



## **Katowice Committee of Experts on the Impacts of the Implementation of Response Measures**

### **First meeting**

### **Bonn, 13 and 14 June 2019**

The Katowice Committee of Experts on the Impacts of the Implementation of Response Measures developed the following draft rules of procedure and forwarded them to the forum on the impact of the implementation of response measures for its consideration with a view to the subsidiary bodies adopting them at their fiftieth sessions.

## **Draft rules of procedure of the Katowice Committee of Experts on the Impacts of the Implementation of Response Measures**

### **I. Scope**

1. These rules of procedure shall apply to the Katowice Committee of Experts on the Impacts of the Implementation of Response Measures (KCI) in accordance with decision 7/CMA.1 and its annex.

### **II. Mandate**

2. The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), by decision 7/CMA.1, decided to establish the KCI to support the work of the forum on the impact of the implementation of response measures to implement its work programme and to operate in accordance with the terms of reference contained in the annex to that decision.

3. The forum and the KCI may use the following modalities, as appropriate and as decided on a case-by-case basis, in order to carry out the work programme of the forum:

- (a) Building awareness and enhancing information-sharing through the exchange and sharing of experience and best practices;
- (b) Preparing technical papers, case studies, concrete examples and guidelines;
- (c) Receiving input from experts, practitioners and relevant organizations;
- (d) Organizing workshops.

### **III. Members**

4. The CMA, by decision 7/CMA.1 also decided that the KCI shall be composed of 14 members, with:

- (a) Two members from each of the five United Nations regional groups;
- (b) One member from the least developed countries;
- (c) One member from the small island developing States;

(d) Two members from relevant intergovernmental organizations.<sup>1</sup>

5. The CMA, by decision 7/CMA.1 also decided that members shall be nominated by their respective groups. Groups are encouraged to nominate members taking into account the goal of gender balance. The Chairs of the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI) shall be notified of these appointments.

6. The CMA, by decision 7/CMA.1 also decided that members shall serve in their expert capacity and should have relevant qualifications and expertise in the technical and socioeconomic fields related to the areas of the work programme of the forum.<sup>2</sup>

7. The CMA, by decision 7/CMA.1 also decided that members shall serve a term of two years and shall be eligible to serve a maximum of two consecutive terms in office.<sup>3</sup>

8. The term of office of a member shall start at the first meeting of the KCI in the calendar year of his or her appointment and shall end immediately before the first meeting of the KCI in the calendar year after his or her second calendar year in office.

9. If a member of the KCI resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the KCI shall request the group that had nominated the member to nominate another member to replace the said member for the remainder of the unexpired term, in which case the appointment shall count as one term. In such a case, the KCI shall notify the Chairs of the SBSTA and the SBI of any replacement.

10. If a member is unable to participate in two consecutive meetings of the KCI and unable to perform the functions and tasks set out by the KCI, the Co-Chairs of the KCI will bring this matter to the attention of the KCI and will seek clarification from the group that nominated that member on the status of his or her membership.

#### **IV. Co-Chairs**

11. The CMA, by decision 7/CMA.1 also decided that the KCI shall elect, on a consensus basis, two members from among its members to serve as Co-Chairs for a term of two years each, taking into account the need to ensure equitable geographical representation.<sup>4</sup>

12. The CMA, by decision 7/CMA.1 also decided that if one of the Co-Chairs is temporarily unable to fulfil the obligations of the office, any other member designated by the KCI shall serve as Co-Chair.<sup>5</sup>

13. If one of the Co-Chairs is unable to complete the term of office, the KCI shall elect a replacement from among its members of the relevant group of the incumbent Co-Chair, if available, to complete that term of office.

14. The Co-Chairs shall collaborate in chairing meetings of the KCI and in facilitating the work of the KCI throughout the year, in accordance with the workplan of the forum and its KCI to ensure coherence between meetings.

15. Following the completion of the Co-Chairs' two-year term of office, the KCI shall nominate two members as Co-Chairs to serve a two-year term of office.

16. The Co-Chairs shall declare the opening and closing of meetings of the KCI, ensure the observance of these rules of procedure and rule on points of order.

17. The Co-Chairs shall call upon speakers at meetings of the KCI in the order in which they signify their desire to speak. The secretariat shall maintain a list of speakers. The Co-Chairs may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

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<sup>1</sup> Decision 7/CMA.1, annex, para. 4(b).

<sup>2</sup> Decision 7/CMA.1, annex, para. 4(c).

<sup>3</sup> Decision 7/CMA.1, annex, para. 4(e).

<sup>4</sup> Decision 7/CMA.1, annex, para. 4(f).

<sup>5</sup> Decision 7/CMA.1, annex, para 4(g).

18. The KCI may further define additional roles and responsibilities for the Co-Chairs.
19. The Co-Chairs in the exercise of their functions remain under the authority of the KCI.

## **V. Secretariat**

20. The secretariat shall support and facilitate the work of the KCI.
21. The secretariat shall:
  - (a) Make the necessary arrangements for the meetings of the KCI, including announcing meetings, issuing invitations, making the necessary travel arrangements for members eligible for funding for their participation in the meetings and making available the relevant documents for the meetings;
  - (b) Maintain meeting records and arrange for the storage and preservation of documents of the meetings of the KCI;
  - (c) Make documents of the meetings of the KCI available to the public, unless otherwise decided by the KCI.
22. The secretariat shall assist the KCI in tracking its actions, in accordance with the workplan of the forum and its KCI in its annual report.
23. In addition, the secretariat shall perform any other functions assigned by the KCI, in accordance with the workplan of the forum and its KCI.

## **VI. Meetings**

24. The KCI shall meet twice per year, for two days per meeting, in conjunction with the sessions of the subsidiary bodies.
25. At least nine of the members of the KCI must be present to constitute a quorum.
26. Members are requested to confirm their attendance at meetings of the KCI as early as possible and at least four weeks prior to a meeting for members eligible for funding for their participation to enable sufficient time for the secretariat to make the necessary travel arrangements.
27. Should technical and financial resources permit, the meetings of the KCI that are open shall be webcast through the UNFCCC website.
28. At each of its meetings, the KCI shall propose the dates of its next meeting. Co-Chairs will agree the dates of the next meeting, in consultation with the secretariat.

## **VII. Agenda and documentation for meetings**

29. The Co-Chairs, assisted by the secretariat, shall prepare the provisional agenda and provisional annotated agenda for each meeting of the KCI in accordance with the workplan of the forum and its KCI. The Co-Chairs will prepare a report on the meeting, to be agreed by members, and made available on the UNFCCC website. The Co-Chairs will report back from the KCI meeting to the forum.
30. The provisional agenda and provisional annotated agenda for each meeting shall be transmitted to members of the KCI at least four weeks in advance of the meeting.
31. Members may propose additions or changes to the provisional agenda and provisional annotated agenda, in writing, to the secretariat within one week of receiving the documents, and these additions or changes shall be considered for a revised provisional agenda and provisional annotated agenda by the secretariat, in agreement with the Co-Chairs.
32. The secretariat shall transmit the provisional agenda and provisional annotated agenda and any supporting documentation to the members at least two weeks prior to a meeting. Documents may be transmitted after that date with the approval of the Co-Chairs.

33. Documents for a meeting shall be published on the UNFCCC website at least two weeks prior to that meeting, to the extent possible.

34. The KCI shall, at the beginning of each meeting, adopt the agenda for that meeting.

35. The CMA, by decision 7/CMA.1 also decided that the members of the KCI shall prepare an annual report for the forum to consider with a view to making recommendations for consideration by the SBSTA and the SBI with a view to the SBSTA and SBI recommending action to the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the CMA for consideration and adoption.<sup>6</sup>

36. This annual report shall be made available on the UNFCCC website by the relevant meeting of the COP, the CMP and the CMA.

## **VIII. Decision-making**

37. The CMA, by decision 7/CMA.1 also decided that the KCI shall operate on the basis of consensus of its members.<sup>7</sup>

38. The KCI may use electronic means to facilitate work, as appropriate and in accordance with the workplan of the forum and its KCI.

## **IX. Working language**

39. The working language of the KCI shall be English.

## **X. Participation of expert advisers in meetings**

40. The KCI, in performing its mandate, should draw upon outside expertise at its meetings.

41. The Co-Chairs may, in consultation with the KCI, invite representatives of international organizations, the private sector, academia and/or civil society to participate in a meeting of the KCI as expert advisers on specific issues under consideration at the meeting.

## **XI. Participation of observers**

42. The CMA, by decision 7/CMA.1 also decided that the meetings of the KCI shall be open to attendance as observers by all Parties and accredited observer organizations unless otherwise decided by the KCI.<sup>8</sup>

43. The KCI may decide at any time that a meeting or part thereof should be closed to observers.

44. The secretariat shall make the dates and venues of the meetings available to the public to enable participation by observers.

45. Observers may, with the agreement of the KCI, be invited to address the KCI on matters under consideration by the KCI. The Co-Chairs shall notify the KCI one week in advance of the meeting of any proposed interventions by observers.

46. The KCI may request interventions from observers throughout the meeting, as appropriate.

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<sup>6</sup> Decision 7/CMA.1, para. 12, and annex, para. 4(j).

<sup>7</sup> Decision 7/CMA.1, annex, para. 4(i).

<sup>8</sup> Decision 7/CMA.1, annex, para. 4(h).

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## **XII. Use of electronic means of communication**

47. The KCI shall use electronic means of communication to facilitate intersessional work, as appropriate and in accordance with the workplan of the forum and its KCI. The secretariat shall ensure that a secure and dedicated web interface is established and maintained to facilitate the work of the KCI.

## **XIII. Working groups**

48. The KCI may establish working groups among its members to support the forum in performing its functions. The working groups may receive input from experts, practitioners and relevant organizations in accordance with the workplan of the forum and its KCI and in line with paragraphs 40 and 41 above.

## **XIV. Workplan**

49. The KCI will support the work of the forum in line with the workplan of the forum and its KCI.

## **XV. Amendments to the rules of procedure**

50. The KCI may recommend amendments to the rules of procedure for consideration by the forum and approval by the subsidiary bodies.

51. Proposals and amendments to proposals for the rules of procedure may be introduced and submitted to the secretariat in writing by members; such proposals and amendments shall be circulated for consideration by all members of the KCI.

52. No proposal for the rules of procedure shall be discussed or put forward for a decision at any meeting unless copies have been circulated to the members no later than two weeks before the meeting.

## **XVI. Overriding authority of the Convention, the Kyoto Protocol and the Paris Agreement**

53. In the event of any conflict between any provision of these rules and any provision of the Convention, the Kyoto Protocol or the Paris Agreement, the provision of the Convention, the Kyoto Protocol or the Paris Agreement shall take precedence.

*1<sup>st</sup> meeting of the KCI  
13-14 June 2019*