



## Annex 65

**INFORMATION NOTE: 2009 WORKPLAN FOR IMPROVING TRANSPARENCY AND  
ACCESS TO DECISIONS OF THE BOARD****(Version 01)**

1. Following the request by the CMP at its fourth session, to classify, index and publish decisions, clarifying the hierarchy of its decisions, to demonstrate the relationship between new and previous decisions, to further substantiate decisions and make public the rationale for its decisions (2/CMP.4, paragraph 12), the Board has approved this work plan as one step in a series of actions that the Board will take in 2009 with the objective of improving accurate, transparent and timely access to Board decisions.

## 2. 2009 Workplan

Preparation of a decision classification hierarchy for approval (EB 47)

	Action	Event/Time
I.	<b>Approval</b> of <u>Definitions and preliminary classification of documents types of the Board</u> )	EB 45
II.	<b>Approval</b> of the revised work plan for improving transparency and access to CDM-EB documents taking into account the 2/CMP.4 request ( <b>EB 46</b> )	EB 46
III.	<b>Identification</b> of different classes of Executive Board decisions	
IV.	<b>Audit and Inventory</b> -map document types under decision classes -create a document type hierarchy for decision classes	
V.	<b>Analysis</b> (As is state? To be state?) - enhancing content for each decision class. (What information is provided in the decision itself? Is it enough? - standardizing language for titles, content, etc. -history of document box (what is needed)	
VI.	<b>Prepare content models(meta data)</b> for decision classes - optimizing IT technology used to search and retrieve decisions within each class (or across classes) - content model identify: •Decision classes •Document types per class •Volumes (how much are we talking about) •Format •Locations ( decision location in report, annex, other) •Findability (where to search website, etc), •Patterns and relationships between content types	



	Action	Event/Time
VII.	<b>Prepare</b> a draft classification hierarchy of decisions and identify the meta data elements for each decision class	
VIII.	<b>Approval</b> of classification hierarchy of decisions	EB 47
IX.	<b>Publishing</b> of decision classes on the UNFCCC CDM website	

Improvements to search and retrieval of decisions of the Board. (EB 50)

	Action	Event/Time
	Class Enrichment (Content Intelligence) - add meta data (go forward & retro-active) that can be used in IT search processes i.e. decision class, document type, title, subject headings, meeting, document number .	
	IT system solution - apply classification, document types and enrichment data to current or new system or repository -Website (changes to access entry points under reference section), Catalogue of Decisions changes, other changes that may be required.	
	Examine the need to prepare other access tools such as an Index to CDM-EB decisions and prepare update to the next EB meeting on work-to-date, progress made and adjustments to work plan	EB 48
	Prepare a draft Information Note on accessing decisions of the CDM Executive Board through the public website )	
	Update to, and input from, Board that may include a revision to the work plan based on progress to date and findings in applying this work plan	EB 48
	Approval of Information Note on accessing decisions of the CDM Executive Board through the public website	EB 50
	Publishing the accessing decisions search and retrieval note on the UNFCCC CDM website	

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#### History of the document

Version	Date	Nature of revision
01	EB 46 Annex 65, 25 March 2009	Initial adoption