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Nineteenth Meeting of the Forum of Ministers of Environment for Latin America and the Caribbean

**Los Cabos, Mexico
11-12 March 2014**

A. PREPARATORY MEETING OF EXPERTS

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Seventh Latin America and the Caribbean Regional Meeting on Sustainable Consumption and Production (SCP): “The 10 Year Framework of Programmes on SCP taking Action in the Region”

24-25 June 2013, Lima, Peru

Recommendations for the Regional Forum of Ministries of Environment of Latin America and the Caribbean

**Seventh Latin America and the Caribbean Regional Meeting on
Sustainable Consumption and Production (SCP):
“The 10 Year Framework of Programmes on SCP taking Action in the Region”**
24-25 June 2013, Lima, Peru

**Recommendations for the Regional Forum of Ministries of Environment of
Latin America and the Caribbean**

Considering the call of Agenda 21 for action to change unsustainable patterns of consumption and production;

Recognizing that the Johannesburg Plan of Implementation (JPOI) of the World Summit on Sustainable Development in 2002 identified Sustainable Consumption and Production as an overarching objective of an essential requirement for sustainable development;

Welcoming the resolution 66/288 of 27 July 2012 of the General Assembly by which the General Assembly endorsed the outcome document of the United Nations Conference on Sustainable Development (Rio+20), entitled “The future we want”, and, through its paragraph 226, adopted the 10 Year Framework of Programmes on Sustainable Consumption and Production Patterns (10YFP) as contained in document A/CONF.216/5, which provides the guidance for the vision, objectives, goals, common values, functions, organizational structure, means of implementation, and possible areas of sustainable consumption and production programmes;

Considering that sustainable consumption and production is an important approach to mitigate the effects of desertification and climate change, and to contribute to the conservation of biodiversity, and other global and regional environmental priorities;

Noting that the High-Level Panel on the Post-2015 Development Agenda has recently highlighted that the future development framework should consider the need to manage the world’s production and consumption patterns in more sustainable and equitable ways and contribute to poverty eradication;

Recalling that the 10YFP should contribute to the three dimensions of sustainable development, and that the programmes of the 10YFP should respond to national, sub-regional and regional needs, priorities and circumstances, as well as take into account the different approaches, visions, models and instruments according to the national circumstances each country;

Recalling that the priority areas for the region recognized by the Forum of Ministers of Environment in its Decision 5/2010 are: 1) policies and national action plans on SCP, 2) SCP implementation in Small and Medium Enterprises, 3) sustainable public procurement, 4) sustainable lifestyles;

Recognizing the significant participation and valuable contributions by representatives of various Governmental institutions, sub-regional organizations, Non Governmental Organizations, the Cleaner Production Centres, academia, business sector, experts in the field, and cooperation agencies and from the United Nations System made at the Seventh Meeting of Government Experts on SCP:

THE LATIN AMERICA AND THE CARIBBEAN REGIONAL COUNCIL OF GOVERNMENT EXPERTS ON SUSTAINABLE CONSUMPTION AND PRODUCTION, IN ITS SEVENTH MEETING, SUBMITS FOR

CONSIDERATION AND ADOPTION TO THE FORUM OF MINISTERS OF THE ENVIRONMENT THE FOLLOWING PROPOSED ACTIONS:

1. Reiterate the commitment of the Latin American and the Caribbean region to support the implementation of the 10 Year Framework of Programmes on SCP (10YFP) and to maintain a leading role in its promotion.
2. Welcome the 10YFP National Focal Points on SCP nominated for the governments in the region.
3. Commit to support and facilitate the role of the 10YFP National Focal Points on SCP to act as the contact person for the 10YFP Secretariat and Board as stated in the 10YFP document A/CONF.216/5, and to act as coordinators sharing information, identifying and enhancing cooperation at the inter-ministerial level and with different stakeholders at the national level.
4. Confirm the regional support and interest to participate in the first initial and non-exhaustive list of five programmes being: Consumer Information, Sustainable lifestyles and educations, sustainable public procurement, sustainable buildings and construction and sustainable tourism, including ecotourism.
5. Request the consideration of an additional programme for Small and Medium Enterprises (SMEs) taking into account that SMES is one of the four regional priorities for LAC adopted by the Forum of Ministers of Environment in decisions Nº 5 and 6 in 2010 and 2012 respectively, and considering that they are an important source for economic growth and employment, and the base of productive supply chains.
6. Suggest additional programmes for the 10YFP in the areas of sustainable waste management and sustainable food systems - supporting food security with sovereignty; and to encourage linkages with sustainable and productive supply chains in all the 10YFP programmes.
7. Call for more technical and financial support to the governments in the region in their efforts to mainstream SCP objectives into the design and implementation of policies, including *inter alia*, national development plans, national strategies on sustainable development, sub-regional programmes and actions plans, and/or the development of national SCP programmes.
8. Suggest the inclusion of SCP in the post-2015 development agenda, and in the process of definition of the Sustainable development Goals.
9. Request the inclusion of the different approaches, visions, models and instruments to achieve sustainable development and living well/good living, respecting the wisdom and traditional and indigenous knowledge and the balance of the Mother Earth and/or nature.
10. Facilitate the allocation of national counterpart resources and external financial resources to support SCP implementation, technology transfer, capacity building, innovation and other mechanisms to accelerate the shift towards SCP.
11. Welcome the launching of the Global SCP Clearinghouse, and invite all governments and stakeholders in the region to share their national policies, initiatives, partnerships, tools and best practices in this information and knowledge platform.

12. Recommend governments to carry out national mapping of SCP initiatives, policies and projects implemented by the diverse stakeholders, in order establish national benchmarking.
13. Strengthen the active participation of the private sector and civil society in advancing SCP practices and in creating new market opportunities and awareness raising; and to support the organisation of regional and sub-regional forums with the private sector, focusing on small and medium size enterprises and the integration of opportunities for the SCP approach into their systems.
14. Prioritize the development and implementation of SCP indicators, responding to Decision 2 of the Regional Forum of Ministers of Environment (Quito, 2012), and to articulate this task with existing initiatives in the region, and find synergies, in particular, in the work within the framework that follows up the Rio+20 Agenda.
15. Request to the Forum of Ministers of Environment of Latin America and the Caribbean to consider and adopt the proposed new Terms of Reference of the Regional Council of Government Experts on SCP (Annex 1).
16. Solicit the ratification of the Executive Committee members for the 2013 – 2015 period, as indicated below:
 - a. Representative Caribbean sub-region:
 - i. Representative: Jamaica
 - ii. Representative: St. Lucia
 - b. Representative of the Mesoamerican sub-region:
 - i. Representative: Honduras
 - ii. Representative: Mexico
 - c. Representative of the Andean sub-region³:
 - i. Representative: Colombia
 - ii. Representative: Peru
 - d. Representative of the Southern Cone sub-region:
 - i. Representative: Chile
 - ii. Representative: Brazil (first year) and Argentina (second year)
17. Request the government of Peru, as the host country of this Seventh Meeting of the Regional Council of Governments Experts on SCP, to present these recommendations to the Forum of Ministers of Environment of Latin America and the Caribbean at its next session in March 2014.
18. Request Chile and Mexico, as representatives of the Latin America and the Caribbean region at the 10YFP Board, to present these recommendations to the 10YFP Board and Secretariat.
19. The participants of the meeting expressed their gratitude to the Government of Peru and its Ministry of Environment for hosting and co-funding this meeting, likewise express their appreciation to the European Union for its co-funding and to the United Nations Environment Programme (UNEP) for facilitating it.

Annex 1

Regional Council of Government Experts on Sustainable Consumption and Production Terms of reference

General Objectives:

The overall objectives of the Regional Council of Government Experts on SCP are to:

- i) identify and propose effective and efficient mechanisms for the implementation of the Regional SCP Strategy and the policies, strategies and comprehensive programs that promote and facilitate the adoption of sustainable patterns of consumption and production in our societies;
- ii) contribute to the implementation of the 10 Year Framework Programme Sustainable Consumption and Production (the 10YFP) and;
- iii) make recommendations for approval of the Forum of Ministers of Environment of Latin America and the Caribbean (LAC) and for the 10YFP Board.

Specific objectives:

- a) Act as a specialist advisory body on sustainable consumption and production (SCP).
- b) Act as contact point for information and support to the 10YFP Secretariat and Board.
- c) Contribute to the implementation of the Regional Strategy on SCP and the regional priorities within the context of the 10YFP, responding to the outcomes of Rio + 20 at all levels.
- d) Articulate and coordinate implementation of the 10YFP with other agencies and initiatives related to this issue.
- e) Identify and propose new priorities for the implementation of the 10YFP in the region.
- f) Evaluate the challenges, obstacles and opportunities facing the region on sustainable consumption and production for consideration by the Forum of Ministers of Environment of Latin America and the Caribbean, and by the 10YFP Board.
- g) Facilitate the exchange of information, experiences, projects, initiatives and best practices on SCP among the countries of the region and with other regions.
- h) Identify international funding sources and mechanisms of intra-and interregional cooperation in this field.
- i) Support and provide advice in the area of common indicators on SCP, on line with the Decision 2, of the XVIII meeting of the LAC Forum of Ministries of Environment (Quito, Ecuador, 2012).
- j) Contributing to the other objectives on SCP defined by the Regional Forum of Ministers of Environment.

Structure and function:

The Regional Council of Government Experts on Sustainable Consumption and Production will be

composed of the National Focal Points on Sustainable Consumption and Production nominated by their governments. It will have a Steering Committee composed of 2 members from each of the sub-regions of Latin America and the Caribbean (Mesoamerica, Caribbean, Andean Community and the Southern Cone). The two regional representatives to the "10YFP Board" will be integrated as one of the representatives of their respective sub-region.

The members of the Steering Committee will serve for a period of two years, in a rotating basis within each sub-region, and will not be able to serve two consecutive periods.

The Regional Council shall meet every two years and conduct regular conference calls. The steering committee will meet once a year -subject to availability of funds- and shall prepare at its first meeting of the Council operating regulations establishing procedures for consulting the focal points.

The operating rules of the Council will be the same of the Forum of Ministers of Environment which apply *mutatis mutandis*.

Following is the report of the meeting of the 10YFP Board held in New York, on 1-2 October 2013.



The 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

Final Meeting Report

I. OBJECTIVES

The United National General Assembly (UNGA), in its A/67/L.81 resolution of 16 September 2013, has taken note of the establishment of the 10-member Board of the 10-year framework of programmes on sustainable consumption and production patterns (10YFP), and welcomed the membership of the Board, as nominated by the five regional groups of the United Nations. This UNGA resolution has decided that the members of the Board shall serve for an initial term of two years effective from the date of 16 September 2013.

The first 10YFP Board meeting was held the 1 and 2 October 2013, in New York, with the participation of all members (see list of participants in Annex I and agenda in Annex II).

The objectives of the meeting were the following:

- Provide an overview of the 10YFP and progress to date
- Elect the Chair and Vice-Chair
- Revise and adopt the Terms of Reference
- 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)

II. DECISIONS AND OUTCOMES OF THE MEETING

Decisions

1. Election of Mexico, as Chair; and Indonesia, as Vice- Chair for the initial period of 2 years.
2. The Terms of Reference of the 10YFP Board were adopted– see Annex III.
3. The Board to decide on observers to be invited to the next meetings, this based on specific agenda item, as included in the TORs.
4. Process for developing the initial 5 programmes was approved.
 - The 5-steps model to develop the 10YFP programmes was reviewed and approved; allowing the Secretariat to continue working on the consultations and development of the programmes.
 - Concept notes on or templates for each of the programme proposals will be sent to the Board members before the programmes are launched. Board will have 3 weeks to provide feedback.



Issues under review:

5. Process for approving new programmes:
 - Secretariat will provide the revised criteria and process for new programme areas within the next 2 weeks. (Done)
 - Concerned parties will then submit a “preliminary concept note for a new programme area” for consideration by the Board before giving the green light for stakeholders to engage in the preparatory process to develop the programme (following the 5 steps model), as per the process followed by the current 5 programmes.
6. Trust Fund:
 - Secretariat to prepare a paper detailing submission process for project proposals, including specific criteria.
 - Template for submitting proposals to the Trust Funds will be prepared by the Secretariat - within 3 months (to be sent mid January 2014).
 - Preferably, un-earmarked contribution should be pledged to the Trust Fund; however earmarked contributions should be accommodated.
 - Secretariat to discuss internally with UNEP’s administration and bring more clarity on the Programme Support Cost (PSC).
 - First call for proposals will start when there is at least USD 2 million in the Trust.
 - The Secretariat will prepare a proposal for a fundraising strategy to be discussed at next Board meeting.
7. Indicators: a note on indicators for the 10YFP will be prepared by the Secretariat and discussed at the second Board meeting, among other issues.

Next Steps:

- a) Milestones: Attached revised version of the milestones.
- b) Side Events: Side events to be organized by UNEP and the 10YFP Board members during the OWG on SDG -where the focus will be on SCP -second week of January.
- c) Next Board meetings/calls: The 2nd face to face meeting will be held within 6 months (April or March 2014). The next conference call will be organized the week of 9-13 December.

III. SUMMARY OF THE MEETING

OPENING SESSION

The inaugural meeting was opened by the President of ECOSOC, Amb. Néstor Osorio, who welcomed the 10YFP, and commended its intergovernmental mandate to guide a vital, global platform for collective action on SCP. He indicated that the 10YFP must serve the world at large and connect stakeholders, both public and private, to address effectively the inter-linked economic, social and environmental challenges, which stem from unsustainable patterns of consumption and production. He also highlighted key aspects of 10YFP and the Board’s work as to underpin inclusiveness, ambition, innovation and a truly integrated approach to the three dimensions of sustainable development in addressing the challenges and opportunities ahead.

On behalf of the UNEP Executive Director, the Director of UNEP-NYLO, Mr. Elliot Harris, highlighted the strengths of the Marrakech Process, on which the 10YFP will build, recalled the perspectives for



sustainable consumption and production (SCP) defined at Rio +20 and in the context of current post-2015 processes, and stated UNEP readiness to support the implementation of the 10YFP and the Board's work.

Mr. Arab Hoballah, Chief of UNEP SCP Branch, emphasized the mandate given to the Board for implementing the 10YFP and referred to the 10YFP adopted document (A/CONF.216/5) as its "constitution" that will lead the implementation. Mr. Hoballah also outlined the agenda for the inaugural meeting.

During the Tour de Table, the Board and Secretariat expressed their expectations and commitment to the 10YFP, which many members consider to be the most concrete outcome of Rio+20. Most Board members highlighted the need to start implementation, the importance of strategic planning and delivery of regional roadmaps, which will enable to deliver concrete results at the regional and national levels. It was highlighted that the links between 10YFP and other political processes such as the SDGs need to be considered.

SESSION ONE: OVERVIEW OF THE 10YFP

The Secretariat made a presentation providing facts and trends on the crucial need to adopt SCP patterns, providing an overview of the 10YFP including its mandate, objectives, functions and the previous work delivered by the Marrakech Process. It was highlighted that the 10YFP is based on a strong intergovernmental mandate to accelerate the shift towards SCP.

The President of ECOSOC asked in what way the private sector would be involved. The Secretariat indicated that the private sector would be involved at two levels: 1) at the practical level providing knowledge and support to the 10YFP, particularly through its programmes; and 2) at the institutional level providing advice to the 10YFP Board and Secretariat on the need for SCP policies, identification of specific actors and demonstration of best practices. To that end, it will be important to find win-win solutions and build public-private partnerships that will help secure sufficient funding.

SESSION TWO: SETTING UP THE 10YFP BOARD

The Board elected by unanimity Ms. Sylvia Trevino, Mexico, as **Chair** and Mr. Henry Bastaman, Indonesia, as **Vice-Chair** for a term of two years.

The **Terms of Reference** were discussed. The following were some of the main points discussed:

- The reference to "developing and developed countries" in relation to the Chair and Vice Chair was replaced by: "from two different regions", to avoid categorizing countries.
- The Board would prefer to have "one" meeting per year, but is open to up to two meetings per year, and suggested to make use of virtual meetings. Board meetings should be scheduled back to back with other relevant meetings and conferences to the greatest extent possible.
- During the Board meetings, the Board will make use of the opportunity to disseminate and present the work of the 10YFP in other fora and/or organizing special events and dialogues.
- The 15 days notice period for the consideration of issues and documents was changed to 21 days.
- Decisions should be taken by consensus; and when all efforts have been exhausted, will be taken by a two-thirds majority of the members present and voting, or by the vote of at least 5 members, whichever is greater.
- It was agreed that the quorum to convene Board meeting is at least 6 members, with a minimum of one member per region, including the Chair or Vice-chair.



- Regarding the participation of observers in the meeting, the Board suggested a distinction between “experts” and “observers”. The participation of both (experts and observers) will be decided by the Board based on the agenda items.
- Revised TORs were circulated to the Board members for final comments and/or adoption on the second day.

Deliberations

- Elections of Mexico, as Chair; and Indonesia, as Vice- Chair for the initial period of 2 years.
- The Terms of Reference of the 10YFP Board were adopted.

SESSION THREE: ORGANIZATIONAL STRUCTURE

The 10YFP Secretariat made a presentation on the “Organization Structure of the 10YFP”, which included: a) the composition and mandate of the Board and Secretariat, b) nomination of National Focal Points (NFP), for which 108 countries have responded and committed to support the 10YFP activities; c) the nomination of Stakeholder Focal Points that is currently taking place, d) the establishment of the UN Inter-Agency Coordination Group, which gathers already 19 agencies willing to contribute to the 10YFP implementation, and e) the ECOSOC as the *ad interim* body to receive the reports from the Board and the Secretariat. Outreach activities were also presented such as the website, newsletter, and the Global SCP Clearinghouse which already has over 1,200 members and more than 300 initiatives. Finally, a summary of the regional activities was given including multi-stakeholder meetings in Latin America, the Arab Region and the meeting of the national focal points of the Western Europe and Other Countries Group (WEOG) meeting; forthcoming events were announced: a SCP workshop in Africa and the Asia Pacific Regional meeting of the 10YFP which will be chaired by Indonesia and Korea, as the 2 regional representatives at the Board.

Board members asked for clarification regarding interaction and participation of stakeholder’s focal points in regional meetings, suggesting integrating properly stakeholder participation in the regional meetings and avoiding any duplication of meetings or too many meetings. Secretariat explained that this has been the case for the meetings in Latin America and the Arab Region; stakeholders will also be invited in the Asia Pacific meeting. It was also indicated that national focal points could be responsible for including stakeholders at their SCP national dialogue and activities.

Regarding forthcoming regional meetings, a Board member suggested that the first regional meeting of the 10YFP in Africa should not be done back to back to the African Roundtable on SCP, rather they need to be fully merged; he offered support of its organization.

The role of the national focal points (NFP) was broadly discussed. Board members highlighted the need to communicate properly to the NFP their role, some concerns were raised in the difficulty to convene inter-ministerial meetings, and be the focal point to submit proposals for the Trust Fund. Secretariat reported webinars with NFPs that have been organized in Latina America, Africa and Asia Pacific. Examples of countries in 3 different regions organizing similar meetings were provided.

It was also asked who the NFP report to? The Secretariat explained that the NFP will report directly to their governments. They are the focal point for SCP activities in their country and the communication channel for the 10YFP Board and Secretariat.

The Clearinghouse was well received, and also seen as an important role for the NFP. Many Board members support the idea to develop National Profiles in the Clearinghouse, which will enable a more active engagement and visibility of governments, and could be also a tool to keep track on SCP activities in the countries.



The Board asked about the participation of the business and private sector in the Clearinghouse, the Secretariat indicated that almost 20 per cent of the initiatives registered in the SCP Clearinghouse are from business.

Deliberation and recommendations:

- Board took note on the establishment of the Inter-Agency Coordination Group and the guidelines on the role for National Focal Points.
- Secretariat to continue work on communication with the NFPs, to explain their role and empower or facilitate their engagement.

SESSION FOUR: PROGRAMMES OF THE 10YFP

The 10YFP Secretariat made a presentation on 10YFP programmes, presenting the flexible and initial list of five programmes included in the 10YFP adopted document. It was highlighted that as expressed in the 10YFP document, this list “builds on the experience gained through the Marrakech Process, including those areas identified in the regional SCP roundtables, strategies and action plans.” The initial programmes are: consumer information; sustainable lifestyles and education; sustainable public procurement; sustainable buildings and construction; sustainable tourism, including ecotourism. The Secretariat highlighted that programmes will serve as “umbrellas” that bring together existing and/or develop new initiatives and partnerships to fill capacity and knowledge needs and “gaps”. Programmes will build synergies and cooperation between stakeholders, and allow scaling up and replication of policies, voluntary measures, management practices, and partnerships promoting the shift to SCP patterns. They will use a mix of policies and engage all stakeholders: governments, business, consumers and other major groups. Programmes are expected to deliver capacity building and technical support as necessary/requested at all levels. The 11 criteria included in the 10YFP adopted document were listed.

The second part of the presentation focus on the “5 step model” to develop the 10YFP programmes in an inclusive, transparent and participatory manner. The current status of each of the 5 initial programmes differs one from another. Sustainable Public Procurement and Consumer Information are the most advanced, followed by Sustainable Tourism. It was also stressed by the Board that programmes should build on previous experience of the Marrakech Process and other ongoing SCP initiatives and projects, not to add on the governments’ burdens.

The need for clear indicators and a common baseline were addressed and emphasized as a key priority. This should include as well impact indicators at the national level, indicators such as energy and water efficiency, waste management, recycling, green jobs could be considered for all programmes. There was a general support on the need for a common set of indicators for the 10YFP and its programmes.

It was also stressed that the programmes should not remain local, but up-scale and upgrade to the political level and decision-making processes in order to achieve policy results. Mainstreaming was highlighted as an important strategy on the national and regional levels. Getting SCP to the highest decision-making level changing related policies, including of key actors, such as business, was stressed as something extremely important.

It was highlighted that due consideration should be given to cross-cutting activities between and among programmes. Secretariat explained that it was indeed the intention. Some programmes are already identifying joint activities and linkages such as consumer information and sustainable lifestyles and education, or sustainable procurement and buildings and construction. Likewise, the International Partnership on Energy Efficiency Cooperation has signed a SSFA with UNEP to participate actively in the



10YFP, acting as co-managers of the “community” on Energy Efficiency in the Global SCP Clearinghouse and supporting integration of energy efficiency in the 10YFP programmes. The Secretariat will prepare a list of cross-cutting issues and joint projects between 10YFP programmes, to be submitted for information at the next Board meeting.

Mr. Kazuhiko Takemoto, Japan, informed about their interest in getting actively involved in the 10YFP Programme on Sustainable Lifestyles and Education and the potential links with the UN Decade on Education for Sustainable Development (UNDESD), which will be ending next year. Japan together with UNESCO will be hosting the Nagoya conference on UNDESD, in mid November 2014. This global conference offers an opportunity to share the progress of 10YFP with the international community. Japan also informed that they are currently discussing funding for the 10YFP, especially for the programme on Sustainable Lifestyles and Education; and expressed the interest of the Asia Pacific Region in sustainable waste management and a possible related new 10YFP Programme.

Ms. Annika Lindblom, Finland, stated that they unfortunately don't have the staff in place to take the lead on the Sustainable Buildings and Constructions programme, although they have interested stakeholders. They are considering as well contribution to the Trust Fund.

Deliberation and recommendations:

- The “5 step model” to develop and launch the 10YFP programmes, was agreed by the Board.
- The Board recommended that the process should not be too heavy with too many consultations, and consider making it simpler for quicker results and implementation.
- The Board requested to have the concept notes or the “common template” of the programmes for their consideration and comments before programmes are launched.

Criteria and Process to agree on New Programmes

The third part of the presentation on programmes focused on criteria and process for new programmes. The Secretariat presented the requests and expressions of interest for new programmes received so far, including: sustainable food systems, Small and Medium Enterprises (SMEs), sustainable waste management, cities and land use, resource efficient manufacturing and sustainable innovation for products and services. Some initial suggestions for criteria were presented such as: i) scientific-based evidence on the relevance of the new theme to achieve SCP/RE/decoupling, ii) regional and national demand from governments and other stakeholders, iii) existing initiatives, as well as mechanisms for implementation and funding that could support a future 10YFP Programme, and iv) potential interested actors to lead the development, starting with the 5 steps for the programme development.

It was indicated that it is not the ambition to move forward on new programmes without having funding for existing ones, but rather to open the door for new programmes so that the interested partners start working in their development, so that they are ready to be launched and start working as well on fund raising.

The Secretariat also indicated that it might be better to limit the number of programmes closer to 10, so as to ensure more efficient management and deliverables. The Board members provided valuable inputs and suggestions. A request letter, with a formal header was as a good start, preferably indicating cross-ministerial and multi-stakeholder support.



The discussion clarified that programme proposals do not exclusively have to come from Member States, and that UN agencies, businesses or other stakeholders are welcome to submit proposals – (businesses as long as they follow the UN rules and procedure).

Mr. Seungjoon Yoon, Korea, emphasized the need to engage more actively the private sector and the importance of small and medium businesses. This was the reason for Korea to propose a new programme on sustainable innovation for products and services.

Mr. Cristóbal de la Maza, Chile, highlighted the need to have a bottom-up approach and programmes with high impact projects, more promising and relevant for all regions. He also expressed that waste-management is a priority for Latin America and the Caribbean and that they would be willing to develop a programme proposal.

Board members requested and agreed that a fair and transparent process should be agreed upon before selecting any new programme area.

Next Steps:

- The Secretariat was requested to provide a paper with revised criteria and process for new programme areas within the next 2 weeks. (Done) The board will have 21 days to comment on it. (Done)
- After approval of the criteria and process, concerned parties could then submit requests and the “preliminary concept note” for a new programme area.

SESSION FIVE: ADMINISTRATION OF THE 10YFP TRUST FUND (SECOND DAY OCTOBER, 2)

The Secretariat presented the briefing note on the Trust Fund, including: i) formal establishment of the 10YFP Trust fund, which was approved by UNEP’s Governing Council in February this year; ii) objectives of the Trust Fund as described in the 10YFP adopted document; iii) responsibilities of the Board and the Secretariat; and iv) financial status, with current pledges from Sweden and Norway of USD 220,000 from each country. The Secretariat highlighted the preference for un-earmarked money to the Trust Fund. (See Annex IV: revised briefing on the 10YFP Trust Fund).

The discussion focused on the characteristics of a project to be submitted to the Trust Fund, and the process to submit and select proposals. In this context, the role of the Board, Secretariat, the Multi-stakeholder Advisory Committees of the 10YFP Programmes and National Focal Points (NFP) were discussed.

Of particular interest was the role of the NFP, precisely whether or not proposals should be submitted only through focal points or through other stakeholders as well. It was agreed that NFPs will submit or endorse proposals only from their governments. Other stakeholders can submit directly to the Secretariat, but NFPs will need to be informed. The Secretariat explained that the initial proposal was inspired by the SAICM model, and was requested to assess the best option, if NFP will be submitting or endorsing the proposals developed by their governments.

The process to submit and select proposals was also discussed carefully. It was suggested that, the Secretariat in close consultation with the Board will prepare the call for proposals. Proposals shall be submitted to the Secretariat by government and stakeholders. The Secretariat will review the proposals against the 11 criteria listed in the 10YFP adopted document. As a second step, proposals that fulfill these criteria will be sent to the Multi-stakeholder Advisory Committees (MACs) of related the 10YFP Programmes.



The MACs will revise the proposals assessing their structure, technical elements, focus and utility in the context of established 10YFP programmes; and will provide a short list of project proposals for funding to the Secretariat consideration.

The Secretariat will prepare a short list of eligible proposals and submit it to the Board for review. The Board selects the proposals to be funded against pre-defined criteria. All funded projects will have to report on progress (annual and final reports) based on a specified common template with key indicators (to be developed).

SESSION SIX: FUND-RAISING STRATEGY

The Secretariat introduced the discussion on fund-raising, highlighting the importance of a minimum of 2 million dollar budget for the Trust Fund to launch the first call for proposals and funding.

Allocation of funds was further discussed. The Secretariat proposed that at least 80% of the funds received in the trust fund will be allocated to support the implementation of the 10YFP in developing countries, such as providing seed money for developing and implementing SCP projects. From this amount, some part could be used to support 10YFP programmes at the request of programme MACs (for reporting, management of clearinghouse, outreach and development of training tools). Most of these funds will be for implementation in developing countries and countries with economies in transition based on project proposals submitted by governments and stakeholders.

Up to 20% of the funds received will be allocated for organization of global and regional meetings, board meetings, workshops, specific core and cross-cutting activities of the 10YFFP such as work on indicators, communication, outreach, clearinghouse, support to the programmes development and implementation, as well as staff time and other support delivered by the Secretariat. This might be revised when the Trust Fund reaches US\$ 20 million per year.

A major topic for discussion was UNEP's programme support cost of 13 per cent. Some members pointed out that countries are already funding UNEP. The Secretariat stressed that the 10YFP is of high priority for UNEP, and that the administrative budget should be further clarified in the documents.

It was stressed that in-kind contributions, sponsoring and hosting meetings should be considered and duly recognized and reflected in the 10YFP finance report. The Secretariat informed they are looking for communication tools to give visibility to and acknowledge donors. This is an important incentive and could also generate a positive competition among donors and countries.

Finland informed that they are considering supporting the Trust Fund within the upcoming months. Mexico suggested a sub-committee as a good way to do fund raising. Chile suggested it might be useful to show how much money each government has contributed to SCP in its own country.

Next Steps:

Trust Fund:

- Secretariat to prepare a paper detailing submission process for project proposals, including specific criteria within 3 months – mid January 2014.



- Template for submitting proposals to the Trust Funds will be prepared by the Secretariat – by mid January 2014.
- Preferably, un-earmarked contribution should be pledged to the Trust Fund; however earmarked contributions should be accommodated to further support and scale up implementation.
- Secretariat to discuss internally with UNEP’s administration and bring more clarity on the Programme Support Cost (PSC).
- First call for proposals will start when there is at least USD 2 millions in the Trust.
- The Secretariat will prepare a proposal for a fundraising strategy to be discussed at the next Board meeting.

Indicators:

- A note on indicators for the 10YFP will be prepared by the Secretariat and discussed at the second Board meeting, among other issues.

SESSION SEVEN: 10YFP MILESTONES AND NEXT BOARD MEETING

The 10YFP milestones for the next 12 months were discussed. Some important milestones are the Board and Secretariat reports to ECOSOC. These reports need to be ready by April -at least two months before the ECOSOC session in July 2014- to be translated in due time and incorporated in set of official documents. Other milestones are the launching of the 5 programmes, and regional meetings such as the Asia Pacific Roundtable on SCP, the African Roundtable on SCP and the 10YFP Regional meeting in Eastern Europe. See Annex V.

The Seventh Session of the Open Working Group in January, where the issue of SCP will be discussed, was suggested as a good opportunity for the Board to convey messages and organize a side event.

The inaugural meeting concluded with final remarks by the members and the Secretariat. The Board members were encouraged to report back to their respective regions, and keep their stakeholders as close partners. The next meeting of the Board will be chaired by Mexico and Indonesia.