

greenhouse gas management institute

**Professional
Certification
Programs**

**Terms of Reference for the
Committee on Professional Competency Requirements**

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Introduction

Reliable information on greenhouse gas (GHG) emissions and removals is a prerequisite for informed decision-making on the development and implementation of measures to address climate change. Such information can be collected and compiled at different levels (project/national/regional/global) in order to meet the needs of different users, including policy makers, carbon markets specialists and project developers.

The Greenhouse Gas Management Institute (GHGMI) was founded to develop the essential human capital that will ensure that data underpinning GHG mitigation projects, carbon markets and domestic or international policies are both effective and credible. **The mission of the GHGMI is to train and develop a community of experts with the highest standards of professional practice in measuring, auditing and managing greenhouse gas emissions; meeting the needs of governments, corporations and organizations large and small.** For more information about the GHGMI, see the appendix.

Central to this mission is the professionalization of GHG management functions, including quality assurance and quality control of measurement and estimation of emissions and removals, as well as verification and auditing of GHG data.


GHGMI Professional Certification Programs

In 2008, as part of its mission to advance the professionalization of GHG measurement and management, the GHGMI launched a consultative process to develop an ethical Code of Conduct for GHG practitioners. The Code was released in March 2009 and forms a key pillar of the Institute's professional programs.

Elaborating on the definition of competency outlined in the Code, the Institute is now developing a series of complementary **professional programs that will certify GHG professionals** (GHGMI Professional Certification Programs) who meet a high standard of expertise and ethical conduct.

In the face of significant growth in the demand for GHG services as a result of the rapid proliferation of GHG programs, standards and policies, the GHGMI professional certification is initiated to better serve GHG practitioners and the broader community that deals with the mitigation of GHG emissions and the enhancement of GHG removals.

The primary target of the GHGMI Professional Certification Programs will be to establish a comprehensive, thorough and transparent process through which GHG professionals could obtain



certification by meeting specific competency requirements for a broad range of functions related to GHG management. In addition, the programs will aim to achieve the following objectives:

- Career path – a certification scheme will establish a clear step-wise program for advancement and recognition to both established and prospective practitioners;
- Clarity of credentials – certification will be designed to remove ambiguity in the qualification of personnel to perform GHG assessments;
- Governance – professional certification will add a layer of oversight tied to ethical and competency standards at an individualized level.

The Institute is committed to continuing to expand the breadth and reach of its professional programs and will endeavor to support current and future initiatives with supporting definitions and guidance.

The purpose of this document is to outline the terms of reference for the Committee on Professional Competency Requirements. These terms of reference define the purpose and structure of the Committee as well as the duties and responsibilities of the Committee members.

Approach

In developing its professional programs, the GHGMI is initiating an open and inclusive consultation process to ensure the maximum possible involvement of experts, practitioners and other professionals.

All individuals involved with the work on the GHGMI Professional Certification Programs will be required to adhere to the following key principles/values that are intrinsic to the work of the Institute:

- Honesty: Truth and transparency in all aspects of the work;
- Integrity: Adhering to ethical principles;
- Fairness: Treating others as we would want to be treated ourselves;
- Responsibility: Serving others while ensuring that we respect our environment;
- Service: Timeliness and quality of work;
- Competence: Promoting educational and practical rigor, seeking to ensure that the professional community is equipped to deliver services at an ever-increasing level of quality;
- Cooperation: Working with others to develop and share solutions for the betterment of society and the environment.



Timing

For the development of the GHGMI Professional Certification Programs, the following activities and timeline will be followed:

- Establishment of the Committee on Professional Competency Requirements - December 2009
- Development of competency requirements for GHG verification - First half of 2010
- Establishment of the GHGMI Professional Certification Program for GHG Verifiers - Second half of 2010
- Development of competency requirements for other functions (e.g. GHG measurement) – Fourth quarter 2010
- Establishment of the GHG Professional Certification Program for other functions – 2011



Terms of Reference for the Committee on Professional Competency Requirements

1. Purpose and Structure

1.1 The Committee on Professional Competency Requirements (the Committee) will be charged with the development of professional competency requirements and will inform the establishment of recognized and respected GHG Professional Certification Programs at the GHGMI. Professional competency requirements will be defined for specific functions, including GHG accounting, GHG auditing, GHG management and, where appropriate, for specific sectors.

1.2 For the purpose of these Terms of Reference, the professional competency requirements relate to, among others, the specific knowledge, skills, training and practical experience related to standards, policies, ethical conduct, technologies, business necessary for any GHG practitioner to conduct his or her work at professional standards.

1.3 The professional competency requirements that will be developed by the Committee will cover all specific prerequisites and procedures relating to admissibility in the GHGMI Professional Certification Programs, including but not limited to training and educational requirements; examination, recertification and retention procedures; ongoing performance monitoring; and sanctions and enforcement procedures.


1.4 The Committee will comprise of 22 members, who will be selected taking into account:

- High level professional excellence and expertise (demonstrated through practice) in GHG management, including GHG measurement, accounting and auditing;
- Representation of a broad range of stakeholder groups;
- Representation of different regions of the world.

1.5 In addition, 22 alternate members will be selected using the same criteria as in 1.4 above.

1.6 The members and their alternates will serve for a 2-year term, with a potential 1-year extension provided that no more than one third of the current members object.

1.7 A simple majority of the members of the Committee will constitute a quorum for any Committee meeting.



1.8 All decisions by the Committee should be taken on a consensus basis. In the case that consensus cannot be reached, the issue under discussion can be brought to a vote. A two-thirds majority of all members present and voting will be required.

1.9 As needed, the Committee will form Working Groups to focus on specific topics, for example competency requirements relating to particular sectors or activities. The Committee will define specific terms of reference for such Working Groups. The members of the Working Groups will be selected from among the Committee members and their alternates. As necessary, the Committee may decide to invite other experts taking into account the expertise required for the specific task to be accomplished.

1.10 All Working Groups established by the Committee will develop recommendations for the consideration and adoption by the Committee. The Working Groups will work on the basis of consensus. If consensus is not possible, the Working Group will communicate to the Committee options for different recommendations with a clear indication of the differences and possible implications.


1.11 The Chair may decide to appoint Honorary Members who because of extenuating circumstances are generally unable to meet full Committee membership requirements. An Honorary Member must have first been a regular member generally recognized for his contribution to the Committee. An Honorary Member, however, has no voting rights. These individuals participate by reviewing and commenting on subjects in their field of expertise and are retained on appropriate and necessary Committee mailing lists.

2. Duties and Responsibilities

2.1 The Committee is expected to contribute to the development of competency requirements with specific reference to types and levels of skills and knowledge. The Committee will begin its work with the development of professional competency requirements for GHG verification.

2.2 The first development phase will begin in December 2009 and is estimated to end in the first half of 2010. During this time, the Committee members will participate in teleconferences and provide comments to draft professional competency requirements.

2.3 After the final version is released in 2010, the duties of the Committee will be to monitor and determine whether revisions or additional professional competency requirements are required. The Committee, in consultation with the GHGMI, will determine the timing for the development of requirements for other functions.



2.4 Unless Committee member participation is summoned at another date, members can expect to participate in semi-annual teleconferences to discuss current issues or changes to the professional competency requirements.

2.5 All Committee members and their alternates serve on the Committee in their individual capacity and do not represent any organization they are affiliated with.

2.6 All Committee members and their alternates, as appropriate, are expected to participate actively in all aspects of the work of the Committee.

3 Affirmation, Termination, and Reinstatement of Membership

3.1 Committee membership is reviewed and reaffirmed yearly and is contingent upon meeting the qualifications and requirements contained in these terms of reference. A Committee member or an alternate member may discontinue his Committee membership by sending a letter of resignation to the Committee Chair, with a copy to the Committee Secretary.

3.2 Committee members and alternate members will be asked to resign if they fail to fulfill the responsibilities outlined within these terms of reference over a 6-month period. At the Chair's discretion, a warning of impending termination of membership may be issued to the affected member. Committee members can be expelled by a two-thirds vote of the full Committee.

3.3 A written appeal for membership reinstatement may be submitted to the Chair specifically stating why an individual should be reinstated.

4 Secretariat of the Committee

4.1 The GHGMI will provide secretarial support to the Committee and its Working Groups.

4.2 A senior staff member of the GHGMI will serve as the Secretary to all meetings.

4.3 The Secretary, in consultation with the Chair of the Committee, will develop the agenda for all meetings. The agenda will be circulated to all Committee members not later than three weeks from the date of the meeting.

4.4 Supporting documentation from the secretariat on issues under consideration at any meeting will be made available in good time, but not later than one week, before the meeting.

4.5 Minutes of any meeting, including actions agreed, will be circulated within three weeks from the end of the meeting, unless otherwise agreed by the meeting or its Chair.



APPENDIX

About the Greenhouse Gas Management Institute

The success of any effort to address climate change relies on the availability of highly skilled and qualified professionals tasked with ensuring the reliability of emissions/removals data for markets as well as other GHG mitigation policies. Just as engineering and financial accounting rely on certified professionals, there is a need for professionals charged with measuring, accounting, auditing, and managing GHG emissions with high levels of competency and ethical standards.

Recognizing the importance of competency and ethics, the GHGMI was established to train and support a global community of qualified professionals to work on GHG measurement, accounting, auditing and management.

The GHGMI was founded on the belief that the green jobs of the future require skilled professionals tasked with ensuring the data supporting emissions trading markets and other GHG policies are reliable and transparent.


Curriculum

The GHGMI, a registered nonprofit organization, was founded in 2007 by ClimateCHECK and the Greenhouse Gas Experts Network with the support of Govida e-Learning. It hosts a robust climate change course catalogue with a specific focus on the technical and practical aspects of GHG accounting, verification and management.

The GHGMI maintains a core faculty of world-class GHG experts, and has been the benefactor of industry-leading course development partnerships with top climate organizations including the World Resources Institute, the Carbon Disclosure Project, Point Carbon, the World Bank and ICF International.

In the interest of reaching a diverse global audience, the curriculum is primarily delivered online by means of instructed e-learning courses. Blended learning options are also offered to complement online instruction, featuring an increasing number of specialized onsite simulation workshops around the world.

Further expanding the diversity of its content delivery options, in September 2009 the Institute commenced a course partnership with the Harvard University Extension School. The GHGMI continues



to grow its curriculum and delivery options through course development collaborations, delivery partnerships and translation of course content into different languages.

Since its establishment in November 2007 the GHGMI has delivered over 1,000 courses, training more than 500 individuals from more than 40 countries.

In keeping with its mission, the GHGMI devotes significant institutional resources to its financial aid program, which offers partial and full scholarships to qualified applicants from developing countries and those working for non-profit organizations.

Program Support

In addition to its publicly available curriculum, the GHGMI works directly with leading climate change institutions in support of back-end training, accreditation and capacity building programs. Specifically, the GHGMI is host to:

- United Nations Framework Convention on Climate Change (UNFCCC) Experts Review Training Programme – this program trains the international experts working under the auspices of the UNFCCC to review the national GHG inventories of Parties to the Convention and its Kyoto Protocol.
- Verification training for the Regional Greenhouse Gas Initiative (RGGI) – this program trains independent verifiers under RGGI, a regional initiative of ten eastern US states.
- UNFCCC Joint Implementation Accreditation Panel (JI-AP) – this program trains the technical panel responsible for reviewing the accreditation of applicant independent entities to Joint Implementation among Annex I Parties of the Kyoto Protocol.
- World Bank Clean Development Mechanism/Joint Implementation training – this program is designed to build the technical capacity of project developers and associated stakeholders who work with the World Bank Carbon Finance Group.

Membership

The GHGMI, now host to the GHG Experts Network, connects the largest global community of greenhouse gas and climate change experts in the world. In November 2009, the GHGMI will launch a new professional membership program, for the first time allowing technical GHG practitioners to utilize cutting edge collaborative web tools to interact and enhance their professional development.



The society of greenhouse gas professionals

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