



Annex 5

DRAFT TERMS OF REFERENCE FOR A REGISTRATION AND ISSUANCE TEAM¹

(Version 07)

I. INTRODUCTION

1. This document contains the terms of reference of a “Registration and Issuance Team” (RIT) and procedures for its operation. The RIT is established to assist the Executive Board members (hereinafter referred to as the Board) in the task of considering requests for registration of proposed project activities and requests for issuance of certified emission reductions (CERs) submitted to the Board by designated operational entities (DOEs).

~~2. The registration by the Executive Board shall be deemed final eight weeks (four weeks for small scale) after the date of receipt by the executive board of the request for registration, unless a Party involved in the project activity or at least three members of the Executive Board request a review of the proposed CDM project (para 41, Annex, Decision 3/CMP.1 and para 24, Annex II, Decision 4/CMP.1).~~

~~3. The issuance shall be considered final 15 days after the date of receipt of the request for issuance, unless a Party involved in the project activity or at least three members of the executive board request a review of the proposed issuance of CERs (para 65, Annex, Decision 3/CMP.1).~~

2. This document updates and replaces version 06 of the “Terms of References and Procedure for a Registration and Issuance Team” (EB 46 report, annex 58).

II. TERMS OF REFERENCE

A. Services to be provided by the RIT to the Executive Board ~~Areas of work~~

3. The RIT shall assist the Board by providing the following services:

(a) Preparation of assessments of submissions relating to requests for registration of proposed project activities submitted by DOEs (including submissions received from project proponents and DOEs in response to requests for review) as to whether the validation requirements are met and/or appropriately dealt with by DOEs;

(b) Preparation of assessments of submissions relating to requests for issuance of CERs submitted by DOEs (including submissions received from project proponents and DOEs in response to requests for review) as to whether the verification and certification requirements are met and/or appropriately dealt with by DOEs;

(c) Preparation of assessments of requests submitted to the Board under any other procedure established by the Board requiring input from the RIT; and

(d) Inclusion in the above assessments any policy issues of significant importance raised by the request for registration or issuance, for consideration by the Board.

¹ The highlights reflect changes from the previous version.



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B. Modalities of work

4. The RIT shall operate under the guidance of the Board. ~~The mandate of the RIT is determined by~~ **including** these terms of reference, general guidelines for panels of the Board, as applicable, the rules of procedure of the Board (in particular section VII on committees, panels and working groups) and **any** additional guidance provided by the Board.

5. **The secretariat shall initiate the provision of services by a member of the RIT by identifying an RIT member (taking into consideration the sectoral scope of the project activity to be assessed) and sending a notification of appointment to the identified RIT member. Prior to undertaking the services and within 2 days of receiving the notification from the secretariat, the RIT member shall provide a declaration of whether or not she/he is in a situation of perceived conflict of interest.**

~~7. The RIT is composed of not less than twenty (20) members~~

~~8. The use of electronic means of communication is essential for the operation.~~

6. **In undertaking services for the Board an RIT member shall:**

(a) **Use electronic means of communication in the carrying out their assessment (including participation in electronic discussions via e-mail and/or telephone).**

(b) **Ensure that the assessment is prepared to the requisite level of quality with all due care, skill and diligence within the timeframe specified in the relevant procedure;**

(c) **Treat with strict confidentiality any of the information which is not public that she/he receives in the context of undertaking services for the Board;**

7. **Assessments of requests submitted to the Board under any procedures established by the Board requiring input from the RIT shall be governed by the latest version of the relevant procedures. The assessment shall be prepared using the latest version of the template relevant to the procedures.**

~~C. If the procedures require the preparation of appraisal by a team of RIT, and in a team one member appointed as a Lead,~~ Services to be provided

8. ~~Appraisals~~, the following shall apply:

(a) **The Team Lead will be responsible for leading the substantive drafting of the RIT Team assessment, undertaking all communications with the secretariat relating to the assessment and ensuring its submission to the Board via the secretariat no later than the deadlines set by the procedures.**

~~10. The Team Member(s) will be responsible for assisting the Team Lead by providing substantive inputs in the drafting of the assessment.~~

~~11. An RIT member shall be available to undertake frequently appraisals of requests for registration and issuance and participate in electronic discussions (e-mail and/or phone);~~

~~12. A member shall:~~

~~(a) Prepare the agreed substantive inputs in good quality and on time including tasks;~~

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~~(b) Treat with strict confidentiality any of the information which s/he receives in the context of the work for the RIT which is not public;~~

~~(c) Declare on each specific case s/he is requested to work on whether or not s/he is in a situation of perceived conflict of interest;~~

~~(b) Be available to participate in review teams.~~

C. Membership**1. Competence requirements and selection process**

9. The RIT shall be composed of not less than twenty (20) members who shall be frequently available to undertake the services referred to in Section A above.

10. In addition to requirements contained in the general guidelines for panels², a member shall:

(a) Demonstrate relevant working experience, of at least four years on methodological issues and/or monitoring and verification related to project-based mechanisms;

(b) Demonstrate technical/scientific expertise, *inter alia* through publications, in at least one of the following areas:

(i) Baseline and/or monitoring methodologies;

(ii) Project activity implementation, including monitoring and verification;

(c) Have excellent drafting skills, strong operational and analytical skills, and ability to work as a member of a team;

(d) Have an advanced university degree in economics, energy, social, environmental studies, natural sciences, engineering, development studies, or any related discipline.

11. Members of the RIT shall be selected by the Board based on applications to a public call for experts. For this purpose, the secretariat shall post, on the UNFCCC CDM web site, an invitation to experts to submit their applications. It shall compile a list of applications and a short-list of applicants, including from the UNFCCC roster of experts, on the basis of which the Board shall select members, taking fully into account the consideration of regional balance.

12. Contracts of members will be for a maximum period of 12 months, which can be renewed by the Board.

13. The secretariat shall report to the Board periodically regarding the operation of the RIT and the performance of members.

~~2. The Chair of the Board shall decide if fee payment or other issues arise regarding the quality of delivery.~~

2. Compensation

² See <http://cdm.unfccc.int/Reference/Guidclarif/pnlguide.pdf>.

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14. In accordance with UN rules and regulations **and** subject to **the** fulfillment of **any** conditions in a written agreement with the secretariat, members will be compensated for the **services** undertaken **on time and to the requisite level of** quality with **a** fee **of** USD 400.00 per service. **Notwithstanding this provision, an RIT member who is appointed as a Team Lead under paragraph 7 (b) of this documents will be compensated with a 1,5 day fee (USD 600.00) per service provided in that capacity.**

15. **Where the Chair of the Board (in consultation with the secretariat) determines that an RIT member has failed to provide an assessment within the timeframe specified in the relevant procedure or where the assessment fails to meet the requisite level of quality, no fee shall be payable for the relevant service.**

~~15. For each appraisal task³, if the appraisal is delivered in good quality and on time, the equivalent of one daily fee shall be paid to the member.~~

16. Regarding the timing of payments **for the compensation of services**, in order to reduce transaction costs, each **RIT** member shall be paid ~~after every ten~~ **in the quarter following the quarter during which the services were completed. For purposes of this paragraph, a “quarter” means the calendar quarters ending on 31 March, 30 June, 30 September and 31 December.**

III. PROCEDURE TO PREPARE APPRAISAL OF REQUEST FOR REGISTRATION**A. Assignment of task**

~~17. The secretariat shall identify for each request for registration the RIT member taking into consideration the sectoral scope(s) of the activity to be appraised.~~

~~18. With the announcement of a request for registration, as defined in the procedure “Procedures for registration of a proposed CDM project activity”⁴, the member assigned to undertake the task will be informed and shall have a maximum of 2 days to indicate whether they have or not a conflict of interest, which should be described. If a conflict of interest situation exists another person shall be assigned.~~

B. Preparation of an appraisal

~~19. The appraisal shall indicate whether validation requirements have been met and/or appropriately dealt with by the DOE and provide reasons in case these conditions are not fulfilled. The appraisal shall also cover whether additional guidance/clarification/revisions could avoid re-occurrence of the issues identified. The appraisal should assess in particular the application of the baseline and monitoring methodology, additionality, and determination of baseline.~~

~~20. The member shall prepare an appraisal using the form “Appraisal of registration requests (F-CDM-REGappr)” submit it within 20 (15 for small scale) calendar days to the secretariat through a dedicated interface on the UNFCCC CDM website.~~

³ By appraisal task it is meant: (i) an appraisal of a request for registration or issuance; or (ii) an appraisal of inputs received in response to a request for review from the CDM Executive Board or a Party involved in the project activity.

⁴ For latest version please refer to UNFCCC CDM website in the section “Reference – Procedures” <<http://cdm.unfccc.int/Reference/Procedures/>>.

**DRAFT****C. Finalization of an appraisal**

21. The secretariat shall prepare, on the basis of the member's appraisal, a summary note of the request for registration and forward this, together with the member's appraisal, to the Board within 10 (5 for small scale) calendar days of receiving the member's appraisal.

22. In case the Secretariat or Board members identify relevant elements in the RIT appraisal on which they do not agree the Secretariat will provide direct and suitable feedback to the RIT member.

IV. PROCEDURE TO PREPARE APPRAISAL OF REQUEST FOR ISSUANCE**A. Assignment of task**

23. The secretariat shall identify for each request for issuance the RIT member, taking into consideration the sectoral scope(s) of the activity to be appraised.

24. With the announcement of a request for issuance, as defined in the procedure "Procedures relating to verification report and certification report/request for issuance of CERs"⁵, the member will be informed and shall have a maximum of 1 day to indicate whether he/she has or not a conflict of interest which should be described. If a conflict of interest situation exists another person shall be assigned.

B. Preparation of an appraisal

25. The appraisal shall indicate whether verification and certification requirements have been met and/or appropriately dealt with by the DOE and provide reasons in case these conditions are not fulfilled. The appraisal shall also cover whether additional guidance/clarification/revisions could avoid re-occurrence of the issues identified. The appraisal should assess in particular the application of both the monitoring methodology and the monitoring plan.

26. The member shall prepare an appraisal using the form "Appraisal of issuance requests (F-CDM-ISSappr)" and submit it to the secretariat within 6 calendar days through a dedicated interface on the UNFCCC CDM website.

27. If the appraisal task is delivered in good quality and on time, a member shall be compensated in accordance with the terms of reference of the RIT.

C. Finalization of an appraisal

28. The secretariat shall prepare, on the basis of the member's appraisal, a summary note of the request for issuance and forward this, together with the member's appraisal, to the Board within 3 calendar days of receiving the member's appraisal.

29. In case the Secretariat or Board members identify relevant elements in the RIT appraisal on which they do not agree the Secretariat will provide direct and suitable feedback to the RIT member.

⁵ For latest version please refer to UNFCCC CDM website in the section "Reference – Procedures"
<<http://cdm.unfccc.int/Reference/Procedures/>>.



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V. INPUT TO REQUESTS FOR REVIEWS AND REVIEWS

30. The secretariat will prepare briefing notes, incorporating where necessary input from an RIT member, with respect to each request for review.

31. In cases of requests for registration or requests for review which are placed Under review by the Executive Board the lead member of the review team shall decide whether or not to seek the input of a member of the RIT.

32. Where the input of a member is sought under paragraph 34 or 35 above it shall be delivered within two (2) working days.
