

CDM-AP73-AA

Annotated agenda

CDM Accreditation Panel seventy-third
meeting

Version 01.0

Date of meeting: 19 to 21 October 2015

Place of meeting: Bonn, Germany

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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 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 take appropriate action during consideration of such matter.

Agenda item 2.2. Planning

4. ► **Action:** The CDM-AP may wish to take note of a status update on the implementation of mandates from the Board.

Background: The update will provide the CDM-AP with an overview of current and coming tasks and status of the 2015 workplan.

5. ► **Action:** The CDM-AP may wish to appoint evaluators for evaluation of applicants to the CDM accreditation roster of experts.

Background: The Board, at its 79th meeting, adopted a procedure for selection and performance evaluation of the experts on the CDM accreditation roster of experts. In accordance with this procedure, the CDM-AP shall appoint two evaluators from among its own members to evaluate applicants for the accreditation roster of experts and prepare recommendation to the CDM-AP, with support of the secretariat.

6. ► **Action:** The CDM-AP may wish to consider the work to be undertaken before the next CDM-AP meeting, including specific deliverables and timelines.

Agenda item 2.3. Performance management

7. ► **Action:** The CDM-AP may wish to take note of a report on the implementation of 2015 assessment plans.

Background: The accreditation procedure prescribes rules to establish individual assessment plans, including the number of performance assessments and the timing and location of regular surveillance assessments of central offices and non-central sites.

The secretariat prepared and implements individual assessment plans in line with the accreditation procedure.

8. ► **Action:** The CDM-AP may wish to consider a 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.

9. ► **Action:** The CDM-AP may wish to consider a report on performance of the CDM assessment team (CDM-AT) experts 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 experts.

10. ► **Action:** The CDM-AP may wish to take note of a report on the latest DOE performance monitoring data (monitoring period 12, 1 Sep 2014 to 31 December 2014, version 2) 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.

11. ► **Action:** The CDM-AP may wish to take note of a presentation concerning a draft of the synthesis report prepared by the secretariat of the annual activity reports submitted by the DOEs for the period July 2014 – June 2015.

Background: The CDM accreditation standard requires all accredited DOEs to submit to the Board an annual activity report. The secretariat prepares a synthesis report, compiling submissions by DOEs and showing trends in activities across all DOEs. The CDM-AP is invited to consider a presentation concerning the draft version of the synthesis report.

Agenda item 2.4. Matters related to the panel

12. ► **Action:** The CDM-AP may wish to take note of a presentation from the CDM-AP chair on the outcomes of the 85th and 86th meetings of the Board, relevant to the work of the CDM-AP.

Background: The Board held its 85th and 86th meeting on 20-24 July 2015 and 12-16 October 2015 correspondingly.

13. ► **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.
14. ► **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. Procedures

15. ► **Action:** The CDM-AP may wish to provide input on approaches to reduce the accreditation fees charged to DOEs by means of subsidy.

Background: The Board, at its 86th meeting, considered a concept note on options for accreditation assessment fees. The Board requested the secretariat, in consultation with the CDM-AP and taking into account inputs from the DOEs through their forum, to prepare a concept note to explore approaches to reduce the accreditation fees charged to DOEs by means of a subsidy, for the consideration of the Board at a future meeting.

16. ► **Action:** The CDM-AP may wish to provide input on definition of qualitative performance indicators for DOEs.

Background: The Board, at its 86th meeting, considered a concept note on the approach to performance monitoring of DOEs and agreed to revise the procedure for performance monitoring of the DOEs. The Board requested that the secretariat define qualitative performance monitoring indicators, in consultation with the CDM Accreditation Panel (CDM-AP), for consideration by the Board at a future meeting.

Agenda item 5. Relation with forums and other stakeholders

17. ► **Action:** The CDM-AP may wish to conduct an interaction with the DOE Forum chair and representatives of DOEs.

Background: Interaction with the DOE Forum chair is mandated in the CDM-AP workplan.

Agenda item 6. Other matters

18. ► **Action:** The CDM-AP may wish to consider potential areas of interest of the Board on the work of the International Organization for Standardization (ISO).

Background: The Board, at its 83rd meeting, requested the CDM-AP to explore potential areas of interest of the Board on the work of ISO and report back to the Board at a future

meeting. The CDM-AP initiated the work at its 72nd meeting and requested individual members to provide background material to support its recommendation to the Board.

19. ► **Action:** The CDM-AP may wish to take note of the status of online training for the experts on the CDM accreditation roster of experts.
20. ► **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 issues by CDM-AP members that will be considered given the time available.

Agenda item 7. Conclusion of the meeting

21. ► **Action:** The CDM-AP may wish to approve the internal and external reports of the meeting.
22. ► **Action:** The Chair may wish to close to meeting.

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Document information

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