

PROCEDURES FOR SUBMISSION AND CONSIDERATION OF A NEW
METHODOLOGY FOR ZERO2NATURE PROJECT ACTIVITY

Version 1.1

APPROVED ZERO2NATURE PROCEDURE

“Developed from the UNFCCC CDM conception”.



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I. BACKGROUND

1. This document contains the procedures for the submission and consideration of proposed new methodologies for ZERO2NATURE project activities.
2. If a designated environmental certifier (DEC) determines that a proposed project activity intends to use a new baseline or monitoring methodology, it shall, prior to the submission for registration of this project activity, forward the proposed methodology to the Executive Committee (EC) for review, i.e., consideration and approval, if appropriate.
3. The EC shall expeditiously, if possible at its next meeting but not later than four months after the date of receipt of the proposed new methodology, review the proposed new methodology in accordance with the ZERO2NATURE modalities and procedures. Once approved by the EC, it shall make the approved methodology publicly available and the designated operational entity may proceed with the validation of the project activity and submit the project design document (ZERO2NATURE-PDD) for registration.

II. SUBMISSION OF A PROPOSED NEW METHODOLOGY

4. If project participants intend to propose a new baseline or monitoring methodology for consideration and approval by the EC, they shall prepare the current methodologies forms for baseline and monitoring methodologies (02N-NM-FORM) along with a draft project design document (ZERO2NATURE-PDD) and as a minimum, complete sections A to C, including relevant annexes, following its respective current guidelines.
5. A fee of €2.000 shall be charged to project participants when submitting a proposed new methodology for ZERO2NATURE project activities. If a methodology is approved and the project activity for which it was developed is registered, the registration fee shall be lowered by that amount.
6. Having checked that the 02N-NM-FORM has been duly filled by the DEC, documentation provided by the DEC is complete and the proof of payment of the stipulated submission fee has been received by the secretariat, the secretariat shall prepare a draft pre-assessment, to assess the quality of the submission and forward it along with the documentation submitted by the project participant (02N-NM-FORM & ZERO2NATURE-PDD) to one member of the ZERO2NATURE Technical Committee. This member is to assess the quality of the submission and grade it as **I-to be approved** or **2-not-to be approved**. If the member grades the documentation as being 2, the documentation is to be sent back to the project participants who may resubmit it as a proposed new

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methodology, along with a fee of €2.000 as per paragraph 5, taking into account the comments in the assessment.

If the grade is I, the documentation shall be considered as received by the secretariat for consideration of the EC. The Technical Committee shall finalize its recommendation to the EC. The member responsible for pre-assessing a proposed new methodology shall receive a day fee as remuneration.

7. The secretariat shall make the proposed new methodology publicly available on the ZERO2NATURE website and invite public inputs for a period of 15 working days. Comments shall be forwarded to the Technical Committee at the moment of receipt and made available to the public at the end of the 15 working day period.

III. ANALYSIS/RECOMMENDATION BY THE TECHNICAL COMMITTEE AND CONSIDERATION/APPROVAL BY THE EXECUTIVE COMMITTEE

8. A proposed new methodology shall be available to the Technical Committee at least 8 weeks prior to its next meeting. The secretariat shall make public, through the ZERO2NATURE website, the date of a meeting and the corresponding deadline at least 4 weeks prior to the meeting.

9. In case more than ten (10) proposed new methodologies are submitted by the deadline for submissions of proposed new methodologies, the Chair of Technical Committee shall ascertain how many proposals shall be analyzed at the next meeting of the Technical Committee and decide to postpone the analysis of some submissions to the subsequent meeting. Submissions received and confirmed to be completed by the secretariat shall be treated on a "first come first served" basis.

10. The EC may decide to change a deadline for submissions of proposed new methodologies taking into account the workload of the Technical Committee.

11. Upon receipt of a proposed new methodology, the members of the Technical Committee, one as lead who will be responsible for presenting the case at the meetings, shall be selected on a rotational basis in alphabetical order to independently review the draft recommendation prepared by the secretariat.

12. The secretariat may request the project participants, copying the selected members and the DEC, to make available additional technical information necessary to further clarify or assist in the analysis of the proposed new methodology with a deadline for responding.

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13. The Technical Committee shall prepare its recommendation to the EC, wherever possible, within 10 working days after having received a proposed methodology.

14. An expert who is to undertake a desk review of a proposed new baseline and/or monitoring methodology shall:

- (a) Be familiar with the ZERO2NATURE rules and requirements;
- (b) Have demonstrated relevant working experience related to project activities;
- (c) Have demonstrated technical/scientific experience related to baseline and/or monitoring methodologies, inter alia, through publications;
- (d) Good analytical and drafting skills;
- (e) Have an advanced university degree in economics, energy, social, environmental studies, natural sciences, engineering, development studies, or any related discipline;
- (f) Good working knowledge in English. Working knowledge of other UN languages is desirable;
- (g) Be free from any interest that might cause him/her to act in other than an impartial and non-discriminatory manner.

15. An expert applying for the Technical Committee to undertake desk reviews of proposed new methodologies shall present a detailed CV with his/her working and/or scientific and technical experience.

16. An expert selected to undertake a desk review and appraise the validity of a proposed new methodology shall be compensated in accordance with the rules and regulations of the ZERO2NATURE system.

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History of the document Version	Date	Nature of revision(s)
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