



**PROCEDURES RELATING TO VERIFICATION REPORT AND  
CERTIFICATION REPORT/REQUEST FOR ISSUANCE OF CERS  
VERSION 01**

**A. Background**

1. The purpose of this procedure is to combine several provisions foreseen in the CDM modalities and procedures in the context verification, certification and request for issuance into a single procedure. The provisions pertain to the following:

(a) **Making the verification report public:** Paragraph 62 (h) of the CDM modalities and procedures (CDM M&P) stipulates that a designated operational entity (DOE) shall provide its verification report to the project participants, Parties involved and the Executive Board. The report shall be made available to the public.

(b) **Making the certification report public:** In accordance with paragraph 63 of CDM M&P, a DOE shall, based on its verification report, certify in writing that during the specified time period, the project activity achieved the verified amount of reductions in anthropogenic emissions by sources of greenhouse gases that would not have occurred in the absence of the CDM project activity. It shall inform the project participants, Parties involved and the Executive Board of its certification decision in writing immediately upon completion of the certification process and make the certification report publicly available.

(c) **Requesting issuance of CERs by a DOE:** In accordance with paragraph 64 of the CDM M&P, the certification report shall constitute a request for issuance to the Executive Board of CERs equal to the verified amount of reductions of anthropogenic emissions by sources of greenhouse gases.

2. This procedure is also applicable to small-scale CDM project activities. For afforestation and reforestation activities, the procedural steps are similar. A separate document and form will, however, be issued for this type of activities.

**B. Procedures relating to verification report and certification report/request for issuance of CERs**

3. A DOE shall submit its verification report and certification report/request for issuance of CERs using the form, “CDM form to submit verification and certification reports and to request issuance”(F-CDM-REQCERS)<sup>1</sup>.

4. The submission shall adhere to the following steps:

(a) A DOE shall submit the form including, inter alia, the verification and certification reports, using the electronic submission tool available to DOEs on the UNFCCC CDM website which links the submitted form to the related monitoring report.

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<sup>1</sup> The latest version of the form is available in the section “Reference” on the UNFCCC CDM web site. A draft of this form is contained in this annex to the agenda and annotations of the nineteenth meeting of the Board.



(b) The secretariat shall expeditiously determine whether the submission by the DOE is complete, i.e. whether the DOE has submitted the required documents referred to in F-CDM-REQCERS. This determination does not include an assessment of the content of documents and information submitted;

(c) The date of receipt of a request for issuance is the date when the secretariat has determined that the request is complete;

(d) Once the submission by a DOE is considered complete, the form, the verification and certification reports shall be made available on the UNFCCC CDM web site. An announcement specifying, inter alia, the name of the project activity and the information on the request for issuance of CERs on the UNFCCC CDM web site shall be distributed to:

- (i) Executive Board by e-mail through its listserv
- (ii) Project participants<sup>2</sup>, in accordance with the modalities of communication for the project activity
- (iii) Parties involved through DNA
- (iv) DOE by e-mail to the contact person(s)
- (v) Public through the UNFCCC CDM news facility.

5. Unless there is a request for review<sup>3</sup>, a request for issuance shall be considered final 15 days after its receipt. After this period, or upon conclusion of the review process, the Executive Board shall instruct the CDM Registry administrator to issue the specified amount of CERs for the specified time period.

6. The instruction by the Executive Board to the CDM Registry administrator shall be communicated to the project participants in accordance with the modalities of communication. The instruction shall be made publicly available on the UNFCCC CDM web site.

7. Procedures on how the CDM Registry administrator proceeds after having received the instruction by the Executive Board will be included in a separate set of procedures which are being elaborated in the context of the CDM Registry.

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<sup>2</sup> “In accordance with the use of the term project participant in the CDM modalities and procedures, a project participant is (a) a Party involved, or (b) a private and/or public entity authorized by a Party involved to participate in a CDM project activity.” (“Glossary of CDM terms” contained in GUIDELINES FOR COMPLETING CDM-PDD, CDM-NMB and CDM-NMM, for the latest version and definition refer to UNFCCC CDM web site section “Reference”).

<sup>3</sup> The scope of the review is limited to issues of fraud, malfeasance or incompetence of the DOE. For details on the process and procedures for review see “Procedures for review as referred to in paragraph 65 of the modalities and procedures for a clean development mechanism” in section “Reference” of the UNFCCC CDM web site.