reference number of the project activity			
Scale of the project activity	<input type="checkbox"/> Large-scale <input type="checkbox"/> Small-scale		
Version number of the verification and certification report			
Completion date of the verification and certification report			
Monitoring period number and duration of this monitoring period			
Version number of the monitoring report to which this report applies			
Crediting period of the project activity corresponding to this monitoring period			
Project participants			
Host Party			
Applied methodologies and standardized baselines			
Mandatory sectoral scopes			
Conditional sectoral scopes, if applicable			
Estimated amount of GHG emission reductions or GHG removals for this monitoring duration in the registered PDD			
Certified amount of GHG emission reductions or GHG removals for this monitoring period	Amount before 1 January 2013	Amount from 1 January 2013 until 31 December 2020	Amount from 1 January 2021
Name and UNFCCC reference number of the DOE			
Name, position and signature of the approver of the verification and certification report			

SECTION A. Executive summary

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SECTION B. Verification team, technical reviewer and approver

B.1. Verification 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	Verification findings
1.	Team Leader								
2.	Verifier								
..	...								
..	Technical Expert								
..	...								
..	Financial/ Other Expert								
..	...								
..	Trainee								
..	...								

B.2. Technical reviewer and approver of the verification and certification report

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. Application of materiality

C.1. Consideration of materiality in planning the verification

No.	Risk that could lead to material errors, omissions or misstatements	Assessment of the risk		Response to the risk in the verification plan and/or sampling plan
		Risk level	Justification	
1.				
...				

C.2. Consideration of materiality in conducting the verification

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SECTION D. Means of verification

D.1. Desk/document review

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D.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.				
...				

D.3. Interviews

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

D.4. Sampling approach

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

Areas of verification findings	No. of CL	No. of CAR	No. of FAR
Compliance of the monitoring report with the monitoring report form			
Compliance of the project implementation and operation with the registered PDD			
Post-registration changes			
Compliance of the registered monitoring plan with the methodologies including applicable tools and standardized baselines			
Compliance of monitoring activities with the registered monitoring plan			
Compliance with the calibration frequency requirements for measuring instruments			
Assessment of data and calculation of emission reductions or net removals			
Assessment of reported sustainable development co-benefits			
Global stakeholder consultation			
Others (please specify)			
Total			

SECTION E. Verification findings

E.1. Compliance of the monitoring report with the monitoring report form

Means of verification	
Findings	
Conclusion	

E.2. Remaining forward action requests from validation and/or previous verifications

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E.3. Compliance of the project implementation and operation with the registered project design document

Means of verification	
Findings	
Conclusion	

E.4. Post-registration changes

E.4.1. Temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents¹

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E.4.2. Corrections

>>

E.4.3. Changes to the start date of the crediting period

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E.4.4. Inclusion of a monitoring plan

>>

E.4.5. Permanent changes from registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents

>>

E.4.6. Changes to the project design

>>

E.4.7. Changes specific to afforestation and reforestation project activities

>>

E.5. Compliance of the registered monitoring plan with applied methodologies, applied standardized baselines, and other applied methodological regulatory documents

Means of verification	
Findings	
Conclusion	

E.6. Compliance of monitoring activities with the registered monitoring plan

E.6.1. Data and parameters fixed ex ante or at renewal of crediting period

Means of verification	
Findings	
Conclusion	

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).

E.6.2. Data and parameters monitored

Means of verification	
Findings	
Conclusion	

E.6.3. Implementation of sampling plan

Means of verification	
Findings	
Conclusion	

E.7. Compliance with the calibration frequency requirements for measuring instruments

Means of verification	
Findings	
Conclusion	

E.8. Assessment of data and calculation of emission reductions or net removals

E.8.1. Calculation of baseline GHG emissions or baseline net GHG removals by sinks

Means of verification	
Findings	
Conclusion	

E.8.2. Calculation of project GHG emissions or actual net anthropogenic GHG removals by sinks

Means of verification	
Findings	
Conclusion	

E.8.3. Calculation of leakage GHG emissions

Means of verification	
Findings	
Conclusion	

E.8.4. Summary calculation of GHG emission reductions or net anthropogenic GHG removals by sinks

Means of verification	
Findings	
Conclusion	

E.8.5. Comparison of actual GHG emission reductions or net anthropogenic GHG removals by sinks with estimates in registered PDD

Means of verification	
Findings	
Conclusion	

E.8.6. Remarks on difference from estimated value in registered PDD

Means of verification	
Findings	
Conclusion	

E.8.7. Actual GHG emission reductions or net anthropogenic GHG removals by sinks during the first commitment period and the period from 1 January 2013 onwards

Means of verification	
Findings	
Conclusion	

E.9. Assessment of reported sustainable development co-benefits

Means of verification	
Findings	
Conclusion	

E.10. Global stakeholder consultation

Means of verification	
Findings	
Conclusion	

SECTION F. Internal quality control

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SECTION G. Verification opinion

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SECTION H. Certification statement

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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. Remaining FAR from validation and/or previous verifications

FAR ID	xx	Section no.	E.2	Date: DD/MM/YYYY
Description of FAR				
Project participant response				Date: DD/MM/YYYY
Documentation provided by project participant				
DOE assessment				Date: DD/MM/YYYY

Table 2. CL from this verification

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 3. CAR from this verification

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 4. FAR from this verification

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

Attachment: Instructions for completing this form

1. General instructions

1. When completing this form², comply with the “CDM validation and verification standard for project activities (VVS)”, with the exception of the provisions on the application of global warming potential values for the period from 1 January 2021 in accordance with the “Clarification: Regulatory requirements under temporary measures for post-2020 cases” (CDM-EB109-A01-CLAR), paragraph 4(d)(ii). 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 verification conclusions. This information may include, but need not be limited to tables, graphs and annexes such as a verification protocol.
3. List all the abbreviations used in this verification and certification 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 This form applies to the verification of any type of registered CDM project activity except registered carbon dioxide capture and storage (CCS) CDM project activities.

2. Specific instructions

1. Provide the following information on the cover page:
 - (a) Title and UNFCCC reference number of the project activity;
 - (b) Scale of the project activity (large-scale or small-scale);
 - (c) Version number of the verification and certification report (version XX.X);
 - (d) Completion date of the verification and certification report (DD/MM/YYYY);
 - (e) Monitoring period number and duration of this monitoring period (for monitoring period number, the number given to the monitoring period indicates a chronological order (e.g. "first monitoring period"). For monitoring period dates, indicate first and last days (DD/MM/YYYY–DD/MM/YYYY));
 - (f) Version number of monitoring report to which this report applies (version XX.X);
 - (g) Crediting period of the project activity corresponding to this monitoring period (type, start date (DD/MM/YYYY), length);
 - (h) Names of the project participants;
 - (i) Name of the host Party;
 - (j) Titles and UNFCCC reference numbers of the applied methodologies and, where applicable, the applied standardized baselines;
 - (k) Mandatory sectoral scopes linked to the applied methodologies;
 - (l) Conditional sectoral scopes linked to the applied methodologies;
 - (m) Estimated amount of GHG emission reductions or net anthropogenic GHG removals for this monitoring period in the registered PDD (tCO_{2e});
 - (n) Certified amount of GHG emission reductions or net anthropogenic GHG removals for this monitoring period (tCO_{2e}): Provide the total amount certified for the period before 1 January 2013 (first commitment period), the total amount certified for the period from 1 January 2013 until 31 December 2020 (second commitment period), and the total amount certified for the period from 1 January 2021;
 - (o) Name and UNFCCC reference number of the DOE;
 - (p) Name, position and signature of the approver of the verification and certification report.

SECTION A. Executive summary

1. Provide a brief summary of the project activity (including the purpose and general description and location), scope of the verification, verification process and conclusion.
2. For a registered afforestation and reforestation (A/R) CDM project activity or a registered small-scale A/R CDM project activity, state whether the timing of the current verification and certification complies with the applicable specific verification requirements for afforestation and reforestation project activities in the VVS.

SECTION B. Verification team, technical reviewer and approver

1. Provide details of the verification 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 latest version of 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 verification in Appendix 2 below.

SECTION C. Application of materiality

1. If the concept of materiality has been applied in planning and conducting this verification, describe in section C.1 and C.2 how it has been applied in accordance with the applicable verification requirements in the VVS. In doing so, refer to the "Guideline: Application of materiality in verifications" on the examples and flowchart related to planning and conducting verifications.

C.1. Consideration of materiality in planning the verification

1. Describe in the table risks that could lead to material errors, omissions or misstatements, assessment of the risk and response to the risk in the verification plan and/or sampling plan.
2. For "Assessment of the risk", rank the level of each risk with one of the following options and present the justification on the judgement of the risk level considering the elements of the risk such as its likelihood and impacts:
 - (a) High;
 - (b) Medium; or
 - (c) Low.

C.2. Consideration of materiality in conducting the verification

1. Describe how materiality was applied in determining whether detected errors, omissions or misstatements were material or immaterial either individually or in aggregate.
2. Describe whether and how the verification plan and/or sampling plan were revised to take into account the need for further audit procedures due to the nature/type of the errors, omissions or misstatements detected.

SECTION D. Means of verification**D.1. Desk/document review**

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

D.2. On-site inspection

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

D.3. Interviews

1. Use the table to summarize all the interviews (i.e. in-person interviews, web/teleconferences, etc.) conducted during the verification.

D.4. Sampling approach

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

D.5. Clarification requests, corrective action requests and forward action requests raised

1. Indicate in the table the number of the clarification requests (CLs), corrective action requests (CARs), and forward action requests (FARs) raised in each area of verification findings in SECTION E below.

SECTION E. Verification findings

1. In sections E.1, E.3 and E.5 to E.8, complete tables to verify the compliance in accordance with the applicable verification requirements in the VVS by describing:
 - (a) Means of verification: describe how the compliance was verified;
 - (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.

E.1. Compliance of the monitoring report with the monitoring report form

1. Confirm the compliance of the monitoring report with the valid version of the CDM-MR-FORM and the instructions therein for filling out the CDM-MR-FORM.

E.2. Remaining forward action requests from validation and/or previous verifications

1. Indicate whether any remaining FARs from validation and/or previous verifications have been applied during this monitoring period.
2. If applicable, list the remaining FARs and explain how they have been addressed in Appendix 4 below.
3. If the monitoring period covers the period from 1 January 2021, raise a new FAR that requires the project participants to update the monitoring report to apply any global warming potential values that may be adopted by the CMP at CMP 16 for the period from 1 January 2021 and in accordance with any other requirements that may be adopted by the CMP at CMP 16.

E.3. Compliance of the project implementation and operation with the registered project design document

1. Explain how the project implementation and operation complies with the registered project design document (PDD) in accordance with the applicable verification requirements related to the compliance of the project implementation with the registered PDD in the VVS.
2. For a registered small-scale CDM project activity or a bundle of registered small-scale CDM project activities, confirm whether the project activity or each sub-bundle in the bundle remains within the limit of its type in accordance with applicable specific verification requirements for small-scale project activities in the VVS.
3. For the first verification of a registered A/R CDM project activity or a registered small-scale A/R CDM project activity, explain how the following were assessed in accordance with the applicable verification requirements for afforestation and reforestation project activities in the VVS:
 - (a) Areas of land for which the control has been established;
 - (b) Geographical delineation of the project boundary.

E.4. Post-registration changes**E.4.1. Temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents**

1. Confirm whether any temporary deviations have been approved by the Board for this monitoring period or are to be submitted with the request for issuance.
2. In cases where the deviations have been approved by the Board prior to the submission of the request for issuance, confirm the date of approval and reference number.
3. Otherwise, confirm the version number and completion date of the validation report for post-registration changes.

E.4.2. Corrections

1. Confirm whether any corrections have been approved by the Board during this monitoring period or are to be submitted with the request for issuance.
2. In cases where the corrections have been approved by the Board prior to the submission of the request for issuance, confirm the date of approval and reference number.
3. Otherwise, confirm the version number and completion date of the validation report for post-registration changes.

E.4.3. Changes to the start date of the crediting period

1. Confirm whether any changes to the start date of the crediting period have been notified to the secretariat or approved by the Board during this monitoring period.
2. In cases where the Board approved the change prior to the submission of the request for issuance, confirm the date of approval and reference number.

E.4.4. Inclusion of a monitoring plan

1. Confirm whether the inclusion of a monitoring plan to the registered project activity has been approved by the Board during this monitoring period or is to be submitted with the request for issuance.
2. In cases where the inclusion has been approved by the Board prior to the submission of the request for issuance, confirm the date of approval and reference number.

E.4.5. Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents

1. Confirm whether any permanent changes from the registered monitoring plan, or permanent deviation or monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents have been approved by the Board during this monitoring period or are to be submitted with the request for issuance.
2. In cases where the changes have been approved by the Board prior to the submission of the request for issuance, confirm the date of approval and reference number.
3. Otherwise, confirm the version number and completion date of the validation report for post-registration changes.

E.4.6. Changes to the project design

1. Confirm whether any changes to the project design of a registered project activity have been approved by the Board during this monitoring period or are to be submitted with the request for issuance.
2. In cases where the changes have been approved by the Board prior to the submission of the request for issuance, confirm the date of approval and reference number.
3. Otherwise, confirm the version number and completion date of the validation report for post-registration changes.

E.4.7. Changes specific to afforestation and reforestation project activities

1. Confirm whether any changes specific to afforestation and reforestation project activities are to be submitted with the request for issuance.
2. In cases where the changes are to be submitted with the request for issuance, confirm the version number and completion date of the validation report for post-registration changes.

E.5. Compliance of the registered monitoring plan with applied methodologies, applied standardized baselines, and other applied methodological regulatory documents

1. Explain how the monitoring plan complies with the applied methodologies, the applied standardized baselines, and the other applied methodological documents in accordance with the applicable verification requirements related to the compliance of the monitoring plan with the applied methodologies, the applied standardized baselines and the other applied methodological regulatory documents in the VVS.

E.6. Compliance of monitoring activities with the registered monitoring plan

1. In sections E.6.1 and E.6.2 above, explain how the monitoring activities comply with the registered monitoring plan in accordance with the applicable verification requirements related to the compliance of monitoring activities with the registered monitoring plan in the VVS.
2. Where the project participants applied a sampling approach for the determination of data and parameters monitored, explain in section E.6.3 how the sampling efforts and surveys comply with the validated sampling plan in accordance with the applicable verification requirements related to the compliance of monitoring activities with the registered monitoring plan in the VVS.

E.7. Compliance with the calibration frequency requirements for measuring instruments

1. For each item of data and parameter monitored in section E.6.2, explain how the calibration was conducted at the frequency as specified by the registered monitoring plan, applied methodologies, and applied standardized baselines and the other applied methodological regulatory documents in accordance with the applicable verification requirements related to the compliance with the calibration frequency requirements for measuring instruments in the VVS.

E.8. Assessment of data and calculation of emission reductions or net removals

1. In sections E.8.1 to E.8.5 and E.8.7, explain how the data and calculation of emission reductions or net removals were assessed in accordance with the applicable verification requirements related to the assessment of data and calculation of emission reductions or net removals in the VVS and, if applicable, the “Clarification: Regulatory requirements under temporary measures for post-2020 cases” (CDM-EB109-A01-CLAR).
2. In section E.8.6, if applicable, explain how the cause of any increase in the actual GHG emission reductions in this monitoring period was assessed in accordance with the applicable verification requirements in the VVS and, if applicable, the “Clarification: Regulatory requirements under temporary measures for post-2020 cases” (CDM-EB109-A01-CLAR).

E. 9. Assessment of reported sustainable development co-benefits

1. If the project participants have monitored sustainable development co-benefits of the registered CDM project activity, and requested the DOE to verify them, explain how it was assessed in accordance with the applicable verification requirements in the VVS.

E. 10. Global stakeholder consultation

1. Explain how the stakeholder consultation conducted after the publication of the first monitoring report was assessed in accordance with the applicable verification requirements in the VVS.

SECTION F. Internal quality control

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

SECTION G. Verification opinion

1. Provide an opinion on the amount of GHG emission reductions or net anthropogenic GHG removals achieved by the project activity during this monitoring period and whether it complies with all applicable CDM requirements.

SECTION H. Certification statement

1. Provide a certification statement in accordance with the applicable requirements related to the verification and certification report in the VVS.

Appendix 1. Abbreviations

1. Using the table, list all the abbreviations used in this report.

Appendix 2. Competence of team members and technical reviewers

1. Provide documentation to substantiate the required competence of verification team members and technical reviewers.

Appendix 3. Documents reviewed or referenced

1. Using the table, list all documents reviewed or referenced during the verification including CDM regulatory documents.
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 names of the authors. Where the authors belong to the organization(s) that issue the document, provide only the names of the organizations;
 - (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 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, 3 and/or 4 for each CL, CAR, and/or FAR and copy the following rows until the finding is closed unless a FAR for future verifications is issued:
 - (a) Project participant response;
 - (b) Documentation provided by project participant;
 - (c) DOE assessment.
2. For tables 2, 3 and/or 4, indicate the section number of the verification and certification report to which each CL, CAR, and/or FAR corresponds.

- - - - -

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
04.0	6 April 2021	Revision to: <ul style="list-style-type: none"> • Reflect the “Clarification: Regulatory requirements under temporary measures for post-2020 cases” (CDM-EB109-A01-CLAR).
03.0	31 May 2019	Revision to: <ul style="list-style-type: none"> • Ensure consistency with version 02.0 of the “CDM validation and verification standard for project activities” (CDM-EB93-A05-STAN); • Make structural and editorial improvements.
02.1	11 January 2018	Editorial revision to correct the numbering of appendices in the instructions.
02.0	31 October 2017	Revision to align with the requirements of 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: Issuance
 Keywords: project activities, verifying and certifying