



Annex 10

ANALYSIS AND RECOMMENDATION ON CDM DOCUMENTS TO BE TRANSLATED

I. Background

1. The CDM modalities and procedures request the Executive Board (hereinafter referred to as the Board) of the clean development mechanism (CDM) to make available decisions by the Board in all six official languages¹ of the United Nations (UN) (3/CMP.1)
2. The Board, at its sixtieth meeting, to comply with the decision 3/CMP.1, and taking into account the cost effectiveness, requested the secretariat to prepare a recommendation on selected documents and products of the Board, taking into account a survey to CDM stakeholders on the documents and/or products of the Board that would be beneficial to help increase the participation in the CDM. In addition, the Board requested the secretariat to liaise with designated national authorities (DNAs) and other institutions to assess the already existing translated versions of CDM documentation.
3. At the same meeting, the Board had already agreed to make available the summaries of its meeting reports into the six UN official languages and requested the secretariat to take necessary actions in this regard.
4. The official documentation of the Board includes its meeting reports and all accompanying annexes containing the regulatory documents such as standards, procedures, guidelines, clarifications and information notes relating to case rulings of the Board. Products of the Board may also include other types of publication, such as the Methodology Booklet.

II. Analysis of needs

5. The secretariat conducted a survey to stakeholders through the CDM website and also sent it to specific and key stakeholders. The survey was open from 17 June until 26 June 2011. It included questions on which procedures and guidelines stakeholders would like to see translated and into which of the five other official UN language(s) besides English. A pre-selection of documents had been made and they were grouped in these questions in accordance with business functions (i.e.: methodology, registration, issuance, programme of activities, etc.). The stakeholders were asked to choose their top five documents in each category. The rationale behind choosing only few documents from the list was due to the quantity already pre-selected, 37 procedures and 72 guidelines. Therefore, the purpose was to pinpoint those documents which are most frequently used by the stakeholders, in order to avoid large cost implications.
6. The reason for pre-selecting the documents was due to the great amount and different purpose of the documentation produced by the Board. For example, accreditation related documentation was not included due to the fact that all designated operational entities (DOEs) are required to have a working knowledge of and operate in English. Clarifications were also not included due to their transitory nature. Board, panels and working groups' internal documentation (e.g., terms of reference, work plans, etc.) were also not included. And, as it was already agreed by the Board, methodologies also were not included in the list for the survey.

¹ Arabic, Chinese (Mandarin), English, French, Russian, Spanish (Castilian)



7. Stakeholders were also asked to comment on additional documentation that they would like to see translated and whether they would know of any organization that has already translated Board documentation.
8. The survey was accessed by 468 individuals, of which 367 respondents completed the survey (76.3%). This volume of inputs is significantly beyond what has been achieved through traditional calls for input.
9. Regarding the languages into which the respondents wish to see Board documents translated, the first one was for Chinese translation averaged over 50% (52.6%) for all questions, Spanish was second with an average of 45.7%, followed by French (19.9%), Arabic (14.8%) and Russian (10.9%).
10. As responses to the survey's question on organizations that may have translated Board documents, some stakeholders provided links to where some translated documents are available. It is to be noted that very few documents were found available in other UN languages.

III. Other analysis

11. In addition to the survey, an investigation on the most downloaded documents from the CDM website was carried out. Regarding the whole CDM website, the most downloaded document is the Methodology Booklet. Besides this publication, the methodologies rank on top of chosen documents from the website. As it was decided by the Board that no methodology would be translated, due to their technical complexity and number of revisions, only the "Rules and Reference" section was observed.
12. A list of the top documents identified in this exercise is available in appendix 2.

IV. Recommendations

13. As a basis for the recommendation of the documents to be translated, the following criteria has been applied:
- (a) Documents which were requested by more than 45% of respondents to the survey and;
 - (b) The most downloaded documents, top ten of the "Rules and reference" section and the most downloaded from the whole website. It is to be noted that majority of the most downloaded documents were also requested to be translated by more than 45% of the respondents to the survey.
14. Furthermore, since many of the documents identified as a result of this exercises (i.e., procedures related to both the registration/issuance and the methodology processes) will be revised at future meetings by the Board, it is recommended not to translate these documents for this initial phase and instead to translate them once revised versions are available. The same reasoning can be applied to the Validation and Verification Manual (VVM) which soon should be replaced by the Validation and Verification Standard (VVS) and the Project Standard (PS). Therefore, the secretariat recommends to wait and translate the VVS and PS once they are approved by the Board.
15. Despite the fact that, as previously mentioned, the accreditation procedure is intended for the use of DOEs, it should not be forgotten that, within the accreditation procedure, exists a complaint procedure which guides the project participants on how to complain to the Board against a DOE in case of a problem. Therefore, the secretariat recommends also translating this complaint procedure.
16. For other new approved documents, the secretariat recommends that the Board discuss the need of having that document available in other languages in a case by case basis and at the approval of the document by the Board.



17. In conclusion, based on the above assessments, the Board may wish to consider having the following list of documents translated:

- (a) Methodology procedures:
 - (i) The revised and streamlined methodology procedures to be translated when approved by the Board;
- (b) Registration, issuance and programme of activities procedures (PoAs):
 - (i) The revised project cycle procedures to be translated after approval;
- (c) Registration, issuance and PoAs guidelines:
 - (i) Guidelines on the assessment of investment analysis;
 - (ii) Guidelines on completeness check of requests for registration;
 - (iii) Guidelines for completing the monitoring report form (CDM-MR);
 - (iv) Guidelines on the demonstration and assessment of prior consideration of the CDM;
 - (v) Guidelines for completing the project design document (CDM-PDD) and the proposed new baseline and monitoring methodologies (CDM-NM);
- (d) Large-scale methodology guidelines:
 - (i) Guidance on programme of activities;
 - (ii) Guidance related to use of additionality tool;
- (e) Small-scale (SSC) methodology guidelines:
 - (i) General guidelines to SSC CDM methodologies;
 - (ii) Guidelines for demonstrating additionality of microscale project activities;
 - (iii) Guidelines on the assessment of investment analysis;
 - (iv) Indicative simplified baseline and monitoring methodologies for selected small-scale CDM project activity categories;
- (f) Afforestation/reforestation (A/R) methodology guidelines:
 - (i) Guidelines on conditions under which increase in GHG emissions attributable to displacement of pre-project crop cultivation activities in A/R CDM project activity is insignificant;
 - (ii) Guidelines on conditions under which increase in GHG emissions related to displacement of pre-project grazing activities in A/R CDM project activity is insignificant;
 - (iii) Guidelines on conditions under which GHG emissions from removal of existing vegetation due to site preparation are insignificant;



- (iv) Guidelines on conservative choice and application of default data in estimation of the net anthropogenic GHG removals by sinks;
- (v) Guidance on conditions under which the change in carbon stocks in existing live woody vegetation are insignificant;
- (g) Standards
 - (i) Validation/verification standard;
 - (ii) Project standard;
 - (iii) PoA related standards;
- (h) Others:
 - (i) Glossary of terms;
 - (ii) Methodology booklet;
 - (iii) Complaint procedure within the accreditation procedure.

V. Expected outcome from the Board

18. Many documents that were requested for translation by the respondents to the survey are related to afforestation/reforestation. Given the small number of projects in this area, the Board may wish to consider the need for such translations.
19. Agree on the initial list of documents to be translated bearing in mind this can be expanded at a later date.
20. Assess after each meeting the need for translation of the outcome of the meeting.
21. Given the little demand for translation in some languages (for example, Russian and Arabic), the Board may wish consider the need for translating Board documentation into these languages.

**Appendix 1****Survey to stakeholders on translation of Board documentation****Q1. Methodology procedures**

Answer Options	Response Percent	Response Count
1. Procedure for the submission and consideration of requests for revision of AMs and tools for large scale CDM project activities	72.9%	261
2. Procedure for the submission and consideration of a proposed new baseline and monitoring methodology for large scale CDM project activities	70.9%	254
3. Procedures for requests to the Executive Board for deviation from an approved methodology	66.2%	237
4. Submission and consideration of queries regarding the application of approved methodologies and methodological tools by Designated Operational Entities to the Meth Panel	58.4%	209
5. Submission and consideration of a proposed new small scale methodology	55.9%	200
6. Submission and consideration of request for clarification on the application of approved small scale methodologies	46.4%	166
7. Procedures for the submission and consideration of a proposed new baseline and monitoring methodology for large scale afforestation and reforestation CDM project activities	36.3%	130
8. Procedures to demonstrate the eligibility of lands for A/R CDM project activities	36.3%	130
9. Procedure for the submission and consideration of requests for revision of AMs and tools for A/R CDM project activities	33.5%	120
10. Submission and consideration of request for clarification on the application of approved small scale methodologies (applies mutatis mutandis to small-scale A/R)	31.3%	112
11. Change in the selected values of minimum tree crown cover, minimum land area and minimum tree height required for hosting an afforestation or reforestation project activity under CDM	27.1%	97
answered question		358
skipped question		110

**Q2. Language to see the document(s) selected translated into**

Answer Options	Response Percent	Response Count
Arabic	16.0%	58
Chinese	52.8%	191
Spanish	42.3%	153
French	20.2%	73
Russian	10.8%	39
answered question		362
skipped question		106

Q3. Registration, issuance and programme of activities procedure

Answer Options	Response Percent	Response Count
1. Procedure for requests for registration of proposed CDM project activities	75.5%	234
2. Procedure for review of requests for registration	54.2%	168
3. Procedure for requests for issuance of CERS	48.4%	150
4. Procedures for renewal of the crediting period of a registered CDM project activity	48.4%	150
5. Procedures for modalities of communications between project participants and the executive board	48.4%	150
6. Procedure for review of requests for issuance of CERS	46.5%	144
7. Procedures for revising monitoring plans in accordance with paragraph 57 of the modalities and procedures for the CDM	41.3%	128
8. Registration of a programme of activities as a single CDM project activity and issuance of CERs for a PoA	31.3%	97
9. Procedures for notifying and requesting approval of changes from the project activity as described in the registered PDD	31.0%	96
10. Procedures for withdrawal of a request for registration	29.0%	90
11. Procedures for requests for deviation prior to submitting request for issuance	27.7%	86
12. Making the monitoring report available to the public in accordance with	27.7%	86



Answer Options	Response Percent	Response Count
paragraph 62 of the modalities and procedures for the CDM		
13. Procedures for approval of the application of multiple methodologies to a programme of activities	25.8%	80
14. Procedures for requesting post-registration changes to the start date of the crediting period	22.3%	69
15. Procedures for withdrawal of a request for issuance of certified emission reductions	18.7%	58
16. Procedures for review of erroneous inclusion of a CPA	18.4%	57
answered question		310
skipped question		158

Q4. Language to see the document(s) selected translated into

Answer Options	Response Percent	Response Count
Arabic	14.9%	44
Chinese	51.5%	152
Spanish	46.1%	136
French	20.0%	59
Russian	11.2%	33
answered question		295
skipped question		173

Q5. Registration, issuance and programme of activities guidelines:

Answer Options	Response Percent	Response Count
1. Guidelines on the Assessment of Investment Analysis	80.0%	236
2. Guidelines on the demonstration and assessment of prior consideration of the CDM	54.9%	162
3. Guidelines on completeness check of requests for registration	53.9%	159
4. Guidelines for completing the monitoring report form (CDM-MR)	50.2%	148



Answer Options	Response Percent	Response Count
5. Guidelines for requesting a review and making decisions and objections regarding review assessments	44.4%	131
6. Guidelines on the registration fee schedule for proposed project activities under the CDM	41.4%	122
7. Guidelines on assessment of different types of changes from the project activity as described in the registered PDD	37.3%	110
8. Eligibility of activities under the CDM	37.3%	110
9. Guidance on programme of activities	34.9%	103
10. Guidelines for requesting a review and making decisions and objections regarding review assessments	31.5%	93
11 Guidelines for assessing compliance with the calibration frequency requirements	28.8%	85
12. Guidelines on completeness check of requests for issuance	28.1%	83
13. Guidelines and modalities for operationalization of a loan scheme to support the development of CDM project activities in countries with fewer than 10 registered CDM project activities.	26.8%	79
14. Guidelines on assessment of de-bundling for SSC project activities	18.6%	55
15. Payment of a registration fee for a programme of activities (PoA)	19.3%	57
answered question		295
skipped question		173

Q6. Language to see the document(s) selected translated into

Answer Options	Response Percent	Response Count
Arabic	15.0%	41
Chinese	53.6%	147
Spanish	47.1%	129
French	19.0%	52
Russian	11.3%	31
answered question		274
skipped question		194

**Q7. Large -scale methodology guidelines:**

Answer Options	Response Percent	Response Count
1. Guidance on programme of activities	55.1%	151
2. Guidance related to use of additionality tool	52.2%	143
3. Guidance related to monitoring requirements	42.7%	117
4. Eligibility of hydroelectric power plants with reservoirs as CDM project activities	41.2%	113
5. Guidance on expansion of industrial gas recovery methodologies to new facilities	38.7%	106
6. Eligibility of project activities that produce products whose consumption leads to emission reductions	38.3%	105
7. Guidance on IPCC default values	35.4%	97
8. Guidance related to calibration (monitoring) requirements	33.6%	92
9. Estimating emissions reductions related to fuels savings from project activities that primarily improve combustion efficiency of fuels	32.1%	88
10. Guidance by the EB to the Meth Panel on guidelines for methodologies for baselines and monitoring plans	29.9%	82
11. Guidance regarding methodological issues	29.6%	81
12. Guidance related to the submission of methodologies for substitution, recycling, recovery and destruction of SF6	28.5%	78
13. Guidance on accounting eligible HFC-23	28.1%	77
14. Guidance to calculate adipic acid production in cases where it cannot be measured directly	26.6%	73
15. Criteria for consolidations and revision of methodologies	23.7%	65
16. Double-counting in CDM project activities using blended biofuel for energy use	22.3%	61
17. Avoiding double counting of emission sources	21.9%	60
18. Guidance related to avoided methane estimations	21.9%	60
19. Further clarification of the application of para. 93 of the 25 meeting of the Board	16.1%	44
20. Guidance related to determination of permitted operation conditions (AM0034)	16.1%	44



Answer Options	Response Percent	Response Count
21. Guidance on bunker fuels	14.6%	40
answered question		274
skipped question		194

Q8. Language to see the document(s) selected translated into

Answer Options	Response Percent	Response Count
Arabic	13.5%	35
Chinese	54.1%	140
Spanish	45.6%	118
French	19.7%	51
Russian	10.4%	27
answered question		259
skipped question		209

Q9. Small -scale methodology guidelines:

Answer Options	Response Percent	Response Count
1. General guidelines to SSC CDM methodologies	73.5%	197
2. Guidelines on the Assessment of Investment Analysis	70.1%	188
3. Guidelines for demonstrating additionality of microscale project activities	60.8%	163
4. General guidelines for sampling and surveys for SSC project activities	44.4%	119
5. Guidelines on assessment of de-bundling for SSC project activities	43.3%	116
6. Information on additionality (Attachment A to Appendix B of 4/CMP.1 Annex II)	41.4%	111
7. Transfer of know-how and training as CDM project activities	34.0%	91
8. General Guidance on Leakage in biomass project activities (Attachment C to Appendix B of 4/CMP.1 Annex II)	30.6%	82
9. IPCC default values	29.5%	79



Answer Options	Response Percent	Response Count
10. Guidance on proven technologies	27.2%	73
11. Project activity with more than one component	25.0%	67
12. Responses to clarifications	25.4%	68
13. Non-binding best practice examples to demonstrate additionality for SSC project activities	24.6%	66
14. Sum of the size of components of a project activity	22.4%	60
15. General principles for bundling	22.0%	59
16. Bunker fuels	17.2%	46
17. Acronyms, Abbreviations and Units of Measure (Attachment B to Appendix B of 4/CMP.1 Annex II)	16.8%	45
answered question		268
skipped question		200

Q10. Language to see the document(s) selected translated into

Answer Options	Response Percent	Response Count
Arabic	14.9%	37
Chinese	51.4%	128
Spanish	46.6%	116
French	20.1%	50
Russian	10.8%	27
answered question		249
skipped question		219

**Q11. Afforestation/reforestation methodology guidelines:**

Answer Options	Response Percent	Response Count
1. Guidelines on conditions under which increase in GHG emissions attributable to displacement of pre-project crop cultivation activities in A/R CDM project activity is insignificant	65.7%	159
2. Guidelines on conservative choice and application of default data in estimation of the net anthropogenic GHG removals by sinks	59.5%	144
3. Guidelines on conditions under which increase in GHG emissions related to displacement of pre-project grazing activities in A/R CDM project activity is insignificant	51.7%	125
4. Guidelines on conditions under which GHG emissions from removal of existing vegetation due to site preparation are insignificant	51.7%	125
5. Guidance on conditions under which the change in carbon stocks in existing live woody vegetation are insignificant	50.8%	123
6. Guidance on the application of the definition of project boundary to A/R CDM project activities	35.1%	85
7. Guidance on accounting GHG emissions in A/R CDM project activities (part II)	38.0%	92
8. Guidance on accounting GHG emissions in A/R CDM project activities (part I)	33.5%	81
9. Determination of the eligibility of land under Afforestation and Reforestation	33.1%	80
10. National and/or sectoral policies and circumstances in the baseline scenario for A/R project activities	25.6%	62
12. Avoiding double counting of emission sources	25.2%	61
13. A/R CDM project activities starting after 1 January 2000 (prompt start)	21.5%	52
14. Pre-project emissions in methodologies applying baseline scenario corresponding to the approach defined in § 22(b) of the Dec. 5/CMP.1	20.2%	49
15. Further guidance related to the registration fee for proposed A/R CDM project activities	19.4%	47
16. Size of the losses of carbon due to the construction of access roads	18.6%	45
answered question		242
skipped question		226

**Q12. Language to see the document(s) selected translated into**

Answer Options	Response Percent	Response Count
Arabic	14.0%	33
Chinese	52.1%	123
Español	46.6%	110
Français	20.3%	48
Russian	11.4%	27
answered question		236
skipped question		232

Q13. Board documents which to see translated

Answer Options	Response Count
answered question	184
skipped question	284

Q14. Any sources (for example websites, companies, etc.) which stakeholders were aware of that translate Board/CDM documentation.

Answer Options	Response Count
answered question	110
skipped question	358



Appendix 2

Most downloaded documents from the CDM website

1. Methodologies booklet;
2. Glossary of terms;
3. General guidelines to SSC CDM methodologies;
4. Indicative simplified baseline and monitoring methodologies for selected small-scale CDM project activity categories;
5. Guidelines on the assessment of investment analysis;
6. Procedures for registration of a programme of activities as a single CDM project activity and issuance of certified emission reductions for a programme of activities;
7. Procedures for processing and reporting on validation of CDM project activities;
8. Guidelines on the demonstration and assessment of prior consideration of the CDM;
9. Guidelines on assessment of debundling for SSC project activities;
10. Information note on the highest tariffs applied by the Executive Board in its decisions on registration of projects in the People's Republic of China;
11. Guidelines for completing the project design document (CDM-PDD) and the proposed new baseline and monitoring methodologies (CDM-NM).