



**CDM assessment team member monitoring report  
(Version 04.1)**

|  |   |
|--|---|
| <b>Name of CDM AT member monitored</b> |   |
| <b>Role of member in the team</b>      | <input type="checkbox"/> CDM lead assessor<br><input type="checkbox"/> CDM assessor<br><input type="checkbox"/> CDM technical expert<br><input type="checkbox"/> Trainee CDM lead assessor<br><input type="checkbox"/> Trainee CDM assessor<br><input type="checkbox"/> Trainee CDM technical expert<br><input type="checkbox"/> Observer       |
| <b>Assessment details</b>              | <input type="checkbox"/> Initial accreditation/Re-accreditation<br><input type="checkbox"/> Performance assessment: validation <input type="checkbox"/> ; or verification <input type="checkbox"/><br><input type="checkbox"/> Regular on-site assessment:<br><input type="checkbox"/> Spot-check:<br>Location: _____<br>Assessment date: _____ |
| <b>Entity name:</b>                    |   |
| <b>UNFCCC entity ref. no.</b>          | CDM-E-00XX  |
| <b>Monitor's name and role in team</b> |   |
| <b>Date and signature of monitor</b>   | Date: _____   |

**SECTION 1: ATTRIBUTES**

|                   |   | Yes                      | No                       | Needs improvement        |
|-------------------|---|--------------------------|--------------------------|--------------------------|
| <b>Attributes</b> | <b>Ethical</b> , i.e. fair, truthful, sincere, honest and discreet  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                   | <b>Open-minded</b> , i.e. willing to consider alternative ideas or points of view   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                   | <b>Diplomatic</b> , 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 preparation of the report) |                          |                          |                          |

**SECTION 2: SKILLS**

|                      |  | Yes                      | No                       | Needs improvement        |
|----------------------|--|--------------------------|--------------------------|--------------------------|
| <b>Communication</b> | Comprehensive clear 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"/> |
|                      | <b>Management</b>                        | <b>Capable to</b>        | <b>Capable to lead</b>   | <b>Needs Improvement</b> |

**CDM-PMAT-FORM**

|   |  |  |                          |                          |
|---|--|--|--------------------------|--------------------------|
|   |  | <b>execute</b>   |                          |                          |
|   | 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"/> |
|   |  | <b>Yes</b>   | <b>No</b>                | <b>Needs improvement</b> |
| <b>Time management</b>  | Assertive to control, maintain and/or adjust time without causing pressure among the team/entity | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Problem solving</b>  | Assertive to solve problems with solid arguments and evidence                                    | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Team work</b>  | Effective as a member of the team  | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Leadership</b>   | Assertive to support and aid members to obtain results   | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>SECTION 3: KNOWLEDGE AND AUDIT TECHNIQUES</b>  |  |  |                          |                          |
| <i>[Rating key: S = Satisfactory NS = Not satisfactory NA = Not applicable/cannot comment]</i>  |  |  |                          |                          |
| <b>Criteria</b>   | <b>Rating</b>  | <b>Observation/comment</b><br><i>(include details, examples and improvement opportunities)</i> |                          |                          |
| <b>Effective planning &amp; preparation</b><br>(Review of application documents, active participation in planning discussion, contribution to desk review etc.)   |  |  |                          |                          |
| <b>Effective briefing of team members by the Team Leader and vice versa</b>   |  |  |                          |                          |
| <b>Effective management of the opening meeting and closing meeting</b> (Only for Team Leader)<br>(In accordance with the assessment plan and meeting agenda)  |  |  |                          |                          |
| <b>Audit techniques</b><br>(Depth of assessment, objectivity, cross-checking and verification, ability to identify observations based on objective evidences, remain within scope of assessment etc.)   |  |  |                          |                          |
| <b>Understanding of the requirements of the CDM accreditation standard, procedure and the CDM project cycle</b><br><i>(for team leader and CDM assessor: Difference of legal status in countries, different organizational structures of entities, entity's scope and technical areas, management systems, methods to mitigate conflict of interest, sampling/statistics, CDM terminology)</i><br><i>(for technical expert: entity's scope and technical areas, competence requirements, VVS/VVM requirements, methodologies,</i> |  |  |                          |                          |

|   |  |  |
|---|--|--|
| applicable legal regulations, approved baseline and monitoring methodologies, sampling/statistics, investment analysis, decisions by the CDM Executive Board, CDM terminology)  |  |  |
| <b>Quality of the report, findings raised and NCs raised</b><br>(clear and concise assessment report with findings identified, clear NCs adequately supported by objective evidence, including timeliness of the report, and use of CDM forms)  |  |  |
| <b>Overall comments</b><br>(Please report if the person has the ability to apply his/her knowledge and skills)  |  |  |
| <b>Recommendation of the evaluator</b><br>Select as appropriate:<br><input type="checkbox"/> The member has performed the work satisfactorily;<br><input type="checkbox"/> The member has performed the work satisfactorily, but there is room for improvement;<br><input type="checkbox"/> The CDM assessor has performed the assessment satisfactorily and can be considered to take on the role of team leader;<br><input type="checkbox"/> The CDM technical expert has performed the assessment satisfactorily for additional technical area applied for;<br><input type="checkbox"/> The member has shown some weaknesses (as indicated above) and requires further training;<br><input type="checkbox"/> The member has shown serious weaknesses (as indicated above) and it is recommended not to depute for further assessments till properly trained. |  |  |
| <b>THIS SECTION IS TO BE COMPLETED BY THE SECRETARIAT</b>   |  |  |
| <b>Recommendation by the Team Leader of the Entity Assessment Team</b><br>Select as appropriate:<br><input type="checkbox"/> Continue using the member in the same role;<br><input type="checkbox"/> Propose to the CDM-AP to start using the CDM assessor as trainee CDM lead assessor;<br><input type="checkbox"/> Propose to the CDM-AP to start using the CDM technical expert in the technical area applied for;<br><input type="checkbox"/> Propose to the CDM-AP to qualify the trainee CDM lead assessor as CDM lead assessor;<br><input type="checkbox"/> Feedback to the member and monitor the member in next assessments;<br><input type="checkbox"/> Other (describe).<br><br><b>Signature:</b> ..... <b>Date:</b> .....   |  |  |

- - - - -

## Document information

| <i>Version</i> | <i>Date</i>       | <i>Description</i>   |
|----------------|-------------------|--|
| 04.1           | 1 October 2018    | Revision to align the terms specified in the Procedure: Selection and performance evaluation of experts on the CDM accreditation roster or experts (CDM-EB83-A16-PROC).  |
| 04.0           | 30 April 2014     | Revision to: <ul style="list-style-type: none"> <li>Align and improve according to version 11.0 of the <i>CDM accreditation procedure</i>;</li> <li>Change the title from <i>CDM Assessment Team monitoring report (F-CDM-EVAt )</i> to <i>CDM Assessment Team member monitoring report (CDM-PMAT-FORM)</i>.</li> </ul>                            |
| 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  
Keywords: AT, performance monitoring