The 10-Year Framework of Programmes on Sustainable Consumption and Production (10YFP)

Revised guidance document for the 10YFP Programmes development

Charles Arden Clark
Acting Head, 10YFP Secretariat
10YFP Board Meeting
New York, March 30th, 2014
Experience with programme development showed need for revisions – for clarity, to ensure coordination, good governance and multi-stakeholder engagement.

The document, however, remains largely the same as previous draft but with:

- adjustments to 5 step process or programme development;
- adjustments to programme structure and leader/co-leader, roles, interactions and decision making; and
- adjustments to call for proposals for funding, their revision, approval and means of application.
### Proposed Steps to Develop the 10YFP Programmes

#### STEP 1
**Stock taking & consultation / online survey**
- Research, stock-taking of existing initiatives, partnerships, best practices, gaps and needs,
- An informal expert group is established to support the programme development (steps 1 to 3)
- Global online survey / consultations with stakeholders and experts, leading to a draft concept note.
- Suggestions on objectives, working areas, activities, goals and indicators of the programme are identified.

#### STEP 2
**Experts group develops a concept note with programme proposal**
- Based on results of the survey a concept note is developed with programme outline. It will be available for public consultation. (the 10YFP Secretariat sends it to NFP, SFP, IACG, and other 10YFP partners)
- A call for formal expression of interest to lead/co-lead the programme and/or be member of the Multi-Stakeholder Advisory Committee (MAC) is launched (requiring commitment letter).

#### STEP 3
**Identification of lead actors and multi-stakeholder advisory committee**
- The MAC is established and a lead and co-leads of the programme are identified (based on criteria and selection process).
- Concept note is revised by lead/co-lead, MAC and expert group responding to the 10YFP programme criteria, building synergies and cooperation with existing initiatives and filling gaps.
- The outline of a work plan and fund raising strategy is developed.

#### STEP 4
**Submission of template for Secretariat validation & Board confirmation**
- Template submitted to the Secretariat by lead and co-leads.
- Secretariat reviews proposal based on 11 criteria and requests revisions if necessary.
- Final proposal presented to the 10YFP Board for confirmation (at least 3 weeks) before launch.
- Template will be available on line.

#### STEP 5
**Launching & implementation**
- Programme launched in special event and remains an open platform, for any stakeholder to join and contribute, and to evolve to meet emerging demands and needs
- The lead and co-leads report annually to the Secretariat and Board on progress.
Main changes in 5 step process

The consultation process has not changed, it is clearer explained.

- **Step 1** – The informal expert groups was included here (before referred as interested actors). Concept note moved to step 2.

- **Step 2** – rename “Expert Groups develops a concept note” for public consultation and call for formal expressions to lead/co-lead and members of MAC.

- **Step 3** – Previous step 3 and 4 have been merged (submission and validation of template - programme proposal). The revised step 3 is “identification of leads/co-leads and the MAC”

- **4** – Submission and validations were merged. (Lead/co-leads, submitted to Secretariat for review & confirmation of Board.

- **5** - no change
Structure of a 10YFP Programme

- ECOSOC
- 10 YFP Board
- 10 YFP Secretariat
- Trust Fund
  - Support project implementation
  - Developing countries & emerging economies

Lead & Co-leads (max. 3)
- Supported by the Coordination Desk

Multi-stakeholder Advisory Committee

Work Area 1 Coordinator (s)
- Work Area 2 Coordinator (s)
- Work Area 3 Coordinator (s)
- Work Area 4 Coordinator (s)

Activities, Training, Projects etc:
- DELIVERY
  - GLOBAL LEVEL
  - REGIONAL LEVEL
  - NATIONAL LEVEL

SCP Clearinghouse (Programme Community)

Knowledge sharing and outreach

Indicators

Measures of Progress

DELIVERY

a) ..... b) ..... c) ..... a) ..... b) ..... c) ..... a) ..... b) ..... c) ..... a) ..... b) ..... c) .....
Main changes in programme structure and inter-linkages

- Leads/co-leads placed on same level as MAC, which will deliver (multi-stakeholder) guidance on programme design and implementation.
- Coordination desk staffed by the lead/co-leads – to drive programme implementation.
- Coordinators of work areas added, to coordinate and help drive each of them, and develop and apply indicators.
- Support still provided at all levels, primarily national and regional, but less differentiation between three levels.
- Important role of Global SCP Clearinghouse picked out for information and good practice transfer, replication etc.
Key roles of the 10YFP Programme lead and co-lead(s)

- Coordination of programme implementation and fundraising
- Provide financial and/or in-kind contribution to the programme
- Jointly supervise the work of the Coordination Desk
- Chair and co-chair MAC meetings, facilitate decision-making + activities
- Act as focal point for contacts with the Secretariat
- Report on progress and outcomes as required
Key Roles and Responsibilities of the Multi-stakeholder Advisory Committee

- Review goals, objectives and measures of success
- Review programme’s work plan, proactively engage new partners, initiatives and activities
- Enhance synergies and cooperation among stakeholders
- Provide guidance to 10YFP Secretariat for elaboration of calls for proposals
- Be active in outreach and fundraising
Role of the 10YFP Secretariat supporting the 10YFP Programmes

- Facilitating consultation for the development and launching of the programmes, and convening their working groups trainings
- Identify synergies between the 10YFP Programmes and existing regional SCP strategies
- Coordinating calls for proposals under the Trust Fund and providing support to programmes’ fund raising activities
- Convening meetings and webinars with lead/co-leads, MAC and partners to share experience, best practices and develop cooperation
- Reporting the progress of programmes to ECOSOC
The programmes and the 10YFP Trust Fund

- UNEP and the 10YFP Secretariat responsible for establishing and administering 10YFP Trust Fund
- The Programmes actors can prepare project proposals to receive support from the 10YFP Trust Fund in developing countries and countries with economies in transition
- The leads/co-leads and MACs will advise on a short list of eligible project proposals to received financial support from the Trust Fund. They will:
  - Screen project proposals related to the specific 10YFP programme, ensuring relevance and that proposals respond to 10YFP objectives and 11 criteria
  - Provide feedback on proposals and technical advice
10YFP Organisational Structure

ECOSOC
Interim reporting body

Board

Secretariat (UNEP)

National & Stakeholders Focal Points

UN interagency coordination group

Programmes
- Multi stakeholder
  - Regional and national focus
  - Consumer information
  - Sustainable lifestyles and education
  - Sustainable public procurement
  - Sustainable buildings and construction
  - Sustainable tourism, including ecotourism
  - Future programmes

SCP dialogues, initiatives & roundtables
- International
- Regional / Sub-regional e.g. SWITCH Asia
- National Sub-national and local

SCP dialogues, initiatives & roundtables

International

Regional / Sub-regional e.g. SWITCH Asia

National Sub-national and local

SCP dialogues, initiatives & roundtables

Global SCP Clearinghouse, outreach & communications (web, newsletter), research, etc.

Trust Fund
Administered by UNEP

Information and knowledge platform: Global SCP Clearinghouse, outreach & communications (web, newsletter), research, etc.
Thank you!

Contacts:
unep.org/10yfp
www.scpclearinghouse.org
Secretariat email: 10yfp@unep.org
Follow us on twitter @10YFP