

**DRAFT****Annex 11****DRAFT PROCEDURES FOR REVISING MONITORING PLANS IN ACCORDANCE WITH
PARAGRAPH 57 OF THE MODALITIES AND PROCEDURES FOR THE CDM****(Version 02)****A. Background**

1. Paragraph 57 of the modalities and procedures for the CDM allow project participants to revise monitoring plans in order improve its accuracy and/or completeness of information, subject to the revision being validated by a Designated Operational Entity.
2. At CMP 4, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol requested the Executive Board to establish timelines for the revision of monitoring plans.
3. If a DOE during verification finds that the monitoring plan is not in accordance with the monitoring methodology applied to the registered project activity and/or does not reflect the actual monitoring activity based on the registered PDD, the DOE shall request a revision of the monitoring plan.
4. This procedure provides further detail on how such revisions can be requested, and under what conditions they can be accepted.

B. Applying for a revision to the monitoring plan

5. In accordance with paragraph 56 of the modalities and procedures for the CDM project participants shall implement the monitoring plan contained in the registered project design document. Project participants may only apply a revised monitoring plan once it has been accepted by the Chair of the Board in consultation with the Chair of relevant Panel or working groups in accordance with this procedure.

C. Submission for revising monitoring plans

6. Prior to requesting issuance of CERs, the DOE shall submit a request for revising monitoring plan, as appropriate, to the secretariat via a dedicated interface on the CDM website.
7. The submission by the DOE shall contain:
 - (a) Request for revision of monitoring plan form (F-CDM-REVMP)
 - (b) A Validation Opinion;
 - (c) Revised Monitoring Plan (in clean and track change versions); and
 - (d) Supplemental documentation
8. For the cases where the Board requests the PP/DOE to revise the monitoring plan via deviation, request for issuance and/or request for review, the DOE shall indicate it in the F-CDM-REVMP.
9. The DOE shall prepare a validation opinion including information on how:

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- (a) The proposed revision of the monitoring plan ensures that the level of accuracy **and completeness**¹ in the monitoring and verification process is not reduced as a result of the revision. The DOE shall, using objective evidence, assess the accuracy and completeness of each proposed revision to the monitoring plan including the frequency of measurements, the quality of monitoring equipment (eg. calibration requirements, and the quality assurance and quality control procedures).
- (b) The proposed revision of the monitoring plan is in accordance with the approved monitoring methodology applicable to the project activity. In cases where the proposed revision refers to a later version of the applied methodology, the DOE shall ensure that this application does not compromise the conservativeness in the monitoring and verification process and of the emission reduction calculations.
- (c) The findings of previous verification reports, if any, have been taken into account.

D. Processing Request for a Revision to the Monitoring Plan

10. Upon receipt of submission by the DOE, the secretariat shall **expeditiously** carry out a completeness check of the documentation submitted and when deemed complete assign the proposed revision to a member of the Registration and Issuance Team (RIT) to prepare an appraisal. The appraisal shall be submitted to the secretariat within a period of 10 days. However, for cases where the request for revising monitoring plan is submitted as per the request by the Board via deviation, request for issuance, request for review and/or under review, the secretariat shall proceed directly with summary note preparation and forward the assessment together with the request and all documentation to the Chair of the Board and a relevant panel or working group within 10 working days.

11. Upon receipt of the RIT Members appraisal, the secretariat shall within 10 working days prepare a summary and assessment of the request and forward the assessment together with the request and all documentation to the Chair of the Board and a relevant panel or working group.

12. If the secretariat during the summary note preparation requires further clarification, it shall request the DOE to submit the clarification. The DOE shall submit the clarification within two weeks to the secretariat after receiving this request. The secretariat upon receiving this clarification shall finalise the summary note with its recommendation and forward it to the Chair of EB and Chair of the relevant panel or working group, within 10 working days.

E. Consideration for a request for revision of monitoring

13. The Chairs shall decide on each request within 10 working days whether:

- (a) To approve the revised monitoring plan;
- (b) To approve the revised monitoring plan with corrections, or

¹ Completeness refers to inclusion of all relevant information for assessment of GHG emissions reductions and the information supporting the methods applied as required. For examples, if the DOE identifies an on-site generator for emergency which was not included in the monitoring plan during the verification process, the monitoring of fuel consumption of this generator should be included in the monitoring plan via this procedure.



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(c) To reject the revised monitoring plan

14. Once a decision has been made by the Chairs, the secretariat shall inform the DOE.


15. For cases where the Chairs approve the revised monitoring plan with corrections, if the secretariat considers the corrections as satisfactory, the revised monitoring plan shall be approved, otherwise the request shall be rejected in consultation with the Chair of the Board.

16. The revised monitoring plan and validation opinion approved by the Chairs shall be made publicly available on the UNFCCC CDM website. This version of the monitoring plan shall be applied for future requests for issuance.



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F-CDM-REVMP

 CDM Form to submit request for revision of monitoring plan (To be filled by the requesting DOE)	
Section 1, 2 and 3 below are to be completed by the DOE	
Section 1: Request for revision of monitoring plan	
Name of the designated operational entity (DOE)	
Reference number/Title of the CDM project activity	
Type of revision	a) <input type="checkbox"/> Proposed revision only includes the request by the CDM EB b) <input type="checkbox"/> Proposed revision includes not only the request by the CDM EB but also additional revisions proposed by the PP/DOE c) <input type="checkbox"/> Proposed Revision includes revisions proposed by the PP/DOE
We herewith submit the request for revision of monitoring plan	Date:
	Print name of DOE representative:
	Signature:
Section 2:	
Validation opinion relating to the submitted request for revision of monitoring plan	
We confirm that each of the proposed revision points have been described, and an assessment has been provided to substantiate the reason(s) for each of the proposed revision points of the registered monitoring plan, using objective evidence.	a) <input type="checkbox"/> Yes b) <input type="checkbox"/> No



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<p>We confirm that the proposed revision of the monitoring plan ensures that the level of accuracy, or completeness in the monitoring and verification process is not reduced as a result of the revision;</p>	<p>a) <input type="checkbox"/> Yes b) <input type="checkbox"/> No</p>
<p>We confirm that the proposed revision of the monitoring plan is in accordance with the approved monitoring methodology applicable to the project activity whilst ensuring the conservativeness of the emission reductions calculation;</p>	<p>a) <input type="checkbox"/> Yes b) <input type="checkbox"/> No</p>
<p>We confirm that the findings of previous verification reports, if any, have been taken into account.</p>	<p>a) <input type="checkbox"/> Yes b) <input type="checkbox"/> No c) <input type="checkbox"/> Not applicable</p>
<p>Section 3: Documents submitted in relation to Sections 1 and 2</p>	
<p>The revised monitoring plan (in clean and track change versions) is attached:</p>	<p><input type="checkbox"/> Please check to confirm</p>
<p>The validation opinion is attached:</p>	<p><input type="checkbox"/> Please check to confirm</p>
<p>A list of documents submitted is attached</p>	<p>a) <input type="checkbox"/> Yes b) <input type="checkbox"/> No</p> <p>Please ensure that all documents listed are submitted, or links are provided:</p> <p>_____</p>