
Guatemala

Report 2003 and Work Plan 2004

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1. Background

Project 1215103-22 Development of Capacities for the Clean Development Mechanism between the National Joint Implementation of Guatemala and the UNP Collaborating Centre on Energy and Environment. Negotiation initiated during the last three-month period of 2002. On 10 March 2003, the Chairman of the National Joint Implementation Commission of Guatemala signed the Cooperation Agreement, document that was later signed - on 21 March 2003 - by Hans Larsen, Head of the System Analysis Department of the Risoe National Laboratory.

It was agreed in that cooperation document that the corresponding funds would be managed by the UNDP representative in Guatemala.

Activities

The original scheduled activities included a National Workshop, Training Workshops, and participation in Regional Training Courses. Moreover, other activities would be held, such as the strengthening of the Office through the hiring of personnel, and a consultancy series on different issues.

The respective contracts were established with the UNDP representative in Guatemala for the management of the funds. The established correspondence dates are summed up in the table below:

Letter date	Delivery or reception date	Issue
11 April 2003	11 April 2003 (submitted)	Request from the Commission for Fund Management through UNDP
15 May 2003	28 May 2003 (received)	UNDP reply received, indicating that they agree to manage the funds, and proposing a 5% management. We are asked to send a letter indicating our agreement with the proposal.
3 June 2003	5 June 2003 (submitted)	The Commission indicates that we agree with the proposal
29 July 2003	8 August 2003 (received)	We are thanked for the letter sent in June, and are informed of the account number in which the first fund payment may be deposited.
6 August 2003		Data sent to RISOE on the account number.
12 August 2003		Clarification requested by RISOE with respect to the account.
25 August 2003		Account data submitted to RISOE after the latter receives the clarification.
11 December 2003		Confirmation finally received that the funds are in Guatemala.
		Note: UNDP was under a re-engineering process throughout the second half of the year, moving its seat.

To date, the funds received total \$50,000.00, while UNDP informs us that there is \$49,985.00 in the account. It is worth pointing out that, due to this delay in the way to manage the funds, the activities could not be carried out as planned. Hence, it is necessary to reschedule such activities. Finally, UNDP asked us in December 2004 to submit a series of additional documents to initiate the fund management process. These documents have already been completed.

Throughout 2003, as part of the process, we continued working on the Project and took part in the Regional Workshop held in Buenos Aires, Argentina in September. Project-related activities were carried out, as follows: study of the legal aspects for the transformation of the National Joint Implementation Commission into the appointed National Authority. In addition, we took part in some training workshops in CDM projects for the energy and forestry sectors. Moreover, projects aimed at taking part in the CDM were supported, one of them having already progressed to negotiation stages. Additionally, profiles were defined for the positions of coordinator and consultants, the equipment required for the Office has been identified, and the Del Valle University in Guatemala has been established as initial seat of the Office.

2. Summary Table of Task and Activities

According to ToRs approved for year 2003:

P.1 Consolidation of the National CDM Office

- A.1.1 Definition of internal norms and rules
- A.1.2 Staffing the CDM Office
- A.1.3 Build up inter institutional links

P.2 Analysis of the legal frame for CDM investments

- A.2.1 Review of norms and regulations adopted by other countries in Latin America
- A.2.2 Analysis of local circumstances and assessment of the adoption of suitable elements from the framework of other countries to Guatemalan conditions
- A.2.3 Identification of potential sources of conflict with existing norms and laws that call for local / specific responses and with the political conditions of the country
- A.2.4. Coordination homogenisation and coherence with other laws, especially with regulatory frameworks and norms existing in areas or sectors influenced by or influencing CDM actions
- A.2.5. Adoption of the regulatory statute after a participatory process involving the main stakeholders and socio-political actors on CDM issues, which includes the coordination and harmonisation of proposals and the decision of the appropriate legal for legal norm approving the statute.

P.3 Project evaluation and approval mechanisms

- A.3.1 Identification of a set of indicators and criteria to ensure the congruence of national regulations with the rules established by the CDM Executive Board.
- A.3.2 Analysis of key elements to be consider in relation to national criteria
- A.3.3. Establish national procedures for the evaluation and approval of projects

P.4 Design of guides for projects submission to the Executive Board

- A4.1. Description of the project
- A4.2. Baseline Methodology
- A4.3. Account of emissions reduction
- A4.4. Contribution to sustainable development
- A4.5. Information of funding sources
- A4.6. Monitoring plan
- A4.7. Stakeholder participation

P.5 Establishing of a clearinghouse and information centre

- A5.1. Latest development of rules and procedures for CDM projects
- A5.2. A roster of institutions and consultants that provide technical assistance on project identification, design, formulation and development
- A5.3. References to institutions and agencies acting as brokers in the transactions of CERs
- A5.4. Accredited operational entities that provided services on validation, verification and certification
- A5.5. Information on CERs markets including potential sellers and buyers, prices, and negotiation conditions

P.6 Formulation of a CDM Policy and Strategy

- A.6.1. Identification of policy definition levels involved
- A.6.2. Identification of problems and barriers
- A.6.3. Setting of objectives and their priorities
- A.6.4. Quantification of goals and results
- A.6.5. Identification of agents spheres of action and roles, and their needs of training and capacity building as well as the mechanisms for coordination with such actors
- A.6.6. Definition of boundary conditions including sustainable development objectives criteria and project indicators
- A.6.7. Layout of action plans by objectives and strategies
- A.6.8. Identification of strengths weaknesses opportunities and threats (need of public validations alliances etc)
- A.6.9. Identification and proposal of mechanisms instruments and tools for the implementation of policies in accordance with the objectives and expected results

A.6.10. Identification and implementation of mechanisms for the auditing monitoring and evaluation of the implemented strategies actions and mechanisms (success indicators)

P.7 Technical support to Climate Change negotiations

A7.1. Analysis of documents and resolutions issued by the CDM Executive Board, COPs and other instances.

A7.2. Development of proposals or criteria related to Decisions 15/CP.7 and 17/CP.7, and all work related to modalities and procedures for a clean development mechanisms as defined in Article 12 of the Kyoto Protocol

A7.3. Elaboration of background documents for submission and negotiation within the UNFCCC process

P.8 Pipeline of projects

A8.1. Revision and updating of the projects identified by the NSS-WB Study

A8.2. Identification of new options

A8.3. Definition of sectors to be considered as priority areas, in relation to both their contribution to domestic objectives and their competitiveness in the international market

A8.4. Organisation of national workshops to inform and train potential national projects developers in the identification of planned and/or existing mitigation projects as eligible and feasible CDM projects

A8.5. Identify potential financial sources for developing CDM project proposals

A8.6. Organisation of promotional workshops to put in contact potential project developers and interested investors or financial entities

P.9 Capacity Development and Training Activities

A9.1. On the job training

A9.2 Training workshops

A9.3 National workshops

A9.4. Project regional workshops

A9.5. Regional workshops and seminars

Part 1: Annual Report 2003

3. Activities carried out throughout 2003, including Identified Barriers for the implementation of activities

Activities carried out according to that were expected in the Work Plan for the project implementation first year. In the Table were also identified/emerging barriers and opportunities that also constitutes elements to manage for continuing/beginning during 2004.

Expected Activity according to 2003 ToR's	Level of execution – fulfilment and references	Continuity – opportunities / barriers
P1: Consolidation of the National CDM Office		
A1.1. Definition of internal norms and rules	In process. It has been meetings in order to discuss the modification of the law to transform the OGIC into the NDA.	A consultant made an analysis, however it has been not discussed and presented to the board of Directors of OGIC.
A1.2. Staffing the CDM Office	To begin on March 2004.	There has been problems with the managing of the funds due to changes in the process and methodology of UNDP.
A1.3. Build up inter institutional links	In process. OGIC continues to work with the institutions that formed.	The change of government make necessary the confirmation or nomination of new members to the board of directors of OGIC.
P2: Analysis of the legal frame for CDM Investments		
A2.1 Review of norms and regulations adopted by other countries in Latin America	To begin in 2004. OGIC has information of the steps that other countries have been doing on the topic.	It is necessary to be systematised, analysed and discussed. Finally it is necessary to be written on a document.
A2.2. Analysis of local circumstances and assessment of the adoption of suitable elements from the framework of other countries to Guatemalan conditions.	To begin in 2004. OGIC has information of the steps that other countries and region have been using.	It is necessary to be systematised, analysed and discussed. Also it is necessary to evaluate the application according to Guatemala's conditions and realities.
A2.3. Identification of potential sources of conflict with existing norms and laws that call for local specific responses and with the political conditions of the country	In process. OGIC has been working about it. It is necessary to write, evaluate and discuss the possibilities.	Due to government changes, it is necessary to review and actualising them. Also there are process of national discussion about it.
A2.4. Coordination, homogenisation and coherence with other laws especially with regulatory frameworks and norms existing in areas or	In process. OGIC has been working on it. It is necessary to write, evaluate and discuss the possibilities.	Due to government changes, it is necessary to review and actualised them. Al so it is important to incorporate other sectors in the discussion, e.g. economic and financial sector.

Expected Activity according to 2003 ToR's	Level of execution – fulfilment and references	Continuity – opportunities / barriers
sectors influenced by or influencing CDM actions.		
A2.5. Adoption of the regulatory statute after a participatory process involving the main stakeholders and socio-political actors on CDM issues, which includes the coordination and harmonisation of proposals and the decision of the appropriate legal for legal norm approving the statute.	To begin in 2004. There have been many informal discussions about it. It is necessary to write, evaluate and discuss the possibilities.	It is necessary to incorporate other sectors and make an integral proposal. It is also necessary to articulate the topic with past and present actors for different parts of the society.
P.3. Project evaluation and approval mechanisms		
A3.1. Identification of a set of indicators and criteria to ensure the congruence of national regulations with the rules established by the CDM Executive Board	In process. OGIC has criteria that agree with national regulations. However it is necessary to actualise them according to CDM.	It is needed capacity development in the topic. Also it is necessary to adapt and construct methodologies about it.
A3.2. Analysis of key elements to be considered in relation to national criteria	To begin in 2004.	It is necessary to review and define national strategies about it.
A3.3. Establish national procedures for the evaluation and approval of projects	In process. OGIC has criteria about it. However it is necessary to change it to CDM process. Guatemala has projects in JI and CDM, but it is necessary to establish new evaluation and approval procedures.	It is necessary to review, actualise and propose procedures. It is needed built capacity and methodologies.
P.4. Design of guides for projects submissions to the Executive Board		
A4.1. Description of the project	To begin in 2004. There have been informal discussions about it. The type and possible projects are important to define.	It is necessary to make capacity development in order to have projects of high quality.
A4.2. Baseline methodology	To begin in 2004. There has been informal discussion about it.	It is necessary to make capacity development in order to have projects of high quality. It is needed to discuss national position about it.
A4.3. Account of emission reductions	To begin in 2004.	It is necessary to make capacity development in order to have projects of high quality.
A4.4. Contribution to sustainable development	To begin in 2004. There is need to establish a national definition.	It is necessary to make capacity development in order to have projects of high quality.
A4.5. Information on funding sources	In process. Guatemala has been presenting projects to financial institutions and governments.	It is necessary to establish an information centre about it.

Expected Activity according to 2003 ToR's	Level of execution – fulfilment and references	Continuity – opportunities / barriers
A4.6. Monitoring plan	To begin in 2004.	It is necessary to make capacity development in order to have projects of high quality.
A4.7. Stakeholder participation	To begin in 2004.	It is necessary to make capacity development in order to have projects of high quality. Also it is needed to create mechanism to promote and marketing the projects.
P.5. Establishing of a clearinghouse and information centre		
A5.1. Latest development of rules and procedures for CDM projects	The information is obtained form the official web pages. However it is needed to systematised and make information available to the country.	There have been financial problems in order to be at the COPS. Guatemala needs a team delegation for the topic.
A5.2. A roster of institutions and consultants that provide technical assistance on project identification, design, formulation and development	OGIC have been as the institution that integrates all the information about it. However it is not registered in a formal way.	It is necessary to systematised information about possible consultants. There is not a national catalogue about it. Also it is need to form new consultants on different parts of the CDM process.
A5.3. References to institutions and agencies acting as brokers in the transaction of CERs	To begin in 2004.	It is necessary to systematised information about it.
A5.4. Accredited operational entities that provided services on validation, verification and certification	To begin in 2004.	It is necessary to explore if we can propose about it.
A5.5. Information on CERs markets including potential sellers and buyers, prices, and negotiation conditions	OGIC have information about the topic due to publications. However it is necessary to establish the local market and clear rules about it.	It is necessary to do research about it. It is necessary to capacity development.
P.6. Formulation of a CDM Policy and Strategy		
A6.1. Identification of policy definition levels involved	To begin in 2004. It is necessary to review the national position about it.	It is necessary to discuss about the topic. Make national strategies and policies.
A6.2. Identification of problems and barriers	To begin in 2004. It is necessary to review the national position about it.	It is necessary to discuss about the topic. Make national strategies and policies.
A6.3. Setting of objectives and their priorities	To begin in 2004. It is necessary to review the national position about it.	It is necessary to discuss about the topic. Make national strategies and policies.
A6.4. Quantification of goals and results	To begin in 2004. It is necessary to review the national position about it.	It is necessary to discuss about the topic. Make national strategies and policies.

Expected Activity according to 2003 ToR's	Level of execution – fulfilment and references	Continuity – opportunities / barriers
A6.5. Identification of agents, spheres of action and roles, and their needs of training and capacity building as well as the mechanisms for coordination with such actors	To begin in 2004. It is necessary to review the national position about it.	It is necessary to discuss about the topic. Make national strategies and policies.
A6.6. Definition of boundary conditions including sustainable development objectives criteria and project indicators	To begin in 2004. It is necessary to review the national position about it.	It is necessary to discuss about the topic. Make national strategies and policies.
A6.7. Layout of action plans by objectives and strategies	To begin in 2004. It is necessary to review the national position about it.	It is necessary to discuss about the topic. Make national strategies and policies.
A6.8. Identification of strengths, weakness, opportunities and threats (need of public validation alliances, etc.).	To begin in 2004. It is necessary to review the national position about it.	It is necessary to discuss about the topic. Make national strategies and policies.
A6.9. Identification and proposal of mechanisms, instruments and tools for the implementation of policies in accordance with the objectives and expected results	To begin in 2004. It is necessary to review the national position about it.	It is necessary to discuss about the topic. Make national strategies and policies.
A6.10. Identification and implementation of mechanisms for the auditing monitoring and evaluation of the implemented strategies actions and mechanisms (success indicators)	To begin in 2004. It is necessary to review the national position about it.	It is necessary to discuss about the topic. Make national strategies and policies.
P.7. Technical support to Climate Change negotiations		
A7.1. Analysis of documents and resolutions issued by the CDM Executive Board, COPs and other instances	The information exists, however it not available to many people. It is necessary to systematised and discuss the information. Also it is necessary to propose the national position about it.	It is necessary to create a task force about it and to co-ordinate with related topics.

Expected Activity according to 2003 ToR's	Level of execution – fulfilment and references	Continuity – opportunities / barriers
A7.2. Development of proposals or criteria related to Decisions 15/CP.7 and 17/CP.7, and all work related to modalities and procedures for a clean development mechanism as defined in Article 12 of the Kyoto Protocol	To begin in 2004. It is necessary to propose the national position about it.	It is necessary to create a task force about it and to co-ordinate with related topics.
A7.3. Elaboration of background documents for submission and negotiation within the UNFCCC process	To begin in 2004. It is necessary to propose the national position about it.	It is necessary to create a task force about it and to co-ordinate with related topics.
P.8. Pipeline of projects		
A8.1. Revision and updating of the projects identified by the NSS-WB Study	To begin in 2004.	Capacity development.
A8.2. Identification of new options	To begin in 2004.	Capacity development.
A8.3. Definition of sectors to be considered as priority areas, in relation to both their contribution to domestic objectives and their competitiveness in the international market	To begin in 2004.	Capacity development.
A8.4. Organisation of national workshop to inform and train potential national projects developers in the identification and preparation of project proposals	To begin in 2004.	Capacity development.
A8.5. Analysis of the redefinition of planned and/or existing mitigation projects as eligible and feasible CDM projects	To begin in 2004.	Capacity development.
A8.6. Identify potential financial sources for developing CDM project proposals	To begin in 2004.	Capacity development.

Expected Activity according to 2003 ToR's	Level of execution – fulfilment and references	Continuity – opportunities / barriers
A8.7. Organisation of promotional workshops to put in contact potential project developers and interested investors of financial entities	To begin in 2004.	Capacity development.
P.9. Capacity Development and Training Activities		
A9.1. On the job training	To begin in 2004.*	Problems with managing of the funds between the OGIC and UNDP.
A9.2. Training workshops	To begin in 2004.*	Problems with managing of the funds between the OGIC and UNDP.
A9.3. National Workshops	To begin in 2004.*	Problems with managing of the funds between the OGIC and UNDP.
A9.4. Project regional workshops	To begin in 2004.*	Problems with managing of the funds between the OGIC and UNDP.
A9.5. Regional workshops and seminars	To begin in 2004.*	Problems with managing of the funds between the OGIC and UNDP.

Note:

- a) To begin in 2004, that means that some activities are going to be planned. In many topics of the proposal, it is necessary o make the basic documents for discussion.
- b) To begin in 2004*, that means that the activities are going to be complete in 2004. See the Work Plan.

4. Budget fulfilled

Activity	2003	2003	Observations
	Assigned	Executed	
1. Support the National Office for CDM	30,000.00	0.00	The management of the project funds will be begin in 2004.
- Staff (office coordinator/assistant)	15,000.00		
- Secretary	5,000.00		
- Office equipment, materials and communications	10,000.00		
2. Legal frame for CDM investments	10,000.00	0.00	The management of the project funds will be begin in 2004.
3. Project evaluation and approval mechanisms	4,000.00	0.00	The management of the project funds will be begin in 2004.
4. Design of guides for projects submission	8,000.00	0.00	The management of the project funds will be begin in 2004.
5. Establishment of a clearinghouse and information centre	8,000.00	0.00	The management of the project funds will be begin in 2004.
6. Formulation of a CDM policy and strategy	5,000.00	0.00	The management of the project funds will be begin in 2004.
7. Technical support to Climate Change negotiations	5,000.00	0.00	The management of the project funds will be begin in 2004.
8. Establishment of a pipeline of CDM projects	5,000.00	0.00	The management of the project funds will be begin in 2004.
9. Training and capacity building	19,740.00	0.00	The management of the project funds will be begin in 2004.
- National workshops	10,000.00		
- Training workshops	1,740.00		
- Regional training courses	8,000.00		
Overhead UNDP @ 5%	4,762.00	0.00	The management of the project funds will be begin in 2004.
Audit procedure	498.00	0.00	The management of the project funds will be begin in 2004.
TOTALS	100,000.00	0.00	The management of the project funds will be begin in 2004.

Part 2: Work Plan for 2004

5. Foreseen tasks and activities

The following Table shows the activities expected to be carried out during 2004, according to the objectives agreed in the ToR's of the CD4CDM project in Guatemala, and taking into account the continuity of some activities begun during 2003.

Activity included in ToR's for 2004	Description	Requirements
P1: Consolidation of the National CDM Office		
A1.1. Definition of internal norms and rules	Finishing the proposal in order to modify the law in order to transform the OGIC into the DNA.	The Environmental and Resources Ministry need to make a Ministerial agreement in order to transform provisionally the OGIC into the DNA. After the proposal is finished, it is necessary to modify the presidential agreement in order to change the OGIC into the DNA.
A1.2. Staffing the CDM Office	Proceed to contract at least three persons for the staff office. Establish the Office in a formal way. Also it is necessary to buy some office equipment.	1 coordinator, 1 energy technical assistant and 1 forestry assistant. The profile will be according to OGIC and UNDP procedures.
A1.3. Build up inter institutional links	Obtain the nominations for the Board of Directors and make reunion in order to make participative all the sector involved in the topic.	Document basic for discussion.
P2: Analysis of the legal frame for CDM Investments		
A2.1 Review of norms and regulations adopted by other countries in Latin America	Systematized the information and make it available.	Document basic for information and discussion.
A2.2. Analysis of local circumstances and assessment of the adoption of suitable elements from the framework of other countries to Guatemalan conditions.	Systematized the information and make it available.	Document basic for information and discussion.
A2.3. Identification of potential sources of conflict with existing norms and laws that call for local specific responses and with the political conditions of the country	Systematized the information. It is necessary to write, evaluate and discuss the possibilities.	Document basic for information and discussion.
A2.4. Coordination, homogenisation and coherence with other laws especially with regulatory frameworks and norms existing	Systematized the information. It is necessary to write, evaluate and discuss the possibilities.	Document basic for information and discussion.

Activity included in ToR's for 2004	Description	Requirements
in areas or sectors influenced by or influencing CDM actions.		
A2.5. Adoption of the regulatory statute after a participatory process involving the main stakeholders and socio-political actors on CDM issues, which includes the coordination and harmonisation of proposals and the decision of the appropriate legal for legal norm approving the statute.	Begin the discussion of the Topic.	Document introductory about it.
P.3. Project evaluation and approval mechanisms		
A3.1. Identification of a set of indicators and criteria to ensure the congruence of national regulations with the rules established by the CDM Executive Board	Actualised the procedures. Propose new evaluation and approval procedures.	Document basic for information and discussion.
A3.2. Analysis of key elements to be consider in relation to national criteria	Begin the discussion of the Topic.	Document introductory about it.
A3.3. Establish national procedures for the evaluation and approval of projects	Actualised the procedures. Propose new evaluation and approval procedures.	Document introductory about it.
P.4. Design of guides for projects submissions to the Executive Board		
A4.1. Description of the project	Systematized the information. It is necessary to write, evaluate and discuss the possibilities.	Document basic for information and discussion.
A4.2. Baseline methodology	Systematized the information. It is necessary to write, evaluate and discuss the possibilities. It is necessary to discuss the national position about it.	Document basic for information and discussion.
A4.3. Account of emission reductions	Begin the discussion of the Topic.	Document introductory about it.
A4.4. Contribution to sustainable development	Begin the discussion of the Topic.	Document introductory about it.
A4.5. Information on funding sources	Systematized the information. It is necessary to write, evaluate and discuss the possibilities. Find new and actualised the funding sources	Documentation available and built an information centre.
A4.6. Monitoring plan	Begin the discussion of the Topic.	Document introductory about it.
A4.7. Stakeholder participation	Begin the discussion of the Topic.	Document introductory about it.
P.5. Establishing of a clearinghouse and information centre		
A5.1. Latest development of rules and procedures for CDM projects	It is needed to systematized the information and make it available to the interested sectors.	Construct the Official Web site of the project and include the information.

Activity included in ToR's for 2004	Description	Requirements
A5.2. A roster of institutions and consultants that provide technical assistance on project identification, design, formulation and development	Make an official and certified registration of interested persons in the topic.	Construct the Official Web site of the project and include the information.
A5.3. References to institutions and agencies acting as brokers in the transaction of CERs	To begin the recollection of the information in 2004.	Document base. Construct the Official Web site of the project and include the information.
A5.4. Accredited operational entities that provided services on validation, verification and certification	To begin the recollection of the information in 2004.	Document base. Construct the Official Web site of the project and include the information.
A5.5. Information on CERs markets including potential sellers and buyers, prices, and negotiation conditions	To begin the recollection of the information in 2004.	Document base. Construct the Official Web site of the project and include the information.
P.6. Formulation of a CDM Policy and Strategy		
A6.1. Identification of policy definition levels involved	To begin the discussion in 2004.	Document base.
A6.2. Identification of problems and barriers	To begin the discussion in 2004.	Document base.
A6.3. Setting of objectives and their priorities	To begin the discussion in 2004.	Document base.
A6.4. Quantification of goals and results	To begin the discussion in 2004.	Document base.
A6.5. Identification of agents, spheres of action and roles, and their needs of training and capacity building as well as the mechanisms for coordination with such actors	To begin the discussion in 2004.	Document base.
A6.6. Definition of boundary conditions including sustainable development objectives criteria and project indicators	To begin the discussion in 2004.	Document base.
A6.7. Layout of action plans by objectives and strategies	To begin the discussion in 2004.	Document base.
A6.8. Identification of strengths, weakness, opportunities and threats (need of public validation alliances, etc.).	To begin the discussion in 2004.	Document base.
A6.9. Identification and proposal of	To begin the discussion in 2004.	Document base.

Activity included in ToR's for 2004	Description	Requirements
mechanisms, instruments and tools for the implementation of policies in accordance with the objectives and expected results		
A6.10. Identification and implementation of mechanisms for the auditing monitoring and evaluation of the implemented strategies actions and mechanisms (success indicators)	To begin the discussion in 2004.	Document base.
P.7. Technical support to Climate Change negotiations		
A7.1. Analysis of documents and resolutions issued by the CDM Executive Board, COPs and other instances	It is necessary to systematised the information and discuss it.	Document base. Create a Task Force about it and co-ordinate with related topics. Establish national views of the topic and information centre.
A7.2. Development of proposals or criteria related to Decisions 15/CP.7 and 17/CP.7, and all work related to modalities and procedures for a clean development mechanism as defined in Article 12 of the Kyoto Protocol	To begin the discussion in 2004.	Document base. Create a Task Force about it and co-ordinate with related topics. Establish national views of the topic and information centre.
A7.3. Elaboration of background documents for submission and negotiation within the UNFCCC process	To begin the discussion in 2004.	Document base. Create a Task Force about it and co-ordinate with related topics. Establish national views of the topic and information centre.
P.8. Pipeline of projects		
A8.1. Revision and updating of the projects identified by the NSS-WB Study	To begin the discussion in 2004.	Document base.
A8.2. Identification of new options	To begin the discussion in 2004.	Document base.
A8.3. Definition of sectors to be considered as priority areas, in relation to both their contribution to domestic objectives and their competitiveness in the international market	To begin the discussion in 2004.	Document base.

Activity included in ToR's for 2004	Description	Requirements
A8.4. Organisation of national workshop to inform and train potential national projects developers in the identification and preparation of project proposals	To begin the discussion in 2004.	Document base.
A8.5. Analysis of the redefinition of planned and/or existing mitigation projects as eligible and feasible CDM projects	To begin the discussion in 2004.	Document base.
A8.6. Identify potential financial sources for developing CDM project proposals	To begin the discussion in 2004.	Document base.
A8.7. Organisation of promotional workshops to put in contact potential project developers and interested investors of financial entities	To begin the discussion in 2004.	Document base.
P.9. Capacity Development and Training Activities		
A9.1. On the job training	Introduced the staff persons of the Office in the management of the topics.	Internal workshops and trainings.
A9.2. Training workshops	2 Training workshops: a) Analysis of PDD. b) Environmental agents of the Environmental and Resources Ministry. How to identify and promote CDM projects.	Document base and organization.
A9.3. National Workshops	3 National Workshops. a) National launch project. b) Institutional debate about CDM and priority areas. c) OGIC-Risoe Project 2 nd Discussion.	Document base and organization.
A9.4. Project regional workshops	Participation in the regional workshops established.	Funds and documentation. Participation of at least two persons.
A9.5. Regional workshops and seminars	Participation in the workshops and seminars established.	Funds and documentation. Participation of at least two persons.

6 Expected Schedule

Table 6.1: Expected Schedule for 2004

Main Activities	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
P.1 Consolidation of the National CDM Office												
A1.1. Definition of internal norms and rules			■	■	■	■	■	■	■			
A1.2. Staffing the CDM Office			■	■	■	■	■	■	■	■	■	■
A1.3. Build up inter institutional links		■	■	■	■	■	■	■	■	■	■	■
P2: Analysis of the legal frame for CDM Investments												
A2.1 Review of norms and regulations adopted by other countries in Latin America					■	■	■	■	■			
A2.2. Analysis of local circumstances and assessment of the adoption of suitable elements from the framework of other countries to Guatemalan conditions.					■	■	■	■	■			
A2.3. Identification of potential sources of conflict with existing norms and laws that call for local specific responses and with the political conditions of the country					■	■	■	■	■	■	■	
A2.4. Coordination, homogenisation and coherence with other laws especially with regulatory frameworks and norms existing in areas or sectors influenced by or influencing CDM actions.					■	■	■	■	■	■	■	
A2.5. Adoption of the regulatory statute after a participatory process involving the main stakeholders and socio-political actors on CDM issues, which includes the coordination and harmonisation of proposals and the decision of the appropriate legal for legal norm approving the statute.					■	■	■	■	■	■	■	
P.3. Project evaluation and approval mechanisms					■	■	■	■	■	■	■	■
A3.1. Identification of a set of indicators and criteria to ensure the congruence of national regulations with the rules established by the CDM Executive Board					■	■	■	■	■	■	■	■
A3.2. Analysis of key elements to be consider in relation to national criteria					■	■	■	■	■	■	■	■

¹ Simbology:



Development of the process



Execution of punctual activity



Process/ permanent activity/ Monitoring.

Main Activities	Months															
	1	2	3	4	5	6	7	8	9	10	11	12				
A3.3. Establish national procedures for the evaluation and approval of projects				■	■	■	■	■	■	■	■	■				
P.4. Design of guides for projects submissions to the Executive Board																
A4.1. Description of the project				■	■	■	■	■	■	■	■	■	■	■		
A4.2. Baseline methodology				■	■	■	■	■	■	■	■	■	■	■		
A4.3. Account of emission reductions				■	■	■	■	■	■	■	■	■	■	■		
A4.4. Contribution to sustainable development				■	■	■	■	■	■	■	■	■	■	■		
A4.5. Information on funding sources				■	■	■	■	■	■	■	■	■	■	■		
A4.6. Monitoring plan				■	■	■	■	■	■	■	■	■	■	■		
A4.7. Stakeholder participation				■	■	■	■	■	■	■	■	■	■	■		
P.5. Establishing of a clearinghouse and information centre																
A5.1. Latest development of rules and procedures for CDM projects				■	■	■	■	■	■	■	■	■	■	■	■	■
A5.2. A roster of institutions and consultants that provide technical assistance on project identification, design, formulation and development					■	■	■	■	■	■	■	■	■	■	■	■
A5.3. References to institutions and agencies acting as brokers in the transaction of CERs					■	■	■	■	■	■	■	■	■	■	■	■
A5.4. Accredited operational entities that provided services on validation, verification and certification					■	■	■	■	■	■	■	■	■	■	■	■
A5.5. Information on CERs markets including potential sellers and buyers, prices, and negotiation conditions					■	■	■	■	■	■	■	■	■	■	■	■
P.6. Formulation of a CDM Policy and Strategy																
A6.1. Identification of policy definition levels involved																
A6.2. Identification of problems and barriers							■	■	■	■	■	■	■	■	■	■
A6.3. Setting of objectives and their priorities							■	■	■	■	■	■	■	■	■	■
A6.4. Quantification of goals and results							■	■	■	■	■	■	■	■	■	■
A6.5. Identification of agents, spheres of action and roles, and their needs of training and capacity building as well as the mechanisms for coordination with such actors							■	■	■	■	■	■	■	■	■	■
A6.6. Definition of boundary conditions including sustainable development objectives criteria and project indicators							■	■	■	■	■	■	■	■	■	■

Main Activities	Months															
	1	2	3	4	5	6	7	8	9	10	11	12				
A6.7. Layout of action plans by objectives and strategies						■	■	■	■	■	■	■	■	■	■	■
A6.8. Identification of strengths, weakness, opportunities and threats (need of public validation alliances, etc.).						■	■	■	■	■	■	■	■	■	■	■
A6.9. Identification and proposal of mechanisms, instruments and tools for the implementation of policies in accordance with the objectives and expected results						■	■	■	■	■	■	■	■	■	■	■
A6.10. Identification and implementation of mechanisms for the auditing monitoring and evaluation of the implemented strategies actions and mechanisms (success indicators)						■	■	■	■	■	■	■	■	■	■	■
P.7. Technical support to Climate Change negotiations																
A7.1. Analysis of documents and resolutions issued by the CDM Executive Board, COPs and other instances					■	■	■	■	■	■	■	■	■	■	■	■
A7.2. Development of proposals or criteria related to Decisions 15/CP.7 and 17/CP.7, and all work related to modalities and procedures for a clean development mechanism as defined in Article 12 of the Kyoto Protocol					■	■	■	■	■	■	■	■	■	■	■	■
A7.3. Elaboration of background documents for submission and negotiation within the UNFCCC process					■	■	■	■	■	■	■	■	■	■	■	■
P.8. Pipeline of projects																
A8.1. Revision and updating of the projects identified by the NSS-WB Study					■	■	■	■	■	■	■	■	■	■	■	■
A8.2. Identification of new options					■	■	■	■	■	■	■	■	■	■	■	■
A8.3. Definition of sectors to be considered as priority areas, in relation to both their contribution to domestic objectives and their competitiveness in the international market					■	■	■	■	■	■	■	■	■	■	■	■
A8.4. Organisation of national workshop to inform and train potential national projects developers in the identification and preparation of project proposals					■	■	■	■	■	■	■	■	■	■	■	■
A8.5. Analysis of the redefinition of planned and/or existing mitigation projects as eligible and feasible CDM projects					■	■	■	■	■	■	■	■	■	■	■	■
A8.6. Identify potential financial sources for developing CDM project proposals					■	■	■	■	■	■	■	■	■	■	■	■
A8.7. Organisation of promotional workshops to put in contact potential project developers and interested investors of financial entities					■	■	■	■	■	■	■	■	■	■	■	■

Main Activities	Months												
	1	2	3	4	5	6	7	8	9	10	11	12	
P.9. Capacity Development and Training Activities													
A9.1. On the job training (technical support provided by the URC/FB team)		■	■	■	■	■	■	■	■	■	■	■	■
A9.1.1 Specific support with distance consultation						■	■		■	■			■
A9.1.2. Technical support missions						■	■		■	■			■
A9.2. Training workshops							■	■			■	■	
A9.3. National Workshops		■				■	■		■	■			
A9.4. Project regional workshops						■	■						■
A9.5. Regional workshops and seminars						■	■						■

7. Expected Budget

The following Table shows the resources allocation of the CD4CDM project for 2004, according to the ToR's of the CD4CDM project in Guatemala and integrating the allocated resources corresponding to 2003 (on going activities).

Table 7.1: Expected Budget for 2004

Activity	Allocated in 2003	Executed in 2003	Allocated for 2004	Total available	Observations
1. Support to the National Office of CDM	30,000.00	0.00	27,000.00	57,000.00	
Staff (office coordinator/assistant)	15,000.00		15,000.00	30,000.00	
Secretary	5,000.00		5,000.00	10,000.00	
Office Equipment, materials and communications	10,000.00		7,000.00	17,000.00	
Subtotal	30,000.00	0.00	27,000.00	57,000.00	
2. Legal Frame for CDM investments	10,000.00	0.00	5,000.00	15,000.00	
3. Project Evaluation and approval mechanisms	4,000.00	0.00	12,000.00	16,000.00	
4. Design of guides for project submission	8,000.00	0.00	10,000.00	18,000.00	
5. Establishment of a clearinghouse and information centre	8,000.00	0.00	10,000.00	18,000.00	
6. Formulation of a CDM policy and strategy	5,000.00	0.00	10,000.00	15,000.00	
7. Technical support to climate change negotiations	5,000.00	0.00	5,000.00	10,000.00	
8. Establishment of a pipeline of CDM projects	5,000.00	0.00	12,000.00	17,000.00	
9. Training and capacity building	19,740.00	0.00	13,215.00	32,955.00	
9.1. National Workshops	10,000.00		10,000.00	20,000.00	
9.2. Training Workshops	1,740.00		3,215.00	4,955.00	
9.3. Regional Training Courses	8,000.00			8,000.00	
Overhead UNDP 5%	4,762.00	0.00	5,238.00	10,000.00	
Audit Procedure	498.00	0.00	547.00	1,045.00	
TOTAL	100,000.00	0.00	110,000.00	210,000.00	

ANNEX 1
BUDGET OF ALL THE YEARS OF THE PROJECT.

<i>Activity</i>	<i>2003</i>	<i>2004</i>	<i>2005</i>
1. Support the National Office for CDM	30,000.00	27,000.00	23,000.00
- Staff (office coordinator/assistant)	15,000.00	15,000.00	15,000.00
- Secretary	5,000.00	5,000.00	5,000.00
- Office equipment, materials and communications	10,000.00	7,000.00	3,000.00
2. Legal frame for CDM investments	10,000.00	5,000.00	5,000.00
3. Project evaluation and approval mechanisms	4,000.00	12,000.00	13,000.00
4. Design of guides for projects submission	8,000.00	10,000.00	5,000.00
5. Establishment of a clearinghouse and information centre	8,000.00	10,000.00	7,000.00
6. Formulation of a CDM policy and strategy	5,000.00	10,000.00	15,000.00
7. Technical support to Climate Change negotiations	5,000.00	5,000.00	5,000.00
8. Establishment of a pipeline of CDM projects	5,000.00	12,000.00	18,700.00
9. Training and capacity building	19,740.00	13,215.00	12,515.00
- National workshops	10,000.00	10,000.00	10,000.00
- Training workshops	1,740.00	3,215.00	2,515.00
- Regional training courses	8,000.00		
Overhead UNDP @ 5%	4,762.00	5,238.00	5,238.00
Audit procedure	498.00	547.00	547.00
TOTALS	100,000.00	110,000.00	110,000.00



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Report on Project 1215103-22 Development of Capacities for the Clean Development Mechanism between the National Joint Implementation of Guatemala and the UNEP Collaborating Centre on Energy and Environment

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