



Annex 73

Definitions and preliminary classification of documents types of the Board

(Version 01)

Core Documents issued by the Executive Board of the clean development mechanism

Meeting Report: The decisions of the Executive Board of the clean development mechanism (CDM) are published in the CDM Executive Board (hereinafter referred to as the Board) monthly meeting reports and their accompanying annexes, which together are an official record of the proceedings of the meetings.

Procedure: A procedure outlines a mandatory series of actions that must be undertaken to satisfy a specific requirement of the CDM modalities and procedures. It is written to ensure that project participants and designated operational entities (DOEs) satisfy requirements in a uniform, consistent way, producing an effective outcome.

Guideline: A guideline provides supplemental information (what to, when to, why to) on satisfying requirements in accordance with procedures. A guideline describes acceptable methods of satisfying requirements .

Guidance: A guidance provides supplemental advice or instruction on a procedure or guideline. If used to supplement a procedure, the guidance is mandatory.

Clarification: A clarification is issued to alleviate confusion that has arisen relating to a procedure or guideline. It helps clarify, explain, break down or simplify the procedure or guideline. A clarification is meant to be transitory in nature, pending the next revision of the procedure or guideline in question, which should take into account and incorporate the clarification. If used to clarify a procedure, the clarification is mandatory.

Form: A form facilitates the submission of data or information required in a recurring, standardized business process within the CDM project cycle. A form contains pre-defined data fields and fields where additional data is to be filled in by project participants. Completing and submitting forms is part of a mandatory series of actions (how to), usually documented within a procedure.

Tool: A tool is used to calculate, determine, demonstrate, estimate, identify and/or test information relating to a CDM project activity. A tool is public property once approved and is usually referenced in a standard or a form. When referenced, all or specified components of the tool are required and mandatory.

Other documents issued (or may be issued) by the Board

Approved Methodology: A baseline and monitoring methodology is used to establish a project's emissions baseline, determine additionality, and calculate emission reductions and leakage. It also includes the standard by which emissions and leakage are to be monitored and recorded.

Glossary: A glossary is an alphabetical list of technical terms in a specialized field of knowledge.



Handbook: A handbook is a reference source that provides concise, useful data and other information on a specific subject. To be consulted for quick fact-finding or for a concise and authoritative survey of a topic.

Instruction: An instruction is a short message containing precise information on how to complete a step in an action.

Information Note: An information note is a short message containing facts relating to a particular subject.

Manual: A manual is a reference source that contains detailed practical instructions, rules, or steps based on standards or approved rules.

Recommendation: A recommendation is a document endorsing, approving, supporting, providing options or recommending a course of action.

Scope of Review Note: A scope of review note is an information note outlining the boundaries of a review to be undertaken in relation to a specific project activity.

Standard: A standard describes a required level or degree of attainment or performance, and, as such, is used as a reference point against which attainment and performance can be evaluated.

Terms of Reference: Terms of reference outline the mandate, purposes, functions, responsibilities, and scope of work of a body or individual.

Control and limitation of documents issued by the Board

Documents issued by the CDM-EB can be amended as described below. Each published Board document includes on its last page a ‘History of Document’ box which contains contextual information, including the nature and date of changes made to the document. Readers should routinely consult the ‘History of Document’ information when making use of a document.

Editorial Revision: When minor editorial changes are made to a document, the document is re-issued under the same primary version number.

Example: Version 2.0 of a document is re-issued as Version 2.1, where .1 indicates a revision due to minor editorial changes.

Version Update: When substantive changes are made to a document, the document is replaced with a new document version, issued with a new primary version number.

Example: Version 2.0 of a document is replaced by Version 3.0, where 3 indicates a substantive change to information contained in the document.

Withdrawal: Documents are withdrawn from active circulation when the information they contain is no longer applicable, relevant, or correct.

Replacement: Documents are replaced/succeeded, as required, when the information they contain is no longer applicable, relevant, or correct.

**History of the document**

Version	Date	Nature of revision
01	EB 45, Annex 73, 13 February, 2009	Initial adoption