

**Annex 6****SUBMISSION AND CONSIDERATION OF QUERIES REGARDING THE APPLICATION OF APPROVED METHODOLOGIES BY DESIGNATED OPERATIONAL ENTITIES TO THE METH PANEL**

1. This document contains the procedures for the submission and consideration of queries from DOEs to the Methodologies Panel regarding the application of approved methodologies.
2. If DOEs wish to submit queries regarding the applicability of approved methodologies, they shall complete the form “F-CDM-AM-Subm” for submission of queries regarding the application of approved methodologies and submit it to the secretariat.
3. The secretariat shall forward the query to the Meth Panel listserv, post the query in a common extranet page for the DOEs and Meth Panel, forward it to the Board and make publicly available through the UNFCCC CDM web site.
4. A query regarding the application of an approved methodology shall be available to the Meth Panel at least six (6) weeks prior to its next meeting in order to be considered by the meeting. The Chair shall assess when queries are to be considered by the Meth Panel depending on the workload of the Meth Panel.
5. The Chair shall select at least one member to prepare a draft recommendation and a draft answer for the consideration of the Meth Panel. The recommendation and answer shall be drafted using form “F-CDM-AM-Subm”. Draft recommendations shall be made available to the Meth Panel’s consideration at least two (2) weeks before the next Meth Panel meeting. The Chair shall decide on a case by case basis whether a daily fee shall be paid for the preparation of draft recommendations and answers.
6. Once the Meth Panel agrees on a final recommendation and answers to queries by DOEs they shall be forwarded to the DOEs by the secretariat and posted in a common extranet page for the DOEs and Meth Panel and forwarded to the Board and made publicly available through the UNFCCC CDM web site.

 <p style="text-align: center;">CDM: Form for submission of queries from DOEs to the Methodologies Panel regarding the application of approved methodologies (version 01) (To be used by DOEs for presenting questions / proposals / amendments related to the applicability of approved methodology)</p>	
Name of the entity (DOE) submitting this form	
Reference number and title of the approved methodologies	
Title/Subject (give a short title or specify the subject of your submission, maximum 200 characters):	
Attach CDM-PDD example of project activity where applicability raises problem:	<input type="checkbox"/> Yes, is attached.
Date and signature for the DOE	
<p>Submitted queries</p> <p>Please use the space below to substantiate the queries relating to the application of approved methodologies. If the questions are related to a project activity under development or implementation, please describe the context in which they arose. If you are proposing amendments to existing methodologies, please specify the text you want to change or introduce. If necessary, attach files or refer to sources of relevant information.</p> <p>If you have a question relating to the application of an approved methodology, please specify and provide reference to the exact project activity to which it applies.</p> <p>>></p>	
<p>If you propose an amendment to an approved methodology, please provide reasons.</p> <p>>></p>	
<p>In case you propose the amendment to the approved methodologies, please provide your draft below, if not included in an annex:</p> <p>>></p>	
Date of submission of contribution:	
Information to be completed by the secretariat	
Date when the form was received at UNFCCC secretariat	
Date of transmission to the Meth Panel and Executive Board	