

# DRAFT

## Annex 5

### DRAFT CRITERIA FOR COMPOSITION AND PROCEDURES OF PANELS/WORKING GROUPS

#### I. SCOPE OF THE PAPER

1. This paper has been prepared in order to facilitate the work of the executive board in preparing terms of reference and selecting experts for panels and/or working groups". According to paragraph 18 of the "modalities and procedures for a clean development mechanism contained in the annex to decision 17/CP.7 (hereafter referred as "modalities and procedures") "the executive board may establish committees, panels or working groups to assist it in the performance of its functions. The executive board shall draw on the expertise necessary to perform its functions, including from the UNFCCC roster of experts. In this context, it shall take fully into account the consideration of regional balance."

#### II. TERMS OF REFERENCE

2. The executive board shall determine the terms of reference for any panel or working group it establishes. Terms of reference shall include a work plan, deadline for submission of documents, length of term of a panel member, criteria for the selection of panel members in addition to the general ones contained in this document as well as resource implications.

#### III. COMPOSITION

##### A. General

3. Panels and/or working groups shall be composed of experts appointed by the executive board in accordance with competency requirements specified in the criteria below and any additional criteria identified in the terms of reference of a the panel/working group. The executive board shall determine the number of experts in any panel taking fully into account the consideration of regional balance.

4. If the executive board considers it necessary, it may call on experts outside a panel to review and/or comment on the work undertaken by a panel (hereafter referred to as reviewers). Criteria for reviewers shall be the same as for panel members.

5. The executive board shall invite experts wishing to service on panels or as reviewers forward their application. Such an invitation shall be announced on the UNFCCC CDM WWW site (unfccc.int/cdm). The application shall be made using the United Nations application form (P-11).

##### B. Regional balance

6. A panel/working group member shall be eligible for a maximum of two terms and shall not participate in more than one panel at the same time. The length of a term shall be defined in the terms of reference of a panel/working group.

**C. Competency requirements for panel/working group members**

7. Any experts selected as a member of a panel, working group or as reviewer shall act in his/her personal capacity.
8. An expert selected as a member of a panel, working group or as a reviewer shall have demonstrated knowledge related to tasks described in a panel's terms of reference. The expert shall document his/her competence through a self-declaration and references from clients, employers and /or professional bodies and publications.
9. In addition, an experts shall:
  - (a) Be familiar with the modalities and procedures and relevant decisions by the COP or COP/MOP;
  - (b) Have demonstrated experience and knowledge of the stages in the CDM project activity cycle;
  - (c) Have demonstrated technical/scientific experience and knowledge relevant to the scope of the assignment: **minimum X years** of relevant experience;
  - (d) Have a degree of understanding sufficient to make a reliable assessment of tasks ascribed by the panel's terms of reference;
  - (e) Be able to communicate effectively, both in writing and orally, in English. Knowledge of other working languages of the United Nations are desirable;
  - (f) Be free from any interest that might cause the team to act in other than an impartial and non-discriminatory manner.
10. The executive board shall require a member of a panel, working group or reviewer to commit in writing to comply with the rules defined by the executive board and the modalities and procedures for a CDM, in particular with regard to confidentiality and to independence from commercial and other interests.

**D. Records on members of a panel, working group or reviewers**

11. The secretariat shall maintain a record on each member of a panel, working group or a reviewer, including information on:
  - (a) Name and address;
  - (b) Affiliation and position held in the organization(s);
  - (c) Educational qualifications and professional status;
  - (d) Experience and training in each field of competence relevant to the scope of the assignment(s);
  - (e) Date of most recent updating of persons record;
  - (f) Performance appraisals.

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## **E. Officers**

12. Each panel/working group shall elect its chair and rapporteur.

## **IV. REPORTING PROCEDURES**

13. Panels/working groups shall report to the executive board in accordance with the provision in its terms of reference.
14. The chair of a panel/working group shall ascertain consensus regarding recommendations to the executive board. If all efforts at reaching a consensus are exhausted, the report shall reflect options on the relevant issues and/or document objections.
15. The executive board shall determine whether work by a panel/working group shall be made publicly available, in accordance with confidentiality provisions of paragraph 5 (g) of the modalities and procedures for a CDM.
16. Recommendations by a panel/working group shall be made available to the executive board members at the latest at the same time as the proposed agenda and annotations for a meeting.
17. The rapporteur shall incorporate and/or document comments received by reviewers in the final versions of recommendations and/or background papers.