Guidelines for SDGs for regional Revitalization

Registration and Certification Systems for Local Government

(temporary translation)

[First Edition]

October 2020

Regional Revitalization SDGs Finance Research and Study Group

(Office: Cabinet Office Government of Japan
Office For Promotion of Overcoming Population Decline and
Vitalizing Local Economy in Japan)

Introduction

On March 25, 2019, the Regional Revitalization SDGs/ESG Finance Research and Study Group presented a report entitled "Fundamental Approach to Promoting SDGs Finance for Regional Revitalization"[1]. This report calls for the formation of an "autonomous virtuous circle" in which diverse local stakeholders work together to generate cash flows and reinvest the revenues generated in the region to solve local issues.

The Regional Revitalization SDGs Finance Research and Study Group, which was established in 2019, prepared a report entitled "Toward the Creation of an Autonomous Virtuous Circle through Public-Private Partnerships for Regional Revitalization SDGs Finance,"[2] and the roll-out of a registration and certification systems and the establishment of a framework for the evaluation of business initiatives by various stakeholders are now in full swing.

Regarding the Formulation of the Guidelines

Experts and practitioners discussed the content of the Guidelines in relation to the Regional Revitalization SDGs Registration and Certification System, using the following three points as the basic concepts.

<1> Give consideration to consistency with the SDGs registration and other systems already being implemented in a number of local governments;

<2> Take into account the situation of local governments that are considering the implementation of registration/certification systems or have yet to do so.

<3> Design the systems to accelerate regional revitalization SDGs-related initiatives by local businesses and others.

The Guidelines were formulated by the Regional Revitalization SDGs Finance Research and Study Group (Office: Office for Promotion of Regional Revitalization, Cabinet Office) based on these discussions.

Building public-private partnerships through SDGs initiatives is important for the realisation of regional revitalization, and going forward, it is assumed that there will be an increasing need to make the efforts by local businesses that are actively engaged in regional revitalization SDGs more visible. To this end, the Guidelines are presented to support the establishment of the regional revitalization SDGs registration and certification systems at local governments.

The Guidelines will be continuously reviewed based on the opinions of local governments, private organizations, residents, experts, and others in related fields.

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[1] https://www.kantei.go.jp/jp/singi/tiiki/kankyo/kaigi/sdgs_kinyu.html
[2] https://www.kantei.go.jp/jp/singi/tiiki/kankyo/kaigi/sdgs_kinyu2.html

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Contents

Chapter 1 Introduction

1. Aim of the Guidelines

The Guidelines have been prepared mainly for local governments that are interested in establishing or have already established systems for the registration and certification of local businesses that actively engage in the SDGs, in order to create an autonomous virtuous circle through Regional Revitalization SDGs Finance. The aim of the Guidelines is to promote the efforts of local governments as registration and certification organizations in establishing regional revitalization SDGs registration and certification systems in order to make the efforts of local businesses and others to achieve the SDGs more visible, by providing an approach to what should be developed. Specifically, the purpose is to further accelerate the efforts of local governments that have not made sufficient progress on the SDGs, or are considering the implementation of such efforts, by clearly stating the significance of establishing regional revitalization SDGs registration and certification systems, the purpose and outline of the systems, and the benefits from such efforts.

2. Basic Concept of the Guidelines

The Guidelines are a support tool for local governments to build their own systems according to local conditions and other factors, and their use is not mandatory. Further, the Guidelines provide also an approach for local governments that have already established their own registration and certification systems to further promote and expand their efforts.

The Guidelines present three system models: Statement, Registration, and Certification. Local governments are expected to build their own systems based on these models, taking into account local characteristics.

3. Structure of the Guidelines

The Guidelines are organised as follows. Chapter 2 provides an overview of the regional revitalization SDGs and their current status, Chapter 3 outlines the regional revitalization SDGs registration and certification systems, Chapter 4 describes what is expected of the regional revitalization SDGs registration and certification systems and the specific measures to be taken, and lastly, Chapter 5 describes the establishment of the systems for Statement, Registration, and Certification.

4. Definitions of Major Terms Used in the Guidelines

<1> Regional revitalization SDGs registration and certification systems

This refers to the systems under consideration in the Guidelines. It is a general term for the following three system models.

· Regional revitalization SDGs statement system

· Regional revitalization SDGs registration system

· Regional revitalization SDGs certification system

<2> Registration and certification organization

An organization that operates registration and certification systems (assumed to be a local public entity)

<3> Statement system operation organization

An organization that operates a statement system (assumed to be a local public entity)

<4> Registration system operation organization

An organization that operates a registration system (assumed to be a local public entity)

<5> Certification organization

An organization that operates a certification system (assumed to be a local public entity).

<6> Statement-filing organization

An organization that has submitted an application and filed a statement of intent in the statement system (assumed to be a local business, etc.)

<7> Registered organization

An organization that has made an application to the registration system and has been registered (assumed to be a local business, etc.)

<8> Certified organization

An organization that has made an application to the certification system and has been certified (assumed to be a local business, etc.)

Chapter 2 Current Status of the Regional Revitalization SDGs

1. Adoption of SDGs and Domestic Efforts

Sustainable Development Goals (SDGs) are the core part of "Transforming our World: The 2030 Agenda for Sustainable Development" adopted at the United Nations Headquarters in 2015. They consist of 17 goals and 169 targets. All countries, whether developed or developing, are required to promote sustainable development as an integrated effort to achieve the SDGs from the three perspectives of the global economy, society and the environment.

In Japan, the Sustainable Development Goals (SDGs) Promotion Headquarters[3] (headed by the Prime Minister) was established within the government for the purpose of promoting close cooperation among relevant administrative agencies for the comprehensive and efficient implementation of the SDGs, and the SDGs Implementation Guiding Principles[4] and the SDGs Action Plan (hereafter, the "Action Plan")[5] were decreed.

The Action Plan sets forth an "SDGs model" for Japan based on the following three pillars: "Promotion of Society 5.0 that corresponds to the SDGs," "Regional Revitalization driven by the SDGs," and "Empowerment of the next generation and women." Efforts to achieve the SDGs will contribute to the resolution of various issues facing Japan's regions and promote sustainable development, in other words, regional revitalization.

2. Promotion of the Regional Revitalization SDGs

The "Comprehensive Revitalization Strategies for Cities, People, and Careers (2018 Revised Edition)"[6] (approved by the Cabinet on December 21, 2018), which outlines medium-term policy goals and specific measures for regional revitalization, states that it is important to work on sustainable community development with a medium- to long-term perspective in order to further deepen regional revitalization in the future. Therefore, it was decided to promote efforts to achieve the SDGs by the deadline of 2030, mainstreaming the SDGs and reflecting elements such as the integrated improvement of the economy, society, and the environment to the maximum extent possible.

Since FY 2018, the Cabinet Office has been selecting cities that propose outstanding SDGs initiatives through local governments as "SDG Future Cities", and by supporting 93 cities thusly selected by FY 2020, the Cabinet Office aims to establish and disseminate best practices. Further, through the Public-Private Partnership Platform[7] for Regional Revitalization SDGs, the government is promoting measures to strengthen partnerships among a wide range of stakeholders who are actively working on the SDGs with the aim to stimulate activities to overcome regional challenges

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[3] http://www.kantei.go.jp/jp/singi/sdgs/
[4] https://www.mofa.go.jp/mofaj/gaiko/oda/sdgs/effort/index.html
[5] https://www.mofa.go.jp/mofaj/gaiko/oda/sdgs/effort/index.html
[6] https://www.kantei.go.jp/jp/singi/sousei/meeting/index.html#an1
[7] https://future-city.go.jp/platform/

that are driven by the SDGs through the collaboration of various regional stakeholders.

The second phase of the "Comprehensive Strategy for Community, People, and Work Revitalization" (approved by the Cabinet on December 20, 2019),[8] which summarizes medium-term policy goals and specific measures for regional revitalization, posits the importance of promoting regional revitalization driven by the SDGs, and states that "registration and certification systems for local businesses that are operated by local governments in order to promote the recirculation and reinvestment of funds in the region" will be rolled out.

3. Toward the Formation of an Autonomous Virtuous Circle Through Regional Revitalization SDGs Finance

In promoting regional revitalization SDGs, it is important to "create an autonomous virtuous circle through regional revitalization SDGs finance" by reinvesting in each region the revenues generated by efforts to overcome regional challenges. By taking the lead in making local businesses that are actively working on the regional revitalization SDGs more visible and supporting their efforts in cooperation with regional financial institutions and various stakeholders, local governments can promote further efforts and accelerate the creation of an autonomous virtuous circle for the region. Moreover, the establishment of registration and certification systems is expected to expand the base of local businesses that will be involved in the regional revitalization SDGs and promote efforts to overcome regional challenges.
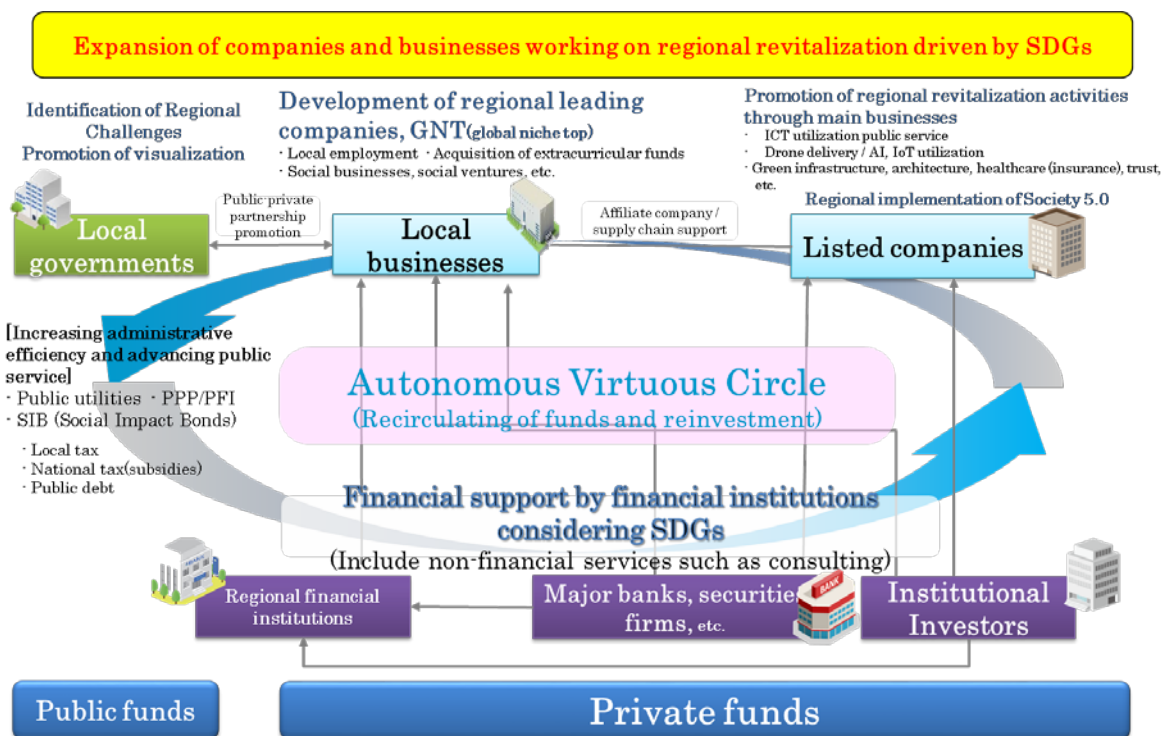
Chapter 3 Efforts for SDGs Registration and Certification Systems by Local Governments

1. Current Status of SDGs Registration and Certification Systems at Local Governments

A number of local governments have already established systems to register and certify local businesses engaged in the regional revitalization SDGs to make such local businesses more visible and thereby help promote collaboration between local governments and various stakeholders such as regional economic organizations, financial institutions and universities, and the incorporation of the SDGs in corporate management plans.

The Guidelines are intended to serve as a support tool for the establishment of systems to further develop and disseminate the registration and certification systems, using as reference these leading efforts.

2. Significance of Regional Revitalization SDGs Registration and Certification Systems

The regional revitalization SDGs registration and certification systems are expected to lead to the formation of an autonomous virtuous circle through the recirculation and reinvestment of funds in the region with the involvement of various stakeholders.
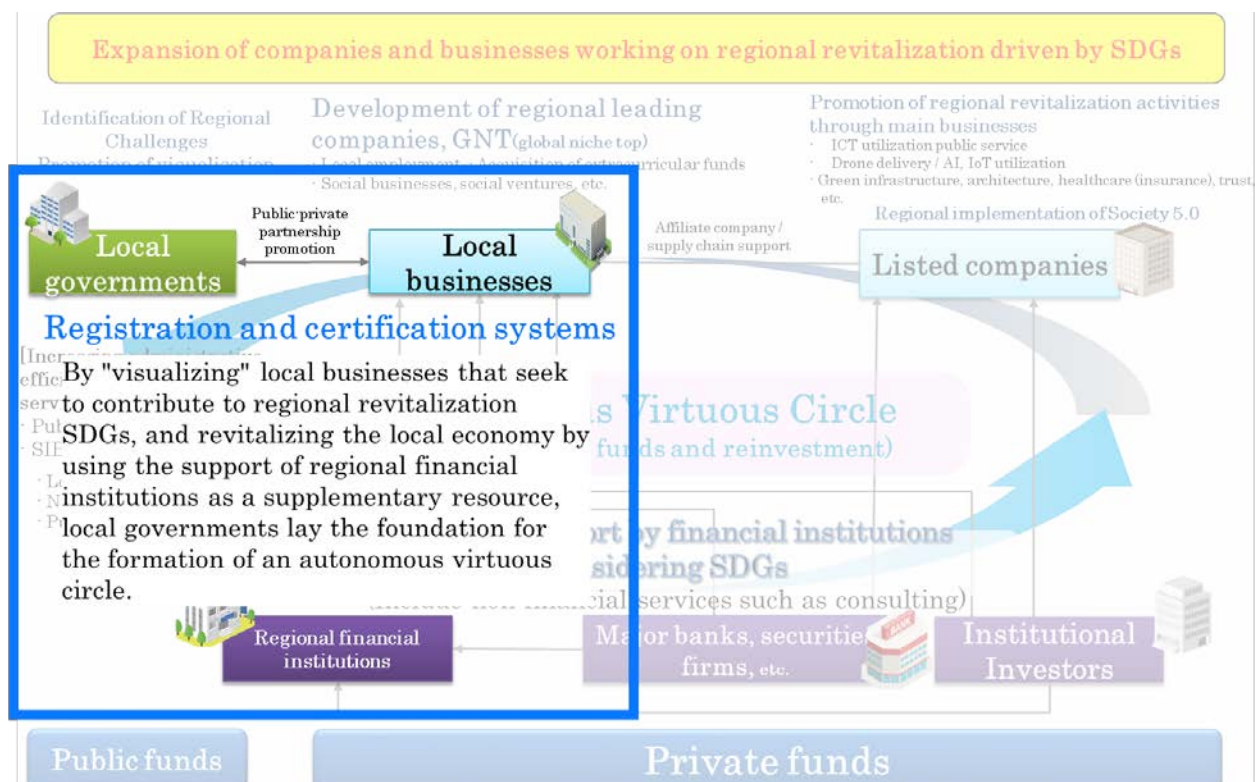
Below are examples of the effects expected from the involvement of stakeholders in these systems.

Local businesses

- o By having registration and certification organizations evaluate the SDGs-related efforts of businesses and make them more visible, the level of their contribution to regional revitalization through the SDGs can be made known concretely and broadly.
- o This is expected to increase the recognition of companies both within and outside the region, expand opportunities for financing from financial institutions, expand opportunities for collaboration with local governments and private organizations (e.g., business matching), and expand opportunities for the recruitment of human resources.
- o Potential benefits include broader business opportunities through more effective PR, scoring higher points for bidding (for government projects, etc.), networking opportunities with other organizations, and support from local governments and industry associations to build the skills needed for business expansion.

Regional financial institutions

- o The efforts of companies engaged in highly sustainable businesses that contribute to the achievement of the regional revitalization SDGs for economic, social, environmental and other aspects of regional revitalization will be evaluated and made more visible by registration and certification organizations, which may spur greater corporate support and the identification of potential candidates for investments and financing.
- o The collection of more comprehensive corporate information consisting of financial and non-financial information as well as complementary information is expected to provide opportunities to reach out to better-qualified candidates for investment and financing.

Local governments

- o Evaluating and making more visible the efforts of local businesses is expected to play an important role in promoting the regional revitalization SDGs.
- o An autonomous virtuous circle is expected to be created through cooperation among various stakeholders aiming for the revitalization of SDGs initiatives and the recirculation of funds through more opportunities for investment and financing in the region.
- o This could include tax revenue increases arising from the stimulation of the local economy as well as the creation of new employment opportunities as the efforts of local businesses and others are evaluated and made more visible.

3. Whole Image of Regional Revitalization SDGs Registration and Certification Systems

In building the systems, it is advisable to refer to the three system models of "statement", "registration" and "certification" shown below and adapt them according to the regional characteristics and system objectives (refer to Chapter 4). Further, when considering the merits of registration and certification under each system, coordination with the various stakeholders, including regional financial institutions, is required.

Three system models for building the systems

Common aim of the systems: To create an autonomous virtuous circle by making the local businesses contributing to the regional revitalization SDGs more visible

	Statement	Registration	Certification
Outline	A local business, etc., makes a statement of its intent to work on regional revitalization SDGs.	The local business, etc., announces, assesses, and registers its work toward regional revitalization SDGs.	A third party evaluates and certifies the work of the local business, etc., toward regional revitalization SDGs.
Aim	Encouragement of local business, etc., that is working toward regional revitalization SDGs, or planning to	Encouragement of local business, etc., that is working toward regional revitalization SDGs	Expansion of opportunities of support from financial institutions, etc., for local businesses working toward regional revitalization SDGs
Requirements for entity to be certified (local business, etc.)	The entity must clearly state the intention and policy for working on the regional revitalization SDGs in relation to the 17 goals of the SDGs.		
		The entity must describe the goals and action plans related to the 169 targets of the SDGs.	
			The entity must have in place the capabilities and systems to promote efforts toward the goals, and a third party must be able to verify this.

Examples of benefits to local businesses and others who have been registered, certified, etc.

Examples of merits		Statement	Registration	Certification
Support from financial institutions	More substantial management advice	✓	✓	✓
	Greater investment and lending		✓	✓
	Provision of incentives (low interest rate loans, etc.)		✓	✓
Support from local governments	Raising of awareness of businesses and initiatives	✓	✓	✓
	Deepening of SDGs related knowledge	✓	✓	✓
	Preferential treatment at events sponsored by local governments	✓	✓	✓
	Stronger business matching		✓	✓
	Preferential treatment for public procurement		✓	✓
	Preferential treatment for subsidies		✓	✓
Business operation of local businesses, etc.	Stronger transmission of social values (brands, etc.) of businesses and initiatives to customers, business partners, and society	✓	✓	✓
	Raising of employee awareness of SDGs	✓	✓	✓
	Clarification of shared awareness of business direction and social values		✓	✓
	Improvement of the operational accuracy of businesses and initiatives through goal setting and organizational structure clarification			✓

Chapter 4　Building of Regional Revitalization SDGs Registration and Certification Systems

1. Basic Concept of Regional Revitalization SDGs Registration and Certification Systems

The Regional Revitalization SDGs Finance Research and Study Group discussed achieving the following objectives through the registration and certification systems for local businesses that are working or plan to work on the SDGs.

- o　Increase awareness of the regional revitalization SDGs across Japan and promote their dissemination to local businesses and others not well informed about the SDGs.
- o　Make the activities of local businesses working on the regional revitalization SDGs more visible.

The Research and Study Group also pointed out that it is important to promote efforts to revitalise the local economy through cooperation among the various stakeholders, such as local governments, local businesses, and regional financial institutions. In building and operating the systems, the local governments that serve as the registration and certification organizations need to actively engage in dialogue (consultation, support, etc.) with local stakeholders.

The systems are expected to be built based on the following basic concepts.

<1> Promotion of regional revitalization SDGs by making more visible the efforts of local businesses for the SDGs

- o　Through the establishment of systems for registration and certification, make financial and non-financial information of local businesses that promote SDGs initiatives and contribute to the achievement of regional revitalization SDGs more visible.
- o　Build the foundation for an autonomous virtuous circle through the regional revitalization SDGs by raising awareness of the SDGs in the region and expanding investments and loans to local businesses.

<2> A broad-scope institutional framework for all regions

- o　Considering the fact that regions differ in their approaches to the SDGs and the directions of their efforts, the system to be built should be a multiple-step system that is comprised of a statement system that allows local businesses to state their intent to work on the SDGs, a registration system that allows local businesses to register the content of the SDGs-related efforts that they envision and, once their efforts have progressed to a certain extent, formulate qualitative and quantitative targets and action plans, and finally, a certification system for the third-party evaluation of SDGs-related efforts.

<3> Flexibility allowing design of a unique system and consideration of consistency with existing systems

- o The Guidelines present the basic framework of the registration and certification systems, points that need to be considered when building the systems, and the preparatory process for system building, among other basic matters and concepts. When actually designing the systems, local governments are expected to develop their own systems according to the implementation status of their SDGs-related initiatives and regional characteristics.
- o In considering the creation of the systems, it is necessary to minimize the human and economic cost of operation and the administrative burden on the local businesses to be registered and certified.
- o It is necessary to take into consideration consistency with the existing systems of other local governments that have already established registration and certification systems.

The following sections present the basic components of the systems and examples of the preparatory steps required to build the systems, for use as reference by local governments that are considering building their own regional revitalization SDGs registration and certification systems according to the status of SDGs efforts in the region and other factors.

As mentioned above, the Guidelines have been established as a support tool for the establishment of regional revitalization SDGs registration and certification systems. Going forward, it is expected that unique regional revitalization SDGs registration and certification systems will be established based on the Guidelines and regional characteristics.

2. Procedure for System Building

The following steps are envisioned for the establishment of such systems.

Step 1: Determination of the main directions for system building

Determine the main directions for system building according to the characteristics of the region and the purpose of the systems, using the three system models of "statement", "registration" and "certification" as reference.

Step 2: Determination of the operation structure of the systems

Determine the operation structure of the systems—whether on a standalone basis by a local public entity, or on a collaborative basis with other organizations.

Step 3: System design

Determine the specific processes for the operation of the systems and make preparations for the launch of operation.

Step 1: Determination of the main directions for system building

In building the systems, it is advisable to refer to the three system models of "statement", "registration" and "certification" shown below and adapt them according to the regional conditions and system objectives.

Three system models for building the systems

Common aim of the systems: To create an autonomous virtuous circle by making the local businesses contributing to the regional revitalization SDGs more visible

	Statement	Registration	Certification
Outline	A local business, etc., makes a statement of its intent to work on regional revitalization SDGs.	The local business, etc., announces, assesses, and registers its work toward regional revitalization SDGs.	A third party evaluates and certifies the work of the local business, etc., toward regional revitalization SDGs.
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Requirements for entity to be certified (local business, etc.)	The entity must clearly state the intention and policy for working on the regional revitalization SDGs in relation to the 17 goals of the SDGs.		
		The entity must describe the goals and action plans related to the 169 targets of the SDGs.	
			The entity must have in place the capabilities and systems to promote efforts toward the goals, and a third party must be able to verify this.

The following characteristics and eligibility conditions are envisioned for each system.

Regional revitalization SDGs statement system

Characteristic: A highly flexible system that allows local businesses to participate with relative ease

Eligibility: Local businesses that are involved or intend to be involved in SDGs-related activities

Regional revitalization SDGs registration system

Characteristic: A system that requires a certain level of verification of the efforts of local businesses seeking registration

Eligibility: Local businesses that have already made progress on the SDGs or are motivated to more proactively work on SDG-related efforts

Regional revitalization SDGs certification system

Characteristic: A system that requires a certain degree of rigor in the assessment and renewal of certification of local businesses, etc., and that is capable of objective evaluation

Eligibility: Local businesses that have already made progress on the SDGs and have produced a certain amount of results, or are motivated to actively pursue results

Moreover, local governments should design the systems in accordance with the status of SDGs initiatives in the region and the needs of local businesses, possibly following one of the patterns below in building the system.

<1> Build a system by selecting one from "statement", "registration", and "certification"

<2> Build a multiple-step system by selecting two or more steps from "statement," "registration," and "certification."

If a multiple-step system as described in <2> above is to be built, it is assumed that the system will be used in accordance with the level of efforts of local businesses and other factors, with local businesses that are going to start SDGs-related efforts utilizing the "statement" system, and those that are already working on the SDGs seeking to acquire "certification".

Step 2: Determination of the operation structure of the system

The next step is to determine the operation structure of the system.

The operating entity of the registration and certification systems is assumed to be a local public entity, and the following patterns can be considered for the operating structure.

<1> Operation of the systems on a standalone basis by the local public entity

<2> Operation of the systems on a collaborative basis between the local public entity and private organizations, etc.

<3> Operation of the systems on a collaborative basis between multiple local governments
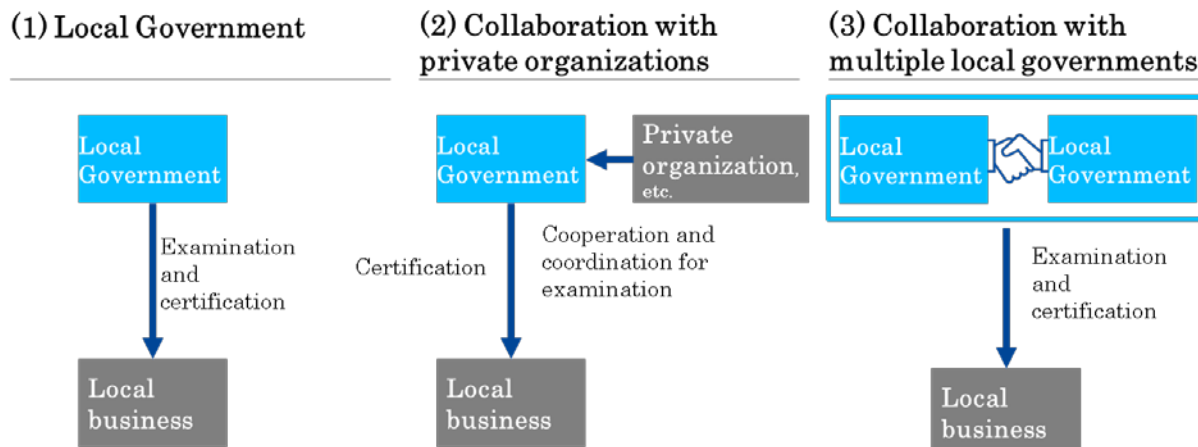
The applicant organizations (i.e., organizations that wish to be registered or certified) are expected to include a wide variety of organizations such as local businesses, regional financial institutions and listed companies (including local branches and offices).

In establishing the systems, it is desirable for local governments to hold discussions in advance with stakeholders such as regional financial institutions to consider the design of specific benefits for the local businesses to be registered and certified.

Some of the operations of the registration and certification systems may be carried out in cooperation with private organizations. In such case, it is necessary for the private organizations to meet the requirements listed in the table below.

Example of requirements for organizations in the case of collaboration with private organizations to operate the systems

Requirements to be met by private organizations engaged by local governments			Procedural requirements for private organizations engaged by local governments (examples)
Competencies as an organization	Integrity	Act in good faith at all times and do not participate in the creation or disclosure of false or misleading information.	Confirm and declare that you meet each requirement.
	Fairness	Adhere to fairness without prejudice and without giving in to undue influence from stakeholders or others.	
	Expertise	Have an understanding of the region and expert experience and knowledge of certification systems, etc.	Describe past activities related to the area or certification.
	Organization ability	Have adequate resources and appropriate capacity for conducting assessments.	Describe the organizational structure, debt/financial status, etc., for operating the certification process.
Important points for operating the certification process	Confidentiality	Do not leak information acquired in business to others and use it for your benefit or that of a third party.	Confirm and declare that you meet each requirement
	Information disclosure	Clearly specify the purpose of certification, the evaluation content and the evaluation criteria, and indicate where the results and other information can be obtained.	
	Communication with applicants	Maintain a process for dealing with appeals and complaints from applicants regarding evaluation results and other matters.	Present a documented process for responding to appeals and complaints.
	Retention of records	Maintain policies and processes for the period and method of retention of certification-related records.	Present a documented process for the retention of records.
	Awareness-raising activities	Actively carry out activities such as seminars and symposiums to broaden the scope of regional revitalization SDGs initiatives.	Present an action plan to broaden the scope of regional revitalization SDGs initiatives.

Step 3: System design

After determining the main directions for system building in Step 1 and the operation structure of the system in Step 2, design the system. When designing the system, it is recommended to consult with various stakeholders such as regional financial institutions. In addition, the development and official announcement of the outline and form of operation of the system are required.

For details on system design, refer to Chapter 5 and proceed according to the main directions for system building. Further, with regard to the verification and evaluation of action plans and targets, the evaluation standards are expected to be set independently according to the actual situation of the region, for example by referring to the "Items for Evaluating the Progress of Regional Revitalization SDGs Initiatives".[9]

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[9] https://www.kantei.go.jp/jp/singi/tiiki/kankyo/kaigi/sdgs_kinyu2.html

Chapter 5 Points of Consideration for System Design for "Statement", "Registration" and "Certification"

1. Regional Revitalization SDGs Statement System

1. Statement process

The statement system operation organization is required to review, determine and make public the statement process based on the following.

(1) Items to be checked for statements

The items to be checked and the procedures to be followed with regard to statements should be specified and announced in advance.

(2) Display of statement

The rules to be followed by the statement-filing organization when displaying to the public that it has made a statement and the rules governing the use of said display should be established.

Examples: Announcement on website, issue of statement printouts, use of logo marks

2. Statement requirements

The statement system operation organization is required to review, determine and make public the details of the statement system, including the following.

(1) Requirements to be met by the statement-filing organization

The requirements (conditions such as corporate character and location) to be met to become a statement-filing organization should be established.

Example: Requirement that the location and the area of activity of the statement-filing organization be within the administrative area of the statement system operation organization

(2) Declaration of intent and policies of the statement-filing organization

The requirements for the declaration of intent and policies regarding the SDGs-related efforts of the statement-filing organization should be established.

Example: Signing of statement system application forms and the like by a representative of the statement-filing organization

The statement-filing organization should contribute to the regional revitalization SDGs within the scope of the activities it has set.

・The statement-filing organization should select the most applicable goal or goals from the 17 goals of the SDGs.

(Reference case) Maniwa SDGs Partner System

Maniwa City, Okayama Prefecture, which was selected as an SDGs Future City in FY 2018, established the "Maniwa SDGs Partner" system to build a partner system to further promote SDGs initiatives in Maniwa City in collaboration with Maniwa City Hall and other parties in Maniwa City.

年　　月　　日

企業・団体名
代 表 者 名　　　　　　　　印

真庭市長　　　様

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　（　　　　　　　　　　　　　　　　　　　　　　　　　　　　　）
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真庭ＳＤＧｓパートナー宣言書

企業・団体名
代 表 者 名

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１　関係するＳＤＧｓ目標（ゴール）　（○を入れてください。）複数選択可

２　持続可能な開発目標（ＳＤＧｓ）の達成に貢献する内容

（例）
●●●●株式会社は、…………………を通じて、…………………………持続可能な開発目標
（SDGs）の達成に貢献します。

企業・団体の事業等において、持続可能な開発目標（ＳＤＧｓ）の達成にどのように貢献するか、１
で○を入れたＳＤＧｓ目標(ゴール)の達成にどのように貢献するかなどを記載してください。

(Reference case) Shizuoka City SDGs Statement

Shizuoka City in Shizuoka Prefecture, which was selected as an SDGs Future City in FY 2018, established the "Shizuoka SDGs Statement" system with the objectives of promoting SDGs activities by businesses and organizations in the city, discovering and spreading best practices, measuring the status of SDGs efforts by businesses and organizations in the city, and communicating this information both domestically and internationally.

2. Regional Revitalization SDGs Registration System

1. Registration process
The registration system operation organization is required to review, determine and make public the registration process based on the following.

(1) Verification of registration details
<1> The verification items and evaluation criteria should be set and the registration procedure should be established, and this information should be made public in advance.

<2> The application contents should be verified by persons with sufficient knowledge about the regional revitalization SDGs (the 17 goals and 169 targets of the SDGs, regional issues, and so on).

(2) Display of registration
The rules to be followed by the registered organization when displaying to the public that it has been registered and the rules governing the use of said display should be established.

Examples: Announcement on website, issue of registration certificate printouts, use of logo marks

(3) Renewal
<1> A registration expiration date should be set and a renewal procedure should be established.

<2> At the time of renewal, the status of progress of the action plans should be checked. Further, other requirements for renewal should be set as needed.

(4) Changes and withdrawal of registration
<1> The procedure for dealing with changes in the attributes of a registered organization (organization name and representative, organization structure, contact information, etc.) should be established.

<2> The procedure for withdrawal of registration by a registered organization should be established.

(5) Cancellation and re-registration
<1> The procedure for cancellation of registration(*) when an organization no longer meets the registration criteria should be established.

* Examples of events that warrant cancellation
  ・When an applicant is found to have deliberately falsified or cheated on the application at the time of registration or renewal
  ・When there has been a violation of the rules of the registration system or the credibility of the registered organization is significantly damaged
  ・When the registered organization that achieved registration is dissolved or suspends its operations
  ・When the registered organization is found to be related to antisocial forces

<2> The procedure and requirements for the renewal of registration after it has been revoked (re-registration) should be established.

2. Registration requirements

The registration system operation organization is required to review, determine and make public the details of the registration system, including the following.

(1) Requirements to be met by the organization seeking registration

The requirements (conditions such as corporate character and location) to be met to become a registered organization should be established.

Example: Requirement that the location and the area of activity of the organization seeking registration be within the administrative area of the registration system operation organization

(2) Declaration of intent and principles of the organization seeking registration

The requirements regarding the declaration of intent and principles regarding the SDGs-related efforts of the organization seeking registration should be established.

Example: Signing of registration system application forms and the like by a representative of the organization seeking registration

(3) Setting of action plans

The action plans to be set by the organization seeking registration should contribute to the regional revitalization SDGs.

・They should clearly indicate the relationship between the efforts of the organization and the 17 goals of the SDGs.

・They should clearly indicate the relationship between the efforts of the organization and the 169 targets of the SDGs.

(Reference case) Nagano Prefecture SDGs Promotion Company Registration System

In Nagano Prefecture, which was selected as an SDGs Future City in FY 2018, the Nagano Prefecture SDGs Promotion Company Registration System has been established with the aim of promoting awareness of the relevance of the SDGs to the corporate activities of companies in the prefecture, and by promoting concrete measures to achieve the SDGs, to increase their corporate value and competitiveness, as well as to promote the spread of the SDGs among companies in the prefecture.

Example of regional revitalization SDGs registration system

(Reference case) Kanagawa SDGs Partner System

In Kanagawa Prefecture, which was selected as an SDGs Future City in FY 2018, companies, NPOs, organizations and universities that implement and publicize SDGs initiatives (hereafter, "companies and organizations") are registered by Kanagawa Prefecture as "Kanagawa SDGs Partners". The "Kanagawa SDGs Partner" system was established with the aim of promoting SDGs-related initiatives in the prefecture by encouraging cooperation between the prefecture and registered companies and organizations, as well as among partners.

記載例

令和〇年〇月〇日

「かながわSDGsパートナー」登録申請書

概要		
（ふりがな）	（〇〇〇かぶしきがいしゃ）	
企業・団体名	〇〇〇株式会社	
形態	大企業、中小企業、NPO、大学、団体、その他（　　　　　　　）	
業種	製造、その他	
代表者役職	代表取締役	
（ふりがな）	（〇〇〇　〇〇　　　　　　　　　　　　　　　　　　　）	
代表者氏名	〇〇〇　〇〇	
所在地（本社）	東京都〇〇区×××△-△	
所在地（県内）	神奈川県〇〇郡〇〇町×××　△－△	
担当者名	〇〇〇	
電話番号	×××-×××-××××	
メールアドレス	××××@×××	

SDGs事業		
SDGs事業の目的	知名度の向上とブランディングを行うことで、取引先や消費者からの信用度を高める。	
SDGs事業（経済・社会・環境の三側面の統合的取組） 主な事業名（環境に配慮した、地産地消の社員食堂の設置）		
	概要 （140字以内）	太陽光発電や無駄ゴミゼロ等、「環境に配慮した、地産地消の社員食堂」を設置し、食育を通じた社員の健康に配慮し、働きやすい職場環境を整備しています。また、社員だけでなく、地域住民に対しても還元することで「地域に根差したSDGsの取組」を実践しています。
①	経済	地元食材を積極的に利用することで、地域経済循環を促進。昨年度から太陽光発電を導入し、発電した電力を社員食堂で使用し、前年度比で電気料が5%削減した。
②	社会	地域住民向けに、毎週金曜日に社員食堂を開放している。また、月1回の職員セミナーや生産者との交流会を実施している。さらに、近隣小学校と連携し、年1回工場見学会を実施し、地域貢献に貢献している。
③	環境	事業所に太陽光発電設備を設置し、社員食堂で使用している。また、作り残しや食べ残しの不要なゴミを減らすため、食堂利用は事前申込制を採用している。
④	ゴールとの 紐づけ	ゴール3、4、11、12
⑤	備考	

パートナー活用方法	新しいビジネスマッチングの場として活用。特に食品加工関係の企業や団体との交流に期待している。
SDGs事業の公開	URL：http://www.××××
普及促進への協力	☑ 他の登録企業・団体等及び県と連携・協力してSDGsの普及促進に取り組みます
その他	☑ 県税等の未納はない。
	☑ 神奈川県暴力団排除条例第2条第5号で定める暴力団経営支配法人等に該当しない。
	☑ その他重大な法令違反がない。
参考資料	☑ 添付あり（ ホームページ写、会社案内、企業レポート）

3. Regional Revitalization SDGs Certification System

1. Certification process
The certification organization is required to review, determine and make public the certification process based on the following.

(1) Review of applications
<1> The review items and evaluation criteria should be set based on the review requirements described below, and the review procedure should be made public in advance.

<2> Persons with sufficient knowledge of the regional revitalization SDGs (the 17 goals and 169 targets of the SDGs, regional issues, etc.) should be assigned as reviewers of the application contents.

(2) Display of certification
The rules to be followed by the certified organization when displaying to the public that it has been certified and the rules governing the use of said display should be established.

Examples: Announcement on website, issue of certification printouts, use of logo marks

(3) Report on the status of efforts
To ensure that efforts to achieve the set targets are carried out continuously, the certified organization should be required to issue regular reports on the status of efforts (approximately once a year). The certified organizations should be given support with regard to these reports through preliminary consultations, guidance, and the like.
Example: Request of annual self-assessment report on the status of efforts

(4) Certification deadline, evaluation, and renewal
<1> A certification expiration date should be set and a renewal procedure should be established.

<2> At the time of renewal, the target achievement status should be checked. Additionally, review items and evaluation criteria for renewal should be set as needed, and they should be made public in advance.
In checking the target achievement status of an organization as part of the evaluation as to whether to renew its certification, not only the organization's target achievement status but also its work approach and background factors (such as changes in the organization's external environment) ought to be considered. Further, if the organization has failed to achieve some of its targets, it should be asked to analyze the factors and propose

improvement measures.

Example of implementation of reporting on progress of measures and certification renewal (assuming certification validity period of 3 years)

FY 2022	FY 2023	FY 2024	FY 2025
Application acceptance	Monitoring of progress of measures	Monitoring of progress of measures	Renewal application acceptance

- Verification and examination of the goals for 3 years later (end of 2024) and the action plan to achieve them

- Verification of the implementation status of the action plan submitted at the time of application.

- Verification of the achievement status of the goals submitted at the time of application
- If the goals are not achieved, verification of the causes and remedial actions
- Verification and examination of the new next goals for 3 years later and the action plan to achieve them

(5) Changes and relinquishment of certification

<1> The procedure for dealing with changes in the attributes of a certified organization (organization name and representative, organization structure, contact information, etc.) should be established.

<2> The procedure for relinquishment of certification by a certified organization should be established.

(6) Cancellation and re-certification

<1> The procedure for cancellation of certification(*) when an organization no longer meets the certification criteria should be established.

 * Examples of events that warrant cancellation
   ・When an applicant is found to have deliberately falsified or cheated on the application at the time of certification or renewal
   ・When there has been a violation of the rules of the certification system or the credibility of the certified organization is significantly damaged
   ・When the certified organization that achieved certification is dissolved or suspends its operations
   ・When the certified organization is found to be related to antisocial forces

<2> The requirements and procedure for the renewal of certification after it has been revoked (re-certification) should be established.

2. Certification requirements (review items and evaluation criteria)

The certification organization is required to review, determine and make public the certification requirements, including items (1) to (4) below. Item (5) can be made a requirement for obtaining certification as necessary.

(1) Requirements to be met by the organization seeking certification

The requirements (conditions such as corporate character and location) to be met to become an applicant organization should be established.

Example: Requirement that the location and the area of activity of the organization seeking to apply for certification be within the administrative area of the certification organization

(2) Capabilities and structure

The following items should be set as requirements regarding the capabilities and structure of the applicant organization.

<1> The applicant organization's management must demonstrate its intent to make continuous efforts to achieve its targets.

Example: Signing of certification system application documents and the like by a representative of the applicant organization

<2> There must be no inconsistencies between the targets and initiatives stated in the application and the organization's management policies and business description.

<3> The capabilities and structure to carry out efforts to achieve the set targets must be in place.

Example: Description of the persons in charge of the efforts and the promotion system (organization chart, personnel structure, etc.) in the application documents.

(3) Target setting/planning

The following items should be set as requirements regarding the targets and action plans of the applicant organization.

<1> The targets and action plans set by the applicant organization should contribute to the regional revitalization SDGs.

<2> The 17 goals and 169 targets of the SDGs that are relevant to the applicant organization's efforts should be described in detail.

* As it is important to set quantitative and qualitative objectives taking into consideration economic, social and environmental factors as well as the integrated total of all efforts, it is desirable to select multiple targets from the 169 targets of the SDGs.

<3> The targets and action plans set by the applicant organization should be specific and feasible.

・ Quantitative and qualitative action plans and deadlines for achieving them should be described for the objectives.

・ Rational action plans should be formulated to achieve the objectives.

Goal Setting and Planning Example
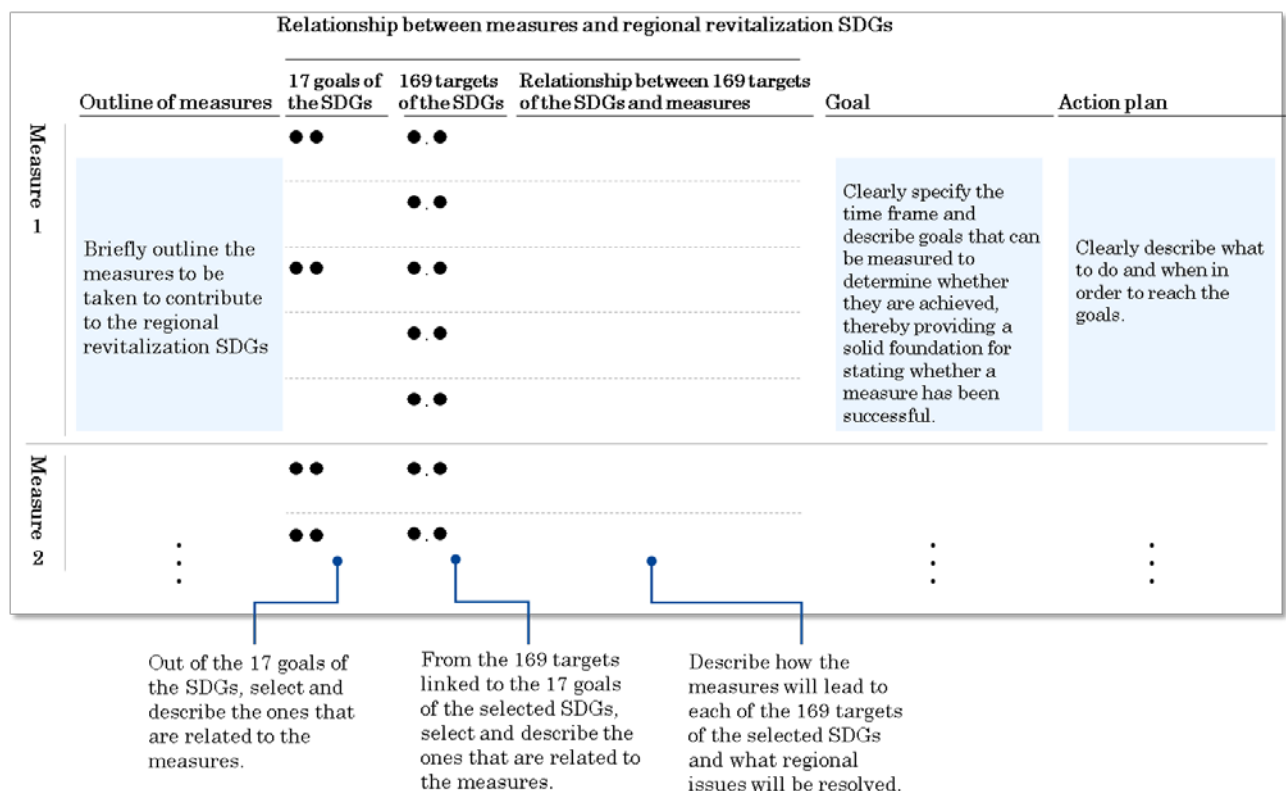
(4) Information disclosure

The applicant organization should be required to disclose its targets, action plans, and so forth.

Example: Disclosure of the fact of certification acquisition and the status of efforts to achieve targets

(5) Other

If necessary, the following items may also be required for certification.

<1> Process management

Develop methods to ensure the reliable implementation of action plans and review them periodically as necessary.

<2> Risk management

Identify risks (natural disasters, changes in the market environment, etc.) in promoting initiatives and set response processes accordingly.

<3> Internal audit system

Establish a system to internally audit the status of efforts to achieve targets.

* Although the Guidelines are based on the premise of certifying the efforts of local businesses, this does not preclude the establishment of discrete certification systems for specific undertakings and projects carried out as a collaboration among multiple organizations.

Points to Note

・The Guidelines are not legally binding and the failure of an action to comply with the provisions of the Guidelines (including the term "should") should not be subject to legal penalties.

・The Regional Revitalization SDGs Finance Research and Study Group (Office: Office for Promotion of Regional Revitalization, Cabinet Office) should not be liable to any party for any damage, losses or expense arising out of or in connection with the use of the information contained in the Guidelines, or the modification or abolition of the Guidelines.

・The Guidelines will be reviewed on an ongoing basis in response to changes in circumstances and the degree of prevalence of registration and certification systems, taking into account the opinions of local governments, private organizations, residents, experts, and others in related fields.