PROCEDURE FOR ALLOCATION OF RESOURCES, ROLES AND RESPONSIBILITIES

PURPOSE AND SCOPE

The purpose of this procedure is to define the authority and responsibility of the management and auditing personnel for validation or verification and certification of CDM projects.

This procedure is applicable to all personnel responsible for managing and implementation of CDM validation or verification and certification scheme services offered by EPIC.

DEFINITIONS

1. CDM   - Clean Development Mechanism under the Kyoto Protocol

2. Validation - is the process of independent evaluation of a project activity by a Designated Operational Entity against the requirements of the CDM as set out in decision 17/CP.7

3. Registration- is the formal acceptance by the UNFCCC Executive Board of a validated project as a CDM project activity.

4. Verification- is the periodic independent review and ex -post determination by the Designated Operational Entity of the monitored reductions in anthropogenic emissions by sources of greenhouses gases that have occurred as a result of a registered CDM project activity during the verification period.

5. Certification- is the written assurance by the DOE that, during a specified time period, a project activity achieved the reduction in anthropogenic emissions by sources of greenhouse gases as verified

DETAILS OF PROCEDURE

6. The line of authority and responsibility of management personnel responsible for managing and implementation of CDM Validation, Verification and Certification Scheme is shown in the organization structure. Refer to MSC/CDM/DOC/01-02.The roles and responsibilities of all the personnel have been defined below.

7. **Board of Directors**

The Directors of EPIC are appointed by the shareholders. The Board of Directors of EPIC is responsible for the formulation and development of policies relating to the operations of EPIC. The panel of Directors would be responsible for approval and appointment of key management personnel.

8. **Managing Director / Director**

- is responsible for providing sufficient and competent resources for the implementation of the Clean Development Mechanism Validation, Verification and Certification scheme and any other services offered by EPIC.
- is responsible for approving and submitting the Annual Activity Report to the UNFCCC Executive Board.
- is responsible for supervision and implementation of company policies including financial, administrative and contractual matters.
- is responsible for leading management review of the company's activities.
- has the executive responsibility for operations of the company.
- is responsible for formulation and development of policy matters relating to the operations of the company.
- is committed to development and implementation of quality management system in line with policies formulated and documentation of policies and procedures and their implementation
- is responsible for providing adequate and competent human resources for validation/verification functions related to CDM and other activities.
- appoints a member of management as a CDM Quality Manager to Implement overall quality management system.
- is committed to safeguarding impartiality in the validation and/or verification/certification functions which are evidenced through institutional structure and impartiality policy & procedures and their implementation and manage impartiality related activities.
- in case the balance of the impartiality committee is affected due to any reasons (eg. Resignation of members). a probable replacement / appointment of committee members would be done after discussions in the subsequent Management Review meeting to ensure balanced representation based on EPICs relevant procedure.
- is committed to the implementation of the CDM validation and/or verification/certification functions
- is involved in the decisions relating to disputes and complaints.
- To be the authorized signatory or appoint an authorized signatory for entering in to validation / verification agreements with clients.
- Functions related to the designation under section 01 and section 03 of DOC 04-06 shall be performed subject to fulfillment of qualification criteria

9. Head-Operations

- is responsible for reviewing, approving and taking the final decisions on validation, verification and certification reports prior to submission to the CDM Executive Board;

- Liaising with the UNFCCC secretariat on operational / management / policy issues pertaining to EPIC

- is responsible for supervision and monitoring of company policies and procedures.

- .is responsible for the supervision of both internal / external personnel performing validation and/or verification activities,

- To manage meetings of Auditor Evaluation Panel, and maintain proper records of the proceedings.

- As part of the Auditor Evaluation panel to ensure that the auditors (including external resources/Subcontractors), technical reviewers and technical experts are qualified in accordance with relevant accreditation requirements

- Is responsible for publishing of the PDD and the Monitoring reports to UNFCCC using the DOE interface provided to EPIC

- is responsible for selection of audit teams for conducting validation /verification (Lead auditors, Auditor, Trainee Auditors, Internal Technical reviewer, Technical experts and Financial Experts as necessary).

- Provide inputs to management review meeting on the CDM business performance.

- Review and Approve the updation of the procedures and policies as submitted by the quality manager

- In case Head –Operations is directly involved in any validation/verification of CDM project activity, the Managing Director shall select another independent person for conducting the relevant responsibilities.

- To verify and approve contract reviews with potential clients.

- To evaluate the competence of Lead auditors and submit the recommendation to the Auditor evaluation panel for approval. To ensure evaluation of validator/verifier and trainee validator/verifier is done as per procedures.

- To identify and recommend appointment of competent Technical Experts to support the audit team.

- Criteria for Head-Operation to become auditor or lead auditor/Technical expert is same as for other auditors. The evaluation or periodic evaluation will be conducted and approved by Managing director.

- When Head-Operations is a part of the audit team for a project being audited, a senior lead auditor, who is independent of the project, shall take the role of Head-Operations. The senior lead auditor shall perform the duties of Head-Operations for the project only.

- Functions related to the designation under section 01 and section 03 of DOC 04-06 shall be performed subject to fulfillment of qualification criteria

10. Quality Manager

- Ensure that the processes required for the QMS are established, implemented and maintained by periodic review by use of FORM 01-03
- Report to the management on the performance of the QMS
- Report to the management on the need for improvements
- Preparation and Periodic review of updation of all documents to ensure interlinking and consistency and shall be responsible for control of records
- Ensures that the requirements of accreditation standards and other requirements of Accreditation bodies are established, implemented and maintained on a continuous basis.
- inform the Managing Director in case the balance of the impartiality committee is affected due to any reasons (eg. Resignation of members).
- is responsible to establish and maintain the CDM Procedures and related documents in compliance with accreditation requirements.
- monitor correction and corrective actions taken by the relevant personnel on issues raised through external/ internal audits, internal and external feedback mechanism and evaluate their effectiveness.
- monitoring, updating and disseminating decisions made by COP/MOP and the Executive Board.
- will ensure that as and when changes in standards and requirements related to CDM takes place, the same would be communicated to Head – Operations and initiate and complete appropriate actions to ensure adherence .
- By periodic review, develop and propose changes to EPIC CDM Procedures on an ongoing basis to ensure the continual compliance with the COP/MOP, Executive Board and internal requirements.
- To prepare Annual Activity Report for the Managing Director's approval prior to submission to the CDM Executive Board.
- To identify training needs for auditing staff to ensure that on-going competence of EPIC CDM auditors and audit teams for the scope of activities undertaken.
- To facilitate Management Review, Impartiality meetings and coordinate planned internal audits.
- To maintain files and up to date records related to management personnel and auditing personnel (internal/ external).
- To perform Quality Check for validation and verification activities carried out.
- Management of client files and auditors records
- Managing international stakeholders consultation and ensure that all comments are passed on to the audit team for further consideration and necessary follow-up.
- Functions related to the designation under section 01 and section 03 of DOC 04-06 shall be performed subject to fulfillment of qualification criteria

11. Sales Assistant

- assisting the Head-Operations in preparing contract review for new CDM project enquiries.
- generating sales leads
- submitting Proposals / Quotations to prospective clients.
- Follow up with prospective clients and closing the business deals
- Managing client database

12. CDM Coordinator

- Assisting the Head-Operations in preparing contract review for new CDM project enquiries.
- Scheduling of Validation and verification activities and site visits
- Approval of the proposed Audit team using Notification Letter for conducting validation / verification
- CDM Co-ordinator can also be a auditor who is not participating in the particular audit
- Functions related to the designation under section 01 and section 03 of DOC 04-06 shall be performed subject to fulfillment of qualification criteria

13. Accounts & HR Assistant

- Raising of invoices for the services provided
- Keeping the complete record of account receivables
- Collection of payments from clients
- Preparing for statutory compliance and necessary filings
- Preparation of annual accounts
- Liaising with external service providers and government agencies
- Supervision of finances, administrative matters and dealing with other contractual matters and arrangements;
- Management reporting
- Identification of technical and non-technical resources and completing the engagement formalities.

14. Appeals panel

The Appeals panel is established by the Board of Directors if there is any appeal made against any of the Validation and Verification decisions. The details of the appeals process is given in Appeals and Disputes Procedure (MSC/CDM/PRO 15). Decisions relating to disputes and complaints will be taken by Appeals panel.

15. Auditor Evaluation panel

The Auditor Evaluation panel is established to establish and maintain the necessary competence of all Auditors and Technical experts, Technical Reviewers and Evaluators as per standards of CDM requirement. The panel shall strictly abide by the competency requirements as detailed in the relevant procedures based on the standards. Also the panel can approve the revision of the relevant documents and procedures, if applicable, due to change or inconsistencies in procedures in comparison to standard requirements. The panel consists of Head operations ,Designated Senior Auditor and Quality Manager . The terms of reference and scope for the panel are defined in MSC/CDM/DOC 04-12.

In the case of Auditor designated as Senior Auditor, additional responsibilities would include participation in the Auditor evaluation panel meeting, evaluation of trainee validator/verifier and validator/verifier including any other activities given by the management from time to time.

16. Impartiality Committee

Impartiality committee is established to safeguard the impartiality at all levels of the organization. The terms of reference of impartiality committee and its rules of operation are defined in MSC/CDM/DOC 22-03.

17. Lead Auditors/ Auditors / Trainee Auditors /Senior Lead Auditor

- An individual who has been qualified in specific Management System scheme by the Auditor Evaluation Panel to participate/lead the audit team/carry out audits as assigned.
- The Lead Auditors report to the Head- Operations and the roles and responsibilities are defined in their Job Description.
- Trainee Auditors report to the respective Lead Auditor and the roles and responsibilities are defined in their Job Description.
- Validation and/or verification/certification reports will be prepared by lead auditors
- Lead Auditors / Auditors / Trainee auditors can be both full time and part time
- In case of part time the activities would be based on the sub contracting procedure (MSC/CDM/PRO 25)

18. Technical Experts

- An individual who has been qualified in specific technical areas by the Auditor Evaluation Panel to participate and assist the audit team as assigned.
- The Technical Expert reports to the lead auditor and is periodically evaluated by the Lead auditor based on the roles and responsibilities are defined in Accreditation Standard requirements.
- The candidate if qualified for financial expertise can be included as expert for assessing financial additionality

- In case of part time the activities would be based on the sub contracting procedure (MSC/CDM/PRO 25)

19. Technical reviewer

- An individual who has been qualified in specific technical areas by the Auditor Evaluation Panel to independently review the draft final validation/verification report.
- The technical reviewer is under the supervision of the Head-Operations and the roles and responsibilities are defined in their Job Description.
- The technical review can also be done by a team in which case the technical reviewer having GHG knowledge is assisted by a sector expert as relevant to the project activity

Prepared by	Approved by
Quality Manager	Head- Operations

APPENDIX

RELATED DOCUMENTS

Document Title	Document Reference	Storage
CDM Organization Structure	MSC/CDM/DOC/01-02	General file
Appeals and Complaints Procedure	MSC/CDM/PRO 15	General file
Sub-contracting Procedure	MSC/CDM/PRO 25	General file
Terms of reference – Evaluation panel	MSC/CDM/DOC 04-12	General file
Impartiality Policy	MSC/CDM/DOC 22-03	General file

APPROVAL RECORD

Issue No.	Rev. No.	Details of Revision	Effective date
1	0	Initial adoption	20.03.2011
1	1	All clauses	27.12.2011
1	2	All clauses	19.01.2012
1	3	All clauses	21.09.2012
2	0	Revised for : Roles provided to Managing Director, Head Operations, Addition of Quality Manager, Technical Expert, Technical Reviewer	20.03.2013
2	1	Clarity in roles of management and auditing staff. Removal of the role of Director Technical and separation of roles of sales assistant and CDM coordinator	18.12.2014
2	2	Reference to DOC -04 06 for management related competency requirements	05.10.2015
2	3	Editorial corrections	10.10.2021