

**TERMS OF REFERENCE (TOR)  
FOR THE TECHNICAL ADVISORY BODY (TAB)**

**1. MANDATE OF TAB**

1.1 In line with the Assembly request, the mandate of the TAB is to make recommendations to the Council on the eligible emissions units for use by the CORSIA.

**2. TASKS OF TAB**

2.1 In fulfilling this mandate, the TAB is tasked to:

- 1) undertake the assessment of emissions unit programmes (and potentially project types) against the emissions units criteria, applying as a starting point the CAEP Programme Testing Group's procedures and guidelines for applying the emissions units criteria;
- 2) ensure that emissions unit programmes around the world can receive advance notice of, and are given ample time to apply for, the assessment by TAB; ensure outreach and ample notice and opportunity for input from stakeholders, with the support of the ICAO Secretariat;
- 3) develop, in a transparent manner, recommendations on the list of eligible emissions unit programmes (and potentially project types) whose emissions units would be eligible based on the emissions units criteria, for the compliance use under the CORSIA, for presentation to the Council;
- 4) adjust its work, if needed, in light of any developments of work by the ICAO Council, with technical contribution of CAEP, in any reviews of the emissions unit criteria, which are set out in the ICAO CORSIA Implementation Elements; and
- 5) undertake any other tasks as instructed by the Council.

**3. EXPERTISE AND EXPERIENCE REQUIREMENTS**

3.1 In order for the TAB to undertake the tasks as outlined in paragraph 2 above, TAB members are required to have relevant expertise and experience such as in carbon markets, carbon offset project development, carbon offset programmes and methodologies, and climate policy and related subjects. TAB members are required to meet at least two of the following five technical expertise requirements, which have to be substantiated at the time of nomination:

- a) experience in the design, development, operation or evaluation of market-based measures for the reduction of greenhouse gas emissions (e.g. emissions trading systems, offsetting standards or programmes, the international carbon market);
- b) experience in the quantification or forecasting of greenhouse gas emissions;
- c) experience in the creation or use of emissions units (offset credits or allowances);

- d) experience in developing, operating or using emissions units registries/carbon trading registries and emissions inventories;
- e) experience in ensuring the transparency and accountability of carbon market programmes and carbon market operations.

3.2 In addition, it would be desirable (though not essential) that TAB members have experience with ICAO processes, in particular those related to CORSIA.

#### **4. AVOIDANCE OF CONFLICTS OF INTEREST**

4.1 Thorough evaluation is undertaken to avoid conflicts of interest of TAB members. In particular, TAB members should not be holding a financial and/or commercial interest in any organization, project, and/or programme that would benefit from the member's appointment. This has to be substantiated at the time of nomination, through a personal declaration.

#### **5. DURATION OF SERVICE**

5.1 Regarding the duration of service by TAB members and to ensure consistency in the work of TAB, TAB membership is aligned with the compliance cycles of the CORSIA (potentially with a short term for work undertaken prior to 2021), and a statement of commitment to the work of TAB for at least one full compliance cycle of CORSIA is provided at the time of nomination.

#### **6. MEMBERSHIP SIZE**

6.1 In principle, the size of the TAB should be in the order of 14 to 16 experts, nominated by States, taking into account the need for balanced geographical representation.

#### **7. MEMBERSHIP**

##### ***Selection of Chairperson and Vice-Chairperson for TAB***

7.1 The TAB selects the Chairperson and Vice-Chairperson from among its members at the first TAB meeting. The term of the Chairperson and Vice-Chairperson would have a duration of one year, and the term is renewable.

7.2 The Chairperson and Vice-Chairperson should not be from the same geographical region.

##### ***Conduct of TAB members:***

7.3 TAB members are to conduct themselves in accordance with the TAB's TOR.

7.4 The TAB Chairperson may bring to the Council's attention any serious concerns regarding a member's consistency with the TOR, which may become apparent in the course of the TAB's work, in particular concerns related to the participation of TAB members and conflicts of interest should be informed to the Council.

##### ***Replacement of TAB Members during a CORSIA compliance cycle***

7.5 The replacement of an existing TAB Member during a compliance cycle of the CORSIA is approved by the Council.

- 7.6 The replacement must meet the same criteria as outlined in the TOR for the TAB.
- 7.7 The outgoing member's nominating State should first be allowed to nominate a replacement.
- 7.7.1 If a replacement is not nominated by that State or should the Council reject the nominated replacement, ICAO would then seek nominations from the outgoing member's geographic region.
- 7.7.2 If a replacement is not nominated by a State from that geographical region or should the Council reject the nominated replacement(s), ICAO would then seek nominations from all States.
- 7.7.3 Where possible, the replacement of TAB members should be staggered over CORSIA compliance cycles to ensure continuity of knowledge and expertise.

## **8. WORKING METHODS**

### ***Modality and frequency of TAB meetings***

- 8.1 Face-to-face meetings of the TAB are the primary means of organizing the TAB's work, making significant decisions in particular TAB's recommendations to the Council, and resolving substantive issues.
- 8.2 The face-to-face meetings of the TAB should be held in ICAO in Montréal, Canada, to the extent possible. The TAB is also expected to conduct business via teleconferences and emails between the face-to-face meetings to progress the work.
- 8.3 TAB discusses and agrees on a schedule of meetings, which can be reviewed later as necessary. The number of TAB meetings should be sufficient to achieve the deliverables for the TAB as set by the Council.
- 8.4 If changes to the meeting schedule or additional meetings are required, the Chairperson will, after consultations with TAB members, give notice of any changes in the meeting schedule and/or additional meetings.

Note. The Chairperson is encouraged to give approximately 8 weeks' notice of any changes in the face-to-face meeting schedule and/or additional face-to-face meetings.

### ***Quorum for TAB recommendations***

- 8.5 A majority of TAB Members, at least from three geographical regions, must be present at a TAB meeting in order to constitute a quorum to make TAB recommendations. This rule would not apply to the meetings of a sub-group or other structural arrangements by TAB, to make progress on specific work.

### ***Working language for TAB meetings***

- 8.6 The working language of the TAB is English. The recommendations of TAB are translated in all six languages, for consideration by the Council.

### ***Decision process***

- 8.7 TAB's final recommendations to the Council, including the underlining decisions by the TAB, are taken by consensus. If there is no consensus, then the prevailing and alternative conclusions will be described and substantiated, and presented to the Council for decision.

### ***Openness of TAB meetings***

8.8 As a general rule, TAB meetings will only be open to TAB Members, with support provided by the ICAO Secretariat.

8.9 Other participants may, upon request by the TAB, be invited by the ICAO Secretariat to participate in TAB meetings relating to matters under consideration by the TAB.

### ***Secretariat***

8.10 The ICAO Secretariat will:

- a) publish general information related to TAB on the ICAO CORSIA website, including the membership, TOR, and the latest timeline of work;
- b) provide administrative and logistical support for TAB meetings and business conducted by TAB
- c) facilitate all communications between emissions unit programmes and the TAB; and
- d) support the preparation of necessary documentation and reports related to TAB.

## **9 TAB WORK PROGRAMME**

9.1 Based on the TOR, TAB will initiate its work by defining its work programme and timeline, and use as a starting point the CAEP Programme Testing Group's procedures and guidelines for applying the emissions unit criteria, including as a source of guidance on any specific procedures or issues not addressed in the TOR.

## **10 PROGRAMME APPLICATION AND ADMINISTRATIVE PROCESS**

10.1 The TAB, with the support of the ICAO Secretariat, will issue an open invitation on the ICAO CORSIA public website, by which emissions unit programmes that wish to be considered for eligibility in CORSIA can apply. To facilitate the applications by emissions unit programmes, the website will include an application form and other information that need to be prepared and submitted electronically to ICAO.

10.2 Once the application process is initiated, the status of applications submitted by emissions units programmes will be made available on the ICAO CORSIA public website.

## **11. PUBLIC INFORMATION AND TRANSPARENCY**

11.1 Applications and other information submitted by emissions unit programmes will be publicly available on the ICAO CORSIA website, except for materials which the applicants designate as business confidential.

11.2 The public will be invited to submit comments on the programmes applications including regarding their consistency with the emissions units criteria (EUC), through the ICAO CORSIA website, for consideration by the TAB following its initial assessment of programmes applications.