



## Annex 13

### PROCEDURES FOR THE REVISION OF AN APPROVED BASELINE OR MONITORING METHODOLOGY BY THE EXECUTIVE BOARD

(Version 09)

#### I. INTRODUCTION

1. In accordance with paragraph 39 of the CDM modalities and procedures, a revision of a methodology shall be carried out in accordance with the modalities and procedures for establishing new methodologies as set out in paragraph 38 of the CDM modalities and procedures. Any revision to an approved methodology shall only be applicable to project activities registered after the revision, as per paragraph 16 below, and shall not affect registered CDM project activities during their crediting periods.
2. At its fifteenth meeting, the Board agreed to develop procedures for the revision of approved methodologies, bearing in mind the need for transparency and for these procedures to be flexible in order to easily accommodate minor revisions and minor corrections (to be issued as “versions” and not “revisions” as is the Board’s practice). Accordingly, Sections II-III of this document contains procedures for the Executive Board’s revision of approved methodologies and/or tools referred to in a methodology.
3. The following exception applies to these procedures: In accordance with paragraph 38 of the CDM modalities and procedures, if the CMP requests the revision of an approved methodology, no CDM project activity may use that methodology. The Board shall request the panel/working group to revise the methodology or tool referred to in a methodology, as appropriate, taking into consideration any guidance received from the Board.
4. At its fifteenth meeting, the Board also agreed that if an approved methodology is expected to require a significant revision, its further use shall be put “on hold”. This shall be announced on the UNFCCC CDM web site and the CDM News facility. The revision of such a methodology shall be undertaken in an expedited manner. Section IV of this document provides procedures for putting an approved methodology “on hold”.
5. The Board, at its twenty-second meeting, agreed to modify its process for considering new methodologies, as reflected in these procedures.
6. The Board, at its twenty-third meeting, agreed that these procedures shall apply *mutatis mutandis* to approved methodologies for afforestation and reforestation project activities but subsequently approved separate procedures at its thirty-fourth meeting, which supersede these procedures for small scale methodologies only.

#### II. SUBMISSION OF A PROPOSED REVISION BY PROJECT PARTICIPANTS

7. Project participants who intend to propose a revision to an approved baseline or monitoring methodology or tool referred to in a methodology for the Executive Board’s consideration and approval shall submit to a DOE the following: (a) a form for submission of requests for revisions of approved methodologies to the Methodologies Panel (F-CDM-AM-Rev); (b) a draft revised version of the approved methodology or tool referred to in a methodology highlighting proposed changes; and (c) a draft project design document (CDM-PDD) with sections A to C completed, including relevant annexes.
8. Once it has checked that the above requirements are met and documentation is complete, the DOE shall transmit the documentation to the secretariat. The secretariat shall forward the documentation



to the Executive Board and the Methodologies Panel after checking that the DOE has properly filled the “CDM: Proposed revision of approved methodology form”, (b) submitted complete documentation and preparing draft responses. The date of transmission by the secretariat to the Executive Board is to be considered as the date of receipt of a proposed revision to an approved methodology by the Board.

9. Depending on the proposed revision of a methodology, the Methodologies Panel and or the Executive Board may decide to request the secretariat to invite public inputs on the proposed revision for a period of 15 working days.

### III. CONSIDERATION AND APPROVAL OF A REVISION TO AN APPROVED BASELINE OR MONITORING METHODOLOGY

10. One member of the Methodologies Panel shall, under the guidance of the Chair of the Panel, be selected to review the secretariat’s draft recommendations. If more detailed consideration is required, the Chair may select an additional member. The selected Panel member(s) shall each be paid a one fee per case.<sup>1</sup>

11. Bearing in mind the timelines and deadlines for the consideration of documents by the Methodologies Panel and priorities set by the Board and the Chair of the Methodologies Panel, the panel shall consider the proposed revision at its next meeting, if feasible and if received by the secretariat at least six (6) weeks before the meeting.

12. The Methodologies Panel shall recommend, based on substantiated justification, a revision to an approved methodology or tool referred to in a methodology or the continued validity of the already approved methodology, possibly with minor revisions and/or minor corrections.

13. The Methodologies Panel may also recommend the revision of an approved methodology based on the experience gained through the examination of submissions of new methodologies in order to ensure a consistent approval process. Information on a proposal for revision of an approved methodology shall be made available in the UNFCCC CDM web site and forwarded to the Board via list serve and to the public through the CDM news facility.

14. The Methodologies Panel shall recommend to the Board whether to accept the request for revision and if it recommends approval, it shall submit a draft revised version of the approved methodology to the Board.

15. The Executive Board shall consider the recommendations for revision to approved methodologies or tool referred to in a methodology by the Methodologies Panel at its next meeting.

16. If the Board approves the revision of an approved methodology, this methodology shall replace the previously approved methodology. The revision shall be deemed effective 14 calendar days after the date of publication on the UNFCCC website (24h00 GMT), which shall be within five (5) calendar days after the Board’s publication of the report. In accordance with paragraph 39 of the CDM modalities and procedures, any revision to an approved methodology or tool referred to in a methodology shall only be applicable to project activities registered after the revision and shall not affect (i) registered CDM project activities during their crediting period; and (ii) project activities that have been published for public comments for validation using the previously approved methodology or tool, so long as the project activity is submitted for registration within 8 months of the effective date of the revision.<sup>2</sup>

<sup>1</sup> Depending on the approved methodology, the Board may decide that the Methodologies Panel may draw on expertise outside the Panel if it is necessary for the assessment of a case.

<sup>2</sup> The request registration referred to in paragraphs 16, 17 and 19 is considered to be submitted within the deadline if the following conditions are fulfilled: (a) The DOE has uploaded the request for registration using the dedicated



17. Likewise, if the revision results in the withdrawal of one or more approved methodologies, the withdrawal shall not affect (i) registered CDM project activities during their crediting periods; and (ii) project activities that have been published for public comments for validation using the previously approved methodology or tool, so long as the project activity is submitted for registration within 8 months of the effective date of the revision.<sup>3</sup>

#### **IV. STATUS OF AN APPROVED METHODOLOGY IF THE EXECUTIVE BOARD PUTS IT “ON HOLD”**

18. If the Board considers that the possible revision of the methodology could have significant implications for the use of the methodology, the Board may agree to suspend the use of the methodology, by putting it “on hold”, with immediate effect.

19. Project activities using such a methodology that have not been submitted for registration within four (4) weeks after the methodology has been put “on hold”, will not be permitted to use the methodology until the Board has made a decision with respect to the methodology.<sup>4</sup>

20. If the Board puts a methodology “on hold”, in accordance with paragraph 16 above, a revised methodology should be approved no later than the third Board meeting after the methodology has been put “on hold”.

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interface of the UNFCCC CDM website before 24:00 GMT on the day of the deadline. (b) Either the proof of payment is uploaded within 20 calendar days after the deadline or the payment is received within 40 calendar days after the deadline. It is noted that these conditions are checked by automated checks.

<sup>3</sup> The above footnote applies.

<sup>4</sup> The above footnote applies.

**History of the document**

<b>Version</b>	<b>Date</b>	<b>Nature of revision(s)</b>
09	EB35, Annex 13, 19 October 2007	Removal of mutatis mutandis to SSC methodologies. Included references to tools. Removal of 6 month limit on revision of approved methodologies. Included role of secretariat. Included revised payment schedule members.
08.1	EB 33, para 32, 27 July 2007	Revision to the procedure that draft revision of an accepted request for revision is provided to the Board at the same meeting.
08	EB 32, Annex 14 22 June 2007	Addition of para II.11 and deletion of former III.11 and 12.
07	EB31; Annex 13, 4 May 2007	Revision to reflect change of the to 8-week grace period to 8 months for the use of an approved methodology that are withdrawn.
06	EB 30, Annex 2, 23 March 2007	Revision to provide the effective date of the revised approved methodology.  Revision to reflect change of the to 8-week grace period to 8 months for the use of a revised approved methodology.
05	EB 28, Annex 16, 15 December 2006	Revision to provide further clarification on deadlines for the consideration of submissions by the Methodologies panel and the minimum timeframe to be maintained between two revisions of the same methodology.
04	EB 25, Annex 18, 21 July 2006	Revision to reflect which sections of the PDD should be completed when submitting a request for revision.  Revision to provide the effective date of the revised approved methodology.
03	EB 23, Annex 3, 24 February 2006	Revision to provide further clarification on the procedures and change of the 4-week grace period to 8-week for the use of revised approved methodology.
02	EB 21, Annex 6, 30 September 2005	Revision to provide further clarification on the procedures and change of grace period for the use of a revised approved methodology.
01	EB 19, Annex 3, 13 May 2005	Initial adoption