Annex 12

TERMS OF REFERENCE FOR THE METHODOLOGIES PANEL

(Version 06)

I. INTRODUCTION

1. The terms of reference below aim at consolidating tasks assigned to the Methodologies Panel (Meth Panel) since June 2002 and specify competence requirements for its members. They provide details on the following: (a) areas of work requiring technical and analytical inputs by the panel (see II.A. below), (b) modalities of work (see II.B. below), and (c) membership in the panel (see II.C. below). The Executive Board will launch a call for experts on an annual basis in order to replace outgoing members of the Meth Panel. The secretariat will post on the CDM website an invitation to experts to submit their applications for becoming a member of the Meth Panel and will assist the Executive Board in compiling a list of applications received. Applications from members currently serving on the Meth Panel will be automatically included in the short list.

II. TERMS OF REFERENCE

A. Areas of work

2. The Meth Panel, in accordance with current procedures for submission and consideration of a proposed new methodology, revision to approved methodologies and queries regarding the application of approved methodologies and methodological tools as well as guidance by the Executive Board, shall, with the assistance of the secretariat:

(a) Prepare recommendations on submitted proposals for new baseline and monitoring methodologies;

(b) Prepare draft reformatted versions of proposed new baseline and monitoring methodologies to be considered by the Executive Board;

(c) Prepare draft responses to requests for revision to approved methodologies and requests for clarification on the application of approved methodologies and methodological tools;

(d) Prepare draft revisions to approved methodologies;

(e) Develop and revise, as appropriate, methodological tools to promote consistency of methodological approaches and ease of application of approved methodologies;

(f) Develop guidance on methodological issues for consideration by the Executive Board;

(g) Provide advice on requests for deviation from approved methodologies and monitoring plans as well as methodological aspects of requests for registration of project activities and requests for issuance of Certified Emission Reductions as requested by the Executive Board;

(h) Assist the Executive Board in implementing decisions of the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol as relate to methodological issues and additionality;

(i) Prepare recommendations on options for expanding the applicability of methodologies and provide tools for project participants to choose among approved methodologies of a similar nature;

(j) Maintain a roster of experts and select experts who are to undertake desk reviews to appraise the validity of a proposed new methodology.

3. The Meth Panel shall elaborate, with the assistance of the secretariat, precise and workable recommendations for consideration and adoption by the Executive Board, as appropriate, on, *inter alia*:

(a) Revisions to the project design document, in particular on sections relevant to baseline and monitoring;

(b) Draft "decision trees, and other methodological tools, where appropriate, to guide choices in order to ensure that the most appropriate methodologies are selected, taking into account relevant circumstances" (in accordance with paragraph (b) (iv) of Appendix C of the CDM modalities and procedures);

(c) Guidance on identified modalities and procedures contained in the annex to decision 3/CMP.1 with a view to facilitating the development of project-based methodologies by project participants. Such modalities and procedures shall be identified by the panel and addressed in accordance with guidance provided by the Executive Board;

(d) Further work on items identified in Appendix C of the CDM modalities and procedures, as appropriate.

B. Modalities of work

4. The Meth Panel shall operate under the guidance of the Executive Board. The mandate of the Meth Panel is determined by these terms of reference, general guidelines for panels of the Executive Board, the rules of procedure of the Executive Board (in particular section VII on committees, panels and working groups) and additional guidance provided by the Executive Board.

5. Two members of the Executive Board will act as Chair and Vice-Chair of the Meth Panel, respectively. Two other members of the Executive Board will be designated to support Chair and Vice-Chair during the Meth Panel meetings. In addition to the designated Executive Board members the Meth Panel shall be composed of sixteen members.

6. The frequency of the Meth Panel meetings shall be determined by the Chair and Vice-Chair of the Meth Panel, bearing in mind needs arising from the relevant current procedures and resources available.

7. A Meth Panel member shall:

(a) Attend each meeting of the Meth Panel. If a member is unable to attend a meeting he or she shall inform the Chair of the Meth Panel, through the secretariat, at least two weeks before the meeting;

(b) Prepare the agreed substantive inputs on general methodological matters in good quality and on time;

(c) In support of the preparation of recommendations by the Meth Panel and, in accordance with relevant current procedures for submission and consideration of a proposed new methodology and

subject to an "independent agreement"[1] with the UNFCCC secretariat, perform the following tasks in good quality and on time:

(i) On the basis of draft recommendations prepared by the secretariat, under a stipulated deadline and under the guidance of the Chair of the Meth Panel, provide inputs and finalize, as appropriate, draft recommendations on proposed new methodologies, draft responses to requests for revision to approved methodologies, draft responses to requests for clarification on the application of approved methodologies and methodological tools as well as other methodological inputs for review by the Meth Panel;

(ii) Develop, or provide contribution to the development, of methodological tools and draft guidance on methodological issues as requested by the Executive Board;

(iii) Proactively seek solutions to identified problems in proposed new methodologies and make proposals for improvement of approved methodologies and methodological tools for consideration by the Executive Board;

(iv) Identify areas where additional guidance and/or new methodological tools are required for consideration by the Executive Board;

(v) Review applications and make recommendations to the Meth Panel to include experts to the roster of experts to undertake desk reviews;

(vi) Make proposals to the Chair of the Meth Panel on the selection of experts from the roster to undertake the desk reviews of a proposal for new baseline and monitoring methodologies;

(vii) Review draft reformatted versions of proposed new methodologies prepared by the secretariat and make recommendations on this reformatted methodologies for final approval by the Executive Board.

C. Membership

Competence requirements and selection process

8. In addition to requirements contained in the general guidelines for panels,[2] a panel member shall:

(a) Demonstrate relevant working experience, of at least three years on methodological issues related to project-based mechanisms;

(b) Demonstrate technical/scientific expertise, *inter alia* through publications, in at least one of the following areas:

(i) Baseline and/or monitoring methodologies;

(ii) Project activity implementation, including monitoring and verification.

[1] An "independent agreement" with the Executive Board, through the secretariat, which specifies tasks, rights and obligations and establishes that the responsibility for assessing the work undertaken by the member is assumed by the Chair of the Meth Panel on behalf of the Executive Board.

[2] See <http://cdm.unfccc.int/Reference/Guidclarif/pnlguide.pdf>.

(c) Have excellent drafting skills, strong operational and analytical skills, and ability to work as a member of a team;

(d) Have an advanced university degree in economics, energy, social, environmental studies, natural sciences, engineering, development studies, or any related discipline;

(e) Demonstrate technical experience, inter alia, through the following:

(i) Application of baseline and/or monitoring methodologies;

(ii) Development of the Project Design Documents;

(iii) Other relevant national/international experience.

9. The term of a member of the Meth Panel shall be one year and a member may re-apply for further terms.

10. The Chair of the Meth Panel may recommend to the Executive Board to suspend the membership of a member for cause including, *inter alia*, being in breach of the conflict of interest provisions or the confidentiality provisions, failing to attend two consecutive meetings of the Meth Panel without proper justification or not fulfilling the duties of a panel member, in particular not providing work inputs in good quality and on time.

11. In the case a Meth Panel member is invited to speak in public or provide comments relating to the CDM and its methodological process, he or she shall act in their personal capacity and not as a Meth Panel member.

Compensation:

12. Travel costs, daily subsistence allowance and a daily fee (USD 400) will be paid to Meth Panel members attending a meeting of the panel in accordance with UN rules and regulations.

13. In accordance with UN rules and regulations, subject to fulfillment of conditions in an "independent agreement" with the secretariat, and in accordance with relevant current procedures members will be compensated for work undertaken.

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History of the document

Version	Date	Nature of revision(s)
06	EB 46, Annex 12 25 March 2009	• Modification of text in the section "Introduction" on call for experts; • Update of the section "Areas of Work" with addition of new work items and deletion of item on SSC methodologies; • Update in the section "Modalities of Work" with new items and deletion of outdated items; • Addition of a new para. in section "Membership" on public speeches or comments of Meth Panel members; • Editorial changes.
05	EB 30, Annex 3 23 March 2007	• Update of decision from 17/CP.7 to 3/CMP.1; • Change in section "Membership": modification of term of membership from two years to one year.

04	EB 24, Annex 18 12 May 2006	• Addition of a competency requirement in section "Membership" (8. (e) Demonstrate technical experience, inter alia, through the following: (i) Application of baseline and/or monitoring methodologies; (ii) Development of the Project Design Documents; (iii) Other relevant national/international experience.)
03	EB 23, Annex 4 24 February 2006	• Change of number of members from ten to fifteen; • Move of para. on suspension from Meth Panel from section "Modalities of Work" to section "Membership" and inclusion of a new item ("…not fulfilling the duties of a panel member, in particular not providing work inputs in good quality and on time."); • Deletion of a part of sentence in para. 13 "…, in quality and on time, with fees (US$ 400 a day)."
02	EB 13, Annex 1 01 April 2004	• Consolidation of tasks assigned to the Meth Panel since June 2002; • Inclusion of new tasks in section "Areas of Work"; • Inclusion of new items in the section "Modalities of Work", amongst others responsibilities of Meth Panel members; • Addition of items in the section "Membership".
01	22 March 2002	Initial adoption.