

Annex 8

STATUS OF IMPLEMENTATION OF 2010 CLEAN DEVELOPMENT MECHANISM MANAGEMENT PLAN REPORTING PERIOD 1 JANUARY TO 31 OCTOBER 2010

I. Executive summary

1. This report provides an update on the progress made by the secretariat in the implementation of the clean development mechanism management plan (CDM-MAP) for 2010. In the reporting period the secretariat, as mandated by the Executive Board of the clean development mechanism (CDM) (hereinafter referred to as the Board), initiated several mechanisms to enhance the efficiency of the CDM, improve transparency, and enhance the communication with CDM stakeholders. These are summarized in the body of the report. A detailed explanation of the various activities undertaken by the Sustainable Development Mechanisms (SDM) programme of the secretariat by the individual units can also be found in appendix 1 of this report.

2. In addition this report provides a status report on the financial activities and recruitment of resources to assist the secretariat in supporting the work of the Board. The budget performance analysis indicates that financial resources are available for the CDM to perform its mandated activities for the remaining part of 2010.

3. It should be noted that the level of expenditure, especially as far as staff costs is concerned, is now approaching the budgetary figure for the reporting period. The total average monthly revenue however for the period Jan-Oct 2010 (USD 2.3 million) was lower than estimated monthly revenue in the 2010 CDM-MAP (USD 2.8 million), and also less than the average (USD 3 million) over the same period 2009. In particular, revenues from shares of proceeds are lower than the same period in 2009 (-29%, or USD -4.6 million).

II. Introduction

4. This report provides an update on the progress made by the secretariat in the implementation of the CDM-MAP for 2010. During the reporting period and in order to better support the CDM, the SDM programme underwent a fundamental restructuring as envisaged in the MAP. The new SDM structure is now tightly aligned to the support required for the CDM, namely the creation and maintenance of standards and methodologies, the assessment of accredited entities and projects, the management of the processes and overall support for the ongoing development of both the secretariat's support and the work of stakeholders in the CDM. In view of the overall mission of the programme to "support the design and effective implementation of current and future market-based approaches which demonstrably support Parties in achieving their sustainable development objectives while mitigating climate change", the activities undertaken in support of the CDM have assisted the secretariat to identify the following four key objectives for the SDM programme to allow it to focus its work under the direction of the Board:

- (a) To support the Board in a way that allows them to supervise the CDM in an executive manner that focuses on the strategic direction and policy context of the mechanisms' implementation;
- (a) To enable stakeholders, in particular designated operational entities (DOEs) and project participants, to understand the requirements of the CDM and ensure that stakeholders take responsibility for the quality of submissions;

- (b) To allow SDM teams to focus their technical and process expertise on the quality of their respective work areas and take increased ownership of their outputs;
- (c) To identify the appropriate means for building upon the existing Kyoto Protocol mechanisms, integrating market-based approaches firmly within a post-2012 climate regime, and ensuring the relevance and usability of market-based approaches in a potentially fragmented global policy environment.

5. The report highlights the various activities undertaken by the secretariat during the reporting period. A summary of various achievements is contained in the body of the report. A detailed report against the objectives detailed in the 2010 CDDM-MAP document is attached as an appendix. The appendix follows the sequencing of the 2010 CDM-MAP, as contained in annex 37 of the report of the Board at their fifty-fourth meeting, and highlights the activities undertaken under each area of responsibility to realize the various operational objectives.

6. This report also provides a status report on financial activities and recruitment of human resources to assist the secretariat in supporting the work of the Board. The budget performance analysis highlights that financial resources are available for the CDM to carry out its activities in the remaining part of 2010. A detailed financial breakdown and comparison for the period January to October is included in section V. It is noted that although the level of expenditure is slightly lower than expected, the results flowing from the recruitment process suggests that the overall expenditure rate will now begin to increase by the end of the year and on in to 2011.

III. Achievements during the reporting period

7. The various activities of the secretariat in supporting the CDM during the reporting period are now addressed in terms of their contributions to the four key objectives identified in paragraph 10 of the CDM-MAP 2010, as contained in annex 37 of the fifty-fourth meeting report.

8. Supporting the Board in a way that allows them to supervise the CDM in an executive manner that focuses on the strategic direction and policy context of the mechanisms' implementation.

- (a) **Registration of CDM projects:** Against an annual projection of approximately 1200 requests for registration, by 1 October 855 registration requests were received and 527 have been published. During the same period, 468 projects were registered and 192 requests for review were made. Since the start of 2010, four projects were withdrawn;
- (b) **Issuance of Certified Emission Reductions (CERs):** Against an annual projection of 800 requests for issuance, by 1 October 884 requests for issuance were received, of which 446 requests have been published. During the same period, 349 requests resulted in issuance of CERs and 97 received a request for review;
- (c) The secretariat supported the Board in its creation or revision of the following seven procedures related to registration of CDM project activities and issuance of CERs 1) requests for registration of proposed CDM project activities, 2) requests for issuance of CERs, 3) review of requests for registration, 4) review of requests for issuance, 5) requesting post-registration changes to the start of the crediting period, 6) withdrawal of a request for registration and 7) withdrawal of requests for issuance. The development of two guidelines in the same areas were also supported, 1) the registration fee schedule for proposed project activities under the clean development mechanism and 2) completing the Monitoring Report form (CDM-MR);



- (d) **Accreditation:** Processed 4 new applications for initial accreditation, 2 new applications for extension of scope and 1 new application for re-accreditation. Processed regular surveillance assessments of 17 central offices and 17 non-central sites, initiated 34 new performance assessments. Processed all on-going accreditation-related assessments initiated in 2009;
 - (e) A report detailing the compliance of the various workflows managed by the secretariat with indicative timelines set by the Board was published as an Annex after each of its meetings;
 - (f) The prioritization of the work of Panels and working groups (WGs) has now been fully implemented in accordance with the principles agreed by the Board;
 - (g) Simplified modalities for demonstrating additionality for project activities up to 5 megawatts/20 GWh annual energy were developed taking into public and expert inputs and the procedures were adopted by the Board in record time;
 - (h) The secretariat assisted in the establishment of a systematic and transparent internal process for methodology improvement, including a fast-track and a thorough revision of methodologies initiated by the Board, the Methodologies Panel or the secretariat;
 - (i) An assessment report was provided by the secretariat as to whether the CDM standards fully consider the laws, regulations, policies, standards and guidelines that apply in host countries;
 - (j) Issues identified by the secretariat during completeness checking of submissions as well as during the finalisation of requests for review/under review cases were categorised and weighted for input to the designated operational entities (DOEs) performance monitoring system. There was also continuous collection of data, starting from the fifty-fifty meeting of the Board, against a set of accreditation-related indicators as part of the same DOE performance monitoring system. The Board also agreed that the results of the DOE performance monitoring would be used as part of the provision of biannual reports on system wide improvements.
9. Enabling stakeholders, in particular DOEs and project participants (PPs), to understand the requirements of the CDM and ensure that stakeholders take responsibility for the quality of submissions.
- (a) The secretariat continued to support the development of several standard related documents making proposals aimed at improving their quality, simplification and improved objectivity;
 - (b) Methodologies were developed, in a top-down manner, that would have high potential for application in countries hosting fewer than 10 registered CDM project activities. These included methodologies in the priority area defined by the Board (efficient lighting to displace kerosene usage in lighting, application of solar water heaters, small scale biogas digesters and efficient street lighting). A framework for these methodologies was developed and placed on the public domain for inputs by the project proponents;
 - (c) The CDM Accreditation Standard was revised to further address the issue of impartiality and independence of DOEs while also being more prescriptive on competence requirements and the enhancement of technical competence;



- (d) Three Validation and Verification Manual (VVM) workshops were held, the first in Tokyo, Japan in March, the second in Bonn, Germany in July, and the third in New Delhi, India in September. A fourth is scheduled to be held in November in Cancun, Mexico;
- (e) A booklet was produced that describes methodologies in a simple manner and is expected to contribute to a better regional distribution of the CDM projects;
- (f) As part of intensified work on energy efficiency improvement and on identification and removal of constraints for the application of methodologies relating to demand-side energy efficiency measures, improvements were made to lighting energy efficiency methodologies including default operating parameters which has resulted in rapid increase in application of these methodologies;
- (g) Workshops focussing on specific energy efficiency methodologies were held where experts and project proponents shared experience and perspectives gained through implementation;
- (h) Two CDM round tables, a new secretariat initiative, were held during the reporting period. The first in June and the second in October, both in Bonn, Germany. The purpose of these events is to enhance the direct interaction and communication with CDM stakeholders and projects participants.
- (i) A dedicated email address has now been provided to provide a channel for communication with DOEs. This will be further developed into an online communication tool and discussion forum;
- (j) A meeting on the DOE/AIE Forum was held in July, in Bonn, Germany and a further meeting is now scheduled for Cancun, Mexico in November;
- (k) Several interactions with designated national authorities (DNAs) occurred during the reporting period. A regional DNA Forum meeting for the Africa region was held in Nairobi, Kenya, and was held back to back with the Africa Carbon Forum. The ninth meeting of the DNA Forum was held in June in Bonn, Germany. A DNA training session for the Africa and Asia and Pacific regions was also held at the same time. A regional DNA Forum meeting for the Latin American and Caribbean (LAC) region was held in October in Santo Domingo, Dominican Republic together with training for the Latin America and Caribbean region. These meetings took place back to back with the LAC Carbon Forum, which the DNAs participated. The tenth meeting of the DNA Forum is scheduled to be held on 27–28 November 2010 in conjunction with CMP 6 in Cancun, Mexico;
- (l) The secretariat facilitated and coordinated the Nairobi Framework partners' work programme of activities. Partners identified and shared information on activities under implementation in response to the Nairobi Framework objectives addressing capacity building to increase CDM participation in under-represented countries, capacity building support for DNAs to become operational, and promotion of investment opportunities at events such carbon forums;
- (m) A Board approved communication strategy has now been implemented by the secretariat. Key activities include enhanced outreach to the press through distribution of highlights after each Board meeting and enhanced outreach by the Chair of the Board; photo and video contests promoting the sustainable development benefits of the CDM; audio recordings, available on the website, that explain in plain terms the workings of the mechanism; recorded stories for broadcast by radio stations in Africa; launch of an

initiative called DNA Communicators of the Year Showcase, in which exemplary DNA communicators are selected to make presentations to their fellow DNAs on outreach and communication.

10. Allowing SDM teams to focus their technical and process expertise on the quality of their respective work areas and take increased ownership of their outputs.

- (a) A dedicated skills development team within the secretariat has made rapid progress in several areas. Activities such as the launch of on-line training and an enhanced induction course are key elements of the SDM learning strategy and are currently at a preparatory/design phase. The team supported the implementation of 6 in-house courses, an enhanced induction course for new staff, the design of a secretariat-wide learning policy, the training of consultants in project and entity assessment (PEA) addressing the backlog and the production of a booklet for the new Board members. In the period under review, 59 individual courses were attended by 51 staff members;
- (b) Two training workshops for CDM assessment team members, including secretariat staff, were organized in Bonn to improve the efficiency of the assessment process and contribute to enhancing the operations of the CDM.

11. Identifying the appropriate means for building upon the existing Kyoto Protocol mechanisms, integrating market-based approaches firmly within a post-2012 climate regime, and ensuring the relevance and usability of market-based approaches in a potentially fragmented global policy environment.

- (a) Scoping and planning of a monitoring and analysis system within SDM to cover and report on activities and policy initiatives relating to market-based mechanisms;
- (b) Support for the intergovernmental bodies (four sessions so far in 2010), including support to chairs of negotiating groups, the preparation of documentation and responding to other requests of the intergovernmental bodies.

IV. Areas of improvement

12. The secretariat has identified the need, and the secretariat has taken note and will continue to strive, to ensure that the Board is supported through identification of areas for strategic discussions at future Board meetings. The secretariat will also continue in support of requests by the Board to undertake a greater proportion of the preparatory analytical work on procedural and caseload issues, therefore supporting them in shifting their focus to a more executive and supervisory role.

V. SDM budget performance

13. This section of the report focuses on the budget performance from January to October 2010 in terms of expenditure against the budget as set out in the 2010 CDM-MAP (USD 34.5 million). The analysis includes the workflow of resources and the sources of income generated by share of proceeds (SOPs) and fees.

A. Status of income

14. Table 1 shows the income generated in 2010 as a result of fees and contributions for the reporting period 1 January to October 2010. Table 1 also includes the total expenditure for the same period. As can be seen the total expenditure of just over USD 24 million for the period slightly exceeds the income generated during the comparable period. In the context decision 17/CP.7, para 17, Germany, The Netherlands and Norway requested that their contributions originally made to the CDM Prompt Start Fund

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be re-allocated to the funds for joint implementation and participation of developing countries in UNFCCC meetings, leading to the negative amount of voluntary contributions also shown in Table 1.

Table 1: Summary of total income and expenditure generated as of 31 October 2010

Carry over figure from 2009*	33,269,126
Voluntary contributions	-3,083,763
Fees received in 2010	24,430,350
Interest from 2009	3,099,055
Total income 2010	57,714,767
Expenditure 2010	21,936,360
Overheads 13%	2,851,727
Total expenditure 2010	24,788,087
Balance	32,926,680

* Excludes reserve (USD 45 million).

15. Table 2 shows the comparison between 2009 and 2010 revenues from fees and share of proceeds. It should be noted that the average revenue from January to October 2010 is USD 2.4 million compared to estimated monthly revenue as per the 2010 CDM-MAP of USD 2.8 million. The average monthly revenue in 2009 was USD 3 million per month.

Table 2: Comparison between revenues in 2009 and 2010

	Registration Fees		Share of Proceeds		Methodology Fees		Accreditation Fees		Total Income	
	2009	2010	2009	2010	2009	2010	2009	2010	2009	2010
January	508,142	937,065	1,728,861	824,089	0	2,960	15,757	800	2,252,760	1,764,914
February	569,398	2,655,675	1,244,419	1,069,213	0	4,980	18,948	0	1,832,765	3,729,867
March	1,027,799	1,701,402	1,431,083	2,056,358	1,975	5,950	2,400	3,585	2,463,258	3,767,295
April	1,265,425	1,041,318	2,295,499	818,388	10,895	7,927	785	16,157	3,572,604	1,883,789
May	1,588,289	1,190,463	1,378,549	1,840,664	1,000	1,950	14,985	0	2,982,823	3,033,077
June	1,636,741	1,479,737	2,175,668	1,125,252	10,986	0	22,500	32,365	3,845,895	2,637,354
July	961,415	623,712	2,747,732	17,724	1,000	0	39,454	27,255	3,749,601	668,692
August	2,493,006	575,681	1,188,926	400,492	7,884	0	2,400	7,500	3,692,216	983,673
September	1,276,811	736,376	1,062,289	2,443,083	0	0	22,500	800	2,361,600	3,180,259
October	2,475,675	1,236,536	802,827	1,346,356	4,906	3,000	15,783	4,000	3,299,191	2,589,892
Total	13,802,702	12,177,966	16,055,853	11,941,618	38,646	26,767	155,512	92,462	30,052,712	24,238,813
Average	1,380,270	1,217,797	1,605,585	1,194,162	3,865	2,677	15,551	9,246	3,005,271	2,423,881

B. Status of expenditure

16. Expenditure in the period to 31 October 2010 amounts to USD 24.7 million, which corresponds to 86% of the pro-rata budget. It is estimated that the current expenditure rate will continue to increase and by the end of the year, is expected to result in the highest expense figure versus budget achieved since the SDM (formerly PBM) programme began.

17. Table 3 provides further details of expenditures, in an itemized manner, during the reporting period of the 2010 CDM-MAP as well as a comparison with the same period last year. Figure 1 gives a breakdown by the various objects of expenditure in diagrammatic form. The current level of expenditure in 2010 is 12.4 per cent higher than in the same period in 2009. In terms of absolute expenditure, USD 7 million more has been spent in 2010 than in 2009. The higher rate of expenditure could be attributable to the following:



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- (a) The 2009 budget of USD 28 million was 6.5 million (19 per cent) lower than that of 2010 (USD 34.5 million);
- (b) The substantial increase in staff numbers that have now begun to flow from the recruitment strategy will soon begin to be reflected in the expenses as will the tasks that they are given that incur expenses such as external workshops and capacity building interventions. As more positions are filled, a concomitant increase in expenses will result.

18. Staff costs (established posts) were budgeted at USD 14.9 million. As can be seen from Table 3, staff expenses to date are USD 11.7 million, or 6 per cent below the expected level. Staff related costs can however be expected to rise in the months that now follow up to the end of 2010 and early in 2011 as the recruitment process delivers the additional staff complement as explained in section V of the report.

Table 3: Comparison of budget and expenditure, 2009, Jan-Apr 2010 and May-Oct 2010

Object of expenditure	Budget for 2010	Pro-rated for Jan-Oct 2010	Actual Expenditure Jan-Oct 2010	% vs. pro-rata budget 2010	Expenditure same period 2009	% 2010 vs. 2009
Staff	14,992,237	12,486,685	11,723,289	94	8,317,407	141
Consultants	1,893,344	1,576,922	946,241	60	1,115,186	85
Experts fees	2,876,379	2,395,669	2,030,625	85	1,626,228	125
Experts travel	2,313,500	1,926,860	971,993	50	789,108	123
Travel of Repres.	2,163,167	1,801,651	1,454,085	81	1,239,865	117
Travel of Staff	860,133	716,385	885,778	124	646,052	137
Training	270,733	225,487	145,175	64	35,886 ^{*2}	405
Operating Expenses ^{*1}	4,607,484	3,837,466	3,215,404 ^{*4}	77	1,737,495 ^{*2}	185
Communications	64,000	53,304	34,884	65	29,987 ^{*2*3}	116
Supplies and Material	37,500	31,233	82,886	265	58,274	142
Grants (EB)	475,500	396,033	446,000	113	98,000 ^{*3}	455
Sub-Total	30,553,977	25,447,696	21,936,360	85	15,693,488	
13% overhead	3,972,017	3,308,200	2,851,727	85	2,040,153	
Total incl. 13%	34,525,994	28,755,896	24,788,087	85	17,733,641	

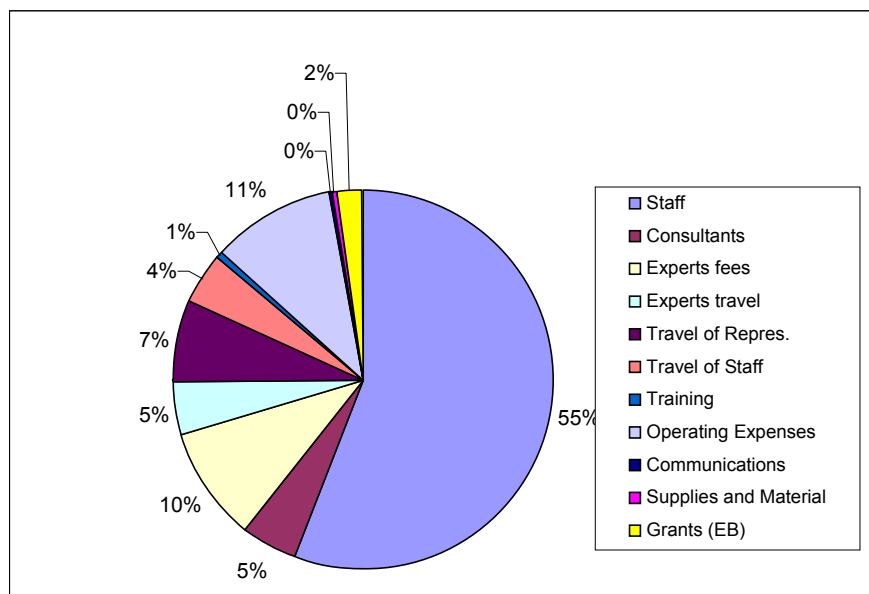
Notes

1 - Operational costs include total cost of ownership

2 - Pro-rated to even out expenditure peaks

3 - Represent annual average 2008-2009

4 - Includes CDM component (EUR 195,000) of secretariat-wide deployment of Microsoft Share point

Figure 1: Breakdown of 2010 costs


19. The budgeted amount for costs related to the Board and its meetings was USD 1.6 million. To date USD 1,478,781 has been expended i.e. for the travel of members, including the higher than expected cost due to holding the fifty-sixth meeting in Brazil. By 31 December 2010 it is anticipated another USD 440,000 (for DSA, travel and logistics), will be required, mainly for costs associated with the fifty-eighth meeting of the Board.

VI. Sustainable development mechanism human resources

20. In the period under review, twenty-five posts were filled bringing the total complement of CDM funded staff in SDM to one hundred and thirty-three. As at 31 October 2010, one hundred and twenty-one posts were occupied by staff with fixed term positions and twelve by temporary staff. Recruitment activities related to forty-eight of the remaining vacancies are now at different stages in the recruitment process. As at the end of October and as shown in Table 4:

- (a) Nine Job Descriptions are required for 11 positions;
- (b) 10 Job Descriptions have been finalized and are currently being processed for promulgation of a vacancy announcement;
- (c) Vacancy announcements are currently open for five positions;
- (d) 16 positions are at the interview stage;
- (e) Recommendations for six positions are with the secretariat review board.

21. The secretariat recruitment strategy, presented to the Board at its fifty-sixth meeting, proposed the use of grouping vacancies for similar positions, using a common job description and then utilizing the same recruitment process to identify a group of candidates who would be suitable to fill not only the specific vacancies at issue, but also who could be pre selected for similar positions as these became available. This strategy has so far assisted in expediting the recruitment of twenty-one positions. Table 4 shows the status of recruitment by the various units in SDM as at 31 October. It should be noted however that some posts

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filled at higher levels by internal candidates have subsequently opened up more vacancies at the lower levels but a similar strategy will be followed where appropriate to fill these new vacancies.

22. The internal system that is now in place to track the progress in recruitment of the various vacancies has allowed weekly reports to be generated and presented to the SDM management team. A direct result of the availability of such information was the identification of the need for more internal review boards, an important governance mechanism in the secretariat recruitment system. The frequency of these meetings has now doubled, in response to the pressure created by the CDM vacancies. Given the time lag between the start of the recruitment process and the eventual selection of suitable candidates, there has been a noticeable improvement in the rate of staff recruitment recently which will now continue in the months ahead. The secretariat however continued to face some challenges during the reporting period in ensuring that the rigorous criteria associated with the internal recruitment processes were appropriately satisfied whilst also coping with their many other CDM related responsibilities.

Table 4: Sustainable development mechanism staffing and recruitment progress

Unit	Approved	In place as at 31 October	temporary staff	Awaiting job descriptions	Vacancy Announced	Interview stage	Review Board
OD	2	1			1		
SPD	5	3	1		1		
OSD	24	8	1	6	3	7	
SSU	30	25		3		1	
PEA	57	49	1	3		3	3
PMU	32	18	5	4		4	1
SMS	26	18	4	5		1	2
Totals	176	121	12	21	5	16	6

23. In addition to the recruitment related activities that have already been described, the secretariat also published a call for experts to assist in addressing the registration and issuance related case load on its website. This call has generated 198 potential candidates for deployment against a framework contract that was created for this purpose. Of the 198, 14 have already been vetted as being suitable and are now being utilized. 30 others have also identified and will be contracted, subject to their availability, to join a dedicated task force who will travel to Bonn for a concentrated period at the beginning of December as a parallel strategy in assisting to reduce the current back log of submissions for registration of projects and issuance of CERs.

24. The profile of the staff occupying CDM posts in the SDM programme as far as gender, geographic and Annex 1 versus non-Anex 1 distribution as at 31 October 2010 is shown in Table 5. Figure 2 gives a graphic representation of the geographic distribution of filled CDM posts within the SDM programme. Figure 3 shows the gender and geographical balance of current staff in CDM posts in the SDM programme.

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Table 5: Summary of the geographical distribution, percentage of staff from non-Annex 1 parties and gender distribution of CDM funded professional posts as at 31 October 2010

Gender		Geo balance%		Geo balance numbers		Annex I/Non-Annex I	
Jan 10	Oct 10	Jan 10	Oct 10	Jan 10	Oct 10	Jan 10	Oct 10
M =43	m = 50	AF = 9%	AF = 8%	AF = 7	AF = 7	A1 = 25	A1 = 29
f = 32	f = 36	AP = 41%	AP = 40%	AP = 31	AP = 34	NA1 = 50	NA1 = 57
Total = 75	Total = 86	LAC = 17%	LAC = 21%	LAC = 13	LAC = 18	Total = 75	Total = 86
		EE = 9%	EE = 8%	EE = 7	EE = 7		
		WE = 23%	WE = 23%	WE = 17	WE = 20		
				Total = 75	Total = 86		

Figure 2: Geographical balance of staff in the sustainable development mechanism programme (percentage of staff at professional level and above)

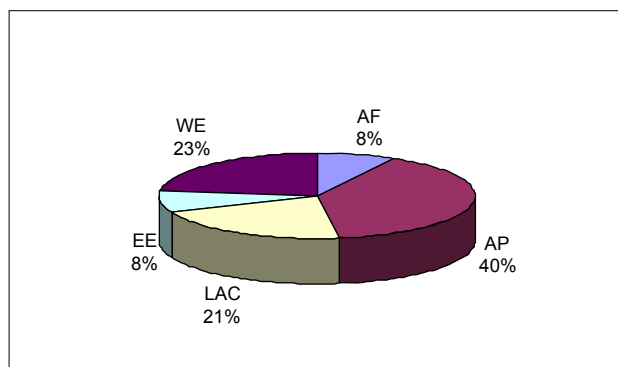
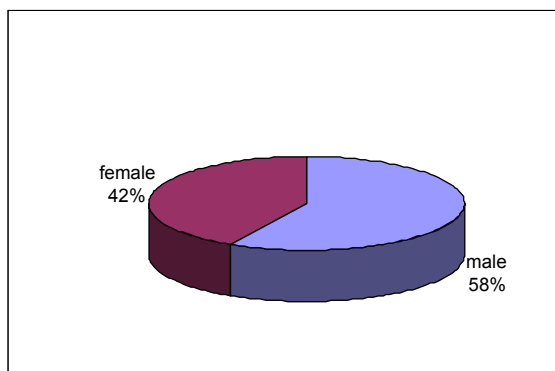
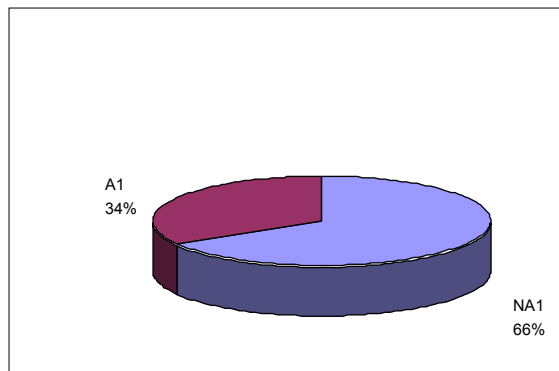

Regional Distribution CDM posts in SDM

Figure 3: Gender and geographical balance of staff in the SDM programme (percentage of staff at professional level and above)



Gender Balance of CDM posts in SDM



Geographical Balance of CDM posts in SDM

Appendix I

Goals, targets and achievements during the reporting period

1. The contents of this appendix detail the various achievements of the different units within the Sustainable Development Mechanisms (SDM) programme of the secretariat of the UNFCCC. The sequence follows that in an appendix with the same number in annex 37 of the report to the clean development mechanism (CDM) Executive Board (the Board) at its fifty-fourth meeting and entitled CDM management plan (CDM-MAP) 2010.

A. Office of the Director (OD)

2. The core responsibility of the OD is to provide overall strategic policy, technical and managerial direction to the work of the SDM programme.

Objective: Provision of strategic leadership and direction to the SDM in close cooperation with Managers and Heads of Units, with full accountability to the Executive Secretary for the overall performance of the programme in the support provided to the Board and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)	
Target	Achievements during the reporting period
Strategic direction of the work of the SDM programme, specifically where it relates to the support of the EB	Overall guidance for the preparation of the CDM MAP 2010. Organization of a joint, two day EB/SMC retreat held in Brazil (18-19 September 2010).
Improve the effectiveness of the operational support provided to the EB	An objective of the EB/SMC retreat mentioned above, was to identify and implement concrete measures to improve the effectiveness of the operational support provided to the Board. Lead the Regulatory Body committee (RBC) in ensuring the preparation of quality documentation for all Board meetings. Overall guidance for the preparation of the Board annual report to the CMP.
Promote and build strategic alliances with key agencies, organizations and the private sector to increase the contribution of the CDM to meeting the objectives of the Convention	Promote the CDM at major international carbon market events.

B. Strategy and Policy Development Unit (SPD)

3. The core responsibility of SPD is to support the development of current and future market-based mechanisms, including through supporting intergovernmental negotiations and interactions with other national and regional developments related to emissions trading and offset mechanisms. It should be noted that the activities of SPD are supported by core funds of the secretariat, as well as through the CDM-MAP.

Objective: Monitor, analyse and report on carbon market activities and policy developments and ensure appropriate responses are made	
Target	Achievements during the reporting period
Market activities and policy developments are monitored, analysed and reported within the programme, secretariat and regulatory bodies, and these reports inform the decision-making processes in the secretariat and regulatory bodies	Scoping and planning of a monitoring and analysis system within SDM to cover and report on activities and policy initiatives relating to market-based mechanisms, as well as limited analysis already undertaken in accordance with specific needs.
Engagement of the regulatory bodies and secretariat in the strategic development of the mechanisms and the market is supported	Support for the retreat of the Board and the secretariat's SDM Management Committee (18-19 September 2010), with subsequent implementation measures in relation to priority setting and planning.
Objective: Support the intergovernmental bodies in their negotiations relating to the development of current and future market-based mechanisms, in particular in the context of the development of a post-2012 climate regime	
Target	Achievements during the reporting period
Requests of the intergovernmental bodies on these matters are fulfilled, such that Parties are facilitated in their development and agreement on decisions, and chairs of the negotiating groups are supported in their activities	Support for the intergovernmental bodies (four sessions so far in 2010), including support to chairs of negotiating groups, the preparation of documentation and responding to other requests of the intergovernmental bodies.
Objective: Monitor, analyse and report on project information and contribute results to the secretariat, regulatory bodies and wider policy fora	
Target	Achievements during the reporting period
Historical and future project information is reliable and accessible to the secretariat, regulatory bodies and the public.	Consolidation of information on registration and issuance in relation to all projects (approximately 5000 projects currently in the CDM pipeline, as well as approximately 1500 no longer in the pipeline) and capture of new project information for analytical and reporting purposes.
Project information is analysed and informs assessment and decision-making processes in the secretariat, regulatory bodies and wider policy fora.	Sharing of consolidated and consistent time series and analysis to enhance the internal processing of cases, including through enhanced data storage and documentation.



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	Comprehensive update of the technology transfer study to consider the expanded dataset of project information and contribute to CDM outreach activities
Project information is well managed in collaboration with key external partners and its use among the public, Parties and the research community is enhanced	Collaboration with key external partners, in particular the UNEP Risoe Centre and the Institute for Global Environmental Strategies, to strengthen datasets, ensure comprehensiveness and consistency and strengthen the complementary nature of the work in advance of making improved data available externally.

C. Organization and Stakeholder Development Unit (OSD)

4. The core responsibility of OSD is to proactively identify opportunities for, and collaborate on the implementation of, improvements in CDM and joint implementation (JI) processes, including through the development of official and internal procedures, and to engage external stakeholders to achieve improvements in the understanding of applicable requirements and improved quality of submissions.

Objective: To increase the structured interaction with stakeholders in order to ensure enhance their understanding of the requirements and to ensure adequate account is taken of their needs in ongoing revisions of the requirements.	
Target	Achievements during the reporting period
Enhanced interaction between stakeholders and the regulatory bodies.	82 unsolicited submissions were answered since January (40 from the 113 submissions in 2010 - EB 52 to EB 58 and 42 responses to letters submitted prior to 2010)
	Two CDM round tables, a new initiative, were held. The first was held in June 2010 and the second in October 2010, both in Bonn, Germany. The purpose of these events is to enhance the direct interaction and communication with CDM stakeholders and projects participants.
	A dedicated email address was provided to provide a channel for communication with designated operational entities (DOEs). This will be further developed into an online communication tool and discussion forum.
	Responses to DOE forum inputs to the Board. 35 submissions from DOEs were addressed since January.
	The reporting templates for the DOE performance monitoring were adopted and will be applied in the coming months
Targeted workshops are organized to address specific knowledge gaps of needs of key stakeholders.	Three VVM Workshops were held, the first in Tokyo, Japan on 30–31 March, the second in Bonn, Germany on 12–13 July,



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		and the third in New Delhi, India on 29–30 September. A fourth is scheduled to be held on 18–19 November in Cancun, Mexico.		
		Two regional training workshops were held with designated national authorities (DNAs), one in Bonn on 28 - 29 June and one in Santo Domingo, Dominican Republic on 10-11 October.		
		A meeting on the accreditation standard, held on 5 July, Bonn, Germany		
		A meeting on the accreditation standard, held on 5 July, Bonn, Germany		
		A meeting on the DOE/AIE Forum was held on 6 July, Bonn, Germany and a further meeting is scheduled for Cancun, Mexico on 29 November 2010		
Technical support on the understanding, interpretation and application of requirements is provided to stakeholders.		A work plan for production/revision of supporting materials has been prepared and will be presented to the Board at its fifty-eighth meeting. The Board also agreed that the results of the DOE performance monitoring will also be used to provide biannual reports on system wide improvements.-		
Deviations	Submitted	Completed (decided by Chair of the Board or relevant panel/WG/ Board)	Work in progress (finished CC or/and SN)	To be processed
From Methodology (at Validation)	91	48	40	3
From Monitoring Plan (at verification)	7	6	1	0
Total	98	54	41	3
Objective: The procedures and process related to the implementation of the mechanisms are systematically and continually analysed and updated to maximise the efficiency of the mechanism.				
Target		Achievements during the reporting period		
The efficiency clarity and completeness of the procedural framework and the transparency of decisions are enhanced.		Supported the Board in its creation or revision of the following seven procedures related to registration of CDM project activities and issuance of Certified Emission Reductions (CERs): 1. requests for registration of proposed CDM project activities, 2. requests for issuance of CERs, 3. review of requests for registration, 4. review of requests for issuance, 5. requesting post-registration changes to the start of the crediting period, 6. withdrawal of a request for registration and 7.		



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	<p>withdrawal of requests for issuance.</p> <p>The development of two guidelines in the same areas were also supported, 1. the registration fee schedule for proposed project activities under the clean development mechanism and 2. completing the Monitoring Report form (CDM-MR).</p>
	A proposal was created for a process of appeals against Board decisions on project related submissions
	New procedures were provided to address the correction of significant deficiencies in validation and verification reports.
	Board meeting documentation was classified, indexed, managed and made publicly available on the CDM website.
A systematic process for the identification and implementation of improvements is established.	Potential system improvements are being collected based on DOE performance monitoring
	Recommendations made to the CMP on procedural and efficiency improvements for CDM
Ensure regulatory body records remain a vital resource available to assist in decision-making, provide litigation support, improve organizational efficiency, document compliance with legislative or regulatory requirements, and provide historical reference.	All records relating to SDM operations are managed and safeguarded
	<p>53 inductions for new staff on records management since January 2010, plus four one-hour refresher seminars targeted at all SDM staff.</p> <p>210 reference responses to internal records management queries.</p>
Align SDM IT support with SDM needs and strategy	Quarterly schedule of ongoing and upcoming IT projects and monthly progress reports

D. Standard Setting Unit (SSU)

5. The core responsibility of SSU is the provision to the EB/JISC and all Panels and Working Groups of technical advice regarding the setting of standards, including methodologies, methodological tools and accreditation standards

Objective: Consideration, development and improvement of standards are undertaken in accordance with the applicable procedures	
Target	Achievements during the reporting period
All development/consideration of standards continue to be undertaken in accordance with the applicable	Development and consideration of standard related submissions have been undertaken in



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procedures; and compliance with indicative timelines for all processes is reported in a clear and transparent manner.	accordance with applicable procedures.
	The timelines specified in the various procedures are complied with and consolidated data on actual time spent per process related item (e.g. new methodology, revision/clarification) is transparently reported at each of meeting of the Board.
Priorities recommended for the work of the Board's support structures to ensure compliance with timelines.	The prioritization of the work of Panels and working groups (WGs) has been completed and implemented in accordance with the principles agreed by the Board.
Objective: Provision of substantive inputs on standards to the Executive Board, its panels and working groups.	
Target	Achievements during the reporting period
Panels and working groups are provided with high quality technical advice on standards related issues.	Inputs based on a comprehensive analysis taking into account recent scientific/technical literature have been provided to the panels/WGs keeping in mind the need for broad applicability of the standards, consistency with previous decisions of the Board and conservative estimation of emission reductions. Timelines of inputs provided per agenda item of the panel/WG were recorded and show compliance with applicable procedures.
	A list of issues to be considered in each revision of a standard by panels and working groups was compiled.
The CDM Executive Board is provided with high quality input on standards related issues.	The Board has been provided with high quality inputs on standard related issues including materiality under CDM, revision of the CDM accreditation standard, use of E+/E- guidance for additionality demonstration, Baseline Tool, simplified procedures for the additionality demonstration of micro scale projects.
Objective: Usability and applicability of approved standards are improved while ensuring their conservativeness and objectivity.	
Target	Achievements during the reporting period
Enhancement of objectivity and simplification of additionality testing.	Guidance on determination of the weighted average cost of capital (WACC) will be considered by EB 58.
	Proposed guidance on the use of first-of-its-kind barrier, the assessment of common practice and the consideration of E+E- policies was provided.
	Simplified modalities for demonstrating additionality for project activities up to 5 megawatts/20 GWh annual energy were developed, taking into public and expert inputs, and the procedures were adopted by the Board in



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	record time.
Enhancement of the usability ensuring the objectivity of methodologies.	Establishment of a systematic and transparent internal process for methodology improvement, including a fast-track and a thorough revision of methodologies initiated by the Board, the Methodologies Panel or the secretariat
	Thirty-two methodologies have been reviewed and areas for improvement were identified. The Methodologies Panel agreed at its 46 th meeting to initiate the improvement of the first of these methodologies and intends to initiate the improvement of further methodologies at its 47 th meeting.
	A new baseline tool has been developed and the Meth Panel recommended that the Board launch a call for public comment.
	<p>Methodologies have been developed in a top-down fashion that have a high potential for application in countries hosting fewer than 10 registered CDM project activities. These include methodologies for transition to efficient lighting to displace kerosene usage in lighting, application of solar water heaters, small scale biogas digesters and efficient street lighting. A framework for these methodologies were developed and inputs by the project proponents is being sought.</p> <p>Draft methodologies have been developed, taking into account public and expert inputs, and in some cases the drafts have been finalised and were recommended to the Board.</p> <p>A methodology for recycling of materials in municipal solid waste (e.g. plastics) has been approved by the Board. Efforts are now underway to expand its applicability.</p>
	The deconsolidation of ACM0006 into separate power only and cogeneration methodologies, using a new flexible approach towards calculating emission reductions, has been finalized.
	Improvement of the Tool to calculate the emission factor for a electricity system to address project activities hosted in countries with a paucity of relevant data was undertaken.
	Methods for addressing a scenario where future anthropogenic emissions by sources are projected to rise above current levels due to specific circumstances of the host Party and inclusion in baseline and monitoring methodologies were



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	investigated. EB 56 approved a proposal regarding small scale projects, the Methodologies Panel is considering the issue.
	Two new tools are under development in terms of generic and user-friendly methodological tools that can assist project participants in designing or applying methodologies: a tool to calculate upstream emissions from fossil fuel consumption and a tool to calculate emissions from transportation.
	Intensified work was focused on energy efficiency improvement and on identification and removal of constraints for the application of methodologies relating to demand-side energy efficiency measures. Improvements have been made to lighting energy efficiency methodologies including default operating parameters which has resulted in rapid increase in application of these methodologies. Workshops focussing on specific energy efficiency methodologies have been held where experts and project proponents have shared the implementation experience and practitioner's perspectives. Taking into account inputs received and in collaboration with experts e.g. UNEP Sustainable Building Initiative further work was undertaken. Similarly a methodology for efficient lighting with LED technology to displace fuel based lighting taking into account comprehensive work undertaken by initiatives such as Lighting Africa (by World Bank, Renewable Energy and Energy Efficiency Partnership and many other organisations active in the area of energy efficiency) was developed and recommended to the Board.
CDM standards are broadly applicable	An assessment report was provided on whether the CDM standards take fully into account the laws, regulations, policies, standards and guidelines that apply in host countries.
Improvement of the CDM accreditation standard to enhance the impartiality and independence of DOEs and to develop arrangements to protect from undue prejudice proposed CDM project activities that are undergoing validation and verification by a DOE that has lost its accreditation status or had this status suspended.	Revised CDM accreditation standard. The CDM Accreditation Standard has been revised to further address the issue of impartiality and independence of DOEs
Improvement of the CDM accreditation standard to provide more prescription on competence requirements and enhance the technical competence of DOEs.	Revised CDM accreditation standard. The CDM Accreditation Standards has been revised to further provide more prescription on competence requirements and enhance technical competence

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The CDM Verification and Validation Manual (VVM) continue to be updated, including by further exploring the possible introduction of the concepts of materiality and the level of assurance, and to report to CMP 6;	The CDM VVM was updated. The concept of materiality is being considered for a possible future introduction as part of a future comprehensive review of the VVM.
Promotion of awareness of CDM standards (focusing on the ones used most frequently). Increased accessibility of standards to users (including meaningful naming convention of the methodologies, categorization, summary descriptions, improved search engine on CDM website)	A booklet was produced that describes methodologies in a simple manner.

6. With regard to the work undertaken on standards related to CDM project activities, such as methodologies, methodological tools and related guidelines, SSU prioritized its work by defining the order of priority of specific sectors and processes, following the guidance provided by the Board and its panels and working groups.

E. Project and Entity Assessment (PEA)

7. The core responsibility of PEA is the provision to the Board and the Joint Implementation Supervisory Committee (JISC), and appropriate supporting bodies, of technical advice regarding whether project activities and DOE/AIEs comply with the applicable standards.

Objective: Provide the Executive Board, and its panels and working groups with quality technical advice.		
Target: The Executive Board is provided with technical advice regarding the compliance of project-related submissions with the relevant CDM requirements		
Item: Completeness checks of project-related submissions:	Projected number (May-December)	Actual number (May-October)
Registration	821	570
Registration PoA	20	-
Renewal of crediting period	54	5
Issuance	495	463
Rev. monitoring Plan	198	-
Changes from PDD	84	
Item: Summary notes for EB consideration:	Projected Number	Actual Number
Registration	821	428
Registration PoA	20	-
Renewal of crediting period	54	11
Issuance	495	463
Rev. Monitoring Plan	198	135
Changes from PDD	84	27
Changes of CP for more than 1 year.	5	10
Item: Briefing notes concerning recommendations for requests for review and review cases.	Projected number	Actual number



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RfR for Reg.	411	85
RfR for PoA	10	-
RfR for RCP	11	1
UR for Reg.	205	49
UR for PoA	5	-
RfR for Iss.	99	30 (as of EB56)
UR for Iss	20	14 (including cases for EB 58)
Item: Assessments regarding corrected project documentation, for cases to the Board Chair.	Projected number	Actual number
for Reg.	411	110
for PoA.	10	-
for RCP.	11	1
for Iss.	166	20
Item: Rejection information notes.	Projected number	Actual number
for Reg.	40	-
for Iss.	9	3
Target: The Board and its CDM Accreditation Panel (CDM-AP) are provided with technical advice regarding the compliance of DOEs with the accreditation standard and the VVM		
Item	Projected Number	Actual Number
On-site assessment reports as part of the accreditation	17	10
Regular surveillance reports	16	17
Assessment reports of non-central sites.	29	8
Performance assessment.	65	33
Spot check reports	4	1
Assessment activities by entity assessment team	81	50
Assessment activities by project assessment team	32	14
Target	Achievements during the reporting period	
Monitoring of DOE performance.	Issues identified in finalized requests for review/under review cases were categorised and	
	Submissions by DOEs were classified and weighted according to their completeness.	
	There was a continuous collection of data, starting from EB 55, against a set of accreditation-related indicators as part of the DOE performance monitoring system.	
Executive Board standards, procedures and guidance in all accreditation and project assessment activities are consistently applied, and the quality of assessments of accreditation and project activities is continuously improved.	An internal database of decisions on cases and treatment of issues was created and maintained.	



	Two training workshops for CDM assessment team members were organized in Bonn to improve the efficiency of the assessment process and contribute to enhancing the operations of the CDM. The first workshop was held on 19-20 May 2010 and the second on 22-24 September 2010. There are now 39 qualified CDM lead assessors / team members.
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F. Process Management Unit (PMU)

8. The core responsibility of PMU is to ensure that meetings of all bodies are organized and conducted in an efficient manner, including through the provision of policy and strategic advice to Chairs and Vice-Chairs, and that relevant procedures are applied in all processes.

Objective: Co-ordinating the implementation of the work programmes of constituted bodies and their panels and working groups and SDM inputs to and support of intergovernmental bodies.	
Target	Achievements during the reporting period
Support to the work of the Board its panels and working groups.	Coordinated the prioritization of the work of the Board and its panels and working groups. Provided support to Board, panels and working groups with regard to membership issues and in various procedural steps.
Efficient and timely support to the meetings of the Board and its panels and working groups.	Agendas, annotations, reports and relevant documents were submitted to the Board and the public on time following the timelines stipulated by CMP.
Strategic and policy advice to the Board, in particular to the Chairs of the Board, panels and working groups.	Speaking and briefing notes were provided for the Chair and Vice-Chair of the Board, panels and working groups together with strategic advice to the Board, in particular to the Chair, before, during and between each Board meeting.
Support to CDM CMP processes.	Prioritized work plans for the Board, with regard to requests of CMP, and guidance and substantive support on CDM-related agenda items of CMP process were maintained
Compliance with procedures/reporting on timelines in the accreditation process.	Processed four new applications for initial accreditation, two new applications for extension of scope and one new application for re-accreditation. Processed regular surveillance assessments of 17 central offices and 17 non-central sites, initiated 34 new performance assessments. Processed all on-going accreditation-related assessments initiated in 2009.
	Presented CDM-AP case-specific recommendations and notifications to the Board.



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	A report on compliance with indicative timelines for relevant accreditation processes provided at each Board meeting, starting from EB 54.	
	A plan for accreditation assessment activities was produced utilizing appropriate information gathered from the registration and issuance processes.	
	A report and a related implementation plan on further improvements for the accreditation process was provided.	
Streamlined methodology-related processes.	Supported the methodology related processes.	
Objective: Ongoing systems development, implementation of existing procedures and database maintenance.		
Target: Successful operation of the CDM Registry and the SDM integrated database.	Achievements during the reporting period	
Item:	Projected number	Actual number
		31 Oct 2010
Modalities of communication (MOC) statements and project participant information maintained for all projects.	640	808
Completed issuance; and forwarding transactions and opening of CDM registry accounts.	2500	1813
Various reports to meet stakeholders needs.	144	108
Objective: Co-ordinating the secretariat’s contribution to work in the area of regional distribution and support to DNAs.		
Target	Achievements during the reporting period	
Regional and sub-regional distribution and capacity-building support to developing countries; improved regional and sub-regional distribution of the CDM projects is enhanced through the implementation of CMP mandates from decision 2/CMP.5	Draft guidelines and modalities to operationalize a loan scheme for CDM projects development in countries with less than 10 registered CDM project activities was developed for consideration by CMP 6. Types of CDM project activities for which there are no approved methodologies and relevant methodologies, and that are particularly suitable for application in under-represented countries were identified. A concept note outlining the scope and approach to develop some case studies on the potential of the CDM in some selected countries in Africa, Latin America and Caribbean, and Asia and Pacific with less the 10 CDM projects was prepared.	
Capacity-building is provided through the facilitation of information exchange, training and sharing of experiences between DNAs and with other CDM stakeholders in DNA Forums and other relevant	A regional DNA Forum meeting for the Africa region was held on 1-2 March 2010 in Nairobi, Kenya, and was held back to back with the Africa Carbon Forum, in which the DNAs also	



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events.	<p>participated.</p> <p>The ninth meeting of the DNA Forum was held on 30 June – 1 July 2010 in Bonn, Germany. A DNA training for the Africa and Asia and Pacific regions was organized on 29 June 2010, prior the DNA Forum meeting.</p> <p>A regional DNA Forum meeting for the Latin American and Caribbean region was held on 11–12 October 2010 in Santo Domingo, Dominican Republic. A DNA training for the Latin America and Caribbean region was held on 10 October 2010. The meetings took place back to back with the LAC Carbon Forum, in which the DNAs also participated.</p> <p>The tenth meeting of the DNA Forum is scheduled to be held on 27–28 November in conjunction with CMP 6 in Cancun, Mexico.</p>
Effective coordination among Nairobi Framework partner agencies of work and activities aimed at improved regional distribution of CDM projects.	<p>The secretariat facilitated and coordinated the Nairobi Framework partners' work programme of activities (available on the website). Partners identified and shared information on activities under implementation in response to the Nairobi Framework objectives addressing capacity building to increase CDM participation in under-represented countries, capacity building support for DNAs to become operational, and promotion of investment opportunities at events such carbon forums, including development of information products and tools such as the as the CDM investor guide, methodology selection tool, brochures and publications etc.</p>

G. Services and Management Support (SMS)

9. The core responsibility of SMS is to provide all other Units, and appropriate stakeholders, with the necessary management support, and services for the implementation of their activities

Objective: Coordination and effective provision of financial support to the work of the Executive Board and its panels and working groups.	
Target	Achievements during the reporting period
Provide appropriate and timely financial support to the Executive Board and secretariat.	An enhanced financial management system was introduced.
	The possibility of providing on-line accounts for Board members was investigated and is now being addressed with the IT section.
Objective: Coordination and effective provision of event management and logistical support to the work of the Board and its panels and working groups.	



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Target: All events are efficiently organized.		Achievements during the reporting period	
Item	Projected number	Actual number	
Meetings of the Board, panels and working groups.	4 Board meetings MP: 6 AP: 6 A/R: 4 SSC: 5	EB: 6 meetings + 1 scheduled in November; MP: 5 meetings + 1 scheduled in November; AP: 6 meetings; A/R: 4 meetings; SSC: 5 meetings;	
DNA Forum, joint workshops and other large scale meetings.	3	DNA Forum: 2 meetings CDM Joint workshop was cancelled	
Logistical arrangements for capacity-building events.	16 events	18	
Logistical support to secretariat.(including travel itineraries)	200	EB: 20 x 7 = 140 MP: 19 x 6= 114 AP: 10 x 6 = 60 A/R: 9 x 4 = 36 SSC: 9 x 5= 45 CDM AT: 2 x 36=72 DNA: 98 (June 10) DNA: (LAC) = 68 DNA: Cancun = 135 Staff EB 56 & 58=53 Total: 821	
Objective: Coordination and effective provision of HR support to the secretariat in support of the work of the Board and its panels and working groups.			
Target:		Achievements during the reporting period	
Item	Projected number	Actual number	
Staff recruitment	67	22	
Consultants / Contractors			
Objective: Coordination and effective provision of legal related support to the work of the Executive Board and its panels and working groups.			
Provide legal advice and support, as requested, to the Board, its panels, working groups and supporting teams.	Legal advice and support, provided as requested, on issues such as privileges and immunities, appeals procedures, terms of reference for Board members, responses to queries from the press and stakeholders on Board governance and other issues. Active participation and support were provided to the secretariat's task forces on CDM in the Post-2012 Environment and Conflict of Interest and Confidentiality.		



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	Draft agreements, contracts, memoranda of understanding, briefs and reports were prepared in cooperation with the secretariat's Legal Affairs Unit and contractual counterparts including: memoranda of understanding for EB56, small-scale working group meeting in Norway and DNA fora in Kenya and the Dominican Republic; confidentiality agreement with facilitator for the Board retreat, agreement for SDM events to be held in Cancun, framework contract with retained experts, funding agreements and arrangements for VVM workshops in Japan and India..
	Legal opinions and recommendations were provided including formal legal opinions and informal legal advice on issues such as DOE liability and appeals, methodology and accreditation procedures and standards, and a proposed loan program to encourage CDM projects in least developed countries (LDCs).
Objective: Raise awareness about the CDM and enhance understanding about the CDM among key audiences and stakeholder groups.	
Target:	Achievements during the reporting period
Enhanced awareness of the CDM.	<p>A Board approved communication strategy is now being implemented. Key activities include enhanced outreach to the press through distribution of highlights after each Executive-Board meeting and enhanced outreach by the Chair of the Board; photo and video contests promoting the sustainable development benefits of the CDM; and audio recordings, available on the website, that explain in plain terms the workings of the mechanism and recorded stories for broadcast by radio stations in Africa; launch of an initiative called DNA Communicators of the Year Showcase, in which exemplary DNA communicators are selected to make presentations to their fellow DNAs on outreach and communication.</p> <p>Completed and launched the revamped web site.</p> <p>The Board and secretariat were supported in their communications with the media – CDM Highlights distributed regularly to a carbon market media list; press releases issued to make key milestones; phone and email inquiries handled on behalf of the Board, and the secretariat.</p>



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	Publication production supported (corporate style annual report, Kyoto protocol mechanisms brochure).	
	A list of exemplary CDM projects was compiled.	
	CDM sign template was produced.	
Enhanced understanding of the CDM		
Item	Projected number	Actual number
Respond to queries sent to the CDM-info e-mail account, and manage the e-mail account; regularly update FAQs on the CDM website.	1500+	Approx. 1500
Coordinate participation in carbon market events and staff of a CDM booth.	6	3 in 2010 (3 already agreed for 2011)
	Completed and launched the revamped web site.	
Objective: The skills of all actors involved in the implementation of the CDM are developed commensurate with their role and responsibility.		
Target:	Achievements during the reporting period	
Structured programmes to address the specific skills development needs of different groups of stakeholders.	The key needs, principles and components of a structured and phased training programmes for secretariat staff, external experts, DOEs, DNAs and Board members have been identified and development of the final learning programmes is scheduled to be completed by end of 2010	
Specific training programmes delivered and supported.	Training for staff addressed skills such as communication, meeting management, supervision of staff and interviewing candidates. Support was provided to DNA training at a global and regional level. On the job training programme was also fully supported.	
Item	Projected number	Actual number
Specific group training sessions for SDM staff members.	3	6 (50 staff - PEA 24, SSU 8, PMU 9, OD 1, OSD 2, SPD 1, SMS 5).
Specific individual training activities for SDM staff members	60	59 individual courses were attended by 51 staff members (8 staff members attended more than one course). 43 courses addressing different types of skills were attended. (offsite or online)
Workshops with DOEs to develop a common	3	3



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understanding of requirements in the CDM VVM.		
Regional training workshops with DNAs on the CDM project cycle.	2	2
Training workshop with DOEs on the requirements of the accreditation standard.	1	1
