



EECS Rules

Subsidiary Document

AIB-EECS-SD10 Professional Reviewers

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AIB-EECS-SD10: Professional Reviewers

Release 1

Status of this document

This document, AIB-EECS-SD10 Professional Reviewers, is a subsidiary document to the Principles and Rules of Operation (the EECS Rules) of the Association of Issuing Bodies (AIB) for The European Energy Certification System.

In the event of conflict between the text of the EECS Rules and the text of this document, the EECS Rules shall always take precedence.

This EECS Rules subsidiary document was formally approved by the General Meeting of AIB members held on 31st March 2017.

The effective date of this EECS Rules subsidiary document is 31st March 2017.

Signed by the Secretary General:

PH Moody
31st March 2017

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Document History

Version	Issue Date	Reason for Issue
Draft 0.1	4 November 2016	For the approval of Working Group Internal Affairs
Release 1.0	31 March 2017	Amended version agreed by Working Group Internal Affairs. For GM approval 31/03/2017.



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A INTRODUCTION AND PURPOSE

A1 Introduction

A1.1 This document is a subsidiary document to the EECS Rules of the Association of Issuing Bodies (AIB).

A1.2 Specific reference is made to the EECS Rules Sections:

- (a) F – Admission and Expulsion Procedures
- (b) I – Compliance
- (c) J – Disputes
- (d) K – Assessment Panels
- (e) L – Change Procedures

And to the following Subsidiary Documents:

- (a) AIB-EECS-SD07 Review Procedures
- (b) AIB-EECS-SD01 Assessment Panels

A1.2 This document is subject to the change management procedures set out in Section L of the EECS Rules and EECS Rules Subsidiary Document AIB-EECS-SD05 – “Change Management”.

A2 Purpose

A2.1 The purpose of this EECS Rules subsidiary document is to set out the detailed procedural and technical matters associated with Professional Reviewers. Specifically this will include guidelines for appointing and monitoring Professional Reviewers and the terms of reference of the Professional Reviewers Group.

B PROFESSIONAL REVIEWERS

B1 General

B1.1 Assessment Panels are the means by which the AIB maintains its high quality standard of operation by its members in complying with the EECS Rules. The system of review ensures the widespread adoption of best practice across members. Professional Reviewers are key players in this process.

B2 Appointment and monitoring of Professional Reviewers

B2.1 Any application to be appointed as a Professional Reviewer shall be sent to the Secretary General, together with a resume including experience and eventual niche skills, the number of reviews that can be taken on per year and a price quote with hourly rate.

B2.2 Professional reviewers should at least have the following skills and experience.

General competencies:

- Communication skills (including oral, written, report writing, and presentation);
- Problem identification and solution skills;
- A high level of integrity, objectivity, independence, professionalism, reliability;
- Organisational skills (time and project management, accuracy);
- Professional working knowledge of English;
- Ability to promote the value of reviews and audits;
- High level of understanding business processes.

Experience:

At least 3 years of experience in at least two of the following domains:

- Guarantees of origin,
- The EU regulatory framework on renewable energy,
- IT-systems relating to guarantees of origin,
- The AIB framework,
- The electricity market,
- Energy disclosure,
- Operational auditing.

B2.3 The Secretary General will present the application to the General Meeting for approval.

B2.4 After approval of the application by the General Meeting, a services agreement shall be concluded between the AIB and the professional reviewer including a non-disclosure agreement and service-levels. The Secretary General shall present to Working Group Internal Affairs a quarterly report of review and audit time spent and costs incurred by the Professional Reviewers.

B2.5 The cost of the Professional Reviewers will be borne by the AIB.

B2.6 The Professional Reviewer shall be evaluated by their co-reviewer after each review. The secretariat will collect these evaluations and bring the results to Working Group Internal Affairs every two years.

C THE PROFESSIONAL REVIEWERS GROUP

C1 General principle

C1.1 The Professional Reviewers Group shall pursue the highest level of transparency, integrity and cost-awareness.

C2 Terms of reference

C2.1 Purpose and scope

The Professional Reviewers Group has been established to improve the quality control system of the AIB by developing and maintaining best practices for audits and reviews and by resolving issues that have arisen out of reviews and audits or that have been assigned to them by the Board, the General Meeting, a working group, task force or the Secretary General.

C2.2 Deliverables

The Professional Reviewers Group will formulate recommendations, advice and proposals to the General Meeting, the Board, a working group or task force. This includes, but is not limited to proposals for changes to the EECS Rules, Subsidiary Documents, Fact Sheets, best practices, templates or guidelines.

C2.3 Membership

All Professional Reviewers are a member of the Professional Reviewers Group. A coordinator is appointed within the group, who will organise and chair the meetings.

C2.4 Meeting arrangements

The Professional Reviewers Group shall hold quarterly meetings, including at least one physical meeting per year. The other three meetings shall be teleconferences to be held four weeks before the General Meeting. The meetings shall be open to all AIB members. The meeting shall be recorded by the Secretariat and made available on demand by the Board. The meeting minutes shall be made available to the Working Group Internal Affairs.

C2.5 Reporting

After each meeting the Professional Reviewers Group shall report its actions and recommendations to Working Group Internal Affairs.

C2.6 Sharing of information and resources

Discussion instruments such as a reviewers' corner on the AIB website will in principle be accessible to AIB members. Exceptions to this principle can be made in order to safeguard confidential information regarding specific members.

C2.7 Resources and budget

The cost of the Professional Reviewers Group will be borne by the AIB.

C2.8 Review

These terms of reference will be reviewed at least every 3 years, the first time before March 31st, 2020.

ANNEX 1 – Evaluation form of the professional reviewer

This form is to be completed by the reviewed Member and the member co-reviewer after every review and to be sent to the Secretary General and if wanted to the Professional reviewer within 10 working days after the review.

Evaluation of the Professional Reviewer

We would like to ask you a few questions concerning the performance of our professional reviewer. Your feedback will help us to optimise the quality control within the AIB. Your suggestions for improvement are particularly important to us. Filling in the questionnaire will only take a very short time. Please return the filled-in questionnaire to the Secretary General by mail within the next 10 working days.

Your name:

Audit dated:

Professional reviewer:

1. Cooperation

1.1 In your opinion, were you sufficiently involved in planning of the audit procedure?

++	+	0	-	--
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Comments:

Potential for improvement:

1.2 Did planning of the audit take place on time?

++	+	0	-	--
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Comments:

Potential for improvement:

1.3. Did you find the cooperation between yourself and the Professional Reviewer during the site visit constructive?

++	+	0	-	--
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Comments:



AIB-EECS-SD01
ASSESSMENT PANELS



Potential for improvement:

1.4 How many reviews have you been involved in, as a...?

Reviewed Member	Reviewer

2 Professional reviewer

2.1 In general, how do you judge the methods and technical knowledge of the Professional Reviewer (knowledge of standards and laws, audit procedure, discussions)?

++	+	0	--	--
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Comments:

Potential for improvement:

2.2 How do you judge the following behaviour and skills of the Professional Reviewer?

	++	+	0	-	--
Clear communication (including oral, written, report writing, and presentation)					
Problem identification					
Depth of analysis					
Support of problem resolution					
Level of integrity					
Objectivity					
Professionalism					
Reliability					
Time management					
Accuracy					

Comments:

(Potential for improvement)

Thank you very much for your cooperation.

Please send the feedback form to Mr. Phil Moody, secgen@aib-net.org