

**Annex 6****PROCEDURE FOR THE SUBMISSION AND CONSIDERATION OF REQUEST FOR CLARIFICATION ON THE APPLICATION OF APPROVED SMALL SCALE METHODOLOGIES****(Version 01)****I. INTRODUCTION**

1. This document contains the procedures for the submission and consideration of requests for clarification (also referred to as queries in this document) from PPs, DOEs, DNAs and stakeholders to the Small Scale Working Group (SSC WG) regarding the application of approved simplified baseline and monitoring methodologies for small scale CDM project activity categories specified in appendix B (SSC methodologies). The procedures are drawn from the guidelines for completing the SSC-PDD and other related guidance from the Board.

II. SUBMISSION OF A QUERY BY PROJECT PARTICIPANTS, DOEs, DNAs AND STAKEHOLDERS

2. Anyone wishing to submit queries regarding the applicability of an approved SSC methodology shall first check the ‘full view and history’ section of the methodology on the UNFCCC CDM website to see if the SSC WG has already addressed the query.

3. If the query has not been addressed, then it shall be submitted on the ‘CDM: Form for Submissions on Small Scale Methodologies and Procedures (F-CDM-SSC-Sub)’¹ to the UNFCCC secretariat at secretariat@unfccc.int.

4. The secretariat shall forward the query to the Executive Board and the SSC WG and make it publicly available through the UNFCCC CDM website.

III. ANALYSIS/RECOMMENDATION BY THE SSC WG

5. For it to be considered at the SSC WG’s next meeting, the secretariat must receive the query at least four (4) weeks before that meeting. Incomplete queries received by the deadline cannot be guaranteed consideration at that meeting.

6. Bearing in mind the timelines and deadlines for the consideration of documents by the SSC WG and priorities set by the Board and the Chair of the SSC WG, the working group shall consider the query at its next meeting. Submissions received and confirmed to be complete by the secretariat shall be treated on a “first come first served” basis.

7. The SSC WG shall analyze the queries and provide responses in accordance with these provisions. Under the guidance of the Chair and Vice-Chair of the SSC WG, one (1) member of the SSC WG shall be selected and in cases when more detailed consideration is required, the Chair may select an additional member of the SSC WG, to review the draft recommendations as prepared by the secretariat. The assigned SSC WG members shall each be paid a half-day (0.5) fee for the consideration and review of each query concerning a SSC methodology considered at a meeting. Any member who does not

¹ The current version of the form (F-CDM-SSC-Sub) is available on the UNFCCC CDM website (<http://cdm.unfccc.int>).



provide comments by the pre-meeting deadline as provided by the secretariat, shall be paid a quarter-day (0.25) fee and the Chair may decline the payment of any fee outright should he/she determine that input provided is insufficient. The SSC WG, facilitated by the secretariat, may draw on additional expertise as required for the further assessment of the submission.

8. Should the secretariat, while preparing the draft response, assess the requested clarification is simple enough so as not to require the SSC WG's consideration, it shall forward the proposal for a draft response to the two appointed member(s) for early consideration. If both the appointed working group members agree to the draft response within two working days, the secretariat shall seek the approval of the Chair of the SSC WG within one day and upon endorsement shall forward the final response to the proponents of the query and post it on the UNFCCC CDM web page for SSC methodology clarifications. The response shall be reflected in the report of the meeting of the SSC WG at the next available opportunity. If there is no agreement or endorsement, the request will be considered at the SSC WG meeting.

9. The recommendation and response to the proponents of the query shall be made on the form "CDM: Recommendation form for CDM Small Scale Methodologies (F-CDM-SSCwg)".²

10. At any stage before the preparation of the final recommendations and response by the SSC WG, the secretariat may request the proponent of the query to provide additional technical information relevant to the query, providing a deadline and copies to the selected member(s) of the SSC WG. The secretariat shall make these communications available to the SSC WG and the public on the UNFCCC CDM website as soon as possible or archive them if the proposal is marked confidential.

IV. PUBLICATION OF THE ANSWER/RECOMMENDATION OF THE SSC WG

11. The secretariat shall forward the SSC WG's responses to the queries to the proponent and make them publicly available on the UNFCCC CDM website after consideration and recommendation by the SSCWG.

12. These responses are considered as agreed upon by the Board, in taking note of the working groups report, unless otherwise revised by the Board at its subsequent meeting.

13. The UNFCCC CDM website shall display a 'full view and history' of all relevant queries to all versions of an approved SSC methodology.

History of the document

Version	Date	Nature of revision(s)
01	EB 34, Annex 6, 14 September 2007	Initial adoption

² The current version of the form (F-CDM-SCCwg) is available on the UNFCCC CDM website (<http://cdm.unfccc.int>).