



Roles and responsibilities regarding Working Groups of the 10 YFP SPP for both the Coordination Desk and the Working Group Coordinators

as of 17 March 2016

Coordination Desk

Lead and co-leads form the Coordination Desk (CD) support the overall coordination, implementation, fundraising and monitoring of activities of the programme. They pro-actively engage new partners in the programme. They jointly guide the implementation of the programme in accordance with the vision, goals and objectives.

CD members contribute to support the roll-out of the SPP work plan as follows:

1. **Monitor** the implementation of the SPP programme's work plan and progress achieved. In particular:
 - Monitor the timely and quality-driven implementation of working groups in line with the signed funding agreements and/or approved concept notes.
 - Request the working group coordinators that they based on the final concept note develop a detailed, operationalised implementation plan specifying key activities, deliverables, responsibilities and the timeline, before signing the funding agreement.
 - Follow up with the working group coordinators in case of delays in activities. In case of significant changes in activities or delay in implementation, report to the contracting CD member so that the issue can be addressed. The contractor remains responsible for carrying out the action.
2. **CD members will keep each other informed** on the working group's progress by sharing a 'Working group progress form' that will be completed by the Working Group Coordinators. The progress form will be shared with MAC members before the MAC meetings. The collected information will also be used to feed the SPP newsletter and the monthly and bi-annual reports which UNEP is to submit to the 10YFP Secretariat.
3. **On a voluntary basis, CD members can coordinate** specific working groups of the programme. This implies that CD wishing to take on the role of working group coordinator cannot monitor the implementation. In this case another CD partner has to provide the monitoring activities.

Working Group Coordinator

Working group coordinators responsibilities with regards to the SPP work plan implementation are as follows:

1. **Implement activities** agreed in the funding agreement and/or the approved concept note, within the agreed timeline. This includes developing and keeping up to date a detailed, operationalised implementation plan specifying key activities, deliverables, responsibilities and the timeline.
2. Ensure that activities are delivered in an inclusive and effective manner.
3. Bring their **own expertise on SPP** to build synergies and help scale-up and replicate best practices.
4. **Organise regular meetings** of the working group, including webinars and telephone conferences.
5. Seek for technical inputs from the working group's members.
6. **Promote the working group activities** to relevant external networks so as to attract new members.



7. Reporting:

- Report on progress of activities to the CD member responsible for monitoring the related working group. The frequency of the reporting will be at least on a quarterly basis, and the template to be used will be provided by the CD.
- Report on progress of activities and expenditures through the submission to the contracting CD member of narrative and financial reports, as per the signed funding agreement.
- Send deliverables to the respective CD member for approval.

8. Make sure that the working group **mailing list** is up-to-date: provide contact details of new working group members to UNEP so that the list can be updated.