

**Annex 19****TERMS OF REFERENCE AND PROCEDURE FOR A REGISTRATION TEAM
(version 01)****I. INTRODUCTION**

1. This document contains the terms of reference of a “Registration Team” (EB-RT) and procedures for its operation. The EB-RT is established to assist Board members in their task to consider requests for registration of project activities submitted to the Board by DOEs.

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

2. The “Registration Team”, serves the purpose to prepare appraisals of requests for registration submitted by DOEs assessing whether the validation requirements are met and/or appropriately dealt with by DOEs and identify general issues related to registration for consideration by the Board.

B. Modalities of work

3. The EB-RT shall operate under the guidance of the Executive Board. The mandate of the EB-RT 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.

4. The EB-RT is composed of six members and a Chair. Members, and alternate members, of the Board assume the role of the Chair on a rotating basis after every 10 cases.

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

C. Services to be provided

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

7. A team member shall:

(a) Be available to undertake frequently appraisals of request for registration and participate in electronic discussions (e-mail and/or phone);

8. 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-RT which is not public;

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

(d) Be available to participate in review teams.



D. Membership

Competence requirements and selection process

9. 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.
10. Members of the EB-RT 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 six members, taking fully into account the consideration of regional balance.
11. 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.
12. The Chair of the EB-RT shall decide if fee payment issues arise regarding quality of delivery.
13. The Chair of the EB-RT 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, breach of the confidentiality provisions, or failure to attend two consecutive meetings of the EB-RT without proper justification.

Compensation:

14. 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).
15. 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.

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



16. 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

17. 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.

18. 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 it another person shall be assigned.

B. Preparation of an appraisal

19. 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.

20. 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.

21. The 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.

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

23. 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-RT.

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