
LED's Save Energy Programme of Activities

Coordinating/Managing Entity Operational Manual (Version 4.1)

Date: 23 May 2012

LED's Save Energy PoA
CME Operational Manual
VERSION 4.1

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AMS	Approved Methodology for Small Scale Projects
CER	Certified Emission Reduction
CME	Coordinating/Managing Entity
CPA	CDM Project Activity
DD	Design Document
DNA	Designated National Authority
DOE	Designated Operational Entities
LoI	Letter of Intent
MCI	Mabanaft Carbon India Private Limited
PCN	Project Concept Note
PoA	Programme of Activities
SOP	Share Of Proceeds
SSC CPA	Small Scale CDM Project Activity
UNFCCC	United Nations Framework Convention on Climate Change

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Purpose:

To ensure coherence of documentation related to the LED's Save Energy Programme of Activities (PoA).

Responsibility:

Coordinating/Managing Entity (CME) Mabanaft Carbon India Private Limited (MCI), hereafter 'CME'.

Description:

1. CME has final authority over document control.
2. Changes to the LED's Save Energy documentation may be the consequence of:
 - Change in UNFCCC rules
 - Internal/external communication
 - Internal/external audit findings
 - Change in activity/service
 - Decision of CME
3. Control: the records will be placed in the office of MCI. The file numbers allocated to records related to the procedures in this manual are successive. These numbers shall be allocated to the LED's Save Energy files as per existing practice at CME.

Records:

Record nr	Record name	Location	Retention period
1	Coordinating/Managing Entity Operational Manual Version 1.0	CME MCI	Lifetime of the PoA