

## **Attachment 1 to Annex 2**


1. This attachment contains proposals for minor changes to the following procedures and forms in order to apply them, *mutatis mutandis*, to afforestation and reforestation project activities:
  - (a) Procedures on public availability of the CDM project design document (PDD) and for receiving comments as referred to in paras 40 (b) and (c) of the CDM modalities and procedures (version 03);
  - (b) Procedures and form for registration of a proposed CDM project activity (version 02);
  - (c) Procedures for review as referred in para 41 of the CDM modalities and procedures (Annex II to decision 18/CP.9); and
  - (d) Procedures for submission and consideration of a proposed new methodology (version 04).
2. Proposed changes are made in italics and highlighted in yellow in the electronic version.

**PROCEDURES ON PUBLIC AVAILABILITY OF THE CDM PROJECT DESIGN DOCUMENT AND FOR RECEIVING COMMENTS AS REFERRED TO IN PARAGRAPHS 15 (b) AND (c) OF THE MODALITIES AND PROCEDURES FOR AFFORESTATION AND REFORESTATION PROJECT ACTIVITIES UNDER THE CDM**

3. The DOE shall make publicly available the *project design document for afforestation and reforestation project activities under the CDM (CDM A/R PDD)*, in accordance with paragraph 15 (b) of the modalities and procedures for CDM A/R project activities.
4. The DOE shall either:
  - (a) Establish a web site where CDM A/R PDDs shall be made publicly available in PDF format through a link to the UNFCCC CDM web site; or
  - (b) Make CDM A/R PDDs directly publicly available in PDF format on the UNFCCC CDM web site.
5. The DOE shall notify the secretariat ten (10) days before the CDM A/R PDD is to be made publicly available. The notification shall specify:
  - (a) The address of the web page where the CDM A/R PDD will be found or whether it wishes to post the PDD directly on the UNFCCC CDM web site;
  - (b) The name of the proposed CDM A/R project activity; and
  - (c) The opening and closing date of comments on the validation requirements.
6. The secretariat shall post on the UNFCCC CDM web site a link to the web page of the DOE or post the CDM A/R PDD on its web site. The secretariat shall make an announcement on the UNFCCC CDM web site and in the CDM news facility about the public availability of the CDM A/R PDD. The announcement shall specify the link in the UNFCCC CDM web page where the CDM A/R PDD will be found, the name of the CDM A/R project activity and the opening and closing date for comments. The secretariat shall promptly inform the DOE when the announcement has been made.
7. In accordance with paragraph 15 (c) of *the modalities and procedures for CDM A/R project activities*, Parties, stakeholders and UNFCCC accredited observers may for a 45 day period submit comments on the validation requirements to the DOE. The DOE shall promptly acknowledge receipt of comments.
8. The web page where a CDM A/R PDD is made available shall:
  - (a) Specify how comments on a CDM A/R PDD shall be communicated to the DOE, providing both e-mail and fax details;
  - (b) Display at the end of the 45 days period all comments received, in accordance with paragraph 15 (c) of the *modalities and procedures for CDM A/R project activities*. Comments from the public, will be kept publicly available until the designated operational entity (DOE) issues a request for registration or communicates to the secretariat that it does not intend to validate the CDM A/R project activity.

**PROCEDURES FOR REGISTRATION OF A PROPOSED CDM AFFORESTATION AND REFORESTATION PROJECT ACTIVITY**

1. In accordance with paragraph 15 (f) of the *modalities and procedures for afforestation and reforestation project activities under the clean development mechanism (hereafter referred as modalities and procedures for CDM A/R project activities)*, the request for registration of a proposed *CDM A/R project activity* shall be in the form of a validation report which includes the project design document, the written approval of the host Party and an explanation of how the DOE has taken due account of public comments received on the project design document for the *CDM A/R project activity (CDM A/R PDD)*.
2. A designated operational entity shall submit its validation report using the “CDM A/R project activity registration and validation report form” (F-CDM-A/R-REG) (attached to these procedures) to request for registration of a proposed *CDM A/R* project activity.
3. In order to ensure transparency and efficiency of the registration process:
  - (a) A request for registration will only be processed after the secretariat has determined that all information and documentation requested in the registration form has been provided by the DOE;
  - (b) The date of receipt of a request for registration is the date when the deposit of the registration fee indicated in the registration form has been received by the secretariat;
  - (c) A request for registration” (as defined in paragraph 15 (f) of the *modalities and procedures for CDM A/R project activities*) shall be made publicly available through the UNFCCC CDM web site (either by a link to the DOE web site or by being directly posted) for a period of eight (8) weeks. The secretariat shall announce a request for registration of a proposed *CDM A/R* project activity on the UNFCCC CDM web site and in the CDM news facility. The announcement shall specify where the request for registration can be found, the name of the proposed *CDM A/R* project activity and the first and last day of the eight-week period. The secretariat shall notify the DOE requesting a registration when and where the request for registration is posted.
  - (d) Unless there is a request for review, a request for registration shall, after eight weeks, be marked in the UNFCCC CDM web site as “registration completed” and the corresponding proposed *CDM A/R* project activity and related public documents recorded/displayed as registered.

 <p><b>CDM A/R Project Activity Registration and Validation Report Form</b> <i>(By submitting this form, a designated operational entity confirms that the proposed CDM A/R project activity meets all validation and registration requirements and thereby requests its registration)</i></p>	
<b>Section 1: Request for registration</b>	
<b>Name of the designated operational entity (DOE) submitting this form</b>	
<b>Title of the proposed CDM A/R project activity (Section ## of the attached CDM A/R PDD) submitted for registration (the correct reference will be added once the EB has developed a CDM A/R PDD)</b>	
<b>Project participants (Name(s))</b>	
<b>Sector in which project activity falls</b>	
<b>Is the proposed CDM A/R project activity a small-scale activity?</b>	Yes / No ( <i>underline as applicable</i> )
<b>Section 2: Validation report</b>	
<b>List of documents to be attached to this validation report (please check mark):</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> The CDM A/R PDD of the project activity</li> <li><input type="checkbox"/> An explanation by the submitting designated operational entity of how it has taken due account of comments on validation requirements received, in accordance with the modalities and procedures for CDM A/R project activities, from Parties, stakeholders and UNFCCC accredited non-governmental organizations;</li> <li><input type="checkbox"/> The written approval of voluntary participation from the designated national authority of each Party involved, including confirmation by the host Party that the CDM A/R project activity assists it in achieving sustainable development:             <ul style="list-style-type: none"> <li><input type="checkbox"/> (Attach a list of all Parties involved and attach the approval (in alphabetical order))</li> </ul> </li> <li><input type="checkbox"/> Other documents, including any validation protocol used in the validation             <ul style="list-style-type: none"> <li><input type="checkbox"/> (comprehensive list of documents attached clearly referenced)</li> <li><input type="checkbox"/> List of persons interviewed by DOE validation team during the validation process</li> <li><input type="checkbox"/> Any other documents. Please specify.</li> </ul> </li> <li><input type="checkbox"/> Information on when and how the above validation report is made publicly available.</li> <li><input type="checkbox"/> Banking information on the payment of the non-reimbursable registration fee (<i>once determined by the Board</i>).</li> <li><input type="checkbox"/> A statement signed by all project participants stipulating the modalities of communicating with</li> </ul>	

the Executive Board and the secretariat in particular with regard to instructions regarding allocations of **tCERs or ICERs** at issuance

**Executive Summary and Introduction, including**

- Description of the proposed **CDM A/R** project activity
- Scope of validation process (include all documentation that has been reviewed and name persons that have been interviewed as part of the validation, as applicable)
- DOE Validation team (list of all persons involved in the validation, describing functions assumed in the validation)

**Description of methodology for carrying out validation**

- Review of **CDM A/R PDD** and additional documentation attached to it
- Assessment against CDM **A/R** requirements (e.g. by use of a validation protocol)
- Report of findings by the DOE, e.g. by use of type of findings (e.g. corrective action requests, clarifications or observations). Please explain the way findings are “labelled” during validation.
- Include statements or assessments in the section “Conclusions, final comments and validation opinion” below.

**Explanation by the submitting DOE of how it has taken due account of comments on validation requirements received, in accordance with the **modalities and procedures for CDM A/R project activities**, from Parties, stakeholders and UNFCCC accredited non-governmental organizations;**

- Description of how and when the **CDM A/R PDD** was made publicly available
- Description of how comments were received and made publicly available
- Explanation of how due account has been taken of comments received
- Compilation of all comments received (Identify the submitter)

<p><b>Conclusions, final comments and validation opinion</b></p> <ul style="list-style-type: none"> <li>• Provide conclusions on each requirement under paragraph 12 of the <b>modalities and procedures for CDM A/R project activities</b>, describing how these requirements have been met. This shall include assessments and findings (e.g. corrective action requests, clarifications or observations) in relation to each requirement, including a confirmation that all issues raised have been addressed to the satisfaction of the DOE.</li> <li>• Final comments and validation opinion</li> </ul>		
<p>The DOE declares herewith that in undertaking the validation of this proposed CDM project activity it has no financial interest related to the proposed <b>CDM A/R</b> project activity and that undertaking such a validation does not constitute a conflict of interest which is incompatible with the role of a DOE under the CDM.</p>		
<p>By submitting this validation report, the DOE confirms that all validation requirements are met.</p>		
<p>Name of authorized officer signing for the DOE</p>		
<p>Date and signature for the DOE</p>		
<p><b>Section below to be filled by UNFCCC secretariat</b></p>		
<p>Date when the form is received at UNFCCC secretariat</p>		
<p>Date at which the registration fee has been received</p>		
<p>Date at which registration shall be deemed final</p>		
<p>Date of request for review, if applicable</p>		
<p>Date and number of registration</p>	<p>Date</p>	<p>Number</p>

**PROCEDURES FOR REVIEW AS REFERRED TO IN PARAGRAPH 16 OF  
THE MODALITIES AND PROCEDURES FOR AFFORESTATION AND REFORESTATION  
ACTIVITIES UNDER THE CDM**

**A. Background**

1. *The Conference of the Parties, at its ninth session, adopted, by its decision 19/CP, the modalities and procedures for afforestation and reforestation project activities under the clean development mechanism (CDM). In accordance with paragraph 5 (o) of the modalities and procedures for a CDM, applied mutatis mutandis to the CDM A/R project activities<sup>1</sup>, the Executive Board may consider incorporating minor changes to these procedures in order to apply them to the CDM A/R project activities.*

2. Paragraph 16 of the *modalities and procedures for CDM A/R project activities* stipulates that the registration by the Executive Board shall be deemed final eight weeks after the date of receipt by the Executive Board of the request for registration, unless a Party involved in the *CDM A/R* project activity or at least three members of the Executive Board request a review of the proposed *CDM A/R* project activity. The review by the Executive Board shall be made in accordance with the following provisions:

(a) It shall be related to issues associated with the validation requirements;

(b) It shall be finalized no later than at the second meeting following the request for review, with the decision and the reasons for it being communicated to the project participants and the public.

3. The draft procedures for review proposed below aim at elaborating on the provisions in paragraph 16, in particular by specifying detailed provisions for requesting a review, the scope of review, modalities for communicating with project participants and the designated operational entity (DOE) in question, possible outcomes of a review, and the coverage of costs relating to the review.

**B. Request for review**

4. A request for review by a Party involved in the proposed *CDM A/R* project activity shall be sent by the relevant designated national authority to the Executive Board, through the secretariat, using official means of communication (such as recognized official letterhead and signature or an official dedicated e-mail account). The secretariat shall acknowledge the receipt of a request for review and promptly forward the request to the Executive Board via the listserv.

5. A request for review by a member of the Executive Board shall be made by notifying the Executive Board through the secretariat. The secretariat shall acknowledge the receipt of a request for review and promptly forward the request to the Executive Board via the listserv.

6. In accordance with paragraph 16 of the *modalities and procedures for CDM A/R project activities*, a review shall be related to issues associated with the validation requirements and a request for review shall, therefore, be specific in this regard.

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<sup>1</sup> Please refer to paragraph 4 of the *modalities and procedures for CDM A/R project activities* (Annex to decision 19/CP.9).

7. A request for review shall:

(a) Include the **CDM A/R** project activity registration review form (F-CDM-**A/R**-RR) contained in the appendix to these procedures;<sup>2</sup>

(b) Provide reasons for the request for review and any supporting documentation.

8. A request for review shall be considered to be received by the Executive Board on the date it has been received by the secretariat. A request for review will not be considered by the Executive Board if it is received after 17:00 GMT of the last day of the eight-week period after the receipt of the request for registration.

9. As soon as a Party involved in a proposed **CDM A/R** project activity or three Executive Board members request a review of a proposed **CDM A/R** project activity, the following action shall be taken:

(a) The consideration of a review of the proposed **CDM A/R** project activity shall be included in the proposed agenda of the next Executive Board meeting;

(b) The Executive Board shall notify the project participants and the DOE which validated the proposed **CDM A/R** project activity that a review has been requested. The project participants and the DOE shall be informed about the date and venue of the next and the subsequent Executive Board meetings at which the request for review shall be considered. Stakeholders interested in the review process shall also be given an opportunity to attend the next or the subsequent Executive Board meeting;

(c) The project participants and the DOE shall each provide a contact person for the review process, including for a conference call, in case the Executive Board wishes to address questions to them during the consideration of a review at its meeting;

(d) The proposed **CDM A/R** project activity shall be marked as being “under review” on the UNFCCC CDM web site and a notification shall be sent through the UNFCCC CDM News facility.

### **C. Scope and modalities of review**

10. The Executive Board shall consider, at its next meeting, a request for review, and either decide to undertake a review of the proposed **CDM A/R** project activity or register it as a **CDM A/R** project activity.

11. If the Executive Board agrees to undertake a review of a proposed project activity, it shall, at the same meeting, decide on:

(a) The scope of the review relating to issues associated with validation requirements, based on the consideration in the request for a review;

(b) The composition of a review team. The review team shall consist of two Board members, who will be responsible for supervising the review, and outside experts, as appropriate.

12. The review team, under the guidance of the Board members responsible for supervising the review, shall provide inputs, prepare requests for clarification and further information to the DOE and project participants, and analyse information received during the review.

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<sup>2</sup> This form can be downloaded from the section on “References/procedures” on the UNFCCC CDM web site (<http://cdm.unfccc.int/Reference/Procedures>) and/or obtained electronically from the UNFCCC secretariat.



**D. Review process**

13. The decision by the Board on the scope of the review shall be made publicly available as part of the report of its meeting.
14. Project participants and the DOE which validated the proposed **CDM A/R** project activity shall be notified of the decision by the Executive Board.
15. Requests for clarification and further information may be sent to the DOE and the project participants. Answers shall be submitted to the review team, through the secretariat, within five working days after the receipt of the request for clarification. The secretariat shall acknowledge the receipt of the answers and forward them to the review team.
16. The two Board members supervising the review shall be responsible for compiling inputs and comments and preparing the recommendation to be forwarded to the Executive Board via listserv at least two weeks before the next Executive Board meeting.

**E. Review decision**


17. In accordance with paragraph **16** of the **modalities and procedures for CDM A/R project activities**, the review by the Board shall be finalized no later than at the second meeting following a request for review.
18. Taking into consideration recommendations by the two Board members responsible for the review, the Board shall decide on whether:
- (a) To register the proposed **CDM A/R** project activity;
  - (b) To request the DOE and project participants to make corrections based on the findings from the review before proceeding with registration; or
  - (c) To reject the proposed **CDM A/R** project activity.
19. In accordance with paragraph **16**, the Board shall communicate the decision to the project participants, the DOE that validated the proposed **CDM A/R** project activity and the public.
20. If the review indicates any issues relating to performance of the DOE, the Board shall consider whether or not to trigger a spot-check of the DOE, in accordance with the procedures for accrediting operational entities.

**F. Coverage of costs of the request for review**

21. The Executive Board shall bear the costs for reviewing a proposed **CDM A/R** project activity. If the Executive Board decides to reject the registration of a proposed **CDM A/R** project activity and if a DOE is found to be in the situation of malfeasance or incompetence, the DOE shall reimburse the Board for the expenses incurred as a result of the review. This provision is subject to review as experience accrues.

APPENDIX

(F-CDM-A/R-RR)

 <p><b>CDM A/R project activity registration review form</b>  <i>(By submitting this form, a Party involved (through the designated national authority) or an Executive Board member may request that a review is undertaken)</i></p>	
<b>Designated national authority/Executive Board member submitting this form</b>	
<b>Title of the proposed CDM A/R project activity submitted for registration</b>	
<p>Please indicate, in accordance with paragraphs 12 and 15 of the modalities and procedures for CDM A/R project activities, which validation requirement(s) may require review. A list of requirements is provided below. Please provide reasons in support of the request for review, including any supporting documentation.</p>	
<p><input type="checkbox"/> The following are requirements derived from paragraph 12 of the modalities and procedures for CDM A/R project activities:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The participation requirements set out in paragraphs 28–30 of the annex to decision 17/CP.7 and paragraphs 8 and 9 of the modalities and procedures for CDM A/R project activities are satisfied;</li> <li><input type="checkbox"/> Comments by local stakeholders have been invited, a summary of the comments received has been provided, and a report to the DOE on how due account was taken of any comments has been received;</li> <li><input type="checkbox"/> Project participants have submitted to the DOE documentation on the analysis of the socio-economic and environmental impacts, including impacts on biodiversity and natural ecosystems, and impacts outside the project boundary of the proposed afforestation or reforestation project activity under the CDM. If any negative impact is considered significant by the project participants or the host Party, project participants have undertaken a socio-economic impact assessment and/or an environmental impact assessment in accordance with the procedures required by the host Party. Project participants shall submit a statement that confirms that they have undertaken such an assessment in accordance with the procedures required by the host Party and include a description of the planned monitoring and remedial measures to address them;</li> <li><input type="checkbox"/> The proposed afforestation or reforestation project activity under the CDM is additional if the actual net greenhouse gas removals by sinks are increased above the sum of the changes in carbon stocks in the carbon pools within the project boundary that would have occurred in the absence of the registered CDM afforestation or reforestation project activity, in accordance with paragraphs 18–24 of the modalities and procedures for CDM A/R project activities;</li> <li><input type="checkbox"/> Management activities, including harvesting cycles, and verifications are chosen such that a systematic coincidence of verification and peaks in carbon stocks is avoided;</li> <li><input type="checkbox"/> Project participants have specified the approach proposed to address non permanence in accordance with paragraph 38 of the modalities and procedures for CDM A/R project activities;                         <ul style="list-style-type: none"> <li>- The baseline and monitoring methodologies selected by project participants comply with requirements pertaining to;</li> <li>- Methodologies previously approved by the Executive Board; or</li> <li>- Modalities and procedures for establishing a new methodology, as set out in paragraph 13 of the modalities and procedures for CDM A/R project activities.</li> </ul> </li> <li><input type="checkbox"/> Provisions for monitoring, verification and reporting are in accordance with decision 19/CP.9, the present annex and relevant decisions of the COP/MOP;</li> <li><input type="checkbox"/> The proposed project activity conforms to all other requirements for afforestation and reforestation project activities under the CDM in decision 19/CP.9, the present annex and relevant decisions by the COP/MOP and the Executive Board.</li> </ul>	

- ❑ The following are requirements derived from paragraph 15 of the modalities and procedures for CDM A/R project activities:
  - ❑ The DOE shall prior to the submission of the validation report to the Executive Board, have received from the project participants written approval of voluntary participation from the designated national authority of each Party involved, including confirmation by the host Party that the proposed afforestation or reforestation project activity under the CDM assists it in achieving sustainable development;
  - ❑ In accordance with provisions on confidentiality contained in paragraph 27 (h) of the annex to decision 17/CP.7, make the project design document publicly available;
  - ❑ The DOE shall receive, within 45 days, comments on the validation requirements from Parties, stakeholders and UNFCCC accredited non-governmental organizations and make them publicly available;
  - ❑ After the deadline for receipt of comments, make a determination as to whether, on the basis of the information provided and taking into account the comments received, the proposed afforestation or reforestation project activity under the CDM should be validated;
  - ❑ The DOE shall inform project participants of its determination on the validation of the project activity. The notification to the project participants will include a confirmation of validation and the date of submission of the validation report to the Executive Board, or an explanation of reasons for non-acceptance if the proposed afforestation or reforestation project activity under the CDM, as documented, is judged not to fulfil the requirements for validation;

**Section below to be filled in by UNFCCC secretariat**

Date received at UNFCCC secretariat

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**PROCEDURES FOR THE SUBMISSION AND CONSIDERATION OF  
A PROPOSED NEW METHODOLOGY *FOR AFFORESTATION AND REFORESTATION  
PROJECT ACTIVITIES UNDER THE CDM***

CONTENTS

	<u>Paragraphs</u>	<u>Page</u>
I. BACKGROUND.....	1 – 4	13
II. SUBMISSION OF A PROPOSED NEW METHODOLOGY <i>FOR CDM A/R PROJECT ACTIVITIES</i> .....	5 – 8	13
III. ANALYSIS/RECOMMENDATION BY THE <i>A/R PANEL/WORKING GROUP</i> AND CONSIDERATION/APPROVAL BY THE BOARD.....	9 – 15	14

Appendices:

Appendix 1: Provisions and criteria for including experts in the “UNFCCC roster of experts – CDM *A/R*”

*(Appendices for forms for public comments, desk reviews and recommendations on proposed new methodologies would need to be prepared once a project design document for afforestation and reforestation project activities (CDM A/R PDD) would be developed by the Executive Board)*

## I. BACKGROUND

4. This document contains the procedures for the submission and consideration of proposed new methodologies which operationalize the provisions of *paragraph 13 of the modalities and procedures for afforestation and reforestation project activities under the clean development mechanism (hereafter referred as modalities and procedures for CDM A/R project activities)*.

5. The *modalities and procedures for CDM A/R project activities*<sup>3</sup> stipulate that if a designated operational entity (DOE)<sup>4</sup> determines that a proposed *CDM A/R project activity* intends to use a new baseline or monitoring methodology, it shall, prior to the submission for registration of this project activity, forward the proposed methodology to the Executive Board for review, i.e. consideration and approval, if appropriate.

6. The Executive Board shall expeditiously, if possible at its next meeting but not later than four months after the date of receipt of the proposed new methodology, review the proposed new methodology in accordance with the *modalities and procedures for CDM A/R project activities*. Once approved by the Executive Board, it shall make the approved methodology publicly available and the designated operational entity may proceed with the validation of *the proposed CDM A/R project activity* and submit the project design document (*CDM A/R PDD*) for registration.

## II. SUBMISSION OF A PROPOSED NEW METHODOLOGY *FOR AFFORESTATION AND REFORESTATION PROJECT ACTIVITIES UNDER THE CDM*

7. If project participants intend to propose a new baseline or monitoring methodology for consideration and approval by the Executive Board, they shall prepare a draft project design document for an afforestation or reforestation project activity (*CDM A/R PDD*) and as a minimum, complete sections A to E, including relevant annexes.

8. The DOE, contracted by the project participants, shall determine whether the draft project design document and relevant annexes have been completed in accordance with relevant guidance by the Board. If this is the case, the DOE shall forward, without further analysis, the proposed new methodology to the Executive Board for its consideration and approval, if appropriate, using form “CDM: Proposed new methodology form” (F-CDM-A/R-PNM) contained in appendix 2 of this document. The draft *CDM A/R PDD* shall be attached to the form.

9. The secretariat shall forward the documentation to the Executive Board and the *A/R Panel/working group* after having checked that the “CDM: Proposed new *A/R* methodology form” has been duly filled by the DOE and documentation provided by the DOE is complete. The date of transmission to the Executive Board is to be considered as the date of receipt of a proposed new methodology by the Board.

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<sup>3</sup> *Paragraph 13 of the modalities and procedures for afforestation and reforestation project activities under the clean development mechanism contained in the Annex to decision 19/CP.9. At the moment this document is being submitted to the Board the edited report of COP 9 is not yet available.*

<sup>4</sup> An applicant entity which has a confirmed CDM assessment team may forward a proposed methodology in accordance with these procedures if it produces documentary evidence (procedural report) of work undertaken (see <http://unfccc.int/cdm/listaenm.html>).

10. At the same time, in accordance with the practice of the Executive Board to invite public input on technical documentation developed by the Executive Board and its panels, the secretariat shall make the proposed new methodology publicly available on the UNFCCC CDM web site and invite public inputs for a period of 15 working days. Public inputs on a proposed new methodology shall be made using the “Proposed new methodology - public comment form”(F-CDM-A/R-Nmpu) contained in appendix 3 of this document. Comments shall be forwarded to the **A/R Panel/working group** at the moment of receipt and made available to the public at the end of the 15 working day period.

### III. ANALYSIS/RECOMMENDATION BY THE **A/R PANEL/WORKING GROUP** AND CONSIDERATION/APPROVAL BY THE BOARD

11. A proposed new methodology shall be available to the **A/R Panel/working group** at least seven weeks prior to its next meeting. The secretariat shall make public, through the UNFCCC CDM web site, the date of a meeting and the corresponding deadline at least t seven weeks prior to the meeting.

12. In case more than ten (10) proposed new methodologies are submitted by the deadline for submissions of proposed new methodologies, the Chair of the **A/R Panel/working group** shall ascertain how many proposals shall be analysed at the next meeting of the **A/R Panel/working group** and decide to postpone the analysis of some submissions to the subsequent meeting of the **A/R Panel/working group**. Submissions received and confirmed to be completed by the secretariat shall be treated on a “first come first served” basis.

13. The Board may decide to change a deadline for submissions of proposed new methodologies taking into account the workload of the **A/R Panel/working group**.

14. Whenever a proposed new methodology is submitted to the **A/R Panel/working group** in accordance with paragraph 9 above, it shall analyze it and, if possible at its next meeting, make a recommendation regarding the approval of the proposed new methodology to the Executive Board.

15. Upon receipt of a proposed new methodology, two members of the **A/R Panel/working group** shall be selected on a rotational basis in alphabetical order. The two members shall be responsible for compiling different inputs, including those from other members of the Panel and public inputs, and prepare, under the guidance of the Chair of the **A/R Panel/working group**, draft recommendations by the **A/R Panel/working group** to the Board. The two selected panel members shall be paid a fee for one (1) working day for the preparation of the draft recommendations

16. The Chair and the Vice-Chair of the **A/R Panel/working group**, with the assistance of the two designated panel members and the secretariat, shall, no later than seven working days after the receipt of the proposed new methodology, select the experts from a roster of experts<sup>5</sup> who are to undertake a desk review to appraise the validity of the proposed new methodology.

17. Each desk reviewer shall prepare, under the guidance of the Chair of the **A/R Panel/ working group** and in accordance with the provisions of the CDM modalities and procedures, his/her recommendation to the **A/R Panel/ working group**. He/she shall forward it, wherever possible, within 10 working days after having received a proposed methodology using the “CDM: Proposed **A/R** new methodology - expert desk review form”(F-CDM-**A/R**-Nmex) contained in appendix 4 of this document.

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<sup>5</sup> The roster of experts is to be maintained by the secretariat.

18. The *A/R Panel/working group*, taking into consideration public comments and the recommendations by the desk reviewers, shall prepare its preliminary recommendation regarding the approval of the proposed new methodology to the Executive Board using the form “CDM: Proposed *A/R* New Methodology - Panel recommendation to the Executive Board” (F-CDM-*A/R*-NMmp) contained in appendix 5 of this document.

(a) Before preparing its preliminary recommendation, the *A/R Panel/working group* may request, through the secretariat, and via the designated operational entity, the project participants to make available additional technical information necessary to analyze the proposed new methodology within a deadline stipulated by the Chair of the *A/R Panel/working group*. Any additional technical information provided by project participants to the *A/R Panel/working group* shall be made available to the Executive Board and to the public soon after its receipt by the secretariat.

(b) The *A/R Panel/working group* shall, through the secretariat, and via the designated operational entity, forward its preliminary recommendation to project participants.

(c) Within ten working days after the receipt of the preliminary recommendation of the *A/R Panel/working group* by the designated operational entity, the project participants may submit, via the DOE, clarifications to the *A/R Panel/working group*, through the secretariat, on technical issues concerning the proposed new methodology raised in the preliminary recommendation by the *A/R Panel/working group*. Technical clarifications provided by the project participants shall include revisions in annexes 3 and 4 of the *CDM A/R PDD* in highlighted form. Clarifications provided by the project participants shall be made available to the Executive Board and to the public soon after receipt by the secretariat;

(d) If project participants do not provide any clarification related to the preliminary recommendation by the *A/R Panel/working group* within the ten-day period, or if the preliminary recommendation by the *A/R Panel/working group* is in favour of approving the proposed new methodology, it shall be considered as a final recommendation, forwarded to the Executive Board and made publicly available.

(e) If project participants provide clarifications related to the preliminary recommendation by the *A/R Panel/working group*, the *A/R Panel/working group* shall consider these clarifications at its next meeting and prepare its final recommendation to the Executive Board. The final recommendation shall be forwarded to the Executive Board and made publicly available.

19. The Executive Board shall consider a proposed new methodology at the next meeting following the receipt of the recommendation regarding the approval of the proposed new methodology by the *A/R Panel/working group*.

**Appendix 1****Provisions and criteria for including experts in the  
“UNFCCC roster of experts – CDM A/R”**

1. An expert who is to be included in the roster of experts and who may be selected to undertake a desk review of a proposed new baseline and/or monitoring methodology shall:
  - (a) Be familiar with the *modalities and procedures for afforestation and reforestation project activities under the CDM* and relevant decisions of the COP (or COP/MOP);
  - (b) Have demonstrated relevant working experience related to project activities;
  - (c) Have demonstrated technical/scientific expertise related to *afforestation and reforestation* baseline and/or monitoring methodologies, *inter alia* through publications;
  - (d) Good analytical and drafting skills;
  - (e) Have an advanced university degree in economics, energy, social, environmental studies, natural sciences, engineering, development studies, or any related discipline;
  - (f) Good working knowledge in English. Working knowledge of other UN languages desirable;
  - (g) Be free from any interest that might cause him/her to act in other than an impartial and non-discriminatory manner.
2. An expert applying for the roster of experts to undertake desk reviews of proposed new methodologies shall complete, in addition to the P11, a table on detailed working and/or scientific and technical experience.
3. An expert selected to undertake a desk review and appraise the validity of a proposed new methodology shall be compensated in accordance with the rules and regulations of the UNFCCC and based on an “independent contractual agreement”.