



## DUTIES & RESPONSIBILITIES OF KBS PERSONNEL

S.N.	TITLE	ROLES & RESPONSIBILITY	REMARKS
01	<i>Board of Directors</i>	<ul style="list-style-type: none"><li>▪ <i>To ensure the company's prosperity by collectively directing the company's affairs, whilst meeting the appropriate interests of its shareholders and stakeholders</i></li><li>▪ <i>Appointing Financial Auditors for auditing the company accounts</i></li><li>▪ <i>Calling of AGM and EGM</i></li><li>▪ <i>Approval of auditors Report and Annual Accounts</i></li><li>▪ <i>Review of company operations</i></li><li>▪ <i>Opening and Closing of Bank Accounts</i></li><li>▪ <i>Adopting new businesses and Taking on record MOA and approving changes</i></li><li>▪ <i>Allotment of Shares</i></li><li>▪ <i>Fixation of financial year</i></li><li>▪ <i>Increase in authorised capital</i></li></ul>	
01	Managing Director	<ul style="list-style-type: none"><li>▪ Formulation and development of policy matters relating to the operations of KBS</li><li>▪ Establishment of quality management system in line with policies formulated;</li><li>▪ Documentation of policies and procedures and their implementation;</li><li>▪ Supervision of the implementation of KBS policies and procedures including approval of documents</li><li>▪ Supervision of finances, administrative matters and dealing with contractual matters and arrangements;</li><li>▪ Authorization of validation and/or verification/certification reports/opinions;</li><li>▪ For providing adequate and competent human resources for validation/verification functions related to CDM; etc.</li><li>▪ Final decision-making relating to validation and/or verification.</li><li>▪ Delegation of authority to committees or individuals, as required.</li><li>▪ Identification of 'conflict of interest' – risks and addressing them</li><li>▪ Ensure resolution of all appeals, complaints and disputes through constitution of appeals / complaints / disputes committee</li></ul>	



S.N.	TITLE	ROLES & RESPONSIBILITY	REMARKS
		<ul style="list-style-type: none"> <li>▪ Management review</li> </ul>	
02	Manager Validation & Verification	<ul style="list-style-type: none"> <li>▪ Assess application and conduct contract reviews and preparation of contracts</li> <li>▪ Maintaining dossiers regarding the information about the experience and background of validator, verifier and TE</li> <li>▪ Brief auditors and arrange necessary training</li> <li>▪ Selecting Validation / Verification Team Leader for a particular assignment</li> <li>▪ Co-ordination between the Client and the Validation / Verification Team Leader</li> <li>▪ Determining the human resource requirements</li> <li>▪ Supervision of the personnel carrying out VVC functions, including full-time/part-time/internal/external resources .</li> </ul>	
03	Manager Technical & Certification	<ul style="list-style-type: none"> <li>▪ Updating the recent changes of UNFCCC / CDM documentation policies / protocols / procedures</li> <li>▪ Co-ordinates with the Manager Validation / Verification and Manager Competency and Training in assuring that the process of validation / verification and validators / verifiers are always up-to-date on technical issues</li> <li>▪ Decision on the validation/verification/certification reports/opinions after Technical Review</li> <li>▪ Helps Manager Human Resources in maintaining the dossiers of technical experts, legal experts, local experts and IT experts</li> <li>▪ Maintains the web hosting activities along with IT experts</li> <li>▪ Submission of authorized validation/verification/certification opinions/reports and other submissions e.g. clarifications, revision of methodology, deviation requests etc., to UNFCCC interface</li> </ul>	
04	Manager Competency and Training	<ul style="list-style-type: none"> <li>▪ Maintains the CDM Quality System by carrying out regular review of the manual, procedures and forms and updating them</li> <li>▪ Monitoring the performance of validators, verifier, technical experts, legal experts</li> <li>▪ Co-ordinates with the Manager Validation / Verification and Manager Technical and Certification in assuring that the training modules are always up-to-date</li> <li>▪ Carries out training needs assessment of all the validator / verifiers / technical experts on a regular basis</li> <li>▪ Conducts training for new entrants and refresher training for existing</li> </ul>	



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		<ul style="list-style-type: none"> <li>validation / verification and technical experts</li> <li>▪ evaluation and demonstration of competence of personnel and qualifying them.</li> </ul>	
05	Manager Appeals, Complaints & Disputes	<ul style="list-style-type: none"> <li>▪ Handle appeals, complaints and disputes and ensure appropriate corrective / preventive action along with support from legal experts on case to case basis</li> </ul>	
06	Manager Finance	<ul style="list-style-type: none"> <li>▪ Helps Manager Validation / Verification in finalization of contracts through inputs on financial matters</li> <li>▪ Monitors income and expenditure to determine the financial stability and financial resources required for its operations of the CDM related activities</li> </ul>	
07	Manager Administration	<ul style="list-style-type: none"> <li>▪ Helps Manager Validation / Verification and Validation / Verification Team Leader in day-to-day administrative matters</li> </ul>	
08	Manager Human Resource	<ul style="list-style-type: none"> <li>▪ Helps Manager Validation / Verification in recruiting validators / verifiers / technical experts</li> <li>▪ Maintains the up-to-date dossiers of all the staff (full time and part time), including relevant qualifications, training, experience, affiliations, professional status, and any consultancy services that may have been provided</li> <li>▪ Maintains the records of all external validators / verifiers / technical experts</li> <li>▪ Maintains records of management and administrative personnel</li> </ul>	
09	Manager Business Development	<ul style="list-style-type: none"> <li>▪ Identification of new clients, contacting clients and obtaining information through application form.</li> <li>▪ Extending the new clients cases to the Manager Validation / Verification</li> </ul>	
10	Manager Document Control and Control Review	<ul style="list-style-type: none"> <li>▪ Receiving “Document Change Request” from various authorized internal personnel</li> <li>▪ Preparation / compilation / finalization of Manual / Procedure / Document / Form</li> <li>▪ Getting approval from Managing Director for various amendments of the Documents (Manual / Procedure / Document / Form)</li> <li>▪ Maintaining the updated list of amendments</li> <li>▪ Maintaining list of controlled documents and distribution details including accessibility details and issuance details</li> <li>▪ Maintaining the Superseded Documents</li> <li>▪ Planning and co-ordinating all activities related to the internal audit and management review</li> </ul>	



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11	Manager Quality (CDM)	<ul style="list-style-type: none"> <li>▪ Maintaining a list of internal auditors</li> <li>▪ Ensures that processes and procedures needed for the system complying with the requirements of the CDM M&amp;P, relevant decisions of COP/MOP and of the CDM EB are established, implemented and maintained</li> <li>▪ Reports to the top management (MD) on the performance of the system and proposing required improvements</li> <li>▪ Checks effectiveness of the corrective actions taken of the NC's raised during internal audits</li> <li>▪ Independent review of evaluation and demonstration of competence for various roles as per the competency criteria CDM-D-18 conducted by Manager Competency &amp; Training..</li> </ul>	
12	Manager IT and WebHosting	<ul style="list-style-type: none"> <li>▪ Keeping the KBS website updated with the help from IT Expert</li> <li>▪ Providing client and project information to be made public to the IT Expert</li> </ul>	
13	Validation / Verification Team Leader	<ul style="list-style-type: none"> <li>▪ Plan the validation/ verification processes (time, place, criteria for the assessment, etc.).</li> <li>▪ Select other team members.</li> <li>▪ Run meetings.</li> <li>▪ Be the single point of contact</li> <li>▪ Manage the validation/ verification and conclude on decisions affecting the validation/ verification process.</li> <li>▪ Be responsible for the validation/ verification report and the follow-up of possible corrective action/ clarification or forward action requests.</li> </ul>	
14	Validator	<ul style="list-style-type: none"> <li>▪ Validator assesses customer's specific processes, functions, sites, areas and/or activities according to Audit Plan and Assessment schedule prepared by the Validation Team Leader.</li> <li>▪ Validator works independently (excluding provisional auditors, who work in team with auditor/ lead auditor) and reports the audit findings to lead auditor.</li> </ul>	
15	Verifier	<ul style="list-style-type: none"> <li>▪ Verifier assesses customer's specific processes, functions, sites, areas and/or activities according to Audit Plan and Assessment schedule prepared by the Verification Team Leader.</li> <li>▪ Verifier works independently (excluding provisional auditors, who work in team with auditor/ lead auditor) and reports the audit findings to lead auditor.</li> </ul>	



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16	Technical / Legal Expert	<ul style="list-style-type: none"> <li>▪ Provide technical / legal support to the validation / verification team on specific expertise relevant to the sectoral scope</li> <li>▪ Assist the Manager Technical &amp; Certification in carrying out technical / legal review of the opinion generated by the validation/verification team</li> </ul>	
17	IT Expert	<ul style="list-style-type: none"> <li>▪ Obtain information from Manager IT and WebHosting and make them public</li> <li>▪ Maintain the KBS website updated</li> </ul>	
18	Finance Expert	<ul style="list-style-type: none"> <li>▪ Provide the necessary financial and economic aspects review / support to the validation/verification team</li> <li>▪ Assist the Manager Technical &amp; Certification in carrying out financial and economic aspects review of the opinion generated by the validation/verification team, if requested</li> </ul>	
19	Technical Reviewer	<ul style="list-style-type: none"> <li>▪ Independent Technical Review of the draft validation/verification/certification report/opinion prepared by validation/verification team</li> </ul>	
20	Local Expert	<ul style="list-style-type: none"> <li>▪ Provide information and knowledge on local regulations, policies and review of local stakeholder's consultation process in the host Party</li> </ul>	

#### History of the document

Version	Date	Nature of revision	Reviewed by (Date)	Approved by (Date)
2.0	02 Jan 2012	History of document inserted The items increased to include Local Expert and Technical Reviewer The roles of Manager V/V and Manager T&C are redefined in clear manner	Manager CDM Quality, 02 Jan 2012	MD, 02 Jan 2012
3.0	05 March 2014	Role of Board of Director Included	Manager CDM Quality, 07 March 2014	Manager CDM Quality, 07 March 2014
3.1	09 June 2015	The responsibilities of Manager V&V, Manager C&T & Manager Quality updated.	Manager CDM Quality, 18 June 2015	MD, 18 June 2015