

## 1. OBJECTIVE AND SCOPE

This procedure establishes the conditions related to the functioning of Climate Change Committee, which has the function to decide whether or not services requested to different greenhouse gases accreditation schemes are provided if there is lack of clarity in the information submitted or there is a possible risk to impartiality; to decide if the finished services comply with the regulatory framework that the Project Participant is applying and the internal procedures established by ICONTEC as a DOE when the Technical Review team does not approve a validation / verification report, or when a dispute/appeal is presented by a Project Participant .

The Climate Change services where ICONTEC participates and are reviewed are under the governance of this committee are listed below:

- Validation of greenhouse gases projects and request for registration,
- Verification of greenhouse gases projects, and request for issuance

Any other procedure that is derived from the first two services, such as renewal of the crediting period of a registered CDM project activity, review of requests for registration or issuance, withdrawal of a request for registration or issuance and notifying, Submission and consideration of a proposed new or revised methodology and requesting approval of changes from the project activity.

## 2. DEFINITIONS

In addition to the definitions below, the ones established in CCAS SECC Regulations (IN-R-CC-01), Glossary of CDM terms (available in <http://cdm.unfccc.int/Reference/glossary.html>), NTC-ISO 14064 series and the current version of ISO/IEC 17000 are applicable in the framework of the climate change services.

- 2.1. Impartiality: real or perceived presence of objectivity
- 2.2. Objectivity: conflict of interests does not exist or has been resolved to not to adversely affect the activities of ICONTEC as Designated Operational Entity.  
NOTE. Impartiality is characterized by one or more of the following: objectivity, Independence, neutrality, honesty, open attitude, fairness, non-interested attitude, balance, and absence of interest conflicts, absence of biases, and absence of prejudice
- 2.3. Consensus: general agreement characterized by lack of any resisted and justified opposition to any essential technical and scientific issues
- 2.4. Certification: writing assurance by the Designated Operational Entity (DOE) that, during a specific time period, a project activity achieved:
  - The reduction in anthropogenic emissions by sources of greenhouse gases (GHG) as verified, or

- The net anthropogenic GHG removals by sinks since the start of the project, as verified.
- 2.5. Source of greenhouse gases: unit or physical process that releases GHG into the atmosphere.
- 2.6. Program of greenhouse gases: voluntary or compulsory, international, national or local system that registers records or manages emissions, removals, reductions of emissions or increases of GHG removals, outside of the organization or of the GHG project.
- 2.7. Project of greenhouse gases: activity or activities that alter the conditions identified in the baseline scenario that cause the reduction of the GHG emissions or increase the GHG removals.
- 2.8. Removal of greenhouse gases: total mass of a GHG removed from the atmosphere within a certain period.
- 2.9. Reduction of greenhouse gases emissions: calculated decrease of GHG emissions between the base line scenario and the project.
- 2.10. Registration: It is the formal acceptance by the specific GHG program of a validated Project Activity.  
Note: The registration is prerequisite for the verification, certification and the issuance of the CERTs related to the project activity
- 2.11. Documental reviewing: corroboration to verify that the documentation of the project fulfils the relevant validation or verification requirements.
- 2.12. Submission and consideration of a proposed new or revised methodology: operation carried out before the Methodology Panel seeking the approval of new methodologies or the modification of those already existent
- 2.13. Validation: it is the process of independent assessment of a project activity by the Designated Operational Entity (DOE) against the applicable requirements of the specific GHG program, on the basis of the project design document
- 2.14. Verification: it is the periodic independent review and the ex post determination by the Designated Operational Entity (DOE) during the defined verification period, of:
  - monitored reductions in GHG emissions, or
  - net anthropogenic GHG removals by sinks achieved
- 2.15. Audit Team: team composed of a lead auditor and, if required, one or several technical specialist(s) that ensure the competence in the sector and technical areas relevant to the project under assessment. In the team more than one auditor can participate
- 2.16. Renewal of the crediting period of a registered CDM project activity: it is a procedure where a DOE performs an assessment to determine if a project activity that the original project baseline is still valid or has been updated taking account of new data where applicable.
- 2.17. Technical Reviewer: Internal professional qualified or team composed of an internal lead auditor and a technical expert in the specific sector or technical area, in charge of providing the final concept on the validation or verification of a specific GHG

Project or Report. The final concept is based on a technical revision of the service and the monitoring of the fulfillment of the related procedures approved.

- 2.18. Appeals: A CDM client organization's (CDM PP) request for a review by an independent appeal panel of various decisions taken by a DOE in respect of validation and/or verification/certification functions.
- 2.19. Disputes: Disagreement between a DOE and the project participant (PP) regarding the DOE,s recommendation and/or opinions/decisions made at various stages during the validation and/or verification/certification functions

### 3. INTEGRANTS OF THE COMMITTEE

3.1. The Climate Change Committee is integrated by the following persons:

- Technical Director
- Climate Change Chief
- Improvement and Market Management Professional
- Logistic and Commercial Coordinator
- Climate Change Professional(s)(s)

3.2. According to the purpose of the meeting, special guests may attend when it is consider necessary

3.3. The Climate Change Committee will be precede by the Technical Director, the Climate Change Chief will be the Secretary

### 4. GENERAL FUNCTIONS

4.1. To guaranty transparency and duly professional behavior in activities carried out by the Climate Change Office

4.2. To monitor, review, approve and disapprove CDM proposal according to rules and regulations, as well as the selection of audit team technical competence and knowledge to perform the services when there is there is lack of clarity in the information submitted to request a quotation

4.3. To review, approve and disapprove Validation/Verification final reports according to assessment results and CDM and other GHG schemes, their rules and references when the Technical Review team does not approve a validation / verification report or when a dispute/appeal is presented by a Project Participant

4.4. To identify opportunities for improvement in procedures and their implementation as a result of 4.4

4.5. To present the results of the customer's satisfaction survey

### 5. ABOUT MEMBERS

The committee shall be led by the Technical Director and the decisions taken cannot be valid without the Director's approval.

The list of guests for each project shall be informed in advance in order to settle up the logistic arrangements necessary for the meeting.

The Chief of Climate Change will be responsible for secretary duties, present the minutes to the committee once the meeting is considered finished and after five working days. Nevertheless the decisions taken during the meeting shall be applied in a timely manner

## **6. OPERATION**

Meetings of the Climate Change Committee are summoning according to the need for consensus.

The summoning to meetings for the Climate Change Committee is made by the Secretary and approved by the Technical Director.

All the committee members shall signed the Non Conflict of Interest for the projects discussed in the agenda to ensure transparency and maintain the impartiality with the exception of the Project Participant whenever is invited, for this instance the Project Participant shall participate with voice but no vote.

The decisions that may affect directly a specific project can be reviewed if the project is corrected and presented in a new meeting. The committee will decide if the project can have an additional opportunity. A project can be presented maximum in two opportunities, further up an additional opportunity shall be under the committee consideration

## **7. DISSOLUTION OF THE CLIMATE CHANGE COMMITTEE**

The Climate Change Committee shall be dissolute if the Technical Director considers the objective of this committee unnecessary or cover by others alternatives within the quality management system