

ANNEX 1**TERMS OF REFERENCE FOR
THE “CDM ASSESSMENT TEAM”
Version 02****I. INTRODUCTION**

1. These terms of reference, including competence requirements, are based on the “Procedure for accrediting operational entities by the Executive Board of the clean development mechanism (CDM)” and provide details on the following: (a) areas of work of the CDM assessment team (CDM-AT) (see II.A.), (b) modalities of work (see II.B.), and (c) membership in the team (see II.C.). The secretariat shall maintain a call for experts in order to constantly update an established a roster of experts to facilitate the establishment of CDM-ATs.

II. TERMS OF REFERENCE**A. Areas of work**

2. In accordance with “Procedure for accrediting operational entities”, the CDM-AT shall undertake an assessment of the applicant and/or designated operational entities (OE) and prepare an assessment report for the CDM accreditation panel (CDM-AP). These teams are established based on the characteristics of the applicant entity (AE) and the sectoral scopes which AE is applying for. The team members are drawn from the roster of experts. The experts shall fulfil the minimum requirements identified herein; any additional competence relevant to a particular assessment shall be taken into account in the selection of team members.

3. The task identified in paragraph one above imply that, *inter alia*, the following activities are carried out by the CDM-AT:

- (a) A desktop review of the application and relevant documentation of an AE;
- (b) Deciding on number of witnessing activities required and finalizing its work plan, in particular, for the witnessing activities with regard to the scope(s) and detail of the on-site assessment of the AE;
- (c) On-site assessment of the office(s) managing the operations of the AE;
- (d) Witnessing of the activities performed by the AE;
- (e) Verification of the implementation of actions to address non-conformities;
- (f) Preparation of a preliminary report on the assessment of the AE;
- (g) Preparation of a final report;
- (h) To conduct a spot-check assessment of a designated OE;
- (i) Making recommendations to the CDM-AP on the above issues, as applicable, in accordance with” the Procedure for accrediting operational entities”.

B. Modalities of work

4. The secretariat shall maintain a database in the form of a roster of experts containing personal and contact details as well as a record of the educational qualifications, professional status and experience and training in the fields of competence relevant to the sectoral scope(s) of accreditation.

5. The CDM-AT shall be an ad hoc team chosen by the CDM-AP relevant to the scope(s) of an assignment and taking into consideration issues of consistency of the assessment.
6. The CDM-AT shall operate under the guidance of the CDM-AP.

C. Membership in the team

7. A team shall be composed of a team leader and at least two team members chosen to serve in a team for an assessment at a time. A team leader and a team member may be chosen again for another assessment and/or witnessing activity. An observer may be attached to the team, in accordance with the procedure for accrediting operational entities .

Competence requirements:

8. A CDM-AT member shall have the following competencies:

- (a) Have (i) demonstrated relevant working experience of at least two (2) years in accreditation and/or (ii) training in management system auditing and at least twenty (20) work days of auditing within a period of three years and/or (iii) scientific/technical background relevant to the scope(s) of the assignment: at least two (2) years of relevant experience;
- (b) Knowledge of the Kyoto Protocol and the mechanisms, in particular the CDM;
- (c) Have appropriate drafting skills, operational and analytical skills, and the ability to work as a member of a team;
- (d) Be free from any interest that may cause him/her to act in other than an impartial and non-discriminatory manner.

9. A CDM-AT leader shall have, in addition to paragraph 8 above, the following competencies:

- (a) Ability to lead an assessment team;
- (b) Ability to manage the assessment process;
- (c) Having experience as a lead assessor with an accreditation body and/or acquired sufficient accreditation experience;
- (d) Being familiar with the procedures for accrediting operational entities under the Executive Board;
- (e) Being able to communicate fluently, both in writing and orally, in English.

10. A CDM-AT shall have collectively the team competencies stated in (a) to (e) below. When experts submit their application for inclusion in the roster of experts, they shall indicate the area(s) of competence to which they are able to contribute:

- (a) Being familiar with relevant legal regulations, procedures and requirements related to accreditation, spot-check/surveillance, re-accreditation, suspension or withdrawal, as applicable, to the OE under the CDM and have a thorough knowledge of the relevant methods and documents;
- (b) Having appropriate technical knowledge of the specific sectoral scope for which accreditation is sought and, where appropriate, the associated procedures and potential for failure;
- (c) Having a degree of understanding sufficient to make a reliable assessment of the competence of an AE to operate within its requested scope(s);
- (d) Being able to communicate fluently, both in writing and orally, in English and if possible the operating language of the AE to be assessed;

- (e) Leading the team and managing the assessment process.

Size and composition:

11. The size and composition of the CDM-AT shall depend upon the nature, scope(s) and detail of the assessment assignment.
12. The secretariat, after an initial review of the documents shall identify the possible candidates for the CDM-AT including a proposed team leader. The CDM-AP shall choose the CDM-AT and identify the team leader.

Compensation:

13. Travel costs and daily subsistence allowance will be paid to the team members attending a meeting or undertaking assignments of assessment in accordance with the UN rules and regulations and the “Procedure for accrediting operational entities by the Executive Board of the clean development mechanism (CDM)”. The CDM AT members shall be paid fees as determined by the Executive Board.