

## SERVICE DESCRIPTION OF THE CDM COMPONENT PROJECT ACTIVITY INCLUSION PROCESS

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If you should require any further information then please do not hesitate to contact us. We will be pleased to help you.

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# SERVICE DESCRIPTION OF THE CDM COMPONENT PROJECT ACTIVITY INCLUSION PROCESS

According to the UNFCCC requirements, a CDM component project activity (CPA) must undergo a validation by a Designated Operational Entity (DOE) in order to be included in the corresponding programme of activities (PoA). TÜV NORD CERT GmbH is an accredited DOE for validation and verification of projects under UNFCCC Sectoral Scopes 1 – 16 with additional competence based on project specific knowledge, training and experience.

#### 1. GENERAL SCOPE OF WORK

Validation is the independent evaluation of the component project activity design, in particular, the baseline study and monitoring plan, which are included in the component project activity Design Document (CPA-DD) and other relevant supporting documents by a designated operational entity against modalities and procedures for a clean development mechanism as defined in Article 12 of the Kyoto Protocol, relevant UNFCCC requirements and host country requirements.

The validation is based on the information made available to TÜV NORD CERT GmbH and on the contract conditions TÜV NORD CERT GmbH cannot be held liable by any entity for making its validation opinion based on any false or misleading information supplied to it during the course of validation. TÜV NORD CERT GmbH employs a risk-based approach in the validation, focusing on the identification of significant risks for project implementation and the generation of certified emission reductions (CERs). The service of TÜV NORD CERT GmbH will not include any consulting service. Nevertheless, the client may certainly perceive TÜV NORD CERT GmbH's possible requests for clarifications and/or corrective actions to the client as indicators of possible potential for improvement in the project design. The validation will follow the procedures of TÜV NORD CERT GmbH's JI/CDM Certification Programme

(JI/CDM CP), which is a customized version of the Validation and Verification Standard for programme of activities (VVS).

In carrying out the validation work, TÜV NORD CERT GmbH will apply the following standards and criteria:

- the requirements set forth in the most recent versions of the CDM Rules, including the CDM modalities and procedures under the Kyoto Protocol, subsequent decisions by the CMP, and any relevant documents released by the CDM Executive Board (the "EB") and available on the UNFCCC CDM website at http://unfccc.int (the aforementioned requirements together the "CDM Requirements");
- Host country requirements / criteria as applicable under the CDM-related laws and regulations of the country in which the PoA and CPAs are physically located
- Geographical boundaries of the project including all national and/or sectoral policies and regulations applicable
- The most recent version of the Clean Development Mechanism Validation and Verification Standard for programme of activities (the "VVS");
- the latest version of the CDM Project Cycle Procedure for programme of activities
- the most recent version of the Standard for Sampling and Surveys for CDM Project Activities and Programme of Activities

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As per the CDM requirements, TÜV NORD CERT GmbH will validate the following information of the component project activity:

- Location and unique identification of the CPA;
- Contact details of persons responsible for each CPA;
- Host party;
- Implemented technology/measure;
- Starting date and duration of the crediting period;
- Eligibility criteria;
- Demonstration of additionality;
- Baseline, project and leakage greenhouse gas emissions;
- Ex-ante estimated emission reductions;
- Monitoring plan;
- Sampling plan;
- Environmental impacts and assessment;
- Stakeholder consultation procedure;
- Confirmation regarding no prior CDM registration or inclusion in another PoA;
- Consistency between CDM-PoA-DD, generic CDM-CPA-DD and the CDM-CPA-DD
- Public funding;
- Letter(s) of Approval as required under the CDM Rules or host country requirements.

#### 2. VALIDATION PROCESS

The validation shall follow the sequence of steps presented below:

#### 2.1. Review of documents

TÜV NORD CERT GmbH will review the CPA-DD(s) submitted by the client, the supporting background documents related to the project design and methodology, and the monitoring plan. Furthermore, TÜV NORD CERT GmbH may use additional documentation or checklists provided by third parties in relation to host-country legislation, technical reports referring to the project design or to the basic conditions and technical data. The document review will establish to what degree the presented documents meet the established validation criteria according to VVS.

#### 2.2. Assessment using validation protocol

In order to ensure cost-effective and systematic validations, a CPA protocol (developed by TÜV NORD CERT GmbH in accordance with the requirements established by the UNFCCC for the inclusion of a CPA under a PoA) will be used as the documented foundation of a transparent validation process. The protocol shows, in a transparent manner, criteria and requirements, means of validation, and the results



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obtained in validating the identified criteria. TÜV NORD CERT GmbH will assess the applicability of the CPA to the validation protocol.

#### 2.3. On site visit and follow-up interviews

For one CPA or a group of CPAs as applicable based on UNFCCC requirements, TÜV NORD CERT GmbH will conduct a site visit during the validation process. To ensure an efficient validation process the client has to provide all necessary information and documentation during the site visit and grant access to relevant sites and persons. If TÜV NORD CERT GmbH finds that the information provided by the client is not sufficient to perform the validation, TÜV NORD CERT GmbH may, at TÜV NORD CERT GmbH's sole discretion, request follow-up interviews with project stakeholders, project developers, consultants and/or technical staff, or financially responsible persons.

### 2.4. Draft-Validation reporting

The draft validation report will facilitate the joint effort between the client and TÜV NORD CERT GmbH to develop and document answer(s) and conclusions to requirements, which are considered applicable for CDM programme of activity. The independent validation exercise and subsequent discussions given in the report shall enable the client to address any concerns TÜV NORD CERT GmbH may have raised related to the project, and how these may be clarified.

In order to remedy any mistakes, problems or other outstanding issues, issues that needed to be clarified for positive conclusion, Corrective Action Requests (CAR) or Clarification Requests (CL) may be raised. All CARs and CLs are reported and elaborated in the draft validation report in terms of their implication. The independent validation process and subsequent discussions given in the draft validation report will enable the Client to address any concerns TÜV NORD CERT GmbH may have raised in relation to the component project activity and how these may be clarified.

#### 2.5. Resolution of CARs & CLs

The CARs and CLs stated in the draft validation report will have to be resolved by the client, if these are issued. The requests can be resolved or "closed out" by the client by modifying the project design and by rectifying and updating the project design documentation. If this is not done in the final stages of the validation, it may cause the project not be recommended for UNFCCC inclusion, or cause the expected emission reductions not to be subsequently validated and certified.

The number of DOE Assessments on the corrective actions for closure of CARs and CLs raised should be limited to two consecutive rounds. For further resolution, the client and TÜV NORD CERT GmbH may enter into an amendment for additional man-days required.

#### 2.6. Validation Report

The Final Validation Report for inclusion of component project activities (the "FVR") will reflect the Client's responses to any CARs and CLs as well as the discussions and revisions of any project documents. Thus, the FVR gives TÜV NORD CERT GmbH's final conclusions regarding the CPA's conformance with the relevant CDM Requirements. The FVR may raise issues that need to be subsequently addressed during the project implementation such as implications of any remaining corrective action requests not resolved during the validation as Forward Action Request (FAR). The FVR will address the additionality of the CPA, the CPA compliance with the eligibility criteria specified in the registered PoA (including criteria to be used for the demonstration of additionality of a

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CPA), operational and management arrangements, consistencies between the PoA-DD, generic CPA-DD and the CPA-DD.

TÜV NORD CERT GmbH's validation opinion either forms the basis for including the CPA under the registered PoA (in which case it constitutes a "Positive Validation Opinion"), or it explains the reason for its non-acceptance in case the CPA is judged as not fulfilling the validation requirements (in which case it constitutes a "Negative Validation Opinion"). In case TÜV NORD CERT GmbH arrives at a Negative Validation Opinion, TÜV NORD CERT GmbH will consult with the client on whether or not to proceed with the CPA. The client shall provide TÜV NORD CERT GmbH with his final decision within ten (10) days after TÜV NORD CERT GmbH has informed the Client about the negative validation opinion.

#### 2.7. Technical review & Final Approval

Before the submission of the final validation report, a technical review and final approval of the whole validation procedure will be carried out.

During the technical review process, the validation opinion and the specific assessments as prepared by the validation team may have been confirmed or revised. Furthermore, reporting improvements might have been achieved.

The technical review follows an overall (esp. procedural) assessment of the complete validation carried out by a qualified auditor.

### 2.8. Inclusion of the CPA(s)

The term "Inclusion" refers to the formal acceptance of a validated CPA. Inclusion is the prerequisite for the verification, certification and issuance of Certified Emission Reductions (the "CERs") related to all CPAs under a registered PoA.

Only in case TÜV NORD CERT GmbH arrives at a Positive Validation Opinion, TÜV NORD CERT GmbH will upload the FVR, the CPA-DD(s) and all required documentation as per the UNFCCC's Procedures for Inclusion of a Proposed CPA, via the dedicated interface on UNFCCC website to include the proposed CPA(s) under the registered PoA. Such uploads will be grouped and not occur more frequently than once per month.

#### 3. SCHEDULE OF EVENTS

TÜV NORD CERT GmbH is prepared to begin work on the validation of CPAs within 10 working days upon receipt of all necessary project-related documents and upon the Client's valid acceptance of this offer.

Precondition for starting the validation of individual CPA(s) as per the scope and procedures set out above is the submission of all necessary project-related documents (such as but not limited to the CPA-DD, the Financial Calculation spreadsheet (if applicable), the emission reduction calculation, the emission factor calculation and all necessary documentation regarding CDM requirements (esp. evidence to demonstrate compliance with eligibility criteria) by the Client to TÜV NORD CERT GmbH. The Client shall submit all necessary project-related documents at least four (4) weeks before TÜV NORD CERT GmbH's first site visit. If the client fails to meet the aforementioned timeline or fails to submit any project-related documents that it should reasonably have submitted to TÜV NORD CERT GmbH, TÜV NORD CERT GmbH may, at its sole discretion, postpone its site visit(s).

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TÜV NORD CERT GmbH will use reasonable efforts to forward the DVR including the CARs and CRs to the Client within four (4) weeks of its (final) site visit.

Upon the Client's submission of its response to CARs and CLs, TÜV NORD CERT GmbH will use reasonable efforts to finalise the FVR within four (4) weeks of TÜV NORD CERT GmbH's receipt of the final documents submitted by the Client.

TÜV NORD CERT GmbH will use reasonable efforts to conduct the Technical Review and Final Approval within six (6) weeks after finalisation of the FVR.

Additional validations, as requested by the UNFCCC after (i) revision of the underlying methodology or (ii) the re-validation after expiry of the crediting period are not included in this offer.

#### 4. TEAM COMPOSITION

An experienced team will carry out the validation of the component project activity inclusion. The validation team will consist of experienced (lead) auditors and experts covering technical, methodological, environmental and socio-economic competence.

The final team composition will be announced after the conclusion of contract and in the course of the audit planning. The client has the right to reject any team member with sufficient justification. Related Curriculumn Vitaes of the audit team will be provided upon request vide <a href="mailto:operations.carbon@tuev-nord.de">operations.carbon@tuev-nord.de</a>.

### 5. RIGHTS AND RESPONSIBILITIES OF TÜV NORD CERT GMBH

In addition to performing the service detailed in the offer TÜV NORD CERT GmbH shall: Issue an inclusion report in line with scheme requirements which will state whether, in TÜV NORD CERT GmbHs' opinion, the project activity fulfils the requirements of the scheme.

Arrive at its opinion upon consideration of the following matters and reporting as to any aspect with which TÜV NORD CERT GmbH is not satisfied, namely whether:

- All relevant scheme requirements are met
- the monitoring system and procedures are in line with the applied methodology and the programme of activities documentation
- additionality is shown in line with the programme of activities
- environmental analysis and Stakeholder Consultation Procedure is in line with the programme of activities

TÜV NORD CERT GmbH shall be entitled to Interview attorneys, engineers, analysts, accountants, or other parties deemed by the verifier to have the qualifications necessary to assist in the performance of the service without any extra fees/charge payable on this account by the client. TÜV NORD CERT GmbH may select and engage such persons without the clients prior approval save that, should the client advise TÜV NORD CERT GmbH that a conflict of interest exists, TÜV NORD CERT GmbH will take all necessary measures to engage alternate advisors. TÜV NORD CERT GmbH may also consult with stakeholders to assist in the performance of the service. Stakeholders shall include the public, including individuals, groups or communities affected, or likely to be affected, by the activity in question.



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TÜV NORD CERT GmbH shall perform the service in an efficient, prompt, skillful and careful manner in accordance with the current industry standards, practices and accredited procedures. In performing the service, the verifier shall observe and obey all applicable laws, regulations, rules and standards imposed by any government or other duly constituted authority having jurisdiction in the host country. TÜV NORD CERT GmbH by accepting the offer neither automatically guarantees a positive validation opinion nor the inclusion of the component project activity by the CDM Executive Board (EB). TÜV NORD CERT GmbH has the right to subcontract members of the TÜV NORD JI/CDM Certification Program of other entities and external individuals.

#### 6. RESPONSIBILITIES OF THE CLIENT

The client is responsible for:

Preparing a CPA Design Document in compliance with the rules set by the applied scheme. In case of changes to the scheme during execution of the service the client shall adapt the project documents to the new regulations.

Determining additionality, baseline scenario and emission reductions using approved methodologies and tools and scientifically appropriate protocols as required by the scheme and in line with the corresponding POA.

Preparing a monitoring plan consistent with the corresponding POA design documents and the rules of the scheme in question, to gather the necessary data and reporting data in a complete, transparent and accurate manner.

Providing TÜV NORD CERT GmbH with:

- a Letter of Approval of its designated national authority and further documents as requested by the corresponding POA and the scheme.
- the necessary and requested access to client books, records, information systems and facilities such that TÜV NORD CERT GmbH is able to validate the data and assumptions presented in the project documents.
- all information, documentation, data or other material or taking all measures required by the scheme unless TÜV NORD CERT GmbH is expressly responsible for providing such measures. In case of deadlines set by the scheme concerning material to be provided or measures to be taken by the client, the client shall provide TÜV NORD CERT GmbH with material 3 working days before expiry of the deadline.

Complying with TÜV NORD CERT GmbH's requests to conduct interviews, meetings and/or discussions with client's employees and agents on any matters relating to the service, within such deadlines as TÜV NORD CERT GmbH shall establish.

All obligations of the client shall be performed according to the scheme in force when performing the obligations. In case of changes to the scheme affecting performances already rendered the client shall amend or render anew its performances accordingly.