



## Annex 13

### TERMS OF REFERENCE FOR A REGISTRATION AND ISSUANCE TEAM<sup>1</sup>

(Version 07)

#### I. Introduction

1. This document contains the terms of reference of a “Registration and Issuance Team” (RIT) and procedures for its operation. The RIT is established to assist the Executive Board members (hereinafter referred to as the Board) in the task of considering requests for registration of proposed project activities and requests for issuance of certified emission reductions (CERs) submitted to the Board by designated operational entities (DOEs).
2. This document updates and replaces “Terms of References and Procedure for a Registration and Issuance Team (version 06)”.

#### II. Terms of Reference

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

3. 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 submitted by DOEs (including submissions received from project proponents 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 proponents 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 requests submitted to the Board under any other procedure established by the Board requiring input from the RIT; and
  - (d) 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

4. The RIT shall operate under the guidance of the Board including these terms of reference, general guidelines for panels of the Board, as applicable, 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.
5. 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 of the project activity 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

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<sup>1</sup> The highlights reflect changes from the previous version.



conflict of interest within 2 days of receiving the notification from the secretariat and prior to commencing the services.

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

(a) Use electronic means of communication in the 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;

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

8. If the procedures require the preparation of appraisal by a team of RIT, and in a team one member appointed as a Lead, the following shall apply:

(a) The Team 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 to the Board via the secretariat no later than the deadlines set by the procedures.

(b) The Team Member(s) will be responsible for assisting the Team Lead by providing substantive inputs in the drafting of the assessment.

### C. Membership

#### 1. Competence requirements and selection process

9. The RIT shall be composed of not less than twenty (20) members who shall be frequently available to undertake the services referred to in Section A above.

10. In addition to requirements contained in the general guidelines for panels<sup>2</sup>, 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;

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



(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 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 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 Board shall select members, taking fully into account the consideration of regional balance.

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

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

## 2. Compensation

14. In accordance with UN rules and regulations and subject to the fulfillment of any conditions in a written agreement with the secretariat, members will be compensated for the services undertaken on time and to the requisite level of quality with a fee of USD 400.00 per service. Notwithstanding this provision, an RIT member who is appointed as a Team Lead under paragraph 8(a) of this documents will be compensated with a 1,5 day fee (USD 600.00) per service provided in that capacity.

15. 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 payable for the relevant service.

16. 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 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
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
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