



Annex 28

PROCEDURES FOR REQUESTS FOR REGISTRATION OF PROPOSED CDM PROJECT ACTIVITIES

Version 01

A. Background

1. This document is adopted in accordance with 3/CMP.1, annex, paragraphs 19 and 40; and decision 2/CMP.5, paragraph 37. In particular, decision 2/CMP.5, paragraph 37 requests Executive Board to adopt as soon as possible, and subsequently apply on an interim basis, revised procedures for registration, under which alternative timelines to those defined in decision 3/CMP.1, annex, paragraphs 41, and decision 4/CMP.1, annex II, paragraph 24, can be applied
2. This document prescribes the procedures that a designated operational entity (DOE) shall comply with to submit a request for registration of a proposed project activity, specifies the procedures that the secretariat will take in processing a request for registration, prescribes when a request for registration will be published and received by the Executive Board for consideration of registration, and prescribes procedures for consideration of a requests for registration.
3. This document replaces the following documents: “Clarification on the Validation Requirements to be checked by a Designated Operational Entity” (electronically approved on 9 June 2004) , “Procedures for Registration of a Proposed CDM Project Activity” (EB 14 report, annex 7), “Clarifications on Validation Requirements to be Checked by Designated Operational Entity” (EB 8 report, annex 3), and “Additional Clarifications to the Validation Requirements to the Validation Requirements to be Checked by a Designated Operational Entity” (EB 11 report, annex 6).

B. Procedures for Submitting a Request for Registration

4. The following prescribes the procedures that DOEs shall comply with to submit a request for registration of a proposed CDM project activity.
5. The DOE shall submit a request for registration for a proposed CDM project activity for registration only after it determines that a proposed project activity is valid by following and meeting the requirements prescribed in the latest version of the “Clean Development Mechanism Validation and Verification Manual” and other CDM requirements.
6. The DOE shall submit the required documents listed in latest applicable version of the completeness checklist for requests for registration, which the secretariat will make publicly available by publishing it on the UNFCCC CDM website. The DOE shall submit the required documents using the electronic, internet-based, submission tool provided to the DOE by the secretariat.
7. The DOE shall receive from the secretariat unique reference number for the submission of the request for registration and a statement of the registration fee due, calculated in accordance with the latest guidelines adopted by the Executive Board, or a confirmation that no registration fee is due.
8. The DOE shall communicate to the project participant(s) the unique reference number; and shall also communicate to the project participant(s) the registration fee due, or a confirmation that no registration fee is due.
9. The project participant(s) shall pay any required registration fee by bank transfer identifying the unique reference number. The DOE shall, using the submission tool, submit proof of payment. If the



proposed project activity applies a methodology that has been revised, withdrawn, or suspended by the Executive Board, either proof of payment must be uploaded within 20 calendar days or payment must be received within 40 calendar days of the deadlines prescribed in the latest version of the “Procedures for the Revision of an Approved Baseline or Monitoring Methodology by the Executive Board”.¹

C. Procedures for Processing a Request for Registration

10. The following specifies the procedures the secretariat will take in processing a request for registration, and prescribes when a request for registration will be published and received by the Executive Board for consideration.
11. Upon receipt of a request for registration, the secretariat will send to the DOE a unique reference number for the proposed project activity; and shall also send to the DOE a statement of the registration fee due, calculated in accordance with the latest guidelines adopted by the Executive Board, or confirmation that no registration fee is due.
12. The secretariat shall maintain a publicly available list of all submitted requests for registration for which the applicable registration fee has been received. The schedule of requests for registration to be processed, including the expected date of commencement, shall be made publicly available. The commencement of the processing of these requests for registration shall be scheduled in accordance with the secretariat’s operational plans, i.e. monthly quotas. The secretariat’s operational plans will also incorporate any relevant instructions from the Executive Board.
13. Upon commencement of the processing of the request for registration the secretariat will complete within 7 calendar days a completeness check to determine whether the request for registration submission is complete, in accordance with latest applicable version of the completeness checklist for requests for registration.
14. Upon completion of the completeness check, the secretariat will notify the project participant(s), as identified in the Modalities of Communication form, and the DOE of the result of the completeness check, including an elaboration of the underlying reasons, and the secretariat will make the result of the completeness check publicly available by publishing it on the UNFCCC CDM website. If the request for registration does not meet the requirements of the completeness check, then upon submission of the revised documentation the request for registration shall be treated as a new submission of a request for registration.
15. Upon a determination by the secretariat that the request for registration meets the requirements of the completeness checklist, the secretariat will conduct within 23 calendar days an information and reporting check in accordance with the latest applicable version of the information and reporting checklist for request for registration, which secretariat shall make publicly available by publishing it on the UNFCCC CDM website.
16. Upon conclusion of the information and reporting check, the secretariat will notify the project participant(s), as identified in the Modalities of Communication form, and the DOE of the result of the information and reporting check, and the secretariat shall make the result, including an elaboration of the underlying reasons of the information and reporting check publicly available by publishing it on the UNFCCC CDM website. If the request for registration does not meet the requirements of the information and reporting check, then upon submission of the revised documentation the request for registration shall be treated as a new submission of a request for registration.

¹ As of the date of adoption of this document, EB 35 report, annex 13 is the latest version of the “Procedures for the Revision of an Approved Baseline or Monitoring Methodology by the Executive Board”.



17. Upon a determination by the secretariat that the request for registration meets the requirements of the information and reporting check, the secretariat will publish the request for registration on the UNFCCC CDM website, and the request for registration shall be deemed received by the Executive Board for consideration.

18. The secretariat will notify the project participant(s) (as identified in the Modalities of Communication form), the designated national authority(ies) of the Party(ies) involved, and the DOE: that the secretariat has published the request for registration, that the Executive Board has received the request for registration for consideration of registration, and the last date by which members of the Executive Board or a Party involved may request a review of the request for registration, which shall be 28 days after the date of publication of the request for registration.

19. The secretariat will prepare and send to the Executive Board a summary note on the request for registration, within 14 days of date of publication of the request for registration.

D. Procedures Requesting a Review of a Request for Registration

20. A request for review by a Party involved in the proposed project activity shall be sent by the relevant designated national authority to the Executive Board, through the secretariat, using official means of communication (such as recognized official letterhead and signature or an official dedicated e-mail account). A request for review by any member of the Executive Board shall be made by notifying the Executive Board through the secretariat.

21. The secretariat shall acknowledge the receipt of a request for review and promptly make it available to the Executive Board.

22. A request for review shall be considered to be received by the Executive Board on the date it has been received by the secretariat. A request for review will not be considered by the Executive Board if it is received after 17:00 GMT of the last day of the 28 day period following the publication of the request for registration.

23. A request for review shall:

- (a) include the latest CDM project activity registration review form (F-CDM-RR) adopted by the Executive Board,
- (b) provide reasons for the request for review, based on the latest version of the “Clean Development Mechanism Validation and Verification Manual” and other CDM requirements, and any supporting documentation.

24. If a Party involved in a proposed CDM project activity or three Executive Board members request a review of the request for registration, the secretariat shall:

- (a) notify the project participants and the DOE which validated the proposed project activity that a Party involved in a proposed CDM project activity or at least three Executive Board members have requested a review of the request for registration,
- (b) mark the request for registration as “under review” on the UNFCCC CDM website.

E. Procedures for Finalizing a Requesting for Registration if no Request for Review

25. The Executive Board shall register the proposed project activity if the secretariat does not receive a request for review, as prescribed above, from a Party involved or at least three members of the Executive



Board. The date of registration shall be the day following the period for which a request for review may be submitted.

History of the document

Version	Date	Nature of revision
01	EB 54, Annex 28 28 May 2010	Initial adoption. This document replaces: <ul style="list-style-type: none">• “Clarification on the Validation Requirements to be checked by a Designated Operational Entity” (electronically approved on 9 June 2004) ,• “Procedures for Registration of a Proposed CDM Project Activity” (EB 14 report, annex 7), “Clarifications on Validation Requirements to be Checked by Designated Operational Entity” (EB 8 report, annex 3), and• “Additional Clarifications to the Validation Requirements to the Validation Requirements to be Checked by a Designated Operational Entity” (EB 11 report, annex 6)
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