

# 10-YEAR FRAMEWORK OF PROGRAMMES ON SUSTAINABLE CONSUMPTION AND PRODUCTION

## 2018-2022 10YFP Strategy Task Force

### Terms of Reference

#### Introduction

At the United Nations Conference on Sustainable Development (Rio+20) in 2012, Heads of State adopted the 10-Year Framework of Programmes on Sustainable Consumption and Production (10YFP), a global framework for action to accelerate the shift to Sustainable Consumption and Production in developed and developing countries.

The Mid-term Review of the 10YFP is taking place between July 2017 and March 2018. The Review is composed of: a) 10YFP progress 2013-2017, based on the 10YFP Indicators of Success framework; b) an independent external review of the 10YFP and c) the development of the 10YFP strategy 2018-2022.

These three components are distinct, yet interlinked. The results of the 10YFP reporting on the Indicators of Success along with the recommendations from the independent external review are key elements that will inform the overall strategy.

To reflect the multi-stakeholder character of the 10YFP, a Task Force will be established to support the development of the 10YFP strategy 2018-2022, with representatives of the different 10YFP actors

This document provides the Terms of Reference for this Strategy Task Force.

#### Role of the Strategy Task Force (STF)

- The primary role of this Task Force is to support the development of the strategy and ensure adequate consultation across the 10YFP network.
- The members of the STF are responsible for consultations within their respective groups of actors, to provide this actors with regular updates on the progress of the strategy development, and provide consolidated inputs to the 10YFP strategy 2018-2022 on behalf of the group they represent.
- The STF will build on the independent external review of the 10YFP, which was initiated in July 2017. The independent external review will undertake a survey to all stakeholders and provide forward looking recommendations that will inform the strategy development. The Task Force may also provide inputs to and accompany the independent external review process throughout its different phases.
- The STF will build on the work of the 10YFP Monitoring and evaluation (M&E) task force, and in particular on the 10YFP indicators of success and the results of the 10YFP reporting.
- The STF will review existing documentation, reports and guidelines of the 10YFP.

#### Sidebar: What is a Strategy<sup>1</sup>?

A well-developed strategy is important to any organization. A good strategy provides a roadmap and a set of guiding principles, defining the actions that individuals should take (and not take) and activities that should be prioritized (and not prioritized).

A strategy is linked to the mission (WHAT the organization would like to accomplish), and the vision (WHY individuals in an organization should feel motivated to accomplish the mission).

Strategy focuses on the HOW: How resources should be allocated over a designated time frame in order to accomplish the mission and specific objectives and goals.

Of course it is crucial to have a clearly defined mission and vision in order to set the stage for a practical discussion on the steps for establishing a workable and fruitful strategy.

<sup>1</sup> Demystifying Strategy: The what, who, how, and why: <https://hbr.org/2007/09/demystifying-strategy-the-what>

- The STF will provide input to and feedback on a succinct (+/- 5 page) concrete strategy document for the 10YFP for the period 2018-2022. The chair of the task force will present the strategy to the 10YFP Board, once it is developed.

### Membership of the Strategy Task Force (STF)

The Task force will be composed of 15 members:

- 1 representative of national focal points per regional group (5 members), nominated by the Board member of the regional group. It is recommended that regional groups are represented by one of the Board members, however this role may also be delegated to a volunteering National Focal Point
- 1 representative per programme (6 members), nominated by the leads of the Programme. It is recommended that the programme is represented by a member of the co-leads or coordination desk, however this role may also be delegated to a volunteering programme actors (MAC member or partner)
- 1 representative of the interagency coordination group (1 member), represented by the co-chair;
- 1 representative of the outgoing Board: represented by its Chair.
- 1 representative of the donors (1 member);
- 1 representative of UN Environment (1 member);
- The 10YFP secretariat will facilitate the development of the strategy.

Each member of the Task force represents its group as a whole and has the responsibility of ensuring the necessary consultations within its group. For instance, the board members represent the national focal point of the region it represents; the programme co-lead represents all actors involved in the specific programme, and so on.

The Task force is chaired by one of its volunteering members.

### Modality

- Electronic means of communication will be used to facilitate the work of the task force
- It is proposed that the task force meets three time (twice virtually, once in person) during key phases of the strategy development. Additional meetings can be scheduled as required by the task force chair.
- The Strategy Task Force will ensure synergies and build on the work of the independent external review and the M&E task force. The overview of the timelines of these three parallel stream is provided in Annex.
- The work of the task force will be supported by the 10YFP Secretariat

## ANNEX 1: Indicative timeline

Activities and Schedule	Date (Delivery by date below)	Responsible
Formation of the 10YFP Strategy Task Force	October 2017	Secretariat
Kick-off webinar of Task Force	October 2017	Secretariat
Discussion with the independent external reviewer on the process and preliminary inception of the review	End October 2017	Strategy task force & Independent external reviewer
Review of key information provided by the M&E task force and relevant documentation and guidelines of the 10YFP	Early November 2017	Strategy task force & M&E task force
Presentation by the independent external reviewer of key results of the survey	Mid November- December 2017	Independent external review
Identification of key areas to be addressed by the strategy, on the basis of preliminary results of the survey and any other relevant source of information.	Mid November- December 2017	Strategy task force
Task force meeting, including discussion with independent external reviewer to present key finding and recommendation of the review that inform the strategy development	January 2018	Strategy task force & Independent external reviewer
1 <sup>st</sup> draft of the strategy circulated for inputs	Late January 2018	Strategy task force
Integration and consolidation of inputs received	February 2018	Secretariat
Webinar Meeting of Task Force to finalise the strategy	Late February /Early March 2018	Strategy task force
Presentation of finalised 10YFP 2018-2022 strategy	March 2018	Strategy task force

The overview of the timelines for the overall mid-term review - including a) 10YFP Progress reporting, b) External independent Review, c) the development of the 2018-2022 Strategy – can be found [here](#).

ANNEX II: Strategy Task Force composition

Representative of:	Name	Organisation	Alternate
<b>NFPs Africa</b>	Arthur Andambi ( <a href="mailto:aaandambi@kenyaun.org">aaandambi@kenyaun.org</a> )	Permanent Mission to the UN. Kenya	Emmanuel Oguntuyi, Nigeria ( <a href="mailto:darexajik2005@yahoo.com">darexajik2005@yahoo.com</a> )
<b>NFPs Asia-Pacific</b>	Kwang Hee Nam ( <a href="mailto:khnam03@keiti.re.kr">khnam03@keiti.re.kr</a> )	Korea Environmental Industry and Technology Institute	N/A (copy : Hyunju Lee, KEITI) ( <a href="mailto:hjlee@keiti.re.kr">hjlee@keiti.re.kr</a> )
<b>NFPs E. Europe</b>	Teréz Krisztina Szabó ( <a href="mailto:krisztina.terez.szabo@fm.gov.hu">krisztina.terez.szabo@fm.gov.hu</a> )	Ministry of Agriculture, Hungary	N/A (copy : Zita Geller, Hungary) ( <a href="mailto:marta.zita.geller@fm.gov.hu">marta.zita.geller@fm.gov.hu</a> )
<b>NFPs LAC</b>	Edda Fernández Luiselli ( <a href="mailto:edda.fernandez@semarnat.gob.mx">edda.fernandez@semarnat.gob.mx</a> )	Ministry of Environment and Natural Resources, Mexico	N/A
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