

**CDM-EB84-AA-A11**

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# Enhancing the clarity, consistency and user-friendliness of regulations

Version 01.0



**United Nations**  
Framework Convention on  
Climate Change

## **1. Procedural background**

1. The work to “enhance the clarity, consistency and user-friendliness of regulations” evolved from a mandate from the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), where the Executive Board of the clean development mechanism (CDM) (hereinafter referred to as the Board) was requested to further improve the “consistency, efficiency and transparency of its decision-making” (decision 5/CMP.8, para. 5). This work has so far generated, among other things, the revised “CDM Executive Board decision and documentation framework”, which was approved at the seventy-sixth meeting of the Board, and work commenced on the reclassification of regulatory documents to align them with the revised framework. In 2015, this work is included in the approved CDM management plan for 2015.
2. While the work in this area is mainly focused on the secretariat’s internal quality control processes, the Board requested the secretariat to provide regular updates on the progress of the work.

## **2. Purpose**

3. The work aims to improve the quality of regulatory documents (standards, procedures, guidelines, methodologies, tools, etc.) and other official documents that the secretariat produces for the Board and stakeholders, as well as enhancing the regulatory management.

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

4. The activities comprise the following areas of work, which are currently in progress:
  - (a) Reallocating appropriately skilled resources within the secretariat: in 2015 some resources have been reallocated within the secretariat in order to strengthen the functions of drafting and reviewing regulatory documents;
  - (b) Training for drafting regulations and other documents: the secretariat has engaged an external and internal training providers to train drafters of CDM documentation on how to reflect the technical knowledge and content in a clear, concise, consistent, well organized manner to facilitate the consideration of the subjects of the documents by the Board and their understanding by CDM stakeholders;
  - (c) The review of existing quality control practices for regulatory documents: the existing practices on quality control of regulatory documents will be reviewed and enhanced in order to improve and consistently implement them. In doing so, a “quality guideline” for drafters of documents on how to draft clear, concise, consistent, well organized documents will be developed;
  - (d) Enhancing the regulatory management process: an internal review is being conducted of the processes for: (i) assessing and identifying regulatory needs; (ii) planning, preparing, and reviewing draft regulations prior to the Board’s ; (iii) monitoring impacts of regulations; (iv) ensuring stability of regulations while considering the need to be responsive to stakeholders; and (v) ensuring quality control at each phase of regulatory development.

#### 4. Impacts

5. The work will enhance the clarity, consistency and user-friendliness of regulatory documents and the regulatory management, which is expected to result in the following impacts:
- (a) Reduced frequency of revisions resulting in a more predictable and stable regulatory system;
  - (b) Reduced misunderstanding and confusion on regulations, resulting in fewer requests for clarification and queries and reduced transaction costs.

#### 5. Subsequent work and timelines

6. The work is envisaged to progress as follows:
- (a) Reallocation of staff resources to enhance the regulatory management function **(completed by the end of 1<sup>st</sup> quarter (Q1))**;
  - (b) External training on drafting documents and regulations: **(to be completed by the end of Q2)**;
  - (c) Review of the regulatory development process **(to be completed by the end of Q3)**;
  - (d) Establishment of a “quality guideline” and related training **(to be completed by the end of Q3)**;
  - (e) Implementation of improvements to the regulatory development and quality control process including possible further reallocation of required resources within the secretariat **(to be completed by the end of Q4)**.

#### 6. Recommendations to the Board

7. The Board may wish to take note of the status of the project to enhance the clarity, consistency and user-friendliness of regulations.

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#### Document information

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