

Green Industry Platform: Administrative Arrangements

Platform Status

a) The Green Industry Platform ('the Platform') is a *public/private partnership* framework bringing together representatives of intergovernmental organizations, governments, the private sector and civil society to focus on concrete actions to accelerate progress towards Green Industry in the terms laid down in the Platform's *Statement of Support*.

b) It is a *voluntary framework*, in which all members voluntarily engage to support the Platform's mission, objectives and approach, and in particular to advance the objectives outlined in the *Statement of Support*.

c) The Platform *does not have an independent legal status nor is it intended to create legal rights or obligations*. Any activities will be taken within the existing authorities of the member organizations and entities.

d) The *Platform's mission and approach are stated in the papers entitled 'Introducing the Green Industry Platform' and 'Green Industry Platform – Statement of Support'*. The Platform's operations will be conducted consistently with the approach outlined in those papers, or as otherwise decided by UNIDO, UNEP and partner organizations.

e) To assist with the administration of the Platform, *the following interim administrative arrangements will be observed*. These arrangements will remain in effect until such time as they are amended and adopted by the Platform's Executive Board.

Platform Structure, Roles and Responsibilities

The Platform's activities will be overseen and coordinated by four bodies, whose functions, composition and relationships are described below.

a) Executive Board

i) The Executive Board (EB) comprises the Director General of UNIDO and the Executive Director of UNEP. The EB is the sole decision-making body of the Platform.

ii) The EB's task is to ensure the advancement of the Platform's mission through a transparent, coordinated and consultative voluntary process.

iii) The EB will take all decisions on the Platform's overall direction, strategy, work plans and budget, including all those requiring UNIDO's and UNEP's inputs.

iv) In assisting the EB take decisions on these matters, the EB will be supported by an Advisory Board (AB), whose composition it will determine.

v) A CEO from a private sector body subscribing to the Platform's Statement of Support may be invited to serve *ex-officio* in a personal capacity.

vi) Meetings of the EB will be held, in person or using remote conferencing facilities, as often as its members agree is necessary.

vii) The EB will be supported on a day-to-day basis by the Platform secretariat currently based at UNIDO, acting in coordination with UNEP and with the support of other partner bodies.

viii) The UNIDO DG and UNEP ED will represent the official public face of the Platform as required. This role may be delegated to senior officials of either organization as appropriate.

b) Advisory Board

i) The Advisory Board (AB) is the Platform's primary advisory body and reflects the Platform's diverse global membership.

ii) Its principal role is to advise the EB on how best to promote the Platform's objectives. Its views will be sought on all matters of direction and strategy.

iii) The AB will comprise high-level representatives of countries, businesses and organizations that have subscribed to the Platform's *Statement of Support*.

iv) To ensure manageability, the size of the AB will be limited to a maximum of twenty persons.

v) The composition of the AB will be decided by the EB, and reflect the main regions, sectors and constituencies represented by the Platform's membership.

vi) In principle, the AB will comprise no more than:

- 5 country members;
- 5 individual business members (including multinationals and SMEs);
- 3 business and civil society organization members, and
- 3 intergovernmental or supranational organisation members.

vii) AB members will be invited to serve a two-year term. As befitting the AB's status, members will normally hold ministerial, CEO or other senior positions.

viii) The AB will meet at least once each year. It will decide its own meeting procedures based on advice from the EB. Meetings will be consultative in nature.

ix) The AB may agree to additional meetings or meetings of subgroups as required.

x) In keeping with the informal and voluntary character of the Platform, AB members will serve in a personal capacity. Alternates may be nominated.

xi) AB agenda and meeting materials will be provided by the Platform secretariat, under the direction of the EB.

xii) The AB will be supported in its activities by the Platform secretariat and a specially constituted Technical Expert Committee (TEC).

xiii) AB members may recommend potential Technical Expert Committee members.

c) Technical Expert Committee

i) The Technical Expert Committee (TEC) is a body set up to provide advice to the AB and secretariat on detailed aspects of the Platform's operations.

ii) The TEC will provide advice and make recommendations on such matters as green industry definitions, indicators, technologies and opportunities.

iii) The TEC's agenda will be determined both by direct requests from the AB or Platform secretariat and on the basis of its own initiative.

iv) Responsibilities will include reviewing and contributing to all recommendations made to the AB on the Platform's programme of work.

v) The TEC will develop its own meetings schedule and procedures, which will be largely shaped by its service role to the AB.

vi) Membership of the TEC will be by invitation of the EB.

vii) The TEC will consist of 10-12 members, with expertise in the implementation of Green Industry policies and practices across the manufacturing sector.

viii) The TEC will be chaired (on a rotating basis) by senior UNIDO and UNEP officials.

ix) The TEC will be supported by the Platform secretariat.

d) Platform secretariat

i) Until decided otherwise, UNIDO will provide the secretariat function of the Platform from Vienna, Austria, in close cooperation with UNEP and with the support of other partner bodies as appropriate.

ii) The secretariat will be responsible for providing overall support services to the EB, AB and TEC. Functions will include:

- *Meetings*: organizing meetings and providing logistical support to participants;
- *Documentation*: developing and disseminating the draft agenda and meeting minutes, as well as coordinating the development of all other meeting documentation and drafting policy or information documents as requested;
- *Membership*: maintaining a database of signatories of the Statement of Support, responding to information requests from current and potential members, and providing members with regular updates on Platform activities;
- *Finance*: proposing and administering the budget for agreed programmatic activities. In the interim, the budget for the operation of the Platform will be provided by UNIDO and be subject to UNIDO rules and regulations. Funding for activities of the Platform may be mobilized by UNIDO or by UNEP and will be subject to the rules and regulations of the respective organizations.
- *Communications*: developing all public materials in relation to the Platform and publishing these as appropriate, including on the Platform website.

General Principles

Eligibility for membership and conditions: In principle, any entity may sign the 'Statement of Support'. In doing so, the organization makes a public engagement to advance the Platform's objectives and the eleven Policies and Practices annexed to the Statement of Support and to report on progress made on an annual basis. However, UNIDO and UNEP reserve the right to exercise discretion in accepting potential Platform members.

Means of joining the Platform: Membership is achieved by signing the Statement of Support at the CEO or ministerial level, and communicating this to UNIDO, UNEP or the Platform secretariat by e-mail, and communicating publicly the organization's engagement in an appropriate publication (e.g. annual sustainability report,

magazine, etc.). Maintaining membership will require demonstrating progress in the promotion of green industry policies and practices. Business participants are encouraged to join the United Nations Global Compact and use its Communications on Progress framework to report progress.

List of members: The Platform secretariat reserves the right to publish a list of the names of all participating organizations on the Platform's website.

Information: Members are free to use any information obtained in the course of their participation in the Green Industry Platform for their own benefit. It is expected that information on proposed Platform activities and Platform members would be used within the Platform framework for Platform-specific objectives.

Logo use: A policy on the possible design and use of a logo for the Platform remains to be developed. In the interim, signatories may state that they 'support the mission, objectives and approach of the Green Industry Platform as set out in its 'Statement of Support'. They may not, however, use the United Nations, UNIDO or UNEP logos without prior written approval from the concerned party.

Verification: Ultimate responsibility for checking the claims and actions of signatories of the Statement of Support lies with the signatory organizations themselves and with their stakeholders.

Membership terminations: The Platform's Executive Board may develop such policies as it deems appropriate regarding the conditions of membership so as to protect the Platform's reputation and credibility. In particular, a provision including criteria and timelines to delist participants for failure to publicly communicate on progress will be considered.

Membership cost: Membership is free of charge. Unless otherwise specifically agreed, all costs of participation in the Platform will be the responsibility of the signatory.

Meeting participation costs: Members of the AB and TEC are expected to cover their own travel, expenses and accommodation costs.

Legal liability: As a voluntary initiative, the Platform assumes no legal liability for any costs, injuries or damages that members may incur as a result of their participation.