

CDM-AP74-AA

Annotated agenda

CDM Accreditation Panel seventy-fourth meeting

Version 01.0

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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 the status of the draft 2016 workplan.

Agenda item 2.3. Performance management

5. ► **Action:** The CDM-AP may wish to take note of a report on the achievement against the 2015 assessment plan and of the assessment plan for 2016.

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 prepares and implements individual assessment plans in line with the accreditation procedure.

6. ► **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 report back on a regular basis on any delay in the assessment processes exceeding seven days.

7. ► **Action:** The CDM-AP may wish to consider a report on performance of 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.

8. ► **Action:** The CDM-AP may wish to consider the annual conflict of interest analysis prepared in accordance with the procedure for selection and performance evaluation of experts on the CDM accreditation roster of experts.

Background: The provision contained in paragraphs 15 and 16 of the procedure requires the secretariat to conduct an impartiality analysis on an annual basis and notify the CDM-AP on the mitigation measures established.

Agenda item 2.4. Matters related to the panel

9. ► **Action:** The CDM-AP may wish to take note of a presentation from the CDM-AP chair on the outcomes of the 87th meeting of the Board and CMP.11 relevant to the work of the CDM-AP.

Background: The Board held its 87th meeting from 23–27 November 2015 and the CMP held its 11th session from 30 November to 11 December 2015.

10. ► **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.
11. ► **Action:** The CDM-AP may wish to recall and take note of a report from the secretariat on electronic decisions conducted since the last CDM-AP meeting.
12. ► **Action:** The CDM-AP may wish to comment on a presentation by the CDM-AP chair on the schedule of CDM-AP meetings for 2016.

Background: The Board, at its 87th meeting, tentatively agreed to the following three meetings for the CDM-AP: 16–18 February, 2–4 August and 6–8 December.

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. Other matters

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

Background: This is a standing item at all meetings and allows issues to be raised by CDM-AP members that may be considered given the available time.

Agenda item 5. Conclusion of the meeting

14. ▶ Action: The CDM-AP may wish to approve the internal and external reports of the meeting.
15. ▶ **Action:** The Chair may wish to close to meeting.

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