

Attachment 5. Guide to Project Reporting

After receiving approval, please report the following items to the Ministry in charge of providing project support and attach related documents (if more than one ministry is involved, you may report to any one of them).

I. When substantial changes occur relating to any details written in the application

- If significant changes occur relating to any of the details written in the application, please report those changes (for example, a change in the name of project participant(s), a change in the composition of the project participants, a major change in the details of the project that would justify a change in the project name, a change to implement the project in a different country, etc.).
- If the significant changes in the details written in the application give reason to change the contents of the Project Design Document, please attach the revised Project Design Document with the report.
- In some cases, the previously-obtained approval may be rendered invalid as a result of the above changes. In such cases it will be necessary to re-apply for approval of the Government of Japan.

II. When the project is discontinued

- If the project participant(s) cancel(s) the project after having obtained approval, please report that fact.

III. Approval from the host country Party

- If approval is obtained from the host country Party, please submit a copy of that approval letter.
- If a copy of that approval letter has already been provided with the application to Japan, however, there is no need to re-submit it.

IV. Project review reports by third-party entities

- In the case of CDM projects, please submit reports relating to validation by third-party entities (Designated operational entities).
- In the case of JI projects, in principle, reviews are only conducted by the host country Party; third-party reviews are not required. Depending on the circumstances of the host country Party, however, it may be necessary to undergo the same reviews of project eligibility by third-parties (independent entities) as those required for CDM projects. In such cases, please submit the reports relating to the third-party reviews of project appropriateness.

V. When projects are registered as JI or CDM projects

- If the project in question is registered by the CDM Executive Board as a CDM project, please report that fact.
- In the case of JI projects, because, in principle, projects can be recognized as JI projects

only by approval of the host country Party, it is sufficient to submit a copy of the letter of approval referred to in Item III above. However, if the project has undergone reviews of appropriateness by a third-party entity (independent entity), if it is eventually recognized as a JI project by the Article 6 Supervisory Committee, please report that fact.

VI. When emissions reductions, etc., are issued and transferred

- If the host country Party (in the case of JI projects) or the CDM Executive Board (in the case of CDM projects) issues emissions reduction units (ERUs) or approved certified emissions reduction (CER) units, and they are transferred to the project participant(s), please report the ERU or CER serial numbers, as well as account names of transferor and transferee, etc.