



CDM ASSESSMENT TEAM MONITORING REPORT
(Version 03.1)

Name of CDM AT member monitored				
Role of member in the team		CDM Team Leader <input type="checkbox"/>	CDM Technical Expert <input type="checkbox"/>	
		CDM Assessor <input type="checkbox"/>	Observer <input type="checkbox"/>	
Type of assessment		Central Office Assessment <input type="checkbox"/>		
		Non-Central Office Assessment <input type="checkbox"/>		
		Performance Assessment <input type="checkbox"/>		
Entity name assessed (Location)				
UNFCCC Ref. No.		CDM-E-00XX		
Assessment Dates				
Monitor's Name/Role in the team and signature		Date: / /		
.....				
PART A : ATTRIBUTES				
Attributes		Yes	No	Needs Improvement
	Ethical, i.e. fair, truthful, sincere, honest and discreet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Open Minded, i.e. willing to consider alternative ideas or points of view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Diplomatic, i.e. tactful in dealing with people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Specify any other attributes that need improvement (Including time for responding or contributing to the Report preparation)			
PART B : SKILLS				
Communication		Yes	No	Needs Improvement
	Comprehensive clearer and concise writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adequate management of Language barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Transmit clear and concise statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management		Capable to Execute	Capable to Lead	Needs Improvement
	Planning Assessment Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conduct Document Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conduct On-site Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Report and Conduct activities after the On-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management		Yes	No	Needs Improvement
	Control, maintain and/or adjust time without causing pressure among the team/AE/DOE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Problem Solving	Assertive when solve problems with solid arguments and evidences			
Team Work	Effective as member of the team			
Leadership	Support and aid members to obtain results			
PART C : KNOWLEDGE AND AUDIT TECHNIQUES				
<i>[Rating Key: S = Satisfactory NS = Not satisfactory NA = Not observed]</i>				
Criteria	Rating	Observation/Comment <i>(include details, examples and improvement opportunities)</i>		
Effective planning & preparation (Review of application documents, Active participation in planning discussion, contribution to desk review etc.)				
Effective briefing of team members by the Team Leader and Viceversa				
Effective management of the opening meeting and closing meeting (Only for Leader) (In accordance with the F-CDM-A and meeting agenda)				
Audit Techniques (Depth of assessment, objectivity, cross-checking and verification, ability to identify observations based on objective evidences, remained within scope of assessment etc.)				
Understanding of the requirements of CDM accreditation standard, procedure and the CDM project cycle. (FOR LEADER AND CDM ASSESSOR.- Difference of legal status in countries, Different organizational structures of AE's/DOE's, AE/DOE Scope and Complex areas, Management systems Methods to mitigate conflict of interest, Sampling/Statistics,CDM Terminology) (FOR TECHNICAL EXPERT.- AE/DOE Scope and Complex areas, Competence requirements, VVM requirements, Methodologies, Applicable Legal regulations, Approved baseline and monitoring methodologies, Sampling/Statistics, Investment Analysis, CDM-EB decisions, CDM Terminology)				
Quality of the Report and the NCs (Clear and concise assessment report, Clear NCs adequately				

supported by objective evidences, including timeliness of the report, and use of CDM Forms)		
Overall Comments: (Please report if the persons have the ability to apply his knowledge and skills)		
Recommendation of the evaluator Select as appropriate <input type="checkbox"/> The CDM assessor/CDM lead Assessor has performed the work satisfactorily. <input type="checkbox"/> The CDM assessor/CDM lead Assessor has performed the work satisfactorily but there is room for improvement. <input type="checkbox"/> The CDM assessor has performed the assessment satisfactorily and can be considered to take on the role of team leader. <input type="checkbox"/> The CDM assessor/CDM lead Assessor has shown some weaknesses as indicated above and requires further training to improve. <input type="checkbox"/> The CDM assessor/CDM lead Assessor has shown serious weaknesses as indicated above and it is recommended not to depute for further assessments till properly trained.		
Recommendation by the Team Leader of the Entity Assessment Team Select as appropriate <input type="checkbox"/> Continue using the CDM assessor/CDM lead assessor in the same role. <input type="checkbox"/> Start using the CDM assessor as Trainee CDM lead assessor <input type="checkbox"/> Propose it to the CDM AP to qualify him as CDM lead assessor <input type="checkbox"/> Feedback the CDM assessor/CDM lead assessor and Monitor him in next assessments <input type="checkbox"/> Other (describe)		
Signature : Date : / /		

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History of document

Version	Date	Nature of revision(s)
03.1	20 April 2012	Editorial changes to include new logo and other improvements.
03.0	16 September 2011	Approved at CDM-AP55. The revision includes a title change from “CDM Assessment Team evaluation report for team members” to the current title. It also categorises monitoring criteria into personnel attributes and assessment skills. An area has also been added for the Team Leader of the Entity Assessment Team to provide further comments.
02.0	13 April 2011	Editorial changes.
01.0	4 June 2003	Initial publication.
Decision Class: Regulatory Document Type: Form Business Function: Accreditation		