

**Annex 28****PROCEDURES FOR REVISING MONITORING PLANS IN ACCORDANCE WITH
PARAGRAPH 57 OF THE MODALITIES AND PROCEDURES FOR THE CDM****(Version 02)****A. Background**

1. Paragraph 57 of the modalities and procedures for the CDM allow project participants to revise monitoring plans in order improve its accuracy and/or completeness of information, subject to the revision being validated by a Designated Operational Entity.
2. At CMP 4, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol requested the Executive Board to establish timelines for the revision of monitoring plans.
3. If a DOE during verification finds that the monitoring plan is not in accordance with the monitoring methodology applied to the registered project activity and/or does not reflect the actual monitoring activity based on the registered PDD, the DOE shall request a revision of the monitoring plan.
4. This procedure provides further detail on how such revisions can be requested, and under what conditions they can be accepted.

B. Applying for a revision to the monitoring plan

5. In accordance with paragraph 56 of the modalities and procedures for the CDM project participants shall implement the monitoring plan contained in the registered project design document. Project participants may only apply a revised monitoring plan once it has been accepted by the Chair of the Board in consultation with the Chair of relevant Panel or working groups in accordance with this procedure.

C. Submission for revising monitoring plans

6. Prior to requesting issuance of CERs, the DOE shall submit a request for revising monitoring plan, as appropriate, to the secretariat via a dedicated interface on the CDM website.
7. The submission by the DOE shall contain:
 - (a) Request for revision of monitoring plan form (F-CDM-REVMP)
 - (b) A Validation Opinion;
 - (c) Revised Monitoring Plan (in clean and track change versions); and
 - (d) Supplemental documentation
8. For the cases where the Board requests the PP/DOE to revise the monitoring plan via deviation, request for issuance and/or request for review, the DOE shall indicate it in the F-CDM-REVMP.
9. The DOE shall prepare a validation opinion including information on how:



- (a) The proposed revision of the monitoring plan ensures that the level of accuracy and completeness¹ in the monitoring and verification process is not reduced as a result of the revision. The DOE shall, using objective evidence, assess the accuracy and completeness of each proposed revision to the monitoring plan including the frequency of measurements, the quality of monitoring equipment (eg. calibration requirements, and the quality assurance and quality control procedures).
- (b) The proposed revision of the monitoring plan is in accordance with the approved monitoring methodology applicable to the project activity. In cases where the proposed revision refers to a later version of the applied methodology, the DOE shall ensure that this application does not compromise the conservativeness in the monitoring and verification process and of the emission reduction calculations.
- (c) The findings of previous verification reports, if any, have been taken into account.

D. Processing Request for a Revision to the Monitoring Plan

10. Upon receipt of submission by the DOE, the secretariat shall expeditiously carry out a completeness check of the documentation submitted and when deemed complete assign the proposed revision to a member of the Registration and Issuance Team (RIT) to prepare an appraisal. The appraisal shall be submitted to the secretariat within a period of 10 days. However, for cases where the request for revising monitoring plan is submitted as per the request by the Board via deviation, request for issuance, request for review and/or under review, the secretariat shall proceed directly with summary note preparation and forward the assessment together with the request and all documentation to the Chair of the Board and a relevant panel or working group within 10 working days.

11. Upon receipt of the RIT Members appraisal, the secretariat shall within 10 working days prepare a summary and assessment of the request and forward the assessment together with the request and all documentation to the Chair of the Board and a relevant panel or working group.

12. If the secretariat during the summary note preparation requires further clarification, it shall request the DOE to submit the clarification. The DOE shall submit the clarification within two weeks to the secretariat after receiving this request. The secretariat upon receiving this clarification shall finalise the summary note with its recommendation and forward it to the Chair of EB and Chair of the relevant panel or working group, within 10 working days.

E. Consideration for a request for revision of monitoring plan

13. The Chair in consultation with the Chair of relevant Panel or working groups shall decide on each request within five working days whether:

- (a) To approve the revised monitoring plan;
- (b) To approve the revised monitoring plan with corrections, or
- (c) To reject the revised monitoring plan

¹ Completeness refers to inclusion of all relevant information for assessment of GHG emissions reductions and the information supporting the methods applied as required. For examples, if the DOE identifies an on-site generator for emergency which was not included in the monitoring plan during the verification process, the monitoring of fuel consumption of this generator should be included in the monitoring plan via this procedure.



14. If the Chair does not provide his/her decision within five working days, the secretariat recommendation is deemed to be accepted by the Chair.

15. The Chair of the Board, in consultation with the Chair of the relevant Panel or working group, may decide to discuss case(s) in the Board, if it is considered that the request for revision of monitoring plan requires further discussion on some policy issue(s). The Chair of the Board in consultation with the secretariat shall put the case(s) on the agenda of a subsequent Board meeting.

16. The decision of the Chair as referred to in paragraph 13, 14 or 15 shall be communicated to all the Board members. In exceptional cases, Board member(s) may disagree with the decision of the Chair, the concerned member(s) within ten working days of receiving this communication shall request the Chair, giving reasons in writing, to put the case for further consideration by the Board at its subsequent meeting.

17. Once a decision has been made, the secretariat shall inform the DOE.

18. For cases where the Chair approves the revised monitoring plan with corrections, if the secretariat considers the corrections as satisfactory, the revised monitoring plan shall be approved, otherwise the request shall be rejected in consultation with the Chair of the Board.

19. The approved revised monitoring plan and validation opinion shall be made publicly available on the UNFCCC CDM website. This version of the monitoring plan shall be applied for future requests for issuance.

History of document

Version	Date	Nature of Revision
02	EB 49, Annex 28 11 September 2009	The revision has done to incorporate COP/MOP 4 request
01	EB 26, Annex 34 01 November 2006	Initial adoption
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