



CHECKLIST FOR NOTIFICATIONS OF POST-REGISTRATION CHANGES TO COMPONENT PROJECT ACTIVITIES (VERSION 02.0)

PS: Standard: CDM project standard for programmes of activities (version 03.0)
VVS: Standard: CDM validation and verification standard for programmes of activities (version 03.0)
PCP: Procedure: CDM project cycle procedure for programmes of activities (version 03.0)

1. Completeness check

Item No.	Description of item	Reference
1.1 Documentation		
1.1.1	Is a duly completed “Post-registration changes notification form” (CDM-CPA-PRC-FORM) using the valid version submitted?	PCP para 175(a)
1.1.2	Is a validation report for post-registration changes using the valid version of the form (CDM-CPA-PRCV-FORM) submitted?	PCP para 175(b), VVS para 21
1.1.3	Is a revised CPA-DD (in both clean and track-change versions) using the valid version of the applicable CPA-DD form (CDM-CPA-DD-FORM, CDM-AR-CPA-DD-FORM) submitted, except in case of temporary deviations from the registered monitoring plan, applied methodologies, applied standardized baselines or other applied methodological regulatory documents?	PS para 225, PCP 72(c)
1.1.4	Is supplemental documentation (e.g. emission reduction or net anthropogenic removal worksheet, financial calculations, etc.) submitted as appropriate?	PS para 23, PCP para 175(d)
1.1.5	Are all documents prepared in English or do they contain a full translation of relevant sections into English?	PS para 26
1.1.6	Is the spreadsheet, if submitted, in an accessible and verifiable (unprotected) format?	PS para 26
1.2 Post-registration change notification view page		
1.2.1	If the post-registration change notification is submitted, are all relevant sections of the post-registration change notification view page completed?	PCP para 175
1.3 Component project activity design document		
1.3.1	For information provided on a confidential basis, is it submitted both in a version that can be disclosed to the public and in a version containing all confidential information?	PS para 149
1.3.2	Is the format of the updated CPA-DD, including headings, logos and tables, unaltered? Are all sections of the updated CPA-DD filled, or indicated as intentionally left blank (e.g. “Not applicable”)?	PS para 26



1.4 Validation report		
1.4.1	Does the validation report indicate that the validation was conducted in accordance with a valid version of the VVS?	VVS para 20
1.4.2	Does the validation report contain appointment certificates or curricula vitae of the validation team members, technical experts and internal technical reviewers for the CPA?	VVS paras 173(h), 246
1.5 Consistency of information		
1.5.1	<p>Are the component project activity title and the UNFCCC reference number consistent in the following documents?</p> <ul style="list-style-type: none">• Post-registration change notification view page• Post-registration changes notification form (CDM-CPA-PRC-FORM)• Post-registration change validation report (CDM-CPA-PRCV-FORM)• Revised CPA-DD• Supplemental documentation	
1.5.2	<p>Are the titles, versions and UNFCCC reference numbers of the applied methodologies and, where applicable, of the applied standardized baselines consistent in the following documents?</p> <ul style="list-style-type: none">• Post-registration change notification view page• Post-registration changes notification form (CDM-CPA-PRC-FORM)• Post-registration change validation report (CDM-CPA-PRCV-FORM)• Revised CPA-DD• Supplemental documentation	
1.5.3	<p>Is the estimated amount of emission reductions or net anthropogenic removals consistent among the documents?</p> <ul style="list-style-type: none">• Post-registration change validation report (CDM-CPA-PRCV-FORM)• Revised CPA-DD• Supplemental documentation	
1.5.4	<p>Is the reference to the type of post-registration changes consistent in the following documents?</p> <ul style="list-style-type: none">• Post-registration change notification view page• Post-registration changes notification form (CDM-CPA-PRC-FORM)• Post-registration change validation report (CDM-CPA-PRCV-FORM)• Revised CPA-DD• Supplemental documentation	
1.5.5	<p>Are sign-off dates consistent/logical in the following documents?</p> <ul style="list-style-type: none">• Post-registration changes notification form (CDM-CPA-PRC-FORM)• Post-registration change validation report (CDM-CPA-PRCV-FORM)	



Appendix. 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 notification of post-registration changes in accordance with paragraph 150 of the PCP.

Issue No.	Description of issue
1.	Inconsistencies are clearly attributable to typographical errors (with the exception of the number of CERs) and/or documents containing blank pages.
2.	Documents and appendices (including spreadsheets) are not readable or contain part of text not in English. A spreadsheet containing the calculations of emission reductions or net anthropogenic removals is missing.
3.	Information of the component project activity (e.g. version and completion date of the CPA-DD, inclusion date, crediting period, component project activity title and reference number) is not consistent.
4.	Versions of the forms submitted are not valid at the time of the submission of the notification of post-registration change.
5.	Information on the post-registration changes is not consistent (e.g. type of post-registration changes, sign-off dates, valid version of the VVS).
6.	The revised CPA-DD is submitted only in clean or tracked change version.
7.	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 coordinating/managing entity or project participants on any issues of an editorial nature or consistency that are not included in the list above.



Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
02.0	7 October 2021	Revision to align with the provisions of the “CDM project standard for programmes of activities” (version 03.0), the “CDM validation and verification standard for programmes of activities” (version 03.0) and the “CDM project cycle procedure for programmes of activities” (version 03.0).
01.0	20 December 2019	Initial publication.

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