

Annex 1

Recommendation by the CDM-AP to the Executive Board for consideration at its eighth meeting

TERMS OF REFERENCE FOR THE “CDM ASSESSMENT TEAM” Revision 01

I. INTRODUCTION

1. These terms of reference, including competence requirements, are based “Procedure for accrediting operational entities by the Executive board of the clean development mechanism (CDM)” and provide details on the following: (a) areas of work of the CDM assessment team (CDM-AT) (see II.A.), (b) modalities of work (see II.B.) and (c) membership in the team (see II.C.). The secretariat shall make a call for experts in order to establish a roster of experts to facilitate the establishment of CDM-ATs once the accreditation process is launched.

II. TERMS OF REFERENCE

A. Areas of work

2. In accordance with “Procedure for accrediting operational entities”, the CDM-AT shall undertake an assessment of the applicant and/or designated operational entities (OE) and prepare an assessment report for the CDM accreditation panel (CDM-AP). These teams are established based on the characteristics of the applicant entity (AE) and the sectoral scopes which AE is applying for. The team members are drawn from the roster of experts. The experts shall fulfil the minimum requirements identified herein; any additional competence relevant to a particular assessment shall be taken into account in the selection of team members.

3. The task identified in paragraph one above imply that, *inter alia*, the following activities are carried out by the CDM-AT:

- (a) A desktop review of the application and relevant documentation of an AE;
- (b) Finalizing its work plan, in particular, for the witnessing activities with regard to the scope(s) and detail of the on-site assessment of the AE;
- (c) Deciding on number of witnessing activities required for the AE;
- (d) On-site assessment of the office(s) managing the operations of the AE;
- (e) Witnessing of the activities performed by the AE;
- (f) Verification of the implementation of actions to address non-conformities;
- (g) Preparation of a preliminary report on the assessment of the AE;
- (h) Preparation of a final report;
- (i) To conduct a spot-check assessment of a designated OE;
- (j) Making recommendations to the CDM-AP on the above issues, as applicable, in accordance with “the Procedure for accrediting operational entities”;

B. Modalities of work

4. The secretariat shall maintain a database in the form of a roster of experts containing personal and contact details as well as a record of the educational qualifications, professional status and experience and training in the fields of competence relevant to the sectoral scope(s) of accreditation.
5. The CDM-AT shall be an ad hoc team chosen by the CDM-AP including the team leader relevant to the scope(s) of an assignment and taking into consideration issues of consistency of the assessment.
6. The CDM-AT shall operate under the guidance of the CDM-AP.

C. Membership in the team

7. A team member shall be chosen to and serve in the team for one assessment and/or witnessing activity assignment at a time. A member may be chosen again for other assessment and/or witnessing activity.

Competence requirements:

8. A CDM-AT member shall contribute to at least one of the following team competence requirements:
 - (a) Be familiar with relevant legal regulations, procedures and requirements related to accreditation, spot-check/surveillance, re-accreditation, suspension or withdrawal, as applicable, to the OE under the CDM and have a thorough knowledge of the relevant methods and documents;
 - (b) Have appropriate technical knowledge of the specific sectoral scope for which accreditation is sought and, where appropriate, the associated procedures and potential for failure;
 - (c) Have a degree of understanding sufficient to make a reliable assessment of the competence of an AE to operate within its requested scope(s);
 - (d) Be able to communicate fluently, both in writing and orally, in English and the operating language of the AE to be assessed;
 - (e) Leading the team and managing the assessment process.
9. In addition a CDM-AT member shall have in particular the following competencies:
 - (a) Have (i) demonstrated relevant working experience of at least two (2) years in accreditation and/or (ii) training in management system auditing and at least twenty (20) work days of auditing within a period of three years and/or (iii) scientific/technical background relevant to the scope(s) of the assignment: at least two (2) years of relevant experience;
 - (b) Knowledge of the Kyoto Protocol and mechanism, in particular the CDM;
 - (c) Have appropriate drafting skills, operational and analytical skills, and the ability to work as a member of a team;
 - (d) Be free from any interest that may cause him/her to act in other than an impartial and non-discriminatory manner.

Size and composition:

10. The size and composition of the CDM-AT shall depend upon the nature, scope(s) and detail of the assessment assignment.

11. The secretariat, after an initial review of the documents shall identify the possible candidates for the CDM-AT including a proposed team leader. The CDM-AP shall choose the CDM-AT and identify team leader.

Compensation:

12. Travel costs and daily subsistence allowance will be paid to the team members attending a meeting or undertaking assignments of assessment in accordance with the UN rules and regulations. The CDM AT members shall be paid fees as determined by the Executive Board from time to time.