

## **ANNEX C: TERMS OF REFERENCE OF THE JOINT COMMITTEE**

### **Section I: Scope**

These Terms of Reference of the Joint Committee shall govern all meetings and proceedings, decisions, and activities of the Joint Committee under this Agreement.

### **Section II: Responsibilities**

1. The Joint Committee shall be responsible for overseeing the administration of this Agreement and ensuring its proper implementation. To this end, the Joint Committee shall:

- (a) make recommendations to the Parties and take decisions as provided for in this Agreement, including providing guidance on authorisation pursuant to Article 4 (Joint Authorisation of Mitigation Activities and Authorisation for Mitigation Outcomes), the consistency of mitigation activities with Article 5 (Environmental Integrity) and the arrangements to be undertaken by the Parties' respective registries pursuant to Article 7 (Registry);
- (b) make recommendations to the Parties on the guidelines for project applicants and project participants, including on forms and templates for project applicants and project participants;
- (c) make recommendations to the Parties on the review this Agreement and its Annexes for consistency with the Paris Agreement and the relevant decisions adopted by the CMA, and make recommendations to the Parties on amendments to this Agreement;
- (d) consider potential areas for the further development of this Agreement, and make recommendations to the Parties on proposed amendments to this Agreement;
- (e) facilitate the exchange of information, including on documents issued pursuant to the processes established under Article 4 (Joint Authorisation of Mitigation Activities and Authorisation for Mitigation Outcomes) and changes to domestic laws, regulations, and policies of the respective Parties which may affect the implementation of this Agreement or any mitigation activities authorised thereunder;
- (f) make recommendations to the Parties on further develop areas of cooperation, which may include capacity-building;

- (g) discuss any questions relating to the application or interpretation of this Agreement; and
- (h) perform such other functions set out in this Agreement and its Annexes within their respective mandates.

2. The Joint Committee may establish bodies and delegate part of its work to such bodies, as appropriate. The Joint Committee may also appoint, on an ad-hoc basis, experts or expert panels to give an expert opinion on any subject. The Joint Committee shall oversee all matters handled by these bodies, experts and expert panels, including appeals by project applicants and project participants arising from the decisions of the subsidiary bodies.

### **Section III: Members**

1. The Joint Committee shall be co-chaired by:
  - (a) For the Philippines, an Undersecretary-level (or equivalent) senior representative from the Department of Environment and Natural Resources; and
  - (b) For Singapore, a Director-level representative from the National Environment Agency.
2. A Co-Chair of one Party may designate any member of the Joint Committee for that Party as an alternate to perform the functions of a Co-Chair, and shall notify the other Party of such designation in writing.
3. Each Party shall designate officials, including its Co-Chair, as members of the Joint Committee, and shall notify the other Party of such designation in writing. Each Party may remove, change or designate a member at any time, subject to the maximum number of its members and with written notice to the other Party.

### **Section IV: Meetings**

1. The Joint Committee shall meet within one year of the date of entry into force of this Agreement, and thereafter shall meet as and when necessary and at least once a year, either in person or virtually. For in-person meetings, the Joint Committee may meet alternately in the country of each Party, unless the Parties agree otherwise.

2. Either Party may at any time request the convening of a meeting of the Joint Committee. Such a meeting shall take place no later than two months from the date of receipt of the request, unless otherwise agreed by the Parties.

3. There shall be meeting minutes kept, agreed and signed by the Co-Chairs or their designated alternates, at all meetings of the Joint Committee.

#### **Section V: Decisions and recommendations**

1. Decisions of the Joint Committee shall be taken by consensus of the Co-Chairs and recorded in written form.

2. The Joint Committee may adopt decisions by electronic means in accordance with the following procedures:

(a) The proposals for the Joint Committee's consideration are distributed by the Secretariat to all members of the Joint Committee in written form by electronic means.

(b) The proposed decisions are deemed as adopted when both Co-Chairs have assented to the proposed decision in written form by electronic means.