

REPORT OF THE EIGHTH MEETING OF THE EXECUTIVE BOARD

Annex 2

**PROCEDURES FOR THE SUBMISSION AND CONSIDERATION OF
A PROPOSED NEW METHODOLOGY**

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I. BACKGROUND

1. This document contains the procedures for the submission and consideration of proposed new methodologies which operationalize the provisions of paragraph 38 of the CDM modalities and procedures.
2. The CDM modalities and procedures¹ stipulate that if a designated operational entity (DOE)² determines that a proposed 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 methodology, review the proposed new methodology in accordance with the CDM modalities and procedures. 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 project activity and submit the project design document (CDM-PDD) for registration.
4. At its fourth meeting, in order to operationalize its procedures to review new methodologies, the Executive Board requested the panel to develop recommendations to the Board on guidelines for methodologies for baselines and monitoring plans (Meth Panel), consider proposed new methodologies for baseline and monitoring plans and, based on desk reviews by experts selected from a roster maintained by the secretariat, make recommendations to the Board on proposed new methodologies.

II. SUBMISSION OF A PROPOSED NEW METHODOLOGY

5. If project participants intend to propose a new baseline or monitoring methodology for consideration and approval by the Executive Board, they shall prepare a draft project design document (CDM-PDD) and as a minimum, complete sections A to E, including relevant annexes.
6. The DOE, contracted by the project participants, shall determine whether the draft project design document and relevant annexes have been completed in accordance with relevant guidance by the Board. If this is the case, the DOE shall forward, without further analysis, the proposed new methodology to the Executive Board for its consideration and approval, if appropriate, using form “CDM: Proposed new methodology form” (F-CDM-PNM) contained in appendix 2 of this document. The draft CDM PDD shall be attached to the form.
7. The secretariat shall forward the documentation to the Executive Board and the Meth Panel after having checked that the “CDM: Proposed new methodology form” has been duly filled by the DOE and documentation provided by the DOE is complete. The date of transmission to the Executive Board is to be considered as the date of receipt of a proposed new methodology by the Board.
8. 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, the secretariat shall make the proposed new 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 methodology shall be made using the “Proposed new methodology - public comment form”(F-CDM-NMpu) contained in appendix 3 of this document. Comments shall be forwarded to the Meth Panel at the moment of receipt and made available to the public at the end of the 15 working day period.

¹ Paragraph 38 of the CDM modalities and procedures contained in the Annex to decision 17/CP.7 (please refer to document FCCC/CP/2001/13/Add.2).

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>).

III. ANALYSIS/RECOMMENDATION BY THE METH PANEL AND CONSIDERATION/APPROVAL BY THE BOARD

9. A proposed new methodology shall be available to the Meth Panel at least five 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 seven weeks prior to the meeting.
10. Whenever a proposed new methodology is submitted to the Meth Panel in accordance with paragraph 9 above, it shall analyze it and, if possible at its next meeting, make a recommendation regarding the approval of the proposed new methodology to the Executive Board.
11. Upon receipt of a proposed new methodology, two members of the Meth Panel 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 Panel and public inputs, and prepare, under the guidance of the Chair of the Meth Panel, draft recommendations by the Meth Panel to the Board.
12. The Chair and the Vice-Chair of the Meth Panel, with the assistance of the two designated panel members and the secretariat, shall, no later than five working days after the receipt of the proposed new methodology, select the experts from a roster of experts³ who are to undertake a desk review to appraise the validity of the proposed new methodology.
13. Each desk reviewer shall prepare, under the guidance of the Chair of the Meth Panel and in accordance with the provisions of the CDM modalities and procedures, his/her recommendation to the Meth Panel. He/she shall forward it, wherever possible, within 10 working days after having received a proposed methodology using the “CDM: Proposed new methodology - expert desk review form”(F-CDM-NMex) contained in appendix 4 of this document.
14. The Meth Panel, taking into consideration public comments and the recommendations by the desk reviewers, shall prepare its recommendation regarding the approval of the proposed new methodology to the Executive Board using the form on “CDM: Proposed New Methodology - Panel recommendation to the Executive Board” (F-CDM-NMmp) contained in appendix 5 of this document.
15. The Executive Board shall consider a proposed new methodology at the next meeting following the receipt of the recommendation regarding the approval of the proposed new methodology by the Meth Panel.

³ The roster of expert is to be maintained by the secretariat.

Appendix 1

Provisions and criteria for including experts in the “UNFCCC roster of experts – CDM methodologies”

1. An expert who is to undertake a desk review of a proposed new baseline and/or monitoring methodology shall:
 - (a) Be familiar with the CDM modalities and procedures and relevant decisions of the COP (or COP/MOP);
 - (b) Have demonstrated relevant working experience related to project activities;
 - (c) Have demonstrated technical/scientific experience related to 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 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 methodology shall be compensated in accordance with the rules and regulations of the UNFCCC.