ANNEX C: TERMS OF REFERENCE OF THE JOINT COMMITTEE

Section I: Scope

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

Section II: Responsibilities

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

(a) make recommendations to the Parties and take decisions as provided for in this Agreement;

(b) make recommendations to the Parties on the guidelines for project applicants and project participants, including on forms and templates for project applicants and project participants;

(c) facilitate the exchange of information, including on documents issued pursuant to the processes established under Article 4 (Authorisation of Mitigation Activities and Mitigation Outcomes) and changes to domestic laws, regulations and administrative frameworks of the respective Parties which may affect the implementation of this Agreement or any mitigation activities authorised thereunder;

(d) make recommendations to the Parties on the review of this Agreement and its Annexes for consistency with the Paris Agreement and the relevant decisions adopted by the CMA, and make recommendations to the Parties on amendments to this Agreement;

(e) consider potential areas for the further development of this Agreement, and make recommendations to the Parties on proposed amendments to this Agreement;

(f) make recommendations to the Parties on further areas of cooperation, which may include capacity-building;

(g) discuss any questions relating to the application or interpretation of this Agreement; and

(h) perform such other functions set out in this Agreement and its Annexes.

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

Section III: Members

1. The Joint Committee shall be co-chaired by:

(a) For Singapore, a Director level representative from the National Environment Agency; and

(b) For Zambia, the Director of the department responsible for climate change from the Ministry of Green Economy and Environment.

2. A Co-Chair of one Party may designate any member of the Joint Committee for that Party as an alternate to perform the functions of a Co-Chair, and shall notify the other Party of such designation in writing.

3. Each Party shall designate four (4) officials, including its Co-Chair, as members of the Joint Committee, and shall notify the other Party of such designation in writing. Each Party may remove, change or re-designate a member at any time with written notice to the other Party, subject to maintaining four (4) members for that Party.

Section IV: Secretariat

1. The Parties shall establish a joint Secretariat to support the Joint Committee.

2. Each Party shall nominate officials to be its representatives on the joint Secretariat.

3. The Secretariat shall perform such functions set out in this Agreement and its Annexes, and assigned to it by the Joint Committee.

Section V: Meetings

1. The Joint Committee shall meet within one year of the date of entry into force of this Agreement, and thereafter shall meet as and when necessary and at least once a year, either in person or virtually.

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

3. The Joint Committee may take decisions and recommendations as long as both Co-Chairs, or their designated alternates, are present.

4. The Joint Committee may carry out its functions through means that are appropriate and mutually agreed, which may include electronic mail and videoconferencing.

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

Section VI: Decisions and recommendations

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

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

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

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