

Date of meeting: 16 May 2014

Place of meeting: Vientiane, Lao PDR

**Joint Committee of the Joint Crediting Mechanism
between the Lao PDR and Japan
First Meeting**

Meeting Report

Agenda item 1. Opening

Mr. Phouvong Luangxaysana, Director General of Department of Disaster Management and Climate Change Ministry of Natural Resources and Environment, opened the first meeting of the Joint Committee (JC) of the Joint Crediting Mechanism (JCM).

Table: Attendance

JC Members from Lao side	
Mr. Phouvong LUANGXAYSANA	Ministry of Natural Resources and Environment
Mr. Khamsen OUNKHAM	Ministry of Agriculture and Forestry
Ms. Chansavanh KEOVISAY (alternate)	Ministry of Energy and Mines
Mr. Souksamay MANHMANYVONG (alternate)	Ministry of Public Works and Transport
Mr. Khamphone KEODALAVONG	Ministry of Industry and Commerce
Mr. Latsamy INTHAVONG (alternate)	Ministry of Public Health
Dr. Dalavone KITTIVONE	Ministry of Education and Sports
JC Members from Japanese side	
Mr. Ryotaro SUZUKI	Embassy of Japan in Laos
Mr. Hideyuki ONISHI	Embassy of Japan in Laos
Mr. Takeshi NAGASAWA	Ministry of Economy, Trade and Industry
Mr. Tsuyoshi KAWAKAMI	Ministry of the Environment
Ms. Chiaki MATSUMOTO (alternate)	Ministry of Foreign Affairs
Mr. Hideki KAWATO	Forestry Agency

* The names of members present at the meeting are in bold print above.

Agenda item 2. Organizational matters

Agenda item 2.1 Adoption of the agenda

The JC adopted the agenda of the meeting.

Agenda item 2.2 Appointment of Co-Chairs

The Lao side appointed Mr. Phouvong Luangxaysana, Director General of Department of Disaster Management and Climate Change, Ministry of Natural Resources and Environment and the Japanese side appointed Mr. Ryotaro Suzuki, Minister, Embassy of Japan in Laos, to serve as the Co-Chairs of the JC.

Agenda item 2.3 Attendance

The JC gave its consent to attendance of observers at this JC meeting.

Agenda item 2.4 Establishment of the JC secretariat

The JC established the JC secretariat. The Japanese side nominated Mitsubishi UFJ Research and Consulting Co., Ltd. for serving as the JC secretariat. The Lao side nominated Mr. Syamphone Senchadala and Mr. Immala Inthaboualy, Department of Disaster Management and Climate Change, Ministry of Natural Resources and Environment as the JC secretariat from the Lao side.

Agenda item 3. Rules and guidelines

Agenda item 3.1 JCM Project Cycle Procedures

The JC considered the draft “Joint Crediting Mechanism Project Cycle Procedure” and ten (10) forms related to the procedure and adopted them, as contained in Annex 1 and Annex 1.1 to 1.10 to this meeting report.

Agenda item 3.2 JCM Guidelines for Developing Proposed Methodology

The JC considered the draft “Joint Crediting Mechanism Guidelines for Developing Proposed Methodology” and adopted it, as contained in Annex 2 to this meeting report.

Agenda item 3.3 JCM Guidelines for Developing Project Design Document and Monitoring Report

The JC considered the draft “Joint Crediting Mechanism Guidelines for Developing Project Design Document and Monitoring Report” and adopted it, as contained in Annex 3 to this meeting report.

Agenda item 3.4 JCM Guidelines for Designation as a Third-Party Entity

The JC considered the draft “Joint Crediting Mechanism Guidelines for Designation as a Third-Party Entity” and adopted it, as contained in Annex 4 to this meeting report.

Agenda item 3.5 JCM Guidelines for Validation and Verification

The JC considered the draft “Joint Crediting Mechanism Guidelines for Validation and Verification” and adopted it, as contained in Annex 5 to this meeting report.

Agenda item 3.6 JCM Glossary of Terms

The JC considered the draft “Joint Crediting Mechanism Glossary of Terms” and adopted it, as contained in Annex 6 to this meeting report.

Agenda item 4. Other matters

The Japanese side explained an overview of the JCM registry and website.

The Japanese side introduced the JCM Feasibility Studies in the Lao PDR and the JCM promotion schemes.

The JC took note of the importance of capacity building activities for implementing the JCM in Lao PDR.

Agenda item 5. Conclusion of the meeting

The Co-Chairs gave closing remarks and closed the meeting.

Annexes to the report

Annex 1 Joint Crediting Mechanism Project Cycle Procedure

Annex 1.1. JCM Modalities of Communication Statement Form

Annex 1.2. JCM Validation Report Form

Annex 1.3. JCM Project Registration Request Form

Annex 1.4. JCM Verification Report Form

Annex 1.5. JCM Credits Issuance Request Form

Annex 1.6. JCM Approved Methodology Revision Request Form

Annex 1.7. JCM Post-Registration Changes Request Form

Annex 1.8. JCM Project Withdrawal Request Form

Annex 1.9. JCM Registration Request Withdrawal Form

Annex 1.10. JCM Issuance Request Withdrawal Form

Annex 2 Joint Crediting Mechanism Guidelines for Developing Proposed Methodology

Annex 3 Joint Crediting Mechanism Guidelines for Developing Project Design Document and

Monitoring Report

Annex 4 Joint Crediting Mechanism Guidelines for Designation as a Third-Party Entity

Annex 5 Joint Crediting Mechanism Guidelines for Validation and Verification

Annex 6 Joint Crediting Mechanism Glossary of Terms