

A6.4-SB002-AA-A03

Concept note

Support structure and draft TORs

Version 01.0



United Nations
Framework Convention on
Climate Change

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1. Procedural background

1. At its first meeting the Supervisory Body considered a concept note about a support structure that can assist, on a technical level, its work in relation to matters related to, among others, methodologies, accreditation and the activity cycle. In this context the Supervisory Body requested the secretariat to prepare relevant terms of reference. The Supervisory Body also requested the secretariat to identify the needs for external expertise, taking into account the workplan. The Supervisory Body noted that the discussion on immediate needs may inform the consideration of longer-term arrangements of its support structure.
2. As mentioned in the mandate above, the identified needs are addressed in the workplan. Therefore, consider this concept note together with the workplan (see annex 2 to the annotated agenda).

2. Purpose

3. The purpose of this concept note is to:
 - (a) Suggest a framework for how experts might be engaged, based on need;
 - (b) Provide Terms of Reference for experts to be deployed under the Supervisory Body.

3. Key Issues

4. The following proposal is an evolution of the various options provided in the earlier concept note (A6.4-SB001-AA-A03)¹ and are based on the detailed discussions at the first meeting of the Supervisory Body. As this subject was already considered once and guidance was provided by SB 001, only one proposal is put forward in this concept note. However, options are provided on remuneration and timing.
5. From the 2022–2023 workplan it can be seen that most mandates can be covered by the secretariat, for now. Although, it would be useful to draw on external expertise in areas of accreditation and methodologies. Such expertise may be found from within the CDM support structure or from elsewhere.
6. It is proposed to take a gradual approach and move away from the concept of “interim” and “long-term” arrangements, as provided in the previous concept note (A6.4-SB001-AA-A03).² The first proposed step is to establish a roster of experts. Then, as the procedures are developed and mandates for any support structure become clearer, it may become necessary to put other arrangements in place. Without prejudging such future arrangements, the experts from the roster may still be a useful source of expertise under any future arrangements.

¹ Available at: <https://unfccc.int/sites/default/files/resource/a64-sb001-aa-a03.pdf>.

² Available at: <https://unfccc.int/sites/default/files/resource/a64-sb001-aa-a03.pdf>.

7. The following sub-sections outline the proposal in more detail including the various steps required for selecting experts. The terms of reference for such experts is provided in appendix 1.

3.1. Roster of experts

8. As per the mandate, it is important to consider any support structure in the context of the work of the Supervisory Body and need for specific expertise. From the 2022–2023 Workplan it has been identified that the secretariat may benefit from external expertise in accreditation and methodologies which are important for operationalizing the A6.4 Mechanism.
9. To ensure consistent treatment of external experts, it is proposed to have only one roster. Experts on the roster would have specializations making them suitable for specific tasks. Based on the current need, it is proposed to have specializations in accreditation and methodologies. At a later time, further specializations can be added, such as activity cycle or host-Party arrangements.
10. Generic terms of reference for experts are provided in appendix 1, covering accreditation and methodologies.

3.2. Basic process for selection of experts

11. It is suggested that the secretariat run an open and competitive process to identify the most suitable experts. This would entail publishing a call for experts on the UNFCCC website and publicising the call through the secretariat's various networks. In addition, the Supervisory Body members and alternates may wish to share the call as widely as possible, particularly an in effort to alert experts from all regions. The call is to be open for at least 30 calendar days.
12. The secretariat should be guided in all steps of the call, evaluation and selection by four members or alternates of the Supervisory Body. As no procedure for running the process is yet in place, it will be important for the secretariat to do the tasks in close cooperation with select Supervisory Body members/alternates.
13. The secretariat will ensure the following information is available to applicants:
 - (a) General information on the selection process and timelines;
 - (b) Terms of reference (TORs) for experts;
 - (c) The code of conduct and conflict of interest requirements;
 - (d) High level information on assignment types and remuneration.
14. Applicants will submit a duly completed application form, P.11 form,³ agreement to abide by the code of conduct and conflict of interest requirements (applied mutatis mutandis as in the Supervisory Body's Rules of Procedures), consent to the publication of their name on the website, if selected as an expert, and agreement to the publication of a short curriculum vitae (CV).

³ Personal History Form (P.11) allows for the collection of personal, educational and professional information of a candidate applying to a request for professional services in the United Nations system.

15. The secretariat together with the selected Supervisory Body members/alternates will evaluate the applications and determine, for each application, whether to select the applicant as an expert on the roster, reject the applicant or request more information from the applicant taking into account the coverage of expertise and regional and gender balance.
16. Performance exhibited during membership of other panels, working groups, teams or rosters under the CDM Executive Board may be taken into consideration, if deemed relevant.
17. The selection of experts would take into account the coverage of expertise and regional and gender balance so that the number of experts appointed is approximately:
 - (a) For the accreditation specialization, 10 experts;
 - (b) For the methodological specialization, 20 experts.
18. All applicants for the rosters would be notified of the result of their application by the secretariat.
19. Once the term of service as an expert on the roster has started or ended, the secretariat will take all administrative steps to effectuate the status.
20. The secretariat will make publicly available selected experts' names on the UNFCCC website no later than 10 working days after selection or receipt of a short CV for publication, whichever is later.

3.3. Code of conduct and conflict of interest

21. Experts should abide, mutatis mutandis, by the Code of Conduct and provisions on conflict of interest, as provided for in the Rules of Procedure of the Supervisory Body.⁴ Before rendering any specific service, experts will sign a statement confirming that they have no conflict of interest with respect to the specific assignment, and authorize the secretariat to make it publicly available, if required.
22. In order to ensure transparency in the selection of experts, experts shall authorize the secretariat to publish a summarized curriculum vitae.

3.4. Assignment of work

23. From the 2022–2023 Workplan, it can be seen that external CDM expertise could be useful for the following products: contributing to the review of a sustainability tool, review of the accreditation standard and procedure; accreditation of operational entities; guidelines for setting baselines and additionality; elaboration of requirements in chapter V.B of the RMP; regulation for removal activities; review of methodologies; and, development of methodologies and standardized baselines.
24. In addition, the product to 'Establish requirements and process for approval and supervision of national arrangements for accreditation, methodological requirements (e.g.

⁴ Draft Procedure: Rules of procedure of the Supervisory Body (A6.4-SB001-A01) available at: <https://unfccc.int/sites/default/files/resource/a64-sb001-a01.pdf>.

baseline approaches, additionality) and crediting period', may benefit from external expertise.

25. As the process for the assignment of work is not clearly defined, it is proposed that the selected members/alternates and the secretariat will assign work to experts on an ad-hoc basis. Primarily assigning work where the secretariat would benefit from specific expertise.
26. Over time, this experience can provide a basis for how the Supervisory Body would like to elaborate its support structure including institutionalizing mandates for external experts.

3.5. Remuneration

27. **Option 1: None** – consistent with the practices of all other constituted bodies under the UNFCCC process (apart from the CDM Executive Board), only DSA would be provided and travel costs would be reimbursed. However, no travel is foreseen at this stage. Recall that in the first years of the CDM, experts were not remunerated.
28. **Option 2: Daily fee** – consistent with the practice of the CDM Executive Board, in accordance with United Nations rules and regulations and subject to the fulfilment of any conditions in the written agreement to be signed with the secretariat, experts on the A6.4 Mechanism rosters of experts would be remunerated for services provided on time and to the requisite level of quality with a daily fee.

3.6. Timing

29. **Option 1:** The Supervisory Body may like to launch a call for experts as soon as possible. This would mean launching a call for experts in November, with experts selected in March 2023.
30. A benefit of launching a call sooner is to have expertise available as soon as they are required. Conversely, as the mandates are not clearly defined the TORs are elaborated in a general way. This may necessitate doing a second call once there is more clarity on these aspects.
31. **Option 2:** The Supervisory Body may like to wait until there is clarity in the procedures which will define the mandates for the experts.
32. The benefit would be launching a call with fully applicable TORs. Clarity on the procedures, and hence mandates, would become apparent after the first or second consideration of such documents by the Supervisory Body and before finalization. Therefore, a targeted call for experts could be launched while the procedures are being finalized, not losing much time.

4. Impacts

33. An effective support structure will be crucial to support the work of the Supervisory Body. Given the expectations of the A6.4 Mechanism and the urgency of the mandates, roster experts will be important for the Supervisory Body to quickly and effectively advance its work – particularly where the secretariat does not have specific technical expertise or capacity.

5. Subsequent work and timelines

34. See the sub-section 'timing', above.

6. Recommendations to the Supervisory Body

35. The secretariat recommends that the Supervisory Body:

- (a) Establish, as per the Rules of procedure of the Supervisory body, one roster of experts, with specialization in accreditation and methodological issues;
- (b) Appoint two persons (members or alternates) to guide the secretariat in the selection of experts for each of the specializations (i.e four persons in total);
- (c) Requests the secretariat to appoint experts to the roster in consultation with the members/alternates appointed to guide this work;
- (d) Request the secretariat to open a call for experts lasting 30 days, based on the terms of reference contained in the appendix and complete the process outlined in section 3.2 above;
- (e) Decide on a remuneration option for experts;
- (f) Decide on a timing option for launching a call.

Appendix. Draft terms of reference for A6.4 Mechanism experts

1. This appendix sets out the common minimum requirements that experts shall fulfil and the minimum specific requirements that experts must meet. In addition, calls for experts may further specify the competence requirements relevant to each call.

Competence requirements applicable to all experts

2. All experts shall:
 - (a) Be familiar with the A6.4 Rules, Modalities and Procedures (RMP)¹ and relevant decisions of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA);
 - (b) Have experience and/or knowledge relevant to the A6.4 activity cycle²;
 - (c) Be able to communicate effectively in English, both in writing and orally. A working knowledge of other United Nations languages is desirable;
 - (d) Have excellent drafting skills, strong operational and analytical skills, and an ability to work as a member of a team.

Accreditation specialist

3. Accreditation experts shall fulfil the following minimum requirements:
 - (a) Demonstrate relevant working experience of at least two years in a national, regional or international accreditation body or in third-party certification activities.
 - (b) An accreditation technical expert shall:
 - (i) Demonstrate work experience in the relevant industry, methodological work in project-based mechanisms, A6.4 Mechanism project management, A6.4 Mechanism project assessment or consultancy;
 - (ii) Have knowledge of A6.4 Mechanism accreditation standard, A6.4 Mechanism methodologies, applicable legal regulations, sampling/statistics, investment analysis, and Supervisory Body decisions;
 - (iii) Have a bachelor degree or equivalent education in a scientific or technological discipline, economics, finance or related discipline or have related formal education for the sectoral scopes for which he/she is included as expert. This may be one or a combination of advanced diplomas, bachelor's, master's and higher degrees or equivalent.

¹ See Decision 3/CMA.3 contained in document FCCC/PA/CMA/2021/10/Add.1 available at: <https://unfccc.int/documents/460950>.

² See Decision 3/CMA.3, Annex, Section V. Article 6, paragraph 4, activity cycle.

- (c) An assessor shall:
 - (i) Demonstrate work experience in accreditation assessments or conformity assessment audits;
 - (ii) Have knowledge of A6.4 Mechanism accreditation requirements, A6.4 Mechanism accreditation procedure, management systems, auditing techniques, methods to mitigate conflict of interest, sampling and statistics;
 - (iii) Have successfully completed an auditor training course based on ISO 19011 or equivalent;
 - (iv) Have a bachelor degree or equivalent education in a scientific or technological discipline, economics, finance or related discipline.
- (d) Have an advanced university degree in economics, environmental studies, natural sciences, engineering, or related disciplines.

Methodologies specialists

4. Methodologies expert shall:

- (a) Demonstrate relevant working experience of at least three years on issues related to project/programme-based activities and technical and/or methodological issues as specified in the call, for example in the following areas:
 - (i) Large-scale activities;
 - (ii) Small-scale activities;
 - (iii) Afforestation and reforestation activities;
 - (iv) Carbon capture and storage activities.
- (b) Demonstrate technical/scientific expertise, inter alia, through peer-reviewed publications, in at least one of the following areas:
 - (i) Baseline and monitoring methodologies for large-scale activities;
 - (ii) Baseline and monitoring methodologies for small-scale activities;
 - (iii) Baseline and monitoring methodologies for afforestation and reforestation activities;
 - (iv) Development of standards or regulations related to carbon capture and storage;
- (c) Have an advanced university degree in economics, energy, social, or environmental studies, natural sciences, engineering, geology, forestry, or related discipline.

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