

**DRAFT****Annex 10****WORK PLAN FOR IMPROVING FORMAT OF MEETING REPORTS AND  
DOCUMENTATION OF THE CDM EXECUTIVE BOARD  
AND ITS PANELS AND WORKING GROUPS****(Version 01)****I. Background**

1. At its fourth session, the Conference of the Parties serving as the meeting to the Parties to the Kyoto Protocol (CMP) requested the Executive Board (hereinafter referred to as the Board) of the clean development mechanism (CDM) to classify, index and publish its decisions, clarifying a hierarchy of its decisions, to demonstrate the relationship between new and previous decisions, to further substantiate decisions and make public the rationale for its decisions (2/CMP.4, paragraph 12).
2. In response, the Board approved at its forty-sixth meeting a work plan to improve the transparency, consistency and access to Board decisions. This resulted in the adoption of, at its forty-seventh meeting, the “CDM Executive Board Decision Framework” (version 01, EB 47 Meeting Report, Annex 61) providing a regulatory (policy) framework of standards, procedures, guidelines, clarifications and forms for the supervision of the CDM in implementing its modalities and procedures.
3. Rulings by the Board, relating to the observance of the regulatory framework by the project participants and operational entities, are documented in the official meeting reports of the Board. The “CDM Executive Board Decision Framework” (version 02, EB 53 Meeting Report, Annex 38), provides for information notes, prepared by the secretariat containing background information on issues considered during case discussions and conclusions reached. These information notes are included as part of the official documentation of the Board in an effort to improve the understanding by stakeholders of the rationale behind any rulings of the Board.
4. Thus, the official documentation of the Board includes its meeting reports and all accompanying annexes containing the regulatory documents and information notes prepared by the secretariat relating to case rulings of the Board.
5. At its sixth session, the CMP requested the Board to continue to improve the transparency and consistency of the regulatory framework of the clean development mechanism by continuing to revise its official documentation in order that it complies with the hierarchy of decisions adopted by the Board (3/CMP.6, paragraph 13).
6. As part of its response to the CMP request at its sixth session, the Board documented in the CDM Management Plan 2011 its intention to continue improving its official documentation, including those of its supporting panels (EB 59 Meeting Report, Annex 17). This work plan outlines the steps that will be taken in 2011.

**II. Objectives**

7. The primary objective of this next stage in improving the official documentation of the Board is:
  - (a) To improve the readability of the official documentation by deploying consistent structure, terminology, phrasing and look to the extent possible;
  - (b) To improve clarity of decisions, rulings, recommendations and other outcomes;

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- (c) To allow readers of the documents to easily identify new or changed regulations (regulatory decisions) and locate rulings of the Board;

8. A secondary objective is to apply, to the extent possible, any identified improvements, to the meeting documentation of the panels and working groups established under the Board as well, in order to streamline and attain consistency in the full documentation of the Board, its panels and working groups.

**III. Work plan****Table 1. Work plan for continuing the improvement of the Board's official documentation**

| Stage | Action  | Event/Time    |
|-------|---|---------------|
| I.    | <b><i>Survey and analysis</i></b> <ul style="list-style-type: none"> <li>- Survey to stakeholders on current meeting documentation (look, readability, clarity of information, consistency, location and presentation of information, etc.)</li> <li>- Analysis of input received post-implementation of the CDM decision framework and revision to the Catalogue of Decisions (review of enquiries from public, what is working ,what still needs improving, consolidation of input to date)</li> <li>- Review of meeting documentation produced by other regulatory bodies (is there a better way? How does our official documentation compare?)</li> </ul> |               |
| II.   | <b><i>Presentation of survey and analysis results</i></b> <ul style="list-style-type: none"> <li>- Identification of areas to improve and list of changes for consideration by the Board (content and structure)</li> </ul>   | EB 63         |
| III.  | <b><i>Preparation of new documentation formatting and templates (for structure changes)</i></b> <ul style="list-style-type: none"> <li>- Preparation of draft final changes to documentation formats and preparation of standard templates for all bodies.</li> </ul>   |               |
| IV.   | <b><i>Presentation</i></b> <ul style="list-style-type: none"> <li>- Presentation of draft final content and format changes and any new standard templates</li> </ul>  | EB 64         |
| V.    | <b><i>Implementation</i></b> <ul style="list-style-type: none"> <li>- Use of new documentation formats and templates.</li> </ul>  | EB 65 onwards |