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Annual report of the Katowice Committee of Experts on the Impacts of the Implementation of Response Measures

Summary

This report covers the activities and performance of the Katowice Committee of Experts on the Impacts of the Implementation of Response Measures in 2026. It contains information on the 14th and 15th meetings of the Committee and possible recommendations for consideration by the forum on the impact of the implementation of response measures with a view to the forum recommending actions to the Conference of the Parties at its thirty-first session, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its twenty-first session and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement at its eighth session.

Abbreviations and acronyms

CMA	Conference of the Parties serving as the meeting of the Parties to the Paris Agreement
CMP	Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol
COP	Conference of the Parties
KCI	Katowice Committee of Experts on the Impacts of the Implementation of Response Measures
SB	sessions of the subsidiary bodies

I. Background

A. Mandate

1. CMA 1 decided to establish the KCI to support the work of the forum on the impact of the implementation of response measures.[1] COP 24, CMP 14 and CMA 1.3 acknowledged that the forum will cover the work of the COP, the CMP and the CMA on all matters relating to the impact of the implementation of response measures.[2] COP 28, CMP 18 and CMA 5 adopted the updated functions, work programme and modalities of the forum and its KCI.[3]

2. Members of the KCI are to prepare an annual report for the forum to consider with a view to making recommendations to the COP, the CMP and the CMA.[4]

B. Scope

3. This annual report covers the outcomes of the 14th and 15th meetings and the intersessional work of the KCI (see chap. II.B belowII.A below); the progress of the KCI in implementing its mandates and lessons learned in doing so (see chap. II.D–II.E below); and possible recommendations for consideration by the forum with a view to the forum recommending actions to COP 31, CMP 21 and CMA 8 (see chap. III below).

4. The report also contains the revised rules of procedure of the KCI (see the Annex).

C. Possible action by the forum on the impact of the implementation of response measures

5. The forum may wish to consider this report with a view to the subsidiary bodies recommending a draft decision or decisions for consideration and adoption at COP 31, CMP 21 and CMA 8.

II. Activities of the Katowice Committee on Impacts in 2026

A. Organizational matters

6. The KCI held its 14th meeting in Bonn on 4, 5 and 11 June 2026, and its 15th meeting in Bangkok from 23 to 25 September 2026.

7. A list of KCI members, all of whom were nominated by their regional group, and the length of their term of office are available on the UNFCCC website.[5]

8. The meetings of the KCI were attended both in person and virtually by KCI members and observers, including representatives of Parties and observer organizations, with the 14th meeting webcast live. The observers engaged in addressing the issues under consideration. All meeting documents, presentations, webcasts, lists of participants and reports are available on the UNFCCC website.[6]

[1] Decision 7/CMA.1, para. 5.
[2] Para. 3 of decisions 7/CP.24, 3/CMP.14 and 7/CMA.1.
[3] Para. 5 of decisions 13/CP.28, 4/CMP.18 and 19/CMA.5. The functions, work programme and modalities are contained in annex I to those decisions.
[4] As per para. 5(j) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.
[5] https://unfccc.int/constituted-bodies/kci/membership.
[6] https://unfccc.int/KCI/meetings.

B. Implementation of the workplan of the forum and its Katowice Committee on Impacts for the fifty-second to sixty-third sessions of the subsidiary bodies

9. COP 25, CMP 15 and CMA 2 adopted the workplan of the forum and its KCI for SB 52 to 63[7] and COP 28, CMP 18 and CMA 5 requested the forum and its KCI to implement the activities arising from the outcomes of the midterm review of the workplan.[8] In 2026, the KCI continued implementing its workplan activities and conducted its intersessional work virtually through a working group,[9] with the support of the secretariat.

10. The KCI wishes to express appreciation to observer organizations and other stakeholders for their active participation in the work of the KCI, including to those that provided input at KCI meetings.

1. Enhancing the capacity and understanding of Parties, through collaboration and input from stakeholders, on the assessment and analysis of the impacts of the implementation of response measures to facilitate the undertaking of economic diversification and transformation and just transition (workplan activity 4)

11. The KCI finalized preparation of a technical paper on capacity-building, as an output of workplan activity 4, that includes training materials and modules. The technical paper contains information that can be used by the KCI and the forum, as well as stakeholders, for conducting regional and in-person training aimed at enhancing the understanding and capacity of Parties in relation to assessing and analysing the impacts of the implementation of response measures.

2. Facilitating the development and exchange of regional, country- and/or sector-specific case studies and approaches on (1) economic diversification and transformation and just transition of the workforce and creation of decent work and quality jobs, and (2) assessment and analysis of the impacts of the implementation of response measures with a view to understanding the positive and negative impacts (workplan activity 7) and developing a case study in each of the five United Nations regions in accordance with workplan activity 7 (activity (b) arising from the outcomes of the midterm review of the workplan)

12. The KCI published the following case studies:

(a) *Economic diversification and transformation and just transition of the workforce and creation of decent work and quality jobs: A Lao People's Democratic Republic case study*;[10]

(b) *Assessing climate and socioeconomic effects of agricultural credit policies: A case study of Brazil*;[11]

(c) *The impacts and incentives inherent in destination-based carbon pricing: An Indian case study*;[12]

[7] Para. 3 of decisions 4/CP.25, 4/CMP.15 and 4/CMA.2. The workplan is contained in annex II to those decisions.

[8] Para. 9 of decisions 13/CP.28, 4/CMP.18 and 19/CMA.5. The activities arising from the outcomes of the review are contained in annex II to those decisions.

[9] Information on the composition of the working group is available at https://unfccc.int/constituted-bodies/kci/membership.

[10] KCI. 2026. *Economic diversification and transformation and just transition of the workforce and creation of decent work and quality jobs: A Lao People's Democratic Republic case study*. Bonn: UNFCCC. Available at https://unfccc.int/documents/655669.

[11] KCI. 2026. *Assessing climate and socioeconomic effects of agricultural credit policies: A case study of Brazil*. Bonn: UNFCCC. Available at https://unfccc.int/documents/657065.

[12] KCI. 2026. *The impacts and incentives inherent in destination-based carbon pricing: An Indian case study*. Bonn: UNFCCC. Available at https://unfccc.int/documents/656965.

(d) *Understanding the implications of the energy transition on African economies: economy and jobs*.[13]

13. The KCI continued its work on finalizing case studies on the following topics:

(a) Assessing the impacts of climate response measures for planning effective and just transition pathways in Ghana;

(b) Economic diversification and climate policy integration in Nigeria;

(c) Impacts of clean transition policies on employment in the European Union and European Union just transition policies.

3. Responding to mandates arising from the United Nations Climate Change Conference in Belém relevant to the work of the Katowice Committee on Impacts

14. The KCI considered the mandates arising from the United Nations Climate Change Conference in Belém relevant to its work and agreed on approaches to implementing them.

4. Using a system for tracking progress in implementing mandates relevant to the work of the Katowice Committee on Impacts

15. The KCI continued to use its system for tracking progress in implementing mandates arising from United Nations climate change conferences.

5. Implementing the communication and outreach strategy of the Katowice Committee on Impacts

16. The KCI continued to monitor the effectiveness of its communication and outreach efforts using a set of key performance indicators and updated its communication and outreach strategy.[14]

6. Integrating gender considerations into the work of the Katowice Committee on Impacts

17. The KCI continued to mainstream gender considerations in its work, including by discussing this matter under its standing agenda item thereon at its meetings, under which it monitors progress in ensuring gender balance in the speakers at KCI side events and in the experts appointed as consultants for its work.

18. Furthermore, the KCI published a policy brief on identifying and assessing the impacts of the implementation of response measures among different groups,[15] which highlights that climate policies and response measures can affect women and men differently and thus the importance of integrating gender considerations into climate policy design and impact assessment.

7. Implementing Action for Climate Empowerment elements

19. The KCI contributed to the implementation of Action for Climate Empowerment elements[16] by, inter alia, making its knowledge products and training materials publicly available[17] and collaborating with various organizations as a way to encourage cooperation.

[13] KCI. 2026. *Understanding the Implications of the Energy Transition on African Economies: Economy and Jobs*. Bonn: UNFCCC. Available at https://unfccc.int/documents/657738.

[14] The updated strategy is contained in KCI document KCI/2026/15/5/A02.

[15] KCI. 2026. *Climate policy impact assessment: Centring intergenerational equity, gender, youth, local communities and Indigenous Peoples*. Bonn: UNFCCC. Available at https://unfccc.int/documents/655114.

[16] As per para. 6(a) of the annex to decisions 18/CP.26 and 22/CMA.3.

[17] KCI publications are available at https://unfccc.int/KCI/documents and training materials are available at https://unfccc.int/response-measures/e_learning_course_RM.

8. Updating the rules of procedure of the Katowice Committee on Impacts

20. The KCI proposed updates to its rules of procedure (see the Annex for the revised rules of procedure) for the forum to consider at SB 65 with a view to the subsidiary bodies providing recommendations for consideration and adoption at COP 31, CMP 21 and CMA 8.

C. Implementation of the workplan of the forum and its Katowice Committee on Impacts for 2026–2030

21. COP 29, CMP 19 and CMA 6 adopted the workplan of the forum and its KCI for 2026–2030.[18] In 2026, the KCI commenced implementation of the activities under the workplan.

1. Preparing information for the technical assessment component of the global stocktake related to the impacts of the implementation of response measures with the process outlined in paragraphs 12–13 of decision 23/CMA.3 (workplan activity 2)

22. The KCI held at its 15th meeting a technical workshop aimed at preparing information related to the impacts of the implementation of response measures to serve as input to the technical assessment component of the second global stocktake and initiated preparation of a report synthesizing that information.

2. Assessing and analysing the impacts, including socioeconomic impacts, of response measures to be implemented in order to achieve all outcomes of the global stocktake and different net zero scenarios and pathways (workplan activity 5)

23. The KCI initiated preparation of a report pertaining to this activity, as an output of workplan activity 5. The report is expected to be finalized in 2027.

3. Analysing, assessing and reporting on the impacts of measures taken to combat climate change, including cross-border impacts, recalling Article 3, paragraph 5, of the Convention (workplan activity 6)

24. The KCI initiated preparation of one of the two reports pertaining to this activity, as an output of workplan activity 6, with the report expected to be finalized in 2027.

4. Facilitating the exchange and sharing of experience and best practices among Parties, the secretariat and other international organizations on conducting impact assessments (workplan activity 8)

25. KCI members exchanged views on the possible objectives and substantive focus of the in-session workshop to be held at SB 65 pertaining to this activity, as an output of workplan activity 8, and requested the secretariat to take these views into account in the organization of the workshop.

5. Developing a toolbox that can be customized to local circumstances, including methodologies, for Parties to use in identifying, assessing and addressing the impacts of response measures, and building capacity and sharing experience in relation to using the toolbox (workplan activity 10)

26. KCI members exchanged views on how to develop the toolbox, as an output of workplan activity 10, for use in identifying, assessing and addressing the impacts of the implementation of response measures.

[18] Para. 5 of decisions 16/CP.29, 3/CMP.19 and 22/CMA.6. The workplan is contained in the annex to those decisions.

6. Developing a case study in each of the five United Nations regions on just transition of the workforce and the creation of decent work and quality jobs and on economic diversification and transformation in order to understand the opportunities and challenges faced in planning and implementation, and sharing the findings among Parties and experts (workplan activity 11)

27. The KCI initiated preparation of five case studies pertaining to just transition of the workforce and the creation of decent work and quality jobs and on economic diversification and transformation in order to understand the opportunities and challenges faced in planning and implementation, as outputs of workplan activity 11.

7. Developing case studies to identify and analyse the social and economic impacts of economy-wide nationally determined contributions, covering all greenhouse gases, sectors and categories (workplan activity 12)

28. The KCI initiated preparation of a report containing case studies pertaining to workplan activity 12 as an output of this workplan activity. The report is expected to be finalized in 2027.

8. Assessing and compiling guidelines for reporting, in the context of the enhanced transparency framework under the Paris Agreement, on the assessment and analysis of the impacts of the implementation of response measures on Parties with economies most affected by the impacts of response measures as referred to in Article 4, paragraph 15, of the Paris Agreement (workplan activity 13)

29. The KCI initiated preparation of a report pertaining to this activity, as an output of workplan activity 13. The report is expected to be finalized in 2027.

9. Enhancing the capacity of Parties to carry out their own assessment and analysis of and produce reports on the impacts of the implementation of response measures through training and capacity-building efforts, including existing initiatives (workplan activity 15)

30. The KCI initiated the implementation of workplan activity 15 which includes continued implementation of the capacity-building programme pertaining to the impacts of the implementation of response measures.[19]

10. Identifying and exchanging experience on technological solutions aimed at reducing climate change impacts and creating decent work (workplan activity 16)

31. The KCI initiated preparation of one of the two technical papers pertaining to this activity as an output of workplan activity 16, with the first technical paper expected to be finalized in 2027.

[19] The concept note for the programme is contained in KCI document KCI/2024/11/5, annex IV.

D. Progress in implementing mandates arising from United Nations climate change conferences

1. Facilitating the enhancement of the capacity of Parties, in particular developing country Parties, to develop and use impact assessment methodologies and tools for conducting their own assessments and analyses of the impacts of response measures, including on decent work and quality jobs, and economic, social, environmental, domestic, cross-border, positive and negative impacts, including facilitating the development of case studies as appropriate and the organization of targeted regional hands-on training workshops[20]

32. The KCI maintained, as part of its capacity-building programme referred to in paragraph C.9.30 above, an e-learning course on the impact of the implementation of response measures.[21]

33. The KCI also maintained, and updated, a user-friendly interface on climate policy impact assessments,[22] designed to enable more stakeholders to undertake such assessments by simplifying how they interact with complex economic models.

34. The KCI will continue to implement its capacity-building programme by undertaking diverse capacity-building activities.

2. Developing and maintaining a web-based user interface for selecting tools and methodologies and promoting its use among Parties and stakeholders, as appropriate, as well as developing a user manual for the interface[23]

35. In response to the request of the KCI for the secretariat to develop and maintain a web-based user interface for selecting tools and methodologies from the existing database[24] of tools for assessing and analysing the impacts of the implementation of response measures, and to draft a user manual for the interface, the secretariat finalized the interface[25] and its user manual in May 2026.

3. Enhancing the capacity of Parties, in particular developing country Parties, to develop and use country-specific tools and methodologies for assessing the environmental, social and economic co-benefits of climate change policies and actions[26]

36. The capacity-building programme referred to in paragraph C.9.30 above contributes to the fulfilment of this mandate. For example, module 4 of the e-learning course referred to in paragraph 34 above1.32 above, on impact assessments of climate policies, also covers the topic of co-benefits, together with negative impacts, of climate change policies and actions. Further capacity-building activities carried out by the KCI will cover the topic of co-benefits alongside the negative impacts of climate change policies and actions.

4. Enhancing the understanding of Parties of policies for just transitions and their impacts on various sectors en route to achieving the goals of the Paris Agreement[27]

37. The capacity-building programme referred to in paragraph C.9.30 above contributes to the fulfilment of this mandate. For example, module 5 of the e-learning course referred to in paragraph 34 above1.32 above covers the topic of just transitions. Further capacity-building activities will cover the topic of just transitions.

[20] Decisions 20/CP.27, para. 20(a); 7/CMP.17, para. 20(a); and 23/CMA.4, para. 21(a).
[21] Available at https://unfccc.int/response-measures/e_learning_course_RM.
[22] Available at https://unfccc.int/response-measures/cpia-gem-interface.
[23] Decisions 20/CP.27, para. 20(b); 7/CMP.17, para. 20(b); and 23/CMA.4, para. 21(b).
[24] Available at https://unfccc.int/documents/274695.
[25] Available at https://unfccc.int/response-measures/impact-assessment-tools-database.
[26] Decisions 20/CP.27, para. 32; 7/CMP.17, para. 32; and 23/CMA.4, para. 33.
[27] Para. 25 of decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.

5. Intensifying efforts to implement the recommendations outlined in relevant decisions of the governing bodies, including by enhancing cooperation among Parties, stakeholders, external organizations, experts and institutions and by enabling the exchange of information, experience and best practices among Parties with a view to increasing their resilience to the economic and social impacts of the implementation of response measures[28]

38. The KCI continued to track progress in implementing its mandates (see para. 15 above). The capacity-building programme referred to in paragraph C.9.30 above also has the aim of increasing Parties' resilience to the adverse impacts of response measures.

6. Performing functions in line with the best available science and taking into account different national circumstances[29]

39. The KCI considers the best available science and takes into account different national circumstances in implementing its workplan activities.

7. Presenting, at the second regular sessions of the subsidiary bodies each year, the annual report of the Katowice Committee on Impacts and key findings therefrom to the forum for consideration with a view to the forum making recommendations for consideration by the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement[30]

40. The KCI deliberated on a process for presenting its annual report and key findings to the forum at the second regular sessions of the subsidiary bodies each year.

8. Collaborating with the Consultative Group of Experts on exploring ways to enhance the capacity of Parties to report on the impacts of the implementation of response measures[31]

41. The KCI will address this mandate as part of its implementation of activity 13 of the workplan of the forum and its KCI for 2026–2030, which will include collaboration with the Consultative Group of Experts.

E. Lessons learned

42. The KCI recognized challenges related to the time allocated for it to discuss and address its mandates. The KCI will continue to reflect on this matter.

43. The KCI recognized the need to strengthen its communication and outreach activities in order to better disseminate its knowledge products to the intended audiences.

F. Forum considerations

44. No issues were identified for consideration by the forum.

[28] Decision 1/CMA.5, para. 148.
[29] Decision 1/CMA.5, para. 149.
[30] Para. 12 of decisions 6/CP.30, 2/CMP.20 and 14/CMA.7.
[31] Para. 25 of decisions 6/CP.30, 2/CMP.20 and 14/CMA.7.

III. Possible recommendations for consideration by the forum with a view to it recommending actions to the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement

45. On the basis of the implementation of its workplan activities, the KCI prepared possible recommendations for consideration by the forum with a view to the forum recommending actions to COP 31, CMP 21 and CMA 8.

46. With regard to activity 4[32] of the workplan for SB 52 to 63, the KCI recommends to the forum that the COP, the CMP and the CMA encourage Parties, relevant organizations and other stakeholders to consider:

(a) Making use, as appropriate, and promoting the use of the KCI capacity-building programme, including e-learning modules, regional hands-on training workshops, and user-friendly interfaces for climate-policy impact assessment and the selection of methodologies and tools for climate-policy impact assessment, recognizing the programme's role in supporting Parties in conducting analyses of impacts;

(b) Leveraging the benefits of informed policy design and the implementation of policies to support just transitions and economic diversification and transformation efforts;

(c) Addressing the challenges, including those related to data gaps, in assessing the socioeconomic impacts of the implementation of response measures faced by all countries, in particular developing countries;

(d) The positive role of capacity-building programmes in supporting the application of methodological approaches to conducting impact assessment that respond to national circumstances and priorities;

(e) Emphasizing the importance of undertaking ex ante and ex post impact assessments of response measures with a view to supporting informed policy design and implementation;

(f) Making use of capacity-building programmes in supporting Parties in conducting analyses of impacts, including, inter alia, sectoral, national, subnational, domestic and cross-border impacts, to inform their response measures.

[32] Enhancing the capacity and understanding of Parties, through collaboration and input from stakeholders, on the assessment and analysis of the impacts of the implementation of response measures to facilitate the undertaking of economic diversification and transformation and just transition.

Annex

Rules of procedure of the Katowice Committee of Experts on the Impacts of the Implementation of Response Measure*

I. Scope

1. These rules of procedure shall apply to the KCI, as established by decision 7/CMA.1, and be implemented in accordance with decisions 13/CP.28, 4/CMP.18 and 19/CMA.5, including the functions, work programme and modalities of the forum on the impact of the implementation of response measures and its KCI under the Convention, the Kyoto Protocol and the Paris Agreement annexed thereto, as well as any other decisions on the forum and its KCI adopted by the governing bodies.

II. Mandate

2. The CMA decided to establish the KCI to support the work of the forum on the impact of the implementation of response measures in implementing its work programme and operating in accordance with its terms of reference.[1]

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, national, regional and sector-specific case studies, concrete examples and guidelines;

(c) Receiving inputs from and facilitating collaboration with experts, practitioners and relevant organizations;

(d) Organizing workshops.

III. Membership

A. Composition

4. The KCI shall be composed of 14 members, as follows:[2]

(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 IGOs.

B. Nominations

5. Members of the KCI shall be nominated by their respective regional groups[3] or constituencies, taking into account the goal of achieving gender balance in membership. The Chairs of the subsidiary bodies shall be notified of these appointments.

* Not formally edited or formatted.

[1] Decision 7/CMA.1, para. 5 and annex.

[2] As per para. 5(b) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.

[3] As per para. 5(d) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.

6. Prior to the conclusion of each term of office of IGO members, the secretariat shall send invitations to relevant IGOs to nominate experts for consideration as members of the KCI.

7. Members of the KCI 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.[4]

C. Term of membership

8. Members of the KCI shall serve a term of two years and be eligible to serve a maximum of two consecutive terms in office.[5] [6]

9. Members shall remain in office until their successors are appointed.

10. The term of office of a member shall commence at the first meeting of the KCI in the calendar year of their appointment and end immediately before the first meeting of the KCI in the calendar year after their second calendar year[7] in office.

D. Resignation and replacement of membership

11. If a member of the KCI resigns or is otherwise unable to complete the term of office or to perform the functions of that office, the KCI shall request the regional group or constituency that nominated the member to nominate another 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 subsidiary bodies.

12. Once during their term, if a member is temporarily unable to serve on the KCI, the secretariat shall, at the request of that member, invite the naming of an expert from the same Party or IGO by that Party or IGO in consultation with the regional group or constituency, as applicable, to replace the member in an ad interim capacity until such time that the member is able serve again on the KCI.

13. If a member does not participate in two consecutive meetings of the KCI, is unable to perform the functions and tasks set by the KCI, violates the code of conduct, or fails to disclose a conflict of interest as required under these rules of procedure, the Co-Chairs of the KCI shall bring this matter to the attention of the KCI. The KCI may decide to take action on the membership of that member and request the relevant regional group or constituency to appoint another member from the same group or constituency to replace the original member for the remainder of that member's mandate. In such a case, the replacement appointment shall be considered as a continuation of the term of the member who is being replaced and thus, together, shall constitute one term.

IV. Duties and conduct

14. Members of the KCI shall be bound by these rules of procedure.

A. Code of conduct

15. Members of the KCI shall perform any duties and exercise any authority in an honourable, independent, impartial and conscientious manner. They shall:

[4] As per para. 5(c) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.
[5] As per para. 5(e) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.
[6] Upon the establishment of the KCI, half of the members were to serve a term of three years and half a term of two years. Upon the expiry of the term of these members and thereafter, members shall be nominated for a term of two years.
[7] Third calendar year for members serving an initial term of three years, as mentioned in footnote 6 above.

(a) Observe at all times and from the date of their election the highest standards of ethical conduct in the performance of their duties and functions. Such duties and functions shall be performed in accordance with the Charter of the United Nations and these rules of procedure;

(b) Treat all persons involved in the meetings and processes of the KCI with dignity and respect and conduct themselves in line with the values of the United Nations;

(c) Not abuse their authority or directly or indirectly accept, offer or provide any gift, advantage or reward that can be reasonably perceived as intended to influence the performance of their functions and their independence;

(d) Not engage in any form of discrimination or harassment in any form, including sexual harassment.

B. Conflict of interest

16. Members of the KCI must promptly disclose any actual, potential or perceived conflicts of interest and must recuse themselves from any deliberations or decision-making that could have a bearing on their personal or financial interests, in order to avoid a conflict of interest or the appearance of one. Further, KCI members shall not disclose any information received in confidence or identified as such by the KCI that they receive in the course of their duties, even after leaving the KCI.

V. Co-Chairs

17. The KCI shall elect, on a consensus basis, two members to serve as its Co-Chairs for a term of two years, taking into account the need to ensure equitable geographical representation.[8]

18. The secretariat shall preside over the opening of the first meeting of the calendar year when the election of the Co-Chairs will take place and conduct the election of the Co-Chairs.

19. If one of the Co-Chairs is temporarily unable to fulfil the obligations of the office, another member designated by the KCI shall serve as Co-Chair.[9] If neither Co-Chair is able to serve in their respective capacities, the KCI shall designate a member from among those present to chair that meeting.

20. If a Co-Chair is unable to complete the term of office, the KCI shall elect a replacement from among its members in the relevant regional group or constituency of the incumbent Co-Chair, if available, to complete that term of office.

21. The Co-Chairs shall collaborate in chairing the 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.

22. Following the completion of the Co-Chairs' two-year term of office, the KCI shall elect two members as Co-Chairs to serve the next two-year term of office.

23. In addition to the functions conferred upon the Co-Chairs elsewhere in these rules of procedure, the Co-Chairs shall be responsible for opening, conducting, suspending, adjourning and closing meetings of the KCI, for handling all procedural matters in accordance with these rules of procedure and for ruling on points of order.

24. 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 their remarks are not relevant to the subject under discussion.

25. The KCI may define additional roles and responsibilities for the Co-Chairs.

[8] As per para. 5(f) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.
[9] As per para. 5(g) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.

26. In exercising their functions, the Co-Chairs shall remain under the authority of the KCI.

27. The Co-Chairs or any other member designated by the Co-Chairs may represent the KCI, as necessary.

VI. Secretariat

28. The secretariat, in accordance with these rules of procedure and subject to the availability of resources, shall support and facilitate the work of the KCI by:

(a) Making the necessary arrangements for meetings of the KCI, including announcing meetings, issuing invitations, making the necessary travel arrangements for members eligible for funding for their participation in meetings, providing access for virtual participation where required and making available relevant documents for meetings;

(b) Maintaining records of meetings of the KCI and arranging for the storage and preservation of meeting documents;

(c) Making documents for meetings of the KCI available to the public, unless otherwise decided by the KCI.

29. 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.

30. In addition, the secretariat shall perform any other functions assigned by the KCI in accordance with the mandates of the forum and its KCI as well as any relevant decisions of the governing bodies.

VII. Meetings

A. Dates and venue

31. The KCI shall meet twice a year, with the first meeting to be held over two days in conjunction with the sessions of the subsidiary bodies in the first sessional period of the year and the second meeting to be held intersessionally over three days.[10]

32. At each of its meetings, the KCI shall propose the dates of its next meeting. The Co-Chairs will agree on the dates of the next meeting in consultation with the secretariat.

33. The secretariat shall give notice of the dates and venue of each meeting of the KCI not less than eight weeks prior to the meeting.

B. Quorum

34. At least nine members of the KCI must be present at a meeting to constitute a quorum.

35. 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.

C. Agenda and documentation for meetings

36. 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.

[10] As per para. 5(a) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.

37. The Co-Chairs shall prepare a report on each meeting of the KCI, to be agreed by members, which will be made available on the UNFCCC website. The Co-Chairs will report to the forum on the meeting of the KCI.

38. The provisional agenda and provisional annotated agenda for each meeting shall be transmitted to the members of the KCI at least four weeks before the meeting.

39. 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 through the issuance of a supplementary provisional agenda and supplementary provisional annotated agenda by the secretariat in agreement with the Co-Chairs.

40. The secretariat shall transmit the provisional agenda and provisional annotated agenda for each meeting and any supporting documentation to the members of the KCI at least two weeks prior to the meeting. Documents may be transmitted after that date with the approval of the Co-Chairs.

41. Documents for a meeting shall be published on the UNFCCC website at least two weeks prior to that meeting, to the extent possible, unless otherwise decided by the Co-Chairs.

42. The agenda shall be proposed for adoption by the KCI at the beginning of each meeting. Prior to the adoption of the agenda at a meeting, the KCI may, by consensus, decide to add items to, delete items from, or defer or amend items in the provisional agenda for that meeting or the provisional agenda for the subsequent meeting, as appropriate.

43. Any item on the agenda for a meeting of the KCI, the consideration of which has not been completed at that meeting, shall automatically be included in the provisional agenda for the next meeting, unless otherwise decided by the KCI.

44. Members of the KCI shall prepare an annual report for consideration by the forum with a view to making recommendations for consideration by the subsidiary bodies, which may, in turn, make recommendations to the governing bodies for their consideration and adoption.[11]

45. The annual report shall be made available on the UNFCCC website before the relevant sessions of the governing bodies.

VIII. Transparency

46. Should technical and financial resources permit, open meetings (or parts thereof) of the KCI shall be webcast on the UNFCCC website.

A. Participation of observers

47. Meetings of the KCI shall be open to observers from all Parties and admitted observer organizations, including virtually, unless otherwise decided by the KCI.[12]

48. The KCI may decide to close a meeting or part thereof to observers at any time.

49. The KCI may, in the interests of cost-effectiveness and efficiency, decide to limit the in-person attendance of observers at its meetings.

50. The secretariat shall make the dates and venue of each meeting available to the public to enable participation by observers.

[11] As per decision 7/CMA.1, para. 12; and para. 5(j) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.

[12] As per para. 5(h) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.

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

52. The KCI may invite interventions from observers at any time during a meeting, as appropriate.

B. Participation of expert advisers

53. The KCI, in fulfilling its mandate, should draw upon outside expertise at its meetings.

54. The Co-Chairs may, in consultation with the KCI, invite observers and other experts, including 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. The Co-Chairs shall notify the KCI one week before the meeting of any proposed interventions by observers.

IX. Decision-making

55. The KCI shall operate on the basis of consensus of its members.[13]

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

X. Working language

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

XI. Use of electronic means of communication

58. 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.

XII. Working groups

59. The KCI may establish working groups comprising its members and external experts or observers to support the forum in performing its functions. A working group shall be led by a member of the KCI.

60. The working groups may receive inputs from experts, practitioners, and relevant organizations in accordance with the workplan of the forum and its KCI and in line with paragraphs 53 and 54 above.

XIII. Workplan

61. The KCI shall support the work of the forum in line with the workplan of the forum and its KCI.

62. The KCI may draw on the expertise necessary to perform its functions, including from the UNFCCC roster of experts, while taking fully into account the goal of achieving regional and gender balance in the context of such expertise.

[13] As per para. 5(i) of annex I to decisions 13/CP.28, 4/CMP.18 and 19/CMA.5.

XIV. Amendments to the rules of procedure

63. The KCI may recommend amendments to these rules of procedure for the forum to consider and make recommendations to the subsidiary bodies with a view to the subsidiary bodies providing recommendations for consideration and adoption by the governing bodies.

64. Proposals for amendments to the rules of procedure may be submitted to the secretariat in writing by members of the KCI. Such proposals shall then be circulated by the secretariat for consideration and a decision by all members of the KCI.

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

XV. Overriding authority of the Convention, the Kyoto Protocol and the Paris Agreement

66. In the event of a 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.

Document information

Version	*Description*
Version 4	Revision predominantly of sections pertaining to the membership nominations, the term of membership, the resignation and replacement of membership, the Co-Chairs, the agenda and documentation for meetings and the participation of observers.
Version 3	Revision of the rules of procedure in response to paragraph 8 of decisions 13/CP.28, 4/CMP.18 and 19/CMA.5 Revision predominantly of sections pertaining to meetings of the KCI, the modalities to carry out the work programme, the Co-Chairs and the participation of observers and expert advisers; and addition of information on the code of conduct for members of the KCI Adopted by decisions 16/CP.29, 3/CMP.19 and 22/CMA.6
Version 2	Revision of paragraph 7 and addition of paragraph 11 Adopted by decisions 19/CP.26, 7/CMP.16 and 23/CMA.3
Version 1	Adopted by decisions 4/CP.25, 4/CMP.15 and 4/CMA.2