



## **ANNEX II –Role and responsibility of a Co-lead**

The co-leads are required to be committed for a minimum of 4 years, renewable. Co-leads provide financial and/or in-kind contribution, including at least one dedicated staff member in support of a “Coordination Desk” (CD). The Coordination Desk does the day-to-day management of the programme (e.g. organization of meetings, regular reporting, website management) and implements the decisions of the co-leads and MAC members, ensuring the coordinated promotion, implementation and expansion of the programme. The co-leads are the high-level face of the programme engaging the required political support.

To become a co-lead, interested parties answer an ‘expression of interest’ call and agree to the below list of responsibilities:

- Lead and coordinate the implementation of the programme and the [strategy 2018-2022 ‘One Plan for One Planet’](#)
- Define and agree with other co-leads on respective responsibilities in particular regarding the tasks and functions of the Coordination Desk and the supervision of specific programme work areas;
- Chair the meetings of the Multi-Stakeholder Advisory Committee (MAC) of the programme and collaboratively define and implement programme work plans and/or strategies;
- Facilitate engagement of programme partners in programme activities and initiatives;
- Report on progress and outcomes as required, including for the preparation of the annual report of the One Planet network and facilitate and encourage partners’ participation in the annual reporting effort;
- Build and strengthen the programme portfolio with programme partners, including core and affiliated initiatives, and in finding synergies and building cooperation, while providing guidance on how to best support implementation at national level, responding to countries’ needs and priorities; and ensure that the co-lead’s work on sustainable procurement is well featured in the programme portfolio, and included in the annual reporting;
- Promote the programme at meetings and conferences, where relevant, and build networks and partnerships regionally and globally;
- Support fundraising for the programme and the One Planet multi-partner trust fund for SDG 12;
- Assist in the coordination of Trust Fund projects, including substantive input to project deliverables and full integration in the programme portfolio;
- Act as liaison and focal point for the programme to the One Planet Secretariat and participate in relevant cross-programme initiatives and task forces.