



Annex 12

Modifications to the methodologies consideration process

I. Mandate and Background

1. With a view of further supporting the work of Methodologies Panel (Meth Panel) and Afforestation & Reforestation (A/R) and Small-Scale CDM (SSC) Working Groups (MP/WGs), the Board requested the secretariat to assess the possible resource implications of proposals to ensure timely delivery of documents as prepared by members for consideration at meetings as well as options to ensure consistent quality products. Based on suggestions made by the Meth Panel at its twenty sixth meeting, the Board considered a proposal by the secretariat on the modifications to the methodologies consideration and approval process, in accordance with the CDM-MAP, at its thirty first meeting, to be decided on at the Board's thirty second meeting.

2. This guidance sets priorities and timelines required for the approval of CDM methodologies, tools and guidance, to ensure high quality and consistent methodological guidance from the Panel and Working Groups of the Board. It aims to ensure the effective use of human resources, through an equitable distribution of workload amongst these resources while introducing performance based incentives. It also streamlines several steps in the process and modus operandi to enhance efficiency, harness the institutional knowledge of the secretariat to ensure consistency and to ultimately support the Board, in its role as an executive decision making body. Parts of this guidance have been reflected in the revision of procedures for the submission of new methodologies and the respective procedures for revisions and clarifications to approved methodologies.

II. Methodologies Panel & Working Group(s) Resources

3. A set of four members shall be selected by the Chair to independently review each proposed new methodology (PNM), one of them appointed as lead member. Its responsibility will be to (i) to review independently the draft recommendation prepared by the secretariat prior to the meeting, (ii) make comments within a deadline and (iii) the lead member being prepared to - with the help of the secretariat - introduce the subject and lead the discussion on the PNM during the meeting of the (MP/WG). Should there be insufficient members, the group may be reduced in size to a minimum of two members.

4. To ensure that documents for proposed methodologies are made available to the entire MP/WGs one (1) week in advance of the meeting, the selected members will be provided a first draft by the secretariat three (3) weeks in advance of a meeting with a one (1) week deadline to comment on these. The secretariat will then prepare an advanced draft recommendation incorporating the comments and make this available to the MP/WGs one (1) week in advance of the meeting, for consideration at the meeting, including a short description of the concept of the methodology and/or a diagram as appropriate for ease of reference and understanding of the proposed methodology as well as a brief summary of the key issues to be discussed, No changes are allowed thereafter to ensure that all members can prepare for the meeting during this week.

5. Each member shall be paid a one day fee for the consideration and review of a proposed new methodology. Should no comments be provided by a member within the deadline, the member shall be paid a half day fee. Furthermore the Chair may decline the payment of a fee outright should he/she feel the input was not sufficient.



III. Secretariat Resources

6. The secretariat shall draft all new methodologies based on the proposed new methodologies and recommendations from MP/WGs members. Furthermore the secretariat will propose draft recommendations including summary recommendation for consideration by the Board, of which these may also include the short description of the concept of the methodology and/or a diagram as appropriate.
7. The secretariat shall suggest a shortlist of desk reviewers for the proposed methodologies for nomination by the selected members and confirmation by the MP/WGs chair.

IV. Meetings and Agendas of the Methodologies Panel & Working Groups

8. A minimum of five meetings will be held in a year to undertake the work of methodologies.
9. In order to ensure that issues do not consume extensive time in reaching consensus, the chair may nominate members to form an in-meeting group to resolve the issues for which consensus was not reached and report back to assist the chair in making a final ruling on the matter. Alternatively the Chair may request the advice of assigned members or may finally note in the report that the MP/WGs members or (co-) Chairs were divided in their views.
10. An in-meeting working day, replacing the informal day, will be held at each MP/WGs meeting to allow for drafting, amendments and finalization of documentation for adoption at that meeting.
11. The MP/WGs shall make their recommendations to the Board on proposed new methodologies within two meetings only.
12. The recommendations to the Board will only be either for approval (A case) or not for approval (C case). The MP/WGs may be requested by the Board to revise their recommendations.
13. The secretariat shall prepare a draft agenda for each meeting such that all new issues and those outstanding from previous meetings are included. New items for the agenda of the next meeting may be proposed during a meeting and will be included in the next meetings agenda as approved by the Chair.
14. Unless otherwise decided by the Chair the priority of agenda items shall be based on the scale of its affect on methodologies, the preparedness of agenda item, and time availability in the meeting in consultation with the Chair to ensure, but shall were feasible be dealt in the following order of importance:
- i. PNMs, requests for revision and clarifications;
 - ii. Any requests by the Board;
 - iii. Preparation of consolidated methodologies if more than one proposals on a similar kind is received;
 - iv. Tools and guidance that improve the consistency of methodologies.
15. With the adoption of the agenda at the start of a meeting, those items that the MP/WGs agrees it cannot conclude at that meeting, will be postponed to the next meeting.
16. The report of the meeting is to be adopted in the presence of all members before at 18:00 (Bonn) on the last day of the meeting. The adoption process of the report will start no later than 15:00 (Bonn) on the last day of the meeting and shall preclude the re-opening off issues already agreed



during the meeting. Should consensus not be arrived at for an item, this may be noted in the report as such.

V. Dialogue with project participants

17. At any stage prior to the preparation of the final recommendations of new methodologies, requests for revisions and clarifications, the secretariat may request the project participants, copying the selected members and the DOE, to make available additional technical information necessary to further clarify or assist in analysing the issue with a deadline for responding.

18. The communications will be made available to the selected MP/WGs and archived if marked as confidential or in other cases disclosed to the public on the CDM website as soon as possible after receipt by the secretariat.

VI. Requests for revisions, clarifications, tools and guidance

19. The secretariat shall prepare the draft responses to requests for revision and clarifications for discussion by the MP/WGs.

20. The chair shall select a member as reviewer who shall be paid a fee of half day per case. In cases when more detailed consideration is required, the Chair may select an additional member, where in this case each member shall be paid a one day fee.

21. A one day fee shall be paid for consideration and preparation of guidance/tools/discussion notes. The Chair shall decide if a fee of more than one day is to be paid depending on the level of effort required in preparing the inputs.

VII. Revised and Replaced Forms

22. The existing proposed new methodology assessment form (F-CDM-NMas) is revised with slight enhancements such that submitted proposed methodologies, not pre-assessed by the DOE, undergo a focussed assessment to ensure improved quality inputs early on the consideration process, thereby shortening the approval time of cases.

23. The existing recommendation form (F-CDM-NMmp) is replaced with a revised methodologies form for baseline and monitoring methodologies (CDM-NM), which includes recommendations and comments for each section of the proposed methodology.
