Annex 2

JOINT IMPLEMENTATION ACCREDITATION PANEL WORK PLAN 2006-2007

Note by the secretariat

1.   At its third meeting, the Joint Implementation Supervisory Committee (JISC) established the Joint Implementation Accreditation Panel (JI-AP) to draw on relevant expertise in performing its function of accrediting independent entities in accordance with standards and procedures contained in appendix A to the annex to decision 9/CMP.1, as mandated by paragraph 3 (b) of the same annex.

2.   The present annex lists necessary documents/systems that the JI-AP plans to develop to ensure effective operation of the JI accreditation procedure, and presents the tentative timeframe until the end of 2007 indicating at which JI-AP meeting the documents/systems are to be discussed and/or agreed. It was agreed by the JI-AP at its first meeting (15-16 July 2006), and is hereby submitted to the JISC for information.

JOINT IMPLEMENTATION ACCREDITATION PANEL WORK PLAN 2006-2007

(Version 01)

1.   Documents/systems to be developed by the JI-AP

(a) Governance of JI-AP
- Rules of procedure of JI-AP
- Reporting form/structure to the JISC
- Modalities of task allocation and reporting within the JI-AP on the progress/development of various tasks assigned to JI-AP members
- Rules of minuting of meetings

(b) Accreditation process (documented)
- JI accreditation procedure
- Various forms to be used during the accreditation process
- List of sectoral scopes and related requirements (including appendix on competence criteria)
- Elaboration of related standards and requirements
- Indicative level of fees for applicant IEs and AIEs
- Terms of reference for JI-AT
- Checklist for the preliminary consideration of IE applications (to screen applications consistently with regard to the launch of ATs)
- Guidelines to assist the JI-AP in determining the number of witnessing activities (incl. for SSC projects)
- Various clarifications, e.g.:
    – Clarification on on-site assessment and witnessing
    – Basic criteria for diverting from the default position of witnessing activity on determination
    – Provision for observer participation at on-site assessment
- Compendium of clarifications and guidance

(c) Management of JI-ATs
- Briefing guide to AT team leaders to use when communicating with team members for the first time
- Internal procedure regarding evaluation, selection and communication of applications for AT members
- Handbook for AT leaders and members
- Guidelines for filling in the assessment report
- Training for AT members
- Policy for the selection of AT members
- Policy on evaluation of performance of AT members (incl. evaluation form)
- Code of ethics for AT members

2.   Documents/systems to be developed by the secretariat
- On-line application facility for AT members
- Roster of experts for AT members
- Listserves for JI-AP, JI-ATs and applicant IEs/AIEs
- Extranets for JI-AP and applicant IEs/AIEs
- Checklist for completeness check by the secretariat
- Standard receipt and acknowledgement of new applications
- Document control procedure

Work plan timeframe

		JI-AP		Secretariat
		Process development	**Case handling**	**Secretariat**
2006	JI-AP 01	*Governance of JI-AP* • Rules of procedure of JI-AP • JI-AP work plan 2006-2007 • Rules of minuting of AP meetings *Accreditation procedure* • **JI accreditation procedure** • **List of sectoral scopes and related requirements (including appendix on competence criteria)** • **Indicative level of fees for applicant IEs and AIEs** • **Terms of reference for JI-ATs** • **Application form for accreditation**		• Listserv and Extranet for JI-AP
				• On-line application facility for AT members • Roster of experts for AT members • Extranet for applicant IEs/AIEs • Checklist for completeness check of applications • Standard receipt and acknowledgement of new applications

	JI-AP 02	*Governance of JI-AP* • Reporting form/structure to the JISC • Modalities of task allocation and reporting within the JI-AP on the progress/development of various tasks assigned to JI-AP members *Accreditation procedure* • **Various forms for accreditation process** • Checklist for the preliminary consideration of IE applications *Management of JI-ATs* • Policy for the selection of AT members • Internal procedure regarding evaluation, selection and communication of applications for AT members • Briefing guide to AT team leaders to use when communicating with team members for the first time	• Establishment of ATs for the first applications and consideration of work plans for the ATs	• Listserves for each AT and applicant IE/AIE • Document control procedure (long-term task)

2007	JI-AP 03	*Accreditation procedure*
		• **Guidelines to assist the JI-AP in determining the number of witnessing activities (incl. for SSC projects)**
		• Various clarifications, e.g.:
		  – Clarification on on-site assessment and witnessing
		  – Basic criteria for diverting from the default position of witnessing activity on validation
		  – Provision for observer participation at on-site assessment
		
		Management of JI-ATs
		• Handbook for AT leaders and members
		• Guidelines for filling in the assessment report
			• Establishment of ATs for new applications and consideration of work plans for the ATs
			• Consideration of on-site assessment reports and issuance of indicative letter
			• Consideration of witnessing activities reports and **recommendation to the JISC for accreditation**	

	JI-AP 04 - JI-AP 06	*Accreditation procedure* • Compendium of clarifications and guidance *Management of JI-ATs* • Policy on evaluation of performance of AT members		

Note: Items to be recommended to the JISC for adoption are shown in **bold**.