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

First Meeting of the 10YFP Board
1 and 2 October 2013, New York, USA
Draft agenda

OBJECTIVES OF THE MEETING

- Inaugural meeting the 10YFP Board
- Provide an overview of the 10YFP and progress to date
- Adopt the Terms of Reference
- Elect the Chair and Vice-Chair
- Discuss the 10YFP Trust Fund operationalization and fund-raising strategy
- Update on status and development of current 10YFP Programmes and requests for additional ones
- Review 10YFP milestones for the first year and set dates of next meeting(s)

AGENDA

Day One: 1 October 2013

08:30 - 09:00   Board members’ arrival and welcome coffee

09:00- 09:45   Opening and Welcome Remarks

09:00 - 09:20   Opening by ECOSOC President, and welcome remarks by UNEP
Objectives of the meeting and introduction to the agenda.

09:20 - 09:45   Tour de table
Board members are invited to introduce themselves and express their expectations from the 10YFP.

09:45-10:45   Session One: Overview of the 10YFP

10YFP: the intergovernmental mandate to support the shift towards Sustainable Consumption and Production, by 10YFP Secretariat, followed by Q&A
Historical background (including achievements of the Marrakech Process), 10YFP adoption at Rio+20, its objectives, common vision, functions

Information documents for the session
- 10YFP Adopted document A/CONF.216/5
- UNGA Decision on Board A/67/L.81
10:45-11:00 Coffee break

11:00-13:00 Session Two: Setting up the 10YFP Board

**Election of Chairs and Terms of Reference**
Objectives, composition and representation, functions, working modalities, decision making, funding, interactions with 10YFP Secretariat, ECOSOC and focal points.
- Election of Chairs & discussion on role of Chair and Vice Chair
- Introduction to the draft Terms of Reference, by the 10YFP Secretariat
- Deliberations (as required)
- Adoption of the Board Terms of Reference

Information documents
- 10YFP Adopted document A/CONF.216/5
- List of Board members
Document for deliberation and decision
- Draft Terms of Reference for the 10YFP Board

13:00 – 14:00 Lunch break

14:00-15:15 Session Three: Organisational structure of 10YFP

- Secretariat
- Role of National Focal Points, Stakeholder Focal Points, Inter-Agency Coordination Group (IACG) and Reporting body (ECOSOC ad interim) and interaction with the Board.
- Work at the regional level and interaction with regional platforms, fora and initiatives
- Questions and answer

Information documents
- List of Members of the UN Inter-Agency Coordination Group (IACG)
- Terms of Reference of the 10YFP IACG
- List of the 10YFP Secretariat
- Guidance for the 10YFP National Focal Points on SCP
- Guidelines for 10YFP Stakeholders Focal points on SCP

15:15 – 15:30 Coffee and Tea Break

15:30-17:15 Session Four: Programmes of the 10YFP

**Reporting progress and requests for new programmes**
Report progress on consultations to develop and launch the five initial programmes, based on a five step model and a participatory and transparent process
- Status of the 5 initial programmes and timeframe to launch them
- Requests for additional programmes
- Proposed process to approve new 10YFP programmes
- Communication between Board, NFPs and other stakeholders in the programmes
- Regional participation and activities in the programmes
- Deliberations and recommendations

Information documents
- Guidance document on the 10YFP programmes
- Draft concept notes for one or two programmes (examples)
- Requests received for new programmes

17:15-17:30  Closing of day One

19:30 Dinner

Day Two: 2 October 2013

09:00- 11.00  Session Five: Administration of the 10YFP Trust Fund
- Presentation of administrative procedures of Trust Fund
- Discussion on procedures and criteria for selection of the projects to finance

Information documents
- Briefing note on the 10YFP Trust Fund
- Terms of Reference for administration the Trust Fund

Document for discussion
- Draft on procedures and selection of the projects

11:00 – 11:15 Coffee and Tea break

11:15 – 12:00  Session Six: Fund-raising strategy
- Status of funding
- Projected budget of the 10YFP
- Fund raising needs and Board support required for the next 2 years and 5 years

12:00-12:45  Session Seven: 10YFP Milestones and next Board meeting
- Milestones over the next twelve months, including on reporting
- Dates of next virtual and subsequent face-to-face meeting
- Decisions required prior to the next Board meeting

Information documents
- Draft milestones for the next twelve months

12:45-13:00  Summary of conclusions and next steps
- Summary of main discussion and recommendations
- Next steps

Draft 25 September 2013
Close of Meeting