

**Annex 1****DRAFT PROCEDURE FOR THE SUBMISSION AND CONSIDERATION OF REQUESTS FOR REVISION OF APPROVED BASELINE AND MONITORING METHODOLOGIES AND TOOLS FOR LARGE SCALE CDM PROJECT ACTIVITIES*****I. Definitions/Acronyms**

1. This document applies the following definitions/acronyms:
 - (a) Meth Panel - Methodologies Panel;
 - (b) AM - an approved baseline and monitoring methodology for large scale CDM projects developed in accordance with paragraph 37(e) of the “Modalities and procedures for a clean development mechanism as defined in Article 12 of the Kyoto Protocol”;¹
 - (c) AT - an approved tool referred to in an AM for which a request for revision is submitted.

II. Objective and overview

2. This document contains detailed steps for:
 - (d) The submission by project participants, of requests for revision of an AM and AT;
 - (e) The initiation by the Meth Panel and/or the secretariat of a revision of an AM and AT;
 - (f) The application of the request for revision of an AM and AT issued by the Executive Board of the CDM (the Board); and
 - (g) The Board’s consideration of a draft revised AM and AT in accordance with paragraph 39 of the “Modalities and procedures for a clean development mechanism as defined in Article 12 of the Kyoto Protocol”.²

III. Request for revision of an approved methodology or an approved tool**A. General**

3. Project participants may submit a request for revision at any time following this procedure.
4. The secretariat publishes updated schedules of the Meth Panel meetings and deadlines for submission of requests for revision on the UNFCCC CDM website. The Meth Panel considers requests for revision at a subsequent meeting taking into account priorities set by the Board and if necessary, due to a high workload, priorities set by the Chair of the Meth Panel.

*Due to the overall modification of the document, no highlights of the changes are provided.

¹ Decision 3/CMP.1, FCCC/KP/CMP/2005/8/Add.1, Annex, paragraph 37, page 14, <<http://cdm.unfccc.int/Reference/COPMOP/08a01.pdf#page=14>>.

² Decision 3/CMP.1, FCCC/KP/CMP/2005/8/Add.1, Annex, paragraph 39, page 15, <<http://cdm.unfccc.int/Reference/COPMOP/08a01.pdf#page=15>>.

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5. The Board may request the Meth Panel and/or the secretariat to revise an AM or AT by a defined deadline.
6. The Meth Panel and/or the secretariat may initiate the revision of an AM or AT in order to increase its conservativeness over the previous version, or amend it in order to simplify it and/or improve its objectivity, applicability, usability and consistency without increasing its conservativeness.

B. Request for revision of an AM or an AT submitted by project participants

7. Project participants submit a request for revision of an AM or AT by submitting the following documents to a DOE:
 - (a) A draft of the proposed revised AM or AT highlighting all proposed changes; and
 - (b) A project design document form for a CDM project (form CDM-PDD)³ with at least section “Application of an approved baseline and monitoring methodology” (including relevant annexes) completed as a draft, providing an example of the application of the revised AM or AT.
8. The DOE then:
 - (a) Checks the completeness of the documents received from project participants;
 - (b) Completes a form for submission of requests for revision of approved methodologies to the Meth Panel (form F-CDM-AM-Rev); and
 - (c) Submits them using the submission interface for requests for revision of the UNFCCC CDM website.

C. Revision of an AM or an AT initiated by the Meth Panel or the secretariat

9. If the Meth Panel agrees to initiate the amendment or revision of an AM or AT, different than the editorial one (as described in Chapter V), it requests either the secretariat or members of the Meth Panel to draft the revised version of the methodology.
10. If the secretariat initiates the amendment/revision of an AM or AT, (e.g. to improve the usability, to improve the accuracy of emission reduction estimation methods or to enable modular application of methodologies):
 - (a) It informs the Meth Panel about the scope of the initiated revision using the appropriate mailing list; and
 - (b) Drafts the revision and forwards it for consideration by the Meth Panel.

D. Revision of an AM or AT requested by the Board

11. The Board requests the revision of an AM or AT by including the request in its meeting report.

³ Go to *UN FCCC Website Reference Section, Forms, Project Design Documents (PDDs)*
<<http://cdm.unfccc.int/Reference/Forms>>.

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12. If the Board considers that the continued application of the AM or AT should be curtailed, as it has become apparent that there are major shortcomings in the emission reduction estimation methods included, the Board's request shall contain a decision that:

- (a) The AM or AT be put on hold:
In such a case DOEs shall not upload any request for registration of a project activity applying the version of the AM or AT for which the revision was requested, after the fourth week (2400 hours GMT) after the date of publication of the Board's report containing the decision on the UNFCCC CDM website.
- (b) The AM or AT be put on hold with the immediate effect:
In such case DOEs shall not upload any request for registration of a project activity applying the AM or AT that has been put on hold with immediate effect, after the date (2400 hours GMT) of publication of the Board's report containing the decision on the UNFCCC CDM website.

IV. Consideration of a request for revision

13. Depending on the technical complexity of the request for revision of an AM or AT and with the approval of the Chair of the Meth Panel, the secretariat either proceeds directly to the step in paragraph 16 below or selects one or two consultants and proceeds to the step in paragraph 15 below.

14. Each consultant performs an independent assessment of the request for the revision and reports the outcome to the secretariat.

15. The secretariat:

- (a) Prepares a draft recommendation on the request for revision taking into account the report(s) of the consultant(s) (if any); and
- (b) Selects one or two members of the Meth Panel to: (i) assess the request for revision, taking into account the secretariat's draft recommendation; (ii) considers whether the improvements applied in the AM or AT increase conservativeness over the previous version; and (iii) prepare an initial recommendation for the Meth Panel's consideration that, if they so find, includes a statement that the revision leads to an increase in conservativeness over the previous version.

16. The Meth Panel:

- (a) Considers the request for the revision and the initial recommendation prepared by the member(s), including the statement that the revision leads to an increase in conservativeness over the previous version, if any;
- (b) Finalizes its recommendation over the course of no more than two (2) meetings unless additional guidance from the Board or the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) is required.

17. If the request for revision was submitted by project participants and the initial recommendation referred to in paragraph 15 (b) above indicates a high probability that Meth Panel will recommend that

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the Board approves the revision, the secretariat sends the draft revision to the project participants at least two (2) weeks before the Meth Panel meeting which includes the consideration of the draft revision on its agenda. The secretariat requests project participants for comments on the draft revised AM or AT within a defined timeframe.

18. The project participants may:

- (a) Inform the secretariat that the draft revised AM or AT is applicable to their project; or
- (b) Identify changes that are needed in the draft revised AM or AT in order to make it applicable to their project and request the Meth Panel to consider them.

19. The Meth Panel considers the project participants' requests, if any, and attempts to accommodate them into the draft revised AM or AT. If the Meth Panel cannot accommodate the project participant's requests, it may recommend the draft revised AM or AT to the Board without accounting for the project participants' requests, explaining why the project participants' requests could not be accommodated.

20. Depending on the technical complexity of the draft revision as assessed by the secretariat and with the approval of the Chair of the Meth Panel, the secretariat:

- (a) Makes the draft revised AM or AT publicly available on the UNFCCC CDM website and invites public comments for a period of ten (10) calendar days;⁴
- (b) Informs the public of the call for public comments through the CDM newsletter;
- (c) At the end of the period, makes all public comments publicly available on the UNFCCC CDM website; and
- (d) Accommodates relevant public comments into the draft revision.

21. Following each Meth Panel meeting at which the request for the revision is considered, the Meth Panel:

- (a) Reports its final recommendation to the Board to approve the revision, including the statement that the revision leads to an increase in conservativeness over the previous version, if any; or
- (b) Reports its final recommendation to the Board not to approve the request for the revision; or
- (c) Continues its consideration of the request for the revision (referred to as work-in-progress WIP) within the time frame defined in paragraph 16 (b) above.

22. If the Meth Panel agrees to recommend the draft revised AM or AT to the Board, the secretariat places consideration of the recommendation on the request for revision on the annotated agenda of a subsequent Board meeting.

23. If the Meth Panel cannot agree upon a final recommendation to the Board either because:

⁴ For example when the request for revision proposes many changes to parameters/methods directly impacting emission reduction calculations there may be a need for broad based consultation.

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- (a) Further inputs from an expert and/or the project participants are required; or
- (b) Public comments provided inputs allowing further improvement or broadening of applicability of the revised AM or AT; or
- (c) Further reformatting and/or quality control of the request for the revision of the revised AM or AT is required,

then the reason is briefly explained in the meeting report of the Meth Panel and the consideration of the request for the revision is continued (referred to as work-in-progress WIP).

24. At any step in this procedure, the secretariat, on behalf of the Meth Panel, may request project participants to provide additional information regarding the request for the revision within a defined timeframe. Any provided information that is expected to significantly impact the outcome of the consideration of the request for the revision is made available by the secretariat to the Board, and to the public, on the UNFCCC CDM website before the date that the recommendation on the request for the revision is placed on the annotated agenda of a Board meeting.

25. If the Board agrees to approve the revised AM or AT, then the approved revised version is published on the UNFCCC CDM website.

26. Project participants may resubmit a request for revision not approved by the Board at any time following this procedure.

27. The secretariat shall make available all approved revised AMs and ATs in the approved methodologies section of the UNFCCC CDM website within five (5) calendar days after the date of publication of the report of the Board meeting at which they were approved.

V. Editorial amendment of an AM or an AT

28. To improve clarity of the text or correct editorial errors the secretariat drafts the editorial amendment of an AM or AT and submits it for approval to the Chair of the Meth Panel.

29. Once approved by the Chair of the Meth Panel, the draft editorial amendments are submitted for approval to the Chair of the Board.

30. After the Chair of the Board approves the draft editorial amendment, the secretariat forwards it to the Meth Panel and makes it publicly available on the UNFCCC CDM website.

VI. Version control

31. During finalization of a revision the Meth Panel assesses if the proposed revision, whether based on a request submitted by project participants or initiated by the secretariat or Meth Panel or Executive Board, results in improvements that increase the conservativeness of the AM or AT over its previous version. If the conservativeness is not increased, the Meth Panel classifies the revised version of the AM or AT as amendment of the previous version.

32. All methodologies will be catalogued with a three number version extension in the format X.Y.Z. X indicates a version number. This will be increased by 1 when the Board approves a revision to the methodology. Y indicates a minor version. This will be increased by 1 when the Board approves

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an amendment. Z is a document control number. This will be increased by 1 when an new editorial revision is approved.

VII. Application of the revised version of AM or AT

33. Project participants may apply the approved amended/revised AM or AT in project activities seeking validation after the date on which the approved revised version is published on the UNFCCC CDM website.

34. The amendment of an AM or AT has no effect on the global stakeholder consultations of PDDs and registration of project activities applying the previous version of the amended AM or AT.

35. If the recommendation that the Board approve the revision includes the statement that the revision leads to an increase in conservativeness over the previous version and the Board approves the revision, then DOEs may upload for registration the PDDs of project activities in which the previous version of an AM or AT has been applied not later than the calendar day (2400 hours GMT) four (4) months after the date of publication of the report of the Board meeting at which the revised AM or AT were approved.⁵

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⁵ A request registration referred to in this paragraph is considered to be submitted within the deadline if the following conditions are fulfilled: (a) The DOE has uploaded the request for registration using the dedicated interface of the UNFCCC CDM website before 24:00 GMT on the day of the deadline. (b) Either the proof of payment is uploaded within 20 calendar days after the deadline or the payment is received within 40 calendar days after the deadline. It is noted that these conditions are checked by automated checks.