



华夏认证中心有限公司  
China Certification Center. Inc

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# **Validation and Verification Procedure**

## **(Version 06.1)**

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## History of the document

Version	Date	Nature of revision
01.0	22 April 2014	Initial adoption
02.0	04 August 2014	Inclusion of a reference to “GHG CDM_Form_025_Site Visit Record”.
03.0	05 December 2014	Inclusion of only one stage technical review process after preparation of Draft Final Validation/Verification Report by the Team, instead of the two stage technical review process by the same technical reviewer; Exclusion of Financial Expert Review of DVR.
04.0	04 November 2016	1, MRs must be uploaded no later than 14 days prior to the first day on site was revised as 21 days in accordance with the requirement of PCP version 9.0; 2, Notification of successful upload to UNFCCC do not need to forward to the Client; 3, Personnel requirement to onsite visit was added as required by AS version 6.0; 4, Draft DVR, DVR Quality Assurance Check and CC Check of DVR were deleted to keep consistence with the CDM Validation or Verification Report Form; 5, Requirements to client’s responses were deleted, and made it clear that the Team issued the list of CARs and CLs to client and copied CAM; 6, ITR from was referred in Section 4; 7, Reporting of verification status was added in Section 4 as required by the latest version of AS; 8, The relevant standards and procedures were referred in Section 8.
04.1	17 March 2017	Inclusion that team leader reports all issues identified during the Site Visit and raised Corrective Action Requests (CARs), Clarifications (CLs) or Forward Action Request (FARs) in accordance with the latest CDM Validation and Verification Standard.
05.0	6 June 2017	Inclusion of the requirements of the latest version of Project Standard for Project Activities and Project Standard for Programmes of Activities, Project Cycle Procedure for Project Activities and Project Standard for Programmes of Activities, Validation and Verification Standard for Project Activities and Project Standard for Programmes of Activities
05.1	14 November 2017	Inclusion of the onsite visit requirement for validation of renewal crediting period projects
05.2	16 September 2019	Inclusion of PoA specific procedures the inclusion of CPA and define to the post-registration change as per latest CDM

		Validation and Verification Standard, CDM project cycle procedure for project activities, Standard: CDM project standard for programmes of activities and CDM project cycle procedure for programmes of activities.
05.3	22 December 2019	Correction of some typos in Section 4.2 and Section 8
06.0	20 May 2022	<ol style="list-style-type: none"> <li>1. Requirement of remote audit for force majeure conditions</li> <li>2. Specify the requirement of TR comments in ITR form</li> <li>3. Inclusion of post-registration change and deviation process</li> <li>4. Inclusion of Procedure for withdraw</li> <li>5. Inclusion of treating processes if the design of the proposed CDM project activity has undergone changes after the publication of the PDD for global stakeholder consultation</li> </ol>
06.1	20 July 2023	Inclusion of the responsibility of Team Leader to check the consistency and typo of Validation/Verification report.

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## **1. Purpose**

The purpose of this procedure is to establish a step-wise approach for providing validation and/or verification/certification services and ensuring quality and partiality of the delivery in accordance with all applicable CDM requirements.

## **2. Responsibilities**

- Director of GHG Validation and Verification Department (Decision Maker)
- Quality Manager of GHG Validation and Verification Department
- Client Account Manager of GHG Validation and Verification Department (CAM)
- Validation and Verification Team of GHG Validation and Verification Department
- Technical Reviewer of GHG Validation and Verification Department

## **3. Overarching Validation/Verification Process**

The overarching validation/verification process below covers the entire service process, from the moment that the request for validation/verification is received to the submission of the request for registration/issuance (only if the final report is positive). There are a number of additional process steps underneath these. Each step in the overarching validation/verification process that appears in a light green square has associated sub-processes that are set out later in this document. The light blue squares do not have associated sub-processes. The gray squares are explained in the procedure document “Contract Review Procedure”. In case the validation/verification team concludes that the project does not adhere to the UNFCCC requirements, a negative validation/verification report could be issued at any stage of the validation/verification process.

(See next page)

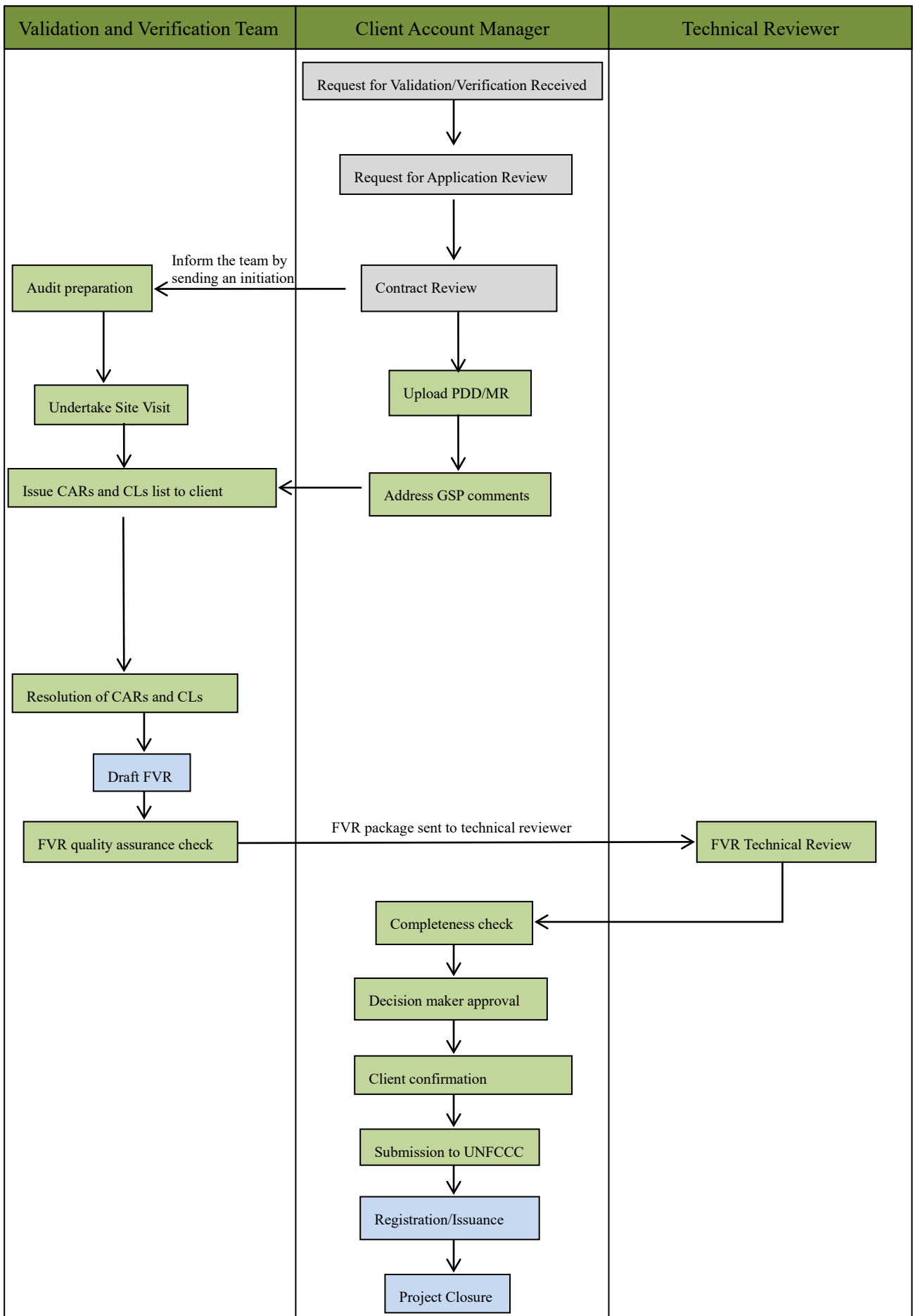


Figure 1: Overarching validation/verification process

## **4. Validation and Verification Sub-processes**

The following sections describe the light blue squares and the sub-processes of the light green squares shown in the overarching validation and verification process. The gray squares are explained in the procedure document “Contract Review Procedure”.

In carrying out its validation and verification work, the DOE shall use and comply with the valid version of standards, methodological tools and guidelines provided by the Board and other relevant provisions.

### **4.1 Upload PDD/MR**

Before any audit preparation can take place, the Global Stakeholder Process (GSP) PDD (or PoA-DD, CPA-DD), or MR shall be uploaded on the UNFCCC website via DOE interface.

For validation projects, if GSP comments on specific project are received, please see sub-process ‘4.3. Address GSP Comments’ of this document.

For verification projects, the DOE shall make the monitoring report publicly available through a dedicated interface on the UNFCCC CDM website, at the latest 21 days prior to undertaking the on-site inspection for the verification.

For the monitoring report for the first monitoring period, if comments are received, please see sub-process ‘4.3. Address GSP Comments’ of this document.

4.1.1 CAM shall request Client to provide the Global Stakeholder Process (GSP) PDD (or PoA-DD, CPA-DD) and supporting documentation (e.g. IRR calculation and ER calculation), or, MR and supporting documentation (e.g. ER calculation sheet).

4.1.2 After receiving the (GSP) PDD (or PoA-DD, CPA-DD) and supporting documentation or MR and supporting documentation, CAM shall conduct an initial completeness check for these documents.

4.1.3 Once the documents passed the initial completeness check, CAM shall upload PDD (or PoA-DD, CPA-DD)/MR to the UNFCCC website via DOE interface.

4.1.4 CAM shall forward UNFCCC notification of successful upload to the validation/verification team.

### **4.2 Audit Preparation**

The audit preparation stage must take place after the GSP-PDD or first version of the MR has been uploaded and prior to the site visit.

4.2.1 If the actually perform validation and verification on site visit cannot be conducted due to force majeure, the validation/verification team leader should fill the Generally Information of CDM/VCS/GS project using the “GHG CDM\_Form\_031\_Remote Audit Assessment Form” and send to CAM. CAM assess the status of the project using the “GHG CDM\_Form\_031\_Remote Audit Assessment Form” to see if remote audit is applicable. The assessment form should be approved by GHG director.

4.2.2. If the remote audit is not applicable, CAM should inform the validation/verification team leader, PP and relevant parties. If the remote audit can be applied, CAM should inform validation/verification team leader and the remote validation and verification should be performed according to the “GHG CDM\_Guideline\_002\_Guidance on remote inspection as an alternative means to an on-site inspection”.

4.2.3 The Validation/Verification team shall undertake Desk Review of the (GSP) PDD (or PoA-DD, CPA-DD) and supporting documents (e.g. IRR calculation and ER calculation sheet) or MR and supporting documents (e.g. ER calculation sheet). The Validator/Verifier shall consult with the team leader and the sector expert as appropriate to complete Validation/Verification Plan. The Validation/Verification Plan is prepared to introduce:

- Validation/verification objectives and principles;
- ICT applications for Remote audit (if applicable);
- Team members, their roles and contact details. The following personnel, at a minimum, shall participate in the visit: 1) The team leader; 2) The team member(s) qualified in the technical area(s) of the CDM project activity or PoA being validated or verified/certified;
- Time and date of arrival and departure;
- Team logistics and site visit agenda;
- Safety requirements;
- Interviewees intended to interview;
- Document request list;
- Confidential policy.

4.2.4 The Validator/Verifier shall send the Validation/Verification Plan to the Client, copying CAM.

4.2.5 The CAM files records of Validation/Verification Plan and Remote Audit Assessment Form.

### **4.3 Address GSP Comments**

4.3.1 If GSP comments are received, CAM shall file a copy of the GSP comments.

4.3.2 CAM shall send the comments to the client and validation team. After consultation with the validation team members, the validator advises the CAM whether the comment is considered to be complete and substantiated, or further information is required.

4.3.3 CAM shall take actions as below:

- If comment is complete, stakeholder is identified, and evidence is provided to support the claims, then no need to email the comment submitter. The validator shall report in the FVR how the comments raised have been addressed.
- If comment is incomplete i.e. it is not clear whether the commenter is a genuine stakeholder, or further information is needed to explain or substantiate the claims, then the CAM shall send an email asking them to identify themselves and their relationship to the project, and to provide evidence or further information to substantiate their claims.

4.3.4 CAM shall forward commenter's responses to the validation team, who take action as follows:

- If the person who submitted the comment doesn't identify themselves as a stakeholder, and the comment does not seem relevant, the comments do not need to be taken into account. The Validator shall report on this in the Final Validation Report (FVR), explain what have been done.
- If they are identified as a genuine stakeholder then the validator shall report in the FVR how we have addressed each comment raised.

4.3.5 CAM shall file copies of correspondence with the stakeholders in the project folder.

4.3.6 If the design of the proposed CDM project activity has undergone changes after the publication of the PDD for global stakeholder consultation, the CAM shall inform QM and QM determine whether these changes are significant. If the changes are determined by the QM and CAM as significant, the CAM shall make a revised PDD publicly available for global stakeholder consultation.



#### **4.4 Site Visit**

Validation/Verification team should conduct the site visit to witness project site, interview stakeholders and gather detailed evidence from which they are then able to draw conclusions about the project and the number of CERs that will be generated by the project. In case the validation/verification team decides not to conduct a site visit, a justification shall be provided in the validation/verification report.

It is mandatory for the Validation team to conduct an on-site inspection at validation for the proposed CDM project activity and renewal of crediting period projects if:

- (a) Its estimated annual average of greenhouse gas (GHG) emission reductions or net anthropogenic GHG removals is more than 100,000 t CO<sub>2</sub> eq; or
- (b) There is pre-project information that is relevant to the requirements for registration of the project activity and may not be traceable after the registration.

It is mandatory for the Verification team to conduct an on-site inspection at verification for the registered CDM project activity if:

- (a) It is the first verification for the DOE with regard to this project activity;
- (b) More than three years have elapsed since the last on-site inspection conducted for verification for the project activity; or
- (c) The project activity has achieved more than 300,000 t CO<sub>2</sub> eq of GHG emission reductions or net anthropogenic GHG.

For the validation or verification/certification visit to the project activity or PoA site, the following personnel, at a minimum, shall participate in the visit:

- (i) The team leader (In the case of site visits to multiple sites, the team leader is required to visit one or more sites, as appropriate )
- (ii) The team member(s) qualified in the technical area(s) of the CDM project activity or PoA being validated or verified/certified.

4.4.1 Team undertakes and records Site Visit using Site Visit Record and the Site Attendance Record. Team shall announce CCCI's policy of confidentiality during the opening meeting of the site visit.

4.4.2 Team shall send Site Visit Record and the Site Attendance Record to CAM, highlighting any issues that will require additional work, or that will impact the programme, immediately upon safe return from the Site Visit.

4.4.3 CAM shall notify the Client of any issues that may threaten delivery of the output in line with the contract, e.g. need for revision to new methodology, or revision of monitoring plan etc.

#### **4.5 Issue findings to Client**

Team leader reports all issues identified during the Site Visit and raised Corrective Action Requests (CARs), Clarifications (CLs) or Forward Action Request (FARs) in accordance with the latest CDM Validation and Verification Standard.

Team leader send list of Corrective Action Requests (CARs) and Clarifications (CLs) to Client, and copying the team and CAM.

#### **4.6 Resolution of CARs and CLs**

Once the client has communicated their responses to the report, the validation/verification team must then assess whether they are sufficient to close out the related CARs and CLs, and prepare comments, including updated list

of CARs and CLs showing the status of findings, to the Client.

#### **4.7 Draft FVR**

The validator/verifier shall prepare a validation/verification report using the valid version of the relevant validation/verification report form, and follow the instructions therein.

The validator/verifier shall finalize the final draft validation/verification report, taking into account the PP responses and subsequent conclusions. The final opinion may be positive or negative.

Team Leader shall check the completeness and consistency of the Draft FVR before deliver to Technical Reviewer.

#### **4.8 FVR Quality Assurance Check**

This step is only required if the validator/verifier who is responsible for writing the FVR has not been qualified as team leader. Otherwise, the draft FVR and FVR package as set out in 4.11.2 shall be directly sent to Technical Reviewer, copying the CAM.

4.8.1 Team Leader shall conduct quality check for technical issues and completeness and consistency (C&C) check, and approve the draft FVR before sending to technical reviewer.

4.8.2 Validator/Verifier shall send the approved draft FVR package to Technical Reviewer, copying the CAM.

- Final Validation Report package: FVR, PDD (or PoA-DD, CPA-DD), Letters of Approval (LoAs) and Modalities of Communication (MoC) and any other documents need to be uploaded.
- Final Verification Report package: FVR, MR, Emission Reduction (CER) calculations sheet and any other documents need to be uploaded.

#### **4.9 FVR Technical Review**

The technical review is established for ensuring that all applicable CDM validation / verification requirements have been met.

4.9.1 TRer reviews the FVR and associated documents and sends comments through initial ITR form.

4.9.2 TRer should briefly described each step of TR process in ITR form.

4.9.3 The validation/verification team addresses TR comments and sends revised FVR to the TRer. If all the comments by TR have been closed, TRer send closed ITR form to the validation/verification team, copying CAM.

4.9.4 The validation/verification team sends associated documents to the CAM for CC check.

4.9.5 CAM files records of reports closed by TR, ITR forms.

Steps 4.9.1 and 4.9.3 are circular until the TRer accept the FVR.

#### **4.10 Completeness & Consistency (C&C) Check of FVR**

The completeness and consistency check is designed to pick up errors in consistency (parameters, values, dates, names etc) and ambiguity in language.

4.10.1 CAM shall conduct C&C check, and either send comments/queries to the validation/verification Team, or forward FVR and supporting documents for Decision Maker review.

4.10.2 If CAM raised comments/queries with the Team, then the Team addresses CAM comments/queries and sends revised FVR and supporting documents to the CAM (return to step 4.13.1).

4.10.3 CAM sends FVR and supporting documents for Decision Maker approval, copying the team.

4.10.4 CAM files records of C&C check and FVR and supporting documents, send for Decision Maker approval.

Steps 4.10.1 and 4.10.2 are circular until the CAM is satisfied that the report is ready for Decision Maker approval.

#### **4.11 Decision Maker Approval**

The Decision Maker shall review the documentation and determine whether the documentation is sufficient for submission with a Request for Registration or the Request for Issuance.

4.11.1 Decision Maker reviews FVR and supporting documents, and either sends comments/queries to the CAM, or finalizes and sends signed report, copying the team.

4.11.2 If Decision Maker raised comments/queries then the team addresses them and sends revised FVR and supporting documents to the CAM.

4.11.3 If Decision Maker comments/queries lead to the report or any of the supporting documents being revised, then CAM checks completeness and consistency of changes again (return to step 4.14.1).

4.11.4 CAM files records of Decision Maker approval.

Steps 4.11.1 to 4.11.2 are circular, until the Decision Maker is satisfied that the report is ready for issue to the Client.

#### **4.12 Client Confirmation**

The client must overview the FVR before it is submitted, which means that there may still be comments that come back to the validation/verification team. The validation/verification team take charge of revising the FVR. If there have been any changes made to the report as a result of comments from the client, then the report must go back to the Decision Maker before it can be submitted. On the other hand, only if the client is satisfied and no changes have been made, then the report can go straight to submission.

4.12.1 CAM issues PDF of signed FVR and supporting documents proposed to be submitted to the UNFCCC, for Client confirmation, requesting their written acceptance of the report and instruction to submit, copying the Team.

4.12.2 Client either raises comments or acceptance and instruction to submit.

4.12.3 If Client raises comments, then, depending on whether the comments are technical or editorial, the CAM either follows up with the team, potentially returning to step 4.7 if significant changes are required, or revises the report and returns to step 4.11.1.

4.12.4 CAM files records of Client acceptance of report and instruction to submit.

#### **4.13 Submission to UNFCCC**

4.13.1 CAM shall proceed with submission of request for registration or request for issuance once the client has confirmed the report and provided instruction to submit the upload pack.

4.13.2 CAM shall forward UNFCCC notification of successful submission to Client and the validation/verification team.

4.13.3 The validation/verification team shall organize and archive all related evidences and reference documents of the final report on CCCI's server.

#### **4.14 Registration/Issuance**

CAM shall forward notifications from the UNFCCC Secretariat regarding approval of registration or issuance or rejection decision to the Client and the Team.

#### **4.15 Project Closure**

Once the project has been registered or issued or rejected, and all Client invoices issued and paid, CAM shall double check that all project documents were kept in the archives, and then the project can be closed.

#### **4.16 Validation status**

For each proposed project activity the CAM shall provide an update of the status of the validation activity, unless the project activity has been submitted for registration on each 30 June and 31 December subsequent to the end of the period for the submission of public comments.

This status update shall indicate one of the following conditions:

- The validation contract has been terminated - in which case a reason for this termination shall be provided to the Board and secretariat on a confidential basis;
- A negative validation opinion has been issued, as detailed in section 7;
- The validation team has raised one or more corrective action requests or clarification requests, to which no response has been received - in which case the team shall provide a summary of the issues raised and update or reconfirm the status of its validation activities at three (3) month intervals thereafter;
- The team has finalized a positive validation opinion with the exception of the receipt of a valid letter of approval from one or more Parties involved - in which case the team shall indicate which Party/Parties involved;
- Validation activities are ongoing and no corrective action or clarification requests have yet been sent to the project participants; in which case the team shall provide an explanation for the length of time taken and update or reconfirm the status of its validation activities on three (3) month intervals thereafter.

#### **4.17 Verification status**

The CAM shall provide, through a dedicated interface on the UNFCCC CDM website, an update of the status of its verification activity on each 30 June and 31 December, unless it has submitted a request for issuance of CERs for the corresponding monitoring period for the registered CDM project activity or PoA.

This status update shall include at least one of the following statuses:

- The verification contract has been terminated. In this case the DOE shall also provide a reason for the termination to the secretariat on a confidential basis;
- The DOE has issued a negative verification opinion;
- The DOE has raised one or more corrective action requests or clarification requests, for which no response has been received from the project participants or the coordinating/managing entity. In this case the DOE shall also provide a summary of the issues raised and update or reconfirm the status of the verification activities at 90-day intervals thereafter;
- The DOE is still performing the verification activity and it has not yet sent any corrective action or clarification requests to the project participants or the coordinating/managing entity. In this case the DOE shall also provide an explanation on the length of time taken and update or reconfirm the status of the verification activities at 90-day intervals thereafter.

### **5. Post-registration activities and Deviation**

#### **5.1 Post-registration change**

5.1.1 Temporary deviations from the monitoring plan as described in the registered PDD (hereinafter referred to as

the registered monitoring plan), the applied methodologies, standardized baselines or other methodological regulatory documents;

5.1.2 Permanent changes:

- (a) Corrections;
- (b) Changes to the start date of the crediting period;
- (c) Inclusion of the monitoring plan (to the registered PDD, if the monitoring plan was not included at the time of their registration);
- (d) Permanent change to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents;
- (e) Changes to the project design.

5.1.3 For the change (b) above, The DOE shall submit a request for approval by the Board of changes to the registered CDM project activity or together with the next request for issuance of CERs. 5.2.2 For the change (e) above, if the change relates to an increase in the capacity or addition of technologies/measures, the DOE shall submit a request for approval by the Board of the change within two years of the commissioning or implementation of the changes, whichever is later.

5.1.4 For both the prior-approval track and the issuance track, the DOE shall submit a request for approval of changes to the secretariat through a dedicated interface on the UNFCCC CDM website.

5.1.5 The request for approval of changes shall contain:

- (a) A duly completed “Post-registration changes request form” (CDM-PRC-FORM);
- (b) A validation report on the changes by the DOE prepared in accordance with the “CDM validation and verification standard for project activities”;
- (c) A revised PDD (in both clean and track-change versions) or a monitoring report, as applicable;
- (d) Supplemental documentation, as appropriate.

## **5.2 Deviation**

If the validation/verification team, when performing validation for a proposed CDM project activity, or upon request from the project participants before the publication of the PDD, finds that, due to a project-specific issue, implying that a revision of the selected methodology would not be required to address the issue, the project participants deviated from:

- (a) The selected methodology or methodological tool; or
- (b) Sections in the selected methodology or methodological tool that are not standardized by the selected standardized baselines, if the proposed CDM project activity applies standardized baselines.

If the validation/verification team considers that a revision of the selected methodology or methodological tool would be required to address the specific situation of the proposed project activity, it shall follow the “Procedure: Development, revision and clarification of baseline and monitoring methodologies and methodological tools”.

If the validation/verification team cannot determine the applicability of a selected methodology, methodological tool and/or standardized baseline to the proposed CDM project activity, the DOE shall request a clarification on the applicability in accordance with the “Procedure: Development, revision and clarification of baseline and monitoring methodologies and methodological tools” and/or the “Procedure: Development, revision, clarification and update of standardized baselines”.

To seek guidance from the Board on the acceptability of the deviation, the validation/verification team shall fill the “Deviation from approved methodology or methodological tool request form” (CDM-DEV-METH-FORM) and send to CAM, the CAM shall submit the “Deviation from approved methodology or methodological tool request form” (CDM-DEV-METH-FORM) through a dedicated interface on the UNFCCC CDM website. In the submission the DOE shall provide:

(a) A clear and precise assessment of the case, including demonstration that the deviation does not imply a revision of the selected methodology or methodological tool;

**(b) A description of the impact of the deviation on GHG emission reductions or net anthropogenic GHG removals from the proposed CDM project activity.**

## **6. Procedure for submitting requests to the CDM EB**

This section describes the procedure for the following submissions to the UNFCCC:

- Request for temporary deviation from the registered monitoring plan/standardized baselines/ or other methodological regulatory documents
- Request for permanent changes to registered monitoring plan/permanent deviation of monitoring from the applied methodologies/standardized baselines/other methodological regulatory documents
- Request for revision of a methodology/methodological tool
- Request for clarification of an approved methodology/methodological tool
- Submission of new methodology
- The request for approval of changes to the project design of a registered CDM project/ programme design of a registered CDM PoA or an included CPA
- Request for renewing crediting period
- Request for renewal of programme of activities/component project activity

These requests may be initiated by:

- a) a client that must use a DOE to submit the request on their behalf (e.g. new or revised methodologies, clarifications etc)
- b) a validation/verification team leader as a result of a finding during a validation or verification (e.g. revisions to monitoring plans, notification of changes, clarification requests etc)

Process Steps:

1. CAM arranges contract (in the case of requests identified by client) or contract extension (requests identified by validation/verification team) with client.
2. Client sends documentation (completed form and associated documentation) to the validation/verification team (copying in the CAM).
3. Validation/Verification Team reviews the submission on the basis on the CDM rules and procedures relating to that submission type. After reviewing, the team leader sends comments to client.
4. Client revises submission and sends back to validation/verification team who send the final submission package to TR.
5. TRer reviews and approves submission, or sends comments back to team (copying in the CAM) (revert to step 2). Once TRer has approved the submission, TRer sends to CAM for C&C check.

6. CAM carries out C&C check of submission, addresses any issues with team through direct communication, then sends final upload pack to client.
7. Client sends confirmation to upload to CAM with attached documents.
8. CAM requests Decision maker's approval to upload.
9. CAM uploads submission on UNFCCC website and sends confirmation to client.

## **7. Procedure for incompleteness notifications and requests for review**

This section describes the procedure for the following processes:

- Notification of incomplete submission: request for registration and request for issuance
- Request for review: request for registration and request for issuance

Process steps:

1. Notifications sent by UNFCCC secretariat to CCCI are received by CAM. CAM shall inform client, validation/verification team, and TRer of the notification by forwarding the email.
2. CAM assesses contract extension:
  - CAM shall consult TRer, team and Director of GHG Validation and Verification Department concerning the reasons for the incompleteness/review to decide whether a contract extension with the client is warranted.
  - If so, CAM proposes contract extension and agrees budget with team, TRer and Director.
  - CAM agrees contract extension (i.e. budget) with the Client.
3. Team requests additional evidence / clarification from the client. Client sends requested information or updated PDD (or PoA-DD, CPA-DD) /MR or other supporting documents as required.
4. Team develops draft response, and/or updated FVR, based on evidence provided by Client and local/sectoral knowledge. Team requests client to update PDD (or PoA-DD, CPA-DD)/MR and other supporting documents if necessary. This step repeats until the draft response is completed.
5. Team sends draft response package (e.g updated FVR, response letter, and updated PDD (or PoA-DD, CPA-DD)/MR & other supporting documents as required) to TRer, copying in the CAM. The TRer then reviews response package, and sends comments/revisions to the team.
6. Team updates response package, if necessary requesting additional inputs from the client, and sends updated response package to the TRer.
7. Steps 5 and 6 repeat until all TR comments have been addressed to the TRer's satisfaction. Once all TR issues have been addressed, TRer sends an email to Team to close the comments and copying CAM. Team sends response package to CAM for C&C check.
8. CAM completes C&C check of response package, resolving any issues with the Team as needed, and sends response package to Decision Maker for approval, copying Team.
9. Decision Maker reviews and approves response package, signs updated FVR, and sends approved response package to CAM, copying Team.
10. CAM sends approved response package to Client, copying Team. Client provides approval to submit.
11. CAM submits response package to UNFCCC and notifies team, TRer, and client.

## **8. Procedure for issuing negative report**

If the validation/verification team concludes that the project does not adhere to the UNFCCC requirements, even after several iterations with the Project Participants, a negative validation/verification report could be issued at any stage of the validation/verification process.

7.1. The negative validation/verification report shall be initiated by the validation/verification team, in consult with the technical reviewer, explaining the reason for the negative opinion.

7.2. The validation/verification team shall send the negative validation/verification report together with the PDD (or PoA-DD, CPA-DD)/MR & other supporting documents as required for Decision Maker approval, copying CAM.

7.3. Decision Maker reviews and approves the negative validation/verification report, and sends the approved negative report to CAM, copying Team.

7.4. CAM shall provide the negative validation/verification report to the project participants, and notify the CDM Executive Board Implementation Supervisory Committee that such a negative validation/verification report has been issued.

## **9. Procedure for withdraw**

The project participants should inform CCCI by email with project name and ref no. The CAM shall submit a request for withdrawal to the secretariat by using the “Project or programme design document withdrawal request form” (CDM-PW-FORM) , “Monitoring report withdrawal request form” (CDM-MRW-FORM) and “Registration request withdrawal request form” (CDM-REGW-FORM) and relevant forms.

## **10. Related documents**

GHG CDM\_Procedure\_001\_Contract Review Procedure

GHG CDM\_Temp\_001\_Template of Validation/Verification Plan

GHG CDM\_Form\_006\_Site Attendance Record Form

GHG CDM\_Form\_007\_ITR Form

GHG CDM\_Form\_025\_Site Visit Record

GHG CDM\_Form\_031\_Remote Audit Assessment Form

GHG CDM\_Guideline\_002\_Guidance on remote inspection as an alternative means to an on-site inspection v01.0

The latest version of Standard CDM project standard for project activities

The latest version of Standard CDM validation and verification standard for project activities

The latest version of Standard CDM project standard for programmes of activities The latest version of Standard CDM validation and verification standard for programmes of activities

The latest version of Procedure CDM project cycle procedure for project activities

The latest version of Procedure CDM project cycle procedure for programmes of activities

The latest version of Accreditation Standard