



Second consultation workshop on “Waste”
Consultation and launching meeting of the Global Partnership on Waste Management (GPWM)
Osaka, 18-19 November 2010
Revised based on the feedback during and after the meeting
Framework of Global Partnership on Waste Management (GPWM)

Framework of Global Partnership on Waste Management

Note by the Secretariat

1. The Secretariat is pleased to present the draft framework of the Global Partnership on Waste Management, which describes organizational and management arrangements for the Global Partnership (Part 1), as well as guidelines governing its operation (Part 2). This document includes a description of the proposed organizational structure of the Global Partnership, the grouping of activities into two overall focal areas of work with various sub focal areas, and the process through which interested stakeholders can become official members to the Global Partnership. It also describes the roles and responsibilities of the Global Partnership members, lead sponsors, Advisory Group, co-chairs and the Secretariat.
2. The current meeting of the Global Partnership is being organized with the objective of finalizing the framework in consultation with participants and to launch the GPWM. UNEP's Programme of Work for 2010-11 includes the GPWM under its project 52-P2.
3. Models of existing partnerships such as the Partnership on Clean Fuels and Vehicles (<http://www.unep.org/pcf/v/>) and the Global Mercury Partnership (http://www.chem.unep.ch/MERCURY/partnerships/new_partnership.htm) have been used to develop this framework for the Global Partnership. There have been intensive discussions with international agencies and donors such as UNIDO, UNDESA, UNDP, GEF, SBC, Germany and Japan.
4. Annex A of the draft framework includes a work plan template providing guidance to the Global Partnership focal area members. Meeting participants are encouraged to further develop focal area work plans by taking into consideration such template (further agenda Item 6 of the provisional agenda*)
5. This draft framework for the Global Partnership on Waste Management has been developed by the UNEP-DTIE-IETC based on the feedback on the previous drafts by the major agencies, national governments including developing countries, and donors as indicated in para 3.

* UNEP (DTIE IETC)/GPWM/1/1

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**FRAMEWORK OF
GLOBAL PARTNERSHIP ON
WASTE MANAGEMENT
Part I: MAIN DOCUMENT**

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PREAMBLE

In 2000, the World Millennium Summit agreed on eight Millennium Development Goals to be achieved by 2015. Goal 7 – Ensure Environmental Sustainability – has three targets ¹:

- 1. Integrate the principles of sustainable development into country policies and programs and reverse the loss of environmental resources*
- 2. Halve, by 2015, the proportion of people without sustainable access to safe drinking water and basic sanitation*
- 3. Have achieved by 2020 a significant improvement in the lives of at least 100 million slum dwellers.*

To support the implementation of these goals and targets, various international, national and local organizations have started activities focusing on waste management. UNEP has also started various activities and the UNEP Governing Council Decision 25/8 on Waste Management ² asked for integrated and holistic efforts on waste management. The GC decision 25/8 clearly indicates that there is an increased demand from the countries for more support on waste management and shift in approach on waste management practices:

“Recognizing that stronger efforts and support for means of implementation are needed to assist Governments in developing national policy frameworks to encourage a shift from an end-of-pipe approach in waste management to an integrated waste management approach”

In addition to UNEP decision 25/8, the 9th Conference of Parties (COP) of Basel Convention adopted the Bali Declaration on “Waste Management for Human Health and Livelihoods.” ³

Beyond UNEP, waste is gaining priority across the UN as indicated in the report from various intergovernmental organisations, referred later in this report. UN is working very closely with governments and stakeholders to develop and implement policies and actions on waste management. The inter-ministerial meeting on the implementation of the Libreville Declaration on Health and Environment, Luanda 26 November 2010 put vector control and management of chemicals (particular pesticides) and wastes, including biomedical (healthcare) and electronic and electrical wastes on their top priorities for the years to come.

Additionally, waste is now one of the top priority issues as evident from the current focal areas of the UN Commission on Sustainable Development (CSD) and waste management has been taken as a priority area under Climate Change actions, especially to tap on the reduction of non-CO₂ emissions and to offset use of fossil fuels by energy from waste. UNEP has launched a report on Waste and Climate Change during COP 16 on Climate Change in Cancun (Mexico) and stakeholders, including waste recyclers, are supporting the active initiatives on waste management (<http://www.unep.or.jp/ietc/Publications/spc/Waste&ClimateChange/index.asp>).

To support these international efforts and to support the implementation of UNEP’s Governing Council decision 25/8 on Waste Management, UNEP in partnership with other organizations proposed to launch a Global Partnership on Waste Management (GPWM) to advance work on specific focal areas under waste management.

In this regard, initial consultations were held with inter-governmental organizations, national governments from developed and developing countries, and civil society during a Consultation Workshop on Waste Management organised in cooperation with the Secretariat of the Basel Convention (SBC) in Geneva on 30 November – 1 December 2009. During the Geneva meeting, the concept of Global Platform on Waste Management was discussed. Thereafter, several follow-up discussions and presentations were held including a Special Event on Waste Management, in cooperation with Government of Indonesia, during UNEP GCSS-XI/GMEF in Bali on 25 February 2010. The relevant documents of both events are available at <http://www.unep.or.jp/ietc/SPC/news-nov09.asp> and <http://www.unep.or.jp/ietc/SPC/news-feb10.asp> respectively.

During these discussions, one suggestion, which came out strongly, was to avoid duplication of efforts

and it seems the original idea of launching a Global Platform would be duplicating some of the efforts of other initiatives and programmes. Hence, the idea of umbrella partnership was evolved to provide the coordinating mechanism to the current initiatives and programmes and to fill the gaps by supporting additional activities. This led to modify the original platform with few actors onboard doing the activities and develop a Global Partnership on Waste Management to promote holistic approach, coordination, and efficiency and efficacy of resources by avoiding duplication of activities. The partners would continue to carry out their activities as lead members of respective focal areas and they will get benefit of each other's actions, activities and knowledge.

The Presentations on the Global Partnership on Waste Management at 3R and at the UN Commission on Sustainable Development (CSD) conferences in Tokyo, Bangkok and New York were also hold have not been mentioned.

Based on the feedback during these consultation workshops/meetings, side/special events and presentations, the framework document for GPWM was revised for 2nd Consultation Workshop (18-19 November 2010 at Osaka – Japan).

The Osaka meeting was attended by governments (from Asia, Africa and South and Latin America), international organizations, and civil society (private sector associations and academia). The participants discussed the progress made since the first meeting in Geneva. The participants were happy to see the UNEP work done on the agreed next steps, including formulation and launching of Information Platform on Waste Management (http://www.unep.or.jp/Ietc/GPWM/info_platform.html). UNEP, in line with GC Decision 25/8, has also carried out various projects on integrated solid waste management, converting waste plastics into a resource, converting waste agricultural biomass into a resource, E-waste management, waste and climate change, and capacity building at national and regional level with training materials and guidelines.

The participants/partners reviewed and discussed this document at length and provided para-wise comments. The document was revised at the end of day 1 and again it was reviewed and discussed on the 2nd day of the meeting. The participants/partners requested to send the revised document for further comments. They have provided their post-meeting comments and comments from other potential partners were also received. Comments from UNEP CPR (Committee of Permanent Representatives) were also received during its meeting on 7th December 2010. Based on all of these comments, this document is revised in the current form. Further revisions are expected based on further discussions and consultations.

The participants/partners also suggested that this Global Partnership should be dynamic to capture the needs of all the potential partners and stakeholders over the time. This way, there will also be room for learning by doing, so the activities of the GPWM will continue, and based on the learning, modifications will be made accordingly.

¹ See: <http://www.unmillenniumproject.org/goals/gti.htm#goal7>

² <http://www.unep.org/gc/gc25/Docs/Proceedings-English.pdf> (pages 25-26)

³ <http://cop9.basel.int/cop9theme.pdf>

⁴ <http://www.unep.org/health-env/pdfs/libreville-declaration-eng.pdf>

1. Why GPWM is needed?

Waste generation rates have been increasing rapidly due to urbanization and industrialization. Per capita waste generation rates in many developing countries have now crossed the one-kilogram per day mark. In most OECD countries, municipal solid waste generation rates are slightly above one-kilogram per capita. Moreover, the population growth and urbanization in developing countries is very high in comparison to OECD countries. In year 2000, when world population crossed 6 billion mark, more than 5 billion people were living in developing countries as in OECD countries population growth since 1990s is about 0.7% and urbanization rate is around 1% while the world urbanization rate stands at 2.5% and it is projected that by 2015, more than 50% world population will be living in urban centres¹. As a result, overall waste generation amount is also much higher than most developed countries (OECD countries produce about 770 million tonnes of municipal waste and 120 million tonnes of hazardous waste against world total of about 1.7 to 1.9 billion tonnes of municipal waste and 490 million tonnes of hazardous waste²). Industrial waste generation rates are also very high as most of the industries are primary industries producing raw materials for industrial production. Furthermore, due to improved living standards, improved healthcare and due to globalization, a number of new waste streams have emerged, especially e-waste and hazardous waste. Moreover, traditionally waste is considered as source of income, especially for scavengers. Recently, waste has also become an important replacement for conventional sources of energy and material.

The following pressing trends in waste generation are becoming a major challenge:

- Cities are facing an increasing growth in population, and shares in GDP growth, resulting in – among other things – increasing quantities of waste being generated.
- Industrialization and economic growth has produced more amounts of waste, including hazardous and toxic wastes.
- There is a growing understanding of the negative impacts that wastes have had on the local environment (air, water, land, human health etc.) and also on climate change.
- Complexity, costs and coordination of waste management has necessitated multi-stakeholder involvement in every stage of the waste management. This calls for an integrated approach to waste management.
- Governments and stakeholders are now looking at waste as a *business opportunity*, (a) to extract valuable resources contained within it that can still be used and (b) to safely process and dispose wastes with a minimum impact on the environment.
- Valuable habitats and biodiversity are being threatened with improper management of waste.

Conventional waste management systems were not designed for either of these trends - increased waste generation rates and new and special waste streams. Such systems in many developing countries were also not based on 3R principles (reduce, reuse, and recycle) as the per capita generation rates were low, and scavengers picked up almost all recyclable waste.

Furthermore, awareness for resource recovery and the industries utilizing waste as a resource was also low. However, changing waste generation patterns and composition – and its resultant problems have led to higher awareness for resource augmentation and recycling. Therefore, there is a clear need for strategies to redesign conventional waste management systems in such a way that it can effectively and efficiently handle growing amounts of waste with diversified waste streams. The strategy for Integrated Solid Waste Management should also incorporate the 3R Principles and thus promote Resource Efficiency and toxic free materials cycles.

In line with GC 25/8 decision, UNEP has accelerated its support on waste management and is now proposing to establish a “Global Partnership on Waste Management (GPWM)” to support partnerships

¹ Water and Sanitation in the World's Cities. Local Action for Global Goals. UN-Habitat.

² From Waste to Resource: World Waste Survey 2009. Philippe Chalmin, Catherine Gaillochet. Economica Ltd, 2009

among various international, regional, national and local stakeholders. Moreover, UNEP's Programme of Work for 2010-11 includes the GPWM under its project 52-P2.

This partnership aims to enhance already existing activities, which are undertaken in a sectoral manner but lacking the holistic approach, such as Partnership on Mercury Waste, Solving the E-waste Problem (StEP), 3R Forum in Asia, UN-DESA Partnership on moving towards Zero Waste, UN-Habitat programme on sanitation, etc.

This partnership is also in line with the international focus, as aforementioned, waste is now one of the top priority issues as evident from the current focal areas of the UN Commission on Sustainable Development (CSD) and UN is working very closely with governments and stakeholders to develop and implement policies and actions on waste management. This partnership is also in line with all the international declarations focusing on waste management, including Bali Declaration and Libreville Declaration.

This partnership is also in line with the proposed actions to reduce greenhouse gases, since recently, waste management has been taken as a priority area under Climate Change actions, especially to tap on the reduction of non-CO₂ emissions and to offset use of fossil fuels by energy from waste. UNEP has launched a report on Waste and Climate Change during COP 16 on Climate Change in Cancun (Mexico) and stakeholders, including waste recyclers, are supporting the active initiatives on waste management.

This partnership also aims to overcome identified challenges in a systematic way over the short, medium and long term that will enable the effective implementation of sustainable waste management at local, national and sub-regional level. Likewise, identifying those challenges and opportunities, whether they emerge from the national context or from the support of external partners, will contribute to translating this partnership into a real framework of action at all levels, from local level to national and sub-regional level, through the proposed focal areas.

The GPWM will contribute to enhance the funding base available to support waste management and coordinate external financing, while reducing transaction costs by putting together both financial and technical resources to tackle identified challenges at local, national and sub-regional levels. Sources of external assistance can be made available more efficiently and effectively. Hence, GPWM will maximize the cost effectiveness of scarce resources. In addition, the GPWM will bring benefits to its members by supporting the active exchange of knowledge, experiences and lessons, expertise, and training.

The GPWM also aims to complement existing work in the area of waste with a holistic approach which is a noted gap in waste management at large. The holistic approach is meant to provide coordination among different waste sectors and related activities/initiatives to avoid duplication of efforts, and improve efficiency and effectiveness by complimenting rather than competing. This holistic approach may also take care of further gaps in current efforts and activities namely by covering important waste streams (domestic, industrial, healthcare, agricultural, etc.) which are not tackled in a coordinated manner nor covered by relevant MEAs.

The GPWM will help to share the existing information efficiently and effectively, as there is a lot of information which has been generated and collected by various entities such as information on 3R by Japan, information on hazardous waste by SBC, etc. Information Platform under the GPWM will link the available information and encourage the partners to effectively use this knowledge while planning and implementing activities, policies, technologies, and capacity building on waste management. The GPWM will also work with the partners to generate further information to fill the gaps and meet the information needs of partners and stakeholders.

This partnership will cover various focal areas including among others: waste prevention, integrated solid waste management, hazardous waste including E-waste, 3R for waste management, waste agricultural biomass, waste prevention and capacity building on waste management. The secretariat of GPWM will be hosted by UNEP's International Environmental Technology Centre (IETC). The secretariat will be comprised of only two staff members (one professional and one general staff) and will host an online Information Platform, organize annual meeting of GPWM, and provide coordination

among Advisory Board, focal areas and outside organizations/initiatives.

2. GPWM - Objectives

The objectives of the GPWM are:

- a. To protect human health and environment, and to tackle adverse impacts of unsound management of waste
- b. To promote resource efficiency through waste prevention and by recovering valuable material and/or energy from waste
- c. To enhance international cooperation, knowledge management and sharing

3. WORKING DEFINITION – What is GPWM

The GPWM is an open-ended partnership for international agencies, governments, businesses, academia, local authorities and NGOs. GPWM supports the development of work plans to facilitate the implementation of integrated solid waste management at national and local level to overcome environmental, public health, social and economic issues inflicted by waste and its impact. GPWM will also support to undertake policy dialogues and other activities to exchange experiences and practices. It will facilitate enhanced awareness raising and capacity building.

Focal Areas:

This partnership would focus on major waste streams such as municipal waste, industrial waste, healthcare waste, waste agricultural biomass, WEEE/e-waste, hazardous waste, etc. The related themes such as capacity building, information collection and sharing, financing, policies, technologies, etc. would also be covered. However, this partnership will not work directly on issues such as nuclear waste, munitions waste, chemical weapons, etc. UNEP is in contact with Chemicals Weapons conventions and will refer the requests to these conventions.

During the meeting of 18-19 November 2010, after adequate assessment and anticipating potential future need of respective country representatives, the partners agreed the focal areas to be two: Thematic and Functional Focal Areas. The purpose of the focal areas is cooperation among the parties to achieve the objectives by sharing technology, financing, participating in the effort made directly and/or indirectly with the consent of both GPWM as an entity and the particular member(s). In spite of the short list made by the partners during the meeting, additional comprehensive list of focal areas can be developed and made available for the Advisory Board to take decision subsequently as the need arises. Following are some of the potential areas identified during the discussions:

A. Thematic Focal Areas:

1. Municipal solid waste management
2. Industrial waste management
3. Hazardous waste management
4. Healthcare waste
5. E-waste management
6. Waste agricultural biomass
7. Mercury waste management
8. Marine Litter
9. Used tyres
10. Ship-breaking waste
11. Plastic waste

B. Functional Focal Areas:

1. Policy and regulatory framework for integrated waste management
2. Financing mechanisms for waste management
3. Technologies for waste management (source segregation and primary disposal, collection, transportation, disposal, waste to energy, waste plastics, E-waste, healthcare waste, etc.)

4. Community participation in waste management
5. Environmental education in waste management
6. Waste management for economic development (green economy)
7. Waste Management and Climate Change (GHG reduction, CDM)
8. Capacity building on waste management
9. Awareness raising on waste management
10. Informal sector
11. Waste prevention including upstream solutions (e.g. toxic free materials cycles)
12. Policy instruments (regulatory, economic and voluntary) such as extended producers responsibility
13. 3R (reduce, recycle, reuse) for waste management
14. Waste management in rural area
15. Integrated solid waste management (ISWM)

Out of this comprehensive list, the participants proposed the following priority areas (subject to the confirmation of respective lead members)

1. Waste prevention (ISWA)
2. 3R for waste management (UNCRD)
3. Waste agricultural biomass (UNEP-IETC)
4. Integrated solid waste management (UNEP-IETC)
5. E-waste management (SBC)
6. Hazardous waste management (SBC)
7. Marine Litter (UNEP-DEPI)

4. Evolving Structure

The structure, focus, and operational guidelines are dynamic in nature. Although various consultations have been carried out, many potential partners and stakeholders are yet to provide their feedback and suggestions. Therefore, the participants/partners in Osaka meeting (18-19 November 2010) suggested that this Global Partnership should be dynamic to capture the needs of all the potential partners and stakeholders over the time. This way, there will also be room for learning by doing, so the activities of the GPWM will continue, and based on the learning, modifications will be made accordingly.



**FRAMEWORK OF
GLOBAL PARTNERSHIP ON
WASTE MANAGEMENT
Part II: OPERATIONAL GUIDELINES**

OPERATIONAL GUIDELINES

1. GPWM - OBJECTIVES

The objectives of the GPWM are:

- a. To protect human health and environment, and to tackle adverse impacts of unsound management of waste
- b. To promote resource efficiency through waste prevention and by recovering valuable material and/or energy from waste
- c. To enhance international cooperation, knowledge management and sharing

2. EXPECTED OUTCOMES

- a. Holistic approach on waste management, as described earlier, is facilitated
- b. Already available information is shared and additional information is created to fill the gaps
- c. Members get benefited from each others' actions
- d. Enabled complementarities with various waste conventions, initiatives and activities
- e. Partners are approached and activities are undertaken in a coordinated manner
- f. Resources are utilized efficiently and effectively on various activities implemented– avoiding duplication of efforts, streamlining of resource utilization and information sharing across multiple activities
- g. Synergized efforts in holistic manner - Government's efforts, activities and initiatives within countries to be developed and implemented in synergy and in holistic manner
- h. Built synergy including academia, NGOs, private sector, government and international organizations
- i. Enhanced transfer of technology and knowledge

3. THE ORGANIZATIONAL STRUCTURE

The conceptual structure of GPWM is shown below.



4. PARTICIPATION

The GPWM will be a partnership for international agencies, governments, businesses, academia, local authorities and NGOs. The Global Partnership is a voluntary and collaborative relationship between various partners in which all agree to work together to attain the overall objectives described above.

(a) Each entity upon becoming a member of the Global Partnership will contribute to the development and implementation of Global Partnership activities. Contributions may be in the form of financial support, in-kind contribution and/or technical expertise.

(b) To be accepted as a member, interested parties shall submit a letter of intent to join the Global Partnership signifying their commitment to the Partnership objectives. Such letters should be submitted to:

Director, UNEP IETC, 2-110, Ryokuchi Koen, Tsurumi-ku, Osaka 538-0036, Japan
Fax : +81-6-6915-0304 Email : ietc@unep.org

Such letters of intent to become a member of the Global Partnership will be made public through the Global Partnership website.

(c) Acceptance into the Global Partnership remains to the responsibility of the Advisory Board. Upon receipt of letters of intent, the Secretariat will inform the applicant of the decision based on the consultation with the Advisory Board.

(d) The Advisory Board retains the right to exclude any member that significantly breaches its commitment to the objectives of the Global Partnership or the roles and responsibilities set in the Global Partnership framework.

(e) Stakeholders can apply for observer's status, and the secretariat will decide in consultation with the co-chairs regarding participation and roles.

5. FOCAL AREAS OF WORK AND FOCAL AREA WORKING GROUPS

(a) During the meeting of 18-19 November 2010, after adequate assessment and anticipating potential future need of respective country representatives, the partners agreed that the focal areas to be two: Thematic and Functional Focal Areas. The purpose of the focal areas is cooperation among the parties to achieve the objectives by sharing technology, financing, participating in the effort made directly and/or indirectly with the consent of both GPWM as an entity and the particular member(s). In spite of the short list made by the partners during the meeting, additional comprehensive list of focal areas can be developed and made available for the Advisory Board to take decision subsequently as the need arises.

Following are some of the potential areas identified during the discussions:

A. Thematic Focal Areas:

1. Municipal solid waste management
2. Industrial waste management
3. Hazardous waste management
4. Healthcare waste
5. E-waste management
6. Waste agricultural biomass
7. Mercury waste management
8. Marine Litter
9. Used tyres
10. Ship-breaking waste
11. Plastic waste

B. Functional Focal Areas:

1. Policy and regulatory framework for integrated waste management
2. Financing mechanisms for waste management
3. Technologies for waste management (source segregation and primary disposal, collection, transportation, disposal, waste to energy, waste plastics, E-waste, healthcare waste, etc.)
4. Community participation in waste management

5. Environmental education in waste management
6. Waste management for economic development (green economy)
7. Waste Management and Climate Change (GHG reduction, CDM)
8. Capacity building on waste management
9. Awareness raising on waste management
10. Informal sector
11. Waste prevention including upstream solutions (e.g. toxic free materials cycles)
12. System solutions such as extended producers responsibility
13. 3R (reduce, recycle, reuse) for waste management
14. Waste management in rural area
15. Integrated solid waste management (ISWM)

Out of this comprehensive list, the participants proposed the following priority areas (subject to the confirmation of respective lead members)

1. Waste prevention (ISWA)
2. 3R for waste management (UNCRD)
3. Waste agricultural biomass (UNEP-IETC)
4. Integrated solid waste management (UNEP-IETC)
5. E-waste management (SBC)
6. Hazardous waste management (SBC)
7. Marine Litter (UNEP-DEPI)

The GPWM will:

- Avoid the duplication, as the focal areas already being led by other organizations at global level, will not be selected unless the original lead organization agrees to do so. Therefore, the existing initiatives and focal areas will continue to work and GPWM will try to create synergies to complement these initiatives. This will also avoid duplication of meetings being held by the existing initiatives. GPWM will hold only an annual meeting to discuss the progress and take decisions.
- Encourage the role of lead members as already elaborated in the operational guidelines.
- Encourage donors to meet the Secretariat costs including 2 staff members, annual meeting, operation and scaling up of information platform, and coordination with Advisory Board, focal area working groups, and outside agencies/initiatives. Major donors will be invited to be a member of the Advisory Board.
- Promote the criteria for acceptance of focal areas includes: no duplication with existing initiatives (unless these current initiatives are joining GPWM), availability of lead members and demand from members for specific focal area and viability of activities. After the approval of a new focal area by Advisory Board, the lead members would develop a work plan in consultation with other members of the working group for that focal area. Advisory Board will review the progress during the annual meeting and may suggest to expedite the activities or cancel the focal area in case of no or limited progress.

(b) Activities of each focal area of work will be defined, coordinated and implemented through a Sub - Focal Area Working Group (one working group for each sub- focal area) accordingly.

(c) Global Partnership members can decide to which sub-focal area(s) they wish to contribute based on their expertise and capacities. Members are required to contribute to at least one focal area of work and its working group.

(d) A member of the Secretariat will be assigned to each working group as a liaison between it and the Secretariat.

(e) Each focal area working group will be led and coordinated by one or more lead member(s). The lead member(s) commit themselves at Global Partnership meetings, in case a change is required during an intervening period, it is communicated to the Advisory Board by the working group.

The overall programme, including work-plan for the Secretariat will be developed during the first year (2011). The work-plans of the proposed focal areas will be developed by the respective lead member(s)

during first year (2011) of the GPWM. These work-plans will be discussed during first meeting of the Advisory Board during 2011.

6. FOCAL AREA ACTIVITIES AND WORK PLANS

- (a) Focal areas working groups will develop a work plan for their activities, including timeline, identification of resources, and fund-raising strategy, in accordance with the Global Partnership framework and reflecting their accepted contributions. A work plan template is outlined in Annex A to provide guidance to the working group of the respective sub-focal areas.
- (b) Members can propose activities, in addition to those already identified in the work plan, with a written justification to the Secretariat with copy to the relevant working group lead member(s). The lead member(s) will review it and submit it to the Global Partnership Advisory Board for consideration.

7. GLOBAL PARTNERSHIP CHAIRS AND ADVISORY BOARD

- (a) Two Global Partnership co-chairs will be designated at the opening of each Global Partnership meeting, and will serve until the election of the new co-chairs at the subsequent Global Partnership meeting. Should a co-chair not be able to continue to term, a new one will be designated from among the Advisory Board members.

The participants/partners during Osaka meeting proposed India and Ethiopia to be Co-Chairs for first year (2011). Request letters will be sent to Government of Ethiopia and Government of India to accept the invitation to be Co-chair.

- (b) A Global Partnership Advisory Board will be established to serve and advise the Global Partnership.
- (c) The following representatives will be invited to serve as members of the Global Partnership Advisory Board:
 - (i) The Global Partnership co-chairs, who will also co-chair the Advisory Board
 - (ii) The sub-focal area working group lead member
 - (iii) The Secretariat (ex-officio representation)

8. MEETINGS

- (a) Meetings of the Global Partnership will take place physically or through electronic means.
- (b) Opportunities for physical meetings of the Global Partnership will be explored by the Secretariat, in particular, in conjunction with: (a) meetings of the sub-focal areas; (b) international/ regional/ national meetings on waste management and relevant topics, and subject to available resources.
- (c) Communication between lead members, Advisory Board and Secretariat will take place primarily through electronic communication mechanisms.
- (d) **Global Partnership Advisory Board:**
 - (i) The Advisory Board will meet at least once a year
 - (ii) Meetings may be in person or through electronic means
 - (iii) Reports of the meetings of the Advisory Board will be made available through the Global Partnership website
- (e) **Global Partnership focal area working groups:**
 - (i) Members will meet at least once a year
 - (ii) Meetings may be in person or through electronic means

9. ROLES AND RESPONSIBILITIES

- (a) Roles and responsibilities are consistent across Global Partnership focal areas and consistent with

the overall objectives of the Global Partnership.

(b) Roles and responsibilities of the members: The members of the Global Partnership from different entities (governments, international agencies, donors, private sector, academia, NGOs, etc.) based on their capacity will, inter alia:

- (i) Contribute, initiate and undertake activities within the sub-focal area working group(s), conferring with other members as needed.
- (ii) Report to focal area lead members on the progress and results of their activities. These reports will be used to monitor and review Global Partnership progress and assess Global Partnership results against the agreed objectives.
- (iii) Identify additional activities, strategies, and resources that would contribute to achieving the objectives of GPWM.
- (iv) Contribute to the development of sub-focal area work plan(s).
- (v) Provide strategic guidance and technical assistance to the sub-focal area working group(s).
- (vi) Share information within their respective organization on the Global Partnership and its sub-focal area working group(s).
- (vii) Mobilize resources, including financial resources, for GPWM and for the implementation of their activities.
- (viii) Help bring new members to the Global Partnership

(c) Roles and responsibilities of the sub-focal area lead members: The lead members for each of the focal areas will:

- (i) Lead the sub-focal area.
- (ii) Prepare a work plan with budget and fund-raising plan.
- (iii) Convene and chair the meetings of the sub-focal area.
- (iv) Develop regular reports of the activities of the sub-focal area working group for consideration by the Global Partnership Advisory Board. The reports should contain an assessment of the progress, and results achieved.
- (v) Encourage the active participation of and the sharing of information and strategies among all members in the work of the sub-focal area.
- (vi) Share and disseminate information regularly including providing reports on progress, lessons learned, and best practices to the Advisory Board for wider public dissemination.
- (vii) Represent the sub-focal area working group in the Global Partnership Advisory Board.
- (viii) In case the lead member(s) encounters problems during the process of execution they call on emergency meeting questing for solution. The solution could either be to fix or abounded the program depending on the decision passed by the secretariat and the lead member(s), open for appeal by the beneficiary to Advisory Board.

(d) Roles and responsibilities of the Global Partnership Advisory Board: The functions and responsibilities of the Advisory Board will include the following:

- (i) Encourage the work of the Global Partnership sub-focal areas working groups.
- (ii) Provide strategic advice, review and monitor the Global Partnership sub-focal area work plans and implementation, and promote consistency with the objectives of the Global Partnership.
- (iii) Review and comment on Global Partnership sub-focal area progress reports.
- (iv) Communicate overarching issues and lessons learned across focal areas.
- (v) Approve the overall work plan of the Global Partnership.
- (vi) Decide on the amendments in the operational guidelines based on the requests submitted through the Secretariat.
- (vii) Decide on the membership issues.
- (iii) Advise the Secretariat on the new membership applications and observers' requests.
- (viii) Prepare plan for overall Global Partnership.

(e) Roles and responsibilities of the Global Partnership co-chairs: The Global Partnership co-chairs will:

- (i) Chair the meeting of the Global Partnership and guide the work of GPWM.
- (ii) Chair the Global Partnership Advisory Board.
- (iv) Co-chairs during their term may represent GPWM at international-related activities.

(f) Roles and responsibilities of the Secretariat: The Secretariat, subject to the availability of resources, will:

- (i) Provide administrative and secretariat support to the Global Partnership.

- (ii) Serve as ex-officio member on the Global Partnership Advisory Group.
 - (iii) Help bring new members to participate in the Global Partnership.
 - (iv) Review submissions and letters of intent of interested stakeholders, and decide in consultation with Advisory Board and inform them upon their acceptance as Global Partnership members.
 - (v) Maintain a list of members of the Global Partnership.
 - (vi) Facilitate coherent communication and coordination between the different focal areas.
Draw substantial synergies with different partners and lead members within and beyond GPWM.
 - (vii) Disseminate information to the members on relevant issues.
 - (viii) Prepare and publish Global Partnership meeting reports.
 - (ix) Provide support to the sub-focal areas working groups.
 - (x) Operate and maintain the Global Partnership webpage including Information Platform.
 - (xi) Develop and disseminate public outreach materials about the Global Partnership and its activities.
 - (xii) Assist in mobilizing resources, including financial resources, to support the Global Partnership including fundraising to support the Secretariat.
 - (xiii) Coordination for capacity building.
 - (xiv) Receive requests from observers, decide in consultation with Advisory Board, and provide information on observers' status.
- (g) **Roles and responsibilities of the observers:** The observers will:
- (i) Attend the open meetings including annual meetings and will provide inputs if required.
 - (ii) Can request to become a member of GPWM.

10. PUBLIC COMMUNICATION

Global Partnership meeting and progress reports, sub-focal area reports and materials developed as part of the sub-focal area activities will be disseminated through the Global Partnership website / Information Platform.

11. USE OF NAMES, OFFICIAL EMBLEMS AND LOGOS

- (a) Global Partnership members shall not use the name, emblem or trademark of UNEP in publications, documents or oral/written communication without the expressed prior written approval of UNEP.
- (b) The name "Global Partnership on Waste Management" can only be referred to by members for projects, publications or communication that fall within the Global Partnership framework and activities. The following wording must be used: "This <<project/publication/communication/activity>> is a contribution to the Global Partnership on Waste Management.
- (c) The name "Global Partnership on Waste Management" cannot be used for commercial or promotional activities.
- (d) Institutions and/or entities that are not official members of the Global Partnership cannot use the name of the Global Partnership.
- (e) Official Global Partnership documents and reports will be prepared by the Secretariat and will include UNEP logo and a disclaimer in accordance with the relevant guidance of the organization.
- (f) Global Partnership will develop its logo.

12. PUBLICATIONS

- (a) Members wishing to use the name of the Global Partnership in their publications must respect the rules established for the use of names, emblems and logos. The collaboration of members should be duly acknowledged in publications, unless a member does not wish to be associated with the publication. The wording of the acknowledgement should be agreed between the members concerned.
- (b) The listing of information and resources on the Global Partnership website is intended to provide information and guidance. The mention of specific resources or their producers does not imply that they are endorsed or recommended by UNEP in preference to others of a similar nature that are not

mentioned. UNEP cannot attest to the accuracy of information provided by members or any other linked site.

(c) Official reports and publications of the Global Partnership will be prepared by the Secretariat. They will carry UNEP logo and a disclaimer in accordance with the relevant guidance of the organization.

(d) Dissemination of good/failed practices and lessons learned.

13. COPYRIGHTS

(a) Copyright of any publication resulting from or relating to any of the agreed activities carried out under the collaboration of the Global Partnership or contributing to it shall be retained by the member(s) who prepared the publication. However, the Secretariat has the right to use the information included in these publications for reporting purposes.

(b) UNEP will follow its copyright approach for use of its own documents.

14. ACTIVITIES FOR FUND-RAISING / RESOURCES

(a) The fund-raising should be planned at Global Partnership level. A coherent approach should be opted for fund-raising with clear outcomes. The global and regional level fund-raising should be carried out for global and regional activities including participation costs for stakeholders from developing countries and economies in transition to attend annual meetings, workshops on policy discussions, etc.

(b) The sub-focal area work plans of the Global Partnership on Waste Management are a means of mobilizing resources for their respective sub-focal areas. The sub-focal area objectives and work plans should provide clarity for potential donors and finance institutions.

(c) Each entity upon becoming a member of the Global Partnership and based on their capacity, commits to contribute resources in the form of financial support, in-kind contribution and/or technical expertise for the development and implementation of the Global Partnership activities.

(d) Work plan with budget will be prepared for each sub-focal area by the lead member(s) in consultation with the members of respective focal areas.

(e) Global Partnership member(s) are responsible for the funding of their activities.

(f) Each member shall administer the funds handled by it in accordance with its financial regulations, rules and administrative practices. Any transfer of funds between members shall be made under an appropriate separate arrangement, to be negotiated between the members concerned.

(g) Secretariat costs are expected to include personnel, operational costs (e.g. contractual agreements as necessary, communication and outreach activities including information forms, newsletter and/or the Global Partnership website) and meeting costs (e.g. support participation of developing countries and countries in economies in transition through meetings), etc.

15. MONITORING PROGRESS AND EVALUATION

(a) Overall report on GPWM activities including financial performance will be produced on annual basis.

(b) Sub-focal area lead members will report at least once a year on the progress of their working group, including financial performance, to the Secretariat. Reporting requirements, including the systematic reporting format and the timeframe for reporting, will be defined by the Secretariat.

(c) The Advisory Group will review and comment on the sub-focal area progress reports.

(d) The Progress Reports will be a means to monitor the performance of the sub-focal area activities and assess the effectiveness and impact of the Global Partnership on target beneficiaries.

(e) The summary of the reports will be made publicly available through the Global Partnership website.

(f) If there is a need be, the Advisory Board may suggest an independent panel for evaluation of overall activities.

16. AMENDMENTS OF OPERATIONAL GUIDELINES:

Proposals for any amendment to the operational guidelines will have to be submitted at least six weeks in advance of the next Advisory Board Meeting and circulate to all members for feedback. The proposals will be put up to the Advisory Board for decision.

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ANNEX A: GLOBAL PARTNERSHIP FOCAL AREA WORK/BUSINESS PLAN TEMPLATE

SHORT INTRODUCTION

OVERALL GOAL AND OBJECTIVES OF THE GLOBAL PARTNERSHIP ON WASTE MANAGEMENT

1. SUMMARY OF THE FOCAL AREA ISSUE

The summary highlights why this particular issue is important in the context of the overall Global Partnership on Waste Management. It provides the reader with some context of the issue.

2. OBJECTIVES OF THE GLOBAL PARTNERSHIP FOCAL AREA

The focal area objectives should reflect desired outcomes of the Global Partnership on Waste Management. They should contribute to the overall goal and objectives of the Global Partnership. Objectives are to be ambitious and target-oriented. Objectives will focus the work and will contribute to concrete results in a systematic way.

3. PRIORITY ACTIONS/ACTIVITIES

This section identifies the key priority activities for the Global Partnership focal area (suggest three to five priority actions). The focal area priority actions are clearly linked to the Global Partnership focal area objectives. The activities may be formulated according to the following outline:

- (i) Scientific assessment of waste type under this focal area - how much, where, what impacts, 'costs' in economic and social terms etc - the basis for decision making/actions
- (ii) Governance - what rules apply at national, regional and international levels - what actions needed to strengthen?
- (iii) Risks assessment and management - what to do about that type of waste - filling gaps in guidance, developing consortia for actions and financing - details of project activities/interventions under this focal area
- (iv) Communications - getting the right messages to all the stakeholders

4. GLOBAL PARTNERSHIP FOCAL AREA EFFORTS AND TIMELINES

This section delineates the efforts of the members towards the priority actions, including overarching, bilateral and collaborative efforts and should be:

Clearly linked to the Global Partnership focal area objectives.

Described with costs, timeframes, targets and milestones, as appropriate and available.

Provided with contact information for those responsible for the efforts.

5. OPPORTUNITIES AND LINKAGES

This section notes other concepts and ideas that are of potential interest to the Global Partnership focal area in terms of meeting its objectives. This section allows the members to:

- (i) Identify "good ideas" that may need more scoping in order to form part of the future focal area work plan.
- (ii) Identify actions which provide intervention advancing Global Partnership focal area objectives and to which links could be made.
- (iii) Members are encouraged to identify and pursue cross cutting work that is cross cutting in nature. Opportunities should clearly linked to the Global Partnership focal area objectives and be as specific as possible.

6. EVALUATION

Common to all of the focal areas:

The focal areas lead sponsors will report to the Secretariat of the Global Partnership on a schedule to be agreed. Reports will monitor the performance of the focal area activities and contributions and assess the effectiveness and impact of the Global Partnership of target beneficiaries.

In this section, the Global Partnership work areas shall:

Outline how progress will be monitored in meeting the Global Partnership focal area objective(s).

Describe how the Global Partnership focal area will undertake performance measurement and reporting.

7. RESOURCE MOBILIZATION

The Global Partnership on Waste Management and the associated focal area work plans are a way of mobilizing resources in a systematic, focused and harmonized way. The focal area objectives and plans should provide clarity for potential donors and finance institutions. If members wish to leverage funding for particular projects, details should be outlined within this section.

Global Partnership members are responsible for the funding of their activities. Members are expected to identify potential donors, including government donors or other institutional donors, with an interest in providing resources to the Global Partnership activities.

Global Partnership members are encouraged to develop and submit proposal for Global Partnership activities to the funding mechanism of various bilateral and multilateral agencies.

8. WORK PLANNING PROCESS

The process of developing and reviewing work plans will be outlined in this section. Global Partnership members will take stock of efforts and test direction and productivity in moving forward and will adjust planning accordingly.

9. MEMBERS

This section is a list of members to the focal area and identifies the lead sponsor(s) and point of contact.

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