

Procedure	Allocation of Roles and Responsibilities of Management Personnel	
------------------	---	---

At 4K Earth Science Private Limited, the allocation of responsibilities is in the onus of the Managing Director, who delegates the tasks of appointment of personnel for management and operations. The Director – Operations is assigned with the tasks for execution and personnel management of all the VVC activities in line with the UNFCCC, ISO 14065 and other GHG process requirements.

This procedure enumerates the allocated roles, tasks and responsibilities of personnel are as laid out below:

Allocation of Roles and Responsibilities of Management Personnel within the Organization:

Management	Responsibility
Mrs. Chandrakala R Managing Director	<ul style="list-style-type: none"> • Overall Management responsibility on Company's Policies and procedures • Participate in periodic 'Management reviews'; • Overall resource arrangement of the company • Approve of 'Contract reviews' and 'Contracts'. • Approve for obtaining Bank Guarantee, Liability Insurance, Collateral requirements etc., if any. • Review and decide on reports of Impartiality committee • Participation in seminars, workshops, events etc
Mr. Ma Paa Puratchikkanal Director - Operations	<ul style="list-style-type: none"> • Review Procedures for obtaining Accreditation under all the GHG Mechanisms such as A6.4, CDM, ISO 14065 etc. • Arranging for Bank Guarantee, Liability Insurance, Collateral requirements etc., if any. • Review of compliance as per the local regulatory requirements of company law. • Financial and Resources Planning • Development of business policies and strategies; • Project and Client Management; • Personnel recruitment and management in consultation with Head of DOE; • Participation in seminars, workshops, events etc
Mr. Chetan Swaroop Sharma Regional Manager Mr. Stalin S Regional Manager	<ul style="list-style-type: none"> • Implementation of company's policies and procedures; • Participation in seminars, workshops, events etc. • Participation in company's Financial and Resources Planning • Participation in Development of business policies and strategies; • Project and Client Management; • Manage the team for VVC activities.
Mr. Anand S R Head of DOE	<ul style="list-style-type: none"> • Implementation of company's policies and procedures; • Operation and documentation of policies and procedures and their implementation

Procedure	Allocation of Roles and Responsibilities of Management Personnel	
-----------	--	---

	<ul style="list-style-type: none"> • Formulation and development of process-oriented procedures, policies, manuals, templates and forms. • Supervise and Manage all VVC activities • Ensuring the safeguarding of the impartiality in VVC activities. • Decisions related to complaints, disputes and appeals process. • Co-ordinate for internal audits. • Co-ordinate and conduct Management Reviews. • In the absence of Managing Director approve of 'Contract reviews' and 'Contracts'. • Participation in seminars, workshops, events etc.
Ms. Swati S Acharya DOE Manager	<ul style="list-style-type: none"> • Develop Procedures for obtaining Accreditation under various GHG Mechanisms • Ensure that the DOE's procedures for complying with A6.4 accreditation requirements. • Implement and maintain the quality management system • Maintenance of personnel competence. • Determine the human resource requirements for VVC Activities. • Supervise and Manage all VVC activities • Tracking standards, clarifications, guidelines, decisions of GHG mechanisms etc., and dissemination of information to all VVC personnel; • Coordination of accreditation audits. • Update and maintenance of all project-related databases. • Provide operational inputs to Management. • Assignment of technical reviews. • Obtain the approval to submit the final set of VVC documents. • Reporting to A6.4/CDM/GS/VCS/GCC/ISO 14065/GHG respective Boards. • Participation in seminars, workshops, events etc.

Procedure	Allocation of Roles and Responsibilities of Management Personnel	
------------------	---	---

Other Positions, Allocation Roles and Responsibilities

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 A6.4/CDM/GHG 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.

Impartiality committee

The impartiality committee is responsible for advising and guiding the Board of Directors on management of impartiality in VVC Activities.

The committee is independent and external to DOE management and responsibilities include:

- To abide by the terms of reference to impartiality committee.
- Check and advice on any Threats to impartiality in VVC activities.
- Attend the impartiality committee meeting and approve analysis of conflicts and threats.
- To guide and Advice on changes to the policy and procedures to safeguard the impartiality.
- To advice the board and can approach UNFCCC/GHG Mechanism Boards in case of needs.

Team Leader:

The Team Leader is responsible for team management and the client communication to conduct the validation/verification for the project.

The key responsibilities include:

- Plan the validation / verification process;
- Lead the project team assigned
- Handle client communication
- Evaluate and monitor the team
- Finalize the VVC reports

Procedure	Allocation of Roles and Responsibilities of Management Personnel	
------------------	---	---

Technical Reviewer

The Technical Reviewer is responsible for conducting technical review of the projects to check adherence to validation and verification standards, procedures, guidelines and tools of GHG Mechanisms.

The key tasks include:

- Conduct technical reviews of the project
- Provide need-based training
- Evaluate and Monitor the Team Leader
- Make final decision on VVC reports.

Technical Expert:

The Technical Expert is responsible for providing inputs with respect to the technical aspects of the project to the team.

The key tasks include:

- Evaluate the project documents on technicalities and project implementation and provide the inputs to the team leader or Technical Reviewer.

Validator/Verifier

The validator/verifier will perform the validation/verification of the project activity.

The key tasks include:

- Perform validation/verification activities In-line with validation and verification standards, procedures, guidelines and tools of GHG Mechanisms.

Admin Support (Sales / Accounts / Admin)

The Admin Support team will assist the management team in business operations.

The Key tasks include:

- Provide support to the management in administrative requirements.

Local Expert

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

The key tasks include:

- Assist in the validation and verification activities
- Assist the team during site visits
- Provide interpretations and information related to local regulatory requirements.
- Assist in communication with the client and stakeholders
- Collate data and information in relation to the project and local regulation of the country;

<p>Procedure</p>	<p>Allocation of Roles and Responsibilities of Management Personnel</p>	
-------------------------	--	---

Environmental, Social Safeguards and SDG Experts:

The Environmental, Social Safeguards and SDG Experts will assist the validation/verification team in understanding the Environmental aspects, Social Safeguards aspects and SDG requirements.

The key tasks include:

- Provide the assessment for reporting requirements to the team on aforementioned aspects.

Financial Experts

The Financial Experts are responsible for providing inputs with respect to the Financial Analysis of the project to the team.

The key tasks include:

- Provide assessment on additionality requirements related to financial analysis of the project to the team.

Trainee

The Trainee will assist the validation/verification team in understanding the Validation Verification Process.

The key tasks include:

- Participate in validation/verification activities, including desk review, site visit, findings in accordance with validation and verification standards, procedures, guidelines and tools of GHG Mechanisms.