

**Annex 14****TERMS OF REFERENCE FOR A WORKING GROUP ON AFFORESTATION AND  
REFORESTATION PROJECT ACTIVITIES (version 02)****I. INTRODUCTION**

1. These terms of reference (version 2) aims at outlining tasks assigned to a working group to be established by the Executive Board to prepare recommendations to the Board on methodological issues related to afforestation and reforestation project activities (hereafter referred to as A&R working group). These terms might be revised over time, as appropriate. They provide details on the following: (a) areas of work requiring technical and/or analytical inputs by the working group (see II.A. below), (b) modalities of work (see II.B. below), and (c) membership of the working group (see II.C. below).

**II. TERMS OF REFERENCE****A. Areas of work**

2. The A&R working group, in accordance with current procedures for submission and consideration of a proposed new methodology and guidance by the Executive Board, shall:

(a) Prepare recommendations on submitted proposals for new baseline and monitoring methodologies for CDM A&R project activities;

(b) Prepare draft reformatted versions of proposed new baseline and monitoring methodologies for CDM A&R project activities approved by the Board;

(c) Prepare recommendations on options for expanding the applicability of methodologies for CDM A&R project activities, if applicable, and develop tools to facilitate the selection of one approved methodology from among those of a similar nature by project participants.

3. The A&R working group shall elaborate, with the assistance of the secretariat, precise and workable recommendations for consideration and adoption by the Executive Board, as appropriate, on, *inter alia*:

(a) Development and revisions of the project design document for CDM A&R project activities, in particular on those sections relevant to baseline and monitoring;

(b) Draft “decision trees, and other methodological tools, where appropriate, to guide choices in order to ensure that the most appropriate methodologies are selected, taking into account relevant circumstances” (in accordance with Appendix C of the modalities and procedures for CDM A&R project activities);

(c) Guidance on identified modalities and procedures contained in the modalities and procedures for CDM A&R project activities with a view to facilitating the development of project-based methodologies by project participants. Such modalities and procedures shall be identified by the working group and addressed in accordance with guidance provided by the Executive Board;

(d) Further work on items identified in Appendix C of the modalities and procedures for CDM A&R project activities, as appropriate.



### **B. Modalities of work**

4. The A&R working group shall operate under the guidance of the Executive Board. The mandate of the A&R working group is determined by these terms of reference, general guidelines for panels of the Executive Board, the rules of procedure of the Board (in particular section VII on committees, panels and working groups) and additional guidance provided by the Board.

5. Two members or alternate members of the Executive Board will act as Chair and Vice-Chair of the working group, respectively. In addition to the designated Executive Board members or alternate members to act as Chair and Vice-Chair, the working group shall be composed of seven members, one of whom is a representative from the Meth Panel.

6. The frequency of A&R working group meetings shall be determined by the Chair and Vice-Chair of the A&R working group, bearing in mind needs arising from procedures for submission and consideration of a proposed new methodology for CDM A&R project activities, and resources available.

7. An A&R working group member shall:

(a) Attend and contribute to each meeting of the A&R working group. If a member is unable to attend a meeting he or she shall inform the Chair of the A&R working group, through the secretariat, at least two weeks before the meeting;

(b) Prepare the agreed substantive inputs on general methodological matters requested by the A&R working group in good quality and on time;

(c) In support of the preparation of recommendations by the A&R working group on proposed new methodologies for CDM A&R project activities and, in accordance with procedures for submission and consideration of a proposed new methodology for CDM A&R project activities and subject to an “independent agreement”<sup>1</sup> with the UNFCCC secretariat, perform the following tasks in good quality and on time:

- (i) Compile inputs on each proposed new methodology for CDM A&R project activities, including those from other members of the working group and the public, and prepare, under a pre-determined deadline and under the guidance of the Chair of the A&R working group, draft recommendations for review by the A&R working group;
- (ii) Review applications and make recommendations to the A&R working group to include experts in the roster of A&R project activities experts to undertake desk reviews;
- (iii) Make proposals to the Chair of the A&R working group on the selection of experts from the roster to undertake the desk reviews of proposed new baseline and monitoring methodologies;

---

<sup>1</sup> An “independent agreement” with the Board, through the secretariat, which specifies tasks, rights and obligations and establishes that the responsibility for assessing the work undertaken by the member is assumed by the Chair of the A&R working group on behalf of the Executive Board.



- (iv) Review each methodology proposal for CDM A&R project activities approved by the Board to incorporate the required changes and to provide inputs to the secretariat to prepare a draft of the reformatted methodology; and
- (v) Review draft reformatted versions of approved new methodologies for CDM A&R project activities prepared by the secretariat and make recommendations on this reformatted methodologies for final approval by the Chair of the A&R working group.

### C. Membership

#### Competence requirements and selection process

8. In addition to the requirements contained in the general guidelines for panels<sup>2</sup>, a member of the A&R working group shall meet the following requirements:

- (a) Demonstrate relevant working experience of at least five years, or scientific knowledge, on methodological issues related to project-based afforestation and/or reforestation activities;
- (b) Demonstrate technical/scientific expertise, *inter alia* through publications, in at least one of the following areas:
  - (i) Baseline and/or monitoring methodologies for A&R project activities;
  - (ii) Project activity implementation of A&R project activities, including monitoring and verification;
- (c) Have excellent drafting skills, strong operational and analytical skills, and ability to work as a member of a team;
- (d) Have an advanced university degree in economics, forestry, social, environmental studies, natural sciences, engineering, development studies, or any related discipline.

9. The working group shall be composed seven members, one of whom is a representative from the Meth Panel. The members of the A&R working group shall be selected by the Executive Board based on applications submitted in response to a public call for experts. For this purpose, the secretariat shall post, on the UNFCCC CDM web site, an invitation to experts to submit their applications. It shall compile a list of applications and a short-list of applicants, including, as appropriate, from the UNFCCC roster of experts. The selection shall be made in such a way as to ensure regional balance.

10. The term of a member shall be one year and a member may re-apply for further terms.

11. The Chair of the A&R working group may recommend to Executive Board to suspend the membership of a particular member for, *inter alia*, not fulfilling the duties of a working group member in good quality and on time, breach of the conflict of interest provisions, breach of the confidentiality provisions, and/or failure to attend two consecutive meetings of the A&R working group without proper justification.

---

<sup>2</sup> See <http://cdm.unfccc.int/Reference/Guidclarif/pnlguide.pdf>.

**Compensation**

12. Travel costs and daily subsistence allowance will be paid to A&R working group members attending a meeting of the A&R working group in accordance with UN rules and regulations.

13. In accordance with UN rules and regulations, subject to fulfillment of conditions contained in an “independent agreement” with the secretariat, and in accordance with the procedures for submission and consideration of a proposed new methodology for CDM A&R project activities, members will be compensated for the work undertaken, in quality and on time, with fees (USD 400 a day).