



**Annex 4**

**TERMS OF REFERENCE FOR  
JOINT IMPLEMENTATION ASSESSMENT TEAMS**



## TERMS OF REFERENCE FOR JOINT IMPLEMENTATION ASSESSMENT TEAMS

### 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 institutional set-up of the JI accreditation process including the establishment of joint implementation assessment teams (JI-ATs) that support the activities of JI-AP.

2. These terms of reference are based on the “Procedure for accrediting independent entities by the Joint Implementation Supervisory Committee” (hereinafter referred to as JI accreditation procedure) and provide details on the following: (a) areas of work of JI-ATs (see II.A.), (b) modalities of work (see II.B.), and (c) membership in the teams including competence requirements (see II.C.).

### II. TERMS OF REFERENCE

#### A. Areas of work

3. In accordance with the JI accreditation procedure, a JI-AT shall undertake an assessment of an applicant independent entity (IE) and/or accredited IE (AIE) and prepare an assessment report to the JI-AP. A JI-AT is established based on the characteristics of the applicant IE or AIE and the sectoral scopes that the applicant IE is applying for or AIE is accredited. The team members are drawn from a roster of experts. The experts shall fulfil the minimum requirements identified herein; any additional competence relevant to a particular assessment shall be taken into account in the selection of team members.

4. The tasks identified in paragraph 2 imply that, inter alia, the following activities are carried out by a JI-AT:

- (a) A desktop review of the application and relevant documentation of an applicant IE;
- (b) Deciding on number of witnessing activities required and finalizing its work plan, in particular, for the witnessing activities with regard to the scope(s) and detail of the on-site assessment of the applicant IE;
- (c) On-site assessment of the office(s) managing the operations of the applicant IE;
- (d) Witnessing of the activities performed by the applicant IE;
- (e) Verification of the implementation of corrective actions to address non-conformities;
- (f) Preparation of a preliminary report on the assessment of the applicant IE;
- (g) Preparation of a final report;
- (h) To conduct a spot-check assessment of an AIE as mandated by the JI-AP;
- (i) Making recommendations to the JI-AP on the above issues, as applicable, in accordance with the JI accreditation procedure.



### **B. Modalities of work**

5. The secretariat shall conduct (a) call(s) for experts to establish rosters of experts (in accreditation and in baseline setting and monitoring) for this purpose and update it constantly. The secretariat shall maintain a database of experts containing personal and contact details as well as a record of educational qualifications, professional status and experience and training in the fields relevant to the sectoral scope(s) of accreditation.
6. A JI-AT shall be an ad-hoc team chosen by the JI-AP relevant to the scope(s) of an assignment and taking into consideration the issues of consistency of the assessment.
7. A JI-AT shall operate under the guidance of the JI-AP.

### **C. Membership in the team**

8. A JI-AT shall be composed of a team leader and team members as required, chosen by the JI-AP to serve in a team for an assessment at a time. A team leader and a team member may be chosen again for another assessment and/or witnessing activity. An observer may be attached to the team, in accordance with the JI accreditation procedure.

#### **Competence requirements:**

9. A JI-AT member and team leader shall:
  - (a) Have (i) demonstrated relevant working experience of at least two (2) years in accreditation and/or (ii) had a training in and worked on management system auditing for at least twenty (20) working days within a period of three years and/or (iii) scientific/technical background relevant to the scope(s) of the assignment with at least two (2) years of relevant experience;
  - (b) Be familiar with the JI guidelines<sup>1</sup> and relevant decisions of the Conference of the Parties and/or Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
  - (c) Have recognized experience and/or knowledge relevant to the JI project cycle;
  - (d) Be able to communicate fluently, in writing and orally, in English. A working knowledge of other United Nations languages desirable;
  - (e) Have excellent drafting skills, strong operational and analytical skills, and the ability to work as a member of a team;
  - (f) Possess a university degree in economics, environmental studies, natural sciences, engineering, development studies, or any related discipline;
  - (g) Be free from any interest that may cause the JI-AT to act in other than an impartial and non-discriminatory manner;
  - (h) Commit in writing that he/she will not disclose any confidential or proprietary information coming to his/her knowledge by reason of his/her duties for the JI-AT.
10. A JI-AT leader shall have, in addition to paragraph 9 above, the following competencies:
  - (a) Ability to lead an JI-AT;
  - (b) Ability to manage the assessment process;
  - (c) Having experience as a lead assessor with an accreditation body and/or acquired sufficient accreditation experience;

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<sup>1</sup> Annex to decision 9/CMP.1 on guidelines for the implementation of Article 6 of the Kyoto Protocol.



(d) Being familiar with the JI accreditation procedures.

11. A JI-AT shall have collectively the team competencies stated in (a) to (e) below. When experts submit their application for inclusion in the roster of experts, they shall indicate the area(s) of competence to which they are able to contribute:

(a) Being familiar with relevant legal regulations, procedures and requirements related to accreditation, spot-check/surveillance, re-accreditation, suspension or withdrawal, as applicable, of the IE or AIE under assessment and have a thorough knowledge of the relevant methods and documents;

(b) Having appropriate technical knowledge of the specific sectoral scope for which accreditation is sought and, where appropriate, the associated procedures and potential for failure;

(c) Having a degree of understanding sufficient to make a reliable assessment of the competence of the applicant IE or AIE under assessment to operate within its requested scope(s);

(d) Being able to communicate, if possible, the operating language of the IE or AIE under assessment;

(e) For witnessing activity at least one member shall be an expert in baseline setting and monitoring.

**Size and composition:**

12. The size and composition of the JI-AT shall depend upon the nature, scope(s) and detail of the assessment assignment.

13. The secretariat, after an initial review of the documents shall identify possible candidates for a JI-AT including a proposed team leader. The JI-AP shall select members and the team leader of the JI-AT.

**Compensation:**

14. Travel costs and daily subsistence allowance will be paid to the team members and team leader of JI-ATs attending a meeting or undertaking assignments of assessment in accordance with the UN rules and regulations and the JI accreditation procedure. JI-AT members and team leaders shall be paid fees as determined by the JISC.

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