

List of standard documents normally required for PDD development / validation

This list is not exhaustive but gives an indication of the kinds of documents a validator (DOE) might ask for. There will also be other documents needed to back up any statements made in the PDD.

Document Type	Document	Guidance
All documents referenced in PDD		As a general rule, ALL documents referenced in the PDD must be sent to the DOE for validation
Technical/ Project Design	Feasibility Study (FS)/Design Report/other document used for technology description	The Validation and Verification Standard (VVS) requires the DOE to check the feasibility study or financial reports. The F.S. may also need government approval. If we are using documents like feasibility studies, these must not be from a long time before project start. If there is a long time gap between F.S. and project start, we need to justify why the values are still reliable. A separate F.S. approval may be needed
	Commissioning Report	If the project is operating, a commissioning report or similar document may be needed to prove the operation start date
	Site Plan	A site plan must be obtained (1) to provide evidence of the project boundary, and (2) to ensure that we understand the site and that the monitoring plan and proposed location of meters are accurate
Spreadsheets		All relevant spreadsheets including financial analysis, emissions calculations
Permissions/ approvals	Permits	Permits or consents to construct the project, and permits or consents to begin operations may be required (depending on the technology and country)
	Environmental Impact Assessment (EIA)	EIA needs to be approved by authorities, so a separate EIA approval document may be needed (e.g. in China)
	Power Purchase Agreement	A PPA or similar document is required for electricity projects selling to a grid. Some other projects may have a steam or energy sales agreement.
	World Commission on Dams documentation	Needed for large hydro plants (>20MW)
Additionality	Financial study/business plan	Need to show documented evidence of all costs in the financial analysis. May be included in the Feasibility Study. The VVS requires the DOE to check the FS or financial reports.
	Benchmark evidence	Documents will need to be provided to substantiate the benchmark used, for example, evidence to support the WACC calculations
	Invoices or financial reports	For any costs already incurred (e.g. if construction has already started), invoices will give more reliable evidence of costs
	Internal documents referenced in PDD	For any statements that come from the client, we need a document to back it up, preferably 'official' and/or published externally e.g. board minutes, business plans etc. However, barriers must ALSO be backed up by external evidence. The VVS states that any barrier <i>only</i> based on the opinions of the project developer cannot be considered.

	Expert opinions referenced in PDD	Try and get written correspondence, even if only an email. Ensure person is reputable, describe qualifications, position etc. Contact them to verify the info
	External documents referenced in PDD	Make sure has full reference (i.e. date, authors, name of publication, name of publishers) and comes from a reputable source. Information must be correctly quoted.
	Legislation	Relevant national legislation referred to in the additionality section must be provided to the DOE
	Proof of CDM consideration	<p>Only needed for projects where the start date of the project activity has already happened. Documents could be board minutes, feasibility study, contract with CER buyer, email correspondence with CER buyer, meeting minutes with CDM consultants, attendance of CDM workshops etc.</p> <p>For projects starting after 02nd August 2008: proof that a letter was sent to the DNA or UNFCCC within 6 months</p> <p>Documents to prove 'continuing and real actions' were taken to secure CDM status</p>
	Common practice	List of similar projects should come from published sources or local and industry experts
Other	Stakeholder consultation	A stakeholder consultation report should be provided
	Modalities Of Communication (MOC)	
	Host country Letter Of Approval (LOA)	
	Annex 1 LOA(s)	