



Annex 27

PROCEDURES FOR PUBLIC COMMUNICATION WITH THE CDM EXECUTIVE BOARD

1. This document contains the procedures for consideration of unsolicited public communication addressed to the CDM Executive Board.
2. As agreed by the Executive Board, at its sixteenth meeting, relevant communications received by the Board which are not responding to a call for input (hereinafter referred to as unsolicited communications) will only be taken into consideration at its next meeting if received before the documents submission deadline (two weeks prior to the meeting). Any unsolicited communication received after this deadline would be considered, as appropriate, at a subsequent meeting.
3. Unsolicited communications should generally be addressed to the Chair of the CDM Executive Board and send to the UNFCCC secretariat via email (secretariat@unfccc.int) or fax (number +49. 228. 815.1999).
4. The secretariat shall acknowledge receipt of the unsolicited communications addressed to the Board and forward them to the Board through the Executive Board's listserv.
5. One member and/or one alternate members shall be identified to be responsible for addressing the submissions received. Under the guidance of the identified member or alternate member, the secretariat shall characterize the issue(s) raised in the unsolicited communication and share it with the Board, via listserv.
6. The identified member and/or alternate member shall decide if the communication shall be responded before the next Board meeting or if it shall be considered by the Board at its next informal consultations. In the case the identified member and/or alternate member decides a need to respond before the next Board meeting, he/she shall, with the assistance of the secretariat, prepare a draft response and share the draft with the Board via listserv. If no objection is received on his/her proposal within a period of 5 working days, the answer shall be sent by the secretariat on behalf of the Chair of the Board.
7. In the case that unsolicited communications are related to the work of one of the panels or working groups the Chair of the respective panel or working group shall decide if the submission shall be shared, via listserv, with the panel or group and inform the identified member and/or alternate member about it.
8. If a member of alternate member receives, in his/her capacity of member/alternate member, individually an unsolicited communication, he /she shall forward this communication to the secretariat for sharing it, through listserv, with the rest of the Board copying the sender of the unsolicited communication on the message sent to the secretariat. This request will be dealt in accordance with the paragraphs above. The same action shall be taken if panel or working group members receive, in their capacity of member of the panel or working group, individually an unsolicited communication.
