



Annex 4

**GUIDELINES FOR THE PREPARATION OF THE ANNUAL ACTIVITY
REPORT BY A DOE TO THE EXECUTIVE BOARD**

(Version 02)

1. In accordance with paragraph 27 (g) of the modalities and procedures of the clean development mechanism (CDM M&P), designated operational entities (DOEs) are required to submit an annual activity report to the Executive Board. The CDM accreditation panel (CDM-AP) received the first annual activity report from a DOE in April 2005 which covered the main areas of its CDM related activities.
2. The guidelines are provided to ensure consistency and completeness of reporting with respect to the key CDM activities of a DOE. They cover reporting elements and guidance for completing the report.

I. Report elements

1. **Introduction**
 - (a) Period covered by the report;
 - (b) Purpose of the report.
2. **Accreditation status**
 - (a) Scope(s) accredited for indicating date of accreditation;
 - (b) Scope(s) applied for and status of application.
3. **Organization**
 - (a) Major changes in organizational structure and personnel;
 - (b) CDM-related training undertaken;
 - (c) Use of subcontractors;
 - (d) Management systems;
 - (i) Internal audit(s) carried out;
 - (ii) Management review(s) carried out;
 - (iii) Complaints, disputes and appeals on CDM-related activities.
4. **Activities relating to the consideration of project activities**
 - (a) List of project activities;
 - (b) Status of project activities;
 - (c) Regional distribution of project activities;
 - (d) Sectoral distribution of project activities;
 - (e) List of project activities declined, if any, including the reasons for doing so



- (f) List of the projects activities undertaken in countries having less than 10 registered project activities;
 - (g) Number of project activities under validation or verification per qualified auditor;
 - (h) Average timeframes for the validation and verification of project activities (from the signing of contract to submission of the request to the CDM-EB), divided by region;
 - (i) Average fees for the validation and verification of CDM project activities, divided by region.
5. **Interactions with interested parties**
- (a) Interactions with the Executive Board;
 - (b) Interactions with other designated operational and/or applicant entities;
 - (c) Interactions with other interested parties.
6. **Financial statement**
- (a) Annual income and expenditure relating to CDM related activities.
7. **Challenges and lessons learnt**

II. Guidance for completing the report

8. This report shall cover the period from 1 July of the preceding year to 30 June of the current year.
9. The DOE annual activity report shall be submitted to the Executive Board not later than 30 September.
10. The length of the annual activity report should not exceed 5 pages. All pertinent information shall be contained within the 5 pages. Supplementary information may be provided in annexes to the report.
11. The annual activity report to the Executive Board shall be treated as confidential.
12. The annual activity report to the Executive Board shall be signed by the Chief Executive Officer of the DOE.

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History of the document

| Version | Date | Nature of revision(s) |
|---------|---------------------------------|---|
| 02 | EB53, Annex 04 26 March 2010 | Addition of a requirement to report activities undertaken in countries having less than 10 registered CDM project activities; workload per auditor and average timeframes and fees. |
| 01 | EB 19, Annex 02 13 May 2005 | Initial adoption. |

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