

## **A6.4-SBM016-A02**

# Procedure

---

## Direct communication with stakeholders

Version 02.0



**United Nations**  
Framework Convention on  
Climate Change

| <b>TABLE OF CONTENTS</b>  | <b>Page</b> |
|---|-------------|
| <b>1. BACKGROUND .....</b>  | <b>3</b>    |
| <b>2. OBJECTIVE .....</b>   | <b>3</b>    |
| <b>3. SCOPE .....</b>   | <b>4</b>    |
| <b>4. ENTRY INTO FORCE .....</b>  | <b>5</b>    |
| <b>5. TERMS AND DEFINITIONS .....</b>   | <b>5</b>    |
| <b>6. PROCESS-BASED COMMUNICATION .....</b>   | <b>5</b>    |
| 6.1. Communication initiated by the secretariat, Supervisory Body,<br>Methodology Expert Panel and Accreditation Expert Panel .....                           | 5           |
| 6.1.1. Calls for input and targeted workshops or webinars .....   | 6           |
| 6.2. Communication initiated by stakeholders .....  | 7           |
| <b>7. NON-PROCESS-BASED COMMUNICATION .....</b>   | <b>7</b>    |
| 7.1. Interaction with designated national authorities forum .....   | 7           |
| 7.2. Interaction with designated operational authorities (DOEs) and<br>applicant entities (AEs) or accredited independent entities (DOEs/AIEs)<br>forum ..... | 8           |
| 7.2.1. Supervisory Body interaction with DOEs and AEs<br>DOEs/AIEs coordination forum .....   | 8           |
| 7.2.2. Secretariat interaction with DOEs/AEs/AIEs .....   | 8           |
| 7.2.3. Accreditation Expert Panel interaction with DOEs/AE/AIEs<br>coordination forum .....   | 9           |
| 7.2.4. Methodological Expert Panel interaction with DOEs/AE/AIEs .....  | 9           |
| 7.3. Methodological Expert Panel interaction with forums of project<br>developers and UNFCCC admitted observer organizations .....                            | 9           |
| 7.4. Interaction with other stakeholders .....  | 10          |
| 7.4.1. System-wide consultation and calibration .....   | 10          |
| 7.4.2. Interaction initiated by stakeholders .....  | 10          |
| <b>8. PARTIES .....</b>   | <b>12</b>   |
| <b>9. REPORTING ON COMMUNICATIONS AND FEEDBACK TO<br/>    STAKEHOLDERS .....</b>  | <b>13</b>   |

## 1. Background

1. The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), at its third session, adopted rules, modalities and procedures (RMPs) for the mechanism established by Article 6, paragraph 4, of the Paris Agreement (the Article 6.4 mechanism).<sup>1</sup>
2. The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), at its fourth session, adopted the rules of procedure of the Supervisory Body for the mechanism established by Article 6, paragraph 4, of the Paris Agreement (hereinafter referred as the rules of the procedure of the Supervisory Body).<sup>2</sup>
3. According to the RMPs, the Supervisory Body shall support the implementation of the mechanism by facilitating dialogue with host Parties and other stakeholders.<sup>3</sup>
4. At its sixth meeting, the Supervisory Body requested the secretariat to prepare a draft procedure to enhance communication with stakeholders for consideration at a future meeting.<sup>4</sup> In accordance with this request, the draft procedure on stakeholder communication has been prepared for the Supervisory Body's review.
5. This procedure replaces **the** Procedure: Consideration of unsolicited letters to the Supervisory Body, the content of which is addressed within.

## 2. Objective

6. The objectives of this procedure are to:
  - (a) Allow the Supervisory Body, secretariat, Methodologies Expert Panel (MEP), and Accreditation Expert Panel (AEP) to communicate with stakeholders as necessary for the effective functioning of the Article 6.4 mechanism;
  - (b) Support the Supervisory Body in identifying areas in the Article 6.4 mechanism's regulatory framework where the development of new or revision of existing regulatory documents would enhance objectivity and clarity, and/or ensure environmental integrity;
  - (c) Enhance stakeholders' understanding of the Article 6.4 mechanism rules **and regulations** and enable them to better comply with relevant rules **and regulations**, thus improving **the** overall efficiency of the mechanism;
  - (d) Ensure transparency by providing relevant information to stakeholders and opportunities for them to provide supplementary information or explanations in a timely manner regarding their submissions within the registration, issuance, methodologies, and accreditation workstreams.

---

<sup>1</sup> Decision 3/CMA.3, annex, as contained in document FCCC/PA/CMA/2021/10/Add.1. Available at [https://unfccc.int/sites/default/files/resource/cma2021\\_10a01E.pdf#page\\_25](https://unfccc.int/sites/default/files/resource/cma2021_10a01E.pdf#page_25)

<sup>2</sup> Annex II of Decision 7/CMA.4. Available at [https://unfccc.int/sites/default/files/resource/cma2023\\_10a02E.pdf#page=33](https://unfccc.int/sites/default/files/resource/cma2023_10a02E.pdf#page=33)

<sup>3</sup> Section 25(c)(iv) of the RMPs.

<sup>4</sup> Paragraph 39 of SBM 006 meeting report. Available at [https://unfccc.int/sites/default/files/resource/a64-sb006\\_0.pdf](https://unfccc.int/sites/default/files/resource/a64-sb006_0.pdf).

### 3. Scope

7. This procedure ~~provides-sets out~~ means of communication for the ~~following~~ stakeholders of the Article 6.4 mechanism listed below, to communicate with the secretariat, the Supervisory Body, or the MEP and AEP ~~:- either by providing~~ It clarifies clarity on existing communication provisions in the rules and regulations of the Article 6.4 mechanism ~~or-and~~ establishing additional means of communication. The stakeholders include:
- (a) Designated national authorities (DNAs) of the host Party and other participating Parties;
  - (b) Designated operational entities (DOEs);
  - (c) Activity participants;
  - (d) Indigenous Peoples, local communities, migrants, children, persons with disabilities and people in vulnerable situations;<sup>5</sup>
  - (e) Other stakeholders.
8. Accordingly, the procedure establishes two ~~broader-main~~ categories of means of communication ~~methods~~ for the Supervisory Body, the MEP and the AEP to engage with stakeholders:
- (a) **Process-based communication:**<sup>6</sup>, ~~this~~ includes communication provisions incorporated into approved governance, activity cycle, accreditation, and methodology processes and procedures. Stakeholders should adhere to the designated communication channels stipulated for each procedure pertaining to Appeal and grievance processes under the Article 6.4 mechanism<sup>7</sup>, Article 6.4 accreditation<sup>8</sup>, Article 6.4 activity cycle procedure<sup>9</sup>, Development, revision and clarification of methodologies and methodological tools<sup>10</sup>, and Development, revision, clarification and update of standardized baselines<sup>11</sup>.

---

<sup>5</sup> In recognition of Section 24(a)(ix) of the RMPs.

<sup>6</sup> Process-based communication provides means of communication for stakeholders of the Article 6.4 mechanism to communicate with the secretariat, the Supervisory Body, or the MEP and AEP by providing clarity on communication provisions in the rules and regulations of the Article 6.4 mechanism.

<sup>7</sup> See <https://unfccc.int/sites/default/files/resource/A6.4-PROC-GOV-006.pdf>.

<sup>8</sup> See <https://unfccc.int/sites/default/files/resource/A6.4-PROC-ACCR-001.pdf>.

<sup>9</sup> See <https://unfccc.int/sites/default/files/resource/A6.4-PROC-AC-002.pdf>.

<sup>10</sup> See <https://unfccc.int/sites/default/files/resource/A6.4-PROC-METH-001.pdf>.

<sup>11</sup> See <https://unfccc.int/sites/default/files/resource/A6.4-PROC-METH-002.pdf>.

- (b) **Non-process-based communication**<sup>12</sup>, ~~this~~ includes communication provisions outside the approved governance, activity cycle, accreditation and methodology processes and procedures.

9. ~~This procedure addresses these means of communication by either providing clarity on communication provisions in adopted rules and regulations of the Article 6.4 mechanism or establishing additional means of communication. Any communication received outside the means of communications provided in this procedure shall be handled in accordance with the relevant provisions for such communication outlined in this procedure, as appropriate.~~

## 4. Entry into force

10. This procedure ~~document~~ enters into force ~~on 16 May 2025~~ ~~9 October 2024~~.

## 5. Terms and definitions

11. The following terms apply in this procedure:
- (a) “Shall” is used to indicate requirements that must 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.

## 6. Process-based communication

### 6.1. Communication initiated by the secretariat, Supervisory Body, Methodology Expert Panel and Accreditation Expert Panel

12. The secretariat, the Supervisory Body, the MEP and the AEP may initiate communication with stakeholders through various processes of the activity cycle (e.g., requests for registration, issuance, post-registration changes, or renewal of crediting periods). This can occur during the development, revision, clarification, and updating of methodologies and/or standardized baselines, ~~or as well as~~ during the accreditation cycle of DOEs in accordance with the applicable procedures.

---

<sup>12</sup> Non-process-based communication provides means of communication for stakeholders of the Article 6.4 mechanism to communicate with the secretariat, the Supervisory Body, or the MEP and AEP by establishing additional means of communication in the implementation of the rules and regulations of the Article 6.4 mechanism. **Non-process-based communication includes: interaction with DNAs; interaction with designated operational entities (DOEs) or accredited independent entities (AEs); MEP interaction with forums of project developers and UNFCCC admitted observer organizations; and interaction with other stakeholders.**

### 6.1.1. Calls for input and targeted workshops or webinars

13. When preparing a new regulatory document or a major revision of a regulatory document that has a significant impact on stakeholders, the secretariat, at the request of the Supervisory Body, may:
  - (a) Launch a call for public inputs to ~~seek inputs from~~ gather stakeholders' views on the areas to be covered or revised in the document and the concerns that the Supervisory Body should address;
  - (b) Organize a workshop or webinar, including those for practitioners' focused events, to facilitate have inputs from stakeholder input;
  - (c) Undertake any other form of targeted engagement as instructed by the Supervisory Body.
14. Should the Supervisory Body decide to launch a call for input and/or a workshop, it shall specify the stage at which stakeholder views are sought ~~determine at which stage of the development of the regulatory document it seeks the views of stakeholders (e.g. i.e., at the concept stage, or specific to a draft document).~~
15. The duration of a call for input shall be decided on a case-by-case basis, depending on the complexity and urgency of the issue for which input is being sought, allowing reasonable time for comments to be submitted.
16. Calls for input shall be publicly announced ~~directed to the public at large~~ through notifications on the dedicated Article 6.4 webpages and social media pages, the A6.4 mechanism newsletter, and notifications to relevant established mailing lists, as appropriate.
17. In relation to a call for input, the Supervisory Body may request the secretariat to undertake additional outreach to DNA's, including through the DNA forum, host Parties, and/or the UNFCCC National Focal Points, DOEs or any other relevant stakeholders ~~with the aim of to soliciting inputs~~ on specific matters.
18. The secretariat may invite selected stakeholders to a workshop to seek gain further or elaborated views on a regulatory documents or other relevant issues. In selecting invitees, the secretariat shall balance the interests of the stakeholders with the composition of participants and strive for appropriate gender balance and regional balance to ensure an effective outcome of the workshop.
19. ~~Upon receiving stakeholder~~ ~~Once inputs are received from stakeholders, through whether from a call for inputs or from a workshop,~~ the secretariat shall:
  - (a) Consider the inputs with a focus on matters related to the topic under consultation and, in line with its agreed workplan, prepare a summary of the inputs received for the Supervisory Body. This summary should provide the rationale for accepting inputs in the documents under development or revision and justify why any inputs were not incorporated;
  - (b) Revise the documents under development or revision and submit them for the consideration of the Supervisory Body.

## 6.2. Communication initiated by stakeholders

20. Stakeholders may initiate communication with the Supervisory Body, the secretariat, the MEP and the AEP in accordance with provisions included in the applicable procedures.<sup>13</sup>
21. In accordance with paragraph 54 of the rules of procedure of the Supervisory Body<sup>14</sup>, the meetings of the Supervisory Body shall be open to attendance, as observers, by any Party or UNFCCC admitted observer organization, unless closed for reasons of confidentiality reasons.
22. At each of its meetings, the Supervisory Body shall, subject to time constraints, allocate a time slot for interaction with registered observers, subject to time constraints. The Supervisory Body may limit the number of observers permitted to speak or their speaking time, allowed for observers to speak based on time constraints/limitations.
23. ~~The Supervisory Body shall receive~~ Public comments on the meeting documentation shall be received by the Supervisory Body up until one week prior to the meeting, unless otherwise decided by the Chair.
24. Any stakeholder may submit written input regarding related to a meeting of the Supervisory Body meeting. All written inputs received at least one week prior to the first day of the meeting shall be made available for the Supervisory Body's consideration.
25. The secretariat shall compile the comments received up until one week prior to the meeting, as per paragraph 52 of the rules of procedure of the Supervisory Body and bring the compilation to the attention of the Supervisory Body for its consideration at the start of the meeting. The secretariat shall integrate the comments from stakeholders into the presentations it makes to the Supervisory Body under the relevant agenda item.
26. Written inputs received after the one-week deadline, as specified in paragraph 25 above, will not be considered by the Supervisory Body. These inputs shall be made available for consideration by the Supervisory Body at a future meeting, as appropriate.
27. The Supervisory Body shall consider input received from the observers, whether received during interactions or through written submissions, either at the same meeting or at a future meeting, as appropriate.

## 7. Non-process-based communication

### 7.1. Interaction with designated national authorities forum

28. The secretariat shall, on behalf of the Supervisory Body, organize DNA-forum meetings for DNAs (DNA forum), as per the terms of reference of DNA forums to facilitate communication between the Supervisory Body and DNAs, and among DNAs themselves.
29. The Supervisory Body shall allocate time during its meetings for interaction with the DNA forum (through its co-Chairs) at least twice a year. The Supervisory Body shall specify the dates of the two meetings designated for interaction at its first meeting of each year.

---

<sup>13</sup> For example, paragraph 64 of the activity cycle procedure specifies that the DOE or the activity participants may request a call with the secretariat to provide clarifications on the issues identified when a request for review is raised for a request for registration.

<sup>14</sup> Annex II of Decision 7/CMA.4. Available at [https://unfccc.int/sites/default/files/resource/cma2023\\_10a02E.pdf#page\\_46](https://unfccc.int/sites/default/files/resource/cma2023_10a02E.pdf#page_46).



30. The Supervisory Body may invite the co-Chairs of the DNA forum to any of its meetings in addition to the two referred to in paragraph 29 above, as necessary, or if requested by the co-Chairs of the DNA forum.

## **7.2. Interaction with designated operational authorities (DOEs) and applicant entities (AEs) or accredited independent entities (DOEs/AIEs) forum**

### **7.2.1. Supervisory Body interaction with DOEs and AEs DOE/AIEs coordination forum**

31. The Supervisory Body shall allocate time for interaction with the forum of DOEs and AEs/AIE cCoordination (DOE/AE coordination forum) at each of its meetings through its Chair on issues of interest to DOEs/AEs/AIEs at each meeting of the Supervisory Body.
32. The Chair of the DOE/AE/AIE cCoordination forum should submit a presentation to the secretariat to be used during the interaction with the Supervisory Body at its meeting, four days prior to the meeting. The presentation shall include the views of the DOE/AE/AIE cCoordination forum on issues included in the annotated agenda of the Supervisory Body meeting and any other matters of interest to be raised by the DOEs/AEs/AIE/DOEs.
33. The Supervisory Body shall take note of the input received from the DOE/AE/AIE cCoordination forum during the interaction referred to in paragraph 32 above and shall consider the input at the same meeting or at a future meeting, as appropriate.
34. The Supervisory Body may, through the secretariat, communicate with the DOE/AE/AIE cCoordination forum through the secretariat, to obtain the DOEs/AEs' views of AEs/DOEs on topics that impact them. In this case, the secretariat shall communicate with the DOE/AE/AIE cCoordination forum at a timing that allows sufficient time for DOEs/AEs/AIE/DOEs to prepare their views. The DOE/AE/AIE cCoordination forum shall coordinate with its members to prepare consolidated views on the topics for consideration by the Supervisory Body. The Chair of the DOE/AE/AIE cCoordination forum shall include these consolidated views in the presentation referred to in paragraph 32 above.

### **7.2.2. Secretariat interaction with DOEs/AEs/AIEs**

35. The secretariat shall, as required, provide opportunities for it to liaise with members of the DOE/AE/AIE cCoordination forum to help ensure they are informed about Supervisory Body decisions taken by the Supervisory Body and have opportunities to seek clarifications on relevant regulations. Such opportunities may include conference calls with members of the DOE/AE/AIE cCoordination forum who wish to participate for this purpose. The dates for such conference calls may be determined at the beginning of each year based on the Supervisory Body's workplan and may be revised as necessary based on the outcomes of Supervisory Body meetings. The week following any such call, the secretariat shall circulate minutes of each call to the DOE/AE/AIE cCoordination forum within a week of any such call, and share the minutes or other summarized information, as appropriate, with the Supervisory Body.
36. The secretariat may also organize, periodically and subject to the availability of resources, annual and regional calibration workshops for AEs/DOEs/AEs to discuss decisions of the Supervisory Body, share good practices among AEs/DOEs/AEs, and ensure a common understanding of the Article 6.4 rules and regulations.
37. The secretariat, as deemed appropriate, shall support the forum by establishing necessary communication channels to facilitate interaction among its members.



### 7.2.3. Accreditation Expert Panel interaction with DOE/AEAIEs coordination forum

38. The AEP may allocate time during its meetings for interaction with the DOE/AEAIE coordination forum through its Chair and, if the forum wishes, with a limited number of AEs/DOEs/AEs. The subject of this interaction shall be limited to policy issues relevant to the respective accreditation and methodological standards and procedures and shall not include case-specific issues.
39. In addition, the DOE/AEAIE coordination forum may request additional interactions with the AEP. The DOE/AEAIE coordination forum shall substantiate such a request and submit it to the secretariat at least three weeks before the relevant meeting in which the interaction is requested.
40. The Chairs of the AEP should accept approve such request if the meeting workload of the meeting allows time for the interaction. The secretariat shall inform the DOE/AEAIE coordination forum of the chairs' decision at least two weeks before the meeting.
41. The Chair of the DOE/AEAIE coordination forum should submit any relevant presentation to be used in the interaction with the AEP at its meeting, at least one week before the AEP meeting to the secretariat.

### 7.2.4. Methodological Expert Panel interaction with DOE/AEAIEs

42. The MEP may interact with the DOE/AEAIE coordination forum through its Chair during its meetings. The subject of this interaction shall be limited to policy issues relevant to the respective accreditation and methodological standards and procedures and shall not include case-specific issues.
43. In addition, the DOE/AEAIE coordination forum may request additional interactions with the MEP. The DOE/AEAIE coordination forum shall substantiate such a request and submit it to the secretariat at least three weeks before the relevant meeting in which the interaction is requested.
44. The co-Chairs of the MEP should accept approve such request if the meeting workload of the meeting allows time for the interaction. The secretariat shall inform the DOE/AEAIE coordination forum of the co-chairs' decision at least two weeks before the meeting.
45. The Chair of the DOE/AEAIE coordination forum should submit any relevant presentation to be used in the interaction with the MEP at its meeting, at least one week before the MEP meeting to the secretariat.

### 7.3. Methodological Expert Panel interaction with forums of project developers and UNFCCC admitted observer organizations

46. The MEP may interact with the forums of project developers through their chair and any other interested UNFCCC admitted observer organizations during its meetings. The subject of his interaction shall be limited to policy issues relevant to the methodological standards and procedures and shall not include case-specific issues.
47. In addition, the Chair of the forums of project developers and any UNFCCC-admitted observer organization may request additional interactions with the MEP. In this case, the request shall be submitted to the secretariat at least three weeks before the relevant meeting in which the interaction is requested.

48. The Chairs of the MEP should ~~accept~~ approve such request if the meeting workload ~~of the meeting~~ allows time for the interaction. The secretariat shall inform the Chairs' decision at least two weeks before the meeting.
49. The Chair of the forums of project developers or any UNFCCC admitted observer organizations who wish to interact with the MEP should submit any relevant presentation to be used in the interaction with the MEP at its meeting, at least one week before the MEP meeting to the secretariat.

## 7.4. Interaction with other stakeholders

### 7.4.1. System-wide consultation and calibration

50. The secretariat may periodically organize general consultation workshops for stakeholders, such as roundtables, ~~as per subject to~~ the resources available in the Resource Allocation Plan of the Supervisory Body.
51. These general consultation workshops should provide opportunities for sharing good practices, enhancing understanding of the Article 6.4 mechanism rules, exchanging ideas, and facilitating free discussion between Supervisory Body members, the secretariat and stakeholders on general policy issues, as well as exchanging experiences on the implementation of various Article 6.4 mechanism rules.
52. The secretariat shall prepare agendas for such events in consultation with stakeholders to ensure that issues of stakeholders' interest are discussed when appropriate.
53. When selecting invitees to such events, the secretariat shall consider the representation of all interested parties, space limitations and ~~agenda topics included on the agendas of the events~~. In doing so, the secretariat shall pay particular attention to ensuring regional balance among invitees and providing a virtual participation option. ~~the regional balance of invitees and ensure that participants have the option of virtual participation.~~
54. At the beginning of each year, the secretariat shall provide the Supervisory Body with the recommended number of general consultation workshops, if any, ~~for the coming year~~, based on the ~~workplan of the~~ Supervisory Body ~~workplan~~ and the forecasted need for consultation with stakeholders. The Supervisory Body shall consider the secretariat's recommendation ~~when~~ deciding whether to request the organization of such workshops.
55. The secretariat shall ensure that the outcomes of these consultations with stakeholders are formally documented, ~~made publicly available~~ published on the UNFCCC website, and brought to the attention of the Supervisory Body for its consideration ~~alongside in conjunction with~~ the relevant regulatory document or concept note under consideration.

### 7.4.2. Interaction initiated by stakeholders

56. A channel of communication shall be available to stakeholders to facilitate understanding, application, and development of the Article 6.4 mechanism rules, as well as the implementation of project activities and programmes of activities.
57. Stakeholders may initiate communications on matters that do not fall within the scope of a dedicated process procedure (e.g., technical or operational explanation ~~or~~ suggestions/proposals for new regulations) using the "Stakeholder communication form".<sup>15</sup>

<sup>15</sup> The secretariat may develop an electronic interface for the form.

58. ~~Depending on whether s~~Stakeholders wish to receive a fast-track response from the secretariat or a formal response from the Supervisory Body, they may choose to submit:
- (a) Communication to the secretariat for a fast-track response, as outlined in section 7.4.2.1 below; or
  - (b) Communication to the Supervisory Body for a formal response, as outlined in section 7.4.2.2 below.

#### **7.4.2.1. Interaction initiated by stakeholders to the secretariat**

59. Stakeholders may communicate ~~with the~~ the secretariat via a dedicated interface on the UNFCCC website.
60. The secretariat shall respond to a communication addressed to it as soon as possible and within 15 ~~working~~ days of receipt. Neither the communication nor the response will be published on the UNFCCC website.

All responses provided by the secretariat through this process shall include a disclaimer stating that the responses are not endorsed by the Supervisory Body, and do not supersede or pre-empt decisions and regulations of the Supervisory Body, or the validation/verification opinions of DOEs on specific project activities or programmes of activities.

61. ~~A communication directed to the secretariat may be redirected to the Supervisory Body track referred to in section 7.4.2.2 below~~if the secretariat finds that it requires the attention of or further guidance from the Supervisory Body, it may redirect the communication to the Supervisory Body track referred to in section 7.4.2.2 below. In such cases, ~~if the secretariat decides to do so, it~~ shall inform the submitter and provide a justification for redirecting the communication to the Supervisory Body.

#### **7.4.2.2. Interaction initiated by stakeholders to the Supervisory Body**

62. Stakeholders may communicate directly with the Supervisory Body via a dedicated interface on the UNFCCC website. The secretariat shall make all communications to the Supervisory Body available to ~~the Supervisory Body~~it. Unless the submitter explicitly requests ~~the secretariat for confidentiality,~~ stakeholder communications with the Supervisory Body ~~by stakeholders~~ shall be ~~made~~ publicly available on the UNFCCC website.
63. The secretariat shall prepare a draft response, providing ~~the Chair and the Vice-Chair of the Supervisory Body with~~ relevant information and an analysis of the content of the ~~letter to the Chair and the Vice-Chair of the Supervisory Body~~communication. Based on this information and analysis, the Chair and Vice-Chair shall jointly decide on one of the following courses of action for each communication:
- (a) The Chair and Vice-Chair respond to the submitter on behalf of the Supervisory Body;
  - (b) The Chair and Vice-Chair forward the communication for consideration by the Supervisory Body;
  - (c) The secretariat responds to the submitter on behalf of the Supervisory Body in accordance with a draft response approved by the Chair and Vice-Chair of the Supervisory Body.

- 
64. If the ~~course of action decided by the~~ Chair and the Vice-Chair ~~is that~~ choose the course of action outlined in paragraph 634(b), the communication shall be considered by the Supervisory Body either through electronic means or at a meeting, depending on the timing of the next meeting. If a communication is received more than 28 days before the next meeting, it shall be placed on the agenda of that meeting.; ~~eO~~ Otherwise, it shall be placed on the agenda of the subsequent meeting unless the Chair of the Supervisory Body decides otherwise. If a communication is placed on the agenda of a meeting, the Supervisory Body should aim to finalize its consideration ~~at during~~ that meeting
65. The secretariat, in consultation with the Chair and Vice-Chair of the Supervisory Body may also refer communications directly to an expert panel for consideration at its next meeting.
66. The secretariat should respond to a communication addressed to the Supervisory Body as soon as possible, and within 35 days of receipt, by:
- (a) Providing a response to the request or feedback in accordance with paragraph 634(c) above; or
  - (b) Informing the submitter that the request or feedback will be referred to the Supervisory Body or a panel for its consideration in accordance with paragraph 634(a) and (b) above; and/or
  - (c) Informing the submitter that the request or feedback will be forwarded to another relevant institution or body (e.g., DNA), if deemed appropriate by the Chair or Vice-Chair of the Supervisory Body. However, such forwarding shall not constitute an endorsement by the Supervisory Body of the communication's content.
67. The secretariat shall make ~~publicly available~~ the response to the ~~submitter publicly available~~, subject to the confidentiality provisions in paragraphs 69 and 70 below.
68. Stakeholders may make a confidential communication and request a confidential response from the Supervisory Body. The secretariat, on behalf of the Supervisory Body, may decide to make its response publicly available if it is considered that it is in the common interest of all stakeholders. In such cases, ~~any~~ confidential information shall be removed from the response ~~before publication to be made available~~.
69. If a ~~stakeholder~~ communication ~~from a stakeholder~~ raises matters related ~~ed~~ to the personal identities ~~sy~~ of Supervisory Body members, secretariat staff, panel members, or any stakeholders relevant to an activity, or gives rise to potential legal implications.; or if there is a similar public interest in withholding the information from being made publicly available, the secretariat shall consult with the Supervisory Body Chair and Vice-Chair and may treat the communication as confidential.
70. The secretariat shall not redirect communications addressed to the Supervisory Body to the secretariat track referred to in paragraph 58 above.
- ~~71. Any communication received through alternative processes than those detailed in this procedure shall be actioned according to the appropriate process detailed in this procedure.~~

## 8. Parties

72. ~~Parties~~ DNAs shall serve as the primary ~~focal~~ contact points ~~s~~ for communications ~~s~~ between Parties and the Supervisory Body and/or ~~the~~ secretariat.

73. A ~~channel of dedicated~~ communication ~~channel~~ shall be available on the UNFCCC website ~~to for~~ DNAs of Parties to facilitate the understanding and application of the Article 6.4 mechanism rules and regulations, as well as the implementation of activities and programmes of activities.
74. Parties may initiate communication with the Supervisory Body regarding any matters within or outside the defined steps of a specific Article 6.4 process, as outlined in the dedicated procedure for that specific case, in accordance with provisions stipulated under section 7.4.2.2 above.<sup>16</sup>
75. Parties may participate in any meetings of the Supervisory Body and its expert Panels as observers, in accordance with relevant provisions stipulated in this procedure. Parties may also be invited to a meeting of the Supervisory Body to provide their viewspresent on make presentations relating to matters under consideration by the Supervisory Body at its meetings.
76. Parties, that wish to specify conditions to be applied for mechanism methodologies to contribute to the equitable sharing of mitigation benefits between the participating Parties, may communicate their approach by using the form “Host Party participation requirements for Article 6.4 mechanism”<sup>17</sup> and/or develop, revise, clarify and update standardized baseline aligned with the “Procedure: Development, revision, clarification and update of standardized baselines”.
77. Parties may also initiate communication with the secretariat regarding any matters in accordance with provisions stipulated under sections 7.4.2.1.<sup>18</sup>
78. Parties may provide their written submissions to calls for inputs and public comments referred to in sections 6.1 and 6.2 above.
79. Parties may ~~direct address~~ any general inquiries that do not require substantive or in-depth analysis related to activity cycle and methodology processes and procedures to the secretariat through dedicated channels.

## 9. Reporting on communications and feedback to stakeholders

80. The secretariat shall prepare an annual report on all communications received through the dedicated interface on the UNFCCC website and inputs received during workshops and events. ~~The report will cover the following aspects in relation to:~~
  - (a) The number and type of stakeholder inputs;
  - (b) The issues addressed in these communications;

<sup>16</sup> Examples of such communication channels include prioritization of the development or approval of a new methodology or methodological tool, or the revision of an approved methodology or methodological tool as contained in paragraphs 25, 36, 69, and 81 of the “Procedure on development, revision, clarification and modification of methodologies and methodological tools.”

<sup>17</sup> Form A6.4-FORM-GOV-001 is available in pdf format at: <https://unfccc.int/sites/default/files/resource/A6.4-FORM-GOV-001.pdf>; and in docx format at: <https://unfccc.int/sites/default/files/resource/A6.4-FORM-GOV-001.docx>.

<sup>18</sup> Examples of such communication channels include insolvency and/or disputes over the designation of the focal points in accordance with paragraph 113 of the activity cycle procedure and completion of outstanding matters in relation to the deregistered A6.4 project as per paragraph 219.

- (c) Statistics on responses (type/outcome/timelines) provided to these inputs, including type, outcome and timeline);
- (d) The impact of the stakeholder inputs on the regulatory framework and/or operations of the Article 6.4 mechanism.

- - - - -

#### Document information

| Version | Date           | Description  |
|---------|----------------|--|
| 02.0    | 16 May 2025    | SBM 016, Annex 2.<br>Revision to include a provision for Parties to communicate their approach to the operationalization of equitable sharing of mitigation benefits between participating Parties and other editorial improvements. |
| 01.0    | 9 October 2024 | SBM 014, Annex 2.<br>Initial adoption.<br>This procedure replaces the Procedure: Consideration of unsolicited letters to the Supervisory Body (A6.4-PROC-GOV-002).   |

---

Decision Class: Regulatory  
Document Type: Procedure  
Business Function: Governance  
Keywords: A6.4 mechanism, communications, stakeholder consultation, transparency

---