

**Annex 2****DOE ANNUAL ACTIVITY REPORT TO THE BOARD FORM (F-CDM-AAR)****(Version 01)****DOE ANNUAL ACTIVITY REPORT TO THE BOARD FORM (F-CDM-AAR)  
VERSION 01****1. Introduction****A. Period covered by the report:**>> *DD/MM/YYYY to DD/MM/YYYY***B. Purpose of the report:**>> *Please complete the following sentence, substituting the sections in Italics appropriately:*

*Name of the DOE, CDM accreditation entity number (e.g. CDM-E- 00XX) located in (country, city) submits this annual activity report to the CDM-EB in accordance with paragraph 27 (g) of the CDM M&P and the requirements for the preparation of the annual activity report by a DOE to the Board as set out in Annex C of the CDM accreditation standard.*

**2. Accreditation Status****A. Scope(s) accredited for and date of accreditation:**>> *Please provide the following information:*

*The sectoral scopes for which the DOE is accredited (individually stating each scope in the following format - 1, 2, 3, 4, 5, 6, 7 etc), whether the most recent accreditation was an initial or re-accreditation, the date of (re-) accreditation (DD/MM/YYYY), any extensions of scope and suspensions (period, scopes and reason) that took place during the reporting period.*

**B. Sectoral scope(s) applied for and status of application:**>> *Please provide the following information:*

*The sectoral scopes that the DOE is presently applying for, if there is an open accreditation application during the reporting period, (individually stating each scope in the following format - 1, 2, 3, 4, 5, 6, 7 etc) and the date of application.*

**3. Organization<sup>1</sup>****A. Major changes in organizational structure and personnel:**

>> Please complete the table:

List the major changes that took place within the DOE during the reporting period. Type shall be classified as a, b, c, d or e as in accordance with the paragraph 148 of the "Procedure for accrediting operational entities by the Executive Board of the clean development mechanism (version 10.1)" (hereinafter referred to as CDM accreditation procedure).

No.	Type	Summary of change	Date of Change	Notification to CDM-AP	Date of notification
1			DD/MM/YYYY	Yes/No	DD/MM/YYYY
...					

**B. List of sites, other than the DOE's central office, having carried out validation and/or verification/certification work:**

>> Please complete the table:

No.	Location	Legal entity at the location	Relationship with the central office	Status - declared non-central site as of final day of the reporting period
1.	(city & country)		(e.g. subsidiary company, group company, branch, etc)	Yes/No
...				

Note: The entity is reminded to refer to paragraphs 28 to 30 of the CDM accreditation standard.

**C. Use of external personnel**

>> Please provide the following information:

How many external individuals are contracted and which activities are carried out by them.

Note: The entity is reminded to refer to paragraphs 65 to 67 of the CDM accreditation standard.

**D. Use of subcontractors**

>> Please complete the table:

List the legal entities subcontracted by the entity, their location and the activities performed.

No.	Location	Legal entity at the location	Activities performed

<sup>1</sup> This report does not substitute the procedure for notifications of changes or the as a declaration of non-central sites. The DOE shall continue to inform the CDM-AP separately of changes in accordance with paragraph 148 of the CDM accreditation procedure.



1.	(city & country)		
...			

Note: The entity is reminded to refer to paragraphs 70 to 73 of the CDM accreditation standard.

**E. Management systems;**

E(i) Internal audit(s) carried out:

>> Please complete the table:

No.	Date	Location	Focus
1.	DD/MM/YYYY	(country)	
...			

E(ii) Management review(s) carried out:

>> Please complete the table:

No.	Date	Location	Focus
1.	DD/MM/YYYY	(country)	
...			

E(iii) Complaints, disputes and appeals on CDM-related activities:

>> Please complete the table:

List any complaints, disputes and appeals regarding the entity's function as a DOE as formally received during the reporting period. The type of the complaint, dispute or appeal shall be classified according to the following:

Type of complaint, dispute or appeal:

(a)(i) Complaint type 1 - Delays

(a)(ii) Complaint type 2 - Communication issues

(a)(iii) Complaint type 3 - Termination of contract

(a)(iv) Complaint type 4 - Other (please specify)

(b) Dispute

(c) Appeal

No.	Date	Type	Outcome	Complainant
1.	DD/MM/YYYY			(project participant or stakeholder)
...				

**F. CDM-related training undertaken:**

>> Please complete the table:

List the main CDM-related trainings undertaken during the reporting period.

No.	Date	Title	Period (hours)	No. of participants	Internal / External	Location	Provider
1.	MM/YYYY						
...							

**4. Activities relating to the consideration of project activities:****A. List of project activities:**

>> Please provide the following information:

List all CDM project activities the DOE worked on (validation or verification/certification) during the reporting period. This list shall be provided as an excel file annexed to the report including the following information - UN project number, title, host country and status as of the final day of the reporting period. The excel sheet shall be clearly referenced in this section.

Note: For the purpose of this report, a verification project activity is considered to be the verification of an individual monitoring report. This definition is valid for all other relevant sections within this report.

**B. Status of project activities:**

>> Please complete the table:

Include all CDM project activities the DOE worked on during the reporting period.

Validation Status	No. of Validation Activities	No. of Verification Activities
Initiated during this reporting period*		
Contract terminated during this reporting period		
Withdrawn during this reporting period		
Registered (validation) / CER's issued (verification) during this reporting period		
Rejected during this reporting period		
Validation/verification on going as of final date of the reporting period (not yet submitted for registration/request for issuance)		
Validation/verification on going as of final date of the reporting period (already submitted for registration/request for issuance)		

\*For the purpose of this report, "Initiated during this reporting period" is considered to be validation or verification/certification work that began during this period.

**C. Regional distribution of project activities:**>> *Please complete the table:**Include all CDM project activities the DOE worked on during the reporting period per region.*

Region <sup>2</sup>	No. of validation activities	No. of verification activities
Africa		
Asia and Pacific		
Latin America and Caribbean		
Eastern Europe		

**D. Sectoral scopes distribution of project activities:**>> *Please complete the table:**Include all CDM project activities the DOE worked on during the reporting period per sectoral scope.*

Scope	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
No. of validation activities															
No. of verification activities															

**E. List of project activities declined, if any, including the reasons for doing so:**>> *Please complete the table:**Include all CDM project activities for which the DOE declined to perform validation or verification/certification in the reporting period.*

No.	Location	Reason for declining
1	(country)	
...		

**F. List of the project activities under validation or verification/certification in countries having less than 10 registered projects activities:**>> *Please complete the table:**Include all CDM project activities the DOE worked on during the reporting period in countries having less than 10 registered CDM project activities*

Country	No. of validation activities	No. of verification activities

<sup>2</sup>A list of the countries per UN region can be located at:  
[http://www.un.int/wcm/webdav/site/gmun/shared/documents/GA\\_regionalgrps\\_Web.pdf](http://www.un.int/wcm/webdav/site/gmun/shared/documents/GA_regionalgrps_Web.pdf)



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**G. Number of projects activities under validation or verification/certification per qualified auditor:**>> *Please complete the table:**Include information regarding the workload as per qualified auditor as of the final day of the reporting.*

No. of validation or verification activities	Validators	Verifiers	Lead Auditor	Technical Expert	Technical Reviewer
0					
1-10					
11-20					
21-30					
30+					

**H. Average timeframes for validation and verification/certification of project activities divided by region:**>> *Please complete the table:**Include information regarding the average timeframes for validations and verifications/certifications during the reporting period per region.*

Region	Average timeframe* (days)		Shortest timeframe (days)		Longest timeframe (days)	
	Validation	Verification	Validation	Verification	Validation	Verification
Africa						
Asia and Pacific						
Latin America and Caribbean						
Eastern Europe						

*\*For the purpose of this report the average time is defined as the period from the signing of contract to the submission of the request of registration or issuance to the Board.***I. Average fees for the validation and verification/certification of CDM project activities divided by region:**>> *Please complete the table:**Include information regarding information regarding the average fees in USD for validations and verifications/certifications during the reporting period per region.*



Region	Average fee (USD)		Lowest fee (USD)		Highest fee (USD)	
	Validation	Verification	Validation	Verification	Validation	Verification
Africa						
Asia and Pacific						
Latin America and Caribbean						
Eastern Europe						

## 5. Impartiality:

### A. Report of the Impartiality Committee:

>> Please provide the following information:

*The annual synthesis report of the activities of the impartiality committee as per paragraph 155 (f) of the CDM accreditation standard shall be provide jointly with this report. The aforementioned report shall be referenced in this section along with the number of meetings that took place in the reporting period.*

### B. Other impartiality issues:

>> Please provide the following information:

*Add any further relevant comments with regards to impartiality issues experienced during the reporting period.*

## 6. Interactions with interested parties:

>> Please provide the following information:

*Describe in the three sections below significant interactions that your entity has had with interested parties during the reporting period.*

- A. Interactions with the Board:
- B. Interactions with other designated operational and/or applicant entities:
- C. Interactions with other interested parties:

## 7. Financial statement:

### A. Annual income and expenditure relating to CDM related activities:

>> Please complete the table:

*Include the annual income and expenditure of the entity regarding its validation and verification/certification activities in USD for the reporting period.*



	Value (USD)
Annual Income	
Annual Expenditure	

**8. Challenges and lessons learnt:**

*Please provide the following information:*

*Add any further relevant comments with regards to challenges and lessons learnt during the reporting period.*

<b>Date:</b>	<b>Name and signature of CEO:</b>
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**History of the document**

Version	Date	Nature of revision(s)
01.0	EB 61, Annex 2 3 June 2011	Initial adoption.
<b>Decision Class:</b> Regulatory <b>Document Type:</b> Form <b>Business Function:</b> Accreditation		