

**DRAFT****Annex 7****TERMS OF REFERENCE FOR THE REGISTRATION AND ISSUANCE TEAM (RIT)****(Version 07)****A. Background**

1. This document contains the terms of reference of the “Registration and Issuance Team” (RIT).
2. The RIT was initially established to assist the Executive Board in its task to consider requests for registration of project activities and requests for issuance of CERs submitted to the Board by DOEs.
3. The Conference of the parties serving as the meeting of the parties to the Kyoto Protocol (CMP) at its fifth session requested the Executive Board to adopt as soon as possible, and subsequently apply on an interim basis, revised procedures for registration, issuance and review, under which alternative timelines to those defined in decision 3/CMP.1, annex, paragraphs 41 and 65, and decision 4/CMP.1, annex II, paragraph 24, can be applied.
4. This document replaces “Terms of References and Procedure for a Registration and Issuance Team (version 06).”¹

B. Areas of work

5. The RIT, as a roster of technical experts serves, the following purposes in accordance with the latest relevant procedures:
 - (a) To provide technical advice to the UNFCCC Secretariat and/or Project Assessment Committee (CDM-PAC) related to reviews of specific request for registration and request for issuance as and when required;
 - (b) To prepare appraisals of specific requests for revision of the monitoring plan;
 - (c) To prepare appraisals of the specific requests for changes from the PDD;
 - (d) Any other technical inputs related to the project assessment process identified by the CDM-PAC or secretariat on behalf of the Executive Board.

C. Membership**Selection and Tenure**

6. The Executive Board shall select members of the RIT from a short list prepared by the secretariat, based on an invitation to experts to submit their applications for membership on the UNFCCC CDM website. The Executive Board will take fully into account the consideration of regional and gender balance while making the selection.

¹ Therefore changes to the document have not been highlighted.

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7. The RIT shall serve as a pool of experts and services of an individual member shall be sought on an as needed basis, giving full consideration to the areas of technical expertise of an individual member.
8. Contracts of members will be for a maximum period of 24 months, which can be renewed by the Executive Board.

Competence Requirements

9. In addition to requirements contained in the general guidelines for panels², a member shall:
 - (a) Demonstrate relevant working experience, of at least five (5) years in technical areas related to either of the following: (i) GHG abatement technologies (ii) Renewable energy (iii) Industrial Processes having GHG abatement potential (iv) Financial or Economical Analysis of GHG reduction projects (v) Afforestation/Reforestation (vi) Transportation.
 - (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;
 - (d) Have an advanced university degree in economics, energy, engineering, environmental studies, natural sciences, development studies, social or any related discipline.

Compensation

10. 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) .
11. If an RIT member is attending a meeting of PAC in person, then travel costs, daily subsistence allowance and a daily fee (USD400) shall be paid in accordance with UN rules and regulations.
12. For each appraisal, if the appraisal is delivered in good quality and on time, the equivalent of one daily fee shall be paid to the member.
13. The secretariat, taking fully into consideration any instructions by the Chair of the Executive Board and/or Chair of PAC, shall decide on fee payment or other issues arise regarding the quality of delivery.
14. Regarding the timing of payments, in order to reduce transaction costs, each member shall be paid after every ten inputs, delivered on time and in good quality. At the end of each quarter, all completed but unpaid tasks will be settled.

D. Modalities of work

15. A member shall be selected from the roster by secretariat to provide required technical inputs.

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

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16. The assigned member shall prepare his/her inputs in the format required by the secretariat in a timely manner for promptly forwarding to the PAC.
17. A member may be required to attend a CDM PAC meeting or provide further clarifications on his/her inputs through teleconference or electronically.
18. A member shall:
 - (a) Prepare the substantive technical inputs in good quality and on time;
 - (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 assigned cases and issues, whether or not she/he is in a situation of perceived conflict of interest;
19. The performance of all RIT members shall be assessed periodically by the secretariat and reported to the Board.
