

### **Accreditation under the CDM**

#### ON-SITE ASSESSMENT / WITNESSING ACTIVITY

### **OPENING MEETING**

NAME OF ENTITY (applicant or operational):	UNFCCC ref. no.:
DATE:	
TIME:	

### **Agenda**

- 1. Opening and introduction
- 2. Purpose, review of scope and extent of visit
- 3. Confirmation of any changes within the entity since the last contact (e.g. organigram of the entity, personnel)
- 4. The functions and responsibilities of the CDM-AT
- 5. Method and procedure used during the assessment
- 6. Review of the visit programme, inter alia:
  - a. Areas/activities to be covered
  - b. Access to selected documents, records, reports
  - c. Work schedule (days, hours)
- Confirmation of resources and facilities needed by the CDM-AT, including representatives of the entity to be assessed to work with CDM-AT
- 8. Confirmation of arrangements for the closing meeting and any interim meetings
- 9. Confidentiality
- 10. Questions
- 11. Close



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f. no.



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# **CLOSING MEETING**

NAME OF ENTITY (applicant or operational):	UNFCCC ref. no.:
DATE:	
TIME:	

# **Agenda**

- 1. Opening and introduction
- 2. Waiver
- 3. Re-affirmation of confidentiality
- 4. Reporting sequence
- 5. Presentation of summary by CDM-AT leader
- 6. Presentation of detailed non-conformance(s), if any
- 7. Target date for submission of corrective action(s), if any
- 8. Questions
- 9. Close of meeting