	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Procedure
Document Name	Procedure for information management of CDM A/R project activity		
Document No.	BCC/ICFRE/DOE/011	Issue No. 01 Rev. No. 02	Issue Date: 15.02.2010 Rev. Date: 14-03-2011

1. Purpose:

To document, establish, implement and maintain the system for information management of ICFRE-DOE activities and its functioning.

2. Scope:

This procedure is applicable to all activities related to functioning of ICFRE-DOE related to CDM project activity validation, verification and certification services of ICFRE.

3. Responsibility:

CDM Quality Manager and Technical Advisor.


4. Procedure:

4.1 ICFRE has a well established Information Technology Divisions headed by Head IT Division under the overall supervision of Assistant Director General (Information Technology).

4.2 The CDM Quality Manager and Technical Advisor will maintain and made publicly available through its website following information:

- (i) A list of all CDM project activities for which it has carried out validation, verification and certification. The CDM Quality Manager and Technical Advisor will submit an annual function report of the DOE to the CDM Executive Board.
- (ii) The PDD and the monitoring report obtained from the CDM project participant.
- (iii) The validation and verification reports by the DOE.
- (iv) The certification report by the DOE.
- (v) The CDM Quality Manager and Technical Advisor will ensure that information obtained from CDM project participant is made publicly available, through its web site, as required by the CDM Executive Board. Information marked as proprietary or confidential shall not be disclosed without the written consent of the provider of the information, except as required by national law. Information used to determine additionality as defined in paragraph 43 of the CDM M&P, to describe the baseline methodology and its application, and to support an environmental impact assessment

Signature			
Designation	CDM Quality Manager and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
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referred to in paragraph 37 (c) of the CDM M&P, shall not be considered as proprietary or confidential.

- (vi) All documented procedures related to provision of information on validation and verification services, the allocation of responsibilities within the AE/DOE and its procedures for complaints handling shall be made publicly available.

4.3 ICFRE-DOE shall make following information available to CDM-EB annually:

- (i) CDM activity report to the CDM Executive Board as amended time to time.
- (ii) The organizational structure, names, qualifications, experience and terms of reference of senior management personnel, such as the senior executive, board members, senior officers, team leaders and other relevant personnel, shall be made available annually to the CDM Secretariat.

5. Other Information:

In accordance with the CDM accreditation procedure, ICFRE-DOE shall notify in advance about any planned changes in the management, key staff and organizational structure. Any unexpected change(s) shall be posted in ICFRE website immediately and notified to the UNFCCC Secretariat within ten (10) days of the change took place.

References:

1. Decision 3/CMP.1 Modalities and Procedures of CDM Projects
2. Decision 5/CMP.1 Modalities and Procedures of CDM A/R Projects
3. Decision 6/CMP.1 Modalities and Procedures of Small Scale CDM A/R Projects
4. Decision 16/CMP.1 Land Use, Land-Use Change and Forestry
5. Clean Development Mechanism Validation and Verification Manual (VVM)
6. Subsequent CDM-EB and COP/ MOP Decisions

History of the document

Version	Date	Nature of revision
Ver. 01 Rev. 02	16.09.2010	Changes in accordance with Accreditation Standard ver 02
Ver. 01 Rev. 01	16.09.2010	Minor editorial changes
Ver. 01 Rev. 00	15.02.2010	Initial document

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