



REQUEST FOR RENEWAL OF CREDITING PERIOD AND POST REGISTRATION CHANGES: INFORMATION AND REPORTING CHECK CHECKLIST

PCP : Clean development mechanism project cycle procedure (version 09.0), EB 82, annex 15, 20 February 2015.

PS : Clean development mechanism project standard (version 09.0), EB 82, annex 13, 20 February 2015.

VVS : Clean development mechanism validation and verification standard (version 09.0), EB 82, annex 14, 20 February 2015.

SS : Standard for sampling and surveys for CDM project activities and programme of activities (version 04.1), EB 74, annex 6, 28 November 2013.

Item	Description of the Item	References
1. RE-SUBMISSION COMPLETENESS		
1.1 Applied methodology and/or standardized baseline	Is the version of applied methodology(ies) and/or standardized baseline(s) valid at the time of re-submission considering the extension granted until the end of the 28th-day period after the notification that the submission cannot be processed any further?	PCP para 83, 87, 303
INFORMATION AND REPORTING CHECK CHECKLIST - POST-REGISTRATION CHANGES		
2. TEMPORARY DEVIATIONS FROM THE REGISTERED MONITORING PLAN OR APPLIED METHODOLOGY		
2.1 Monitoring report		
2.1.1 Temporary deviations from the registered monitoring plan, applied methodology or standardized baseline	Does the monitoring report contain a description of the nature, extent and duration of the non-conforming monitoring and the proposed alternative monitoring of the project activity?	PS para 272, 307
2.2 Validation report		
2.2.1 Temporary deviations from the registered monitoring plan, applied methodology or standardized baseline	Does the DOE confirm whether the deviations comply with relevant requirements related to temporary deviations from the registered monitoring plan, applied methodology or standardized baseline in the Project standard?	VVS para 300-302
3. CORRECTIONS		
3.1 Revised PDD		
3.1.1 Description of corrections	Does the revised PDD clearly detail and document the type of corrections to project information?	PS para 275, 307



3.2 Validation report		
3.2.1 Corrections to project information and parameters	Does the DOE confirm that the corrected information is accurate reflection of actual project information and the corrected parameters reflect application of the applied methodology, the registered monitoring plan and/or applied standardized baseline?	VVS para 304
4. PERMANENT CHANGES FROM THE REGISTERED MONITORING PLAN, MONITORING METHODOLOGY AND/OR STANDARDIZED BASELINE		
4.1 Revised PDD		
4.1.1 Description of the proposed changes	Does the revised PDD provide a description of the nature and extent of the non-conforming monitoring and the proposed alternative monitoring of the project activity?	PS para 284, 307
4.1.2 Conservativeness	Does the revised PDD detail that assumptions or discount factors used for GHG emission reductions calculations do not lead to over-estimation of emission reductions?	PS para 287, 307
4.2 Validation report		
4.2.1 Accuracy of the monitoring	Does the DOE confirm that the changes are in compliance with the applied methodology and, where applicable, the applied standardized baseline and do not reduce the level of accuracy of the monitoring compared with the requirements contained in the registered monitoring plan?	VVS para 313
4.2.2 Later version of the methodology	Does the DOE confirm that the application of a later valid version of the applied methodology and/or the applied standardized baseline (if any) does not impact the conservativeness of the monitoring and verification process, including the related emission reduction calculations?	VVS para 314
4.2.3 Reduced accuracy of emission reduction calculation	If the changes lead to a reduction in the accuracy of the calculation of emission reductions, does the DOE shall confirm that the project participants apply conservative assumptions or discount factors to the calculations and ensure that emission reductions are not overestimated?	VVS para 315
5. CHANGES TO THE PROJECT DESIGN OF A REGISTERED PROJECT ACTIVITY		
5.1 Revised PDD		
5.1.1 Description of changes	Does the revised PDD contain a description of the nature and extent of the proposed or actual changes to the project design of the registered project activity?	PS para 288, 289 (a)-(e), 307



5.1.2 Impact	Does the revised PDD provide a summary of impacts of the proposed or actual changes to the registered CDM project activity regarding: a) the applicability and application of the applied methodology and, where applicable, the applied standardized baseline under which the project activity has been registered; b) compliance of the monitoring plan with the applied methodology and, where applicable, the applied standardized baseline; c) the level of accuracy and completeness in the monitoring of the project activity; d) the additionality of the project activity; e) the scale of the project activity.	PS para 292, 307
5.1.3 Additionality	Does the revised PDD provide details on the effect of the changes on the project additionality or the additionality criteria identified in the applied standardized baseline?	PS para 294, 295, 307
5.2 Validation report		
5.2.1 Description of the changes	Does the validation report describe the nature and extent of the actual changes, determine whether this description accurately reflects the implementation, operation and monitoring of the modified project activity?	VVS para 318, 326 (a)
5.2.2 Reasons for the changes	Does the validation report contain an assessment on when the changes occurred, reasons for those changes taking place, whether the changes would have been known prior to registration of the project activity, and how the changes would impact the overall operation/ability of the project activity to deliver emission reductions as stated in the PDD?	VVS para 326 (b)
5.2.3 On-site visit	Has the DOE conducted an on-site visit and assessed the impacts of the actual changes on the compliance of the monitoring plan, the level of accuracy of the monitoring activity, the monitoring methodology and tools and/or, where applicable, the applied standardized baseline?	VVS para 319
5.2.4 Additionality, scale, applicability and application	Does the validation report contain an assessment on whether the changes do not adversely impact the conclusion of the validation report in respect of (i) additionality of the project activity (ii) scale of the project activity (iii) applicability and application of approved baseline methodology and, where applicable, the applied standardized baseline under which the project has been registered; (iv) the compliance of the monitoring plan with the applied monitoring methodology and, where applicable, the applied standardized baseline; or (v) the level of accuracy of the monitoring compared with the requirements contained in the reported monitoring plan?	VVS para 320, 326 (c)



5.2.5 Accuracy of monitoring and verification processes	Does the validation report contain an assessment that the changes comply with the applied methodology and/or the applied standardized baseline or any later version (if any) and do not impact the conservativeness of the monitoring and verification process, including the related emission reduction calculations?	VVS para 327
INFORMATION AND REPORTING CHECK CHECKLIST – RENEWAL OF CREDITING PERIOD		
6. UPDATED PROJECT DESIGN DOCUMENT		
6.1 Baseline		
6.1.1 Updated baseline information	Does the PDD update the baseline section in accordance with all relevant applicable requirements in the CDM Project standard, as follow:	PS para 300, 301 PCP para 293, 298
	Does the updated PDD contain the reference (number, title and version) of the selected methodology(ies) and/or the selected standardize baseline(s), including any tools, standards and/ or guidelines as required by the methodology(ies), valid at the time of submission?	PS para 36-38
	Does the updated PDD describe how applicability conditions of the methodology(ies) and/or the selected standardize baseline(s) are met?	PS para 39
	Does the updated PDD explain the fulfilment of specific requirements for the application of the selected methodology(ies) and/or standardized baseline(s), in case of small scale project activities?	PS para 105-110,
	Does the updated PDD clearly define the boundary of the proposed project activity and the GHG sources included in the project boundary, in accordance with the selected methodology(ies) and/or the selected standardize baseline(s)?	PS para 40, 41
6.2 Emission reductions		
6.2.1 Update emission reduction information	Does the PDD update the emission reduction section in accordance with all relevant applicable requirements in the CDM Project standard, as follow:	PS para 300, 302 PCP para 293, 298



	Does the updated PDD explain the methodological choices for the calculation of the baseline and project emissions, leakage and emission reductions?	PS para 53, 54
	Does the updated PDD list data and parameters used to calculate the emission reductions; for parameters that are not monitored but remain fixed throughout the crediting period, are the details such as the values applied accompanied by appropriate units, source, and justification provided?	PS para 55-60
	Does the updated PDD present step-wise calculation of the ex-ante emission reduction calculations, including how the selected values are applied in each equations, in accordance with the selected methodology(ies) and/or the selected standardized baseline(s)?	PS para 53
6.2.2 Update of original ex-ante parameters	Where original baseline ex-ante parameters are no longer valid, are these parameters updated in accordance with the “Tool to assess to assess the validity of the original/current baseline and to update the baseline at the renewal of the crediting period”?	PS para 305
6.2.3 National and/or sectoral policies and circumstances	Does the updated PDD incorporate the impact of national and/or sectoral policies and circumstances existing at the time of requesting renewal of the crediting period on the current baseline GHG emissions?	PS para 303
6.3 Monitoring methodology		
6.3.1 Update monitoring information	Does the PDD update the monitoring plan section in accordance with all relevant applicable requirements in the CDM Project standard, as follow:	PS para 300, 301 PCP para 293, 298
	Does the updated PDD list all data and parameters to be monitored, as required by the applied methodology(ies) and/or the selected standardized baseline(s), including the details such as the unit, source, measurement methods, and QA/QC procedures?	PS para 64
	Does the PDD contain a monitoring plan that explains the operational and management structure, responsibilities and institutional arrangement for data collection/ archiving, QA/QC procedures, and sampling plan where applicable?	PS para 65, 112, 113 SS section III



6.4 Crediting period		
6.4.1 Crediting period	Does the updated PDD indicate that the next crediting period commences on the day immediately after the expiration of the current crediting period?	PS para 306
7. VALIDATION REPORT		
7.1 Validation methods		
7.1.1 Standard auditing techniques	Does the validation report describe how the DOE has applied the standard auditing techniques as appropriate, including desk review, follow-up actions, referencing, review of the calculations, sampling approach?	VVS para 22-24, 434 SS section 6
7.2 Project design document -PDD		
7.2.1 Form	Does the validation report indicate if the updated PDD was completed correctly using the latest PDD form and instructions therein? If the project participants used a later valid version of the PDD form for the updated PDD than the version of the PDD form of the registered PDD, does the validation report indicate if the DOE has determined whether information transferred to the later valid version of the PDD form is materially the same as that in the registered PDD?	VVS para 69, 70, 436, 446 (a) (i) and (ii)
7.2.2 Updated PDD	Does the validation report indicate if the DOE has determined whether the project participants have updated the sections of the PDD relating to the baseline, estimated GHG emission reductions or net anthropogenic GHG removals, the monitoring plan and the crediting period in accordance with the relevant requirements in the Project standard?	VVS para 435, 446 (a) (iv) PCP para 298
7.3 Project participants		
7.3.1 Project participants	Does the validation report indicate if the DOE has checked that the names of the project participants included in the updated PDD are consistent with the names of the project participants in the registered PDD ?	VVS para 439, 446 (a) (vi)
7.4 Methodology and standardized baseline		
7.4.1 Compliance with methodology and/or standardized baseline	Does the validation report describe how the DOE has assessed whether the updated PDD complies with all the requirements in the selected methodology, methodological tool and/or standardized baseline except for additionality demonstration?	VVS para 440, 446 (a) (iii)



7.4.2 Deviation and/or clarification on the methodology	Does the validation report indicate if the project participant deviated from the selected methodology, hence requires a clarification on the applicability of an approved methodology and/or standardized baseline, or requested for deviation from an approved methodology?	VVS para 441
7.5 Baseline and emission reductions		
7.5.1 National and/or sectoral policies and circumstances	Does the validation report describe how the DOE has assessed the validity of the original baseline or its update through an assessment of the impact of new relevant national and/or sectoral policies and circumstances?	VVS para 437 (a)
7.5.2 Continuity of original baseline	Does the validation report describe how the DOE has assessed the validity of the original baseline or its update through an assessment of the correctness of the application of the approved methodology and, where applicable, the approved standardized baseline for the determination of the continued validity of the baseline and its update?	VVS para 437 (b)
7.5.3 Continuity of original emission reductions estimation	Does the validation report describe how the DOE has assessed the validity of the original baseline or its update through an assessment of the correctness of the application of the approved methodology and, where applicable, the approved standardized baseline for the determination of the continued validity of the estimation of emission reductions?	VVS para 437 (b)
7.6 Validation Report		
7.6.1 Summary of validation process	Does the validation report include a summary of validation process?	VVS 176 (a), 446 (b)



7.6.2 Requests raised by the DOE	Does the validation report contain information on all CARs, CLs and FARs: the issues raised, the responses by the project participants, how they were resolved, and how they resulted in changes in the PDD or supporting annexes?	VVS para 30, 176 (b), 446 (b)
7.6.3 FARs	In case FARs are raised, are they related to the project implementation and not to the registration requirements?	VVS para 28, 446 (b)
7.6.4 Validation conclusions and opinion	Does the validation report describe the approaches taken, findings and conclusions, to reach the final validation opinion?	VVS para 176 (d), 446 (b)
7.6.5 List of reference	Does the validation report provide lists of on-site inspections, interviewees and documents reviewed?	VVS para 176 (e), 446 (b)
7.6.6 Sampling approach	Does the validation report provide a list of sampling approaches used, and a description of determination of sample size and conduction of field visit in case of sampling approach applied to on-site inspection?	VVS para 176 (e), 446 (b)
7.6.7 Quality control	Does the validation report provide information on quality control within the team and in the validation process?	VVS para 176 (g), 446 (b)
7.6.8 Validation team	Does the validation report include the details of the validation team members, technical experts, internal technical reviewers involved, and their roles in the validation activity?	VVS para 176 (f), (h), 446 (b)
7.6.9 Crediting period	Does the validation report applied approaches, findings and conclusions on whether the next crediting period of the registered CDM project activity commences on the day immediately after the expiration of the current crediting period?	VVS para 446 (a) (v)
7.6.10 Post-registration changes	Does the validation report provide a statement on whether any proposed post-registration changes for the next crediting period will be submitted together with the request for renewal of crediting period of the registered CDM project activity?	VVS para 446 (d)



7.7 Validation opinion		
7.7.1 Validation methodology	Does the validation opinion include a summary of the validation methodology, procedures and the validation criteria applied and if the project activity satisfies the criteria?	VVS para 171, 446 (c)
7.7.2 Non coverage	Does the validation opinion include a description of any of the project components or issues that are not covered by the validation?	VVS para 171 (b), 446 (c)
7.7.3 Validation conclusion	Does the validation opinion include a summary of the validation conclusions and a statement on the validation of the expected emission reductions?	VVS para 171 (c), (d), 446 (d)

Appendix 1 - Request for Registration: Information and Reporting Check Issues of an Editorial Nature*

The table below lists “issues of an editorial nature” for which the secretariat may request the DOE to submit the missing or revised documents and/or information in accordance with paragraph 82 and 303 of the PCP.

Item	Description of the Item
1.	Any issue of an editorial nature that is not picked at completeness check stage
2.	Hyperlink/weblink missing or not opening
3.	System diagram like project boundary, monitoring line diagram, management structure missing or is unclear
4.	GHG sources not discussed in the PDD
5.	Start date of crediting period missing except for cases in which project participant intends to start the crediting period after the registration of the project.
6.	Recording frequency of parameters not reported as per the methodology

* This list is not exhaustive and will be revised as and when required. The secretariat may contact the Designated Operational Entity/Project Participant on any issues of an editorial nature that are not included in the list above.



Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
02.0	27 March 2015	Revision to: <ul style="list-style-type: none">• Incorporate the new provisions in CDM project standard (CDM-EB65-A05-STAN), CDM validation and verification standard (CDM-EB65-A04-STAN) and CDM project cycle procedure (CDM-EB65-A32-PROC) adopted at EB 82;• Editorial improvements.
01.0	3 May 2012	Initial publication.

Decision Class: Regulatory
Document Type: Information note
Business Function: Renewal of crediting period
Keywords: completeness check, crediting period, post-registration change