



## Annex 2

### TERMS OF REFERENCE FOR THE REGISTRATION AND ISSUANCE TEAM

(Version 08.0)

#### I. Introduction

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

#### II. Terms of Reference

##### A. Services to be provided by the RIT to the Board

2. 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 or PoAs submitted by DOEs (including submissions received from project participants or coordinating/managing entities 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 participants or coordinating/managing entities 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 submissions relating to requests for renewal of crediting period of registered project activities or PoAs submitted by DOEs (including submissions received from project participants or coordinating/managing entities and DOEs in response to requests for review) as to whether the relevant requirements are met and/or appropriately dealt with by DOEs;
  - (d) Preparation of assessments of requests submitted to the Board under any other procedure established by the Board requiring input from the RIT;
  - (e) Preparation of short slide presentations summarizing the findings of the assessments referred to in paragraph 2(a)–(c) above;
  - (f) Inclusion in the above assessments any policy issues of significant importance raised by the request for registration or issuance, for consideration by the Board.



## B. Modalities of work

3. The RIT shall operate under the guidance of the Board including these terms of reference, 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.

4. 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(s) of the project activity or PoA to be assessed) and sending a notification of appointment to the identified RIT member. The RIT member shall not have a conflict of interest in undertaking the service and shall provide a declaration that she/he does not have conflict of interest within two (2) days of receiving the notification from the secretariat and prior to commencing the services.

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

- (a) Use electronic means of communication in 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.

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

7. If a procedure requires the preparation of assessment by a team of selected members of the RIT, and in a team one member is appointed as the Lead, the following shall apply:

- (a) The 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, including the short slide presentation referred to in paragraph 2(e) above, to the Board via the secretariat no later than the deadlines set by the procedure;
- (b) The team member(s) will be responsible for assisting the Lead by providing substantive inputs to the drafting of the assessment.

## C. Membership

### 1. Competence requirements and selection process

8. The RIT shall be composed of not less than 20 members who shall be regularly available to undertake the services referred to in section A above.

9. A member of the RIT shall:

- (a) Demonstrate relevant working experience, of at least four (4) 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 or PoA implementation, including monitoring and verification;
- (c) Have excellent drafting skills, strong operational and analytical skills, and an 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 other related discipline.

10. 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 website, an invitation to experts to submit their applications. It shall compile a list of applications and a shortlist of applicants, including from the UNFCCC roster of experts, on the basis of which the Board shall select members, taking fully into account regional balance.

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

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

## 2. Compensation

13. In accordance with UN rules and regulations and subject to the fulfilment of any conditions in a written agreement with the secretariat, members of the RIT will be compensated for the services undertaken on time and to the requisite level of quality with a fee of USD 400 per service. Notwithstanding this provision, an RIT member who is appointed as a Lead under paragraph 7 above will be compensated with a fee of USD 600 per service provided in that capacity.

14. 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 paid for the relevant service.

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

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## History of the Document

Version	Date	Nature of Revision
08.0	11 May 2012	EB 67, Annex 2. Revision to: <ul style="list-style-type: none"><li>– Reflect the Board’s decision to introduce measures to enhance interaction between the RIT and the Board</li><li>– Add reference to PoA cases</li><li>– Remove reference to the “General guidelines for panels/working groups” (version 03, EB 37 Meeting report, Annex 1) due to the withdrawal of this document</li><li>– Editorially improve</li></ul>
07.1	25 February 2011	Removal of footnote 1 which indicated highlights reflect changes.
07	EB59, Annex 13, 18 February 2011	Revision to align with the Procedures for review of requests for registration (EB55, Annex 40) and Procedures for review of requests for issuance of CERs (EB55, Annex 41)
06	EB46, Annex 58, 25 March 2009	Clarification on the validity of the terms of reference and the length of contract of members.
05.1	EB29, Annex 14, 16 February 07	Removal of support for methodological experts and inclusion of reference to preparation of summary notes by the UNFCCC secretariat.
04	EB25, Annex 43, 21 July 06	Expansion of number of members to 20 and inclusion of inputs to request for review cases in functions of RIT members.
03	EB24, Annex 27, 12 May 06	Inclusion of assistance of the RIT by methodological experts from the Roster of Experts
02	EB23, Annex 34, 24 February 06	Inclusion of assessment of requests for issuance in the functions of RIT members, and expansion of the number of members to 10
01	EB22, Annex 19, 25 November 05	Initial adoption
<b>Decision Class:</b> Regulatory <b>Document Type:</b> Procedure, Terms of Reference <b>Business Function:</b> Registration, Issuance		