

CDM-EB92-AA-A09

Draft Procedure

CDM accreditation procedure

Version 13.0

DRAFT



United Nations
Framework Convention on
Climate Change

COVER NOTE

1. Procedural background

1. This cover note combines several mandates regarding revisions to the clean development mechanism (CDM) accreditation procedure. It is now appropriate time to deliver the mandates and to consider a revision to version 12.0 of the CDM accreditation procedure ("the procedure").
2. The Executive Board of the CDM (hereinafter referred to as the Board), at its eighty-first meeting (EB 81), considered an analysis on numbers, frequency and timing of assessments of designated operational entities (DOEs) and requested the secretariat to modify the provision contained in the CDM accreditation procedure (version 11.0) to have, after applying a risk-based approach, a minimum of one mandatory performance assessment every 20 months for any DOE. This modification is on a temporary basis, valid only for the next two years. The Board requested the secretariat to prepare, before the two-year period is over, an analysis on the impact of this change on the performance of DOEs and on the impacts on costs of assessments for the DOEs. Subsequently, the Board adopted the CDM accreditation procedure (version 12.0) at its EB 86 to stipulate the same mandate as per footnote 7, along with the validity until 28 November 2016.
3. The Board, at its eighty-sixth meeting (EB 86), adopted the procedure and requested the secretariat to develop a flow chart of the key steps of the revised procedure, with a view to conducting a minor editorial revision of the procedure to be approved by the Chair and Vice-Chair of the Board and the Chair and Vice-Chair of the CDM Accreditation Panel (CDM-AP).
4. The Board requested the secretariat, in consultation with the CDM-AP, to prepare a concept note, for consideration by the Board, to consider improvements to the provisions of the modalities and purpose of conducting the hearing of DOEs as contained in appendix 8 to the "CDM accreditation procedure", taking into account the experience gained.
5. The Board, at its ninetieth meeting (EB 90), considered an analysis of impacts of distributing the accreditation fee across a five-year accreditation term and agreed to allow DOEs to distribute its application fee for accreditation, reaccreditation or extension of sectoral scopes in two payments: one payment of USD 7,500 along with the application for accreditation, reaccreditation or extension of sectoral scopes, and a second payment of USD 7,500 within one year after having accreditation, reaccreditation or extension of scope granted. In this regard, the Board requested the secretariat to prepare, in consultation with the CDM-AP, a draft revised "CDM accreditation procedure" for consideration by the Board at EB 92.
6. The CDM-AP considered the revision of the CDM accreditation procedure and provided input, as contained in appendix 1 to this cover note, to the secretariat for finalization of the concept note and the CDM accreditation procedure (version 13.0) for the Board's consideration at its EB 92 meeting.

2. Purpose

7. The purpose of this work is to present:
- (a) An analysis on the impact of the provision “one mandatory performance assessment every 20 months” on the performance and the cost of assessment of DOEs;
 - (b) An analysis of the provisions of the modalities and purpose of conducting hearing of DOEs;
 - (c) Revised sections of the procedure to address recommendations emerging from the above analyses as well as changes to appendix 9 (Fees and costs) to the procedure and a new appendix 10 (Accreditation process flow diagram) to the procedure.

3. Key issues and proposed solutions

3.1. Purpose of performance assessments

8. According to the CDM Accreditation Procedure, the purpose of a performance assessment is to assess the implementation of the systems of the DOE and its competence in an accredited sectoral scope through an assessment of a specific validation or verification/certification activity.

3.2. Trends on DOE performance

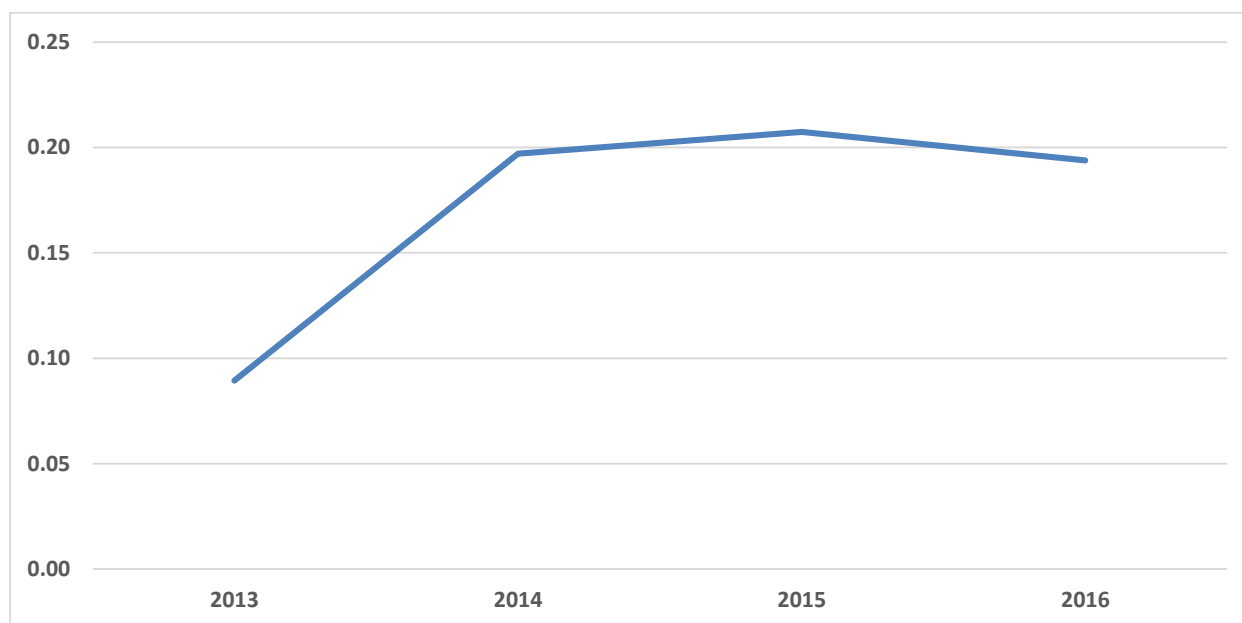
9. Given that the DOE performance monitoring system is on hold, simplified DOE performance indicators¹ were determined as follows:
- (a) **The performance indicators for validation project activities:** correspond to the rate of incomplete submissions at information and reporting check (IRC), calculated as the number of registration requests concluded as incomplete at IRC divided by the number of requests processed at IRC stage which have completed the completeness check cycle, regardless of the number of issues identified in each incomplete submission;
 - (b) **The performance indicators for verification/certification project activities:** correspond to the rate of incomplete submissions at IRC, calculated as the number of issuance requests concluded as incomplete at IRC divided by the number of requests processed at IRC stage which have completed the completeness check cycle, regardless of the number of issues identified in each incomplete submission.

¹ The secretariat observed that due to the low volume of data, the information “request for review” can’t be used to draw meaningful conclusions hence use of indicators based on information and reporting check was proposed.

Table 1. Performance of DOEs of registration cases processed at IRC stage vs. incomplete submissions

10. Year	11. Total requests for registration at IRC stage ²	12. Incomplete submissions at IRC stage	13. Performance indicator registration at IRC stage (incomplete submissions/total requests for registration processed at IRC stage)
2013	1678	150	0.09
2014	269	53	0.20
2015	164	34	0.21
2016	98	19	0.19
Total	2209	256	

Figure 1. Trends in performance of DOEs on registration cases processed at IRC stage

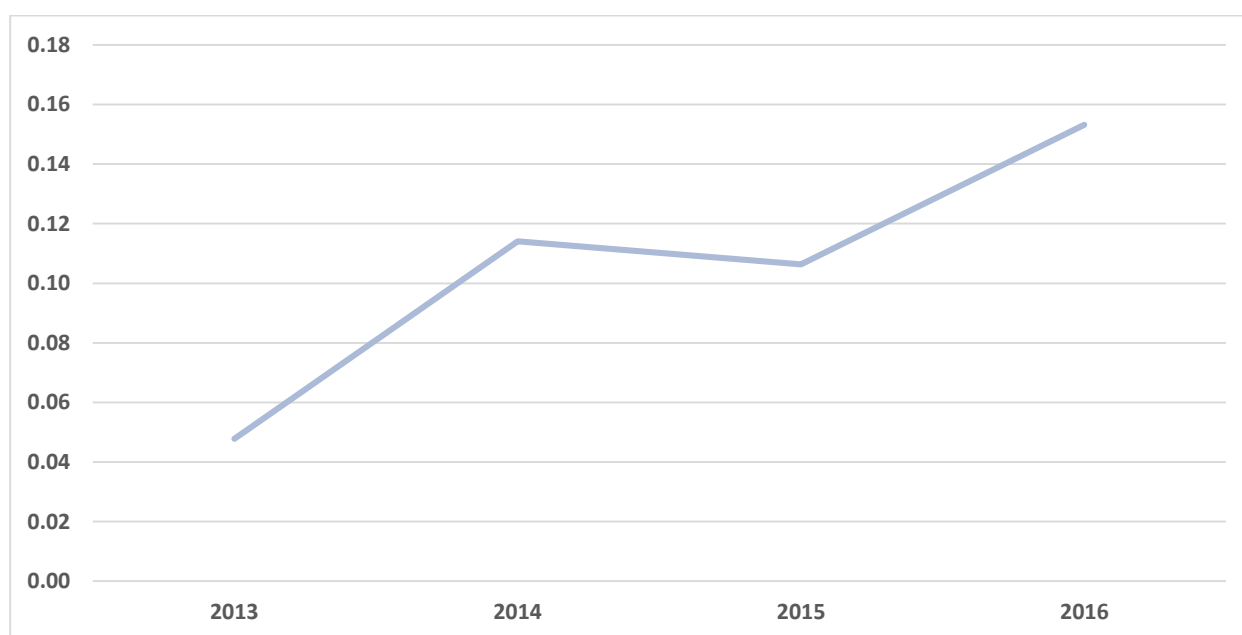


² This is only the number of requests for registration cases processed at the IRC stage and not the total number of submissions. Incomplete submissions at completeness checks stages are not included.

Table 2. Trends in total requests for issuance at IRC stage vs. incomplete submissions

14. Year	15. Total requests for issuance processed at IRC stage ³	16. Incomplete submissions at IRC stage	17. Performance indicator at IRC (incomplete submissions/total requests for issuance processed at IRC stage)
2013	1945	93	0.05
2014	719	82	0.11
2015	602	64	0.11
2016	509	78	0.15
Total	3775	317	

Figure 2. Trends in performance of DOEs on issuance cases processed at IRC stage



10. The result of the quality of the DOE performance analysis in terms of verification/certification in the period 2014-2016 is decreasing particularly in the last 9 months.
11. It is also noted that since the introduction of the provision of one mandatory performance assessment on 28th November 2014 (EB81) the DOE performance trend was dynamic and overall it slightly increased in less than 5% which makes difficult to draw a meaningful conclusion.
12. Additionally, this slight increased on DOE performance may not be directly attributable to this provision on performance assessment as there are other factors that may play a role

³ This is only the number of requests for issuance cases processed at the IRC stage and not the total number of submissions. Incomplete submissions at completeness checks stages are not included.

in terms of DOEs performance such as, DOE's access to technical expertise, introduction of new requirements, increased demand for complex technologies, etc.

3.3. Impact cost to DOEs

13. In terms of the impact of the provision of one performance assessment per 20 months on cost to a DOE, table 3 represents a comparison of the cost-savings opportunities against paragraph 76 of the CDM accreditation procedure version 12.0 (one performance assessment per year for any DOE as the mandatory basis).
14. The effective number of performance assessments depends on the number of projects assessed by the DOE. Therefore, the current approach reflects the volume of work undertaken by DOEs (i.e. an inactive DOE is not eligible for performance assessments).
15. The cost of performance assessments for a DOE is only a portion of the cost of accreditation assessments for a DOE, taking into consideration that there are also other mandatory assessments such as initial/re-accreditation assessments and regular surveillance assessments.
16. At the same time, the cost items to maintain accreditation can be grouped into three categories: a) the application/reaccreditation fee; b) the cost of accreditation assessments; and c) the cost of managing its own system (e.g. required internal competence of CDM validator and verifiers).
17. An important cost item regarding the overall cost of accreditation of DOEs relies on the management of their own systems and resources in order to comply with the CDM accreditation requirements. Analysis of this cost item, which is not affected by the payment of the accreditation fee, is therefore beyond the scope of this document.

Table 3. Impact of two procedural provisions on the yearly cost of performance assessments for the DOEs⁴

DOE cost of performance assessments according to volume of work	Footnote 7	Paragraph 76
	One mandatory performance assessment every 20 months (i.e. 2 Validations and 1 Verification performance assessments in the 5-year accreditation cycle)	One performance assessment per year (i.e. 3 Validations and 3 Verification performance assessments in the 5-year accreditation cycle)
Active DOE ¹	15.600,00 USD/ 5-year cycle	27.600,00 USD/ 5-year cycle
	3.120,00 USD/year	5.520,00 USD/year

⁴ This is based on a two-member team assigned, and the cost does not include the travel and daily subsistence allowance.

Low active DOE ²	8.400,00 USD/ 5-year cycle	15.600,00 USD / 5-year cycle
	1.680,00 USD/year	3.120,00 USD/year
Inactive DOE ³	0 USD	0 USD
	0 USD	0 USD

¹ DOEs which submit at least 2 Validations and 1 Verification performance assessments in the 5-year accreditation cycle.

² DOEs which submit 1 Verification performance assessment in the 5-year accreditation cycle.

³ No submissions.

18. The analysis of the impact of the provision of one performance assessment per 20 months on performance of DOEs and cost to DOEs shows that extending the validity of footnote 7 of the procedure for one more year seems not having a material impact on the performance of DOEs for validation activities. At the same time, it will allow on average a reduction of 1.800,00 USD per year for each DOE.
19. Considering that it would not be possible to split the provision into validation and verification/certification functions as well as that the 2-year data in the period 2014-2016 may not sufficient to draw a conclusion. Therefore, the provision of one mandatory performance assessment every 20 months could be further extended until a date specified by the Board. The secretariat shall continue to carry out the analysis on the impact of the provision of one mandatory performance assessment every 20 months on the performance of DOEs and on the impacts on costs of assessments for the DOEs and report back to the Board annually.

3.4. Accreditation process flow diagram

20. A flow diagram presenting the accreditation process has been developed taking into account the input from the CDM-AP (at its seventy-fifth meeting), to be included as a new appendix 10 "Accreditation process flow diagram" to the CDM accreditation procedure.

3.5. Modalities and purpose of hearing of DOEs

21. The Board requested the secretariat, in consultation with the CDM-AP, to prepare a concept note, for consideration by the Board, to consider improvements to the provisions of the modalities and purpose of conducting the hearing of DOEs as contained in appendix 8 to the "CDM accreditation procedure", taking into account the experience gained.
22. According to the procedure (appendix 8, paragraph 1), a hearing is an administrative process under which a DOE expresses its view before the Board in relation to the recommendation of the CDM-AP that the Board suspend or withdraw the accreditation of the DOE. In practice, it allows a DOE to provide the Board with all written information, and that a hearing is used by the Board to judge whether the accreditation assessment process was appropriately followed by the CDM-AP, the CDM assessment team (CDM-AT) and the DOE, and whether the CDM-AP made the right recommendation based on the information that it had.

23. Based on the experience gained, the following possible operational measures could be considered to facilitate the hearing proceeding without revising the hearing provision as contained in Appendix 8 to the procedure.
- (a) The secretariat is to explain the relevant procedural requirements to the DOE at the time that the DOE requests a hearing, in accordance with the procedure (appendix 8, paragraph 4). Doing so would ensure that the DOE is aware of the modalities and purpose of the hearing from the outset;
 - (b) The secretariat is to provide an analysis to identify whether there is any new information provided by the DOE that has not been assessed by the CDM-AP and the CDM-AT, when forwarding the DOE's information to the Board as per the procedure (appendix 8, paragraph 6). If there is such new information, the Board could decide whether to involve the CDM-AP (with possible involvement of the CDM-AT) in assessing it before making a decision.
24. In the review of the hearing provision as contained in the CDM accreditation procedure version 12.0, the secretariat and the CDM-AP confirmed that it is established in accordance with best business practices.
25. However, the secretariat notes that it might be necessary for the secretariat to collect further experiences, in order to carry out the analysis and to prepare a concept note for future consideration by the Board, to agree on the proposed operational measure and to identify possible improvements to the provisions of the modalities and purpose of conducting the hearing of DOEs.

3.6. Accreditation fee payment

26. A new provision on the payment of the fee for accreditation, reaccreditation or extension of sectoral scopes as agreed by the Board at EB 90 has been inserted in appendix 9 "Fees and costs" to the "CDM accreditation procedure".
27. With the insertion of the new provision referred to in paragraph 24 above, the existing provision that allows an applicant entity or a DOE from a non-Annex I Party to distribute the fee payment is similar to the new provision. Therefore, it has been deleted.

4. Impacts

28. The positive impacts of the change to the provisions on the payment of accreditation fees, of the development of an accreditation process flow diagram, and of the consequent revision of the procedure were discussed during previous Board meetings.
29. The positive impact of the extension of validity of footnote 7 of the procedure can allow the secretariat to collect more data to complete the impact analysis and to report back to the Board annually.
30. The positive impact of requesting the secretariat to collect more hearing experiences can ensure the proper consideration of the modalities and purpose of the appendix 8 to the procedure.

5. Subsequent work and timelines

31. Upon the adoption of the revised CDM accreditation procedure, all changes made in the revision will be implemented immediately.
32. Upon the agreement to allow the secretariat to collect more data and information, all data and information will be collected immediately and additional analysis will be made annually.

6. Recommendations to the Board

33. The secretariat recommends the Board to adopt version 13.0 of the CDM accreditation procedure that:
 - (a) Extends validity of the provision of one performance assessment per 20 months as contained in the footnote 7 inserted in the paragraph 76 of the procedure from 28 November 2016 to a date specified by the Board;
 - (b) Reflects the revision of the application fees as contained in the appendix 9 to the procedure; and
 - (c) Introduces the accreditation process flow chart as contained in the appendix 10 to the procedure;
 - (d) Continues using the provision of the hearing as contained in Appendix 8 to the revised CDM Accreditation procedure until a future revision of this section is prompted by possible improvements based on experiences gained in future cases

7. Input from the CDM-AP at its seventy-sixth meeting (27-29 September 2016)

34. The CDM-AP considered the draft concept note revision of the CDM accreditation procedure and agreed to provide the following input to the secretariat for finalization of the concept note and the CDM accreditation procedure (version 13.0) for the Board's consideration at its EB 92 meeting.
 - (a) Regarding the provisions for hearings, no revision is required to appendix 8 of the CDM accreditation procedure, and the two proposed operational measures are acceptable.
 - (b) Regarding the changes to the fee payments, the CDM-AP had no further input to the proposed revision by the secretariat;
 - (c) Regarding the expiration of the exception outlined in footnote 7, the CDM-AP agreed that this provision should expire and the timing of performance assessments should revert to the requirements outlined in paragraph 76 of the CDM accreditation procedure;
 - (d) Regarding the flow diagrams to be appended to the CDM accreditation procedure, the CDM-AP agreed with the proposal from the secretariat and had no further input.

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1. Introduction

1.1. Background

1. The Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (hereinafter referred to as the CMP) established, at its first session, the basis of the regulatory framework for the accreditation of operational entities in the clean development mechanism (CDM), as contained in its decisions 3/CMP.1, 4/CMP.1, 5/CMP.1, 6/CMP.1 and 7/CMP.1.
2. Pursuant to its mandate from the CMP to be responsible for the accreditation of operational entities, the Executive Board of the CDM (hereinafter referred to as the Board) has adopted various regulatory documents necessary for the operationalization of the CDM accreditation system, including the “CDM accreditation procedure” (hereinafter referred to as this Procedure).

1.2. Objectives

3. The objectives of this Procedure are to:
 - (a) Provide clear and transparent rules for the process of the accreditation of operational entities;
 - (b) Contribute to the accreditation of competent and impartial operational entities.

2. Scope

2.1. Scope and applicability

4. This Procedure sets out the process to operationalize the accreditation of operational entities.
5. This Procedure contains the series of rules and actions that shall be followed and/or undertaken by by applicant entities (AEs) and designated operational entities (DOEs) to obtain or maintain accreditation, as well as by the Board and its support structure to conduct accreditation assessments of whether AEs/DOEs comply with the CDM accreditation requirements.¹

2.2. Entry into force

6. Version **132.0** of this Procedure enters into force on **1 March## November** 2016.

3. Normative reference

7. The following documents are indispensable for the application of this Procedure:
 - (a) “CDM accreditation standard for operational entities”;

¹ The term “CDM accreditation requirements” is defined in the “CDM accreditation standard for operational entities”.

- (b) "Procedure on performance monitoring of designated operational entities" (CDM-EB58-A01-PROC).

4. Definitions

- 8. In addition to the definitions contained in the "Glossary of CDM terms" and the "CDM accreditation standard for operational entities", the following terms apply in this Procedure:
 - (a) "Shall" is used to indicate requirements to be followed;
 - (b) "Should" is used to indicate that among several possibilities, one course of action is recommended as particularly suitable;
 - (c) "May" is used to indicate what is permitted;
 - (d) "Central office" (of an AE or DOE) means an office of the AE/DOE where the top management for the validation and verification/certification functions as defined in the "CDM accreditation standard for operational entities" is mainly located and as specified by the AE/DOE;
 - (e) "Outsourced entities" means other legal entities for an AE/DOE to which the AE/DOE outsources some of the validation and verification/certification functions in accordance with the "CDM accreditation standard for operational entities".

5. Basics of the CDM accreditation process

5.1. Actors in the CDM accreditation process and main functions

- 9. There are several actors involved in the CDM accreditation process and the responsibility of each is as follows:
 - (a) The **CMP** designates operational entities, and suspends and withdraws their designation, based on a recommendation by the Board;
 - (b) The **Board** takes decisions on whether to:
 - (i) Accredit AEs, maintain the accreditation of DOEs and reaccredit DOEs;
 - (ii) Conduct spot-checks of DOEs;
 - (iii) Place DOEs "under observation";
 - (iv) Suspend the accreditation of DOEs for some or all sectoral scopes;
 - (v) Withdraw the accreditation of DOEs for some or all sectoral scopes;
 - (vi) Recommend to the CMP the designation of operational entities;²

² In accordance with decision 21/CP.8 and the annex to decision 3/CMP.1 of the CMP, the Board is authorized to accredit operational entities and designate them, on a provisional basis, pending the designation by the CMP at its next session. Likewise, the Board is authorized to suspend or withdraw the accreditation of a DOE on a provisional basis, pending a final decision by the CMP, while the suspension or withdrawal is with immediate effect.

- (vii) Recommend to the CMP the suspension or withdrawal of designation of DOEs;
- (c) The **CDM Accreditation Panel (CDM-AP)** serves as the technical panel under the guidance of the Board and, in accordance with its terms of reference, considers the results of accreditation assessments of AEs/DOEs by CDM assessment teams, provides recommendations to the Board on the accreditation status of, or related actions for, AEs/DOEs, and makes decisions on areas defined as per this Procedure. The CDM-AP may consider cases electronically or at its meeting;
- (d) **CDM assessment teams (CDM-ATs)** conduct accreditation assessments of AEs/DOEs in accordance with this Procedure, the “CDM accreditation standard for operational entities” and under the guidance of the CDM-AP, to evaluate whether AEs/DOEs comply with the CDM accreditation requirements, and submit assessment reports to the CDM-AP;
- (e) The **secretariat** supports the implementation of this Procedure;
- (f) **AEs/DOEs** apply for accreditation, extension of accreditation for additional sectoral scopes and/or reaccreditation, and undergo accreditation assessments to demonstrate compliance with CDM accreditation requirements.

5.2. Scope and status of accreditation

- 10. The CDM accreditation is based on the validation and verification/certification functions as well as on sectoral scopes of accreditation.³ An AE may apply for accreditation for both validation and verification/certification functions in one or more sectoral scopes.
- 11. The accreditation of a DOE is valid for five years from the date of the accreditation decision by the Board.
- 12. Accreditation is granted to an entity registered under applicable national laws, irrespective of whether the entire organization or a part of it performs validation and/or verification/certification functions.
- 13. Accreditation is granted for both validation and verification/certification functions together, in one or more sectoral scopes. Likewise, if accreditation is suspended or withdrawn, it is done so for both validation and verification/certification functions together, in one or more sectoral scopes.

5.3. Objective and scope of accreditation assessments

- 14. The objective of an accreditation assessment of an AE/DOE is to assess and determine whether the AE/DOE complies with CDM accreditation requirements.
- 15. If the validation and/or verification/certification functions are performed by a part of an AE/DOE, and other parts of the AE/DOE are involved in other activities, these activities may be assessed as they may affect validation and/or verification/certification activities, in particular with regard to independence and impartiality.

5.4. General modalities of accreditation assessments

³ Sectoral scopes of accreditation are defined in the “CDM accreditation standard for operational entities”.

16. The assessment of an AE for **initial accreditation** and of a DOE for **reaccreditation** consists of the following main elements:
 - (a) Desk review of the application documentation submitted by the AE/DOE with a view to identifying all missing or unclear information and getting the AE/DOE to gather all necessary information and documentation, as a preparation for the on-site assessment;
 - (b) On-site assessment to assess whether the documented systems of the AE/DOE, and its competence and operational capability to perform validation and/or verification/certification functions comply with the CDM accreditation requirements. An on-site assessment shall take place at the central office of the AE/DOE, and may also take place at any other offices of the AE/DOE or outsourced entities where the validation and/or verification/certification functions of the AE/DOE are performed. For reaccreditation, the selection of these other offices will be based on the results of previous assessments (regular on-site surveillances and performance assessments) and the results of the implementation of the “Procedure on performance monitoring of designated operational entities” (CDM-EB58-A01-PROC).
17. If, after the completion of an on-site assessment, the AE/DOE has demonstrated compliance with all CDM accreditation requirements, accreditation or reaccreditation shall be granted to the AE or the DOE respectively, for both validation and verification/certification functions and in the sectoral scopes in which the AE/DOE has demonstrated its competence to perform its validation and verification/certification functions.
18. After the Board has granted accreditation or reaccreditation, the DOE is allowed to perform its validation and verification/certification functions in the accredited sectoral scopes on a provisional basis until a decision on its designation is made by the CMP at its next session.
19. A DOE shall be subject to **performance assessments** during its accredited term. The purpose of a performance assessment is to assess the implementation of the systems of the DOE and its competence in an accredited sectoral scope through an assessment of a specific validation or verification/certification activity. The number and types of performance assessments for a DOE are set out in section 7.1 below.
20. A DOE shall be subject to two **regular on-site surveillances** during its accreditation term. The purpose of a regular on-site surveillance is to verify whether the systems, competence and operational capability of the DOE continue to meet CDM accreditation requirements over the accreditation term. A regular on-site surveillance should take place at the central office of the DOE and may also include any other offices of the DOE or its outsourced entities where the validation and/or verification/certification functions of the DOE are performed.
21. The Board may decide to conduct a **spot-check** of a DOE at any time during the accreditation term of the DOE. In addition, the CDM-AP may initiate a spot-check of a DOE in accordance with the “Procedure on performance monitoring of designated operational entities” (CDM-EB58-A01-PROC). The purpose of a spot-check is to assess whether a DOE still meets one or more specific CDM accreditation requirements because of a specific concern brought up to the Board regarding the compliance of the DOE with CDM accreditation requirements or because of inadequate performance of the DOE

monitored through the “Procedure on performance monitoring of designated operational entities” (CDM-EB58-A01-PROC). A spot-check may include a desk review, an on-site assessment at any office of the DOE and outsourced entities where the validation and/or verification/certification functions of the DOE are performed, and/or an assessment at the site of the CDM project activity or programme of activities (PoA) being validated or verified/certified.

22. Where accreditation assessments are conducted simultaneously, the following modalities apply:
- (a) If a regular on-site surveillance or the reaccreditation process is initiated while a performance assessment is still underway, the outcomes of the performance assessment should be taken into account in preparing the workplan for the regular on-site surveillance or the reaccreditation process;
 - (b) The outcomes of all performance assessments, regular on-site surveillances and any other accreditation assessments in the current accreditation term should be taken into account in preparing the workplan for the reaccreditation process;
 - (c) If a spot-check is initiated while a regular on-site surveillance or reaccreditation process is underway or will start shortly, the regular on-site surveillance or reaccreditation process should cover the issues that triggered the spot-check where possible.
23. Where there is evidence that a DOE intentionally provided false information, intentionally omitted to provide information that should have been provided, or deliberately violated any accreditation requirement, the CDM-AT shall promptly submit a draft assessment report to the CDM-AP. In this case, the following steps shall follow:
- (a) The CDM-AP shall consider the case and decide whether to recommend that the Board suspend or withdraw the accreditation of the DOE, based on the criteria contained in Appendix 3 to this Procedure. At this stage, the CDM-AP may request the DOE to provide information relating to the alleged conduct;
 - (b) If the CDM-AP recommends that the Board suspend or withdraw the accreditation of the DOE, the secretariat shall inform the DOE of the recommendation of the CDM-AP. The DOE may request an independent review of the CDM-AP recommendation in accordance with the provisions contained in Appendix 5 to this Procedure, and/or request a hearing before the Board in accordance with the provisions contained in Appendix 8 to this Procedure. In these cases, the consideration by the Board on the CDM-AP recommendation in accordance with paragraph 23(d) below shall take place only after the Board has received the independent review report referred to in Appendix 5 to this Procedure and decided on the review case, and only after the hearing has taken place, as applicable;
 - (c) If the CDM-AP decides not to recommend that the Board suspend or withdraw the accreditation of the DOE, the CDM-AT shall resume the accreditation assessment;
 - (d) The Board shall consider the recommendation of the CDM-AP, together with the independent review report and/or the hearing of the DOE, as applicable, and decide whether to suspend or withdraw the accreditation of the DOE in accordance with provisions in section 13 or 14 below respectively, and based on the criteria contained in Appendix 3 to this Procedure;

- (e) If the Board decides not to suspend nor withdraw the accreditation of the DOE, the CDM-AT shall resume the accreditation assessment.
24. In any accreditation assessment, under exceptional circumstances, the CDM-AP may recommend to the Board supported by proper justification:
- (a) To conduct an on-site assessment to verify the implementation of corrective actions, including the modalities of such assessment (CDM-AT members, time frame, etc.);
 - (b) To submit any appropriate recommendation. The Board shall consider such a recommendation at its next meeting and decide on the course of action.
25. At any time and under exceptional circumstances, the CDM-AP may submit any appropriate recommendation to the Board for failure of a DOE to meet deadlines specified in the regulations and decisions of the Board or the CDM-AP. Such recommendation shall be supported by a proper justification. The Board shall consider such recommendation at its next meeting and decide on the course of action, including authorizing deviation from this procedure.
26. Appendix 5 and Appendix 7 to this Procedure provide AEs/DOEs with mechanisms to request a review of CDM-AP recommendations and CDM-AT raising non-conformities (NCs), respectively.⁴
27. All documentation provided by an AE/DOE for an accreditation assessment shall be in English.
28. The language to be used in any accreditation assessment shall be English. AEs/DOEs may utilize interpretation/translation services where necessary to ensure effective communication with CDM-ATs.

6. Initial accreditation

6.1. General

29. The process for initial accreditation comprises the following steps:
- (a) Submission of an application for accreditation by an entity;
 - (b) Completeness check of the application documentation by the secretariat;
 - (c) Preparation of a workplan and appointment of a CDM-AT by the secretariat;
 - (d) Desk review by the CDM-AT of the documentation provided by the AE;
 - (e) On-site assessment by the CDM-AT at the central office of the AE and, as applicable, at any other offices of the AE or outsourced entities where the AE validation and/or verification/certification functions are to be performed;
 - (f) Recommendation by the CDM-AP to the Board for accreditation or rejection of application;

⁴ The regulation of appeals against decisions of the Board, including decisions relating to accreditation, is currently under consideration by the Subsidiary Body for Implementation.

- (g) Decision by the Board for accreditation or rejection of application;
- (h) Recommendation by the Board to the CMP for designation;
- (i) Designation by the CMP.

6.2. Application for accreditation

- 30. An entity that wishes to be accredited and designated as a DOE shall submit to the secretariat a duly completed application form (form CDM-AA-FORM), a declaration of all other offices of the entity or outsourced entities where the entity's validation and verification/certification functions are to be performed (form CDM-DOO-FORM), and all other documents specified in Appendix 1 to this Procedure, and pay the application fee specified in Appendix 9 to this Procedure.
- 31. The application of an AE for accreditation shall be considered duly submitted when the secretariat has received both the application documentation and the application fee.
- 32. The AE may voluntarily withdraw its application for accreditation by submitting a written notification of withdrawal any time before the meeting of the Board at which a decision on the accreditation is due to be made in accordance with paragraph 73 below.

6.3. Completeness check

- 33. The secretariat shall start processing the application once it is considered duly submitted in accordance with paragraph 31 above.
- 34. The secretariat shall undertake a completeness check of the application documentation. If the documentation is found incomplete, the secretariat shall inform the AE of the missing elements within seven days⁵ of the application being considered duly submitted. Subsequent steps of the process shall only continue once all requested documentation has been received by the secretariat.
- 35. The secretariat shall publish the name of the AE and the sectoral scopes applied for by the AE on the UNFCCC CDM website for global stakeholder consultation promptly after receiving all required documents from the AE. Parties, stakeholders⁶ and UNFCCC-accredited observer organizations shall have 15 days to provide any comments and information in respect of the AE to the secretariat through a dedicated interface on the UNFCCC CDM website.

6.4. Appointment of CDM-AT and preparation of workplan

- 36. The secretariat shall, within five days of receipt of all required documents from the AE, appoint a CDM-AT for the assessment, selecting its members from the roster of experts established for the purpose of accreditation assessments (hereinafter referred to as the Accreditation Roster of Experts) in accordance with relevant terms of references. The CDM-AT shall consist of at least two members, including a team leader. The size of the CDM-AT may vary depending on the size of the AE and the expected volume of validation

⁵ In this Procedure, the number of days is to be considered as calendar days, unless specified otherwise.

⁶ For the purpose of this Procedure all members of the public are considered to be stakeholders.

and verification/certification activities to be performed by the AE, the application documentation and the sectoral scopes of accreditation applied for.

37. The secretariat shall inform the AE of the composition of the CDM-AT. The AE may object, in writing or by email within five days, to the selection of any CDM-AT member on the basis of conflict of interest by identifying such conflict of interest.
38. If the AE objects to the selection of a CDM-AT member, the secretariat shall within five days consider modifying the composition of the CDM-AT. If the secretariat considers the objection unjustified, or the AE does not object to the selection of any CDM-AT member within the time frame referred to in paragraph 37 above, the composition of the CDM-AT shall be deemed accepted. If the secretariat considers the objection justified and replaces a CDM-AT member, it shall inform the AE of the new CDM-AT member within the same five days. After this, the same steps in paragraphs 37 and 38 above shall repeat until the composition of the CDM-AT is deemed accepted.
39. Once the composition of the CDM-AT is deemed accepted, each CDM-AT member shall sign a confidentiality agreement and conflict of interest declaration (form CDM-CA-FORM).
40. The secretariat shall, within five days of the end of the global stakeholder consultation, prepare a workplan (form CDM-WP-FORM) for the assessment, based on the application documentation and the comments and information received during the global stakeholder consultation in accordance with paragraph 35 above, and submit it to the CDM-AP for comments. The workplan shall identify whether additional assessments shall be performed at offices other than the AE central office. The CDM-AP may provide comments on the workplan within five days of receipt of the workplan. The secretariat shall finalize the workplan within five days of the deadline for commenting by the CDM-AP.
41. The secretariat shall provide the CDM-AT with:
 - (a) All information related to the application, including the application documentation;
 - (b) The workplan for the assessment.

6.5. Assessment by CDM-AT

6.5.1. Desk review

42. The CDM-AT shall undertake the desk review of the application documentation.
43. If the CDM-AT considers the information contained in the application documentation adequate for the assessment, it shall prepare and finalize a desk review report (form CDM-DRR-FORM) and send it to the AE within 15 days of receipt of the documents referred to in paragraph 41 above, and proceed with the on-site assessment in accordance with paragraph 47 below. The CDM-AT shall not raise any NC at the stage of desk review.
44. If the CDM-AT considers that there is missing, unclear and/or inadequate information in the application documentation, the CDM-AT shall prepare a draft desk review report and send it to the AE within 15 days of receipt of the documents referred to in paragraph 41 above, and request the AE to provide additional and/or amended documentation.
45. The AE shall provide the requested additional and/or amended documentation within 20 days of receipt of the draft desk review report.

46. No later than 30 days after sending the draft desk review report to the AE, the CDM-AT shall prepare a final desk review report, regardless of whether all requested documentation has been provided, send it to the AE and proceed with the on-site assessment in accordance with paragraph 47 below. If there is still some missing, unclear and/or inadequate information, the final desk review report shall identify it and request the AE to gather and/or clarify the information and present it at the on-site assessment.

6.5.2. On-site assessment

47. After the desk review, the CDM-AT shall conduct an on-site assessment covering all offices identified in the workplan. If there is more than one office assessed, all office assessments shall be compiled into one reporting, and the final decision on accreditation shall be made based on the outcomes of all offices assessed.
48. The CDM-AT leader, taking into account the availability of the CDM-AT members and the AE and with support from the secretariat, shall coordinate the dates and logistics for the on-site assessment. The visit to the central office shall be conducted within 60 days of receipt of the final desk review report by the AE. The visits to other offices, if any, shall be conducted after the visit to the central office as per the workplan.
49. If the AE is not available for the CDM-AT visit to the central office within the time frame referred to in paragraph 48 above, the secretariat shall request the AE to reconfirm its interest in proceeding with the application for accreditation and seek justification in writing or by email for the delay. The secretariat shall present the case to the CDM-AP for its decision on whether to allow the delay or recommend that the Board reject the application.
50. The CDM-AT shall conduct the assessment at each office identified in the workplan. If the CDM-AT identifies any NC, it shall prepare a non-conformity report (form CDM-NC-FORM) for each NC during the office visit. The CDM-AT shall provide the AE with objective evidence for each NC raised. The AE shall have an opportunity to seek clarification from and ask questions to the CDM-AT on the NCs raised.
51. The AE shall provide a written acceptance of any NCs that it agrees with during the CDM-AT office visit.
52. If the AE disagrees with any NCs raised by the CDM-AT, the AE may request a review of the NCs by the CDM-AP in accordance with the provisions contained in Appendix 7 to this Procedure. All agreed NCs shall continue to be addressed as per the provisions in this section up to the step immediately before the preparation of a (draft) final assessment report. For the NCs put under review, if the CDM-AP decides to maintain them in accordance with the provisions contained in Appendix 7 to this Procedure, they shall be addressed as per the provisions in this section and the CDM-AT shall prepare a (draft) final assessment report covering all NCs. If the CDM-AP decides to drop them in accordance with the provisions contained in Appendix 7 to this Procedure, the CDM-AT shall immediately proceed to the preparation of a (draft) final assessment report excluding the dropped NCs.
53. The CDM-AT shall prepare an on-site assessment report (form CDM-OAR-FORM) and make it available to the AE with non-conformity reports, as applicable, for information, within 15 days of the completion of the visits to all the offices as per the workplan.
54. If the CDM-AT has not identified any NC, it shall prepare a draft final assessment report (form CDM-FAR-FORM) and make it available to the AE for comments at the same time

as the on-site assessment report. The AE shall have five days to provide comments on the draft final assessment report. The CDM-AT shall finalize the final assessment report taking into account the comments of the AE, make it available to the AE for information, and submit it together with the on-site assessment report to the CDM-AP within five days of the deadline for commenting by the AE. The CDM-AP shall consider the case in accordance with section 6.6 below.

55. If the CDM-AT has identified one or more NCs, the AE shall conduct a root-cause analysis, and propose corrective actions for each agreed NC, including a time frame for implementation, within 15 days of receipt of the on-site assessment report.
56. The CDM-AT shall assess the proposed corrective actions together with the root-cause analysis, and communicate its acceptance or non-acceptance to the AE within five days of receipt of them.
57. If the AE does not present a root-cause analysis or propose corrective actions by the deadline referred to in paragraph 55 above, the CDM-AT shall prepare a final assessment report, make it available to the AE for information, and submit it to the CDM-AP together with the on-site assessment report and non-conformity reports within seven days of the deadline. The CDM-AP shall consider the case in accordance with section 6.6 below.
58. If the CDM-AT does not accept the proposed corrective actions, it shall provide the AE with explanations and rationale. The AE shall have an additional seven days to propose revised corrective actions.
59. The CDM-AT shall assess the revised proposed corrective actions within five days of receipt of them.
60. If the CDM-AT does not accept the revised proposed corrective actions, or if the AE does not propose revised corrective actions by the deadline referred to in paragraph 58 above, the CDM-AT shall prepare a final assessment report, make it available to the AE for information, and submit it to the CDM-AP together with the on-site assessment report and non-conformity reports within seven days of the deadline. The CDM-AP shall consider the case in accordance with section 6.6 below.
61. If the original or revised proposed corrective actions for all agreed NCs are accepted by the CDM-AT, the AE shall implement all the corrective actions and submit evidence of their implementation to the CDM-AT within 60 days of their acceptance.
62. The CDM-AT shall assess the implementation of all the corrective actions within 10 days of receipt of the evidence of implementation.
63. If the AE does not submit evidence of implementation by the deadline referred to in paragraph 61 above, the CDM-AT shall prepare a final assessment report, make it available to the AE for information, and submit it to the CDM-AP together with the on-site assessment report and the non-conformity reports within seven days of the deadline. The CDM-AP shall consider the case in accordance with section 6.6 below.
64. If the CDM-AT considers that all the agreed NCs have been adequately addressed through the implementation of the corrective actions, the CDM-AT shall close the NCs and prepare a draft final assessment report and make it available to the AE for comments within seven days of the completion of the assessment of the implementation of all the corrective actions.

65. If the CDM-AT considers that at least one NC has not been adequately addressed, the AE shall have an additional 30 days to pursue implementation of the corrective actions and submit further evidence to the CDM-AT.
66. The CDM-AT shall assess the further implementation of the corrective actions within 10 days of receipt of the further evidence. Regardless of whether the CDM-AT still considers the implementation of corrective actions unsatisfactory, or whether the AE has submitted further evidence of implementation of the corrective actions, the CDM-AT shall prepare a draft final assessment report and make it available to the AE for comments within seven days of the completion of the assessment of the further implementation of the corrective actions, or the deadline for submission of further evidence, as applicable.
67. The AE shall have five days to provide comments on the draft final assessment report. At this stage, the AE shall not provide additional evidence of implementation of corrective actions to the NCs.
68. The CDM-AT shall finalize the final assessment report, taking into account the comments provided by the AE, make it available to the AE for information, and submit it to the CDM-AP together with the on-site assessment report and non-conformity reports within five days of the deadline for commenting by the AE.

6.6. Consideration by the CDM-AP

69. The CDM-AP shall consider the reports prepared by the CDM-AT. If the CDM-AP considers that one or more NCs remain open, it may provide one final opportunity to the AE to resolve the remaining NCs in accordance with relevant provisions in the previous section of the Procedure, before the CDM-AP concludes on the assessment.
70. If the CDM-AP considers that all NCs have been closed or that no NCs have been raised it shall recommend that the Board accredit the AE for all sectoral scopes applied for.
71. If the CDM-AP considers that, after the final opportunity referred to in paragraph 69 above, as applicable, there still remains one or more open NCs, it shall recommend to the Board one of the following options:
 - (a) Accredite the AE only for some sectoral scopes applied for;
 - (b) Reject the application for accreditation.
72. The secretariat shall inform the AE of the recommendation of the CDM-AP. If the CDM-AP recommendation is one of the options referred to in paragraph 71(a) and (b) above, the AE may request an independent review of the CDM-AP recommendation in accordance with the provisions contained in Appendix 5 to this Procedure. In this case, the consideration by the Board on the CDM-AP recommendation in accordance with paragraph 73 below shall take place only after the Board has received the independent review report referred to in Appendix 5 to this Procedure and decided on the review case.

6.7. Consideration by the Board

73. The Board shall consider the recommendation of the CDM-AP, together with the independent review report, as applicable, and decide on one of the following options:
 - (a) Accredite the AE for some or all sectoral scopes applied for;

- (b) Reject the application for accreditation.
- 74. If the Board decides to accredit the AE, the secretary of the Board shall issue an accreditation certificate to the AE.
- 75. The secretariat shall maintain a public list of DOEs on the UNFCCC CDM website, containing information on:
 - (a) Their accredited sectoral scopes;
 - (b) Contact details and addresses of the central office and any other offices of the entity as well as those of the outsourced entities where the validation and verification/certification functions are performed;
 - (c) A summary of the requests for registration and issuance submitted per DOE.

7. Performance assessment

7.1. General

- 76. The number and types of performance assessments shall be determined as follows:
 - (a) One performance assessment per year for any DOE as the mandatory basis.⁷ The types of performance assessments should be distributed as follows:
 - (i) Three performance assessments on validation activities per five-year accreditation term;
 - (ii) Two performance assessments on verification activities per five-year accreditation term; and
 - (b) Additional performance assessment(s) based on the volume of work as follows:
 - (i) One additional performance assessment on a validation activity per year if the DOE submitted 50 or more requests for registration in the previous 12 months or equivalent;
 - (ii) One additional performance assessment on verification activities per year if the DOE submitted 150 or more requests for issuance in the previous 12 months or equivalent; and
 - (c) Addition or reduction of the number of performance assessments based on the output of the “Procedure on performance monitoring of designated operational entities” (CDM-EB58-A01-PROC), by:
 - (i) One additional performance assessment on validation or verification/certification activity if the indicator I2 is in the yellow zone for the registration or issuance process, respectively, for two consecutive monitoring periods;

⁷ At its eighty-first meeting the Board agreed to have, after applying a risk-based approach, a minimum of one mandatory performance assessment every 20 months for any DOE. This modification is on a temporary basis, valid until 28 November 2016 a date specified by the Board.

- (ii) One less performance assessment on validation or verification/certification activity if the indicator I2 is in the green zone for the registration or issuance process, respectively, for four consecutive monitoring periods. This reduction in the number of performance assessments shall be done only from those added in accordance with paragraph 76(b) or 76(c)(i) above.

7.2. Initiation

- 77. The secretariat shall select validation and verification/certification activities for performance assessments to be conducted for a DOE from the requests for registration submitted by the DOE, and from the monitoring reports made publicly available by the DOE, respectively.
- 78. The secretariat shall notify the DOE of the validation or verification/certification activity selected for a performance assessment. The DOE shall submit to the secretariat the documentation for the assessment specified in Appendix 1 to this Procedure within five days of receipt of the notification.

7.3. Completeness check

- 79. The secretariat shall undertake a completeness check of the documentation for the assessment. If any of the required documents is not received by the secretariat by the deadline referred to in paragraph 78 above, the secretariat shall send a reminder to the DOE within seven days of the deadline. If any of the required documents are still not received by the secretariat within seven days of sending the reminder, the secretariat shall report the case to the CDM-AP, and the CDM-AP shall make a recommendation to the Board to place the DOE under observation.

7.4. Appointment of CDM-AT

- 80. The secretariat shall, within five days of receipt of all required documents from the DOE, appoint a CDM-AT for the assessment, selecting its members from the Accreditation Roster of Experts. The CDM-AT shall consist of a team leader and a methodology expert qualified in the sectoral scopes of the CDM project activity or PoA in the validation or verification/certification activity selected for the performance assessment. The size of the CDM-AT may be reduced or increased to ensure that the competence of the CDM-AT is maintained and that the CDM-AT may adequately observe the DOE verification team during a performance assessment based on a verification/certification.
- 81. The secretariat shall inform the DOE of the composition of the CDM-AT. The DOE may object, in writing or by email within five days, to the selection of any CDM-AT member on the basis of conflict of interest by identifying such conflict of interest.
- 82. If the DOE objects to the selection of a CDM-AT member, the secretariat shall consider modifying the composition of the CDM-AT within five days. If the secretariat considers the objection unjustified, or the DOE does not object to the selection of any CDM-AT member within the time frame referred to in paragraph 81 above, the CDM-AT shall be deemed accepted. If the secretariat considers the objection justified and replaces a CDM-AT member, it shall inform the DOE of the new CDM-AT member within the same five days. After this, the same steps in paragraphs 81 and 82 above shall repeat until the composition of the CDM-AT is deemed accepted.

83. Once the composition of the CDM-AT is deemed accepted, each CDM-AT member shall sign a confidentiality agreement and conflict of interest declaration (form CDM-CA-FORM).
84. The secretariat shall provide the CDM-AT with the documentation for the assessment referred to in paragraph 78 above.

7.5. Assessment by CDM-AT

85. The CDM-AT may request additional documents based on the initial review of the documentation for the assessment within five days of receipt of the first set of documentation. The DOE shall submit the requested additional documents within five days of receipt of the request.
86. A performance assessment on a validation activity shall be based on the evaluation of draft and final validation reports and other documentary evidence.
87. A performance assessment on a verification/certification activity shall be based on the observation of the verification carried out by the DOE team at the project activity site(s) and the evaluation of a draft verification report and other documentary evidence. The DOE shall, with the support of the secretariat, coordinate the dates and logistics for the visit to the project activity site(s) by its verification team with the CDM-AT. The DOE shall submit to the CDM-AT a draft verification report, duly reviewed internally for its completeness and adequacy, including Corrective Action Requests (CARs), Clarification Requests (CLRs) and/or Forward Action Requests (FARs) within 30 days of the visit to the project activity site(s).
88. The CDM-AT shall conduct the assessment of the documentation, including any additional documents that have been requested by the CDM-AT.
89. The CDM-AT shall, within 15 days of receipt of the documentation for the assessment, prepare a draft performance assessment report (form CDM-PAVA-FORM or CDM-PAVE-FORM, as applicable), containing findings including those of potential NCs, objective evidence for each finding and a conclusion on whether the DOE conducted the validation or verification/certification activity competently, and make it available to the DOE for comments.
90. The DOE shall have five days to seek or provide clarification regarding the findings to the CDM-AT.
91. The CDM-AT shall raise an NC for each finding that the CDM-AT concludes to be an issue showing non-compliance with a CDM accreditation requirement and prepare a non-conformity report for each NC, as applicable, finalize the performance assessment report, including a conclusion on whether the DOE conducted the validation/verification activity competently, and make them available to the DOE for information within five days of the deadline for commenting by the DOE.
92. If the CDM-AT concludes that the DOE conducted the validation or verification/certification activity incompetently the CDM-AT shall submit the performance assessment report to the CDM-AP, within five days of the deadline for commenting by the DOE. The CDM-AP shall consider the case in accordance with section 7.6 below. Meanwhile, any NCs shall continue to be addressed in accordance with the relevant provisions of this section.

93. The DOE shall consider the performance assessment report and non-conformity reports, and provide a written acceptance of any NCs that it agrees with within five days of receipt of the reports.
94. If the DOE disagrees with any NCs raised by the CDM-AT, the DOE may request a review of the NCs by the CDM-AP in accordance with the provisions contained in Appendix 7 to this Procedure. All agreed NCs shall continue to be addressed as per the provisions in this section up to the step immediately before the preparation of a (draft) final assessment report. For the NCs put under review, if the CDM-AP decides to maintain them in accordance with the provisions contained in Appendix 7 to this Procedure, they shall be addressed as per the provisions in this section and the CDM-AT shall prepare a (draft) final assessment report covering all NCs. If the CDM-AP decides to drop them in accordance with the provisions contained in Appendix 7 to this Procedure, the CDM-AT shall immediately proceed to the preparation of a (draft) final assessment report excluding the dropped NCs.
95. If the CDM-AT has not identified any NC, it shall prepare a draft final assessment report (form CDM-FAR-FORM) and make it available to the DOE for comments at the same time as the performance assessment report. The DOE shall have five days to provide comments on the draft final assessment report. The CDM-AT shall finalize the final assessment report taking into account the comments of the DOE, make it available to the DOE for information, and submit it to the CDM-AP together with the performance assessment report within five days of the deadline for commenting by the DOE. The CDM-AP shall consider the case in accordance with section 7.6 below.
96. If the CDM-AT has identified one or more NCs, the DOE shall conduct a root-cause analysis and propose corrective actions for each agreed NC, including a time frame for implementation, within 15 days of receipt of the performance assessment report and non-conformity reports.
97. The CDM-AT shall assess the proposed corrective actions together with the root-cause analysis, and communicate its acceptance or non-acceptance to the DOE within five days of receipt of them.
98. If the DOE does not present a root-cause analysis or propose corrective actions by the deadline referred to in paragraph 96 above, the CDM-AT shall prepare a final assessment report, make it available to the DOE for information, and submit it to the CDM-AP together with the performance assessment report and non-conformity reports within seven days of the deadline. The CDM-AP shall consider the case in accordance with section 7.6 below.
99. If the CDM-AT does not accept the proposed corrective actions, it shall provide the DOE with explanations and rationale. The DOE shall have an additional seven days to propose revised corrective actions.
100. The CDM-AT shall assess the revised proposed corrective actions within five days of receipt of them.
101. If the CDM-AT does not accept the revised proposed corrective actions, or if the DOE does not propose revised corrective actions by the deadline referred to in paragraph 99 above, the CDM-AT shall prepare a final assessment report, make it available to the DOE for information, and submit it to the CDM-AP together with the performance assessment report and non-conformity reports within seven days of the deadline. The CDM-AP shall consider the case in accordance with section 7.6 below.

102. If the original or revised proposed corrective actions for all agreed NCs are accepted by the CDM-AT, the DOE shall implement all the corrective actions and submit evidence of their implementation to the CDM-AT within 30 days of their acceptance.
103. The CDM-AT shall assess the implementation of all the corrective actions within 10 days of receipt of the evidence of implementation.
104. If the DOE does not submit evidence of implementation by the deadline referred to in paragraph 102 above, the CDM-AT shall prepare a final assessment report, make it available to the DOE for information, and submit it to the CDM-AP together with the performance assessment report and the non-conformity reports within seven days of the deadline. The CDM-AP shall consider the case in accordance with section 7.6 below.
105. If the CDM-AT considers that all the agreed NCs have been adequately addressed through the implementation of the corrective actions, the CDM-AT shall close the NCs and prepare a draft final assessment report and make it available to the DOE for comments within seven days of the completion of the assessment of the implementation of all the corrective actions.
106. If the CDM-AT considers that at least one NC has not been adequately addressed, the DOE shall have an additional 15 days to pursue the implementation of the corrective actions and submit further evidence to the CDM-AT.
107. The CDM-AT shall assess the further implementation of corrective actions within 10 days of receipt of the further evidence. Regardless of whether the CDM-AT still considers the implementation of corrective actions unsatisfactory, or whether the DOE has submitted further evidence of implementation of the corrective actions, the CDM-AT shall prepare a draft final assessment report, including a conclusion on whether the DOE conducted the validation/verification activity competently, and make it available to the DOE for comments within seven days of the completion of the assessment of the further implementation of the corrective actions, or the deadline for submission of further evidence, as applicable.
108. The DOE shall have five days to provide comments on the draft final assessment report. At this stage, the DOE shall not provide additional evidence of implementation of corrective actions to the NCs.
109. The CDM-AT shall finalize the final assessment report, taking into account the comments provided by the DOE, make it available to the DOE for information, and submit it to the CDM-AP together with the performance assessment report and non-conformity reports within five days of the deadline for commenting by the DOE.

7.6. Consideration by the CDM-AP

110. The CDM-AP shall consider the reports prepared by the CDM-AT. If the CDM-AP considers that one or more NCs remain open, it may provide one final opportunity to the DOE to resolve the remaining NCs in accordance with the relevant provisions in the previous section of the Procedure, before the CDM-AP concludes the assessment.
111. If the CDM-AP considers that all NCs have been closed or that no NCs have been raised, it shall inform the Board of the completion of the performance assessment. However, if the CDM-AP considers that the DOE conducted the validation or verification/certification activity incompetently or that at least one NC requires follow-up to verify the effectiveness

of the corrective action, it may make a recommendation to the Board in accordance with paragraph 24 above.

112. If the CDM-AP considers that, after the final opportunity referred to in paragraph 110 above, as applicable, there still remains one or more open NCs, it shall recommend one of the following options to the Board:
- (a) Place the DOE under observation, based on the criteria contained in Appendix 3 to this Procedure;
 - (b) Suspend the accreditation of the DOE for some or all sectoral scopes, based on the criteria contained in Appendix 3 to this Procedure;
 - (c) A course of action in accordance with paragraph 24 above.
113. The secretariat shall inform the DOE of the recommendation of the CDM-AP. If the CDM-AP recommendation is one of the options referred to in paragraph 112(a) and (b) above, the DOE may request an independent review of the CDM-AP recommendation in accordance with the provisions contained in Appendix 5 to this Procedure. If the CDM-AP recommendation is the option referred to in paragraph 112(b) above, the DOE may also request a hearing before the Board in accordance with the provisions contained in Appendix 8 to this Procedure. In these cases, the consideration by the Board on the CDM-AP recommendation in accordance with paragraph 114 below shall take place only after the Board has received the independent review report referred to in Appendix 5 to this Procedure and decided on the review case, and only after the hearing has taken place, as applicable.

7.7. Consideration by the Board

114. The Board shall consider the recommendation of the CDM-AP, together with the independent review report and/or the hearing of the DOE, as applicable, and decide, based on the criteria contained in Appendix 3 to this Procedure, on one of the following options:
- (a) Maintain the accreditation of the DOE;
 - (b) Place the DOE under observation;
 - (c) Suspend the accreditation of the DOE for some or all sectoral scopes.
115. The conditions of under-observation status and suspension of accreditation are given in Appendix 4 to this Procedure. The modalities for placing and lifting an under-observation status and a suspension of accreditation are defined in section 12 and section 13 below, respectively.
116. If the Board decides to place the DOE under observation or suspend its accreditation, the secretariat shall promptly update the status of the DOE on the public list of DOEs referred to in paragraph 74 above.

8. Regular on-site surveillance

8.1. General

- 117. A DOE shall be subject to two regular on-site surveillances during its five-year accreditation term, that is one during the second year and another one during the fourth year of the term.
- 118. If a regular on-site surveillance takes place at more than one office, all office assessments shall be compiled into one reporting, and the final decision on accreditation shall be made based on the outcomes of all offices assessed.

8.2. Initiation

- 119. The secretariat shall notify the DOE at least 90 days in advance of the 30-day period within which all the office visits for a regular on-site surveillance will take place. The DOE may request a shift of the period by not more than 30 days earlier or later. The DOE and the secretariat shall agree on the period promptly.
- 120. The DOE shall submit to the secretariat the documentation for the assessment specified in Appendix 1 to this Procedure within 15 days of the agreement on the period for the office visits.

8.3. Completeness check

- 121. The secretariat shall undertake a completeness check of the documentation for the assessment. If any of the required documents is not received by the secretariat by the deadline referred to in paragraph 120 above, the secretariat shall send a reminder to the DOE within seven days of the deadline. If any of the required documents is still not received by the secretariat within seven days of sending the reminder, the secretariat shall report the case to the CDM-AP, and the CDM-AP shall make a recommendation to the Board to place the DOE under observation.

8.4. Appointment of CDM-AT and preparation of workplan

- 122. The secretariat shall, within five days of receipt of all required documents from the DOE, submit the draft workplan for the regular on-site surveillance to the CDM-AP for comments. The workplan shall identify the offices where the regular on-site surveillance will be conducted. The workplan may also include that the CDM-AT is to observe a meeting of the impartiality committee of the DOE.
- 123. In preparing the draft workplan (form CDM-WP-FORM) and in identifying which sites to visit the secretariat shall, consider:
 - (a) The documents submitted by the DOE;
 - (b) The number of employees of the DOE;
 - (c) The functions performed at each office;
 - (d) The required technical competence of the CDM-AT;

- (e) The performance of the DOE as monitored through the implementation of the “Procedure on performance monitoring of designated operational entities” (CDM-EB58-A01-PROC);
 - (f) The volume of the DOE’s validation and verification/certification work;
 - (g) Any other influencing factors.
124. Under special circumstances the secretariat may propose to deviate from the standard assessment modalities, including:
- (a) The number of experts on the assessment team, with an option to have a one-person team;
 - (b) The number of days to be spent by the team on-site, with a possibility to have a one-day assessment;
 - (c) The format of the assessment, with some or all of the assessors working remotely through, for example, videoconferencing;
 - (d) The sites to be included in the assessment, with a possibility to visit only the non-central offices.
125. The CDM-AP may provide comments on the draft workplan within five days of receipt of the workplan. The secretariat shall finalize the workplan within five days of the deadline for commenting by the CDM-AP.
126. The secretariat shall, within five days of finalization of the workplan, appoint a CDM-AT for the assessment, selecting its members from the Accreditation Roster of Experts.
127. The secretariat shall inform the DOE of the composition of the CDM-AT. The DOE may object, in writing or by email within five days, to the selection of any CDM-AT member on the basis of conflict of interest by identifying such conflict of interest.
128. If the DOE objects to the selection of a CDM-AT member, the secretariat shall consider modifying the composition of the CDM-AT within five days. If the secretariat considers the objection unjustified, or the DOE does not object to the selection of any CDM-AT member within the time frame referred to in paragraph 126 above, the composition of the CDM-AT shall be deemed accepted. If the secretariat considers the objection justified and replaces a CDM-AT member, it shall inform the DOE of the new CDM-AT member within the same five days. After this, the same steps in paragraphs 126 and 128 above shall repeat until the composition of the CDM-AT is deemed accepted.
129. Once the composition of the CDM-AT is deemed accepted, each CDM-AT member shall sign a confidentiality agreement and conflict of interest declaration (form CDM-CA-FORM).
130. The secretariat shall provide the CDM-AT with:
- (a) The documentation for the assessment referred to in paragraph 120 above;
 - (b) The workplan for the assessment.

8.5. Assessment by CDM-AT

131. The CDM-AT leader shall coordinate the dates and logistics for the office visits, taking into account the availability of the team members and the DOE and with support from the secretariat. The CDM-AT leader shall send an assessment plan to the DOE at least 10 days prior to each office visit.
132. The CDM-AT shall review the documentation for the assessment before the office visits.
133. The CDM-AT shall conduct the assessment at each office identified in the workplan. If the CDM-AT identifies any NC, it shall prepare a non-conformity report (form CDM-NC-FORM) for each NC during the office visit. The CDM-AT shall provide the DOE with objective evidence for each NC raised. The DOE shall have an opportunity to seek clarification from and ask questions to the CDM-AT on the NCs raised.
134. The DOE shall provide a written acceptance of any NCs that it agrees with during the CDM-AT office visit.
135. If the DOE disagrees with any NCs raised by the CDM-AT, the DOE may request a review of the NCs by the CDM-AP in accordance with the provisions contained in Appendix 7 to this Procedure. All agreed NCs shall continue to be addressed as per the provisions in this section up to the step immediately before the preparation of a (draft) final assessment report. For the NCs put under review, if the CDM-AP decides to maintain them in accordance with the provisions contained in Appendix 7 to this Procedure, they shall be addressed as per the provisions in this section and the CDM-AT shall prepare a (draft) final assessment report covering all NCs. If the CDM-AP decides to drop them in accordance with the provisions contained in Appendix 7 to this Procedure, the CDM-AT shall immediately proceed to the preparation of a (draft) final assessment report excluding the dropped NCs.
136. The CDM-AT shall prepare an on-site assessment report (form CDM-OAR-FORM) and make it available to the DOE with non-conformity reports, as applicable, for information, within 15 days of the completion of the visits to all the offices as per the workplan.
137. If the CDM-AT has not identified any NC, it shall prepare a draft final assessment report (form CDM-FAR-FORM) and make it available to the DOE for comments at the same time as the on-site assessment report. The DOE shall have five days to provide comments on the draft final assessment report. The CDM-AT shall finalize the final assessment report taking into account the comments of the DOE, make it available to the DOE for information, and submit it to the CDM-AP together with the on-site assessment report within five days of the deadline for commenting by the DOE. The CDM-AP shall consider the case in accordance with section 8.6 below.
138. If the CDM-AT has identified one or more NCs, the DOE shall conduct a root-cause analysis and propose corrective actions for each agreed NC, including a time frame for implementation, within 15 days of receipt of the on-site assessment report.
139. The CDM-AT shall assess the proposed corrective actions together with the root-cause analysis, and communicate its acceptance or non-acceptance to the DOE within five days of receipt of them.
140. If the DOE does not present a root-cause analysis or propose corrective actions by the deadline referred to in paragraph 138 above, the CDM-AT shall prepare a final

assessment report, make it available to the DOE for information, and submit it to the CDM-AP together with the on-site assessment report and non-conformity reports within seven days of the deadline. The CDM-AP shall consider the case in accordance with section 8.6 below.

141. If the CDM-AT does not accept the proposed corrective actions, it shall provide the DOE with explanations and rationale. The DOE shall have an additional seven days to propose revised corrective actions.
142. The CDM-AT shall assess the revised proposed corrective actions within five days of receipt of them.
143. If the CDM-AT does not accept the revised proposed corrective actions, or if the DOE does not propose revised corrective actions by the deadline referred to in paragraph 141 above, the CDM-AT shall prepare a final assessment report, make it available to the DOE for information, and submit it to the CDM-AP together with the on-site assessment report and non-conformity reports within seven days of the deadline. The CDM-AP shall consider the case in accordance with section 8.6 below.
144. If the original or revised proposed corrective actions for all agreed NCs are accepted by the CDM-AT, the DOE shall implement all the corrective actions and submit evidence of their implementation to the CDM-AT within 30 days of their acceptance.
145. The CDM-AT shall assess the implementation of all the corrective actions within 10 days of receipt of the evidence of implementation.
146. If the DOE does not submit evidence of implementation by the deadline referred to in paragraph 144 above, the CDM-AT shall prepare a final assessment report, make it available to the DOE for information, and submit it to the CDM-AP together with the on-site assessment report and the non-conformity reports within seven days of the deadline. The CDM-AP shall consider the case in accordance with section 8.6 below.
147. If the CDM-AT considers that all the agreed NCs have been adequately addressed through the implementation of the corrective actions, the CDM-AT shall close the NCs and prepare a draft final assessment report and make it available to the DOE for comments within seven days of the completion of the assessment of the implementation of all the corrective actions.
148. If the CDM-AT considers that at least one NC has not been adequately addressed, the DOE shall have an additional 15 days to pursue implementation of the corrective actions and submit further evidence to the CDM-AT.
149. The CDM-AT shall assess the further implementation of the corrective actions within 10 days of receipt of the further evidence. Regardless of whether the CDM-AT still considers the implementation of corrective actions unsatisfactory, or whether the DOE has submitted further evidence of implementation of the corrective actions, the CDM-AT shall prepare a draft final assessment report and make it available to the DOE for comments within seven days of the completion of the assessment of the further implementation of the corrective actions, or the deadline for submission of further evidence, as applicable.
150. The DOE shall have five days to provide comments on the draft final assessment report. At this stage, the DOE shall not provide additional evidence of implementation of corrective actions to the NCs.

151. The CDM-AT shall finalize the final assessment report, taking into account the comments provided by the DOE, make it available to the DOE for information, and submit it to the CDM-AP together with the on-site assessment report and non-conformity reports within five days of the deadline for commenting by the DOE.

8.6. Consideration by the CDM-AP

152. The CDM-AP shall consider the reports prepared by the CDM-AT. If the CDM-AP considers that one or more NCs remain open, it may provide one final opportunity to the DOE to resolve the remaining NCs in accordance with the relevant provisions in the previous section of the Procedure, before the CDM-AP concludes the assessment.
153. If the CDM-AP considers that all NCs have been closed or that no NCs have been raised, it shall inform the Board of the successful completion of the regular on-site surveillance.
154. If the CDM-AP considers that, after the final opportunity referred to in paragraph 152 above, as applicable, there still remains one or more open NCs, it shall recommend to the Board, based on the criteria contained in Appendix 3 to this Procedure, one of the following options:
- (a) Place the DOE under observation;
 - (b) Suspend the accreditation of the DOE for some or all sectoral scopes.
155. The secretariat shall inform the DOE of the recommendation of the CDM-AP. If the CDM-AP recommendation is one of the options referred to in paragraph 154(a) and (b) above, the DOE may request an independent review of the CDM-AP recommendation in accordance with the provisions contained in Appendix 5 to this Procedure. If the CDM-AP recommendation is the option referred to in paragraph 154(b) above, the DOE may also request a hearing before the Board in accordance with the provisions contained in Appendix 8 to this Procedure. In these cases, the consideration by the Board on the CDM-AP recommendation in accordance with paragraph 156 below shall take place only after the Board has received the independent review report referred to in Appendix 5 to this Procedure and decided on the review case, and only after the hearing has taken place, as applicable.

8.7. Consideration by the Board

156. The Board shall consider the recommendation of the CDM-AP, together with the independent review report and/or the hearing of the DOE, as applicable, and decide, based on the criteria contained in Appendix 3 to this Procedure, on one of the following options:
- (a) Maintain the accreditation of the DOE;
 - (b) Place the DOE under observation;
 - (c) Suspend the accreditation of the DOE for some or all sectoral scopes.
157. The conditions of under-observation status and suspension of accreditation are given in Appendix 4 to this Procedure. The modalities for placing and lifting an under-observation status and a suspension of accreditation are defined in section 12 and section 13 below, respectively.

158. If the Board decides to place the DOE under observation or suspend its accreditation, the secretariat shall promptly update the status of the DOE on the public list of DOEs referred to in paragraph 74 above.

9. Reaccreditation

9.1. Application for reaccreditation

159. A DOE that wishes to be re-accredited after the expiry of the current accreditation term shall apply for reaccreditation between 10 and 12 months before the expiry of the current accreditation term.
160. When applying for reaccreditation, the DOE may apply for accreditation in additional sectoral scopes.
161. The DOE shall submit to the secretariat a duly completed application form (form CDM-AA-FORM) and all other documents specified in Appendix 1 to this Procedure and pay the application fee specified in Appendix 9 to this Procedure.
162. The application of a DOE for reaccreditation shall be considered duly submitted when the secretariat has received both the application documentation and the application fee.

9.2. General modalities

163. The provisions and timelines in sections 6.3–6.5 above regarding the completeness check, appointment of a CDM-AT, preparation of a workplan, desk review and on-site assessment shall apply mutatis mutandis, except for:
- (a) Publication of the name of the DOE and the sectoral scopes applied for global stakeholder consultation, which is not necessary;
 - (b) The time frame for implementing corrective actions referred to in paragraph 61 above shall be 30 days instead of 60 days;
 - (c) The additional time frame for pursuing the implementation of corrective actions referred to in paragraph 65 above shall be 15 days instead of 30 days.
164. The performance assessments initiated but not completed before a DOE is re-accredited shall continue after the reaccreditation is granted to the DOE.
165. In case of a delay in the reaccreditation process, the CDM-AP may recommend that the Board extend the accreditation of the DOE accordingly. The extension shall be granted only if the DOE has applied for reaccreditation within the time frame referred to in paragraph 159 above and is not fully responsible for the delay in the process of reaccreditation.
166. The DOE may voluntarily withdraw its application for reaccreditation by submitting a written notification of withdrawal any time before the meeting of the Board at which a decision on the reaccreditation is due to be made in accordance with paragraph 171 below.

9.3. Consideration by the CDM-AP

167. The CDM-AP shall consider the reports prepared by the CDM-AT. If the CDM-AP considers that one or more NCs remain open, it may provide one final opportunity to the DOE to resolve the remaining NCs in accordance with the relevant provisions in section 6.5 above, before the CDM-AP concludes the assessment.
168. If the CDM-AP considers that all NCs have been closed or that no NCs have been raised, it shall recommend that the Board re-accredit the DOE for all sectoral scopes applied for.
169. If the CDM-AP considers that, after the final opportunity referred to in paragraph 167 above, as applicable, there still remains one or more open NCs, it shall recommend to the Board one of the following options:
- (a) Re-accredit the DOE only for some sectoral scopes applied for;
 - (b) Temporarily extend the accreditation of the DOE and, based on the criteria contained in Appendix 3 to this Procedure:
 - (i) Place the DOE under observation; or
 - (ii) Suspend the accreditation of the DOE for all sectoral scopes;
 - (c) Reject the application for reaccreditation.
170. The secretariat shall inform the DOE of the recommendation of the CDM-AP. If the CDM-AP recommendation is one of the options referred to in paragraph 169(a), (b) and (c) above, the DOE may request an independent review of the CDM-AP recommendation in accordance with the provisions contained in Appendix 5 to this Procedure. If the CDM-AP recommendation is one of the options referred to in paragraph 169(b)(ii) and (c) above, the DOE may also request a hearing before the Board in accordance with the provisions contained in Appendix 8 to this Procedure. In these cases, the consideration by the Board on the CDM-AP recommendation in accordance with paragraph 171 below shall take place only after the Board has received the independent review report referred to in Appendix 5 to this Procedure and decided on the review case, and only after the hearing has taken place, as applicable.

9.4. Consideration by the Board

171. The Board shall consider the recommendation of the CDM-AP, together with the independent review report and/or the hearing of the DOE, as applicable, and decide on one of the following options:
- (a) Re-accredit the DOE for all sectoral scopes applied for;
 - (b) Re-accredit the DOE only for some sectoral scopes applied for;
 - (c) Temporarily extend the accreditation of the DOE and based on the criteria contained in Appendix 3 to this Procedure:
 - (i) Place the DOE under observation; or
 - (ii) Suspend the accreditation of the DOE for all sectoral scopes;
 - (d) Reject the application for reaccreditation.

172. The conditions of under-observation status and suspension of accreditation are given in Appendix 4 to this Procedure. The modalities for placing and lifting an under-observation status and a suspension of accreditation are defined in section 12 and section 13 below, respectively.
173. If the Board decides to re-accredit the DOE, the secretary of the Board shall issue an accreditation certificate to the DOE. The new accreditation term shall be valid for five years from the date of expiry of the previous accreditation term.
174. The secretariat shall promptly update the status of the DOE on the public list of DOEs referred to in paragraph 74 above.

10. Extension of accreditation for additional sectoral scopes

175. A DOE may apply for accreditation for additional sectoral scopes at any time within its accreditation term.
176. The CDM-AP shall consider the application and decide on the scope of the assessment, taking into account the sectoral scopes for which the DOE is currently accredited, and the additional sectoral scopes applied for.
177. The provisions and timelines defined in sections 6.3–6.7 above regarding the completeness check, appointment of a CDM-AT, preparation of a workplan, desk review, on-site assessment, consideration by the CDM-AP and the Board shall apply mutatis mutandis, except for:
- (a) Publication of the name of the DOE and the additional sectoral scopes applied for global stakeholder consultation, which is not necessary;
 - (b) The time frame for implementing corrective actions referred to in paragraph 61 above shall be 30 days instead of 60 days;
 - (c) The additional time frame for pursuing the implementation of corrective actions referred to in paragraph 65 above shall be 15 days instead of 30 days.
178. An extension of accreditation for a maximum of three additional sectoral scopes may be granted based on an assessment performed and consideration given in accordance with sections 6.5–6.7 above but without conducting any site visit.
179. The accreditation for additional sectoral scopes of a DOE shall be valid only until the expiry of the existing accreditation term of the DOE.

11. Spot-check

11.1. Initiation

180. The Board may decide to conduct a spot-check of a DOE at any time during its accreditation term.

181. The consideration by the Board to conduct a spot-check of a DOE may be triggered by, inter alia:
- (a) The review process conducted by the Board on a request for registration or a request for issuance submitted by the DOE;
 - (b) Information received from a third party on the possible inadequate performance of a DOE in its validation or verification/certification activities as well as on any changes which may significantly impair the compliance of the DOE with CDM accreditation requirements, such as changes in ownership, organizational structure, internal policies and procedures, resources and personnel;
 - (c) A recommendation of the CDM-AP based on, inter alia, the result of handling complaints against the DOE in accordance with Appendix 6 to this Procedure.
182. The reason that triggered a spot-check shall remain confidential.
183. The Board may decide to immediately suspend the accreditation of the DOE under a spot-check. If the Board decides to do so, it shall provide the DOE with an opportunity for a hearing at a Board meeting prior to suspending the accreditation. Also in this case, the assessment for lifting the suspension in accordance with section 13 below shall not be initiated until if and when the Board decides to continue the suspension based on the outcome of the spot-check conducted in accordance with the present section.
184. The Board, once it has decided to conduct a spot-check, shall agree on the scope of the spot-check. For this purpose, if the CDM-AP recommends that the Board conduct a spot-check, it shall also propose the scope of the spot-check.
185. The CDM-AP shall initiate a spot-check of a DOE if its performance on validation or verification/certification activities as monitored through the implementation of the "Procedure on performance monitoring of designated operational entities" (CDM-EB58-A01-PROC) declines, as the second version of a monitoring report prepared in accordance with the procedure shows that the DOE is in the red zone for the indicator I2 in either registration or issuance process.
186. Notwithstanding the provision in paragraph 185 above, the CDM-AP may not initiate a spot-check of a DOE that has reached the red zone of indicator I2 if the following two conditions are met:
- (a) The issues in the scope of the spot-check have been covered and resolved in recent assessments; and
 - (b) A visit to the central office of the DOE under a regular on-site surveillance or reaccreditation assessment is planned to take place in the next 90 days; in such case, the issues envisaged for the spot-check shall be considered and addressed in the regular surveillance or reaccreditation assessment.
187. If the CDM-AP initiates a spot-check of a DOE in accordance with paragraph 185 above, it shall agree on the scope of the spot-check and inform the Board of the initiation of the spot-check and the scope. The scope shall be based on the information gathered in the implementation of the "Procedure on performance monitoring of designated operational entities" (CDM-EB58-A01-PROC).

188. The scope of a spot-check shall include the following:

- (a) Identification of the type and the site of the spot-check, such as:
 - (i) On-site assessment at the central office of the DOE and/or any other offices of the DOE or outsourced entities where the DOE validation or verification/certification functions are performed; and/or
 - (ii) On-site assessment at a CDM project activity or PoA site regarding which the DOE performed a validation or verification/certification; and/or
 - (iii) Off-site document review;
- (b) Specific aspects to be focused on during the spot-check, such as:
 - (i) Management personnel of the DOE and its validation and verification/certification personnel in relation to its competence to perform validation and verification/certification functions;
 - (ii) Organizational and management structure of the DOE, in particular, for providing validation and verification/certification services in an independent and impartial manner;
 - (iii) Any other area identified as relevant to verify the compliance of the DOE with CDM accreditation requirements.

189. The name of the DOE under spot-check shall be made public in the report of the Board meeting at which the Board decided to conduct the spot-check or was informed by the CDM-AP of the initiation of the spot-check.

11.2. Appointment of CDM-AT and preparation of workplan

190. The secretariat shall, within five days of the Board's decision to conduct the spot-check in accordance with paragraph 180 above, or the initiation of the spot-check by the CDM-AP in accordance with paragraph 185 above, appoint a CDM-AT for the spot-check, selecting its members from the Accreditation Roster of Experts. The CDM-AT shall consist of at least two members, including a team leader. The size of the CDM-AT may vary depending on the nature of the issue that triggered the spot-check.

191. The secretariat shall inform the DOE of the composition of the CDM-AT. The DOE may object, in writing or by email within five days, to the selection of any CDM-AT member on the basis of conflict of interest by identifying such conflict of interest.

192. If the DOE objects to the selection of a CDM-AT member, the secretariat shall consider modifying the composition of the CDM-AT within five days. If the secretariat considers the objection unjustified, or the DOE does not object to the selection of any CDM-AT member within the time frame referred to in paragraph 191 above, the CDM-AT shall be deemed accepted. If the secretariat considers the objection justified and replaces a CDM-AT member, it shall inform the DOE of the new CDM-AT member within the same five days. After this, the same steps in paragraphs 191 and 192 above shall repeat until the composition of the CDM-AT is deemed accepted.

193. Once the composition of the CDM-AT is deemed accepted, each CDM-AT member shall sign a confidentiality agreement and conflict of interest declaration (form CDM-CA-FORM).
194. The secretariat shall, within five days of the Board's decision to conduct the spot-check in accordance with paragraph 180 above, or the initiation of the spot-check by the CDM-AP in accordance with paragraph 185 above, prepare a workplan (form CDM-WP-FORM) for the spot-check and submit to the CDM-AP for comments, based on the scope defined by the Board or the CDM-AP. The CDM-AP may provide comments on the workplan within five days of receipt of the workplan. The secretariat shall finalize the workplan within five days of the deadline for commenting by the CDM-AP.
195. The secretariat shall provide the CDM-AT with:
- (a) All relevant information on the areas to be assessed;
 - (b) The workplan for the assessment.
196. If the spot-check is to be conducted at a CDM project activity or PoA site, the secretariat shall:
- (a) Send a notification to the DOE and respective project participants before the spot-check;
 - (b) Request the DOE to coordinate necessary arrangements with project participants.

11.3. Assessment by CDM-AT

197. The CDM-AT shall review the documentation provided by the secretariat and prepare an assessment plan taking into account the scope of the spot-check.
198. After the completion of its assessment, the CDM-AT shall prepare a draft spot-check report using the relevant accreditation assessment form and non-conformity reports, as applicable, and make them available to the DOE for comments within seven days.
199. The DOE shall have five days to provide comments on the draft spot-check report and the non-conformity reports, as applicable.
200. The CDM-AT shall finalize the spot-check report within five days of the deadline for commenting by the DOE, and submit it to the CDM-AP together with the non-conformity reports, as applicable.

11.4. Consideration by the CDM-AP

201. The CDM-AP shall consider the spot-check reports, the non-conformity reports, as applicable, and the comments provided by the DOE, and, based on the criteria contained in Appendix 3 to this Procedure, shall recommend to the Board one of the following options:
- (a) Confirm the accreditation of the DOE for all accredited sectoral scopes;
 - (b) Request the DOE to identify and implement corrective actions to address the identified NCs within a specified time frame. The implemented corrective actions

shall be verified by the CDM-AT through a site visit or an off-site document review as appropriate;

- (c) Place the DOE under observation;
 - (d) Suspend the accreditation of the DOE for some or all sectoral scopes;
 - (e) Withdraw the accreditation of the DOE for some or all sectoral scopes.
202. The secretariat shall inform the DOE of the recommendation of the CDM-AP. If the CDM-AP recommendation is one of the options referred to in paragraph 201(b)-(e) above, the DOE may request an independent review of the CDM-AP recommendation in accordance with the provisions contained in Appendix 5 to this Procedure. If the CDM-AP recommendation is one of the options referred to in paragraph 201(d) and (e) above, the DOE may also request a hearing before the Board in accordance with the provisions contained in Appendix 8 to this Procedure. In these cases, the consideration by the Board on the CDM-AP recommendation in accordance with paragraph 203 below shall take place only after the Board has received the independent review report referred to in Appendix 5 to this Procedure and decided on the review case, and only after the hearing has taken place, as applicable.

11.5. Consideration by the Board

203. The Board shall consider the recommendation of the CDM-AP, together with the independent review report and the hearing of the DOE, as applicable, and decide, based on the criteria contained in Appendix 3 to this Procedure, on one of the following options:
- (a) Confirm the accreditation of the DOE for all accredited sectoral scopes;
 - (b) Request the DOE to identify and implement corrective actions to address the identified NCs within a specified time frame. The implemented corrective actions shall be verified by the CDM-AT through a site visit or an off-site document review as appropriate;
 - (c) Place the DOE under observation;
 - (d) Suspend the accreditation of the DOE for some or all sectoral scopes;
 - (e) Withdraw the accreditation of the DOE for some or all sectoral scopes.
204. The conditions of under-observation status, suspension and withdrawal of accreditation are given in Appendix 4 to this Procedure. The modalities for placing and/or lifting an under-observation status, a suspension and a withdrawal of accreditation are defined in section 12, section 13 and 14 below, respectively.
205. If the Board decides to place the DOE under observation suspend or withdraw its accreditation, the secretariat shall promptly update the status of the DOE on the public list of DOEs referred to in paragraph 74 above.

12. Under observation

206. The Board may decide to place a DOE under observation for one or more sectoral scopes based on a CDM-AP recommendation made in accordance with paragraph 114, 156, 171, 203 above, or 268 below.

207. The conditions of under-observation status are given in Appendix 4 to this Procedure.
208. If the Board decides to place a DOE under observation, it shall provide the reason for such action to the DOE, make publicly available the requirements regarding which such action was prompted and indicate to the DOE the modalities for lifting such status, including:
- (a) If the under-observation status is triggered due to an open NC:
 - (i) Identification of the NC that shall be addressed;
 - (ii) Specification of a deadline for the DOE to present a root-cause analysis or propose corrective actions, propose revised corrective actions, or provide evidence of implementation of corrective actions to the NC, as applicable;
 - (iii) Type and modalities of the assessment to be carried out to assess the implementation of the corrective actions;
 - (b) If the under-observation status is triggered due to the recurrence of the same NC:
 - (i) Identification of the NC that recurred in the last 12 months;
 - (ii) Specification of a deadline for the DOE to present an analysis of the reason for, and preventive actions to address the recurrence of the NC;
 - (iii) Type and modalities of the assessment to be carried out to assess the implementation of the preventive actions;
 - (c) If the under-observation status is triggered due to a failure to follow a provision in this Procedure:
 - (i) Identification of the provision that the DOE failed to follow;
 - (ii) Specification of a deadline for the DOE to comply with the provision, or to present the reason for the failure to follow the provision, and preventive actions to address the recurrence of such failure, as appropriate;
 - (iii) Type and modalities of the assessment to be carried out to assess the implementation of the preventive actions, as appropriate.
209. The same CDM-AT that had conducted the accreditation assessment that, through the CDM-AP recommendation, led to the Board's decision to place the DOE under observation shall conduct the assessment referred to in paragraph 208(a)(iii), (b)(iii) or (c)(iii) above.
210. The CDM-AT shall conduct the assessment in accordance with the modalities indicated by the Board, and submit a final assessment report (form CDM-FAR-FORM) to the CDM-AP together with non-conformity reports.
211. The CDM-AP shall consider the reports prepared by the CDM-AT and recommend to the Board, based on the criteria contained in Appendix 3 to this Procedure, one of the following options:
- (a) Lift the under-observation status of the DOE;

- (b) Maintain the under-observation status of the DOE for some or all accredited sectoral scopes, and:
 - (i) Request the DOE to further define and implement revised and/or other corrective actions to resolve the NCs;
 - (ii) Conduct an additional assessment to assess the implementation of revised and/or new corrective actions;
 - (c) Suspend the accreditation of the DOE for some or all sectoral scopes.
212. The secretariat shall inform the DOE of the recommendation of the CDM-AP. If the CDM-AP recommendation is one of the options referred to in paragraph 211(b) and (c) above, the DOE may request an independent review of the CDM-AP recommendation in accordance with the provisions contained in Appendix 5 to this Procedure. If the CDM-AP recommendation is the option referred to in paragraph 211(c) above, the DOE may also request a hearing before the Board in accordance with the provisions contained in Appendix 8 to this Procedure. In these cases, the consideration by the Board on the CDM-AP recommendation in accordance with paragraph 213 below shall take place only after the Board has received the independent review report referred to in Appendix 5 to this Procedure and decided on the review case, and only after the hearing has taken place, as applicable.
213. The Board shall consider the recommendation of the CDM-AP, together with the independent review report and/or the hearing of the DOE, as applicable, and decide, based on the criteria contained in Appendix 3 to this procedure, on one of the following options:
- (a) Lift the under-observation status of the DOE;
 - (b) Maintain the under-observation status of the DOE, and:
 - (i) Request the DOE to further define and implement revised and/or other corrective actions to resolve the NCs; and
 - (ii) Conduct an additional assessment to assess the implementation of revised and/or new corrective actions;
 - (c) Suspend the accreditation of the DOE for some or all sectoral scopes in accordance with section 13 below.
214. If the Board decides to lift the under-observation status of the DOE, the secretariat shall promptly update the status on the public list of DOEs referred to in paragraph 74 above.
215. If the Board decides the option referred to in paragraph 213(b) above, the DOE, the CDM-AP and the CDM-AT shall undertake further actions accordingly.

13. Suspension of accreditation

216. The Board may decide to suspend the accreditation of a DOE for some or all sectoral scopes in accordance with paragraph 23, 114, 156, 171, 203, 213 above, or 268 below.
217. The conditions of suspension of accreditation are given in Appendix 4 to this Procedure.

218. If the Board decides to suspend the accreditation of the DOE, it shall provide the reason for such action to the DOE, make publicly available the requirements regarding which such action was prompted, and indicate to the DOE the modalities for lifting such status, including:
- (a) Identification of the NCs that shall be addressed;
 - (b) Specification of a deadline for the DOE to present a root-cause analysis or propose corrective actions, propose revised corrective actions, or provide evidence of implementation of corrective actions to the NCs, as applicable. This deadline shall not exceed 12 months;
 - (c) Type and modalities of the assessment to be carried out to assess the implementation of the corrective actions.
219. If the DOE does not meet the deadline referred to in paragraph 218(b) above, the CDM-AP shall either recommend to the Board that the accreditation status of the DOE be withdrawn or its sectoral scopes of accreditation be reduced.
220. The same CDM-AT that had conducted the accreditation assessment that, through the CDM-AP recommendation, led to the Board's decision to suspend the accreditation of the DOE, shall conduct the assessment referred to in paragraph 218(c) above.
221. The CDM-AT shall conduct the assessment in accordance with the modalities indicated by the Board, and submit a final assessment report (form CDM-FAR-FORM) to the CDM-AP together with non-conformity reports.
222. The CDM-AP shall consider the reports prepared by the CDM-AT and recommend to the Board, based on the criteria contained in Appendix 3 to this Procedure, one of the following options:
- (a) Lift the suspension of accreditation of the DOE;
 - (b) Lift the suspension of accreditation of the DOE and decide an additional assessment to be performed to verify the effectiveness of the implemented corrective actions;
 - (c) Maintain the suspension of accreditation of the DOE for some or all accredited sectoral scopes, and:
 - (i) Request the DOE to further define and implement revised and/or other corrective actions to resolve the NCs;
 - (ii) Conduct an additional assessment to assess the implementation of revised and/or new corrective actions;
 - (d) Withdraw the accreditation of the DOE for some or all sectoral scopes in accordance with section 14.2 below.
223. The secretariat shall inform the DOE of the recommendation of the CDM-AP. If the CDM-AP recommendation is one of the options referred to in paragraph 222(c) and (d) above, the DOE may request an independent review of the CDM-AP recommendation in accordance with the provisions contained in Appendix 5 to this Procedure. If the CDM-AP recommendation is the option referred to in paragraph 222(d) above, the DOE may also

request a hearing before the Board in accordance with the provisions contained in Appendix 8 to this Procedure. In these cases, the consideration by the Board on the CDM-AP recommendation in accordance with paragraph 224 below shall take place only after the Board has received the independent review report referred to in Appendix 5 to this Procedure and decided on the review case, and only after the hearing has taken place, as applicable.

224. The Board shall consider the recommendation of the CDM-AP, together with the independent review report and/or the hearing of the DOE, as applicable, and decide, based on the criteria contained in Appendix 3 to this Procedure, on one of the following options:
- (a) Lift the suspension of accreditation of the DOE;
 - (b) Lift the suspension of accreditation of the DOE and decide an additional assessment to be performed to verify the effectiveness of the implemented corrective actions;
 - (c) Maintain the suspension of accreditation of the DOE for some or all accredited sectoral scopes, and:
 - (i) Request the DOE to further define and implement revised and/or other corrective actions to resolve the NCs; and
 - (ii) Conduct an additional assessment to assess the implementation of revised and/or new corrective actions;
 - (d) Withdraw the accreditation of the DOE for some or all sectoral scopes in accordance with section 14.2 below.
225. If the Board decides to lift the suspension of accreditation of the DOE, the secretariat shall promptly update the status on the public list of DOEs referred to in paragraph 74 above.
226. If the Board decides on the option referred to in paragraph 224(c) above, the DOE, the CDM-AP and the CDM-AT shall undertake further actions accordingly.

14. Withdrawal of accreditation

14.1. Voluntary withdrawal

227. A DOE may withdraw its accreditation status for some or all accredited sectoral scopes any time by submitting a written notification to the secretariat.
228. The secretariat shall acknowledge receipt of the notification, promptly update the status of the entity on the public list of DOEs referred to in paragraph 74 above, and inform the Board and the CDM-AP of the withdrawal.
229. Upon receipt of the acknowledgement of receipt, the entity shall return the accreditation certificate referred to in paragraph 74 above to the secretariat, and cease all validation and verification/certification activities for the sectoral scopes for which it withdrew its accreditation.
230. The DOE shall inform, if applicable, any affected clients of the withdrawal of its accreditation status.

231. The DOE shall settle all outstanding fees and costs to be paid to CDM-AT members for their assessment work for the DOE.

14.2. Withdrawal by the Board

232. The Board may decide to withdraw the accreditation of a DOE for some or all sectoral scopes based on a CDM-AP recommendation made in accordance with paragraph 23, 203, 224 above, 252 or 268 below.
233. The conditions of withdrawal of accreditation are given in Appendix 4 to this Procedure.
234. If the Board's consideration on withdrawal is triggered in accordance with paragraph 23 above, the Board shall consider the recommendation of the CDM-AP, together with the independent review report referred to in Appendix 5 to this Procedure and/or the hearing of the DOE, as applicable, and decide, based on the criteria contained in Appendix 3 to this Procedure, on one of the following options:
- (a) Request the CDM-AP to instruct the CDM-AT to resume the accreditation assessment;
 - (b) Suspend the accreditation of the DOE for some or all sectoral scopes;
 - (c) Withdraw the accreditation of the DOE for some or all sectoral scopes.
235. If the Board's consideration on withdrawal is triggered in accordance with paragraph 203, 224 above, 252 or 268 below, the Board shall decide on one of the options listed in the same paragraph.
236. If the Board decides to withdraw the accreditation of the DOE, it shall provide the reason for such action to the DOE, and make publicly available the requirements regarding which such action was prompted.
237. Upon withdrawal of accreditation by the Board, the entity shall return the accreditation certificate referred to in paragraph 74 above to the secretariat, and cease all validation and verification/certification activities for the sectoral scopes for which the accreditation was withdrawn.
238. If the Board decides to withdraw the accreditation of the DOE, the secretariat shall promptly update the status on the public list of DOEs referred to in paragraph 74 above.
239. The DOE shall inform, if applicable, any affected clients of the withdrawal of its accreditation status.
240. The DOE shall settle all outstanding fees and costs to be paid to CDM-AT members for their assessment work for the DOE.

15. Expiry of accreditation

241. Upon expiry of accreditation of a DOE, the entity shall not continue any validation and verification/certification activities for the sectoral scopes for which the accreditation has expired.
242. The DOE shall inform, if applicable, any affected clients of the expiry of its accreditation status.

16. Transfer of accreditation to another legal entity

243. A DOE may submit to the secretariat a request for the transfer of its accreditation to another legal entity (succeeding entity) by providing information on, inter alia:
- (a) Requested date of transfer of accreditation, which shall be at least 90 days after the submission of the request;
 - (b) Reason for the request for the transfer of accreditation;
 - (c) Relationship between the DOE and the succeeding entity, including changes to ownership and/or shareholding, as appropriate;
 - (d) Financial stability and insurance coverage of the succeeding entity;
 - (e) Pending judicial processes that could affect the validation and verification/certification functions of the succeeding entity;
 - (f) Impact on the validation and verification/certification functions, including changes to:
 - (i) Legal status and applicability of national laws and regulations;
 - (ii) Relevant policies, procedures and practices;
 - (iii) Relevant personnel;
 - (g) List of the ongoing validation and verification/certification activities and impact on them.
244. The secretariat shall undertake a completeness check of the request. If the information provided is found incomplete or insufficient, the secretariat shall inform the DOE of the missing elements within seven days of receipt of the request. Subsequent steps of the process shall only continue once all requested information has been received by the secretariat.
245. The secretariat, after receipt of all requested information, shall carry out and conclude a desk review of the request documentation within 10 days and submit the outcome to the CDM-AP.
246. The desk review shall cover at minimum the following:
- (a) How the financial stability would be impacted due to the transfer;
 - (b) Whether any pending judicial processes could impede the succeeding entity from carrying out its validation and verification/certification functions;
 - (c) How the relevant policies, procedures and practices would be impacted due to the transfer;
 - (d) How the availability and competence of personnel involved in the validation and verification/certification functions would be impacted due to the transfer;
 - (e) How the ongoing validation and verification/certification activities would be impacted due to the transfer.

247. The CDM-AP shall consider the request based on the outcome of the desk review, and decide whether to request a CDM-AT or the secretariat to conduct a further assessment, and if so, the type and modalities of the assessment.
248. If the CDM-AP decides to request a CDM-AT to conduct a further assessment, the appointment of the CDM-AT and the preparation of a workplan shall follow the provisions in paragraphs 122-130 above *mutatis mutandis*.
249. If the CDM-AP decides to request a CDM-AT or the secretariat to conduct a further assessment, the CDM-AT or the secretariat shall conduct the further assessment in accordance with the type and modalities specified by the CDM-AP.
250. The CDM-AP shall, after the receipt of the outcome of the further assessment, as applicable, recommend to the Board one of the following options:
- (a) Approve the transfer of accreditation;
 - (b) Reject the request for transfer of accreditation and:
 - (i) Maintain the accreditation of the DOE; or
 - (ii) Withdraw the accreditation of the DOE in accordance with section 14.2 above.
251. The secretariat shall inform the DOE of the recommendation of the CDM-AP. If the CDM-AP recommendation is the option referred to in paragraph 250(b) above, the DOE may request an independent review of the CDM-AP recommendation in accordance with the provisions contained in Appendix 5 to this Procedure. If the CDM-AP recommendation is the option referred to in paragraph 250(b)(ii) above, the DOE may also request a hearing before the Board in accordance with the provisions contained in Appendix 8 to this Procedure. In these cases, the consideration by the Board on the CDM-AP recommendation in accordance with paragraph 252 below shall take place only after the Board has received the independent review report referred to in Appendix 5 to this Procedure and decided on the review case, and only after the hearing has taken place, as applicable.
252. The Board shall consider the recommendation of the CDM-AP, together with the independent review report and/or the hearing of the DOE, as applicable, and decide on one of the following options:
- (a) Approve the transfer of accreditation;
 - (b) Reject the request for transfer of accreditation and;
 - (i) Maintain the accreditation of the DOE; or
 - (ii) Withdraw the accreditation of the DOE;
 - (c) Conduct an additional assessment.
253. If the Board decides to approve the transfer of accreditation, the DOE shall transfer all records of past and ongoing validation and verification/certification activities to the succeeding entity, and the succeeding entity shall assume all responsibilities associated with those validation and verification/certification activities.

- 254. Upon the approval of transfer of accreditation, the DOE shall return the accreditation certificate referred to in paragraph 74 above to the secretariat, and cease all validation and verification/certification activities. The secretariat shall promptly issue an accreditation certificate to the succeeding entity.
- 255. The conditions of withdrawal of accreditation are given in Appendix 4 to this Procedure. The modalities for placing a withdrawal of accreditation are defined in section 14 above.
- 256. If the Board decides to approve the transfer of accreditation or withdraw the accreditation of the DOE, the secretariat shall promptly update the status on the public list of DOEs referred to in paragraph 74 above.
- 257. The DOE shall inform, if applicable, any affected clients of the transfer of its accreditation.
- 258. If the Board decides to reject the request for transfer of accreditation, it shall provide the reason for such action to the DOE. In this case, the DOE may voluntarily withdraw its accreditation in accordance with section 14.1 above and the succeeding entity may apply for accreditation in accordance with section 6 above.
- 259. If the Board decides to conduct an additional assessment, the CDM-AP and the secretariat or the CDM-AT shall undertake further actions accordingly.

17. Notification of changes

- 260. An AE/DOE shall notify the secretariat, at least 90 days before its implementation, of a planned change in its legal, commercial or organizational status.
- 261. An AE/DOE shall inform the secretariat, at least 30 days before its implementation, of the following planned changes:
 - (a) Change in the organizational structure and/or top management;
 - (b) Companies to which the DOE will outsource one or more validation and/or verification/certification functions.
- 262. In case of an unexpected change that may significantly affect the compliance of an AE/DOE with the CDM accreditation requirements, the AE/DOE shall notify the secretariat no later than 15 days after the change took place.
- 263. If the AE/DOE does not notify the secretariat of changes referred to in paragraphs 260–262 above by the deadlines specified in these paragraphs, the CDM-AP may recommend that the Board initiate a spot-check or place the DOE under observation.
- 264. The CDM-AP shall consider the notified change and decide whether to conduct a further assessment, for example, a document review and/or a site visit, on a case-by-case basis. In doing so, the CDM-AP may decide not to conduct a specific assessment, but to assess the notified changes in a future regular on-site surveillance or reaccreditation assessment.
- 265. If the CDM-AP decides to request a CDM-AT to conduct a further assessment, the appointment of the CDM-AT and the preparation of a workplan shall follow the provisions in paragraphs 122-130 above mutatis mutandis.

266. The CDM-AP shall, based on the outcome of the further assessment, as applicable, decide on one of the following options:
- (a) Accept the changes of the AE/DOE;
 - (b) Reject the changes of the AE and request the CDM-AT conducting the assessment for initial accreditation of the AE to take into account the changes;
 - (c) Recommend that the Board place the DOE under observation;
 - (d) Recommend that the Board suspend the accreditation of the DOE for some or all sectoral scopes;
 - (e) Recommend that the Board withdraw the accreditation of the DOE for some or all sectoral scopes.
267. The secretariat shall inform the DOE of the decision of the CDM-AP. If the CDM-AP decision is one of the options referred to in paragraph 266(b)-(e) above, the DOE may request an independent review of the CDM-AP recommendation in accordance with the provisions contained in Appendix 5 to this Procedure. If the CDM-AP decision is one of the options referred to in paragraph 266(d) and (e) above, the DOE may also request a hearing before the Board in accordance with the provisions contained in Appendix 8 to this Procedure. In these cases, the consideration by the Board on the CDM-AP recommendation in accordance with paragraph 268 below shall take place only after the Board has received the independent review report referred to in Appendix 5 to this Procedure and decided on the review case, and only after the hearing has taken place, as applicable.
268. If the CDM-AP submits a recommendation to the Board in accordance with paragraph 266(c)-(e) above, the Board shall consider the recommendation of the CDM-AP, together with the independent review report and the hearing of the DOE, as applicable, and decide, based on the criteria contained in Appendix 3 to this Procedure, on one of the following options:
- (a) Accept the changes of the DOE;
 - (b) Place the DOE under observation;
 - (c) Suspend the accreditation of the DOE for some or all sectoral scopes;
 - (d) Withdraw the accreditation of the DOE for some or all sectoral scopes.
269. The conditions of under-observation status, suspension and withdrawal of accreditation are given in Appendix 4 to this Procedure. The modalities for placing and/or lifting an under-observation status, a suspension and a withdrawal of accreditation are defined in section 12, section 13 and 14 above, respectively.
270. If the Board decides to place the DOE under observation, suspend or withdraw its accreditation, the secretariat shall promptly update the status of the DOE on the public list of DOEs referred to in paragraph 74 above.

18. Reporting of activities

- 271. A DOE shall submit an annual activity report (form CDM-AAR-FORM) to the secretariat by 30 September every year until its accreditation expires or is withdrawn.
- 272. The annual activity report shall cover the period from 1 July of the preceding year to 30 June of the current year.
- 273. The annual activity report shall be treated as confidential.
- 274. The annual activity report shall be signed by the chief executive officer of the DOE before submission to the secretariat.

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Appendix 1. Documentation for accreditation assessments

1. For application for initial accreditation, extension of sectoral scopes or reaccreditation, the applicant entity (AE) or designated operational entity (DOE) shall provide an electronic version of the following documents, except for the completed application form (CDM-AA-FORM), which shall be provided in hard copy, to the secretariat.

Table 1. Required documents for assessments for initial accreditation, regular on-site surveillance and reaccreditation

Document	Initial accreditation	Regular on-site surveillance	Reaccreditation
1. Completed application form (CDM-AA-FORM)	X		X
2. Completed declaration form (CDM-DOO-FORM) of other offices performing validation and verification/certification functions, clearly indicating functions undertaken at each office	X	X	X
3. Completed self-completeness check form (CDM-SCC-FORM), referring to specific documents, procedures and forms that address the CDM accreditation requirements	X	X	X
4. Financial statements of the last three years or any other relevant evidence such as shareholders' commitment for newly established companies	X		
5. Documentation on its legal entity status	X		X
6. Names, qualifications, experience and terms of reference of senior management personnel such as the senior executive, board members, senior officers and other relevant personnel	X	X	X
7. Organizational chart showing lines of authority, responsibility and allocation of functions	X	X	X
8. Quality assurance policy and procedures, including procedures and manuals on how the entity conducts validation and verification/certification activities	X	X	X

Document	Initial accreditation	Regular on-site surveillance	Reaccreditation
9. Administrative procedures including document control	X	X	X
10. Policy and procedures for the recruitment and training of AE/DOE personnel, for ensuring their competence for all necessary validation and verification/certification functions, and for monitoring their performance, including qualification procedure and competence matrix	X	X	X
11. Procedures for handling complaints, appeals and disputes	X	X	X
12. Declaration that the AE/DOE has no pending judicial processes for malpractice, fraud and/or other activity incompatible with its functions as a DOE	X		X
13. Statement that operations of the AE/DOE are in compliance with applicable national laws	X		X
14. If the AE/DOE is part of a larger organization and where parts of that organization are, or may become, involved in the identification, development or financing of any CDM project activity:			
(a) Declaration of all the organization's actual and planned involvement in CDM project activities, if any, indicating which part of the organization is involved and in which particular CDM project activity	X	X	X
(b) Clear definition of links with other parts of the organization, demonstrating that no conflict of interest exists	X	X	X

Document	Initial accreditation	Regular on-site surveillance	Reaccreditation
(c) Demonstration that no conflict of interest exists between its functions as a DOE and any other functions that it may have, and how business is managed to minimize any identified risk to impartiality (The demonstration shall cover all sources of conflict of interest, whether they arise from within the AE or from the activities of related bodies)	X	X	X
(d) Demonstration that it, together with its senior management and staff, is not involved in any commercial, financial or other processes which might influence its judgement or endanger trust in its independence of judgement and integrity in relation to its activities, and that it complies with any rules applicable in this respect	X	X	X
15. Schedule of internal audits and management review meetings and impartiality committee meetings (Indicating planned and completed activities)	X	X	X
16. List of project activities and programmes of activities completed and in progress for validation or verification/certification (indicate the status)		X	X
17. Summary of the changes since previous on-site assessment		X	X

2. For performance assessments, the DOE shall provide an electronic version of the following documents to the secretariat.

Table 2. Required documents for performance assessments

Document	Performance assessment on validation activity	Performance assessment on verification activity
1. Project design document (PDD)	X ^(a)	X

Document	Performance assessment on validation activity	Performance assessment on verification activity
2. Date of making PDD publicly available	X	
3. Date of making monitoring report publicly available		X
4. Contract review documents	X	X
5. Conflict of interest analysis	X	X
6. Team competence justification with evidence	X	X
7. Monitoring report with working spreadsheet		X
8. Working spreadsheet (in Excel format)		X
9. Assessment plan		X
10. Report of the DOE team that visited the project site	X	
11. Draft validation/verification report for internal technical review	X	X ^(b)
12. Corrective Action Requests (CARs) Clarification Requests (CLRs) and Forward Action Requests (FARs)	X	X ^(b)
13. Comments of the internal technical reviewer on the draft validation report by the DOE team	X	
14. Final validation report	X	
15. Any other documents requested by the CDM-AT	X	X

^(a) All versions of the PDD.

^(b) Documents shall be submitted after the on-site assessment.

Appendix 2. Forms used in the CDM accreditation process

1. The list below indicates the forms to be used in the CDM accreditation process conducted in accordance with this procedure. These forms are available on the UNFCCC CDM website.
 - (a) Application for accreditation and reaccreditation:
 - (i) CDM-AA-FORM (Application for accreditation);
 - (ii) CDM-DOO-FORM (Declaration of other offices performing validation and verification/certification functions);
 - (iii) CDM-SCC-FORM (Self completeness check);
 - (b) CDM assessment team establishment:
 - (i) CDM-CA-FORM (Confidentiality agreement and conflict of interest declaration);
 - (ii) CDM-FAAT-FORM (Fee agreement for CDM-AT member)
 - (iii) CDM-PMAT-FORM (CDM-AT member performance monitoring report);
 - (c) Initial accreditation, reaccreditation:
 - (i) CDM-WP-FORM (Workplan for CDM-AT assessment);
 - (ii) CDM-DRR-FORM (Desk review report);
 - (iii) CDM-MA-FORM (Agenda for opening and closing meetings);
 - (iv) CDM-MAR-FORM (Attendance register for opening and closing meetings);
 - (v) CDM-OAR-FORM (On-site assessment report);
 - (vi) CDM-NC-FORM (Non-conformity, corrective action and clearance report);
 - (vii) CDM-FAR-FORM (Final assessment report);
 - (d) Performance assessment on validation activity:
 - (i) CDM-PAVA-FORM (Performance assessment report on validation activity);
 - (ii) CDM-PAVA_A/R-FORM (Performance assessment report on validation activity for afforestation and reforestation project activity);
 - (iii) CDM-NC-FORM (Non-conformity, corrective action and clearance report);
 - (iv) CDM-FAR-FORM (Final assessment report);
 - (e) Performance assessment on verification activity:
 - (i) CDM-MA-FORM (Agenda for opening and closing meetings);

- (ii) CDM-MAR-FORM (Attendance register for opening and closing meetings);
 - (iii) CDM-PAVE-FORM (Performance assessment report on verification and certification activity);
 - (iv) CDM-PAVE_A/R-FORM (Performance assessment report on verification and certification activity for afforestation and reforestation project activity);
 - (v) CDM-NC-FORM (Non-conformity, corrective action and clearance report);
 - (vi) CDM-FAR-FORM (Final assessment report);
- (f) Regular on-site surveillance:
 - (i) CDM-WP-FORM (Workplan for CDM-AT assessment);
 - (ii) CDM-MA-FORM (Agenda for opening and closing meetings);
 - (iii) CDM-MAR-FORM (Attendance register for opening and closing meetings);
 - (iv) CDM-OAR-FORM (On-site assessment report);
 - (v) CDM-NC-FORM (Non-conformity, corrective action and clearance report);
 - (vi) CDM-FAR-FORM (Final assessment report);
- (g) Review of CDM-AP recommendation, complaint against DOEs, review of non-conformity:
 - (i) CDM-RIR-FORM (Request for independent review of CDM-AP recommendation);
 - (ii) CDM-IRRP-FORM (Independent review report on CDM-AP recommendation);
 - (iii) CDM-COMP-FORM (Complaint against DOE);
 - (iv) CDM-COAR-FORM (Complaint assessment report);
 - (v) CDM-RRNC-FORM (Request for review of non-conformity);
 - (vi) CDM-IRNC-FORM (Independent review report on non-conformity);
- (h) DOE annual activity reporting:
 - (i) CDM-AAR-FORM (DOE annual activity report).

Appendix 3. Criteria for under-observation status, and suspension and withdrawal of accreditation

1. The following are criteria to be used by the CDM Accreditation Panel to make a recommendation and by the Executive Board of the clean development mechanism to make a decision on whether to place a designated operational entity (DOE) under observation or suspend its accreditation in accordance with a relevant provision of this Procedure.
2. The criteria for placing a DOE under observation are:
 - (a) There is an open non-conformity (NC) that is not referred to in paragraph 3(a) of this appendix; or
 - (b) There is an NC against the same CDM accreditation requirement raised for the DOE for a second time in the last 12 months; or
 - (c) There is a failure for the DOE to follow any provision in this Procedure, such as:
 - (i) Failure to submit records, information, reports, or other materials requested as deemed necessary to determine continued conformity with the accreditation requirements;
 - (ii) Failure to accommodate a request to undergo an assessment.
3. The criteria for suspending the accreditation of a DOE are:
 - (a) There is an open NC that is at the system level and a significant shortcoming, not an isolated or sporadic lapse, by the DOE to meet a CDM accreditation requirement, and the continuation of the validation and/or verification/certification activities of the DOE would threaten the credibility the CDM accreditation system; or
 - (b) The DOE intentionally provided false information, intentionally omitted to provide information that should have been provided, or deliberately violated any CDM accreditation requirement, except for the case referred to in paragraph 4(a) of this appendix; or
 - (c) The DOE placed under observation fails to close an open NC within the pre-specified time frame.
4. The criteria for withdrawing the accreditation of a DOE are:
 - (a) The DOE intentionally provided false information, intentionally omitted to provide information that should have been provided, or deliberately violated any CDM accreditation requirement, and such actions were done at the system level; or
 - (b) The DOE whose accreditation is suspended fails to close an open NC within the pre-specified time frame.

Appendix 4. Conditions of under-observation status, and suspension and withdrawal of accreditation

Table 1 Conditions of under-observation status, and suspension and withdrawal of accreditation

Name of the measure		Under observation	Suspension of accreditation	Withdrawal of accreditation
Designated operational entity activity	Responding to secretariat's and the Board's requests for clarification/review on requests for registration or issuance already submitted	Allowed	Allowed	Prohibited
	Continuation of validation or verification activities under existing contracts for which request for registration or issuance is not submitted	Allowed	Allowed	Prohibited
	Sign contracts for and undertake new validations or verifications	Allowed	Prohibited	Prohibited
	Publish project design documents and monitoring reports other than those related to the validations or verifications that have already begun	Allowed	Prohibited	Prohibited
	Finalize and issue any validation or verification opinion and reports	Allowed	Prohibited	Prohibited
	Submit requests for registration/issuance/renewal of crediting period and inclusion of component project activities in a programme of activities	Allowed	Prohibited	Prohibited
Public notification of the measure		Yes	Yes	Yes

Appendix 5. Independent review of CDM-AP recommendations

1. Definitions applicable to this appendix

1. An “adverse recommendation” is a recommendation by the CDM Accreditation Panel (CDM-AP) to the Executive Board of the clean development mechanism (hereinafter referred to as the Board) that, if adopted as a decision by the Board pursuant to this Procedure, would affect the accreditation status of a designated operational entity (DOE) or constitute an obstacle for maintaining or extending accreditation by DOE, or for obtaining accreditation by an applicant entity (AE), made in accordance with the relevant provisions of this Procedure.
2. A “request for independent review” means a request from an AE or DOE to the Board to appoint an independent panel of experts to conduct a review of an adverse recommendation where the AE/DOE considers the adverse recommendation is in breach of the “CDM accreditation standard for operational entities” and/or this Procedure.

2. Submission of a request for independent review

3. An AE/DOE may submit to the secretariat a request for independent review of an adverse recommendation of the CDM-AP, using the relevant form (CDM-RIR-FORM), within seven days of being informed of the adverse recommendation. The submission shall include evidence of the payment of the fee referred to in paragraph 5 of this appendix.
4. The AE/DOE shall specify the particular provisions of the “CDM accreditation standard for operational entities” and/or this Procedure that it considers the adverse recommendation breaches, and shall provide justification and evidence to support its view.
5. A fee of USD 2,000 shall be payable by the AE/DOE upon submission of the request.

3. Completeness check of the request for independent review

6. Upon receipt of the request for independent review, the secretariat shall acknowledge the receipt promptly.
7. The secretariat shall, within seven days of receipt of the request for independent review, undertake a completeness check to confirm that the request for independent review has been duly submitted and includes all relevant documents to carry out a preliminary assessment including evidence of the payment of the fee. The secretariat may request the AE/DOE to submit further relevant information. The AE/DOE shall submit such information within seven days or explain why such information cannot be submitted. If no response is received from the AE/DOE within this time frame, the secretariat shall cease the completeness check and inform the AE/DOE of the closure of the request for independent review.

4. Preliminary assessment of the request for independent review

8. The secretariat, after receipt of the request for independent review or further information or explanation if requested in accordance with paragraph 7 of this appendix, shall carry

out and conclude a preliminary assessment of the request for independent review within 10 days.

9. The preliminary assessment shall cover as a minimum the following:
 - (a) Whether the request for independent review was submitted by the deadline referred to in paragraph 3 of this appendix;
 - (b) Whether the request for independent review relates to an adverse recommendation;
 - (c) Whether specific provisions of the “CDM accreditation standard for operational entities” and/or this Procedure have been identified.
10. If the preliminary assessment reveals that the request for independent review does not meet all the conditions referred to in paragraph 9 of this appendix, the secretariat shall cease the preliminary assessment and inform the AE/DOE of the closure of the request for independent review.
11. If the preliminary assessment reveals that the request for independent review meets all the conditions referred to in paragraph 9 of this appendix, the secretariat shall inform the CDM-AP and the Board of the request for independent review.

5. Assessment of the request for independent review

12. The secretariat shall, within five days of successful conclusion of the preliminary assessment, provide the CDM-AP and the Board with the request for independent review and all supporting documentation received from the AE/DOE or prepared by the secretariat.
13. The secretariat shall, within the same five days of successful conclusion of the preliminary assessment, also prepare a list of five experts, selecting from the Accreditation Roster of Experts, the Methodologies Roster of Experts or the Registration and Issuance Team, as candidates for an independent panel to conduct an independent review of the adverse recommendation, and send the list to the AE/DOE.
14. The AE/DOE may object, in writing or by email within five days, to the selection of any expert on the list on the basis of conflict of interest by identifying such conflict of interest.
15. If the AE/DOE objects to the selection of an expert, the secretariat shall within five days consider modifying the list of experts. If the secretariat considers the objection unjustified, or the AE/DOE does not object to the selection of any expert within the time frame referred to in paragraph 14 of this appendix, the list of experts shall be deemed accepted. If the secretariat considers the objection justified and modifies the list of experts, it shall send the modified list to the AE/DOE within the same five days. After this, the same steps in paragraphs 14 and 15 of this appendix shall repeat until the list of experts is deemed accepted.
16. At the earliest possible Board meeting taking place after the list of experts is deemed accepted, the secretariat shall submit to the Board the list of experts. The Board shall, at that meeting, establish the independent panel, by appointing up to three experts, and request the independent panel to prepare a report. The secretariat shall inform the DOE and CDM-AP of the names of the appointed experts.

17. Once the Board establishes the independent panel, the appointed experts shall sign a confidentiality agreement and conflict of interest declaration (form CDM-CA-FORM).
18. The secretariat shall promptly forward the request for independent review and all supporting documentation to the independent panel.

6. Independent panel review of the adverse recommendation

19. The independent panel may, within seven days of receipt of the request for independent review and all related documentation, request further information from the CDM-AP and/or the AE/DOE. The CDM-AP and/or AE/DOE shall submit such information or explain why such information cannot be submitted within seven days of receipt of such request. If the AE/DOE fails to do so, the independent panel shall conduct and finalize the review based on the available information in accordance with paragraph 20 of this appendix.
20. The independent panel shall review the case based on the documentation provided to it, and by no later than 15 days from the appointment of the experts, it shall submit an independent review report (form CDM-IRRP-FORM) to the secretariat, including a summary of the adverse recommendation, an assessment of whether the particular provisions of the “CDM accreditation standard for operational entities” or this Procedure have been breached and a recommendation to the Board on whether to follow the original recommendation of the CDM-AP.
21. The secretariat shall submit the independent review report and all related documentation to the Board, the CDM-AP and the AE/DOE within five days of receipt of the independent review report.

7. Decision by the Board

22. The Board shall, at the earliest possible meeting taking place after the receipt of the independent review report, consider the request for independent review with all supporting documentation submitted by the AE/DOE, the adverse recommendation, the independent review report, and any other relevant documentation, and decide on one of the following options:
 - (a) The adverse recommendation was not in breach of the “CDM accreditation standard for operational entities” and/or this Procedure. In this case, the Board shall consider the adverse recommendation in accordance with the relevant provisions of this Procedure; or
 - (b) The adverse recommendation was in breach of the “CDM accreditation standard for operational entities” and/or this Procedure. In this case, the Board shall either request the CDM-AP to reconsider the adverse recommendation or take other action in accordance with the relevant provisions of this Procedure. The secretariat shall reimburse the fee referred to in paragraph 5 of this appendix to the AE/DOE in full.
23. If the adverse recommendation is to suspend or withdraw accreditation of the DOE and where the DOE has requested a hearing in accordance with the relevant provisions of this Procedure, such hearing shall be held at the same meeting and in conjunction with the Board’s consideration pursuant to paragraph 22 of this appendix.
24. The secretariat shall promptly inform the DOE and the CDM-AP of the Board’s decision.

25. The decision of the Board on the request for independent review shall not be subject to further review under this Procedure.

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Appendix 6. Review of complaints against designated operational entities

1. Definitions applicable to this appendix

1. A “complaint” is a written communication addressed to the CDM Accreditation Panel (CDM-AP), expressing a view that a designated operational entity (DOE) has breached a specific provision of the “CDM accreditation standard for operational entities” and/or any relevant procedure under the CDM.
2. A “complainant” is, for the purpose of this Procedure, restricted to the following:
 - (a) An entity or organization with a contractual relationship with the DOE for the validation or verification/certification of the particular CDM project activity or programme of activities (PoA) in respect of which the complaint is made; or
 - (b) An entity, organization or person that submitted comments during the global stakeholder consultation process for a CDM project activity or PoA that were not taken into consideration by the DOE in the final validation report.

2. Submission of a complaint

3. Only a complainant as defined in paragraph 2 of this appendix may submit a complaint.
4. A complainant shall submit a complaint to the secretariat using the relevant form (CDM-COMP-FORM) and providing all supporting documentation. The complainant shall describe the specific conduct of the DOE that is alleged to be in breach of the “CDM accreditation standard for operational entities” or this Procedure and provide evidence. All documentation submitted by the complainant to support the complaint may be treated as non-confidential by the secretariat in order that such information may be forwarded to the DOE in accordance with paragraph 11 of this appendix.
5. The complainant shall also provide evidence that it has exhausted the internal procedures of the DOE for handling complaints or that the DOE has breached its internal procedures for handling complaints.

3. Completeness check of the complaint

6. Upon receipt of a complaint in accordance with paragraph 4 of this appendix, the secretariat shall acknowledge receipt promptly.
7. The secretariat shall, within seven days of receipt of the complaint, undertake a completeness check to confirm that the complaint has been duly submitted. The secretariat may request the complainant to submit further information. The complainant shall submit such information within five days or explain why such information cannot be submitted. If no response is received from the complainant within this time frame, the secretariat shall cease the completeness check and inform the complainant of the closure of the complaint.

4. Preliminary assessment of the complaint

8. The secretariat, after receipt of the complaint or further documentation or explanation if requested pursuant to paragraph 7 of this appendix, shall carry out and conclude a preliminary assessment of the complaint within 10 days.
9. The preliminary assessment shall cover as a minimum the following:
 - (a) Whether the submitter is a complainant;
 - (b) Whether the complainant has identified specific conduct of the DOE that the complainant considers to be in breach of the “CDM accreditation standard for operational entities” and/or any relevant procedure under the CDM;
 - (c) Whether the complainant referred to in paragraph 2(a) of this appendix has exhausted the internal procedures of the DOE for handling complaints or provided evidence that the DOE has breached its internal procedures for handling complaints.
10. If the preliminary assessment reveals that the complaint does not meet all the conditions referred to in paragraph 9 of this appendix, the secretariat shall cease the preliminary assessment and inform the complainant of the closure of the complaint.
11. Where the preliminary assessment reveals that the complaint meets all the conditions referred to in paragraph 9 of this appendix, the secretariat shall inform the DOE of the complaint and shall provide the DOE with the complaint and the supporting documentation received from the complainant.
12. The DOE shall have seven days from the receipt of the complaint from the secretariat to provide a response to the complaint and shall submit the response to the secretariat with all necessary supporting documentation.

5. Assessment of the complaint

13. The secretariat shall prepare an assessment report on the substance of the complaint (form CDM-COAR-FORM), and submit it to the CDM-AP within 30 days of the deadline referred to in paragraph 12 of this appendix, including a summary of the complaint, an assessment of whether the particular provisions of the “CDM accreditation standard for operational entities” or this Procedure have been breached, and a recommendation to the CDM-AP as to whether the complaint is substantiated.
14. The secretariat may, during the preparation of the assessment report, request the complainant and/or the DOE to provide further information. The complainant and/or the DOE shall submit such information within seven days of receipt of such request. If no response is received from the complainant and/or the DOE within this time frame, the secretariat shall note so in its assessment report.

6. Decision by the CDM-AP

15. The CDM-AP shall consider the complaint with all supporting documentation submitted by the complainant, the assessment report prepared by the secretariat, and any other relevant documentation, and decide on one of the following options:
 - (a) A complaint is considered substantiated if the CDM-AP concludes, based on the documentation available to it in relation to the complaint, that the DOE has breached a specific requirement set out in the “CDM accreditation standard for operational entities” and/or this Procedure;
 - (b) A complaint is not considered substantiated if the CDM-AP concludes, based on the documentation available to it in relation to the complaint, that the DOE has not breached a specific requirement set out in the “CDM accreditation standard for operational entities”, this Procedure or that the complainant has not sufficiently demonstrated that such a breach has occurred.
16. If the CDM-AP concludes that the complaint is substantiated, it shall specify aspects of the system of the DOE that shall be assessed in a future accreditation assessment of the DOE.
17. If the CDM-AP concludes that the complaint is not substantiated, no further action shall be taken as a result of the complaint.
18. The secretariat shall inform the complainant and the DOE of the CDM-AP decision on the complaint.
19. The decision of the CDM-AP on the complaint shall not be subject to further review under this Procedure.

Appendix 7. Review of non-conformities raised by CDM-AT

1. Definitions applicable to this appendix

1. A “request for review of an NC” is a written communication from an applicant entity (AE) or a designated operational entity (DOE) addressed to the CDM Accreditation Panel (CDM-AP), expressing disagreement with a CDM assessment team (CDM-AT) on a non-conformity (NC) raised during an accreditation assessment and requesting a review by the CDM-AP on the NC in accordance with the relevant provisions of this Procedure.

2. Submission of a request for review of an NC

2. An AE or a DOE may submit a request for review of an NC to the secretariat within seven days of receipt of the non-conformity report through which the NC was raised by a CDM-AT, using the relevant form (form CDM-RRNC-FORM) and providing all supporting documentation. The submission shall include evidence of the payment of the fee referred to in paragraph 4 of this appendix.
3. The AE/DOE may submit to the secretariat more than one request for review of an NC at the same time, each covering one NC. In this case, each request shall be deemed a separate request.
4. A fee of USD 1,000 per request for review of an NC shall be payable by the AE/DOE upon submission of the request.

3. Completeness check of the request for review of an NC

5. Upon receipt of the request for review of an NC in accordance with paragraph 2 of this appendix, the secretariat shall acknowledge the receipt promptly.
6. The secretariat shall, within seven days of receipt of the request for review of an NC, undertake a completeness check to confirm that the request has been duly submitted. The secretariat may request the AE/DOE to submit further information. The AE/DOE shall submit such information within seven days or explain why such information cannot be submitted. If no response is received, the secretariat shall cease the completeness check and inform the AE/DOE of the closure of the request for independent review.

4. Preliminary assessment of the request for review of an NC

7. The secretariat, after receipt of the request for review of an NC or further information or explanation, if requested in accordance with paragraph 6 of this appendix, shall carry out and conclude a preliminary assessment of the request for review of an NC within 10 days.
8. The preliminary assessment shall cover as a minimum the following:
 - (a) Whether the request for review of an NC was submitted by the deadline referred to in paragraph 2 of this appendix;
 - (b) Whether the request for review of an NC is related to the interpretation of a CDM accreditation requirement, not a procedural matter;

- (c) Whether the AE/DOE has provided a reason, and supporting documentation as appropriate, for the disagreement with the CDM-AT on the NC.
- 9. If the preliminary assessment reveals that the request for review of an NC does not meet all the conditions mentioned in paragraph 8 of this appendix, the secretariat shall cease the preliminary assessment and inform the AE/DOE of the closure of the request for review of an NC.
- 10. If the preliminary assessment reveals that the request for review of an NC meets all the conditions referred to in paragraph 8 of this appendix, the secretariat shall inform the CDM-AP, CDM-AT and the AE/DOE of the request accordingly.

5. Assessment of the request for review of an NC

- 11. The secretariat shall, within five days of successful conclusion of the preliminary assessment, provide the CDM-AP with the request for review of an NC and all supporting documentation received from the AE/DOE and the result of the preliminary assessment conducted by the secretariat.
- 12. The CDM-AP shall consider the request for review of an NC and decide on one of the following options:
 - (a) Establish an independent panel of experts to conduct a review of the NC;
 - (b) Not to establish an independent panel and process the case in accordance with section 7 of this appendix.
- 13. If the CDM-AP decides to establish an independent panel, the secretariat shall, within five days of the CDM-AP decision, prepare a list of three experts, selecting from the Accreditation Roster of Experts, the Methodologies Roster of Experts or the Registration and Issuance Team, as candidates for the independent panel, and send the list to the AE/DOE.
- 14. The AE/DOE may object, in writing or by email within five days, to the selection of any expert on the list on the basis of conflict of interest by identifying such conflict of interest.
- 15. If the AE/DOE objects to the selection of an expert, the secretariat shall within five days consider modifying the list of experts. If the secretariat considers the objection unjustified, or the AE/DOE does not object to the selection of any expert within the time frame referred to in paragraph 14 of this appendix, the list of experts shall be deemed accepted. If the secretariat considers the objection justified and modifies the list of experts, it shall send the modified list to the AE/DOE within the same five days. After this, the same steps in paragraphs 14 and 15 of this appendix shall repeat until the list of experts is deemed accepted.
- 16. The secretariat shall submit to the CDM-AP the list of experts within five days of the list being deemed accepted. The CDM-AP shall establish the independent panel, by appointing up to two experts, and request the independent panel to prepare a report. The secretariat shall inform the AE/DOE of the names of the appointed experts.
- 17. Once the CDM-AP establishes the independent panel, the appointed experts shall sign a confidentiality agreement and conflict of interest declaration (form CDM-CA-FORM).

18. The secretariat shall promptly forward the request for review of an NC and all supporting documentation submitted from the AE/DOE to the independent panel. The case shall then be processed in accordance with sections 6 and 7 of this appendix;

6. Independent panel review of the NC

19. The independent panel may, within seven days of receipt of the request for review of an NC and all supporting documentation submitted from the AE/DOE, request further information from the CDM-AT and/or the AE/DOE. The CDM-AT and/or DOE shall submit such information or explain why such information cannot be submitted within seven days of receipt of such request. If the AE/DOE fails to do so, the independent panel shall conduct and finalize the review based on the available information in accordance with paragraph 20 of this appendix.
20. The independent panel shall review the case based on the documentation provided to it, and by no later than 10 days from the appointment of the experts, it shall submit an independent review report (form CDM-IRNC-FORM) to the secretariat, including a summary of the views of the CDM-AT, the AE/DOE, and the independent panel on the NC.
21. The secretariat shall submit the independent review report and all related documentation to the CDM-AP, the CDM-AT and the AE/DOE within five days of receipt of the independent review report.

7. Decision by the CDM-AP

22. The CDM-AP shall consider the request for review of an NC with all supporting documentation submitted by the AE/DOE, the non-conformity report on the NC prepared by the CDM-AT, the independent review report, as applicable, and any other relevant documentation, and decide on one of the following options:
- (a) The NC shall be maintained. In this case, the AE/DOE shall provide the CDM-AT with a written acceptance of the NC and the accreditation assessment regarding the NC shall resume from the applicable paragraph of this Procedure; or
 - (b) The NC shall be dropped. In this case, the CDM-AP shall request the CDM-AT to drop the NC. The secretariat shall reimburse the fee referred to in paragraph 4 of this appendix to the AE/DOE in full.
23. The secretariat shall promptly inform the AE/DOE and the CDM-AT of the CDM-AP decision.
24. The decision of the CDM-AP on the request for review of an NC shall not be subject to further review under this Procedure.

Appendix 8. Modalities of hearing from designated operational entities

1. Definitions applicable to this Appendix

1. A “hearing” is an administrative process under which a designated operational entity (DOE) expresses its view before the Executive Board of the clean development mechanism (hereinafter referred to as the Board) in relation to the recommendation of the CDM Accreditation Panel (CDM-AP) that the Board suspend or withdraw the accreditation of the DOE.
2. “Relevant information” means all information that forms part of the accreditation assessment based on which the CDM-AP decided to recommend that the Board suspend or withdraw the accreditation of the DOE, consideration by the CDM- AP, the independent review report prepared in accordance with the provisions contained in Appendix 5 and/or Appendix 7 to this Procedure, as applicable, other information relating to the relevant accreditation assessment, if any, and any further information that the DOE provides in accordance with this appendix.

2. Request for a hearing

3. A DOE may request to the secretariat a hearing within seven days of being notified of the recommendation of the CDM-AP that the Board suspend or withdraw the accreditation of the DOE.
4. The secretariat shall, as soon as possible, notify the DOE of the date of the hearing.
5. The DOE shall, as soon as possible, inform the secretariat whether it will attend the hearing in person or remotely by telephone or through the internet.

3. Exchange of relevant information

6. The DOE shall provide the secretariat with all information that it wishes to be considered in the context of the hearing, as soon as possible, and no less than 14 days prior to the date of the hearing. The secretariat shall promptly forward such information to the Board.
7. The secretariat shall forward to the DOE all relevant information that has not yet been provided to the DOE or that is not within the DOE possession, as soon as possible and no less than 14 days prior to the date of the hearing.

4. Representation

8. The DOE may attend the hearing with its representatives including external personnel.

5. Hearing

9. The Chair and Vice-Chair of the Board shall manage the hearing.
10. The DOE shall have the opportunity to present its view to the Board and ask questions to the Board. The Board shall have the opportunity to ask questions to the DOE.

11. The information and discussion in the hearing shall be considered by the Board in reaching its decision in accordance with the relevant paragraph of this Procedure.

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Appendix 9. Fees and costs

1. Application fees for accreditation, reaccreditation and extension of accreditation for additional sectoral scopes

1. The fee for application for accreditation or reaccreditation is USD 15,000. If an applicant entity (AE) or designated operational entity (DOE) decides to withdraw its application for accreditation, reaccreditation or extension of accreditation for additional sectoral scopes before all appointed CDM assessment team (CDM-AT) members sign a confidentiality agreement and conflict of interest declaration in accordance with the relevant paragraphs of this Procedure, the application fee shall be reimbursed in full, otherwise it shall be non-reimbursable.

2. An AE or DOE from a non-Annex I Party may have the possibility of paying 50 per cent of the application fee when it applies for accreditation or reaccreditation respectively, provided that it states its inability to pay the full fee at application, bearing in mind that it still needs to meet the relevant requirements in the “CDM accreditation standard for operational entities” regarding financial stability and liability. In this case, the AE/DOE shall pay the remaining 50 per cent of the application fee if and when the AE is accredited before starting its operation or once and if the DOE is re-accredited before starting its operation in the renewed term.

An AE or DOE shall pay the application fee for accreditation, re-accreditation or extension of sectoral scopes as follows:

- (a) One payment of USD 7,500 at the time of the application for accreditation, re-accreditation or extension of sectoral scopes and a second payment of USD 7,500 within one year after obtaining accreditation, re-accreditation or extension of sectoral scopes; or
- (b) One payment of USD 15,000 at the time of the application for accreditation, re-accreditation or extension of sectoral scopes.

2. Fees and costs for accreditation assessments by CDM-ATs

3. For any type of accreditation assessment that involves work by a CDM assessment team (CDM-AT) conducted in accordance with this Procedure,¹ the AE/DOE shall pay for the following items directly to each CDM-AT member:
 - (a) Airfare for the CDM-AT member to travel to the sites specified in the workplan or by the Board, which is of business class for the flights of nine hours or more including transit time, or of economy class otherwise (for assessments that involve on-site assessment only);²

¹ This appendix does not cover the fees and costs for handling requests for review of CDM-AP recommendations and for handling requests for review of non-conformities raised by a CDM-AT, which are specified in Appendix 5 and Appendix 7 to this Procedure, respectively.

² For CDM-AT members from the secretariat, United Nations rules and regulations shall apply.

- (b) Applicable United Nations daily subsistence allowance (for assessments that involve on-site assessments only);
 - (c) The fee for the work provided by the CDM-AT member calculated in accordance with section 3 of this appendix.
4. For the payment of the items referred to in paragraph 3(b) and (c) of this appendix, the secretariat shall provide the AE/DOE with a payment instruction and pre-filled receipt for each CDM-AT member indicating the number of days of work.
 5. Conducting an assessment that involves a site visit may depend on the payment in advance of the fees and costs indicated in paragraph 3 of this appendix. In the case of a spot-check, if the DOE does not pay the fee within 30 days of receipt of the pre-filled receipt referred to in paragraph 4 of this appendix, the secretariat shall inform the Board accordingly, and the Board shall immediately suspend its accreditation until the DOE makes the payment. In all other cases, if the AE/DOE does not pay the fee within 30 days of receipt of the pre-filled receipt, the secretariat shall inform the Board and the CDM-AP accordingly, and the accreditation process for the AE shall be immediately suspended, or the Board shall immediately place the DOE under-observation, until the AE/DOE makes the payment.

3. Indicative level of fees for CDM-AT members

6. The following table provides the standard person-days, the number of CDM-AT members participating in the task and the consequent total fees to be provided by the AE/DOE for each type of accreditation assessment. The secretariat may adjust the number of team members involved in each task and/or the person-days for the team leader or team members.

Table 1 Indicative level of fees for CDM-AT members

Type of accreditation assessment	Activity	CDM-AT team leader (person-days)	CDM-AT member (person-days)	Number of CDM-AT members participating in the task	Number of days times daily fee ^(a) = total cost (USD)
Initial accreditation;	Desk review ^(b)	2	1	2	1,600
	On-site assessment ^(c)	3	2	2	2,800
Reaccreditation;	Verification of implementation of corrective actions	1	1	2	1,200
Extension of accreditation for additional sectoral scopes	Preparation of final assessment report	2	1	2	1,600
Performance assessment	Desk review and/or on-site assessment	2	2	1	1,600

Type of accreditation assessment	Activity	CDM-AT team leader (person-days)	CDM-AT member (person-days)	Number of CDM-AT members participating in the task	Number of days times daily fee ^(a) = total cost (USD)
	Verification of implementation of corrective actions	1	1	1	800
	Preparation of final assessment report	2	1	1	1,200
Regular on-site surveillance	On-site assessment	3	2	1	2,000
	Verification of implementation of corrective actions	1	1	1	800
	Preparation of final assessment report	2	1	1	1,200
Spot-check	On-site assessment	3	2	1	2,000
	Verification of implementation of corrective actions	1	1	1	800
	Preparation of final assessment report	2	1	1	1,200
Transfer of accreditation; Notification of changes	Involvement of CDM-AT, type and modalities of work to be decided on a case-by-case basis				
Other assessments (e.g. assessment for lifting under-observation status, assessment for lifting suspension status, additional desk reviews)	Type and modalities of the assessment by CDM-AT to be decided on a case-by-case basis				

- (a) The level of fee is presently set at USD 400 per day.
 - (b) The fee for desk review is included in the application fee.
 - (c) May be exempted for applications for extension of accreditation for up to three sectoral scopes.
7. For initial accreditation and reaccreditation, if an AE/DOE notifies the secretariat of the following changes in its application before all appointed CDM-AT members sign a confidentiality agreement and conflict of interest declaration, no additional fee shall be charged to the AE/DOE. If the AE/DOE notifies the secretariat of the changes after all appointed CDM-AT members have signed a confidentiality and non-disclosure agreement but before the coordination of the on-site assessment, an additional fee of two person-days for the CDM-AT leader shall be charged to the AE/DOE for him/her undertaking an additional desk review. If the AE/DOE notifies the secretariat of the changes after the coordination of the on-site assessment, the case shall be considered as a new application and the AE/DOE shall pay another application fee referred to in paragraph 1 of this appendix:
- (a) Addition to the list of sectoral scopes applied for;
 - (b) Substantial changes in documentation.
8. The CDM-AT members shall send the original receipts of fee payment signed by respective CDM-AT members to the AE/DOE, and submit an electronic copy of them to the secretariat.

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Appendix 10. Accreditation flow diagram

1. The purpose of the process flow diagram is to present the sequence of activities in the accreditation process and the controls that apply. This accreditation process flow diagram shall be read together with the content of the CDM accreditation procedure.

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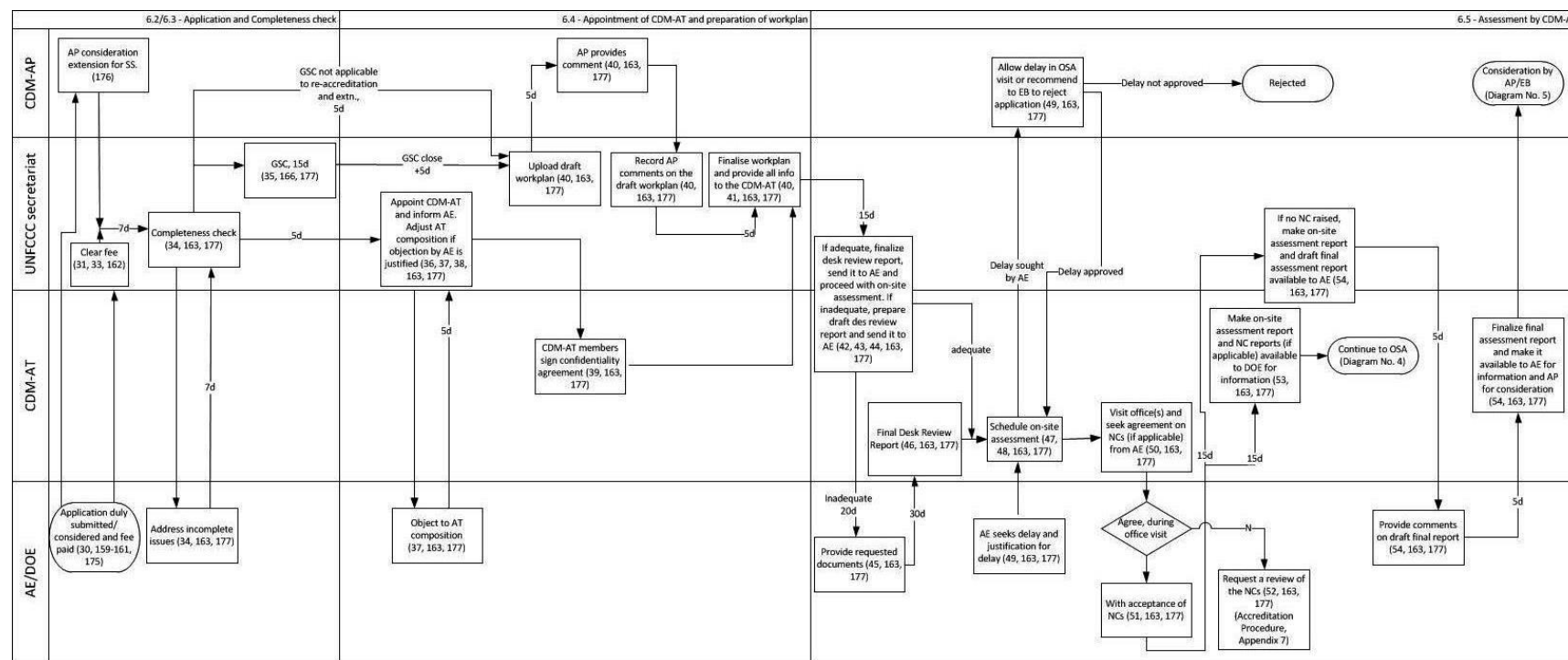
Figure 1. Accreditation Flow Diagram (No. 1) - Initial accreditation, reaccreditation and extension of accreditation for additional sectoral scopes

Figure 2. Accreditation Flow Diagram (No. 2) - Performance assessment

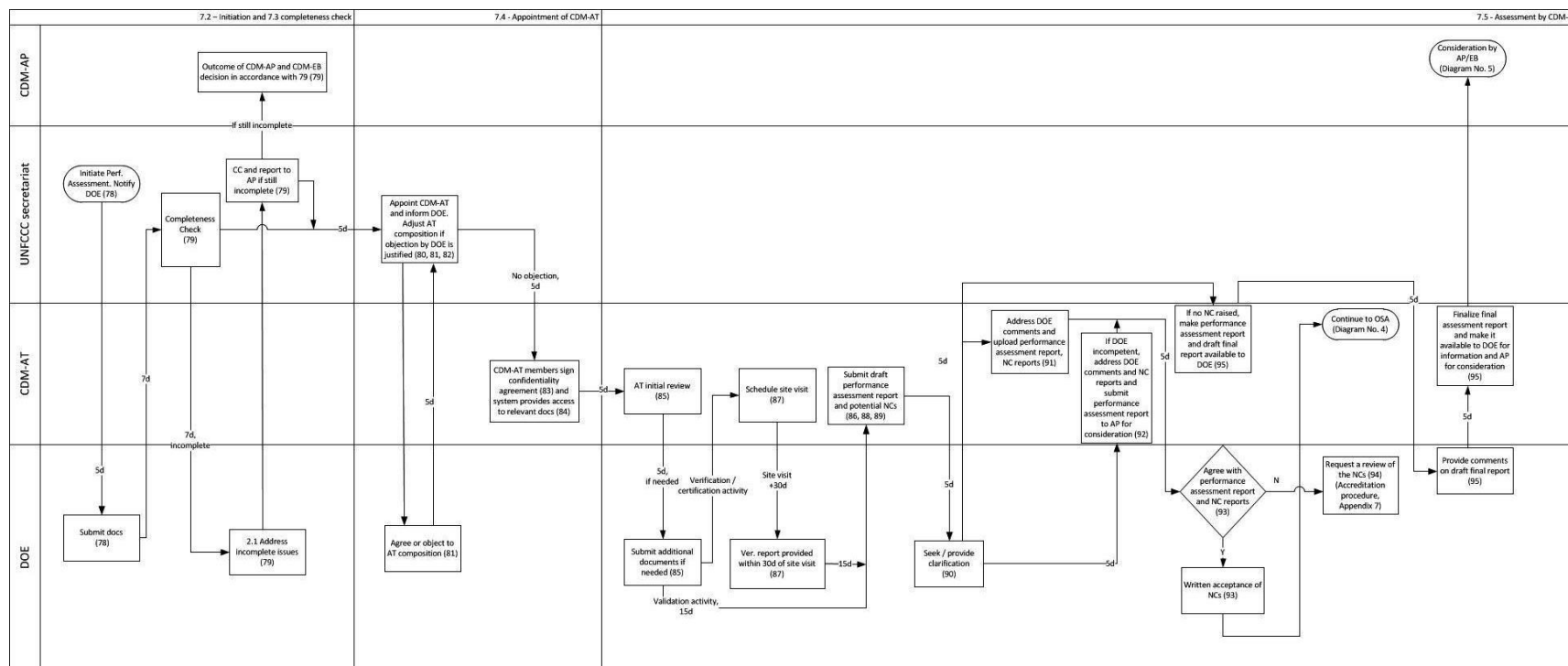


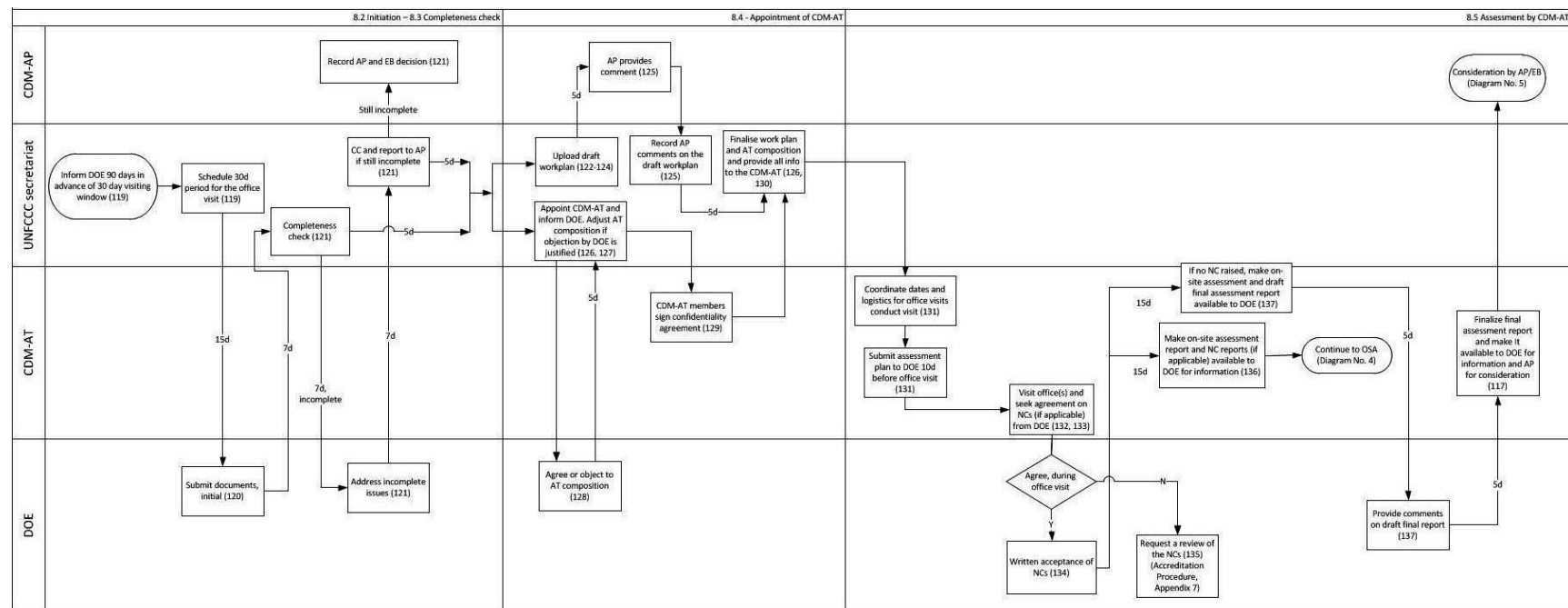
Figure 3. Accreditation Flow Diagram (No. 3) - Regular on-site surveillance

Figure 4. Accreditation Flow Diagram (No. 4) – On-site assessment (OSA) common to initial accreditation, reaccreditation, extension of accreditation for additional sectoral scopes, performance assessment and regular on-site surveillance

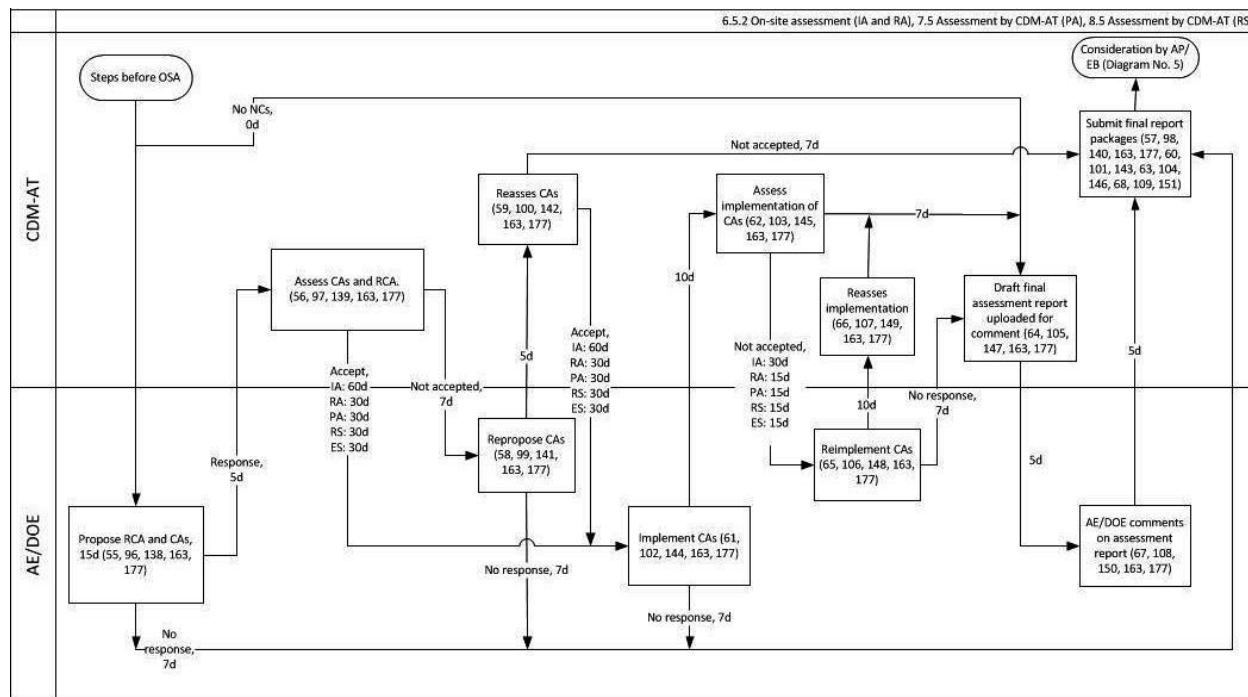
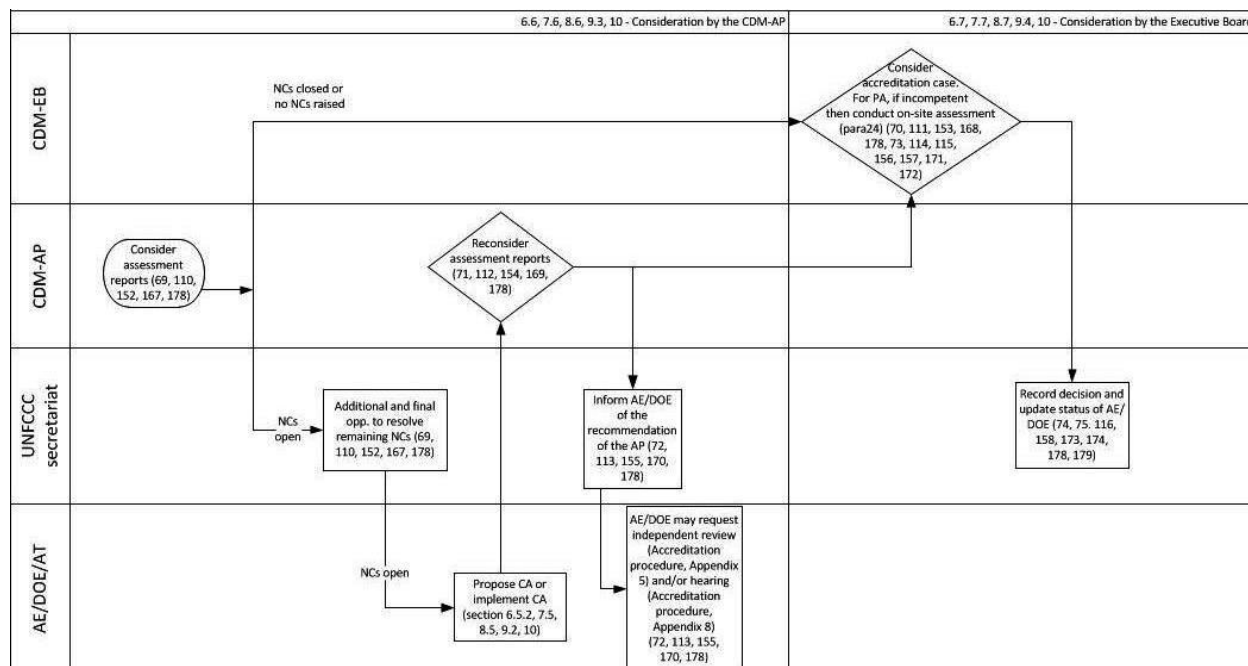


Figure 5. Accreditation Flow Diagram (No. 5) - Consideration of an accreditation activity by the CDM-AP and CDM-EB



Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
13.0	17 October 2016	Published as an annex to the annotated agenda of EB92. Revision to include accreditation flow diagram and to update information in footnote 7 and appendix 9.
12.0	16 October 2015	EB 86, Annex 19 Revisions include: <ul style="list-style-type: none"> • Modalities of the regular surveillance assessments; • Elaboration of options available to the CDM-AP on making recommendations to the Board while considering outcomes of a performance assessment; • Removal of the requirement for an AE/DOE to pay a non-reimbursable fee for reducing scopes applied for during initial accreditation or reaccreditation assessment; • Minor editorial changes.
11.0	26 July 2013	EB 74, Annex 12 Additions include: <ul style="list-style-type: none"> • Introducing the "under-observation" status for DOEs and the modalities for placing and lifting the status; • Introducing the criteria for placing DOEs under-observation, and suspending and withdrawing accreditation of DOEs; • Introducing the process on transferring the accreditation to another legal entity; • Introducing the process for handling fallacious conducts of AEs/DOEs during accreditation assessments; • Introducing the process on the submission of DOE annual activity reports (shifting the requirement from the "CDM accreditation standard for operational entities"). Changes include: <ul style="list-style-type: none"> • Changing the length of the accreditation term; • Changing some steps and their time frame in various accreditation assessments; • Changing the modalities to determine the number of performance assessments; • Elaborating the process on the withdrawal of accreditation; • Elaborating the conditions of the under-observation status, suspension and withdrawal of accreditation; • Elaborating the process on notification of changes; • Changing the process for review of CDM-AP recommendations to the Board;

<i>Version</i>	<i>Date</i>	<i>Description</i>
		<ul style="list-style-type: none"> • Changing the process for handling complaints against DOEs; • Changing the process for handling complaints from AEs/DOEs to that for handling requests for review of non-conformities; • Elaborating the modalities of hearing from DOEs; • Streamlining the provisions of fees and costs. <p>Title change from “Procedure for accrediting operational entities by the executive board of the clean development mechanism (CDM)” to “CDM accreditation procedure”.</p>
10.1	21 September 2010	Editorial revision to correct numbering of footnotes.
10	17 September 2010	EB 56, Annex 02 Revisions include: streamlining the processes covered under spot-check and suspension sections; reductions to time lines under the reaccreditation process; inclusion of processes to handle complaints from and against AE/DOEs; and, the incorporation of a table of indicative fees for CDM-AT members.
09.1	17 July 2009	EB 48, Annex 03 Changes made in version 9.1 were of editorial nature and some consistency corrections: introduction; desk review, on-site assessment; performance assessment; regular surveillance; spot-check; accreditation for additional sectoral scopes; notification on changes of status of an AE/DOE; cost associated with application for extension of the accreditation scope; forms used in the accreditation process.
09	25 March 2009	EB 46, Annex 03 Performance monitoring replaced witnessing activities and phased accreditation; timelines were revised; provision for on-site assessment of non-central offices.
08	14 September 2007	EB 34, Annex 01 Appeals procedure, appendix 2, was revised for specifying the establishment and responsibility of appeal panel.
07.1	22 June 2007	Changes made in version 7.1 were of editorial nature (table of contents and references to appendices).
07	22 June 2007	EB 32, Annex 02 Paragraph 30(b) was revised and paragraph 31 was added for specifying the assessment process from CDM AT. Paragraph 35 and 46 were slight revised for the process of disk review and on-site assessment.
06	16 February 2007	EB 29, Annex 1 Paragraph 69 was revised as a regular surveillance shall be undertaken within this three-year-period. The paragraph 71–87 were added for specified how to conduct regular surveillance. The counterpart requirements for cost associated with regular surveillance and regular surveillance assessment report were elaborated by the paragraph 14–16 from Annex D3 and F-CDM-SUR from Annex D4.

<i>Version</i>	<i>Date</i>	<i>Description</i>
05	1 November 2006	EB 27, Annex 01 Paragraph 78(a) and (b) were revised for more elaboration of the suspension or withdrawal the designation of a designated operational entity. Paragraph 79–82 were added for specifying how to undertake corrective actions and its follow-up actions related to non-conformities within the time-frame identified by the Board in its decision.
04	29 September 2006	EB 26, Annex 01 The phasing of accreditation was added to section B1.1 and Annex D.6. The developing list of sectoral scopes of accreditation and completeness check were added respectively to the paragraph 11 and 26. The desk review, on-site assessment, and witness activities were more elaborated by the following section of C.2, C.3, and C.4. The “cost” was introduced by revised section D.3.
03	26 March 2004	EB 13, Paragraph 11 Paragraph 4.3, 68.2, and 45.2 were revised according to paragraph 11, EB 13 report.
02	30 January 2003	EB 07, Annex 02 Immediately public availability was slight elaborated as paragraph 1–2; and paragraph 17 publication of the sectoral scope(s) applied was added. Definition of accreditation scope was revised as paragraph 6. Paragraph 29.4, Annex D.3–8.3, and Annex D.5 were added for completeness of whole document.
01	8 Aug 2002	EB 05, Annex 02 Initial adoption.

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