



P-02

***ALLOCATION OF
RESPONSIBILITIES –
UNFCCC A.6.4
PROCESSES***



The purpose of this procedure is to define the authority, roles and responsibilities of the management personnel, validation and verification/certification personnel, other personnel involved in the Article 6.4 activities and the operational or supervisory committee.

The authority, roles and responsibilities are defined in the matrix below.

Responsibility/Authority	Roles								
Top management	X	X	X						
Appointment of the Director of Certification and the Technical Director	X								
Delegation of authority to committees or persons according to the case, to carry out defined activities on their behalf	X								
Formulation and development of policy issues related to the fulfilment of the Article 6.4 mechanism accreditation requirements ¹ .	X	X							
Supervision and monitoring of implementation of policies and procedures.		X							X

¹ Other GHG Programs accreditation requirements as well, such as Gold Standard



Documentation of policies and procedures and their implementation, including quality assurance procedures.		X										
Supervision of finance, administrative matters and dealing with contractual matters and arrangements.	X	X										X
Supervision of validation and verification functions and management of VVC services and processes		X										
Approve Contract Review	X	X		X								
Signing contracts as the main legal representative	X											
Determine the human resource requirements	X	X										
Nomination of GHG Personnel		X										
VVC Team Approval	X	X										
Training of Personnel		X	X			X	X		X	X		
Team Leader and Preliminary Opinion of VAL /VER						X						
Independent Technical Review								X				
VAL/VER team member or Technical Review team member							X		X			
Final approval/decision on VVC activities	X	X	X									
Respond to UNFCCC requests for adjustments/corrections in the documentation of specific assessments.						X						
Submission of applications for scope extension or renewal of accreditation		X										



Monitoring the performance of the activities of Auditors and Technical Experts						X		X	X			
Management Review	X	X										
Internal audits	X	X								X	X	
Provide adequate and competent resources (human and other) for VVC activities	X	X										
Decisions related to complaints or disputes ²	X	X										
Review of the periodic conflict of interest analysis and evaluation of the impartiality system			X			X						
Accreditation Audits	X	X	X							X		
Reporting to the top management on the performance of the quality management system and proposing required improvements.			X									
Establish, implement and maintain a quality management system			X									

Revision history of this document:

Revision	Date	Description and reason for review
Rev. 00	30/10/2024	- Initial Adoption

² Supported by the Technical Director if applicable according to P-03