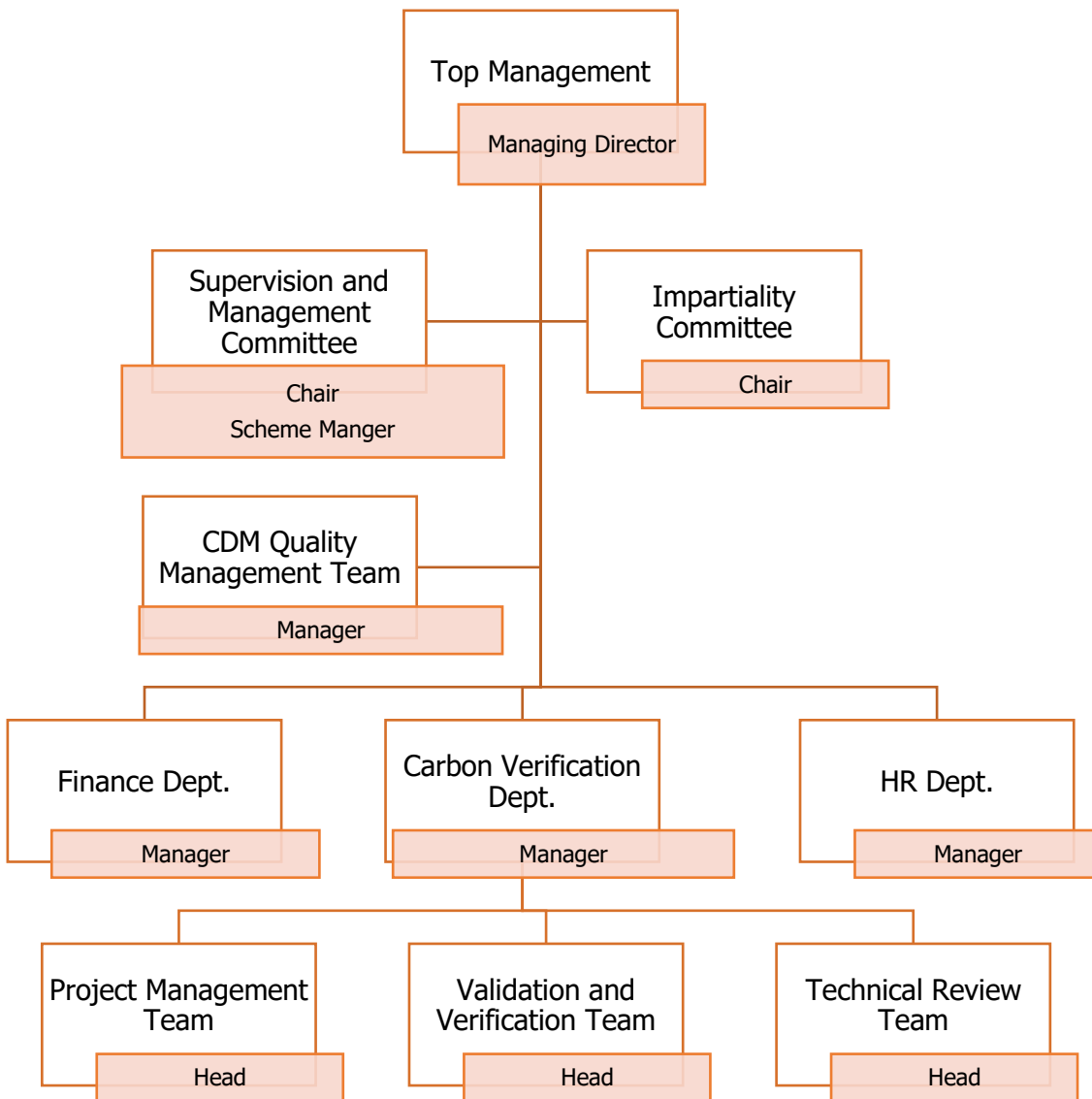


CDM Management Structure and Allocation of Responsibility

1 CDM Management Structure



2 Allocation of Responsibility

2.1 Managing Director (MD)

- Execute related laws, regulations, technical specifications, policies, and all board decisions
- Formulate the policies and objectives for operation and development of DOE business
- Establish quality management system, policies, objectives, procedures
- Establish impartiality policies, procedures, and statement
- Sign validation, verification and certification reports
- Provide adequate and qualified financial and human resources
- Supervise financial stability and reliability and be responsible for financial risks and benefits
- Issue annual reports
- Approve rectification programs after significant appeals, complaints and disputes occur

2.2 Impartiality Committee (IC)

- Review and approve conflict of interest analyses, mitigation strategy and measures to eliminate threats
- Have the access to all validation, verification and certification (VVC) documents/records to review them
- Supervise/maintain operation of the impartiality policies, procedures and systems, and the results of appeals

In cases where the IC identifies issues, it shall report the instance to the MD. If the MD does not follow the advice of the IC, the IC shall have the right to report to the EB through the UNFCCC secretariat.

2.3 IC chair

- Supervise and maintain the operation of impartiality committee
- Review and approve annual impartiality reports related to VVC activities, preparing synthesis reports of its activity, and submitting them to the EB

2.4 Supervision and Management Committee (SMC)

- Review and maintain quality manuals and monitor effectiveness of QMS and impartiality policies
- Review and maintain the qualification process and criteria of validators/verifiers
- Supervise implementation of corrective actions to nonconformities or deviations and their effectiveness
- Review and approve accreditation sectoral scopes to apply, extension of sectoral scopes
- Review management review results and annual reports
- Analyse effects on impartiality, objectivity and confidentiality of VVC activities
- Review reasons for significant decisions and events related to DOE functions
- Supervise and track the handling of complaints, disputes, and appeals

2.5 SMC Chair

- Supervise and maintain the operation of SMC

2.6 Scheme Manager

- Review and maintain the CDM scheme manual and qualification process and criteria for validators/verifiers

2.7 CDM Quality Management Team

- Ensure quality system, impartiality policy and required procedures are well established, recorded, implemented, maintained, and improved

2.8 CDM Quality Manager

- Supervise and maintain the operation of CDM quality management team
- Report performance of QMS to the MD and provide improvement suggestions

2.9 Carbon Verification Department (CVD)

- Make sure the VVC services have been conducted in line with UNFCCC and company requirements

2.10 CVD Manager

- Develop and organize the implementation of annual work plans and financial plans
- Manage all activities related to safeguarding of the impartiality
- Assist the MD in establishing, implementing, maintaining, and improving the QMS
- Supervise the conduct of validation and verification/certification of CDM project
- Approve contract reviews
- Organize selection, assessment, training, management, and competence maintenance of human resources
- Make final decisions on validation and verification/certification of CDM projects
- Organize investigations and surveys of complaints, disputes
- Organize and arrange internal audits and management review and handle accreditation reviews by the EB
- Formulate corrective and preventive measures against nonconformities
- Approve solutions on grievances, complaints, and disputes, supervise rectification, preventive and corrective measures and report handling results to the MD
- Approve daily financial and legal documents, and manage potential risks and legal issues in future operation
- Review annual reports, approve annual work plans, financial plans, and internal audit
- Manage CDM project activities comprehensively
- Determine personnel requirements, recruit, and manage personnel
- Organize the drafting of annual reports

2.11 Project Management Team

- Implement market planning, survey, and research and CDM market development
- Implement project applications and contract reviews as well as implement contract management
- Formulate and release of public documents

- Implement customer service and collect and deal with appeals, complaints, and disputes;
- Collect, forward, and manage the external documents and technical data;
- Establish and maintain CDM database
- Communicate and contact with CDM stakeholders and information exchange and external publicity
- Coordinate with the technical review team to identify potential risks in business process and project management and formulating countermeasures

2.12 Project Management Team Head

- Supervise and maintain the operation of project management team
- Report performance of project management team to the CVD manager on a regular basis.

2.13 Validation and Verification Team

- Implement risk assessment of CDM projects
- Plan and implement validation/verification, forming validation and verification teams, controlling audit quality
- Archive CDM project documents.

2.14 Validation and Verification Team Head

- Supervise and maintain the operation of validation and verification team
- Report performance of validation and verification team to the CVD manager
- Manage validators, verifiers and technical experts
- Assess the adequacy of resources required for CDM validation and verification
- Organize replies to review opinions arising from CDM projects
- Coordinate with the CDM technical review team for onsite evaluation of CDM projects
- Research technologies related to CDM projects and providing technical support for CDM projects

2.15 Technical Review Team

- Organize and implement technical review on validation/verification of CDM projects;
- Make recommendation for final decisions on validation and verification/certification of CDM projects

2.16 Technical Review Team Head

- Supervise and maintain the operation of technical review team
- Report performance of technical review team to the CVD manager on a regular basis

2.17 Financial, HR Department

- Financial department helps CVD manager to ensure adequate and stable financial support, conduct financial risk identification and formulate risk response programs
- HR department helps CVD manager to ensure adequate human resources for VVC activities