



CLEAN DEVELOPMENT MECHANISM

CATALOGUE OF DECISIONS

SEARCH GUIDE



United Nations
Framework Convention on
Climate Change



Fold out for

QUICK START SEARCHING TIPS

The catalogue of CDM documentation (Catalogue of Decisions) contains over 75,000 paragraphs of text to date. Use it to search for information within the CDM EB meeting reports and the regulatory documents. To search for project information, go to the Project Cycle Search on our website. To facilitate a search process within the catalogue, here are some quick and helpful tips.



SEARCH FOR A SPECIFIC CDM REGULATORY DOCUMENT

- (1) Begin on the catalogue [Guided search page](#).
- (2) Enter a main word or word(s) of the title into the Title field of the [Look for](#) section.
- (3) Select a document type from the [Limit by: Document type](#) section, if you know the document type (standard, procedure, etc.) of the searched item. Otherwise, you should not use the [Limit by: Document type](#) option.
- (4) Click [Search](#).

Title search tip: Type the main words of title only. Do not type the whole title. The word(s) you type must be in the title, or the search will return zero results. If you spell a title word incorrectly, you will not get a result. If no results are returned, try a keywords search.

SEARCH FOR CDM EB MEETING DISCUSSIONS ON A REGULATORY ISSUE

- (1) Begin on the catalogue [Guided search page](#).
- (2) Enter a word or string of word(s) on the Keywords field of the [Look for](#) section.
- (3) In the [Limit by: Decision class](#) section, select [Regulatory](#).
- (4) Click [Search](#).

Keywords search tip: Type the subject word(s) as you know it. Spelling variations, plurals, verb forms, synonyms and acronyms are taken into account to help ensure that a search result can be obtained. Use commas to separate keywords when searching for multiple topics in a single search. The search results are sorted by publication date, with the most recent one listed first. If no results are returned, try a keywords search.

SEARCH FOR CDM EB RULINGS RELATING TO A REGULATORY ISSUE

- (1) Begin on the catalogue [Guided search page](#).
- (2) Type a word or string of words into the Keywords field of the [Look for](#) section.
- (3) In the [Limit by: Decision class](#) section, select [Ruling](#).
- (4) Click [Search](#).





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I. WHAT IS THE CATALOGUE OF DECISIONS

The Catalogue of CDM Documentation, known as the Catalogue of Decisions (the catalogue), is a search tool which provides quick access to CMP and CDM Executive Board meeting documentation in one seamless search.

The catalogue searches through the full text of all CMP decisions relating to the clean development mechanism (CDM) and CDM Executive Board (EB) meeting reports and meeting report annexes containing the published standards, methodologies, tools, procedures, guidelines, clarifications, forms and information notes. When it is appropriate, search results provide also links to the meeting reports of the CDM EBs advisory panels and working groups.

Documents in the catalogue are indexed at the paragraph level and searching can be done using a variety of search entry points.

The catalogue is available on the CDM public website
<<http://cdm.unfccc.int/Reference/catalogue/search>>

1.1. QUICK FACTS

- Subject matter: the clean development mechanism (CDM), as defined in Article 12 of the Kyoto Protocol and overseen by the CDM Executive Board.
- Sources: Yearly CMP reports providing further guidance relating to the CDM; Bi-Monthly CDM EB meeting reports and meeting report annexes; other documents such as panel and working group meeting reports.
- Coverage: 2001 to the present
- Size : over 2000 documents as of September, 2011
- Frequency of updates: at the close of every CMP and CDM Executive Board meeting.
- Database content: Full Text of documents included in database.

Figure I-1.

Catalogue of Decisions, Guided Search Screen

<http://cdm.unfccc.int/Reference/catalogue/search>



II. KEY FEATURES OF THE CATALOGUE

The catalogue can be used for following regulatory (policy) discussions on a given topic or subject matter or, finding specific rulings related to accreditation, methodologies or project activities, located within the large volume of documentation issued by the CMP and the CDM Executive Board.

Special features of the catalogue, aimed at providing a comprehensive picture of a discussion, mandate, decision or ruling, include:

2.1. DISCUSSION TRAILS

The Discussion trail feature allows users to trace the CDM EB discussions on a particular regulatory issue over time. They may do so by linking to the discussion trail provided in every search result. In addition, links to discussions on the issue held in the CDM EB's established executive advisory bodies, such as Accreditation Panel, Meth Panel, Small Scale Working Group and the Afforestation/Reforestation Working Group, are also listed under Discussion Trail.

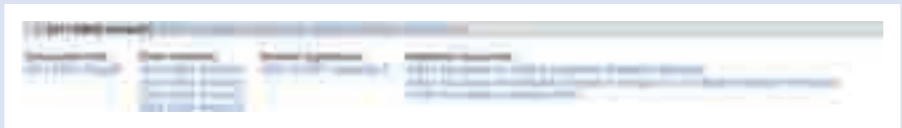
Figure II-1. Search result for “common practice” showing a discussion trail back to CDM EB 59 th meeting report



2.2. OTHER VERSIONS

The Other versions feature allows users to see the previous versions of a document. The most recent version of a document is presented to the user in the Title field of the search result. Users can also look at previous versions of the document by selecting under “Other versions” any of the links provided.

Figure II-2. Search result for “accreditation standard” providing links to all 4 previous versions of the standard



2.3. RELATED REGULATIONS

The Related regulations feature, allows users to link to other regulations related to the subject discussed within the paragraph or document retrieved.

For example, the specific request and/or mandate from the CMP to the CDM EB on the topic of discussion are/is provided, when available. In addition, links to other related regulatory documents are also listed in Related regulations, such as a tool related to a particular methodology.

Figure II-3. Search result for “AM0093” providing links under Reglated regulations to the 5 methodological tools referenced in AM0093



2.4. ADDITIONAL RESOURCES

Quick access to information cited in the search result, or included by the indexers, is provided under Additional resources. Users can select links to the in-meeting web cast discussion, presentations, related CDM web pages and PDF versions of documents, when available.

Figure II-4.

Result for keywords search “first of its kind” showing 3 Additional resources links to the questions asked in the call for stakeholder input, the discussion in the Board meeting on the “first of its kind” and the CMP decision requesting the Board to work on the issue of “first of its kind”.



REMEMBER: Discussion trails, Related regulations and Additional resources may not be available in every search result, depending on our indexers’ ability to locate this information. Should users wish to correct or add to any search result, contact us at: cod-info@unfccc.int.

III. HOW TO READ THE SEARCH RESULTS DISPLAY

Knowing about the key features of the catalogue is useful for understanding the information presented in the search results display.

Search results are numbered and the total number of items found can be located in the top-right hand corner of the results display.

Each search result contains a combination of the following elements:

Figure III-1. Search result containing the elements listed below



| | |
|----------------------|---|
| Symbol number | Symbol number indicating year of publication, meeting body and paragraph number for the citation retrieved. 2011-EB63-Para63 (paragraph in an CDM EB meeting report) 2011-EB63-Annex01 (full CDM EB document) 2011-SSCWG-Para02 (paragraph in a SSC working group meeting report) 2010-3/CMP.6-Para22 (paragraph in a CMP decision) |
| Document header | Includes: meeting body symbol number, title of document, document section header and sub-header |
| Paragraph | The paragraph that contains the search term(s) entered. Search terms appear in highlighted text only if present in the search result display. If a full document is retrieved, only the document header appears. |
| Discussion trails | Links to related discussions held in the CDM EB meetings or meetings of the established executive advisory bodies (Accreditation Panel, Meth Panel, Small Scale Working Group and the Afforestation/Reforestation Working Group). |
| Other versions | Links to any previous versions of the document, available only when a full document is retrieved. |
| Related regulations | Links to the specific request and/or mandate from the CMP to the CDM EB on the topic of discussion, when available; Links to other related regulatory documents to the search result, such as a tool related to a particular methodology |
| Additional resources | Links to the in-meeting web cast discussion, presentations, related CDM web pages and PDF versions of documents, when available. |

IV. GUIDED SEARCH

Guided search is the recommended approach to searching. The benefit of a guided search is the controlled vocabulary used to help bring the user to relevant information.

In the guided search, users are required to select from one of 3 main search entry points (**title**, **keywords** or **reference number**). Terms entered into one of these three main search points are matched against a controlled vocabulary of indexed terms.

Users may enter terms into more than one search entry point. In this case, the Boolean operator AND is used to connect the terms and the result will contain both terms.

Figure IV-1. A string of words entered into keywords search. Users will retrieve all discussions, regulatory documents and rulings related to first-of-its-kind. Limits can be used to further narrow the search results to only regulations or rulings. See Section 4.2 for information on how to set limits.



4.2. LIMITS

Users may apply limits to their search by selecting from the 4 limit options available on the Guided search screen (**Date**, **Business function**, **Decision class**, **Document type**). When more than one Limit by filter is applied, only paragraphs or documents that match all of the limit requirements will be returned.

Limits are used to focus the search and will reduce the number of search results that are returned.

Users should only apply limits when they need to narrow their search to find a more specific set of results.

Figure IV-4. 4 types of limits used for refining a search to produce less, but more focused results.

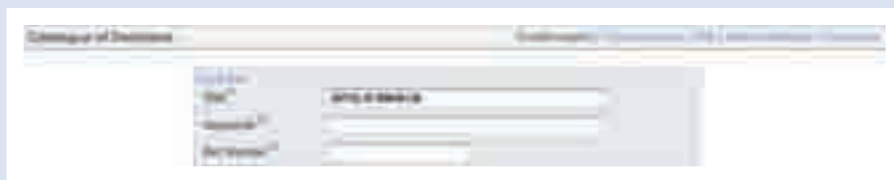


REMEMBER: Spelling variations, synonyms and acronyms are added to the controlled vocabulary by our indexers. When the catalogue does not retrieve an accurate result, it is important that you contact us at: cod-info@unfccc.int or fill in the feedback form on the search page. Your feedback on the search items entered allows us to better refine the controlled vocabulary inventory, thus improving search results.

4.3. TITLE SEARCH

When the title or part of the title of a document is known, title searching is a quick and efficient way to retrieve a specific document. The user must enter a word or a string of words from the title and select Search.

Figure IV-5. Title search with a single string of title words entered



Title search provides the latest version of a document. Links to previous versions of the document are available under “Other version”.

Figure IV-6. Title search result 2 of 10, showing links to 6 other versions of this document



Multiple title words or string of words may be entered into the Title field. The title words or strings of words must be separated by a comma. The system inserts the AND Boolean operator where the comma is added, and search for the titles containing all of the words/string of words entered.

Figure IV-7. Title search for documents whose title contains both “terms of reference” AND “executive board”



Figure IV-8. Search result showing 3 documents containing “terms of reference” AND “executive board” in their title



REMEMBER: The results of a Title search are sorted by publication date, with the most recent first. Title search searches through document titles only. It does not search through the paragraphs within each document. Furthermore, Title search is an exact search. Exact spelling and word order are necessary in obtaining a search result. If you are not sure of the title, it is better to do a keywords search.

4.4. KEYWORDS SEARCH

Keywords search is the preferred search option.

Keywords search searches across and within paragraphs of every CMP decision, CDM EB meeting report, standard, procedure, guideline and clarification in the database. Though it also searches through methodologies, tools, forms and information notes, the search is only at the document level, not at the paragraph level.

Figure IV-9. Keywords search with a single string of words entered



Keywords search will retrieve both paragraphs within meeting reports and whole documents, depending on what content has been tagged to match the keywords entered by the user. The results are sorted by publication date, with the most one listed first.

Figure IV-10. Keywords search result (3 of 12), showing 1 document and 2 paragraphs indexed with the keywords “standardized baselines”. Most recent publication date is displayed first.



One or multiple keywords/strings of keywords can be entered in the Keywords field. A comma must be used to separate keywords/strings of keywords. The system inserts the AND Boolean operator where the comma is added, and search for paragraphs/whole documents containing the keywords/ strings of keywords entered.

Figure IV-11. Keywords search for paragraphs or documents containing “terms of reference” AND “executive board”

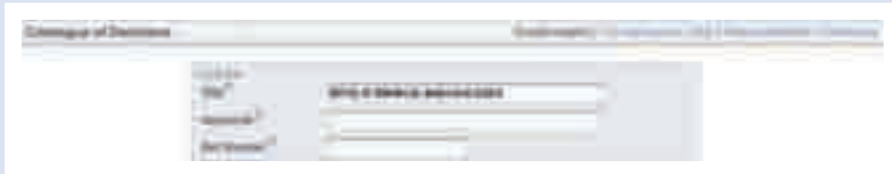


Figure IV-12. Keywords search results showing 5 out of 63 results containing “terms of reference” AND “executive board”. Search results show paragraphs within documents discussing terms of reference and qualifications of the Board and of its advisory panels and working groups.



REMEMBER: Spelling variations, plurals, verb forms, synonyms and acronyms are taken into account to help ensure that the user gets a match, regardless of whether they have typed in an exact indexing term or not. Example: terms of reference, ToR, TORs. Using commas to separate keywords allows searching for 2 or more concepts in a single search. The results are sorted by publication date, with the most recent one listed first.

4.5. REFERENCE NUMBER SEARCHING

Reference Number Search is a quick and efficient way to retrieve information from the catalogue when a reference number is known. Reference numbers include the following types of numbers:

- entity numbers (example E-0001)
- project activity numbers (example 1523)
- approved methodology numbers (examples ACM0001, AMS-II.J, AR-AMS0006)
- new methodology numbers (examples NM0258, ARNM0023, NM0007-rev)
- request for clarification numbers (example AM_CLA_0157, CLA_TOOL_0001)
- request for revision numbers (examples AM_REV_0027, SSC_384, REV_TOOL_0001)
- request for deviation numbers (example M-DEV_0335)

Reference Number Search searches across paragraphs of every CMP decision, CDM EB meeting report, standard, procedure, guideline and clarification in the database. Though it also searches through methodologies, tools, forms and information notes, the search is only at the whole document level, not at the paragraph level.

Reference Number Search searches for content within paragraphs (CMP decisions CDM EB meetings reports etc.) or whole documents (methodologies, tools, among others) that have been indexed with the reference number entered.

Figure IV-13. Reference number search on ACM0001



Figure IV-14. Reference number search results showing 1 out of 23 results found discussing ACM0001



REMEMBER: Reference Number Search when combined with limits is useful to quickly find rulings relating to a DOE or a project activity. Numbering variations are taken into account in a search to ensure that at least a matched result can be found, regardless of whether or not an exact Reference number has been entered. (for Example: AR_AM_TOOL12, ar-am-tool-12, AR-AM-Tool-012.) The results are sorted by publication date, with the most recent one listed first.

4.6. APPLYING LIMITS

To narrow a search and find a more specific set of results, the user can apply limits to a search. There are four types of limit options available. They are Date, Business function, Decision class and Document type. When more than one limit is applied, only paragraphs or documents that contain all of the limit requirements will be returned.

Limits are used to focus the search and will reduce the number of returned search results. Please note that it is best to select one limit, and then apply further limits based on the results returned from the search with the previous limit.

4.6.1. LIMIT BY DATE

In Limit by: Date field, the user can specify a particular date/a range of dates (Date range), the number of days (Period) and a specific meeting/a range of EB meetings (EB Meeting) for a search. It is an efficient way to search through published documentation.

Figure IV-15. Users can enter a specific date range using the pop-up calendar



Figure IV-16. Users can select a specific date range using the drop-down menu



Figure IV-17. Users can select a specific meeting, or meeting range by entering it in



4.6.2. LIMIT BY BUSINESS FUNCTION

Every paragraph and document within the catalogue is assigned to one or more business function/s. A business function represents a step in the CDM regulatory process.

Limiting a search by business function can be useful when users are interested in focusing their search to accreditation, methodologies or a step in the project cycle.

Figure IV-18. Sample search for “call for inputs” relating to “developing and revising methodologies”

The image shows a screenshot of a web-based search interface. At the top, there is a header with the text "Catalogue of Decisions" on the left and "Guided Search" on the right. Below the header, the interface is organized into several sections. The first section contains a search bar with the text "call for inputs" entered. Below the search bar, there are several filter options, including "All Projects" and "All Countries". The second section contains a list of search criteria, including "Project Name", "Project ID", "Project Status", "Project Type", "Project Category", "Project Sub-category", "Project Start Date", "Project End Date", "Project Location", "Project Lead", "Project Sponsor", "Project Funding", "Project Description", "Project Documents", "Project Reports", "Project Publications", "Project News", "Project Updates", "Project Contacts", "Project Websites", "Project Social Media", "Project Blogs", "Project Podcasts", "Project Videos", "Project Webinars", "Project Conferences", "Project Seminars", "Project Workshops", "Project Roundtables", "Project Panels", "Project Keynotes", "Project Plenary Sessions", "Project Side Events", "Project Exhibitions", "Project Exhibitors", "Project Exhibitor Information", "Project Exhibitor Contact Information", "Project Exhibitor Website Information", "Project Exhibitor Social Media Information", "Project Exhibitor Blog Information", "Project Exhibitor Podcast Information", "Project Exhibitor Video Information", "Project Exhibitor Webinar Information", "Project Exhibitor Conference Information", "Project Exhibitor Seminar Information", "Project Exhibitor Workshop Information", "Project Exhibitor Roundtable Information", "Project Exhibitor Panel Information", "Project Exhibitor Keynote Information", "Project Exhibitor Plenary Session Information", "Project Exhibitor Side Event Information", "Project Exhibitor Exhibition Information", "Project Exhibitor Exhibition Information", "Project Exhibitor Exhibition Information", "Project Exhibitor Exhibition Information", "Project Exhibitor Exhibition Information", "Project Exhibitor Exhibition Information", "Project Exhibitor Exhibition Information", "Project Exhibitor Exhibition Information", "Project Exhibitor Exhibition Information", "Project Exhibitor Exhibition Information". At the bottom of the search interface, there are two buttons: "Search" and "Reset".

There are currently five business functions:

GOVERNANCE Assigned to paragraphs and documents relating to governing and administering of the CDM, including: the organization of meetings of the EB and its established advisory bodies; the management of CDM funds including payment of fees to panel members and expert teams; the establishment of advisory bodies including, their areas of work, their memberships and their modalities of work; the dissemination of information that informs, defines terms, provides direction and support, manages and/or monitors the activities of secretariat, panels, working groups, roster of experts or others that support the work of the CDM-EB.

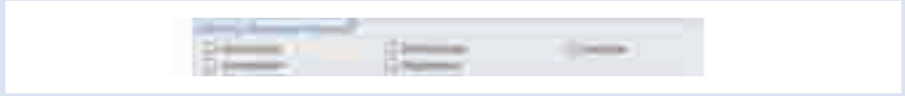
ACCREDITATION Assigned to paragraphs and documents relating to the accreditation of operational entities and their performance assessment including paragraphs or documents relating to accreditation standards, procedures, guidelines and or clarifications and case specific rulings relating to accrediting, re-accrediting, extending sectoral scopes, suspensions and appeals.

METHODOLOGY Assigned to paragraphs and documents relating to developing and approving methodologies and tools; applying methodologies and tools; consolidating methodologies and tools; deviating from methodologies and tools; and revising and withdrawing methodologies and tools.

REGISTRATION Assigned to paragraphs and documents relating to validating and registering project activities; appraising and assessing project activities; approving, reviewing, rejecting and withdrawing project activities.

ISSUANCE Assigned to paragraphs and documents relating to applying monitoring plans; verifying project activities; appraising and assessing project activities; approving, reviewing or rejecting requests for issuance of CERs and the forwarding of CERs.

Figure IV-19. Users can limit by one or more business functions



4.6.3. LIMIT BY DECISION CLASS

Every paragraph and document within the catalogue is assigned to one or more decision classes. Limiting by decision class can be useful when users are interested in focusing their search to bringing back regulatory discussion on a subject or, rulings related to a subject.

Figure IV-20. Sample search for rulings that relate to the keywords “highest tariff”. An additional limit by Business function Registration or Issuance could be applied to further focus this search. Alternatively, the user could search for regulatory (policy) discussions relating to “highest tariff” by limiting to Decision class Regulatory.



There are currently three decision classes:

OPERATIONAL Assigned to paragraphs and documents containing discussions or decisions relating to meeting agendas and reports; schedule of meetings; attendance by observers at meetings; the management of documentation of the Board; the management of the documentation of the project activity cycle; finance and administration; work programmes and priorities; establishment of panels, working groups, rosters of experts, committees and/or other subsidiary bodies; liaison with other bodies; calls for input; commissioning of technical reports; recommending and reporting to the CMP on the running of the Board and its programmes of work; and other matters.

REGULATORY Assigned to paragraphs and documents containing discussions or decisions relating to regulations that ensure the successful implementation of the modalities and procedures for a CDM. Includes discussions on developing, approving, revising or withdrawing standards, procedures, guidelines or clarifications.

RULING Assigned to paragraphs and documents relating to compliance with the modalities and procedures for the CDM. Includes case specific discussions and decisions relating to accrediting and assessing operational entities; approving, revising, clarifying or consolidating methodologies; deviations to approved methodologies; registering project activities; renewing the crediting period; issuing CERs; deviations from the PDD and revisions to monitoring plans.

4.6.4. LIMIT BY DOCUMENT TYPE

Every paragraph and document within the catalogue is assigned to a document type. There are currently twelve document types.

Limiting a search to a particular document type is useful when a user is looking for a particular subject or string of text in a particular document, such as a CMP decision, and EB meeting report or a standard.

Figure IV-21. Document types



V. FULL TEXT SEARCH

Full text search is recommended when users do not obtain sufficient search results using the Guided search.

Figure V-1. Catalogue Guided search screen showing link to full text search in top-right corner



Please note that spelling variations, synonyms and acronyms, are not taken into account in the full text search. Word(s) entered by the user are searched exactly as entered. This is useful to users searching for a specific phrase within the regulatory documents. However, it can often produce either a large volume of results, if the word or string of words is common throughout the documents or, it can produce no results if the word is entered incorrectly or with a small spelling variation.

Figure V-2.

In the full text search, all paragraphs and documents containing the string of words exactly as entered will be found. Paragraphs containing “first-of-its-kind” will not be found.



A useful way of narrowing down a large volume of results is to apply limits to a full text search by selecting from the 4 limit options available (Date, Business function, Decision class, Document type). Selecting limits initiates a “behind-the-scene” search operation, where the AND or OR operators are used to produce a combined set of results better matched to the users anticipated need. Limits are used to focus the, thus reducing the number of search results returned.

REMEMBER: Full text search is slow and can result in false drops. When a full text search is deployed, users will not benefit from the Guided search’s ability to check spelling variations, synonyms and acronyms.

Full text search does not provide results with related Discussion trails, Other versions, Related regulations or Additional resources.

VI. IMPROVING THE CATALOGUE

User input on improving the catalogue is welcome. Users may use the Search feedback link to inform of us of failed searches, incorrect information or negative experiences using the catalogue.

Figure VI-1. **Search feedback form**

http://cdm.unfccc.int/Reference/catalogue/search_feedback

The image shows a screenshot of a web browser displaying a search feedback form. The browser's address bar shows the URL http://cdm.unfccc.int/Reference/catalogue/search_feedback. The form itself is a simple, light-colored box with a title bar. Inside the form, there is a text input field, a text area, and a submit button. The text area contains some faint, illegible text, possibly a placeholder or a pre-filled message. The overall appearance is that of a standard web-based feedback form.



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SEARCH FOR CDM EB RULINGS OR ASSESSMENT OUTCOMES RELATING TO A DOE

- (1) Begin on the catalogue [Guided search page](#).
- (2) Enter the DOE entity number into the Ref. Number field of the [Look for](#) section.
- (3) In the [Limit by: Decision class](#) section, select [Ruling](#).
- (4) Click [Search](#).

Ref. Number search tip: Enter the reference number as you know it. Spelling variations are taken into account to help ensure that a result can be obtained. The results are sorted by publication date, with the most recently published one listed first. If no results are returned, try a keywords search.

SEARCH FOR CDM EB RULINGS RELATING TO THE REGISTRATION OF A CDM PROJECT ACTIVITY OR RENEWAL OF ITS CREDITING PERIOD

- (1) Begin on the catalogue [Guided search page](#).
 - (2) Type the project activity number into the Ref. Number field of the [Look for](#) section.
 - (3) In the [Limit by: Business function](#) section, select [Registration](#).
 - (4) In the [Limit by: Decision class](#) section, select [Ruling](#).
 - (5) Click [Search](#).
-

SEARCH FOR CDM EB RULINGS RELATING TO THE ISSUANCE OF CERS TO A CDM PROJECT ACTIVITY

- (1) Begin on the catalogue [Guided search page](#).
- (2) Type the project activity number into the Ref. Number field of the [Look for](#) section.
- (3) In the [Limit by: Business function](#) section, select [Issuance](#).
- (4) In the [Limit by: Decision class](#) section, select [Ruling](#).
- (5) Click [Search](#).



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QUICK START SEARCHING TIPS



