



## Annex 1

### TERMS OF REFERENCE FOR THE ESTABLISHMENT OF THE CDM ACCREDITATION PANEL (version 02)

#### I. INTRODUCTION

1. At its second meeting, the Executive Board of the Clean Development Mechanism (CDM-EB) agreed to launch the accreditation process for operational entities under the CDM at the latest at its fourth meeting.
2. At its third meeting, the CDM-EB agreed on the organizational set-up of accreditation as described in the draft detailed procedures to operationalize accreditation of operational entities contained in Annex 1 to the annotated agenda of the third meeting. The board designated Mr. John Kilani as the chair of the CDM accreditation panel (CDM-AP).
3. These terms of reference, including competence requirements, provide details on (a) areas of work of the panel (see II.A.), (b) modalities of work (see II.B.), (c) membership in the panel (see II.C.).

#### II. TERMS OF REFERENCE

##### A. Areas of work

4. In accordance with the draft detailed procedures to operationalize the accreditation of operational entities (hereafter “detailed accreditation procedures”<sup>1</sup>), the CDM accreditation panel (CDM-AP) shall make recommendations to the Executive Board regarding:
  - (a) The accreditation of an applicant operational entity (AOE);
  - (b) The suspension of accreditation of a designated operational entity (DOE);
  - (c) The withdrawal of accreditation of a designated operational entity;
  - (d) The re-accreditation of a designated operational entity.
5. The tasks identified in the paragraph above imply that, *inter alia*, the following activities are to be carried out by the CDM-AP:
  - (a) Selecting the members of a CDM accreditation assessment team (CDM-AT) as and when required;
  - (b) Identifying and defining key areas or issues to be addressed by a CDM-AT;
  - (c) Receiving and considering recommendations by a CDM-AT with regard to an application of an applicant entity;
  - (d) Determining whether to recommend to the Executive Board the suspension of accreditation of a designated operational entity;

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<sup>1</sup> See Procedure for accrediting operational entities by the Executive Board of the CDM at the UNFCCC CDM web site ( <http://cdm.unfccc.int/DOE/acc.html> )



- (e) Determining the need of witnessing procedures in cases where no suspension was agreed to by the Executive Board;
- (f) Determining whether, in the case of re-accreditation, the need for an on-site visit and witnessing of the designated operational entity is required;
- (g) Deciding, based on a recommendation by a CDM-AT, on the inclusion of an applicant operational entity in the publicly available list of applicant operational entities that meet organizational and operational requirements but which have not yet been assessed against those requirements related to performing validation and/or verification and certification activities;
- (h) Making recommendations to the executive board on above issues, as applicable.

### **B. Modalities of work**

- 6. The panel shall operate under the guidance of the Executive Board, in accordance with general guidelines for panels.
- 7. The panel shall be established as a standing panel of the accreditation process. The mandate of the panel may be revised or terminated by the Executive Board if necessary.
- 8. Panel meetings can be held with panel members being physically present or through electronically linking them up. The dates and mode of panel meetings shall be determined by the chair and vice chair of the panel, bearing in mind resources available.

### **C. Membership in the panel**

- 9. A panel member shall be designated to and serve on the panel for two years<sup>2</sup>. Every year, in order to ensure continuity in the work of the panel, either two or three members are to be replaced whereby experts appointed to replace members shall, if possible, not come from the same region as the members that remain in office.
- 10. The term of a member of the Accreditation Panel shall be for two years and a member may re-apply for further terms.

#### **Competence requirements:**

- 11. In addition to requirements contained in the general guidelines for panels<sup>3</sup>, a panel member shall:
  - (a) Have demonstrated relevant working experience of at least two (2) years at managerial/decision making level in a national, regional or international accreditation body;
  - (b) Be able to communicate fluently, both in writing and orally, in English. Working knowledge of other UN languages desirable;

<sup>2</sup> The Executive Board, at its thirteenth meeting, decided to change the length of the term of the CDM-AP members to two years. For details see report of the thirteenth meeting of the Executive Board (<http://cdm.unfccc.int/EB/Meetings>).

<sup>3</sup> The general guidelines for panels have been approved on 22 March 2002 by the Executive Board in accordance with rule 29 of the draft rules of procedure.



(c) Have excellent drafting skills, strong operational and analytical skills, and the ability to work as a member of a team;

(d) Have advance university degree in economics, environmental studies, natural sciences, engineering, development studies, or any related discipline.

12. The Executive Board shall require members of the CDM-AP 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 confidentiality and to independence from commercial and other interests, including any existing or prior association with an entity to be assessed.

**Size and composition:**

13. In addition to the designated Executive Board members who act as chair and vice chair, the panel shall be composed of six members.

14. The secretariat shall post, on the UNFCCC CDM website, the invitation to experts to submit their applications and shall compile a list of applications and a short-list for further consideration by the Board, including from the UNFCCC roster of experts. The Executive Board shall select members of the panel from this short list, taking fully into account the consideration of regional balance. In addition, the panel may draw on the advice, as required, of one expert identified by the International Accreditation Forum (IAF)<sup>4</sup>.

**Compensation:**

15. Travel costs and daily subsistence allowance shall be paid to panel members attending a meeting of the panel in accordance with UN rules and regulations.

16. The Board, at its fourth meeting, agreed that members of the CDM-AP shall be paid fees for attending meetings of the CDM-AP, in accordance with United Nations rules and regulations.

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<sup>4</sup> <http://www.accreditationforum.org/>