

---

# Environment and Climate Regional Accession Network (ECRAN)

---

**Report on Advanced  
Technical Training  
Programme on  
Verification in the scope  
of the EU ETS**

---

12-13 April 2016, Belgrade

---

**ENVIRONMENTAL AND CLIMA REGIONAL NETWORK FOR ACCESSION - ECRAN**

**WORKSHOP REPORT**

**Activity 3.3.3 B**

**ADVANCED TECHNICAL TRAINING PROGRAMME ON ACCREDITATION IN THE SCOPE  
OF THE EU ETS**

**12-13 April, 2016 Belgrade, Serbia**



This Project is funded by the  
European Union



A project implemented by  
Human Dynamics Consortium

## Table of Contents

I.	Background/Rationale .....	1
II.	Objectives of the training .....	2
	Objectives of the Workshop .....	2
	Results/outputs .....	2
	Participants .....	2
III.	EU policy and legislation covered by the training .....	3
IV.	Highlights from the training workshop.....	4
	Day 1 – Highlights .....	4
	Day 2 - Highlights .....	6
V.	Evaluation .....	8
	ANNEX I – Agenda.....	10
	ANNEX II – Participants.....	11
	ANNEX III – Presentations (under separate cover).....	13
	ANNEX IV – Evaluation.....	14



**LIST OF ABBREVIATIONS**

ATS	Accreditation Body of Serbia
AVR	Accreditation and Verification Regulation
CA	Competent Authority
EC	European Commission
ETS	Emission Trading System
EU	European Union
HQ	Headquarters
MRR	Monitoring and Reporting Regulation
MRV	Monitoring, Regulation and Verification
MRVA	Monitoring, Regulation, Verification and Accreditation
NAB	National Accreditation Body
VOS	Verification Opinion Statement



## I. Background/Rationale

The European Commission actively supports climate cooperation in the region of the Western Balkans and Turkey through the Environment and Climate Regional Accession Network (ECRAN). The Emissions Trading Working Group of ECRAN aims to provide the essential regulatory building blocks and to increase the technical capacity for a well-functioning future national or regional ETS system, which could be or is modelled in line with the EU ETS. This would pave the way for further cooperation and linking with the EU ETS.

The following results are expected for this Working Group:

- To improve technical understanding of the EU ETS implementing provisions in relation to monitoring, reporting, verification and accreditation (MRVA) in the beneficiary countries, among the target group of industry and aircraft operators, as well as the Competent Authorities and potential verifiers;
- To identify institutional, legal and procedural arrangements for a future national or regional ETS system, which could be modelled in line with the EU ETS.

### **Background to the Accreditation and Verification Regulation**

Successful implementation of an emissions trading system among others involves the implementation of a system for the monitoring and reporting of greenhouse gas emissions, and for the verification of annual emission reports. Such Monitoring, Reporting and Verification (MRV) systems form the backbone of any ETS system.

The Accreditation and Verification Regulation (AVR) establishes the requirements for the verification of emission reports in the scope of the EU ETS and the accreditation of verifiers. These requirements are effective as from 1 January 2013, from the start of the third trading period.

The ECRAN Emissions Trading Working Group 3 aims to support the EU candidate countries and potential candidates in the implementation of the EU ETS. One of its key activities is a regional training programme on the EU Monitoring and Reporting, and Accreditation and Verification Regulations (MRR and AVR). This regional training programme will support operators of industrial installations, authorities and verifiers on the basis of guidance and templates that have been developed by the European Commission. Such training was organised in May 2015.



## II. Objectives of the training

### *Objectives of the Workshop*

The training aimed to provide in-depth insights in the regulation and practicalities of ETS accreditation. The training discussed the EU ETS accreditation regulations, the ISO 14065 and ISO/IEC 17011 requirements, the accreditation process and all aspects that a national accreditation body will need to deal with under an ETS system; and provided insights into aspects of the verification of an emission report based on the approved Monitoring Plan that have implications for witnessing of verifiers by the National Accreditation Body. All technical training aim to optimally prepare the staff of the Ministry and the ATS for their task to act as the national ETS accreditation body (ATS) and overseeing the tasks of the accreditation body (Ministry).

### *Results/outputs*

The training discussed the EU ETS verification and accreditation regulation (AVR – Regulation 600/2012), the EU framework regulation an accreditation 765/2008, the ISO 14065, ISO 14066 and ISO/IEC 17011 requirements, the accreditation process and all aspects that a national accreditation body will need to deal with under an ETS system. The training provided insights into aspects of the verification of an emission report based on the approved Monitoring Plan that have implications for witnessing of verifiers by the National Accreditation Body. All technical training aimed to optimally prepare the staff of the Ministry and the ATS for their task to act as the national ETS accreditation body (ATS) and overseeing the tasks of the accreditation body (Ministry).

The training was held at the premises of ATS, the Serbian National Accreditation body and included classroom training as well as working exercises. The international trainers were Lucy Candlin, an accredited verifier with extensive expertise in both verification and accreditation, and Monique Voogt, from ECRAN.

### *Participants*

This technical training was mainly directed towards the staff of the Ministry of Environment and Agricultural Protection in Serbia and staff from ATS, the Serbian accreditation body.



### III. EU policy and legislation covered by the training

The training covered the following legislation and standards:

- Commission Regulation (EU) No 600/2012 of 21 June 2012 on the verification of greenhouse gas emission reports and tonne-kilometre reports and the accreditation of verifiers pursuant to Directive 2003/87/EC of the European Parliament and of the Council.
- Commission Regulation (EC) No 765/2008 "Setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93"
- Related documents including EU commission guidance documents, ISO standards 14065, ISO 14066, ISO 17011, and EA documents.



#### IV. Highlights from the training workshop

Reference is made to Annex I for the agenda, and Annex III for the presentations. **Hereunder only the highlights are presented.**

##### *Day 1 – Highlights*

##### Day 1 – Morning session

- The audience was welcomed by Ms Danijela Bozanic from the Ministry of Environment and Agricultural Protection, and by Mr. Aco Janicijevic director of ATS. They both emphasised the importance of preparing for accreditation of verifiers under the Serbian ETS and the possibility to learn lessons from international experience. Both also thanked ECRAN and the European Commission for organising this training.
- Monique Voogt from ECRAN thanked the hosts for their hospitality and the high interest in this training. She provided a quick introduction to the ECRAN programme, introduced the trainer and discussed the ambitions of the workshop.
- Dragana Radulovic of the Ministry provided an overview on the status of implementation of the ETS in Serbia and the legal framework on verification and accreditation. The draft law and three by-laws have been completed, public consultation is expected for September. Staff from ATS was involved in discussions on the previous version of the draft law, after which further improvements were made. The updated law will now be distributed and ATS is invited to provide further comments.
- Monique Voogt provided a quick overview on the concept of emissions trading and the main element of the system.
- Lucy Candlin provided an overview of the process of accreditation, illustrating the roles and responsibilities of the competent authority, and showing the relations between these parties. Lucy furthermore provided a schematic overview of the steps in the accreditation process.
- Monique Voogt discusses the EU regulatory framework on accreditation and verification, including the primary EU ETS Directive 2003/87/EC, the Accreditation and Verification Regulation No. 600/2012 and the Regulation No 765/2008, specifying the requirements for accreditation (and market surveillance). She also summarises the various guidance that is provided at EU level, including guidance documents, exemplars and standardised formats for various reports. Finally she discusses the requirements for accreditation of the verifier, the administrative measures for NABs to use when a verifier is not complying with the regulation, and the requirements for surveillance.
- In the following presentation Lucy Candlin provides a detailed explanation of the various chapters of the ISO 14065 accreditation requirements. Lucy points out to the EC Key guidance note II.8 that discusses the relation between EN ISO 14065 and AVR.

##### Day 1, afternoon session

- The afternoon session starts with a short recap of the morning session and some questions and answers with the audience. After this, two working sessions are organised in which the participants are asked to define some of their future work activities.
- The first working assignment addresses the process for assessment and surveillance. Results are included in the text box.





### Result of working session 1

What are the key things the NAB needs to check –

1. During document review?
  - Legal status of the verifier, structure and organisation
  - Documented procedures for identifying and managing potential impartiality risks
  - Documented procedure for determination of competency requirement for assessing personnel, list of key personnel and evidence for competency (CVs etc.)
  - Data of contracts, subcontracts and outsourcing. Does this concern decisions? Technical review?
  - Policy for strategic analysis
  - Policy for risk analysis
  - Documented procedures for identifying likely financial risks and appropriate mechanisms to cover any liabilities
  - Information on its verification policy and process (how they prepare verification)
  - Information/documentation from the operator
2. During the HQ visit/ assessment?
  - Verification plan (time, schedule of visit, etc.)
  - Implementation of documented procedures and evidence of records
  - Implementation of impartiality requirements
  - Evidence of competency of personnel (verifiers, lead verifiers and technical review) and training of personnel
  - Appeals and complaints procedure
  - Records of subcontracting competence assessment
  - Communication and record registration (Files of clients)
  - Info exchange
3. During the witnessing visit?
  - Witnessing sampling and sample handlings
  - Witnessing verification work in real time
  - Knowledge of processes of the operator
  - Monitoring plan in compliance with real situation on site
  - Emission report in compliance with monitoring plan

- In the second working assignment the participants are requested to define the competency requirements for verifiers and NABs. Results are included in the text box.



## Result of working session 2

Competence requirements Verification Body:

- Audit skills
- Specific sector expertise (e.g. refinery, cement, etc.)
- (knowledge of specific facility)
- Good knowledge of the ETS legislation rules/requirements
- (sufficient understanding of accounting processes)
- Understanding data flows, calculations, database systems, etc. (+ decent knowledge of Excel and IT systems)
- Good understanding of the rules of monitoring and monitoring process (=> be able to “read” the Monitoring Plan).
- Professional scepticism
- Good project management and organisational record keeping
- Good management of team and time
- Understanding sampling and testing in laboratories
- Understanding use of measurement devices (accuracy, calibration, use)
- Understanding the consequences of errors

For the NAB similar competences are required since the NAB needs to judge whether the verifier is doing a good job.

## Day 2 - Highlights

- Lucy Candlin provided an overview of the various means of information exchange from and to the NAB, including notifications (from verification body to the NAB), the work programme and management report (from the NAB to the CA) and the VOS/report review (from the CA to the NAB). For the work programme and management report templates are provided on the Commission website. The presentation was continued with UK examples of completed templates for both the Work Programme and the Management Report.
- Following several questions from ATS extensive time was spent to explain the man-day guidance tool that provides both verifiers and NABs with an indication on the expected time a verifier would spend on verification, depending on factors such as the complexity and size of the installation, the number of source streams and the level of organisation of work on the side of the operators. Lucy adds practical examples on variations of time spent and experiences with operators. On a final note Lucy emphasises the practical needs on the Timeline for verification, indicating that preparations should start well in advance of actual verification as the time after preparation of emission reports by operators and the deadline for verification is too short to handle the entire process.
- In the last presentation Monique Voogt discussed the International cooperation and cross-border accreditation

Q&A sessions (other than questions addressed in presentations):



This Project is funded by the  
European Union



A project implemented by  
Human Dynamics Consortium

- Is subcontracting and outsourcing of work allowed for verifiers Does that need to be part of their accreditation from the start? Subcontracting part of the work is allowed; that often happens for technical work for specific types of installations. Outsourcing the work is not allowed. Local offices of a foreign HQ should be included in the accreditation already. Individual verifiers can be added to a team in a later stage, but need to be included in the surveillance and need to fully follow the verification process of the verification body that they work for.
- The requirement for making management reports is new for the Serbian accreditation body. In the national law it says that the form and content of reports is described by the Ministry, and this needs to be included in the Law. The Serbian Ministry has defined three by-laws in which such requests will be laid down. How is this done in the EU? For the EU ETS templates have been defined for the format and content of the report. Details of this are illustrated during the training.
- Art 31 of the draft ETS law specifies the tasks for verifiers and the accreditation body. However, ATS mentions that the witnessing of ATS is not yet included in the draft law, but should be included. The Ministry welcomes this suggestion and further suggestions from ATS to improve these clauses. To support this, the draft law was now sent around within ATS and staff is invited to send their comments.
- Fees of accreditation. Other NABs base their charges on typical accreditation, adding the extra man-days that are needed for site visiting.
- What is the ratio for a NAB between work in the office and in the field. Lucy answers that there are no strict guidances but expects the amount of workload to be about similar. The main differences are determined by the amount of clients that a verifier serves and the amount of witnessing (for example when there are several lead auditors).
- On request, the most common problems in verification and accreditation were discussed:
  - Verifiers and the accreditation process: main issue if the competence. That is particularly important when planning succession (e.g. when there is a commitment to an operator and the lead verifier leaves). Other problem is to have sufficient resources to conduct the verifications. Failure to properly do internal audits, to ensure that this is actually working in practice.
  - Non-conformities that a verifier should find with an operator: is the MP complete, are all sources identified; often the smaller sources are forgotten. Many problems with spreadsheets and databases, especially when they are not controlled.
- On request of ATS the Ministry provides information on the amount of potential verifiers in Serbia: 10 companies came forward that already have IED accredited experience (out of the total of 16) and that are interested in conducting ETS verification. Potential further interest may come from some technical universities.



## V. Evaluation

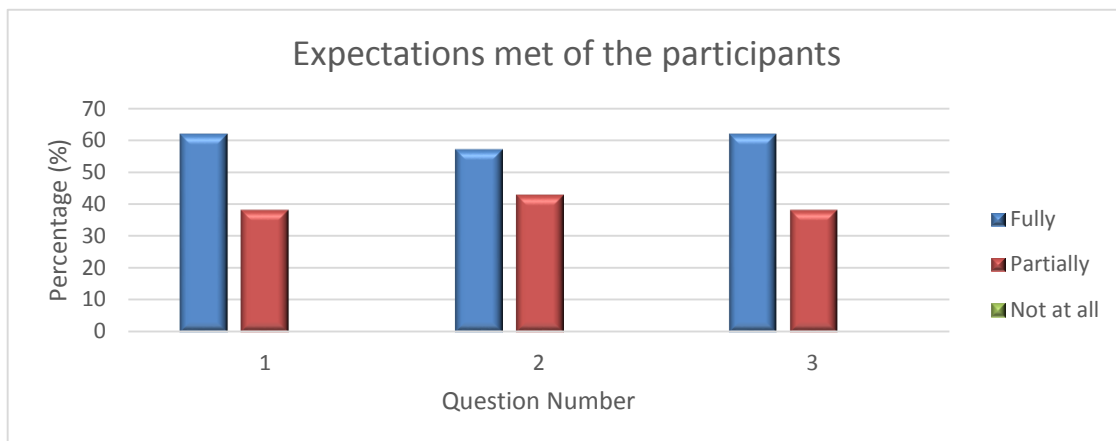
Reference is made to Annex IV for the detailed evaluation.

In the evaluation of the workshop over a **two third majority** of participants indicated that their **expectations were fully met** in the areas of increased understanding of the legal and institutional framework for ETS implementation, with emphasis on identifying a roadmap towards implementation.

**100%** of the evaluation scores regarding the quality aspects of the workshop such as achieved objectives, overall quality, practical work, presentations, facilitators, obtained the marks 'excellent' to 'good'. The aspect on logistical arrangements had a significantly lower score than the other aspects. Almost 95% of all participants indicated that they found the workshop 'time well spent'.

### My Expectations

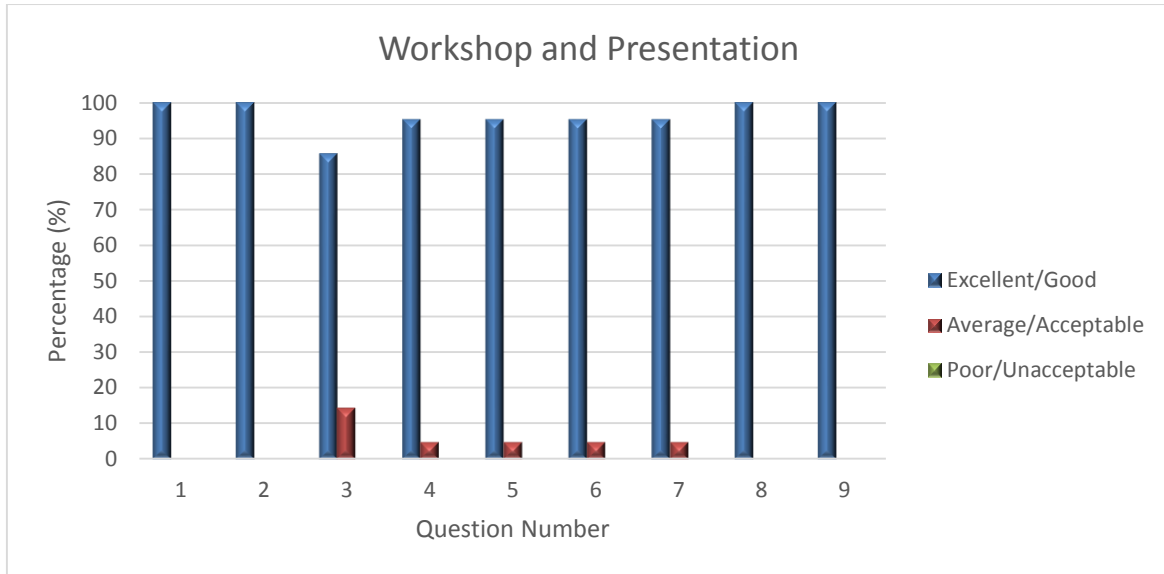
1. Improved understanding of EU ETS accreditation regulations, the ISO 14065 and ISO/IEC 17011 requirements;
2. Improved understanding of the accreditation process and all aspects that a national accreditation body will need to deal with under an ETS system;
3. Improved understanding of the verification of an emission report based on the approved Monitoring Plan that have implications for witnessing of verifiers by the NAB.



### Aspect of Workshop

1. The workshop achieved the objectives set
2. The quality of the workshop was of a high standard
3. The content of the workshop was well suited to my level of understanding and experience
4. The practical work was relevant and informative
5. The workshop was interactive
6. Facilitators were well prepared and knowledgeable on the subject matter
7. The duration of this workshop was neither too long nor too short
8. The logistical arrangements (venue, refreshments, equipment) were satisfactory
9. Attending this workshop was time well spent





**Note from ECRAN:** the main reason for part of the audience to be partially satisfied was that they were insufficiently aware of the ISO 14065 requirements. ECRAN and trainers had contacted the Ministry as well as ATS prior to the meeting on such experiences and received the answer that the participants were well experienced with that. This turned out not to be the case; see also detailed comments.



## ANNEX I – Agenda

<b>Day 1 : Tuesday 12 April 2016</b>	
09:00	Welcome by the host
09:10	ECRAN and the ambitions of this workshop (ECRAN)
09:20	The status of accreditation in Serbia (presenter from the Ministry/ATS)
09:40	The accreditation process (presentation by the trainer)
10:15	Coffee Break
10:35	The EU ETS Accreditation (and verification) regulation and Regulation 765/2008 (ECRAN)
11:15	ISO14065 accreditation requirements (trainer) [incl. KGN II.8)
12.00	Lunch break
13:15	Recap and Q&A session (all)
13.40	Assessment and surveillance (trainer and brainstorm exercise)
14.15	Coffee break
14.30	International cooperation and cross-border accreditation (ECRAN)
15.00	Assessment team and competence requirements (trainer)
16.00	Closing the day

<b>Day 2 : Wednesday 13 April 2016</b>	
09:00	Recap and Q&A session (all)
09:30	The NABs work programme and management report (trainer, incl. templates)
10:15	Coffee break
10:45	Information exchange between the CA and the NAB (trainer)
11:15	The man-day guidance tool (trainer)
12:00	Recap and Q&A session
12:30	Closing the training



## ANNEX II – Participants

First Name	Family Name	Institution Name	Country	Email
Aco	Janicijevic	Accreditation Body of Serbia	Serbia	<a href="mailto:aco.janicijevic@ats.rs">aco.janicijevic@ats.rs</a>
Aleksandra	Kitanic	Accreditation Body of Serbia	Serbia	<a href="mailto:aleksandra.kitanic@ats.rs">aleksandra.kitanic@ats.rs</a>
Aleksandra	Nikolic	Accreditation Body of Serbia	Serbia	<a href="mailto:aleksandra.nikolic@ats.rs">aleksandra.nikolic@ats.rs</a>
Ana	Zivanovic	Accreditation Body of Serbia	Serbia	<a href="mailto:ana.zivanovic@ats.rs">ana.zivanovic@ats.rs</a>
Andrea	Fratric	Accreditation Body of Serbia	Serbia	<a href="mailto:andrea.fratric@ats.rs">andrea.fratric@ats.rs</a>
Biljana	Tomic	Accreditation Body of Serbia	Serbia	<a href="mailto:biljana.tomic@ats.rs">biljana.tomic@ats.rs</a>
Branka	Rakonjac	Accreditation Body of Serbia	Serbia	<a href="mailto:branka.rakonjac@ats.rs">branka.rakonjac@ats.rs</a>
Jasna	Stojanovic	Accreditation Body of Serbia	Serbia	<a href="mailto:jasna.stojanovic@ats.rs">jasna.stojanovic@ats.rs</a>
Jovana	Jovanovic	Accreditation Body of Serbia	Serbia	<a href="mailto:jovana.jovanovic@ats.rs">jovana.jovanovic@ats.rs</a>
Jovana	Zecevic	Accreditation Body of Serbia	Serbia	<a href="mailto:jovana.zecevic@ats.rs">jovana.zecevic@ats.rs</a>
Katarina	Bogojevic	Accreditation Body of Serbia	Serbia	<a href="mailto:katarina.bogojevic@ats.rs">katarina.bogojevic@ats.rs</a>
Ljiljana	Markicevic	Accreditation Body of Serbia	Serbia	<a href="mailto:ljiljana.markicevic@ats.rs">ljiljana.markicevic@ats.rs</a>
Ljubinka	Gligic	Accreditation Body of Serbia	Serbia	<a href="mailto:ljubinka.gligic@ats.rs">ljubinka.gligic@ats.rs</a>
Marija	Smiljanic	Accreditation Body of Serbia	Serbia	<a href="mailto:marija.smiljanic@ats.rs">marija.smiljanic@ats.rs</a>
Milan	Savic	Accreditation Body of Serbia	Serbia	<a href="mailto:milan.savic@ats.rs">milan.savic@ats.rs</a>
Milica	Jovcic	Accreditation Body of Serbia	Serbia	<a href="mailto:milica.jovcic@ats.rs">milica.jovcic@ats.rs</a>
Radivoje	Nikolicic	Accreditation Body of Serbia	Serbia	<a href="mailto:radivoje.nikolicic@ats.rs">radivoje.nikolicic@ats.rs</a>
Snezana	Sremac	Accreditation Body of Serbia	Serbia	<a href="mailto:snezana.sremac@ats.rs">snezana.sremac@ats.rs</a>
Vladimir	Milenkovic	Accreditation Body of Serbia	Serbia	<a href="mailto:vladimir.milenkovic@ats.rs">vladimir.milenkovic@ats.rs</a>
Zorica	Starcevic	Accreditation Body of Serbia	Serbia	<a href="mailto:zorica.starcevic@ats.rs">zorica.starcevic@ats.rs</a>



First Name	Family Name	Institution Name	Country	Email
Danijela	Bozanic	Ministry of Agriculture and Environmental Protection	Serbia	<a href="mailto:Danijela.bozanic@eko.minpolj.gov.rs">Danijela.bozanic@eko.minpolj.gov.rs</a>
Dragana	Radulovic	Ministry of Agriculture and Environmental Protection	Serbia	<a href="mailto:Dragana.radulovic@eko.minpolj.gov.rs">Dragana.radulovic@eko.minpolj.gov.rs</a>
Katherine-Lucy	Candlin	Planet & Prosperity Ltd	United Kingdom	<a href="mailto:lucy@pp-sustainability.eu">lucy@pp-sustainability.eu</a>
Monique	Voogt	ECRAN	Netherlands	<a href="mailto:m.voogt@sqconsult.com">m.voogt@sqconsult.com</a>





### ANNEX III – Presentations (under separate cover)

Presentations can be downloaded from:

[http://www.ecranetwork.org/Files/Workshop\\_Presentations\\_EU\\_ETS\\_April\\_2016\\_Belgrade.zip](http://www.ecranetwork.org/Files/Workshop_Presentations_EU_ETS_April_2016_Belgrade.zip)



This Project is funded by the  
European Union



A project implemented by  
Human Dynamics Consortium

## ANNEX IV – Evaluation

### Statistical information

1.1	Workshop Session	Advanced Technical Training Programme on Accreditation in the scope of the EU ETS 12-13 April 2016, Belgrade, Serbia
1.2	Facilitators name	As per agenda
1.3	Name and Surname of Participants (evaluators) optional	As per participants' list

### Your Expectations

Please indicate to what extent specific expectations were met, or not met:

My Expectations	My expectations were met		
	Fully	Partially	Not at all
1. I have improved understanding of EU ETS accreditation regulations, the ISO 14065 and ISO/IEC 17011 requirements	 (62 %)	 (38 %)	
2. I have improved understanding of the accreditation process and all aspects that a national accreditation body will need to deal with under an ETS system.	 (57 %)	 (43 %)	
3. I have improved understanding of the verification of an emission report based on the approved Monitoring Plan that have implications for witnessing of verifiers by the NAB.	 (62 %)	 (38 %)	



## Workshop and Presentation

Please rate the following statements in respect of this training module:

Aspect of Workshop	Excellent	Good	Average	Acceptable	Poor	Unacceptable
1. The workshop achieved the objectives set	I (76%)	 (24%)				
2. The quality of the workshop was of a high standard	 (71%)	I (29%)				
3. The content of the workshop was well suited to my level of understanding and experience	II (33%)	I (52%)	 (14%)			
4. The practical work was relevant and informative	 (43%)	I (52%)	I (5%)			
5. The workshop was interactive	I (76%)	 (19%)	I (5%)			
6. Facilitators were well prepared and knowledgeable on the subject matter	 (90%)	I (5%)	I (5%)			
7. The duration of this workshop was neither too long nor too short	I (52%)	 (43%)		I (5%)		
8. The logistical arrangements (venue, refreshments, equipment) were satisfactory	 (62%)	 (38%)				
9. Attending this workshop was time well spent	I (76%)	 (24%)				

### Comments and suggestions

I have the following comment and/or suggestions in addition to questions already answered:

#### Workshop Sessions:

- Workshop should last longer and the facilitators should put more „real life“ experiences;
- Everything was beautiful.

#### Facilitators:

- Excellent!!
- Perfect;



- 
- Everything was beautiful;
  - Very good. Very experienced. Useful advices;
  - Very good and experienced;
  - Very experienced and motivated.
- 

**Workshop level and content:**

- Content was very good;
  - Beautiful;
  - If possible, this is a basic training but additional training for 14065 needed;
  - For the beginners maybe ATS needs another, more complex training on 14065 and A&V regulation which could last at least 3-4 days, combined with accreditation requirements;
  - It would be good to organise additional training for ISO 14065 requirements;
  - Excellent;
  - New training for 14065 is needed;
  - High level and content.
- 

