

| SL no | process   | Responsibility  |
|-------|---|---|
| 1     | Proposal  | Team leader / DOE office admin                                    |
| 2     | Contract review sheet development   | Team leader   |
| 3     | Initial contract review sheet approval  | Regional manager  |
| 4     | Final contract review sheet review and approval   | DOE office admin  |
| 5     | Team selection for project activity   | Team leader / DOE office admin                                    |
| 6     | Approval of team selection for project activity   | DOE office admin  |
| 7     | Contract signing  | DOE office admin  |
| 8     | PDD/Monitoring report completeness check  | Team Leader / DOE office admin                                    |
| 9     | PDD/ Monitoring report webhosting   | DOE office admin  |
| 10    | Validation / verification process   | Team leader admin   |
| 11    | Validation project status   | Team leader / DOE office admin                                    |
| 12    | Team change request   | Team leader admin   |
| 13    | Team change request approval  | DOE office admin  |
| 14    | Independent Technical review request  | Team leader   |
| 15    | Independent Technical review allotment  | DOE office admin  |
| 16    | Independent Technical review  | Independent Technical reviewer / Technical Director / DOE Manager |
| 17    | Approval of validation/verification process activities                                  | Independent Technical reviewer / Technical Director / DOE Manager |
| 18    | Approval by PP to make documents public   | Team leader   |
| 19    | Completeness check of the final package from TR   | DOE office admin  |
| 20    | Submission for registration/Issuance  | DOE office admin  |
| 21    | Formats / documents / procedures preparation and distribution                           | DOE office admin  |
| 22    | Ensuring up to date documents/procedure/formats available to the validators / verifiers | DOE office admin  |
| 23    | Internal audit scheduling   | DOE office admin  |
| 24    | Conducting Internal audit   | Independent quality manager                                       |
| 25    | Corrective and preventive actions   | Team leader / DOE office admin                                    |
| 26    | Training plan and training materials  | DOE office admin  |
| 27    | Appointment and Qualifying personals  | DOE office admin  |
| 28    | Project status maintenance  | DOE office admin  |
| 29    | Performance monitoring  | Team leader / DOE office admin                                    |
| 30    | Customer complaint and dispute handling   | DOE office admin/ Independent committee                           |
| 31    | Control of documents and records  | DOE office admin  |
| 32    | Information management  | DOE office admin / Technical Director/ Team leader                |
| 33    | Resource monitoring and sufficient allocation   | DOE office admin / top management                                 |
| 34    | Marketing strategies and materials  | DOE office admin / top management                                 |
| 35    | Policy making and objective defining  | DOE office admin / top management                                 |
| 36    | Conducting Management Review  | DOE office admin / Top management                                 |
| 37    | All financial liability management  | DOE office admin / Top management                                 |
| 38    | Safeguarding impartiality and confidentiality   | DOE / Top management  |
| 39    | Organization structure, roles and responsibility  | DOE office admin / Top management                                 |
| 40    | Quality management  | DOE office admin / quality manager                                |
| 41    | Review of effectiveness   | DOE office admin / Top management                                 |
| 42    | All direct communication with UNFCCC  | DOE office admin / independent community                          |
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