

CDM-AP68-AA

Annotated agenda

CDM Accreditation Panel sixty-eighth meeting

Version 1.0

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Place of meeting: Bonn, Germany



United Nations
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Annotations to the proposed agenda

Agenda item 1. Agenda and meeting organization

Agenda item 1.1. Opening

1. ► **Action:** The Chair of the CDM accreditation panel (hereinafter referred to as the CDM-AP) shall open the meeting.

Agenda item 1.2. Adoption of the agenda

2. ► **Action:** The CDM-AP may wish to adopt the proposed agenda for the sixty-eighth meeting.

Background: The agenda was drawn up based on standing agenda items, requests from the CDM-AP and mandates from the CDM Executive Board (hereinafter referred to as the Board).

Agenda item 2. Governance and management matters

Agenda item 2.1. Membership issues

3. ► **Action:** Members of the CDM-AP may wish to provide statements on any potential conflict of interest concerning the issues on the agenda for the meeting, and take action, as appropriate.

Background: In accordance with the “Terms of reference of the support structure of the CDM Executive Board” (version 04.0), the CDM-AP members are requested to disclose any financial interest or any real or perceived conflict of interest relating to the work of the CDM-AP at this meeting and subsequently refrain from participating in the CDM-AP consideration of such matter.

Agenda item 2.2. Planning issues

4. ► **Action:** Members of the CDM-AP may wish to take note of the tentative dates for CDM-AP meetings scheduled for 2014.

Background: At its seventy-seventh meeting the Board agreed to the calendar of meetings for 2014. The tentative meeting dates for the CDM-AP can be found in table 2 of annex 4 of the seventy-seventh meeting report of the Board.

Agenda item 2.3. Performance management

5. ► **Action:** The CDM-AP may wish to take note of a report on the latest DOE performance monitoring data and agree on actions as appropriate.

Background: Based on the DOE performance data, the CDM-AP at its next meeting or the meeting after, shall decide on the number and type of performance assessments, the number of non-central sites to be assessed and the areas to be assessed during site assessments and regular on-site surveillance assessments. The CDM-AP shall also initiate spot-checks for DOEs that are in the red zone for indicator I2 in the second version of the monitoring reports.

The following data shall be considered by the CDM-AP:

- Monitoring period 7 (January – April 2013), version 3.0;
- Monitoring period 8 (May – August 2013), version 2.0;
- Monitoring period 9 (September – December 2013), version 1.0.

6. ► **Action:** The CDM-AP may wish to take note of the updated 2014 assessment plans.

Background: The Board, at its seventy-fourth and seventy-fifth meetings, revised the CDM accreditation standard and the CDM accreditation procedure and agreed on related transitional measures. The revised procedure prescribes rules to establish individual assessment plans, including number of performance assessments, timing and location of regular surveillance assessments of central offices and non-central sites.

The transitional measures require the CDM-AP to decide on the version of accreditation standard to be applied for initial assessments initiated between 4 October 2013 and 28 February 2014, and to recommend whether demonstration of compliance with version 05.1 of the standard is done via regular or additional assessment.

The secretariat prepared individual assessment plans in line with the revised accreditation procedure and the transitional measures.

7. ► **Action:** The CDM-AP may wish to take note of a report on the visits deviating from the default duration of four person-days.

Background: The CDM-AP, at its 52nd meeting, agreed that when scheduling regular surveillances of the central and non-central sites, the secretariat may deviate from the original assessment length of four person-days by up to two person-days, depending on the volume and diversity of work being performed by the site. The CDM-AP requested the secretariat to report on such deviations at the next CDM-AP meeting.

8. ► **Action:** The CDM-AP may wish to consider the report on the delays of more than seven days, which took place in on-going assessments.

Background: The CDM-AP requested the secretariat to inform it on a regular basis on any delay in the assessment processes exceeding seven days. The CDM-AP also requested the secretariat to prepare an analysis on the past delays for its consideration.

9. ► **Action:** The CDM-AP may wish to consider a report on performance of the CDM assessment team (CDM-AT) leaders and members and agree on the feedback to be given.

Background: The CDM-AP workplan requires the CDM-AP to continuously enhance capacity and consistency of the CDM-AT experts. To support achievement of this objective, the secretariat will present the latest report on the performance of CDM-AT leaders and experts.

Agenda item 2.4. Matters related to the panel

10. ► **Action:** The CDM-AP may wish to take note of a presentation from the CDM-AP chair on the outcomes of the EB 77 and EB 78 meetings, relevant to the work of the CDM-AP.

Background: The Board held its seventy-seventh meeting from 17 to 21 February 2014 and its seventy-eighth meeting from 31 March to 4 April 2014.

11. ► **Action:** The CDM-AP may wish to take note of a presentation from the secretariat on the recent developments in the JI accreditation process.
12. ► **Action:** The CDM-AP may wish to take note of a presentation from the secretariat on actions undertaken in response to the previous CDM-AP requests.
13. ► **Action:** The CDM-AP may wish to take note of a report from the secretariat on electronic decisions conducted since the last CDM-AP meeting.

Agenda item 3. Rulings (case specific matters)

Please note: Due to confidentiality provisions the case-related information is restricted to the CDM-AP.

Agenda item 4. Regulatory matters

Agenda item 4.1. Standards

14. ► **Action:** The CDM-AP may wish to provide input on the work of the secretariat with DOEs to identify practical means to conduct the examinations to qualify DOE personnel, and to consider possible gradual implementation of the examinations.

Background: The Board, at its seventy-sixth meeting, requested the secretariat to work with DOEs and consult with the CDM Accreditation Panel (CDM-AP) to identify practical means for DOEs to conduct the examination to qualify DOE personnel, as required by the CDM accreditation standard (version 05.1).

At its seventy-eight meeting, the Board considered a progress report and further requested the secretariat to work with the DOEs (via the task force), and report to the CDM Accreditation Panel (CDM-AP), with a view to considering whether a gradual implementation for conducting exams could be implemented. The Board requested the CDM-AP to report back on the issue to the Board at a future meeting.

Agenda item 4.2. Procedures

15. ► **Action:** The CDM-AP may wish to provide input on the procedure for selection and performance evaluation of experts on the CDM accreditation roster of experts.

Background: The Board, at its 74th meeting, requested the secretariat, in consultation with the CDM-AP, to elaborate the detailed criteria to operationalize the competence requirements for the accreditation roster of experts in order to align them with the CDM accreditation procedure and the terms of reference for the CDM rosters of experts. Also, at its 76th meeting, the Board requested the secretariat, in its preparation of criteria to operationalize the competence requirements for the accreditation roster of experts and in the review of the system for appraising the performance of experts, to assess the need, if any, to gather feedback from DOEs on the performance of assessment teams.

Agenda item 5. Relation with forums and other stakeholders

16. ► **Action:** The CDM-AP may wish to interact with the CDM assessment team leaders.

Background: The CDM assessment team leaders, selected from the accreditation roster of experts, are providing services to the CDM-AP by undertaking assessments of DOEs. Interaction with the team leaders aims to calibrate and align conduction of the accreditation assessments and application of the accreditation requirements.

17. ► **Action:** The CDM-AP may wish to interact with the CDM DOE/AIE Coordination Forum Chair and limited number of AEs/DOEs.

Background: The “Modalities and procedures for direct communication with stakeholders” provide for the DOE/AIE Coordination Forum Chair and limited number of AEs/DOEs to interact with the CDM-AP not less than twice a year. The subject of subject of this interaction shall be limited to policy issues, particularly on the accreditation standard and the accreditation procedures, and shall not include accreditation case-specific issues.

Agenda item 6. Other matters

18. ► **Action:** The CDM-AP may wish to consider any other matters as raised during the adoption of the agenda or throughout the meeting.

Background: This is a standing item at all meetings allowing for the raising of issue by CDM-AP members that will be considered given the time available.

Agenda item 7. Conclusion of the meeting

19. ► **Action:** The CDM-AP may wish to approve the internal and external reports of the sixty-eighth meeting.
20. ► **Action:** The Chair may wish to close to meeting.

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