

Modalities and Procedures for the Continuous Improvement Work Programs

The Integrity Council for the Voluntary Carbon Market (Integrity Council or ICVCM) is an independent governance body for the voluntary carbon market (VCM). Its purpose is to ensure that the VCM accelerates progress toward the objective of combatting climate change. To achieve this, the Integrity Council has established a global threshold standard for carbon credit quality with a view to ensuring that high-quality carbon credits efficiently mobilise finance towards urgent climate action.

This document sets out the Modalities and Procedures for the Continuous Improvement Work Programs. This document should be read alongside the relevant supporting documentation as specified in this document, notably alongside the CIWP TOR and the Summary for Decision Makers.

1. Mandate of the CIWPs

- (1) Each CIWP is convened to develop an understanding of key issues and emerging best practice on the topic identified and to work collectively to develop, where possible and relevant, recommendations on what the ICVCM should incorporate into the next version of the Assessment Framework.
- (2) The role of each CIWP and its participants is advisory, and any recommendations, comments or findings are advisory only and are not binding on the ICVCM and may but are not required to be used to inform the next version of the Assessment Framework or other work of the ICVCM. All outputs from all CIWP that are created by the CIWP process and participants will be the intellectual property of the ICVCM.

2. CIWP participant selection criteria

- (1) To ensure diverse expertise, each CIWP core group of experts will comprise the following participants:

	Participant source	Number
External expertise	Comprising, as relevant diverse expertise and diverse interests, with some combination of the below, or other stakeholder groups as relevant: Practitioners (e.g., project developers) Carbon Crediting Programs and/or infrastructure services (e.g., registry providers) IPs and LCs rep (from the Task Force/Forum) Academics and think tanks, industry associations, expert consultancies Carbon credit buyers and investors NGOs MDBs and governments	6-12
ICVCM expertise	ICVCM Experts	1-3
	ICVCM Board/SOC	1-4, including [or plus] one Coordinating Co Chair.
	ICVCM Executive Secretariat	2-3

- (2) The selection process is set out in the CIWP ToR. CIWP participation is at the discretion of ICVCM.
- (3) Quorum for a meeting of a CIWP shall be at least **half plus one of the participants including 1 participant from SOC or EP.**
- (4) Each CIWP will be facilitated by one SOC or EP member and in some cases ICVCM may also appoint one other expert who shall be from an ICVCM affiliated organization where possible. The Coordinating Co-Chairs for the CIWP (the Standard Oversight Committee Co-Chairs) will provide guidance to the Chair/s of each CIWP and if required, take decisions in relation to inputs and processes of the CIWP.

3. Broader input to the CIWP

- (1) Where a CIWP Chair identifies a need for broader or targeted stakeholder consultation or input for the purposes of understanding a specific aspect of the work of the CIWP, such may be undertaken for the specific CIWP, in a manner to be proposed by the relevant CIWP Chair/s to the Coordinating Co-Chairs of the CIWP, and with prior approval by the Coordinating Co-Chairs (for the purpose of ensuring the compatibility of the consultation/input with the aims of the ICVCM and the specific CIWP). Such consultation/input will be regarded as advisory and will not be binding on the ICVCM or the relevant CIWP.
- (2) As an example, such consultation could follow one of the following approaches in accordance with 3 (1) above.
 - a. Specific consultation meetings with or requests for written input from specific interest groups or associations or alliances, where attention is given to ensuring fairness (e.g., similar opportunities for similar groups)
 - b. Wider meetings/events e.g., workshops, or requests for written input focussed at enabling broad participation, or on specific technical questions, where attention shall be given to ensuring inclusivity across broad stakeholder groups.

4. Duties of CIWP participants in executing the role set out in section 1

- (1) Each participant in a CIWP core group of experts shall:
 - a. Adhere to the Code of Conduct and sign that the participant agrees with the mission and mandate of the Integrity Council.
 - b. Comply with and sign the Conflicts of Interest Policy and the Confidentiality Agreement.
 - c. Contribute to the discussion and represent the interest and concerns on behalf of their stakeholder group. As sole representatives of their stakeholder group, they are expected to attend all meetings and ensure they come prepared for meetings, contribute their expertise and experience and provide any input requested within

agreed timeframes.¹ Their engagement with their stakeholder group prior to meetings will help inform their input.

- d. Avoid bias and take a constructive approach to removing obstacles to progress and solving problems.
- e. Subject to their responsibilities to the CIWP, not disclose any confidential or proprietary information coming to their knowledge by reason of their role in or duties to the CIWP. The duty of such person not to disclose confidential information constitutes a personal obligation of that person and shall remain an obligation after the expiration or termination of that person’s function for or role in the CIWP.
- f. Not express individual opinions as being representative of ICVCM.
- g. Not use their role on the CIWP as a means of direct or indirect remuneration.
- h. Must not use the meetings, activities or support materials to discuss or coordinate future market behaviour resulting in a restriction of competition.

(2) Any participant of a CIWP may be dismissed should they fail to undertake the duties listed in the CIWP TOR and CIWP Modalities and Procedures or if they breach the Code of Conduct and applicable ICVCM policies. If concerns are raised about a member's ability to undertake these duties, a committee/members of the ICVCM Governing Board will review the concerns and may decide on the continued participation in the relevant CIWP.

(3) For the avoidance of doubt, the following are outside the scope of the CIWP and its participants:

- a. Speaking on behalf of the CIWP or the ICVCM.
- b. Revision of the Assessment Framework.
- c. Participation in the Assessment process.

5. Transparency

A summary report of outputs and any relevant inputs from each CIWP will be published on the ICVCM website following conclusion of the CIWP process. As per section 1 (2) these reports are advisory only and not binding on the ICVCM but serve as an informal record of work done that may be used to inform the next version of the Assessment Framework or other work of the ICVCM.

Version	Date	Update
1	21 December 2023	First version

¹ Alternates may only serve by exception based on prior application to the Secretariat and with prior approval by the CIWP Chair/s. It is the responsibility of the member appointing an alternate to fully brief the alternate on prior discussions and to ensure they agree to comply with all ICVCM policies.