



Annex 34

**TERMS OF REFERENCE AND PROCEDURE FOR A
REGISTRATION AND ISSUANCE TEAM
(version 02)****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. This document updates and replaces “Terms of References and Procedure for a Registration Team (version 01)” (Annex 19 to EB22 Report).

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

3. The EB-RIT, serves the following purpose:

(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

4. 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.

5. The EB-RIT is composed of ten (10) 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.

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

C. Services to be provided

7. Appraisals of requests for registration shall be prepared by one team member (lead) supported by an expert drawn from the roster of Meth experts. Appraisals of requests for issuance shall be prepared by one team member.

8. A team 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);



9. A team 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

10. 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.
11. 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.
12. 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.
13. The Chair of the EB-RIT shall decide if fee payment issues arise regarding quality of delivery.
14. 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.

Compensation:

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



15. 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).

16. For each appraisal task, 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.

17. 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

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

19. With the announcement of a request for registration, as defined in the procedure “Procedures for registration of a proposed CDM project activity”², the member and the expert assigned to undertake the task will be informed and shall have a maximum of 5 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

20. 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.

21. 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.

22. The EB-RIT member shall review and finalize, in consultation with the expert, 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.

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

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

² For latest version please refer to UNFCCC CDM website in the section “Reference – Procedures”
<<http://cdm.unfccc.int/Reference/Procedures/>>



IV. PROCEDURE TO PREPARE APPRAISAL OF REQUEST FOR ISSUANCE

A. Assignment of task

25. The secretariat shall identify for each request for issuance the member, using an alphabetical assignment rule.

26. 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”³, the member assigned to undertake the task will be informed and shall have a maximum of 2 days to indicate whether s/he has or not a conflict of interest which should be described. If a conflict of interest situation exists another member shall be assigned.

B. Preparation of an appraisal

27. 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.

28. The EB-RIT 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.

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

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

³ For latest version please refer to UNFCCC CDM website in the section “Reference – Procedures”
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F-CDM-REGappr

 Appraisal of registration requests (CONFIDENTIAL)	
<p><i>This form is to be completed by the EB-RIT member, following receipt of the appraisal from the Meth Expert, and submitted through UNFCCC CDM information system using special login name</i></p>	
Name of RIT member	
Name of Meth expert	
Section 1: Request for registration reference	
Name of the designated operational entity (DOE) requesting registration	
Title of the CDM project activity (ref. number)	
Host Country	
Project participants	
Is it a small-scale activity?	Yes / No (<i>underline as applicable</i>)
Total estimated average annual emission reductions (tonnes of CO ₂ equivalent) over the crediting period	XXX t of CO ₂ equivalent
Length of crediting period / kind	Length in month / renewable/fixed
Brief description of the project activity:	
[replace this bracket with text, the field will expand automatically with size of text]	
Section 2: Appraisal	
A) All validation requirements are met and/or appropriately dealt with by the DOE	Yes / No (<i>underline as applicable</i>)
	If "No", please fill Section A.1)
A.1) Identification of issues where validation requirements are NOT met and/or NOT appropriately dealt with by the DOE	
[replace this bracket with text, the field will expand automatically with size of text.]	
B) Identification of issues where additional guidance/clarification/revisions could be considered, in accordance with the procedure for preparing an appraisal	
[replace this bracket with text, the field will expand automatically with size of text]	



F-CDM-ISSappr

 Appraisal of request for issuance of CERs (CONFIDENTIAL)	
<i>This form is to be completed by the EB-RIT member and submitted through UNFCCC CDM information system using special login name</i>	
Name of RIT member	
Section 1: Project Reference	
Name of the designated operational entity (DOE) which requested registration	
Title of the CDM project activity (ref. number)	
Host Country	
Project participants	
Is it a small-scale activity?	Yes / No (<i>underline as applicable</i>)
Total estimated average annual emission reductions (tonnes of CO₂ equivalent) over the crediting period	XXX t of CO ₂ equivalent
Length of crediting period / kind	Length in month / renewable/fixed
Section 2: Request for issuance reference	
Name of the designated operational entity (DOE) requesting issuance	
CERs requested	XXX CERs
Monitoring period	From (dd/mm/yyyy) to (dd/mm/yyyy)
Section 3: Appraisal	
A) All verification requirements are met and/or appropriately dealt with by the DOE	Yes / No (<i>underline as applicable</i>)
	If "No", please fill Section A.1)
A.1) Identification of issues where verification requirements are NOT met and/or NOT appropriately dealt with by the DOE	
[replace this bracket with text, the field will expand automatically with size of text.]	
B) Identification of issues where additional guidance/clarification/revisions could be considered, in accordance with the procedure for preparing an appraisal	
[replace this bracket with text, the field will expand automatically with size of text]	