



## Annex 2

### GUIDELINES FOR THE PREPARATION OF THE ANNUAL ACTIVITY REPORT BY A DOE TO THE EXECUTIVE BOARD

1. In accordance with paragraph 27 (g) of the modalities and procedures of the clean development mechanism (CDM M&P), designated operational entities (DOEs) are required to submit an annual activity report to the Executive Board. The CDM accreditation panel (CDM-AP) received the first annual activity report from a DOE in April 2005 in which covers main areas of its CDM related activities.
2. In order to guide DOEs (designated and provisionally designated) in the preparation of their annual activity report, the Board adopted the following guidelines at its nineteenth meeting based on a recommendation by the CDM-AP.
3. The guidelines are to ensure consistency and completeness of reporting with respect to the key CDM activities of a DOE. They cover reporting elements and guidance for completing the report.

#### I. REPORT ELEMENTS

##### 1. Introduction

- (a) Period covered by report
- (b) Purpose of report

##### 2. Accreditation status

- (a) Scope{s} accredited for indicating date of accreditation
- (b) Scope{s} applied for and status of application

##### 3. Organization

- (a) Major changes in organizational structure and personnel
- (b) CDM-related training undertaken
- (c) Use of subcontractors
- (d) Management systems
  - i. Internal audit(s) carried out
  - ii. Management review(s) carried out
  - iii. Complaints, disputes and appeals on CDM-related activities

##### 4. Activities relating to the consideration of project activities

- (a) List of project activities



- (b) Status of project activities
- (c) Regional distribution of project activities
- (d) Sectoral distribution of project activities
- (e) List of project activities declined, if any

#### **5. Interactions with interested parties**

- (a) Interactions with Executive Board
- (b) Interactions with other designated operational and/or applicant entities
- (c) Interactions with other interested parties

#### **6. Financial statement**

Annual income and expenditure relating to CDM related activities.

#### **7. Challenges and lessons learnt**

## **II. GUIDANCE FOR COMPLETING THE REPORT**

### **1. Period of reporting**

- This report shall cover the period from 1 July of the preceding year to 30 June of the current year.

### **2. Deadline for submission of the report**

- The DOE annual activity report shall be submitted to the Executive Board not later than 30 September.

### **3. Length of report**

- The length of the annual activity report should not exceed 5 pages. All pertinent information shall be contained within the 5 pages. Supplementary information may be provided in annexes to the report.

### **4. Confidentiality**

- The annual activity report to the Executive Board shall be treated as confidential.

### **5. Authorization of report**

- The annual activity report to the Executive Board shall be signed by the Chief Executive Officer of the DOE.