

# DRAFT

## CDM ACCREDITATION PANEL FIFTY-THIRD MEETING

Bonn, Germany, 14-17 March 2011

### Draft agenda

Monday		Tuesday		Wednesday		Thursday	
AM	PM	AM	PM	AM	PM	AM	PM
Opening Cases	Cases	Cases	Cases, Other DOE matters	Policy	Assessment resources	Remaining issues	Closure

#### Opening of the meeting

1. Adoption of the agenda
2. Implementation of requests from the previous CDM-AP meeting
3. Outcome of the latest meeting of the CDM Executive Board
4. Development in the joint implementation accreditation process

#### Accreditation cases

5. Spot-check assessments
6. Initial accreditation
7. Re-accreditation
8. Extension of scope
9. Regular surveillance of central and non-central sites
10. Performance assessments
11. Other entity-specific matters

#### Other DOE and assessment-related matters

12. Report on DOE performance in July - December 2010
13. Report on visits deviating from the default duration of 4 person-days
14. Report on implementation of the new standard
  - a) Statements of compliance received
  - b) Additional desk reviews for the entities accredited from CDM-EB 59
15. Report on complaints received since the last meeting

#### Assessment resources

16. Report on performance of the CDM-AT leaders and members
17. Terms of reference for CDM-ATs, including competence requirements for assessors
18. Preparation for the interaction with the assessors at the CDM-AT workshop

# DRAFT

## **Policy matters**

19. Clarifications on the CDM accreditation standard
  - a) Further analysis of the inclusion on the non-central sites in paragraph 166 (a)
  - b) Requests from the CDM-AP members
    - i. Full responsibility for decision-making, paragraph 27
    - ii. Uploading of documents, paragraph 99
  - c) Requests from stakeholders:
    - i. Work experience in paragraph 6 of annex D
    - ii. Qualification for other technical areas
    - iii. Presence of a qualified technical expert for on-site visit
    - iv. Definition of engagement in paragraph 5 of annex D
    - v. Meaning and scope of paragraph 166 (f)
    - vi. Classification of PhD studies as direct work experience in paragraph 4 (a) of annex D
    - vii. Definition of “technical training course” in paragraph 8 of annex D
    - viii. Necessity of three years of direct work experience for complex technical areas
    - ix. Inclusion of “technical expert” in annex D, footnote 11, sub-paragraph (a)
    - x. Definition of direct working experience
  - d) Scope of technical areas 1.1 and 1.2
20. Discussion on the purpose, modalities and number of the performance assessments
21. Assessment forms
  - a) F-CDM-OR - On-site assessment report

## **Organizational**

22. Modalities of communication with the DOE/AE Coordination Forum
23. Schedule of CDM-AP meetings

## **Closure of the meeting**

24. Adoption of the minutes of the meeting, report and recommendations to the CDM-EB
25. Closure of the meeting

-----