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Annex 14

Definitions and preliminary classification of document types of the Board
DEFINITIONS OF DOCUMENT TYPES ISSUED BY THE BOARD

(Version 01-02)

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

1. This document should be read in conjunction with the *CDM Executive Board Decision Framework: Decision Hierarchy and Definitions* (EB 47 Report, Annex 61) which defines the different decision classes and the hierarchical relationship between them.
2. **Meeting Report:** The decisions of the Executive Board of the clean development mechanism (CDM) are hierarchical in nature and 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. Taking into account both the rule-making and rule-enforcing roles of the Board, decisions of the Board can be divided into three main classes:
 - (a) Decisions of an operational nature relating to the functioning of the regulatory body;
 - (b) Decisions of a regulatory nature relating to the supervision of the CDM in implementing its modalities and procedures throughout the project activity cycle;
 - (c) Rulings relating to the observance of the modalities and procedures by the project participants and/or operational entities.
3. Decisions of a **regulatory nature**, when not included in the main body meeting report are published in the following document types:
 - (a) **Standards:** A Standards describes a required mandatory levels or degrees of attainment or performance, and as such, is used as reference points against which attainment and performance can be evaluated. Standards are designed to achieve a uniform approach to compliance with decisions from the CMP relating to the CDM project activity cycle, **including approved methodologies with their associated tools;**

Approved Methodologies: 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.

Tools: 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.
 - (b) **Procedures:** A Procedures outline a contain a mandatory series of actions (how to) that must be undertaken to satisfy specific requirements of the CDM modalities and procedures. It is Procedures are written to ensure that project participants and designated



operational entities (DOEs) satisfy requirements in an agreed, uniform and consistent way, producing an effective outcome. Procedures are designed to achieve a uniform approach to compliance with the applicable decisions or standards issued by the CMP and/or the Board regulatory body. Procedures relate to processes in the project activity cycle and *also include rules of procedures and terms of references for established advisory bodies*;

Rules of Procedure: Set of rules adopted by a meeting to govern the work, including the procedures for decision-making, voting and participation.

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

- (c) **Guidelines:** A Guidelines provides contain supplemental information (what to, when to, why to) such as acceptable methods for satisfying requirements in accordance with described in procedures or standards. A guideline describes acceptable methods of satisfying requirements. Guidelines are designed to achieve a uniform approach to compliance with the applicable standards or procedures issued by the CMP and/or the Board;
- (d) **Clarifications:** A Clarifications is are issued to alleviate confusion that has arisen relating to a standard or procedure and can often be published within the main body of the meeting report. It helps elarify, explain, break down or simplify the procedure or guideline. Clarifications are designed to achieve a uniform approach to compliance with the applicable standards or procedures issued by the CMP and/or the Board. A Clarifications is meant to be are transitory in nature, pending the next revision of the related standard or procedure or guideline in question, which should takes into account and incorporates the clarification. If used to elarify a procedure, the clarification is mandatory;
- (e) **Forms:** Forms do not contain regulatory decisions of the Board. However, they are included within this section of definitions because they are used to facilitate 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.

4. Decisions of an **operational nature**, when not included in the main body meeting report may be published in the following document types:

- (a) **Information Notes:** An information note is a short message containing facts relating to a particular subject including the calendar of upcoming meetings, budget information, work programmes, and other information of an operational or administrative nature.
- (b) **Instructions:** An instruction is a short message containing precise information on how to complete a step in an action.
- (c) **Glossaries:** A glossary is an alphabetical list of technical terms in a specialized field of knowledge relating to the CDM issued by the Board to facilitate a common understanding of terminology used in Board documentation.



- (d) **Recommendations:** A recommendation is a document endorsing, approving, supporting, providing options or recommending a course of action. Recommendations from the Board to the COP/MOP are included in the annual report to the COP/MOP.
5. **Rulings** of the Board relating to accrediting operational entities, approving methodologies, registering project activities and issuing certified emission reduction units are included in the main body of the meeting reports but also include the following document type:

- (a) **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.

6. **Guidance:** The Board may provide guidance, usually published within the main body of the meeting report, containing information aimed to improve the understanding of regulatory decisions, operational decisions and/or rulings or to supply provides supplemental advice or instruction. on a procedure of guideline Guidance by the Board does not imply a mandatory course of action. If used to supplement a procedure, the guidance is mandatory.

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.

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

7. **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.

- (a) **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.

- (b) **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.

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

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