

**CDM-EB90-AA-A16**

## Concept note

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Assistance to designated national  
authorities for the development of  
guidelines for local stakeholder consultation

Version 01.0



**United Nations**  
Framework Convention on  
Climate Change

## 1. Procedural background

1. At its ninth session, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) requested the Executive Board of the clean development mechanism (CDM) (hereinafter referred to as the Board) to provide technical assistance to designated national authorities (DNAs), upon their request, for the development of guidelines for local stakeholder consultation in their countries.<sup>1</sup>
2. In response to this request to the Board, the Board requested the secretariat to inform DNAs, through the DNA Forum, of the possibility of requesting technical assistance for the development of guidelines for local stakeholder consultation in their countries. The Board further requested the secretariat to bring such requests to the attention of the Board at the meeting following receipt.<sup>2</sup>
3. On 20 April 2016, the secretariat received a request from the DNA of Haiti requesting technical assistance to develop guidelines for local stakeholder consultation in Haiti. This is the first such request submitted by any DNA.
4. In response to the aforementioned DNA request to the Board, the Board requested the secretariat to prepare a concept note on the issue for consideration by the Board at a future meeting.<sup>3</sup>
5. This work relates to the activity ‘Support to stakeholders/capacity-building’ under objective 2a: Facilitate the acceptance of certified emission reductions for compliance purposes, objective 2(b): Enhance the use of the CDM for voluntary purposes and objective 2(c): Further develop the CDM as a key tool for monitoring, reporting and verifying the outcomes of mitigation finance, as referred to in table 5 of the CDM management plan 2016 (CDM-EB 87-A01, appendix).

## 2. Purpose

6. The purpose of this concept note is to propose an approach for how to provide technical assistance to DNAs requesting support for developing guidelines for local stakeholder consultation. This approach, if approved, may be replicated for such requests submitted by other DNAs.

## 3. Key issues and proposed solutions

7. The annex to decision 3/CMP.1 (referred to as the “CDM modalities and procedures”), paragraph 37 (b), requires that the designated operational entity shall review the project design document and any supporting documentation to confirm that the comments by local stakeholders have been invited, a summary of the comments received has been provided, and a report to the designated operational entity on how due account was taken of any comments has been received. Version 9.0 of the “CDM project standard” (paragraphs 74–80), the “CDM validation and verification standard” (paragraphs 161–

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<sup>1</sup> Decision 3/CMP.9, paragraph 20.

<sup>2</sup> EB 77 meeting report, paragraph 15.

<sup>3</sup> EB 89 meeting report, paragraph 59.

166) and the “CDM project cycle procedure” (paragraphs 26 and 33) elaborate how these processes shall be conducted and what actions shall be undertaken by project participants, coordinating/managing entities for programmes of activities (PoAs), and DOEs.

8. The CMP mandate to provide technical assistance to DNAs, upon their request, for the development of guidelines for local stakeholder consultation aims at improving the transparency of the CDM and helping DNAs put in place adequate processes for complying with this important CDM requirement. Steps for a generic approach to achieve this mandate and fulfil such DNA requests are proposed below:
- (a) Communicate to DNAs to inform them about the CMP request and spark their interest in receiving assistance in developing guidelines for local stakeholder consultation (step already undertaken);
  - (b) Request DNAs to share their practices for local stakeholder consultation; the secretariat is to facilitate the sharing of information (step already undertaken);
  - (c) Provide assistance to DNAs, if they so request, in preparing best practice guidelines to meet their specific needs according to the situation in their countries. This assistance may be provided to a DNA that requests it by carrying out the sequential steps proposed below:
    - (i) Acquire information on applicable national regulations, if any, and current practices in place in the country or an appropriate region for conducting local stakeholder consultation. This includes observing unique circumstances, if any, in the country that would require more specific advice; 10 to 15 key questions to relevant stakeholders would suffice. This may be carried out through online communications and/or conference calls with the DNA and relevant stakeholders;
    - (ii) Define the scope, the overall aims and the benefits of the guidelines for local stakeholder consultation. This involves desk work to synthesize the information collected and condense it into a description of what the guideline document should contain;
    - (iii) Identify the key stakeholders to ensure the participation of representatives of all key stakeholder groups affected by the local stakeholder consultation, including but not limited to local community representatives, non-governmental organizations, the requesting DNA and project developers. This may be carried out through online communications and conference calls with the DNA;
    - (iv) Based on findings from steps (i) to (iii), with additional clarifications as may be needed, develop a draft guideline document in English, including supporting FAQs, if deemed useful, and send it to the DNA for their comments, if any;
    - (v) After incorporation of the comments by DNA, the DNA would be advised to translate the document into local language, at its own cost, and invite comments/ input from public on the draft guideline;

- (vi) The guideline will be further revised based on comments/ inputs from the public and sent to the requesting DNA. They would be advised to check the final translation in local language and put both the versions on their website for use by local stakeholders and public. The DNA would also be advised to give due publicity to local stakeholder guidelines as developed and for mandatory use by the stakeholders;
- (vii) Staff members from UNFCCC RCC and/or secretariat may undertake a visit to meet the requesting DNA and relevant stakeholders as part of the development of the guidelines. They would also support in person the first local stakeholder consultation process by a project developer if so requested by the DNA;
- (d) Assess the adequacy of the guidelines developed in light of any CDM regulatory changes relevant to local stakeholder consultation;
- (e) Advise DNAs on necessary changes on their local stakeholder consultation guidelines up to one year for changes due to (d) above.

## **4. Impacts**

9. The impacts of implementing the above would include assessing and improving the local stakeholder consultation aspect of CDM project activities and PoAs in territories from where the secretariat receives a request for assistance. This would improve the reputation of the CDM and enhancing the transparency of the mechanism. There are no cost implications for third-parties/stakeholders foreseen in the proposed work.

## **5. Subsequent work and timelines**

10. Based on the guidance by the Board on the approach for providing assistance to DNAs in developing guidelines for local stakeholder consultation, the secretariat will implement the approach and will provide assistance to DNAs when requested. The secretariat will provide information to the Board on the status of implementation at a future meeting and will report on progress as part of the annual report of the Board to the CMP. Technical assistance will be provided to the DNA of Haiti following the approved approach.

## **6. Budget and costs**

11. The proposed work is not included in the CDM management plan 2016 as this CMP mandate is for implementation upon request by DNAs. It is difficult to estimate the budget for such work as it would largely depend on the number of requests received from DNAs. However, a rough indication of the cost to support one country based on the approach proposed is outlined below:<sup>4</sup>
  - (a) Staff cost: 4.0 staff months or USD 40 880;
  - (b) Non-staff costs: Maximum of two site visits. Costs depending on location of site.

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<sup>4</sup> It is foreseen that the RCCs may play a role in developing, piloting and supporting the implementation of the guidelines due to cost-effectiveness (e.g. reduction in travel distance due to the proximity of the RCCs to the requesting country(ies)).

12. Cost of providing technical assistance to the DNA of Haiti will be absorbed in the CDM management plan 2016. However, if more DNAs made the same request, the secretariat may revert to the Board with a request for additional resource allocation.

## 7. Recommendations to the Board

13. The Board may wish to agree on the approach proposed for implementing the CMP mandate and providing technical assistance to DNAs in developing guidelines for local stakeholder consultation upon request.

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### Document information

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