



Annex 15

PROCEDURE FOR THE SUBMISSION AND CONSIDERATION OF QUERIES REGARDING THE APPLICATION OF APPROVED METHODOLOGIES BY DESIGNATED OPERATIONAL ENTITIES TO THE METH PANEL**(Version 03)**

1. This document contains the procedures for the submission and consideration of queries from DOEs to the Methodologies Panel regarding the application of approved methodologies.
2. If DOEs wish to submit queries regarding the applicability of approved methodologies, they shall complete the form “F-CDM-AM-Subm” for submission of queries regarding the application of approved methodologies and submit it to the secretariat.
3. The secretariat shall forward the query to the Meth Panel listserv, post the query in a common extranet page for the DOEs and Meth Panel, forward it to the Board and make publicly available through the UNFCCC CDM web site.
4. A query regarding the application of an approved methodology shall be available to the Meth Panel at least six (6) weeks prior to its next meeting in order to be considered by the meeting. The Chair shall assess when queries are to be considered by the Meth Panel depending on the workload of the Meth Panel.
5. The Chair shall select at least one member to **oversee preparation of** a draft recommendation and a draft answer **by the secretariat** for the consideration of the Meth Panel. The recommendation and answer shall be drafted using form “F-CDM-AM-Subm”. Draft recommendations shall be made available to the Meth Panel’s consideration at least **one (1)** week before the next Meth Panel meeting. The Chair shall decide on a case by case basis whether a daily **or a half day fee** shall be paid for the preparation of draft recommendations and answers.
6. Once the Meth Panel agrees on a final recommendation and answers to queries by DOEs they shall be forwarded to the DOEs by the secretariat and posted in a common extranet page for the DOEs and Meth Panel and forwarded to the Board and made publicly available through the UNFCCC CDM web site **and in the historical record of the approved methodology concerned.**
