



ACCREDITATION UNDER THE CDM
(Version 02.2)

ON-SITE ASSESSMENT

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)
7. 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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ON-SITE ASSESSMENT

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 non conformance(s) identified by the time of the meeting, if any
7. Target date for submission of corrective action(s), if any
8. Right to complaint, raise a dispute or appeal
9. Questions
10. Close of meeting

History of the document

Version	Date	Nature of revision
02.2	9 July 2012	Editorial correction to include closing meeting (page two).
02.1	20 April 2012	Editorial changes to include new logo and other improvements.
02	01 July 2009	Deleting the interim meeting and changing the title.
01	02 August 2002	Initial document.
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