


1	Roles and Responsibilities of DOE Personnel	
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Allocation of Responsibilities within the Organization:

This document details on the various roles and responsibilities assigned to various personnel in the Organization:

Key Management Positions:

1. Managing Director:

The Managing Director has the responsibility to allocate resources and disseminate the directions for establishment of company's policies and procedures.

Review by participation, the feedback during Management Review meetings to propose, improve and maintain updated process and procedures.

2. Director – Technical

The Director Technical is responsible for the 'Energy and Carbon' service portfolio. The assigned tasks include:

- Resources and financial planning for the DOE operation
- Recruitment of personnel in consultation with DOE Manager
- Develop plans to support business establishment
- Customer management for projects
- Participate to promote company services in seminars, programs and trades.

3. Head – DOE

The Head of the DOE is responsible to establish and implement procedures, new policies, guidelines and documents as and when required.

The key assignments include:


- Monitoring of finances, client contracts, receivables and accounting.
- Manage validation/verification and certification process
- Manage all activities related to the safeguarding of the impartiality
- Provide proposal, approve the Contract Review Sheet
- Approve the clients' contracts and document the same.
- Make a final decision on opinions of validation/verification and certification process.
- Take appropriate decisions related to disputes, complaints and appeals;
- Make provision and allocation for all audits internal and external.
- Provide information to management on all matters during meetings.

4. DOE Manager

The DOE Manager is responsible for implementation and maintenance of accreditation requirements, the key assignments include:

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- Foremost to check and adhere to CDM Accreditation requirements;
- In-charge to implement and manage quality management system
- Responsible for personnel competence to be evaluated, qualified and documented
- Determine the human resource requirements of the DOE
- Operational aspects of all validation and verification resources and activities are to be maintained
- Share the information and related changes of policies, guidelines, tools etc among the personnel;
- Organize and facilitate all accreditation audits, spot checks and performance assessment process by EB.
- Database maintenance of personnel and projects;
- Provide inputs to Top Management through annual Management Review Document
- Assignment of technical reviews;
- Status Reporting to UNFCCC (VSR and Annual reports)

5. Advisor – DOE and Quality

The main responsibilities are to provide Advice and guide the DOE for implementation of quality procedures and process.

The key tasks include:

- Advice and implement and maintain a quality management system
- Advice and establish procedures, forms, documents for CDM Accreditation
- Advice on functional and managerial aspects of the DOE, especially those regards to quality
- Advice on any risks, threats and mitigations measures for the same.

6. Impartiality committee of 4KES

The impartiality committee is responsible for advising and guiding the Board of Directors in functional implementation of the process and directions at all levels of compliance evaluation, verification and certification requirements.

The committee is independent and external to DOE operations and key tasks include:

- To verify review on need basis, the validation/verification process and records to check on any threats as per the records of the DOE.
- To safeguard impartiality of the company
- Approve analysis of conflicts, threats and risks.
- To guide and Advice on changes to the policy and procedures.
- To Advice management and in case of needs, can approach UNFCCC as in required situations.

DOE Operational Positions:

7. Team Leader:

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The Team Leader is responsible for interacting with the team and the client to execute the project for validation/verification.

The key tasks include:

- Plan the validation / verification process;
- Represent the project team assigned
- Be focal point to the client;
- Evaluate and monitor the team and trainees and provide performance evaluation of the members;
- Ensure that team reaches the conclusions on the project activity in the concise and clear manner;
- Lead the team in objective conclusion and avoid situation of conflicts.

8. Technical Reviewer

The Technical Reviewer is responsible for conducting technical review of the projects to check adherence to procedures, guidelines and tools of CDM.

The key tasks include:

- Conduct technical reviews of the project
- Technically support on training needs and evaluation of the team
- Provide inputs for improvements especially on the project reports;
- Evaluate the performance of the Team Leader on a project basis
- Take final decision on reports by signing the opinion in the technical review protocol.

9. Technical Expert:

The key tasks include:

- Technically evaluate the project documents and on-site information along with team leader and provide guidance on reporting,
- Also support technical reviewer for all clarifications rose during the validation/verification process.

10. Validator/Verifier

The key tasks include:

Perform validation/verification activities in line with VVS, VVM, PS and also DOE procedures and policies;

11. Admin Support

The Key tasks include:

- Provide administrative support to the validators and verifiers in administrative operations;
- Collate data and information in relation to the project and local regulation of the country;

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12. Local Expert

The Local Expert will assist the validation team in understanding the local regulations and policies for the sectoral projects.

The key tasks include:

- Assist in the validation and verification activities, including on-site assessment, in order to help the team to communicate with the client (as interpreter for local requirements) and provide his/her regional knowledge and rules and requirements of the host country for the project activity or PoA.

13. Trainee

The key tasks include:

- Participate in validation/verification activities, including desk review, on-site assessment, reporting, etc. in accordance with VVS, PS and guidelines and policies.

14. Internal Auditor

The Internal Auditor is responsible to conduct internal audits for the project, procedure and process documents.

The key tasks include:

- Conduct Internal audits in line with the requirements and evaluate the process with accreditation needs.
- Provide corrective requirements to objective process adherence.

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