



VALIDATION REPORT FORM FOR POST-REGISTRATION CHANGES OF ARTICLE 6.4 PROGRAMMES OF ACTIVITIES UNDER THE PRIOR APPROVAL TRACK

(Version 01.0)

DETAILS OF THE PROGRAMME OF ACTIVITIES DESIGN DOCUMENT			
PoA title:	>>		
UNFCCC reference number:	>>		
Type(s) of post-registration changes:	<input type="checkbox"/> Permanent changes: <input type="checkbox"/> Corrections to the PoA-DD <input type="checkbox"/> Permanent changes to the description of how to develop the monitoring plan of each CP <input type="checkbox"/> Changes to the programme design <input type="checkbox"/> Registration under or overlap with other crediting scheme		
PoA-DD version number to which this validation report applies:	>>		
Participating Parties and authorized activity participant(s): <i>(Add/remove rows as necessary)</i>	Type of Party	Name of activity participant(s)	Parties that provided authorization
	Choose a type of Party	>>	Choose a Party
	Choose a type of Party	>>	Choose a Party
	Choose a type of Party	>>	Choose a Party
Applied methodologies and standardized baselines, and their versions:	>>		
Sectoral scope(s):	>>		
Maximum annual emission reductions or net removals approved by the host Parties (tCO ₂ e) (if applicable): <i>(Add/remove rows as necessary)</i>	Host Parties	Before the post-registration change	After the post-registration change
	Choose a Party	>>	>>
	Choose a Party	>>	>>
DETAILS OF THE VALIDATION REPORT			
Version number and date of completion of the validation report:	Version number:	>>	
	Date of completion:	Enter a date.	
Name and UNFCCC reference number of the DOE:	>>		

<p>Name, position and signature of the approver of the validation report</p>	<p>>></p>
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SECTION A. Executive summary

>>

SECTION B. Validation team, technical reviewer and approver

B.1. Validation team members

(Copy/paste rows as necessary)

No.	Role	Type of resource ¹	Last Name	First Name	Affiliation (e.g. name of central or other office of DOE or outsourced entity)	Involved in			
						Desk/document review	On-site inspection	Interviews	Validation findings
>>	Chose an item	Chose an item.	>>	>>	>>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B.2. Technical reviewer and approver of the validation report

(Copy/paste rows as necessary)

No.	Role	Type of resource	Last Name	First Name	Affiliation (e.g. name of central or other office of DOE or outsourced entity)
>>	Choose an item.	>>	>>	>>	>>

¹ Use of one of the following abbreviations referring to the standard “Article 6.4 accreditation”:

- (a) IR (Internal Resource);
- (b) EI (External Individuals);
- (c) OR (Outsourced Resource).

SECTION A. Means of validation

A.1. Desk/documents review

>>

A.2. On-site inspection

(Copy/paste rows as necessary)

Duration of on-site inspection: Enter a date. to Enter a date.				
No.	Activity performed on-site	Site Location	Date	Team member
>>	>>	>>	Enter a date	>>

A.3. Interviews

(Copy/paste rows as necessary)

No.	Interviewee			Date	Subject	Team Member
	Last Name	First Name	Affiliation			
>>	>>	>>	>>	Enter a date.	>>	>>

A.4. Sampling approach

>>

A.5. Clarification requests (CLs), corrective action requests (CARs) and forward action requests (FARs)

Area of validation findings	No. CL	No. CAR	No. FAR
Compliance with the PoA-DD form	>>	>>	>>
Permanent changes			
- Corrections to the PoA-DD	>>	>>	>>
- Permanent changes to the description of how to develop the monitoring plan of each CP	>>	>>	>>
- Changes to the programme design	>>	>>	>>
Registration under or overlap with other crediting scheme	>>	>>	>>
Others (please specify)	>>	>>	>>
TOTAL	>>	>>	>>

SECTION B. Validation of compliance with specific requirements for post-registration changes

B.1. Compliance with PoA-DD form

Means of validation	>>
Findings	>>
Conclusions	>>

B.2. Permanent changes

B.2.1. Corrections to the PoA

Means of verification	>>
Findings	>>
Conclusions	>>

B.2.2. Changes to the description of how to develop the monitoring plan of each CP

Means of verification	>>
Findings	>>
Conclusions	>>

B.2.3. Changes to the programme design

Means of verification	>>
Findings	>>
Conclusions	>>

B.3. Registration under or overlapping with other crediting scheme

Means of verification	>>
Findings	>>
Conclusions	>>

SECTION C. Internal quality control

>>

SECTION D. Validation opinion

>>

APPENDIX 1 – Abbreviations

Abbreviation	Full text
>>	>>

APPENDIX 2 – Competence of team members and technical reviewers

>>

APPENDIX 3 – Documents reviewed or referenced

No.	Author	Title	References to the document	Provider
>>	>>	>>	>>	>>

APPENDIX 4 – Clarifications requests, corrective action requests and forward action requests

Table 1. CLs from this validation

(Copy/paste tables for each new CL)

CL ID:	>>	Section number:	>>
Description of the issue:	>>		
	Requirements:	>>	Date: Enter a date
Responses from activity participants:	>>		
	Evidences provided:	>>	Date: Enter a date
DOE assessment:	>>		
			Date: Enter a date

Table 2. CARs from this verification

(Copy/paste tables for each new CAR)

CAR ID:	>>	Section number:	>>
Description of the issue:	>>		
	Requirements:	>>	Date: Enter a date
Responses from activity participants:	>>		
	Evidences provided:	>>	Date: Enter a date
DOE assessment:	>>		
			Date: Enter a date

Table 3. FARs from this verification
(Copy/paste tables for each new FAR)

FAR ID:	>>	Section number:	>>
Description of the issue:	>>		
	Requirements:	>>	Date: Enter a date

ATTACHMENT. Instructions for completing this form

1. General instructions

1. Compliance of validation with requirements, regulations and standards

- 1.1. When completing this form, comply with the “Article 6.4 mechanism validation and verification standard for programme of activities” (A6.4-STAN-AC-005).¹
- 1.2. Include, if necessarily, additional information other than that indicated in this form in order to support how the designated operational entity (DOE) has arrived at its validation conclusions. This information may include, but need not be limited to tables, graphs and annexes such as a validation protocol.
- 1.3. List all the abbreviations used in this validation report in Appendix 1 below.

2. Working language:

- 2.1. Complete this form in English.
- 2.2. Prepare all attached documents in English, or provide full translation to English of relevant sections of documents if their originals were prepared in other language.

3. Format and lay-out of the form:

- 3.1. Complete this form using the same format without modifying its font, headings or logo, and without any other alteration to the form.
- 3.2. Do not modify or delete tables and their columns in this form. Add rows of the tables and copy/paste tables as needed. Add additional appendices as needed.

4. Sections not applicable:

- 4.1. If a section of this form is not applicable, explicitly state that the section is left blank intentionally.

5. Other instructions:


- 5.1. Use an internationally recognized format for presentation of values. For example, use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
- 5.2. Complete this form removing this Attachment.

6. Acronyms:

- 6.1. The following acronyms are referred to in this form:
 - PoA: Article 6.4 mechanism programme of activities.
 - CP: generic component projects.
 - PoA-DD: programme of activities design document.
 - CP-DD: component project design document.

¹ The “Rules and Regulations” section of the UNFCCC Article 6.4 mechanism website (<https://unfccc.int/process-and-meetings/bodies/constituted-bodies/article-64-supervisory-body/rules-and-regulations>) contains all regulatory documents for the Article 6.4 mechanism, such as standards (including methodologies and standardized baselines), procedures, methodological tools, guidelines, clarifications and forms that are applicable to the A6.4 activity.

2. Specific instructions

 VALIDATION REPORT FORM FOR POST-REGISTRATION CHANGES OF ARTICLE 6.4 PROGRAMMES OF ACTIVITIES UNDER THE PRIOR APPROVAL TRACK (Version 01.0)			
DETAILS OF THE PROGRAMME OF ACTIVITIES DESIGN DOCUMENT			
PoA title:	>> <i>Provide the title of the proposed PoA as in the PoA-DD.</i>		
UNFCCC reference number:	>> <i>Provide the UNFCCC unique reference number for the proposed PoA received after publishing the notification of prior consideration.</i>		
Type(s) of post-registration changes:	<input type="checkbox"/> Permanent changes: <input type="checkbox"/> Corrections to the PoA-DD <input type="checkbox"/> Permanent changes to the description of how to develop the monitoring plan of each CP <input type="checkbox"/> Changes to the programme design <input type="checkbox"/> Registration under or overlap with other crediting scheme <i>Check the type of post-registration change being requested. More than one option can be selected.</i>		
PoA-DD version number to which this validation report applies:	>> <i>Provide the version number of the PoA-DD to which this validation report is applied</i>		
Participating Parties and authorized activity participant(s): <i>(Add/remove rows as necessary)</i>	Type of Party	Name of activity participant(s)	Parties that provided authorization
	Choose a type of Party	>>	Choose a Party
	Choose a type of Party	>>	Choose a Party
	Choose a type of Party	>>	Choose a Party
<i>Provide the type of Party (i.e. 'Host Party' or 'Other participating Party'), the name of the activity participant and the name of the Party. Copy/paste a row to add more Parties/activity participants.</i>			
Applied methodologies and standardized baselines, and their versions:	>> <i>Provide the UNFCCC reference numbers, titles and versions of all applied methodologies, and where applicable, all applied standardized baselines, using one line per applied methodology or standardized baseline.</i>		
Sectoral scope(s):	>> <i>Provide all sectoral scopes of the proposed PoA based on the applied methodologies, using one line per sectoral scope.</i>		
Maximum annual emission reductions or net removals approved by the host Parties (tCO ₂ e) (if applicable):	Host Parties	Before the post-registration change	After the post-registration change
	Choose a Party	>>	>>
	Choose a Party	>>	>>

<p><i>(Add/remove rows as necessary)</i></p>	<p><i>Indicate which are the average annual emission reductions determined before and after the post-registration change as approved by the affected host Parties.</i></p>
<p>DETAILS OF THE VALIDATION REPORT</p>	
<p>Version number and date of completion of the validation report:</p>	<p>Version number: >> <i>Provide the version number of this validation report.</i></p> <p>Date of completion: Enter a date.</p>
<p>Name and UNFCCC reference number of the DOE:</p>	<p>>></p> <p><i>Enter the UNFCCC reference number and the name of the DOE</i></p>
<p>Name, position and signature of the approver of the validation report</p>	<p>>></p> <p><i>Enter the name and include the digital signature of the approver of the validation report</i></p>

SECTION E. Executive summary

>>

Provide a brief summary of the registered PoA, scope of the validation, validation process and its conclusion including any previous approved PRC(s).

SECTION F. Validation team, technical reviewer and approver

F.1. Validation team members

(Copy/paste rows as necessary)

No.	Role	Type of resource ¹	Last Name	First Name	Affiliation (e.g. name of central or other office of DOE or outsourced entity)	Involved in			
						Desk/document review	On-site inspection	Interviews	Validation findings
>>	Chose an item	Chose an item.	>>	>>	>>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the details of the validation team members.

F.2. Technical reviewer and approver of the validation report

(Copy/paste rows as necessary)

No.	Role	Type of resource	Last Name	First Name	Affiliation (e.g. name of central or other office of DOE or outsourced entity)
>>	Choose an item.	>>	>>	>>	>>

Provide the details of the technical reviewer and approver of the validation report.

¹ Use of one of the following abbreviations referring to the standard “Article 6.4 accreditation”:

- (a) IR (Internal Resource);
- (b) EI (External Individuals);
- (c) OR (Outsourced Resource).

SECTION G. Means of validation

G.1. Desk/documents review

>>

Explain how the desk/document review process was conducted, including summarizing the different types of documents reviewed as part of the validation process. List all documents reviewed or referenced during the validation in Appendix 3 below.

G.2. On-site inspection

(Copy/paste rows as necessary)

Duration of on-site inspection: Enter a date. to Enter a date.				
No.	Activity performed on-site	Site Location	Date	Team member
>>	>>	>>	Enter a date	>>

Summarize any on-site inspection performed during the validation in the table.

Describe the alternative means used and justify that they are sufficient for the purpose of validation, if the DOE does not conduct an on-site inspection as a means of validation in accordance with applicable requirements in the validation and verification standard.

G.3. Interviews

(Copy/paste rows as necessary)

No.	Interviewee			Date	Subject	Team Member
	Last Name	First Name	Affiliation			
>>	>>	>>	>>	Enter a date.	>>	>>

Summarize all the interviews (i.e. in-person interviews, web/teleconferences, etc.) conducted during the validation in the table.

G.4. Sampling approach

>>

Follow the instructions below:

1. *Sampling used for the validation of the post-registration change:*
 - *Summarize the sampling approach used during the validation (e.g. random sampling).*
2. *Sampling used for on-site inspection*
 - *Include a description of how the sample size was determined and field check was carried out.*

G.5. Clarification requests (CLs), corrective action requests (CARs) and forward action requests (FARs)

Area of validation findings	No. CL	No. CAR	No. FAR
Compliance with the PoA-DD form	>>	>>	>>
Permanent changes			
- Corrections to the PoA-DD	>>	>>	>>

- Permanent changes to the description of how to develop the monitoring plan of each CP	>>	>>	>>
- Changes to the programme design	>>	>>	>>
Registration under or overlap with other crediting scheme	>>	>>	>>
Others (please specify)	>>	>>	>>
TOTAL	>>	>>	>>

Indicate the number of CLs, CARs, and FARs raised for each of the items above. Provide the details (description, responses from activity participants and outcome from the DOE) in Appendix 4.

SECTION H. Validation of compliance with specific requirements for post-registration changes

Complete the tables in this section to validate the compliance with each specific requirement for post-registration change to the PoA in accordance with applicable validation requirements in the validation and verification standard by describing:

- (a) Means of validation: describe how the compliance was validated.
- (b) Findings: provide a brief description of the findings. Include in Appendix 4 the details of any CLs, CARs and FARs, if raised.
- (c) Conclusion: provide a conclusion on the compliance based on the findings.

H.1. Compliance with PoA-DD form

Means of validation	>>
Findings	>>
Conclusions	>>

Confirm whether:

- The revised PoA-DD (both in tracked-change and clean versions) is in compliance with the valid version of the applicable PoA-DD form and the instructions therein for filling out the PoA-DD form.
- The information transferred to the later version of the form is materially the same as that in the registered PoA-DD if the activity participants used a later version of the PoA-DD.

H.2. Permanent changes

H.2.1. Corrections to the PoA

Means of verification	>>
Findings	>>
Conclusions	>>

Explain how the corrections to the registered PoA-DD were assessed in accordance with the applicable validation requirements in the validation and verification standard.

H.2.2. Changes to the description of how to develop the monitoring plan of each CP

Means of verification	>>
Findings	>>
Conclusions	>>

Explain how the changes to the description of how to develop the monitoring plan for each CP was assessed in accordance with the applicable validation requirements in the validation and verification standard.

H.2.3. Changes to the programme design

Means of verification	>>
Findings	>>
Conclusions	>>

Follow the instructions below to validate this requirement:

- Explain how the changes to the programme design were assessed in accordance with the applicable requirements of the activity standard and were validated as per the applicable validation requirements in the validation and verification standard;*
- Provide the date of approval by the host Party of the change to the programme design, if applicable.*

H.3. Registration under or overlapping with other crediting scheme

Means of verification	>>
Findings	>>
Conclusions	>>

Explain how the registration under or overlapping of the PoA with other crediting scheme was assessed in accordance with the applicable validation requirements in the validation and verification standard.

SECTION I. Internal quality control

>>

Provide information on quality control within the team and in the validation process.

SECTION J. Validation opinion

>>

Provide a validation opinion that includes:

- (a) A summary of the validation method and the process used, and the validation criteria applied.*

- (b) A summary of the validation conclusions.*
- (c) A statement on the validation of the estimated GHG emission reductions or net GHG removals.*
- (d) A statement on whether the proposed A6.4 PoA meets all applicable Article 6.4 mechanism rules and requirements, including reasons.*

APPENDIX 1 – Abbreviations

Abbreviation	Full text
>>	>>

Use the table above to list all the abbreviations used in this report.

APPENDIX 2 – Competence of team members and technical reviewers

>>

Provide documentation to substantiate the required competence of validation team members and technical reviewers.

APPENDIX 3 – Documents reviewed or referenced

No.	Author	Title	References to the document	Provider
>>	>>	>>	>>	>>

Use the table above to list all documents reviewed or referenced during the validation including Article 6.4 mechanism regulatory documents. For each document, indicate the following:

- (a) Title: provide the title of the document. Include the version number, if applicable.*
- (b) Author: provide the name(s) of the author(s). Where the author(s) belong(s) to the organization(s) that issue the document, provide only the name(s) of the organization(s).*
- (c) References to the document: where applicable, provide the relevant reference to the document such as the dates of completion/publication and URL.*
- (d) Provider: choose one of the following options to indicate who provided the document to the DOE for its review. Select 'Others' for documents that were provided by those other than the activity participants.*

APPENDIX 4 – Clarifications requests, corrective action requests and forward action requests

Table 1. CLs from this validation

(Copy/paste tables for each new CL)

CL ID:	>>	Section number:	>>
Description of the issue:	>>	Date:	Enter a date
	Requirements:	>>	Date: Enter a date
Responses from activity participants:	>>	Date:	Enter a date
	Evidences provided:	>>	Date: Enter a date
DOE assessment:	>>	Date:	Enter a date
		Date:	Enter a date

If needed, copy the table above for each CL, and copy the following rows until the finding is closed:

- (a) Responses from activity participants;
- (b) DOE assessment.
- (c) In each table, indicate the section number of the verification and certification report to which each CL corresponds.

Table 2. CARs from this verification

(Copy/paste tables for each new CAR)

CAR ID:	>>	Section number:	>>
Description of the issue:	>>		
	Requirements:	>>	Date: Enter a date
Responses from activity participants:	>>		
	Evidences provided:	>>	Date: Enter a date
DOE assessment:	>>		
			Date: Enter a date

If needed, copy the table above for each CAR, and copy the following rows until the finding is closed.

- (a) Responses from activity participants.
- (b) DOE assessment.
- (c) In each table, indicate the section number of the verification and certification report to which each CAR corresponds.

Table 3. FARs from this verification

(Copy/paste tables for each new FAR)

FAR ID:	>>	Section number:	>>
Description of the issue:	>>		
	Requirements:	>>	Date: Enter a date

If needed, copy the table above for each FAR. In each table, indicate the section number of the verification and certification report to which each FAR corresponds.

Document information

Version	Date	Description
01.0	9 January 2025	Initial publication of form template.
Decision Class: Regulatory		
Document Type: Form		
Business Function: A6.4 activity cycle		
Keywords: A6.4 mechanism, A6.4 programme of activities, post-registration change, project implementation, validation report		