



Date: 22 January 2002
Ref: CDM-EB-02

EXECUTIVE BOARD OF THE CLEAN DEVELOPMENT MECHANISM SECOND MEETING

Report

Date of meeting: 14 – 16 January 2002

Location: Bonn, Germany

Attendance:

The names of members and alternate members present at the meeting are in bolded character. In cases where only the name of the alternate member is bolded, the alternate participated as a member.

Member	Alternate
Mr. John W. Ashe ¹	Mr. Tuiloma Neroni Slade ¹
Mr. Jean-Jacques Becker ²	Mr. Martin Enderlin ²
Mr. John Shaibu Kilani ²	Mr. Ndiaye Cheikh Sylla ²
Mr. Luiz Gylvan Meira Filho ²	Mr. Eduardo Sanhueza ²
Mr. Sozaburo Okamatsu ²	Ms Sushma Gera ²
Mr. Oleg Pluzhnikov ¹	Ms Marina Shvangiradze ¹
Mr. Mohammad Reza Salamat ²	Mr. Chow Kok Kee ²
Mr. Hans-Juergen Stehr ¹	Mr. Georg Børsting ¹
Mr. Franz Tattenbach Capra ¹	Mr. Abdulmuhsen Al-Sunaid ¹
Mr. Abdelhay Zerouali ¹	Mr. Xuedu Lu ¹

¹ Term: 2 years e.g. 2001-03

² Term: 3 years e.g. 2001-04

Quorum (in parenthesis required numbers): **10** (7) members present of which **4** (3) from Annex I Parties and **6** (4) from non-Annex I Parties.

WWW broadcasting: <http://213.183.4.145/> (else: <http://unfccc.int/cdm>)

Agenda item: 1. Organizational matters

Sub-agenda item: (a) Oath of service

1. All oaths of service have been received.

**Sub-agenda item: (b) Adoption of the agenda**

2. The board concluded during a preliminary discussion of aspects of the rules of procedure that:
 - a. The current seating arrangement is suitable, with an alternate being seated next to the member;
 - b. Advisors to members and alternates should not be present in the meeting room;
 - c. Arrangements made for observers to view the proceedings via world wide web are adequate for this meeting.
3. The board adopted the agenda as proposed.

Sub-agenda item: (c) Calendar of executive board meetings in 2002

4. The executive board considered the tentative calendar of meetings contained in Annex 1 of the proposed agenda and annotations.
5. The board adopted the attached calendar of executive board meetings in 2002(Annex 1).

Sub-agenda item: (d) Rules of procedure

6. The executive board reviewed the draft rules of procedures contained in Annex 2 of the proposed agenda and annotations and amended the Annex in light of its discussions.
7. The board adopted the attached draft rules of procedure (Annex 2). They shall be applied in accordance with paragraph 6 (a) of decision 17/CP.7. The draft rules of procedure will continue to be under consideration by the board at its subsequent meetings until forwarded to COP8 for its decision.

Agenda item: Work plan until the eighth session of the Conference of the Parties**Sub-agenda item: (a) Accreditation process for operational entities**

8. The board considered Annex 3 of the proposed agenda and annotations (Draft detailed procedures to operationalize accreditation of operational entities). In its considerations it was aware of Annex 5 (draft terms of reference for panels) and Annex 6 (Draft CDM programme budget 2002-2003) of the proposed agenda and annotations.
9. The board agreed that no accreditation procedures panel shall be established. It requested the secretariat to continue the development of detailed procedures to operationalize accreditation, taking into account guidance received by the board, with a view to the executive board adopting them at its third meeting.
10. The board agreed to launch the accreditation process at its fourth meeting at the latest, including the establishment of the accreditation panel.
11. The board agreed to circulate draft terms of reference for the accreditation panel and competence requirements for ad hoc accreditation assessment teams for comments via its list serve. They shall be decided upon if appropriate via its list serve. After a decision is

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taken by the executive board, the secretariat shall post, on the CDM website, the invitation to experts to submit their applications for the accreditation panel.

Sub-agenda item: (b) Simplified modalities and procedures for small scale CDM project activities

12. The board considered Annex 4 of the proposed agenda and annotations (Draft work plan to develop recommendations to COP 8 on simplified modalities and procedures for small scale CDM project activities). In its considerations it was aware of Annex 5 (draft terms of reference for panels) and Annex 6 (Draft CDM programme budget 2002-2003) of the proposed agenda and annotations.
13. The board agreed that public comment, including from Parties, NGOs and institutions, should be sought on the draft work plan contained in the Annex 4 to the annotated agenda, from 25 January to 8 February 2002.
14. The executive board agreed to further consider how to interpret definitions of small-scale project activities (section III of the draft work plan). It requested the secretariat to conduct further work to develop a proposal on this issue for the consideration of the board, taking into account public comments on the draft work plan, at its third meeting.
15. The board agreed to launch a panel at its third meeting to develop recommendations to the board on simplified modalities and procedures for small scale project activities (section V of the draft work plan).
16. The board designated Mr Ashe and Mr Okamatsu to serve as chair and vice chair, respectively, of the panel.
17. The board agreed to circulate detailed draft terms of reference for the panel and competence requirements for panel members for comments. They shall be decided upon, if appropriate, prior to the third meeting via its list serve. After a decision is taken by the executive board, the secretariat shall post, on the CDM website, the invitation to experts to submit their applications and shall compile a list of applications and a short-list for further consideration by the board, including from the UNFCCC roster of experts.

Sub-agenda item: (c) Guidelines for methodologies for baselines and monitoring plans

18. The board agreed to launch a panel at its fourth meeting at the latest to develop recommendations to the board on guidelines for methodologies for baselines and monitoring plans, in accordance with Appendix C of the modalities and procedures.
19. The board designated Mr Meira Filho and Mr Becker to serve as chair and vice chair, respectively, of the panel.
20. The board agreed to circulate detailed draft terms of reference for the panel and competence requirements for panel members for comments, via its list serve. They shall be decided upon, if appropriate, prior to the third meeting via its list serve. After a decision is taken by the executive board, the secretariat shall post, on the CDM website, the invitation to experts to submit their applications and shall compile a list of

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applications and a short-list for further consideration by the board, including from the UNFCCC roster of experts.

Sub-agenda item: (d) Modalities for collaboration with SBSTA

21. The board designated Mr Tattenbach and Mr Stehr to follow the work undertaken by the SBSTA on developing definitions and modalities for including afforestation and reforestation project activities under the CDM in the first commitment period and to regularly update the board on developments and share the board's views with the SBSTA chair as necessary.
22. The board designated Mr Salamat and Mr Pluzhnikov to follow the inter-sessional consultations on registries and the development of technical standards and update the board on developments.

Sub-agenda item: (e) Panels: Definition of terms of reference for panels and selection of members

23. The board considered Annex 5 of the proposed agenda and annotations (Draft criteria for composition and procedures of panels/working groups).
24. It requested the secretariat to prepare a revised draft which shall be circulated to the board for further comment and decision, if appropriate, via its list-serve.

Agenda item: 3. CDM programme budget 2002-2003

25. The board considered Annex 6 of the proposed agenda and annotations (Draft CDM programme budget 2002-2003).
26. The board requested the secretariat to seek contributions to the Trust Fund for supplementary activities, in accordance with decision 38/CP.7 for the prompt start of the CDM.
27. The board requested the secretariat to revise the draft CDM programme budget for 2003-2003, in light of the discussion and conclusions at this meeting, and identify the implications for the budget of fees for panel members and fees from operational entities. This will be posted on its list serve for comment and approval by the board.

Agenda item: 4. Other matters

28. The board took note with appreciation of the communications received from the Prototype Carbon Fund (PCF), Climate Action Network, the Environmental Defence Fund and the International Emissions Trading Association.
29. The board requested the secretariat to prepare a note on questions posed by the PCF and circulate it to members via its list serve.
30. The board agreed that in the event of a question of interpretation arising on decision 17/CP.7 and its Annex which it is unable to resolve it reserves the right to refer the question(s) to the COP or COP/MOP, as appropriate, for further clarification.

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31. The board requested the secretariat to develop a draft format for CDM project design document, taking into account the Appendix B of the modalities and procedures of a clean development mechanism contained in the Annex to decision 17/CP.7 as well as relevant experience gained with the uniform reporting format for activities implemented jointly under the pilot phase, with a view to adopt a format at its fourth meeting.
32. The board agreed on the attached provisional agenda for its third meeting (Annex 3). Members were invited to provide comments to the provisional agenda until 1 February 2002.
33. The board requested the secretariat to secure for its third meeting viewing room for about 50 observers. Observers shall have registered with the secretariat at the latest three weeks before the meeting.

Agenda item: 5. Conclusion of the meeting

34. The chair summarized the main conclusions.

Sub-agenda item: (a) Summary of decisions

35. The decisions taken by the board, contained in this report, shall be made publicly available in accordance with paragraph 17 of the modalities and procedures annexed to decision 17/CP.7.

Sub-agenda item: (b) Closure

36. The chair closed the meeting.

**Annex 1****CALENDAR OF EXECUTIVE BOARD MEETINGS IN 2002**

From	To	Meeting	Location
14 Jan	16 Jan	EB 02	Bonn
09 Apr	10 Apr	EB 03	Bonn
27 May	27 May	EB 04-1	Electronic, if required
09 Jun	10 Jun	EB 04-2	Bonn
31 Jul	01 Aug	EB 05	Bonn
31 Aug	01 Sep	EB 06	Johannesburg, South Africa
20 Oct	20 Oct	EB 07-1	Electronic, if required
02 Nov	03 Nov	EB 07-2	New Delhi, India



Annex 2
**DRAFT RULES OF PROCEDURE OF THE EXECUTIVE BOARD OF THE CLEAN
DEVELOPMENT MECHANISM**

I. SCOPE

Rule 1

1. These rules of procedures shall apply to all activities of the executive board of the clean development mechanism undertaken in accordance with the Annex to decision 17/CP.7 on modalities and procedures for a clean development mechanism as defined in Article 12 of the Kyoto Protocol.

II. DEFINITIONS

Rule 2

For the purpose of these rules:

1. “Decision 17/CP.7” means the decision taken by the Conference of the Parties to the United Nations Framework Convention on Climate Change at its seventh session on the modalities and procedures for a clean development mechanism as defined in Article 12 of the Kyoto Protocol, as contained in document FCCC/CP/2001/13/Add.2;
2. “Modalities and procedures” means modalities and procedures for a clean development mechanism contained in the annex to decision 17/CP.7, as contained in document FCCC/CP/2001/13/Add.2;
3. “UNFCCC” means the United Nations Framework Convention on Climate Change;
4. “COP” means the Conference of the Parties to the United Nations Framework Convention on Climate Change;
5. “COP/MOP” means the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
6. “CDM” means the clean development mechanism as defined in Article 12 of the Kyoto Protocol and subsequent decisions of COP and/or COP/MOP;
7. “Executive board” means the executive board of the clean development mechanism as defined in Article 12 of the Kyoto Protocol;
8. “Chair” and “vice-chair” mean the members of the executive board selected as chairperson and vice-chairperson by the executive board of the clean development mechanism;
9. “Member” means member of the executive board of the clean development mechanism;

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10. “Alternate member” means alternate member of the executive board of the clean development mechanism;
11. “Secretariat” means the secretariat, as defined in article 14 of the Kyoto Protocol.
12. “Technical reports commissioned” refers to reports commissioned to obtain outside expertise other than that specified in section VII of these rules of procedure.

Paragraph 1 subparagraph (e) of the modalities and procedures provides:

13. “Stakeholders” means the public, including individuals, groups or communities affected, or likely to be affected, by the proposed clean development mechanism project activity.

III. MEMBERS AND ALTERNATE MEMBERS

A. Nomination, election and re-election

Rule 3

Paragraph 7 of the modalities and procedures provides:

1. The executive board shall comprise ten members from Parties to the Kyoto Protocol, as follows: one member from each of the five United Nations regional groups; two other members from the Parties included in Annex I; two other members from the Parties not included in Annex I; and one representative of the small island developing States, taking into account the current practice in the Bureau of the Conference of the Parties.

Rule 4

Paragraph 8, subparagraphs (a) to (d) of the modalities and procedures provides:

1. Members, including alternate members, shall:
 - (a) Be nominated by the relevant constituencies referred to in paragraph 7 of modalities and procedures for a clean development mechanism, and elected by the COP/MOP. Vacancies shall be filled in the same way;
 - (b) Be elected for a period of two years and be eligible to serve a maximum of two consecutive terms. Terms as alternate do not count. Five members and five alternate members shall be elected initially for a term of three years and five members and five alternate members for a term of two years. Thereafter, the COP/MOP shall elect, every year, five new members, and five new alternate members, for a term of two years. Appointment pursuant to paragraph 11 of the modalities and procedures shall count as one term. The members, and alternate members, shall remain in office until their successors are elected;

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- (c) Possess appropriate technical and/or policy expertise and shall act in their personal capacity;
- (d) Be bound by the rules of procedure of the executive board.

2. The term of service of a member, or an alternate member, shall start 1 January of the calendar year following his/her election by COP/MOP and shall end on 31 December two or three years thereafter, as applicable.

Rule 5

Paragraph 9 of the modalities and procedures provides:

- 1. The COP/MOP will elect an alternate for each member of the executive board based on the criteria in paragraphs 7 and 8 of the modalities and procedures. The nomination by a constituency of a candidate member shall be accompanied by a nomination for a candidate alternate member from the same constituency.
- 2. Any reference in these rules to a member shall be deemed to include his/her alternate when such alternate acts for the member.
- 3. In the absence of a member from a meeting of the board, the alternate shall serve as the member for that meeting.

Rule 6

Paragraph 8 (c) of the modalities and procedures provides:

- 1. The cost of participation of members, and alternate members, from developing country Parties and other Parties eligible under UNFCCC practice shall be covered by the budget for the executive board.
- 2. Funding for participation shall be provided according to the financial regulations of the United Nations and the financial procedures of the UNFCCC.

*Draft rules of procedure of the executive board of the clean development mechanism***B. Suspension, termination and resignation**

Rule 7

Paragraph 10 of the modalities and procedures provides:

1. The executive board may suspend and recommend to the COP/MOP the termination of the membership of a particular member, including an alternate member, for cause including, inter alia, breach of the conflict of interest provisions, breach of the confidentiality provisions, or failure to attend two consecutive meetings of the executive board without proper justification.
2. Any motion calling for the suspension and recommendation to the COP/MOP to terminate the membership of a member, or an alternate member, shall immediately be put to the vote in accordance with the voting rules in section V below. When the motion concerns the suspension and recommendation to the COP/MOP to terminate the membership of the chair, the vice-chair shall act as chair until the voting is conducted and its result announced.
3. The executive board shall suspend and recommend termination of the membership of a member, or an alternate member, only after the member, or an alternate member, has been afforded the opportunity of a hearing by the board in a meeting.

Rule 8

Paragraph 11 of the modalities and procedures provides:

1. If a member, or an alternate member, resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the executive board may decide, bearing in mind the proximity of the next session of the COP/MOP, to appoint another member, or an alternate member, from the same constituency to replace the said member for the remainder of that member's mandate.
2. The executive board shall request the relevant constituency to nominate the new member or the new alternate member, to be appointed in accordance with paragraph 1 of this rule.

C. Conflict of interest and confidentiality

Rule 9

Paragraph 8, subparagraph (f) of the modalities and procedures provides:

1. Members and alternate members shall have no pecuniary or financial interest in any aspect of a CDM project activity or any designated operational entity.

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Paragraph 8, subparagraph (e) of the modalities and procedures provides:

1. Members and alternate members shall take written oath of service witnessed by the Executive Secretary of the UNFCCC or his/her authorized representative before assuming his or her duties.

2. The written oath of service shall read as follows:

“I solemnly declare that I will perform my duties as a member/alternate member of the executive board of the clean development mechanism pursuant to Article 12 of the Kyoto Protocol, honourably, faithfully, impartially and conscientiously.”

“I further solemnly declare and promise that I shall have no financial interest in any aspect of the clean development mechanism, including accreditation of operational entities, registration of CDM project activities and/or the issuance of related certified emission reductions. Subject to my responsibilities to the executive board, I shall not disclose, even after the termination of my functions, any confidential or proprietary information which is transferred to the executive board in accordance with the modalities and procedures for the clean development mechanism, or any other confidential information coming to my knowledge by reason of my duties for the executive board.”

“I shall disclose to the Executive Secretary of the United Nations Framework Convention on Climate Change and to the executive board any interest in any matter under discussion before the executive board which may constitute a conflict of interest or which might be incompatible with the requirements of integrity and impartiality expected of a member of the executive board and I shall refrain from participating in the work of the board in relation to such matter.”

Rule 11

Paragraph 8, subparagraph (g) of the modalities and procedures provides:

1. Members, and alternate members, shall, subject to their responsibilities to the executive board, not disclose any confidential or proprietary information coming to their knowledge by reason of their duties for the executive board. The duty of the member, including alternate member, not to disclose confidential information constitutes an obligation in respect of that member, and alternate member, and shall remain an obligation after the expiration or termination of that member's function for the executive board.

Paragraph 6 of the modalities and procedures provides:

2. Information obtained by members, and alternate members, from CDM project participants marked as proprietary or confidential shall not be disclosed without the written

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consent of the provider of the information, except as required by the national law. Information used to determine additionality as defined in paragraph 43 of the modalities and procedures, to describe the baseline methodology and its application, and to support an environmental impact assessment referred to in paragraph 37 (c) of the modalities and procedures, shall not be considered proprietary or confidential.

D. Officers**Rule 12**

Paragraph 12 of the modalities and procedures provides:

1. The executive board shall elect its own chairperson and vice-chairperson, with one being a member from a Party included in Annex I and the other being from a Party not included in Annex I. The positions of chairperson and vice-chairperson shall alternate annually between a member from a Party included in Annex I and a member from a Party not included in Annex I.
2. At the first meeting of each calendar year, the board shall elect a chair and a vice-chair from among its members.

Rule 13

1. The chair and vice-chair shall serve in their respective capacity at any meeting of the executive board.
2. If the elected chair is not able to serve in that capacity for a meeting, the vice-chair shall serve as chair. If both are unable to serve in their respective capacities the board shall elect a chair from among its members to serve as chair for that meeting.
3. If the chair or vice-chair ceases to be able to carry out his or her functions or ceases to be a member, a new chair or vice-chair shall be elected for the remainder of the term.

Rule 14

1. The chair shall preside over the meetings of the executive board as provided for under this rule.
2. In addition to exercising the functions conferred upon the chair elsewhere by these rules, the chair shall declare the opening and closing of the meeting, preside at the meetings, ensure the observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The chair shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat.

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3. The chair may propose to the executive board a limitation on the time to be allowed to speakers and on the number of times each member may speak on a question, the adjournment or the closure of the debate and the suspension or adjournment of a meeting.
4. The chair, or any other member designated by the executive board, shall represent the board as necessary, including at sessions of the COP/MOP.

IV. MEETINGS**A. Dates****Rule 15**

Paragraph 13 of the modalities and procedures provides:

1. The executive board shall meet as necessary but not less than three times a year, unless otherwise decided, bearing in mind provisions of paragraph 41 of the modalities and procedures for a clean development mechanism.

Rule 16

1. At the first executive board meeting of each calendar year, the chair shall propose for approval of the board a schedule of meetings for the calendar year to come. To the extent possible, these meetings shall be held in conjunction with sessions of the COP, the COP/MOP or their subsidiary bodies.
2. If changes to the schedule or additional meetings are required, the chair shall, after consultations with all members, give notice of any changes in dates of scheduled meetings, and/or of dates of additional meetings.

Rule 17

1. The chair shall convene and give notice of the date of each meeting of the executive board not less than eight weeks prior to the date of such meeting.

Rule 18

1. The secretariat shall promptly notify all those invited to the meeting.

B. Venue**Rule 19**

1. Meetings of the executive board held in conjunction with meetings of the COP, the COP/MOP or their subsidiary bodies shall be held in the same location as the meetings of these bodies. Other meetings of the executive board shall take place at the location of the secretariat,



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unless the executive board decides otherwise or other appropriate arrangements are made by the secretariat in consultation with the chair.

C. Agenda**Rule 20**

1. The chair, assisted by the secretariat, shall draft the provisional agenda of each meeting of the executive board and transmit a copy of such provisional agenda, agreed on by the executive board at its previous meeting, to all those invited to the meeting.

Rule 21

1. Additions or changes to the provisional agenda of a meeting may be proposed to the secretariat by any member, and/or alternate member, and incorporated in the proposed agenda provided that the member, and/or alternate member, shall give notice thereof to the secretariat not less than four weeks prior to the date fixed for the opening of the meeting. The proposed agenda for the meeting shall be transmitted by the secretariat to all those invited to the meeting, three weeks prior to the date fixed for the opening of the meeting.

Rule 22

1. The executive board shall, at the beginning of each meeting, adopt the agenda for the meeting.

Rule 23

1. Any item included on the agenda for a meeting of the executive board, consideration of which has not been completed at that meeting, shall be included automatically on the provisional agenda for the next meeting, unless otherwise decided by the executive board.

D. Documentation**Rule 24**

1. All documentation for executive board meetings shall be made available to members and alternate members through the secretariat at least two weeks before the next meeting.
2. Documentation shall be made publicly available by the secretariat via world wide web soon after transmission to members and alternate members. Availability of such documentation shall be subject to confidentiality provisions.

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Rule 25

Paragraph 5, subparagraph (j) of the modalities and procedures provides:

1. The executive board shall make any technical reports commissioned available to the public and provide a period of at least eight weeks for public comments on draft methodologies and guidance before documents are finalized and any recommendations are submitted to the COP/MOP for their consideration.

E. Attendance

Rule 26

Paragraph 16 of the modalities and procedures provides:

1. Meetings of the executive board shall be open to attendance, as observers, by all Parties and by all UNFCCC accredited observers and stakeholders, except where otherwise decided by the executive board.
2. Attendance, as observers, by all Parties and by all UNFCCC accredited observers and stakeholders, may also be facilitated through the availability via world wide web of the proceedings of the meetings of the board.
3. Observers may, upon invitation by the board, make presentations relating to matters under consideration by the board.

F. Quorum

Rule 27

Paragraph 14 of the modalities and procedures provides:

1. At least two thirds of the members, representing a majority of members from Parties included in Annex I and a majority of members from Parties not included in Annex I, must be present to constitute a quorum.



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V. VOTING**Rule 28**

Paragraph 15 of the modalities and procedures provides:

1. Decisions by the executive board shall be taken by consensus, whenever possible. If all efforts at reaching a consensus have been exhausted and no agreement reached, decisions shall be taken by a three-fourths majority of the members present and voting at the meeting. Members abstaining from voting shall be considered as not voting.
2. The chair shall ascertain a consensus.
3. Each member shall have one vote. For the purpose of this rule, the phrase “members present and voting” means members present at the meeting at which voting takes place and casting an affirmative or negative vote.
4. Alternate members may participate in the proceedings of the board without the right to vote. An alternate member may only cast a vote if acting for the member.

Rule 29

1. Whenever, in the judgment of the chair, a decision must be taken by the executive board which cannot be postponed until the next meeting of the executive board, the chair shall transmit to each member a proposed decision, with an invitation to approve the decision on a no objection basis. The proposed decision shall be transmitted in the form of an electronic message through the list serve of the executive board. A quorum of the board is required to confirm the receipt of the message. Such message shall also be transmitted to alternate members for information.
2. Members, and/or alternate members shall be given two weeks from the date of receipt of the proposed decision for comments. These comments shall be made available to members and alternate members via the executive board list serve.
3. At the expiration of the period referred in to paragraph 2 above, the proposed decision shall be considered approved if there is no objection by any member. If there is an objection the chair shall include consideration of the proposed decision as an item on the agenda for the next meeting of the executive board and inform the board accordingly.

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Rule 30

Paragraph 17 of the modalities and procedures provides:

1. The working language of the executive board shall be English. The full text of all decisions of the executive board shall be made publicly available. Decisions shall be made available in all six official languages of the United Nations.

VII. COMMITTEES, PANELS AND WORKING GROUPS

Rule 31

Paragraph 18 of the modalities and procedures provides:

1. The executive board may establish committees, panels or working groups to assist in the performance of its functions. The executive board shall draw on the expertise necessary to perform its functions, including from the UNFCCC roster of experts. In this context, it shall take fully into account the consideration of regional balance.
2. A panel shall be composed of an appropriate number of panel members as determined by the executive board. They shall have demonstrated and recognized technical expertise in the relevant field of work.
3. In establishing a panel, the executive board shall appoint two executive board members to act as chair and vice chair of the panel, one being from a Party included in Annex I and one being from a Party not included in Annex I. The executive board may appoint additional members and alternate members to participate in a panel.
4. In establishing a panel, the executive board shall determine its terms of reference. Terms of reference shall include a work plan, deadline for submission of documents, criteria for selection of panel members as well as necessary budgetary provisions.

VIII. SECRETARIAT

Rule 32

Paragraph 19 of the modalities and procedures provides:

1. The secretariat shall service the executive board.



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Rule 33

1. The head of the secretariat of the UNFCCC shall arrange for the provision of staff and services required for the servicing of the executive board, within available resources. The head of the secretariat of the UNFCCC shall manage and direct such staff and services and provide appropriate support and advice to the executive board.

Rule 34

1. An official of the secretariat designated by the head of the secretariat of the UNFCCC shall serve as secretary to the executive board.

Rule 35

1. In addition to the functions specified in the annex to decision 17/CP.7 on modalities and procedures for a clean development mechanism and/or any subsequent decision by the COP/MOP, the secretariat shall in accordance with these rules, and subject to the availability of resources:

- (a) Receive, reproduce and distribute to members and alternate members the documents of a meeting;
- (b) Receive and translate decisions in all six official languages of the United Nations and make available the full texts of all decisions of the executive board;
- (c) Assist the executive board in fulfilling tasks related to the collection, processing, maintenance of files and public availability of information;
- (d) Perform all other work that the executive board may require.

Rule 36

1. Financial regulations of the United Nations and the financial procedures of the UNFCCC shall apply.

IX. CONDUCT OF BUSINESS

Rule 37

1. The executive board shall undertake any tasks assigned to it by decision 17/CP.7, the modalities and procedures for a clean development mechanism and any subsequent decision by the COP/MOP.



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X. RECORD OF THE MEETING

Rule 38

1. Before the end of each meeting, the chair shall present draft conclusions and decisions of the meeting for consideration and approval by the executive board. Any written records of the executive board or recordings of proceedings shall be kept by the secretariat in accordance with United Nations rules and regulations.

XI. AMENDMENTS TO THE RULES

Rule 39

Paragraph 5, subparagraph (b) of the modalities and procedures provides:

1. The executive board may make recommendations to the COP/MOP on any amendments or additions to rules of procedure for the executive board.



Annex 3

PROVISIONAL AGENDA FOR THE THIRD MEETING OF THE EXECUTIVE BOARD

1. Adoption of the agenda
2. Work plan until the eighth session of the Conference of the Parties
 - (a) Accreditation process for operational entities
 - (b) Simplified modalities and procedures for small scale CDM project activities
 - (c) Guidelines for methodologies for baselines and monitoring plans
 - (d) Panels: Determination of terms of reference and selection of members
 - (e) Modalities for collaboration with SBSTA
3. Other matters
 - (a) Draft rules of procedure
 - (b) Other business
4. Conclusion
 - (a) Summary of decisions
 - (b) Closure.