

**Annex 15****CONCEPT NOTE****ON THE DEVELOPMENT OF A CONSOLIDATED PROCEDURE FOR THE DEVELOPMENT, REVISION AND CLARIFICATIONS OF BASELINE AND MONITORING METHODOLOGIES AND METHODOLOGICAL TOOLS****(Version 01.0)****I. Background**

1. Over the years, the Executive Board of the clean development mechanism (hereinafter referred to as the Board) has adopted a number of separate procedures for the approval of new baseline and monitoring methodologies, for the revision and clarification of approved methodologies and methodological tools, all of which are based on “bottom-up” submissions from stakeholders. Each procedure is tailored to a specific type of clean development mechanism (CDM) project activity (i.e. large-scale, small-scale, afforestation and reforestation (A/R), and carbon capture and storage (CCS)) and for a specific purpose (i.e. approval of new methodologies, revision of approved methodologies, and clarification of approved methodologies). It has been recognized that, after having evolved individually, these procedures, although dealing with similar processes, in some cases lack consistency in their equivalent steps without providing any clear reason for this inconsistency.
2. At the same time, more and more methodologies are being developed and revised “top-down”, i.e. the secretariat or a panel or working group drafts a new or revised methodology or methodological tool based on a request from the Board, to facilitate the development and revisions of methodologies or methodological tools with wide applicability, enhanced environmental integrity, consistency and clarity, among other features. However, currently there is no documented procedure to govern the process of development of “top-down” methodologies and methodological tools, leaving room for inconsistency in the development depending on the methodology or methodological tool, hence leading to a lack of transparency.
3. Based on the above, it has been agreed by the Board through the CDM management plan 2012 (project number 134) to develop a consolidated procedure covering all processes relating to the development, revision and clarification of methodologies. For this purpose, this document firstly summarizes the whole set of existing relevant procedures and analyses the differences between the procedures, and secondly proposes an outline of the consolidated procedure.

**II. Existing procedures****A. Summary of existing procedures**

4. The existing procedures for the development, revision and clarification of methodologies and methodological tools are:
  - (a) “Procedure for the submission and consideration of a proposed new baseline and monitoring methodology for large scale CDM project activities (Version 01)” (EB 52, Annex 9);
  - (b) “Procedures for the submission and consideration a proposed new small scale methodology (Version 03)” (EB 40, Annex 2);



- (c) “Procedure for the submission and consideration of a proposed new baseline and monitoring methodology for large scale afforestation and reforestation CDM project activities (Version 01)” (EB 53, Annex 13);
- (d) “Procedure for the submission and consideration of a proposed new baseline and monitoring methodology for carbon capture and storage CDM project activities (Version 01.0)” (EB 67, Annex 27);
- (e) “Procedure for the submission and consideration of requests for revision of approved baseline and monitoring methodologies and tools for large scale CDM project activities (Version 01)” (EB 54, Annex 2);
- (f) “Procedures for the revision of an approved small scale methodology by the Executive Board (Version 01)” (EB 34, Annex 7);
- (g) “Procedure for the submission and consideration of requests for revision of approved baseline and monitoring methodologies and tools for A/R CDM project activities (Version 01)” (EB 54, Annex 3);
- (h) “Procedure for the submission and consideration of queries regarding the application of approved methodologies and methodological tools by designated operational entities to the Meth Panel (Version 06)” (EB 42, Annex 9);
- (i) “Procedure for the submission and consideration of request for clarification on the application of approved small scale methodologies (Version 01)” (EB 34, Annex 6).

5. The applicability of the procedures listed in paragraph 4 above to different types of project activities and purpose is summarized in the table below.

	Large-scale	Small-scale	Large-scale A/R	Small-scale A/R	CCS
New methodology development	(a)	(b)	(c)	(c) (mutatis mutandis)	(d)
Revision of approved methodology and tool	(e)	(f)	(g)	(g) (mutatis mutandis)	Non-existent
Clarification of approved methodology and tool	(h)	(i)	(h) (mutatis mutandis)	(h) (mutatis mutandis)	Non-existent

Note 1: (a), (b), (c)...in the table correspond to the documents listed in paragraph 4 above.

Note 2: The procedures for large-scale methodologies, small-scale methodologies, A/R methodologies (both large-scale and small-scale) and CCS methodologies involve the Methodologies Panel, Small-Scale Working Group (SSC WG), Afforestation and Reforestation Working Group (A/R WG) and Carbon Capture and Storage Working Group (CCS WG), respectively.

### B. Comparison of existing procedures

6. The differences between the current procedures for development, revision and clarification of methodologies and methodological tools for different project activity types are found in the areas of:



- (a) Initiation of the process (who can be a proponent);
- (b) Submission of a proposal/request (who may make a submission);
- (c) Timeframe, including:
  - (i) Deadlines for submissions to be considered at a specific panel or working group meeting;
  - (ii) Maximum number of meetings for the panel or working group to conclude on its recommendation to the Board;
  - (iii) Deadlines for completing other steps;
- (d) Payment of fee (whether a fee payment is required);
- (e) Pre-assessment of submissions (whether the proposal/request is pre-assessed, and if so, who);
- (f) Involvement of selected members of the panel or working group in the assessment (at which stages and how many members of the panel or working group are involved in the assessment) and the payment of fees for such tasks;
- (g) Utilization of external independent experts in the assessment (at which stage and how many experts are involved in the assessment);
- (h) Public consultation (at which stage public comments are sought);
- (i) Iterations with submitters/proponents for additional information/clarification;
- (j) Roles of the chair of the panel or working group;
- (k) Roles of the secretariat;
- (l) Other areas, including:
  - (i) Version control and applicability of previous and revised versions;
  - (ii) Top-down process.

### *Comparison of new methodology development procedures*

7. The differences regarding the new methodology development procedures are summarized in the table below:

	<b>Large-scale</b> <b>Large-scale A/R</b> <b>Small-scale A/R</b> <b>CCS</b>	<b>Small-scale</b>
Process initiation	Project participants	Project participants, DOEs, DNAs or stakeholders
Submission	DOEs (after completeness check)	Project participants, DOEs, DNAs or stakeholders



	<b>Large-scale</b> <b>Large-scale A/R</b> <b>Small-scale A/R</b> <b>CCS</b>	<b>Small-scale</b>
Timeframe	<b>Submission deadline for consideration at specific panel/WG meeting</b> - To be specified by the secretariat*  * Normally 10 weeks prior to panel/WG meeting  <b>Maximum number of panel/WG meetings for consideration</b> - Maximum four consecutive meetings  <b>Other</b> - Generally different from small-scale methodologies	<b>Submission deadline for consideration at specific panel/WG meeting</b> - Eight weeks prior to SSC WG meeting*  * If there are more than five submissions by the deadline, SSC WG chair may decide to postpone the consideration of some submissions to the next meeting  <b>Maximum number of panel/WG meetings for consideration</b> - Not specified  <b>Other</b> - Generally different from other types of methodologies
Fee	<b>Large-scale, CCS</b> - USD 1,000 (as pre-payment of registration fee) <b>Small-scale, A/R</b> - None	None
Pre-assessment	- Secretariat to screen <i>qualified</i> or <i>unqualified</i> - Two panel/WG members assess <i>unqualified</i> case to agree/disagree	None
Assessment before panel/WG consideration	- Two panel/WG members assess to provide input to secretariat to prepare <i>initial recommendation</i> , or to prepare <i>initial recommendation</i> - Secretariat prepares <i>draft recommendation</i> and <i>initial recommendation</i>	- Minimum of two SSC WG members review case - Secretariat prepares draft methodology and recommendation
Involvement of panel/WG members	Two panel/WG members are involved in the screening and assessment stages	Minimum of two SSC WG members are involved in the assessment stage
Utilization of external experts	One or two experts undertake desk review for the secretariat to prepare <i>draft recommendation</i> *  * Optional, subject to panel/WG chair's approval	One expert undertakes desk review to appraise validity of case and prepare recommendation*  * SSC WG may draw on additional expertise as required
Public	After pre-assessment stage (after screening	After completeness check, for 10 working



	Large-scale Large-scale A/R Small-scale A/R CCS	Small-scale
consultation	to be <i>qualified</i> ), for 15 calendar days	days
Communication with proponents	<ul style="list-style-type: none"> <li>- At completeness check stage</li> <li>- At <i>preliminary recommendation</i> stage</li> <li>- At <i>draft reformatted methodology</i> stage</li> <li>- At any step, to request additional information</li> </ul>	<ul style="list-style-type: none"> <li>- At SSC WG consideration stage</li> <li>- At any step before SSC WG makes final recommendation, to request additional information</li> </ul>
Role of panel/WG chair	<ul style="list-style-type: none"> <li>- Approve utilization of external experts</li> <li>- Set further priorities for consideration at panel/WG meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Ascertain number of submissions to be considered at an SSC WG meeting (if there are more than five submissions)</li> <li>- Guide selection of SSC WG members for reviewing case (also vice-chair)</li> <li>- Decline payment of fee to assigned SSC WG members if review output is insufficient</li> <li>- Select expert for desk review (also vice-chair)</li> <li>- Guide expert for desk review</li> <li>- Stipulate deadline for response from proponent to clarification request</li> </ul>
Role of the secretariat	<ul style="list-style-type: none"> <li>- Publish updated schedule of panel/WG meetings</li> <li>- Specify deadlines for submissions for consideration at specific panel/WG meetings</li> <li>- Conduct completeness check</li> <li>- Conduct pre-assessment</li> <li>- Select panel/WG members for assessment</li> <li>- Assign a reference number and make publicly available for qualified proposal</li> <li>- Conduct public consultation</li> <li>- Select experts for desk review</li> <li>- Prepare <i>draft recommendation</i></li> <li>- Prepare <i>initial recommendation</i></li> <li>- Prepare <i>draft reformatted methodology</i></li> <li>- Present unresolved issues to the Board</li> <li>- Prepare <i>summary recommendation</i></li> <li>- Send <i>draft reformatted methodology</i> to project participants and request for comments</li> <li>- Request additional information from project participants (at any time) and make information received publicly</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct completeness check</li> <li>- Conduct public consultation</li> <li>- Assist SSC WG chair and vice-chair in selecting one expert for desk review</li> <li>- Facilitate SSC WG in drawing on additional expertise</li> <li>- Compile all inputs from SSC WG members, public and experts</li> <li>- Prepare draft methodology and recommendation for SSC WG consideration</li> <li>- Request additional information from proponent (at any time)</li> </ul>



	Large-scale Large-scale A/R Small-scale A/R CCS	Small-scale
	available	
Other	<b>Top-down process</b> - Not defined  <b>Other</b> - Many versions of draft methodology are defined differently at different stages in the process	<b>Top-down process</b> - Not defined  <b>Other</b> - Competence criteria for external experts are defined in the appendix

8. Some of the key differences between the two groups of procedures for the new methodology development process are:

- (a) Virtually anybody may submit a proposal for small-scale methodologies, while only project participants may submit a proposal through a designated operational entity (DOE) for other types of methodologies;
- (b) A fee is charged for proposals of large-scale and CCS methodologies;
- (c) The pre-assessment stage for determining “*qualified*” or “*unqualified*” for further processing before the assessment does not exist for small-scale methodologies;
- (d) The involvement of experts in the assessment is mandatory for small-scale methodologies, while it is optional for other types of methodologies;
- (e) It is always the secretariat that prepares the recommendation to the panel or working group for its consideration of a proposal at its meeting for small-scale methodologies, while it may also be selected panel or working group members for other types of methodologies.

#### ***Comparison of methodology/tool revision procedures***

9. The differences regarding the methodology and methodological tool revision procedures are summarized in the table below:

	Large-scale Large-scale A/R Small-scale A/R	Small-scale
Process initiation	Project participants (bottom-up); Board, panel/WG or secretariat (top-down)	Project participants, DOEs, DNAs or stakeholders (bottom-up); SSC WG (top-down)
Submission	DOEs (bottom-up, after completeness check)	Project participants, DOEs, DNAs or stakeholders
Timeframe	<b>Submission deadline for consideration at specific panel/WG meeting</b>	<b>Submission deadline for consideration at specific panel/WG meeting</b>



	Large-scale Large-scale A/R Small-scale A/R	Small-scale
	<ul style="list-style-type: none"> <li>- To be specified by the secretariat*</li> </ul> <p>* Normally 10 weeks prior to panel/WG meeting</p> <p><b>Maximum number of panel/WG meetings for consideration</b></p> <ul style="list-style-type: none"> <li>- Maximum of two consecutive meetings*</li> </ul> <p>* Unless additional guidance from the Board or CMP is required</p> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>- Generally different from small-scale methodologies</li> </ul>	<ul style="list-style-type: none"> <li>- Four weeks prior to SSC WG meeting</li> </ul> <p><b>Maximum number of panel/WG meetings for consideration</b></p> <ul style="list-style-type: none"> <li>- If possible, in one meeting</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>- Generally different from other types of methodologies</li> </ul>
Fee	No fee	No fee
Pre-assessment	No pre-assessment	No pre-assessment
Assessment before panel/WG consideration	<ul style="list-style-type: none"> <li>- Secretariat or panel/WG members draft revised methodology/tool*</li> <li>- One or two panel/WG members assess and prepare <i>initial recommendation</i></li> </ul> <p>* In practice, only the secretariat drafts revised methodology/tool</p>	<ul style="list-style-type: none"> <li>- Secretariat prepares draft recommendation</li> <li>- One SSC WG member reviews draft recommendation</li> </ul>
Involvement of panel/WG members	One or two panel/WG members are involved in the assessment stage	<p>One SSC WG member is involved in the assessment stage*</p> <p>* SSC WG chair may select an additional member</p>
Utilization of external experts	<p>One or two experts undertake independent assessment before the secretariat prepares <i>draft recommendation</i>*</p> <p>* Optional, subject to panel/WG chair's approval</p>	<p>None by default*</p> <p>* SSC WG may draw on additional expertise as required</p>
Public consultation	<p>After consideration at panel/WG meeting, for 10 calendar days*</p> <p>* Optional, depending on complexity and subject to panel/WG chair's approval</p>	None
Communication with proponents	<ul style="list-style-type: none"> <li>- After initial recommendation is prepared*</li> </ul>	At any step before SSC WG makes a final recommendation, to request additional



	<b>Large-scale</b> <b>Large-scale A/R</b> <b>Small-scale A/R</b>	<b>Small-scale</b>
	<ul style="list-style-type: none"> <li>- At any step, to request additional information</li> <li>* Bottom-up cases only, when initial recommendation indicates high probability of positive recommendation by panel/WG</li> </ul>	information
Role of panel/WG chair	<ul style="list-style-type: none"> <li>- Set priorities for consideration at panel/WG meeting</li> <li>- Approve utilization of external experts</li> <li>- Approve conducting public consultation</li> <li>- Approve editorial amendment</li> </ul>	<ul style="list-style-type: none"> <li>- Set priorities for consideration at SSC WG meetings</li> <li>- Guide selection of SSC WG member(s) for reviewing draft recommendation (also vice-chair)</li> <li>- Decline payment of fee to assigned SSC WG member(s) if review output is insufficient</li> </ul>
Role of the secretariat	<ul style="list-style-type: none"> <li>- Publish updated schedule of panel/WG meetings</li> <li>- Specify deadlines for submissions for consideration at specific panel/WG meetings</li> <li>- Initiate revision of methodology/tool</li> <li>- Select experts for independent assessment</li> <li>- Prepare <i>draft recommendation</i></li> <li>- Select one or two panel/WG members for assessment and making <i>initial recommendation</i></li> <li>- Send <i>initial recommendation</i> to project participants and request for comments</li> <li>- Conduct public consultation</li> <li>- Place recommendation cases on Board meeting agenda</li> <li>- Request additional information from project participants (at any time) and make received information publicly available</li> <li>- Make all revised methodologies/tools publicly available</li> <li>- Draft editorial amendment</li> <li>- Place editorial amendment on Board meeting agenda (if so requested)</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct completeness check</li> <li>- Make request for revision publicly available</li> <li>- Select one SSC WG member for reviewing <i>draft recommendation</i></li> <li>- Facilitate SSC WG in drawing on additional expertise</li> <li>- Request additional information from proponent (at any time) and make communication with proponents publicly available</li> <li>- Compile all inputs from SSC WG members, public and experts</li> <li>- Prepare <i>draft recommendation</i></li> <li>- Make revised methodology publicly available</li> </ul>
Other	<b>Version control</b> <ul style="list-style-type: none"> <li>- Provisions on editorial amendment</li> <li>- Three-digit version control (revision with increased conservativeness, revision</li> </ul>	<b>Version control</b> <ul style="list-style-type: none"> <li>- Not defined</li> </ul>





	<b>Large-scale</b> <b>Large-scale A/R</b> <b>Small-scale A/R</b>	<b>Small-scale</b>
	<p>without increased conservativeness, editorial amendment)</p> <ul style="list-style-type: none"> <li>- Version control rules are not in line with those applicable for other types of documents adopted by the Board</li> </ul> <p><b>Applicability of previous and revised version of methodology/tool</b></p> <ul style="list-style-type: none"> <li>- Options to put on hold with immediate effect or after four weeks from Board's decision</li> <li>- No additional global stakeholder consultation for PDDs already published</li> <li>- Grace period of eight months after revision to use previous version for requests for registration</li> </ul> <p><b>Top-down process</b></p> <ul style="list-style-type: none"> <li>- Top-down process is defined</li> </ul>	<p><b>Applicability of previous and revised version of methodology/tool</b></p> <ul style="list-style-type: none"> <li>- Options to put on hold after four weeks from Board's decision</li> <li>- Approval of revised methodology/tool no later than third Board meeting</li> <li>- Revised version becomes effective 14 days after its publication</li> <li>- No impact on already registered project activities for the current crediting period</li> <li>- No additional global stakeholder consultation for PDDs already published</li> <li>- Grace period of eight months after revision to use previous version for requests for registration</li> </ul> <p><b>Top-down process</b></p> <ul style="list-style-type: none"> <li>- Top-down process is indicated for the cases initiated by SSC WG but its modalities are not defined</li> </ul>

10. Some of the key differences between the two groups of procedures for the methodology and methodological tool revision process are:

- (a) Virtually anybody may submit a proposal for small-scale methodologies, while only project participants may submit a proposal through a DOE for other types of methodologies;
- (b) The top-down process is indicated only for the cases initiated by the SSC WG but modalities are not defined for small-scale methodologies, while the modalities for top-down process that may be initiated by the Board, panel or working group, or the secretariat are defined for other types of methodologies;
- (c) The involvement of experts in the assessment is, by default, not expected for small-scale methodologies, while it is optional for other types of methodologies;
- (d) The process for communication with proponents to allow them to check the applicability of a revised methodology/tool to their project activities before finalizing the recommendation to the Board does not exist for small-scale methodologies;



- (e) Public consultation does not take place for small-scale methodologies, while it may be conducted for other types of methodologies, subject to the panel or working group chair's approval;
- (f) The process for editorial amendment and version control rules are not defined for small-scale methodologies;
- (g) Version control rules are not in line with those applicable for other types of Board documents (i.e. not in line with the "CDM Executive Board decision and documentation framework");
- (h) An option to put "on hold" with immediate effect (i.e. immediately not allowing submissions of requests for registration using "on-hold" methodologies) does not exist for small-scale methodologies.

11. The "Guidance on criteria for consolidations and revision of methodologies" lists conditions that would trigger a revision and consolidation of methodologies and some aspects of modalities thereof. However, there does not currently exist a comprehensive procedure for the process for consolidation of (existing) approved methodologies.

***Comparison of methodology/tool clarification procedures***

12. The differences regarding the approved methodology and methodological tool clarification procedures are summarized in the table below:

	<b>Large-scale Large-scale A/R Small-scale A/R</b>	<b>Small-scale</b>
Process initiation	Project participants, DOEs	Project participants, DOEs, DNAs or stakeholders
Submission	DOEs	Project participants, DOEs, DNAs or stakeholders
Timeframe	<b>Submission deadline for consideration at specific panel/WG meeting</b> - Six weeks prior to panel/WG meeting  <b>Maximum number of panel/WG meetings for consideration</b> - Not specified  <b>Other</b> - Generally different from small-scale methodologies	<b>Deadline for consideration at specific panel/WG meeting</b> - Four weeks prior to SSC WG meeting  <b>Maximum number of panel/WG meetings for consideration</b> - Not specified  <b>Other</b> - Generally different from other types of methodologies
Fee	No fee	No fee
Pre-assessment	No pre-assessment	No pre-assessment
Assessment before panel/WG	- Secretariat prepares draft response - One or two panel/WG members review draft response	- Secretariat prepares draft response - One or two SSC WG members review draft response



	Large-scale Large-scale A/R Small-scale A/R	Small-scale
consideration	* One member for regular track and two members for fast track (not requiring panel/WG consideration for simple case)	* One member for regular track and two members for fast track (not requiring SSC WG consideration for simple case)
Involvement of panel/WG members	One or two panel/WG members are involved in the assessment stage	One or two SSC WG members are involved in the assessment stage
Utilization of external experts	None	None by default*  * SSC WG may draw on additional expertise as required
Public consultation	None	None
Communication with proponents	None	At any step before the SSC WG makes a final recommendation and response, to request additional information
Role of panel/WG chair	<ul style="list-style-type: none"> <li>- Assess whether clarification requests are to be considered at panel/WG meeting</li> <li>- Select panel/WG member(s) as reviewers of draft response</li> <li>- Approve final response (fast-track only)</li> <li>- Provide guidance to secretariat in determining whether a clarification request was submitted with intention to revise a methodology</li> </ul>	<ul style="list-style-type: none"> <li>- Set priorities for consideration at SSC WG meetings</li> <li>- Guide selection of SSC WG member(s) for reviewing draft response (also vice-chair)</li> <li>- Decline payment of fee to assigned SSC WG member(s) if review output is insufficient</li> <li>- Approve final response (fast-track only)</li> </ul>
Role of the secretariat	<ul style="list-style-type: none"> <li>- Forward clarification request to panel/WG listserve and the Board, post on extranet for DOEs and panel/WG, and make it publicly available</li> <li>- Prepare draft response</li> <li>- Consult with panel/WG member(s) on draft response</li> <li>- Seek approval of panel/WG chair of final response (fast-track only)</li> <li>- Send final response to DOE and make it publicly available</li> <li>- Consult with panel/WG chair and member(s) as appropriate to determine that a clarification request was submitted with intention to revise a methodology, and if positive, advise DOE to withdraw the clarification request</li> </ul>	<ul style="list-style-type: none"> <li>- Forward clarification request to the Board and SSC WG, and make it publicly available</li> <li>- Facilitate SSC WG in drawing on additional expertise</li> <li>- Prepare draft response</li> <li>- Consult with SSC WG member(s) on draft response</li> <li>- Seek approval of SSC WG chair of final response (fast-track only)</li> <li>- Send final response to enquirer and make it publicly available</li> <li>- Request additional information from proponent (at any time) and make communication with proponents publicly available</li> </ul>



	<b>Large-scale</b> <b>Large-scale A/R</b> <b>Small-scale A/R</b>	<b>Small-scale</b>
Other	<b>Top-down process</b> - Not defined	<b>Top-down process</b> - Not defined  <b>Other</b> - In addition to the processes defined in the procedure, a “super-fast track” in which the secretariat sends a response to the enquirer without involving the SSC WG and its members is being practiced for straightforward clarification requests

13. Some of the key differences between the two groups of procedures for the methodology and methodological tool clarification process are:

- (a) Virtually anybody may submit a clarification request for small-scale methodologies, while only project participants (through a DOE) and DOEs may submit a clarification request for other types of methodologies;
- (b) The process for communication with proponents is defined in a generic manner for small-scale methodologies, while nothing is defined for other types of methodologies;
- (c) The process for handling requests for clarifications submitted with the intention of revising an approved methodology is not defined for small-scale methodologies;
- (d) Although not defined in the procedure, a “super-fast track” that does not involve the panel or working group is being implemented for small-scale methodologies, while it is not the case for other types of methodologies.

***Comparison between methodology/tool development, revision and clarification procedures***

14. The key differences between the methodology/tool development, revision and clarification procedures are:

- (a) Only the process for the development of new methodologies for large-scale, A/R and CCS methodologies have provisions on:
  - (i) Charging fees against submissions from stakeholders;
  - (ii) Pre-assessment of submissions (i.e. screening to determine whether to proceed to the assessment stage);
- (b) The top-down process is defined or indicated only in the procedures for the revision of methodologies/tools;
- (c) The bottom-up process (i.e. based on stakeholder submissions) for the development of new tools is not defined.



### **C. Current practice of top-down development/revision of methodologies/tools**

15. The top-down development of a new methodology/tool or the top-down revision of an approved methodology/tool may be initiated by the Board, panel or working group, or the secretariat.
16. Regardless of who the initiator is, the secretariat drafts a methodology/tool for consideration by a relevant panel or working group, and the panel or working group makes a recommendation to the Board on the methodology/tool.
17. For large-scale methodologies, the secretariat also prepares a workplan outlining the scope and general design of the methodology/tool before drafting the methodology/tool itself and consults with the Methodologies Panel.
18. Selected members of the relevant panel or working group are involved in the assessment of the draft methodology/tool before the case is considered by the panel or working group. External experts are not normally utilized.
19. The secretariat normally conducts public consultation on the draft methodology/tool before the panel or working group makes a recommendation on the methodology/tool to the Board;

## **III. Consolidated procedure**

### **A. Objectives of consolidation**

20. The main objectives of the development of a consolidated procedure for the methodology and methodological tool development, revision and clarification processes are to:
- (a) Ensure consistency of the processes for different types of methodologies and methodological tools;
  - (b) Streamline the processes as much as possible while maintaining their integrity, to speed up the development, revision and clarification of methodologies/tools;
  - (c) Define currently unwritten processes, inter alia, the process for top-down development of methodologies/tools;
  - (d) Improve the effectiveness and clarity of the processes in general.

### **B. Proposed processes**

#### **1. Principles**

21. Based on the comparisons of the existing procedures in section II. B and the current practice of top-down development/revision of methodologies/tools, the secretariat proposes the following general principles in developing a consolidated procedure for various processes for the development, revision and clarification of methodologies, to achieve the objectives listed in section III. A above:
- (a) Align the provisions within a same type of processes for different types of methodologies, except for the areas that truly require differentiated treatment;
  - (b) Allow any stakeholders to make submissions in the processes of development and revision of methodologies/tools, but limit to project participants and DOEs to make submissions in the process of clarification of methodologies/tools;



- (c) Define the process for top-down development in all processes of development, revision and clarification of methodologies/tools;
- (d) Expand the processes for revision and clarification of methodologies to include CCS methodologies;
- (e) Allow opportunities for proponents to make corrections, or provide additional information or clarification at any stage of the processes;
- (f) Decide on the necessity of public or specific stakeholder consultation depending on the impact of the case;
- (g) Decide on the necessity of involving external experts in the assessment depending on the technical complexity of the case;
- (h) Ensure consultation with proponents of a new or revised methodology/tool before the relevant panel or working group makes a final recommendation to the Board;
- (i) Include a loop allowing, as appropriate, the Board to return the recommended case to the panel or working group for further consideration;
- (j) Abolish the charging of fees;
- (k) Align the version control rules with those in the “CDM Executive Board decision and documentation framework”;
- (l) Delegate some of the administrative roles of the chair of a panel or working group in the processes to the secretariat.

## 2. Methodology/tool development process

22. The main steps of the proposed new process for the development of a new methodology/tool would be:

- (a) Any stakeholder may make a submission (applicable steps are indicated with \* below). The Board, relevant panel or working group, or the secretariat may also initiate the process (applicable steps are indicated with \*\* below);
- (b) No fee will be charged against the submission;\*
- (c) Completeness check by the secretariat;\*
- (d) Pre-assessment by the secretariat of the submission to determine whether to proceed to the assessment stage;\*
- (e) The publication of the complete and “*qualified*” submission on the UNFCCC CDM website for public consultation;\*
- (f) Assessment of the submission\*, or preparation of a workplan and/or drafting a methodology/tool\*\* by the secretariat, in consultation with the selected members of the panel or working group, and as appropriate, with external experts selected by the secretariat;
- (g) Consideration by the panel or working group;



- (h) Consultation with the proponent\* and/or the public;\*/\*\*
- (i) Correction by the proponent, or requesting additional information or clarification from the proponent at any stage of the process;
- (j) Consideration by the panel or working group to prepare a recommendation to the Board;
- (k) Consideration, possible return of the recommendation to the panel or working group, and eventual adoption by the Board;
- (l) Publication of adopted methodology/tool on the UNFCCC website.

### 3. Methodology/tool revision process

23. The same main steps of the proposed new process for the development of a new methodology/tool presented in the previous section could be applied mutatis mutandis to the new process for the revision of an approved methodology/tool, with possible differentiation in relatively small areas (e.g. timeframe).

### 4. Methodology/tool clarification process

24. The main steps of a proposed new process for clarification of an approved methodology/tool would be:

- (a) Any stakeholder may make a submission (applicable steps are indicated with \* below). The Board, relevant panel or working group, or the secretariat may also initiate the process (applicable steps are indicated with \*\* below);
- (b) No fee will be charged against the submission;\*
- (c) Completeness check by the secretariat;\*
- (d) Preparation of draft clarification by the secretariat and responding to the enquirer (super-fast track – in very simple cases only);
- (e) Preparation of draft clarification, in consultation with the selected members of the panel or working group, and responding to the enquirer (fast-track – in simple cases only);
- (f) Preparation of draft clarification, in consultation with the selected members of the panel or working group, and as appropriate, with external experts selected by the secretariat (regular track – other cases only);
- (g) Consideration by the panel or working group (regular track only);
- (h) Consideration by the panel or working group to prepare a recommendation to the Board (regular track only);
- (i) Consideration, possible return of the recommendation to the panel or working group, and eventual adoption by the Board (regular track only);
- (j) Responding to the enquirer and publication of adopted clarification on the UNFCCC website.



#### **IV. Expectations from the Board**

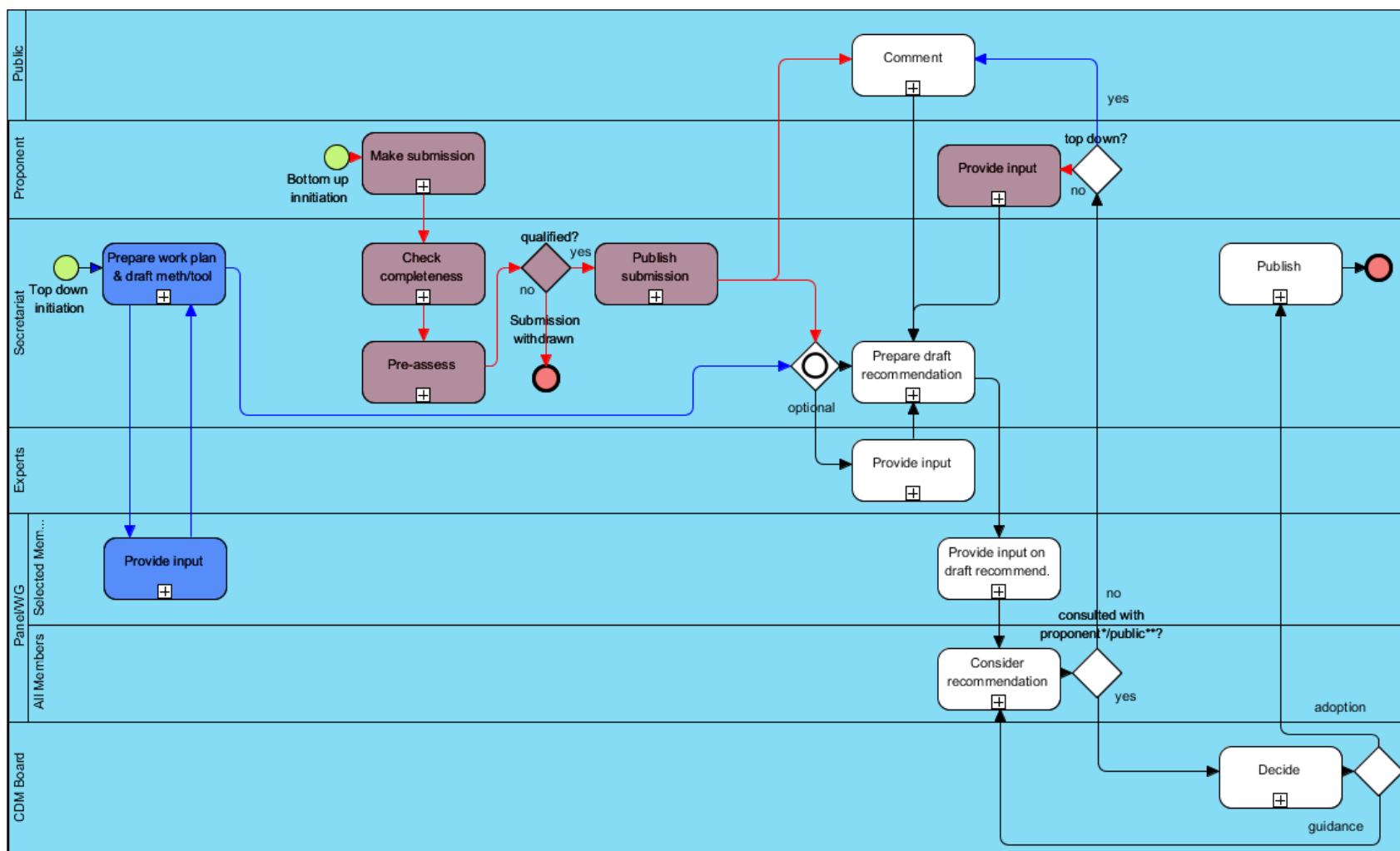
25. The Board is expected to consider the proposed principles for the development of a consolidated procedure for the development, revision and clarification of methodologies/tools, and the proposed outline of each of these processes, and provide guidance on these to the secretariat for its drafting of the consolidated procedure, to be presented at the sixty-ninth meeting of the Board.

26. The Board is also expected to agree with providing opportunities for stakeholder consultation on this concept note through a roundtable and on the draft procedure through a call for public inputs.



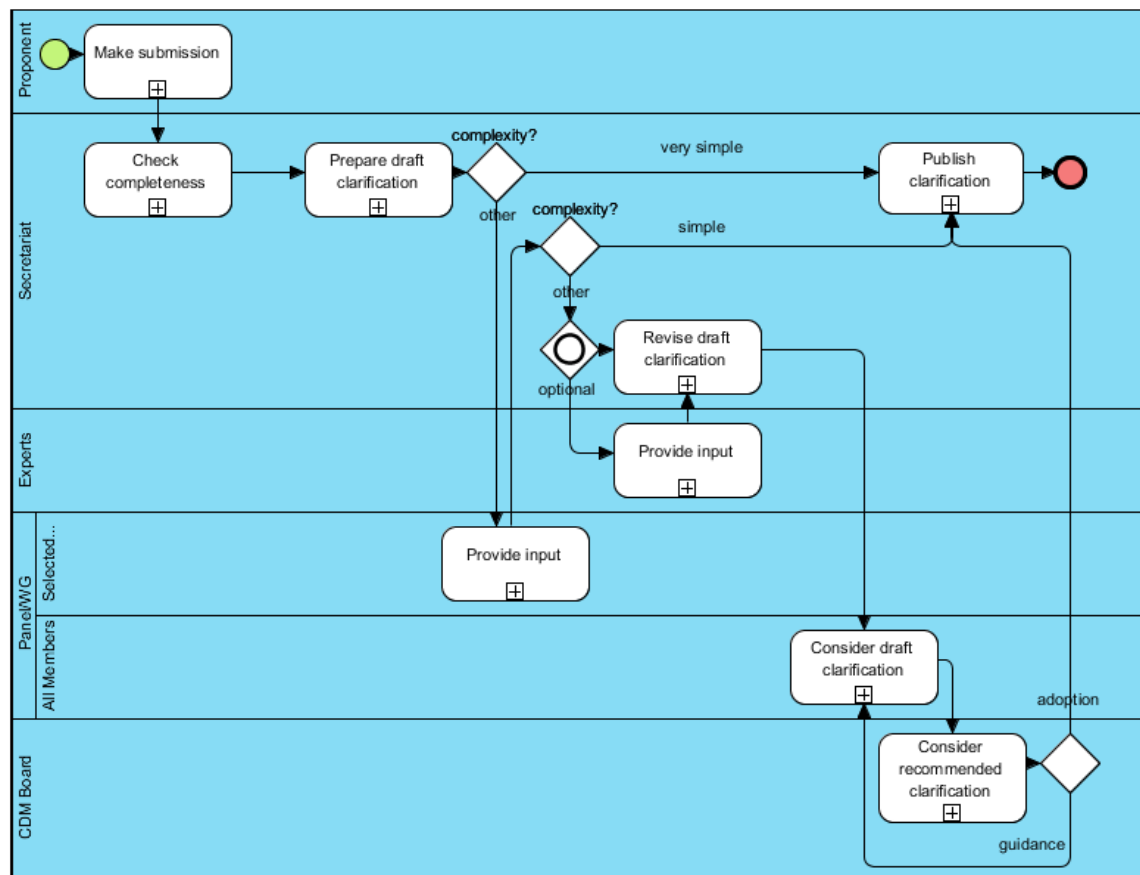


## Appendix 1: Proposed new processes for development of new methodologies/tools





## Appendix 2: Proposed new processes for clarification of methodologies/tools





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**History of the document**

Version	Date	Nature of revision(s)
01.0	2 July 2012	Initial publication as an annex to the annotated agenda of EB68.
<b>Decision Class:</b> Operational <b>Document Type:</b> Information Note <b>Business Function:</b> Governance, Methodology		