



Annex 3

**PROCEDURE FOR THE SUBMISSION AND CONSIDERATION OF QUERIES REGARDING
THE APPLICATION OF APPROVED METHODOLOGIES BY DESIGNATED OPERATIONAL
ENTITIES TO THE METH PANEL****(Version 04)**

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. DOEs who wish to submit queries regarding the applicability of approved methodologies shall complete the form “F-CDM-AM-Subm” 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 it 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 one (1) member as a reviewer who shall be paid a fee of half-day per request. For cases that require more detailed consideration, the Chair may select an additional member who also shall be paid a half-day per request.
6. Should the secretariat, while preparing the draft response, assess that the clarification is simple enough so as to not require the Meth Panel’s consideration, it shall forward the proposal to the two appointed member(s) for early consideration. If both the appointed panel members agree to the draft proposal within two days, the secretariat shall seek the approval of the Chair of the Meth Panel within one day and upon endorsement shall forward the final response to the DOE and post it on the UNFCCC CDM web page for methodology clarifications. The response shall be reflected in the report of the meeting of the Meth Panel immediately following the publication of the response. If there is no agreement or endorsement, the request will be considered at the Meth Panel meeting.
7. All responses to requests for clarification recommended by the Meth Panel are considered as agreed upon by the Board, in taking note of the panel’s report, unless otherwise revised by the Board at its subsequent meeting.
8. Draft recommendations, which shall be considered by the Meth Panel, shall be made available for the panel’s consideration at least one (1) week before the next panel meeting. The secretariat shall prepare the draft responses to requests for clarifications for discussion by the panel meetings. The recommendation and answer shall be drafted using form “F-CDM-AM-Subm”.
9. Once the Meth Panel agrees on a final recommendation, the secretariat shall forward the final response to the DOE and the Board and make it publicly available on the UNFCCC CDM web site in the corresponding section and in the history web page of the approved methodology concerned.



History of the document

Version	Date	Nature of revision(s)
04	EB 34, Annex 03, 14 September 2007	Revision to introduce the fast track procedure for responses to requests that need not be considered by the whole panel.
03	EB 32, Annex 15, 22 June 2007	Revision to provide clarification on the preparation of the draft answers to the requests and to provide historical record of the document.
02	EB 24, Annex 15, 12 July 2006	Revision to the fee payment.
01	EB 20, Annex 6, 8 July 2005	Initial adoption.