

**Annex 5****ASSESSMENT OF TIMELINES IN THE REGISTRATION AND ISSUANCE PROCESS****- For discussion -****I. Background**

1. The Executive Board (hereinafter referred to as the Board) requested the secretariat to prepare an assessment of the current timelines in the validation, registration and issuance process identifying existing constraints and means of addressing such constraints for consideration at the forty-first meeting of the Board.

II. Description of the main issues

2. The Board adopted, at fortieth meeting of the Board, procedures to increase the transparency in the validation process and therefore this note focuses on the issues within the direct control of the secretariat and the Board.

3. The assessment is presented in a table form attached to this note. As well as deadlines required by the current procedures, it also identifies areas where action is required but no deadlines have been established (marked orange in the table). These areas include:

- (a) Completeness checks of the request for registration/ issuance by the secretariat;
- (b) Conduct completeness check by the secretariat after re-submission by a DOE;
- (c) Secretariat assessment of corrections submitted in response to request for review and review.

III. Options and Recommendations*Completeness checks*

4. The secretariat is currently taking steps to process a large backlog of completeness checks of new requests for registration. This backlog has resulted from the expiry of ACM0004 version and AMS01.D version 10 and the consequent large volume of submission of such projects. This occurred at a time when the resources approved by the Board in its revision of the MAP 2007 were being put in place.

5. Given the following assumptions:

- (a) The backlog of registration completeness checks processed by early August 2008;
- (b) MAP 2008 resources in place by end-July/early-August 2008;

6. The Board may wish to consider the following options and limits to process completeness checks of:

- (a) Requests of registration within [20/30] working days of receipt of the fee; and
- (b) Requests for issuance within [10/20] working days of submission by the DOE.
- (c) Based on a maximum of 60 registration requests and 40 issuance requests per month;



- (d) Resubmitted requests for registration or issuance within [3/5] days of resubmission by the DOE.

7. For the above the secretariat, as soon as the backlog of registration completeness checks is processed, will proceed with the agreed timeframes on a trial basis and report back to the Board at the forty-third meeting of the Board regarding the feasibility and resource implications of the implementation.

Assessment of corrections

8. The Board has delegated the task of assessing corrections to the Chair of the Board, who is assisted in this task by the secretariat. At present there is no established timeframe for the secretariat to assess and provide advice to the Chair for corrections submitted after a request for review. In the case of corrections after a full review there is some ambiguity in the current procedures which state that the corrections must be considered at the next Executive Board meeting for which they have been submitted within the two week document deadline. However if the corrections are submitted hours in advance of this deadline it is not possible for the secretariat to assess the corrections to determine whether or not they should be placed on the agenda.

9. The Board may wish to instruct the secretariat to:

- (a) Assess all corrections within [2/3] weeks of submission; and
- (b) Revise the clarifications to the review procedure to indicate more precisely the treatment of corrections after a review.

10. For the above the secretariat will proceed with the agreed timeframes on a trial basis and report back to the Board at forty-third meeting of the Board regarding the feasibility and resource implications of the implementation.



Actions

Actors

| Registration | | | | | | |
|---|----------------|----------------|----------------|--------------------|------------------|-----------------|
| | PP | DOE | RIT | Secretariat | EB | |
| Prepare PDD | | N/A | N/A | N/A | N/A | |
| Seek public comments via CDM website | N/A | 30 days | N/A | N/A | N/A | |
| Undertake validation and provide first validation report to PP | N/A | | N/A | N/A | N/A | |
| Request registration/provide EB with validation update | N/A | | N/A | N/A | N/A | |
| Conduct completeness check of request for registration ⁽¹⁾ | N/A | N/A | N/A | 20/30 working days | N/A | |
| Respond to issues raised in completeness check | N/A | | N/A | N/A | N/A | |
| Conduct completeness check of resubmission | N/A | N/A | N/A | 3/5 working days | N/A | |
| Prepare appraisal/prepare summary note/ request review | N/A | N/A | 20 days | 10 days | 27 days | (total 8 weeks) |
| Prepare appraisal/prepare summary note/ request review (SSC) | N/A | N/A | 15 days | 5 days | 9 days | (total 4 weeks) |
| Issuance | | | | | | |
| | PP | DOE | RIT | Secretariat | EB | |
| Prepare monitoring report | | N/A | N/A | N/A | N/A | |
| Send monitoring report to secretariat | N/A | | N/A | N/A | N/A | |
| Publish monitoring report | N/A | N/A | N/A | 3/5 working days | N/A | |
| Undertake verification and provide first verification report to PP | N/A | | N/A | N/A | N/A | |
| Request issuance/provide EB with update on verification | N/A | | N/A | N/A | N/A | |
| Conduct completeness check of request for issuance ⁽²⁾ | N/A | N/A | N/A | 10/20 working days | N/A | |
| Respond to issues raised in completeness check | N/A | | N/A | N/A | N/A | |
| Conduct completeness check of resubmission | N/A | N/A | N/A | 3/5 working days | N/A | |
| Prepare appraisal/prepare summary note/ request review | N/A | N/A | 6 days | 3 days | 6 days | (total 15 days) |
| Review process | | | | | | |
| | PP | DOE | RIT | Secretariat | EB/RT | |
| Provide initial comments to RfR | 2 weeks | 2 weeks | N/A | N/A | N/A | |
| Provide assessment of initial comments | N/A | N/A | 2 days | N/A | N/A | |
| Prepare briefing note and send to EB | N/A | N/A | N/A | 1 week before EB | N/A | |
| Scope agreed at EB meeting | N/A | N/A | N/A | N/A | N/A | |
| Agree to request for clarification and send to PP/DOE | N/A | N/A | N/A | N/A | 5 working days | |
| Reply to requests for clarification | 5 working days | 5 working days | N/A | N/A | N/A | |
| Assess responses | N/A | N/A | 2 working days | N/A | N/A | |
| Finalize recommendation and send to EB | N/A | N/A | N/A | N/A | 1 week before EB | |

⁽¹⁾ based on 60 requests for registration (MAP 2008)

⁽²⁾ based on 40 requests for issuance (MAP 2008)

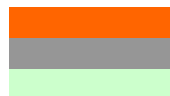
Legenda:

| | |
|--|---|
| | areas where action is required but no deadlines have been established |
| | areas where no action is required |
| | deadlines required by existing procedures |

**Corrections process**

| | PP | DOE | RIT | Secretariat | EB |
|--|----------|----------|-----|-------------|--|
| Provide corrections to minor issues raised in request for review | 2 weeks | 2 weeks | N/A | N/A | N/A |
| Assess corrections | N/A | N/A | N/A | 2/3 weeks | N/A |
| Provide corrections after request for review | | ... | N/A | N/A | N/A |
| Assess corrections | N/A | N/A | N/A | 2/3 weeks | N/A |
| Provide corrections after review | 12 weeks | 12 weeks | N/A | N/A | N/A |
| Assess corrections | N/A | N/A | N/A | 2/3 weeks | N/A |
| | | | | | By next EB for which corrections have been submitted on time |
| Decide on corrections | N/A | N/A | N/A | N/A | |

Legend:



areas where action is required but no deadlines have been established
areas where no action is required
deadlines required by existing procedures
