

**CDM-EB78-AA-A04**

## Concept note

---

# Modalities for agreement on proposals between the secretariat and panels/working groups

Version 01.0



**United Nations**  
Framework Convention on  
Climate Change

## **1. Procedural background**

1. The Executive Board of the clean development mechanism (hereinafter referred to as the Board), at its seventy-seventh meeting, approved the workplan of the Board for 2014 and the workplan of the panels and working groups for 2014. The workplans specifically include three products that are to be agreed by the secretariat and the Methodologies Panel (Meth Panel) before they are proposed to the Board. Where agreement on these proposals is not possible, options reflecting the views of the secretariat and the Meth Panel should be agreed for the Board to consider. In this context, the Board requested the secretariat to prepare a proposal, for the Board's adoption, on ways to ensure this agreement.

## **2. Purpose**

2. The purpose of this note is to present the modalities for agreement on proposals between the secretariat and the panels/working groups, where this is specified as required, before they are proposed to the Board.

## **3. Key issues and proposed solutions**

### **3.1. Key issues**

3. The current practice is that products listed in the Board's workplan are recommended to the Board as follows:
  - (a) Recommendations on cases are made by panels or working groups (with support from the secretariat) and presented to the Board through the relevant panel/working group report;
  - (b) Recommendations on policy documents are made by the secretariat (with or without input from the panels or working groups) through an annex to the annotated agenda of the relevant Board meeting.
4. The following three policy documents in the workplan of the Board for 2014 were specified as requiring agreement between the secretariat and the Meth Panel before they are proposed to the Board:
  - (a) Revised "Guidelines for the establishment of sector specific standardized baselines" (SB guidelines);
  - (b) Revised "Guidelines for quality assurance and quality control of data used in the establishment of standardized baselines" (QA/QC guidelines);
  - (c) Concept note on "Guidance for the new projects in the same physical geographical location at which a project whose crediting period has expired existed".
5. Currently, when documents are recommended to the Board by the secretariat after consultation with the panels/working groups, comments provided by the panel/working group are highlighted in the respective document, indicating how they were taken into account.

6. Where agreement on the comments provided by the panels/working groups is not reached, modalities are required to ensure that agreed options are provided to the Board.

### **3.2. Proposed solutions**

7. In light of the above, the following modalities are proposed to apply to documents specified as requiring agreement between the secretariat and the panels/working groups:
  - (a) The secretariat shall share its draft recommendation to the Board with the relevant panel/working group prior to the meeting of the panel/working group, in line with the usual meeting deadlines;
  - (b) The panel/working group and the secretariat shall consider the draft recommendation during the respective meeting of the panel/working group. The panel/working group may also provide input to the secretariat before the meeting;
  - (c) All efforts shall be made during the meeting to reach to an agreement on the recommendation to be made to the Board. The chair and vice-chair of the respective panel/working group shall moderate the discussion and facilitate the agreement;
  - (d) Where, despite all efforts made, it is not possible to agree on a recommendation to be made to the Board, the secretariat and the panel/working group shall agree on options that clearly identify the substantive differences and their merits, for the consideration of the Board;
  - (e) If agreement is not reached within a planned meeting of the panel/working group, depending on the substance of disagreement, further efforts can be made to reach an agreement electronically so that the process is not delayed by the schedule of the meeting. If electronic agreement is not possible, the document can be discussed at the subsequent meeting of the panel/working group. The chair and vice-chair of the panel/working group may decide to report to the Board for this apparent delay and seek guidance on future course of action if the agreement is not reached in three consecutive meetings;
  - (f) The fact that agreement has been reached on a final recommendation, or options, shall be noted in the external meeting report of the relevant panel/working group. The chair and vice-chair of the respective panel/working group may also confirm the agreement during the subsequent Board meeting;
  - (g) The secretariat shall forward the agreed final recommendation, or agreed final options, to the Board through the annotated agenda of the subsequent Board meeting.
8. As per usual practice, the secretariat, in consultation with the chair and vice-chair of the relevant panel/working group, may select members of the panel/working group to work with the secretariat prior to the meeting.
9. The secretariat and the relevant panel/working group shall make all efforts to reach agreement in an efficient and timely manner.

## 4. Impacts

10. These proposed modalities will provide stronger recommendations by the secretariat to the Board and facilitate more effective decision-making by the Board.
11. Since recommendations have to be agreed between the secretariat and the relevant panel/working group, their preparation may require more time and resources than initially planned.

## 5. Subsequent work and timelines

12. Once agreed by the Board, it will be necessary to inform the affected panels and working groups of these modalities in the context of the secretariat sharing the draft recommendations with them.

## 6. Recommendations to the Board

13. The secretariat recommends that the Board:
  - (a) Agree to the modalities for agreement on proposals between the secretariat and panels/working groups as proposed in section 3.2 (paragraphs 7–9) of this document with immediate effect;
  - (b) Use these modalities in future in other products as needed.

- - - - -

### Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	17 March 2014	Initial publication as an annex to the annotated agenda of EB78.
Decision Class: Operational, Regulatory Document Type: Information note Business Function: Governance Keywords: MP, panels, working groups, recommendations from executive advisory bodies, secretariat, work organization		

---