

**Annex 37****PROCEDURES FOR PUBLIC COMMUNICATION WITH THE CDM EXECUTIVE BOARD  
(version 02)**

1. This document contains the procedures for consideration of unsolicited public communication addressed to the CDM Executive Board.
2. As agreed by the Executive Board at its sixteenth meeting, relevant communications received by the Board which are not in response to a call for input (hereinafter referred to as unsolicited communications) may only be taken into consideration at its next meeting if received before the documents submission deadline (two weeks prior to the meeting). Any unsolicited communication received after this deadline would be considered, as appropriate, at a subsequent meeting.
3. The secretariat shall acknowledge receipt of unsolicited communications addressed to the Board and make them available to the Board through the Executive Board's extranet. In consultation with the Chair of the Board, the Secretary of the Board shall initiate action including consultation with Board, as needed, and answer unsolicited communications on behalf of the Chair, as appropriate.
4. The Chair of the Board shall assess if an unsolicited communication and the response is to be sent in addition via listserv to the Board.
5. Unsolicited communications should be addressed to the Chair of the CDM Executive Board and send to the UNFCCC secretariat via email ([cdm-info@unfccc.int](mailto:cdm-info@unfccc.int) or [secretariat@unfccc.int](mailto:secretariat@unfccc.int)) or fax (number +49. 228. 815.1999).
6. If a member or alternate Board member of the Board, in that capacity, receives an unsolicited communication, he/she shall forward it to the secretariat, copying the sender of the unsolicited communication, for processing as per the above. The same shall apply for submissions received by members of panels or working groups.

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