



*Perry Johnson Registrars Carbon Emissions Services, Inc.*

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# **Procedure for Human Resources and Competence**

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This procedure provides step by step approach for determining sufficiency of Human resources, their competence management for meeting Accreditation Standard criteria for providing Validation and/or Verification/Certification functions to prospective clients.

**Approved by:**

**Date: 14.04.2016**

## AMENDMENT RECORD

Date	Details	Rev Level
14.03.2011	First issue: Made to comply with new Accreditation Standard version 02 requirements. This procedure has merged earlier procedures of: 1. PRO-2cdm 2. PRO-11cdm 3. PRO-15cdm 4. PRO-17cdm	1.0
11/05/2011	Revised based on the outcome of document adequacy check audit	1.1
02/09/2011	Procedure revised: a. The logo and organization name changed from PJRCDM to PJRCES. b. To bring more clarity on evaluation of competency section 6.3 (to address para's 63 and 64 of AS). c. Records section (Section 8.0) has been simplified to refer to Master list of records. d. As per the transitional provision given by CDM EB on qualifying persons as technical experts through their registered projects. Amendments done in Annexure -2 (B-1-2) to include provisions for Direct work experience through validations or verification.	1.2
22/11/2011	Procedure revised: a. To include the process of updating sectoral allocation matrix (F-04.15) and Initial competency evaluation of V&V team (F.04-04) (section 6.9) b. Included a statement on engaging full time resources in 5.1.7	1.3
07/02/2013	Procedure revised: To make the Procedure in line with "CDM Accreditation Standard for Operational Entities", version 04.	1.4
09/05/2013	Revised to incorporate and further strengthen scope of annual review of resource adequacy	1.5
13/12/2013	Following components of the procedure revised: a. Clarifying the performance evaluation of external experts b. Mechanism for assessing the effectiveness of training undertaken c. Incorporating and strengthening the competence requirements for financial experts	1.6
14/04/2016	Section 7.4 add the following requirement: Review of new requirements and need for additional training shall be performed at least annually during the management review or sooner, if deemed necessary.	1.7

# **PROCEDURE FOR HUMAN RESOURCES AND COMPETENCE**

## **1.0 General**

### 1.1 Purpose

1.1.1 Provide a systematic approach for determining sufficiency of human resources for validation and Verification activities under the technical area within sectoral scope and different functions of V&V team.

### 1.2 Scope

1.2.1 This procedure is applicable to Central and all Site Offices.

1.2.2 Applicable to management team, Validation & Verification team (both employed and subcontracted) and other Functional / Technical Experts involved in V&V activities.

## **2.0 Reference Procedures, Definitions & Exhibitions**

2.1 CDM Accreditation Standard, Latest Version

2.2 ISO 14064-2:2006, ISO 14065:2007

## **3.0 Responsibilities**

3.1 Global Program Manager (GPM) is responsible for sufficiency of human resources.

3.2 Quality Manager is responsible for competency and management of human resources.

## **4.0 Procedure:**

This procedure is divided into 3 parts:

4.1 Sufficiency of human resources

4.2 Competence

4.3 Management of human resources and competence

## **5.0 Sufficiency of Human Resources:**

Procedure for determination of Human Resources has been applied separately for V&V team members, and the Support Staff/Management staff as shown below:

5.1 Validation and Verification Team:

5.1.1 SPMs shall annually envisage Validation & Verification projects, the site office proposes to undertake for the next two years in the given region based on the accreditation to the Sectoral scopes, past and future business opportunities identified through market requirements. Outcome of this activity is potential Validation & Verification projects likely to be contracted for the

next two years. This information shall be sent to GPM for further analysis (F04.14) and review based on the volume of expected work and overarching market conditions.

GPM, based on the overall and consolidated information, shall complete the form F-04-14 and present in the management review meetings for further review and necessary actions by the management. Based on this information a recruitment and training plan shall be prepared and approved by the management.

- 5.1.2 GPM / SPM shall estimate number of man-days required to carry out V&V activities based on the guidelines specified in PRO-06 (Section 5.2: Project activity analysis and contract review).
- 5.1.3 Identify list of competent validation and Verification team members including technical reviewers available in-house (F-04.15).
- 5.1.4 Find out gaps between estimated and available in-house team members including availability of requisite competencies (F-04.14).
- 5.1.5 Plan improvement of competencies of in-house resources to meet requirements identified in Point 5.1.4.
- 5.1.6 If above actions do not meet sufficiency of resources as identified in Point 5.1.2, plan for recruiting additional resources or contracting External Validators / Verifiers / Technical Experts, Sectoral Experts as per competence criteria (Annexure - 2).
- 5.1.7 PJRCES may engage people as full time resources, who are not employees of PJRCES but would be working only for PJRCES.
- 5.1.8 In case of addition of Sectoral Scopes or additional projects within the same scope, steps 5.1.1 to 5.1.6 have to be repeated.
- 5.1.9 Manpower planning based on above to be prepared by respective SPMs, approved by GPM and taken up for further actions.
- 5.1.10 Apart from the sufficient human resources for validation and verification activities, GPM shall also analyze internal resources (at least on yearly basis) to perform the functions as per paragraph 105 of Accreditation Standard version 04.

## 6.0 Competence:

- 6.1 GPM along with QM shall determine required competencies of personnel both at management and Validation and Verification team level. Based on the completed competency evaluation a competency matrix (F-04-15) shall be maintained. It shall be ensured by the QM that all resources identified in the competency matrix are fully evaluated for their respective competencies as per the requirements of the Accreditation Standard (latest version) and that the matrix is complete.
- 6.2 These requirements are reviewed and revised, as necessary once every year based on performance of Validation and Verification functions or whenever there is a change in various accreditation statuses of PJRCES. Taking into consideration the review of requirements necessary changes in the competency evaluations of the staff and in the competency matrix will be undertaken.
- 6.3 Competence of the Validation/verification team shall collectively possess competence to do validation/verification activities. Evaluation of such competence is done as described Annexure-2 of this procedure and Initial competency evaluation – validator, verifier and ITR (F-04.04).
- 6.4 Validation/verification team leader and team member shall have required skills that would enable him/her to perform Validation and Verification activities. Evaluation of the team leader and team member is done by referring to:
  - 6.4.1 Initial competency analysis – VV team (F-04.04) for new recruits
  - 6.4.2 Continuous Professional Development (F-04.10) for normal employees
- 6.5 Evaluation of past performance of all validation and verification functions and team members would be done through job based performance evaluation of validation /verification team members for all CDM V & V projects (F-04.06) as required, depending on the type, range and volume of work performed. As per job based performance evaluation, the competencies of the validation and Verification team will be updated. (Ref: Appendix for skill/competence upgrading of the V&V team's competencies)
- 6.6 Performance evaluation shall be done based on the method and mode of evaluation described in the format for Job based performance evaluation (F-04.06).

- 6.7 Detailed competency requirements related to CDM functions are attached as Annexure<sup>1</sup> to this procedure.
- 6.8 PJRCES shall evaluate the competency of personnel involved in independent technical reviews. Evaluation of Independent technical reviewer shall be done through:
- 6.8.1 Initial competency analysis – VV team (F-04.04) for new recruits
- 6.8.2 Continuous Professional Development (F-04.10) for normal employees
- 6.9 Initial competency evaluation and performance evaluation of resources shall be undertaken based on the detailed information provided in Initial competency analysis form – VV team (F-04.04) for new recruits and Continuous Professional Development (F-04.10) for normal employees. An initial competence evaluation shall be undertaken based on the:
- 6.9.1 A complete initial competence evaluation form (F-04.04)
- 6.9.2 A complete CV with details of work experience
- 6.9.3 Supporting evidences for educational qualifications, work experience and trainings taken
- 6.10 QM shall undertake an initial review of forms F-04.04 and F-04.10 and determine if the forms have been filled completely adequately and as per the guidance provided in the forms. Only fully completed forms along with other supporting information shall be subject to further review and evaluation as per the procedures by the QM.
- 6.11 A detailed matrix consisting of various technical areas of CDM and the persons qualified for those technical areas is maintained in a Sectoral allocation matrix (F-04.15):
- 6.11.1 Whenever persons (PJRCES employee or external individuals or persons sub contracted) are evaluated for their initial competency (through F-04.04 or F-04.11), their qualification as an expert in any technical area is determined and updated in F-04.15 by Quality Manager.
- 6.11.2 This record shall be maintained in the reference documents folder in share point. (<https://pjrces.pjvista.com/References%20Docs/Forms/AllItems.aspx>).
- 6.11.3 The sectoral allocation matrix consists of Sectoral area and their sub sectors. Any division, subdivision is updated in the format (F-04.15). The same shall

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<sup>1</sup> Annexure – 1 for management functions, Annexure – 2 for V/V functions

be updated in Initial competency evaluation of Va/Ve & ITR (F-04.04) by Quality Manager.

## **7.0 Management of human resources and competence**

7.1 Initial competence analysis<sup>2</sup>: For all the prospective candidates applying for management functions form F-04.03, for all candidates applying for V & V functions form F-04.04, for all candidates desiring to be Technical Experts F-04.11 and for all prospective candidates applying for approver form F-04.05 shall be used for initial competency evaluation.

### 7.1.1 Management Functions:

7.1.1.1 Evaluation of management staff (viz. Global Program Manager, Quality Manager, Site Program Manager, Accounts Manager, Global Program Executive and Site Program Executive) shall be done by a person superior to the prospective candidate in the organization.

7.1.1.2 Competence evaluation of the Management team shall be done using F-04.03 with relevant evidence gathered/attached. For Approver it shall be done using F-04.05.

7.1.1.3 Candidates may be accepted or rejected for a position based on the evidence gathered and the decision recorded in the F-04.03/F-04.05.

### 7.1.2 Validation and verification team:

7.1.2.1 At the time of recruitment of new employees, competence evaluation of V&V team members (Viz. Trainee Validators, Validators, Lead Validators and Internal Technical Reviewers) and their sectoral experts shall be made as per F-04.04 determined as fully completed.

7.1.2.2 GPM shall carry out competency evaluation as per F-04.04, which shall be based on CV/bio-data submitted and also evidences gathered and verified during telephonic / personal interview. A complete record of information and evidence (interview notes) gathered during telephonic/personal interviews shall be maintained.

7.1.2.3 Evaluation of candidates must be based on the information available and following the established criteria.

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<sup>2</sup> It must be ensured that self assessment of any candidate for any position in any of the technical / management areas is avoided and if done by any body it is rejected.

7.1.2.4 Candidates may be accepted or rejected for a position based on evidences gathered and the decision recorded in the F-04.04.

7.1.2.5 In case of deviation observed in evaluation against any of stipulated criteria, appropriate justification for acceptance/rejection shall be provided by GPM.

7.1.2.6 Evaluated F-04.04 shall be reviewed for consistency with the laid down procedures of PJRCES and approved by Quality Manager. Quality Manager in approving the evaluated F-04.04 must ensure that the evaluation has been undertaken in an objective manner and all the competency requirements and established criteria has been fully adhered.

7.1.2.7 For skill/competence up-gradation of the existing V&V team (Viz. Trainee Validators, Validators, Lead Validators and Internal Technical Reviewers), competence evaluation shall be made as per Job based evaluation form (F-04.06) and Continuous Professional Development (CPD) (F-04.10). (For skill/competence up-gradation, ref: Appendix for skill/competence up-gradation of V&V team)

7.1.3 In case of external candidates F-04.12 (Technical Adviser / Validator / Verifier / Technical Expert) agreement shall be signed between Central / Site offices and the candidate based on the services rendered.

## 7.2 Ensuring competence of personnel:

7.2.1 PJRCES shall maintain F-04.04 which shall analyze competency of a person before he/she is qualified for a function.

7.2.2 Competency obtained shall be through knowledge and skills acquired through a combination of educational background, sector specific work experience, validation/verification work experience and training.

7.2.3 Competency of validation and verification team shall be determined as per the criteria stipulated in F-04.04. Only fully completed F-04.04 as per the guidance provided in the form shall be subject to the evaluation.

## 7.3 Confirmation, maintenance and improvement of competence:

7.3.1 PJRCES shall maintain a Continuous Professional Development (CPD) record (F-04.10) of all personnel who are involved in validation and Verification activities.

7.3.2 CPD shall contain, activities done in validation and Verification, training programs attended and trainings imparted.



7.3.3 For every CDM validation and verification project, performance evaluation shall be conducted as follows:

Performance of	Evaluated by	Record
Team Member	Team Leader	F-04.06
Team Leader	Technical Reviewer	
Technical Reviewer	Approver (in case different from Technical Reviewer for that project) GPM (in case Technical Reviewer and approver are same for that project)	
Technical Experts (external)	Team Leader	

7.3.4 All validation and Verification members shall prepare and update the CPD as per format F-04.10.

7.3.5 SPM shall include feedback received from performance evaluation of validation and Verification projects and based on it training / development plan is prepared. CPD and development plan shall be approved by Quality Manager with a target date for implementation.

7.3.6 Implementation of development plan shall be reviewed by Quality Manager on a quarterly basis.

7.3.7 All human resources performing Validation & Verification activities full time and external/ empanelled shall be under the supervision of Final Approver/Quality Manager.

#### 7.4 Training:

7.4.1 PJRCES shall impart training to its personnel to maintain and improve their competencies taking into account new technical, regulatory and various accreditation standard requirements. **Review of new requirements and need for additional training shall be performed at least annually during the management review or sooner, if deemed necessary.**

7.4.2 Training needs of personnel shall be identified through any one or combination of following:

- 7.4.2.1 Initial competency analysis
- 7.4.2.2 Job based performance evaluation
- 7.4.2.3 Past performance and/or Future development / growth

- 7.4.2.4 Changes in various technical, regulatory and accreditation standard requirements.
- 7.4.2.5 Issues identified through review of projects and/or feedback received from clients and/or regulatory bodies
- 7.4.3 Training shall be conducted through any one or combination of following methods:
  - 7.4.3.1 Self learning
  - 7.4.3.2 Counseling
  - 7.4.3.3 On – the job training
  - 7.4.3.4 Class room trainings – Internal and/or External
  - 7.4.3.5 Attending workshops and conferences
- 7.4.4 Training plan is made by Quality Manager with consultation with GPM and SPMs.
- 7.4.5 Regional Director shall ensure provision of various resources required to implement the training calendar.
- 7.4.6 Quality manager shall prepare a calendar for External Training based on annual business plan and competency requirement of human resources in Central and site offices. Based on this calendar, QM shall request GPM to make financial provision in the budget.
- 7.4.7 Based on above calendar or whenever a communication or request or information about a training program is received, same shall be forwarded to Quality Manager, who will assess its utility and relevance to business needs, compliance to annual training plan and prepare a list of trainees jointly with GPM/SPM. These trainees shall then be trained and usefulness of the same shall be assessed by his/her immediate superior.
- 7.4.8 Each training activity provided shall be evaluated for its effectiveness based on its demonstrated learning aspect. This shall be undertaken through established post-training assessment checklist (F-04.49). F-04.49 shall be completed by TR and/or financial approver on three randomly selected project activities completed by different validation/verification team members.
- 7.4.9 Records of training imparted and effectiveness of trainings of all validation and Verification teams shall be maintained by GPE. All personnel shall maintain their individual training records up to date through their continuous professional development forms (F.4.10). This record will be reviewed by the management during each management review meetings and appropriate actions shall be undertaken.

7.4.10 If, in the effectiveness evaluation of a training program is not satisfactory, reasons for ineffectiveness are investigated by GPM and based on the outcome of this investigation, further steps (viz. retraining, counseling, etc.) shall be taken. Proposed steps will be reviewed during the management review meetings.

7.4.11 Evaluation of training and retraining is reviewed and approved by Quality Manager.

7.4.12 In addition to specific training relative to their positions, all employees shall undergo an induction program within their first week of employment so that they achieve an understanding of PJRCES's activities as a Designated Operational Entity. This is typically accomplished through a series of power point presentations.

7.5 Competence requirement for composition of validation /verification teams:

The detailed procedure is laid down in PRO-06. Please refer section 5.3 in PRO-06: Operational Requirements.

7.6 Engaging external human resources:

7.6.1 All potential external human resources proposed to be engaged in validation and Verification services shall be requested to provide information as per F-04.04 (for V/V team). This shall help in evaluating eligibility as per UNFCCC criteria and initial competency analysis as per PJRCES guidelines.

7.6.2 For external individuals for carrying out V/V meeting the above criteria, training needs, if any, shall also be identified, so that after satisfactory completion of training, they are qualified to become Validator / Verifiers. Record of this training shall be kept for future use in F-04.10.

7.6.3 For external individuals providing only technical / financial / methodology related expertise, competency evaluation shall be limited to relevant expertise and their implications on CDM (F-04.11). Since they shall not be directly engaged in Validation and/or verification activities, training on CDM may not be required.

7.6.4 External individuals shall be made familiar with PJRCES procedures / guidelines by providing them up-to-date set of relevant documented procedures.

7.6.5 The external individuals shall be given these procedures / guidelines along with signed contract, which they have to go through and give a signed declaration that they have received the given procedures / guidelines and have gone through and understood them.

7.6.6 Before entering into any contractual agreements, following points shall be ensured for safeguarding the impartiality:

7.6.6.1 External individuals or their legal entities are not engaged for that particular CDM project related development, consultancy and/or financing activities or have provided CDM related consultancy or financial services for the past two years for that Project / project proponent. External individuals or their legal entities shall provide an undertaking in writing to that effect, which shall be maintained in their Personal file for future reference.

7.6.6.2 External individuals shall not undertake marketing on behalf of PJRCES and PJRCES shall also not encourage external individuals for V&V marketing services in the specific area of technical expertise.

7.6.7 Performance of all external individuals shall be monitored as per the modalities stated in this procedure (7.3).

#### 7.7 Sub Contracting:

As per accreditation standard's explanation, sub contracting does not constitute allocation of functions to other sites offices of PJRCES.

7.7.1 PJRCES shall sub contract entities only to provide technical expertise in sectors, where internal resources do not possess the required competencies.

7.7.2 Persons belonging to such entities that will provide only technical / financial / methodology related expertise, competency evaluation shall be limited to relevant expertise and their implications on CDM. Since they shall not be directly engaged in Validation and/or verification activities, training on CDM may not be required.

7.7.3 Sub contracted entities shall be made familiar with PJRCES procedures / guidelines by providing them up-to-date set of relevant documented procedures.

7.7.4 They shall be given these procedures / guidelines along with signed contract, which they have to go through and give a signed declaration that they have received the given procedures / guidelines and have gone through and understood them.

7.7.5 PJRCES shall be responsible for any outcome of work carried out by these sub contracted entities.

7.7.6 Before entering into any contractual agreements, safeguarding the impartiality shall be ensure as per point 7.6.6 above.

7.7.7 Performance evaluation of all subcontracted entities shall be performed after each assignment (F-04.07)

7.8 Personnel records:

7.8.1 GPM / SPM shall update all personnel records of management and administrative personnel and personnel performing CDM validation/verification functions including those of external individuals and subcontractors.

7.8.2 GPE shall maintain all these personnel records at Central Office.

## **8.0 Records**

8.1.1 Please refer Master List of records (F-09.02) for PRO-04.

## ANNEXURE – 1

### Competence Criteria for Management Team

Sl. No.	Attribute	Criteria for acceptance & verification	GPE/SPE	GPM/SPM	QM	AM
A.	Possess a post-secondary degree	– BE/B. Tech Degree Certificate or – PG in Environmental Science & Technology / Energy Management/Sciences from reputed/recognized institutions		Must	Must	
		– Graduate in Science/Arts/Commerce	Must			
		– CA/ICWA/Finance Analyst /M.com/MBA				Must
B.	Basic Level of English Skills	– Mother tongue or – Medium of instruction or – TOEFL, TOEIC or IELTS (score 70% or above) or – Written skills demonstrated through or publications or – Oral skills demonstrated through presentations	Must	Must	Must	Must
C.	Computer literacy	– Familiar with basis versions of data processing of MS Office/Windows based computer operation, especially, MS Word,/Excel/Power point and internet data management	Must	Must	Must	Must
D.	Knowledge of Quality Management and/or CDM or GHG-ER related activities	– Possess minimum of <b>Three Years</b> of experience of working in Business Development and /or office administration in certification bodies/CDM consultancy firms or with DOEs	Desirable	Must	Must	Desirable
E.	Management systems and auditing skills	Successfully completed Lead Auditor QMS 9001/EMS 14001 programs	Desirable	Must	Must	Desirable
	Experience in QMS/EMS management	Three years experience as MR/team leader in auditing systems		Desirable	Must	

*Note: Whenever a candidate or an employee fails to meet the above competency criteria in all the areas, President may use discretion in accepting the competency of the candidate in exceptional cases. However explanation for this deviation needs to be recorded.*

**ANNEXURE – 2**

**Competence Criteria for Validation and Verification Team**

Sl. No.	Attribute	Criteria for acceptance & verification	Team Member (Validator/verifier Trainee Validator/ Verifier/Lead Validator/Verifier)	Team Leader (Lead Validator / Verifier)	Technical /Financial Expert	Technical Reviewer
<b>A</b>	<b>Knowledge</b>					
A-1	<i>Educational background</i>	<ul style="list-style-type: none"> <li>- B.E./B. Tech Degree Certificate or</li> <li>- PG/Advance Diploma in Energy Management /Environmental Science &amp; Technology or Masters or equivalent relevant degree from reputed/recognized institutions.</li> <li>- ACCA/CA/CFA/ICMA/Finance Analyst /Economics Degree/M.com/MBA (specifically for financial experts)</li> </ul>	Must	Must	Must	Must
A-2	<i>Basic Level of English Skills</i>	<ul style="list-style-type: none"> <li>- Mother tongue or,</li> <li>- Medium of instruction or,</li> <li>- TOEFL, TOEIC or IELTS (score 70% or above) or</li> <li>- Written skills demonstrated through publications or,</li> <li>- Oral skills demonstrated through presentations</li> </ul>	Must	Must	Must	Must
A-3	<i>Sectoral Scope and its relevant technical area</i>	<ul style="list-style-type: none"> <li>- Related formal education or a combination of Advance Diploma, PG Certificate etc</li> </ul>	Desirable	Desirable	Desirable	Must <sup>3</sup>
A-4	<i>Experience in CDM or GHG ER related activities (para 54-a of AS Ver-04)</i>	Possess minimum of <b>One Year</b> of experience in one or more of the following <ul style="list-style-type: none"> <li>- CDM Project Development,</li> <li>- Operation of GHG-ER programs in Industries etc</li> <li>- Worked on policy level matters relating to CDM,</li> <li>- Training in CDM etc.</li> </ul>	Must	Must	Desirable	Must

<sup>3</sup> Technical reviewer must possess the sector-specific technical competency for the validation/verification activity. It is possible to have a team of two (or more) technical reviewers (with one being technical expert) in case the technical reviewer does not comply with the sector specific technical competency requirements.

Sl. No.	Attribute	Criteria for acceptance & verification	Team Member (Validator/verifier Trainee Validator/Verifier/Lead Validator/Verifier)	Team Leader (Lead Validator / Verifier)	Technical /Financial Expert	Technical Reviewer
		<ul style="list-style-type: none"> <li>- Consultancy in CDM/GHG-ER</li> <li>- Industrial Energy Auditing</li> <li>- Validation/Verification of CDM or GHG-ER projects</li> </ul>				
A-5	<i>Management systems and auditing skills (para 55 of AS Ver-04)</i>	<ul style="list-style-type: none"> <li>- Successfully completed Lead Auditor ISO 9001(QMS)/ISO 14001(EMS) programs and/or</li> <li>- Successfully conducted at least <b>two</b> audits as lead auditor and/or</li> <li>- Undergone training in QMS and auditing skills</li> </ul>	Desirable.	Desirable	Desirable	Desirable.
A-6	<i>Successful completion of GHG auditor / Validator /Verifier training course (para 54-b of AS Ver04)</i>	<ol style="list-style-type: none"> <li>1. Completed 3-5 day training program on Validation/Verification based on VVM/VVS</li> <li>2. Any other recognized certification program on V&amp;V of GHG-ER</li> </ol>	Must	Must	Not Applicable	Must
A-7	<i>Witness validation / verification under an experienced Validator /Verifier (para 55, 57 of AS Ver04)</i>	2 successful validations or 2successful verifications	Desirable	Must	Not Applicable	Must
<b>Competence criteria for expertise in Technical Areas in various Sectoral Scopes</b>						
<b>B</b>	<b>Work experience</b>					
B-1	<i>For Complex Technical Area:</i>  <i>1) Qualification gained through Direct Work</i>	For Complex Technical Area (as per latest version of Accreditation Standard)	Desirable	Desirable	Must	Must



Sl. No.	Attribute	Criteria for acceptance & verification	Team Member (Validator/verifier Trainee Validator/ Verifier/Lead Validator/Verifier)	Team Leader (Lead Validator / Verifier)	Technical /Financial Expert	Technical Reviewer
	<i>experience technical areas)</i>	<ul style="list-style-type: none"> <li>Three years hands-on experience in complex technical areas through engagement in industries in design, installation, commissioning, operation of plants etc, and involvement in processes of specific facilities within these technical areas.</li> </ul>				
	2) <i>Qualification gained through validation or verification</i>	<p>For validation and verification contracts signed by 17 June 2013, a V&amp;V team member (who was qualified prior to 11<sup>th</sup> May 2012 in complex technical area) would be considered qualified in a particular complex Technical area if he/she:</p> <ul style="list-style-type: none"> <li>Worked as a technical expert, validator or verifier in a complex technical area (under consideration) on at least 3 validation or verification (including site visit), within four years prior to 11<sup>th</sup> May 2012.</li> <li>The above 3 validations or verifications resulted in successful project registration / issuance of CERs before 11<sup>th</sup> May 2012.</li> </ul>	Desirable	Desirable	Must	Must <sup>4</sup>
B-2	<p><i>For Non Complex Technical Area</i></p> <p>1) <i>Qualification gained through direct work experience</i></p>	<p>For Non-Complex Technical Area (as per latest version of Accreditation Standard)</p> <ul style="list-style-type: none"> <li>One year for direct work experience non-complex technical area (e.g. Wind, Hydel, Energy demand etc) and</li> </ul>	Desirable	Desirable	Must	Must

<sup>4</sup> A general ITR can qualify for a complex technical area, if he/she complies to the criteria defined in B-1.2

Sl. No.	Attribute	Criteria for acceptance & verification	Team Member (Validator/verifier Trainee Validator/ Verifier/Lead Validator/Verifier)	Team Leader (Lead Validator / Verifier)	Technical /Financial Expert	Technical Reviewer
	2) <i>Qualification gained through combination of experience and training</i>	A combination of : a. Related work experience, project management or consultancy; and b. Successful performance of technical course and/or appropriate training programme.	Desirable	Desirable	Desirable	Must.
	3) <i>Qualification gained through combination of Validation and Verification activities and training</i>	A combination of 1. Qualification through validation and verification activities by means of under-training (as Validator/Verifier Trainee) and successful under-observation (as Validator) assessments in non-complex technical areas as follows: a. Two validations or verifications as validator, verifier (trainee) or technical expert under-training, accompanying a validator, verifier OR Lead Validator/Verifier or technical expert already qualified for the technical area. and b. Followed by a successful performance of two validations or verifications under observation (as Validator/Verifier) of a Validator, Verifier OR Lead Validator/Verifier or technical expert already qualified in the technical area. 2. Successful completion of a technical course and/or training programme appropriate to the non-complex technical area.	Desirable	Desirable	Desirable	Must.
D	<i>Verification</i>	Prior professional qualification or knowledge of (a) Instrumentation and metrological calibration (b) Management systems (ISO 9001, 14001 or 17025)	Desirable	Desirable	Not applicable	Desirable

Sl. No.	Attribute	Criteria for acceptance & verification	Team Member (Validator/verifier Trainee Validator/Verifier/Lead Validator/Verifier)	Team Leader (Lead Validator / Verifier)	Technical /Financial Expert	Technical Reviewer
<b>Competence Criteria for Financial Expertise</b>						
<b>C.</b>	<b>Work Experience</b>					
C1.	<i>Qualification gained through experience in generic project finance, investment &amp; financial analysis.</i>	a. Two years of hands on experience in developing and/or analysis of project finance, investment analysis of projects in demonstrating their financial viability. b. Two years of consultancy experience in plant or process design from a financial and investment perspective. c. Three years of financial auditing experience with focus on large infrastructure and project management companies	Desirable	Desirable	Must	Desirable
C.2	<i>Qualification gained through specific CDM Projects investment analysis.</i>	A demonstrated experience of providing review of financial analysis of 5 completed and successfully registered CDM projects.	Desirable	Desirable	Must	Desirable

*Note: While the above criteria will be implemented in totality, in letter and spirit, exception can be made based on justification made on basis of practical experience, knowledge etc and with prior approval of the President only.*