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1.0 OBJECTIVES

1.1 Main Objective:

To promote Sustainable Development in the region through promotion and facilitation of Sustainable Consumption and Production in each country and the region in the Asia Pacific.

1.2 Sub Objectives

1. To promote technology and information exchange on sustainable consumption and cleaner production in the Asia Pacific Region.

2. To develop a network of individuals and organizations with expertise in sustainable consumption and cleaner production in the Asia Pacific Region.

3. To foster regional cooperation to accelerate sustainable consumption and cleaner production as a leading mechanism for achieving environmental protection and sustainable development.

4. To encourage active participation from all interested stakeholders such as firms in industrial, agricultural, commercial and service sectors, associations consultancies, governmental agencies, academia, research institutions and NGOs in promotion and implementation of sustainable consumption and production.

5. To serve as an objective source of analysis and review concerning sustainable consumption and production issues in the Asia Pacific Region.

6. To encourage the setting up of a country Chapter or activities of APRSCP to promote sustainable consumption and cleaner production.

7. To serve as a knowledge hub on SCP for all stakeholders in the Asia Pacific Region.

8. To undertake any other activity for the promotion of sustainable consumption and production within each country or the Asia Pacific region

Additions:

9. To function as a reference centre for SCP related matters in the Asia Pacific region

10. To provide direct assistance with specific activities and projects in SCP.

11. To liaise with other regional roundtables such as African Roundtable, Latin American Roundtable, European Roundtable, Canadian Roundtable etc

2.0 ACTIVITIES (To be reviewed and revised to suit current needs)

The program activities of the APRSCP set forth in this document consist of but are not limited to:-

- 1) Organize at country level a regional conference every 18-24 months on rotational basis.
- 2) Engaging in information exchange among its members, using appropriate approaches such as newsletters, active website and other social media, e-mail list servers, technical journals, special publications, conferences and symposia.
- 3) Conducting training sessions, workshops, and staff exchanges for the purpose of increasing the skills and knowledge of members and other interest parties.
- 4) Acting as a clearing house for the exchange of data and information on sustainable consumption and cleaner production in the Asia Pacific Region, including such items as reports, books, articles, data and statistics.
- 5) Developing and maintaining a directory of professionals involved in promotion of sustainable consumption and cleaner production who are available to provide advice and counsel.
- 6) Supporting development of new country-level and sub regional level (such as ASEAN and SACEP) stake holder forums for sustainable consumption and production and foster sharing of information and experience through country-level sustainable consumption and production roundtables and programs.
- 7) Assembling following a protocol to be specified in the bylaws, qualified and objective committees and working groups that can provide competent and objective analyses as well as information on sustainable consumption and cleaner production.
- 8) Maintaining relationships among APRSCP, its members, and appropriate regional and international organizations.
- 9) Carrying out activities, programs and initiatives as necessary to fulfill the mission and objectives of APRSCP, such as the periodic regional roundtable.
- 10) Conduct a Regional Award Scheme for champions of SCP in the AP region
- 11) Participation in international projects related to SCP including earning revenue for APRSCP
- 12) Providing an interactive platform for all professionals engaged in SCP in the Asia Pacific region. (We should get members from Japan, South Korea, Mongolia, Bangladesh, Nepal, Bhutan, Afghanistan, Myanmar, East Timor, Brunei, Maldives, New Zealand and Pacific islands such as Fiji, Papua New Guinea, Solomon Islands etc. Currently out of 26 key countries and islands we have only 12 countries active in APRSCP)
- 13) Make views and the voice of the Asia Pacific region known to International bodies during their events, negotiations, international treaties and action plans on global sustainability issues.

14) Coordinate and cooperate with international bodies in delivering services for implementation of Global SCP action plans and fulfilling the Sustainable Development goal 12 “Responsible Consumption and Production” and its targets.

3.0 MEMBERSHIP

3.1 MembershipCategories

The members of the APRSCP shall constitute four categories viz:

- (i) Organizational Members and
- (ii) Individual Members
- lii) Associates
- iv) Life members

3.2 Membership Qualifications and Obligations

1.(i) Organizational members may include any non-governmental, governmental, academic, private or international organizations whose mission and activities include promoting the application of sustainable consumption and production.

(ii) Individual membership shall be open to individuals who are interested in the promotion of sustainable consumption and production in the Asia Pacific Region.

2. The members shall conduct themselves in the spirit of international cooperation and coordination as embodied in APRSCP’s vision and mission statement.

3. Applicants for membership shall:

- i) Engage in promotion and/or implementation of sustainable consumption and cleaner production or related activity.
- ii) Agree to the charter of the APRSCP.
- iii) Be willing to abide by the code of conduct of the APRSCP.
- iv) Be willing to share the information and experience pertaining to use of sustainable consumption and production approaches and technologies.
- v) Meet the financial obligations of membership.

vi) Agree to participate actively in the activities of the APRSCP, as described in section 2 of the code of conduct.

vii) Be approved for membership by a majority vote of the board of Trustees in accordance with Article

4. Application for membership shall be made to the executive secretary, who shall make the necessary arrangements for approval by the board of Trustees.

MEMBERSHIP FEE (to be reviewed and revised)

An Annual fee shall be levied from members on the following basis:-

i) Organization members including non government, government, academic, private or international organizations shall pay a sum of US\$ 100

ii) Individual members shall pay a sum of US\$ 25.

iii) The fees shall be reviewed and established by the General Assembly.

iv) Non payment of membership fees for 2 years continuously will lead to removal of membership of APRSCP

4.0 Board of Trustees

4.1 Structure of the Board of Trustees

1) The maximum number of members of board of trustees is 17.

2) All members of the board of trustees shall be permanently residing or employed in Asia Pacific region while holding the office. If a member of the board of trustees obtains citizenship of any country outside of AP region or leaves his employment to an outside of AP region or become a permanent resident of any country outside AP region then he/she relinquishes his/her position as a member of the board of trustees of the APRSCP.

3) A board member shall serve for 3 years or term between three roundtables. A board member may be re-elected to his post after completing his tenure.

4.2 Duties and Responsibilities of the Board of Trustees

1) The Board of Trustees shall, among its other duties, be responsible for:

(i) Convening membership meetings at regular intervals not exceeding twenty four months.

(ii) Implementing the election processes for the Board of Trustees. (procedure to be followed is explained in the annexure 2)

(iii) Incorporating and sustaining APRSCP as a legal, non-profit, non-governmental entity consistent with the nature set forth in Article II of the charter.

(v) Preparing and approving the General Budget.

(vi) Authorizing the performance of an independent, certified audit of financial records.

(vii) Developing and approving the work program, including long-range plans.

(viii) Electing officers (chairperson, vice chairperson and treasurer).

(ix) Appointing the executive secretary and establishing the terms of service.

(x) Recruiting new members and serving as liaison to members, international organizations and national groups.

(xi) Approving applications for membership.

(xii) Approving the decision of membership for failure to meet member qualifications and obligations, as stated in Article VI.

(xiii) Approving leases, grants, contracts, fellowships and other agreements.

(xiv) Supervising finances, monitoring dues, and approving financial contributions donated in accordance with Article XI.

(xv) Definition of the regional coverage by the APRSCP and the location of APRSCP's secretariat.

9) For purposes of staggering the terms of the first board of members as elected under the terms of this charter, elected members will be divided into two groups based on the number of votes received. The group polling the higher number of votes shall serve duration between three designated membership meetings. The group polling the lower number of votes shall serve duration between two designated membership meetings.

4.3 Powers, Duties and responsibilities of President

- 1) The president is also the principal officer representing the APRSCP.
- 2) Meetings of the board of trustees, whether regular or special, may be called by the president or in his or her name.
- 3) The president of the board of trustees presides over meetings of the APRSCP.

- 4) If the need arises, the president may delegate these functions for limited periods to the vice- president, treasurer or executive secretary.
- 5) The president is the authorized officer who may enter into cooperation agreements with other international or regional organizations by placing his signature on behalf of APRSCP
- 6) President shall represent APRSCP in all meetings with other institutions. In his/her absence an officer of the executive committee may be nominated for the purpose.
- 7) To be added

4.4 Powers, Duties and responsibilities of Executive Secretary

- 1) Under the supervision of the president and in accordance with the APRSCP policies, the executive secretary is the principal executive officer of the organization and shall execute the functions normally associated with the office.
- 2) The functions of the secretariat and the secretary general will be under the direct supervision of the Executive secretary
- 3) The executive secretary is directly accountable to the Board and its Executive Committee. The Executive Director is tasked to update the President of the Executive Committee regularly and submit quarterly reports.

4.5 Duties and Responsibilities of Treasurer

- 1) The treasurer shall execute the financial functions normally associated with that office.
- 2) The treasurer has prime responsibility for accounts and finances and developing financial policy of APRSCP.
- 3) The treasurer is responsible for supervising the preparation of the annual budget and circulating it among board of trustees and obtaining the final approval of the board of trustees.
- 4) The treasurer is responsible for supervision of preparing the financial proposal when submitting proposals for projects and giving final approval to proceed with the submission of financial proposal.
- 5) The treasurer is responsible for submitting the financial statements to show the financial position of APRSCP during meetings of the board of trustees.
- 6) The treasurer has the responsibility to communicate with the selected auditors and arranging for annual financial audits, and tabling the audit findings at the meetings of board of Trustees.
- 7) The treasurer is responsible to obtain the financial reports of regional roundtables held in the country within a reasonable time frame.

4.6 Duties and Responsibilities of Executive committee

- 1) The executive committee comprises president, vice president, executive secretary, treasurer, regional event coordinator and immediate past president.
- 2) The executive committee may nominate the vice president or any other member of the executive committee to perform the duties of the president in the absence of the president.
- 3) The executive committee shall advice the president and/ or executive secretary on issues related to survival and growth of APRSCP.

- 4) The executive committee shall arrange skype/email discussions of any key issue arising during the day to day activities of the secretariat
- 5) The executive committee is responsible to inform all members of the board of trustees decisions of such meetings/ discussions
- 6) To executive committee is responsible to provide guidance to programs strengthening of in country SCP activities in each country within the AP region

Suggest to include three permanent sub committees of board of trustees-

4.7 Duties and responsibilities of special Sub committees

4.7.1 Finance and planning committee – 6 trustees including the president, immediate past president, treasurer and 3 more member

- 1) Will develop a strategic plan and budget for the next five years
- 2) Evaluate possibilities for collaborating with other international and regional bodies working on SCP
- 3) Develop projects to seek funding for development of SCP in individual countries and the AP region (for Switch Asia, world bank, GEF)
- 4) develop a plan and work towards enhancing the image of the APRSCP among international organizations (Can we become a partner to GEF for project implementation?)
- 5) Develop programs for enhancing the knowledge of members of APRSCP (Training programs, Online certificates, Exchanges, visits)

4.7.2 Regional event committee- 5 trustees including Vice president, regional event coordinator, 3 other members

- 1) Identify countries interested in hosting the next regional roundtables and have dialogue with suitable in country parties.
- 2) Obtain proposals for the next regional roundtable according to the set procedure (application in annex 2)
- 3) Support incountry host organizations to obtain funding for the regional event.
- 4) Participate in organizational committee of the regional conference and provide advice on how to organize the event.
- 5) Report to Board of trustees on the progress of the organization of regional roundtable

4.7.3 Promotional and Membership committee – 6 trustees including Executive secretary, treasurer, editor 4 other members

- 1) Communicate with potential in country groups and individuals for broadening the membership
- 2) Receive applications for membership and recommend to the board of trustees
- 3) Arrange to issue a e news letter periodically (as decided by the board of trustees) to all members
- 4) Supervise the updating of the website and use of other social media.
- 5) Promote and encourage enterprises to become organizational members of APRSCP

5 COUNCIL OF COUNTRY REPRESENTATIVES

5.1 Structure and selection of Council members

- 1) To ensure representation of all countries in the APRSCP way forward a council of country representatives will be appointed representing one or two members from each country.
- 2) The first such council will be established by members of the Board of trustees by nominating willing professionals from each country and accepted by the board unanimously.
- 3) Thereafter country representatives for the council will be nominated by the membership in each country and approved by the board of trustees.

5.2 Duties and responsibilities

- 1) Continuous update on SCP activities in each country to the secretariat for web update
- 2) Serves as the liaising officer of APRSCP in the country when there is no country representative as a member of board of Trustees
- 3) Organize in country APRSCP activities and country membership
- 4) Organize in country SCP roundtables
- 5) Keep the Board of Trustees informed about new developments in SCP activities and potential projects
- 6) Serves as the country coordinator for information dissemination on SCP through APRSCP

6.0 BOARD OF ADVISORS

6.1 Structure and selection of Council members

- 1) The Board of Trustees will nominate members to the board of advisors.
- 2) The board of advisors will include founding members of APRSCP who are no longer holding the positions in the board of trustees, any retired members of board of trustees or any external professional recommended and accepted by the board of trustees
- 3) The total number of members in the board of advisors should not exceed 15

6.2 Duties and responsibilities

- 1) The Board of Advisors may be invited to attend the Board of Trustees Meetings as observers by the Chairperson in consultation with the Board of Trustees.
- 2) Board of advisors will be consulted by the board of trustees whenever there is an issue of conflict in relation to administration of APRSCP activities and seek their advice
- 3) Board of advisors will be invited to be part of the regional or national events organized by APRSCP
- 4) Views of the board of advisors will be sought by the sub committees whenever membership drives or proposals are prepared

- 5) Members of Board of Advisors will represent as formal officials of APRSCP in any event where they are present without a member of a board of trustee.
- 6) Members of Board of Advisors will provide advice to the board of trustees on future action plans for SCP or future projects to improve the financial position or the image or both of APRSCP.

7.0 SECRETARIAT

7.1 Establishment of Secretariat and Location

- 1) The permanent secretariat of APRSCP will be located in Bangkok, Thailand
- 2) The secretariat may be located in a suitable premise to ensure productive implementation of joint programs with international organizations.
- 3) The Board of Trustees has the power to shift the secretariat to any other location within Bangkok, Thailand to suit the ongoing programs of APRSCP.

7.2 Functioning of the Secretariat

- 1) The Secretary General (SG) reporting to President of APRSCP and supervised by Executive Secretary will be the chief operating officer of the secretariat.
- 2) The SG will be responsible day to day administrative functions of APRSCP.
- 3) The SG will be responsible for centralized communication to all board of trustees
- 4) The SG and the staff of the secretariat will be responsible for maintaining all the membership records, payment records and other files related to APRSCP activities.
- 5) The secretariat will be responsible to maintain the website of the APRSCP and uploading of current news and events under the supervision of the editor and the web master.
- 6) The secretariat is responsible for coordinating the regional roundtable with the chair of the host country organising committee.
- 7) The Secretariat oversees preparation and implementation of governing documents of the Operations Team, such as the Operations Manual containing rules and procedures and the Strategic Action Plan based on the approval of the board of trustees.

8.0 HOSTING OF REGIONAL CONFERENCE

1. The Board of Trustees shall call for proposals from member countries for the Hosting of the Regional Conference.
2. The call for hosting of the regional conference should be activated at least two years prior to the conference.
3. The proposal shall be comprehensive and should accompany details of budgets, dates and venues, program, planning team and outreach.
4. The Board of Trustees shall appoint a Chairman and two other Trustees to form a Committee Calling for Proposals.

5. The Proposals shall be evaluated by the Board of Trustees and appropriate ratings should be given in the selection of the successful Host.

6. The successful host will be announced at the culmination of the conference preceding conference to be hosted by the successful country.

9.0 Other Activities APRSCP

9.1 Bidding for Regional Level SCP projects

9.2 Sharing of Benefits

10.0 Cooperation with Other International/ Regional Bodies

10.1 Cooperation with UNEP

10.2 Cooperation with other UN Agencies

10.3 Cooperation with EU

10.4 Cooperation with Others

11. FINANCES OF APRSCP

11.1 Receipts/ Earnings

1. The funds of the APRSCP may be obtained from:

i) Membership dues.

ii) Revenue received from conferences, workshops and trade expos.

iii) Donations, legacies, and special contributions.

iv) Revenues from interest-bearing capital investments.

v) Revenues from technical service contracts.

vi) Grants and cooperative agreements.

vii) Proceeds received from the sale of documents and other items.

viii) Funds earned through Projects and Advisory services.

ix) Any other appropriate sources.

2. The board of trustees shall approve grants, donations or other special contributions of more than US\$10,000 prior to being accepted. If donations or special contributions are designated for a particular program or purpose, the wishes of the donors shall be considered. However, no funds shall be accepted

if, in the judgement of the board of trustees, acceptance appears likely to compromise the international character of the APRSCP in accordance with the Article I.

11.2 Expenditure

1. All direct expenditure by APRSCP should be approved by the treasurer and Secretary General and properly documented.
2. The expenditure during a regional roundtable should be accounted by the host organization and audited accounts should be submitted to the treasurer.
3. The treasurer should submit all documents related to expenditure to a meeting of the Board of trustees and obtain covering approval.
4. A petty cash impress will be maintained by the secretary general for sundry expenditure such as communication, postage, etc. and should be accounted for monthly. The records of reimbursement should be tabled at the meeting of the board of trustees by the treasurer.

11.3 Savings/ Donations

- 1) All savings by APRSCP through projects, regional conferences or by any other event and donations received by APRSCP from individuals, enterprises, regional or international organizations or any others should be formally deposited in the bank account of APRSCP established in Bangkok, Thailand (details of the bank account)
- 2) None of the monies received as savings or donations should be used in full or portions for any purpose without depositing them in the bank

11.4 Auditing

- 1) All direct financial transactions and bank accounts of APRSCP should be audited by a reputed auditor appointed by Board of Trustees
- 2) All financial transactions of regional roundtables should be audited by a reputed auditing firm in individual country appointed by the hosting organization inconcurrence with the board of trustees.