**ANNEX I –Letter of Commitment to become a Co-lead**

Charles Arden-Clarke

Head of the 10YFP Secretariat

United Nations Environment Programme

1 rue Miollis, Building VII

75015 Paris

France

Dear Mr. Arden-Clarke,

It is my pleasure to inform that [name of organization] is interested and willing to co-lead the Sustainable Public Procurement 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 4 years:

* Lead and coordinate the implementation of the programme and the strategy 2018-2022 ‘One Plan for One Planet’
* Provide financial and/or in-kind contribution, including dedicated staff in support of a “Coordination Desk”. The Coordination Desk will undertake daily tasks and functions needed to support the programme operations (e.g. organization of meetings, programme and financial management, reporting) and will be jointly supervised by the co-lead actors of the programme (tasks could be executed from different geographical locations);
* Define and agree with other co-leads on respective responsibilities (if necessary through a cooperation agreement), in particular with regards to the tasks and functions of the Coordination Desk and to the supervision of specific programme work areas within the programme;
* Chair the meetings of the Multi-Stakeholder Advisory Committee 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 [name of organization]’s work on sustainable procurement is well featured in the programme portfolio, and included in the annual reporting;
* Manage the programme-specific community of the One Planet network website ([www.oneplanetnetwork.org](http://www.oneplanetnetwork.org)), including through encouraging inputs and sharing of information/knowledge and strategies;
* Help construct concrete linkages and provide coordination between initiatives within the programme and across the other programmes, including by creating *ad hoc* task teams to address any specific, technical and/or emerging issues;
* In line with the Terms of reference of the *One Planet multi-partner Trust Fund for SDG 12*, participate in relevant committees, coordinate and provide relevant technical inputs;
* 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 contacts with the Secretariat and participate in relevant cross-programme initiatives and task forces.

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 full time staff operating from [location/ name of organization] or provide the equivalent financial resources to support the “Coordination Desk” activities for the Sustainable Public Procurement Programme.

I will be grateful if you could take all necessary actions to ensure [name of the person appointed to represent the organization] receives all required information and contacts from the 10YFP Secretariat.

Yours sincerely,

[Name, title, date]