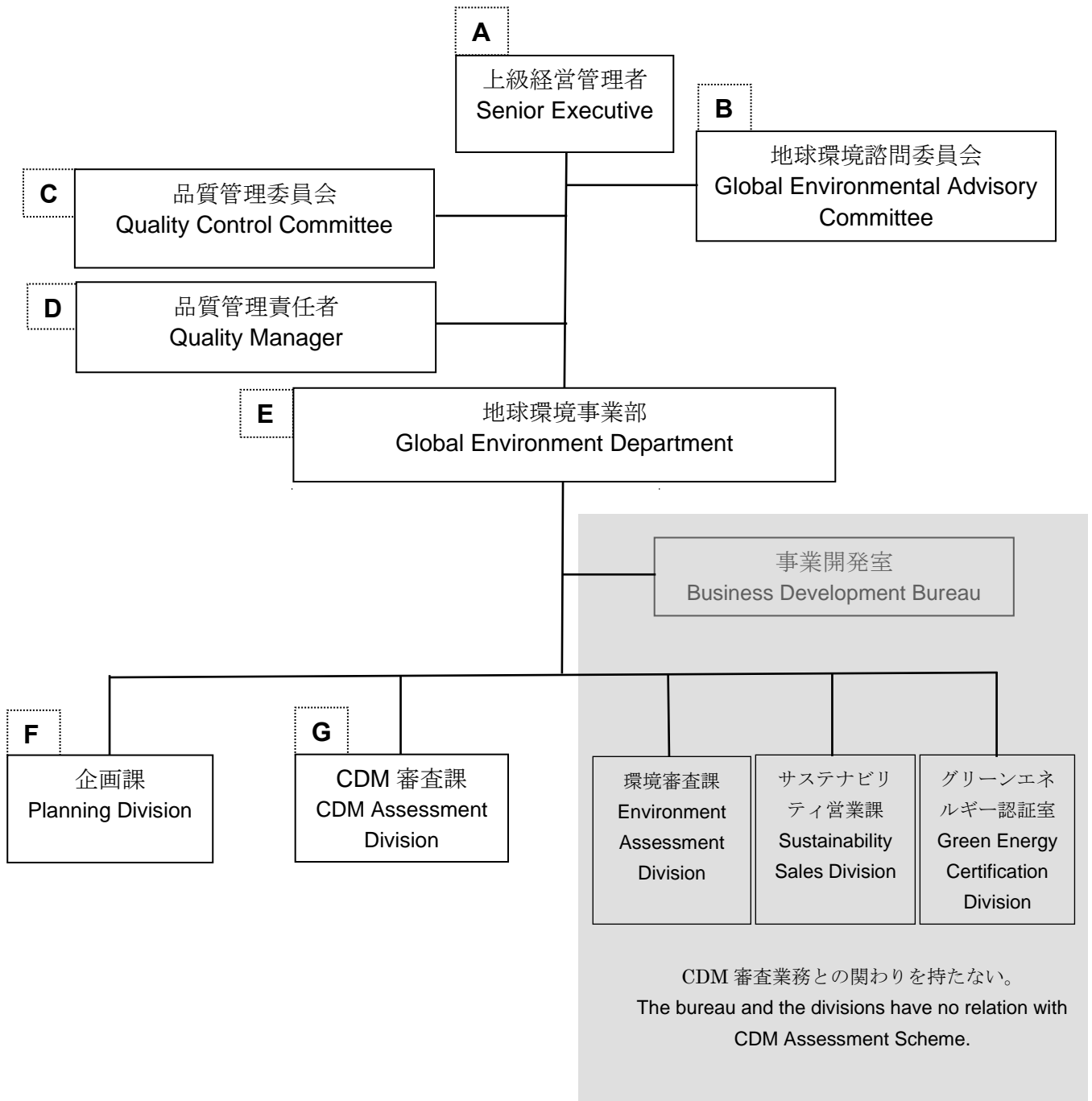


## CDM 運営組織図

### CDM Operational Organization Chart

(注: アルファベットの番号は責任と権限の記述に対応しています。)

(Note: The alphabet numbering correlate with the allocation of responsibilities.)



## 責任と権限

### A. 上級経営管理者

上級経営管理者は、指定運営機関としての Top Management とする。「地球環境 審査・検証業務規程(B811001)」に従い、上級経営管理者は、CDM 審査業務の実施に関する総括的な責任と権限を持つ。

上級経営管理者は下記の責任と権限を有する：

- (a) 指定運営機関の業務実施に係わる方針の策定
- (b) 策定した方針に沿った品質マネジメントシステムの確立
- (c) 方針と手順の文書化と実行
- (d) 方針と手順の実行に関する監督と監視
- (e) 契約事項や手続き、財政事項、経営事項の監督
- (f) CDM 審査業務についての最終決定
- (g) 異議申立てや苦情についての決定
- (h) CDM 審査業務における十分且つ適切な人材資源の配置
- (i) CDM 審査員の資格登録承認及び解任
- (j) 公平性に関する事項を含むマネジメントレビュー全体の総監督(利益相反分析報告書の内部承認)

### B. 地球環境諮問委員会

地球環境諮問委員会は、審査・検証等業務に関する各分野等の代表者として審議・助言する能力を持ち、公平性の審議に関わる審査・検証等業務に対して利害関係を持たないもので構成する。

地球環境諮問委員会は、次の任務を有する。

- (a) 審査・検証等業務に関する次の事項について、上級経営管理者からの報

## Allocation of Responsibilities

### A. Senior Executive

Senior Executive is designated as the top management of JQA as a DOE. Senior Executive has overall authority and responsibility for implementation of the CDM assessment services in accordance with the “Rules of Assessment Operations(B811001)”.

Senior Executive has overall authority and responsibility for the following functions:

- (a) Formulation and development of policy matters relating to the operations of the AE/DOE;
- (b) Establishment of a quality management system in line with policies formulated;
- (c) Documentation of policies and procedures and their implementation;
- (d) Supervision and monitoring of implementation of policies and procedures;
- (e) Supervision of finances, administrative matters and dealing with contractual matters and arrangements;
- (f) Final decisions on validation and/or verification/certification activities;
- (g) Decisions relating to disputes and complaints;
- (h) For providing adequate and competent human resources for validation and/or verification/certification functions;
- (i) Approval of registration or dismissal of assessment personnel
- (j) Overall supervision of all functions in Management Review including impartiality related activities( internal approval of conflict of interest analysis)

### B. Global Environmental Advisory Committee

Global Environmental Advisory Committee shall have its composition the participation of key interested parties, such as those representing the following fields, with a balanced representation of each of them. The members shall be capable of deliberation and giving advice, and shall be independent from the assessment services under the deliberations on impartiality.

The Advisory Committee shall have the following duties and functions:

- (a) To deliberate and ensure on the following matter of the assessment services

告事項(例:事業部の事業概況、地球環境に関する事業のマーケット状況)を考慮して審議し、必要に応じて上級経営管理者に対する助言を行うこと

- 1) 審査・検証等業務に関する実施方針の公平性及びその運営の公平性
  - 2) 審査・検証等業務に関する重要な決定事項及び処置の公平性
- (b) 品質管理委員会から提出されるドラフト版の「利益相反分析報告書」及び公平性への脅威軽減策について審議を行い、承認すること。
- (c) 地球環境事業部の公平性確保を目的としたシステム(例えば、利益相反分析や公平性に関する脅威軽減策の構築など)の導入状況について監視及びレビューを行うこと。
- (d) 「Annual Synthesis Report」の一部(公平性に関わる事項)を作成すること。
- (e) その他上級経営管理者からの要請事項について審議及び助言や提案を行うこと。

詳細は「地球環境諮問委員会規定」(B-00-12)に定める。

### C. 品質管理委員会

品質管理委員会は、品質管理及び品質システムの維持・管理及び向上の活動に関する報告、討議を行う。

品質管理委員会で報告、討議を行う事項は下記の通りとする。

- (1) 利益相反分析報告書、公平性への脅威の軽減策(CDM 利害関係管理規定)と運用状況、公平性に関する不適合とその是正処置についてのレビュー、及びそれに基づく公平性確保プロセスの有効性の確認
- (2) 品質方針、品質目標及びその実施状況

based on the reports and explanations (such as the summary of the business activity and the status of business environment) from the Senior Executive

- 1) Policy on safeguarding impartiality, related procedures, and other systems are effectively implemented
  - 2) Impartiality of the important decisions and its measures related to the assessment services
- (b) To approve of the Conflict of Interest Analysis Report and the mitigation measures for safeguarding impartiality which is drafted by the Quality Manager and deliberated at the Quality Control Committee.
- (c) To monitor and review the implementation of the system to safeguard the Global Environment Department's impartiality; conflict of interest analysis, procedures and mitigation strategies and actions.
- (d) To prepare its annual synthesis report (from 1 July to 30 June of the following year). This will be included in the annual report to the CDM Board prepared by the Senior Executive.
- (e) To deliberate on other matters requested by the Senior Executive, and to give advices.

Details are described in the “Rules for Global Environmental Advisory Committee” (B-00-12).

### C. Quality Control Committee

The Quality Control Committee shall report and deliberate on operations for management/maintenance and improvement of the quality control and quality system.

The matters to be reported and deliberated in the Quality Control Committee shall be as follows:

- (1) The review of Conflict of Interest Analysis Report drafted by the Quality Manager, the mitigation strategies and actions undertaken, any non-conformities(NCs) raised with regard to impartiality and the corrective actions implemented to correct the NCs, and analysis of the process to safeguard impartiality and a review

- (3) 品質管理年間計画及びその実施状況
- (4) 教育、研修計画、その実施状況及びその効果の評価
- (5) 内部監査日程(1年に1回の実施確保)
- (6) 内部監査結果及び是正状況
- (7) 不適合に関する事項、特に登録要請又は発行要請に係る CDM 理事会からの Request for Review 及び Rejection についての内容
- (8) 苦情に関する事項
- (9) 品質管理責任者、マネジメント要員、上級経営管理者の定期評価
- (10) マネジメントレビュー及びその実施状況
- (11) その他品質に係る重要な事項

品質管理委員会は、上級経営管理者を委員長とし、以下の者によって構成される。

- (1) 上級経営管理者
- (2) 品質管理責任者
- (3) 地球環境事業部長
- (4) 各室長、各課長
- (5) 出席が必要と委員長が判断した者

品質管理委員会は、上級経営管理者が招集し、年1回以上開催する。また、委員長が必要と判断した場合は、その都度開催するものとする。

#### D. 品質管理責任者

上級経営管理者は品質管理責任者を指名する。品質管理責任者は他の責務と関わりなく品質システムの確立、実施、及び維持に関して、責任及び権限を有する。

品質管理責任者はCDM審査業務に関し下記の責任及び権限を有する。

- (1) 要員の力量手順書の承認
- (2) 審査手順書の承認
- (3) 公平性に関する管理を含む部全体の統括及び利益相反分析報告書の

- of its effectiveness;
- (2) Quality policy, quality objectives and its implementation;
- (3) Annual schedule of quality control and its implementation;
- (4) Education and training program, its implementation and the evaluation of the effectiveness of the educational trainings;
- (5) The scheduled date of the internal audit (to ensure an implementation within a year)
- (6) Results of the internal audits and its corrective actions;
- (7) Nonconformities, especially the subject matters raised by requests for review or rejections of requests for registration or issuance of CDM project activities submitted to the CDM EB;
- (8) Complaints;
- (9) Approval of the periodical performance evaluation results of Quality Manager, management, and top management;
- (10) Management review and its implementation;
- (11) Other important matters relating to quality.

Members of the Quality Control Committee:

The Chair of the Quality Control Committee shall be the Senior Executive, and it shall consist of the following members:

- (1) Senior Executive;
- (2) Quality Manager;
- (3) Director of Global Environment Department
- (4) Manager of the bureau and the divisions;
- (5) Persons whom the Chair requires to attend as necessary

Call for the Quality Control Committee:

The Senior Executive shall call the Quality Control Committee more than once a year. The Quality Control Committee may be held whenever the Chair judges the necessity.

#### D. Quality Manager

The Senior Executive shall designate a Quality Manager, who, regardless of other responsibilities, have the responsibility and authority for ensuring the establishment, documentation, implementation and maintenance of the quality system.

The Quality Manager shall have the following responsibilities and authorities with respect to the CDM assessment services:

- (1) Approval of procedures for competence of personnel;
- (2) Approval of procedure for assessment process;

作成

## E. 地球環境事業部

参照関連規程

組織規程; (2-1)

業務分掌規程; (2-2)

地球環境事業部内の組織の所管事項及び職制は、「組織規程」及び「業務分掌規程」による。

地球環境事業部に、企画課、CDM審査課、サステナビリティ営業課、環境審査課、グリーンエネルギー認証室及び事業開発室を置く。但し、サステナビリティ営業課、環境審査課、グリーンエネルギー認証室及び事業開発室はCDM審査業務との関わりを持たない。

地球環境事業部長は、CDM審査業務に関し、下記の責任及び権限を有する。

- (1) CDM 審査業務に関する的確な要員の配置
- (2) CDM 審査員の登録及び任免に関する上級経営責任者への推薦
- (3) コントラクトレビューの承認
- (4) 契約書の承認
- (5) CDM 審査員の定期評価結果の確認

## F. 企画課

企画課の CDM 審査業務に関する所管事項は次のとおりとする。

- (1) 諮問委員会の運営に関すること。
- (2) 利害関係確認に関すること。
- (3) 費用請求に関すること。
- (4) 品質システムの構築、維持の統括に関すること。

- (3) Management of all function of Department including impartiality related activities (preparation of conflict of interest analysis).

## E. Global Environment Department

Related rules for reference:

Rules of the Organization (2-1)

Rules of Division of Duties (2-2)

The work requirements and office organization of the Global Environment Department shall be in accordance with the “Rules of the Organization” and the “Rules of Division of Duties”.

The Global Environment Department shall set up Planning Division, CDM Assessment Division, Sustainability Sales Division, Environment Assessment Division, Green Energy Certification Division and Business Development Bureau. However, Sustainability Sales Division, Environment Assessment Division, Green Energy Certification Division and Business Development Bureau have no relation with the CDM assessment scheme.

The Director of the Global Environment Department shall have the following responsibilities and authorities with respect to the CDM assessment services:

- (1) Determine the necessary personnel for CDM Assessment Division based on the Business Plan;
- (2) Recommendation of registration or dismissal of the assessors to the Senior Executive;
- (3) Approval of contract review;
- (4) Authorization of Agreement;
- (5) Confirm the result of the continual performance evaluation;

## F. Planning Division

The responsibility of the Planning Division with respect to the CDM assessment services shall cover:

- (1) General administration of Advisory Committee;
- (2) Conflict of interest check;
- (3) Issuance of invoices;
- (4) General management of quality management system;

(5) その他、他課の所管に属しない事項。

企画課長は、CDM審査業務に関し、下記の責任及び権限を有する。

- (1) コントラクトレビュー時の利害関係確認
- (2) チームメンバー選定時における各審査員の利害関係確認

#### G. CDM 審査課

CDM 審査課の CDM 審査業務に関する所管事項は、次のとおりとする。

- (1) 審査・検証業務の実施に関すること。
- (2) 契約に関すること。
- (3) 代金の回収に関すること。

CDM審査課長は、CDM審査業務に関し、下記の責任及び権限を有する。

- (1) 要員の力量手順書の作成
- (2) 要員の力量評価
- (3) チームメンバーの選定
- (4) 申込内容の確認及びコントラクトレビュー情報の収集
- (5) 要員の定期評価
- (6) 要員の教育訓練計画
- (7) 審査手順書の作成
- (8) チームメンバー選定時における各審査員の利害関係確認

(5) General affairs of the Global Environment Department and other matters that do not belong to any other Division of the Department.

The Manager of Planning Division shall have the following responsibilities and authorities with respect to the CDM assessment services:

- (1) Confirmation of conflict of interest at time of contract review;
- (2) Confirmation of conflict of interest at time of appointment of team members.

#### G. CDM Assessment Division

The responsibility of the CDM Assessment Division with respect to the CDM assessment services shall cover:

- (1) Validation and verification assessment services;
- (2) Contract agreement;
- (3) Collection of fees.

The Manager of CDM Assessment Division shall have the following responsibilities and authorities with respect to the CDM assessment services:

- (1) Review of procedures for competence of personnel;
- (2) Evaluate and demonstrate competence of assessment personnel;
- (3) Select team members and reviewers;
- (4) Assess application and prepare information for contract review;
- (5) Conduct continual monitoring of performance of validation and/or verification /certification personnel;
- (6) Identify training needs taking into account the outcomes of the evaluation-qualification process, the performance monitoring in actual validation and/or verification/certification activities, new technical and regulatory needs;
- (7) Preparation(review) of assessment procedures;
- (8) Confirmation of conflict of interest at time of appointment of team members.