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Mr. Gareth Phillips  
Project Developer Forum  
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United Kingdom

Date: 7 August 2012  
Reference: 2012-124-S  
Direct line: +49 228 815 1687

*Sent by e-mail to: Gareth.phillips@pd-forum.net*

**Re.: Response to call for input on schedule of CDM Roundtable meeting**

Dear Mr. Phillips,

Thank you for your letter received on 12 June 2012, which has been made available to the Chair of the Board.

On behalf of the Chair of the Board, I would like to thank you for providing your recommendations concerning the scheduling of the meetings organized by the secretariat. Although your inputs are very valuable to the secretariat, the call for input your letter is referring to was closed on 28 May. Your proposal to combine different one-day meetings in two-day meetings, your concern about the possible reduced attendance to the August meeting, and your proposal regarding discussion on significant deficiencies will be shared with the teams organizing the future events.

Please be informed that the current roundtables format includes a session at each event for stakeholders to provide continuous feedback on the work plan/ future topics proposed, as well as input to the operation of the process in general. As the secretariat has received confirmation of participation from PD Forum representatives for the 10th August meeting, we do welcome your views on the above matters at the forthcoming session.

I hope this letter suitably addresses all your concerns.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Howard', with the initials 'Oic' written to the left.

Andrew Howard  
Secretary to the CDM Executive Board