Guidance document on the 10YFP PROGRAMMES:

Criteria, structure and steps to develop and operationalize them

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UNEP, as the 10YFP Secretariat, has developed this paper to provide additional guidance for the development, launching and implementation of the 10YFP programmes, responding to the 10YFP objectives and the set of criteria for the 10YFP Programmes.

This paper was sent for comments to National Focal Points, UN Agencies and stakeholders. It was also shared with and reviewed by the 10YFP Board.
I. The 10 Year Framework of Programmes on Sustainable Consumption and Production (10YFP).

Context, rationale and objectives
At the United Nations Conference on Sustainable Development (Rio+20), Heads of State reaffirmed that promoting sustainable consumption and production (SCP) patterns is one of the three overarching objectives of, and essential requirements for sustainable development. They also reiterated that fundamental changes in the way societies consume and produce are indispensable for achieving global sustainable development.

Furthermore at Rio+20, Heads of State strengthened their commitment to accelerate the shift towards SCP patterns with the adoption of the 10-Year Framework of Programmes on Sustainable Consumption and Production Patterns (10YFP) – in paragraph 226 of the Rio+20 Outcome Document.¹

The 10YFP responds to the 2002 Johannesburg Plan of Implementation (JPOI). It builds on the eight years work of the Marrakech Process², on regional SCP strategies and initiatives, as well as on the national cleaner production centers and other SCP best practices applied by and engaging with a wide range of governments and other stakeholders.

The 10YFP is a global framework of action to enhance international cooperation to accelerate the shift towards SCP in both developed and developing countries. The framework will support capacity building and provide technical and financial assistance to developing countries for this shift. The 10YFP will develop, replicate and scale up SCP and resource efficiency initiatives, at national and regional levels, decoupling environmental degradation and resource use from economic growth, and thus enhance the net contribution of economic activities to poverty eradication and social development. The framework will encourage innovation and cooperation among all stakeholders.

The A/CONF.216/5 adopted document provides the vision, goals and common values of the 10YFP as well as its functions, organisational structure, means of implementation, criteria for programme design and an initial, non-exhaustive list of five programmes.³ UNEP has been requested to serve as the 10YFP Secretariat and to establish and administer a Trust Fund to support SCP implementation in developing countries.

All stakeholders from all countries can be involved in the activities of the 10YFP: governments, business and industry (i.e. the private sector), researchers in the scientific and technological community, academia, other major groups including NGOs, UN agencies, financial institutions, and other stakeholders with an interest in SCP.

² The Marrakech Process – a bottom-up multi-stakeholder process - was launched in 2003 by UNDESA and UNEP in order to respond to this call. It identified regional SCP needs and priorities, and supported the development of regional SCP strategies in most regions as well as the implementation of 33 demonstration projects worldwide. These included national SCP action plans and seven task forces focused on specific themes. The Marrakech Process supported implementation, capacity building and development of SCP tool kits in the areas of sustainable procurement, tourism, buildings and construction, products, eco-labelling, education and lifestyles, as well as various communications tools and awareness raising activities. For more information see: www.unep.fr/scp/Marrakech
³ Document A/CONF.216/5 is available at www.unep.fr/scp. The text of the 10YFP contained in this document and adopted at the Rio Conference in June 2012 was negotiated at the 19th session of the Commission on Sustainable Development in 2011.
II. Programmes of the 10YFP

2.1 What is a 10YFP Programme?

Programmes are at the core of the 10YFP. They will contribute to meeting the objectives, goals and functions of the 10YFP responding to national and regional needs, priorities and circumstances. The programmes will build capacity to implement policies, voluntary instruments, management practices, information and awareness raising activities to promote the shift to SCP patterns. The 10YFP will bring together existing initiatives and partnerships working in similar areas, highlighting good practices and success stories, building synergies and cooperation among stakeholders to leverage resources towards mutual objectives and minimize duplication of ongoing efforts. The programmes will support the use of a mix of policy, regulatory and voluntary instruments and set clear objectives, activities and indicators of performance and success.

The programmes of the 10YFP on SCP should be broad and flexible allowing for coherence, cooperation, knowledge sharing and strategic channeling of resources in their different areas (e.g. focusing on a sector, or on a cross-cutting/thematic SCP issue). The framework will help to prioritize policies, and support development and/or dissemination of tools and methodologies for governments, private sector action, consumer choice and investments which make significant contributions to poverty eradication and sustainable development by promoting SCP.

Likewise, it was recommended that “The 10 Year Framework should draw on valuable aspects of such experiences as the Marrakech Process, the Strategic Approach to International Chemicals Management and national cleaner production centres. The ongoing activities of the Marrakech Process, such as the task forces, should be considered for integration into the structure of the 10-year framework of programmes;” (A/CONF.216/5).

2.2 Thematic Areas of the 10YFP Programmes

The 10YFP text adopted includes an indicative and open list of programmes, which “builds on the experience gained through the Marrakech Process, including those areas identified in the regional sustainable consumption and production round tables, strategies and action plans, inter alia” (A/CONF.216/5). The five initial programmes are:

i) consumer information;
ii) sustainable lifestyles and education;
iii) sustainable public procurement (SPP);
iv) sustainable buildings and construction; and
v) sustainable tourism, including ecotourism.

There is the possibility to build additional programmes, based on consultations and requests from governments and other stakeholders, taking into account scientific information on SCP priorities at the global, regional and national levels. Proposals for additional programs will be discussed and agreed upon with the 10YFP Board.
2.3 Criteria for the 10YFP Programmes:
The 10YFP document provides the following 11 criteria for developing and implementing the sustainable consumption and production programmes included in the 10YFP (A/CONF.216/5, paragraph 7):

a) Contribute to meeting the goals and principles of the 10-year framework of programmes, as well as to the three pillars of sustainable development;
b) Respond to national and regional needs, priorities and circumstances;
c) Be based on life cycle approaches, including resource efficiency and sustainable use of resources, and related methodologies, including science-based and traditional knowledge-based approaches, cradle to cradle and the 3R concept, as appropriate;
d) Be based on a solid scientific and policy knowledge base;
e) Be transparent;
f) Be consistent with international obligations, including, where applicable, the rules of the World Trade Organization;
g) Encourage the involvement of all relevant stakeholders;
h) Consider the use of a mix of efficient instruments such as education, training and data collection, as well as research activities in each programme, as appropriate;
i) Have established clear objectives and measures of success;
j) Promote synergies with work in similar areas, in order, inter alia, to promote co-benefits and opportunities to leverage resources towards mutual objectives and minimize duplication of ongoing efforts, including in other international forums;
k) Be described in a simple common format, covering the programme criteria mentioned above and identifying lead actors.

For the common format mentioned above see annex I.

III. Steps to develop the Programmes

The Secretariat of the 10YFP has initiated and is supporting the consultations for the development and launch of the agreed initial list of five 10YFP Programmes. The first request from stakeholder to the Secretariat was to provide clear guidance on the programmes objectives and the “common format” to register the programme. This paper tries to fulfill this request. The common format has been done in consultation with close partners, including relevant UN Agencies. Figure 1 below, describes the steps to develop the programmes.

The very first step for any interested organization or individual is to contact the 10YFP Secretariat to express interest and enquire information on the current status of the development of the related programme. This will help to avoiding duplication and enabling good coordination and cooperation.
*in the consultation process (steps 1, 2 and 3) the 10YFP National Focal Points (NFP), Stakeholder Focal Points (SFP) and the Inter-Agency Coordination Group (IACG) will be invited to participate and provide inputs. The 10YFP Board will be informed periodically on the development of the programmes.

As stated in the 10YFP document (A/CONF.216/5): “Programmes can be launched under the 10YFP immediately following registration with the Secretariat.”

“The secretariat of the 10YFP will maintain a list of all programmes, projects and initiatives under the 10YFP as a living document, to be updated regularly as new programmes, projects and initiatives join. This list will provide an information tool to help in identifying partners and resources to support particular programmes and initiatives.”
IV. Guidelines for the Structure and Governance of the Programmes

Any programme structure and operation will have to enable the participation of different stakeholders, and address the diverse regional and national priorities. The programmes should be flexible to allow creativity, innovation and their evolution over time. Nevertheless some operational guidelines are needed, based on the vision, objectives, functions and goals of the 10YFP.

4.1 Structure of the 10YFP Programmes

A programme will serve as an umbrella bringing together existing initiatives and partnerships, and facilitating new joint projects and activities responding to regional and national (sub-national) priorities and needs.

A 10YFP programme could: a) focus on sectors that are resource intensive and of high economic importance (e.g. food, mobility, buildings, tourism), or b) be cross sectoral, focusing on a policy area or instrument (e.g. sustainable public procurement, education and lifestyles, consumer information).

A programme could include different work areas, and will ideally deliver support at all levels (global, regional and national). For example, a programme on Sustainable Lifestyles and Education could be comprised of different work areas such as: 1) research and innovation, 2) enabling policy and infrastructure, 3) formal and informal education for SCP, and 4) collaboration with business/private sector. The programme could be implemented through existing and/or new partnerships and initiatives. See figure 2.

Figure 2: Outline of a 10YFP Programme: working areas and deliverables
4.2 Governance

The programmes provide a voluntary and collaborative relationship between various parties, governmental, non-governmental, public and private, in which all participants agree to work together in a systematic way to achieve the overarching goals and objectives of the 10YFP on SCP and the specific objectives of the programme.

1. Participation and coordination

- **Participation** in a 10YFP programme is open to any government (national, regional and local, from any UN member state), relevant regional or national organizations, international organizations (including IFIs), industry or business organizations, non-governmental/civil society organizations or academic institutions, or any other entity that supports the goals of the 10YFP and agrees to work towards them, based on their respective competencies, comparative advantage and resources.

- Each entity could become a partner of a programme, if they contribute to its objectives by providing resources (including in-kind contributions or expertise) for implementation of activities under this programme.

- Any stakeholder could be a participant of a programme supporting some of the activities, including taking part in workshops, making use of the material, tools and reports produced by the programme. Participants do not necessary need to provide technical and/or financial support.

- Each programme will have a lead actor(s) and a multi-stakeholder Committee with gender and regional balance. The lead actors and the committee will support the development of the programme, implementation and monitoring of its activities, as well as fund raising.

4.3 Roles and Responsibilities of programmes’ lead actors and partners:

Roles and responsibilities across all programmes are consistent with the vision, objectives, functions and goals of the 10YFP on SCP.

A. **Role of the Programme lead actors:** The lead actors for each programme could be a government, UN agency, NGO, private sector, or specialized technical institution that has recognized competencies in the area. The lead actors will, *inter alia*:

- Support the overall coordination of the programme development/implementation and fund raising strategy.

- Convene and chair the business planning (work plan) and other meetings of the working group, and report on outcomes.

- Encourage inputs and sharing information/knowledge and strategies among all participants in the programme as well as external partners/initiatives that could join the programme, finding synergies and building cooperation.

- Co-manage, with the 10YFP secretariat, the programme-specific community of the global SCP clearinghouse.

- Share and disseminate information regularly providing reports on progress, lessons learned, effective policies, methodologies, technologies and best practices for wider public dissemination through the clearing house.

- Report annually to the advisory board via the 10YFP Secretariat on behalf of the Programme.

- Provide financial or inkind contribution, which includes dedicated staff – each programme will need 1-2 staff full time.
B. Roles and Responsibilities of the multi-stakeholder Group/Committee:

Programmes could establish a multi-stakeholder group/advisory committee based with gender balance, geographical representation, and balanced expertise in order to:

- Define the programme’s goals, objectives and measures of success with the aim of reporting on progress towards more sustainable consumption and production patterns.
- Support the elaboration of the business plan/strategy for the programme.
- Be active in outreach and fundraising to support expansion and continuity of the programme.
- Enhance synergies and cooperation among stakeholders within the particular programmes as well as with other programmes of the 10YFP.

C. Role of the partners: the partners in a programme will be the key to its implementation and could take an active role coordinating some of its activities. They will be eligible for seed funding from the 10YFP Trust Fund and other funding sources.

D. Role of participants: Any stakeholder could be a participant of a programme supporting some of the activities, including participating in workshops, making use and supporting dissemination of the material, tools and reports produced by the programme. Members do not necessary need to provide technical and/or financial support.

E. Role of the Secretariat

The 10YFP Secretariat will be supporting the programmes by:

- Support consultation for the development and launching of the programmes, providing platform for online questionnaires, and supporting identification on relevant and interested donors and partners, ensuring regional and stakeholder balance.
- Identify opportunities for the programmes in convening working groups and trainings at relevant international, regional and national levels, based on the countries and stakeholders demand and need.
- Support with fund raising activities.
- Provide the Global SCP Clearinghouse, as a dynamic and decentralize portal that will allow the programme leaders/partners and participants to share information and coordinate cooperation.
- Invite them to contribute to relevant reports and publications, where they can showcase their best practices and work.
- Convening meeting and webinars with programmes leaders and partners to share experience, best practices and explore areas of cooperation. Ideally all programme leaders will meet at the international meetings of the 10YFP.
- Support with templates for annual the reporting.

4.4 Interaction between 10YFP Programmes

The programmes of the 10YFP will not be working and operating in isolation from each other. They all will be encouraged to build cooperation transversally, identifying areas for cooperation and synergies. For example, the programme on Sustainable Tourism could have important contribution to the programme on Sustainable Lifestyles and Education. Likewise, all programmes could support each other on areas such as indicators, and research ensuring to have a holistic approach on SCP based on lifecycle analysis.
The 10YFP Secretariat has developed the “Global SCP Clearinghouse”. This Clearinghouse has been designed to support each of the 10YFP programmes and their leader(s), partners and participants to share information, coordinate action and enhance cooperation, through a specific “community of practice”. The Clearinghouse provides various tools such as a online database to register SCP initiatives from all stakeholders and countries, open and private working groups, calendar of events, E-library, thematic newsletters, among others tools. (see. www.start.scpclearinghouse.org).

4.6 *Interaction of the Programme to other mechanisms and activities of the 10YFP*

The programmes will be contributing to the overall development and implementation of the 10YFP (see figure 3). They will support activities at the global, regional and national levels, as well as interacting with the Secretariat, the Board, the UN Agencies and the national and stakeholder focal points. More specifically, the programme partners/lead actors/members will:

1. Support the delivery of technical support and demonstration projects, capacity building, and awareness raising activities on SCP responding to needs and demands from regions and countries
2. Have privileged access to the 10YFP fora at all levels (international, regional, national) and obtain an increased recognition of this area/theme as key in the shift towards SCP, which will increase visibility and potentially financial support.
3. Optimize the use of their resources (in addition to finding new sources of funding) through building more partnerships/cooperation within the 10YFP umbrella.
4. Showcase their work at global and regional levels through the 10YFP platform, activities and Global SCP Clearinghouse, which shares knowledge and best practices on SCP.
5. Support the organization of working groups or trainings related to the Programme area.
6. Be able to apply and benefit from funding of the 10YFP Trust Fund, supporting the implementation of SCP activities in developing countries.
Figure 3: 10YFP Organisation Structure

10YFP Organisational Structure

Information and knowledge platform: Global SCP Clearinghouse, outreach & communications (web, newsletter), research, etc.
Annex I. Template or common format to submit to the Secretariat a proposal for a 10YFP Programme

The template below needs to be read together with the 10YFP adopted document. A/CONF.216/5 available at: www.unep.org/10yfp.

<table>
<thead>
<tr>
<th>TITLE OF THE PROGRAMME: TITLE</th>
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1. Please list the overall objectives of the programme and how success will be measured (adjust table as relevant)

(See sub-paragraph 7.i of document A/CONF.216/5)

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<th>Objective 1</th>
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2. Please describe how the programme will contribute to meeting the goals / common values of the 10YFP as well as to the three dimensions of sustainable development?

(See paragraphs 1 and 2 including all related sub-paragraphs describing the agreed goals and common values of the 10YFP, and sub-paragraph 7.a of document A/CONF.216/5)

3. What are the main work/focus areas and related activities of the programme?

(Does it provide technical and/or financial support, capacity building, and/or provide new SCP methodologies and tools? See sub-paragraph 7.h of document A/CONF.216/5, which refers to a mix of efficient instruments such as education, training, data collection and research. Other work areas including dialogue activities, knowledge management, national implementation, may be considered)

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<thead>
<tr>
<th>Work/focus areas</th>
<th>Activities*</th>
<th>Budget Secured</th>
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<tbody>
<tr>
<td>(e.g. research, communication, education, policy advice, capacity building)</td>
<td>(e.g. training, demo project, guidelines, contributing to the Global Clearinghouse, etc)</td>
<td>(yes, no) If yes, source</td>
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* Please indicative with an “N” if the activity is new; and with a “E” if it is an existing one.
4. Please explain how the programme responds to regional and national (sub-national and local) needs, priorities and circumstances in developed and/or developing countries.
(See sub-paragraphs 2.a referring to the necessity for the 10YFP to be flexible, 2.g referring to specific circumstances of countries and productive systems and criterion 7.b of document A/CONF.216/5)

5. How does this programme build cooperation and synergies with other existing programmes of the 10YFP? (the initial list of 10YFP programmes include: i) consumer information; ii) sustainable lifestyles and education; iii) sustainable public procurement (SPP); iv) sustainable buildings and construction; and v) sustainable tourism, including ecotourism).

6. How will this programme contribute to sustainable, inclusive and equitable global growth, poverty eradication, employment opportunities and shared prosperity? (e.g. contributes to meeting basic needs, to new economic opportunities and a better quality of life) (See sub-paragraphs 7.a and 1.c of document A/CONF.216/5.)

7. Please describe how the programme activities are based (or will be based) on a solid scientific and policy knowledge base?
(See sub-paragraph 7.d of document A/CONF.216/5. For instance, cooperation and dialogue activities, knowledge sources, references and data used to develop and implement the programme can be described here.)

8. Please describe how the programme uses or relies on a life cycle and/or other relevant approaches (traditional knowledge based, cradle to cradle, 3R, etc.)
(See sub-paragraphs 1.c.vii and 7.c of document A/CONF.216/5. These approaches can be reflected in the objectives and activities of the programme as well as in the instruments, capacity building activities, and methodologies the programme will be mobilizing.)

9. Who are the lead actors of the programme?
(See sub-paragraph 7.k of document A/CONF.216/5. Lead actors could be any stakeholder able to support and coordinate the development and implementation of the programme, including fund raising.)
10. **Please list the main partners in the development and implementation of the programme**

(See sub-paragraphs 2.h referring to the need to reduce fragmentation and support synergies in activities related to SCP, while avoiding duplication, 7.g and 7.j of document A/CONF.216/5, referring to the involvement of all relevant stakeholders, as well as to the promotion of synergies with work in similar areas to promote co-benefits and opportunities to leverage resources towards mutual objectives and minimize duplication of ongoing efforts, including in other international forums.)

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1 Government, international or regional organization, civil society, academia, business sector, other stakeholder.

2 Please specify if global, regional, national or sub-national, local communities, cities;

3 Name, title and contact details

11. **Is this programme contributing to a multilateral environmental agreement and/or the MDGs or upcoming SDGs? If yes, which one(s)?** (See sub-paragraphs 1.b.x and 7.f of document A/CONF.216/5)

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1 Government, international or regional organization, civil society, academia, business sector, other stakeholder.

2 Please specify if global, regional, national or sub-national see above, 3 Name, title and contact details

12. **Please list existing and pledged funding sources for the programme. How will the programme mobilize additional resources to scale up and replicate implementation?** (following up question 3)

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13. **Please describe how the programme proposal has been developed, including details of how the proposal has taken into account feedback from consultation with relevant stakeholders (in
addition to lead actor(s) and partners listed in question 9 and 10), social dialogue. Please use the table to provide details of the organisations or people that have been consulted.

(See sub-paragraph 7.e, 7.g and 7.j of document A/CONF.216/5, which respectively refer to transparency and to the involvement of all relevant stakeholders and to the promotion of synergies.)

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¹ Government, international or regional organization, civil society, academia, business sector, other stakeholder.
² please specify if global, regional, national or sub-national; ³ Name, title and contact details

14. Information on Submitting organization

Name:

Contact person:

Address:

Date:

Signature