

Joint Crediting Mechanism Project Cycle Procedure for Existing Projects

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1. GENERAL PROCEDURES

1.1. Objectives

1. The objectives of the “Joint Crediting Mechanism Project Cycle Procedure for Existing Projects” (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, the Secretariat, the Government of Japan and the Government of the Kingdom of Thailand (hereinafter referred to as “both governments”);
 - (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 governments for approval of a methodology, registration of a JCM project, issuance of credits and related actions.
3. The existing projects started and identified by both governments to which this Procedure is applicable are those listed in Appendix to the Rules of Implementation, Attachment 2 of the Memorandum of Cooperation on the JCM between the Government of Japan and the Government of the Kingdom of Thailand. A project which started operation on or after 1 January 2013 is eligible for consideration as the JCM project by both governments.

1.3. Terms and definitions

4. This Procedure describes standards which are requirements to be met except those paragraphs which include terms “should” and “may” as defined in paragraph 5 below.
5. 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;
 - (c) “Project participant” is a government, private entity or public entity involved to participate in a JCM project which may develop and implement a JCM project, monitor and report GHG emission reductions or removals, and requests the Joint Committee to notify each government to issue the credits.
6. Other terms in this Procedure are defined in Section A of Attachment 2 and Attachment 3 of the “Memorandum of Cooperation on the Joint Crediting Mechanism between the Government of Japan and the Government of the Kingdom of Thailand”.

1.4. Approval of methodologies

1.4.1. Submission of a proposed methodology

7. The Government of Japan, the Government of the Kingdom of Thailand, each represented by its secretariat as applicable, or project participants (hereinafter referred to as “methodology proponents”) may prepare a proposed methodology and submit it using the latest version of forms described in paragraph 8 below, to the Joint Committee through the Secretariat for its approval by electronic means.
8. 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. 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.
9. The methodology proponents may submit the proposed methodology to the Joint Committee through the Secretariat 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.
10. The Secretariat notifies the receipt of the submission to the methodology proponents by electronic means.
11. Methodologies may also be developed under the initiative of the Joint Committee.

1.4.2. Completeness check

12. 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.
13. If the submission is deemed incomplete, the Secretariat notifies the methodology proponents of the reason.
14. This process is not required for proposed methodologies developed under the initiative of the Joint Committee.

1.4.3. Public comments

15. After the Secretariat deems that the submitted proposed methodology satisfies the

completeness check, the Secretariat promptly makes the methodology publicly available for public comments through the JCM website.

16. The duration of call for public comments is fifteen (15) calendar days.
17. The Secretariat makes all received comments publicly available through the JCM website.
18. For methodologies developed under the initiative of the Joint Committee, they are also subjected to this process.

1.4.4. Review of a proposed methodology

19. After the public comments, the Secretariat reviews the proposed methodology based on, but not limited to, the materials submitted by the methodology proponents and the received comments in line with Methodology Guidelines.
20. The Secretariat may interact with the methodology proponents on specific issues regarding the proposed methodology.
21. The Secretariat may delegate part of the work of review to external experts and/or a panel independent from methodology proponents, as appropriate.
22. This process is not required for proposed methodologies developed under the initiative of the Joint Committee.
23. Upon the completion of the review, the Secretariat notifies the methodology proponents and submits the outcome to the Joint Committee.

1.4.5. Consideration of a proposed methodology

24. The Joint Committee receives the outcome of the Secretariat's review and considers the proposed methodology.
25. The Joint Committee may interact with the methodology proponents on specific issues regarding the proposed methodology.
26. 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.
27. The Joint Committee should complete the consideration within sixty (60) calendar days from the closing of the Secretariat review. 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 the Secretariat review, and the Joint Committee should complete the consideration no later than ninety (90) calendar days from the closing of the Secretariat review.
28. Upon completion of consideration, the Secretariat notifies the outcome of consideration to the methodology proponents, with its reasons.

29. 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.
30. 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 or non-approval stated by the Joint Committee.

1.5. Implementation of project

31. Project participants operate a project in line with the JCM rules and guidelines.
32. After the registration of the project, the project participants operate the project, monitor its activity in line with the registered PDD and its contribution to the Sustainable Development Goals adopted at the United Nations General Assembly in September 2015 (hereinafter referred to as “SDGs”) and, where applicable, conduct corrective actions preventing negative impacts in line with the sustainable development and safeguards assessment report of the project. The project participants may submit the request for registration after the start date of operation.
33. Credits are only issued to emission reductions or removals that are calculated by the project participants and verified by the TPE based on the results of monitoring in line with the registered PDD, after the start date of operation.

1.6. Pre-registration activities

1.6.1. Publication of project design document

1.6.1.1. Assessment of reference emissions

34. When preparing a draft PDD, the project participants of a proposed JCM project confirm the approval date of the latest version of the approved methodology which the project participants plan to apply. If five (5) years have passed since the approval date or, when applicable, the date of the last positive result decided by the Joint Committee on the validity of reference emissions, in line with this section or section 1.10.1, of the latest version of the approved methodology, the validity of reference emissions of the approved methodology to be applied is assessed as described in paragraphs 35 to 42 below unless otherwise revisions of reference emissions are required in the individual approved methodology applied to the

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.

JCM project.

35. The project participants evaluate the validity of the reference emissions of the applied methodology in line with the Methodology Guidelines.
36. If the reference emissions are not deemed to fulfill the requirements as a result of the evaluation described in paragraph 35, the project participants proceed to revision of an approved methodology(ies) applied in line with Section 2.1.1 below.
37. When the reference emissions are deemed to fulfill the requirements as a result of the evaluation described in paragraph 35, the project participants submit a request with relevant evidence of their evaluation to the Joint Committee through the Secretariat for assessment on validity of reference emissions, using the latest version of “JCM Assessment of reference emissions request form”.
38. The Secretariat conducts a completeness check of the submitted request within seven (7) calendar days to determine whether the submitted request is complete.
39. Upon completion of the completeness check, the Secretariat notifies the project participants of the result of the completeness check.
40. Upon positive result of the completeness check, the Joint Committee assesses the submission in line with the Methodology Guidelines and decides the validity of reference emissions of the approved methodology.
41. Upon positive result on its validity of reference emissions of the approved methodology by the Joint Committee, the project participants may proceed to the processes described in section 1.6.1.2 below.
42. The project participants may request to revise the approved methodology in line with Section 2.1.1 below when the assessment by the Joint Committee does not complete in a positive result.

1.6.1.2. Submission of project design document

43. When the approval date or the date of last positive result decided by the Joint Committee on the validity of reference emissions of the latest version of the approved methodology which the project participants plan to apply is within five (5) years or the assessment of the validity of reference emissions of the approved methodology as described in section 1.6.1.1 above is positively completed by the Joint Committee, 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 through the Secretariat for public comments.
44. 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 comments, 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.
 45. When preparing a draft PDD, project participants select a crediting period from a fixed crediting period of ten (10) years or a renewable crediting period of five (5) years which may be renewed twice at the maximum.
 46. The Secretariat issues a unique reference number to the JCM project submitted to the Joint Committee through the Secretariat for public comments.
 47. 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.
 48. Upon notifying the receipt of the submission, the Secretariat makes the draft PDD publicly available through the JCM website for public comments. The duration of call for public comments 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 comments.
 49. 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;
 - (h) The crediting period of the proposed project.
 50. 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.

1.6.1.3. Submission and treatment of public comments

51. All stakeholders may submit comments, in English, on the proposed JCM project to the project participants and the TPE through electronic means specified on the JCM website. The submitters of the comments provide the name and contact details of the individual or organization on whose behalf the comments are submitted. The TPE checks the authenticity and relevance of this information in case of doubt.
52. The Secretariat makes the comments 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 51 above.

1.6.2. Modalities of communication

53. 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 56 below and include this information in an MoC.
54. 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 government for the specific project is conducted through the focal point.
55. The project participants submit an MoC to the Joint Committee through the Secretariat and the TPE, at the time of submitting the draft PDD to the TPE for validation and the Joint Committee for public comments. The contact details of the focal point and other project participants are included in the “JCM Modalities of Communication Statement Form”.
56. 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.
57. 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).
58. The project participants do not include or refer to private contractual arrangements in an

MoC.

59. 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. Publication of sustainable development and safeguards assessment report

1.6.3.1. Preparation of sustainable development and safeguards assessment report

60. The project participants of a proposed JCM project prepare a draft sustainable development and safeguards assessment report (hereinafter referred to as “SDSAR”), which describes the plan of contribution to sustainable development and safeguard activities, using the latest version of “Sustainable Development and Safeguards Assessment Report Form” in line with the “Joint Crediting Mechanism Guidelines for Developing Sustainable Development and Safeguards Assessment Report and Monitoring Report” (hereinafter referred to as “SDSAR and SDSMR Guidelines”), and submit the draft SDSAR together with supporting documentation, as appropriate, to the Joint Committee through the Secretariat at the time of the submission of the draft PDD in line with the paragraph 43 above.
61. The proposed JCM project demonstrates its contribution to the achievement of at least two (2) Goals in addition to Goal 13 of SDGs (Climate Action).
62. The project participants may submit the draft SDSAR to the Joint Committee through Secretariat, using the previous version of the “Sustainable Development and Safeguards Assessment Report 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 SDSAR using the previous version after the grace period of six (6) months.
63. The Secretariat notifies the receipt of the submission of the draft SDSAR to the project participants by electronic means.
64. Upon notifying the receipt of the submission, the Secretariat makes the draft SDSAR publicly available through the JCM website for public comments. The duration of call for public comments on the draft SDSAR is thirty (30) calendar days subsequent to the publication of the draft SDSAR. The Secretariat informs the project participants of the location of the draft SDSAR on the JCM website and the opening and closing dates of the duration of call for public comments.

1.6.3.2. Review of sustainable development and safeguards assessment report

65. After closing the call for public comments, the Secretariat conducts a review of the draft SDSAR.
66. During the review, the Secretariat may interact with the project participants on specific issues

regarding the draft SDSAR.

67. The Secretariat notifies the project participants by electronic means during the period of review specified in paragraph 65 above if potential negative impacts of the project on sustainable development are identified and an appropriate action plan is not described.
68. In case potential negative impacts of the project on sustainable development are identified and an appropriate action plan is not properly described during the period of review, the Secretariat request the project participants to revise the draft SDSAR and resubmit it for review.
69. The draft SDSAR is deemed positively reviewed if no potential negative impacts are identified or appropriate action plan is properly described during the period of review.

1.6.3.3. Submission and treatment of public comments

70. All stakeholders may submit comments, in English, on the draft SDSAR to the project participants and the Secretariat through electronic means specified on the JCM website. The submitters of the comments provide the name and contact details of the individual or organization on whose behalf the comments are submitted. The Secretariat checks the authenticity and relevance of this information in case of doubt.
71. The Secretariat makes the comments publicly available through the JCM website where the draft SDSAR is displayed and removes those that the Secretariat has determined to be unauthentic in line with paragraph 70 above.

1.6.4. **Validation of a proposed JCM project**

72. 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.
73. 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.
74. 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

75. Project participants of a JCM project consult among themselves and with both governments

on the percentage of credit allocation among the project participants of Japan, the project participants of the Kingdom of Thailand, the Government of Japan and the Government of the Kingdom of Thailand, taking into consideration their respective contribution to GHG emission reductions or removals by the project and, where applicable, any principles and guidelines stipulated by each government.

76. The project participants, after receiving a positive validation opinion from the TPE and the positively reviewed draft SDSAR from the Secretariat, may request registration of the proposed JCM project to the Joint Committee through the Secretariat. When requesting registration, the project participants submit the completed “JCM Project Registration Request Form”, using the latest version of that form, the validated PDD and MoC, the validation report, the positively reviewed SDSAR, the completed “JCM Percentage of Credit Allocation Form” using the latest version of that form and other supporting documents, as appropriate, by electronic means.
77. The project participants may request registration of the proposed JCM project using the previous version of the “JCM Project Registration Request Form” and the “JCM Percentage of Credit Allocation 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.
78. Both governments may request additional evidence and quantified information relating to the respective contributions, including contribution to investment in the project, to the project participants for the purpose of their consideration of the percentage of credit allocation referred to in paragraph 75 above.
79. In case project participants of the proposed JCM project receive financial support for the project from the Government of Japan, the Government of the Kingdom of Thailand, acting through the Thailand Greenhouse Gas Management Organization (Public Organization) (hereinafter referred to as “TGO”), may request additional evidence and quantified information relating to the respective contributions, including contribution to investment in the project, to the Government of Japan for the purpose of its consideration of the percentage of credit allocation referred to in paragraph 75 above.
80. Project participants, where necessary, request the Government of the Kingdom of Thailand, acting through TGO, to open an account in the Thailand Carbon Credit Registry System administered by TGO (hereinafter referred to as the “Thai registry”).
81. The project participants may submit an authorization request to the Government of the Kingdom of Thailand, acting through the Department of Climate Change and Environment under the supervision of the Minister of Natural Resources and Environment (hereinafter referred to as “DCCE”) together with the request for registration.
82. Based on the request in line with paragraph 81 above, the Government of the Kingdom of

Thailand, acting through DCCE, considers and may provide authorization for the credits to be generated from the proposed JCM project, which will be internationally transferred for use toward the achievement of Japan's nationally determined contribution as per the percentage of credit allocation described in paragraph 93 below.

1.7.1.2. Processing request for registration

83. The Secretariat maintains a publicly available list of all submitted requests for registration through the JCM website.
84. The Secretariat notifies the receipt of the request for registration to the project participants by electronic means.
85. Upon receiving the request for registration, the Secretariat conducts a completeness check within seven (7) calendar days to determine whether the request for registration submission is complete.
86. Upon completion of the completeness check, the Secretariat notifies the project participants and the TPE of the result of the completeness check.
87. The secretariat of the Government of the Kingdom of Thailand forwards the validated PDD, the validation report, the positively reviewed SDSAR and the completed "JCM Percentage of Credit Allocation Form" together with supporting documentation, to DCCE for authorization by the Government of the Kingdom of Thailand on behalf of the project participants.
88. The secretariat of the Government of the Kingdom of Thailand notifies the Joint Committee the result of the authorization described in paragraph 87 above.

1.7.2. Consideration of a proposed project

89. The Joint Committee receives the validated PDD and MoC, the validation report and the positively reviewed SDSAR by the Secretariat and considers the proposed JCM project after letter of authorization to use carbon credits for an international objective of the proposed JCM project is provided by the Government of the Kingdom of Thailand.
90. The Joint Committee may interact with the project participants on specific issues regarding the proposed JCM project.
91. The outcome of the consideration is as follows:
 - (a) Registration of the proposed JCM project;
 - (b) Registration of the proposed JCM project with revisions;
 - (c) Rejection of the proposed JCM project.
92. The Joint Committee should complete the consideration within thirty (30) calendar days after the authorization is provided by the Government of the Kingdom of Thailand. If this is deemed not possible due to matters such as ongoing clarifications, then the Secretariat

notifies the project participants of the status of discussion within thirty (30) calendar days after the authorization is provided, and the Joint Committee should complete the consideration no later than sixty (60) calendar days after the authorization is provided by the Government of the Kingdom of Thailand.

93. Upon positive result of the consideration, the Joint Committee decides the percentage of credit allocation and registration of the proposed JCM project.
94. When the Joint Committee decides to register the proposed JCM project, the Secretariat notifies each government, the project participants and the TPE of the registration and makes publicly available the relevant information including the percentage of credit allocation for the JCM project through the JCM website.
95. The project participants may resubmit any proposed JCM project that has been assessed as incomplete by the Secretariat or has been rejected by the Joint Committee. Such submission addresses the reasons for incompleteness stated by the Secretariat or rejection stated by the Joint Committee.

1.8. Pre-issuance activities

1.8.1. Preparation of monitoring report

96. 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.
97. After the first submission of the monitoring report for the first issuance of credits, the project participants prepare and submit a progress report to update the current status of the project to the Secretariat annually until the end of the operational lifetime of the project or the end of the crediting period, whichever comes first. The project participants use the template of a monitoring report for preparing the progress report.

1.8.2. Verification of emission reductions or removals

98. 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.
99. 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.

100. Verification can be conducted simultaneously with validation.

1.8.3. Sustainable development and safeguards monitoring report

1.8.3.1. Preparation of sustainable development and safeguards monitoring report

101. The project participants prepare a sustainable development and safeguards monitoring report (hereinafter referred to as “SDSMR”), which describes the status of contribution to sustainable development and safeguard activities, using the latest version of “Sustainable Development and Safeguards Monitoring Report Form”, in line with the SDSAR and SDSMR Guidelines and the positively reviewed SDSAR, and submit the SDSMR together with supporting documentation, as appropriate, to the Joint Committee through the Secretariat at the time of the submission of the draft monitoring report in line with the paragraph 96 above.
102. The project participants may submit the SDSMR to the Joint Committee through the Secretariat, using the previous version of the “Sustainable Development and Safeguards Monitoring Report 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 SDSMR using the previous version after the grace period of six (6) months.
103. The Secretariat notifies the receipt of the submission of the SDSMR to the project participants by electronic means.
104. Upon receiving the SDSMR, the Secretariat conducts a completeness check within seven (7) calendar days. If the submission is deemed incomplete, the Secretariat notifies the project participants of the reason.
105. Upon positive result of the completeness check, the Joint Committee conducts an evaluation of the SDSMR within thirty (30) calendar days, including on-site visit where necessary.
106. During the evaluation, the Joint Committee may interact with the project participants on specific issues regarding the SDSMR.
107. The Joint Committee through the Secretariat notifies the project participants by electronic means during the period of evaluation specified in paragraph 105 above if negative impacts of the project on sustainable development are identified without an appropriate description on the corrective action. The SDSMR is deemed positively evaluated if no negative impacts are identified or an appropriate description on the corrective action is properly addressed during the period of evaluation.
108. If negative impacts of the project on sustainable development are identified without an appropriate description on the corrective action, the Joint Committee through the Secretariat request the project participants to revise SDSMR and resubmit it for re-evaluation as described in section 1.8.3.2 below.

1.8.3.2. Conditions resulting in the revision of SDSMR

109. In case negative impacts of the project on sustainable development are identified without an appropriate description on the corrective action, the project participants submit the revised SDSMR to the Joint Committee through the Secretariat within sixty (60) calendar days from the date of notification by submitting the revised SDSMR highlighting all revisions. The submission may be accompanied by additional documents which help explain the revisions.
110. The Joint Committee conducts evaluation of the revised SDSMR within ten (30) calendar days.
111. The Joint Committee through the Secretariat notifies the project participants by electronic means during the period of evaluation specified in paragraph 110 above if negative impacts of the project on sustainable development are identified without an appropriate description on the corrective action.
112. If negative impacts of the project on sustainable development are identified without an appropriate description on the corrective action, the project participants repeat SDSMR revision for re-evaluation as specified in paragraphs 109 to 111 above.

1.9. Issuance of credits

1.9.1. Request for issuance

1.9.1.1. Submission of request for issuance

113. The project participants who wish to have credits issued open an account in the registry of the Government of Japan before requesting issuance of credits.
114. The project participants may request the Joint Committee to notify each government 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 government 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 credit allocation based on the percentage of credit allocation among the project participants and both governments in tonnes of CO₂ equivalent decided in paragraph 93, verified monitoring report, verification report, positively evaluated SDSMR, and, where applicable, other required documents, to the Joint Committee for the issuance of credits by electronic means.
115. The project participants may request the Joint Committee to notify each government 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.
116. The percentage of credit allocation decided by the Joint Committee may be revised when all the project participants and both governments consent to change.

1.9.1.2. Processing request for issuance

117. The Secretariat notifies the receipt of the request for issuance to the project participants by electronic means.
118. The Secretariat conducts a completeness check within seven (7) calendar days to determine whether the request for issuance, including allocation of the credits among the project participants in tonnes of CO₂ equivalent, is complete.
119. Upon positive result of the completeness check, the Joint Committee notify each government of the result.
120. Upon notification by the Joint Committee, in line with the result in paragraph 82, the Government of the Kingdom of Thailand, acting through DCCE, considers and approves fulfillment of authorizations.
121. Upon approval of fulfillment of authorizations by the Government of the Kingdom of Thailand, the Secretariat notifies each government, and the project participants of the result.

1.9.1.3. Finalizing request for issuance

122. Upon notification by the Secretariat, the Government of the Kingdom of Thailand, acting through TGO, issues credits in the special account for the JCM in the Thai registry and, when applicable, a holding account in the Thai registry according to the issuance request form.
123. The Government of the Kingdom of Thailand, acting through TGO, immediately cancels the credits in the special account for the JCM in the Thai registry and, without delay, notifies the Government of Japan of such cancellation.
124. When the Government of Japan confirms the cancellation of the credits in the special account for the JCM in the Thai registry, the Government of Japan issues the corresponding amount of credits in a holding account(s) of the JCM registry of Japan.
125. The Government of Japan provides authorization for the credits described in paragraph 124 above, consistent with the guidance, on cooperative approaches, referred to in Article 6, paragraph 2 of the Paris Agreement (hereinafter referred to as “the guidance”) completing the first international transfer of mitigation outcome described in the guidance.
126. The Secretariat archives all the data of issuance of credits and makes them publicly available through the JCM website.

1.10. Renewal of crediting period

1.10.1. Assessment of validity of reference emissions of the applied methodology

127. The project participants, who selected a renewable crediting period of the registered JCM project and wish to renew its crediting period, evaluate the validity of the reference emissions of the applied methodology.

128. Reference emissions are deemed to have validity if five (5) years have not passed since the approval date in line with section 1.6.1.1 or section 1.10.1 , of the approved methodology to be applied, which the latest version at the time of the submission of the request for renewal of crediting period or the previous version if the submission of the request for renewal of the crediting period is still within the grace period of eight (8) months from the date of publication of a new version.
129. If the reference emissions are not deemed to have validity in line with paragraph 128 nor to fulfill the requirements described in the Methodology Guidelines, the project participants proceed to revision of an approved methodologies applied in line with Section 2.1.1 below.
130. When the reference emissions are not deemed to have validity in line with paragraph 128 but to fulfill the requirements described in the Methodology Guidelines, the project participants submit a request with relevant evidence of their evaluation to the Joint Committee through the Secretariat for assessment on validity of reference emissions, using the latest version of “JCM Assessment of reference emissions request form”.
131. The Secretariat conducts a completeness check of the submitted request within seven (7) calendar days to determine whether the submitted request is complete.
132. Upon completion of the completeness check, the Secretariat notifies the project participants of the result of the completeness check.
133. Upon positive result of the completeness check, the Joint Committee assesses the submission in line with the Methodology Guidelines and decides the validity of reference emissions of the approved methodology.
134. Upon positive result on its validity of reference emissions of the approved methodology by the Joint Committee, the project participants update its PDD for renewal of crediting period and proceed to the validation process.
135. The project participants may request to revise the approved methodology in line with Section 2.1.1 below when the assessment by the Joint Committee does not complete in a positive result.

1.10.2. Validation of updated PDD for renewal of crediting period

136. The project participants, who selected a renewable crediting period of the registered JCM project and wish to renew its crediting period, update its PDD applying the approved methodology, of which reference emissions are deemed to have validity in line with paragraph 128 or of which the validity of reference emissions is positively completed by the Joint Committee, or applying the revised approved methodology, in line with Section 1.10.1 above.
137. When requesting the renewal of crediting period, the project participants submit the updated PDD to the TPE contracted by the project participants to perform validation of the JCM

project and to the Joint Committee through the Secretariat for public comments. Publication of the updated PDD is carried out in the same procedure as described in Section 1.6.1 above.

138. The TPE, in line with the Validation and Verification Guidelines validates the JCM project as described in the updated PDD as necessary in line with Section 1.6.4 above.

1.10.3. Request for renewal of crediting period

1.10.3.1. Submission of request for renewal of crediting period

139. The project participants, after receiving a positive validation opinion by the TPE, submit a request for renewal of crediting period of the registered JCM project using the latest version of the “JCM Renewal of crediting period request form” together with the updated PDD, and the validation report using the latest version of that form to the Secretariat. Such a submission is made no earlier than two hundred and seventy (270) days prior to, but no later than one year after, the expiry of the crediting period.

1.10.3.2. Processing of request for renewal

140. The Secretariat processes a submission in line with Section 1.7.1 above.

1.10.3.3. Finalizing request for renewal

141. Upon positive result of the completeness check, the Joint Committee decides to renew the crediting period of the JCM project. When the Joint Committee decides to renew the crediting period of the JCM project, the same procedure is carried out as described in paragraph 94 above.

2. SPECIFIC PROCEDURES

2.1. Approval of methodologies

2.1.1. Revision of an approved methodology

142. Methodology proponents may request the Joint Committee through the Secretariat 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.
143. 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.
144. The submission may be accompanied by additional documents which help 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.
145. The Secretariat notifies the receipt of the submission to the methodology proponents by electronic means.
146. Methodologies may also be revised under the initiative of the Joint Committee.
147. The Secretariat conducts a completeness check of the submission in the same procedure as described in section 1.4.2.
148. 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.
149. Upon completion of the completeness check and the assessment of the proposed revision by the Secretariat, all substantive revision proposals referred to in paragraph 148(a), including those under the initiative of the Joint Committee, are subject to public comments procedure as described in section 1.4.3.
150. Consideration of the substantive revision proposals is conducted in the same procedure as described in paragraphs 19 to 28.
151. 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.
152. Project participants may apply the approved revised methodology in projects seeking

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

153. Upon completion of the completeness check and the assessment of the proposed revision by the Secretariat, all editorial revision proposals referred to in paragraph 148(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.
154. The revision of an approved methodology has no effect on projects which have started the public comments for draft PDDs applying the previous version of the revised methodology.

2.1.2. Putting on hold of an approved methodology

155. 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 comments 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

156. 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 155 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 through the Secretariat for public comments 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 through the Secretariat for public comments, notifying the reference number which has already been issued to the proposed JCM project.

157. If the project participants wish to change the approved methodology applied in the draft PDD that has already been published for public comments, they revise the draft PDD and submit the revised draft PDD to the TPE for validation and to the Joint Committee through the Secretariat for public comments, 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

158. 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 request for registration is deemed incomplete. The Secretariat conducts the completeness check within seven (7) calendar days from the date of the receipt of the requested documents and/or information.

159. 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 75 above.

160. If the Secretariat notifies the project participants that the request for registration is incomplete, in line with paragraph 159 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

161. If the Joint Committee decides to reject the request for registration, the Secretariat notifies each government, 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.

162. In the case of paragraph 161 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

163. When the project has been changed from the registered PDD, methodology and/or positively reviewed SDSAR, 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;
- (c) Changes identified by the project participants or determined by the TPE that prevent the use of the applied methodology; or
- (d) Changes identified by the project participants that would affect the applicability of the reviewed SDSAR.

164. If changes are classified into paragraph 163(a), the project participants revise the PDD and submit it for the first issuance request subsequent to the revision.

165. If changes are classified into paragraph 163(b) or (d), the project participants proceed with the process described in sections 2.4.1.1 and 2.4.1.2 below.

166. If changes are classified into paragraph 163(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

167. 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 paragraphs 163(b) and 163(d).

168. 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.

169. 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.

170. To obtain approval from the Joint Committee for the changes that would affect the

applicability of the reviewed SDSAR, the project participants submit a completed “JCM Post-Registration Changes Request Form”, a revised SDSAR and a revised PDD where necessary to the Secretariat by electronic means.

2.4.1.2. Processing request for approval of changes

171. The Secretariat prepares and maintains a publicly available list of all submitted requests for approval of changes through the JCM website.
172. 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.
173. Upon positive result 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.
174. 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 matter in paragraph 173 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.
175. 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 matters in paragraphs 173 and 174 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.
176. Upon confirmation of the summary note by the Co-Chairs, the summary note is distributed to the Joint Committee through the Secretariat, and the Joint Committee decides whether to approve the request.
177. 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.
178. If the request for approval of changes is approved with guidance which requests further revision of the revised PDD and/or the revised SDSAR by the Joint Committee, the project participants revise the PDD and/or the SDSAR in line with the guidance and submit to the

Joint Committee through the Secretariat the revised PDD and/or the revised SDSAR reflecting the guidance. The Secretariat makes the revised PDD and/or the revised SDSAR publicly available through the JCM website as the registered PDD and/or SDSAR. This version of the PDD and/or SDSAR are applied for future requests for issuance of credits.

179. If the request for approval of changes is approved without guidance, the Secretariat makes the revised PDD and/or the revised SDSAR publicly available through the JCM website as the registered PDD and/or SDSAR. This version of the registered PDD and/or SDSAR is applied for future requests for issuance of credits.

180. If the request for approval of changes is not approved, the project participants withdraw the project in line with section 2.6 or follow on of the procedures described in the subparagraphs (a) to (c) below. In either procedure, the project participants notify the reference number which has already been issued to the registered JCM project to the TPE and the Secretariat as applicable:

- (a) In cases described in paragraph 163(b), the project participants revise the PDD and the SDSAR as necessary, submit a revised draft PDD to the TPE for validation and to the Secretariat for public comments, and submit a revised SDSAR to the Secretariat for a review as applicable;
- (b) In cases described in paragraph 163(d) and the PDD is needed to be revised, the project participants revise the PDD, submit a revised draft PDD to the TPE for validation and to the Secretariat for public comments; or
- (c) In cases described in paragraph 163(d) and the PDD is not needed to be revised, the project participants revise the SDSAR and submit a revised SDSAR to the Joint Committee through the Secretariat for a review.

2.4.2. Changes to registered modalities of communication

2.4.2.1. General requirements

181. Project participants of the JCM project request changes to the contents of the registered MoC to the Secretariat as soon as possible after the changes become effective.

182. The Secretariat requests a new submission of an MoC whenever the Secretariat identifies inconsistencies or inaccuracies in the registered MoC.

183. 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.

184. Project participants may request 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.

185. 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.

186. 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.

187. Legal representatives signing on behalf of the project participants provide written evidence that they are authorized to sign on behalf of the respective entities.

188. The Secretariat may request additional clarification and/or documentation if submissions do not clearly provide evidence.

189. The Secretariat displays the updated MoC including its attachment 1 as necessary and their effective dates on the JCM website in line with paragraph 59.

2.4.2.2. Voluntary changes to focal point

190. Any of the project participants for a registered JCM project may request 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.

191. Project participants may request 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

192. If the project participants of a registered JCM project have changed after the registration of the project, project participants submit a completed attachment 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.

193. 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

194. 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 request for issuance is deemed incomplete. The Secretariat conducts completeness check within seven (7) calendar days from the date of the receipt of the requested documents and/or information.

195. If the request for issuance does not meet the requirements of the completeness check, the Secretariat communicates its result 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

196. 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.

197. The Joint Committee makes the reasons for the rejection publicly available through the JCM website.

198. In the case of paragraph 196 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

199. 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 through the Secretariat by electronic means.

200. 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 through the Secretariat 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.

201. 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 through the Secretariat 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.

202. In the case of paragraphs 199, 200 and 201 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

203. Upon receipt of the request for withdrawal, the Secretariat confirms the documents submitted.

204. 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.