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 Designated Operational Entity (DOE) 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 shareholder and top management through to operational coordinators, executives, and service providers.

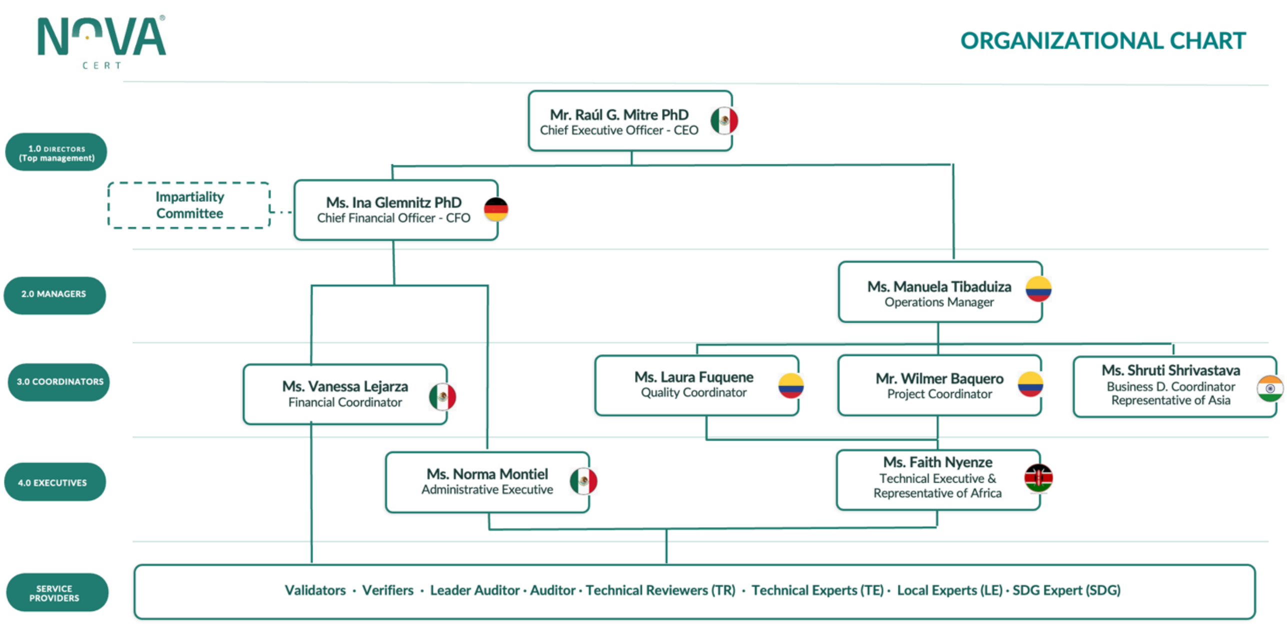

Figure 1. OP-19 Organizational Chart.

Regarding Accreditation Standard para 21, read together with footnote 10: this provision applies where Article 6.4 VVC functions are carried out by a defined part of a single legal entity that also engages in other activities, requiring the chart of that entire entity to be shown. NOVA CERT, LLC is a separate, independently constituted legal entity dedicated exclusively to DOE functions; it is not a division or "defined part" of any other legal entity.

Formation and responsibilities of Top Management (Accreditation Standard para 8(z) and paras 20-21): Top Management — the "group of persons... that direct[s] and control[s] the DOE at the highest level" per para 8(z) — is composed of Ms. Ina Glemnitz, PhD (Chief Financial Officer) and Mr. Raúl G. Mitre, PhD (Chief Executive Officer), acting jointly; it has no additional members and no separate governing board exists above them. Top Management holds overall responsibility for the performance and implementation of NOVA CERT's functions as a DOE, including final decision-making on validations and/or verifications/certifications, formulation of policy, supervision of the QMS, human resources determination, financial supervision, and decisions on complaints and appeals.

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.

	Roles													
Responsibility / Authority	Top management													
	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
Formulation and development of policy matters relating to the operations of the DOE.	X	X												
Documentation of policies and procedures and their implementation	X	X												
Supervision and monitoring of implementation of policies and procedures	X	X												
Supervision of finances, administrative matters and dealing with contractual matters and arragements	X	X												
Decision related to disputes and complaints	X	X												
Documentation and version control of QMS								X						
Human resources determination	X	X							X					
Maintain the competence of its validation and/or verification/certification personnel	X							X						

ORGANIZATIONAL STRUCTURE & ALLOCATION OF RESPONSIBILITIES

Responsibility / Authority	Roles													
	Top management													
	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
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
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					
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						

Roles														
Responsibility / Authority	Top management		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
	CEO	CFO												
Business development & client management (Asia)							X							
Technical support & local expertise (Africa)										X				
Administrative & financial record-keeping					X				X					