



## REPORT ON WITNESSING ACTIVITY (VERIFICATION)

*(Complete one form for each witnessing activity)*

<b>Name of entity and Address of site(s) assessed, if any</b>		
<b>UNFCCC ref no. of entity</b>		
<b>Title and reference number of the JI project under witnessing</b>		
<b>Sectoral scope(s) witnessed</b>		
<b>Methodology used</b>	<input type="checkbox"/> <b>Approved CDM methodology, Reference: .....</b> <input type="checkbox"/> <b>Other methodology</b>	
<b>Activity (project) witnessed (describe in brief the nature of the activity witnessed e.g. single assessor or team, dates, duration, small/large-scale projects)</b>		
<b>Name of JI-AT leader</b>		
<b>Names of JI-AT member(s) (indicate the expert on baseline setting and monitoring)</b>		
<b>Evaluation</b>		
<i>(Key : S = Satisfactory, NS = Not satisfactory , NA = Not Applicable )</i>		
<b>Criteria (fill as applicable to the activity witnessed)</b>	<b>Rating</b>	<b>Comments</b>
<b>1. Assessment of effective planning by the entity witnessed</b>  1.1. Does the entity effectively apply its procedures to keep up-to-date with the decisions of the JISC related to determination activities, including criteria on baseline setting and monitoring?  1.2. Is the allocation of the resources appropriate to the scope of determination by the entity?  1.3. Has all pertinent documentation been identified prior to the assessment?  1.4. Does the entity use checklists for performing verification activities (general or specific)? Are the checklists or other means used comprehensive?  1.5. Does the entity record the name of the entity that has carried out the PDD determination and its date for the project in question?  1.6. Does the entity have a proper record keeping of previous determination activities regarding emission reductions or enhancements of removals concerning the project under witnessing?  1.7. Has the entity recorded any findings in an earlier verification report? If yes, how was the findings accounted for?		

<p><b>1a) Conduct an opening meeting with project participants (on project site)</b></p> <p>1.8. Has the meeting been conducted effectively?</p>		
<p><b>1b) Skills and technique</b></p> <p>Did the (lead) assessor(s) of the entity:</p> <p>1.9. Remained within the scope of work defined?</p> <p>1.10. Remained objective, unbiased?</p> <p>1.11. Concluded based on objective evidence?</p> <p>1.12. Showed knowledge of the project participants and the project?</p> <p>1.13. Showed ability to identify instances of non-conformity of a project and/or submitted monitoring report?</p> <p>1.14. Based all findings on adequate factual evidence and referenced where necessary?</p> <p>1.15. Showed ability to make well substantiated decisions and justify them to the project participants and is the report in English?</p>		
<p><b>1c) Meeting(s) of entity assessment team witnessed</b></p> <p>Did the entity assessment team demonstrate:</p> <p>1.16. Ability to consolidate findings?</p> <p>1.17. Ability to ensure that scope of assessment was covered?</p> <p>1.18. Ability to discuss and conclude on contents and strategy of closing meeting with project participants?</p>		
<p><b>1d) Conduct closing meetings with project participants</b></p> <p>1.19. Has the meeting been conducted effectively?</p>		
<p><b>1e) Reporting by entity to project participants</b></p> <p>1.20. Clear and concise, orally and in writing (indicate if language other than English is used)</p>		
<p><b>1f) Entity's personnel skills</b></p> <p>1.21. Ability to understand complex projects?</p> <p>1.22. Coverage and interpretation of the requirements?</p>		
<p><b>2. Verification process</b></p> <p>Has the entity:</p>		

<p>2.1. Followed its procedure effectively to make the monitoring report publicly available in accordance with paragraph 36 of the JI guidelines and relevant procedures developed by the JISC?</p> <p>2.2. Followed its procedure effectively to determine the emission reductions or enhancements of removals reported by project participants in accordance with appendix B of the JI guidelines and relevant decisions and procedures developed by the JISC, provided that they were monitored and calculated in accordance with the project's PDD with a positive determination pursuant to paragraph 35 of the JI guidelines?</p>		
<p><b>3. General comments</b></p> <p>3.1. Was work systematically approached and implemented?</p> <p>3.2. Did the entity's team provide the impression that the entity will be able to maintain a consistent quality level in its work over time?</p> <p>3.3. In case the entity established a team, did the leader of the entity's team control the verification activity?</p> <p>3.3.1. Was the entity's assessor or its team leader sidetracked?</p> <p>3.3.2. How did the team perform under pressure?</p> <p>3.3.3. Did the entity team show the capacity to adapt to circumstances as necessary?</p>		
<p><b>General comments and recommendations:</b></p>		
<p><b>JI-AT leader's signature:</b></p>	<p><b>Date:</b></p>	