



**PROCEDURES FOR THE SUBMISSION AND CONSIDERATION OF
A PROPOSED NEW METHODOLOGY FOR AFFORESTATION AND REFORESTATION
PROJECT ACTIVITIES UNDER THE CDM**

(Version 03)

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I. BACKGROUND

1. This document contains the procedures for the submission and consideration of proposed new A/R methodologies which operationalize the provisions of paragraph 13 of the modalities and procedures for afforestation and reforestation project activities under the clean development mechanism (hereafter referred as modalities and procedures for CDM A/R project activities).
2. The modalities and procedures for CDM A/R project activities¹ stipulate that if a designated operational entity (DOE)² determines that a proposed CDM A/R project activity intends to use a new baseline or monitoring methodology, it shall, prior to the submission for registration of this project activity, forward the proposed methodology to the Executive Board for review, i.e. consideration and approval, if appropriate.
3. The Executive Board shall expeditiously, if possible at its next meeting but not later than four months after the date of receipt of the proposed new A/R methodology, review the proposed new A/R methodology in accordance with the modalities and procedures for CDM A/R project activities. Once approved by the Executive Board, it shall make the approved methodology publicly available and the designated operational entity may proceed with the validation of the proposed CDM A/R project activity and submit the project design document (CDM-AR-PDD) for registration.

II. SUBMISSION OF A PROPOSED NEW METHODOLOGY FOR AFFORESTATION AND REFORESTATION PROJECT ACTIVITIES UNDER THE CDM

4. If project participants intend to propose a new A/R baseline or A/R monitoring methodology for consideration and approval by the Executive Board, they shall prepare the A/R methodologies forms for baseline and monitoring methodologies (CDM-AR-NMB and CDM-AR-NMM) along with a draft project design document (CDM-AR-PDD) and as a minimum, complete sections A to D, including relevant annexes, following its respective current guidelines.
5. Having checked that the “CDM: Proposed new A/R methodology form” (F-CDM-AR-PNM) has been duly filled by the DOE and documentation provided by the DOE is complete, the secretariat shall forward the documentation to one member of the A/R working group. This member is to assess the quality of the submission and grade it between 1 and 2 and substantiate the appraisal (one paragraph). If the member grades the documentation as being 2, the documentation is to be sent back to the project participants. If the grade is 1, the documentation shall be considered as received by the Board and be forwarded by the secretariat for consideration of the Board and the A/R working group. The member responsible for pre-assessing a proposed new methodology shall receive a half-day fee as remuneration.
6. A DOE/AE may voluntarily undertake a pre-assessment of a newly proposed methodology before submitting it. If a voluntary pre-assessment has been undertaken, no pre-assessment by the A/R working group, as referred in paragraph 5 above, is needed. The submitted methodology may be in such case be considered as received once the secretariat has confirmed that the “CDM: Proposed new A/R methodology form” has been duly filled by the DOE and documentation provided by the DOE is complete.

¹ Paragraph 13 of the modalities and procedures for afforestation and reforestation project activities under the clean development mechanism contained in the Annex to decision 19/CP.9.

² An applicant entity which has a confirmed CDM assessment team may forward a proposed methodology in accordance with these procedures if it produces documentary evidence (procedural report) of work undertaken (see <http://unfccc.int/cdm/listaenm.html>).



7. At the same time, in accordance with the practice of the Executive Board to invite public input on technical documentation developed by the Executive Board and its panels and working groups, the secretariat shall make the proposed new A/R methodology publicly available on the UNFCCC CDM web site and invite public inputs for a period of 15 working days. Public inputs on a proposed new A/R methodology shall be made using the “Proposed new A/R methodology - public comment form”(F-CDM-AR-NMpu)³. Comments shall be forwarded to the A/R working group at the moment of receipt and made available to the public at the end of the 15 working day period.

III. ANALYSIS/RECOMMENDATION BY THE A/R WORKING GROUP AND CONSIDERATION/APPROVAL BY THE BOARD

8. A proposed new A/R methodology shall be available to the A/R working group at least ten weeks prior to its next meeting. The secretariat shall make public, through the UNFCCC CDM web site, the date of a meeting and the corresponding deadline at least ten weeks prior to the meeting.

9. In case more than ten (10) proposed new A/R methodologies are submitted by the deadline for submissions of proposed new A/R methodologies, the Chair of the A/R working group shall ascertain how many proposals shall be analyzed at the next meeting of the A/R working group and decide to postpone the analysis of some submissions to the subsequent meeting of the A/R working group. Submissions received and confirmed to be completed by the secretariat shall be treated on a “first come first served” basis.

10. The Board may decide to change a deadline for submissions of proposed new A/R methodologies taking into account the workload of the A/R working group.

11. Whenever a proposed new A/R methodology is submitted to the A/R working group in accordance with paragraph 8 and 9 above, it shall analyze it and, if possible at its next meeting, make a recommendation regarding the approval of the proposed new A/R methodology to the Executive Board.

12. Upon receipt of a proposed new A/R methodology, two members of the A/R working group shall be selected on a rotational basis in alphabetical order. The two members shall be responsible for compiling different inputs, including those from other members of the working group and public inputs, and prepare, under the guidance of the Chair of the A/R working group, draft recommendations by the A/R working group to the Board. The two selected working group members shall be paid a fee for (2) working days for the lead member and one (1) working day for the second member for the preparation of the draft recommendations

13. The Chair and the Vice-Chair of the A/R working group, with the assistance of the two designated working group members and the secretariat, shall, no later than seven working days after the receipt of the proposed new A/R methodology, select the experts from a roster of experts⁴ who are to undertake a desk review to appraise the validity of the proposed new A/R methodology.

14. Each desk reviewer shall prepare, under the guidance of the Chair of the A/R working group and in accordance with the provisions of the CDM modalities and procedures for A/R project activities, his/her recommendation to the A/R working group. He/she shall forward it, wherever possible, within 10 working days after having received a proposed methodology using the respective current version of the forms “CDM: Proposed new A/R methodology – lead expert desk review form”(F-CDM-AR-

³ Form available under the report of the second meeting of the Afforestation and Reforestation Working Group.

⁴ The roster of experts is to be maintained by the secretariat.



NMex_3d) and “CDM: Proposed new A/R methodology – second expert desk review form”(F-CDM-AR-NMex_2d)⁵.

15. The A/R working group, taking into consideration public comments and the recommendations by the desk reviewers, shall prepare its preliminary recommendation regarding the approval of the proposed new A/R methodology to the Executive Board using the form “CDM: Proposed New A/R Methodology – working group recommendation to the Executive Board” (F-CDM-AR-NMar) and “CDM: Proposed New Methodology - working group recommendation summary to the Executive Board” (F-CDM-AR-NMSUMar)⁶.

(a) Before preparing its preliminary recommendation, the A/R working group may request, through the secretariat, and via the designated operational entity, the project participants to make available additional technical information necessary to analyze the proposed new A/R methodology within a deadline stipulated by the Chair of the A/R working group. Any additional technical information provided by project participants to the A/R working group shall be made available to the Executive Board and to the public soon after its receipt by the secretariat.

(b) The A/R working group shall, through the secretariat, and via the designated operational entity, forward its preliminary recommendation to project participants.

(c) Within ten working days after the receipt of the preliminary recommendation of the A/R working group by the designated operational entity, the project participants may submit, via the DOE, clarifications to the A/R working group, through the secretariat, on technical issues concerning the proposed new A/R methodology raised in the preliminary recommendation by the A/R working group. Technical clarifications provided by the project participants shall include revisions in A/R methodologies forms for baseline and monitoring methodologies (CDM-AR-NMB and CDM-AR-NMM) in highlighted form. Clarifications provided by the project participants shall be made available to the Executive Board and to the public soon after receipt by the secretariat;

(d) If project participants do not provide any clarification related to the preliminary recommendation by the A/R working group within the ten-day period, or if the preliminary recommendation by the A/R working group is in favour of approving (so called “A” case) or not approving (so called “C” case) the proposed new A/R methodology, it shall be considered as a final recommendation, forwarded to the Executive Board and made publicly available.

(e) If project participants provide clarifications related to the preliminary recommendation by the A/R working group, the A/R working group shall consider these clarifications at its next meeting and prepare its final recommendation to the Executive Board. The final recommendation shall be forwarded to the Executive Board and made publicly available.

16. The Executive Board shall consider a proposed new A/R methodology at the next meeting following the receipt of the recommendation regarding the approval of the proposed new A/R methodology by the A/R working group.

⁵ The A/R working group is revising the form (F-CDM-AR-NMex) in order to align them to version 2 of these procedures. The versions of the respective forms F-CDM-AR-NMex_3d and F-CDM-AR-NMex_2d will be made available on the UNFCCC CDM web site (section “Forms”) once agreed by the A/R working group. Until a revised form is available, the old version is to be used. If a form is not yet available, the information shall be submitted in a transparent way.

⁶ The current versions of the forms (F-CDM-AR-NMmp and F-CDM-AR-NMSUMmp) are available on the UNFCCC CDM web site (section “Forms”).



CDM – Executive Board

17. If the Executive Board considers the case to be re-submitted (so called “B” case), project participants have the opportunity to re-submit the proposal taking into consideration:
- (a) Required changes being made by the project participants, taking into account issues raised by the Board, recommendations made by the A/R working group, and re-submission of a duly revised proposal. The secretariat shall make the revised proposal publicly available upon receipt;
 - (b) Reconsideration of the revised proposal directly by the A/R working group, without further review by desk reviewers; and
 - (c) A recommendation by the A/R working group being made to the Executive Board.
18. A proposed methodology may be resubmitted to the Board with required changes (i.e. rated as “B” by the Board) only once.
19. If a proposal that may be resubmitted with required changes (i.e. rated as “B”) is not resubmitted within the timeframe of five (5) months will be considered as withdrawn.



Appendix 1

Provisions and criteria for including experts in the “UNFCCC roster of experts – CDM A/R”

1. An expert who is to be included in the roster of experts and who may be selected to undertake a desk review of a proposed new baseline and/or monitoring methodology shall:
 - (a) Be familiar with the modalities and procedures for afforestation and reforestation project activities under the CDM and relevant decisions of the COP (or COP/MOP);
 - (b) Have demonstrated relevant working experience related to project activities;
 - (c) Have demonstrated technical/scientific expertise related to afforestation and reforestation baseline and/or monitoring methodologies, *inter alia* through publications;
 - (d) Good analytical and drafting skills;
 - (e) Have an advanced university degree in economics, energy, social, environmental studies, natural sciences, engineering, development studies, or any related discipline;
 - (f) Good working knowledge in English. Working knowledge of other UN languages desirable;
 - (g) Be free from any interest that might cause him/her to act in other than an impartial and non-discriminatory manner.
2. An expert applying for the roster of experts to undertake desk reviews of proposed new A/R methodologies shall complete, in addition to the P11, a table on detailed working and/or scientific and technical experience.
3. An expert selected to undertake a desk review and appraise the validity of a proposed new A/R methodology shall be compensated in accordance with the rules and regulations of the UNFCCC and based on an “independent contractual agreement”.