

CDM-EB63-A28-PROC

Procedure

Development, revision, clarification and
update of standardized baselines

Version 03.1



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1. Introduction

1. At its sixth session, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) decided that Parties, project participants, as well as international industry organizations or admitted observer organizations through the host country's designated national authority (DNA), may submit proposals for standardized baselines applicable to new or existing methodologies, for consideration by the Executive Board of the clean development mechanism (hereinafter referred to as the Board).
2. At its sixty-third meeting, the Board adopted the "Procedure for the submission and consideration of standardized baselines" with a view to introducing the process to develop proposed new standardized baselines.
3. At its seventy-first meeting, the Board adopted the "CDM two-year business plan and management plan 2013–2014", which defines the "Procedure on revision, clarifications and update of standardized baselines" under its "Objective 3: Reduced effort, cost and time for project development/assessment; scaled-up emission reductions from underrepresented countries, regions and sub-regions". In order to further operationalize standardized baselines for Objective 3, the "Procedure for the submission and consideration of standardized baselines" was revised to include all procedural provisions for development, revision, clarification and update of standardized baselines through both bottom-up and top-down processes.

2. Scope, applicability and entry into force

2.1. Scope

4. The "Procedure for development, revision, clarification and update of standardized baselines" (hereinafter referred to as this Procedure) defines the process to develop new standardized baselines as well as to revise, clarify and update approved standardized baselines.

2.2. Applicability

5. The process to develop new standardized baselines in this Procedure applies only to proposed new standardized baselines developed using:
 - (a) The "Guidelines for the establishment of sector specific standardized baselines";
 - (b) A methodological approach contained in an approved baseline and monitoring methodology;
 - (c) A methodological approach contained in an approved methodological tool; or
 - (d) The "Guideline: Establishment of standardized baselines for afforestation and reforestation project activities under the CDM".
6. This Procedure does not contain the process to develop a new standardized baseline using new methodological approaches. Those who wish to develop a new standardized baseline using such a new methodological approach may submit the proposed new

methodological approach in accordance with the "Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools".

2.3. Entry into force

7. This Procedure shall be effective from 1 December 2013.

3. Normative references

8. The following referenced documents are indispensable for the application of this Procedure:

- (a) "Clean development mechanism project cycle procedure";
- (b) "Guidelines for quality assurance and quality control of data used in the establishment of standardized baselines".

4. Definitions

9. In addition to the definitions in the "Glossary of CDM terms", the following terms apply in this Procedure:

- (a) "Shall" is used to indicate requirements to be followed;
- (b) "Should" is used to indicate that among several possibilities, one course of action is recommended as particularly suitable;
- (c) "May" is used to indicate what is permitted.

5. Development of standardized baseline

5.1. Bottom-up process

5.1.1. Submission of proposed standardized baselines

10. Parties, project participants, international industry organizations or admitted observer organizations¹ (hereinafter in section 5.1 referred to as the proponent) may propose a standardized baseline through the DNA of a Party for which the standardized baseline is proposed. The DNA shall subsequently submit the proposed standardized baseline to the secretariat.

11. Where the proposed standardized baseline is developed for a group of Parties, it shall be approved by the DNAs of all these Parties. In this case, following the receipt of approval from all these DNAs, any one of the DNAs shall submit the proposed standardized baseline to the secretariat in accordance with this Procedure.

¹ The definition of "admitted observer organization" can be found at http://unfccc.int/resource/ngo/art7_6.pdf.

12. The DNA submitting the proposed standardized baseline shall upload to the UNFCCC CDM website the following documentation:
 - (a) The duly completed “Proposed standardized baseline submission form” (CDM-PSB-FORM);
 - (b) All additional documentation supporting the submission (e.g. relevant data, documentation, statistics, studies, etc.), where applicable. Data used to establish the proposed baseline shall be provided in a sector-specific data template published by the secretariat on the UNFCCC CDM website. If no applicable data template is available on the UNFCCC CDM website at the time of the DNA’s submission of the proposed standardized baseline, the proponent of the standardized baseline shall propose a sector-specific data template for its publication, or, if applicable, request the revision or clarification of a published data template in accordance with the modalities in Appendix 1 to this Procedure;
 - (c) An assessment report on the quality of the data collection, processing and compilation to establish the proposed standardized baseline in accordance with the “Guidelines for quality assurance and quality control of data used in the establishment of standardized baselines”. The assessment report shall be prepared by a designated operational entity (DOE) contracted by either the DNA or any other entity under the agreement with the DNA. If the DNA is of a Party that has 10 or fewer registered CDM project activities as of 31 December 2010, or represents a group of Parties, each of which has 10 or fewer registered CDM project activities as of 31 December 2010, the DNA may apply for funding from the secretariat for the DOE to prepare the assessment report in accordance with the modalities in Appendix 2 to this Procedure;
 - (d) Letters of approval on the proposed standardized baseline from all the DNAs of the Parties to which it applies, where it applies to a group of Parties.
13. If there is no approved methodology available that the proposed standardized baseline can use to estimate emission reductions, a proposed new methodology or a proposed revision to an existing approved methodology shall be submitted in accordance with the “Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools”. In this case, the DNA shall refer to the proposed new methodology or proposed revised methodology in the CDM-PSB-FORM referred to in paragraph 12(a).
14. Notwithstanding the provision in paragraph 12, for a Party with 10 or fewer registered CDM project activities as of 31 December 2010, the assessment report referred to in paragraph 12(c) may be omitted in up to the first three submissions of a proposed standardized baseline regardless of the sector for the Party. This exception shall not apply for the submissions of proposed standardized baselines for a group of Parties made in accordance with paragraph 11.
15. No fee shall be payable to the secretariat for the submission of the proposed standardized baseline.

5.1.2. Initial assessment

16. The secretariat shall undertake an initial assessment of the submission using the “Proposed standardized baseline initial assessment form (CDM-PSBA-FORM)” within 21 days of receipt of the submission. The secretariat shall assess whether:
- (a) The CDM-PSB-FORM, including the name and contact details of the proponent of the proposed standardized baseline, has been duly completed;
 - (b) The proposed standardized baseline was derived from:
 - (i) The “Guidelines for the establishment of sector specific standardized baselines”;
 - (ii) A methodological approach contained in an approved baseline and monitoring methodology;
 - (iii) A methodological approach contained in an approved methodological tool; or
 - (iv) The “Guideline: Establishment of standardized baselines for afforestation and reforestation project activities under the CDM”.
 - (c) The DNA submitted all the information required for consideration of the proposed standardized baseline (e.g. studies referred to in the proposed standardized baseline documents);
 - (d) An assessment report was submitted presenting how the data were collected, processed and compiled to establish the proposed standardized baseline and includes a positive opinion on whether the data were collected and processed in accordance with relevant procedures or guidelines adopted by the Board.
17. The secretariat shall inform the DNA of the outcome of the initial assessment. If the secretariat finds that the required documentation or information is incomplete, it shall notify the DNA and the proponent of the proposed standardized baseline accordingly. In this case, the DNA should provide the missing documents or information within 42 days of the notification.
18. The secretariat shall conclude the initial assessment within 14 days of receipt of missing documents or information and inform the DNA of the conclusion of the initial assessment. If the DNA fails to provide the missing documents or information within the deadline, the secretariat shall suspend processing the submission any further until it receives the missing documents or information.

5.1.3. Preparation of recommendation

19. Within 28 days of the successful conclusion of the initial assessment, the secretariat shall:
- (a) Assign a reference number to the proposed standardized baseline;
 - (b) Make the submitted documentation publicly available on the UNFCCC CDM website with the exception of information declared confidential and/or proprietary

- by the DNA. Information used to derive the standardized baseline shall not be considered proprietary or confidential;
- (c) In the case referred to in paragraph 14, prepare an assessment report presenting how the data were collected, processed and compiled to establish the proposed standardized baseline in accordance with the “Guidelines for quality assurance and quality control of data used in the establishment of standardized baselines”;
- (d) Prepare a draft recommendation on the proposed standardized baseline, using the “Proposed standardized baseline recommendation form” (CDM-PSBR-FORM).
20. The secretariat shall include in its draft recommendation one of the following courses of action:
- (a) To approve the proposed standardized baseline;
- (b) To request further input (e.g. additional information or modification to the submitted documentation) from the DNA; or
- (c) Not to approve the proposed standardized baseline.
21. In preparing the draft recommendation, the secretariat may draw upon external expertise, depending on the technical complexity of the proposed standardized baseline and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.
22. The secretariat shall select two members of a relevant panel or working group² and forward its draft recommendation to them.
- 5.1.4. Consideration by two selected members of panel or working group and/or panel or working group**
23. The two selected members of the relevant panel or working group shall, within seven days of receipt of the draft recommendation, independently assess the proposed standardized baseline and the draft recommendation, and inform the secretariat of the outcome of their assessment.
24. If both of the selected members of the relevant panel or working group agree to the draft recommendation to approve or not to approve the proposed standardized baseline, the secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.
25. If the draft recommendation is to approve the proposed standardized baseline in paragraphs 24, 30 and 33, before forwarding it as the recommendation to the Board, the secretariat shall reformat the proposed standardized baseline into the form of draft standardized baseline (hereinafter referred to as DSB). Upon receipt of an agreement on the DSB from either the two selected panel or working group members, or the relevant

² Methodologies Panel, Small-Scale Working Group, Afforestation and Reforestation Working Group or Carbon Dioxide Capture and Storage Working Group.

- panel or working group, depending on which considered the draft recommendation last, the secretariat shall communicate the DSB to the DNA. The DNA shall confirm that it is acceptable or request modifications to it within seven days of receipt thereof. If the DNA does not respond accordingly by this deadline, the forwarding of the recommendation to the Board may be delayed accordingly. In cases where the DNA does not accept the DSB and/or request modification to it in its response, the secretariat shall forward the DSB, to either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft recommendation last. In these cases, taking into account the DNA's response, the relevant panel or working group shall finalize the DSB at its next meeting while the two selected panel or working group members shall finalize the DSB within seven days of receipt thereof.
26. If both of the selected members of the relevant panel or working group agree that the draft recommendation requires further input from the DNA, the secretariat shall notify the DNA and the proponent of the proposed standardized baseline accordingly. The DNA should submit the requested input within 28 days of the notification. If the DNA submits inputs including new data, the DNA should resubmit the assessment report referred to in paragraph 12(c) in accordance with the "Guidelines for quality assurance and quality control of data used in the establishment of standardized baselines". If the DNA fails to provide the requested input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.
 27. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that it is still not sufficient to recommend that the proposed standardized baseline be approved or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed standardized baseline via e-mail or telephone conference to clarify remaining issues.
 28. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed standardized baseline, as applicable, to recommend that the proposed standardized baseline be either approved or not approved. The secretariat shall forward the revised draft recommendation to the two selected members of the relevant panel or working group for their consideration. In this case, the steps in paragraphs 24 or 29–33 shall apply.
 29. If at least one selected member of the relevant panel or working group disagrees with the draft recommendation or requests that it be considered by the relevant panel or working group, the secretariat shall forward the draft recommendation to the relevant panel or working group. The relevant panel or working group shall consider the proposed standardized baseline and the draft recommendation at its next meeting, provided it is received at least 14 days before the meeting; otherwise it shall be considered at the subsequent meeting.
 30. The relevant panel or working group shall finalize its consideration within two meetings, unless it finds that further input from the DNA or guidance from the Board is required. In case further input from the DNA or guidance from the Board is sought, the relevant panel or working group shall finalize its consideration at the meeting immediately following receipt of such input or guidance. In its finalization of consideration, the relevant panel or working group shall conclude to recommend that the proposed standardized baseline be either approved or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.

31. If the relevant panel or working group finds that further input from the DNA is required, the secretariat shall notify the DNA and the proponent of the proposed standardized baseline accordingly. In this case, the DNA should submit the requested input within 28 days of the notification. If the DNA fails to submit the requested input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.
32. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that the further input is still not sufficient to recommend that the proposed standardized baseline be approved or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed standardized baseline via e-mail or telephone conference to clarify remaining issues.
33. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed standardized baseline, as applicable, to recommend that the proposed standardized baseline be either approved or not approved. The secretariat shall forward the revised draft recommendation to the relevant panel or working group for its final consideration. The relevant panel or working group shall conclude to recommend that the proposed standardized baseline be either approved or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.

5.1.5. Consideration by the Board

34. If no member of the Board objects to the recommendation received in accordance with paragraph 24, 30, and 33 within 28 days of receipt of the recommendation, the recommended course of action shall be deemed to be the decision adopted by the Board.
35. An objection by a member of the Board shall be made by notifying the Chair of the Board through the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Board.
36. If a member of the Board objects to the recommendation more than 14 days prior to the next Board meeting, the case shall be placed on the agenda of the next Board meeting; otherwise it shall be placed on the agenda of the subsequent Board meeting.
37. If the Board considers the case at its meeting, it shall decide on the course of action at the meeting.
38. The course of action referred to in paragraph 37 shall be:
 - (a) To approve the DSB;
 - (b) Not to approve the DSB;
 - (c) To continue the consideration of the DSB at the next Board meeting; or
 - (d) To request a relevant panel or working group to review the recommendation and provide guidance on the issues for the review.

39. Once a decision has been made by the Board, the secretariat shall inform the DNA of the decision and any guidance provided by the Board as applicable, and make the decision and guidance publicly available on the UNFCCC CDM website.
40. If the DSB is not approved, the DNA or any other DNA of Parties for which the standardized baseline is proposed may at any time resubmit a proposed standardized baseline with revised documentation. Upon submission of the revised documentation the submission shall be treated as a new submission of a proposed standardized baseline.

5.2. Top-down process

5.2.1. Initiation

41. The Board may decide to develop a DSB at any time following the receipt of the agreement with the DNA(s) of a Party(ies) for which the DSB is proposed using the “DSB development agreement” form (CDM-DSBA-FORM).
42. The secretariat may propose to the Board that it develop a DSB at any time following the receipt of the agreement with the DNA(s) of a Party(ies) for which the DSB is proposed using the CDM-DSBA-FORM. In this case, the Board shall consider the proposal and decide whether to develop a DSB.

5.2.2. Preparation of DSB

43. If the Board decides to develop a DSB in accordance with paragraph 41 or 42, the secretariat shall prepare a draft development plan of the DSB using the “DSB development plan” form (CDM-DSBP-FORM), identifying, inter alia, the scope, applicability and time frame for development of the DSB.
44. The secretariat shall select two members of the relevant panel or working group and forward the draft development plan to them for their review. The selected members shall provide input on the draft development plan within five days of receipt thereof.
45. The secretariat shall finalize the development plan taking into account the input from the selected members of the relevant panel or working group within five days of receipt of the input.
46. The secretariat shall prepare a DSB in accordance with the development plan.
47. In preparing the DSB, the secretariat may draw upon external expertise, depending on the technical complexity of the DSB and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.
48. The secretariat shall forward the DSB to the two selected members.

5.2.3. Consideration by two selected members of panel or working group and/or panel or working group

49. The two selected members of the relevant panel or working group shall, within seven days of receipt of the DSB, independently assess the DSB, and inform the secretariat of their recommendation indicating one of the following courses of action:
- (a) To approve the DSB;
 - (b) To request further input (e.g. additional information or modification to the submitted documentation) from the DNA; or
 - (c) To request that the DSB be considered by the relevant panel or working group.
50. If both of the selected members of the relevant panel or working group recommend that the DSB be approved, the secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.
51. In the cases referred to in paragraphs 50, 56 and 59, before forwarding it to the Board, the secretariat shall communicate the DSB to the DNA. The DNA shall confirm that it is acceptable or request modifications to it within 14 days of receipt thereof. If the DNA does not respond accordingly by this deadline, the forwarding of the DSB to the Board may be delayed accordingly. In cases where the DNA does not accept the DSB and/or request modification to it in its response, the secretariat shall forward the DSB, to either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the DSB last. In these cases, taking into account the DNA's response, the relevant panel or working group shall finalize the DSB at its next meeting while the two selected panel or working group members shall finalize the DSB within seven days of receipt thereof.
52. If both of the selected members of the relevant panel or working group recommend that the DSB requires further input from the DNA, the secretariat shall notify the DNA accordingly. The DNA should submit the requested input within 28 days of the notification. If the DNA fails to provide the requested input within the deadline, the secretariat shall suspend processing the development any further until it receives the requested input.
53. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that it is still not sufficient to develop the DSB, the secretariat may initiate a direct communication with the DNA via e-mail or telephone conference to clarify remaining issues.
54. The secretariat shall revise the DSB taking into account the further input and direct communication with the DNA, as applicable. The secretariat shall forward the revised DSB to the two selected members of the relevant panel or working group for their consideration. In this case, the steps in paragraphs 50 or 55–59 shall apply.
55. If at least one selected member of the relevant panel or working group requests that the DSB be considered by the relevant panel or working group, the secretariat shall forward the DSB to the relevant panel or working group. The relevant panel or working group shall consider the DSB at its next meeting, provided it is received at least 14 days before the meeting; otherwise it shall be considered at the subsequent meeting.

56. The relevant panel or working group shall finalize the DSB within two meetings, unless it finds that further input from the DNA or guidance from the Board is required. In case further input from the DNA or guidance from the Board is sought, the relevant panel or working group shall finalize the DSB at the meeting immediately following receipt of such input or guidance. The secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.
57. If the relevant panel or working group finds that further input from the DNA is required, the secretariat shall notify the DNA accordingly. In this case, the DNA should submit the requested input within 28 days of the notification. If the DNA fails to submit the requested input within the deadline, the secretariat shall suspend processing the development any further until it receives the requested input.
58. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that the further input is still not sufficient to develop the DSB, the secretariat may initiate a direct communication with the DNA via e-mail or telephone conference to clarify remaining issues.
59. The secretariat shall revise the DSB taking into account the further input and direct communication with the DNA, as applicable. The secretariat shall forward the revised DSB to the relevant panel or working group for its final consideration. The relevant panel or working group shall finalize the DSB. The secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.

5.2.4. Consideration by the Board

60. If no member of the Board objects to approving the DSB received in accordance with paragraph 50, 56 and 59 within 28 days of receipt of the DSB, the DSB shall be deemed to be approved by the Board.
61. An objection by a member of the Board shall be made by notifying the Chair of the Board through the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Board.
62. If a member of the Board objects to approving the DSB more than 14 days prior to the next Board meeting, the case shall be placed on the agenda of the next Board meeting; otherwise it shall be placed on the agenda of the subsequent Board meeting.
63. If the Board considers the case at its meeting, it shall decide on the course of action at the meeting.
64. The course of action referred to in paragraph 63 shall be:
 - (a) To approve the DSB;
 - (b) Not to approve the DSB;
 - (c) To continue the consideration of the DSB at the next Board meeting; or
 - (d) To request a relevant panel or working group to review the DSB and provide guidance on the issues for the review.

65. Once a decision has been made by the Board, the secretariat shall inform the DNA of the decision and any guidance provided by the Board as applicable, and make the decision and guidance publicly available on the UNFCCC CDM website.

6. Revision of standardized baseline

6.1. Bottom-up process

6.1.1. Submission of proposed revised standardized baseline

66. Parties, project participants, international industry organizations or admitted observer organizations (hereinafter in section 6.1 referred to as the proponent) through the DNA of a Party for which the revised standardized baseline is proposed may request the Board to revise an approved standardized baseline by submitting the following documents to the secretariat through a specific interface on the UNFCCC CDM website:
- (a) The duly completed “Approved standardized baseline revision request” form (CDM-ASR-FORM);
 - (b) The proposed revised standardized baseline highlighting the proposed changes to the approved standardized baseline;
 - (c) All additional documentation supporting the submission (e.g. relevant data, documentation, statistics, studies, etc.), where applicable. In the event that new data were used to establish the proposed revised standardized baseline, all data used shall be provided in a sector-specific data template published by the secretariat on the UNFCCC CDM website. If no applicable data template is available on the UNFCCC CDM website at the time of the submission of the proposed revised standardized baseline, the proponent of the proposed revised standardized baseline shall propose a sector-specific data template for its publication, or, if applicable, request the revision or clarification of a published data template in accordance with the modalities in Appendix 1 to this Procedure;
 - (d) In the event that new data were used to establish the proposed revised standardized baseline as referred to in paragraph 66(c), an assessment report on the quality of the data collection, processing and compilation to establish the proposed revised standardized baseline in accordance with the “Guidelines for quality assurance and quality control of data used in the establishment of standardized baselines”. The assessment report shall be prepared by a DOE contracted by either the DNA or any other entity under the agreement with the DNA;
 - (e) Letters of approval on the proposed revised standardized baseline from all the DNAs of the Parties to which it applies, where it applies to a group of Parties.
67. Where the proposed revised standardized baseline is developed for a group of Parties, it shall be approved by the DNAs of all these Parties. In this case, following the receipt of approval from all these DNAs, any one of the DNAs shall submit the proposed revised standardized baseline to the secretariat in accordance with this Procedure.

6.1.2. Initial assessment

68. The secretariat shall undertake an initial assessment of the submission using the “Approved standardized baseline revision request initial assessment form (CDM-ASIA-FORM)” within 21 days of receipt of the submission. The secretariat shall assess whether:
- (a) The CDM-ASR-FORM, including the name and contacts of the proponent of the proposed revised standardized baseline, has been duly completed;
 - (b) The proposed revised standardized baseline was derived from the same approach (i.e. the “Guidelines for the establishment of sector specific standardized baselines”, a methodological approach contained in an approved baseline and monitoring methodology, a methodological approach contained in an approved methodological tool, or the “Guideline: Establishment of standardized baselines for afforestation and reforestation project activities under the CDM”) as the one used in the approved standardized baseline that was proposed to be revised;
 - (c) The DNA has submitted all the information required for consideration of the proposed revised standardized baseline (e.g. studies referred to in the proposed revised standardized baseline documents);
 - (d) In the case referred to in paragraph 66(d), an assessment report was submitted presenting how the data were collected, processed and compiled to establish the proposed revised standardized baseline and includes a positive opinion on whether the data were collected and processed in accordance with relevant procedures or guidelines adopted by the Board.
69. The secretariat shall inform the DNA of the outcome of the initial assessment. If the secretariat finds that the required documentation or information is incomplete, it shall notify the DNA and the proponent of the proposed revised standardized baseline accordingly. In this case, the DNA should provide the missing documents or information within 42 days of the notification.
70. The secretariat shall conclude the initial assessment within 14 days of receipt of missing documents or information and inform the DNA of the conclusion of the initial assessment. If the DNA fails to provide the missing documents or information within the deadline, the secretariat shall suspend processing the submission any further until it receives the missing documents or information.

6.1.3. Preparation of draft recommendation

71. Within 28 days of the successful conclusion of the initial assessment, the secretariat shall:
- (a) Make the submitted documentation publicly available on the UNFCCC CDM website with the exception of information declared confidential and/or proprietary by the DNA. Information used to derive the proposed revised standardized baseline shall not be considered proprietary or confidential;

- (b) Prepare a draft recommendation on the proposed revised standardized baseline, using the “Approved standardized baseline revision recommendation” form (CDM-ASRR-FORM).
- 72. The secretariat shall include in its draft recommendation one of the following courses of action:
 - (a) To approve the proposed revised standardized baseline, indicating that:
 - (i) The revision is a major revision; or
 - (ii) The revision is a minor revision;
 - (b) To request further input (e.g. additional information or modification to the submitted documentation) from the DNA; or
 - (c) Not to approve the proposed revised standardized baseline.
- 73. In preparing the draft recommendation, the secretariat may draw upon external expertise, depending on the technical complexity of the proposed revised standardized baseline and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.
- 74. The secretariat shall select two members of a relevant panel or working group and forward its draft recommendation to them.
- 6.1.4. Consideration by two selected members of panel or working group and/or panel or working group**
- 75. The two selected members of the relevant panel or working group shall, within seven days of receipt of the draft recommendation, independently assess the proposed revised standardized baseline and the draft recommendation, and inform the secretariat of the outcome of their assessment.
- 76. If both of the selected members of the relevant panel or working group agree to the draft recommendation to approve or not to approve the proposed revised standardized baseline, the secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.
- 77. If the draft recommendation is to approve the proposed revised standardized baseline in paragraphs 76, 82 and 85 before forwarding it as the recommendation to the Board, the secretariat shall reformat the proposed revised standardized baseline. Upon receipt of an agreement on the reformatted revised standardized baseline from either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft recommendation last, the secretariat shall communicate the reformatted revised standardized baseline to the DNA. The DNA shall confirm that it is acceptable or request modifications to it within seven days of receipt thereof. If the DNA does not respond accordingly by this deadline, the forwarding of the recommendation to the Board may be delayed accordingly. In cases where the DNA does not accept the reformatted revised standardized baseline and/or request modification to it in its response, the secretariat shall forward the reformatted revised standardized baseline, to either the two selected panel or working group members, or

the relevant panel or working group, depending on which considered the draft recommendation last. In these cases, taking into account the DNA's response, the relevant panel or working group shall finalize the reformatted revised standardized baseline at its next meeting while the two selected panel or working group members shall finalize the reformatted revised standardized baseline within seven days of receipt thereof.

78. If both of the selected members of the relevant panel or working group agree that the draft recommendation requires further input from the DNA, the secretariat shall notify the DNA and the proponent of the proposed revised standardized baseline accordingly. The DNA should submit the requested input within 28 days of the notification. If the DNA fails to provide the requested input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.
79. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that it is still not sufficient to recommend that the proposed revised standardized baseline be approved or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed revised standardized baseline via e-mail or telephone conference to clarify remaining issues.
80. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed revised standardized baseline, as applicable, to recommend that the proposed revised standardized baseline be either approved or not approved. The secretariat shall forward the revised draft recommendation to the two selected members of the relevant panel or working group for their consideration. In this case, the steps in paragraphs 76 or 81–85 shall apply.
81. If at least one selected member of the relevant panel or working group disagrees with the draft recommendation or requests that it be considered by the relevant panel or working group, the secretariat shall forward the draft recommendation to the relevant panel or working group. The relevant panel or working group shall consider the proposed revised standardized baseline and the draft recommendation at its next meeting, provided it is received at least 14 days before the meeting; otherwise it shall be considered at the subsequent meeting.
82. The relevant panel or working group shall finalize its consideration within two meetings, unless it finds that further input from the DNA or guidance from the Board is required. In case further input from the DNA or guidance from the Board is sought, the relevant panel or working group shall finalize its consideration at the meeting immediately following receipt of such input or guidance. In its finalization of consideration, the relevant panel or working group shall conclude to recommend that the proposed revised standardized baseline be either approved or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.
83. If the relevant panel or working group finds that further input from the DNA is required, the secretariat shall notify the DNA and the proponent of the proposed revised standardized baseline accordingly. In this case, the DNA should submit the requested input within 28 days of the notification. If the DNA fails to submit the requested input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.

84. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that the further input is still not sufficient to recommend that the proposed revised standardized baseline be approved or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed revised standardized baseline via e-mail or telephone conference to clarify remaining issues.
85. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed revised standardized baseline, as applicable, to recommend that the proposed revised standardized baseline be either approved or not approved. The secretariat shall forward the revised draft recommendation to the relevant panel or working group for its final consideration. The relevant panel or working group shall conclude to recommend that the proposed revised standardized baseline be either approved or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.

6.1.5. Consideration by the Board

86. If no member of the Board objects to the recommendation received in accordance with paragraph 76, 82 or 85 within 28 days of receipt of the recommendation, the recommended course of action shall be deemed to be the decision adopted by the Board.
87. An objection by a member of the Board shall be made by notifying the Chair of the Board through the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Board.
88. If a member of the Board objects to the recommendation more than 14 days prior to the next Board meeting, the case shall be placed on the agenda of the next Board meeting; otherwise it shall be placed on the agenda of the subsequent Board meeting.
89. If the Board considers the case at its meeting, it shall decide on the course of action at the meeting.
90. The course of action referred to in paragraph 89 shall be:
- (a) To approve the proposed revised standardized baseline, indicating that:
 - (i) The revision is a major revision; or
 - (ii) The revision is a minor revision;
 - (b) Not to approve the proposed revised standardized baseline;
 - (c) To continue the consideration of the proposed revised standardized baseline at the next Board meeting; or
 - (d) To request a relevant panel or working group to review the recommendation and provide guidance on the issues for the review.
91. Once a decision has been made by the Board, the secretariat shall inform the DNA of the decision and any guidance provided by the Board as applicable, and make the decision and guidance publicly available on the UNFCCC CDM website.

92. If the proposed revised standardized baseline is not approved, the DNA or any other DNA of Parties for which the revised standardized baseline is proposed may at any time resubmit a proposed revised standardized baseline with revised documentation. Upon submission of the revised documentation the submission shall be treated as a new submission of a proposed revised standardized baseline.

6.2. Top-down process

6.2.1. Initiation

93. The Board may decide to revise an approved standardized baseline at any time. If the Board decides to revise an approved standardized baseline, the Board shall also decide to either:
- (a) Put on hold the approved standardized baseline with immediate effect. In this case, DOEs shall not submit, through a dedicated interface on the UNFCCC CDM website, any project design document (PDD) or programme of activities design document (PoA-DD) for global stakeholder consultation, any request for registration or any request for renewal of crediting period of a project activity or PoA applying the approved standardized baseline from the day following the date of publication of the Board's meeting report containing the decision;
 - (b) Put on hold the approved standardized baseline with a grace period of 28 days. In this case, DOEs shall not submit, through a dedicated interface on the UNFCCC CDM website, any PDD or PoA-DD for global stakeholder consultation, any request for registration or any request for renewal of crediting period of a project activity or PoA, applying the approved standardized baseline any more than 28 days following the date of publication of the Board's meeting report containing the decision; or
 - (c) Maintain the current version of the approved standardized baseline until the expiry of its validity in accordance with paragraphs 166-168.
94. A relevant panel or working group, or the secretariat, may at any time propose that the Board revise an approved standardized baseline. If the panel or working group or the secretariat considers that the current version of the approved standardized baseline should be put on hold, it shall recommend so to the Board. In these cases, the Board shall consider the proposal and/or the recommendation, and decide whether to revise and/or to put on hold the current version of the approved standardized baseline in accordance with paragraph 93.

6.2.2. Preparation of draft revised standardized baseline

95. If the Board decides to revise an approved standardized baseline in accordance with paragraph 93 or 94, following receipt of the agreement with the DNA(s) of a Party(ies) for which the revised standardized baseline is proposed using the "Approved standardized baseline revision agreement" form (CDM-ASRA-FORM), the secretariat shall prepare a draft revised standardized baseline using the "Approved standardized baseline revision" form (CDM-ASRD-FORM).
96. In preparing the draft revised standardized baseline, the secretariat may draw upon external expertise, depending on the technical complexity of the revision and the

availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.

97. The secretariat shall select two members of a relevant panel or working group and forward the draft revised standardized baseline to them.

6.2.3. Consideration by two selected members of panel or working group and/or panel or working group

98. The two selected members of the relevant panel or working group shall, within seven days of receipt of the draft revised standardized baseline, independently assess the draft revised standardized baseline, and inform the secretariat of their recommendation indicating one of the following courses of action:

- (a) To approve the draft revised standardized baseline, indicating that:
 - (i) The revision is a major revision; or
 - (ii) The revision is a minor revision;
- (b) To request further input (e.g. additional information or modification to the submitted documentation) from the DNA; or
- (c) To request that the draft revised standardized baseline be considered by the relevant panel or working group.

99. If both of the selected members of the relevant panel or working group recommend that the draft revised standardized baseline be approved, the secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.

100. In the cases referred to in paragraphs 99, 105 and 108, before forwarding it to the Board, the secretariat shall communicate the draft revised standardized baseline to the DNA. The DNA shall confirm that it is acceptable or request modifications to it within 14 days of receipt thereof. If the DNA does not respond accordingly by this deadline, the forwarding of the draft revised standardized baseline to the Board may be delayed accordingly. In cases where the DNA does not accept the draft revised standardized baseline and/or request modification to it in its response, the secretariat shall forward the draft revised standardized baseline, to either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft revised standardized baseline last. In these cases, taking into account the DNA's response, the relevant panel or working group shall finalize the draft revised standardized baseline at its next meeting while the two selected panel or working group members shall finalize the draft revised standardized baseline within seven days of receipt thereof.

101. If both of the selected members of the relevant panel or working group recommend that the draft revised standardized baseline requires further input from the DNA, the secretariat shall notify the DNA accordingly. The DNA should submit the requested input within 28 days of the notification. If the DNA fails to provide the requested input within the deadline, the secretariat shall suspend processing the development any further until it receives the requested input.

102. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that it is still not sufficient to develop the draft revised standardized baseline, the secretariat may initiate a direct communication with the DNA via e-mail or telephone conference to clarify remaining issues.
103. The secretariat shall revise the draft revised standardized baseline taking into account the further input and direct communication with the DNA, as applicable. The secretariat shall forward the revised draft revised standardized baseline to the two selected members of the relevant panel or working group for their consideration. In this case, the steps in paragraphs 99 or 104–108 shall apply.
104. If at least one selected member of the relevant panel or working group requests that the draft revised standardized baseline be considered by the relevant panel or working group, the secretariat shall forward the draft revised standardized baseline to the relevant panel or working group. The relevant panel or working group shall consider the draft revised standardized baseline at its next meeting, provided it is received at least 14 days before the meeting; otherwise it shall be considered at the subsequent meeting.
105. The relevant panel or working group shall finalize the draft revised standardized baseline within two meetings, unless it finds that further input from the DNA or guidance from the Board is required. In case further input from the DNA or guidance from the Board is sought, the relevant panel or working group shall finalize the draft revised standardized baseline at the meeting immediately following receipt of such input or guidance. The secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.
106. If the relevant panel or working group finds that further input from the DNA is required, the secretariat shall notify the DNA accordingly. In this case, the DNA should submit the requested input within 28 days of the notification. If the DNA fails to submit the requested input within the deadline, the secretariat shall suspend processing the development any further until it receives the requested input.
107. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that the further input is still not sufficient to develop the draft revised standardized baseline, the secretariat may initiate a direct communication with the DNA via e-mail or telephone conference to clarify remaining issues.
108. The secretariat shall revise the draft revised standardized baseline taking into account the further input and direct communication with the DNA, as applicable. The secretariat shall forward the revised draft revised standardized baseline to the relevant panel or working group for its final consideration. The relevant panel or working group shall finalize the draft revised standardized baseline. The secretariat shall forward it to the Board and make it publicly available on the UNFCCC CDM website.

6.2.4. Consideration by the Board

109. If no member of the Board objects to approving the draft revised standardized baseline received in accordance with paragraph 99, 105 and 108 within 28 days of receipt of the draft revised standardized baseline, the draft revised standardized baseline shall be deemed to be approved by the Board.

110. An objection by a member of the Board shall be made by notifying the Chair of the Board through the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Board.
111. If a member of the Board objects to approving the draft revised standardized baseline more than 14 days prior to the next Board meeting, the case shall be placed on the agenda of the next Board meeting; otherwise it shall be placed on the agenda of the subsequent Board meeting.
112. If the Board considers the case at its meeting, it shall decide on the course of action at the meeting.
113. The course of action referred to in paragraph 112 shall be:
- (a) To approve the draft revised standardized baseline, indicating that:
 - (i) The revision is a major revision; or
 - (ii) The revision is a minor revision;
 - (b) Not to approve the draft revised standardized baseline;
 - (c) To continue the consideration of the draft revised standardized baseline at the next Board meeting; or
 - (d) To request a relevant panel or working group to review the draft revised standardized baseline and provide guidance on the issues for the review.
114. Once a decision has been made by the Board, the secretariat shall inform the DNA of the decision and any guidance provided by the Board as applicable, and make the decision and guidance publicly available on the UNFCCC CDM website.

6.2.5. Other

115. The secretariat may propose an editorial revision to an approved standardized baseline at any time. In this case, the secretariat shall submit a draft revised standardized baseline to the Chair of the Board for his/her review. If the Chair agrees to the draft revised standardized baseline, the secretariat shall publish the revised standardized baseline on the UNFCCC CDM website. The editorial revision shall be noted in the report of the next meeting of the Board.

7. Clarification of standardized baseline

7.1. Bottom-up process

7.1.1. Submission of request for clarification

116. The project participants of a planned CDM project activity or PoA, the coordinating/managing entity of a planned CDM PoA, a DOE, a DNA or any other stakeholder (hereinafter in section 7.1 referred to as the enquirer) may request clarification of an approved standardized baseline, by submitting the duly completed "Approved standardized baseline clarification request" form (CDM-ASC-FORM) to the secretariat through a specific interface on the UNFCCC CDM website.

7.1.2. Initial assessment

117. The secretariat shall give notice of the receipt of the CDM-ASC-FORM to the DNA(s) of a Party(ies) to which the approved standardized baseline applies within seven days of receipt thereof.
118. The secretariat shall conduct an initial assessment of the submission using the “Approved standardized baseline clarification request initial assessment” form (CDM-ASCA-FORM) within 21 days of receipt of the CDM-ASC-FORM, to determine that:
- (a) The CDM-ASC-FORM, including the name and contacts details of the enquirer on the approved standardized baseline, has been duly completed; and
 - (b) The submission is categorized either that:
 - (i) It does not involve any regulatory and/or technical ambiguity, or involves only simple regulatory and/or technical issues, hence requires no analysis or only a simple analysis to formulate a clarification; or
 - (ii) It involves complex regulatory and/or technical issues, hence requires a thorough analysis to formulate a clarification.
119. If the secretariat finds that the submission is incomplete, it shall request the enquirer to submit the missing or revised documents and/or information. In this case, the enquirer shall submit the requested documents and/or information to the secretariat within five days of receipt of the request. If the enquirer does not submit the requested documents and/or information by this deadline, the secretariat shall conclude that the submission is incomplete.
120. Upon conclusion of the initial assessment, the secretariat shall notify the enquirer of the conclusion of the initial assessment. If the submission is concluded as incomplete in accordance with paragraph 119, the secretariat shall communicate the underlying reasons to the enquirer. In this case, the enquirer may resubmit the request for clarification with revised documentation at any time. Upon submission, the revised documentation shall be treated as a new submission of a request for clarification under this Procedure.

7.1.3. Fast track

121. If the submission is determined as being the case referred to in paragraph 118(b)(i), the secretariat shall prepare a clarification using the “Approved standardized baseline clarification response” form (CDM-ASCR-FORM) and send it to the enquirer and the DNA within nine days of the successful conclusion of the initial assessment.
122. In preparing the clarification, the secretariat may consult with the relevant panel or working group. In this case, the timeline referred to in paragraph 121 shall not apply. The secretariat shall send a draft clarification to the relevant panel or working group within nine days of the successful conclusion of the initial assessment. If no member of the panel or working group objects to the draft clarification within seven days of receipt of the draft clarification, the clarification shall be deemed finalized by the panel or working group. If a member of the panel or working group objects to the draft clarification, the case shall be placed on the agenda of the next meeting of the panel or working group. At

the meeting where the case is placed on the agenda, the panel or working group shall make every effort to finalize the clarification within one meeting.

123. The secretariat shall publish the clarification on the UNFCCC CDM website.

7.1.4. Regular track

124. If the submission is determined as being the case referred to in paragraph 118(b)(ii), the secretariat shall prepare a draft recommendation of a clarification to the relevant panel or working group using the CDM-ASCR-FORM.

125. In preparing the draft recommendation, the secretariat may draw upon external expertise, depending on the technical complexity of the issues in question and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.

126. The secretariat shall select one member of the relevant panel or working group and forward the draft recommendation to him/her for review. The selected member shall provide input on the draft recommendation within three days of receipt thereof.

127. The secretariat may also forward the draft recommendation to the DNA(s) of a Party(ies) to which the standardized baseline applies for review. In this case, the DNA(s) shall provide input on the draft recommendation within seven days of receipt thereof.

128. The secretariat shall finalize the recommendation, taking into account the input from the selected member and the DNA(s), and submit it to the relevant panel or working group for consideration.

129. The relevant panel or working group shall consider the recommendation, finalize the recommendation to the Board and publish it in its corresponding meeting report. The relevant panel or working group shall make every effort to finalize the recommendation within one meeting.

130. At the Board meeting for which the recommendation to the Board is placed on the agenda, the Board shall decide to either:

- (a) Approve the recommended clarification; or
- (b) Request the relevant panel or working group to review the recommendation to the Board and provide guidance on the issues for review.

131. If the Board approves the clarification, the secretariat shall send the finalized clarification to the enquirer and the DNA(s).

132. The secretariat shall publish the clarification on the UNFCCC CDM website.

7.1.5. Other

133. At any step before the clarification is finalized in accordance with paragraph 121, 122 or 130(a), the secretariat may request the enquirer to provide additional information regarding the request for clarification within a defined time frame to facilitate the assessment by the secretariat and/or the consideration by the relevant panel or working

group. If such information significantly affects the outcome of the consideration, the secretariat shall make the information publicly available on the UNFCCC CDM website.

7.2. Top-down process

134. If the Board, a relevant panel or working group, or the secretariat finds it necessary to clarify provisions of an approved standardized baseline, the process to revise the approved standardized baseline as defined in section 6.2 shall be followed. In this case, the draft revised standardized baseline shall incorporate all relevant clarifications issued prior to the revision.

8. Update of standardized baseline

8.1. Bottom-up process

8.1.1. Submission of proposed updated standardized baseline

135. Parties, project participants, international industry organizations or admitted observer organizations (hereinafter in section 8.1 referred to as the proponent) may propose an updated standardized baseline through the DNA of a Party for which the updated standardized baseline is proposed. The DNA shall subsequently submit the proposed updated standardized baseline to the secretariat.
136. Where the proposed updated standardized baseline is developed for a group of Parties, it shall be approved by the DNAs of all these Parties. In this case, following the receipt of approval from all these DNAs, any one of the DNAs shall submit the proposed updated standardized baseline to the secretariat in accordance with this Procedure.
137. The DNA submitting the proposed updated standardized baseline shall upload to the UNFCCC CDM website the following documentation between 270 to 180 days prior to the date when the validity of the current standardized baseline expires:
- (a) The duly completed "Approved standardized baseline update request form" (CDM-ASU-FORM);
 - (b) The proposed updated standardized baseline, highlighting the proposed changes to the approved standardized baseline;
 - (c) All additional documentation supporting the submission (e.g. relevant data, documentation, statistics, studies, etc.), where applicable. Data used to establish the proposed updated baseline shall be provided in a sector-specific data template published by the secretariat on the UNFCCC CDM website. If no applicable data template is available on the UNFCCC CDM website at the time of the DNA's submission of the proposed updated standardized baseline, the proponent of the updated standardized baseline shall propose a sector-specific data template for its publication, or, if applicable, request the revision or clarification of a published data template in accordance with the modalities in Appendix 1 to this Procedure;
 - (d) An assessment report on the quality of the data collection, processing and compilation to establish the proposed updated standardized baseline in accordance with the "Guidelines for quality assurance and quality control of data

used in the establishment of updated standardized baselines". The assessment report shall be prepared by a DOE contracted by either the DNA or any other entity under agreement with the DNA;

- (e) Letters of approval on the proposed updated standardized baseline from all the DNAs of the Parties to which it applies, where it applies to a group of Parties.
138. The secretariat shall make every effort to inform the DNA(s) in advance of the period for requesting update of the approved standardized baseline. It remains the responsibility of the DNA(s) to ensure that all actions are taken in accordance with this section of the Procedure in a timely manner.
139. No fee shall be payable to the secretariat for the submission of the proposed updated standardized baseline.

8.1.2. Initial assessment

140. The secretariat shall undertake an initial assessment of the submission using the "Approved standardized baseline update request initial assessment form (CDM-ASUA-FORM)" within 21 days of receipt of the submission. The secretariat shall assess whether:
- (a) The CDM-ASU-FORM, including the name and contact details of the proponent of the proposed updated standardized baseline, has been duly completed;
 - (b) The proposed updated standardized baseline was derived from the same approach (i.e. the "Guidelines for the establishment of sector specific standardized baselines", a methodological approach contained in an approved baseline and monitoring methodology, a methodological approach contained in an approved methodological tool, or the "Guideline: Establishment of standardized baselines for afforestation and reforestation project activities under the CDM") as the one used in the approved standardized baseline that was proposed to be updated;
 - (c) The proposed updated standardized baseline does not require revisions to the underlying approved methodology or tool. If it requires revisions, the secretariat shall propose that the Board revise the underlying methodology or tool through the top-down process in accordance with the "Procedure: development, revision and clarification of baseline and monitoring methodologies and methodological tools";
 - (d) The DNA has submitted all the information required for consideration of the proposed updated standardized baseline (e.g. studies referred to in the proposed updated standardized baseline documents);
 - (e) An assessment report was submitted presenting how the data were collected, processed and compiled to establish the proposed updated standardized baseline and includes a positive opinion on whether the data were collected and processed in accordance with relevant procedures or guidelines adopted by the Board.
141. The secretariat shall inform the DNA of the outcome of the initial assessment. If the secretariat finds that the required documentation or information is incomplete, it shall

notify the DNA and the proponent of the proposed updated standardized baseline accordingly. In this case, the DNA should provide the missing documents or information within 42 days of the notification.

142. The secretariat shall conclude the initial assessment within 14 days of receipt of missing documents or information and inform the DNA of the conclusion of the initial assessment. If the DNA fails to provide the missing documents or information within the deadline, the secretariat shall suspend processing the submission any further until it receives the missing documents or information.

8.1.3. Preparation of recommendation

143. Within 28 days of the successful conclusion of the initial assessment, the secretariat shall:

- (a) Make the submitted documentation publicly available on the UNFCCC CDM website with the exception of information declared confidential and/or proprietary by the DNA. Information used to derive the proposed updated standardized baseline shall not be considered proprietary or confidential;
- (b) Prepare a draft recommendation on the proposed updated standardized baseline, using the "Approved standardized baseline update recommendation form" (CDM-ASUR-FORM).

144. The secretariat shall include in its draft recommendation one of the following courses of action:

- (a) To approve the proposed updated standardized baseline;
- (b) To request further input (e.g. additional information or modification to the submitted documentation) from the DNA; or
- (c) Not to approve the proposed updated standardized baseline.

145. In preparing the draft recommendation, the secretariat may draw upon external expertise, depending on the technical complexity of the proposed updated standardized baseline and the availability of expertise in the secretariat, by selecting a maximum of two independent experts from the roster of experts for desk reviews. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster.

146. The secretariat shall select two members of the relevant panel or working group and forward its draft recommendation to them.

8.1.4. Consideration by two selected members of panel or working group and/or panel or working group

147. The two selected members of the relevant panel or working group shall, within seven days of receipt of the draft recommendation, independently assess the proposed updated standardized baseline and the draft recommendation, and inform the secretariat of the outcome of their assessment.

148. If both of the selected members of the relevant panel or working group agree to the draft recommendation to approve or not to approve the proposed updated standardized

baseline, the secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.

149. If the draft recommendation is to approve the proposed updated standardized baseline in paragraphs 148, 154 and 157 before forwarding it as the recommendation to the Board, the secretariat shall reformat the proposed updated standardized baseline. Upon receipt of an agreement on the reformatted updated standardized baseline from either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft recommendation last, the secretariat shall communicate the reformatted updated standardized baseline to the DNA. The DNA shall confirm that it is acceptable or request modifications to it within seven days of receipt thereof. If the DNA does not respond accordingly by this deadline, the forwarding of the recommendation to the Board may be delayed accordingly. In cases where the DNA does not accept the reformatted updated standardized baseline and/or request modification to it in its response, the secretariat shall forward the reformatted updated standardized baseline, to either the two selected panel or working group members, or the relevant panel or working group, depending on which considered the draft recommendation last. In these cases, taking into account the DNA's response, the relevant panel or working group shall finalize the reformatted updated standardized baseline at its next meeting while the two selected panel or working group members shall finalize the reformatted updated standardized baseline within seven days of receipt thereof.
150. If both of the selected members of the relevant panel or working group agree that the draft recommendation requires further input from the DNA, the secretariat shall notify the DNA and the proponent of the proposed updated standardized baseline accordingly. The DNA should submit the requested input within 28 days of the notification. If the DNA fails to provide the requested input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.
151. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that it is still not sufficient to recommend that the proposed updated standardized baseline be approved or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed updated standardized baseline via e-mail or telephone conference to clarify remaining issues.
152. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed updated standardized baseline, as applicable, to recommend that the proposed updated standardized baseline be either approved or not approved. The secretariat shall forward the revised draft recommendation to the two selected members of the relevant panel or working group for their consideration. In this case, the steps in paragraphs 148 or 153–157 shall apply.
153. If at least one selected member of the relevant panel or working group disagrees with the draft recommendation or requests that it be considered by the relevant panel or working group, the secretariat shall forward the draft recommendation to the relevant panel or working group. The relevant panel or working group shall consider the proposed updated standardized baseline and the draft recommendation at its next meeting, provided it is received at least 14 days before the meeting; otherwise it shall be considered at the subsequent meeting.

154. The relevant panel or working group shall finalize its consideration within two meetings, unless it finds that further input from the DNA or guidance from the Board is required. In case further input from the DNA or guidance from the Board is sought, the relevant panel or working group shall finalize its consideration at the meeting immediately following receipt of such input or guidance. In its finalization of consideration, the relevant panel or working group shall conclude to recommend that the proposed updated standardized baseline be either approved or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.
155. If the relevant panel or working group finds that further input from the DNA is required, the secretariat shall notify the DNA and the proponent of the proposed updated standardized baseline accordingly. In this case, the DNA should submit the requested input within 28 days of the notification. If the DNA fails to submit the requested input within the deadline, the secretariat shall suspend processing the submission any further until it receives the requested input.
156. The secretariat shall assess the further input submitted by the DNA. If the secretariat finds that the further input is still not sufficient to recommend that the proposed updated standardized baseline be approved or not approved, the secretariat may initiate a direct communication with the DNA and/or the proponent of the proposed updated standardized baseline via e-mail or telephone conference to clarify remaining issues.
157. The secretariat shall revise the draft recommendation taking into account the further input and direct communication with the DNA and/or the proponent of the proposed updated standardized baseline, as applicable, to recommend that the proposed updated standardized baseline be either approved or not approved. The secretariat shall forward the revised draft recommendation to the relevant panel or working group for its final consideration. The relevant panel or working group shall conclude to recommend that the proposed updated standardized baseline be either approved or not approved. The secretariat shall forward it as the recommendation to the Board and make it publicly available on the UNFCCC CDM website.

8.1.5. Consideration by the Board

158. If no member of the Board objects to the recommendation received in accordance with paragraph 148, 154 or 157 within 28 days of receipt of the recommendation, the recommended course of action shall be deemed to be the decision adopted by the Board.
159. An objection by a member of the Board shall be made by notifying the Chair of the Board through the secretariat, giving reasons in writing. The secretariat shall acknowledge receipt of the objection and make it available to the Board.
160. If a member of the Board objects to the recommendation more than 14 days prior to the next Board meeting, the case shall be placed on the agenda of the next Board meeting; otherwise it shall be placed on the agenda of the subsequent Board meeting.
161. If the Board considers the case at its meeting, it shall decide on the course of action at the meeting.

162. The course of action referred to in paragraph 161 shall be:
- (a) To approve the proposed updated standardized baseline;
 - (b) Not to approve the proposed updated standardized baseline;
 - (c) To continue the consideration of the proposed baseline at the next Board meeting; or
 - (d) To request a relevant panel or working group to review the recommendation and provide guidance on the issues for the review.
163. Once a decision has been made by the Board, the secretariat shall inform the DNA of the decision and any guidance provided by the Board as applicable, and make the decision and guidance publicly available on the UNFCCC CDM website.
164. If the proposed updated standardized baseline is not approved, the DNA or any other DNA of Parties for which the updated standardized baseline is proposed may at any time resubmit a proposed updated standardized baseline with revised documentation. Upon submission of the revised documentation the submission shall be treated as a new submission of a proposed updated standardized baseline.

9. Validity of new, updated, revised and previous versions

165. The reference number of the new version of an approved standardized baseline shall indicate the year when the standardized baseline comes into force (e.g. ASB0003-2013). New, updated and revised versions of an approved standardized baseline shall come into force from the date of publication on the UNFCCC CDM website. From this date, a project activity or PoA may apply the new, updated or revised version for the purpose of publication of a PDD or PoA-DD for global stakeholder consultation, submission of a request for registration, or submission of a request for renewal of crediting period, in accordance with the “Clean development mechanism project cycle procedure”.
166. The year indicated in the reference number of an approved standardized baseline shall be replaced by the year when an updated standardized baseline comes into force (e.g. ASB0003-2013 replaced by ASB0003-2016) if the Board approves the updated standardized baseline in accordance with paragraph 162(a). The version number of the updated standardized baseline shall also be reset to 1.0 (e.g. reset from 2.1 to 1.0). The updated version shall not come into force before the validity of the previous version expires. In this case, for the purpose of publication of a PDD or PoA-DD for global stakeholder consultation, submission of a request for registration, or submission of a request for renewal of crediting period in accordance with the “Clean development mechanism project cycle procedure”, a project activity or PoA-DD shall apply the updated version immediately after the validity of the previous version expires, or immediately after its adoption if the previous version has been put on hold in accordance with paragraph 93(a) or 93(b). If a PDD or PoA-DD applying the previous version has already been published for global stakeholder consultation, the project participants or coordinating/managing entity shall revise the PDD or PoA-DD applying the updated version. In this case, the DOE shall not publish the revised PDD or PoA-DD for global stakeholder consultation, but submit it when it submits a request for registration unless otherwise decided by the Board when it approves the updated standardized baseline.

167. The version number of an approved standardized baseline shall increase by one whole number (e.g. from 1.0 to 2.0) if the Board approves a revised standardized baseline indicating that it is a major revision in accordance with paragraph 90(a)(i) or 113(a)(i). In this case, for the purpose of publication of a PDD or PoA-DD for global stakeholder consultation, submission of a request for registration, or submission of a request for renewal of crediting period in accordance with the “Clean development mechanism project cycle procedure”:
- (a) A project activity or PoA may still apply the previous version:
 - (i) Until the 240th day from the date that the revised version becomes effective unless the previous version has been put on hold by the Board in accordance with paragraph 93(a) or 93(b), if the remaining validity of the revised version is longer than this 240-day period; or
 - (ii) Until the validity of the standardized baseline expires unless the previous version has been put on hold by the Board in accordance with paragraph 93(a) or 93(b), if the remaining validity of the revised version is not longer than this 240-day period; and
 - (b) A project activity or PoA shall apply the revised version after this 240-day period, expiry of the standardized baseline or immediately after its adoption if the previous version has been put on hold in accordance with paragraph 93(a) or 93(b). If a PDD or PoA-DD applying the previous version has already been published for global stakeholder consultation, the project participants or coordinating/managing entity shall revise the PDD or PoA-DD applying the revised version. In this case, the DOE shall not publish the revised PDD or PoA-DD for global stakeholder consultation, but submit it when it submits a request for registration unless otherwise decided by the Board when it approves the revised standardized baseline.
168. The version number of an approved standardized baseline shall increase by one fractional number in the first decimal place (e.g. from 1.0 to 1.1) if the Board approves a revised standardized baseline indicating that it is a minor revision in accordance with paragraph 90(a)(ii) or 113(a)(ii) or an editorial revision to an approved standardized baseline has been made in accordance with paragraph 115. In this case, for the purpose of publication of a PDD or PoA-DD for global stakeholder consultation, submission of a request for registration, or submission of a request for renewal of crediting period in accordance with the “Clean development mechanism project cycle procedure”, a project activity or PoA-DD may still apply the previous version or any earlier version:
- (a) Until the 240th day from the date that the next major revision becomes effective unless the previous or earlier version(s) has been put on hold by the Board in accordance with paragraph 93(a) or 93(b), if the remaining validity of the standardized baseline after the next major revision is longer than this 240-day period; or
 - (b) Until the validity of the standardized baseline expires unless the previous version has been put on hold by the Board in accordance with paragraph 93(a) or 93(b), if the remaining validity of the standardized baseline after the next major revision is not longer than this 240-day period.

Appendix 1. Modalities for publication of sector-specific data templates for establishing standardized baselines

1. Background

1. Parties, project participants, designated operational entities (DOEs), international industry organizations or admitted observer organizations (hereinafter referred to as the proponent) may propose a new sector-specific data template, or request a revision to any currently valid sector-specific data template published on the UNFCCC CDM website, for the purpose of proposing a standardized baseline.

2. Proposal of new sector-specific data template

2. A proponent may submit to the secretariat through a dedicated UNFCCC CDM website a proposed new sector-specific data template and request its publication.
3. The proposed data template shall be developed based on sector-specific situations and mitigation measures. The proposed data template shall consist of the following sections:
 - (a) Definitions of key terminologies, assumptions or approaches used for the development of the data template, algorithm for the establishment of standardized baselines and any other relevant information (e.g. how to define the data categories or how to use the template). If any conservative approach is suggested, its justification shall be included;
 - (b) Lists of relevant data categories with consistent format and clear description;
 - (c) Name(s) of reference(s) or reviewers if reference(s) are used or expert reviews are conducted for the development of the data template.
4. The secretariat shall assess whether the proposed data template contains all the sections specified in paragraph 3 of this appendix within five days of the submission by the proponent.
5. If the submission is deemed incomplete, the secretariat shall request the proponent to submit missing information or revise the data template. Once the submission is deemed complete, the secretariat shall select two experts from the roster of experts for desk reviews and forward the submission to them. If the secretariat does not find suitable and available experts in the roster, it may use the services of experts not included in the roster. The experts shall jointly prepare a recommendation on the proposed data template within 21 days of receipt of the submission.
6. The recommendation of the experts shall include one of the following courses of action:
 - (a) Publish the proposed data template;
 - (b) Request modifications to the data template with recommended modifications; or
 - (c) Reject the proposed data template.

7. If the experts' recommendation is to request modifications to the data template, the secretariat shall communicate the recommendation to the proponent. The proponent shall submit to the secretariat a modified data template based on the recommended modifications within seven days of receipt of the recommendation.
8. Within five days of receipt of the modified data template, the experts shall issue a final recommendation: either the publication or the rejection of the proposed data template. If no response is received from the proponent within the deadline referred to in paragraph 7 of this appendix, the experts shall modify the data template within seven days.
9. The secretariat shall consider the experts' final recommendation or modified data template, and decide on one of the following courses of action:
 - (a) Publish the proposed data template;
 - (b) Publish a data template modified by the experts and/or the secretariat; or
 - (c) Reject the proposed data template.
10. The secretariat shall communicate the decision to the proponent. If the decision is to publish the proposed or modified data template, the secretariat shall upload it and make it publicly available on the UNFCCC CDM website.

3. Request for revision of published sector-specific data template

11. A proponent may submit to the secretariat through a dedicated UNFCCC CDM website a request for revision to a published sector-specific data template.
12. The proponent shall provide the secretariat with a proposed revised data template and justify the reasons that prompted the revision request.
13. The secretariat shall assess whether the proposed revised data template contains all the sections specified in paragraph 3 of this appendix within five days of receipt of the submission.
14. If the submission is deemed incomplete, the secretariat shall request the proponent to submit missing information or revise the data template. Once the submission is deemed complete, the secretariat shall select one expert from the roster of experts for desk reviews and forward the submission to him/her. If the secretariat does not find suitable and available expert in the roster, it may use the services of an expert not included in the roster. The expert shall prepare a recommendation on the revision to the data template within seven days of receipt of the submission.
15. The recommendation of the expert shall include one of the following courses of action:
 - (a) Publish the proposed revision of the data template;
 - (b) Request modifications to the revised data template with recommended modifications; or
 - (c) Reject the proposed revision of the data template.
16. If the expert's recommendation is to request modifications to the revised data template, the secretariat shall communicate the recommendation to the proponent. The proponent

shall submit to the secretariat a modified revised data template based on the recommended modification within seven days of receipt of the recommendation.

17. Within five days of receipt of the modified revised data template, the expert shall issue a final recommendation either the publication or rejection of the revised data template. If no response is received from the proponent within the deadline referred to in paragraph 16 of this appendix, the expert shall modify the data template within five days.
18. The secretariat shall consider the expert's final recommendation or modified data template, and decide on one of the following courses of action:
 - (a) Publish the proposed data template;
 - (b) Publish a data template modified by the expert and/or the secretariat; or
 - (c) Reject the proposed data template.
19. The secretariat shall communicate the decision to the proponent. If the decision is to publish the proposed or modified data template, the secretariat shall upload it and make it publicly available on the UNFCCC CDM website.

4. Request for clarification of published sector-specific data template

20. A proponent may submit to the secretariat through a dedicated UNFCCC CDM website a request for clarification of a published sector-specific data template.
21. The secretariat shall provide the proponent with a response within 14 days of receipt of the clarification request.
22. The secretariat shall make publicly available all clarifications issued by the secretariat on the UNFCCC CDM website.

Appendix 2. Modalities for funding for preparation of assessment reports for establishment of standardized baselines

1. Selection of designated operational entity to prepare assessment report

1. A designated national authority (DNA) of a Party that has 10 or fewer registered clean development mechanism (CDM) project activities as of 31 December 2010, or represents a group of Parties, each of which has 10 or fewer registered CDM project activities as of 31 December 2010, that wishes to receive funding for the preparation of the assessment report referred to in paragraph 12(c) of (the main part of) this Procedure shall request funding by submitting the following documentation to the secretariat:
 - (a) A duly completed "Request for funding for assessment report form" (CDM-RF-FORM);
 - (b) Copies of letters sent to at least three designated operational entities (DOEs), either by the DNA or the entity under the agreement with the DNA, inviting them to present an offer to prepare the assessment report. The letters of invitation shall request the DOEs to include in the offer a breakdown of estimated time assigned to the task, personnel costs for their services and any other estimated expenses to be incurred by the DOE in preparing the assessment report. The letters of invitation shall also set a closing date for the receipt of the offers;
 - (c) The responses to the letters received and/or, if applicable, confirmation that no response was received on time from any one or more of the DOEs invited to present offers;
 - (d) A justification for the selection of one of the DOEs that made an offer to prepare the assessment report;
 - (e) Contact data (including payment details) of the DOE selected by the DNA for preparation of the assessment report.
2. Within 21 days of receipt of the submission from the DNA, the secretariat shall check whether the submission is complete.
3. If the secretariat finds that the submission is incomplete, it shall accordingly inform the DNA and request it to submit any missing documents or information to the secretariat within 10 days.
4. If the missing documents or information are not submitted within the deadline specified in paragraph 3 of this appendix, the secretariat shall suspend processing the request for funding any further until it receives the missing documents or information.
5. The secretariat shall grant the funding for the first three funding requests for each Party that is eligible for funding in accordance with paragraph 1 of this appendix.
6. The secretariat shall grant the funding for all funding requests for a group of Parties wherein all are eligible for funding in accordance with paragraph 1 of this appendix.

7. The secretariat shall monitor the operation of the modalities in this appendix, and report to the Board thereon. Based on this information, the Board may at any time, and shall in any event no later than two years after the adoption of the modalities, review the progress on the development of standardized baselines, and if appropriate, may modify the provisions set out in paragraphs 5 and/or 6 of this appendix with a view to establishing criteria for further funding, taking into account the applicability of standardized baselines and resource implications.

8. The maximum funding shall be USD 20,000 for each funding request. For a funding request submitted for a group of Parties, the maximum funding shall be USD 20,000 plus USD 5,000 per additional Party.

2. Agreement between DNA and the secretariat

9. Within 14 days of receipt of the complete submission of the documentation, the secretariat shall prepare an "Agreement for funding for preparation of assessment report for submission of standardized baseline" (CDM-FA-FORM) (the Agreement), including the provisions on the amount to be funded and the deadline for the submission by the DNA of the documents referred to in paragraph 11 of this appendix.

10. The Agreement shall be signed by the DNA, by the Party if appropriate, and by the secretariat to make the funding effective.

3. Submission of the assessment report and payment of funding

11. The secretariat shall disburse the approved funding to the DOE's bank account notified by the DNA in accordance with paragraph 1 of this appendix within 14 days of the DNA's submission to the secretariat of all of the following documents:

(a) The assessment report;

(b) Final invoice for the preparation of the assessment report, issued by the DOE and addressed to the DNA;

(c) A duly completed "Proposed standardized baseline submission form" (CDM-PSB-FORM) referred to in paragraph 12(a) of (the main part of) this Procedure (if the assessment report contains a positive conclusion on the quality of the data collection, processing and compilation to establish the proposed standardized baseline);

(d) All additional documentation supporting the submission as per paragraph 12(a) of (the main part of) this Procedure (if the assessment report contains a positive conclusion on the quality of the data collection, processing and compilation to establish the proposed standardized baseline).

12. If the DNA does not submit the documents referred to in paragraph 11 of this appendix within the deadline specified in the Agreement, the secretariat may grant an additional period of 30 days to proceed with the submission. If the DNA still does not submit the documents within the extended deadline, the secretariat shall not disburse the funding and notify the DNA accordingly.

13. For any disbursed funding regardless of the conclusion (positive or negative) of the assessment report, or no disbursement of funding due to the DNA's failure to submit the

documents in accordance with paragraph 12 of this appendix, the corresponding application for funding made by the DNA shall be counted as one of the three submissions of standardized baselines that can qualify for funding in accordance with paragraph 5 of this appendix.

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
03.1	1 December 2013	Editorial revision to include: <ul style="list-style-type: none"> • Correction in paragraph 66; • Editorial improvement in paragraphs 5, 16, 19, 68 and 140.
03.0	4 October 2013	EB 75, Annex 33 The document title has changed from " <i>Procedure for the submission and consideration of standardized baselines</i> " to " <i>Procedure: Development, revision, clarification and update of standardized baselines</i> ". Revision to: <ul style="list-style-type: none"> • Reflect lessons learnt since the initial adoption to the bottom up process for development of standardized baselines; • Add new processes for top-down development, bottom-up and top-down revision, bottom-up and top-down clarification and bottom-up update of standardized baselines; • Add provisions on validity of new, updated, revised and previous versions; • Editorial improvement.
02.0	20 July 2012	EB68, Annex 32. Revision to: <ul style="list-style-type: none"> • Expand countries eligible for funding for preparation of assessment reports to those with 10 registered CDM project activities as of 31 December 2010. • Add a process for proposing and publishing sector-specific data templates to be used for proposing standardized baselines. • Elaborate the process of funding for preparation of assessment reports for proposing a standardized baseline.
01.0	29 September 2011	EB63, Annex 28 Initial adoption.

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