<u>Annex 6</u>

**PROCEDURES FOR COMMUNICATION OF THE PUBLIC WITH THE
JOINT IMPLEMENTATION SUPERVISORY COMMITTEE (VERSION 2)**

Joint Implementation Supervisory Committee

PROCEDURES FOR COMMUNICATION OF THE PUBLIC WITH THE JOINT IMPLEMENTATION SUPERVISORY COMMITTEE

Version 02~~1~~

Revision history of the document		
Document version	**Adoption**	**Revision**
Version 01	JISC 07[1]	Initial adoption of the document.
Version 02	JISC 15	Amended procedures regarding handling of information and communication with the JISC and the secretariat.

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[1] **Seventh meeting of the Joint Implementation Supervisory Committee**

Joint Implementation Supervisory Committee

A. General procedures

1.   This document contains procedures for communication of the public with the Joint Implementation Supervisory Committee (JISC).

2.   The public may send communications to the JISC:

   (a)   In response to a specific communication/invitation by the JISC (e.g. a message directed to a single organization, a call for public input etc.); or

   (b)   Without any preceding communication/invitation by the JISC (hereinafter referred to as unsolicited communications).

3.   The handling of communications referred to in subparagraph 2 (a) above by the JISC is determined on a case-by-case basis or in accordance with provisions disclosed in advance (e.g. in a call for public input).

4.   Procedures for the handling of unsolicited communications by the JISC are elaborated in section B. below.

5.   **In case substantive communications are addressed to secretariat, the secretariat may forward it to the JISC to be treated as an unsolicited communication.**

B. Procedures for handling unsolicited communications

6.   Generally, unsolicited communications 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 an unsolicited communication, she/he shall forward it to the secretariat, copying the sender, for further processing.

7.   **The Secretary of the JISC shall initiate action including consultation with the Vice-Chair, as needed, or answer the unsolicited communication on behalf of the JISC if the communication is related to administrative, technical and/or procedural issues only.**

8.   **In both of cases above, t**T~~h~~e secretariat shall acknowledge the receipt of the unsolicited communication~~, inform the Vice-Chair of the JISC~~ and make the message available in the JISC extranet.

9.   **If there is consultation with**T~~T~~ the Vice-Chair of the JISC, **the Vice-Chair**~~as appropriate,~~ may:

   (a)   If the unsolicited communication 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 identify another member or alternate member of the JISC to answer, or instruct the secretariat to answer, on behalf of the JISC; or

   (b)   Instruct the secretariat to forward the unsolicited communication to the JISC through the JISC listserv and refer the issue to the next meeting of the JISC, taking into account paragraphs **10**~~8~~ and **11 below**~~9 below~~.

10.   Generally, the JISC can consider an unsolicited communication 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.

11.   Whenever, in the judgment of the Vice-Chair, a response to an unsolicited communication, that should be referred to the JISC in accordance with subparagraph **9**~~7~~ (b) 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,

Joint Implementation Supervisory Committee

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.

12.   Any response to an unsolicited communication shall be made available to the JISC **in the extranet**.

13.   All unsolicited communications shall be treated as strictly confidential.

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