



Annex 3

PROCEDURES FOR THE REVISION OF AN APPROVED BASELINE OR MONITORING METHODOLOGY BY THE EXECUTIVE BOARD (version 03)

I. INTRODUCTION

1. In accordance with paragraph 39 of the CDM modalities and procedures, a revision of a methodology shall be carried out in accordance with the modalities and procedures for establishing new methodologies as set out in paragraph 38 of the CDM modalities and procedures. Any revision to an approved methodology shall only be applicable to project activities registered subsequent to the date of revision and shall not affect registered CDM project activities during their crediting period.
2. At its fifteenth meeting, the Board agreed on the need to develop procedures for the revision of approved methodologies, bearing in mind the need for transparency and for these procedures to be flexible in order to also easily accommodate minor revisions and minor corrections (to be issued as “versions” and not “revisions” as is the practice of the Board).
3. Sections II-III of this document contain procedures for the revision of approved baseline and monitoring methodologies by the Executive Board that operationalize the provisions of paragraph 39 of the CDM modalities and procedures bearing in mind the above criteria.
4. At its fifteenth meeting, the Board also agreed that if an approved methodology is expected to require a significant revision, its further use shall be put on hold. This shall be announced on the UNFCCC CDM web site and the CDM News facility. The revision of such a methodology shall be undertaken in an expedited manner. Section IV of this document provides procedures for putting an approved methodology “on hold”.
5. The Board, at its twenty-third meeting, agreed that these procedures shall apply *mutatis mutandis* to approved methodologies for afforestation and reforestation project activities and approved small scale methodologies.

II. SUBMISSION OF A PROPOSED REVISION BY PROJECT PARTICIPANTS

6. If project participants intend to propose a revision to an approved baseline or monitoring methodology for consideration and approval by the Executive Board, they shall submit to a DOE the form for submission of requests for revisions of approved methodologies to the Methodologies Panel (F-CDM-AM-Rev) along with a draft revised version of the approved methodology highlighting proposed changes together with a draft project design document (CDM-PDD) with complete sections A to E, including relevant annexes applying to a proposed revision to the methodology.
7. In the event that the COP/MOP requests the revision of an approved methodology in accordance with paragraph 38 of the CDM modalities and procedures, no CDM project activity may use this methodology. The project participants shall revise the methodology, as appropriate, taking into consideration any guidance received from the Board in accordance with these procedures unless otherwise decided by the COP/MOP. Any revision to an approved methodology shall only be applicable to project activities registered subsequent to the date of revision and shall not affect existing registered project activities during their crediting periods.



8. Having checked that the above requirements are met and documentation is complete, the DOE shall transmit the documentation to the secretariat. The secretariat shall forward the documentation to the Executive Board and the Methodologies Panel after having checked that (a) the “CDM: Proposed revision of approved methodology form” has been duly filled by the DOE, and (b) the documentation provided by the DOE is complete. The date of transmission by the secretariat to the Executive Board is to be considered as the date of receipt of a proposed revision to an approved methodology by the Board. Information on a request for revision of an approved methodology shall be made available in the UNFCCC CDM web site and forwarded to the Board via list serv and to the public through the CDM news facility.

9. Bearing in mind the timelines and deadlines for the consideration of documents by the Methodologies Panel and priorities set by the Board and the Chair of the Methodologies Panel, the Methodologies Panel shall consider the proposed revision at its next meeting, if feasible, and recommend to the Board whether the proposed revision should be accepted for consideration.

III. CONSIDERATION AND APPROVAL OF A REVISION TO AN APPROVED BASELINE OR MONITORING METHODOLOGY

10. If the Board decides that a revision of a baseline and monitoring methodology shall be considered, it shall request the Methodologies Panel to further analyze the case and prepare a recommendation to the Board to be received no later than for consideration at the second meeting following the request by the Board.

11. Depending on the proposed revision of a methodology, the Board may decide to request the secretariat to invite public inputs on the proposed revision for a period of 15 working days.

12. Up to two member(s) of the Methodologies Panel shall, under the guidance of the Chair and Vice-Chair of the Panel, be selected for preparing draft recommendations for the Panel. The selected Panel member(s) shall each be paid a fee of a maximum of two (2) working days for the preparation of the draft recommendation¹.

13. The Methodologies Panel shall recommend, based on substantiated justification, a revision to an approved methodology or the continued validity of the already approved methodology, possibly with minor revisions and/or minor corrections.

14. The Methodologies Panel may also recommend a review of an approved methodology based on the experience gained through the examination of submissions of new methodologies in order to ensure a consistent approval process. Information on a proposal for revision of an approved methodology shall be made available in the UNFCCC CDM web site and forwarded to the Board via list serv and to the public through the CDM news facility.

15. The Executive Board shall consider the recommendation by the Methodologies Panel at the next meeting.

16. If the Board approves the revision of an approved methodology, this methodology shall replace the previously approved methodology. In accordance with paragraph 39 of the CDM modalities and procedures, any revision to an approved methodology shall only be applicable to project activities

¹ The selection of Panel members to undertake tasks relating to the revision of a proposed new methodology, as well as the number of days to be dedicated to a case, is to be decided by the Chair of the Methodologies Panel, taking into consideration availability of resources. Depending on the approved methodology, the Board may decide that the Methodologies Panel may draw on expertise outside the Panel if it is necessary for the assessment of a case.



registered subsequent to the date when the revision took effect. The date of revision shall be the date/time (Bonn, GMT) at which the Board has agreed on the case (not adoption of report).

17. The revision shall not affect (a) registered CDM project activities during their crediting period; and (b) project activities that use the previously approved methodology for which requests for registration are submitted before or within **eight (8) weeks** after the methodology was revised.²

18. In case the revision results in the withdrawal of existing approved methodologies the withdrawal shall not affect (a) registered CDM project activities using the withdrawn methodologies during their crediting period; and (b) project activities that use the previously approved methodology for which requests for registration are submitted before or within **eight (8) weeks** after the methodology was revised.³

IV. STATUS OF AN APPROVED METHODOLOGY IF THE EXECUTIVE BOARD PUTS IT “ON HOLD”

19. If the Board considers that the possible revision of the methodology could have significant implications for the use of the methodology, the Board may agree to suspend the use of the methodology, by putting it “on hold”, with immediate effect.

20. Project activities which use this methodology but have not been submitted for registration within **four (4) weeks** after the methodology “on hold”, will not be able to use the methodology until the Board has decided on any revision of the methodology.⁴

21. If the Board puts a methodology “on hold”, in accordance with paragraph 16 above, a revised methodology should be approved not later than at the third meeting of the Board after it has agreed to put the methodology “on hold”.

² The request registration referred to in paragraphs 16, 17 and 19 is considered to be submitted within the deadline if the following conditions are fulfilled: (a) The DOE has uploaded the request for registration using the dedicated interface of the UNFCCC CDM website before 24:00 GMT on the day of the deadline. (b) Either the proof of payment is uploaded within 20 calendar days after the deadline or the payment is received within 40 calendar days after the deadline. It is noted that these conditions are checked by automated checks.

³ The above footnote applies.

⁴ The above footnote applies.