



Annex 4

**TERMS OF REFERENCE FOR THE ESTABLISHMENT  
OF THE JOINT IMPLEMENTATION ACCREDITATION PANEL**



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**Joint Implementation Supervisory Committee****TERMS OF REFERENCE FOR THE ESTABLISHMENT  
OF THE JOINT IMPLEMENTATION ACCREDITATION PANEL  
(version 01)****I. 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 a Joint Implementation accreditation panel (JI-AP). The JISC agreed on the organizational set-up of the JI accreditation process.
2. The JISC also agreed on terms of reference for the JI-AP. These terms of reference include competence requirements, and provide details on (a) areas of work of the panel (see II.A.), (b) modalities of work (see II.B.), and (c) membership on the panel (see II.C.).

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

3. In accordance with the detailed procedures to operationalize the accreditation of independent entities, 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;



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**Joint Implementation Supervisory Committee**

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

**B. Modalities of work**

5. The panel shall operate under the guidance of the JISC, in accordance with the general guidelines for panels and working groups under the JISC<sup>1</sup>.
6. The panel 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. Panel meetings can be held with panel members being physically present or available through electronic communication. The dates and mode of panel meetings shall be determined by the Chair and Vice-Chair of the panel, bearing in mind the available resources.

**C. Membership on the panel**

8. A panel member shall be designated to and serve on the panel for a term of two years. Every year, in order to ensure continuity in the work of the panel, 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.

**Competence requirements:**

10. In addition to requirements contained in the general guidelines for panels and working groups under the JISC, a panel 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 is 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.
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.

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<sup>1</sup> Annex 3 to the report of the second meeting of the JISC, as can be found on <[http://ji.unfccc.int/Sup\\_Committee/Meetings](http://ji.unfccc.int/Sup_Committee/Meetings)>.



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**Joint Implementation Supervisory Committee****Size and composition:**

12. The JI-AP shall be composed of six members, in addition to the designated JISC members who act as Chair and 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 panel from this shortlist, taking fully into account regional balance. In addition, the panel may draw on the advice, as required, of one expert identified by the International Accreditation Forum.<sup>2</sup>

**Compensation:**

14. Travel costs and daily subsistence allowance shall be paid to JI-AP members attending a meeting of the panel, in accordance with United Nations rules and regulations.

15. The members of the JI-AP shall be paid fees for attending meetings of the JI-AP, in accordance with United Nations rules and regulations.

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<sup>2</sup> <<http://www.iaf.nu>>