***Be a Multi-stakeholder Advisory Committee (MAC) Member of the One Planet Sustainable Food Systems Programme!***

**The Sustainable Food Systems Programme of the One Planet network is looking for Multi-stakeholder Advisory Committee (MAC) Members. MAC membership is for two years (renewable) and offers the opportunity to be closely involved with driving progress towards the Sustainable Development Goals.**

**The Coordination Desk of the One Planet network is calling for expressions of interest from stakeholders to become MAC Members of the** [**Sustainable Food Systems (SFS) Programme**](https://www.oneplanetnetwork.org/sustainable-food-system).The Programme is a global multi-stakeholder platform that aims to accelerate the shift towards more sustainable food systems around the world, including by building synergies and strengthening collaborations among diverse partners at all levels. The achievement of the One Planet network in its first years can be found in the magazine ‘[Five years in: the One Planet network 2012-2017’](http://www.oneplanetnetwork.org/sites/default/files/one_planet_network_mid-term_magazine.pdf)

**Each Programme of the One Planet network is composed of: Co-Leads, a Multi-stakeholder Advisory Committee, and Programme Partners** – which have the following roles:

* Co-Leads: lead and coordinate the implementation of the Programme; and facilitate the strategic direction, implementation, fundraising activities and monitoring of the Programme. Co-leads provide the resources needed to create and sustain its “Coordination Desk”, which is responsible for the day-to-day management of the Programme. Co-leads are organizations with expertise and commitment to sustainable food systems. The term of the Co-Leads is four years, renewable. During the first four years, the Sustainable Food Systems Programme was co-led by Switzerland, WWF, Hivos and South Africa. Switzerland and WWF have committed for a second term, which currently leaves up to two vacant seats to be filled. Further details on the responsibilities of the co-leads are included in Annex III.
* Multi-stakeholder Advisory Committee (MAC): MAC members provide technical and strategic advice to the Co-Leads in defining and implementing the Programme based on their expertise and experience; advocate for food systems transformation and the work of the SFS Programme; promote and support/coordinate the implementation of specific activities in the Programme workplan, including through the different core initiatives and task forces; and support the efforts of the Co-Leads. The SFS Programme MAC is composed of 23 members from five different stakeholder clusters: government agencies; civil society organizations; scientific and technical organizations; UN agencies and inter-governmental organizations; and private sector. Its composition strives for regional balance. The regular term for MAC members is two years, renewable up to two terms. The current SFS Programme MAC membership is available [here](https://www.oneplanetnetwork.org/sustainable-food-system/actors).
* Partners: organizations agreeing with the goals and objectives of the SFS Programme and committing to contribute to its activities, including scaling-up, implementation and replication, are invited to join as a Programme Partners.

**What are the benefits of being a MAC Member?**

* Contribute to setting the agenda on Sustainable Food Systems worldwide with the mandate of the United Nations;
* Influence the strategic direction of a Programme which is a recognized implementation mechanism for SDG12;
* Drive global, national and local action on the sustainable development agenda;
* Access a global, multi-disciplinary, established network collaborating to achieve the Sustainable Development Goals;
* Participate in outreach, advocacy, awareness raising and fundraising efforts to support the expansion and impact of the SFS Programme;
* Contribute to an increasing body of work focused on sustainable food systems;
* Increase the visibility of your organization’s work on sustainable food systems, including by accessing the annual UN High Level Political Forum and other strategic events.
* Lead the change!

## **How to Apply**

All types of organizations with expressed commitment to sustainable food systems and a proven track record of experience in the promotion thereof can apply as MAC Members of the SFS Programme. MAC Members commit to a two year term and to the responsibilities listed in Annex III.

If your organization is interested and fulfils the requirements, please complete the application form in Annex I and send it to [sfsprogramme@blw.admin.ch](mailto:sfsprogramme@blw.admin.ch) with copy to [charles.arden-clarke@un.org](mailto:charles.arden-clarke@un.org), including by attaching the signed letter in Annex II.

The deadline for submitting expressions of interest is **11th of August 2019**. If you have any questions please contact the SFS Programme Coordination Desk at [sfsprogramme@blw.admin.ch](mailto:sfsprogramme@blw.admin.ch).

**ANNEX I –Application form**

If your organization is interested and fulfils the requirements, please complete this application form, including attaching the signed letter of commitment.

The deadline for submitting expressions of interest is **11th of August 2019.**

Details on the role and responsibility of a MAC member can be found in Annex IV. If you have any questions please contact the 10YFP Secretariat or the Programme

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| --- | --- |
| **MAC Member Application Form** | |
| Organization name: |  |
| Website: |  |
| Country: |  |
| Focal point completing this form: | Name:  Position:  Email Address:  Phone number: |
| Type of organization (please only check one): | Government agencies  UN agencies and inter-governmental organizations  Private sector  Civil society organizations  Technical and scientific organizations  Other (please specify): |
| Brief description of your organization (please include objective and main areas of interest)  *Max 100 words* |  |
| Brief overview of your organization’s work on and commitment to sustainable food systems and key achievements  *Max 150 words* |  |
| What is your main motivation to become a MAC member of the Sustainable Food Systems Programme? What is the expected benefit for your organization?  *Please explain in a few paragraphs*  *Max 150 words* |  |
| How would your organization contribute to the activities of the Sustainable Food Systems Programme? Please give some indication of the financial and/or human resources that would be committed  *Max 150 words* |  |
| Which work area(s) of interest within the SFS Programme would you be interested in contributing to the most? | The 10YFP SFS Programme has four work areas:  **Work Area 1:** Raising awareness on the need to adopt SCP patterns in food systems  **Work Area 2**: Building enabling environments for sustainable food systems  **Work Area 3**: Increasing the access to and fostering the application of actionable knowledge, information and tools to mainstream SCP in food systems  **Work Area 4:** Strengthening collaboration among food system stakeholders to increase the sector’s SCP performance |
| Which area(s) of specialisation would your dedicated focal point(s) be able to contribute to? | Programme management  Communication  Resource Mobilization  Research  Policy advocacy  Other (please specify): |

**ANNEX II – Letter of Commitment to become a MAC Member**

Alwin Kopše

Deputy Assistant Director-General

Knowledge systems, Technology, International affairs

Head of International Affairs and Food Security Unit

Federal Office for Agriculture

Schwarzenburgstrasse 165

3003 Bern

Switzerland

Dear Mr. Kopše,

It is my pleasure to inform that [name of organization] is interested and willing to be a Multi-stakeholder Advisory Committee member of the Sustainable Food Systems (SFS) Programme of the One Planet network, which has formed to implement the 10 Year Framework of Programmes on Sustainable Consumption and Production. I am aware of the role and responsibilities attached to this commitment. I would like to confirm our readiness and ability to fulfil the functions and responsibilities listed below for the next 2 years:

* develop, adopt and, as appropriate, revise the Terms of Reference (ToR) of the SFS Programme;
* actively participate in the elaboration, implementation, and monitoring of the SFS Programme’s work plan;
* adopt indicators and monitoring methodologies to measure the Programme’s progress and success;
* review goals, objectives and measures of success, based on the initial programme work plan, with the aim of providing guidance on progress towards more sustainable consumption and production patterns in food systems;
* recommend actions to ensure the coherence of the work of the SFS Programme with the objective of shifting to sustainable consumption and production patterns;
* review the performance and evolution of the SFS Programme’s work plan, advise on and proactively engage new Partners, initiatives and activities that are in line with the objectives of the SFS Programme, and that reply to emerging demands and priorities;
* bring in new activities and/or link existing activities to the work plan;
* propose projects and/or activities for implementation in accordance with the work plan of the SFS Programme;
* support (including technical assistance) activities and projects of the work plan;
* provide relevant advice and feedback on the implementation of the SFS Programme activities;
* be active in outreach, advocacy, awareness raising and fundraising to support the expansion and continuity of the SFS Programme;
* enhance synergies and cooperation among stakeholders within the SFS Programme as well as with other programmes of the One Planet network;
* provide guidance to the One Planet network Secretariat for the elaboration of calls for proposals for the One Planet network Multi-partner Trust Fund, and screen and short list proposals received based on established criteria;
* report on activities of the work plan for inclusion in the annual report to be prepared by the Coordination Desk, for submission to ECOSOC via the One Planet network Secretariat;
* participate in quarterly meetings organized by the Co‐Leads (three teleconferences and at least one face-to-face meeting per year); and
* elect the Lead/Co-Leads.

In reference to this commitment, I would like to inform you that:

[name of person appointed] will be acting as the representative for this Programme of [name of the organisation] and will appoint a dedicated staff member operating from [location/ name of organization] to support the MAC activities of the Sustainable Food Systems Programme.

Yours sincerely,

[Name, title, date]

**ANNEX III – Role and responsibilities of a MAC Member**

The term of the MAC members is 2 years, renewable for up to two terms. The composition of the MAC will be reviewed at the end of each term, taking into consideration the need for both continuity and change in the MAC. The MAC members support in a collaborative way the overall coordination, implementation and monitoring of the SFS Programme, as well as resource mobilization.

The role and responsibilities of the MAC include:

* develop, adopt and, as appropriate, revise the Terms of Reference (ToR) of the SFS Programme;
* actively participate in the elaboration, implementation, and monitoring of the SFS Programme’s work plan;
* adopt indicators and monitoring methodologies to measure the Programme’s progress and success;
* review goals, objectives and measures of success, based on the initial programme work plan, with the aim of providing guidance on progress towards more sustainable consumption and production patterns in food systems;
* recommend actions to ensure the coherence of the work of the SFS Programme with the objective of shifting to sustainable consumption and production patterns;
* review the performance and evolution of the SFS Programme’s work plan, advise on and proactively engage new Partners, initiatives and activities that are in line with the objectives of the SFS Programme, and that reply to emerging demands and priorities;
* bring in new activities and/or link existing activities to the work plan;
* propose projects and/or activities for implementation in accordance with the work plan of the SFS Programme;
* support (including technical assistance) activities and projects of the work plan;
* provide relevant advice and feedback on the implementation of the SFS Programme activities;
* be active in outreach, advocacy, awareness raising and fundraising to support the expansion and continuity of the SFS Programme;
* enhance synergies and cooperation among stakeholders within the SFS Programme as well as with other programmes of the 10YFP;
* provide guidance to the 10YFP Secretariat for the elaboration of calls for proposals for the 10YFP Trust Fund, and screen and short list proposals received based on established criteria;
* report on activities of the work plan for inclusion in the annual report to be prepared by the Coordination Desk, for submission to ECOSOC via the 10YFP Secretariat;
* participate in quarterly meetings organized by the Co‐Leads (three teleconferences and at least one face-to-face meeting per year); and
* elect the Lead/Co-Leads.

Members of the MAC are required to:

* demonstrate strong interest and/or recognized expertise and experience in the area of sustainable food systems, if possible reflected in policies and actions;
* have played an active or leading role in supporting the sustainable consumption and production and/or sustainable development agenda at the local, national and/or regional levels;
* agree to ensure a legal, transparent, and representative governance structure to the SFS Programme with appropriate accountability to members on decisions and actions taken either by consensus, through voting or other democratic processes;
* ensure a commitment to remain engaged for at least two years; and
* possess the organizational means and time to perform the required tasks and responsibilities, without monetary compensation.

In addition to the above requirements and in line with the general criteria for MAC members contained in the 10YFP Guidance document, the Coordination Desk and the current MAC will take into account the following criteria when screening expressions of interest of new MAC members:

* Expertise and experience in supporting the promotion of sustainable food systems at various levels, including through key initiatives;
* Representativeness and/or scale of the institution applying;
* Geographical balance: if possible at least one country from each of the five regional groups of the UN should be represented in the MAC (Africa, Asia and the Pacific, Western Europe and Others, Latin America and the Caribbean (LAC), Eastern Europe);
* Stakeholder balance.

For more detailed information, including on the roles and responsibilities of the other Programme actors, please refer to the SFS Programme [Terms of Reference](http://www.scpclearinghouse.org/sites/default/files/10yfp_sfsp_terms_of_reference_tor_-_editable_v31oct2017.docx).