



CLEAN DEVELOPMENT MECHANISM EXECUTIVE BOARD

PROPOSED AGENDA AND ANNOTATIONS

Eighteenth meeting

Bonn, Germany
23 -25 February 2005

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II. ANNOTATIONS TO THE PROPOSED AGENDA

1. Membership issues (including disclosure of possible conflict of interest and election of Chair and Vice-Chair)

1. **Background:** The Conference of the Parties (COP), at its tenth session, in accordance with paragraphs 7 and 8 (b) of the modalities and procedures for the clean development mechanism (hereafter referred as CDM modalities and procedures), has elected to the Executive Board for the clean development mechanism the following members and alternate members:

- (a) For a term of two years:
 - (i) Mr. Jean Jacques Becker, as member (second term), and Ms. Gertraud Wollansky, as alternate member (first term), from the Western Europe and Other regional group;
 - (ii) Mr. Martin Enderlin (first term), as member, from Parties included in Annex I;
 - (iii) Ms. Sushma Gera (first term), as member, and Mr. Mahasaru Fujitomi (first term), as alternate member, from Parties included in Annex I;
 - (iv) Mr. John Shaibu Kilani (second term), as member, and Mr. Ndiaye Cheikh Sylla (second term), as alternate member, from the African regional group;
 - (v) Mr. José Miguez (second term), as member, and Mr. Clifford Anthony Mahlun (first term), as alternate member from the Latin America and Caribbean regional group;
 - (vi) Mr. Rajesh Kumar Sethi (first term), as member and Ms. Liana Bratasida (first term), as alternate from the Asian regional group.

2. COP 10 has further confirmed Mr. Xuedu Lu as member from the Asian regional group.

3. In accordance with paragraph 8 (e) of the CDM modalities and procedures and rule 10 of the rules of procedure, members and alternate members have to take a written oath of service before being able to participate in the work of the Executive Board. The secretariat has received the written oaths of service from all newly elected members and alternate members.

4. At the first Executive Board meeting of each calendar year, i.e. at this eighteenth meeting, the Board shall elect a Chair and a Vice-Chair from among its members. In accordance with rule 12 of the rules of procedure of the Executive Board, the Board shall elect its own Chair and Vice-Chair, with one being a member from a Party included in Annex I and the other being from a Party not included in Annex I. The positions of Chair and Vice-Chair shall alternate annually between a member from a Party included in Annex I and a member from a Party not included in Annex I. As of 23 February 2005 the newly elected Chair shall therefore be from an Annex I Party and the Vice-Chair from a non-Annex I Party.

5. Rule 12 of the rules of procedure of the Executive Board stipulates that the secretary of the Executive Board shall preside over the opening of the first Executive Board meeting of a calendar year and conduct the election of the new Chair and Vice-Chair. At this eighteenth meeting, the secretary of the Board shall also assume, at the beginning of the meeting, the function of the Chair to request members and alternates to disclose whether they consider having any conflict of interest relating to the work of the Board.



6. **Action:** The Executive Board may wish to (a) welcome new members and alternates; (b) take note of their oaths of service; (c) elect for the year 2005 its Chair from among the members from Parties included in Annex I and its Vice-Chair from among the members from Parties not included in Annex I; and (d) consider information provided by any member or alternate member and take action, as appropriate, with relation to conflict of interest.

2. Adoption of the agenda

7. **Background:** The Board agreed, at its seventeenth meeting, on items to be included in the provisional agenda for its eighteenth meeting. In accordance with rule 21 of the rules of procedure of the Executive Board, subsequent additions or changes to the provisional agenda by members and/or alternate members were to be incorporated in the proposed agenda. No suggestions for changes were received. The proposed agenda was transmitted to the Board on 2 February 2005 and thereafter posted on the UNFCCC CDM web site.

8. **Action:** Members may wish to adopt the proposed agenda for the eighteenth meeting.

3. Work plan

9. The COP, at its tenth session, by its decision 12/CP.10¹ (Guidance relating to the clean development mechanism) commended the Executive Board for the successful operationalization of the prompt start of the CDM – in particular relating to the registration of CDM project activities, the accreditation of operational entities, the approval of baseline and monitoring methodologies, including consolidated methodologies with broader applicability, the development of a “Tool for the demonstration and assessment of additionality”, and the development of version 1 of the CDM registry – and for its efforts relating to the implementation of rules 26 and 27 of the rules of procedure, in particular by providing for dialogue with constituencies and the exchange of information with the public.

10. By its decision 12/CP.10, the COP further provided guidance to the Board on different areas of its work and requested the Executive Board, subject to the availability of sufficient resources, to intensify its work to ensure the proper functioning of the CDM, inter alia, by developing a management plan as soon as possible, strengthening institutional capacity, and facilitating efficient, transparent and substantiated decisions by the Executive Board and its panels and working groups.

11. The COP also encouraged the Executive Board to continue to assess existing and new ways to ensure transparency, i.e. regular written reports by the Executive Board and its panels, communication with constituencies and exchange of information with the public.

(a) Accreditation of operational entities

12. **Background:** The COP, by its decision 12/CP.10, designated as operational entities to carry out sector-specific validation functions the four entities which had been accredited, and provisionally designated, by the Board.

13. The Board, at its seventeenth meeting, took note of the fourth progress report of the CDM-AP and an oral report on the work of the CDM Accreditation Panel (CDM-AP) presented by Ms. Marina Shvangiradze, Vice-Chair of the CDM-AP, including on the status of applications and developments with respect to desk

¹ The number of the decision is provisional. For the full text of the decision please refer to the section on latest documents in the UNFCCC CDM web site: <http://cdm.unfccc.int>.



reviews and on-site assessments. The Board requested the CDM-AP to consider implications of including into the scope of witnessing the consideration and decision-making on substantive issues by AEs.

14. The fifteenth CDM-AP took place in Chennai, India (4-5 February 2005). Subsequently, the CDM AP submitted its fifth progress report (CDM-ACCR-R05) to the Board on 7 February 2005, which provides, inter alia, information on recommendations for accreditation, issuance of “Indicative letters”, the regional distribution of assessment team members, the status of applications, and on specific work items.

15. The CDM-AP has agreed to recommend three applicant entities for phased accreditation in specified sectoral scope(s) for validation. In accordance with the accreditation procedure, the recommendations and the supporting documentation, as well as the deliberations of the Executive Board, remain confidential. The decision by the Executive Board will be made publicly available. The documentation relating to these three recommendations has been forwarded to the Executive Board under separate cover.

16. The CDM-AP discussed the request by the Board to consider implications of including into the scope of witnessing the consideration and decision-making on substantive issues and agreed to postpone a recommendation until the Board concluded its deliberations on issues relating to the review of proposed project activities. It noted that the discussion on a minimum default number of witnessing is strongly linked to the scope of witnessing. The panel recommends changing current practice only after the scope of witnessing is redefined.

17. The CDM-AP, in accordance with the accreditation procedure, taking into account the discussions of the Board at its seventeenth meeting, agreed to treat sectoral scopes 14 (afforestation and reforestation) and 15 (agriculture) in two separate groups.

18. **Action:** The Board may wish (a) to take note of the progress report on the work of the CDM-AP; (b) to consider recommendations by the panel and take action, as appropriate; and (c) to consider further guidance to the CDM-AP, as appropriate.

(b) Methodologies for baselines and monitoring

19. **Background:** The COP, by its decision 12/CP.10:

(a) Recalled that, as indicated by the Executive Board, the use of the “Tool for the demonstration and assessment of additionality” is not mandatory for project participants and further encouraged the Executive Board to keep under review the “Tool for the demonstration and assessment of additionality”, taking into consideration inputs from Parties, and to include its conclusions in its report to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP) at its first session;

(b) Encouraged project participants to make proposals for new baseline and monitoring methodologies for types of project activities in sectors not yet covered by approved methodologies, such as transportation, energy efficiency and district heating, and the Executive Board to consider such proposals with priority and to continue its work on elaborating consolidated methodologies for new sectors;

(c) Requested the Executive Board to start the development of a database of approved methodologies organized by project category and condition of applicability;

(d) Welcomed work in progress by the Executive Board to operationalize the procedure for amendment of approved methodologies, on the basis of experience gained, bearing in mind paragraph 39 of the CDM modalities and procedures.



20. At its fifteenth meeting, the Board had agreed on the need to develop procedures for the revision of approved methodologies, bearing in mind the need for a flexible approach so that minor revisions can be easily accommodated. At its sixteenth and seventeenth meeting, the Board considered a draft document on “Procedures for the revision of an approved methodology” and agreed to further consider and finalize these procedures at its eighteenth meeting. A draft proposal for these procedures prepared by Mr. Georg Børsting, vice-Chair of the Executive Board, was circulated to the Board on 8 February 2005 via list serve.

21. The Board further considered at its seventeenth meeting a draft paper prepared by the Chairs of the Panels on methodologies and accreditation on how to improve the process of consideration and approval of proposed new methodologies and agreed to continue consideration of this paper at its seventeenth meeting. Bearing in mind that the Board needs to efficiently use available resources and will require further resources to cope with the increasing workload, the Board agreed, at its seventeenth meeting, to continue considering, at its eighteenth meeting, the draft paper on how to improve the process of consideration and approval of proposed new methodologies prepared by the Chairs of the panels on methodologies and accreditation. It requested Mr. Martin Enderlin, Mr. Ndiaye Cheikh Sylla, Mr. Eduardo Sanhueza and Mr. Hans Jürgen Stehr to prepare a revised proposal for the consideration of the Board at its eighteenth meeting. The revised proposal may be shared with Board members and alternates via list serve prior to the meeting as no yet available.

22. The Executive Board, at its seventeenth meeting, took note of the report of the thirteenth meeting of the Panel on baseline and monitoring methodologies (Meth Panel) and of an oral report by its Chair, Mr. Jean-Jacques Becker, on the work of the panel.

23. Taking into consideration recommendations by the Meth Panel and public inputs, at its seventeenth meeting, the Board agreed on revisions to the approved methodology AM0001: “Incineration of HFC 23 waste streams” and requested the Meth Panel to prepare a revised formatted version of AM0001 for consideration at its eighteenth meeting. A recommendation for a revised version of AM0001 is contained in annex 1 to the report of the fourteenth meeting of the Meth Panel (26-28 January 2005 in Bonn (Germany)) forwarded to the Board on 9 February 2005.

24. Twenty-three (23) proposed new methodologies were submitted at the eighth round for submitting new methodologies concluded on 28 October 2004. From those methodologies, nineteen (19) have passed the quality check assessment by the Meth Panel and are under consideration by the Meth Panel and the Board. Information on methodologies currently under consideration by the Board are available on the UNFCCC CDM web site.

25. The Meth Panel considered, at its fourteenth meeting, a total of twenty-four (24) cases of proposed new methodologies for baselines and monitoring. The Meth Panel, taking into consideration the inputs by experts (desk reviewers) and the public, agreed on recommendations to the Board to:

- (a) Approve cases NM0031-rev2, NM0040, NM0041-rev, NM0042-rev, NM0048-rev, NM0061 and NM0081;
- (b) Forward cases NM0038 and NM0045-rev for revision to the project participants;
- (c) Not approve cases NM0029, NM0054, NM0057, NM0062, NM0067, NM0069, NM0073, NM0074 and NM0083.

26. The Meth Panel agreed on preliminary recommendations for cases NM0066, NM0071, NM0075, NM0076 and NM0079.



27. The Meth Panel also agreed that additional expertise on the practice of use of blended cement is necessary before finalizing its recommendation on case NM0047.

28. **Action:** The Board may wish to take note of the guidance by COP 10 regarding the continuation of work on methodologies and consider: (a) the report of the fourteenth meeting of the Meth Panel and oral updates by its Chair; (b) procedures for the revision of an approved methodology; (c) recommendations by the Meth Panel to reformat revisions to methodology AM0001; (d) the recommendations by the Meth Panel, referred to above, on cases NM0029, NM0031-rev2, NM0038, NM0040, NM0041-rev, NM0042-rev, NM0045-rev, NM0048-rev, NM0054, NM0057, NM0061, NM0062, NM0067, NM0069, NM0073, NM0074, NM0081, and NM0083; (e) recommendations by the Meth Panel as contained in the report of its fourteenth meeting; (f) recommendations made by Mr. Martin Enderlin, Mr. Ndiaye Cheikh Sylla, Mr. Eduardo Sanhueza and Mr. Hans Jürgen Stehr on a revised proposal for streamlining the process for considering and approving newly proposed methodologies; and (g) guidance to the Meth Panel on additional matters, as appropriate.

(c) Issues relating to afforestation and reforestation project activities

29. **Background:** In its decision 14/CP.10² and the annex thereto, COP 10 adopted simplified modalities and procedures for small-scale afforestation and reforestation project activities under the CDM in the first commitment period of the Kyoto Protocol and measures to facilitate their implementation. By this decision the COP requested the Executive Board to:

(a) Develop, for consideration by COP/MOP 1, default factors for assessing the existing carbon stocks and for simplified baseline methodologies for small-scale afforestation and reforestation project activities under the CDM, taking into account, if appropriate, types of soils, lifetime of the project and climatic conditions;

(b) Develop, for consideration by COP/MOP 1, simplified monitoring methodologies for small-scale afforestation and reforestation project activities under the CDM, based on appropriate statistical methods, to estimate or measure the actual net greenhouse gas removals by sinks; as appropriate, the Executive Board may indicate different methods for different types of afforestation and reforestation project activities and propose default factors, if any, to facilitate the estimation or measurement of actual net greenhouse gas removals by sinks;

(c) Develop guidelines to estimate leakage for small-scale afforestation and reforestation project activities under the CDM.

30. The Executive Board, at its seventeenth meeting, took note of an oral report by the Chair of the Working Group on afforestation and reforestation project activities under the CDM (CDM A/R Working Group), Mr. Eduardo Sanhueza, on progress of the work by that Group.

31. The CDM A/R Working Group considered, at its third meeting (25-26 January 2005 in Bonn (Germany)) two (2) cases of proposed new methodologies for baselines and monitoring for afforestation and reforestation project activities. The CDM A/R Working Group, taking into consideration the inputs by experts (desk reviewers) and the public, agreed on recommendations to the Board not to approve proposals ARNM0001 and ARNM0002.

² The number of the decision is provisional. For the full text of the decision please refer to the section on latest documents in the UNFCCC CDM web site: <http://cdm.unfccc.int>.



32. At its third meeting, the CDM A/R Working Group further agreed on a recommendation to the Board CDM: Proposed new AR methodology assessment form and recommendations regarding further submissions of methodologies for afforestation and reforestation project activities.

33. **Action:** The Board may wish to (a) take note of decision 14/CP.10 and agree on a work plan for the implementation of simplified modalities and procedures small-scale afforestation and reforestation project activities; (b) take note of the report of the third meeting of the CDM A/R Working Group and oral updates by its Vice-Chair; (c) consider the recommendations by the CDM A/R Working Group, referred to above, on cases ARNM0001 and ARNM0002; (d) recommendations by the CDM A/R Working Group as contained in the report of its third meeting; and (e) provide guidance to the CDM A/R Working Group, as appropriate.

(d) Issues relating to small-scale CDM project activities

34. **Background:** The working group to assist the Executive Board in reviewing proposed methodologies and project categories for small-scale CDM project activities (SSC-WG) held its first meeting from 31 January to 1 February 2005 in Bonn (Germany). At this meeting, the SSC-WG agreed on recommendations for amendments to appendix B as contained in the annex to the report of the SSC-WG circulated to the Board on 8 February 2005.

35. **Action:** The Board may wish to consider recommendations by the SSC-WG as contained in the report of its first meeting issues and provide further guidance to the SSC-WG, as appropriate. (a) take note of the report of the first meeting of the SSC-WG and oral updates by its Vice-Chair; (b) consider the recommendations by the SSC-WG; and (c) provide guidance to the SSC-WG, as appropriate.

(e) Matters relating to the registration of CDM project activities

36. **Background:** In the period from 18 November 2004 to 9 February 2005, the request for the registration of one proposed project activity was received (“Graneros Plant Fuel Switching Project”). Reference is made to the UNFCCC CDM web site. In accordance with the Board’s internal procedures for evaluating requests for registration, one member and one alternate member are responsible for receiving comments by fellow Board members and alternates and for preparing an appraisal to facilitate any consideration which the Board may wish to undertake.

37. As of 11 January 2005, the project “**Rio Blanco Small Hydroelectric Project**” has been registered as the first small-scale CDM project activity. The total of registered CDM project activities is two (2).

38. In accordance with the procedures for review of requests for registration as referred to in paragraph 41 of the CDM modalities and procedures, requests for review were included in the proposed agenda of eighteenth meeting of the Executive Board for the following proposed project activities:

- (a) “Graneros Plant Fuel Switching Project” (0024);
- (b) “La Esperanza Hydroelectric Project Request” (0009);
- (c) “Cuyamapa Hydroelectric Project Request” (0010);
- (d) “Olavarría Landfill Gas Recovery Project” (0029).

39. Having considered the requests for review for a proposed project activity, the Board shall either decide to undertake a review of the proposed project activity or register it as a CDM project activity.



40. At the seventeenth meeting of the Executive Board, the Board decided to proceed with the review of two activities and identified the scope for the review of: “Project for GHG emission reduction by thermal oxidation of HFC 23 in Gujarat, India” (0001) and “HFC Decomposition Project in Ulsan”(0003). Two Board members prepared a recommendation for consideration by the Executive Board at its eighteenth meeting which has been circulated on 9 February 2005. At this meeting, the Executive Board shall decide on whether:

- (a) To register the proposed project activity;
- (b) To request the DOE and project participants to make corrections based on the findings from the review before proceeding with registration;
- (c) To reject the proposed project activity;
- (d) To trigger or not a spot-check of the DOE, in accordance with the procedures for accrediting operational entities, if the review indicates any issues relating to performance of the DOE.

41. The secretariat will provide an oral update on the status of requests for registration at the Board meeting. Reference is made to: <http://cdm.unfccc.int/Projects>.

42. **Action:** The Board may wish (a) to undertake the consideration of the recommendations by two Board members regarding the two reviews and agree on the further course of action; (b) to undertake the consideration of the four requests for review and agree on the further course of action; (c) to take note of the oral report by the secretariat on the status of requests for registration; and (d) to provide additional clarifications and guidance, as appropriate.

(f) **CDM registry**

43. **Background:** Background: With regard to the development and implementation of the CDM registry, version 1A was delivered by the contractor at the end of January and has been installed within the secretariat. Work has commenced on version 2 of the registry, which will allow it to interact fully with the international transaction log when it becomes operational.

44. The Board, at its fifteenth meeting, agreed to develop procedures for the transfer of CERs, tCERs and ICERs from the CDM registry to national registries, and requested the secretariat to prepare draft procedures for consideration at its eighteenth meeting. Subsequently, at its seventeenth meeting, the Board noted a number of further issues in need of clarification, some of which will have implications for the draft procedures requested of the secretariat for the eighteenth meeting of the Board. In particular, these additional issues relate to the establishment of accounts for project participants, the issuance and forwarding instructions to be sent by the Board to the CDM registry administrator and the reports to be made available to users of the CDM registry, including designated national authorities (DNAs).

45. The secretariat proposes to make a presentation to the eighteenth meeting of the Board a summary of the key areas relating to issuance and other transactions of CERs, tCERs and ICERs for which procedures need to be developed, and to prepare a comprehensive package of draft procedures for consideration by the Board at its meeting to be held in conjunction with the twenty-second sessions of the Subsidiary Bodies. This approach would facilitate the coherent development of these related procedures and would build upon further development work being undertaken in the context of version 2 of the CDM registry.

46. By its decision 12/CP.10, the COP adopted the procedures for review referred to in paragraph 65 of the CDM modalities and procedures.



47. **Action:** The Board may wish to take note of the presentation by the secretariat and provide guidance to the secretariat, as appropriate.

(g) **Modalities for collaboration with the Subsidiary Body for Scientific and Technological Advice**

48. **Background:** By its decision 12/CP.10, paragraph 13, the COP requested the Subsidiary Body for Scientific and Technological Advice, in collaboration with the Executive Board, to develop a recommendation to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its first session relating to implications of the implementation of clean development mechanism project activities for the achievement of objectives of other environmental conventions and protocols, in particular the Montreal Protocol and which imply the establishment of new hydrochlorofluorocarbon 22 facilities which seek to obtain certified emissions reductions for the destruction of hydrofluorocarbon 23, taking into account the principles established in Article 3, paragraph 1, and the definitions in Article 1, paragraph 5, of the Convention.

49. At its seventeenth meeting, the Board requested Ms. Sushma Gera and Mr. Xuedu Lu to continue to follow negotiations on issues relating to registries and to report on the progress.

50. The Board further requested Mr. Eduardo Sanhueza and Mr. Martin Enderlin to follow negotiations relating to simplified modalities and procedures for small-scale afforestation and reforestation project activities under the CDM in the first commitment period of the Kyoto Protocol and measures to facilitate their implementation and to report on the progress.

51. **Action:** The Board may wish to (a) consider action to be taken in response to paragraph 13 of decision 12/CP.10; (b) take note of progress reports; and (c) designate members and alternate members who are to follow issues of interest for the Board being considered by the SBSTA.

4. Resources for the work on the CDM

52. **Background:** In its decision 12/CP.10, the COP expressed its deep concern about the shortfall in resources for work on the CDM in the biennium 2004–2005. The decision states an estimated shortfall of USD 4.2 million vis-à-vis requirements referred to in decision 16/CP.9 and additional human and financial resource needs arising from increased activity levels.

53. The COP urged Parties to make contributions, in an expeditious manner, to the UNFCCC Trust Fund for Supplementary Activities, in accordance with decision 17/CP.7, paragraph 17, for funding administrative expenses for operating the CDM in the biennium 2004–2005, keeping in mind that only part of these expenses will be covered by the Kyoto Protocol Interim Allocation upon entry into force of the Kyoto Protocol. The early availability of adequate resources is needed to ensure that the Executive Board and the secretariat can cope with the increased workload and carry out all mandates in a sustainable and timely manner.

54. The secretariat will brief the Board on major activities expected to be undertaken in 2005 and updated respective resource requirements for the work on the CDM. In this, a significant further increase in the scope and complexity of the caseload (accreditation, methodologies, registration, issuance) and the further development, deployment and operation of the CDM registry are anticipated. Resources for the work on the CDM in 2005 are expected to come from three sources: (i) Kyoto Protocol Interim Allocation (part of the core budget as of 16 February 2005), (ii) voluntary contributions by Parties; and (iii) fees for applications for accreditation and requests for registration as CDM project activities. The secretariat will also give a final report on the status of income and expenditure for 2004. As of early February 2005, upon having received contributions from Austria, France, Germany, Luxemburg, Netherlands and Sweden, the CDM is facing a resource gap of USD 3.8 million for the remainder of 2005.



55. **Action:** The Board may wish (a) to take note of the proposal on expected activities in 2005 and the report by the secretariat on available and expected resources; and (b) to invite Parties to make further voluntary contributions to the work on the CDM so that the necessary activities can be carried out without delay and to the highest quality standards.

5. Other matters

(a) Rules of procedure of the Executive Board

56. **Background:** The COP, by its decision 12/CP.10, adopted the amendments to the rules of procedure of the Executive Board, as contained in annex II to the decision.

57. The COP further encouraged the Executive Board to keep its rules of procedure under review and, if necessary, make recommendations, in accordance with paragraph 5 (b) of the annex to decision 17/CP.7, on any amendments or additions aimed at safeguarding its efficient, cost-effective and transparent functioning.

58. The secretariat will update the Board on its ongoing work regarding legal issues relating to the CDM.

59. **Action:** The Board may wish to (a) take note of annex II to decision 12/CP.10; and (b) keep its rules of procedure under review and agree on recommendations for amendments if necessary.

(b) Relations with stakeholders, intergovernmental and non-governmental organizations

60. **Background:** On the occasion of its seventeenth meeting, the Chair and other members of the Board met with registered observers for informal briefings.

61. Board members and alternates continued receiving communications from the public and invitations to participate in CDM-related events.

62. **Action:** The Board may wish to (a) agree to avail itself for informal briefings with registered observers in the afternoon of 25 February 2005; and (b) invite members and alternates to share information on events in which they participated.

(c) Other business

63. Since its seventeenth meeting, the Board has received the following communications from the public:

(a) International Emission Trading Association, IETA, 2 February 2005.

64. Rule 16 of the rules of procedure of the Executive Board states that at the first Executive Board meeting of each calendar year, the Chair shall propose for the approval of the Board a schedule of meetings for that calendar year. At its seventeenth meeting, the Board agreed on a tentative schedule of meetings in 2005.

65. **Action:** The Board may wish to (a) take note of communications submitted by the public and agree on any actions, as appropriate; (b) agree on the dates for its meetings in 2005; and (c) consider any other business it deems necessary.

5. Conclusion of the meeting

66. The Chair will summarize the meeting and adopt the report, including references to any decisions taken.