

## Global Network for Resource Efficient and Cleaner Production (RECPnet)

### Terms of Reference for the RECPnet Regional Chapters

#### 1. BACKGROUND

- 1.1. The Global Network for Resource Efficient and Cleaner Production (RECPnet) has been established with the support of *Joint UNIDO-UNEP Resource Efficient and Cleaner Production (RECP) Programme for Developing and Transition Countries*. The main objectives of RECPnet are to contribute to the effective and efficient development, application, adaptation and replication of RECP concepts, methods, policies, practices and technologies in developing and transition countries and to facilitate effective North-South and South-South collaboration and the transfer of RECP-relevant knowledge, experiences and technologies. RECPnet was formally created on 3 November 2010 upon having received endorsements for its Charter and By-Laws from 41 founding members.
- 1.2. Through its Regional Chapters, established in accordance with its Charter, RECPnet facilitates networking and knowledge sharing starting from the regional level. The five recognized geographic regions of RECPnet are:
  - a) Africa
  - b) Arab Region
  - c) South, East and Southeast Asia and the Pacific
  - d) Eastern Europe, Caucasus and Central Asia
  - e) Latin America and the Caribbean
- 1.3. Whereas the Regional Chapters are set up to foster specifically intra-regional cooperation and knowledge sharing, the regionalized structure is explicitly not meant to constrain inter-regional cooperation between Members from different regions.
- 1.4. These Terms of Reference are prepared in order to guide the functions of the Regional Chapters of RECPnet, in accordance with the governing documents of the network.

#### 2. MEMBERSHIP AND ORGANIZATION

- 2.1. The Regional structure is set up on the principle that each RECPnet Member, based in a developing or transition economy, is by default a member of the Regional Chapter of the RECPnet region in which it has its main location, whereas, in addition, each RECPnet Member may at its own initiative contribute to the activities of any other Regional Chapter.

- 2.2. Each Regional Chapter is therefore constituted in the following manner:
- a) The membership of the Regional Chapter is comprised of all active and paid-up members of RECPnet which have their main location in a developing or transition economy within the respective geographic region. All other members of RECPnet can, at their own wish and expense, participate in the activities of the Regional Chapter;
  - b) Membership of RECPnet and thereby membership of the Regional Chapter is governed by the provisions of the RECPnet Charter By-Law on Membership, and is decided upon at the global level by the Executive Committee of RECPnet;
  - c) Commensurate with the RECPnet Charter By-Law on Membership, the membership of the Regional Chapter is structured in three categories, namely Regular Members, Observer Members and Associate Members, whereby members maintain their membership category also in their respective Regional Chapter;
  - d) Members of the Regional Chapter elect one of its Regular Members as its Regional Executive, as per the provisions of the Charter of RECPnet. The Regional Executive convenes the Regional Chapter and is responsible for facilitation and coordination of the activities of the Regional Chapter, and reporting thereon to the network, as appropriate, through the Executive Committee and/or the Secretariat; and
  - e) At the request of the Regional Executive, and within the limits of the resources available under the *Joint UNIDO-UNEP Resource Efficient and Cleaner Production (RECP) Programme for Developing and Transition Countries*, the Secretariat of RECPnet, as provided by its Patron Agencies, will support the development and operation of the Regional Chapters.
- 2.3. Whilst Associate Members which do not have their main location in a developing or transition country are not assigned to any particular Chapter, they are, as all other Members, eligible to contribute to the activities of any of the Regional Chapters of their particular interest.

### **3. TASKS**

- 3.1. Regional Chapters, under the leadership of their Regional Executive and where appropriate with the Secretariat's support provided by the Patron Agencies, will undertake, through one of the Modalities of Operation detailed below, any combination of the following tasks in order to fulfil the functions given to it by the Members' Assembly:

- a) Assess existing needs and capacities for RECP within the region and propose and promote professional development and capacity building programmes that could be implemented in partnership with the Patron Agencies, other development partners and other stakeholders from government, business and civil society;
- b) Identify emerging issues related to the promotion and scaling-up of RECP in the region and facilitate the active involvement of members in addressing them;
- c) Facilitate effective and open networking and knowledge sharing among members and with other interested parties, including through development and management of the regionally-relevant sections of the global Knowledge Management System (KMS) of RECPnet;
- d) Advocate the contribution that could be made by the RECPnet and its members for the transition towards a low carbon and resource efficient economy and contribute to the mobilization of both institutional and financial support to the activities of the network and its members;
- e) Promote cooperation and synergies with other networks and initiatives that have complementary objectives and activities, including in particular regional Roundtables for Sustainable Consumption and Production and technical assistance centres established in support of implementation of various multilateral environmental agreements; and
- f) Identify and invite additional potential members and contribute to the expansion of the network in the region.

#### **4. MODALITIES OF OPERATION**

4.1. The Regional Chapters of RECPnet shall conduct their activities taking the following as the principal modalities of operation:

- a) Meetings: The Regional Chapter of RECPnet will target to meet at least annually for networking and knowledge sharing, with half of such meetings taking place in connection with a Members' Assembly and the other half of such meetings being hosted by one of the Regional Chapters' Members in the region, where possible, back to back to another significant and relevant national or regional event.
- b) Planning cycle: The planning cycle for the regional activities of the Regional Chapter will be synchronized with the two-year planning cycle for the work plan of RECPnet with the regional action plan for the Regional Chapter being integrated into the global work plan which for each cycle will be approved by the Members' Assembly held in the preceding year.

- c) Staff exchanges and study visits: Short term staff exchanges, during which staff members of visiting Regular or Observer Members will be hosted by a Regional Chapter member and be given an opportunity to familiarize and learn from the services, operations and resources of the host member;
- d) Thematic Working Groups: Regional Chapters will identify and select RECP topics of shared interest to multiple members of the Regional Chapter, and by means of a Thematic Working Group, collect, review and synthesize the relevant achievements, experiences and lessons learned on the respective topic within the region, to be documented in a brief status report, for distribution through the Knowledge Management System (KMS), and other channels, as appropriate. Each topic is to be advanced by at least one, yet preferably two, members who act as editors, and as such (1) scope the theme and possible sub-items of interest in the region; (2) invite members of the Regional Chapter to provide succinct summaries of their respective achievements, results and experiences; (3) collate the inputs received from members with suggestions for follow up initiatives, including role of RECPnet and its members therein and possible financing; (4) invite comments from members on draft status report and (5) finalize status report for release; and
- e) Cooperation and joint implementation: Informed by the operation and findings of the Thematic Working Groups, the Regional Chapter will collectively identify and formulate project activities/services for implementation by multiple members of the Regional Chapter, including but not limited to, technical and policy studies, benchmarking initiatives and/or publications.

## **5. REPORTING**

- 5.1. Reporting on the activities of the Regional Chapters will be the task of the Regional Executive who will be responsible for:
  - a) Collecting information on activities delegated to any member or group of members of the Regional Chapter;
  - b) Report on the activities undertaken and results achieved;
  - c) Report specifically on the regional-level contribution to the global work programme of RECPnet.

## **6. CODE OF CONDUCT**

- 6.1. The Regional Chapter as a Group and its members in their capacity as members of the RECPnet network should fully and strictly abide by the Code of Conduct of RECPnet.