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Item 9 of the provisional agenda

**Matters relating to the forum on the impact of the
implementation of response measures serving the
Convention, the Kyoto Protocol and the Paris Agreement**

Subsidiary Body for Implementation Sixty-first session

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**Matters relating to the forum on the impact of the
implementation of response measures serving the
Convention, the Kyoto Protocol and the Paris
Agreement**

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 2024. It contains information on the 10th and 11th 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 twenty-ninth session, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its nineteenth session and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement at its sixth session, as well as information on a strategy to organize the implementation of the activities in the workplan of the forum and its Katowice Committee on Impacts and proposed updated rules of procedure of the Katowice Committee on Impacts.



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
IGO	intergovernmental organization
KCI	Katowice Committee of Experts on the Impacts of the Implementation of Response Measures
PCCB	Paris Committee on Capacity-building
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 10th and 11th meetings and the intersessional work of the KCI (see chap. II.B below), the progress of the KCI in implementing its mandates and lessons learned in doing so (see chap. II.C–D below) and possible recommendations for consideration by the forum with a view to the forum recommending actions to COP 29, CMP 19 and CMA 6 (see chap. III below).

4. The report also contains the revised rules of procedure of the KCI (see the annex).⁵

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 draft decisions for consideration and adoption at COP 29, CMP 19 and CMA 6.

II. Report on the activities of the Katowice Committee on Impacts in 2024

A. Organizational matters

6. The KCI held its 10th meeting in Bonn from 30 to 31 May 2024 and its 11th meeting in Accra from 11 to 13 September 2024.

7. A list of KCI members, all of whom were nominated by their regional group, and the length of their term of office is available on the UNFCCC website.⁶

8. The meetings of the KCI were webcast live and were attended both in person and virtually by KCI members and observers, including representatives of Parties and observer organizations. 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.⁷

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 Version information for the rules of procedure is indicated in the table below.

⁶ <https://unfccc.int/process-and-meetings/bodies/constituted-bodies/katowice-committe/membership>.

⁷ <https://unfccc.int/process-and-meetings/bodies/constituted-bodies/KCI>.

B. Implementation of the workplan

9. COP 25, CMP 15 and CMA 2 adopted the workplan of the forum and its KCI⁸ 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.⁹ In 2024, the KCI continued implementing its workplan activities and conducted its intersessional work virtually through a working group, with the support of the secretariat. Information on the composition of the working group is available on the UNFCCC website.¹⁰

10. The KCI wishes to express its appreciation to observer organizations and other stakeholders for their active participation in the work of the KCI, including to organizations that contributed by answering a call for inputs and expression of interest,¹¹ and those that provided input at KCI meetings.

1. Developing a strategy for implementing activities arising from the outcomes of the midterm review of the workplan

11. The KCI prepared a strategy¹² for implementing activities (b) and (e) arising from the outcomes of the midterm review of the workplan. The strategy includes establishing working groups to develop case studies and prepare concrete examples; requesting inputs from experts, practitioners and relevant organizations for implementing these activities; conducting webinars, side events and other means of outreach to disseminate the case studies and examples; and adopting KCI meeting reports, to include possible recommendations and key findings related to workplan activities, as applicable, before forum meetings for consideration by the forum.

2. 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)

12. The KCI finalized a broad framework for preparing a technical paper on capacity-building, as an output of workplan activity 4, that will include training materials and modules. The technical paper will contain 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.

3. Promoting the availability and use of guidelines and policy frameworks to assist Parties in promoting just transition of the workforce and the creation of decent work and quality jobs within and across sectors, including training, retooling, retraining and reskilling systems and stakeholder engagement strategies (workplan activity 6)

13. The KCI finalized a compilation and synthesis of guidelines and frameworks related to promoting just transition and encouraged their use.

14. On the basis of the synthesis report and work undertaken related to workplan activity 6, the KCI proposed possible recommendations to the forum for consideration with a view to the forum recommending actions to COP 29, CMP 19 and CMA 6 (see para. 37 below).

⁸ Para. 3 of decisions [4/CP.25](#), [4/CMP.15](#) and [4/CMA.2](#). The workplan is contained in annex II to those decisions.

⁹ 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.

¹⁰ As footnote 6 above.

¹¹ The call for input and expression of interest are available at <https://unfccc.int/bodies/kci/call-for-inputs-kci>.

¹² See KCI document KCI/2024/10/11, annex II.

4. 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)

15. The KCI finalized a case study entitled “Impacts of the implementation of domestic and international response measures – A case study on Maldives”¹³ and is in the process of finalizing two other case studies, as outputs of workplan activity 7, in collaboration with various organizations.

5. Sharing experience and best practices in reporting and informing on efforts to assess and analyse the impacts of the implementation of response measures (workplan activity 10)

16. The KCI shared experience and best practices in reporting and informing on efforts to assess and analyse the impacts of the implementation of response measures, taking into account inputs from experts, practitioners and organizations.

17. On the basis of work undertaken related to workplan activity 10, the KCI proposed possible recommendations to the forum for consideration with a view to the forum recommending actions to COP 29, CMP 19 and CMA 6 (see para. 38 below).

6. Developing a case study in each of the five United Nations regions in accordance with activity 7 of the workplan (workplan activity 12)

18. The KCI initiated the implementation of workplan activity 12 and launched a call for expressions of interest from organizations to develop case studies in collaboration with the KCI and, after considering the responses to the call, agreed to develop six case studies.

7. Facilitating exchange and sharing of experience and best practices in the assessment of the environmental, social and economic co-benefits of climate change policies and actions informed by the best available science, including the use of existing tools and methodologies (workplan activity 13)

19. The KCI initiated the implementation of workplan activity 13 and launched a call for inputs from experts, practitioners and relevant organizations with a view to preparing concrete examples of the environmental, social and economic co-benefits of climate change policies and actions.

8. Responding to mandates from the United Nations Climate Change Conference in the United Arab Emirates relevant to the work of the Katowice Committee on Impacts

20. The KCI considered the mandates from the United Nations Climate Change Conference in the United Arab Emirates relevant to its work and agreed on an approach to implementing them.

9. Establishing a monitoring system to track progress in implementing mandates relevant to the work of the Katowice Committee on Impacts

21. The KCI established a process for considering the outcomes from the United Nations Climate Change Conferences and for responding to the relevant mandates and invitations from these conferences, and agreed on a system for tracking its progress in implementing those mandates.

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

22. The KCI continued to mainstream gender in its work, including by establishing an informal network of experts on gender issues relevant to response measures and by ensuring

¹³ Available at <https://unfccc.int/documents/638545>.

gender balance in the speakers at KCI side events and in the experts appointed as consultants for its work.

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

23. The KCI continued to monitor the effectiveness of its communication and outreach efforts using a set of key performance indicators.

24. It also considered elements that can guide its communication and outreach activities and established a working group on communication and outreach to lead its efforts in this matter.

12. Implementing Action for Climate Empowerment elements

25. The KCI contributed to the implementation of Action for Climate Empowerment elements¹⁴ by, inter alia, holding meetings open to observers, obtaining written inputs from stakeholders in developing its knowledge products, making its knowledge products publicly available¹⁵ and collaborating with various organizations as a way to encourage cooperation.

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

26. The KCI proposed updates to its rules of procedure (see the annex) for the forum to consider at SB 61 with a view to the subsidiary bodies providing recommendations for consideration and adoption at COP 29, CMP 19 and CMA 6.¹⁶

C. Progress in implementing mandates from the 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 workshops¹⁷

27. The KCI developed a concept note¹⁸ on designing and implementing a capacity-building programme that will enable the KCI to fulfil this mandate. The programme will complement the work undertaken by the forum and its KCI under workplan activities 3 and 4 and will involve collaboration with other intergovernmental agencies and the UNFCCC regional collaboration centres.

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 interface¹⁹

28. The KCI requested the secretariat to develop and maintain a web-based user interface for selecting tools and methodologies from the existing database²⁰ of tools for assessing and analysing the impacts of the implementation of response measures, and to draft a user manual for the interface.

¹⁴ As per para. 6(a) of the annex to decisions [18/CP.26](#) and [22/CMA.3](#).

¹⁵ KCI publications are available at <https://unfccc.int/process-and-meetings/bodies/constituted-bodies/KCI>.

¹⁶ As per para. 8 of decisions [13/CP.28](#), [4/CMP.18](#) and [19/CMA.5](#).

¹⁷ Decisions [20/CP.27](#), para. 20(a); [7/CMP.17](#), para. 20(a); and [23/CMA.4](#), para. 21(a).

¹⁸ See KCI document KCI/2024/11/5, annex IV, available at <https://unfccc.int/event/KCI11>.

¹⁹ Decisions [20/CP.27](#), para. 20(b); [7/CMP.17](#), para. 20(b); and [23/CMA.4](#), para. 21(b).

²⁰ Available at <https://unfccc.int/documents/274695>.

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 actions²¹

29. The capacity-building programme referred to in paragraph 27 above will also serve to fulfil this mandate, for example by including training course modules covering the assessment of environmental, social and economic co-benefits 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 Agreement²²

30. The capacity-building programme referred to in paragraph 27 above will also serve to fulfil this mandate, for example by including training course modules covering just transitions.

5. Undertaking further research on measuring the potential and actual impacts of response measures on people in vulnerable situations²³

31. The KCI, with the support of the secretariat, initiated research, on the basis of a technical paper²⁴ it prepared under workplan activity 9, on measuring impacts of response measures on people in vulnerable situations, with a view to preparing a policy brief, by SB 62, on this matter.

6. 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 measures²⁵

32. The KCI agreed on a system for tracking its progress in implementing its mandates (see para. 21 above). It also developed a concept note on a capacity-building programme aimed at increasing Parties' resilience to the adverse impacts of response measures (see para. 27 above).

7. Performing functions in line with the best available science and taking into account different national circumstances²⁶

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

D. Lessons learned

34. The innovative approach to developing case studies applied by the KCI in collaboration with relevant organizations not only strengthened its ability to design in-depth, relevant case studies but also created opportunities for it to build stronger partnerships and achieve more impactful results through dynamic implementation. Recognizing the significant benefits of the approach, the KCI will continue to apply it in undertaking workplan activities related to case study development.

²¹ Decisions [20/CP.27](#), para. 32; [7/CMP.17](#), para. 32; and [23/CMA.4](#), para. 33.

²² Para. 25 of decisions [13/CP.28](#), [4/CMP.18](#) and [19/CMA.5](#).

²³ Para. 29 of decisions [13/CP.28](#), [4/CMP.18](#) and [19/CMA.5](#).

²⁴ KCI. 2024. *Impacts of the implementation of response measures on intergenerational equity, gender, local communities, Indigenous Peoples, youth and people in other vulnerable situations*. Bonn: UNFCCC. Available at <https://unfccc.int/documents/638245>.

²⁵ Decision [1/CMA.5](#), para. 148.

²⁶ Decision [1/CMA.5](#), para. 149.

E. Forum considerations

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

III. Possible recommendations for consideration by the forum with a view to making recommendations 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

36. 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 29, CMP 19 and CMA 6.

37. With regard to workplan activity 6, promoting the availability and use of guidelines and policy frameworks to assist Parties in promoting just transition of the workforce and the creation of decent work and quality jobs within and across sectors, including training, retooling, retraining and reskilling systems and stakeholder engagement strategies, the KCI recommends to the forum that the COP, the CMP and the CMA:

(a) Recognize the variety of existing just transition frameworks, guidelines and tools;

(b) Recognize the importance of data availability, institutional and human capacity, and legal and regulatory frameworks, particularly for developing countries;

(c) Encourage Parties to integrate just transition of the workforce and the creation of decent work and quality jobs into the development and implementation of their nationally determined contributions;

(d) Request the KCI to develop, drawing on existing frameworks, a comprehensive guidance framework on just transition of the workforce and the creation of decent work and quality jobs. This guidance framework should clearly define objectives, establish guiding principles and identify priority actions, including in relation to sustainable and innovative financing, that will facilitate timely contributions towards achieving the global low emission development goal.

38. With regard to workplan activity 10, sharing experience and best practices in reporting and informing on efforts to assess and analyse the impacts of the implementation of response measures, the KCI recommends to the forum that the COP, the CMP and the CMA:

(a) Call for Parties to report on the social and economic consequences of response measures in both a qualitative and a quantitative manner;

(b) Encourage Parties that have already reported on the social and economic consequences of response measures to continue and enhance such reporting in both a qualitative and a quantitative manner;

(c) Request the KCI to collaborate with the Consultative Group of Experts on developing a comprehensive common set of guidelines on qualitative and quantitative reporting on the impacts of the implementation of response measures under the enhanced transparency framework under the Paris Agreement. This set of guidelines is to support Parties in the enhancement of detailed reporting on both domestic and cross-border impacts of the implementation of response measures;

(d) Request the secretariat to prepare a synthesis report on the information on response measures reported by Parties in the biennial transparency reports and present it to the KCI at its 13th meeting.

Annex

Rules of procedure of the Katowice Committee of Experts on the Impacts of the Implementation of Response Measures

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. Nomination

5. Members of the KCI shall be nominated by their respective regional groups³ or constituencies, taking into account the goal of achieving gender balance in membership. The Chairs of the subsidiary bodies shall be notified of these nominations.

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 nominated. Once successors are nominated, the KCI shall notify the Chairs of the subsidiary bodies of these nominations.

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 year⁷ in office.

D. Resignation, suspension and termination 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 to serve again on the KCI, or for the remainder of the unexpired term.

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 may suspend the membership of that member and recommend to the appropriate regional group or constituency the termination of their membership.

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:

(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

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 32 above.

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 elect 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 proposed 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 proposed 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 for inclusion in the provisional agenda and annotations to the provisional 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 KCI shall, at the beginning of each meeting, adopt the agenda for that meeting.
43. Any item on the agenda for a meeting that the KCI does not conclude 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, in turn, are to recommend actions 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 of the KCI shall be webcast on the UNFCCC website.

A. Participation of observers

47. Meetings of the KCI shall be open to attendance as observers by all Parties and accredited 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.
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.

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](#).

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 53–54 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.

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.

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

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 version information

<i>Version</i>	<i>Description</i>
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
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