

**CDM-EB82-AA-A01**

## Concept note

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# Improvement of the MAP preparation process

Version 01.0



**United Nations**  
Framework Convention on  
Climate Change

## **1. Procedural background**

1. The two-year business plan (BP) is the document approved by the Executive Board of the clean development mechanism (CDM) (the Board) which documents the Board strategy for a two-year period and specifies the Board's vision and objectives.
2. The management plan (MAP) is the document approved by the Board which contains the resourcing needs for the proposed work to be performed by secretariat, panels and working groups in order to operate the mechanism according to the direction provided by the Board for the forthcoming year. The work and associated resourcing contained in the MAP derives from, and supports the objectives as contained in the higher level BP for the same period. By delivering the work defined in the MAP, the secretariat enables the Board to reach its goals defined in the BP.
3. The MAP mid-year implementation progress report (mid-year review report) is produced at mid-year, and details the work that is underway to support the achievement of agreed outcomes. It also provides information on the position of the secretariat's Sustainable Development Mechanisms (SDM) Programme, with respect to financial and human resources. The mid-year review is an opportunity to make adjustments to the work and associated resourcing approved in the MAP, if necessary.
4. The recent practice of the Board has been:
  - (a) To consider and approve the BP every other year, at the meeting preceding the last meeting of the year;
  - (b) To consider and approve the MAP at the last meeting of the year;
  - (c) To consider and take note of the mid-year review report at the Board meeting that comes closest after mid-year.
5. The Board has also established a Finance Committee (EBFC). Composed of four Board members, it advises the Board on financial management and business planning, and advises the secretariat on matters relating to financial management and business planning, including communications with the Board on these issues.
6. At its eighty-first meeting, the Board requested that a dedicated project be included in the MAP 2015 aimed at improving its consideration of, and inputs to the preparation process for the MAP 2016. The Board also indicated its wish for an earlier consideration of the MAP in 2015 and requested the secretariat to provide a plan of the process.

## **2. Project aims**

7. Based on the outcomes of the Board's discussion, the project will aim to review the current process for generating the two-year BP and the associated one-year MAP and improve it so that it meets the expectations and needs of the Board.

## **3. Key issues**

8. In order to improve the MAP preparation process in a way that meets the needs of the Board and propose an appropriate plan for the MAP preparation, it is important to obtain

a common understanding of the issues and/or opportunities for improvement. The following questions are provided to assist the Board in its deliberations.

9. Content of the documents:
  - (a) What improvements does the Board require in the content, structure and level of information contained in the BP?
  - (b) What improvements does the Board require in the content, structure and level of information contained in the MAP?
  - (c) What improvements does the Board require in the content, structure and level of information provided for its mid-year review?
10. Roles and responsibilities:
  - (a) As per its Terms of reference, the role of the EBFC is “to work with the secretariat to help ensure that the draft business and management plans are aligned with the Board’s strategic planning and priorities and facilitate the Board’s planning and decision making”.
    - (i) Does the Board have any new or further recommendations on how this role should be performed on its behalf?
11. Process
  - (a) What sort of interactions are required between the Board, the EBFC and the secretariat in order to improve the preparation of the BP and MAP with respect to guidance, preparation and approval of these documents?
  - (b) What sort of inputs would the Board like to provide regarding specific aspects of the documents?

## 4. Desired outcomes

12. The desired outcome of the project is an increased and better shared understanding by the Board and secretariat of intended future direction of the CDM and the subsequent operational needs and consequences that need to be addressed in the content of the BP and MAP, to assist the Board in its consideration and approval process.

## 5. Timelines

13. Based on the guidance of the Board, a plan including the products and timelines will be produced for consideration at the Board’s next meeting.

## 6. Recommendations to the Board

14. The secretariat recommends that the Board discuss and agree on ways to improve the MAP approval process and provide further guidance to the secretariat.

## 7. References

15. The following documents can be used as reference material:

- (a) Procedure: Terms of reference of the CDM Executive Board Finance Committee (CDM-EB73-A01 Annex 1) ;
- (b) CDM two-year business plan 2014–2015 and management plan 2014 version 02.0 (CDM-EB76-A01);
- (c) Management plan 2015 version 01.0 (CDM-EB81-A01);
- (d) Status of CDM MAP 2014 implementation (CDM-EB80-AA-AA-CONF).

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### Document information

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