




**PROCEDURES FOR REGISTRATION OF A PROPOSED CDM PROJECT ACTIVITY  
(Version 02)**

1. In accordance with paragraph 40 (f) of the CDM modalities and procedures (CDM M&P), the request for registration of a proposed CDM project activity shall be in the form of a validation report which includes the project design document, the written approval of the host Party and an explanation of how the DOE has taken due account of public comments received on the CDM-PDD.
2. A designated operational entity shall submit its validation report using the “CDM project activity registration and validation report form” (F-CDM-REG) (attached to these procedures) to request for registration of a proposed project activity.
3. In order to ensure transparency and efficiency of the registration process:
  - (a) A request for registration will only be processed after the secretariat has determined that all information and documentation requested in the registration form has been provided by the DOE;
  - (b) The date of receipt of a request for registration is the date when the deposit of the registration fee indicated in the registration form has been received by the secretariat;
  - (c) A request for registration” (as defined in paragraph 40 (f) of the CDM modalities and procedures) shall be made publicly available through the UNFCCC CDM web site (either by a link to the DOE web site or by being directly posted) for a period of eight (8) weeks. The secretariat shall announce a request for registration of a proposed CDM project activity on the UNFCCC CDM web site and in the CDM news facility. The announcement shall specify where the request for registration can be found, the name of the proposed CDM project activity and the first and last day of the eight-week period. The secretariat shall notify the DOE requesting a registration when and where the request for registration is posted.
  - (d) Unless there is a request for review, a request for registration shall, after eight weeks, be marked in the UNFCCC CDM web site as “registration completed” and the corresponding proposed CDM project activity and related public documents recorded/displayed as registered.

 <p><b>CDM Project Activity Registration and Validation Report Form</b> <i>(By submitting this form, designated operational entity confirms that the proposed CDM project activity meets all validation and registration requirements and thereby requests its registration)</i></p>	
<b>Section 1: Request for registration</b>	
<b>Name of the designated operational entity (DOE) submitting this form</b>	
<b>Title of the proposed CDM project activity (Section A.2 of the attached CDM-PDD) submitted for registration</b>	
<b>Project participants (Name(s))</b>	
<b>Sector in which project activity falls</b>	
<b>Is the proposed project activity a small-scale activity?</b>	Yes / No ( <i>underline as applicable</i> )
<b>Section 2: Validation report</b>	
<b>List of documents to be attached to this validation report (please check mark):</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> The CDM-PDD of the project activity</li> <li><input type="checkbox"/> An explanation by the submitting designated operational entity of how it has taken due account of comments on validation requirements received, in accordance with the CDM modalities and procedures, from Parties, stakeholders and UNFCCC accredited non-governmental organizations;</li> <li><input type="checkbox"/> The written approval of voluntary participation from the designated national authority of each Party involved, including confirmation by the host Party that the project activity assists it in achieving sustainable development: <ul style="list-style-type: none"> <li><input type="checkbox"/> (Attach a list of all Parties involved and attach the approval (in alphabetical order))</li> </ul> </li> <li><input type="checkbox"/> Other documents, including any validation protocol used in the validation <ul style="list-style-type: none"> <li><input type="checkbox"/> (comprehensive list of documents attached clearly referenced)</li> <li><input type="checkbox"/> List of persons interviewed by DOE validation team during the validation process</li> <li><input type="checkbox"/> Any other documents. Please specify.</li> </ul> </li> <li><input type="checkbox"/> Information on when and how the above validation report is made publicly available.</li> <li><input type="checkbox"/> Banking information on the payment of the non-reimbursable registration fee</li> <li><input type="checkbox"/> A statement signed by all project participants stipulating the modalities of communicating with the Executive Board and the secretariat in particular with regard to instructions regarding allocations of CERs at issuance</li> </ul>	

**Executive Summary and Introduction, including**

- Description of the proposed CDM project activity
- Scope of validation process (include all documentation that has been reviewed and name persons that have been interviewed as part of the validation, as applicable)
- DOE Validation team (list of all persons involved in the validation, describing functions assumed in the validation)

**Description of methodology for carrying out validation**

- Review of CDM-PDD and additional documentation attached to it
- Assessment against CDM requirements (e.g. by use of a validation protocol)
- Report of findings by the DOE, e.g. by use of type of findings (e.g. corrective action requests, clarifications or observations). Please explain the way findings are "labelled" during validation.
- Include statements or assessments in the section "Conclusions, final comments and validation opinion" below.

**Explanation by the submitting designated operational entity of how it has taken due account of comments on validation requirements received, in accordance with the CDM modalities and procedures, from Parties, stakeholders and UNFCCC accredited non-governmental organizations;**

- Description of how and when the PDD was made publicly available
- Description of how comments were received and made publicly available
- Explanation of how due account has been taken of comments received
- Compilation of all comments received (Identify the submitter)

<b>Conclusions, final comments and validation opinion</b>		
<ul style="list-style-type: none"> <li>• Provide conclusions on each requirement under paragraph 37 of the CDM modalities and procedures, describing how these requirements have been met. This shall include assessments and findings (e.g. corrective action requests, clarifications or observations) in relation to each requirement, including a confirmation that all issues raised have been addressed to the satisfaction of the DOE.</li> <li>• Final comments and validation opinion</li> </ul>		
<p>The DOE declares herewith that in undertaking the validation of this proposed CDM project activity it has no financial interest related to the proposed CDM project activity and that undertaking such a validation does not constitute a conflict of interest which is incompatible with the role of a DOE under the CDM.</p>		
By submitting this validation report, the DOE confirms that all validation requirements are met.		
Name of authorized officer signing for the DOE		
Date and signature for the DOE		
<b><i>Section below to be filled by UNFCCC secretariat</i></b>		
Date when the form is received at UNFCCC secretariat		
Date at which the registration fee has been received		
Date at which registration shall be deemed final		
Date of request for review, if applicable		
Date and number of registration	Date	Number