

**CDM-EB83-AA-A08**

## Draft Procedure

---

Development, revision, clarification and  
update of standardized baselines

Version 01.0

DRAFT



**United Nations**  
Framework Convention on  
Climate Change

## COVER NOTE

### 1. Procedural background

1. The Executive Board of the clean development mechanism (CDM) (hereinafter referred to as the Board), at its seventy-sixth meeting, requested the secretariat, as part of the lessons learned from processing standardized baselines, to prepare, for consideration at a future meeting, a draft revision of the “Procedure for development, revision, clarification and update of standardized baselines”, with a view to:
  - (a) Clarifying that the form for proposed standardized baselines (PSBs) should be updated when revised versions of the standardized baselines are submitted by the participants;
  - (b) Including a new section for submission of standardized baselines with deviations from the guidelines/methodology/tool used to derive the standardized baseline;
  - (c) Revising the form for submission of standardized baselines to introduce a section for justifications for deviations.
2. The Board, at its seventy-eighth meeting, considered a concept note on criteria for requesting a revision or a clarification to a methodology or methodological tool and requested the secretariat to prepare a proposal for recommendation to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) at its tenth session, in order to revise the provisions related to requests for revision of methodologies and tools. The Board requested the secretariat to prepare a draft revision of the “Procedure for development, revision, clarification and update of standardized baselines” for consideration at its eighty-first meeting, taking into account the inputs provided by the Board. Since the eighty-first meeting of the Board was completely occupied with other prioritized agenda items, it was decided to defer the consideration of this agenda item to a later date.

### 2. Purpose

3. The purpose of the draft revision is to implement requests by the Board as described above as well as to improve the procedure taking into account the lessons learned from evaluation and processing of standardized baselines.

### 3. Key issues and proposed solutions

4. The following revisions have been included in response to the Board’s request at its seventy-sixth meeting:
  - (a) Clarification that the form for PSBs should be updated when revised versions of the standardized baselines are submitted by the designated national authority (DNA) (reflected in paragraph (a) of the revised procedure);
  - (b) Inclusion of a new process for submission of standardized baselines with deviations from the guidelines/methodology/tool used to derive the standardized baseline (reflected in paragraph 11bis of the revised procedure). The deviation from an approved approach shall be submitted together with the PSB. The

reason why the submission of a request for deviation prior to submission of a standardized baseline was not allowed was that at present there is not enough experience that can provide insights into whether a deviation can be evaluated without the knowledge of details of the standardized baseline submission.

5. The following revisions have been included in response to the Board's request at its seventy-eighth meeting:
  - (a) Clarifying that whether a clarification leading to a revision can be used with the existing version of the approved standardized baseline for which the clarification was requested (reflected in paragraph 128<sub>bis</sub> of the revised procedure);
  - (b) Including a new appendix with principles for revision and clarification (appendix 3 of the revised procedure).
6. The following revisions have been included to reflect lessons learned while using the procedure especially to enhance clarity, flexibility, simplicity and consistency of the procedure:
  - (a) It is clarified that standardized baseline can be developed using one of more approaches approved by the Board or proposed by the proponents (reflected in paragraphs 5 of the revised procedure);. The respective changes will be made in the form for the submission of PSB to clarify this.
  - (b) Flexibility is incorporated in the procedure for submission of a new methodological approach for development of standardized baseline. The proponent(s) can now submit: (i) a new methodological approach and new standardized baseline following new methodological approach at the same time (footnote to para. 11<sub>ter</sub>(a)); (ii) a standardized baseline with a proposed revised approach, and a revised approach at the same time (footnote to para. 11<sub>ter</sub>(a)); (iii) a new methodology or revised methodology for calculation of emission reduction of projects using a standardized baseline, at the same time as proposed standardized baseline (footnote to para. 13(a));
  - (c) Another feature of enhanced flexibility is that the revised procedure allows the proponent to request the secretariat to initiate the top-down process for developing a new approach or revise an approved approach for development of standardized baseline, or to develop a new methodology or revise an existing approved methodology for calculation of emission reductions of a project using a standardized baseline. Since the proponent is unlikely to have a project design document (PDD) at the time of development of standardized baseline, this option will allow the DNA to use the approach/methodology without having the need to submit a draft PDD that is required by the procedure for bottom-up submission of a new methodology/tool or request for revision of approved methodology/tool. The submission/evaluation of the revision of the standardized baseline can be done in parallel to the submission/evaluation of the revised approach (reflected in paragraphs 11<sub>ter</sub>(b) and 13(b) of the revised procedure);
  - (d) To ensure consistency with the latest approved version of the "Guideline: Quality assurance and quality control of data used in the establishment of standardized baselines", the following changes are made: (i) in cases where the standardized baseline is developed using a methodology or a tool, the DNA may use its own or other available data templates in accordance with the approved methodologies/tools (reflected in paragraph 12(b) of the revised procedure); (ii) a

new requirement is added for the submission of quality control report along with submission of proposed standardized baseline;

- (e) Additional clarity is included for the omission of the assessment report. In the existing approved procedure if a standardized baseline is developed by a group of Parties with 10 or fewer registered CDM project activities as of 31 December 2010, it cannot use the option of omission of assessment report. It is now clarified that even a group of Parties with 10 or fewer registered CDM project activities as of 31 December 2010 can omit an assessment report for up to three submissions, provided that all Parties in the group have not used the option of omission of assessment report for more than two submissions of standardized baselines (reflected in paragraph 14(a) of the revised procedure);
- (f) The revised procedure includes the steps for preparation of an assessment report by the secretariat (reflected in section 5.1.3<sub>bis</sub> of the revised procedure);
- (g) The revision reflects the current practices/steps related to top-down development of standardized baselines. The top-down development of standardized baselines can be initiated following the receipt of an expression of interest by DNA(s). The agreement of DNA(s) will be requested before the secretariat prepares the development plan for the standardized baseline (reflected in paragraph **Error! Reference source not found.** of the revised procedure).

#### **4. Impacts**

- 7. The revision of the procedure, if approved, will fulfil the mandates by the Board as well as enhance clarity, flexibility and simplicity in order to improve the usability of the procedure.

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

- 8. Upon adoption of the draft “Procedure for development, revision, clarification and update of standardized baselines” the procedure will become effective as of 1 July 2015. The effective date takes into account the further work on development and revision of relevant forms.
- 9. It is anticipated that a further revision to the “Procedure: Development, revision and clarification of baseline and monitoring methodologies and methodological tools” will be required to reflect some of the elements of increased simplicity and flexibility of this revision.

#### **6. Recommendations to the Board**

- 10. The Board may wish to adopt the draft “Procedure for development, revision, clarification and update of standardized baselines” and make it effective as of 1 July 2015.

<b>TABLE OF CONTENTS</b>	<b>Page</b>
<b>1. INTRODUCTION .....</b>	<b>7</b>
<b>2. SCOPE, APPLICABILITY AND ENTRY INTO FORCE .....</b>	<b>7</b>
2.1. Scope .....	7
2.2. Applicability .....	7
2.3. Entry into force .....	8
<b>3. NORMATIVE REFERENCES .....</b>	<b>8</b>
<b>4. DEFINITIONS .....</b>	<b>8</b>
<b>5. DEVELOPMENT OF STANDARDIZED BASELINE .....</b>	<b>9</b>
5.1. Bottom-up process .....	9
5.1.1. Submission of proposed standardized baselines .....	9
5.1.2. Initial assessment.....	12
5.1.3.bis Assessment report .....	13
5.1.3. Preparation of recommendation .....	13
5.1.4. Consideration by two selected members of panel or working group and/or panel or working group.....	14
5.1.5. Consideration by the Board .....	16
5.2. Top-down process.....	17
5.2.1. Initiation .....	17
5.2.2. Preparation of DSB .....	17
5.2.3. Consideration by two selected members of panel or working group and/or panel or working group.....	18
5.2.4. Consideration by the Board .....	19
<b>6. REVISION OF STANDARDIZED BASELINE .....</b>	<b>20</b>
6.1. Bottom-up process .....	20
6.1.1. Submission of proposed revised standardized baseline .....	20
6.1.2. Initial assessment.....	21
6.1.3. Preparation of draft recommendation .....	22
6.1.4. Consideration by two selected members of panel or working group and/or panel or working group.....	23

---

6.1.5.	Consideration by the Board .....	25
6.2.	Top-down process.....	25
6.2.1.	Initiation .....	25
6.2.2.	Preparation of draft revised standardized baseline .....	26
6.2.3.	Consideration by two selected members of panel or working group and/or panel or working group.....	27
6.2.4.	Consideration by the Board .....	28
6.2.5.	Other .....	29
<b>7.</b>	<b>CLARIFICATION OF STANDARDIZED BASELINE .....</b>	<b>29</b>
7.1.	Bottom-up process .....	29
7.1.1.	Submission of request for clarification.....	29
7.1.2.	Initial assessment.....	30
7.1.3.	Fast track.....	30
7.1.4.	Regular track.....	31
7.1.5.	Other .....	32
7.2.	Top-down process.....	32
<b>8.</b>	<b>UPDATE OF STANDARDIZED BASELINE.....</b>	<b>32</b>
8.1.	Bottom-up process .....	32
8.1.1.	Submission of proposed updated standardized baseline.....	32
8.1.2.	Initial assessment.....	33
8.1.3.	Preparation of recommendation .....	34
8.1.4.	Consideration by two selected members of panel or working group and/or panel or working group.....	35
8.1.5.	Consideration by the Board .....	37
<b>9.</b>	<b>VALIDITY OF NEW, UPDATED, REVISED AND PREVIOUS VERSIONS.....</b>	<b>37</b>
<b>APPENDIX 1.</b>	<b>MODALITIES FOR PUBLICATION OF SECTOR-SPECIFIC DATA TEMPLATES FOR ESTABLISHING STANDARDIZED BASELINES .....</b>	<b>40</b>
<b>APPENDIX 2.</b>	<b>MODALITIES FOR FUNDING FOR PREPARATION OF ASSESSMENT REPORTS FOR ESTABLISHMENT OF STANDARDIZED BASELINES.....</b>	<b>44</b>
<b>APPENDIX 3.</b>	<b>PRINCIPLES FOR REVISION AND CLARIFICATION OF STANDARDIZED BASELINES.....</b>	<b>47</b>

## 1. Introduction

1. At its sixth session, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) decided that Parties, project participants, as well as international industry organizations or admitted observer organizations through the host country's designated national authority (DNA), may submit proposals for standardized baselines applicable to new or existing methodologies, for consideration by the Executive Board of the clean development mechanism (hereinafter referred to as the Board).
2. At its sixty-third meeting, the Board adopted the "Procedure for the submission and consideration of standardized baselines" with a view to introducing the process to develop proposed new standardized baselines.
3. At its seventy-first meeting, the Board adopted the "CDM two-year business plan and management plan 2013–2014", which defines the "Procedure on revision, clarifications and update of standardized baselines" under its "Objective 3: Reduced effort, cost and time for project development/assessment; scaled-up emission reductions from underrepresented countries, regions and sub-regions". In order to further operationalize standardized baselines for Objective 3, the "Procedure for the submission and consideration of standardized baselines" was revised to include all procedural provisions for development, revision, clarification and update of standardized baselines through both bottom-up and top-down processes.

## 2. Scope, applicability and entry into force

### 2.1. Scope

4. The "Procedure for development, revision, clarification and update of standardized baselines" (hereinafter referred to as this Procedure) defines the process to develop new standardized baselines as well as to revise, clarify and update approved standardized baselines.

### 2.2. Applicability

5. The process to develop new standardized baselines in this Procedure applies only to proposed new standardized baselines developed using one or more of the following approaches:
  - (a) The approach of "Guidelines for the establishment of sector specific standardized baselines";
  - (b) A methodological approach contained in an approved baseline and monitoring methodology;
  - (c) A methodological approach contained in an approved methodological tool; ~~or~~
  - (d) The approach of "Guideline: Establishment of standardized baselines for afforestation and reforestation project activities under the CDM"; ~~or~~

- (e) An approach referred to in paragraph 5(a), 5(b), 5(c) or 5(d) with a proposed deviation;
  - (f) An approach referred to in paragraph 5(b) or 5(c) with a proposed or approved revision.
  - (g) A methodological approach contained in a proposed new baseline and monitoring methodology;
  - (h) A methodological approach contained in a proposed new methodological tool.
6. This Procedure does not contain the process to develop or revise a baseline and monitoring methodology or methodological tool for the purpose to either develop a proposed standardized baseline or use together with the proposed standardized baseline to estimate emission reduction. ~~a new standardized baseline using new methodological approaches.~~ Those who wish to develop or revise a baseline and monitoring methodology or methodological tool for above purpose(s) ~~a new standardized baseline using such a new methodological approach may submit the proposed new methodological approach in accordance with~~ follow the “Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools” in accordance with paragraph 11<sub>ter</sub> or **Error! Reference source not found.**

### 2.3. Entry into force

7. ~~Version 04.0 of~~ This Procedure shall be effective from 1 ~~July 2015~~ December 2013.

## 3. Normative references

8. The following referenced documents are indispensable for the application of this Procedure:
- (a) ~~“Clean development mechanism~~ CDM project cycle procedure”;
  - (b) ~~“Guidelines for quality assurance and quality control of data used in the establishment of standardized baselines”.~~;
  - (c) “Standard for determining coverage of data and validity of standardized baselines”.

## 4. Definitions

9. In addition to the definitions in the “Glossary of CDM terms”, the following terms apply in this Procedure:
- (a) “Shall” is used to indicate requirements to be followed;
  - (b) “Should” is used to indicate that among several possibilities, one course of action is recommended as particularly suitable;
  - (c) “May” is used to indicate what is permitted.



## 5. Development of standardized baseline

### 5.1. Bottom-up process

#### 1.1.1. Submission of proposed standardized baselines

10. Parties, project participants, international industry organizations or admitted observer organizations<sup>1</sup> (hereinafter in section 5.1 referred to as the proponent) may propose a standardized baseline through the DNA of a Party for which the standardized baseline is proposed. The DNA ~~shall~~**should** subsequently submit the proposed standardized baseline to the secretariat.
11. Where the proposed standardized baseline is developed for a group of Parties, it shall be approved by the DNAs of all these Parties. In this case, following the receipt of approval from all these DNAs, any one of the DNAs shall submit the proposed standardized baseline to the secretariat in accordance with this Procedure.

**11<sub>bis</sub>** The proponent may, through the DNA of a Party for which the standardized baseline is proposed, request an approval from the Board on the deviation<sup>2</sup> from one of approved approaches to develop a proposed standardized baseline that are referred to in paragraphs 5(a) - 5(d) using the form "Proposed standardized baseline submission form" (CDM-PSB-FORM).

**11<sub>ter</sub>** The proponent may, through the DNA of a Party for which the standardized baseline is proposed, request an approval from the Board on the revision to an approved approach to develop a proposed standardized baseline that is referred to in paragraph 5(b) or 5(c), or on a new methodological approach to develop a proposed standardized baseline that is referred to in paragraph **Error! Reference source not found.** or **Error! Reference source not found.** To request the approval, the DNA shall:

- (a) Propose the revision to the approved methodology or methodological tool or new methodology or methodological tool through the bottom-up revision process in accordance with the "Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools". In this case, the DNA shall refer to the revised or new approach in the CDM-PSB-FORM<sup>3</sup>; or

<sup>1</sup> ~~The definition of "admitted observer organization" can be found at~~  
~~<[http://unfccc.int/resource/ngo/art7\\_6.pdf](http://unfccc.int/resource/ngo/art7_6.pdf)>.~~

<sup>2</sup> A deviation from an approved approach is requested when it applies to a specific context of the sector or the geographical area (e.g. country and region). In such cases a revision to the approved approach is not appropriate.

<sup>3</sup> The proposed revised methodology or methodological tool and the proposed standardized baseline using the proposed revised methodology or methodological tool as a revised approach may be submitted to the secretariat at the same time in accordance with the "Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools" and this Procedure. Similarly, the proposed new methodological approach and the proposed new standardized baseline using the proposed new methodological approach may be submitted to the secretariat at the same time in accordance with the "Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools" and this Procedure respectively.

- (b) Request the secretariat to initiate the top-down revision process to revise the approved methodology or methodological tool or to develop the new methodology or methodological tool in accordance with the "Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools". In this case, the DNA shall state this request in the CDM-PSB-FORM.
12. The DNA submitting the proposed standardized baseline shall ~~upload~~ submit to the UNFCCC secretariat through a designated UNFCCC e-mail account ~~CDM website~~ the following documentation:
- (a) The duly completed CDM-PSB-FORM;
  - (b) All additional documentation supporting the submission (e.g. relevant data, ~~and documentation~~ including a quality control report, statistics, studies, etc.), where applicable. Data used to establish the proposed ~~standardized~~ baseline shall be provided in ~~a one of the following~~ sector-specific data templates:
    - (i) A sector-specific data template published by the secretariat on the UNFCCC CDM website. The proponent of the standardized baseline may request a revision or clarification of the published data template in accordance with the modalities in appendix 1 to this Procedure;
    - (ii) A proposed new sector-specific data template submitted by the proponent of the proposed standardized baseline in accordance with the modalities in Appendix 1 to this Procedure, if no applicable data template is available on the UNFCCC CDM website at the time of the DNA's submission of data collection for the proposed standardized baseline; ~~the proponent of the standardized baseline shall propose a new sector-specific data template for its publication, or, if applicable, request the revision or clarification of a published data template in accordance with the modalities in Appendix 1 to this Procedure; or~~
    - (iii) A DNA's own or other available sector-specific data template in accordance with the valid version of an approved methodology or methodological tool (e.g. "Tool to calculate the emission factor for an electricity system"), if the proposed standardized baseline is developed using a methodological approach as referred to in paragraph 5(b) or 5(c).
  - (c) An assessment report on the quality of the data ~~management system collection, processing and compilation to~~for establishing the proposed standardized baseline in accordance with the "Guidelines: ~~for~~ ~~Quality assurance and quality control of data used in the establishment of standardized baselines~~". The assessment report shall be prepared by a designated operational entity (DOE) contracted by either the DNA or any other entity under the agreement with the DNA. If the DNA is of a Party that has 10 or fewer registered CDM project activities as of 31 December 2010, or represents a group of Parties, each of which has 10 or fewer registered CDM project activities as of 31 December 2010, the DNA may apply for funding from the secretariat for the DOE to prepare the assessment report in accordance with the modalities in appendix 2 to this Procedure;

- (d) Letters of approval on the proposed standardized baseline from all the DNAs of the Parties to which it applies, where it applies to a group of Parties.
13. If there is no approved methodology or tool available that the proposed standardized baseline can use to estimate emission reductions to be used together with the proposed standardized baseline to estimate emission reductions, the proponent may:
- (a) , a proposed a new methodology or tool or a proposed revision to an existing approved methodology or tool shall be submitted through the bottom-up development or revision process in accordance with the "Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools". In this case, the DNA shall refer to the proposed new or revised methodology or tool in the CDM-PSB-FORM<sup>4</sup>; or
  - (b) Request the secretariat to initiate the top-down development or revision process to develop a new methodology or tool or to revise an existing approved methodology or tool in accordance with the "Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools". In this case, the DNA shall state this request in the CDM-PSB-FORM.
14. Notwithstanding the provision in paragraph 12, for a Party with 10 or fewer registered CDM project activities as of 31 December 2010, the assessment report referred to in paragraph 12 may be omitted only if in up to the first three submissions of a proposed standardized baseline regardless of the sector for the Party. This exception shall not apply for the submissions of proposed standardized baselines for a group of Parties made in accordance with paragraph 14:
- (a) A Party or group of Parties with 10 or fewer registered CDM project activities as of 31 December 2010 decides not to submit the assessment report in up to three submissions of a proposed standardized baseline. If a group of Parties decides not to do so, each Party of the group of Parties shall meet the following conditions:
    - (i) It has 10 or fewer registered CDM project activities as of 31 December 2010;
    - (ii) It has not availed itself of the option to omit the assessment report more than twice; and/or
  - (b) No data collection/processing is required to establish the proposed standardized baseline (e.g. a proposed standardized baseline for landfill methane destruction that requires regulations on the mandatory destruction level only but does not require any further data on activities or operations in the sector).
15. No fee shall be payable to the secretariat for the submission of the proposed standardized baseline.

<sup>4</sup> The proposed new or revised methodology or tool and the proposed standardized baseline using the proposed new or revised methodology or tool may be submitted to the secretariat at the same time in accordance with the "Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools" and this Procedure respectively.

### 5.1.1. Initial assessment

16. The secretariat shall undertake an initial assessment of the submission using the “Proposed standardized baseline initial assessment form (CDM-PSBA-FORM)” within 21 days of receipt of the submission. The secretariat shall assess whether:
  - (a) The CDM-PSB-FORM, including the name and contact details of the proponent of the proposed standardized baseline, has been duly completed;
  - (b) The proposed standardized baseline was derived from an approach referred to in paragraph 5(a) – 5(h);
    - (i) The “Guidelines for the establishment of sector specific standardized baselines”;
    - (ii) A methodological approach contained in an approved baseline and monitoring methodology;
    - (iii) A methodological approach contained in an approved methodological tool; or
    - (iv) The “Guideline: Establishment of standardized baselines for afforestation and reforestation project activities under the CDM”;
  - (c) The DNA submitted all the information required for consideration of the proposed standardized baseline (e.g. studies referred to in the proposed standardized baseline documents);
  - (d) The DNA submitted an assessment report that presents how the data system was collected, processed and compiled implemented to establish the proposed standardized baseline and includes a positive opinion on whether the data were collected and processed system was implemented in accordance with relevant procedures or guidelines adopted by the Board, except for the cases referred to in paragraph 13.
17. The secretariat shall inform the DNA of the outcome of the initial assessment. If the secretariat finds that the required documentation or information is incomplete, it shall notify the DNA and the proponent of the proposed standardized baseline accordingly. In this case, the DNA should provide the missing documents or information within 42 days of the notification.
18. The secretariat shall conclude the initial assessment within 14 days of receipt of missing documents or information and inform the DNA of the conclusion of the initial assessment. If the DNA fails to provide the missing documents or information within the deadline, the secretariat shall suspend processing the submission any further until it receives the missing documents or information.
- 18<sub>bis</sub> Upon successful conclusion of the initial assessment, the secretariat shall assign a reference number to the proposed standardized baseline and make the submitted documentation publicly available on the UNFCCC CDM website with the exception of information declared confidential and/or proprietary by the DNA. Aggregated data and Information used to derive the standardized baseline shall not be considered proprietary or confidential.

**5.1.2.bis Assessment report**

1. If the submission of assessment report is omitted in accordance with paragraph 14(a), within 14 days of the successful conclusion of the initial assessment, the secretariat shall initiate communication with the DNA on findings related to data quality. The DNA should submit the requested input within 14 days of each notification on the findings by the secretariat. When submitting the inputs on the findings, the DNA should use the CDM-PSB-FORM highlighting the revisions to the proposed standardized baseline. If the DNA fails to provide the requested input within the deadline, the secretariat shall suspend processing the submission until it receives the requested input.
2. The secretariat shall assess the input submitted by the DNA within 14 days of receipt of the input. If the secretariat finds that it is still not sufficient to close all the findings, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed standardized baseline to clarify remaining issues.
3. Upon closure of all the findings, the secretariat shall finalize the assessment report and make it publicly available on the UNFCCC CDM website.

**5.1.2. Preparation of recommendation**

19. Within 28 days of the successful conclusion of the initial assessment ~~or the completion of the assessment report by the secretariat~~, the secretariat shall:
  - ~~(a) Assign a reference number to the proposed standardized baseline;~~
  - ~~(b) Make the submitted documentation publicly available on the UNFCCC CDM website with the exception of information declared confidential and/or proprietary by the DNA. Information used to derive the standardized baseline shall not be considered proprietary or confidential;~~
  - ~~(c) In the case referred to in paragraph 13, prepare an assessment report presenting how the data were collected, processed and compiled to establish the proposed standardized baseline in accordance with the "Guidelines for quality assurance and quality control of data used in the establishment of standardized baselines";~~
  - (d) Prepare a draft recommendation on the proposed standardized baseline, using the "Proposed standardized baseline recommendation form" (CDM-PSBR-FORM) for a recommended course of action referred to in paragraph 20(a) or 20(c) or the CDM-PSB-FORM form for a recommended course of action referred to in paragraph 20(b).
20. The secretariat shall include in its draft recommendation one of the following courses of action:
  - (a) To approve the proposed standardized baseline;
  - (b) To request further input (e.g. additional information or modification to the submitted documentation) from the DNA; or
  - (c) Not to approve the proposed standardized baseline.
21. In preparing the draft recommendation, the secretariat may draw upon external expertise, depending on the technical complexity of the proposed standardized baseline

and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.

22. The secretariat shall select two members of a relevant panel or working group<sup>5</sup> and forward its draft recommendation to them.

**5.1.3. Consideration by two selected members of panel or working group and/or panel or working group**

23. The two selected members of the relevant panel or working group shall, within seven days of receipt of the draft recommendation, independently assess the proposed standardized baseline and the draft recommendation, and inform the secretariat of the outcome of their assessment.

24. If both of the selected members of the relevant panel or working group agree to the draft recommendation to approve or not to approve the proposed standardized baseline, the secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.

25. If the draft recommendation is to approve the proposed standardized baseline in paragraphs 24, 30 and 33, before forwarding it as the recommendation to the Board, the secretariat shall

- (a) **Reformat** the proposed standardized baseline into the form of draft standardized baseline (hereinafter referred to as DSB). Upon receipt of an agreement on the DSB from either the two selected panel or working group members or the relevant panel or working group, depending on which considered the draft recommendation last, the secretariat shall communicate the DSB to the DNA. The DNA shall confirm that it is acceptable or request modifications to it within seven days of receipt thereof. If the DNA does not respond accordingly by this deadline, the forwarding of the recommendation to the Board may be delayed accordingly. In cases where the DNA does not accept the DSB and/or request modification to it in its response, the secretariat shall forward the DSB, to either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft recommendation last. In these cases, taking into account the DNA's response, the relevant panel or working group shall finalize the DSB at its next meeting while the two selected panel or working group members shall finalize the DSB within seven days of receipt thereof;
- (b) **Ensure that the proposed new or revised approach and/or the proposed new or revised methodology either have been already approved by the Board, or are expected to be approved by the Board prior to or at the same time as the approval of the proposed standardized baseline, in cases where:**

---

<sup>5</sup> Methodologies Panel, Small-Scale Working Group, Afforestation and Reforestation Working Group or Carbon Dioxide Capture and Storage Working Group.



- (i) The proposed new or revised approach to develop the proposed standardized baseline has been submitted to the secretariat in accordance with paragraph 11<sub>ter</sub>; and/or
  - (ii) The proposed new or revised methodology to be used together with the proposed standardized baseline to estimate emission reductions has been submitted to the secretariat in accordance with paragraph 13.
- 26. If both of the selected members of the relevant panel or working group agree ~~that~~ to the draft recommendation ~~that the proposed standardized baseline~~ requires further input from the DNA, the secretariat shall notify the DNA and the proponent of the proposed standardized baseline accordingly ~~using the CDM-PSB-FORM~~. The DNA should submit the requested input within 28 days of the notification. ~~All the inputs shall be highlighted in the CDM-PSB-FORM~~. If the DNA submits inputs including new data, the DNA should resubmit the assessment report referred to in paragraph 12 in accordance with the "Guidelines: for a Quality assurance and quality control of data used in the establishment of standardized baselines". If the DNA fails to provide the requested input within the deadline, the secretariat shall suspend processing the submission ~~any further~~ until it receives the requested input.
- 27. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that it is still not sufficient to recommend that the proposed standardized baseline be approved or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed standardized baseline via e-mail or telephone conference to clarify remaining issues.
- 28. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed standardized baseline, as applicable, to recommend that the proposed standardized baseline be either approved or not approved. The secretariat shall forward the revised draft recommendation to the two selected members of the relevant panel or working group for their consideration. In this case, the steps in paragraphs 24 or 29–33 shall apply.
- 29. If at least one selected member of the relevant panel or working group disagrees with the draft recommendation or requests that it be considered by the relevant panel or working group, the secretariat shall forward the draft recommendation to the relevant panel or working group. The relevant panel or working group shall consider the proposed standardized baseline and the draft recommendation at its next meeting, provided it is received at least 14 days before the meeting; otherwise it shall be considered at the subsequent meeting.
- 30. The relevant panel or working group shall finalize its consideration within two meetings, unless it finds that further input from the DNA or guidance from the Board is required. In case further input from the DNA or guidance from the Board is sought, the relevant panel or working group shall finalize its consideration at the meeting immediately following receipt of such input or guidance. In its finalization of consideration, the relevant panel or working group shall conclude to recommend that the proposed standardized baseline be either approved or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.

31. If the relevant panel or working group finds that further input from the DNA is required, the secretariat shall notify the DNA and the proponent of the proposed standardized baseline accordingly. In this case, the DNA should submit the requested input within 28 days of the notification. If the DNA fails to submit the requested input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.
32. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that the further input is still not sufficient to recommend that the proposed standardized baseline be approved or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed standardized baseline via e-mail or telephone conference to clarify remaining issues.
33. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed standardized baseline, as applicable, to recommend that the proposed standardized baseline be either approved or not approved. The secretariat shall forward the revised draft recommendation to the relevant panel or working group for its final consideration. The relevant panel or working group shall conclude to recommend that the proposed standardized baseline be either approved or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.

#### **5.1.4. Consideration by the Board**

34. If no member of the Board objects to the recommendation received in accordance with paragraph 24, 30 and 33 within 28 days of receipt of the recommendation, the recommended course of action shall be deemed to be the decision adopted by the Board.
35. An objection by a member of the Board shall be made by notifying the Chair of the Board through the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Board.
36. If a member of the Board objects to the recommendation more than 14 days prior to the next Board meeting, the case shall be placed on the agenda of the next Board meeting; otherwise it shall be placed on the agenda of the subsequent Board meeting.
37. If the Board considers the case at its meeting, it shall decide on the course of action at the meeting.
38. The course of action referred to in paragraph 37 shall be:
  - (a) To approve the DSB;
  - (b) Not to approve the DSB;
  - (c) To continue the consideration of the DSB at the next Board meeting; or
  - (d) To request a relevant panel or working group to review the recommendation and provide guidance on the issues for the review.



39. Once a decision has been made by the Board, the secretariat shall inform the DNA of the decision and any guidance provided by the Board as applicable, and make the decision and guidance publicly available on the UNFCCC CDM website.
40. If the DSB is not approved, the DNA or any other DNA of Parties for which the standardized baseline is proposed may at any time resubmit a proposed standardized baseline with revised documentation. Upon submission of the revised documentation the submission shall be treated as a new submission of a proposed standardized baseline.

## 1.2. Top-down process

### 1.2.1. Initiation

41. ~~The Board may decide to develop a DSB at any time following the receipt of the agreement with the DNA(s) of a Party(ies) for which the DSB is proposed using the “DSB development agreement” form (CDM-DSBA-FORM).~~
42. The secretariat may propose to the Board that it develop a DSB at any time following the receipt of an expression of interest by the DNA(s) of a Party(ies) for which the DSB is proposed ~~the agreement with the DNA(s) of a Party(ies) for which the DSB is proposed using the CDM-DSBA-FORM. In this case, The Board shall consider the proposal and decide on the course of action at the meeting whether to develop a DSB.~~
- 42<sup>bis</sup>. The course of action referred to in paragraph 42 shall be:
  - (a) To approve the proposed development of the DSB including, if required during the course of the preparation of the DSB, the top-down development of or revision to or deviation from:
    - (i) An approach to develop the DSB; and/or
    - (ii) A methodology to be used together with the DSB for the purpose of estimation of emission reduction of CDM projects;
  - (b) Not to approve the proposed development of the DSB; or
  - (c) To continue the consideration of the proposed development of the DSB at the next Board meeting.

### 1.2.2. Preparation of DSB

- 42<sup>bis</sup>. If the Board decides to develop a DSB in accordance with paragraph 42, the DNA(s) shall submit the duly completed “DSB development agreement” form (CDM-DSBA-FORM) to the designated UNFCCC email account.
43. ~~If the Board decides to develop a DSB in accordance with paragraph 41 or 42~~ Upon the receipt of the duly completed CDM-DSBA-FORM, the secretariat shall prepare a draft development plan of the DSB in consultation with the DNA(s) using the “DSB development plan” form (CDM-DSBP-FORM), identifying defining, inter alia, the scope, applicability, approach, data collection process, data quality assurance process, necessity of a new or revised methodology or tool, necessity of deviation from existing approach and time frame for development of the DSB.

44. The secretariat shall select two members of the relevant panel or working group and forward the draft development plan to them for their review. The selected members shall provide input on the draft development plan within five days of receipt thereof.
45. The secretariat shall finalize the development plan taking into account the input from the selected members of the relevant panel or working group within five days of receipt of the input.
46. The secretariat shall prepare a DSB in accordance with the development plan.
47. In preparing the DSB, the secretariat may draw upon external expertise, depending on the technical complexity of the DSB and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.
48. The secretariat shall forward the DSB to the two selected members.

**5.1.5. Consideration by two selected members of panel or working group and/or panel or working group**

49. The two selected members of the relevant panel or working group shall, within seven days of receipt of the DSB, independently assess the DSB, and inform the secretariat of their recommendation indicating one of the following courses of action:
  - (a) To approve the DSB;
  - (b) To request further input (e.g. additional information or modification to the submitted documentation) from the DNA; or
  - (c) To request that the DSB be considered by the relevant panel or working group.
50. If both of the selected members of the relevant panel or working group recommend that the DSB be approved, the secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.
51. In the cases referred to in paragraphs 50, 56 and 59, before forwarding it to the Board, the secretariat shall communicate the DSB to the DNA. The DNA shall confirm that it is acceptable or request modifications to it within 14 days of receipt thereof. If the DNA does not respond accordingly by this deadline, the forwarding of the DSB to the Board may be delayed accordingly. In cases where the DNA does not accept the DSB and/or request modification to it in its response, the secretariat shall forward the DSB, to either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the DSB last. In these cases, taking into account the DNA's response, the relevant panel or working group shall finalize the DSB at its next meeting while the two selected panel or working group members shall finalize the DSB within seven days of receipt thereof.
52. If both of the selected members of the relevant panel or working group recommend that the DSB requires further input from the DNA, the secretariat shall notify the DNA accordingly. The DNA should submit the requested input within 28 days of the notification. If the DNA fails to provide the requested input within the deadline, the secretariat shall suspend processing the development any further until it receives the requested input.

53. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that it is still not sufficient to develop the DSB, the secretariat may initiate a direct communication with the DNA via e-mail or telephone conference to clarify remaining issues.
54. The secretariat shall revise the DSB taking into account the further input and direct communication with the DNA, as applicable. The secretariat shall forward the revised DSB to the two selected members of the relevant panel or working group for their consideration. In this case, the steps in paragraphs 50 or 55–59 shall apply.
55. If at least one selected member of the relevant panel or working group requests that the DSB be considered by the relevant panel or working group, the secretariat shall forward the DSB to the relevant panel or working group. The relevant panel or working group shall consider the DSB at its next meeting, provided it is received at least 14 days before the meeting; otherwise it shall be considered at the subsequent meeting.
56. The relevant panel or working group shall finalize the DSB within two meetings, unless it finds that further input from the DNA or guidance from the Board is required. In case further input from the DNA or guidance from the Board is sought, the relevant panel or working group shall finalize the DSB at the meeting immediately following receipt of such input or guidance. The secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.
57. If the relevant panel or working group finds that further input from the DNA is required, the secretariat shall notify the DNA accordingly. In this case, the DNA should submit the requested input within 28 days of the notification. If the DNA fails to submit the requested input within the deadline, the secretariat shall suspend processing the development any further until it receives the requested input.
58. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that the further input is still not sufficient to develop the DSB, the secretariat may initiate a direct communication with the DNA via e-mail or telephone conference to clarify remaining issues.
59. The secretariat shall revise the DSB taking into account the further input and direct communication with the DNA, as applicable. The secretariat shall forward the revised DSB to the relevant panel or working group for its final consideration. The relevant panel or working group shall finalize the DSB. The secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.

### **1.2.3. Consideration by the Board**

60. If no member of the Board objects to approving the DSB received in accordance with paragraphs 50, 56 and 59 within 28 days of receipt of the DSB, the DSB shall be deemed to be approved by the Board.
61. An objection by a member of the Board shall be made by notifying the Chair of the Board through the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Board.
62. If a member of the Board objects to approving the DSB more than 14 days prior to the next Board meeting, the case shall be placed on the agenda of the next Board meeting; otherwise it shall be placed on the agenda of the subsequent Board meeting.

63. If the Board considers the case at its meeting, it shall decide on the course of action at the meeting.
64. The course of action referred to in paragraph 63 shall be:
  - (a) To approve the DSB;
  - (b) Not to approve the DSB;
  - (c) To continue the consideration of the DSB at the next Board meeting; or
  - (d) To request a relevant panel or working group to review the DSB and provide guidance on the issues for the review.
65. Once a decision has been made by the Board, the secretariat shall inform the DNA of the decision and any guidance provided by the Board as applicable, and make the decision and guidance publicly available on the UNFCCC CDM website.

## 6. Revision of standardized baseline

### 6.1. Bottom-up process

#### 6.1.1. Submission of proposed revised standardized baseline

66. Parties, project participants, international industry organizations or admitted observer organizations (hereinafter in section 6.1 referred to as the proponent) through the DNA of a Party for which the revised standardized baseline is proposed may, **taking into account appendix 3 to this procedure**, request the Board to revise an approved standardized baseline by submitting the following documents to the secretariat through a specific interface on the UNFCCC CDM website:
  - (a) The duly completed “Approved standardized baseline revision request” form (CDM-ASR-FORM);
  - (b) The proposed revised standardized baseline highlighting the proposed changes to the approved standardized baseline;
  - (c) All additional documentation supporting the submission (e.g. relevant data, **and documentation including a quality control report**, statistics, studies, etc.), where applicable. In the **event case that where** new **or additional** data were used to establish the proposed revised standardized baseline, all **these data used** shall be provided in a sector-specific data template **in accordance with paragraph 12(b). published by the secretariat on the UNFCCC CDM website. If no applicable data template is available on the UNFCCC CDM website at the time of the submission of the proposed revised standardized baseline, the proponent of the proposed revised standardized baseline shall propose a sector-specific data template for its publication, or, if applicable, request the revision or clarification of a published data template in accordance with the modalities in Appendix 1 to this Procedure;**
  - (d) **If in the event that** new **or additional** data were used to establish the proposed revised standardized baseline as referred to in paragraph 66(c), an assessment report on the quality of the data **collection, processing and compilation to system**

for establishing the proposed revised standardized baseline in accordance with the “Guidelines: for Quality assurance and quality control of data used in the establishment of standardized baselines”. The assessment report shall be prepared by a DOE contracted by either the DNA or any other entity under the agreement with the DNA;

- (e) Letters of approval on the proposed revised standardized baseline from all the DNAs of the Parties to which it applies, where it applies to a group of Parties.

67. Where the proposed revised standardized baseline is developed for a group of Parties, it shall be approved by the DNAs of all these Parties. In this case, following the receipt of approval from all these DNAs, any one of the DNAs shall submit the proposed revised standardized baseline to the secretariat in accordance with this Procedure.

### 6.1.2. Initial assessment

68. The secretariat shall undertake an initial assessment of the submission using the “Approved standardized baseline revision request initial assessment form (CDM-ASIA-FORM)” within 21 days of receipt of the submission. The secretariat shall assess whether:

- (a) The CDM-ASR-FORM, including the name and contacts of the proponent of the proposed revised standardized baseline, has been duly completed;
- (b) The proposed revised standardized baseline was derived from the same approved approach (i.e. the “Guidelines for the establishment of sector specific standardized baselines”, a methodological approach contained in an approved baseline and monitoring methodology, a methodological approach contained in an approved methodological tool, or the “Guideline: Establishment of standardized baselines for afforestation and reforestation project activities under the CDM”) as the one used in the approved standardized baseline that was proposed to be revised;
- (c) The DNA has submitted all the information required for consideration of the proposed revised standardized baseline (e.g. studies referred to in the proposed revised standardized baseline documents);
- (d) In the case referred to in paragraph 66(d), an assessment report was submitted presenting how the data management were collected, processed and compiled system was implemented to establish the proposed revised standardized baseline and including a positive opinion on whether the data management were collected and processed system was implemented in accordance with relevant procedures or guidelines adopted by the Board.

69. The secretariat shall inform the DNA of the outcome of the initial assessment. If the secretariat finds that the required documentation or information is incomplete, it shall notify the DNA and the proponent of the proposed revised standardized baseline accordingly. In this case, the DNA should provide the missing documents or information within 42 days of the notification.

70. The secretariat shall conclude the initial assessment within 14 days of receipt of missing documents or information and inform the DNA of the conclusion of the initial assessment. If the DNA fails to provide the missing documents or information within the

deadline, the secretariat shall suspend processing the submission any further until it receives the missing documents or information.

70<sub>bis</sub> Upon successful conclusion of the initial assessment, the secretariat shall assign a reference number to the proposed revision and make the submitted documentation publicly available on the UNFCCC CDM website with the exception of information declared confidential and/or proprietary by the DNA. Aggregated data and Information used to derive the standardized baseline shall not be considered proprietary or confidential.

### 6.1.3. Preparation of draft recommendation

71. Within 28 days of the successful conclusion of the initial assessment, the secretariat shall:

- ~~(a) Make the submitted documentation publicly available on the UNFCCC CDM website with the exception of information declared confidential and/or proprietary by the DNA. Information used to derive the proposed revised standardized baseline shall not be considered proprietary or confidential;~~
- (b) Prepare a draft recommendation on the proposed revised standardized baseline, using the “Approved standardized baseline revision recommendation” form (CDM-ASRR-FORM) for a recommended course of action referred to in paragraph 72(a) or 72(c) or the CDM-ASR-FORM for a recommended course of action referred to in 72(b).

72. The secretariat shall include in its draft recommendation one of the following courses of action:

- (a) To approve the proposed revised standardized baseline, indicating that:
  - (i) The revision is a major revision; or
  - (ii) The revision is a minor revision;
- (b) To request further input (e.g. additional information or modification to the submitted documentation) from the DNA; or
- (c) Not to approve the proposed revised standardized baseline.

73. In preparing the draft recommendation, the secretariat may draw upon external expertise, depending on the technical complexity of the proposed revised standardized baseline and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.

74. The secretariat shall select two members of a relevant panel or working group and forward its draft recommendation to them.

**6.1.4. Consideration by two selected members of panel or working group and/or panel or working group**

75. The two selected members of the relevant panel or working group shall, within seven days of receipt of the draft recommendation, independently assess the proposed revised standardized baseline and the draft recommendation, and inform the secretariat of the outcome of their assessment.
76. If both of the selected members of the relevant panel or working group agree to the draft recommendation ~~that to approve or not to approve~~ the proposed revised standardized baseline ~~be either approved indicating that the revision is major, approved indicating that the revision is minor, or not approved~~, the secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.
77. If the draft recommendation is to approve the proposed revised standardized baseline in paragraphs 76, 82 and 85 before forwarding it as the recommendation to the Board, the secretariat shall reformat the proposed revised standardized baseline. Upon receipt of an agreement on the reformatted revised standardized baseline from either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft recommendation last, the secretariat shall communicate the reformatted revised standardized baseline to the DNA. The DNA shall confirm that it is acceptable or request modifications to it within seven days of receipt thereof. If the DNA does not respond accordingly by this deadline, the forwarding of the recommendation to the Board may be delayed accordingly. In cases where the DNA does not accept the reformatted revised standardized baseline and/or request modification to it in its response, the secretariat shall forward the reformatted revised standardized baseline, to either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft recommendation last. In these cases, taking into account the DNA's response, the relevant panel or working group shall finalize the reformatted revised standardized baseline at its next meeting while the two selected panel or working group members shall finalize the reformatted revised standardized baseline within seven days of receipt thereof.
78. If both of the selected members of the relevant panel or working group agree ~~that to~~ the draft recommendation ~~that the proposed revised standardized baseline~~ requires further input from the DNA, the secretariat shall notify the DNA and the proponent of the proposed revised standardized baseline accordingly ~~using the CDM-ASR-FORM~~. The DNA should submit the requested input within 28 days of the notification. ~~All the inputs shall be highlighted in the CDM-ASR-FORM~~. If the DNA fails to provide the requested input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.
79. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that it is still not sufficient to recommend that the proposed revised standardized baseline be approved ~~indicating that the revision is major or minor~~ or not approved the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed revised standardized baseline via e-mail or telephone conference to clarify remaining issues.



80. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed revised standardized baseline, as applicable, to recommend that the proposed revised standardized baseline be either approved **indicating that the revision is major or minor** or not approved. The secretariat shall forward the revised draft recommendation to the two selected members of the relevant panel or working group for their consideration. In this case, the steps in paragraphs 76 or 81–85 shall apply.
81. If at least one selected member of the relevant panel or working group disagrees with the draft recommendation or requests that it be considered by the relevant panel or working group, the secretariat shall forward the draft recommendation to the relevant panel or working group. The relevant panel or working group shall consider the proposed revised standardized baseline and the draft recommendation at its next meeting, provided it is received at least 14 days before the meeting; otherwise it shall be considered at the subsequent meeting.
82. The relevant panel or working group shall finalize its consideration within two meetings, unless it finds that further input from the DNA or guidance from the Board is required. In case further input from the DNA or guidance from the Board is sought, the relevant panel or working group shall finalize its consideration at the meeting immediately following receipt of such input or guidance. In its finalization of consideration, the relevant panel or working group shall conclude to recommend that the proposed revised standardized baseline be either approved **indicating that the revision is major or minor** or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.
83. If the relevant panel or working group finds that further input from the DNA is required, the secretariat shall notify the DNA and the proponent of the proposed revised standardized baseline accordingly. In this case, the DNA should submit the requested input within 28 days of the notification. If the DNA fails to submit the requested input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.
84. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that the further input is still not sufficient to recommend that the proposed revised standardized baseline be approved **indicating that the revision is major or minor** or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed revised standardized baseline via e-mail or telephone conference to clarify remaining issues.
85. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed revised standardized baseline, as applicable, to recommend that the proposed revised standardized baseline be either approved **indicating that the revision is major or minor** or not approved. The secretariat shall forward the revised draft recommendation to the relevant panel or working group for its final consideration. The relevant panel or working group shall conclude to recommend that the proposed revised standardized baseline be either approved **indicating that the revision is major or minor** or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.



### 6.1.5. Consideration by the Board

86. If no member of the Board objects to the recommendation received in accordance with paragraphs 76, 82 or 85 within 28 days of receipt of the recommendation, the recommended course of action shall be deemed to be the decision adopted by the Board.
87. An objection by a member of the Board shall be made by notifying the Chair of the Board through the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Board.
88. If a member of the Board objects to the recommendation more than 14 days prior to the next Board meeting, the case shall be placed on the agenda of the next Board meeting; otherwise it shall be placed on the agenda of the subsequent Board meeting.
89. If the Board considers the case at its meeting, it shall decide on the course of action at the meeting.
90. The course of action referred to in paragraph 89 shall be:
- (a) To approve the proposed revised standardized baseline, indicating that:
    - (i) The revision is a major revision; or
    - (ii) The revision is a minor revision;
  - (b) Not to approve the proposed revised standardized baseline;
  - (c) To continue the consideration of the proposed revised standardized baseline at the next Board meeting; or
  - (d) To request a relevant panel or working group to review the recommendation and provide guidance on the issues for the review.
91. Once a decision has been made by the Board, the secretariat shall inform the DNA of the decision and any guidance provided by the Board as applicable, and make the decision and guidance publicly available on the UNFCCC CDM website.
92. If the proposed revised standardized baseline is not approved, the DNA or any other DNA of Parties for which the revised standardized baseline is proposed may at any time resubmit a proposed revised standardized baseline with revised documentation. Upon submission of the revised documentation the submission shall be treated as a new submission of a proposed revised standardized baseline.

## 1.3. Top-down process

### 1.3.1. Initiation

93. The Board may, **taking into account appendix 3 to this procedure**, decide to revise an approved standardized baseline at any time. If the Board decides to revise an approved standardized baseline, the Board shall also decide to either:
- (a) Put on hold the approved standardized baseline with immediate effect. In this case, DOEs shall not submit, through a dedicated interface on the UNFCCC CDM website, any project design document (PDD) or programme of activities

design document (PoA-DD) for global stakeholder consultation, any request for registration or any request for renewal of crediting period of a project activity or PoA applying the approved standardized baseline from the day following the date of publication of the Board's meeting report containing the decision;

- (b) Put on hold the approved standardized baseline with a grace period of 28 days. In this case, DOEs shall not submit, through a dedicated interface on the UNFCCC CDM website, any PDD or PoA-DD for global stakeholder consultation, any request for registration or any request for renewal of crediting period of a project activity or PoA, applying the approved standardized baseline any more than 28 days following the date of publication of the Board's meeting report containing the decision; or
  - (c) Maintain the current version of the approved standardized baseline until the expiry of its validity in accordance with paragraphs 166-168.
94. A relevant panel or working group, or the secretariat, may, **taking into account appendix 3 to this procedure**, at any time propose that the Board revise an approved standardized baseline. If the panel or working group or the secretariat considers that the current version of the approved standardized baseline should be put on hold, it shall recommend so to the Board. In these cases, the Board shall consider the proposal and/or the recommendation, and decide whether to revise and/or to put on hold the current version of the approved standardized baseline in accordance with paragraph 93.

### **1.3.2. Preparation of draft revised standardized baseline**

95. If the Board decides to revise an approved standardized baseline in accordance with paragraphs 93 or 94, following receipt of the agreement with the DNA(s) of a Party(ies) for which the revised standardized baseline is proposed using the "Approved standardized baseline revision agreement" form (CDM-ASRA-FORM), the secretariat shall prepare a draft revised standardized baseline using the "Approved standardized baseline revision" form (CDM-ASRD-FORM).
96. In preparing the draft revised standardized baseline, the secretariat may draw upon external expertise, depending on the technical complexity of the revision and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.
97. The secretariat shall select two members of a relevant panel or working group and forward the draft revised standardized baseline to them.

**6.1.6. Consideration by two selected members of panel or working group and/or panel or working group**

98. The two selected members of the relevant panel or working group shall, within seven days of receipt of the draft revised standardized baseline, independently assess the draft revised standardized baseline, and inform the secretariat of their recommendation indicating one of the following courses of action:
- (a) To approve the draft revised standardized baseline, indicating that:
    - (i) The revision is a major revision; or
    - (ii) The revision is a minor revision;
  - (b) To request further input (e.g. additional information or modification to the submitted documentation) from the DNA; or
  - (c) To request that the draft revised standardized baseline be considered by the relevant panel or working group.
99. If both of the selected members of the relevant panel or working group recommend that the draft revised standardized baseline be ~~either approved~~ **indicating that the revision is either major or approved indicating that the revision is minor**, the secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.
100. In the cases referred to in paragraphs 99, 105 and 108, before forwarding it to the Board, the secretariat shall communicate the draft revised standardized baseline to the DNA. The DNA shall confirm that it is acceptable or request modifications to it within 14 days of receipt thereof. If the DNA does not respond accordingly by this deadline, the forwarding of the draft revised standardized baseline to the Board may be delayed accordingly. In cases where the DNA does not accept the draft revised standardized baseline and/or request modification to it in its response, the secretariat shall forward the draft revised standardized baseline, to either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft revised standardized baseline last. In these cases, taking into account the DNA's response, the relevant panel or working group shall finalize the draft revised standardized baseline at its next meeting while the two selected panel or working group members shall finalize the draft revised standardized baseline within seven days of receipt thereof.
101. If both of the selected members of the relevant panel or working group recommend that the draft revised standardized baseline requires further input from the DNA, the secretariat shall notify the DNA accordingly. The DNA should submit the requested input within 28 days of the notification. If the DNA fails to provide the requested input within the deadline, the secretariat shall suspend processing the development any further until it receives the requested input.
102. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that it is still not sufficient to develop the draft revised standardized baseline, the secretariat may initiate a direct communication with the DNA via e-mail or telephone conference to clarify remaining issues.
103. The secretariat shall revise the draft revised standardized baseline taking into account the further input and direct communication with the DNA, as applicable. The secretariat

shall forward the revised draft revised standardized baseline to the two selected members of the relevant panel or working group for their consideration. In this case, the steps in paragraphs 99 or 104–108 shall apply.

104. If at least one selected member of the relevant panel or working group requests that the draft revised standardized baseline be considered by the relevant panel or working group, ~~or if both of the selected members of the relevant panel or working group recommend that the draft revised standardized baseline be approved but one recommends a major revision while the other recommends a minor revision,~~ the secretariat shall forward the draft revised standardized baseline to the relevant panel or working group. The relevant panel or working group shall consider the draft revised standardized baseline at its next meeting, provided it is received at least 14 days before the meeting; otherwise it shall be considered at the subsequent meeting.
105. The relevant panel or working group shall finalize the draft revised standardized baseline within two meetings, unless it finds that further input from the DNA or guidance from the Board is required. In case further input from the DNA or guidance from the Board is sought, the relevant panel or working group shall finalize the draft revised standardized baseline at the meeting immediately following receipt of such input or guidance. The secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.
106. If the relevant panel or working group finds that further input from the DNA is required, the secretariat shall notify the DNA accordingly. In this case, the DNA should submit the requested input within 28 days of the notification. If the DNA fails to submit the requested input within the deadline, the secretariat shall suspend processing the development any further until it receives the requested input.
107. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that the further input is still not sufficient to develop the draft revised standardized baseline, the secretariat may initiate a direct communication with the DNA via e-mail or telephone conference to clarify remaining issues.
108. The secretariat shall revise the draft revised standardized baseline taking into account the further input and direct communication with the DNA, as applicable. The secretariat shall forward the revised draft revised standardized baseline to the relevant panel or working group for its final consideration. The relevant panel or working group shall finalize the draft revised standardized baseline. The secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.

### **1.3.3. Consideration by the Board**

109. If no member of the Board objects to approving the draft revised standardized baseline received in accordance with paragraphs 99, 105 and 108 within 28 days of receipt of the draft revised standardized baseline, the draft revised standardized baseline shall be deemed to be approved by the Board.
110. An objection by a member of the Board shall be made by notifying the Chair of the Board through the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Board.
111. If a member of the Board objects to approving the draft revised standardized baseline more than 14 days prior to the next Board meeting, the case shall be placed on the

agenda of the next Board meeting; otherwise it shall be placed on the agenda of the subsequent Board meeting.

112. If the Board considers the case at its meeting, it shall decide on the course of action at the meeting.
113. The course of action referred to in paragraph 112 shall be:
- (a) To approve the draft revised standardized baseline, indicating that:
    - (i) The revision is a major revision; or
    - (ii) The revision is a minor revision;
  - (b) Not to approve the draft revised standardized baseline;
  - (c) To continue the consideration of the draft revised standardized baseline at the next Board meeting; or
  - (d) To request a relevant panel or working group to review the draft revised standardized baseline and provide guidance on the issues for the review.
114. Once a decision has been made by the Board, the secretariat shall inform the DNA of the decision and any guidance provided by the Board as applicable, and make the decision and guidance publicly available on the UNFCCC CDM website.

#### **1.3.4. Other**

115. The secretariat may propose an editorial revision to an approved standardized baseline at any time. In this case, the secretariat shall submit a draft revised standardized baseline to the Chair of the Board for his/her review. If the Chair agrees to the draft revised standardized baseline, the secretariat shall publish the revised standardized baseline on the UNFCCC CDM website. The editorial revision shall be noted in the report of the next meeting of the Board.

## **7. Clarification of standardized baseline**

### **7.1. Bottom-up process**

#### **7.1.1. Submission of request for clarification**

116. The project participants of a planned CDM project activity or PoA, the coordinating/managing entity of a planned CDM PoA, a DOE, a DNA or any other stakeholder (hereinafter in section 7.1 referred to as the enquirer) may, **taking into account appendix 3 to this procedure**, request clarification of an approved standardized baseline, by submitting the duly completed "Approved standardized baseline clarification request" form (CDM-ASC-FORM) to the secretariat through a specific interface on the UNFCCC CDM website.

### 7.1.2. Initial assessment

117. The secretariat shall give notice of the receipt of the CDM-ASC-FORM to the DNA(s) of a Party(ies) to which the approved standardized baseline applies within seven days of receipt thereof.
118. The secretariat shall conduct an initial assessment of the submission using the “Approved standardized baseline clarification request initial assessment” form (CDM-ASCA-FORM) within 21 days of receipt of the CDM-ASC-FORM, to determine that:
- (a) The CDM-ASC-FORM, including the name and contacts details of the enquirer on the approved standardized baseline, has been duly completed; and
  - (b) The submission is categorized either that:
    - (i) It does not involve any regulatory and/or technical ambiguity, or involves only simple regulatory and/or technical issues, hence requires no analysis or only a simple analysis to formulate a clarification; or
    - (ii) It involves complex regulatory and/or technical issues and/or has the potential to apply to multiple versions of the approved standardized baseline, hence requires a thorough analysis to formulate a clarification.
119. If the secretariat finds that the submission is incomplete, it shall request the enquirer to submit the missing or revised documents and/or information. In this case, the enquirer shall submit the requested documents and/or information to the secretariat within five days of receipt of the request. If the enquirer does not submit the requested documents and/or information by this deadline, the secretariat shall conclude that the submission is incomplete.
120. Upon conclusion of the initial assessment, the secretariat shall notify the enquirer of the conclusion of the initial assessment. If the submission is concluded as incomplete in accordance with paragraph 119, the secretariat shall communicate the underlying reasons to the enquirer. In this case, the enquirer may resubmit the request for clarification with revised documentation at any time. Upon submission, the revised documentation shall be treated as a new submission of a request for clarification under this Procedure.

### 7.1.3. Fast track

121. If the submission is determined as being the case referred to in paragraph 118(b)(i), the secretariat shall prepare a clarification using the “Approved standardized baseline clarification response” form (CDM-ASCR-FORM) and send it to the enquirer and the DNA within nine days of the successful conclusion of the initial assessment.
122. In preparing the clarification, the secretariat may consult with the relevant panel or working group. In this case, the timeline referred to in paragraph 121 shall not apply. The secretariat shall send a draft clarification to the relevant panel or working group within nine days of the successful conclusion of the initial assessment. If no member of the panel or working group objects to the draft clarification within seven days of receipt of the draft clarification, the clarification shall be deemed finalized by the panel or working group. If a member of the panel or working group objects to the draft clarification, the



case shall be placed on the agenda of the next meeting of the panel or working group. At the meeting where the case is placed on the agenda, the panel or working group shall make every effort to finalize the clarification within one meeting.

123. The secretariat shall publish the clarification on the UNFCCC CDM website.

#### **7.1.4. Regular track**

124. If the submission is determined as being the case referred to in paragraph 118(b)(ii), the secretariat shall prepare a draft recommendation of a clarification to the relevant panel or working group using the CDM-ASCR-FORM.

125. In preparing the draft recommendation, the secretariat may draw upon external expertise, depending on the technical complexity of the issues in question and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.

126. The secretariat shall select one member of the relevant panel or working group and forward the draft recommendation to him/her for review. The selected member shall provide input on the draft recommendation within three days of receipt thereof.

127. The secretariat may also forward the draft recommendation to the DNA(s) of a Party(ies) to which the standardized baseline applies for review. In this case, the DNA(s) shall provide input on the draft recommendation within seven days of receipt thereof.

128. The secretariat shall finalize the recommendation, taking into account the input from the selected member and the DNA(s), and submit it to the relevant panel or working group for consideration.

- 128<sub>bis</sub> When the secretariat finalizes the recommendation as referred to in paragraph 128, if it concludes that the recommendation leads to a revision of the approved standardized baseline that may affect the environmental integrity of emission reductions, it shall recommend to the relevant panel or working group not to allow the use of the recommendation with the existing version of the approved standardized baseline for which the clarification was requested. However, if the recommendation does not affect the environmental integrity of emission reductions, it shall recommend to the relevant panel or working group to allow the use of the recommendation with the approved version of the standardized baseline for which the clarification was requested.

129. The relevant panel or working group shall consider the recommendation, finalize the recommendation to the Board and publish it in its corresponding meeting report, indicating the version(s) to which the recommendation applies. The relevant panel or working group shall make every effort to finalize the recommendation within one meeting.

130. At the Board meeting for which the recommendation to the Board is placed on the agenda, the Board shall decide to either:

- (a) Approve the recommended clarification; or
- (b) Request the relevant panel or working group to review the recommendation to the Board and provide guidance on the issues for review.

131. If the Board approves the clarification, the secretariat shall send the finalized clarification to the enquirer and the DNA(s).

132. The secretariat shall publish the clarification on the UNFCCC CDM website.

#### **7.1.5. Other**

133. At any step before the clarification is finalized in accordance with paragraphs 121, 122 or 130(a), the secretariat may request the enquirer to provide additional information regarding the request for clarification within a defined time frame to facilitate the assessment by the secretariat and/or the consideration by the relevant panel or working group. If such information significantly affects the outcome of the consideration, the secretariat shall make the information publicly available on the UNFCCC CDM website.

### **7.2. Top-down process**

134. If the Board, a relevant panel or working group, or the secretariat finds it necessary, **taking into account appendix 3 to this procedure**, to clarify provisions of an approved standardized baseline, the process to revise the approved standardized baseline as defined in section 1.3 shall be followed. In this case, the draft revised standardized baseline shall incorporate all relevant clarifications issued prior to the revision.

## **8. Update of standardized baseline**

### **8.1. Bottom-up process**

#### **8.1.1. Submission of proposed updated standardized baseline**

135. Parties, project participants, international industry organizations or admitted observer organizations (hereinafter in section 8.1 referred to as the proponent) may propose an updated standardized baseline through the DNA of a Party for which the updated standardized baseline is proposed. The DNA shall subsequently submit the proposed updated standardized baseline to the secretariat.

136. Where the proposed updated standardized baseline is developed for a group of Parties, it shall be approved by the DNAs of all these Parties. In this case, following the receipt of approval from all these DNAs, any one of the DNAs shall submit the proposed updated standardized baseline to the secretariat in accordance with this Procedure.

137. The DNA submitting the proposed updated standardized baseline shall **upload-submit** to the UNFCCC **CDM Website secretariat through a specific UNFCCC e-mail account** the following documentation between 270 to 180 days prior to the date when the validity of the current standardized baseline expires:

- (a) The duly completed "Approved standardized baseline update request form" (CDM-ASU-FORM);
- (b) The proposed updated standardized baseline, highlighting the proposed changes to the approved standardized baseline;
- (c) All additional documentation supporting the submission (e.g. relevant data, **and documentation including a quality control report**, statistics, studies, etc.), where applicable. Data used to establish the proposed updated **standardized** baseline



shall be provided in a sector-specific data template in accordance with paragraph 12(b), published by the secretariat on the UNFCCC CDM website. If no applicable data template is available on the UNFCCC CDM website at the time of the DNA's submission of the proposed updated standardized baseline, the proponent of the updated standardized baseline shall propose a sector-specific data template for its publication, or, if applicable, request the revision or clarification of a published data template in accordance with the modalities in Appendix 1 to this Procedure;

- (d) An assessment report on the quality of the data collection, processing and compilation to system for establishing the proposed updated standardized baseline in accordance with the "Guidelines for Quality assurance and quality control of data used in the establishment of updated standardized baselines". The assessment report shall be prepared by a DOE contracted by either the DNA or any other entity under agreement with the DNA;
  - (e) Letters of approval on the proposed updated standardized baseline from all the DNAs of the Parties to which it applies, where it applies to a group of Parties.
138. The secretariat shall make every effort to inform the DNA(s) in advance of the period for requesting update of the approved standardized baseline. It remains the responsibility of the DNA(s) to ensure that all actions are taken in accordance with this section of the Procedure in a timely manner.
139. No fee shall be payable to the secretariat for the submission of the proposed updated standardized baseline.

### 8.1.2. Initial assessment

140. The secretariat shall undertake an initial assessment of the submission using the "Approved standardized baseline update request initial assessment form (CDM-ASUA-FORM)" within 21 days of receipt of the submission. The secretariat shall assess whether:
- (a) The CDM-ASU-FORM, including the name and contact details of the proponent of the proposed updated standardized baseline, has been duly completed;
  - (b) The proposed updated standardized baseline was derived from the same approved approach (i.e. the "Guidelines for the establishment of sector specific standardized baselines", a methodological approach contained in an approved baseline and monitoring methodology, a methodological approach contained in an approved methodological tool, or the "Guideline: Establishment of standardized baselines for afforestation and reforestation project activities under the CDM") as the one used in the approved standardized baseline that was proposed to be updated;
  - (c) The proposed updated standardized baseline does not require revisions to the underlying approved methodology or tool. If it requires revisions, the secretariat shall propose that the Board revise the underlying methodology or tool through the top-down process in accordance with the "Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools";

- (d) The DNA has submitted all the information required for consideration of the proposed updated standardized baseline (e.g. studies referred to in the proposed updated standardized baseline documents);
  - (e) An assessment report was submitted presenting how the data ~~management were collected, processed and compiled~~ system was implemented to establish the proposed updated standardized baseline and including a positive opinion on whether the data management system was implemented ~~were collected and processed~~ in accordance with relevant procedures or guidelines adopted by the Board.
141. The secretariat shall inform the DNA of the outcome of the initial assessment. If the secretariat finds that the required documentation or information is incomplete, it shall notify the DNA and the proponent of the proposed updated standardized baseline accordingly. In this case, the DNA should provide the missing documents or information within 42 days of the notification.
142. The secretariat shall conclude the initial assessment within 14 days of receipt of missing documents or information and inform the DNA of the conclusion of the initial assessment. If the DNA fails to provide the missing documents or information within the deadline, the secretariat shall suspend processing the submission any further until it receives the missing documents or information.
- 142<sup>bis</sup> Upon successful conclusion of the initial assessment, the secretariat shall assign a reference number to the proposed updated standardized baseline and make the submitted documentation publicly available on the UNFCCC CDM website with the exception of information declared confidential and/or proprietary by the DNA. Aggregated data and information used to derive the standardized baseline shall not be considered proprietary or confidential.

### 8.1.3. Preparation of recommendation

143. Within 28 days of the successful conclusion of the initial assessment, the secretariat shall:
- (a) ~~Make the submitted documentation publicly available on the UNFCCC CDM website with the exception of information declared confidential and/or proprietary by the DNA. Information used to derive the proposed updated standardized baseline shall not be considered proprietary or confidential;~~
  - (b) Prepare a draft recommendation on the proposed updated standardized baseline, using the “Approved standardized baseline update recommendation form” (CDM-ASUR-FORM) for a recommended course of action referred to in paragraph 144(a) or 144(c) or the CDM-ASU-FORM for a recommended course of action referred to in paragraph 144(b).
144. The secretariat shall include in its draft recommendation one of the following courses of action:
- (a) To approve the proposed updated standardized baseline;
  - (b) To request further input (e.g. additional information or modification to the submitted documentation) from the DNA; or

(c) Not to approve the proposed updated standardized baseline.

145. In preparing the draft recommendation, the secretariat may draw upon external expertise, depending on the technical complexity of the proposed updated standardized baseline and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.

146. The secretariat shall select two members of the relevant panel or working group and forward its draft recommendation to them.

**8.1.4. Consideration by two selected members of panel or working group and/or panel or working group**

147. The two selected members of the relevant panel or working group shall, within seven days of receipt of the draft recommendation, independently assess the proposed updated standardized baseline and the draft recommendation, and inform the secretariat of the outcome of their assessment.

148. If both of the selected members of the relevant panel or working group agree to the draft recommendation to approve or not to approve the proposed updated standardized baseline, the secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.

149. If the draft recommendation is to approve the proposed updated standardized baseline in paragraphs 148, 154 and 157 before forwarding it as the recommendation to the Board, the secretariat shall reformat the proposed updated standardized baseline. Upon receipt of an agreement on the reformatted updated standardized baseline from either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft recommendation last, the secretariat shall communicate the reformatted updated standardized baseline to the DNA. The DNA shall confirm that it is acceptable or request modifications to it within seven days of receipt thereof. If the DNA does not respond accordingly by this deadline, the forwarding of the recommendation to the Board may be delayed accordingly. In cases where the DNA does not accept the reformatted updated standardized baseline and/or request modification to it in its response, the secretariat shall forward the reformatted updated standardized baseline, to either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft recommendation last. In these cases, taking into account the DNA's response, the relevant panel or working group shall finalize the reformatted updated standardized baseline at its next meeting while the two selected panel or working group members shall finalize the reformatted updated standardized baseline within seven days of receipt thereof.

150. If both of the selected members of the relevant panel or working group agree **that to** the draft recommendation **that the proposed updated standardized baseline** requires further input from the DNA, the secretariat shall notify the DNA and the proponent of the proposed updated standardized baseline accordingly **using the CDM-ASU-FORM**. The DNA should submit the requested input within 28 days of the notification. **All the inputs shall be highlighted in the CDM-ASU-FORM**. If the DNA fails to provide the requested

input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.

151. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that it is still not sufficient to recommend that the proposed updated standardized baseline be approved or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed updated standardized baseline via e-mail or telephone conference to clarify remaining issues.
152. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed updated standardized baseline, as applicable, to recommend that the proposed updated standardized baseline be either approved or not approved. The secretariat shall forward the revised draft recommendation to the two selected members of the relevant panel or working group for their consideration. In this case, the steps in paragraphs 148 or 153–157 shall apply.
153. If at least one selected member of the relevant panel or working group disagrees with the draft recommendation or requests that it be considered by the relevant panel or working group, the secretariat shall forward the draft recommendation to the relevant panel or working group. The relevant panel or working group shall consider the proposed updated standardized baseline and the draft recommendation at its next meeting, provided it is received at least 14 days before the meeting; otherwise it shall be considered at the subsequent meeting.
154. The relevant panel or working group shall finalize its consideration within two meetings, unless it finds that further input from the DNA or guidance from the Board is required. In case further input from the DNA or guidance from the Board is sought, the relevant panel or working group shall finalize its consideration at the meeting immediately following receipt of such input or guidance. In its finalization of consideration, the relevant panel or working group shall conclude to recommend that the proposed updated standardized baseline be either approved or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.
155. If the relevant panel or working group finds that further input from the DNA is required, the secretariat shall notify the DNA and the proponent of the proposed updated standardized baseline accordingly. In this case, the DNA should submit the requested input within 28 days of the notification. If the DNA fails to submit the requested input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.
156. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that the further input is still not sufficient to recommend that the proposed updated standardized baseline be approved or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed updated standardized baseline via e-mail or telephone conference to clarify remaining issues.
157. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed updated standardized baseline, as applicable, to recommend that the proposed updated standardized baseline be either approved or not approved. The secretariat shall forward

the revised draft recommendation to the relevant panel or working group for its final consideration. The relevant panel or working group shall conclude to recommend that the proposed updated standardized baseline be either approved or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.

#### **8.1.5. Consideration by the Board**

158. If no member of the Board objects to the recommendation received in accordance with paragraphs 148, 154 or 157 within 28 days of receipt of the recommendation, the recommended course of action shall be deemed to be the decision adopted by the Board.
159. An objection by a member of the Board shall be made by notifying the Chair of the Board through the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Board.
160. If a member of the Board objects to the recommendation more than 14 days prior to the next Board meeting, the case shall be placed on the agenda of the next Board meeting; otherwise it shall be placed on the agenda of the subsequent Board meeting.
161. If the Board considers the case at its meeting, it shall decide on the course of action at the meeting.
162. The course of action referred to in paragraph 161 shall be:
- (a) To approve the proposed updated standardized baseline;
  - (b) Not to approve the proposed updated standardized baseline;
  - (c) To continue the consideration of the proposed baseline at the next Board meeting; or
  - (d) To request a relevant panel or working group to review the recommendation and provide guidance on the issues for the review.
163. Once a decision has been made by the Board, the secretariat shall inform the DNA of the decision and any guidance provided by the Board as applicable, and make the decision and guidance publicly available on the UNFCCC CDM website.
164. If the proposed updated standardized baseline is not approved, the DNA or any other DNA of Parties for which the updated standardized baseline is proposed may at any time resubmit a proposed updated standardized baseline with revised documentation. Upon submission of the revised documentation the submission shall be treated as a new submission of a proposed updated standardized baseline.

## **9. Validity of new, updated, revised and previous versions**

165. The reference number of the new version of an approved standardized baseline shall indicate the year when the standardized baseline comes into force (e.g. ASB0003-2013). New, updated and revised versions of an approved standardized baseline shall come into force from the date of publication on the UNFCCC CDM website. From this date, a project activity or PoA may apply the new, updated or revised version for the

purpose of publication of a PDD or PoA-DD for global stakeholder consultation, submission of a request for registration, or submission of a request for renewal of crediting period, in accordance with the “Clean development mechanism project cycle procedure”.

166. The year indicated in the reference number of an approved standardized baseline shall be replaced by the year when an updated standardized baseline comes into force (e.g. ASB0003-2013 replaced by ASB0003-2016) if the Board approves the updated standardized baseline in accordance with paragraph 162(a). The version number of the updated standardized baseline shall also be reset to 1.0 (e.g. reset from 2.1 to 1.0). The updated version shall not come into force before the validity of the previous version expires. In this case, for the purpose of publication of a PDD or PoA-DD for global stakeholder consultation, submission of a request for registration, or submission of a request for renewal of crediting period in accordance with the “Clean development mechanism project cycle procedure”, a project activity or PoA-DD shall apply the updated version immediately after the validity of the previous version expires, or immediately after its adoption if the previous version has been put on hold in accordance with paragraphs 93(a) or 93(b). If a PDD or PoA-DD applying the previous version has already been published for global stakeholder consultation, the project participants or coordinating/managing entity shall revise the PDD or PoA-DD applying the updated version. In this case, the DOE shall not publish the revised PDD or PoA-DD for global stakeholder consultation, but submit it when it submits a request for registration unless otherwise decided by the Board when it approves the updated standardized baseline.
167. The version number of an approved standardized baseline shall increase by one whole number (e.g. from 1.0 to 2.0) if the Board approves a revised standardized baseline indicating that it is a major revision in accordance with paragraph 90(a)(i) or 113(a)(i). In this case, for the purpose of publication of a PDD or PoA-DD for global stakeholder consultation, submission of a request for registration, or submission of a request for renewal of crediting period in accordance with the “Clean development mechanism project cycle procedure”:
- (a) A project activity or PoA may still apply the previous version:
    - (i) Until the 240<sup>th</sup> day from the date that the revised version becomes effective unless the previous version has been put on hold by the Board in accordance with paragraph 93(a) or 93(b), if the remaining validity of the revised version is longer than this 240-day period; or
    - (ii) Until the validity of the standardized baseline expires unless the previous version has been put on hold by the Board in accordance with paragraph 93(a) or 93(b), if the remaining validity of the revised version is not longer than this 240-day period; and
  - (b) A project activity or PoA shall apply the revised version after this 240-day period, expiry of the standardized baseline or immediately after its adoption if the previous version has been put on hold in accordance with paragraph 93(a) or 93(b). If a PDD or PoA-DD applying the previous version has already been published for global stakeholder consultation, the project participants or coordinating/managing entity shall revise the PDD or PoA-DD applying the revised version. In this case, the DOE shall not publish the revised PDD or PoA-DD for global stakeholder consultation, but submit it when it submits a

request for registration unless otherwise decided by the Board when it approves the revised standardized baseline.

168. The version number of an approved standardized baseline shall increase by one fractional number in the first decimal place (e.g. from 1.0 to 1.1) if the Board approves a revised standardized baseline indicating that it is a minor revision in accordance with paragraph 90(a)(ii) or 113(a)(ii) or an editorial revision to an approved standardized baseline has been made in accordance with paragraph 115. In this case, for the purpose of publication of a PDD or PoA-DD for global stakeholder consultation, submission of a request for registration, or submission of a request for renewal of crediting period in accordance with the “Clean development mechanism project cycle procedure”, a project activity or PoA-DD may still apply the previous version or any earlier version:
- (a) Until the 240<sup>th</sup> day from the date that the next major revision becomes effective unless the previous or earlier version(s) has been put on hold by the Board in accordance with paragraph 93(a) or 93(b), if the remaining validity of the standardized baseline after the next major revision is longer than this 240-day period; or
  - (b) Until the validity of the standardized baseline expires unless the previous version has been put on hold by the Board in accordance with paragraph 93(a) or 93(b), if the remaining validity of the standardized baseline after the next major revision is not longer than this 240-day period.

DRAFT

## Appendix 1. Modalities for publication of sector-specific data templates for establishing standardized baselines

### 1. Background

1. Parties, project participants, designated operational entities (DOEs), international industry organizations or admitted observer organizations (hereinafter referred to as the proponent) may propose a new sector-specific data template, or request a revision to **or clarification of** any currently valid sector-specific data template published on the UNFCCC CDM website, for the purpose of proposing a **new/revised/updated** standardized baseline.

### 2. Proposal of new sector-specific data template

2. A proponent may submit to the secretariat through a dedicated UNFCCC CDM website a proposed new sector-specific data template and request its publication.
3. The proposed data template shall be developed based on sector-specific situations and mitigation measures. The proposed data template shall consist of the following sections:
  - (a) **Introduction – d**Definitions of key terminologies assumptions **and/or** approaches used for the development of the data template **as well as its applicable sectors; algorithm for the establishment of standardized baselines and any other relevant information (e.g. how to define the data categories or how to use the template). If any conservative approach is suggested, its justification shall be included;**
  - (b) **Input data – l**ists of relevant data **and if applicable measurement procedures and instrumentation, categories** with consistent format and clear description;<sup>6</sup>
  - (c) **Reference – n**ame(s) of reference(s) or reviewers if reference(s) are used or expert reviews are conducted for the development of the data template.

**3<sub>bis</sub> The DNA may wish to include in the data template the algorithm and/or processing of input data for the establishment of the standardized baseline.**

4. The secretariat shall **conduct an initial assessment using the “Data template initial assessment” form (CDM\_DT\_IA\_FORM) within seven days of the receipt of submission, to determine:**
  - (a) **whether the proposed data template contains all the sections specified in paragraph 3 of this appendix; and**
  - (b) **Whether complex sectoral and/or technical issues are involved. within five days of the submission by the proponent.**

<sup>6</sup> The relevant provisions of the “Standard: Determining coverage of data and validity of standardized baselines” and “Guideline: Quality assurance and quality control of data used in the establishment of standardized baselines” are to be followed.



5. If the submission is deemed incomplete, the secretariat shall request the proponent to submit missing information or revise the data template. The proponent shall respond to the secretariat with the missing information or revised data template within 14 days of receipt of the request.
- 5<sub>bis</sub> Once the submission is deemed complete the secretariat shall select one/two expert(s) from the roster of experts, if necessary, for desk reviews and forward the submission to the ~~them~~ expert(s). If the secretariat does not find any suitable and available expert(s) on the roster, it may use the services of experts not included on the roster. The expert(s) and the secretariat shall jointly prepare a recommendation on the proposed data template within 21 days of ~~receipt of the submission~~ the successful conclusion of the initial assessment.
- 5<sub>tri</sub> If the secretariat assesses that the proposed data template does not require desk review by any expert from the roster of experts, the secretariat may prepare a recommendation without selecting experts within 28 days of receipt of the submission.
6. The recommendation ~~of the experts~~ shall include one of the following courses of action:
  - (a) Publish the proposed data template;
  - (b) Request modifications to the data template with recommended modifications; or
  - (c) Reject the proposed data template.
7. If the ~~experts'~~ recommendation is to request modifications to the data template, the secretariat shall communicate the recommendation to the proponent. The proponent shall submit to the secretariat a modified data template based on the recommended modifications within ~~seven-14~~ days of receipt of the recommendation.
8. Within ~~five-14~~ days of receipt of the modified data template, ~~the experts the secretariat,~~ with or without expert input, shall ~~issue-make~~ a final recommendation: either the publication or the rejection of the proposed data template. If no response is received from the proponent within the deadline referred to in paragraph 7 of this appendix and no further communication with the proponent is feasible (e.g. due to withdrawal or no response), the secretariat may decide to ~~the experts shall~~ modify the data template without consultation with the proponent ~~within seven days~~ if the data template has broad applicability.
- ~~9. The secretariat shall consider the experts' final recommendation or modified data template, and decide on one of the following courses of action:~~
  - ~~(a) Publish the proposed data template;~~
  - ~~(b) Publish a data template modified by the experts and/or the secretariat; or~~
  - ~~(c) Reject the proposed data template.~~
10. The secretariat shall communicate the final decision to the proponent. If the decision is to publish the proposed or modified data template, the secretariat shall upload it and make it publicly available on the UNFCCC CDM website.

### 3. Request for revision ~~of to~~ published sector-specific data template

11. A proponent may submit to the secretariat through a dedicated UNFCCC CDM website a request for revision to a published sector-specific data template.
12. The proponent shall provide the secretariat with a proposed revised data template and justify the reasons that ~~prompted initiated~~ the revision request.
13. The secretariat shall assess whether the proposed revised data template contains all the sections specified in paragraph 3 of this appendix within ~~five~~ seven days of receipt of the submission.
14. If the submission is deemed incomplete, the secretariat shall request the proponent to submit missing information or revise the data template. ~~The proponent shall respond to the secretariat with the missing information or revised data template within 14 days of receipt of the request.~~
- 14<sup>bis</sup>. Once the submission is deemed complete, and ~~if deemed necessary~~, the secretariat shall select one expert from the roster of experts for desk reviews and forward the submission to him/her. If the secretariat does not find ~~any~~ suitable and available expert on the roster, it may use the services of an expert not included on the roster. The expert ~~and the secretariat~~ shall jointly prepare a recommendation on the revision to the data template within ~~seven 14~~ days of ~~receipt of the submission~~ the successful conclusion of the initial assessment.
- 14<sup>tri</sup>. If the secretariat assesses that the revised data template does not require desk review by an expert from the roster of experts, the secretariat may prepare a recommendation without selecting an expert within 14 days of receipt of the submission.
15. The recommendation ~~of the expert~~ shall include one of the following courses of action:
  - (a) Publish the proposed revision of the data template;
  - (b) Request modifications to the revised data template with recommended modifications; or
  - (c) Reject the proposed revision of the data template.
16. If the ~~expert's~~ recommendation is to request modifications to the revised data template, the secretariat shall communicate the recommendation to the proponent. The proponent shall submit to the secretariat a modified revised data template based on the recommended modification within ~~seven 14~~ days of receipt of the recommendation.
17. Within ~~five seven~~ days of receipt of the modified revised data template, ~~the expert the~~ secretariat, with or without expert input, shall ~~issue-make~~ a final recommendation: either the publication or rejection of the revised data template. If no response is received from the proponent within the deadline referred to in paragraph 16 of this appendix ~~and no further communication with the proponent is feasible, the secretariat may decide to, the expert shall~~ modify the data template without consultation with the proponent if the published data template needs to be revised ~~within five days~~.

~~18. The secretariat shall consider the expert's final recommendation or modified data template, and decide on one of the following courses of action:~~

~~(a) Publish the proposed data template;~~

~~(b) Publish a data template modified by the expert and/or the secretariat; or~~

~~(c) Reject the proposed data template.~~

19. The secretariat shall communicate the **final** decision to the proponent. If the decision is to publish the proposed or modified data template, the secretariat shall **upload it and** make it publicly available on the UNFCCC CDM website.

#### **4. Request for clarification of published sector-specific data template**

20. A proponent may submit to the secretariat through a dedicated UNFCCC CDM website a request for clarification of a published sector-specific data template.

21. The secretariat shall provide the proponent with a response within 14 days of receipt of the clarification request.

22. The secretariat shall make publicly available all clarifications issued by the secretariat on the UNFCCC CDM website.

DRAFT

## **Appendix 2. Modalities for funding for preparation of assessment reports for establishment of standardized baselines**

### **1. Selection of designated operational entity to prepare assessment report**

1. A designated national authority (DNA) of a Party that has 10 or fewer registered clean development mechanism (CDM) project activities as of 31 December 2010, or represents a group of Parties, each of which has 10 or fewer registered CDM project activities as of 31 December 2010, that wishes to receive funding for the preparation of the assessment report referred to in paragraph 12 of (the main part of) this Procedure shall request funding by submitting the following documentation to the secretariat:
  - (a) A duly completed "Request for funding for assessment report form" (CDM-RF-FORM);
  - (b) Copies of letters sent to at least three designated operational entities (DOEs), either by the DNA or the entity under the agreement with the DNA, inviting them to present an offer to prepare the assessment report. The letters of invitation shall request the DOEs to include in the offer a breakdown of estimated time assigned to the task, personnel costs for their services and any other estimated expenses to be incurred by the DOE in preparing the assessment report. The letters of invitation shall also set a closing date for the receipt of the offers;
  - (c) The responses to the letters received and/or, if applicable, confirmation that no response was received on time from any one or more of the DOEs invited to present offers;
  - (d) A justification for the selection of one of the DOEs that made an offer to prepare the assessment report;
  - (e) Contact data (including payment details) of the DOE selected by the DNA for preparation of the assessment report.
2. Within 21 days of receipt of the submission from the DNA, the secretariat shall check whether the submission is complete.
3. If the secretariat finds that the submission is incomplete, it shall accordingly inform the DNA and request it to submit any missing documents or information to the secretariat within 10 days.
4. If the missing documents or information are not submitted within the deadline specified in paragraph 3 of this appendix, the secretariat shall suspend processing the request for funding any further until it receives the missing documents or information.
5. The secretariat shall grant the funding for the first three funding requests for each Party that is eligible for funding in accordance with paragraph 1 of this appendix.
6. The secretariat shall grant the funding for all funding requests for a group of Parties wherein all are eligible for funding in accordance with paragraph 1 of this appendix.

7. The secretariat shall monitor the operation of the modalities in this appendix, and report to the Board thereon. Based on this information, the Board may at any time, and shall in any event no later than two years after the adoption of the modalities, review the progress on the development of standardized baselines, and if appropriate, may modify the provisions set out in paragraphs 5 and/or 6 of this appendix with a view to establishing criteria for further funding, taking into account the applicability of standardized baselines and resource implications.
8. The maximum funding shall be USD 20,000 for each funding request. For a funding request submitted for a group of Parties, the maximum funding shall be USD 20,000 plus USD 5,000 per additional Party.

## **2. Agreement between DNA and the secretariat**

9. Within 14 days of receipt of the complete submission of the documentation, the secretariat shall prepare an “Agreement for funding for preparation of assessment report for submission of standardized baseline” (CDM-FA-FORM) (the Agreement), including the provisions on the amount to be funded and the deadline for the submission by the DNA of the documents referred to in paragraph 11 of this appendix.
10. The Agreement shall be signed by the DNA, by the Party if appropriate, and by the secretariat to make the funding effective.

## **3. Submission of the assessment report and payment of funding**

11. The secretariat shall disburse the approved funding to the DOE’s bank account notified by the DNA in accordance with paragraph 1 of this appendix within 14 days of the DNA’s submission to the secretariat of all of the following documents:
  - (a) The assessment report;
  - (b) Final invoice for the preparation of the assessment report, issued by the DOE and addressed to the DNA;
  - (c) A duly completed “Proposed standardized baseline submission form” (CDM-PSB-FORM) referred to in paragraph 12(a) of (the main part of) this Procedure (if the assessment report contains a positive conclusion on the quality of the data collection, processing and compilation to establish the proposed standardized baseline);
  - (d) All additional documentation supporting the submission as per paragraph 12(a) of (the main part of) this Procedure (if the assessment report contains a positive conclusion on the quality of the data collection, processing and compilation to establish the proposed standardized baseline).
12. If the DNA does not submit the documents referred to in paragraph 11 of this appendix within the deadline specified in the Agreement, the secretariat may grant an additional period of 30 days to proceed with the submission. If the DNA still does not submit the documents within the extended deadline, the secretariat shall not disburse the funding and notify the DNA accordingly.
13. For any disbursed funding regardless of the conclusion (positive or negative) of the assessment report, or no disbursement of funding due to the DNA’s failure to submit the

documents in accordance with paragraph 12 of this appendix, the corresponding application for funding made by the DNA shall be counted as one of the three submissions of standardized baselines that can qualify for funding in accordance with paragraph 5 of this appendix.

DRAFT

## **Appendix 3. Principles for revision and clarification of standardized baselines**

### **1. Background**

1. This appendix provides guiding principles for initiating a revision to an approved standardized baseline and for initiating a (request for) clarification of an approved standardized baseline.

### **2. Principles for revision**

2. A revision is the modification of an approved standardized baseline in order to improve it or broaden its scope and applicability.
3. A revision of an approved standardized baseline may be initiated if one or more of the following conditions apply:
  - (a) New or generally accepted scientific evidence indicates that emission reductions or removal enhancements will be overestimated or underestimated based on the approved standardized baseline or that the reductions or enhancements may not be real, measurable and verifiable;
  - (b) The applicability conditions require broadening to include more potential project activity types or conditions for use;
  - (c) There are identified inconsistencies, errors and/or ambiguities in the language and/or formulae used within the approved standardized baseline;
  - (d) Further simplification (e.g. default values) is required to improve the user-friendliness of the approved standardized baseline;
  - (e) Key issues clarified through a request for clarification of the approved standardized baseline in accordance with section 7 of this procedure are required to be incorporated in the approved standardized baseline;
  - (f) There are changes to the additionality demonstration, baseline and/or baseline emission factors as determined in the approved standardized baseline.

### **3. Principles for clarification**

4. A clarification on an approved standardized baseline is to clarify:
  - (a) The applicability of the standardized baseline;
  - (b) Various procedures provided in the approved standardized baseline, inter alia, for identifying the baseline scenario, demonstrating additionality and estimating baseline emission factors; or
  - (c) Monitoring data and procedures provided in the approved standardized baseline.
5. A clarification on an approved standardized baseline may be requested if:

- (a) Any of the provisions of the standardized baseline are unclear or ambiguous, and there is a room for interpretation of the provisions;
- (b) Rationale or further background information is needed regarding conditions under which the standardized baseline is to be applied.

- - - - -

### Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
04.0	30 March 2015	<p>Published as an annex to the annotated agenda of EB83</p> <p>Revision to:</p> <ul style="list-style-type: none"> <li>• Reflect Board's decisions at its seventy-sixth and seventy-eighth meeting. This includes: (i) adding a new process to submit a request for deviation from the approved approach to develop standardized baselines together with the submission of proposed standardized baselines; (ii) clarifying that whether a clarification leading to a revision can be used with the existing version of the approved standardized baseline for which the clarification was requested.</li> <li>• Reflect lessons learnt while using the procedures, including: (i) allowing simultaneous submission of new/revised approach/methodology and standardized baseline; (ii) allowing proponents to request for top-down development/revision of methodology or tool and incorporate the elements of flexibility, simplicity and consistency; (iii) Allowing the DNA to use its own or other available data templates in accordance with the approved methodologies/tools; (iv) including the steps for preparation of an assessment report by the secretariat.</li> </ul>
03.1	1 December 2013	<p>Editorial revision to include:</p> <ul style="list-style-type: none"> <li>• Correction in paragraph 66;</li> <li>• Editorial improvement in paragraphs 5, 16, 19, 68 and 140.</li> </ul>
03.0	4 October 2013	<p>EB 75, Annex 33</p> <p>The document title has changed from "<i>Procedure for the submission and consideration of standardized baselines</i>" to "<i>Procedure: Development, revision, clarification and update of standardized baselines</i>".</p> <p>Revision to:</p> <ul style="list-style-type: none"> <li>• Reflect lessons learnt since the initial adoption to the bottom up process for development of standardized baselines;</li> <li>• Add new processes for top-down development, bottom-up and top-down revision, bottom-up and top-down clarification and bottom-up update of standardized baselines;</li> <li>• Add provisions on validity of new, updated, revised and previous versions;</li> </ul>



<i>Version</i>	<i>Date</i>	<i>Description</i>
02.0	20 July 2012	<ul style="list-style-type: none"><li>• Editorial improvement.</li></ul> EB 68, Annex 32 Revision to: <ul style="list-style-type: none"><li>• Expand countries eligible for funding for preparation of assessment reports to those with 10 registered CDM project activities as of 31 December 2010;</li><li>• Add a process for proposing and publishing sector-specific data templates to be used for proposing standardized baselines;</li><li>• Elaborate the process of funding for preparation of assessment reports for proposing a standardized baseline.</li></ul>
01.0	29 September 2011	EB 63, Annex 28 Initial adoption.

---

Decision Class: Regulatory  
Document Type: Procedure  
Business Function: Methodology  
Keywords: standardized baselines

---

DRAFT