
	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

ICFRE-DOE CDM Quality Manual

CONTENTS

Section	Content	Page No.
	Record of Amendments	2
1.	General	3
1.1	Address	3
1.2	CDM Quality Assurance Policy Statement	4
1.3	CDM Quality Objectives	5
1.4	Statement on Top Management's Commitment	5
1.5	Distribution List	6
2.	Organization Profile	7
3.	Management of Quality Manual	8
3.1	Purpose	8
3.2	Scope	8
3.3	Responsibility	9
4.	Mechanism to Safeguard Confidentiality of Information	9
5.	Liability	9
6.	Financial Resource and Stability	9
7.	ICFRE-DOE's Management	10
7.1	General	10
7.2	Roles and Responsibility ICFRE-DOE Top Management Team	10
7.3	Preparation	13
7.4	Revision	13
7.5	Distribution	14
8.	CDM Quality Management System (CDM-QMS)	14
8.1	General Requirements	14
8.2	Documentation	14
8.3	Scope	15
9.	List of Procedures	15

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 1 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

1. General:

1.1

Address

Indian Council of Forestry Research and Education
(An Autonomous body of Ministry of Environment and Forests, Government of India)

**P. O. New Forest
Dehradun - 248 006
Uttarakhand, INDIA**


Tel: +91-135-2759382/ 2750296/ 2224823

Fax : +91-135-2755353

E-mail: akbansal@icfre.org, dg@icfre.org

Website: www.icfre.gov.in

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 3 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

1.2

Indian Council of Forestry Research and Education, Dehradun

CDM Quality Assurance Policy Statement

Indian Council of Forestry Research and Education (ICFRE) is committed to the promotion of highest quality in afforestation and reforestation CDM projects to achieve climate change mitigation at national and international level.


(A.K. Bansal)

Chief Executive Officer and Chief Technical Advisor

Place: Dehradun, INDIA

Dated: 14.03.2010

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 4 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

1.3

CDM Quality Objectives

ICFRE shall strive to achieve optimum improvement in the quality of CDM projects through the following objectives:

- To promote afforestation and reforestation CDM projects at national and international level.
- To work for validation, verification and certification of afforestation and reforestation CDM projects as per guidelines issued by the CDM Executive Board/ UNFCCC from time to time.
- To provide capacity building and consultancy services in the afforestation and reforestation CDM projects allied disciplines.

1.4

Statement on Top Management's Commitment

To achieve CDM quality objectives, the top management of ICFRE-DOE shall work in a credible, independent, non-discriminatory and transparent manner, complying with applicable national law. ICFRE-DOE is committed to maintain impartiality in validation and/or verification/certification functions as evidenced through defined policies and procedures, and operation and conduct of its activities.


(A.K. Bansal)

Chief Executive Officer and Chief Technical Advisor

Place: Dehradun, INDIA

Dated: 14.03.2011

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 5 of 18	Prepared by:	Approved by:	Issued by:


	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

1.5

Distribution List

S. No.	Copy Holder	Copy No.
1.	Chief Executive and Chief Technical Advisor	1
2.	Executive Officer and Advisor	2
3.	CDM Quality Manager and Technical Advisor	3
4.	Internal Auditors Copy	4

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 6 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

2. Organizational Profile:


2.1 The DOE will work under the overall establishment of Indian Council of Forestry Research and Education (ICFRE). ICFRE is the apex body in the national forestry research system to develop a holistic forestry research through planning, promoting, conducting and coordinating research, education and extension on all aspects of forestry for ensuring scientific management of forests, tree improvement, forestry productivity through scientific and biotechnological researches, bioremediation of degraded land, efficient utilization of forest products, value addition of forest products, conservation of biodiversity and climate change, effective agro forestry models for various agro-ecological zones, policy research, environmental impact assessment and integrated pests and disease management.

2.2 Objectives of the ICFRE

- To undertake, aid, promote and coordinate forestry education, research and their applications.
- To develop and maintain a National Library and Information Centre for forestry and allied sciences.
- To act as a clearing-house for research and general information related to forests and wildlife.
- To develop forestry extension programmes and propagate the same through mass media, audio-visual aids and extension machinery.
- To provide consultancy services in the field of forestry research, education and allied sciences.
- To undertake other jobs considered necessary to attain these objectives.

2.3 ICFRE has eight regional research institutes and three research centers in different bio-geographical regions of the country to cater to the forestry research needs of the nation. The regional research Institutes are located at Dehradun, Shimla, Ranchi, Jorhat, Jabalpur, Jodhpur, Bangalore and Coimbatore and the centers are at Allahabad, Chhindwara and Hyderabad. The activities of forestry research, education and extension at ICFRE, Headquarter are as under:

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 7 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

(i) Forestry Research

- Project Formulation
- Planning and Programmes
- Biodiversity and Climate Change
- Monitoring and Evaluation

(ii) Forestry Education

- Grant-in-Aid to Universities
- Policy Research

(iii) Forestry Extension

- Media and Publication
- Environmental Impact Assessment
- Forestry Statistics

3. Management of CDM Quality Manual:

3.1 Purpose

To provide assurance to the customers and the top management of the organisation that all the CDM Quality Management System requirements as per CDM modalities and procedures as laid down by CDM-EB time to time are fully incorporated in the CDM Quality Management System and communicated to all concerned for compliance.


3.2 Scope

3.2.1 This CDM Quality Manual is valid for Indian Council of Forestry Research and Education, Dehradun; hereinafter referred to as ICFRE. This section details out the methodology of preparation, distribution, revision and control of the manual.

3.2.2 The scope of CDM Quality Management System includes:

“Evaluation, validation, verification and recommendation for registration of CDM A/R projects, and certification of CERs for a registered CDM A/R project activity”.

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 8 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

3.2.3. ICFRE –DOE has identified following technical areas under sectoral scope 14 to limit its ICFRE- A/R CDM project validation verification related activities:

Sectoral Scope 14 Afforestation and Reforestation

Technical Area	14.1 Forestry
	14.1.1. Wasteland/degraded and degrading lands
	14.1.2 Agriculture /cropland
	14.1.3. Silvi-pastoral land
	14.1.4 Grasslands
	14.1.5. Forest land use

3.3 Responsibility


- 3.3.1 CDM Quality Manger and Technical Advisor is responsible for preparation, updating, review and availability of latest revision copy of this CDM Quality Manual and the procedures listed in this manual to all concerned personnel of the organisation.
- 3.3.2 Chief Executive Officer and Chief Technical Advisor will be the final decision making authority on the issuance of this CDM Quality Manual and its procedures and to approve the CDM Quality Manual and its procedures. Chief Executive Officer and Chief Technical Advisor will be the process owner for the procedures referred/listed in this manual.
- 3.3.3. Executive Officer and Advisor will issue the CDM Quality Manual and procedures for use.

4. Mechanism to Safeguard the Confidentiality of Information:

CDM Quality Manager and Technical Advisor will ensure that all efforts have been taken to ensure the confidentiality of information obtained or created during the course of functioning of ICFRE as DOE especially for validation/and or verification/certification functions by the auditors and the reports of DOE in discharge of its duties as AE/DOE as required by decision 3/CMP.1, 5/CMP.2, 6/CMP.1 or subsequent decisions of CDM EB/COP/MOP except where decisions 3/CMP.1, 5/CMP.2, 6/CMP.1 or CDM-EB, COP/MOP decisions require them to be made publicly available. A strict procedure of document control has been laid down to safeguard the confidentiality of the information.

5. Liability:

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 9 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

ICFRE is an autonomous body under the Union Ministry of Environment and Forests, Government of India. It is registered under the Society Registration Act, 1860. Being a legal entity, it can be sued for failure to perform its contractual obligations. ICFRE has analyzed, identified, and evaluated the nature, scale, and impact of all potential financial risks arising from its CDM related activities, and has adequate financial strength to cover the identified financial risks. ICFRE-DOE shall review its liabilities arising out of its A/R CDM related activities and in accordance with its business plan in its management review meetings.

6. Financial Resources and Stability:


The major source of finance for ICFRE is a grant in aid received from the Ministry of Environment and Forests, Government of India. Besides grant in aid from the Government of India, ICFRE also undertakes consultancies in the areas of environment and forestry research, education and extension including environmental issues and earns sizable revenue from these activities. As such financial situation of ICFRE is very sound and stable. Balance sheets of the audited accounts of ICFRE for past three years are attached as Annex to this manual.

7. ICFRE-DOE's Management:

7.1 General

DOE related activities shall be carried out at ICFRE headquarters in Dehradun (India). ICFRE headquarters at Dehradun is legally responsible for the activities carried out related to CDM activities. ICFRE has forestry experts at its headquarters and eight regional institutes. ICFRE will draw technical experts and auditors from its regional institutes as and when required, who will work under ICFRE-DOE at its headquarters in Dehradun if required competence for a specific task is not available within ICFRE-DOE it will hire services external experts. ICFRE receives its finance from Government of India in the form of Grant in aid and has sufficient financial strength to operate its functions as DOE. Therefore, financial or other commercial factors do not compromise impartiality. ICFRE together with its senior management and staff, shall not be involved in any commercial, financial or other processes which might influence its judgment or endanger trust in its independence of judgment and integrity in relation to its activities, and that it complies with any rules applicable in this respect. To maintain its impartiality

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 10 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

and avoid any conflict of interest, council's eight research institutes will not be allowed undertake independent consultancy works related to CDM activities. To maintain impartiality on their working related to CDM and climate change related activities, and to avoid any conflict of interest ICFRE has placed robust safeguards under its procedure no. BCC/ICFRE/DOE/012. A matrix showing the role and responsibilities of ICFRE headquarters at Dehradun and its 8 regional institutes on DOE, and other CDM related activities is shown in Table 1 of this manual. The CDM Quality Management System has established a system of Internal Audit and Management Review of its functioning as DOE.

7.2 Roles and Responsibilities of ICFRE-DOE Top Management Team

The roles and responsibilities of ICFRE-DOE top management shall be as follows:

7.2.1 Chief Executive Officer and Chief Technical Advisor

7.2.1.1 Responsibility


Chief Executive Officer and Chief Technical Advisor shall be responsible for overall direction and guidance for various activities of the ICFRE DOE. The Chief Executive Officer and Chief Technical Advisor shall demonstrate its commitment to the development and implementation of a quality management system in accordance with the CDM accreditation and validation/verification requirements. Chief Executive Officer and Chief Technical Advisor shall put into place measures to ensure that the policies are understood, implemented and maintained at all levels of the organization.

Chief Executive Officer and Chief Technical Advisor of the ICFRE-DOE shall assume full responsibility of the decision making regarding selection and approval of validation and verification personnel, team nomination, contract approval, issuance of validation, verification, and certification reports as well as quality assurance and control.

7.2.1.2 Functions

- Various approvals, guidance, and appointment of Technical Reviewers, Audit Team leader, GHG auditors and Observer auditors as per the laid down procedures.

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 11 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

- Review and take corrective and preventive measures against complaints, disputes, and appeals.
- Issuance of request for CDM A/R project registration to CDM-EB.
- Certification of the CERs on the basis of verification audit reports.

7.2.2 Executive Officer and Advisor

7.2.2.1 Responsibility

To execute and supervise various processes related to ICFRE-DOE activities.

7.2.2.3 Functions

- Initiation, planning, and preparation of various processes.
- Coordination with project participant, and nomination of technical reviewer, audit team leader and auditor.
- Audit schedule fixation and arrangement of the documents and necessary logistics for auditing.
- Coordinate records maintenance of all complaints, disputes, and appeals.
- Ensuring the necessary approval and issue of documents.
- Maintaining the master list of all documents needed for validation and verification, and control register.

7.2.3 CDM Quality Manager and Technical Advisor


CDM Quality Manager and Technical Advisor will have direct access to top management on the matters related to its DOE activities.

7.2.3.1 Responsibility

CDM Quality Manager and Technical Advisor shall have responsibility and authority for the following:

- Ensuring that the AE/DOE's procedures for complying with CDM accreditation requirements are established implemented and maintained.
- Reporting to the AE's/DOE's top management on the performance of the CDM Quality Management System and proposing required improvements.
- To advise top management and other team members regarding various technical aspects.

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 12 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

- Technical Review of validation/ verification reports submitted by Validation/ verification team leader.

7.2.3.2 Functions

- Conducting the periodical internal audits of CDM Quality Management System and its management review meetings.
- Preparation, issuance, updating, review and ensuring availability of the latest revision of CDM Quality Manual. Upkeep of records and correspondence.
- Upkeep and maintaining the COP/MOP and CDM-EB decisions pertaining to CDM A/R project activity.

Technical Review of validation/ verification reports submitted by Validation/ verification team leader


7.2.4 Independent Advisory Committee (IAC)

To look after the functioning of the ICFRE-DOE an Independent Advisory Committee (IAC) shall be constituted. The IAC members shall be drawn from exiting pool of its top management except one CDM expert nominated from outside organization. The IAC members (except CDM expert from outside) are forestry expert with at least 10 years of field experience of executing forestry projects. Competence criteria for IAC members are given in procedures DOE/PM/007. Composition of the IAC shall be as follows:

- Deputy Director General (Research), ICFRE - Chairperson
- Deputy Director General (Extension), ICFRE - Member
- Deputy Director General (Education), ICFRE - Member
- Assistant Director General (xxx), ICFRE - Member
- Assistant Director General (xxx), ICFRE - Member
- One CDM Experts from outside the organization (to be nominated)
- Executive Officer and Advisor (DOE) - Member Secretary

7.2.5 If any of the above listed member except at serial no. vi is not a forestry expert he shall be replaced by other suitable officer from ICFRE top management. Chief Executive Officer and Chief Technical Advisor shall be the final authority on composition of the IAC.

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 13 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

7.2.6 Members from serial no. i to iii and vii shall be the permanent members of the IAC. Members at serial no. iv, v and vi shall have a fixed tenure of three years and shall be nominated by the Chief Executive Officer and Chief Technical Advisor of ICFRE-DOE. The Independent Advisory Committee (IAC) shall have overall authority and responsibility for the following functions:

- Formulation and development of policy matters relating to the operations of the AE/DOE.
- Establishment of Quality Management System in line with policies formulated.
- Documentation of policies and procedures and their implementation.
- Supervision and monitoring of implementation of policies and procedures.
- Supervision of finances, administrative matters and dealing with contractual matters and arrangements.
- Laying down competence criteria of audit team and periodic competence analysis of audit team.
- Handling of dispute and appeals.
- Decisions relating to disputes and complaints.
- Evaluating and providing adequate and competent human resources for ICFRE- DOE related activities.


7.3 Preparation

This manual is prepared under the guidance of the top management of ICFRE. Continuous updating of this Quality Manual is also ensured. All controlled copies of the manual are given distinct identification numbers.

7.4 Revision

The Quality manual and the Procedures associated with it shall be reviewed and reissued after every three year. Revision in the document shall be made in accordance with the requirements of UNFCCC/CDM-EB time to time and shall be given a new revision number. In between all amendments to the CDM Quality Manual shall accompany the amendment sheet and acknowledgement slip. The amendments shall be sent to all the holders of the CDM Quality Manual. On receipt of the amendment,

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 14 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

the obsolete pages of the manual shall be returned to CDM Quality Manager and Technical Advisor along-with acknowledgement slip. Only one copy of the obsolete pages is retained by CDM Quality Manager and Technical Advisor as record with stamp of "Obsolete Copy"; the balance copies are destroyed.

7.5 Distribution

Specific identification numbers are allocated for the distribution of CDM Quality Manual and distribution is done accordingly. Safe custody of the CDM Quality Manual is the responsibility of the copy-holder.

8. CDM Quality Management System:

8.1 General Requirements

ICFRE has established a CDM Quality Management System in accordance with the requirements of decision 3CMP.1, 5CMP.1 and 6CMP.1 and CDM Accreditation Standards for DOE. The organisation is committed to implement, maintain and continually improve the documented system. In pursuance to this objective, the organisation has:

- Identified the processes needed for the CDM Quality Management System, and their application for CDM project validation, verification and certification.
- Determined the sequence, and interaction of these processes.
- Determined criteria and the methods needed to ensure the effective operation, and control of these processes.
- Ensured the availability of resources and information necessary to support the operation and monitoring of these processes.
- Ensured the monitoring, measuring, and analyzing these processes.


8.2 Documentation

The documented CDM Quality Management System includes:

- Documented Quality Assurance Policy and Objectives
- Quality Manual
- Documented Procedure
- Other reference documents necessary for the control of the processes

8.3 Scope

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 15 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ICFRE/CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011

The scope of CDM Quality Management System includes:

“Evaluation, validation, verification and recommendation for registration of CDM A/R projects, and certification of CERs for a registered CDM A/R project activity”.

9. List of Procedures:

S. No.	Title of Procedure	Document No.
1.	Procedure for contract review and finalising the contract, planning and preparation for evaluation of CDM A/R project activity	BCC/ICFRE/DOE/001
2.	Procedure for validation of CDM A/R project activity	BCC/ICFRE/DOE/002
3.	Procedure for special audit of CDM A/R project activity	BCC/ICFRE/DOE/003
4.	Procedure for verification audit of CDM A/R project activity and specific verification activities	BCC/ICFRE/DOE/004
5.	Procedure for certification audit of CDM A/R project activity	BCC/ICFRE/DOE/005
6.	Procedure for voluntary pre-assessment of new baseline and monitoring methodologies of CDM A/R project activity	BCC/ICFRE/DOE/006
7.	Procedure for appointment, training and performance monitoring (competence) of audit team	BCC/ICFRE/DOE/007
8.	Procedure for handling complaints, disputes, appeals, and pending judicial processes	BCC/ICFRE/DOE/008
9.	Procedure for internal audits and periodic management review of the CDM Quality Management System	BCC/ICFRE/DOE/009
10.	Procedure for control of documents	BCC/ICFRE/DOE/010
11.	Procedure for information management of CDM A/R project activity	BCC/ICFRE/DOE/011
12.	Procedure for safeguarding conflict of interest and impartiality and maintaining confidentiality	BCC/ICFRE/DOE/012
13.	Procedure for evaluation of the nature and scale and impact of all potential financial risks arising from its CDM A/R project related activity	BCC/ICFRE/DOE/013

Signature			
Designation	CDM Quality Manager and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 16 of 18	Prepared by:	Approved by:	Issued by:


	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01 Rev. No.03	Issue Date: 10.07.2009 Rev. Date: 14.03.2011


Table 1. Role and responsibility of ICFRE institutions for CDM related and allied activities

S. No.	ICFRE and its Institutes	Responsibilities as DOE (i.e. Validation, Verification and Certification of CDM A/R Projects	Consultancies related to CDM Afforestation Reforestation work	Research (Field or Policy level) related to forestry (including Afforestation Reforestation)	Training and capacity building (Workshops seminars etc.) for stakeholders on CDM A/R projects in general
1	ICFRE H.Q., Dehradun	√	x	√	√
2	Forest Research Institute, Dehradun	X	x	√	√
3	Tropical Forest Research Institute, Jabalpur	X	x	√	√
4	Arid Forest Research Institute, Jodhpur	X	x	√	√
5	Himalayan Forest Research Institute, Shimla	X	x	√	√
6	Rain Forest Research Institute, Jorhat	X	x	√	√
7	Institute of Forest Genetics and Tree Breeding, Coimbatore	X	x	√	√
8	Institute of Wood Sciences and Technology, Bangalore	X	x	√	√
√ = Yes, X = No					

History of the document

Version	Date	Nature of revision
Issue 01 Rev. 03	14.03.2011	Changes made in accordance with the CDM Accreditation Standards for the Operational Entities (Version 02)
Issue 01 Rev. 02	16.09.2010	Changes made in the document in accordance with the Non-conformities received on account of Onsite Assessment of CDM-AT
Issue 01 Rev. 01	15.02.2010	Changes made in the document in accordance with the Non-conformities received on account of initial desk review.

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 17 of 18	Prepared by:	Approved by:	Issued by:

	INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION DEHRADUN		CDM Quality Manual
Document No.	BCC/ ICFRE/ CDM/QM/01	Issue No.01	Issue Date: 10.07.2009
		Rev. No.03	Rev. Date: 14.03.2011
Issue 01 Rev. 00	10.07.2009	Initial document	

Signature			
Designation	CDM Quality Manger and Technical Advisor	Chief Executive Officer and Chief Technical Advisor	Executive Officer and Advisor
Page No: 18 of 18	Prepared by:	Approved by:	Issued by: