

Joint Crediting Mechanism Project Cycle Procedure

CONTENTS

1. GENERAL PROCEDURES	3
1.1. Objectives	3
1.2. Scope and applicability	3
1.3. Terms and definitions.....	3
1.4. Approval of methodologies.....	3
1.4.1. Submission of a proposed methodology.....	3
1.4.2. Completeness check	4
1.4.3. Public inputs.....	4
1.4.4. Consideration of a proposed methodology	4
1.5. Implementation of project.....	5
1.6. Pre-registration activities	6
1.6.1. Publication of project design document	6
1.6.1.1. Submission of project design document	6
1.6.1.2. Submission and treatment of public inputs.....	7
1.6.2. Modalities of communication.....	7
1.6.3. Validation of a proposed JCM project	8
1.7. Registration of project.....	8
1.7.1. Request for registration	8
1.7.1.1. Submission of request for registration	8
1.7.1.2. Processing request for registration.....	9
1.7.1.3. Finalizing request for registration.....	9
1.8. Pre-issuance activities	9
1.8.1. Preparation of monitoring report	9
1.8.2. Verification of emission reductions or removals	9
1.9. Issuance of credits.....	10
1.9.1. Request for issuance.....	10
1.9.1.1. Submission of request for issuance.....	10
1.9.1.2. Processing request for issuance	10
1.9.1.3. Finalizing request for issuance	11
2. SPECIFIC PROCEDURES.....	12
2.1. Approval of methodologies.....	12
2.1.1. Revision of an approved methodology	12
2.1.2. Putting on hold of an approved methodology	13

2.2.	Pre-registration activities	13
2.2.1.	Conditions resulting in the revision of project design document	13
2.3.	Registration of project.....	14
2.3.1.	Request for registration	14
2.3.1.1.	Processing request for registration.....	14
2.3.1.2.	Rejecting request for registration.....	14
2.4.	Post-registration activities.....	15
2.4.1.	Changes to registered JCM project.....	15
2.4.1.1.	Submission of request for approval of changes	15
2.4.1.2.	Processing request for approval of changes.....	15
2.4.2.	Changes to registered modalities of communication.....	17
2.4.2.1.	General requirements.....	17
2.4.2.2.	Voluntary changes to focal point.....	18
2.4.2.3.	Changes to project participants.....	18
2.5.	Issuance of credits.....	18
2.5.1.	Request for issuance.....	18
2.5.1.1.	Processing request for issuance	18
2.5.1.2.	Rejecting request for issuance	19
2.6.	Withdrawal.....	19
2.6.1.	Submission of request for withdrawal.....	19
2.6.2.	Processing request for withdrawal.....	20
2.6.3.	Withdrawal of a registered JCM project by the Joint Committee	20

1. GENERAL PROCEDURES

1.1. Objectives

1. The objectives of the “Joint Crediting Mechanism Project Cycle Procedure” (hereinafter referred to as “this Procedure”) are to:
 - (a) Improve the consistency and clarity in processing of the submissions of documents relating to the approval of a methodology, the registration of a proposed Joint Crediting Mechanism (hereinafter referred to as “JCM”) project and issuance of credits by the Joint Committee, its secretariat (hereinafter referred to as the “secretariat”), the Japanese side and the Costa Rican side (hereinafter referred to as “both sides”);
 - (b) Enhance the overall efficiency and integrity of the JCM.

1.2. Scope and applicability

2. This Procedure describes the administrative steps to follow for project participants, third-party entities (hereinafter referred to as the “TPEs”), other stakeholders, the Joint Committee, the secretariat and both sides for approval of a methodology, registration of a JCM project, issuance of credits and related actions.

1.3. Terms and definitions

3. This Procedure describes standards which are requirements to be met except those paragraphs which include terms “should” and “may” as defined in paragraph 4 below.
4. The following terms apply in this Procedure:
 - (a) “Should” is used to indicate that among several possibilities, one course of action is recommended as particularly suitable;
 - (b) “May” is used to indicate what is permitted.
5. Terms in this Procedure are defined in the “Joint Crediting Mechanism Glossary of Terms” available on the JCM website.

1.4. Approval of methodologies

1.4.1. Submission of a proposed methodology

6. The Japanese side, the Costa Rican side or project participants (hereinafter referred to as “methodology proponents”) may prepare a proposed methodology and submits it, using the latest version of forms described in paragraph 7 below, to the Joint Committee for its approval by electronic means.
7. The proposed methodology consists of the completed “JCM Proposed Methodology Form” and “JCM Proposed Methodology Spreadsheet Form”, containing the Input Sheet and Calculation Process Sheet, which are developed in line with the “Joint Crediting

Mechanism Guidelines for Developing Proposed Methodology” (hereinafter referred to as “Methodology Guidelines”). The submission may be accompanied by additional documents which help explain the methodology and brief translation in Spanish of the outline of the methodology. The Joint Committee may request the methodology proponents to submit additional documents including a draft project design document (hereinafter referred to as “PDD”) to which the proposed methodology is applied.

8. The methodology proponents may submit the proposed methodology to the Joint Committee for its approval using the previous version of the “JCM Proposed Methodology Form” and “JCM Proposed Methodology Spreadsheet Form” within the grace period of six (6) months from the date of publication of a new version. The Joint Committee does not accept the proposed methodology using the previous version after the grace period of six (6) months.
9. The secretariat notifies the receipt of the submission to the methodology proponents by electronic means.
10. Methodologies may also be developed under the initiative of the Joint Committee.

1.4.2. Completeness check

11. The secretariat checks whether the proposed methodology is complete and communicates the result to the methodology proponents within seven (7) calendar days after the receipt of the submission.
12. If the submission is deemed incomplete, the secretariat notifies the methodology proponents of the reason.
13. This process is not required for proposed methodologies developed under the initiative of the Joint Committee.

1.4.3. Public inputs

14. After the secretariat deems that the submitted proposed methodology satisfies the completeness check, the secretariat promptly makes the methodology publicly available for public inputs through the JCM website.
15. The duration of call for public inputs is fifteen (15) calendar days.
16. The secretariat makes all received inputs publicly available through the JCM website.
17. For methodologies developed under the initiative of the Joint Committee, they are also subjected to this process.

1.4.4. Consideration of a proposed methodology

18. The Joint Committee assesses the proposed methodology based on, but not limited to, the materials submitted by the methodology proponents and the submitted public inputs in line

with Methodology Guidelines.

19. The Joint Committee may interact with the methodology proponents on specific issues regarding the proposed methodology.
20. The Joint Committee may delegate part of the work of assessment to external experts and/or a panel independent from methodology proponents, as appropriate.
21. The outcome of the consideration is as follows:
 - (a) Approval of the proposed methodology;
 - (b) Approval of the proposed methodology with revisions;
 - (c) Non-approval of the proposed methodology.
22. The Joint Committee should conclude the consideration within sixty (60) calendar days from the closing of public inputs. If this is deemed not possible due to matters such as ongoing clarifications, then the secretariat notifies the methodology proponents of the status of discussion within sixty (60) calendar days from the closing of public inputs, and the Joint Committee should conclude the consideration no later than ninety (90) calendar days from the closing of public inputs.
23. Upon conclusion of consideration, the secretariat notifies the outcome of consideration to the methodology proponents, with its reasons.
24. The secretariat makes publicly available the outcome of the consideration, as well as relevant information on the approved methodology, which consists of approved methodology document and Monitoring Spreadsheet, through the JCM website within five (5) calendar days from the date of decision by the Joint Committee. Monitoring Spreadsheet consists of Monitoring Plan Sheet, Monitoring Structure Sheet and Monitoring Report Sheet¹.
25. The methodology proponents may resubmit any proposed methodology that has been assessed as incomplete by the secretariat or has not been approved by the Joint Committee. Such submission addresses the reasons for incompleteness stated by the secretariat and non-approval stated by the Joint Committee.

1.5. Implementation of project

26. Project participants operate a project in line with the JCM rules and guidelines.
27. After the registration of the project, the project participants operate the project and conduct monitoring of its activity in line with the registered PDD. The project participants may submit the request for registration after the start date of operation.
28. Credits are only issued to emission reductions or removals that are calculated by the project

¹ Monitoring Plan Sheet and Monitoring Report Sheet are prepared by the secretariat based on a Proposed Methodology Spreadsheet made by the methodology proponent after its approval. Monitoring Structure Sheet is added by the secretariat.

participants and verified by the TPE based on the results of monitoring in line with the registered PDD, after the start date of operation.

29. A project which started operation on or after 1 January 2013 is eligible for consideration as the JCM project.

1.6. Pre-registration activities

1.6.1. Publication of project design document

1.6.1.1. Submission of project design document

30. The project participants of a proposed JCM project prepare a draft PDD, which consists of a completed “JCM Project Design Document Form”, using the latest version of that form, and monitoring plan, in line with the “Joint Crediting Mechanism Guidelines for Developing Project Design Document and Monitoring Report” (hereinafter referred to as “PDD and Monitoring Guidelines”), and submit them together with a modalities of communication statement (hereinafter referred to as “MoC”), using the latest version of the “JCM Modalities of Communication Statement Form” and supporting documentation, as appropriate, to the TPE contracted by the project participants to perform validation of the project and to the Joint Committee for public inputs. The submission to the Joint Committee may be accompanied by brief translation in Spanish of the outline of the draft PDD.
31. The project participants may submit the draft PDD together with the MoC to the TPE contracted by the project participants to perform validation of the project and to the Joint Committee for public inputs, using the previous version of the “JCM Project Design Document Form” and “JCM Modalities of Communication Statement Form” within the grace period of six (6) months from the date of publication of a new version. The Joint Committee does not accept the draft PDD and the MoC using the previous version after the grace period of six (6) months.
32. The secretariat issues a unique reference number to the JCM project submitted to the Joint Committee for public inputs.
33. The secretariat notifies the receipt of the submission and the unique reference number to the project participant who has submitted the draft PDD and MoC.
34. Upon notifying the receipt of the submission, the secretariat makes the draft PDD publicly available through the JCM website for public inputs. The duration of call for public inputs on the draft PDD is thirty (30) calendar days subsequent to the publication of the draft PDD. The secretariat informs the project participants and the TPE of the location of the draft PDD on the JCM website and the opening and closing dates of the duration of call for public inputs.
35. In addition to the draft PDD, the secretariat, through the JCM website, also makes the following information publicly available:

- (a) The name of the proposed JCM project;
 - (b) The location of the proposed JCM project including coordinates;
 - (c) The names of the all project participants listed in the draft PDD of the proposed JCM project;
 - (d) The name of the TPE which conducts validation (and verification) for the proposed JCM project;
 - (e) The estimated annual greenhouse gas (GHG) emission reductions or removals indicated in the draft PDD;
 - (f) The approved methodology(ies) being applied to the proposed JCM project;
 - (g) The proposed start date and length of the expected operation period.
36. Validation and verification can be conducted either simultaneously or separately. When the project participants apply for validation and verification simultaneously, all sections of the draft PDD and the draft monitoring report are completed prior to submission.

1.6.1.2. Submission and treatment of public inputs

37. All stakeholders may submit inputs on the proposed JCM project to the project participants and the TPE through electronic means specified on the JCM website. The submitters of the inputs provide the name and contact details of the individual or organization on whose behalf the inputs are submitted. The TPE checks the authenticity and relevance of this information in case of doubt.
38. The secretariat makes the inputs publicly available through the JCM website where the draft PDD is displayed, and removes those that the TPE has determined to be unauthentic in line with paragraph 37 above.

1.6.2. **Modalities of communication**

39. The project participants of a JCM project designate one focal point entity (hereinafter referred to as the “focal point”) from the project participants to communicate on their behalf with the Joint Committee and the secretariat in line with scopes of authority referred to in paragraph 42 below and include this information in an MoC.
40. After the submission of an MoC of a proposed JCM project, all official communication between the project participants and the Joint Committee, the secretariat, or each side for the specific project is conducted through the focal point.
41. The project participants submit an MoC to the Joint Committee and the TPE, at the time of submitting the draft PDD to the TPE for validation and the Joint Committee for public inputs. The contact details of the focal point and other project participants are included in the “JCM Modalities of Communication Statement Form”.
42. The project participants grant the focal point the authority to:

- (a) Communicate in relation to requests for issuance of credits to respective accounts;
 - (b) Communicate in relation to requests for addition and/or voluntary withdrawal of project participants and changes to the focal point, as well as changes to company names, legal status, contact details and specimen signatures; and
 - (c) Communicate on all other project-related matters not covered by subparagraphs (a) and (b) above.
43. The project participants and the focal point designate one primary authorized signatory and one alternate authorized signatory. The signature of either the primary or alternate authorized signatory suffices for authenticating the project participant's or the focal point's consent or instruction(s).
44. The project participants do not include or refer to private contractual arrangements in an MoC.
45. The secretariat publishes the MoC on the JCM website following the registration of the project. The MoC is shared only among the project participants, the Joint Committee, the secretariat and the TPE involved in the JCM project. The secretariat makes sections 1 to 4 of the MoC without specimen signatures publicly available.

1.6.3. Validation of a proposed JCM project

46. The TPE, in line with the "Joint Crediting Mechanism Guidelines for Validation and Verification" (hereinafter referred to as "Validation and Verification Guidelines"), validates the MoC and the proposed JCM project as described in the draft PDD, prepares a validation report using the latest version of the "JCM Validation Report Form" and sends the report to the project participants.
47. The TPE may send the validation report to the project participants using the previous version of the "JCM Validation Report Form" within the grace period of six (6) months from the date of publication of a new version. The validation report using the previous version after the grace period of six (6) months is not accepted by the Joint Committee.
48. Validation can be conducted simultaneously with verification.

1.7. Registration of project

1.7.1. Request for registration

1.7.1.1. Submission of request for registration

49. The project participants, after receiving a positive validation opinion by the TPE, may request for registration of the proposed JCM project. When requesting for registration, the project participants submit the completed "JCM Project Registration Request Form" using the latest version of that form, the validated PDD and MoC, validation report and other supporting documents, as appropriate, by electronic means.

50. The project participants may request for registration of the proposed JCM project using the previous version of the “JCM Project Registration Request Form” within the grace period of six (6) months from the date of publication of a new version. The Joint Committee does not accept the request using the previous version after the grace period of six (6) months.

1.7.1.2. Processing request for registration

51. The secretariat maintains a publicly available list of all submitted requests for registration through the JCM website.
52. The secretariat notifies the receipt of the request for registration to the project participants by electronic means.
53. Upon receiving the request for registration, the secretariat conducts within seven (7) calendar days a completeness check to determine whether the request for registration submission is complete.
54. Upon conclusion of the completeness check, the secretariat notifies the project participants and the TPE of the conclusion of the completeness check.

1.7.1.3. Finalizing request for registration

55. Upon positive conclusion of the completeness check, the Joint Committee decides to register the proposed JCM project.
56. When the Joint Committee decides to register the proposed JCM project, the secretariat notifies each side, the project participants and the TPE of the registration and makes publicly available the relevant information on the JCM project through the JCM website.

1.8. Pre-issuance activities

1.8.1. Preparation of monitoring report

57. The project participants prepare a draft monitoring report in line with the applied methodology and the PDD and Monitoring Guidelines, and submit it together with supporting documentation to the TPE contracted by the project participants to perform verification of the monitored GHG emission reductions or removals.

1.8.2. Verification of emission reductions or removals

58. The TPE, in line with the Validation and Verification Guidelines, verifies the amounts of GHG emission reductions or removals on the basis of the monitoring report submitted by the project participants, prepares a verification report using the latest version of the “JCM Verification Report Form” and sends the report to the project participants which requested verification.
59. The TPE may send the verification report to the project participants using the previous

version of the “JCM Verification Report Form” within the grace period of six (6) months from the date of publication of a new version. The verification report using the previous version after the grace period of six (6) months is not accepted by the Joint Committee.

60. Verification can be conducted simultaneously with validation.

1.9. Issuance of credits

1.9.1. Request for issuance

1.9.1.1. Submission of request for issuance

61. The project participants who wish to have credits issued open an account in the registry of the Japanese side and/or the Costa Rican side before requesting issuance of credits.
62. The project participants may request the Joint Committee to notify each side to issue credits to their respective accounts in the registry, only after the TPE verifies the amount of GHG emission reductions or removals. When requesting to notify each side to issue credits, the project participants submit the completed “JCM Credits Issuance Request Form” using the latest version of that form, including information on the allocation of credits among the project participants in tonnes of CO₂ equivalent, the verified monitoring report and the verification report by electronic means. Part of the credits is allocated to the project participants from Japan taking into consideration their contribution to GHG emission reductions or removals through the JCM project. Actual amount of allocation of credits is consulted and determined by the project participants from Japan and the Republic of Costa Rica among themselves.
63. The project participants may request the Joint Committee to notify each side to issue credits using the previous version of the “JCM Credits Issuance Request Form” within the grace period of six (6) months from the date of publication of a new version. The Joint Committee does not accept the request using the previous version after the grace period of six (6) months.
64. The project participants may allocate part of the credits to the respective sides.

1.9.1.2. Processing request for issuance

65. The secretariat notifies the receipt of the request for issuance to the project participants by electronic means.
66. The secretariat conducts within seven (7) calendar days a completeness check to determine whether the request for issuance, including allocation of the credits among the project participants in tonnes of CO₂ equivalent, is complete.
67. Upon positive conclusion of the completeness check, the Joint Committee decides to notify each side of the amount of credits to be issued.
68. Upon decision by the Joint Committee, the secretariat notifies each side, the project

participants and the TPE of the result.

1.9.1.3. Finalizing request for issuance

69. Upon notification by the secretariat, each side issues the amount of credits specified in the notification to respective accounts of project participants in the registry.
70. Each side notifies the issuance of credits to the Joint Committee through the secretariat.
71. The secretariat archives all the data of issuance of credits and makes them publicly available through the JCM website.

2. SPECIFIC PROCEDURES

2.1. Approval of methodologies

2.1.1. Revision of an approved methodology

72. Methodology proponents may request the Joint Committee to revise an approved methodology by submitting the completed “JCM Approved Methodology Revision Request Form” using the latest version of that form and the proposed revised methodology highlighting all proposed changes.
73. The methodology proponents may request the Joint Committee for the revision of an approved methodology using the previous version of the “JCM Approved Methodology Revision Request Form” within the grace period of six (6) months from the date of publication of a new version. The Joint Committee does not accept the request using the previous version after the grace period of six (6) months.
74. The submission may be accompanied by additional documents which helps explain the proposed revision. The Joint Committee may request the methodology proponents to submit additional documents including a draft PDD to which the proposed revised methodology is applied.
75. The secretariat notifies the receipt of the submission to the methodology proponents by electronic means.
76. Methodologies may also be revised under the initiative of the Joint Committee.
77. The secretariat conducts a completeness check of the submission in the same procedure as described in section 1.4.2.
78. In parallel with the completeness check, the secretariat also assesses the nature and complexity of the proposed revision and classify them as follows:
 - (a) Substantive revision proposal: Substantive changes to the approved methodology including changes in eligibility criteria, calculation and monitoring methods and parameters; or
 - (b) Editorial revision proposal: Correction of misstatements and editorial revisions to improve the clarity of the approved methodology.
79. Upon conclusion of the completeness check and the assessment of the proposed revision by the secretariat, all substantive revision proposals referred to in paragraph 78(a), including those under the initiative of the Joint Committee, are subject to public inputs procedure as described in section 1.4.3.
80. Consideration of the substantive revision proposals is conducted in the same procedure as described in paragraphs 18 to 23.
81. The secretariat makes publicly available all approved revised methodologies through the JCM website within five (5) calendar days from the date of decision by the Joint Committee.
82. Project participants may apply the approved revised methodology in projects seeking

validation after the date on which the revised version is approved.

83. Upon conclusion of the completeness check and the assessment of the proposed revision by the secretariat, all editorial revision proposals referred to in paragraph 78(b), including those under the initiative of the Joint Committee, are reflected as appropriate by the secretariat after approval by the Joint Committee. The secretariat makes the revised methodology publicly available through the JCM website.
84. The revision of an approved methodology has no effect on projects which have started the public inputs for draft PDDs applying the previous version of the revised methodology.

2.1.2. Putting on hold of an approved methodology

85. In case new or better comprehension of scientific evidence indicates that emission reductions may be overestimated based on the approved methodology, or there are identified inconsistencies, errors and/or ambiguities in the approved methodology, the Joint Committee may put on hold an approved methodology at any time. In this case, the Joint Committee decides to either:
 - (a) Put on hold the approved methodology with immediate effect. In this case, project participants do not submit any draft PDD for public inputs or any request for registration of a project applying the methodology, from the day following the date of publication of the Joint Committee's decision through the JCM website; or
 - (b) Put on hold the approved methodology with a grace period of twenty-eight (28) calendar days. In this case, project participants do not submit any request for registration of a project applying the methodology any more than twenty-eight (28) calendar days following the date of publication of the Joint Committee's decision through the JCM website.

2.2. Pre-registration activities

2.2.1. Conditions resulting in the revision of project design document

86. The project participants may submit a draft PDD to request for registration applying the previous version of an approved methodology within the grace period of eight (8) months from the date of publication of revised version except when the methodology is revised following the process described in paragraph 85 above. If the project participants have submitted a draft PDD applying the previous version of an approved methodology to the TPE for validation and to the Joint Committee for public inputs but do not submit request for registration within the grace period, they revise the draft PDD applying the new version of the methodology and submit it to the TPE for validation and to the Joint Committee for public inputs, notifying the reference number which has already been issued to the proposed JCM project.

87. If the project participants wish to change the approved methodology applied in the draft PDD that has already been published for public inputs, they revise the draft PDD and submit the revised draft PDD to the TPE for validation and to the Joint Committee for public inputs, notifying the reference number which has already been issued to the proposed JCM project.

2.3. Registration of project

2.3.1. Request for registration

2.3.1.1. Processing request for registration

88. If the secretariat, during the completeness check, identifies issues of an editorial nature, it requests project participants by electronic means, copying the TPE, to submit the missing or revised documents and/or information. In this case, project participants submit the requested documents and/or information within seven (7) calendar days of receipt of the request. If project participants do not submit the requested documents and/or information by this deadline, the secretariat concludes that the request for registration is incomplete. The secretariat conducts completeness check within seven (7) calendar days from the date of the receipt of the requested documents and/or information.
89. If the request for registration does not meet the requirements of the completeness check, the secretariat communicates the underlying reasons to the project participants and the TPE, and makes them publicly available through the JCM website. In this case, the project participants may re-submit the request for registration with revised documentation as described in paragraph 49 above.
90. If the secretariat notifies the project participants that the request for registration is incomplete, in line with paragraph 89 above, more than forty-five (45) calendar days after the submission of the request for registration, and the request for registration was submitted more than forty-five (45) calendar days prior to the expiry of the grace period of the previous version of a methodology, then for re-submission purposes, the project participants are granted an extension of the validity of the methodology by the number of calendar days in excess of the forty-five (45) calendar days elapsed before the notification on incompleteness is made.

2.3.1.2. Rejecting request for registration

91. If the Joint Committee decides to reject the request for registration, the secretariat notifies each side, the project participants and the TPE of the rejection and its reasons and makes publicly available the decision with its reasons through the JCM website.
92. In the case of paragraph 91 above, the project participants may re-submit the request for registration with revised documentation in line with section 1.7.1 if the reasons for the

rejection can be addressed by means of a validation report revised by the TPE, based on a revised PDD as appropriate. In this case, the project participants justify that the re-submission falls under such case.

2.4. Post-registration activities

2.4.1. Changes to registered JCM project

93. When the project has been changed from the registered PDD and/or methodology, those changes are classified into the followings:
 - (a) Changes determined by the TPE that do not prevent the use of the applied methodology;
 - (b) Changes identified by the project participants prior to verification or by the TPE during verification that would prevent the use of the applied methodology; or
 - (c) Changes identified by the project participants or determined by the TPE that prevent the use of the applied methodology.
94. If changes are classified into paragraph 93(a), the project participants revise the PDD and submit it for the first issuance request subsequent to the revision.
95. If changes are classified into paragraph 93(b), the project participants proceed with the process described in sections 2.4.1.1 and 2.4.1.2 below.
96. If changes are classified into paragraph 93(c), the project participants withdraw the project in line with section 2.6. The project participants may re-submit a request for registration for the withdrawn project in line with section 1.6.1.

2.4.1.1. Submission of request for approval of changes

97. The project participants obtain approval of changes by the Joint Committee prior to the submission of the request for issuance of credits in cases described in paragraph 93(b).
98. To obtain approval from the Joint Committee for the changes that would prevent the use of methodology, the project participants submit a completed “JCM Post-Registration Changes Request Form” using the latest version of that form and a revised PDD to the secretariat by electronic means.
99. The project participants may request the Joint Committee to approve the changes using the previous version of the “JCM Post-Registration Changes Request Form” within the grace period of six (6) months from the date of publication of a new version. The Joint Committee does not accept the request using the previous version after the grace period of six (6) months.

2.4.1.2. Processing request for approval of changes

100. The secretariat prepares and maintains a publicly available list of all submitted requests for

approval of changes through the JCM website.

101. Upon receipt of the request for approval of changes, the secretariat conducts within seven (7) calendar days the completeness check to determine whether the request for approval of changes is complete.
102. Upon positive conclusion of the completeness check of the request for approval of changes, the secretariat, within fourteen (14) calendar days, prepares and sends to the Co-Chairs a summary note on the request with a recommendation on the course of action, or with a notification that the case will be considered by the Joint Committee.
103. If the secretariat, during the preparation of the summary note, identifies issues that require clarifications from project participants, it requests the project participants to submit revised documents and/or information to clarify the issues within fourteen (14) calendar days of the notification of the request by the secretariat. In this case, the secretariat, notwithstanding the provision in paragraph 102 above, finalizes the summary note and sends it to the Co-Chairs within fourteen (14) calendar days of receipt of the requested documents and/or information from the project participants. If the project participants do not submit the requested documents and/or information by this deadline, the secretariat suspends the process for the request for approval of changes.
104. If the secretariat, during the preparation of the summary note, identifies issues that require inputs from a relevant expert, it seeks guidance from the expert. In this case, the secretariat, notwithstanding the provisions in paragraphs 102 and 103 above, finalizes the summary note and sends it to the Co-Chairs within fourteen (14) calendar days of receipt of the inputs from the expert.
105. Upon confirmation of the summary note by the Co-Chairs, the summary note is distributed to the Joint Committee, and the Joint Committee decides whether to approve the request.
106. Once a decision has been made by the Joint Committee, the secretariat informs the project participants of the decision and any guidance provided by the Joint Committee as applicable, and makes the decision and guidance publicly available through the JCM website.
107. If the request for approval of changes is approved with guidance which requests further revision of the revised PDD by the Joint Committee, the project participants revise the PDD in line with the guidance and submit to the Joint Committee the revised PDD reflecting the guidance. The secretariat makes the revised PDD publicly available through the JCM website as the registered PDD. This version of the registered PDD is applied for future requests for issuance of credits.
108. If the request for approval of changes is approved without guidance, the secretariat makes the revised PDD publicly available through the JCM website as the registered PDD. This version of the registered PDD is applied for future requests for issuance of credits.
109. If the request for approval of changes is not approved, the project participants withdraw the

project in line with section 2.6 or revise the PDD and submit a revised draft PDD to the TPE for validation and to the Joint Committee for public inputs, notifying the reference number which has already been issued to the registered JCM project.

2.4.2. Changes to registered modalities of communication

2.4.2.1. General requirements

110. Project participants of the JCM project requests changes to the contents of the registered MoC to the secretariat as soon as possible after the changes become effective.
111. The secretariat requests a new submission of an MoC whenever the secretariat identifies inconsistencies or inaccuracies in the registered MoC.
112. In case of requesting for changes to the contents of the registered MoC, project participants submit a new MoC using the latest version of the “JCM Modalities of Communication Statement Form” to the secretariat by electronic means.
113. Project participants may request for changes to the contents of the registered MoC by using the previous version of the “JCM Modalities of Communication Statement Form” within the grace period of six (6) months from the date of publication of a new version. The secretariat does not accept the previous version after the grace period of six (6) months.
114. Project participants who submit a new MoC ensure that:
 - (a) Supporting documentation, including powers of attorney, or extracts from board meeting minutes or company association documentation, or extracts/certificates from national company registries that cannot be verified online, is dated or notarized within two (2) years from the time of submission of a request for change to established modalities of communication. This time limitation does not apply to copies of national personal identity documents;
 - (b) To the extent possible, changes applicable to more than one JCM project or multiple changes affecting the same JCM project are consolidated in a single form.
115. The legal representative of a project participant may sign on behalf of the authorized signatories if the primary and alternate authorized signatories of the project participant concerned are no longer available.
116. Legal representatives signing on behalf of the project participants provide written evidence that they are authorized to sign on behalf of the respective entities.
117. The secretariat may request additional clarification and/or documentation if submissions do not clearly provide evidence.
118. The secretariat displays the updated MoC including its annex 1 as necessary and their effective dates on the JCM website in line with paragraph 45.

2.4.2.2. Voluntary changes to focal point

119. Any of the project participants for a registered JCM project may request for changes on the designation of the focal point for any reason and at any time by submitting a new MoC signed by all project participants using the latest version of the “JCM Modalities of Communication Statement Form” to the secretariat by electronic means.
120. Project participants may request for changes on the designation of the focal point by using the previous version of the “JCM Modalities of Communication Statement Form” within the grace period of six (6) months from the date of publication of a new version. The secretariat does not accept the previous version after the grace period of six (6) months.

2.4.2.3. Changes to project participants

121. If the project participants of a registered JCM project have changed after the registration of the project, project participants submit a completed annex 1 of the “JCM Modalities of Communication Statement Form” for each of the following changes:
- (a) Addition of a project participant;
 - (b) Changes related to entity names/legal status;
 - (c) Withdrawal of a project participant. If a project participant has ceased operations due to bankruptcy or other reasons and is unable to sign the “JCM Modalities of Communication Statement Form”, the submission is accompanied by documented evidence of the cessation;
 - (d) Changes related only to contact details and specimen signatures.
122. A project participant added to a registered JCM project accepts the existing MoC unless a new MoC is submitted simultaneously.

2.5. **Issuance of credits**

2.5.1. **Request for issuance**

2.5.1.1. Processing request for issuance

123. If the secretariat, during the completeness check, identifies issues of an editorial nature, it requests the project participants by electronic means, copying the TPE, to submit the missing or revised documents and/or information. In this case, the project participants submit the requested documents and/or information within seven (7) calendar days of receipt of the request. If the project participants do not submit the requested documents and/or information by this deadline, the secretariat concludes that the request for issuance is incomplete. The secretariat conducts completeness check within seven (7) calendar days from the date of the receipt of the requested documents and/or information.
124. If the request for issuance does not meet the requirements of the completeness check, the secretariat communicates its conclusion and the underlying reasons to the project

participants and the TPE, and makes them publicly available through the JCM website. In this case, the project participants may re-submit the request for issuance with revised documentation.

2.5.1.2. Rejecting request for issuance

125. If the Joint Committee decides to reject the request for issuance, the secretariat notifies the project participants and the TPE of the rejection and updates the information accordingly on the JCM website immediately after the decision-making.
126. The Joint Committee makes the reasons for the rejection publicly available through the JCM website.
127. In the case of paragraph 125 above, the project participants may re-submit the request for issuance with revised documentation in line with section 1.9.1 if the reasons for the rejection can be addressed by means of a verification report revised by the TPE, based on a revised monitoring report as appropriate. In this case, the project participants justify that the re-submission falls under such case.

2.6. **Withdrawal**

2.6.1. **Submission of request for withdrawal**

128. The project participants may voluntarily withdraw a proposed or registered JCM project at any time. In such case, the project participants submit a completed “JCM Project Withdrawal Request Form” using the latest version of that form to the Joint Committee by electronic means.
129. For the following cases, the project participants submit a completed “JCM Registration Request Withdrawal Form” using the latest version of that form to the Joint Committee by electronic means:
 - (a) The project participants voluntarily wish to withdraw a request for registration;
 - (b) The TPE has revised its validation opinion based on new insights or information and has notified it to the project participants.
130. For the following cases, the project participants submit a completed “JCM Issuance Request Withdrawal Form” using the latest version of that form to the Joint Committee by electronic means:
 - (a) The project participants voluntarily wish to withdraw a request for issuance for the specified monitoring period;
 - (b) The TPE has revised its verification report based on new insights and has notified it to the project participants.
131. In the case of paragraphs 128, 129 and 130 above, the project participants may use the previous version of the “JCM Project Withdrawal Request Form”, “JCM Registration

Request Withdrawal Form” or “JCM Issuance Request Withdrawal Form” within the grace period of six (6) months from the date of publication of a new version. The Joint Committee does not accept the previous version after the grace period of six (6) months.

2.6.2. Processing request for withdrawal

132. Upon receipt of the request for withdrawal, the secretariat confirms the documents submitted.

133. Upon confirmation by the secretariat:

- (a) For a withdrawal of a project, the project is marked as “withdrawn” on the JCM website;
- (b) For a withdrawal of a request for registration, the request for registration is marked as “withdrawn” on the JCM website;
- (c) For a withdrawal of a request for issuance, the request for issuance for the specified monitoring period is marked as “withdrawn” on the JCM website.

2.6.3. Withdrawal of a registered JCM project by the Joint Committee

134. The Joint Committee may withdraw a registered JCM project if negative impacts of a project on sustainable development or human rights in violation of relevant laws and regulations are identified, and an appropriate corrective action is not taken by project participants.