

**A6.4-SB011-AA-A04**

## Information Note

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# Roles and responsibilities of host Parties

Version 02.0



**United Nations**  
Framework Convention on  
Climate Change

## COVER NOTE

### 1. Procedural background

1. Host Parties play a central role in cooperation undertaken through the mechanism established by Article 6, paragraph 4, of the Paris Agreement (Article 6.4 mechanism).<sup>1</sup> The roles and responsibilities of host Parties in relation to activities of the Article 6.4 mechanism are set out in the rules, modalities and procedures (RMPs) for the Article 6.4 mechanism, and the various regulations adopted by the Supervisory Body of the Article 6.4 mechanism.
2. With a view to facilitating ease of access, understanding, and involvement in the Article 6.4 mechanism, the Supervisory Body, at its seventh meeting (SB 007), requested the secretariat to prepare a note summarizing the roles and responsibilities of host Parties in various stages of the activity cycle, based on the regulatory documents adopted by the Supervisory Body.<sup>2</sup>
3. At SB 010, the Supervisory Body considered the information note “Roles and responsibilities of host Parties” (ver. 01.1) and requested the secretariat to update the information note for its consideration at its next meeting, considering the feedback provided at that same meeting, including but not limited to:
  - (a) Distinguishing elements that are clearly host Party mandatory participation responsibilities, functional roles and roles that are optional choices;
  - (b) Exploring the possibility of developing a non-intrusive, stand-alone document about the host Party mandatory participation responsibilities, functional roles and roles that are optional choices;
  - (c) Facilitating ease of access for host Parties with the Article 6.4 Supervisory Body, and for activity participants and/or designated operational entities seeking information provided by host Parties for purposes of mechanism implementation, by developing necessary communication channels or digital interfaces, as appropriate;
  - (d) Possibly developing non-binding documents to assist host Parties in broader conceptual questions regarding implications on nationally determined contributions (NDCs) achievement, long-term low-emission development strategies, and potential net-zero commitments, as appropriate.<sup>3</sup>

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<sup>1</sup> As established by the rules, modalities and procedures for the Article 6.4 mechanism), as contained in the annex to decision 3/CMA.3. Available at:  
[https://unfccc.int/sites/default/files/resource/cma2021\\_10a01E.pdf](https://unfccc.int/sites/default/files/resource/cma2021_10a01E.pdf).

<sup>2</sup> See SB 007 meeting report, para. 18, available at:  
[https://unfccc.int/sites/default/files/resource/a64-sb007\\_0.pdf](https://unfccc.int/sites/default/files/resource/a64-sb007_0.pdf).

<sup>3</sup> See SB 010 meeting report, para. 23, available at:  
[https://unfccc.int/sites/default/files/resource/SB010\\_report.pdf](https://unfccc.int/sites/default/files/resource/SB010_report.pdf).

4. Additionally, in paragraph 24 of the SB 010 meeting report,<sup>4</sup> the Supervisory Body requested the secretariat to prepare a user-friendly manual as part of its capacity-building activity to guide host Parties to navigate the activity cycle processes, providing clear and comprehensive guidance with the view to enable them to make informed decisions, and also supported by visual representations such as flow charts, diagrams and videos to ensure its accessibility and digestibility to host Parties and stakeholders.

5. The secretariat is separately preparing a user-friendly manual as part of its capacity-building work programme to assist host Parties in navigating through the activity cycle processes in accordance with the mandate referred to in paragraph 4 above.

## **2. Purpose**

6. The purpose of this document is to revise the information note on the roles and responsibilities of host Parties, with a view to addressing the Supervisory Body's feedback from the discussion at SB 010, as referred to in paragraph 3(a)–(d) above.

## **3. Key issues and proposed solutions**

7. In relation to paragraph 3(a) above, the information note is revised with a view to distinguish host Parties roles and responsibilities that are clearly mandatory participation responsibilities, functional roles, and optional choices.

8. To address the mandate related to paragraph 3(b) and 3(d) above, the information note provides recommendation to prepare a comprehensive guideline that would offer clear guidance for host Parties regarding their roles and responsibilities in participating in Article 6.4 activities, as well as the corresponding implications of their participation in the achievement of NDCs, long-term low emission development strategies, and potential net-zero commitments.

9. In relation to paragraph 3(c) above, the secretariat is exploring the establishment of necessary communication channels or digital interfaces, as appropriate, which are also discussed in this information note. Relevant to this request, the United Nations Framework Convention on Climate Change Article 6.4 related webpages are currently being updated. The revised webpages will be designed to be user friendly and provide all relevant information to host Parties in an easy-to-navigate single location.

## **4. Subsequent work and timelines**

10. The secretariat will prepare a comprehensive and user-friendly guideline on the roles and responsibilities of host Parties, including possible information relating to the broader conceptual questions referred to in paragraph 3(d) above, based on the feedback from the Supervisory Body and present it at its thirteenth meeting for consideration and approval, if agreed at this meeting.

11. The secretariat shall undertake work to ensure ease of access and communication between host Parties, the secretariat, and the Supervisory Body, including consideration of possible direct communication channels. This work will be developed alongside the

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<sup>4</sup> Ibid, para. 24.

development of the Direct communication with Stakeholder Procedure, among other things.

## **5. Recommendations to the Supervisory Body**

12. The Supervisory Body may wish to provide feedback on the updated information note and may further request the secretariat to prepare, building on this updated information note, a comprehensive and user-friendly non-intrusive guideline on the roles and responsibilities of the host Parties and present it at its thirteenth meeting of the Supervisory Body for its consideration or continue to update the current information note, as deemed appropriate.

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## 1. Introduction

1. Host Parties play a central role in cooperation undertaken through the mechanism established by Article 6, paragraph 4, of the Paris Agreement (Article 6.4 mechanism).<sup>1</sup> This information note sets out the roles and responsibilities of host Parties in relation to activities of the Article 6.4 mechanism per the rules, modalities and procedures (RMPs) for the Article 6.4 mechanism, and the various regulations adopted by the Supervisory Body.
2. This information note provides a comprehensive mapping of the roles and responsibilities of the host Parties in various stages of the activity cycle, based on existing provisions from the RMPs and key regulatory documents adopted by the Supervisory Body, so as to facilitate ease of understanding and involvement of host Parties with the Article 6.4 mechanism<sup>2</sup>.
3. The regulations considered in the formulation of this version of the information note (ver. 02.0) are: RMPs, Article 6.4 activity cycle procedure for projects, Article 6.4 activity standard for projects, “Procedure: Development, revision, clarification and modification of methodologies and methodological tools”, “Procedure: Transition of CDM activities to the Article 6.4 mechanism” and “Article 6.4 Validation and verification standard for projects”.
4. Note that, due to the significant number of roles and responsibilities for host Parties in relation to standardized baselines, as set out in the “Procedure: Development, revision, clarification and update of standardized baselines”, this regulation was not considered for the purposes of this information note. Host Parties should refer to the regulation directly to understand their roles and responsibilities in relation to standardized baselines.

## 2. Scope

5. This note covers the roles and responsibilities of host Parties (including designated national authorities (DNAs)) based on the regulatory documents adopted as of 1 January 2024, except for the “Procedure: Development, revision, clarification and update of standardized baselines”.

## 3. Terms

6. The following terms apply in this information note:
  - (a) “Host Parties” refers to the Party to the Paris Agreement hosting a registered project or in the process of registering a project under the Article 6.4 mechanism;
  - (b) “Roles” refers to instances where there is an optional role for a host Party (i.e. a host Party may determine a more ambitious baseline at its discretion) or where the regulation requires the activity to take into account information provided by a host Party, if such information has been provided (i.e. stakeholder communications must be undertaken consistent with relevant national law so a host Party may wish to provide information on the relevant national laws);

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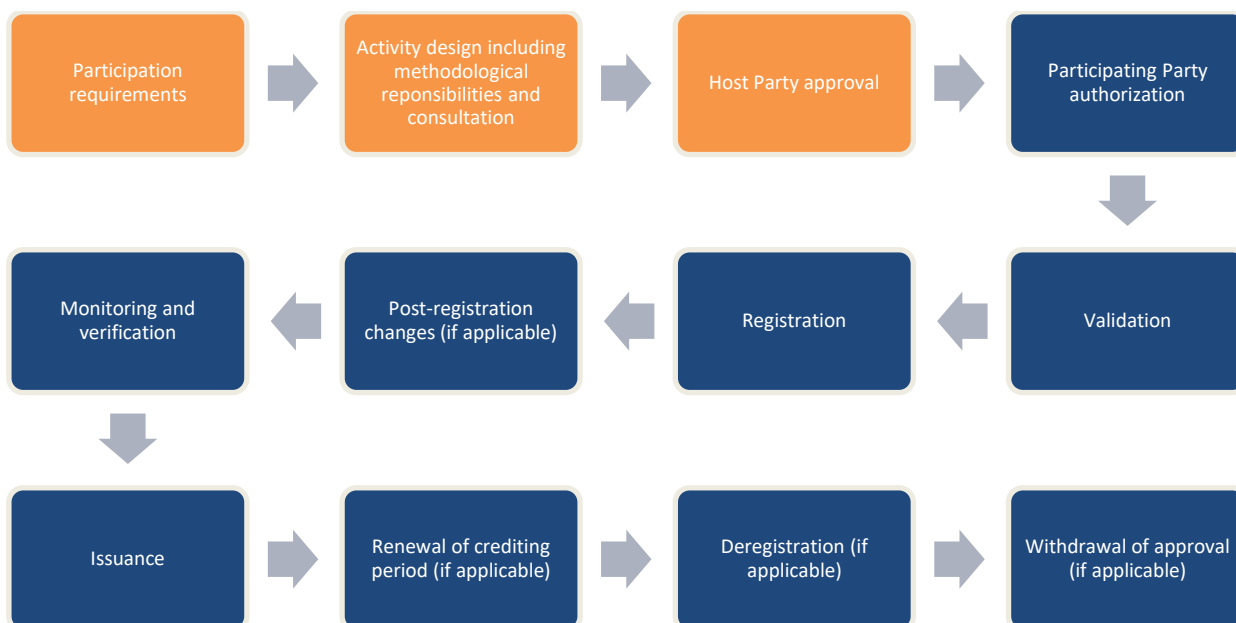
<sup>1</sup> As established by the rules, modalities and procedures (RMPs) for the Article 6.4 mechanism, as contained in the annex to decision 3/CMA.3.

<sup>2</sup> Please see “Information note: Decision and documentation framework” for more information on the purpose or status of information notes produced pursuant to the Article 6.4 mechanism.

- (c) “Responsibilities” refers to where the regulation requires a host Party role for the activity’s successful registration/operation (i.e. renewal of a crediting period requires host Party approval). Importantly, this does not bind the host Party to fulfil the requirement or predetermine what the outcome of the host Party role shall be;
- (d) “SB” is used to refer to the Supervisory Body of the Article 6.4 mechanism;
- (e) “LT-LEDS” is used to refer to a Party’s long-term low-greenhouse gas emission development strategy;
- (f) “ACP” is used to refer to the “Procedure: Article 6.4 activity cycle procedure for projects”;
- (g) “DOE” is used to refer to a designated operational entity;
- (h) “PDRCM” is used to refer to the “Procedure: Development, revision, clarification and modification of methodologies and methodological tools”;
- (i) “PTCDM” is used to refer to the “Procedure: Transition of CDM activities to the Article 6.4 mechanism”;
- (j) “VVS” is used to refer to the “Article 6.4 Validation and verification standard for projects”;
- (k) “AS” is used to refer to the “Article 6.4 Activity standard for projects”.

#### **4. Contextual overview of the roles and responsibilities of the host Parties in the Article 6.4 mechanism**

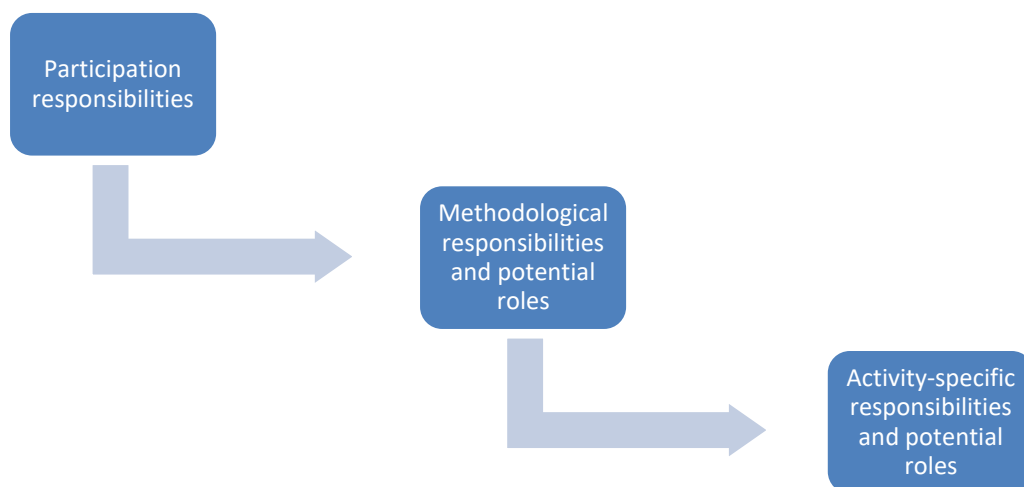
7. The roles and responsibilities of host Parties are significant in the implementation of Article 6.4 activities across various stages of the activity cycle. These roles and responsibilities are set out in the various regulatory documents of the Article 6.4 mechanism, generally according to the stage at which the input shall influence an activity in the activity cycle. Flow chart 1 (illustration of where roles and responsibilities of host Parties could fall in the activity cycle), below provides an overview of this activity cycle.
8. In flow chart 1 below, the three orange boxes are the points at which a host Party has communication roles, around which the roles and responsibilities in this document are framed.



9. While the host Party has authority over whether activities may operate within their jurisdiction, and either authority over, or the option to influence, almost every stage of the activity cycle, this is consolidated into the following three categories, which correlate to points at which the host Party has a communication role: participation responsibilities; methodological responsibilities and potential roles; and responsibilities and potential roles for specific activities:
- (a) **Participation responsibilities:** These are the responsibilities a host Party must fulfil to participate in the Article 6.4 mechanism, which must be communicated prior to any activity proposals. These responsibilities are high level, for example, a host Party communicating that they are a party to the Paris Agreement, and how their involvement in the Article 6.4 mechanism supports them in their low-emission, sustainable development transition (see table 1 under subsection 5.1). These will inform the methodological requirements;
  - (b) **Methodological responsibilities and potential roles:** These are methodological responsibilities, or potential roles of influence a host Party may have over the methodologies of activities in their jurisdiction, to ensure activities support a host Party in their low-emission, sustainable development transition, as described in their participation requirements. These also must be communicated prior to activity proposals to enable activities to take them into account in their design and methodologies as required. The information provided through these methodological responsibilities and potential roles may apply to all activities in their jurisdiction, or specific activities or activity types (see table 2 under subsection 5.2). These will inform the activity design (including methodologies) of specific activities;
  - (c) **Activity-specific responsibilities and potential roles:** This is the responsibility of a host Party to approve specific activities within their jurisdiction, through which they indicate that the specific activity complies with their methodological requirements and any guidance the host Party provided relevant to activities (see table 3 under subsection 5.3).



10. Flow chart 2 below demonstrates how these different categories inform one another.



11. There are also a number of functional roles for a host Party, where the host Party plays a functional role in a process under the Article 6.4 mechanism; however this does not influence the substance of that process (i.e. they must pass on information they received on behalf of the activity participants). Given that these roles of a host Party do not have a substantive influence on whether activities can operate in their jurisdiction, nor on the activity design or activity cycle, these functional roles have been distinguished from other roles and responsibilities in this information note and are addressed in section 5.4 below.

## 5. Roles and responsibilities of host Parties involved in the Article 6.4 mechanism

12. Tables 1, 2 and 3 below provide the host Party roles and responsibilities, which form each of the substantive categories discussed above, and table 4 provides an overview of the functional roles.

### 5.1. Participation responsibilities

13. Table 1 below depicts the participation requirements that host Parties must fulfil prior to their participation in activities under the mechanism established by Article 6, paragraph 4, of the Paris Agreement (Article 6.4 mechanism).

**Table 1. Participation responsibilities of a host Party**

<b>Mandatory or optional</b>	<b>Source/role/responsibility of the host Party</b>	<b>Roles of the different stakeholders, (e.g. secretariat, Supervisory Body and others)</b>
<b>Mandatory</b>	<p>RMPs para 26: <b>Each host Party</b> of Article 6, paragraph 4, activities shall, prior to participating in the mechanism, ensure that:</p> <ul style="list-style-type: none"> <li>(a) Is a party to the Paris Agreement;</li> <li>(b) It has prepared, has communicated, and is maintaining a nationally determined contribution (NDC) in accordance with Article 4, paragraph 2;</li> <li>(c) It has designated a national authority for the mechanism and has communicated that designation to the secretariat;</li> <li>(d) Has indicated to the SB how participation in the mechanism contributes to sustainable development, while acknowledging that the consideration of sustainable development is a national prerogative;</li> <li>(e) Has indicated to the Supervisory Body the type of Article 6, paragraph 4 activities that it would consider approving, and how such types of activities, and any associated emission reductions would contribute to the achievement of its NDC, if applicable, its long-term low greenhouse gas (GHG) emission development strategy if it has submitted one, and the long term goals of the Paris Agreement</li> </ul>	<p>Secretariat: Shall publish the information provided by host Parties on the United Nations Framework Convention on Climate Change (UNFCCC) website (as per para. 11 of the A6.4 ACP).</p> <p>Supervisory Body: No role is envisaged based on current regulatory provisions.</p> <p>Activity participant: Shall ensure the activity supports sustainable development and the NDC, LT-LEDS and long-term goals of the Paris Agreement as identified by the host Party.</p>
<b>Mandatory</b>	<p>RMPs para 28: <b>Each host Party</b> shall ensure that, on a continuing basis:</p> <ul style="list-style-type: none"> <li>(a) It is maintaining an NDC in accordance with Article 4, paragraph 2</li> <li>(b) Its participation in the mechanism contributes to the implementation of its NDC and its long-term low GHG emission development strategy, if it has submitted one</li> </ul>	<p>Secretariat: No role.</p> <p>Supervisory Body: No role.</p> <p>Activity Participant: No role.</p>

## 5.2. Methodological roles and responsibilities

14. Table 2 below contains the roles and responsibilities of a host Party pertaining to methodologies and methodological tools indicated in the rules, modalities and procedures (RMPs) for the mechanism established by Article 6, paragraph 4, of the Paris Agreement (Article 6.4 mechanism) and other regulatory documents adopted by the Supervisory Body.

**Table 2. Methodological roles and responsibilities of a host Party**

Mandatory or optional	Source/role/responsibility of the host Party	Roles of the different stakeholders, e.g. secretariat/Supervisory Body and others
<b>Optional</b>	<p>RMPs, paragraph 27: <b>A host Party</b> may specify to the SB, prior to participating in the mechanism:</p> <p>(a) <b>Baseline approaches and other methodological requirements</b>, including additionality, to be applied for Article 6, paragraph 4 activities that it intends to host, in addition and subject to and consistent with these rules, modalities and procedures, under the supervision of the Supervisory Body, and subject to further relevant decisions of the CMA, with an explanation of how these approaches and requirements are compatible with its NDC and, if it has submitted one, its long-term low GHG emission development strategy.</p> <p>(b) <b>Crediting periods</b> to be applied for Article 6.4 activities that it intends to host, including whether the crediting periods may be renewed, subject to these rules, modalities and procedures and under the supervision of the SB, and in accordance with further relevant decisions of the CMA, with an explanation of how these crediting periods are compatible with its NDC and, if it has submitted one, its LT-LEDS.</p>	<p>Secretariat: Shall publish the information provided by host Parties on the United Nations Framework Convention on Climate Change (UNFCCC) website (as per para. 11 of the ACP).</p> <p>Supervisory Body: No role.</p> <p>Activity participant: No role.</p>
<b>Optional</b>	<p>RMPs paragraph 31: Paragraph 31: The activity: (...)</p> <p>(a) Shall undergo local and, where appropriate, subnational stakeholder consultation consistent with applicable domestic</p>	<p>Secretariat: Shall make publicly available on the Article 6.4 Supervisory website any applicable domestic</p>

Mandatory or optional	Source/role/responsibility of the host Party	Roles of the different stakeholders, e.g. secretariat/Supervisory Body and others
	arrangements in relation to public participation and local communities and indigenous peoples, as applicable;	<p>arrangements communicated by host Parties which must be complied with by activity participants.</p> <p>Supervisory Body: No role.</p> <p>Activity participant: Shall conduct a local/subnational consultation in accordance with applicable host Party rules.</p>
<b>Optional</b>	RMPs paragraph 35: Paragraph 35: Mechanism methodologies may be developed by activity participants, <b>host Parties</b> , stakeholders or the SB. Mechanism methodologies shall be approved by the SB where they meet the requirements of these rules, modalities and procedures and the requirements established by the SB.	<p>Secretariat: Shall make publicly available on the website any Article 6.4 mechanism methodologies developed and approved.</p> <p>Supervisory Body: Shall consider and approve Article 6.4 mechanism methodologies developed by a host Party.</p>
<b>Optional</b>	RMPs paragraph 36: Mechanism methodologies shall require the application of one of the approach(es) below to setting the baseline, while taking into account any guidance by the SB, with justification for the appropriateness of the choices, including information on how the proposed baseline approach is consistent with paragraphs 33 and 35 above, and recognizing that <b>a host Party</b> may determine a more ambitious level at its discretion:	<p>Activity participant: Shall apply Article 6.4 mechanism methodologies developed by the host Party as required.</p>
<b>Optional</b>	RMPs paragraph 37: Standardised baselines may be developed by the SB at the request of the <b>host Party</b> or may be developed by the <b>host Party</b> and approved by the SB. Standardised baselines shall be established at the highest possible level of aggregation in the relevant sector of the <b>host Party</b> and be consistent with paragraph 33 above.	

Mandatory or optional	Source/role/responsibility of the host Party	Roles of the different stakeholders, e.g. secretariat/Supervisory Body and others
Optional	PDRCM paragraph 25: the Supervisory Body may prioritize, as needed, the development or approval of a new methodology or methodological tool, based on factors such as relevance for least developed countries and small island developing States, <b>host country prioritise communicated to the SB</b> , potential for transformative climate action at a global or regional scale, potential for programmatic approaches, and participation of small and micro businesses.	<p>Secretariat: Shall make publicly available on the Article 6.4 Supervisory Body website any Article 6.4 mechanism methodologies developed and approved.</p> <p>Supervisory Body: Shall consider and approve Article 6.4 mechanism methodologies developed by a host Party.</p>
Optional	PDRCM paragraph 36: the Supervisory Body may decide to develop a new methodology (including a new consolidated methodology) or methodological tool at any time. The Supervisory Body may consider giving priority to the development of a new methodology or methodological tool based on various factors. These factors include its relevance for least developed countries and small island developing States, <b>host country prioritise communicated to the Supervisory Body</b> , potential for transformative climate action at a global or regional scale, potential for programmatic approaches, and participation of small and micro businesses.	<p>Activity participant: Shall apply Article 6.4 mechanism methodologies developed by host Party as required.</p>
Optional	PDRCM paragraphs 53 and 105: the project participants of a planned project, the coordinated managing entity of a planned PoA, <b>a host Party</b> , a DOE or any other stakeholder ... may, taking into account the appendix to this procedure, request the Supervisory Body to revise or clarification of an approved methodology or methodological tool by submitting the following documents to the secretariat through a specific interface on the UNFCCC website: (...)	
Optional	PDRCM paragraph 69:the SB may prioritize, as needed, the revision of an approved methodology or methodological tool, based on factors such as relevance for least developed countries and small island developing States, <b>host country priorities communicated to the SB</b> , potential for transformative climate action at a global or regional scale, potential for	

Mandatory or optional	Source/role/responsibility of the host Party	Roles of the different stakeholders, e.g. secretariat/Supervisory Body and others
	<p>programmatic approaches, and participation of small and micro businesses.</p>	
<p><b>Optional</b></p>	<p>PDRCM paragraph 81: the Supervisory Body may, taking into account the appendix to this procedure, decide to revise an approved methodology (including an approved consolidated methodology) or methodological tool at any time. The Supervisory Body may consider giving priority to the revision of an approved methodology or methodological tool based on various factors. These factors include its relevance for least developed countries and small island developing States, <b>host country prioritise communicated to the Supervisory Body</b>, potential for transformative climate action at a global or regional scale, potential for programmatic approaches, and participation of small and micro businesses.</p>	

### 5.3. Roles and responsibilities of a host Party in the approval of specific activities

15. Tables from 3 to 9: below contain roles and responsibilities of a host Party at each stage of the activity cycle, from approval, authorization, registration, post-registration, renewal and withdraw of approval and authorization to issuance, as well as during the transition of clean development mechanism activities to the Article 6.4 mechanism.

**Table 3. Approval and authorization**

Mandatory or optional	Source/role/responsibility of host Party	Role of other stakeholders	Related stages of activity cycle
<b>Mandatory</b>	<p>RMPs paragraph 40: <b>the host Party</b> shall provide to the SB an approval of the activity, prior to a request for registration. The approval shall include:</p> <ul style="list-style-type: none"> <li>(a) Confirmation that and information on how the activity fosters sustainable development in the host Party;</li> <li>(b) Approval of any potential renewal of the crediting period, if the Party intends to allow the activity to continue beyond the first crediting period, where the Party has specified that the crediting periods of Article 6.4 activities that it intends to host may be renewed pursuant to paragraph 27(b) above.</li> <li>(c) Explanation of how the activity relates to the implementation of its NDC and how the expected emission reductions or removals contribute to the host Party's NDC and the purposes referred to in Article 6.1.</li> </ul>	<p>Secretariat: The secretariat shall, upon receipt of the response from the host Party, inform the activity participants of the response and publish the response on the UNFCCC website (as per para. 23 of the ACP).</p> <p>Supervisory Body: Shall approve the activity as required.</p> <p>Activity participant: Shall receive approval as required.</p>	Approval and authorization
<b>Mandatory</b>	RMPs paragraph 41: <b>the host Party</b> shall provide to the Supervisory Body the Article 6.4(b) authorization of public or private entities to participate in the activity as activity participants under the mechanism.	Secretariat: Shall receive and make publicly available on the website the public or private entities authorized by a host Party as activity participants under the mechanism.	Approval and authorization

Mandatory or optional	Source/role/responsibility of host Party	Role of other stakeholders	Related stages of activity cycle
		Supervisory Body: No role.  Activity participant: Shall receive authorization as required.	
<b>Mandatory</b>	RMPs paragraph 42: <b>the host Party</b> shall provide a statement to the Supervisory Body specifying whether it authorizes A6.4ERs issued for the activity for use towards achievement of NDCs and/or for other international mitigation purposes as defined in decision 2/CMA.3. If the host Party authorizes any such uses, the Party may provide relevant information on the authorization, such as any applicable terms and provisions. If the host Party authorizes A6.4ERs for use for other international mitigation purposes, it shall specify how it defines “first transfer” consistently with paragraph 2(b) of the annex to decision 2/CMA.3.	Secretariat: Shall receive and make publicly available on the website the statements received from host Parties on the authorized uses of issued A6.4ERs.  Supervisory Body: No role.  Activity participant: Shall receive authorization as required.	Approval and authorization
<b>Mandatory</b>	RMPs paragraph 43: A6.4ERs may only be used towards NDCs or towards international mitigation purposes if they are authorized in accordance with paragraph 42 above. <b>The host Party</b> shall apply corresponding adjustments for such A6.4ERs first transferred in accordance with chapters IX (Avoiding the use of emission reductions by more than one Party) and X (Use of emission reductions for other international mitigation purposes) below and shall apply corresponding adjustments for the associated A6.4ERs levied for a share of proceeds in accordance with chapter VII below (Levy of share of proceeds for adaptation and administrative expenses) and cancelled for overall mitigation of global emissions in accordance with chapter VIII below (Delivering overall mitigation in global emissions).	Secretariat: No role.  Supervisory Body: No role.  Activity participant: No role.	Approval and authorization



Mandatory or optional	Source/role/responsibility of host Party	Role of other stakeholders	Related stages of activity cycle
<b>Mandatory</b>	RMPs paragraph 44: <b>the host Party</b> shall apply a corresponding adjustment for A6.4ERs that are authorized for other purposes, in accordance with chapter X below (Use of emission reductions for other international mitigation purposes), and shall apply corresponding adjustments for the associated A6.4ERs levied for a share of proceeds in accordance with chapter VII below (Levy of share of proceeds for adaptation and administrative expenses) and cancelled for overall mitigation of global emissions in accordance with chapter VIII below (Delivering overall mitigation in global emissions).	Secretariat: No role. Supervisory Body: No role. Activity participant: No role.	Approval and authorization
<b>Mandatory</b>	ACP paragraph 15: secretariat shall, upon publication of the prior consideration notification on the UNFCCC website, inform the <b>host Party</b> of the receipt of such notification. The <b>host Party</b> may indicate through the dedicated interface on the UNFCCC website that it has no objection for the proposed A6.4 project to proceed with requesting registration under the A6.4 mechanism.	Secretariat: as detailed in the provision. Supervisory Body: No role. Activity participant: No role.	Approval

Mandatory or optional	Source/role/responsibility of host Party	Role of other stakeholders	Related stages of activity cycle
<p><b>Mandatory</b></p>	<p>ACP paragraph 19: the secretariat shall, upon publication of the PDD on the UNFCCC website, inform the <b>host Party</b> of the receipt of the PDD, and request the <b>host Party</b>, based on the project information contained in the PDD, the implications of hosting the project on the implementation of its NDC, and, if <b>the host Party</b> wishes to do so, taking into account the comments submitted during the global stakeholder consultation and published on the UNFCCC website in accordance with section 4.3 above, to respond to the publication, through a dedicated interface on the UNFCCC website any time after it has fulfilled the requirements for participating in the Article 6.4 mechanism referred to in paragraph 7 above by:</p> <ul style="list-style-type: none"> <li>(a) Approving the project to be registered under the A6.4 mechanism, noting that the registration of the project is subject to a positive validation outcome by a DOE and approval by the Supervisory Body; or</li> <li>(b) Rejecting the project to be registered under the A6.4 mechanism, providing the reason for rejection.</li> </ul>	<p>Secretariat: As detailed in the provision.</p> <p>Supervisory Body: No role.</p> <p>Activity participant: Shall submit the PDD via the online interface and receive notice of the outcome of the request through communication from the secretariat.</p>	<p>Approval</p>
<p><b>Mandatory</b></p>	<p>ACP paragraph 20: <b>the host Party</b>, through its DNA, should promptly respond to the publication but no later than 60 days of the notification or in any longer timeframe to be indicated by the host Party through the dedicated interface on the UNFCCC website. Before responding, the host Party, through its DNA, may request the activity participants to provide additional information of the proposed A6.4 project to support its consideration on whether to approve the project or authorize the activity participants.</p>	<p>Secretariat: Shall inform the activity participants of the response and publish the response on the UNFCCC website (as per para. 23 of the ACP).</p> <p>Supervisory Body: No role.</p> <p>Activity participant: Shall provide additional information per request, as necessary.</p>	<p>Approval</p>

Mandatory or optional	Source/role/responsibility of host Party	Role of other stakeholders	Related stages of activity cycle
<p><b>Mandatory</b></p>	<p>ACP paragraph 21: if the <b>host Party</b> approves the project, the approval shall include:</p> <ul style="list-style-type: none"> <li>(a) Confirmation that, and information on how, the project fosters sustainable development in the host Party;</li> <li>(b) Approval of any potential renewal of the crediting period, if the Party intends to allow the project to continue beyond the first crediting period, where the Party has specified that the crediting periods of A6.4 activities that it intends to host may be renewed pursuant to paragraph 27(b) of the RMPs;</li> <li>(c) Explanation of how the project relates to the implementation of its NDC and how the expected GHG emission reductions or net GHG removals contribute to the host Party's NDC and the purposes referred to in Article 6, paragraph 1;</li> <li>(d) Authorization of the activity participants.</li> </ul>	<p>Secretariat: Shall, upon receipt of the response from the host Party, inform the activity participants of the response and publish the response on the UNFCCC website (as per para. 23 of the ACP).</p> <p>Supervisory Body: No role.</p> <p>Activity participant: Shall receive notice of the response from the secretariat.</p>	<p>Approval</p>

**Table 4. Registration**

<b>Mandatory or Optional</b>	<b>Source/roles and responsibilities of host Party</b>	<b>Roles of other stakeholders</b>
<b>Optional</b>	ACP paragraph 54: the secretariat shall notify the activity participants, the DNAs of the <b>host Party</b> and other participating Parties, and the DOE: that the SB has received the request for registration for its consideration; that the secretariat has published the request for registration on the UNFCCC website; and of the last day by which members and alternate members of the Supervisory Body, and the host Party and other participating Parties may request a review of the request for registration.	<p>Secretariat: Shall prepare and send to the Supervisory Body a summary note on the request for registration within 14 days of the date of publication of the request for registration and further process the request (as per para. 55 of the ACP).</p> <p>Supervisory Body: Shall receive the request for registration and shall approve it unless a review is requested by the host Party or any member or alternate member of the Supervisory Body (as per paragraph 59 of the ACP).</p>
<b>Optional</b>	ACP Paragraph 56: <b>the host Party</b> and any other participating Party, and any member or alternate member of the Supervisory Body, may request a review of the request for registration within 28 days of the date of publication of the request for registration. If the host Party or other participating Party wishes to request a review, its DNA shall submit the request through a dedicated interface on the UNFCCC website. If a member or alternate member of the Supervisory Body wishes to request a review, he/she shall submit the request through a dedicated interface on the UNFCCC website.	<p>Secretariat: Shall, if a review is requested: (a) notify the activity participants and the DOE that the request for registration has been placed under review; (b) mark the request for registration as “under review” on the UNFCCC website and make publicly available an anonymous version of each request for review; (c) Establish an expert review team, comprising two external experts selected from the roster of experts established for this purpose, to conduct an assessment of the request for review. The secretariat shall appoint one of the team members to serve as the lead, who shall be responsible for all communications with the secretariat and delivery of an assessment report (as per para. 63 of the ACP).</p> <p>Supervisory Body: Shall, at its meeting, taking into account the assessment report prepared by the expert review team and the summary note prepared by the secretariat, decide to either: (a) register the proposed A6.4 project under the Article 6.4 mechanism; or (b) reject the request for registration (as per para. 73 of the ACP).</p> <p>Activity participant: No role.</p>

**Table 5. Post-registration changes**

Mandatory optional	or Source/role and responsibility of host Party	Roles of stakeholders
<p><b>Mandatory</b></p>	<p>AS paragraph 80: The activity participants of a registered A6.4 project may request a change to the start date of the crediting period of the project if no request for issuance for the project has been submitted yet and if the <b>host Party</b> approves the change in accordance with the activity cycle procedure.</p>	<p>Secretariat: Shall receive the request and inform the host Party of the request accordingly. Shall inform the activity participant of the outcome of the request.</p> <p>Supervisory Body: Shall assess requested changes to ensure continued compliance with the rules and regulations of the Article 6.4 mechanism.</p> <p>Activity participant: Shall make the request via the online interface and receive notice of the outcome of the request through communication from the secretariat.</p>
	<p>AS Paragraph 85: Changes to a registered A6.4 project may include:</p> <ul style="list-style-type: none"> <li>(a) Increasing the capacity specified in the registered PDD with the following conditions</li> <li>(b) Increasing the capacity that would result in the increase of GHG emission reductions or net GHG removals more than the respective thresholds referred to in subparagraph (i), subject to the approval of such an increase by the host party</li> <li>(c) Adding new components or extending/adding technologies/measures, subject to the approval of <b>the host Party</b>, that introduce...</li> </ul>	

Mandatory or optional	Source/role and responsibility of host Party	Roles of stakeholders
<b>Mandatory</b>	ACP paragraph 122: for [references paragraph 121(a) regarding post-registration changes relating to the addition of an activity participant and changes related to entity names or legal status], the secretariat shall notify the DNA of the <b>host Party</b> or any other relevant Party participating in the A6.4 project of the requested change, and request them to respond whether to approve the change through the dedicated interface on the UNFCCC website referred to in paragraph 19 above.	<p>Secretariat: As detailed in the provision.</p> <p>Supervisory Body: No role.</p> <p>Activity participant: Shall request a post-registration change through the dedicated interface on the UNFCCC website.</p>

**Table 6. Renewal of crediting period**

Mandatory or optional	Source/roles and responsibilities of host parties	Roles of other stakeholders
<b>Mandatory</b>	AS paragraph 111: Crediting period of a registered A6.4 project may be renewed if the <b>host Party</b> has approved the renewal when approving the project prior to its registration in accordance with the activity cycle procedure.	<p>Secretariat: Shall check the request against the host Party approval and process the renewal if eligible.</p> <p>Supervisory Body: No role.</p> <p>Activity participant: Shall make the request via the online interface and receive notice of the outcome of the request through communication from the secretariat.</p>

**Table 7. Withdrawal of approval and authorization**

Mandatory or optional	Source/roles and responsibilities of host Party	Roles of other stakeholders
<b>Optional</b>	ACP paragraph 220: <b>the host Party</b> of a proposed or registered A6.4 project may, through its DNA, submit a notification to the secretariat to withdraw the approval of the project or the authorization of any of the activity participants made in accordance with paragraphs 20-21 any time through a dedicated interface on the UNFCCC website, providing the following information:	Secretariat: As detailed in the provision, upon receipt of the withdrawal notification, the secretariat shall promptly inform the affected activity participants of the notification and check whether the information provided is complete. If found incomplete, the secretariat shall request the DNAs of the Parties submitting the withdrawal to provide the missing information and

Mandatory or optional	Source/roles and responsibilities of host Party	Roles of other stakeholders
	<ul style="list-style-type: none"> <li>(a) The project title and its unique UNFCCC reference number;</li> <li>(b) The type of withdrawal (withdrawal of approval of project or withdrawal of authorization of activity participants);</li> <li>(c) The names of activity participants to whom the withdrawal of authorization applies (applicable if the withdrawal only relates to the authorization of activity participants);</li> <li>(d) The effective date of the withdrawal, which shall be at least 60 days after the date of the notification of the withdrawal unless the host Party specifies an earlier date with justification;</li> <li>(e) The reason(s) for the withdrawal.</li> </ul>	<p>publish the withdrawal of the approval of the project and/or the authorization of activity participants on the UNFCCC website on the effective date of withdrawal (as per paragraphs 222–223 of the ACP).</p> <p>Supervisory Body: No role.</p> <p>Activity participant: Shall receive notice of the withdrawal via the secretariat.</p>
<p><b>Optional</b></p>	<p>ACP paragraph 224: if the <b>host Party</b> withdraws the approval of the project:</p> <ul style="list-style-type: none"> <li>(a) If the effective date of the withdrawal is before the submission by a DOE of a request for registration of the project in accordance with paragraph 38 above, such request may not be submitted;</li> <li>(b) If the effective date of the withdrawal is after the submission by a DOE of a request for registration but before the final decision of the SB on the request, the request shall be removed from processing the request;</li> <li>(c) If the effective date of the withdrawal is after the final decision of the SB to register the project, the modalities contained in paragraph 225 below shall apply.</li> </ul>	<p>Secretariat: No role.</p> <p>Supervisory Body: As detailed in the provision.</p> <p>Activity participant: Shall receive notice of the withdrawal via the secretariat.</p>

**Table 8. Issuance**

Mandatory or optional	Source/roles and responsibilities of host Party	Roles other stakeholders
Optional	<p>ACP Paragraph 150: the secretariat shall notify the activity participants, the DNAs of <b>the host Party</b> and other participating Parties, and the DOE: that the Supervisory Body has received the request for issuance for its consideration; that the secretariat has published the request for issuance on the UNFCCC website; and of the last day by which members and alternate members of the Supervisory Body and the host Party and other participating Parties may request a review of the request for issuance, as referred to in paragraph 152 below.</p>	<p>Secretariat: Shall prepare and send to the Supervisory Body a summary note on the request for issuance within 14 days of the date of publication of the request for issuance and further process the request (as per para. 151 of the ACP).</p> <p>Supervisory Body: Shall receive the request for issuance and shall approve it unless a review is requested by the host Party or any member or alternate member of the Supervisory Body (as per para. 155 of the ACP).</p> <p>Activity participant: No role.</p>
Optional	<p>ACP Paragraph 152: the <b>host Party</b> and any other participating Party, and any member or alternate member of the Supervisory Body, may request a review of the request for issuance within 28 days of the date of publication of the request for issuance. If the host Party or other participating Party wishes to request a review, its DNA shall submit the request through a dedicated interface on the UNFCCC website. If a member or an alternate member of the Supervisory Body wishes to request a review, he/she shall submit the request through a dedicated interface on the UNFCCC website.</p>	<p>Secretariat: Shall, if a review is requested: (a) notify the activity participants and the DOE that the request for issuance has been placed under review; (b) mark the request for issuance as “under review” on the UNFCCC website and make publicly available an anonymous version of each request for review; and (c) establish an expert review team comprising two external experts selected from the roster of experts to conduct an assessment of the request for review. The secretariat shall appoint one of the team members to serve as the lead, who shall be responsible for all communications with the secretariat and delivery of an assessment report (as per para. 161 of the ACP).</p> <p>Supervisory Body: Shall, at its meeting, taking into account the assessment report prepared by the expert review team and the summary note prepared by the secretariat, decide either to: (a) issue A6.4ERs; or (b) reject the request for issuance (as per para. 171 of the ACP).</p> <p>Activity participant: No role.</p>



**Table 9. Transition**

<b>Mandatory option</b>	<b>or Sources/roles and responsibilities of host Party</b>	<b>Roles of other stakeholders</b>
<b>Mandatory</b>	<p>PTCDM paragraph 13: the <b>host Party</b> of the CDM project activity, or PoA and CPAs therein, regarding which a request for transition has been published on the UNFCCC website shall, if it approves such transition, submit an approval of transition from its DNA for the Article 6.4 mechanism to the SB through a dedicated interface on the UNFCCC website, providing the information in the form contained in appendix 2, by 31 December 2025, 24:00 CET. If there is more than one host Party for a transitioning CDM PoA, all host Parties of the PoA shall submit such approval by the deadline.</p>	<p>Secretariat: Shall undertake a completeness check and substantive check and prepare for the Supervisory Body a summary note on the transition request in accordance with Section 5.5 of the of the PTCDM.</p> <p>Supervisory Body: Shall receive the transition request and shall approve it unless a review is requested by the host Party or any member or alternate member of the Supervisory Body in accordance with Section 5.7 of the PTCDM.</p> <p>Activity participant: No role.</p>
<b>Mandatory</b>	<p>PTCDM paragraph 14: <b>the host Party</b> may submit an approval of transition only after it has fulfilled the requirements for participating in the Article 6.4 mechanism referred to in paragraph 26 of the RMPs by demonstrating the fulfilment in accordance with the relevant provisions in the “Article 6.4 activity cycle procedure for projects” or the “Article 6.4 activity cycle procedure for programmes of activities”, as applicable.</p>	<p>Secretariat: No role.</p> <p>Supervisory Body: Shall assess to ensure requirements have been fulfilled in accordance with the provision.</p> <p>Activity participants: No role.</p>
<b>Optional</b>	<p>PTCDM paragraph 26: <b>the host Party</b> of the transitioning CDM project activity or PoA, or any member or alternate member of the SB, may request a review of the request for transition within 28 days of receipt of the notification of the completion of the substantive check in accordance with paragraph 24 above, through a dedicated interface on the UNFCCC website, providing reasons for requesting a review.</p>	<p>Secretariat: Shall notify the proponent that the request is under review, indicate such status on the UNFCCC website, and present the case to the Supervisory Body at its next meeting or electronically (as per para. 27 of the PTCDM).</p> <p>Supervisory Body: Shall review the request and take one of the following decisions, taking into account the presentation on the case by the secretariat: (a) approve the request as in the additional documentation; (b) approve the request with modifications to the additional documentation, pending the proponent’s agreement with the modifications; or (c) reject the request (as per para. 29 of the PTCDM).</p> <p>Activity participant: No role.</p>

## 5.4. Functional roles

16. Table 10 contains functional roles of host Parties in different activity cycle

**Table 10. Functional roles of the host Party**

Mandatory/optional	Source/role/responsibility of host Party	Role of other stakeholders	Related stages of activity cycle
<b>Optional</b>	AS Appendix 2: paragraph 15: if, during the validation of the proposed A6.4 project, complaints submitted to the DNA of the <b>host Party</b> on the handling of the outcome of the local stakeholder consultation are forwarded to the activity participants through the DOE, the activity participants shall take due account of such complaints and modify the PDD as appropriate before the DOE concludes the validation	Secretariat: No role.  Supervisory Body: No role.  Activity participants: As detailed in the provision.	Validation
<b>Optional</b>	VVS Paragraph 55: the DOE shall request the DNA of the <b>host Party</b> of the proposed A6.4 project to forward to the DOE complaints received by the DNA from stakeholders on the handling of the outcome of the local or subnational stakeholder consultation ... if any. In this case, the DOE shall promptly forward such complaints to the activity participants and subsequently determine whether the activity participants have taken due account of the complaints and modify the PDD as appropriate. If the DNA has not forwarded any such complaints to the DOE within 30 days of the request, the DOE shall conclude that there is no such complaint.	Secretariat: No role.  Supervisory Body: No role.  Activity participants: As detailed in the provision.	Activity design/ methodologies
<b>Optional</b>	ACP Paragraph 104: the authorized signatories or the legal representatives of the activity participants, the focal points, or the DNAs of the <b>host Party</b> or any other participating Parties participating in the A6.4 project may directly notify the secretariat of any issues regarding the MoC statement through a specified e-mail account made available on the mechanism registry section of the UNFCCC website. In this case, the secretariat may request additional clarifications to the notifier. The secretariat may contact any of the focal points or the activity participants of the respective registered A6.4 project or, in the case of insolvency, liquidators/administrators, in order to request additional clarifications from these entities. The secretariat shall advise on further actions to the parties involved, including those referred to in section 6.3.2 below.	Secretariat: As detailed in the provision.  Supervisory Body: No role.  Activity participants: As detailed in the provision.	Post- registration changes

Mandatory/optional	Source/role/responsibility of host Party	Role of other stakeholders	Related stages of activity cycle
<b>Optional</b>	ACP Paragraph 113: the secretariat may engage the DNAs of the <b>host Party</b> or any other Parties participating in the respective registered A6.4 project whenever issues resulting from insolvency and/or disputes over the designation of the focal points are communicated to the secretariat. The secretariat may provide information, subject to the confidentiality of such information and/or administrative assistance to the DNAs, if so requested by the respective DNAs.	Secretariat: As detailed in the provision.  Supervisory Body: no role.  Activity participants: no role.	Post-registration changes
<b>Optional</b>	ACP Paragraph 219: during the period from the effective date of deregistration of an A6.4 project until the date that is three calendar years later:  (a) The secretariat shall communicate with the activity participants, the <b>host Party</b> and other participating Parties in order to assist them to settle outstanding matters in relation to the deregistered A6.4 project, including the completion of all issuance requests and forwarding requests in respect of GHG emission reductions or net GHG removals achieved prior to the effective date of deregistration, and such other steps as are necessary to ensure the completion of outstanding matters in relation to the deregistered A6.4 project.	Secretariat: As detailed in the provision.  Supervisory Body: No role.  Activity participants: As detailed in the provision.	Deregistration

## 6. Development of a non-intrusive document

17. As per paragraph 23(b) of the SB 010 meeting report, the secretariat is mandated to explore the possibility of developing a non-intrusive, stand-alone document about the host Party's mandatory participation responsibilities, functional roles and roles that are optional choices.
18. **Option 1:** The preparation of a stand-alone document is recommendable from various vantage of points. First, the roles and responsibilities of host Parties have been significantly expanded, placing a heavier burden on them and other relevant national stakeholders to comprehend and actively engage in the newly emerging United Nations carbon market landscape under the Article 6.4 mechanism. This is compounded by the fact that provisions related to mandatory and non-mandatory roles and responsibilities are dispersed throughout various Conference of the Parties serving as the meeting of the Parties to the Paris Agreement decisions and existing regulatory documents adopted by the Supervisory Body, rendering it daunting for host Parties to navigate through relevant roles and responsibilities across the activity cycle.
19. The preparation of a stand-alone document assists host Parties by providing a codified, simplified and user-friendly guide on participation requirements in Article 6.4 activities, as well as corresponding implications on their participation in achieving NDCs, LT-LEDS, and potential net-zero commitments. It may also help host Parties by providing timelines for various roles and responsibilities to be carried out across the activity cycle.
20. In relation to the type of non-intrusive document the Supervisory Body should develop, considering the non-mandatory nature of the document to be developed, the feasible option appears to be a guideline. In accordance with the decision and documentation framework adopted by the Supervisory Body at SB 004, a guideline contains supplemental information, such as recommended methods for satisfying requirements identified in the RMPs or standards and procedures issued by the Supervisory Body, and/or best practice examples and are designed to promote a uniform approach to compliance with the applicable standards or procedures.
21. **Option 2:** the secretariat will continue to update this information note regularly, as deemed necessary, considering the mandate to be given by the Supervisory Body at this meeting.

## 7. Communication procedure for fulfilment of roles and responsibilities

22. All communication between a host Party and the secretariat and/or Supervisory Body shall be undertaken by the DNA of the host Party (designated per para. 26 of the RMPs) via the direct interface on the UNFCCC website. All communication between the host Party and the activity participants directly shall be made via the host Party DNA and the activity participants according to the Mode of Communication information provided in the project design document, in accordance with the ACP.
23. In accordance with the Supervisory Body workplan for 2024, the secretariat is currently drafting a procedure that would address all aspects of direct communication with relevant stakeholders.

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**Document information**

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<i>Version</i>	<i>Date</i>	<i>Description</i>
02.0	15 April 2024	Published as an annex to the annotations of SB 011. Revisions to: <ul style="list-style-type: none"><li>• improve the clarity by distinguishing the roles and responsibilities of host Parties that are mandatory, functional, and optional choices;</li><li>• reflect changes made to simplify and streamline the roles and responsibilities of host Parties across the activity cycle;</li><li>• include editorial improvements for readability.</li></ul>
01.1	20 February 2024	Editorial improvements throughout the document.
01.0	12 February 2024	Published as an annex to the annotations of SB 010. Note: This document is published without editorial review; a revised version with editorial changes may be issued at a later date.

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Decision Class: Regulatory

Document Type: Information Note

Business Function: Activity cycle, Governance

Keywords: A6.4 mechanism, Article 6.4 Supervisory Body, role of DNA, host party

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