



Annex 1

JOINT IMPLEMENTATION ACCREDITATION STANDARD

(Version 01)



**JOINT IMPLEMENTATION
ACCREDITATION STANDARD**

(Version 01)

Effective as of 15 April 2010



Contents

	<i>Page</i>
I. INTRODUCTION	3
A. Background	3
B. Objective and structure	3
C. Entry into force	4
D. Availability of documents	4
E. Terms and definitions specific to the JI accreditation process	4
II. LEGAL STATUS	6
III. FINANCIAL STABILITY AND INSURANCE	7
A. Financial stability	7
B. Liability insurance	7
IV. MANAGEMENT STRUCTURE	8
A. General requirements	8
B. Operational management functions	8
V. IMPARTIALITY	10
A. General requirements	10
B. Threats to impartiality	10
C. Safeguarding impartiality	11
VI. HUMAN RESOURCES AND COMPETENCE	13
A. General requirements	13
B. Competence requirements for the entity	14
C. Competence requirements for the operational management	14
D. Competence requirements for the personnel	14
E. Recruitment	16
F. Monitoring of performance	16
G. Training	16
H. Use of external personnel	16
I. Personnel records	17
J. Subcontracting	17
VII. DETERMINATION AND VERIFICATION PROCESSES	18
A. Proposal and contract review	18
B. Determination and verification team member selection	18
C. Determination and verification	19
D. Internal review	19
E. Approval of final determination and verification opinions and reports	19
VIII. QUALITY MANAGEMENT SYSTEM	20
A. General requirements	20
B. Quality manager	20
C. Documents and records	21
D. Internal audits	21
E. Corrections, corrective actions and preventive actions	21
F. Management review	22
IX. CONFIDENTIALITY	23
X. COMPLAINTS, DISPUTES AND APPEALS HANDLING PROCESSES	24
A. Complaints	24
B. Disputes	24
C. Appeals	25
XI. PENDING JUDICIAL PROCESSES	26



I. Introduction

A. Background

1. The annex to decision 9/CMP.1¹ (hereinafter referred to as JI guidelines) states that the Joint Implementation Supervisory Committee (JISC) is responsible for the accreditation of independent entities (IEs)² in accordance with appendix A to the JI guidelines. The decision 10/CMP.1 requested the JISC to further elaborate standards and procedures for the accreditation of IEs, consistent with appendix A to the JI guidelines.

2. Based on these decisions, the JI accreditation process was launched on 15 November 2006, with the publication of the “Procedure for accreditation of independent entities by the Joint Implementation Supervisory Committee” (hereinafter referred to as JI accreditation procedure)³. Subsequently, the JISC adopted the following documents to elaborate and clarify the provisions of appendix A to the JI guidelines and better implement the JI accreditation process:

- (a) “List of sectoral scopes” (P-JI-ACCR-03), including its appendix A (Competence criteria for an applicant independent entity and accredited independent entity under Joint Implementation);
- (b) “Clarification regarding responsibility of accredited premises of accredited independent entities” (C-JI-ACCR-04);
- (c) “Report form – Desk and on-site assessment” (F-JI-DOR).

B. Objective and structure

3. This document consolidates into a single standard all current JI accreditation requirements for the implementation of the JI accreditation process by integrating, with modifications as appropriate, the requirements contained in the documents referred to in paragraph 2 above and other requirements deemed necessary for an efficient and transparent JI accreditation process. This standard supersedes appendix A to the “List of sectoral scopes” and the “Clarification regarding responsibility of accredited premises of accredited independent entities”⁴. The “Report form – Desk and on-site assessment” will be revised to conform to this standard.

4. The objectives of this standard are to:

- (a) Facilitate and promote a clear and common understanding of the JI accreditation requirements;
- (b) Ensure consistent enforcement of the JI accreditation requirements and of assessment of IEs against these requirements by joint implementation assessment teams (JI-ATs), the Joint Implementation Accreditation Panel (JI-AP) and the JISC in accordance with the JI accreditation procedure;
- (c) Enhance the efficiency and transparency of the JI accreditation process.

¹ CMP is the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and CMP.1 was its first meeting. Decision 9/CMP.1 is available at

<<http://unfccc.int/resource/docs/2005/cmp1/eng/08a02.pdf#page=2>>.

² In this document, the abbreviation IE includes applicant independent entity and accredited independent entity.

³ The JI accreditation procedure is available on the UNFCCC JI website at

<http://ji.unfccc.int/Ref/Documents/Procedure_Accrediting_IE.pdf>.

⁴ In accordance with the current version of the JI accreditation procedure, the entire legal entity that has applied for accreditation is eligible for accreditation, regardless of whether all or part of it actually performs determination or verification work.



Joint Implementation Supervisory Committee

5. At the beginning of each section, the relevant provisions from appendix A to the JI guidelines are quoted in boxes for reference and the relevant JI accreditation requirements against which IEs will be assessed are presented in the subsequent text.

C. Entry into force

6. Accredited IEs and applicant IEs that have been issued indicative letters⁵ in accordance with the JI accreditation procedure shall fully comply with this standard no later than 14 July 2010.

7. A desk review/on-site assessment, as described in the current version of the JI accreditation procedure, for which the processing of application for accreditation has started before 15 April 2010, will be conducted under the requirements in force as of the date on which the processing of application started. A witnessing activity, as described in the current version of the JI accreditation procedure, that has started before 15 April 2010 will be conducted under the requirements in force as of the date on which it started.

8. A desk review/on-site assessment, as described in the current version of the JI accreditation procedure, for which the processing of application for accreditation starts on or after 15 April 2010, will be conducted under this standard, but the IE will be given until 14 July 2010 to fully comply with the standard. A witnessing activity, as described in the current version of the JI accreditation procedure, that starts on or after 15 April 2010 will be conducted under this standard, but the IE will be given until 14 July 2010 to fully comply with the standard.

D. Availability of documents

9. An IE shall make available to the JISC upon request any document needed to assess whether the IE complies with a JI accreditation requirement.

E. Terms and definitions specific to the JI accreditation process

10. Client: An organization or person requesting a determination or verification opinion and report.

11. Correction: An action to eliminate a detected non-conformity.

12. Corrective action: An action to eliminate the cause of a detected non-conformity.

13. Determination: A determination regarding a JI project design document (PDD) in accordance with paragraph 33 of the JI guidelines.

14. Determination opinion: An IE's conclusions, as included in its determination report, regarding a JI project's compliance with the requirements of the JI guidelines and relevant decisions of the CMP and the JISC as presented in the PDD.

15. Determination or verification team: One or more determiner(s) or verifier(s), including a determination or verification team leader, performing determination or verification work within an IE. The determination or verification team may be supported by technical experts.

16. Determination or verification work: An IE's analysis, calculations, assessments, opinions, statements, reports, proposal and contract reviews and any other labor and work product in relation to providing a determination or verification opinion and report.

17. Determiner: A member of a determination team who performs determination work.

⁵ An indicative letter indicates that the IE successfully completed the desk review and the on-site assessment.



Joint Implementation Supervisory Committee

18. Internal review: An independent evaluation of the determination or verification team's determination or verification opinion and report, performed by an internal reviewer, in order to ensure the determination or verification work has been performed in accordance with applicable requirements.
19. Internal reviewer: A person from the IE's personnel who performs an internal review.
20. JI accreditation: The JISC's formal recognition of an IE's capacity, impartiality and expertise to carry out determination and verification work.
21. JI accreditation requirement: A requirement with which an IE shall comply to become and stay accredited.
22. Non-conformity: The non-fulfillment of a JI accreditation requirement.
23. Operational management: A person or group of persons from the IE's personnel who implements or ensures adequate implementation of the IE's policies, procedures and systems, and ensures adequate execution of the IE's determination and verification work.
24. Preventive action: An action to prevent the occurrence of one or more non-conformities.
25. Related body: A body related to an IE on the basis of common ownership or governance, personnel, shared resources, finances, contracts, marketing, payment of commission or other inducement for bringing in business or the referral of new clients, etc.
26. Technical expert: A person with specialized knowledge who provides expertise to the determination or verification team.
27. Top management: A person or group of persons from the IE's personnel who directs and controls the IE at the highest level and has overall authority and responsibility for all its operations.
28. Verification: A determination regarding greenhouse gases (GHG) emission reductions or removal enhancements generated by a JI project in accordance with paragraph 37 of the JI guidelines.
29. Verification opinion: An IE's conclusions, as included in its verification report, regarding whether a JI project has been monitored in accordance with the monitoring methodology in the PDD and the fairness and accuracy of the emission reduction units (ERUs) claimed for the project.
30. Verifier: A member of a verification team who performs verification work.



II. Legal status

1. *An independent entity shall:*

- (a) *Be a legal entity (either a domestic legal entity or an international organization) and provide documentation of this status;*

31. An IE shall be an entity registered under applicable national and/or international law so as to allow it to enter into contracts and to sue and be sued for its determination or verification work.



III. Financial stability and insurance

1. *An independent entity shall:*
- (c) *Have the financial stability, insurance coverage and resources required for its activities;*
 - (d) *Have sufficient arrangements to cover legal and financial liabilities arising from its activities;*

A. Financial stability

32. An IE shall identify and analyze the nature and scale of financial resources needed for its determination and verification work and the legal and financial risks arising from such work, and periodically review this analysis.
33. An IE shall have the financial resources and stability required for its determination and verification work.
34. An IE shall demonstrate its financial resources and stability through:
- (a) Documentary evidence of financial resources, such as assets, savings and/or line of credit, etc.; and
 - (b) Externally audited financial statements (e.g. balance sheets, financial results, profit and loss statements)⁶ for the last three years or, for newly established entities, other relevant documentary evidence, such as shareholders commitment.

B. Liability insurance

35. An IE shall have sufficient arrangements to cover the legal and financial risks identified in accordance with paragraph 32 above, including liability insurance.

⁶ Financial statements audited by a related body may not be considered “externally audited financial statements”.



IV. Management structure

1. *An independent entity shall:*

- (e) *Have documented internal procedures for carrying out its functions including, inter alia, procedures for the allocation of responsibilities within the organization and for handling complaints. These procedures shall be made publicly available;*
- (g) *Have a management structure that has overall responsibility for performance and implementation of the entity's functions, including quality assurance procedures, and all relevant decisions relating to verification. The applicant independent entity shall make available:*
 - (i) *The names, qualifications, experience and terms of reference of the senior executive, board members, senior officers and other relevant personnel;*
 - (ii) *An organization chart showing lines of authority, responsibility and allocation of functions stemming from the senior executive;*

A. General requirements

36. An IE shall have a documented organizational and management structure that includes:
- (a) Definition of responsibilities and allocation of functions of top management, operational management, determination and verification personnel, quality manager and other personnel involved in determination and verification work, including any operational or supervisory committee;
 - (b) The names, qualifications, experience and terms of reference of top management and operational management;
 - (c) An organization chart showing top management and operational management and lines of authority.
37. An IE shall establish and implement a documented procedure for the allocation of responsibilities within the entity.
38. An IE shall make publicly available its allocation of responsibilities procedure.

B. Operational management functions

39. The operational management shall perform the following functions and shall not transfer or delegate these functions by power of attorney to any other personnel:
- (a) Analysing financial resources needed for its determination and verification work, as referred to in paragraph 32 above;
 - (b) Implementing the impartiality procedure referred to in paragraphs 46-47 below, including:
 - (i) Documenting and declaring JI activities described in paragraph 43 below;
 - (ii) Identifying, analysing and declaring potential conflict of interest situations described in paragraph 44 below;

**Joint Implementation Supervisory Committee**

- (c) Defining the competence criteria required for performing determination and verification work, as referred to in paragraphs 50-51 below;
- (d) Implementing the qualification procedure referred to in paragraph 52 below;
- (e) Implementing the performance monitoring procedure referred to in paragraphs 64-66 below;
- (f) Implementing the training plan referred to in paragraphs 67-69 below;
- (g) Implementing the subcontracting procedure referred to in paragraphs 74-75 below;
- (h) Implementing the proposal and contract review procedure referred to in paragraphs 76-78 below;
- (i) Submitting PDDs, determination reports, monitoring reports or verification reports to the JISC;
- (j) Updating and disseminating the determination and verification procedure, as referred to in paragraph 83 below;
- (k) Selecting internal reviewers, as referred to in paragraph 85 below;
- (l) Implementing the determination/verification approval procedure referred to in paragraphs 87-88 below;
- (m) Taking any action subsequent to final determination or verification during reviews in accordance with paragraph 35 or 39 of the JI guidelines, and any action with regard to paragraph 43 of the JI guidelines;
- (n) Implementing the internal audit procedure referred to in paragraphs 97-98 below;
- (o) Implementing the non-conformities handling procedure referred to in paragraphs 99-100 below;
- (p) Implementing the preventive action procedure referred to in paragraph 101 below;
- (q) Implementing the appeals handling procedure referred to in paragraphs 111-115 below;
- (r) Maintaining records of judicial processes, as referred to in paragraph 118 below.

V. Impartiality

2. *An applicant independent entity shall meet the following operational requirements:*
- (a) *Work in a credible, independent, non-discriminatory and transparent manner, complying with applicable national law and meeting, in particular, the following requirements:*
- (i) *An applicant independent entity shall have a documented structure, which safeguards impartiality, including provisions to ensure the impartiality of its operations;*
- (ii) *If it is part of a larger organization, and where parts of that organization are, or may become, involved in the identification, development or financing of any Article 6 project, the applicant independent entity shall:*
- Make a declaration of all the organization's actual and potential Article 6 activities;*
 - Clearly define the links with other parts of the organization, demonstrating that no conflicts of interest exist;*
 - Demonstrate that no actual or potential conflict of interest exists between its functions as an accredited independent entity and any other functions that it may have, and demonstrate how business is managed to minimize any identified risk to impartiality. The demonstration shall cover all potential sources of conflict of interest, whether they arise from within the applicant independent entity or from the activities of related bodies;*
 - Demonstrate that it, together with its senior executive and staff, is not involved in any commercial, financial or other processes which might influence its judgement or endanger trust in its independence of judgement and integrity in relation to its activities, and that it complies with any rules applicable in this respect;*

A. General requirements

40. An IE shall work in a credible, independent, non-discriminatory and transparent manner and comply with applicable national laws. An IE shall avoid conflicts of interest situations and carry out its determination and verification work impartially.

41. An IE shall establish and implement a documented policy to commit the entire entity to act impartially in its determination and verification work.

42. An IE shall make publicly available its impartiality policy.

B. Threats to impartiality

43. An IE shall document and declare all types of actual and potential JI activities that it and its related bodies carry out or will carry out, other than determination and verification work, including, at a minimum, identification, development, financing, marketing and promotion of, and consultancy on JI projects.

**Joint Implementation Supervisory Committee**

44. An IE shall identify, analyze and declare, based on the information referred to in paragraph 43 above, all potential conflict of interest situations that may threaten its impartiality in carrying out determination or verification work.

C. Safeguarding impartiality

45. An IE shall establish a structure, such as a committee, that is separate from, and reports directly to, the top management, is independent from the IE's personnel performing determination and verification work, safeguards impartiality and ensures that its impartiality policy is effectively implemented.

46. An IE shall establish and implement a documented procedure, in line with its impartiality policy, to identify and avoid conflict of interest situations and mitigate or eliminate threats to its impartiality.

47. An IE's impartiality procedure shall ensure that:

- (a) The IE, including its top management and operational management and other personnel, is not involved in any commercial, financial or other processes that may endanger its independence of judgment and integrity in relation to its determination and verification work;
- (b) The IE does not carry out determination or verification regarding a JI project that the IE has identified, developed, financed, marketed, promoted or provided consultancy for;
- (c) The IE does not subcontract determination or verification work to another legal entity that is or has been involved in identifying, developing, financing, marketing, promoting or providing consultancy for the JI project for which the IE is carrying out determination or verification work;
- (d) The IE does not use personnel who have been associated with the project participants of a JI project in any way within the last two years to carry out determination or verification work for this JI project. If a person was involved in the development of a JI project, then he or she shall not be used at all for determination or verification work for this JI project no matter how long ago such involvement was;
- (e) Each IE's employee involved in determination or verification work is bound by the IE's impartiality policy and acts impartially through contractual or employment conditions and assignment conditions for each determination or verification;
- (f) Each IE's employee involved in determination or verification work does not provide, while making determination or verification regarding a JI project, any advice, consultancy or recommendation to project participants on how to address any deficiencies that may be identified in the determination or verification;
- (g) The impartiality requirements described in subparagraphs (d), (e) and (f) above apply to the personnel utilized in accordance with the external personnel utilization procedure referred to in paragraphs 70-71 below and the subcontracting procedure referred to in paragraphs 74-75 below.
- (h) If the IE is part of a larger organization, and where parts of that organization, including the IE, are, or may become, involved in the identification, development or financing of any JI project:



Joint Implementation Supervisory Committee

- (i) The links and relationships between the IE, the other parts of that organization and their related bodies are clearly defined and no conflict of interest exists between the IE's determination or verification work and any other functions that it, the other parts of that organization and their related bodies may have;
- (ii) The IE does not undertake determination or verification work if it, any other part of that organization or any of their related bodies is or has been engaged in any activity that has been identified as a threat to impartiality, including those listed in paragraph 43 above, unless it has put in place appropriate measures to preserve its ability to make impartial judgements and to form impartial opinions in its determination or verification work.



VI. Human resources and competence

1. *An independent entity shall:*
 - (b) *Employ a sufficient number of persons having the necessary competence to perform all necessary functions relevant to the verification of emission reduction units (ERUs) generated by Article 6 projects relating to the type, range and volume of work performed, under a responsible senior executive;*
 - (f) *Have the necessary expertise to carry out the functions specified in this and relevant decisions by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP), and, in particular, have sufficient knowledge and understanding of:*
 - (i) *The guidelines for the implementation of Article 6 of the Kyoto Protocol, and relevant decisions of the COP/MOP and of the Article 6 Supervisory Committee;*
 - (ii) *Environmental issues relevant to the verification of Article 6 projects;*
 - (iii) *The technical aspects of Article 6 activities relevant to environmental issues, including expertise in the setting of baselines and monitoring of emissions and other environmental impacts;*
 - (iv) *Relevant environmental auditing requirements and methodologies;*
 - (v) *Methodologies for the accounting of anthropogenic emissions by sources and/or anthropogenic removals by sinks;*
 - (g) *Have a management structure that has overall responsibility for performance and implementation of the entity's functions, including quality assurance procedures, and all relevant decisions relating to verification. The applicant independent entity shall make available:*
 - (v) *Its policy and procedures for the recruitment and training of independent entity personnel, for ensuring their competence for all necessary functions and for monitoring their performance;*

A. General requirements

48. An IE shall establish and implement a documented policy that ensures it has the necessary expertise to carry out its determination and verification work and have sufficient knowledge and understanding of:

- (a) The JI guidelines and other relevant decisions of the CMP and the JISC;
- (b) Environmental impacts and issues associated with JI projects relevant to each technical area, within sectoral scopes, in which the IE operates;
- (c) Technical processes and aspects of JI projects associated with each technical area, within sectoral scopes, in which the IE operates;
- (d) Baseline and monitoring methodologies in each technical area, within sectoral scopes, in which the IE operates, including methodologies for the accounting of emission reductions and removal enhancements;

Joint Implementation Supervisory Committee

- (e) Relevant environmental auditing requirements and methodologies.

49. An IE shall employ, or have access to, a sufficient number of competent personnel, including determiners, verifiers, determination and verification team leaders, technical experts and internal reviewers to perform determination or verification work in each technical area, within sectoral scopes, in which the IE operates, taking into account the type, range and volume of work that the IE is carrying out or plans to carry out.

B. Competence requirements for the entity

50. An IE shall define the competence criteria for each function of its personnel performing determination and verification work, including operational management, determiners, verifiers, determination and verification team leaders, technical experts, internal reviewers and the quality manager, and periodically review these criteria.

51. The IE's competence criteria shall include, at a minimum:

- (a) General competence criteria for performing determination and verification work;
- (b) Specific competence criteria for assessing application of baseline and monitoring methodologies, both JI specific approaches⁷ and approved CDM methodology approaches⁸, for each technical area, within sectoral scopes, in which the IE operates;
- (c) Specific competence criteria for assessing technical processes, environmental impacts as well as regulatory, financial and other technical aspects of JI projects, for each technical area, within sectoral scopes, in which the IE operates.

52. An IE shall establish and implement a documented procedure for analysing the competence of its personnel performing determination or verification work, based on the competence criteria referred to in paragraphs 50-51 above, and for qualifying them to perform such work.

C. Competence requirements for the operational management

53. The operational management shall have sufficient competence relevant to the sectoral scopes in which the IE operates so that it can approve the determination or verification opinions and reports prepared by determination or verification teams, in accordance with paragraphs 87-88 below.

D. Competence requirements for the personnel

54. Any determiner, verifier and determination or verification team leader shall have sufficient knowledge and understanding of the JI guidelines, relevant decisions of the CMP and the JISC, including all determination or verification requirements, and the "Determination and verification manual" (DVM)⁹.

55. A determination or verification team shall collectively have sufficient knowledge and understanding of:

- (a) The Kyoto Protocol;

⁷ A JI specific approach is the use of a methodology for baseline setting and monitoring developed in accordance with appendix B of the JI guidelines.

⁸ An approved CDM (clean development mechanism) methodology approach is the use in its totality of a baseline and monitoring methodology approved by the CDM Executive Board.

⁹ "Determination and verification manual" (DVM) is a compilation of steps for IEs to take in assessing whether projects under the JI Track 2 procedure satisfy current JI requirements. DVM is available on the UNFCCC JI website at <<http://ji.unfccc.int/Ref/Documents/DVM.pdf>>.

**Joint Implementation Supervisory Committee**

- (b) The regulatory requirements of the host Party relevant to the sectoral scope(s) and the JI project undergoing determination or verification;
 - (c) Data, information and data systems auditing requirements and methodologies relating to assessment of PDDs or monitoring reports;
 - (d) Quality management systems;
 - (e) English so as to be capable of preparing any document in English for submission to the JISC.
56. A determiner and determination team leader shall collectively have sufficient competence for assessing application of baseline and monitoring methodologies, both JI specific approaches and approved CDM methodology approaches, including:
- (a) Selection, justification and quantification of a baseline scenario;
 - (b) Project boundary;
 - (c) Additionality of the proposed JI project to the baseline scenario;
 - (d) Leakage;
 - (e) Quantification of GHG emission reductions or removal enhancements;
 - (f) Adequacy of the monitoring plan.
57. A verifier and verification team leader shall collectively have sufficient competence for assessing application of baseline and monitoring methodologies, both JI specific approaches and approved CDM methodology approaches, including:
- (a) Quantification of GHG emission reductions or removal enhancements;
 - (b) Adequacy of the monitoring plan;
 - (c) Consistency between the determined project and the project implementation.
58. A determination or verification team, with technical expert(s) if necessary, shall collectively have sufficient competence for assessing process technologies, project design, environmental impacts, financial aspects and other technical aspects of the JI project relevant to determination or verification.
59. A determination or verification team leader shall have the following additional competence:
- (a) Ability to manage determination or verification teams;
 - (b) Ability to communicate effectively with the client and prevent and resolve disputes.
60. A technical expert shall have specialized knowledge and sufficient expertise in technical aspects of the JI project undergoing determination or verification and sufficient understanding of the determination or verification.
61. An internal reviewer shall have sufficient knowledge of:
- (a) The JI project undergoing determination or verification and its corresponding sectoral scope(s);
 - (b) The elements referred to in paragraph 54 above.
62. An internal reviewer shall have sufficient competence for assessing the elements referred to in paragraphs 56-58 above.



Joint Implementation Supervisory Committee

E. Recruitment

63. An IE shall establish and implement a documented procedure for ensuring recruitment of competent personnel for performing determination or verification work, including determiners, verifiers, determination and verification team leaders, technical experts and internal reviewers.

F. Monitoring of performance

64. An IE shall establish and implement a documented procedure for monitoring the performance of its personnel performing determination and verification work, including determiners, verifiers, determination and verification team leaders, technical experts and internal reviewers.

65. The IE's performance monitoring procedure shall include a combination of on-the-job evaluation, review of determination or verification reports and evaluation of feedback from clients and stakeholders.

66. The IE's performance monitoring procedure shall include, at a minimum, provisions for:

- (a) Monitoring the performance of the assessment of application of baseline and monitoring methodologies by determiners, verifiers, determination or verification team leaders and internal reviewers handling such aspects, and recording of the monitoring results;
- (b) Taking appropriate actions, in cases where performance monitoring reveals issues with actual performance of personnel, to ensure that competence requirements are fulfilled.

G. Training

67. An IE shall establish, periodically update and implement a documented training plan, including competence development, for its personnel performing determination or verification work, including determiners, verifiers, determination and verification team leaders, technical experts and internal reviewers, in order to improve their competence or to address new technical or regulatory needs.

68. The IE's training plan shall include provisions for recording training results, evaluating the effectiveness of the training and providing additional training as needed.

69. Through its training plan an IE shall ensure that its personnel performing determination or verification work have access to up-to-date information on technical processes and technologies, baseline and monitoring methodologies, requirements relating to the implementation of JI projects and any other legal requirements.

H. Use of external personnel

70. If an IE uses external personnel (personnel not employed by the IE) for performing determination or verification work, such as determiners, verifiers, determination or verification team leaders or technical experts, it shall establish and implement a documented procedure for using such external personnel.

71. The IE's external personnel utilization procedure shall ensure that:

- (a) The IE remains fully responsible for the determination or verification work performed by any external personnel;
- (b) The IE ensures that the external personnel, before performing any determination or verification work for the IE, meet all the IE's policies, procedures and requirements applicable to their work, including impartiality and competence requirements;
- (c) The IE enters into a written agreement that requires the external personnel to comply with all the IE's policies, procedures and requirements applicable to their work.



Joint Implementation Supervisory Committee**I. Personnel records**

72. An IE shall maintain up-to-date personnel records of its top management, operational management and its personnel performing determination or verification work, including determiners, verifiers, determination and verification team leaders, technical experts and internal reviewers, and of the personnel external to the IE. These records shall include relevant education, training, experience, performance monitoring, affiliations and professional status of the personnel.

J. Subcontracting

73. The IE shall not subcontract any function listed in paragraph 39 above.

74. If an IE subcontracts determination or verification work to another legal entity, it shall establish and implement a documented subcontracting procedure.

75. The IE's subcontracting procedure shall ensure that:

- (a) The IE remains fully responsible for the determination or verification work carried out by the subcontractor;
- (b) The IE ensures that the subcontractor and its personnel, before carrying out any determination or verification work for the IE, comply with all the IE's policies, procedures and requirements applicable to their work, including impartiality and competence requirements;
- (c) The IE enters into a written agreement that requires the subcontractor to comply with all the IE's policies, procedures and requirements applicable to its work.



VII. Determination and verification processes

1. *An independent entity shall:*

- (e) *Have documented internal procedures for carrying out its functions including, inter alia, procedures for the allocation of responsibilities within the organization and for handling complaints. These procedures shall be made publicly available;*

A. Proposal and contract review

76. An IE shall establish and implement a documented procedure for reviewing requests from potential clients for determinations or verifications and for evaluating whether the IE is capable of carrying out the requested work.

77. The IE's proposal and contract review procedure shall ensure that, before submitting any proposal to potential clients for carrying out determination or verification work and before concluding any contract for carrying out such work, the IE has established that:

- (a) The project falls within the IE's accredited sectoral scopes or those applied for accreditation;
- (b) The IE and its personnel to be involved in the requested determination or verification do not have any conflict of interest with the client or the project and can perform the work impartially, in accordance with section V. above;
- (c) The IE has available personnel to perform the requested determination or verification with necessary competence, in accordance with section VI. above.

78. The IE's proposal and contract review procedure shall ensure that:

- (a) The IE maintains records of information and results of all proposals or contracts reviewed;
- (b) The IE concludes legally enforceable contracts with clients for carrying out determination or verification work.

B. Determination and verification team member selection

79. An IE shall establish and implement a documented procedure for the selection of determination and verification team members and, if necessary, technical expert(s).

80. The IE's team member selection procedure shall include provisions for appointing one determiner or verifier as the determination or verification team leader and, as appropriate, for the selection of technical expert(s) for each determination or verification. The procedure shall ensure that the persons in the determination or verification team:

- (a) Are independent from the client and the JI project and can act impartially, in accordance with section V. above;
- (b) Have the competence required for the determination or verification under contract, in accordance with section VI. above.

**Joint Implementation Supervisory Committee****C. Determination and verification**

81. An IE shall establish and implement a documented procedure for carrying out its determination and verification work in accordance with the JI guidelines, relevant decisions of the CMP and the JISC, including all determination and verification requirements, and the DVM.
82. The IE's determination and verification procedure shall:
- (a) Ensure that the determination or verification team prepares and fulfils a determination or verification plan for each determination or verification. Such plan shall cover all steps of the determination or verification, identify all tasks to be performed during the determination or verification, identify the persons (determiner(s), verifier(s), determination or verification team leader and technical expert(s) as appropriate) who will perform these tasks, and include a detailed timeframe for the determination or verification work;
 - (b) Contain provisions for using tools to systematically and consistently carry out determinations and verifications, such as determination/verification protocol or check-list;
 - (c) Contain provisions for using tools to specifically assess application of baseline and monitoring methodologies, both JI specific approaches and approved CDM methodology approaches, such as methodology/approach check-list;
 - (d) Ensure that a final determination or verification opinion and report are prepared for each determination or verification and take into account the internal review's results.
83. The IE shall carry out periodic updates of the determination and verification procedure according to new JI project or determination and verification requirements, and disseminate these updates to all its determination and verification personnel.

D. Internal review

84. An IE shall establish and implement a documented procedure for conducting an internal review of each determination or verification opinion and report prepared by a determination or verification team.
85. The IE shall select an internal reviewer for each determination and verification. An internal reviewer shall not be a determiner, verifier or the determination or verification team leader in the determination or verification in question and shall exercise independent judgment.
86. The internal reviewer may be part of the operational management and approve the final determination or verification opinion and report in accordance with paragraphs 87-88 below.

E. Approval of final determination and verification opinions and reports

87. An IE shall establish and implement a documented procedure for approving final determination and verification opinions and reports.
88. The determination/verification approval procedure shall ensure that the IE's operational management approves all final determination and verification opinions and reports before they are made publicly available and submitted to the JISC.

VIII. Quality management system

1. *An independent entity shall:*

(g) *Have a management structure that has overall responsibility for performance and implementation of the entity's functions, including quality assurance procedures, and all relevant decisions relating to verification. The applicant independent entity shall make available:*

(iii) *Its quality assurance policy and procedures;*

(iv) *Administrative procedures, including document control;*

A. General requirements

89. An IE shall establish and implement a quality management system (QMS) to ensure and demonstrate that its determination and verification work consistently complies with:

(a) The determination and verification requirements of the JI guidelines and relevant decisions of the CMP and the JISC;

(b) Its own documented policies and procedures.

90. The top management shall demonstrate its commitment to the development and implementation of the QMS.

91. The IE's QMS shall include:

(a) A documented quality policy;

(b) A quality manual;

(c) All documented policies and procedures necessary for effectively implementing the QMS, including the procedures prescribed in this section.

92. The top management shall ensure that the QMS quality policy is communicated, understood and implemented at all levels of the entity.

B. Quality manager

93. An IE shall appoint a JI quality manager who, regardless of other responsibilities, shall be responsible for:

(a) Ensuring that the IE establishes and implements procedures for its QMS;

(b) Reporting the performance of the QMS to the top management and proposing improvement, as needed.

**Joint Implementation Supervisory Committee****C. Documents and records**

94. An IE shall establish and implement a documented procedure for controlling all documents listed in paragraph 91 above and any other documented procedures required by this standard, including external documents relating to the requirements of the JI guidelines and relevant decisions of the CMP and the JISC.

95. An IE shall establish and implement a documented procedure for controlling its determination and verification records.

96. The IE's records control procedure shall have provisions for:

- (a) Identifying, collecting, indexing, accessing, filing, storing, protecting and retrieving its determination and verification records;
- (b) Protecting and backing up records stored electronically;
- (c) Preventing unauthorised access to or amendment of these records;
- (d) Defining retention time and modality of disposition of records.

D. Internal audits

97. An IE shall establish and implement a documented procedure for conducting internal audits of its determination and verification work. The purpose of internal audits is to assess whether the IE's operations continue to comply with determination and verification requirements of the JI guidelines and relevant decisions of the CMP and the JISC and its own documented policies and procedures.

98. The internal audit procedure shall include provisions for ensuring that:

- (a) An internal audit is conducted at least once a year with a predetermined schedule;
- (b) Internal audits are conducted by personnel competent and independent of the IE's determination or verification work, either internal qualified personnel or external qualified experts;
- (c) The IE's determination or verification work audited, the audit findings and the non-conformities are documented and recorded.

E. Corrections, corrective actions and preventive actions

99. An IE shall establish and implement a documented procedure for eliminating the non-conformities and the causes of the non-conformities identified following a complaint, by internal or external audits or by assessments conducted by JI-ATs, such as on-site assessments, regular on-site surveillances, witnessing activities or spot-checks.

100. The IE's non-conformities handling procedure shall include provisions for:

- (a) Defining the responsibilities and authorities of personnel for the management of non-conformities;
- (b) Determining the causes of non-conformities and defining appropriate corrections and corrective actions to ensure compliance with the determination and verification requirements of the JI guidelines, relevant decisions of the CMP and the JISC and the IE's own documented policies and procedures;
- (c) Implementing the corrections and corrective actions in a timely manner;
- (d) Ensuring the effectiveness of the corrections and corrective actions;



Joint Implementation Supervisory Committee

- (e) Keeping records of all the non-conformities management processes.

101. An IE shall establish and implement a documented procedure for identifying, in a proactive manner, potential sources of non-conformities and opportunities for improvement, and for implementing preventive actions to prevent the occurrence of non-conformities.

F. Management review

102. An IE shall establish and implement a documented procedure for conducting management reviews of its QMS. The purpose of management reviews is to assess whether the QMS effectively ensures that the IE consistently complies with the determination and verification requirements of the JI guidelines, relevant decisions of the CMP and the JISC and the IE's own documented policies and procedures.

103. The IE's management review procedure shall ensure that :

- (a) Management reviews are conducted by the top management;
- (b) A management review is conducted at least once a year with a predetermined schedule;
- (c) The IE uses the findings of management reviews to make necessary changes and improvements to the QMS;
- (d) The IE documents and keeps records of the findings of management reviews and actions that it has taken accordingly.



IX. Confidentiality

2. *An applicant independent entity shall meet the following operational requirements:*
- (b) *Have adequate arrangements to safeguard confidentiality of the information obtained from Article 6 project participants in accordance with provisions contained in the present annex on guidelines for the implementation of Article 6.*

104. An IE shall establish and implement a documented procedure for safeguarding the confidentiality of client information that is marked proprietary or confidential, unless the JI guidelines or a relevant CMP or JISC decision requires them to be made publicly available.

105. The IE's confidentiality procedure shall ensure that:

- (a) The personnel performing determination or verification work are bound by the confidentiality requirements, including as a minimum, by signing confidentiality agreements with the IE;
- (b) The IE does not disclose to a third party client information that is marked proprietary or confidential without the client's prior written consent, unless the JI guidelines or a relevant CMP or JISC decision requires them to be made publicly available;
- (c) The IE informs the client before making publicly available, as required by the JI guidelines or a relevant CMP or JISC decision, any client information that is marked proprietary or confidential;
- (d) The IE carries out its determination and verification work in accordance with the confidentiality provisions of the "Procedures on public availability of documents under the verification procedure under the Joint Implementation Supervisory Committee".

X. Complaints, disputes and appeals handling processes

1. *An independent entity shall:*

- (e) *Have documented internal procedures for carrying out its functions including, inter alia, procedures for the allocation of responsibilities within the organization and for handling complaints. These procedures shall be made publicly available;*
- (g) *Have a management structure that has overall responsibility for performance and implementation of the entity's functions, including quality assurance procedures, and all relevant decisions relating to verification. The applicant independent entity shall make available:*
 - (vi) *Its procedures for handling complaints, appeals and disputes;*

A. Complaints

106. An IE shall establish and implement a documented procedure for receiving, managing, evaluating, deciding and taking any follow-up actions, if needed, on expressions of dissatisfaction, other than appeals, by any person or organization to the IE relating to the IE's determination or verification work (complaint).

107. The IE's complaints handling procedure shall include provisions for:

- (a) Receiving, acknowledging of receipt of complaints and keeping records of complaints and any actions taken in response to them;
- (b) Gathering and evaluating of all necessary information for assessing the nature of the complaint, investigating the motives of the complaint and deciding on the actions to be taken in response to the complaint, if any;
- (c) Evaluating whether the complaint relates to determination or verification work for which the IE is responsible;
- (d) Ensuring that, if an investigation reveals the IE's non-compliance with a JI accreditation requirement, appropriate corrections and corrective actions are taken;
- (e) Keeping confidential the identity of the complainant and the details of the complaint;
- (f) Ensuring that the IE's personnel engaged in the complaint handling process are different from those who are subject of the complaint;
- (g) Providing the complainant with a formal notice of the outcome of the investigation resulting from the complaint.

108. An IE shall make its complaints handling procedure publicly available.

B. Disputes

109. An IE shall establish and implement a documented procedure for handling disagreements between the IE and a client on the IE's determination or verification work (disputes).

110. An IE shall make its disputes handling procedure available to the client if a dispute occurs.



Joint Implementation Supervisory Committee**C. Appeals**

111. An IE shall establish and implement a documented procedure for receiving, managing, evaluating, deciding and taking any follow-up actions on requests by its clients for reconsideration of a decision made in its determination or verification work (appeals).

112. For each appeal, the IE shall establish an independent appeal panel responsible for making a final decision on the appeal. The appeal panel shall ensure that its decision on the appeal and any follow-up actions taken, if needed, do not result in discrimination against the appellant.

113. The appellant and the IE shall agree upon the composition of the appeal panel, which shall be composed of:

- (a) At least one person from the IE who was not involved in the determination or verification that is the subject of the appeal;
- (b) At least one person from the client who was not involved in the project undergoing determination or verification that is the subject of the appeal;
- (c) Any number of neutral third parties as agreed by the appellant and the IE.

114. The IE's appeals handling procedure shall include provisions for:

- (a) Defining the establishment and operation conditions of the appeal panel;
- (b) Receiving, acknowledging of receipt of appeals, and recording appeals and any actions taken in response to them;
- (c) Gathering and evaluating of all necessary information for assessing the nature and validity of the appeal, investigating the motives of the appeal and deciding on the actions to be taken in response to the appeal;
- (d) Ensuring that, if the investigation identifies non-compliance with a JI accreditation requirement by the IE, appropriate corrections and corrective actions are taken;
- (e) Providing the appellant with a formal notice of the outcome of the investigation resulting from the appeal and the final decision by the appeal panel.

115. An IE shall make its appeals handling procedure available to the client if the client submits an appeal.



XI. Pending judicial processes

1. *An independent entity shall:*

(h) *Not have pending any judicial process for malpractice, fraud and/or other activity incompatible with its functions as an accredited independent entity.*

116. An IE shall not have pending any judicial process for malpractice, fraud or other activity incompatible with its determination or verification work.

117. An IE shall declare that it does not have pending any judicial process for malpractice, fraud or other activity incompatible with its determination or verification work.

118. An IE shall maintain a record of all past and pending judicial processes for malpractice, fraud or other activity incompatible with its determination or verification work.

119. In case of initiation of any judicial process for malpractice, fraud or other activity incompatible with its determination or verification work, an IE shall immediately inform the JISC of such process.
