

A6.4-AEP005-AA

Annotated agenda

Fifth meeting of the Accreditation Expert Panel

Version 01.0

Date of meeting: 11 and 12 September 2025

Place of meeting: Bonn, Germany



United Nations
Framework Convention on
Climate Change

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Annotations to the proposed agenda

Agenda item 1. Agenda and meeting organization

Agenda item 1.1. Opening

1. ► **Action:** The Co-Chair of the Article 6.4 mechanism Accreditation Expert Panel (hereinafter referred to as the AEP) shall open the fifth meeting of the AEP.

Agenda item 1.2. Adoption of the agenda

2. ► **Action:** The AEP may wish to adopt the proposed agenda of the fifth meeting.

Background: The agenda was drawn up based on the AEP workplan, version 02.0, which was published as an annex to the annotations of the Supervisory Body at its 16th meeting.¹

3. ► **Action:** Members of the AEP may wish to provide statements on any potential conflict of interest concerning the issues on the agenda for the meeting and take action as appropriate.

Background: In accordance with paragraph 28 of the “Terms of reference of the Article 6.4 mechanism expert panels”, members of a panel shall abide by the code of conduct of the Supervisory Body, as well as by the provisions related to conflict of interest and transparency of the Supervisory Body, taking into account specific confidentiality requirements. They shall declare whether they have a pecuniary or financial interest in an issue presented to them as a member of the panel, and if so, refrain from participating in any discussion or decision on the issue. Members of a panel shall not disclose any confidential or proprietary information that comes to their knowledge from serving on a panel.

Agenda item 2. Governance and management matters

Agenda item 2.1. Matters related to the Accreditation Expert Panel

4. ► **Action:** The AEP may wish to take note of the update on the outcome of the 17th meeting of the Supervisory Body (SBM 017) relevant to the work of the AEP including its recommendation to accredit, for five years, the following applicant entities: A6.4E-0002 SustainCERT, A6.4E-0003 CQC, A6.4E-0004 JQA, A6.4E-0005 Earthood and A6.4E-0007 KBS.

Background: The SBM 017 took note of the report of the fourth meeting of the AEP.

¹ [A6.4-SBM016-AA-A02](#) - Information note: Workplan of the Accreditation Expert Panel 2025 (version 02.0).

Agenda item 2.2. Status update on applications received

5. ► **Action:** The AEP may wish to take note of the update from the secretariat on applications received from applicant entities for becoming accredited under the Article 6.4 mechanism.

Background: As part of the AEP workplan for 2025 (A6.4-SBM015-A03), the assessment of applications for accreditation, including the accreditation of new operational entities, is a priority task.

Agenda item 3. Rulings (case-specific matters)

6. ► **Please note:** Due to confidentiality provisions, the case-related information is restricted to the AEP.

Agenda item 4. Regulatory matters

7. ► **Action:** The AEP may provide input to the draft revision of the “Standard: Article 6.4 accreditation” and “Procedure: Article 6.4 accreditation”.

Background: The assessment team leaders interacted with the AEP during its AEP002 and AEP004 meetings and raised a few queries related to the accreditation process under the Article 6.4 mechanism based on experience gained through assessment of A6.4 applicant entities. The AEP responded to these queries and requested the secretariat to revise the related requirements in the “Standard: Article 6.4 accreditation” (ver.01.0) and “Procedure: Article 6.4 accreditation”, (ver.01.2) during the mandated revision of these documents.

Agenda item 5. Relations with forums and other stakeholders

8. ► **Action:** The AEP may wish to interact with the Designated Operational Entities/Applicant Entities (DOE/AE) Coordination Forum Chair.

Background: In accordance with the “Procedure: Direct communication with stakeholders”, the AEP may allocate time for interaction with the DOE/AE Coordination Forum chair at each AEP meeting.

Agenda item 6. Conclusion of the meeting

9. ► **Action:** The AEP may wish to approve the meeting report.

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Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	28 August 2025	Initial publication.
Decision Class: Operational Document Type: Annotated agenda Business Function: Governance Keywords: AEP, annotated agenda, annotations		