

CDM-AP99-AA

Annotated agenda

CDM Accreditation Panel ninety-ninth meeting

Version 01.0

Date of meeting: 17 and 18 September 2024

Place of meeting: Bonn, Germany



United Nations
Framework Convention on
Climate Change

TABLE OF CONTENTS		Page
ANNOTATIONS TO THE PROPOSED AGENDA		3
AGENDA ITEM 1.	AGENDA AND MEETING ORGANIZATION	3
Agenda item 1.1.	Opening.....	3
Agenda item 1.2.	Adoption of the agenda.....	3
AGENDA ITEM 2.	GOVERNANCE AND MANAGEMENT MATTERS	3
Agenda item 2.1.	Performance management	3
Agenda item 2.2.	Matters related to the panel	4
AGENDA ITEM 3.	RULINGS (CASE-SPECIFIC MATTERS).....	4
AGENDA ITEM 4.	RELATIONS WITH FORUMS AND OTHER STAKEHOLDERS	4
AGENDA ITEM 5.	OTHER MATTERS	4
AGENDA ITEM 6.	CONCLUSION OF THE MEETING	5

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 ninety-ninth meeting.

Agenda item 1.2. Adoption of the agenda

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

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

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 paragraph 30 of the “Terms of reference of the support structure of the CDM Executive Board”, members of a panel or working group shall abide by the code of conduct of the Board. They shall declare whether they have a pecuniary or financial interest in an issue presented to them, as a member of the panel or working group and refrain from participating in any discussion or decision on the issue.

Agenda item 2. Governance and management matters

Agenda item 2.1. Performance management

4. ► **Action:** The CDM-AP may wish to take note of a report on the achievement against the 2024 assessment plan.

Background: The “CDM 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 “CDM accreditation procedure”.

5. ► **Action:** The CDM-AP may wish to take note of any delays of more than seven days, which took place in on-going assessments.

Background: The CDM-AP, at its fifty-fifth meeting, requested the secretariat to report on any delay in the assessment processes exceeding seven days. In addition to this, the CDM-AP, at its ninetieth meeting, requested that the secretariat also report delays of more than seven days in processes that are within the responsibilities of the secretariat.

6. ► **Action:** The CDM-AP may wish to decide on the outcome of the performance monitoring of experts on the CDM accreditation roster of experts (ARoE).

Background: In accordance with section 5.4.1 of the “Procedure: Selection and performance evaluation of experts on the CDM accreditation roster of experts”, the CDM-AP shall consider the results of the monitoring process and decide to maintain the expert on the CDM ARoE or withdraw the expert from the CDM ARoE.

7. ► **Action:** The CDM-AP may wish to take note of the report to the CDM Executive Board and CDM-AP on the twenty-fifth monitoring period (1st iteration) of designated operational entity (DOE) performance monitoring report and decide on actions in accordance with the “CDM accreditation procedure”, as appropriate.

Background: As per the “Procedure: Performance monitoring of DOEs”, based on the DOE performance data, the CDM-AP, shall decide on the number and type of performance assessments, the areas to be assessed during the performance assessments, regular on-site surveillance assessments and re-accreditation assessments, spot-checks and/or any appropriate recommendation in accordance with the “CDM accreditation procedure”.

Agenda item 2.2. Matters related to the panel

8. ► **Action:** The CDM-AP may wish to take note of the outcomes of the 122nd meeting of the Board.

Background: The Board held its 122nd meeting from 29 to 31 May 2024 in Bonn, Germany.

Agenda item 3. Rulings (case-specific matters)

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

Agenda item 4. Relations with forums and other stakeholders

10. ► **Action:** The CDM-AP may wish to interact with the DOE/AIE Accredited Independent Entity Coordination Forum (DOE/AIE Coordination Forum) chair.

Background: In accordance with the “Procedure: Direct communication with stakeholders”, the CDM-AP allocates time for interaction with the DOE/AIE Coordination Forum chair at each CDM-AP meeting.

11. ► **Action:** The CDM-AP may wish to interact with the CDM-AT leaders.

Background: The CDM-AT leaders, selected from the ARoE, provide services to the CDM-AP by undertaking assessments of DOEs. This interaction aims to calibrate and align accreditation assessments and the application of the accreditation requirements. This interaction has been scheduled for the first day of the CDM-AP meeting.

Agenda item 5. Other matters

12. No other issues are scheduled for this meeting.

Agenda item 6. Conclusion of the meeting

13. ► **Action:** The CDM-AP may wish to approve the meeting report.

- - - - -

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	2 September 2024	Initial publication.

Decision Class: Operational
Document Type: Annotated agenda
Business Function: Governance
Keywords: CDM-AP, agenda
