

**Annex 5****DRAFT PROCEDURES FOR REQUESTS FOR CLARIFICATION
UNDER THE VERIFICATION PROCEDURE
UNDER THE JOINT IMPLEMENTATION SUPERVISORY COMMITTEE****Note by the secretariat**

1. At its eleventh meeting, the Joint Implementation Supervisory Committee (JISC) had discussed the need to revise its guidance on criteria for baseline setting and monitoring, and had decided to further consider the issue during the UNFCCC technical workshop on JI on 9–10 September 2008 and its subsequent twelfth meeting.
2. At its twelfth meeting, the JISC decided not to revise its guidance on criteria for baseline setting and monitoring at this stage, but to keep it under review based on experience and requests for clarification, as appropriate.
3. In this context, the JISC also decided to develop procedures for requesting clarifications (e.g. regarding baseline setting and monitoring) from the JISC and requested the Chair and Vice-Chair of the JISC, supported by the secretariat, to prepare a draft for consideration at its thirteenth meeting.
4. Draft procedures for requests for clarification under the verification procedure under the JISC were developed in accordance with paragraph 3 above, as attached below.



**PROCEDURES FOR REQUESTS FOR CLARIFICATION
UNDER THE VERIFICATION PROCEDURE
UNDER THE JOINT IMPLEMENTATION SUPERVISORY COMMITTEE**

Version 01

A. Background

1. Paragraphs 30–45 of the annex to decision 9/CMP.1 on guidelines for the implementation of Article 6 of the Kyoto Protocol (hereinafter referred to as JI guidelines) define the verification procedure under the Joint Implementation Supervisory Committee (JISC) (hereinafter referred to as Track 2 procedure).
2. The present document defines procedures for applicant or accredited independent entities (IEs) for requesting clarifications from the JISC under the Track 2 procedure.

B. Procedures for requests for clarification

3. A request for clarification shall address issues of general relevance for the Track 2 procedure and shall not contain project-specific references.
4. Applicant or accredited IEs may direct requests for clarification to the JISC.¹
5. Generally, requests for clarification should be addressed to the Chair of the JISC and sent to the secretariat via email (ji-info@unfccc.int or secretariat@unfccc.int) or fax (+49 228 815 1999). If a member or alternate member of the JISC individually receives a request for clarification, she/he shall forward it to the secretariat, copying the sender, for further processing.
6. The secretariat shall acknowledge the receipt of the request for clarification, inform the Vice-Chair of the JISC and make the message available in the JISC extranet.
7. The Vice-Chair of the JISC, as appropriate, may:
 - (a) If the request for clarification is, in the judgment of the Vice-Chair, not related to issues of general relevance for the Track 2 procedure, in consultation with the Chair of the JISC, instruct the secretariat to inform the submitting IE accordingly;
 - (b) If the request for clarification is, in the judgment of the Vice-Chair, related to administrative, technical and/or procedural issues only, instruct the secretariat to forward it to the JISC through the JISC listserv and/or answer, or instruct the secretariat to answer, on behalf of the JISC; or
 - (c) In all other cases, instruct the secretariat to forward the request for clarification to the JISC through the JISC listserv and refer the issue to the next meeting of the JISC, taking into account paragraphs 8 and 9 below.
8. Generally, the JISC can consider a request for clarification at its next meeting if it is received before the documentation deadline, i.e. at least two weeks before the meeting. Otherwise, it may be discussed at the subsequent meeting only.

¹ A request for clarification by a project participant may be channeled to the JISC through an applicant or accredited IE with a confirmation by the entity that the issue is of general relevance for the Track 2 procedure.



Joint Implementation Supervisory Committee

9. Whenever, in the judgment of the Vice-Chair, a response to a request for clarification, that should be referred to the JISC in accordance with subparagraph 7 (c) above, is required before it could be discussed at a meeting of the JISC, the Vice-Chair, supported by the secretariat, shall draft an answer, or identify a member or alternate member of the JISC to do so, and forward the draft to the JISC through the JISC listserv. If no objection is received by any member of the JISC within 5 working days, the message shall be sent by the secretariat on behalf of the JISC.
10. Any response to a request for clarification shall be made available to the JISC.
11. All requests for clarification and corresponding answers shall be made publicly available on the UNFCCC JI website.