

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

### 1. Purpose and Structure

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

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 and business necessary for any GHG practitioner to conduct his/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/her 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 management.

2.2 The first development phase will begin according to the time schedule that is published on the GHGMI web site. During this phase, the Committee members will be expected to participate in teleconferences and to provide comments to draft professional competency requirements, as required.

2.3 After the final version of the competency requirements is released, the Committee will 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/her 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.