

JI-JISC02-A04-PROC

Procedure

Terms of reference of the establishment of the Joint Implementation Accreditation Panel

Version 03.0



United Nations
Framework Convention on
Climate Change

1. Introduction

1. At its second meeting, the Joint Implementation Supervisory Committee (JISC) agreed to launch the accreditation process for independent entities under joint implementation (JI) by establishing the Joint Implementation Accreditation Panel (JI-AP). The JISC agreed on the organisational set-up of the JI accreditation process.
2. The JISC also agreed on general terms of reference for panels and working groups under the JISC and specific terms of reference of the JI-AP. These specific terms of reference, includes competence requirements, and provide details on: (a) areas of work of the panel (see section 2.1 below), (b) modalities of work (see section 2.2 below), and (c) membership on the panel (see section 2.3 below).

2. Terms of reference

2.1. Areas of work

3. In accordance with the detailed procedures to operationalize the accreditation of independent entities (JI accreditation procedure), the JI-AP shall make recommendations to the JISC regarding:
 - (a) The accreditation of an applicant independent entity;
 - (b) The suspension of accreditation of an accredited independent entity (AIE);
 - (c) The withdrawal of accreditation of an AIE;
 - (d) The re-accreditation of an AIE.
4. The tasks identified in the paragraph above imply that, inter alia, the following activities are to be carried out by the JI-AP:
 - (a) Selecting the members of a JI accreditation assessment team (JI-AT) as and when required;
 - (b) Identifying and defining key areas or issues to be addressed by a JI-AT;
 - (c) Receiving and considering recommendations by a JI-AT with regard to an application of an applicant independent entity;
 - (d) Determining whether to recommend to the JISC the suspension of accreditation of an AIE;
 - (e) Determining the need for witnessing activity(ies) in cases where no suspension was agreed by the JISC;
 - (f) Determining whether, in the case of re-accreditation, an on-site visit and witnessing of the AIE are required;
 - (g) Deciding, based on a recommendation by a JI-AT, on the inclusion of an applicant independent entity in the publicly available list of applicant independent entities that meet organizational and operational requirements but which have not

yet been assessed against those requirements relating to performing determination activities;

- (h) Making recommendations to the JISC on the above issues, as applicable.

2.2. Modalities of work

5. The JI-AP shall operate under the guidance of the JISC, in accordance with the general terms of reference for panels and working groups under the JISC.¹
6. The JI-AP shall be established as a standing panel of the accreditation process. The mandate of the panel may be revised or terminated by the JISC, if necessary.
7. JI-AP meetings can be held with JI-AP members being physically present or available through electronic communication. The dates and mode of JI-AP meetings shall be determined by the Chair and the Vice-Chair of the JI-AP, bearing in mind the available resources.

2.3. Membership on the panel

8. A JI-AP member shall be designated to and serve on the JI-AP for a term of one year. Every year, in order to ensure continuity in the work of the JI-AP, either two or three members are to be replaced. Experts appointed to replace members should, if possible, not come from the same region as the members that remain in office.
9. A member may re-apply for further terms.

2.3.1. Competence requirements

10. In addition to requirements contained in the general terms of reference for panels and working groups under the JISC, a JI-AP member shall:
 - (a) Have demonstrated relevant working experience of at least two years at a managerial/decision-making level in a national, regional or international accreditation body;
 - (b) Be able to communicate fluently, in writing and orally, in English. A working knowledge of other United Nations languages desirable;
 - (c) Have excellent drafting skills, strong operational and analytical skills, and the ability to work as a member of a team;
 - (d) Possess an advanced university degree in economics, environmental studies, natural sciences, engineering, development studies, or any related discipline.

¹The general terms of reference for panels and working groups under the JISC can be found on <<http://ji.unfccc.int/Ref/Procedures.html>>.

11. The JISC shall require members of the JI-AP to commit, in writing, to comply with the rules defined by the JISC and the JI guidelines, in particular with regard to confidentiality and to independence from commercial and other interests, including any existing or prior association with an entity to be assessed.

2.3.2. Size and composition

12. The JI-AP shall be composed of six members, in addition to the designated JISC members or alternate members who act as the Chair and the Vice-Chair. One member of the JI-AP shall be an expert in baseline setting and monitoring.
13. The secretariat shall post, on the UNFCCC JI website, the invitation to experts to submit their applications to be considered for membership in the JI-AP and shall compile a list of applications and a shortlist for further consideration by the JISC. The JISC shall select members of the JI-AP from this shortlist, taking fully into account regional balance. In addition, the JI-AP may draw on the advice, as required, of one expert identified by the International Accreditation Forum.²

2.3.3. Compensation

14. Travel costs and daily subsistence allowance shall be paid to JI-AP members attending a JI-AP meeting, in accordance with United Nations rules and regulations.
15. JI-AP members shall be paid fees for attending JI-AP meetings, in accordance with United Nations rules and regulations.

² <<http://www.iaf.nu>>

Document information

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03.0	18 March 2014	JISC 34, Annex 2 Revision to: <ul style="list-style-type: none"> • Align with the revision of the general terms of reference for panels and working groups under the JISC (formerly called as general guidelines for panels and working groups under the JISC); • Other editorial improvements.
02.0	30 May 2012	JISC 29, Paragraph 9 Revision to include the new period of one year for the term of members of the JI-AP.
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