



Annex 43

**TERMS OF REFERENCE AND PROCEDURE FOR A REGISTRATION AND ISSUANCE
TEAM
(version 04)****I. INTRODUCTION**

1. This document contains the terms of reference of a “Registration and Issuance Team” (EB-RIT) and procedures for its operation. The EB-RIT is established to assist Board members in their task to consider requests for registration of project activities and requests for issuance of CERs submitted to the Board by 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).
4. This document updates and replaces “Terms of References and Procedure for a Registration Team (version 03)” (Annex 27 to EB24 Report).

II. TERMS OF REFERENCE**A. Areas of work**

5. The EB-RIT, serves the following purpose of assisting the Executive Board in its task referred to in Paragraph 1 above, by:
 - (a) to prepare appraisals of requests for registration submitted by DOEs assessing whether the validation requirements are met and/or appropriately dealt with by DOEs
 - (b) to prepare appraisals of requests for issuance of CERs submitted by DOEs assessing whether the verification and certification requirements are met and/or appropriately dealt with by DOEs
 - (c) and identify general issues related to registration and issuance for consideration by the Board.

B. Modalities of work

6. The EB-RIT shall operate under the guidance of the Executive Board. The mandate of the EB-RIT is determined by these terms of reference, general guidelines for panels of the Executive Board, as applicable, the rules of procedure of the Board (in particular section VII on committees, panels and working groups) and additional guidance provided by the Board.
7. The EB-RIT is composed of twenty (20) members and a Chair. Members, and alternate members, of the Board assume the role of the Chair on a rotating basis after every ten (10) cases . The outgoing Chair will be responsible for the identification of the new Chair for the following ten (10) cases .
8. The use of electronic means of communication is essential for the operation.



C. Services to be provided

9. Appraisals of requests for registration shall be prepared by one member. The member may request the support of an expert from the roster of Meth experts, and will incorporate this input from the Meth Expert in the appraisal, as appropriate.

10. Appraisals of requests for issuance shall be prepared by one member. The member may request the support of an expert from the roster of Meth experts, and will incorporate this input from the Meth Expert in the appraisal, as appropriate. In consideration of the shorter period of time to appraise the request for issuance, if a Meth expert is not available for providing her/his input the member will provide the appraisal without such input.

11. A member shall:

(a) 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 and the expert shall:

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

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

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

(d) Be available to participate in review teams.

D. Membership

Competence requirements and selection process

13. In addition to requirements contained in the general guidelines for panels¹, 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.

¹ See <http://cdm.unfccc.int/Reference/Guidclarif/pnlguide.pdf>.



14. Members of the EB-RIT shall be selected by the Executive 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 Executive Board shall select ten members, taking fully into account the consideration of regional balance.

15. The term of all members is expected to end by the end of the first quarter 2007. The functioning of this team will be assessed after its first six month of functioning but not later than at the end of 2006.

16. The responsibility of the Chair of the EB-RIT is to ensure and control the quality of the appraisals submitted during her/his term and may request the member to provide revisions to the appraisal, as appropriate. The Chair of the EB-RIT will also be responsible of assessing the performance of the DOE with the assistance of the RIT members who prepared the appraisals.

17. The Chair of the EB-RIT shall decide if fee payment issues arise regarding quality of delivery.

18. The Chair of the EB-RIT may recommend to Executive Board to suspend the membership of a particular member for cause including, *inter alia*, not fulfilling the duties of a member in good quality and on time, breach of the conflict of interest provisions, or breach of the confidentiality provisions. If a member is suspended, the Chair of the Executive board in consultation with the secretariat shall select from the existing shortlist a replacement member bearing in mind regional balance.

Compensation:

19. In accordance with UN rules and regulations, subject to fulfillment of conditions in an written agreement with the secretariat, members will be compensated for the work undertaken, in quality and on time, with fees (USD400 a day).

20. For each appraisal task², if the appraisal is delivered in good quality and on time, the equivalent of one daily fee shall be paid to the member, and the expert if applicable.

21. Regarding the timing of payments, in order to reduce transaction costs, each member shall be paid after every ten appraisal cases, delivered on time and in good quality. At the end of each quarter, all completed but unpaid tasks will be settled. An expert will be paid after each case.

III. PROCEDURE TO PREPARE APPRAISAL OF REQUEST FOR REGISTRATION

A. Assignment of task

22. The secretariat shall identify for each request for registration, the member, using an alphabetical assignment rule, and, when requested by a member, one expert from the Meth roster taking into consideration the sectoral scope(s) of the activity to be appraised.

23. A member shall have the maximum of 2 days to communicate to the secretariat his/her request for the support of an expert.

² by appraisal task it is meant: (i) an appraisal of a request for registration or issuance; (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; or (iii) the input by an expert for an appraisal.



24. With the announcement of a request for registration, as defined in the procedure “Procedures for registration of a proposed CDM project activity”³, the member, and **if applicable** the expert, 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

25. 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 input of the expert should be to assess in particular the application of the baseline and monitoring methodology, additionality, and determination of baseline.

26. The expert shall prepare an appraisal using the form “Appraisal of registration requests (F-CDM-REGappr)” and submit it to the member within 15 (10 for small-scale) calendar days.

27. The member shall review and finalize, in consultation with the expert **if applicable**, the appraisal and submit it within 15 (10 for small-scale) calendar days to the secretariat through a dedicated interface on the UNFCCC CDM website. The member may request the expert to revise her/his input within the same deadlines if it is deemed necessary to better complete the appraisal.

28. The secretariat shall forward the appraisal to the Board within one working day.

29. **In case a request for review is triggered for the case and inputs are received in accordance with the “Clarifications to facilitate the implementation of the procedures for review as referred to in paragraph 41 of the modalities and procedures for a clean development mechanism”⁴ the member shall complete the appraisal of inputs received in response to a request for review from the CDM Executive Board or a Party involved in the project activity within two working days.**

30. 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 EB-RIT.

IV. PROCEDURE TO PREPARE APPRAISAL OF REQUEST FOR ISSUANCE

A. Assignment of task

31. The secretariat shall identify for each request for issuance the member, using an alphabetical assignment rule, and, **when requested by a member**, one expert from the Meth roster taking into consideration the sectoral scope(s) of the activity to be appraised.

32. **A member shall have the maximum of 1 day to communicate to the secretariat his/her request for the support of an expert.**

³ For latest version please refer to UNFCCC CDM website in the section “Reference – Procedures”
<<http://cdm.unfccc.int/Reference/Procedures/>>

⁴ **For latest version please refer to UNFCCC CDM website in the section “Guidance - clarifications”**
<<http://cdm.unfccc.int/Reference/Guidclarif/>>



33. 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 and, if applicable, the expert assigned to undertake the task 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

34. 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 input of the expert should be to assess in particular the application of both the monitoring methodology and the monitoring plan.

35. 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.

36. The secretariat shall forward the appraisal to the Board within one working day.

37. In case a request for review is triggered for the case and inputs are received in accordance with the “Clarifications to facilitate the implementation of the procedures for review as referred to in paragraph 65 of the modalities and procedures for a clean development mechanism”⁶ the member shall complete the appraisal of inputs received in response to a request for review from the CDM Executive Board or a Party involved in the project activity within two working days.

38. 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 EB-RIT.

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⁵ For latest version please refer to UNFCCC CDM website in the section “Reference – Procedures”
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