

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 (CIWP). This document should be read alongside the relevant supporting documentation as specified in this document, notably alongside the CIWP Terms of Reference (“TOR”), which specify the mandate, delivery modes and governance of CIWPs.

1. CIWP participant selection criteria

- 1.1. The composition of CIWP participants will vary depending on the delivery mode of the CIWP (see section 2 “CIWP Delivery Modes” of the CIWP TOR). The following composition is provided as a guide for the full working group mode. For other delivery modes, the ICVCM will seek to ensure representation from the same stakeholder groups, adjusted proportionally to the scale and scope of the CIWP.
- 1.2. The CIWP Working Group composition will be used as a guide for all the delivery modes. The composition should:
 - a. Reflect diverse expertise within the topic and subject matter.
 - b. Reflect diverse stakeholder interests. To ensure diverse expertise and perspectives, each CIWP may 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	6-12 (as a guide)

	Carbon credit buyers and investors NGOs MDBs and governments	
ICVCM expertise	ICVCM Experts	1-3
	ICVCM Governing Board	1-4, including one facilitator, if applicable.
	ICVCM Executive Secretariat	2-3

- c. Each applicant expert that responds to the call will be invited to identify their respective expertise against a list of relevant criteria for the particular CIWP.
- d. The ICVCM will aim to ensure that individuals are in not more than one CIWP Working Group, in order to ensure broad participation.

1.3. For all CIWP delivery modes, as per section 2 of CIWP TOR, the ICVCM Executive Secretariat will aim to:

- a. Ensure broad participation and representation from diverse views and background.
- b. Provide for diverse and inclusive participation, such as a sectoral, geographical, gender mix and with Indigenous Peoples and local communities representation.

1.4. Each applicant expert that responds to the call may be invited to identify their respective expertise against a list of relevant criteria for the particular CIWP.

2. CIWP participant selection process

- 2.1. The Executive Secretariat will invite applications through a public call for applications. Applications will require that participants agree to be bound by conflict of interest and confidentiality obligations and adhere to a Code of Conduct.
- 2.2. The ICVCM Executive Secretariat may invite certain experts to apply to participate in any CIWP to strengthen the fulfilment of the selection criteria and/or bring specific expertise identified.
- 2.3. The Executive Secretariat will review applications to develop a shortlist of participants, in consultation with the CIWP Coordination Group.¹
- 2.4. The Executive Secretariat presents a final recommendation for the list of participants for each CIWP for approval by the CIWP Coordination Group, and in the event of disagreement among the Coordination Group, the CEO of the ICVCM.

¹ The CIWP Coordination Group is not a decision-making body of the ICVCM per the ICVCM Modalities and Procedures, but provides an important function of ensuring coherent design, planning, implementation and use of the outputs from Continuous Improvement Work Programs and related activities as described in these TOR.

2.5. Participation and termination of participation is at the discretion of the ICVCM, in accordance with its policies.

3. Meeting procedure

- 3.1. Quorum for a meeting of a CIWP shall be at least half plus one of the participants including 1 participant from Governing Board or Expert Panel.
- 3.2. Each CIWP may be chaired by up to two facilitators (in the case of two, each a co-facilitator) drawn from the following:
- a. Up to one ICVCM Governing Board member;
 - b. Up to one Expert Panel member (including subject matter experts);
 - c. Up to one Engagement Forum member;
 - d. Up to one other expert from an ICVCM partner organization where that partner organization is partnering with the ICVCM in relation to the specific CIWP;
 - e. Appointment of CIWP facilitator/ co-facilitator will be agreed by the CIWP Coordination Group.

4. Broader input to the CIWP

- 4.1. The CIWP facilitator may identify 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 consultation/input will be regarded as advisory and will not be binding on the ICVCM or the relevant CIWP.
- 4.2. As an example, such consultation could follow one of the following approaches:
- 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 focused at enabling broad participation, or on specific technical questions, where attention shall be given to ensuring inclusivity across broad stakeholder groups.
- 4.3. Broader input and consultation provided during the course of the project shall be considered within the scope of the Intellectual Property provisions outlined in the Terms of Reference. Such contributions will be treated as intellectual input and subject to the same rights and usage conditions as other CIWP deliverables, unless otherwise agreed in writing.

5. Responsibilities of CIWP participants

- 5.1. In executing the role set out in section 1, each participant in a CIWP 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, where relevant. 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. Their engagement with their stakeholder group prior to meetings will help inform their input;
 - d. Commit the time to fully participate in the work of the CIWP. Time commitment may vary depending on the CIWP delivery mode as per section 2 of CIWP TOR.
 - e. Alternates may only serve by exception based on prior application to the Executive Secretariat and with prior approval by the CIWP facilitator/co-facilitators. It is the responsibility of the participant appointing an alternate to fully brief the alternate on prior discussions and to ensure they agree to comply with all ICVCM policies.
 - f. Avoid bias and take a constructive approach to removing obstacles to progress and solving problems;
 - g. 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;
 - h. Not express individual opinions as being representative of ICVCM;
 - i. Not use their role on the CIWP as a means of direct or indirect remuneration;
 - j. Not use the meetings, activities or support materials to discuss or coordinate future market behaviour resulting in a restriction of competition.
- 5.2. Any participant of a CIWP may be dismissed should they fail to undertake the duties listed in the CIWP TOR or if they breach the Code of Conduct and applicable ICVCM policies. If concerns are raised about a participant's ability to undertake these duties, the CIWP Coordination Group will make a recommendation and a committee of members of the ICVCM Governing Board will review the concerns and make a decision on the continued participation in the relevant CIWP.
- 5.3. 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 (as per section 8).
 - b. Revision of the Assessment Framework.
 - c. Participation in the Assessment process.

6. Public Information on participation

- 6.1. Unless explicitly agreed otherwise, the names of participants and/or their organizations may be included in the summary report. At the end of the CIWP, participants may choose to be identified either by their personal name, organization, or both, noting that participation is selected based on individual expertise, and in some cases, organizational expertise.
- 6.2. Participation may be referred to in public communications by the ICVCM (name of participants and relevant organization).
- 6.3. Participants may publicly mention their engagement as CIWP participants but may not generate any remuneration as a result of their participation, nor use participation as a means for obtaining business opportunities.

7. Transparency

- 7.1. 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, presenting the findings and recommendations as per section 4 of the CIWP Terms of Reference.
- 7.2. The facilitator/co-facilitators and the Executive Secretariat may provide summary information regarding the ongoing discussions in the CIWP to external audiences without prejudging the outcomes and recommendations of the summary report. This may include, inter alia, public events, research interviews, public consultations, submissions to regulatory bodies.

8. Intellectual Property and GDPR compliance

- 8.1. All intellectual property rights arising from the contributions made by participants during the CIWP shall remain with the original rights holders. However, by participating, contributors grant the ICVCM entities a non-exclusive, royalty-free license to use, reproduce, and distribute such contributions for the purposes of reporting, dissemination, and project-related communication, unless otherwise agreed in writing.
- 8.2. All personal data collected, processed, and stored in connection with each CIWP will be handled in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation - GDPR) and any updates or amendments to that regulation from time to time. Participants' data will only be used for the purposes explicitly stated in this document and will not be shared with third parties without prior consent. Data subjects retain the right to access, rectify, or request deletion of their personal data at any time.

Document history

Version	Date	Summary of revisions
2	Approved by Governing Board on 18.09.2025	<ul style="list-style-type: none"> • Mandate section removed, now fully addressed in the CIWP Terms of Reference. • Participant selection criteria section revised, with expanded detail on participant composition, diversity efforts, and operational considerations. • Selection process relocated from the CIWP Terms of Reference. • New section introduced on meeting procedure, outlining quorum requirements and facilitation. • Broader input section updated, refining the approach to stakeholder consultation and external contributions. • Responsibilities section renamed and expanded (formerly “Duties of CIWP participants”), now includes provisions for alternate participation and clarifies participant obligations. • New section on public information added, detailing how participant names and affiliations may be referenced. • Transparency section enhanced, with additional guidance on public sharing of CIWP outputs and interim updates. • New section on Intellectual Property and GDPR compliance introduced.
1	21.12.2023	First version