**Regional Collaborative Platform – Asia and the Pacific**

 **TOR of the Secretariat**

The Secretariat of the Regional Collaborative Platform (RCP) consists of the Regional DCO Asia-Pacific, ESCAP and UNDP. It functions under the overall guidance of the Chair and two Vice-Chairs. The Secretariat is tasked with supporting the Chair and the two Vice-chairs in the coordination of the activities of the RCP in Asia and the Pacific. Its main functions include:

1. Support the organization of RCP meetings, with the frequency of meetings decided by the Vice-chairs and the RCP.
2. Support agenda setting for the RCP in line with the RCP’s mandate[[1]](#footnote-1), and the preparation and implementation of annual workplan
3. Support the RCP in monitoring the implementation of annual workplan and RCP decisions
4. Facilitate strategic discussions and information sharing among RCP members in line with bullet # ii above
5. Regular communication to the RCP of policy decisions and actions (in line with the 2016 QCPR (progress reports) and linked to the RCP’s mandate), and regional priorities
6. Coordinating engagement with RCs and UNCTs (through the Country Support Group)- to support the RCP’s involvement with and actions in response to the needs (existing and emerging) of RCs and UNCTs. This includes facilitating periodic briefings to and discussions with the RCP, directly from RCs and UNCTs, when needed.
7. Support the engagement of the Issues Based Coalitions (IBCs) in communicating with RCs/UNCTs and with member states on issues of strategic importance.
8. Maintaining records of RCP proceedings and preparing reports on RCP work and results.

Details of the functions of the RCP Secretariat is as follows:

1. **Support the RCP in the preparation and implementation of its annual workplan**, to include the Issue-based coalitions and other working groups.
* Develop necessary templates and documents required for the preparation of RCP work plans.
* Provide coordination and secretarial support to the RCP groups in preparation and implementation of the annual workplan.
* Consolidate an annual RCP workplan for the deliberation of the RCP and final approval by the Vice-Chairs and the Chair.
1. **Support the RCP in monitoring and reporting on the annual workplan and RCP results**
* Bring to the attention of the Chair, the Vice-Chairs and the RCP any action items and coordination issues in implementing the annual work plan.
* Support the Vice-Chairs and the RCP in following up with implementing RCP decisions.
* Prepare progress reports and ad-hoc reports as requested by the Chair and Vice-Chairs.
1. **Support the organization of RCP meetings**, including the annual RCP meeting back-to-back with the Asia Pacific Forum on Sustainable Development and the regular coordination meetings.
* Prepare agenda in consultation with the Vice-Chairs and provide logistical support to RCP meetings.
* Share information and relevant documents with all RCP members prior to RCP meetings.
* Facilitate discussion at RCP meetings, as needed, and draft meeting minutes.
* Facilitate follow-up to the decisions and actions agreed at the RCP meetings.
1. **Facilitate information sharing among RCP members and with partners, and communication of the results**
* Prepare necessary analysis and documentation to assist the deliberation of the RCP.
* Organise coordination meetings among RCP members and its working groups as needed; and share relevant information.
* Support the RCP and its groups in their communication with global and national stakeholders about the work of the RCP, as needed.
* Support the IBCs in their engagement on strategic issues, with RCs and member states, so that their work is better understood by RC/UNCTs, and better informed by country level experience’ and so that members states are informed of their work, including through an annual presentation to the Asia-Pacific Forum for Sustainable Development.

**Organogram of the Joint RCP Secretariat for Asia and the Pacific**

**Strategic direction and decision making**

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**Deputy Secretary General**

Amina J. Mohammed

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**Regional Director**

Kanni Wignaraja

**Executive Secretary**

Armida Salsiah

Alisjahbana

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**AFPs**

**Substantive/logistical support for RCP**

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* Deputy Executive Secretary
* Sustainable Development Officer
* Deputy Regional Director for Asia and the Pacific
* Coordination Specialist
* DCO Regional Director
* Associate Programme Management Officer

**Annex 1: Regional Collaborative Platform** (extracted from the Regional Value proposition)

The vision and values of the UNDS Asia Pacific will be realized and applied through the emerging Regional Collaborative Platform. The Regional Collaborative Platform will be the central platform for collaboration that will ensure consistent joint planning and collaboration by the UN development system presence at the regional level, for effective deployment of resources and capacities in support of the 2030 Agenda.

The key elements of the RCP architecture include:

* The RCP is the highest strategic decision-making forum, comprised of Regional Directors of the Asia Pacific UN Development System. It is chaired by the DSG and, in the DSG’s absence, jointly by the Executive Secretary, ESCAP and ASG UNDP as Vice Chairs. The RCP will provide strategic direction and oversight to the overall coordination architecture guided by the 12 functions[[2]](#footnote-2) for which it has overall responsibility.
* The work of the RCP will be strongly rooted in the UN guiding principles of Leave No One Behind, Gender Equality and Women’s Empowerment, Human Rights-based Approach, Resilience, Accountability and Sustainability.
* The RCP will be serviced by a Secretariat comprised of DCO, ESCAP and UNDP to ensure smooth running of the forum including follow-up.
* The RCP will be supported by 4 major groups – i) Issue based Coalitions, ii) Means of Implementation and Reporting Group that will predominantly evolve from the four working groups responsible for Secretary General’s Recommendation #2-5, iii) Country support group, and iv) Start-up groups.
* The Issue-based Coalitions (IBCs) are groups responsible for UN attribution to achieve the agreed outcome/priority for Asia and the Pacific. Each IBC will be co-chaired by UN Regional Directors and supported by a Secretariat from the lead agencies. The IBCs will produce yearly priority themes for joint planning, monitoring, advocacy, technical support and policy analysis. The IBCs will also explore possibilities for a regional joint programme and/or programming. The IBCs will be accessible to Resident Coordinators and UNCTs, including multi-country offices, for country support.
* The Means of Implementation and Reporting Group is a cross-functional group that is represented by the (co)-convener(s) of each of the 4 sub-groups[[3]](#footnote-3). The group will primarily focus on maintaining quality control of the regional ‘products’ and services and ensure coherence and complementarity in the regional support and services provided to the countries, governments and other stakeholders in the region such as the provision of knowledge products, expertise, data and statistics. They also have certain programmatic functions including regional programming and coordinated country technical support as required.
* The Country Support Group is currently the Regional Peer Support Group[[4]](#footnote-4). There is flexibility for new focused and time bound groups to be created, when required, to broaden the base of the PSG in their support to UN country teams to develop strong Common Country Analysis (CCA) and Cooperation Frameworks (CFs).
* There is space for new groups to be created under the Start-up Groups especially where a priority is not covered by the IBC. Interested lead agencies will seek the guidance from the RCP before constituting a new group to ensure the RCP remains lean, without the proliferation of structures or heavy architecture. The RCP will closely monitor the group(s) for participation of members, efficiencies and effectiveness and results.
1. In line with its functions [↑](#footnote-ref-1)
2. The Internal Review Team originally defined 13 recommendations. However, the UNCT performance appraisal will be enacted with a separate mechanism that is formally outside of the RCP structure. It is expected that the overall results of performance appraisals will be brought to an RCP meeting annually for information. This is also in line with the roadmap for the RCP roll-out. [↑](#footnote-ref-2)
3. The 4 sub-groups evolve from the working groups for the SG’s Recommendations 2-5 including Knowledge Management, System-wide Reporting, Data, Statistics and analytical functions, and Common Back Office and Administrative services. [↑](#footnote-ref-3)
4. The TOR of the PSG is being reviewed by the UNSDG Programme Task Team and will be updated to reflect the link to the RCP [↑](#footnote-ref-4)