

**JI-JISC34-A01**

## Procedure

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General **guidelines** terms of reference offer panels and working groups under the Joint Implementation Supervisory Committee

Version 02.0



**United Nations**  
Framework Convention on  
Climate Change

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## 1. Introduction

### 1.1. Background

1. According to paragraph 13 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) the Joint Implementation Supervisory Committee (JISC) shall draw on the expertise necessary to perform its functions, in particular taking into account national accreditation procedures. In accordance with paragraph 2 of rule 27 of the rules of procedure of the JISC, the JISC may establish subcommittees, panels or working groups to assist it in performing its functions.
2. These general ~~guidelines terms of reference~~ cover the minimum requirements and procedures to be followed when establishing a panel or working group.

## 2. ~~General guidelines terms of reference~~

3. The JISC shall determine the ~~specific~~ terms of reference for any panel/working group it establishes. ~~Such specific terms of reference shall contain a description of areas of work, modalities of work, membership (including competence requirements, size and composition, and compensation), and timetable.~~

### 2.1. Officers

4. The JISC shall appoint the Chair and ~~the~~ Vice-Chair of a panel/working group ~~from its members and alternate members~~, with one being a member/alternate member from a Party included in Annex I (Annex I Party) and the other being from a Party not included in Annex I (non-Annex I Party). ~~The JISC may designate additional members and alternate members to participate in a panel/working group.~~
5. ~~The JISC may designate additional members and alternate members to participate in a panel/working group.~~
5. ~~Only JISC members shall act as Chairs and Vice-Chairs of panels.~~
6. ~~Members and/or alternate members of the JISC shall act as Chairs and/or Vice-Chairs of working groups.~~
6. The Chair and ~~the~~ Vice-Chair shall serve in their respective capacities at any meeting of the panel/working group.
7. If the appointed Chair is not able to serve in that capacity for a meeting, the Vice-Chair shall serve as Chair.
8. If the Chair or ~~the~~ Vice-Chair ceases to be able to carry out his or her functions, or ceases to be a member ~~or alternate member of the panel/working group~~, the JISC shall ~~appoint~~ a new Chair or Vice-Chair ~~shall be appointed~~ for the remainder of the term.
9. The Chair shall preside over the meetings of the panel/working group as provided for under these ~~guidelines general terms of reference~~ and the ~~specific~~ terms of reference of the panel/working group.

10. In addition to exercising the functions conferred upon the Chair elsewhere by these ~~general terms of reference guidelines~~, the Chair shall declare the opening and closing of meetings, preside at meetings, ensure the observance of these ~~general terms of reference guidelines~~, accord the right to speak, put questions to the vote and announce decisions. The Chair shall rule on points of order and, subject to these ~~general terms of reference guidelines~~, shall have complete control of the proceedings and over the maintenance of order at meetings.
11. The Chair of a panel/working group may recommend to the JISC the termination of the membership of a particular member for cause including, inter alia, breach of conflict of interest provisions, breach of confidentiality provisions and failure to attend two consecutive meetings of the panel/working group without proper justification.
12. The Chair and/or ~~the~~ Vice Chair shall represent the panel/working group as necessary, including at sessions of the JISC.

## 2.2. Membership

### 2.2.1. Competence requirements for panel/working group members

13. A panel/working group member shall act in his/her personal capacity.
14. ~~A p~~Panel/working group members shall have demonstrated and recognized expertise relevant to the field of work, in particular regarding tasks described in the ~~specific terms of reference of the panel/working group~~. A panel/working group member shall have documented his/her competence through a self-declaration, recommendations and any other documentation specified in the ~~specific terms of reference of the panel/working group~~.
15. In addition, a panel/working group member shall:
  - (a) Be familiar with the JI guidelines 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;
  - (b) Have recognized experience and/or knowledge relevant to the JI project cycle;
  - (c) Have the minimum length of years of relevant experience as defined in the ~~specific terms of reference of the a~~ panel/working group;
  - (d) Be able to communicate fluently, both in writing and orally, in English. A working knowledge of other United Nations languages is desirable;
  - (e) Be free from any interest that might cause the panel/working group to act in other than an impartial and non-discriminatory manner.
16. The JISC shall require ~~a member of~~ a panel/working group ~~member~~ to commit in writing to comply with the JI guidelines, the rules of procedure of the JISC and any decisions taken by the JISC, in particular with regard to confidentiality and to independence from commercial and other interests.

### 2.2.2. Size and composition

17. A panel/working group shall be composed of an appropriate number of panel/working group members as determined by the JISC. In determining the number of members of a panel/working group, the JISC shall take fully into account the consideration of regional balance.
18. A panel/working group member shall meet the competence requirements specified in **paragraphs 13–16 above**, in addition to requirements identified in the **specific** terms of reference of the panel/working group.
19. The JISC shall invite experts wishing to serve on a panel/working group to forward their application. Such an invitation shall be issued by the secretariat upon the adoption by the JISC of the **specific** terms of reference ~~and competence requirements~~ for **a the** panel/working group. It shall be announced on the UNFCCC JI website (<http://ji.unfccc.int>) and through any other cost-effective means. The application shall be made using the United Nations application form (P-11).
20. The secretariat shall screen and shortlist candidates against the competence requirements specified in these **general terms of reference and the specific** terms of reference **for the relevant panel/working group** and submit the list of applicants and the shortlist to the JISC for its consideration.
21. The JISC shall select and designate the members of a panel/working group.
22. The length of term of a panel/working group member shall be defined in the **specific** terms of reference of the panel/working group. A panel/working group member may not participate in more than one panel/working group of the JISC at the same time.

### 2.3. Records

23. The secretariat shall maintain a record on each member of a panel/working group, including:
  - (a) Name and address;
  - (b) Affiliation and position held (specifying the employer);
  - (c) Educational qualification and professional status;
  - (d) Experience and training in each field of competence relevant to the scope of the assignment(s);
  - (e) Copies of at least three recommendations from referees, which shall be kept in a confidential file;
  - (f) Date of most recent updating of the record;
  - (g) Declaration as specified in paragraph **17 16** above.

### 2.4. Reporting procedures

24. A panel/working group shall report to the JISC in accordance with its **specific** terms of reference.

25. The Chair of a panel/working group shall ascertain consensus regarding a proposed recommendation by **a the** panel/working group to the JISC. If all efforts at reaching a consensus are exhausted, the report shall reflect options on the relevant issues and/or document objections.
26. Recommendations by a panel/working group to the JISC shall be made publicly available, unless otherwise decided by the JISC. Such recommendations should be subject to confidentiality provisions in accordance with paragraph 2 of rule 20 of the rules of procedure of the JISC.
27. A recommendation by a panel/working group to the JISC shall be circulated to the JISC members and alternate members at least one week before the JISC meeting that is to consider the recommendation.

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### Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
02.0	18 March 2014	JISC 34, Annex 1 Revision to: <ul style="list-style-type: none"> <li>• Allow both members and alternate members of the JISC to be the Chair or the Vice-Chair of a panel/working group;</li> <li>• Title change (previous title: “General guidelines for panels and working groups under the Joint Implementation Supervisory Committee”);</li> <li>• Other editorial improvements.</li> </ul>
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