CATALOGUE OF CDM RELATED DECISIONS

PROPOSED DESIGN v.4

OUTLINE FOR COMMENTS - EB26

I. Introduction

Mandate

COP/MOP 1, through its Decision 7/CMP.1 (FCCC/KP/CMP/2005/8/Add.1) paragraph 11, requested the EB to *develop a catalogue of, and user's guide to, its decisions, including on clarifications and guidance provided, to facilitate accessibility to information*.

In turn, CDM-EB-23 and 24 asked the secretariat to initiate work on the catalogue of decisions, including the preparation of a draft outline to be circulated to the Board for comments. The EB agreed that the preparation of such catalogue should be undertaken as a priority. At EB 25 it was reported that the secretariat had started work on a design proposal to be presented to EB 26 for its consideration.

Such proposal is outlined in this document.

Summary of work undertaken by the secretariat

In order to carry out the request from the EB and prepare a draft outline for a Catalogue of CDM related decisions, existing products prepared by the secretariat and by other organizations have been reviewed. In particular, products prepared by the secretariat that were reviewed are:

a) Catalogue of EB Guidance on CDM Methodologies
b) Catalogue of EB Guidance on CDM Accreditation
c) Compilation of clarifications and guidance to the accreditation of DOEs made by the CDM EB
d) Catalogue of issues raised by EB members in their appraisals

Also similar initiatives within the UN system and from other multilateral agreements were reviewed, and others in the field of national legislation and environmental impact assessment systems .

The secretariat also facilitated feedback from potential users. In particular, from several Parties and Organizations that expressed their interest in the development of the Catalogue of CDM related decisions and offered collaboration in sharing their experiences while addressing similar task. At the same time a draft document was circulated by the secretariat to both, the DOE Forum and the DNA Forum .

Finally, in order to prepare this proposal for the design of the Catalogue, the secretariat has considered implications of different options, including on resources to implement, maintain and keep such system up to date.

Overview of the proposed Catalogue of CDM related decisions

The objective of the Catalogue of CDM related decisions ("the Catalogue") is to facilitate efficiency, cost-effectiveness, consistency and transparency in the design, validation, monitoring and verification of CDM project activities, in the decision-making process pursuant to registration of such project activities and issuance of CERs, as well as and in the accreditation of operational entities, improving accessibility to all relevant CDM related decisions.

To this objective and bearing in mind needs of potential users and implications of different options, the design being proposed aims to serve both, those unfamiliar with CDM as well as the connoisseurs, thus giving the option of either a guided search or a flexible self-customized one.

In any case, in order to fully achieve its objective, the main characteristic of the design being proposed is that the result of a query will be the specific paragraph(s) that contains the decision with the option to browse for previous related ones. To better serve this purpose, the range of decisions with which to populate the proposed Catalogue will include the Kyoto Protocol, the Marrakech Accords and other CoP and CMP relevant decisions, and all CDM EB guidance, clarifications, definitions or others, as well as recommendations made by its panels and working groups, when appropriate.

The proposed design also aims to allow for an efficient, dynamic updating, for which the actual format of EB meeting reports as well as the current UNFCCC web site facility are being taken into account, so the Catalogue can be populated from them.

More details and further analysis of the design being proposed is presented next.

II. Proposed design for the Catalogue of CDM related decisions

A. Background to design options

The review of similar catalogues shows that in general terms, options for the design of a catalogue can be classified in 3 approaches:

a) those operated by search engines, as Google, MSN, Yahoo!, etc., that uses keywords and/or other identifiers;
b) those organized thematically by topics and sub-topics, and
c) those that provide analytical and/or statistical information that is indexed to a database.

Nevertheless, in order to develop a catalogue and successfully maintain it and keep it updated it is important to take into consideration the needs of potential users as well as the requirements in terms of human and technical resources, specially in view of the dynamics of CDM and future projections.

A design based in keywords has the virtue of being very easy to implement and very easy to maintain. Though on the other hand, a design based only in keywords may not be the best tool for potential users not-familiar to CDM as the resulting output may be numerous and not necessarily related to the query.

From that point of view, a topics/sub-topics approach may be more friendly though not necessarily flexible enough for highly specialized queries.

On the other hand, an analytical approach may be very useful for highly specialized potential users that are interested in correlations/ implications of decisions, statistical information and other qualitative analysis but would be highly resource-consuming as it would require a permanent analytical update and not just a database update.[1]

Therefore, with the aim to serve a broad range of potential users and at the same time considering resource implications, a mix of different approaches is being proposed. In particular, the design option being presented is based in topics and sub-topics, complemented with flexible modules, including keywords and other search options that can facilitate the task. The analytical approach has been discarded as it is extremely high resource-consuming and it has been considered of interest only to a reduced group of potential users. Nevertheless, the combination of tools that are being proposed would allow to those potential users to apply such analytical criteria to a resulting data.

B. Proposed design elements

Topics and sub-topics

The topics/sub-topics approach is the core of the proposed Catalogue, as it will allow potential users to find all kind of relevant decisions, according to their personal interest and background. For that purpose, following the project cycle, a comprehensive set of topics/sub-topics will be presented.

Thus, based in the graph on project cycle for CDM project activities that is currently available in the CDM web site http://cdm.unfccc.int/CommonImages/ProjectCycleSlide, an interactive map will be built so topics/sub-topics are presented in a logic order, facilitating the understanding for those not-familiar with CDM. The "Guide to do a CDM project", available since the beginning of the UNFCCC CDM website (http://cdm.unfccc.int/Projects/pac), follows the same approach in terms of guiding the user to information needed.

Each of the stages within the project cycle and each of the Bodies and stakeholders involved in CDM will head a topic-list that can be break into several sub-topics. Further topics could be added whilst the Catalogue is being populated and/or future decisions bring new concepts in. A glossary of terms, built from existing decisions and updated as required, will be also displayed.

Furthermore, for those not-familiar with CDM, a FAQ option will be included so commonly asked questions (in common language) can be refer to the interactive map, the glossary of terms or other tools, as needed.

[1] The "Catalogue of issues raised by EB members in their appraisals" presents this kind of approach, where some categories are: review advised by appraiser, nature of the problem. Similar exercise has been done by the World Bank on rules on CDM methodologies were approved methodologies have been clustered, among others, by: constrains of applicability, baseline approach, additionality, baseline activity level, baseline emission coefficient, project emissions, leakage, monitoring. Both documents aim to serve specific fields of interest that go beyond the objective of the Catalogue.

Search engine

Taking into account that another target group of potential users are connoisseurs of CDM and many times need very specific information, the topics/sub-topics tool will be complemented with a search engine that works with keywords and other CDM-customized modules. This tool could be use independently of the topics/sub-topics one so very specific quests can be searched quickly.

Keywords

In order to allow for flexible, indiscriminate searches, a search engine based in keywords is considered.

These keywords will be identified through the screening of all relevant documents. Boolean operators like "and", "or", "not", etc and word roots will be incorporated.

Advanced search

In parallel to keywords, an advanced search system, tailored using relevant single or multiple criteria in the context of CDM, will allow for customized queries. For example, a decision may be found by project scope, by methodology, by EB meeting, etc.

Further components of the Catalogue

Other components and features considered in the proposed design of the Catalogue are:

a) As mentioned before, the result of a query will be the specific paragraph(s) that contains the searched decision. The sole identification of the document where the decision is contained is not good enough as some potential users may not be familiar to the document format. Also, many documents contain a variety of decisions.

Notwithstanding, the resulting paragraph will be presented with its corresponding document reference and date and/or any other information that may be needed in order to properly identify such decision.

b) The resulting paragraph will be the current decision though at the same time, potential users will have the option to look for previous related decisions in case they want to learn about the development of the topic. In any case, decisions will be presented in an inverse chronological order, the first one being the current/most recent one.

c) The design of the technical components of the Catalogue will include a system to update the Catalogue as soon as a decision is adopted and reported. And it will include also the possibility of incorporating new keywords and/or new topics/sub-topics, as needed.

d) The technical components of the proposed design also consider the development of a system as to make the Catalogue available not only in the internet but also through an alternative device, as a DVD-rom that can be updated periodically, specially for those that do not have permanent access to internet.

e) Furthermore, the design and implementation process of the proposed Catalogue considers a road test phase so feedback from potential users is received. In the operational phase, at

regular intervals, user feedback will be sought to ensure that the Catalogue keeps meeting needs of users.

f) The Catalogue should be understood as part of the CDM web site and not deemed to replace it. Decisions, guidelines, forms will be provided as presently as needed in the context of information on the website, e.g. the guide to do a CDM project activity will refer in content to the applicable and most recent decisions. Therefore as such, the Catalogue will refer to the site when appropriate and through the site, if it is the case, further information could be sought.

g) The Catalogue will contain appropriate disclaimers.

B. Implementation phase

In order to implement the proposed Catalogue, the main burden of the project will be the technical development of the two sets of tools (topics/sub-topics and search engine) and the population of the Catalogue. In any case, both tasks – the technical aspects and the population of the Catalogue - could be done mostly in parallel.

A six to 8 month time frame is expected till the catalogue works on a routine basis. This timeframe includes developing specifications for the catalogue and the IT system, keyword list; the designing, programming and deployment of a workflow integrated into the CDM Information system and the preparation of annotations/reports etc.; preparation and road testing with users and key wording of all EB reports and its annexes (several thousands of pages) will require about