

Agenda item 2.3.

Paragraph 8 of the annotated agenda, Annex 2

Information obtained from DOE annual activity report

CDM EB 99

Bonn, Germany, 23 to 26 April 2018



Procedural background

1. In accordance with paragraph 27(g) of the modalities and procedures (M&P) of the CDM (3/CMP.1) and section 18 of the CDM accreditation procedure (version 14.0) DOEs shall submit an annual CDM activity report to the CDM Executive Board.
2. Also an opportunity to fulfil the requirements of para 20 and 21 of 2/CMP.5.
3. The secretariat produces a public synthesis report of the annual activity reports submitted by the DOEs.



Purpose

1. The purpose of the synthesis report is to enable a range of stakeholders to understand the current status of the operations of DOEs.
2. For the CDM-EB to consider any recommendations to the CDM-AP.



Procedure for submission

1. The CDM-AAR-FORM shows what information to be collected from the DOE.
2. For the past 3 years, secretariat has utilized an online tool for online submission in order to facilitate the processing of the information.
3. The secretariat sends reminder to DOEs in July each year to submit the annual activity report, which include the link to the online tool.
4. The deadline of the submission is 30 September each year.



Structure of DOE annual activity report

1. Introduction;
2. Organization;
3. CDM validation and verification/certification (VVC) activities;
4. Impartiality;
5. Interactions with interested parties;
6. Financial statement;
7. Challenges;
8. Other business activities;
9. Authorization



1. INTRODUCTION

- DOE's name
- Period covered by report

2. ORGANIZATION

- A. List of major changes in organization structure and personnel (summary of change, date of change, etc.);
- B. List of outsourced entities or other offices (location, name, etc.);
- C. Number of entity's top management;
- D. Number of external individual;
- E. Internal audits and management reviews (date, place, focus);
- F. List of complaints received (date, outcome, complainant);
- G. List of CDM-related trainings undertaken (date, subject, etc.)



3. CDM VALIDATION AND VERIFICATION/CERTIFICATION ACTIVITIES

- A. Number of contracts signed, contracts terminated, ongoing activities, and negative opinion provided;
- B. List of project activities and PoAs declined, including the reason;
- C. Workload per qualified auditor;
- D. Timeframe for VVC service;
- E. Time adjustment factor for each region;
- F. Cost of VVC service;
- G. Cost/price adjustment factor for each region;
- H. Cost/price adjustment factor for type of activity (large/small/PoA);



4. IMPARTIALITY

- A. Date of the impartiality committee meeting (report of the meeting shall also be submitted);
- B. Any other impartiality issues that DOE wishes to mention.

5. INTERACTIONS WITH INTERESTED PARTIES

Interactions with EB, other DOEs/AEs, and other interested parties (what kind of interaction).

6. FINANCIAL STATEMENT

Annual income and annual expenditure on VVC activities, in USD.



7. CHALLENGES

Challenges and lessons learnt that the DOE wishes to inform.

8. OTHER BUSINESS ACTIVITIES

Challenges and lessons learnt that the DOE wishes to inform;

9. AUTHORIZATION

Name, signature of CEO and date.



Recommendation to the Board

The secretariat recommends that the Board take note of the presentation and provide guidance, as necessary.



THANK YOU



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