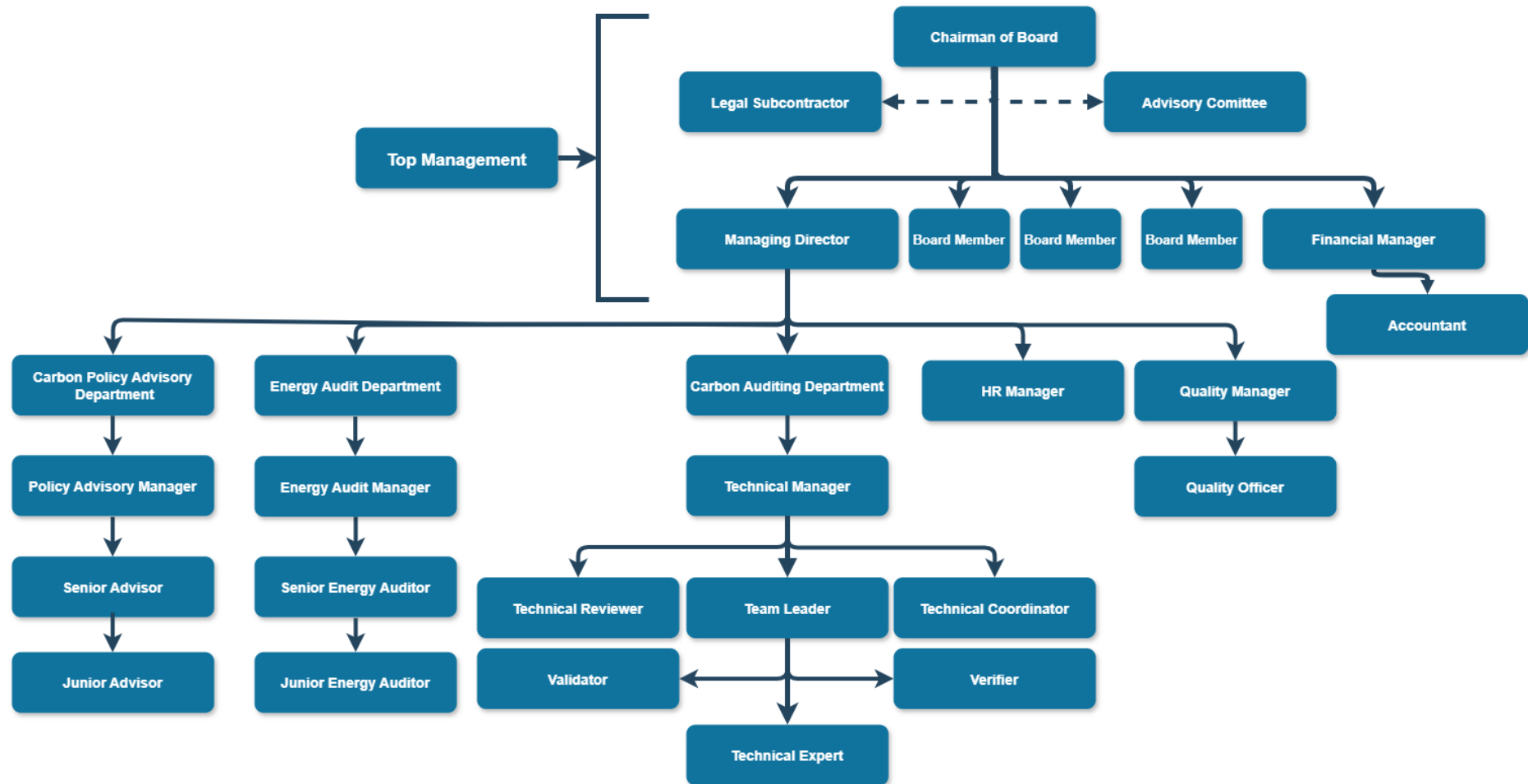


Organization Structure



Roles & Responsibilities

Position		ROLES & RESPONSIBILITY
Committees	Advisory Committee	<ol style="list-style-type: none"> 1- Monitor and periodically review the effectiveness of all controls and processes designed to eliminate or minimize threats to impartiality, and recommend improvements where required. 2- Review and approve the annual conflict-of-interest analysis, risk-mitigation measures and any material changes to the impartiality-risk-management framework, policies or procedures. 3- Access without restriction any files or records related to validation/verification activities in order to carry out its mandate, and review management reports to confirm that identified impartiality risks are being effectively managed. 4- Determine, at least annually, whether the quality-management system remains suitable, adequate and effective in managing impartiality and conflict-of-interest risks. 5- Prepare an annual synthesis report of Committee activities for inclusion in Ampere's annual report to the Supervisory Body. Where advice is not followed by top management, escalate the issue to the Supervisory Body (e.g.) through the UNFCCC secretariat within 7 days. 6- Maintain independence from operational functions; ensure balanced stakeholder representation and that the Committee is chaired by a member external to Ampere's line management. Meet at least once per calendar year, keep formal minutes, and enable Supervisory-Body observers when requested. 7- Deliberate on any other impartiality-related matters referred by top management and provide formal recommendations.
	Board of Directors	<ol style="list-style-type: none"> 1- Assigning all of or any of its members, or authorize a third party to sign on behalf of the company in financial matters 2- Any member is allowed to sign on behalf of the company in all administrative matters 3- Can authorize any personnel to sign on behalf of the company in legal matters 4- Attend the quarterly, or yearly meetings with the management 5- Discuss any deviations in the budget (if any) during the above-mentioned meetings, and approve the suggested solutions 6- Approve Ampere Business Plan, or authorize a third party to approve it.
Top Management	Managing Director	<ol style="list-style-type: none"> 1- Supervise the establishment and maintenance of a quality management system aligned with relevant accreditation and program standards. 2- Oversee financial operations, administrative management, and contractual arrangements. 3- Make final decisions on financial and legal issues affecting the organization. 4- Participate in formal management review meetings and provide leadership input. 5- Approve the organization's annual financial statements and budget plans. 6- Approve income and expenditure budgets for each project to ensure they remain within defined limits. 7- Authorize the hiring of new personnel based on competency and operational needs. 8- Define or approve responsibilities and authorities for each function and role within the organizational structure. 9- Delegate authority to committees or individuals for specific functions and decision-making, where appropriate. 10- Identify or approve competence requirements for top management in line with strategic and operational goals. 11- Approve competence requirements for other personnel involved in validation/verification processes. 12- Approve the management system framework of the validation and verification body to ensure effectiveness and compliance. 13- Approve the provision of adequate and competent resources for the performance of validation and verification services. 14- Formulation and development of policy matters related to the operations of Ampere. 15- Documentation of policies and procedures and their implementation. 16- Supervision and monitoring of implementation of policies and procedures. 17- Decisions relating to disputes and complaints.

Management Staff	Finance Manager	<ol style="list-style-type: none"> 1. Provide financial input to support contract development and financial feasibility analysis for engagements. 2. Monitor income and expenditure to evaluate financial stability and assess the sufficiency of financial resources required for validation/verification operations. 3. Prepare the annual financial budget and authorize financial commitments in line with operational plans. 4. Participate in regular top management meetings to provide financial updates and strategic input. 5. Contribute to the preparation and review of the organization's business plan, with focus on financial viability and planning. 6. Provide financial insights and guidance during validation/verification engagements when requested. 7. Liaise with insurance providers to maintain active professional indemnity insurance coverage. 8. Delegate accounting tasks to the Chief Accountant and provide final review and sign-off of delegated outputs. 9. Supervision of finances administrative matters and dealing with contractual matters and arrangements.
	Technical Manager	<ol style="list-style-type: none"> 1- Determine the human resource requirements 2- Evaluate competence of personnel, qualify them, and select members of technical review teams 3- Approve contract reviews. 4- Maintain the competence of its validation and/or verification/certification personnel 5- Supervise the implementation of validation and/or verification/certification procedures 6- Make a final decision on validation and/or verification/certification opinions and reports. 7- Manage all activities related to the safeguarding of the impartiality of AE/DOE Functions. 8- Establish, implement, and maintain a quality management system
	HR Manager	<ol style="list-style-type: none"> 1- Maintain and update the HR system by periodically reviewing HR documentation to ensure alignment with current accreditation, operational, and organizational requirements. 2- Coordinate with department managers to conduct training needs assessments and support the preparation, delivery, and evaluation of training sessions for VV personnel and technical experts. 3- Conduct onboarding and refresher training for validators, verifiers, and technical experts, and participate in post-training evaluations. 4- Recruit and coordinate the onboarding process for validators, verifiers, technical experts, and quality personnel, in consultation with the Technical Manager. 5- Manage and maintain complete and up-to-date personnel dossiers and HR records to demonstrate competence and sufficiency of human resources.

Administrative Staff	Quality Manager	<ol style="list-style-type: none"> 1- Establish, implement, and maintain a robust Quality Management System (QMS) aligned with Article 6.4 requirements and ISO standards; lead system evaluations, gap analysis, and accreditation body interactions. 2- Safeguard impartiality by managing risk controls, conflict of interest checks, advisory/appeal panels, and all related impartiality mechanisms. 3- Develop, implement, and review operational procedures and documentation; manage document control processes including creation, revision, distribution, accessibility, and archiving of controlled documents. 4- Monitor QMS effectiveness by planning and conducting internal audits, managing CARs, leading management reviews, and following up on system feedback. 5- Manage QMS-related communication, including training programs, staff communication, evaluation feedback, and training effectiveness monitoring for the quality team. 6- Report on QMS performance, risk areas, and improvements to the Managing Director; attend top management meetings and coordinate delegated quality-related authorities. 7- Support Quality department HR processes by participating in recruitment and interviews for new quality staff and maintaining HR-related records.
	Technical Coordinator	<ol style="list-style-type: none"> 1. Serve as the main liaison with clients to gather initial project information via pre-engagement questionnaires and ensure all pre-assessment data is obtained. 2. Prepare proposals, review service scope, conduct contract reviews, and finalize service agreements and contracts for each engagement. 3. Conduct risk analysis for impartiality and technical risks during pre-engagement and active project phases in coordination with relevant personnel. 4. Determine resource needs and confirm availability of qualified personnel for Validation/Verification functions based on scope and complexity. 5. Support the Technical Manager in the selection of Validation/Verification and Technical Review Team members in accordance with competence requirements. 6. Coordinate with finance to manage engagement-specific invoicing, track payment status, and support financial transparency for ongoing audits. 7. Prepare audit budget estimates and monitor actual expenditure during the engagement lifecycle; report variances to the Finance Manager.
	Administration & IT Officer	<ol style="list-style-type: none"> 1. Maintain and regularly update AMPERE's official website and web hosting functionalities. 2. Ensure secure access control to internal documentation by managing user privileges, maintaining antivirus protections, and securing data hosting infrastructure. 3. Implement routine data backups of key documents and records to ensure availability and continuity of the management system.
	Accountant	<ol style="list-style-type: none"> 1. Provide financial and economic assessments to support the validation/verification team in evaluating project documentation, where applicable. 2. Support the Financial Manager in financial evaluations and, if requested, review financial components of validation/verification outputs.

Validation and Verification Team Members	QA Officer	<ol style="list-style-type: none"> 1. Conduct internal audits by evaluating the adequacy of internal controls, prioritizing audits based on a documented risk plan, and offering improvement recommendations. 2. Investigate allegations of fraud and misconduct by planning internal inquiries, preserving evidence, and documenting the findings in accordance with applicable procedures. 3. Ensure confidentiality, anonymity, and non-retaliation for individuals reporting misconduct, in line with non-discrimination and ethics requirements. 4. Support the Quality Manager in executing responsibilities related to the QMS and audit function, as delegated.
	Team Leader	<ol style="list-style-type: none"> 1- Plan and oversee the full validation/verification process including timeline, site selection, team roles, and assessment criteria in accordance with applicable standards. 2- Manage the execution of validation/verification activities and coordinate the roles and actions of assigned team members to ensure objective and competent performance. 3- Take responsibility for the quality, completeness, and compliance of all deliverables and outputs produced during the validation/verification engagement. 4- Document any complaints or disputes arising during validation/verification activities and forward them to the Quality Manager for resolution. 5- Coordinate and manage site visit activities, including scheduling, logistics, and alignment with the scope of validation/verification. 6- Conduct engagement briefings for team members and arrange any training required to ensure effective performance in accordance with competence requirements.
	Validator	<ol style="list-style-type: none"> 1- Independently assess the project activities, functions, and sites against the applicable requirements, following the Audit Plan and schedule defined by the Validation Team Leader. 2- Report all validation findings, observations, and supporting evidence to the Validation Team Leader in accordance with the defined audit procedures.
	Verifier	<ol style="list-style-type: none"> 1- Independently assess the project's processes, functions, and activities against the defined verification criteria, as outlined in the Audit Plan and schedule by the Verification Team Leader. 2- Report all verification findings, observations, and supporting evidence to the Verification Team Leader in accordance with the applicable procedures.
	Technical Reviewer	<ol style="list-style-type: none"> 1- Conduct an independent and impartial review of the draft validation or verification report and supporting evidence, ensuring consistency, technical soundness, and conformance with applicable accreditation and program requirements.
	Technical Expert	<ol style="list-style-type: none"> 1- Provide subject-matter expertise and technical advice to the validation/verification team in areas relevant to the project's sectoral scope to ensure accuracy and completeness of the assessment. 2- Support the technical reviewer by providing expert insight into sector-specific methodologies, technologies, or contextual data as needed for an informed review.
	Local Expert	<ol style="list-style-type: none"> 1- Provide expertise and insights on host country regulations, policies, and institutional frameworks relevant to the validation/verification scope. 2- Assess the adequacy and effectiveness of stakeholder consultation processes in the host country, including cultural and regulatory appropriateness.