

IV HUMAN RESOURCE AND COMPETENCE

- Largest section – 42 paragraphs (paragraphs 24-65).
- Mostly “shall” requirements.

Basis

Appendix A to the CDM M & P (Decision 3/CMP 1)

- 1(b) - Sufficiency of personnel (Volume and range)
- 1(f) (i) to (iv) – Access to expertise (M & P, COP/MOP/, EB Decisions); environmental issues; technical aspects; auditing; methodologies; regional and sectoral aspects
- 1(g) (v) – recruitment, training, monitoring

Subsections

- A- Sufficiency of human resources (Paragraphs 24-30)
- B- Competence (31-41)
- C- Management processes of human resources (42-65)

A – Sufficiency of HR

- 24- Documented Procedure to determine it
- 25- Ensure availability for present & expected type, range & volume of work
- 26- Internal resources for core functions (policy, QMS, implementation, supervision, administration, contracts, finances, decisions, CAD, providing HR)
- 27 & 28- Evaluate at least annually to plan and demonstrate
- 29- VV personnel under supervision
- 30- Own resources or contract

B (1/4) General Requirements

- 31 Resources to cover all activities
- 32 Expertise to be available for CDM M&P, COP/MOP, EB decisions; environmental, technical, methodological, auditing, regional, sectoral aspects [1(f) of Appendix A of M&P]
- 33 Knowledge & understanding of requirements, skills for VV, personal attributes for auditing

B (2/4) Competence for Management Functions

- Demonstrate commitment to VVC
- Ensure competence to assess, qualify & allocate personnel; CR; select teams, ITR and verify their competence; maintain competence; supervise implementation of VV procedures; decide on VVC; manage all functions including impartiality; implement QMS

B (3a/4) VV Team Competence (Individually)

- 36, 38, 39 – Competence through education, work experience, auditor training, CDM related work experience, personal attributes, application of auditing techniques
- 40- TL skills in addition to above

B (3b/4) VV Team Competence (Collectively)

- 37a- Kyoto Protocol, M&P, COP/MOP & EB decisions, project cycles & function
- b- Technical processes, project design, methodology, baseline, additionality, boundary, GHG calculation, environmental impacts, financial aspects, monitoring requirements in TAs
- c- Technical and operational aspects in SS
- d- Quantification, monitoring & reporting GHG emissions including technical & sector issues
- e- Regulatory requirements
- f- Knowledge of climate change mitigation

B (4/4) Competence of ITR

- 41- Knowledge of Sectoral Scope and Project Activity

C (1/9) ICA

- 42- ICA for each relevant TA to provide basis for determining specific competence requirements for management & VV team
- 43- ICA to cover general, project related, detailed technical, regulatory, financial, specific methodological & technical verification aspects (link paragraph 37 of AS and 1 (f) of M&P)
- 44- Integrate analysis into training, CI and VV procedures

C (2/9) Ensuring Competence of Personnel

- 45- Demonstrate through ICA how competence was acquired before qualifying personnel
- 46- For initial evaluation of V/V consider education, experience, auditor training, observation of VV or similar activities
- 47- TL skills as trainee TL for minimum 2 VVs or other areas

C (3/9) Maintenance and Improvement of Competence

- 48- Mechanism of updating and CPD
- 49-50- Procedure for monitoring including review of reports and stakeholders' feedback
- 51- Procedure for identifying training needs; updating through training
- 52- Evaluation of effectiveness

C (4/9) Team Competence

- 53- Procedure to ensure team competence as per paragraph 37
- 54- TE may be used
- 55- TE to be familiar with procedures and have access to latest documentation

C (5/9) Qualification in TAs

- 56- Documented procedure for qualifying VV personnel in TAs
- 57- Qualification system to include experience for the 1st TA in a SS. For more TAs in a SS, observation of 2 activities is also allowed

C (6/9) External Resources

- 58-60 Competence same as for internal resources as a minimum; procedure for engaging; agreement of compliance, CoI & confidentiality

(7/9) Recruitment

- 61-62 Procedure for recruitment, deployment and training to ensure initial competence

C (8/9) Subcontracting

- 63- Subcontracting permissible for expertise relating to 1 (f) (iii) of Appendix A of M&P
- 64- Ensure that subcontracted entity meets relevant requirements for VV functions & evaluation documents should be available

C (9/9) Personnel Records

- 65 Up-to-date personnel records