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: Members

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

   (a) For Singapore, the Director (Carbon Planning Division), National Environment Agency; and

   (b) For Mongolia, the Director General of Department of Policy and Planning, Ministry of Environment and Climate Change.

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 may designate six (6) 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 designate a member at any time, subject to the maximum number of its members and with written notice to the other Party.

Section III: Secretariat

The Parties shall establish a joint Secretariat to support the Joint Committee. Each Party shall nominate one agency to be its representative on the joint Secretariat. The Secretariat shall perform such functions set out in this Agreement and its Annexes, and assigned to it by the Joint Committee.

Section IV: 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. The Joint Committee shall convene alternately in each Party, unless the Parties agree otherwise.

2. Either Party may at any time request the convening of a meeting of the Joint Committee. Such a meeting shall begin not later than two (2) 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. In addition to the above, the Joint Committee may carry out its functions through whatever means that are appropriate and mutually agreed, which may include means, such as electronic mail, videoconferencing, or other means.

Section V: 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 decision 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.

3. Decisions of the Joint Committee pursuant to Article 4 (Authorisation of Mitigation Activities and Authorisation for Mitigation Outcomes) shall be published in line with Article 12 (Transparency), unless otherwise decided by the Joint Committee.

Section VI: Language

The working language of the Joint Committee is English. Members of the Joint Committee wishing to speak or distribute materials in other languages shall provide for interpretation or translation in English.

Section VII: Subsidiary bodies, and experts and expert panels

1. To facilitate its decision-making or assist in any of its functions under this Agreement, the Joint Committee may establish subsidiary bodies and delegate part of its work to such bodies, as it deems appropriate. The Joint Committee may also appoint, on an *ad hoc* basis, experts or expert panels to carry out an enquiry or give an expert opinion on any subject.

2. The membership, mandate, terms of reference and rules of procedure of such subsidiary bodies, experts and expert panels shall be decided by the Joint Committee in writing. Subsidiary bodies, experts and expert panels established by the Joint Committee may comprise members from the public or private sector.

3. 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.