



**DOE annual activity report form**  
(version 05.1)

**SECTION 1. INTRODUCTION**

<b>A.</b>	<b>DOE name</b>	
<b>B.</b>	<b>Period covered by the report</b>	<i>DD/MM/YYYY to DD/MM/YYYY</i>

**SECTION 2. ORGANIZATION**

**A. List of declared outsourced entities or other offices, other than the DOE's central office (as of 30 June)**

Note: Please also refer to the relevant paragraphs of the CDM accreditation standard.

No	Type	Location	Name of the legal entity at the location	Relationship with the central office	Is information up-to-date in your CDM-DOO-FORM?
1	<i>Outsourced entity or other office</i>	<i>(City &amp; Country)</i>		<i>(e.g. subsidiary company, group company, branch, etc.)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
...					

**B. Use of individuals**

**Total number of internal individuals:**

Qualified as:	Validator	Verifier	Technical expert	Team leader	Technical reviewer
<b>Number:</b>					

**Total number of external individuals:**

Qualified as:	Validator	Verifier	Technical expert	Team leader	Technical reviewer
<b>Number:</b>					

**C. Complaints, disputes and appeals on CDM-related activities**

List any complaints, disputes and appeals regarding the entity's function as a DOE as formally received during the reporting period. The type of the complaint, dispute or appeal shall be classified according to the following:

- (a) Complaints:
  - (i) Type 1 - Delays;
  - (ii) Type 2 - Communication issues;
  - (iii) Type 3 - Termination of contract;
  - (iv) Type 4 - Other (please specify);
- (b) Dispute;
- (c) Appeal.

No.	Date complaint received	Type	Outcome	Complainant
1.	<i>DD/MM/YYYY</i>			<i>(project participant or stakeholder)</i>
...				

**D. CDM-related training undertaken**

List the main CDM-related trainings undertaken during the reporting period.

No.	Date (first day)	Title	Period (hours)	No. of participants	Internal/ external	Location	Provider
1.	DD/MM/YYYY					(country, city)	
...							

### SECTION 3. CDM VALIDATION AND VERIFICATION/CERTIFICATION ACTIVITIES

**A. Status of CDM validation, verification and certification activities**

Provide the following information on all project activities and programme of activities (PoAs) your entity worked on during the reporting period.

Activity	No. of validation activities	No. of verification activities
Contract signed		
Contract terminated		
Validations/verifications on-going and not yet submitted to the UNFCCC, as of final date of the reporting period		
Negative opinion provided		

**B. List of project activities and PoAs declined, if any, including the reasons for doing so**

Include all project activities and PoAs for which your entity declined to perform validation or verification/certification in the reporting period.

No.	Location	Reason for declining
1	(Country)	
...		

**C. Workload per qualified auditor**

Provide the number of project activities/PoAs worked on per qualified individual, over the whole reporting period, as of 30 June.

No. of validation and verification/ certification activities	Validators	Verifiers	Technical expert	Team Lead	Technical reviewer
0					
1-10					
11-20					
21-30					
30+					

**D. Timeframes for DOE services**

The average timeframe should be based on the entity's experience during the reporting period. Timeframe is defined as the period from signing the contract to the first submission of the request (project activity and PoA) to the secretariat.

Average timeframe (in months)	Validation	Verification (first)	Verification (subsequent)
Africa			
Asia-Pacific			
Eastern Europe			
Latin America and Caribbean			

**E. Fee of DOE service**

The average fee should be based on the entity's experience during the reporting period, in US dollars. The average fee should be net of taxes and include all personnel costs for assessment, technical review, apportioned accreditation costs and administrative cost as well as average travel expenses. They should be based on the costs incurred for the latest versions of the VVS, PCP, PS, the accreditation standard and the accreditation procedure.

Average fee of DOE service (in USD)	Validation	Verification (first)	Verification (subsequent)
<b>Location by UN regional group</b>			
Africa	(USD)		
Asia-Pacific	(USD)		
Eastern Europe			
Latin America and Caribbean			
<b>Other</b>			
Large scale project activity			
Small scale project activity			
Programme of activities			

**SECTION 4. FINANCIAL STATEMENT**

<b>Cash flow of CDM related activities</b> Include the annual income and expenditure of the entity regarding its validation and verification/certification activities in USD for the reporting period.	<b>Annual income (USD)</b>	
	<b>Annual expenditure (USD)</b>	

**SECTION 5. CHALLENGES AND LESSONS LEARNT**

<b>Challenges and lessons learnt</b>  Add any further relevant comments with regards to challenges and lessons learnt during the reporting period.	
--	--

**SECTION 6. OTHER BUSINESS ACTIVITIES**

**Other GHG business activities that involve validation or verification of greenhouse gas assertions in schemes other than the CDM.**

List the name of other schemes for which you operate as validator or verifier.

No.	Name of the scheme	Since (MM/YYYY)	Briefly describe your services in these other GHG business activities, its synergy/relation with the CDM and how it benefits due to your status as DOE under the CDM
1		MM/YYYY	
...			

**SECTION 7. AUTHORIZATION**

<b>Signature of CEO</b>	
<b>Name of CEO</b>	
<b>Date</b>	

-----

**Document information**

<i>Version</i>	<i>Date</i>	<i>Description</i>
05.1	21 August 2019	Editorial revision to correct section numbering and spelling.
05.0	31 May 2019	Revision to: Remove of information on: <ul style="list-style-type: none"> <li>• Major changes in organizational structure and personnel;</li> <li>• Entity’s management;</li> <li>• Internal audits and management reviews;</li> <li>• Impartiality;</li> <li>• Interactions with interested parties;</li> </ul> Modify the information on timeframes and fees for DOE services. Add information on number of internal individuals and the qualification status.
04.0	25 August 2016	Additional field for the DOE to report on other business activities.
03.0	25 August 2015	Revision to: <ul style="list-style-type: none"> <li>• Timeframe and fee question updated to be based on an average level and adjustment factors applied to the average.</li> <li>• Question on the number of management personnel added.</li> <li>• Questions where information is available from other sources were removed.</li> </ul>
02.1	16 September 2014	Editorial improvement to table in item timeframe (H) and fees (I).

---

<i>Version</i>	<i>Date</i>	<i>Description</i>
02.0	30 April 2014	Revision to: <ul style="list-style-type: none"><li>• Align and improve according to version 11.0 of <i>CDM accreditation procedure</i>;</li><li>• Change the title from <i>DOE annual activity report to the Board form (F-CDM-AAR)</i> to <i>DOE annual activity report form (CDM-AAR-FORM)</i>.</li></ul>
01.1	1 June 2012	Editorial changes to include new logo and other improvements.
01.0	3 June 2011	EB 61, Annex 2 Initial publication.

---

Decision Class: Regulatory  
Document Type: Form  
Business Function: Accreditation  
Keywords: DOE, annual activity report

---