

Botswana Designated National Authority (DNA) Procedures for issuing a Letter of Approval

Development of procedures for the Designated National Authority (DNA) in the host country is paramount to project selection and approval.

Composition of the DNA Technical Committee

The Designated National Authority (DNA) Technical Committee comprises of representatives from the following Ministries and organizations:

- Ministry of Environment Wildlife and Tourism
- Ministry of Trade and Industry
- Ministry of Foreign Affairs and International Cooperation
- Ministry of Minerals, Energy and Water Resources
- Ministry of Finance and Development Planning
- Ministry of Infrastructure, Science and Technology
- Ministry of Agriculture
- Ministry of Lands and Housing
- Attorney General's Chambers
- Botswana Confederation of Commerce, Industry and Manpower (BOCCIM)

The committee may establish working groups of definite duration inviting individuals of recognised knowledge in their fields of expertise. The committee may also collaborate with members of the public or private bodies and entities of the civil society to perform its functions. The committee meets every three months or when necessary.

The Director of the Department of Meteorological Services is the chairperson of the committee. The Department is the national focal point for the United Nations Framework Convention on Climate Change (UNFCCC) and serves as the secretariat of the DNA Technical Committee by providing technical and administrative support to the work of the committee.

There shall be no disclosure of confidential information by the DNA or its working committees.

Process of approving a CDM project:

A Project Design Document (PDD) submitted to the DNA secretariat prior to forwarding to CDM Executive Board will undergo the following process to check for compliance with national sustainable development criteria. The process will be as stipulated below:

1. The project proponent submits the PDD to the DNA secretariat
2. The DNA checks for compliance with the checklist (refer to Annex 1)
3. A letter of acknowledgement is issued within one week if all requirements are met
4. The proposal is sent for review by the Technical Committee
5. If the PDD and all documentation is in order a letter of approval is issued

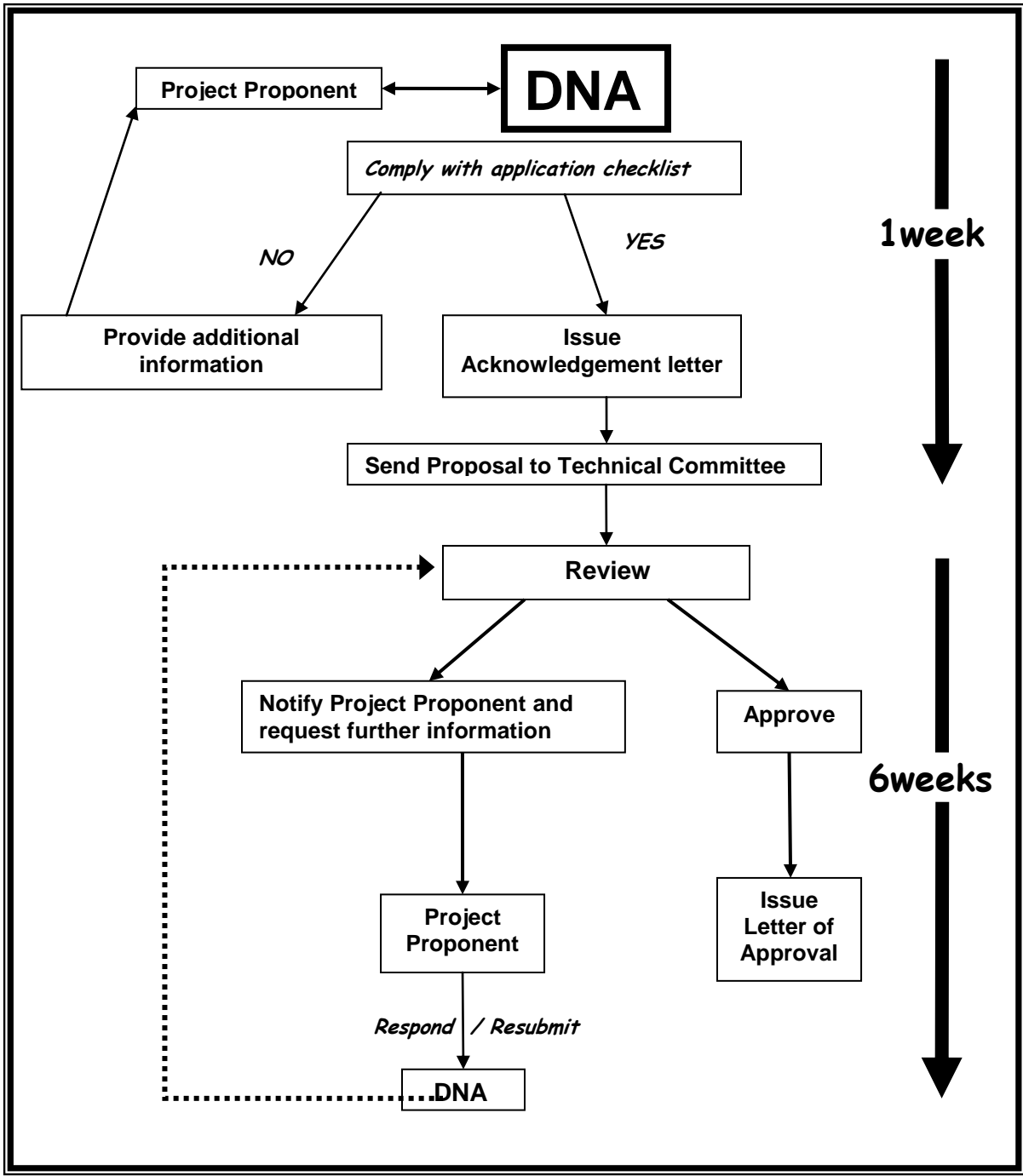


Diagram 1. Showing steps of approving a project

A checklist of documents required from the project developers are as follows:

- Formal letter to DNA requesting for approval from the project developer/proponent
- Project Design Document

- Letter from Department of Environmental Affairs as the authority responsible for Environmental Impact Assessment (EIA) specifying whether an EIA is required
- Letter of ownership of land where project is going to be carried out

A more detailed list is provided at Annex 1

The DNA secretariat will assess the documentation submitted against the above checklist and if the project complies with the list an acknowledgement letter will be issued within seven days of the submission of the application. If not the proponent will be requested to provide additional information.

The project proposal will be submitted to the technical committee for review. If approved an approval letter will be issued within six weeks. If not the proponent will be notified to supply further information and resubmission may take place. See Diagram 1 for process of approving a project.

See annex 1 checklist

Annex 1

Application Checklist:

Information Requirements to Obtain a Host Country Approval Letter for a CDM Project

For all CDM Projects in Botswana:

The following documents must be submitted to the DNA secretariat at the Department of Meteorological Services under the Ministry of Environment, Wildlife and Tourism before any final evaluation of the CDM project will be performed.

_____ **A formal letter to Botswana DNA requesting host country approval and providing contact information for the project developer.**

_____ **A Project Design Document (PDD) in English, including electronic versions. The PDD should be based on the most recent PDD template can be accessed at <http://cdm.unfccc.int>. The PDD should also use one of the baseline and monitoring methodologies that have already been approved by the CDM Methodology Panel. These methodologies can be accessed at: <http://cdm.unfccc.int/methodologies/PAMethodologies>**

_____ **A validation (or pre-validation) report in English.**

_____ **A letter from Department of Environmental Affairs stating whether an Environmental Impact Assessment (EIA) is required. This depends on the project type. If an EIA is needed, the letter of approval will be conditional on the outcome of the EIA. For EIA contact: Department of Environmental Affairs, P.O. Box 0068, Gaborone, Botswana. Phone: +267 3902050, Fax: +267 3902051**

_____ **If desired, a letter of support from the municipality of other relevant institution (optional).**

_____ **Any documents or information requested in the "Letter of No Objection" issued by the DNA in response to the PIN.**

A Host country Letter of Approval will be issued to the project developer upon approval by the DNA Technical Committee.

The application package should be submitted to the following address: The Botswana DNA Office, Department of Meteorological Services, P. O. Box 10100, Gaborone. Plot No. 54216 Corner Maaloso-Metsimotlhaba Rd. Village, Gaborone, Botswana. Phone: +267 3612200, Fax +267 3956282.