

The Consumer Information Programme for Sustainable Consumption and Production (CI-SCP) of the 10 Year Framework of Programmes on Sustainable Consumption and Production (One Planet Network)

Operational Terms of Reference (ToR)

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I. Introduction

The 10-Year Framework of Programmes on sustainable consumption and production, adopted at the World Summit on Sustainable Development in 2012 and affirmed by target 12.1 of the 2030 Agenda for Sustainable Development, is a global commitment to accelerate the shift towards sustainable consumption and production in both developed and developing countries. Its implementation mechanism is the One Planet Network (<http://www.oneplanetnetwork.org/>).

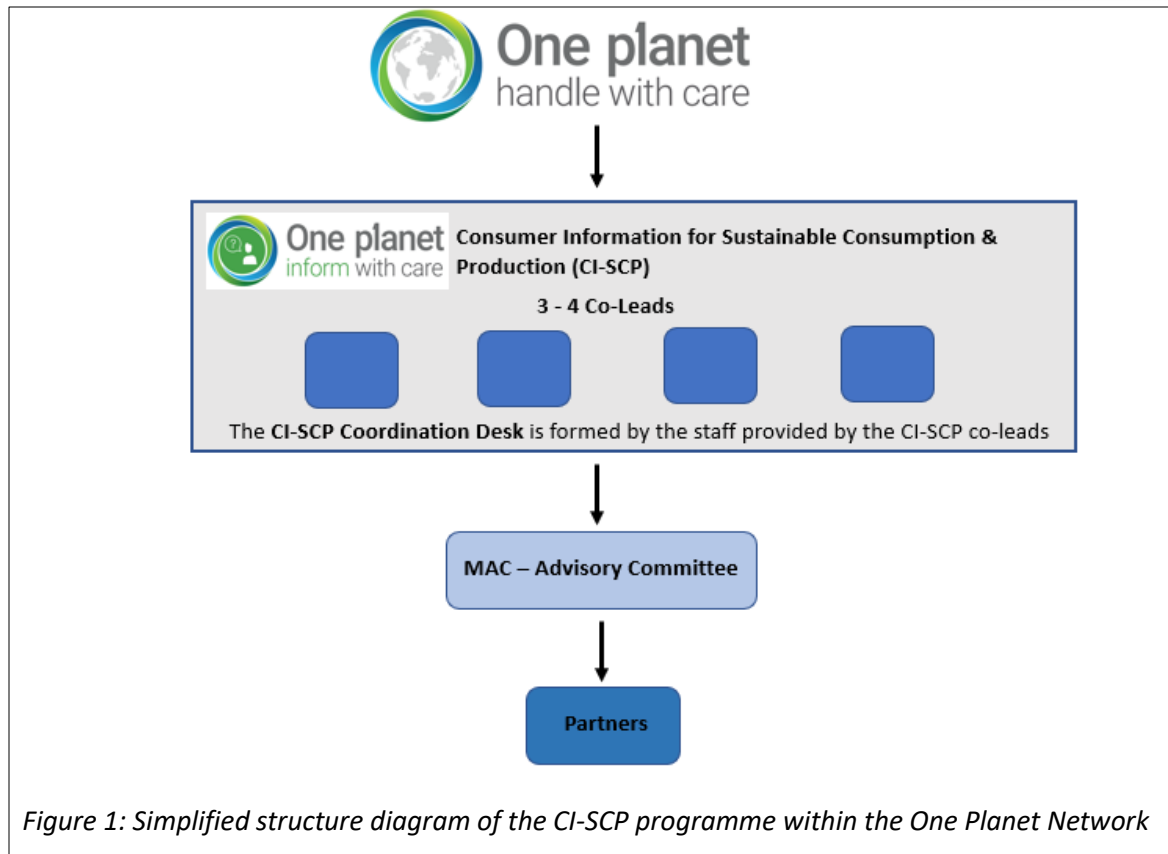
The One Planet Network encompasses six multi-stakeholder programmes, one of which is the Consumer Information for Sustainable Consumption and Production Programme (CI-SCP). The Programme is a global platform supporting the provision of quality information on goods and services, and aims to engage and assist consumers in sustainable consumption. It implements and supports projects; undertakes research; shares good practices and policies; and provides collaboration opportunities. It does so by bringing together a diverse range of actors from government, non-governmental organizations, businesses, associations, academia, civil society and others.

Reducing fragmentation and supporting synergies is at the heart of the One Planet programmes. The successful engagement of diverse stakeholders in various roles, as described in these Terms of Reference, is therefore vital to the success of the CI-SCP. This document describes the roles and working procedures for the stakeholders involved.

II. Structure and roles within the CI-SCP

The CI-SCP is composed of three different types of actors: co-leads, Multi-Stakeholder Advisory Committee (MAC) members and partners, as outlined in the structure diagram below (Figure 1). The CI-SCP works closely together with the One Planet Secretariat¹ and other programmes of the One Planet Network, with their respective actors.

¹ The One Planet Secretariat is based at UN Environment and provides support to all of the six One Planet Network programmes. Each of the programmes has their own governance structure and roles; the CI-SCP one being outlined here.



a. CI-SCP Co-Leads and the Coordination Desk (CD)

The **CI-SCP co-leads** are required to be committed for a minimum of 4 years, renewable. Co-leads provide financial and/or in-kind contribution, including dedicated staff 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, One Planet network website (www.oneplanetnetwork.org) 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 (if necessary through a cooperation agreement), 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 consumer information is well featured in the programme portfolio, and included in the annual reporting;
- 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 CI-SCP programme to the One Planet Secretariat and participate in relevant cross-programme initiatives and task forces, e.g. Monitoring and Evaluation Task Force.

b. Multi-stakeholder Advisory Committee (MAC)

i. Composition

The **Multi-stakeholder Advisory Committee (MAC)** is composed of 20 members (with some flexibility if deemed appropriate), representing all regions and as broad a range of stakeholder types as possible/relevant.

ii. Profile of MAC members

Members of the MAC should:

- Demonstrate recognised expertise and experience and/or strong interest in sustainable consumption, if possible reflected in policies and projects;
- Have played an active role in supporting the sustainable consumption and production and/or sustainable development agenda at national, regional and/or sectoral levels;
- Commit to remain engaged for at least two years.

iii. Responsibilities of MAC members

Members of the MAC have the following responsibilities:

- Actively participate in the elaboration and implementation of the CI-SCP work plan, in line with the [strategy 2018-2022 'One Plan for One Planet'](#);
- Agree to actively represent the programme through multiple ways, including contributing through a specific initiative, project or activity and participating in joint initiatives of the One Planet Network;
- Provide technical advice and guidance, based on respective areas of expertise, to strengthen the programme and its activities towards more sustainable consumption and production patterns;
- Lead and/or participate in specific activities of the CI-SCP (e.g. working groups²);

²Working groups (WG) develop and deliver activities to address key, specific issues under the Programme's objectives and work areas, over a pre-defined timeframe and in a collaborative manner (e.g. joint development of guidelines or reports, capacity building and knowledge exchange on a specific theme, definition of relevant

- Inform the Coordination Desk regularly about their relevant work on consumer information to ensure it is well reflected in the Programme's portfolio (including online on the One Planet Network website), and report relevant activities at least annually (via the internal reporting hub on the One Planet Network website), for the Coordination Desk to be able to identify synergies and build cooperation among all CI-SCP actors;
- Participate in quarterly teleconferences organised by the Coordination Desk and hold in-person meetings, at least once per year;
- Have a sense of ownership, pride and belonging to One Planet;
- Build on the expertise of the programme network;
- Engage new actors in the programme;
- Acts as multiplier for SCP in its own organisation;
- Actively mobilise resources for the Trust Fund;
- Promote change, results, and impact towards SCP.

The organisations represented on the MAC designate a permanent representative with recognised expertise on sustainable consumption issues, but may also designate deputy representatives to replace permanent representatives on an exceptional basis as long as these designates are fully briefed on previously held discussions and relevant activities. MAC members offer their time and advice on a voluntary basis and are not remunerated.

Every effort should be made by each MAC member to attend each meeting in person (face to face or virtual). Where this is not possible, providing written comments in advance of the meeting will constitute participation. Absence from meetings is set to a maximum of two consecutive meetings (face to face or virtual, and written comments). Appropriate warning will be provided by the Coordination Desk in advance of a third consecutive absence, whereupon MAC members that do not comply with this will be notified by email and their seat will be offered to another organisation (by application and pending approval of the other MAC members and co-leads).

Invitations to teleconference meetings are communicated to members at least three weeks in advance. Supporting documentation is circulated at least one week in advance. CI-SCP partners and other external experts may attend MAC meetings upon invitation.

iv. MAC Membership

A MAC membership term is 2 years, renewable. The composition of the MAC will be reviewed at the end of each term, with reference to implementation achieved and ensuring regional and stakeholder balance. An effort will be made to change at least one quarter (25%) of the MAC members at the end of each term.

Under the MAC membership process, the CI-SCP Coordination Desk issues a call for participation and discloses the list of interested organisations to the current MAC and co-leads. Interested parties submit an application in English stating how they can support the MAC and the proposed individual representative of the applicant organisation. The time between the opening of the call for applications and the closing of the call for applications is at least two weeks. The Coordination Desk reviews applications and prepares a shortlist of recommendations for the co-leads to make a final decision.

activities to address new sub-topics and set the agenda). WG are led by CI-SCP actors, and open to participation of interested institutions and individuals. CI-SCP actors interested to propose a new WG develop a concept note (template available upon request) for review and approval by the MAC and co-leads.

Organisations wishing to discontinue their membership of the MAC shall do so by written communication to the Coordination Desk, with immediate effect.

c. Partners

Organisations or individuals agreeing with the goals and objectives of the CI-SCP and committing to contribute to its activities, including scaling-up, implementation and replication, are invited to join as a Partner.

Partners in the CI-SCP may represent:

- National, regional, or local governments, government agencies (including public-private entities);
- International organisations (including UN bodies, International Financial Institutions – IFIs, regional cooperation institutions);
- Non-governmental organisations (NGOs), foundations, civil society organisations, and not-for-profit organisations (NPOs);
- Academic institutions, research centres or education institutions and associations (including schools, higher-education institutions);
- Industry associations, business organisations;
- Individual companies, private sector representatives;
- Media;
- Experts, individual consultants;
- Any other entity or network that supports the goals of the CI-SCP and agrees to work towards them.

Interested applicants should send a completed application standardised form (available [here](#)) to the CI-SCP Coordination Desk, who will consult with the MAC and notify applicants of a decision on admission within one month.

As per the [strategy 2018-2022 'One Plan for One Planet'](#), an engaged One Planet partner:

- Agrees to actively represent the programme through multiple ways;
- Provides advice and guidance, based on respective areas of expertise, to strengthen the programme and its activities towards more sustainable consumption and production patterns;
- Participate in specific activities of the CI-SCP (e.g. working groups, road-testing groups); and report relevant activities for the Coordination Desk to be able to identify synergies and build cooperation among all CI-SCP actors;
- Inform the Coordination Desk regularly about their relevant work on consumer information to ensure it is well reflected in the Programme's portfolio (including online on the One Planet network website);
- Have a sense of ownership, pride and belonging to One Planet;
- Build on the expertise of the Programme network;
- Engage new actors in the programme;
- Acts as multiplier for SCP in its own organisation;
- Actively mobilise resources for the Trust Fund;
- Promote change, results, and impact towards SCP.

III. How does the CI-SCP Programme operate?

Following the document [‘One Planet Network programme portfolios – key principles and approaches’](#), the CI-SCP operates via a programme portfolio, which is defined as the products or solutions the CI-SCP offers (or is developing) to support countries in the shift to SCP. The portfolio has a partner-based approach, which is essential to reduce fragmentation and support synergies, to build on existing initiatives, to operate at scale, to replicate, to build cooperation, to leverage resources towards common objectives – all of which are key objectives of the One Planet Network.

The CI-SCP portfolio includes two kinds of initiatives:

- *Core initiatives* are the principal initiatives of the programme and are activities initiated, developed or implemented collaboratively under the programme;
- *Affiliated initiatives* are activities of the programme actors (co-leads, MAC or partners) which contribute to the objectives of the programmes and its work areas.

Both core and affiliated initiatives help to implement the CI-SCP objectives and work areas and, therefore, contribute to the achievement of Goal 12.1 of the Sustainable Development Goals (<https://sustainabledevelopment.un.org/sdg12>). The CI-SCP Programme has 3 core objectives:

1. Improve availability, accessibility and quality of consumer information
2. Drive change in business and government
3. Enhance communication to drive behavioural change

Figure 2 below shows the objectives and work areas of the CI-SCP programme.

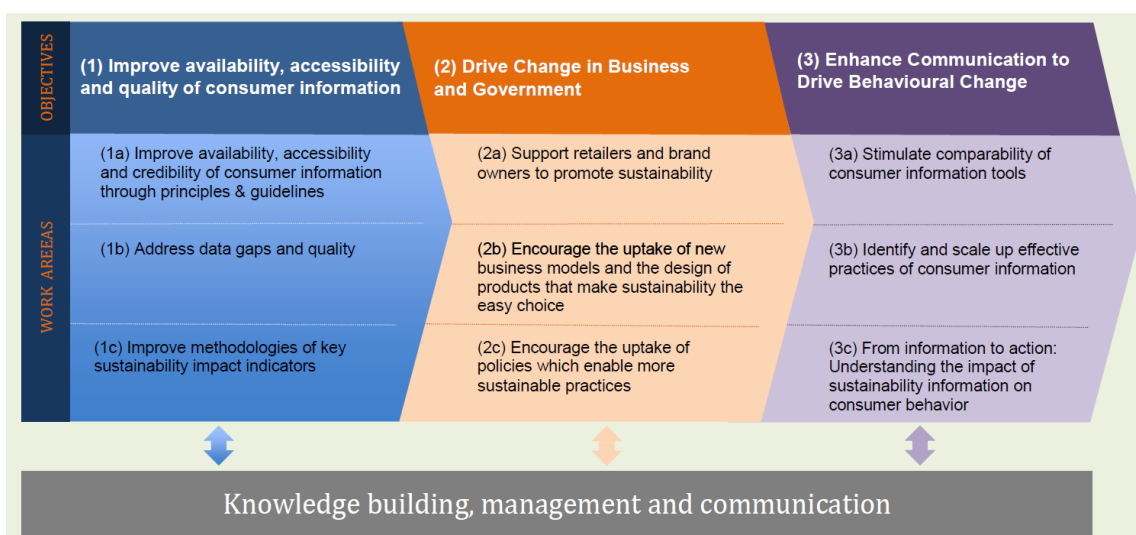


Figure 2: CI-SCP objectives and work areas

The Coordination Desk, together with the co-leads, MAC members and partners, develops an annual work plan, in line with the [strategy 2018-2022 ‘One Plan for One Planet’](#). The work plan outlines the types of activities to be carried out with precise description of tasks, milestones, timelines, responsibilities, and expected outputs. Activities included in the work plan form the core initiatives of

the CI-SCP portfolio. Co-leads, MAC and partners are encouraged to also bring in their other projects as affiliated initiatives.

a. Decision process

The decision process within the CI-SCP programme is wherever possible via consensus, and if not by simple majority agreement (1 vote per organisation). The quorum is set at $N/2+1$ with N representing the number of MAC members and co-leads.

The MAC will make recommendations regarding the programme to the co-leads, who will then seek to adjust the strategy accordingly.

IV. Funding of the CI-SCP

There is no core funding for the CI-SCP. In line with the co-leads responsibilities, each co-lead provides in-kind contribution including one full time staff member dedicated to the Coordination Desk. The Coordination Desk supports fundraising efforts of the co-leads and MAC members, to fund specific activities that form part of the CI-SCP core initiatives.

Donors are invited to fund implementation of the CI-SCP work plan by contributing to the One Planet multi-partner Trust Fund for SDG 12, for more information see:

<http://www.oneplanetnetwork.org/funding-sdg-12>.