

**CDM-EB79-AA-A08**

## Draft Procedure

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Selection and performance evaluation of  
experts on the CDM Registration and  
Issuance Team and Meth rosters of experts

Version 01.0

DRAFT



**United Nations**  
Framework Convention on  
Climate Change

## COVER NOTE

### 1. Procedural background

1. The Executive Board of the clean development mechanism (CDM) (the Board) has established the following rosters of experts to supports its work in the implementation of the CDM:
  - (a) The Registration and Issuance Team (RIT roster), from which experts are drawn to assist the Board in the consideration of requests for registration of proposed project activities and programmes of activities (PoAs) and requests for issuance of certified emissions reductions (CERs) by providing independent assessments of the requests placed under review. Applicants for the RIT are selected by the Board;
  - (b) The Methodologies roster of experts (Meth roster), from which experts are drawn to assist the secretariat and the methodological bodies (i.e. the Methodologies Panel, the Small-Scale Working Group, the Afforestation and Reforestation Working Group and the Carbon Dioxide Capture and Storage Working Group) in the development, revision and clarification of methodologies, methodological tools and standardized baselines, by providing technical input. Applicants for the Meth roster are selected by the secretariat.
2. At its seventy-fourth meeting, the Board requested the secretariat to further review the system for appraising the performance of members of the panels and working groups and experts on the rosters of experts, and for evaluating applicant members and experts, and prepare a proposal for the consideration of the Board prior to implementation of a revised system in 2014. The Board specified that the review should include the development of criteria to be applied and consider options for ensuring the independence and integrity of the system. The Board further requested the secretariat to regularly report to the Board on the performance of members and experts.
3. The steps and criteria for appraising the performance of members of panels and working groups and for evaluating applicant members are covered in a separate procedure due to the different nature of the management process.

## **2. Purpose**

4. The objective of this procedure is to elaborate specific processes and guiding evaluation criteria to operationalize the selection and performance evaluation of experts on the rosters, in line with the provisions contained in the ToR.

## **3. Impacts**

5. The implementation of this procedure will increase the consistency and transparency of the processes for the selection and performance evaluation of experts on the rosters under the Board.

## **4. Recommendations to the Board**

6. The secretariat recommends that the Board approve the procedure.

## **5. References**

7. This procedure is based on and should be read in conjunction with the “Terms of reference of the CDM rosters of experts”.

<b>TABLE OF CONTENTS</b>	<b>Page</b>
<b>1. INTRODUCTION .....</b>	<b>5</b>
1.1. Background .....	5
<b>2. SCOPE, APPLICABILITY, AND ENTRY INTO FORCE .....</b>	<b>5</b>
2.1. Scope .....	5
2.2. Applicability .....	5
2.3. Entry into force .....	5
<b>3. NORMATIVE REFERENCES .....</b>	<b>5</b>
<b>4. DEFINITIONS .....</b>	<b>6</b>
<b>5. SELECTION OF EXPERTS FOR THE ROSTERS .....</b>	<b>6</b>
5.1. Competence requirements.....	6
5.2. Selection process.....	6
5.2.1. General.....	6
5.2.2. Launch of call and applications.....	6
5.2.3. Processing of applications .....	7
5.2.4. Appointment and termination of roster membership .....	8
5.2.5. Assignment of cases .....	9
<b>6. PERFORMANCE EVALUATION OF EXPERTS ON THE ROSTERS .....</b>	<b>10</b>
6.1. Performance evaluation .....	10
6.2. Performance reporting .....	11

## **1. Introduction**

### **1.1. Background**

1. The Executive Board of the clean development mechanism (CDM) (the Board) has established the following rosters of experts to support its work in the implementation of the CDM in the areas of registration and issuance and methodology development:
  - (a) The Registration and Issuance Team (RIT roster) from which experts are drawn to assist the Board in the consideration of requests for registration of proposed project activities and programmes of activities (PoAs) and requests for issuance of certified emissions reductions (CERs) by providing independent assessments of the requests placed under review. Applicants for the RIT are selected by the Board;
  - (b) The Methodologies roster of experts (Meth roster), managed by the secretariat and from which experts are drawn to assist the secretariat and the methodological bodies (i.e. the Methodologies Panel, the Small-Scale Working Group, the Afforestation and Reforestation Working Group and the Carbon Dioxide Capture and Storage Working Group) in the development, revision and clarification of methodologies, methodological tools and standardized baselines by providing technical input. Applicants for the Meth roster are selected by the secretariat.

## **2. Scope, applicability, and entry into force**

### **2.1. Scope**

2. The procedure elaborates specific processes and guiding evaluation criteria to operationalize the selection and performance evaluation of experts on the rosters, in line with the provisions contained in paragraphs 19, 20 and 24 of the “Terms of reference of the CDM rosters of experts” (ToR).

### **2.2. Applicability**

3. This procedure is applicable to applicants for and experts on the CDM Registration and Issuance Team and Meth rosters. It is not applicable to applicants for and experts on the Accreditation roster of experts.

### **2.3. Entry into force**

4. The date of entry into force of the procedure is the date of publication of the EB 79 meeting report on 1 June 2014.

## **3. Normative references**

5. This procedure should be read in conjunction with the following document:
  - (a) “Terms of reference of the CDM rosters of experts” (CDM-EB74-A02-PROC).

## **4. Definitions**

6. The definitions contained in the “Glossary: CDM terms” (CDM-EB07-A04-GLOS) shall apply.
7. Unless otherwise specified, the provisions in the following paragraphs shall apply to experts on the Meth and the RIT rosters.

## **5. Selection of experts for the rosters**

### **5.1. Competence requirements**

8. Applicants interested in serving as experts on the rosters shall fulfil the minimum requirements elaborated in paragraphs 13-16 of the ToR, as well as any further requirements specified by the Board for each call for applications. Such further competency requirements shall be specified on the respective web pages of the calls.

### **5.2. Selection process**

#### **5.2.1. General**

9. The secretariat shall initiate the selection process every two years. A call for experts to become UNFCCC approved methodology or RIT experts shall be open to both external applicants and existing experts on the rosters who wish to reapply. The call shall specify whether experts on the rosters may respond to the call by confirming their intention to remain as experts on the respective rosters or if they will need to reapply.

#### **5.2.2. Launch of call and applications**

10. The secretariat shall launch the call for a period of 30 calendar days and ensure the announcement of the open call covers a well distributed geographical target audience.
11. The secretariat shall ensure the following information is available to applicants:
  - (a) General information on the selection process and timelines;
  - (b) The ToR containing information related to competence requirements and the code of conduct;
  - (c) Application questionnaire related to demonstration of competence requirements.
12. The secretariat shall inform existing experts on the rosters of the calls and invite them to reapply or confirm their continued interest to be on the roster as applicable.
13. If, outside of the call period, an urgent need is identified for a specific area of expertise that is not covered by the existing experts on the rosters and which cannot await a normal consultancy contracting process, the secretariat shall, on an exceptional basis, seek to identify experts with closely related/similar expertise and invite such experts to apply immediately.
14. A call for experts may be limited to specific areas of expertise, considering the performance of existing experts on the rosters, overlap of expertise, need for new perspectives and a balanced workload among experts on the rosters.

15. Applicants shall submit a duly completed application form and a United Nations Personal History Form (P.11) as well as clearly indicate where required in the application form their agreement to abide by the provisions specified in the ToR, including the code of conduct and consent to the publication of their name on the website if approved as an expert on the roster and the publication of a short curriculum vitae (CV) upon request.
16. Existing roster experts who confirm their interest in continuing the term of service shall update and submit their P11 form, but shall not, however, be required to submit a new application unless otherwise instructed by the secretariat (for reasons such as changes in competency requirements etc.).

### **5.2.3. Processing of applications**

17. Applicants who fail to agree to the ToR or who submit their application after the deadline shall be disqualified and rejected.
18. The processing of applications for the RIT shall be done by the secretariat via presentation of proposals of the best qualified applicants to the Board for its consideration. The proposals shall all take into account the coverage of sectoral scopes and regional and gender balance.
19. The proposals shall take into account and include:
  - (a) A shortlist of new applicants ranked according to fulfillment of the criteria prescribed in the ToR. For this purpose, each applicant is evaluated for each criterion using a rating scale of 1 to 5, where 1 is eligible, and 2-5 used to indicate excess levels of fulfillment. For example, with regard to criteria of publications made by the applicant, the more publication made, the higher the rating will be;
  - (b) A report on the performance of existing roster experts for those RIT experts who have reapplied for a further term of service (refer to section 6.1).
20. The processing of applications for the Meth roster shall be done via an automated workflow by the secretariat.
21. For Meth roster applicants, the secretariat shall undertake the evaluations in the workflow and decide, for each application, whether to approve the applicant as an expert in the roster, reject the applicant as an expert in the roster or request more information from the applicants.
22. For the processing of Meth roster applications, the secretariat may consult with panel/working group members and delegate the evaluation function to members directly in the workflow. In this case, the secretariat shall select panel or working group members who have the same field of expertise as the applicant to be evaluated. The secretariat shall also seek to mitigate any potential conflicts of interest between the member evaluator and the applicant by requesting members to disclose any such conflicts of interest prior to the start of the evaluation. The secretariat shall seek a balanced distribution of delegated evaluations among panel and working group members.
23. New Meth roster applicants shall be evaluated based on the quality and relevance of the responses provided concerning the competency requirements specified in the ToR and responses to the application questions. In cases of multiple applicants with similar skills and profiles, the applicants shall be evaluated for each criterion using a rating scale of 1

to 5, where 1 is eligible, and 2-5 used to indicate excess levels of fulfillment and the highest ranking applicants chosen.

24. A partially completed application form shall be evaluated based on the information given. In case of discrepancies between the information provided in the application form and the P.11 form, the most conservative information shall be regarded as the applicable response.
25. Existing roster experts who reapply for a further term, shall be evaluated based on the performance evaluation obtained for paid work undertaken in the previous period of service as well as their updated P.11 form, with a view to a decision on continuation or discontinuation being made by the secretariat for the Meth roster experts and by the Board for the RIT roster experts in accordance the ToR, while also considering the overall composition of the roster and access to skills.
26. The secretariat may further take into consideration performance exhibited during other memberships of panels, working groups, teams or rosters under the Board if deemed applicable.

#### **5.2.4. Appointment and termination of roster membership**

27. The Board shall select RIT roster experts, and the secretariat shall select Meth roster experts, taking into account the coverage of sectoral scopes, regional and gender balance, as appropriate so that the number of available experts at all times is:
  - (a) For the RIT roster: no fewer than 20 approved experts;
  - (b) For the Meth roster: no fewer than 20 approved experts, and a maximum 50 experts.
28. The term of service of experts on the RIT and Meth rosters shall be for a minimum of two years in accordance with the ToR. The experts shall be kept on the roster and may be assigned work until they are replaced by other experts for a new term.
29. All applicants to the Meth roster shall be notified of the result of their application via the finalization of the evaluation process in the workflow. The Board shall notify existing RIT experts applying for a further term of service as RIT roster experts of the result of their application immediately after the decision by the Board. External RIT roster applicants who are not contacted by the secretariat shall consider their applications unsuccessful.
30. Once the term of service as an expert on the roster has started or ended, the secretariat shall take all administrative steps to effectuate the status.
31. The secretariat shall make publicly available approved experts' names on the UNFCCC CDM website one month after closure of the call. The publication of the names of approved experts shall serve as confirmation to the applicants of their acceptance into the RIT and Meth rosters as no further documentation will be issued for this purpose.



32. To avoid conflict of interest of experts working in multiple bodies under the Board and thereby to ensure the integrity and independence of the system the following shall apply for the Meth roster<sup>1</sup>:
- (a) If an existing expert on the Meth roster is appointed as a member of a panel or working group under the Board, his/her roster membership shall be placed “on hold”;
  - (b) A member appointed to a panel or working group and whose roster membership was placed on hold, may have his/her roster membership reinstated and be contracted for roster assignments based on the following two criteria:
    - (i) The methodological body of which the expert is a member has been designated a “sleeping panel/working group”; and
    - (ii) The assigned case is not on the agenda for consideration by the sleeping panel/working group.
  - (c) An approved expert on the Meth roster may remain as an approved experts in the Accreditation Roster of Experts, the RIT, or a CDM Accreditation Panel member, as applicable.

#### **5.2.5. Assignment of cases**

33. When assigning cases to roster experts the secretariat shall initiate the provision of expert services by taking into consideration the technical skills required, the sectoral scope(s) of the project activity or PoA to be reviewed and:
- (a) From the Meth roster identify one or two experts as required in accordance with the relevant procedure;
  - (b) From the RIT roster identify two experts, one being the lead and one being the member;
  - (c) Send a notification of appointment to the identified roster expert with a request for confirmation of availability and a case specific conflict of interest declaration within three calendar days of receipt of the notification, or another deadline as specified. A failure to respond by the deadline given, shall be interpreted as the roster expert not being available.
34. The secretariat shall seek to ensure a balanced workload among approved experts on the roster. For this purpose, the secretariat may place an upper limit on the number of times an approved expert may be assigned to specific types of cases (desk reviews or assessments), while also recognizing that certain fields of expertise have a very narrow scope and the ultimate goal is to deliver high quality products. The secretariat shall review the workload balance among approved experts on the roster throughout the term and use this information to help develop the specification of a new call for experts.
35. Approved experts on the roster shall provide the secretariat with:

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<sup>1</sup> RIT assessments are submitted directly to the Board, in contrast to methodological desk reviews which are considered by panel/working groups prior to making recommendations to the Board.

- (a) A scanned copy of their passport;
  - (b) Bank details;
  - (c) A CV as per the Board's template upon request.
36. The nominated experts shall provide the secretariat with a signed contract, including a statement of no conflict of interest before undertaking an assignment in order to effectuate the contractual agreement.

## **6. Performance evaluation of experts on the rosters**

### **6.1. Performance evaluation**

37. All approved experts who are appointed to undertake work, shall be subject to performance evaluation.
38. Performance evaluation results shall be treated as confidential and shall not be disclosed to any party other than the Board, and panels and working groups if applicable and agreed to by the respective chair of a panel or working group.
39. The secretariat shall undertake performance evaluation in an aligned and standardized manner following the finalization of each task/assessment that entitles an expert to payment.
40. For the Meth roster:
- (a) The secretariat shall undertake the performance evaluations and may also consult with panel or working group members by delegating performance evaluation of work undertaken by a roster expert to specific panel or working group member who have worked closely with the expert on the subject;
  - (b) The performance evaluation scores shall be calculated as an average based on input from two evaluators.
41. For the RIT roster, the performance evaluation shall be undertaken by the secretariat.
42. The performance evaluations of approved experts shall take into account the quality of input/deliverable, including communication (e.g. ability to communicate effectively in English, report writing, effective dialogue) and timeliness, using a rating scale of 1-5, where 5 is very good, 4 is above average, 3 is average, 2 is below average and 1 is unsatisfactory.
43. The performance evaluations shall record both the task/assessment specific score and the final average score at the time of reporting.
44. The outcomes of the performance evaluations of an approved expert shall be used as a basis for retaining him/her on the RIT/Meth rosters if he/she has expressed a wish to remain on the roster, or, in the case of underperformance, to discontinue the use of the expert for the remainder of the term of service and remove him/her from the roster at the end of the term.

## 6.2. Performance reporting

45. The secretariat shall report the performance of RIT roster experts to the Board in the form of a confidential report as part of the preparation of the launch of the next call for experts (every second year). The report may include information on:
- (a) The distribution of roster experts by sectoral scope/assessment type, regional affiliation and gender;
  - (b) The work undertaken by roster experts (i.e. contracted experts):
    - (i) Distribution of assignments by sectoral scope/assessment type, regional affiliation and gender;
    - (ii) Average performance score for work in the reporting period by sectoral scope;
  - (c) Any issues on conflict of interest/abuse of position etc.;
  - (d) Identification of areas where the need for expert capacity is expected to increase.

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### Document information

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01.0	14 May 2014	Initial publication as an annex to the annotated agenda of EB79.
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