



**Annex 6**

**TERMS OF REFERENCE OF THE DESIGNATED FOCAL POINT FORUM**

**Version 01**

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<i>Revision history of the document</i>		
Document version	Adoption	Revision
Version 01	JISC 25	Initial adoption.

**Joint Implementation Supervisory Committee****A. Background**

1. Following the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), decision 4/CMP.6, which encourages the Joint Implementation Supervisory Committee (JISC) to enhance its interaction with designated focal points, independent entities and project participants, the JISC agreed at its twenty-fourth meeting to establish a forum for designated focal points (DFP Forum).

**B. Terms of reference****1. Purpose and areas of work**

2. The purpose of the DFP Forum is:
- (a) A collaborative forum for DFPs to improve and harmonize the implementation of JI;
  - (b) A point of liaison for the JISC in relation to its work and national policy approaches;
  - (c) A channel for capacity building exercises relating to JI.
3. The DFP Forum will also undertake other tasks requested by the JISC as appropriate, in accordance with its purpose.

**2. Modalities of work**

4. The forum will establish its work plan and agenda independently of the JISC and report to the JISC as required.
5. The participation of DFP Forum activities will be open to representatives from official DFPs.

**3. Membership and chairmanship of the DFP Forum**

6. The participation of the DFP Forum will be open to representatives from official DFPs from Parties listed in annex 1 to the Convention.
7. The DFP Forum will elect during the last meeting of the year a chair and a vice-chair of the DFP Forum. The DFP Forum shall select a chair and a vice-chair with one being from Parties listed in annex 2 to the Convention and the other being from other Parties from annex 1 to the Convention.
8. The term of the chair and vice-chair will commence after the last DFP Forum meeting of the year during which they have been elected.
9. The chair and vice-chair will be selected for the period of one year. Each representative can serve for a maximum of three consecutive years.
10. If any of the chair and/or vice-chair ceases to be able to carry out his or her functions, the parties will elect a new chair and/or vice-chair.

**4. Role of the chair and vice-chair of the DFP Forum**

11. The elected chair will chair the meeting of the DFP Forum and in his absence; the vice-chair will chair the meeting. In between meetings, the chair and the vice-chair represent the DFP Forum on a daily basis, bearing in mind that they inform the UNFCCC secretariat regularly on on-going business.



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12. In addition to exercising the functions conferred upon the chair by the DFP Forum, the chair will declare the opening and closing of meetings preside at meetings and accord the right to speak. The chairs will have complete control of the proceedings and over the maintenance of order at meetings being guided by the principle of consensus.

13. The chairs, in consultation with the JISC, and subject to availability of resources, encourage DFP Forum meetings and dialogues, as appropriate.

5. Meetings of the DFP Forum

14. Meetings of the DFP Forum will take place at in conjunction with other UNFCCC events, unless other arrangements are made by the UNFCCC secretariat in consultation with the JISC and the chair and the vice-chair of the Forum. The DFP Forum, subject to availability of resources, will hold two meetings par calendar year.

15. The dates of meetings will be determined by the chair in consultation with the JISC and the UNFCCC secretariat.

16. Invitations are to be addressed to DFPs.

17. The chair and vice-chair, assisted by the UNFCCC secretariat will draft the provisional agenda of each meeting of the DFP Forum and transmit it to all DFPs not less than 20 days before the meeting.

18. Any agenda item upon which consideration has not been completed will be included on the provisional agenda of the next meeting, or considered through electronic means or as otherwise decided by the DFP Forum.

19. All documentation required for a DFP Forum meeting will be made publically available, through the UNFCCC secretariat, if possible ten days before the meeting.

20. The working language of the DFP Forum will be English.

21. The forum, with the assistance of the UNFCCC secretariat, will make available within 15 days of the end of the meeting its summary notes of the meeting to all DFPs.

6. Role of the UNFCCC secretariat

22. The UNFCCC secretariat will serve the DFP Forum. The UNFCCC secretariat will, in accordance with above, and subject to the availability of resources:

- (a) Maintain documentation and information relating to the work of the DFP Forum and make it available to the public;
- (b) Receive, reproduce and distribute documents;
- (c) Establish, maintain and facilitate electronic communication;
- (d) Support the work of the DFP forum, including preparation of summaries of the meetings.

23. The UNFCCC secretariat, in serving its mandate, will primarily use electronic communication/information systems to transmit and store documentation.

24. The financial and administrative regulations and procedures of the United Nations (UN) and UNFCCC will apply.



7. Compensation

25. DFP Forum meetings will be held in conjunction with other UNFCCC events in order that travel costs and daily subsistence allowance can be paid to one representative from Parties eligible to funding in accordance with UN rules and regulations.

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