

NOVA

CERT

Building Trust in Climate Action with Quality and Efficiency

Organizational structure & allocation of responsibilities

1. Objective

The purpose of this procedure is to ensure that all personnel clearly understand their responsibilities, the limits of their authority, and the delegation mechanisms in place guaranteeing the impartiality, technical quality, and operational integrity of NOVA CERT's services.

2. Scope

This document defines the organizational structure, roles, responsibilities, and authorities of NOVA CERT's personnel in the context of its Validation and Verification Body (VVB) operations under the UNFCCC Article 6.4 mechanism and other accreditation programs.

3. Organizational Chart

The following chart represents NOVA CERT's organizational structure, from the Executive Board and top management through to operational coordinators, executives, and service providers.

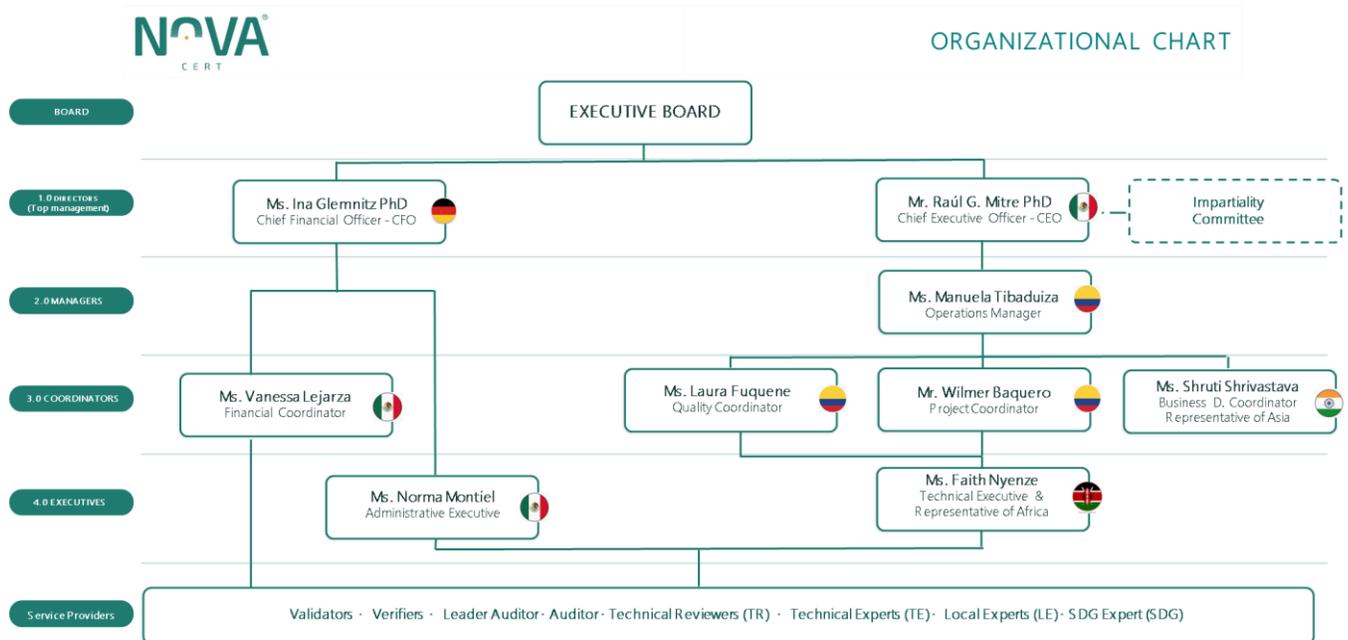


Figure 1. OP-19 Organizational Chart.

4. Allocation of Responsibilities Matrix

The following matrix summarizes the allocation of key responsibilities and authorities across all NOVA CERT positions. A filled circle (X) indicates that the responsibility is assigned to or shared by that role.

Responsibility / Authority	Roles													
	CEO	CFO	Impartiality Committee	Operations Manager	Financial Coordinator	Project Coordinator	Business D. Coordinator Representative of Asia	Quality Coordinator	Administrative Executive	Technical Executive & Representative of Africa	Lead Auditor	Auditor	Technical Reviewer	Technical Expert
Top Management	X	X												
Formulation of policies and procedures	X	X						X						
Documentation and version control of QMS								X						
Supervision of policies implementation	X	X		X		X		X						
Human resources determination	X	X							X					
Personnel competence evaluation & qualification	X							X						
Team assignment for V&V services	X			X		X								
Approve contract reviews	X			X		X								
On site visit / remote assessment											X	X		X
Technical Review													X	X

Responsibility / Authority	Roles													
	CEO	CFO	Impartiality Committee	Operations Manager	Financial Coordinator	Project Coordinator	Business D. Coordinator Representative of Asia	Quality Coordinator	Administrative Executive	Technical Executive & Representative of Africa	Lead Auditor	Auditor	Technical Reviewer	Technical Expert
Final decision on V&V statements	X													
Supervise V&V activities	X			X		X								
Impartiality safeguarding & risk register	X	X	X					X						
Impartiality Committee			X											
Management Review	X			X		X		X						
Establish & maintain QMS	X							X						
Financial supervision & budgeting	X	X			X				X					
Complaints & appeals decisions	X	X		X		X		X						
Technical criteria PA (projects activities) PoA (program of activities)	X			X		X		X						
Accreditation extension applications	X			X				X						
Training of personnel	X	X		X				X						
Business development & client management (Asia)							X							

ORGANIZATIONAL STRUCTURE & ALLOCATION OF RESPONSIBILITIES

Responsibility / Authority	Roles													
	CEO	CFO	Impartiality Committee	Operations Manager	Financial Coordinator	Project Coordinator	Business D. Coordinator Representative of Asia	Quality Coordinator	Administrative Executive	Technical Executive & Representative of Africa	Lead Auditor	Auditor	Technical Reviewer	Technical Expert
Technical support & local expertise (Africa)										X				
Administrative & financial record-keeping					X				X					