



Annex 2

RECOMMENDATION OF THE CDM-AP TO THE CDM EXECUTIVE BOARD (II) DRAFT GUIDELINES OF ANNUAL ACTIVITY REPORT BY A DOE TO THE BOARD

Background

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 (EB). The CDM accreditation panel (CDM-AP) received the first annual activity report from a DOE in April 2005, which shows main areas of its CDM related activities.
2. Having considered this first report, the CDM-AP considered to submit the following elements and guidelines to be contained in an annual activity report for consideration and approval by the EB. The document is to guide DOEs to ensure consistency and completeness of reporting with respect to the key CDM activities of a DOE. The proposed elements and guidelines, presented in the form of an outline for the report are as follows:

DRAFT GUIDELINE OF ANNUAL ACTIVITY REPORT BY A DOE TO THE EB

I. REPORT ELEMENTS

1. Introduction

- (a) Period covered by report
- (b) Purpose of report

2. Accreditation status

- (a) Scope{s} accredited for indicating date of accreditation
- (b) Scope{s} applied for and status of applications

3. Organization

- (a) Major changes in organizational structure and personnel
- (b) CDM-related training undertaken
- (c) 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

5. Interactions with interested parties

- (a) Interactions with EB
- (b) Interactions with other DOEs/AEs
- (c) Interactions with other interested parties

6. Financial sustainability indications of DOE

- (a) Annual income and expenditure relating to CDM related activities.

II. GUIDANCE REGARDING COMPLETING THE REPORT

1. Period of reporting

- The DOE annual activity report to EB shall cover the period from 1 July of the preceding year to 30 June of the current year.

2. Deadline for submission of report to EB

- DOEs shall submit the annual activity report to the EB not later than 31 July.

3. Length of report

- The length of the annual activity report should not exceed 5 pages. All pertinent information shall be contained in the 5 pages. DOE supplementary information may be provided in annexes to the report.

4. Confidentiality

- The annual activity report to the EB shall be treated as confidential.

5. Authorization of report

- The annual activity report to the EB shall be signed by the CEO of the legal entity.