



United Cities and Local Governments
Cités et Gouvernements Locaux Unis
Ciudades y Gobiernos Locales Unidos

TERMS OF REFERENCE
AND WORK PLAN

UCLG COMMITTEE ON
DEVELOPMENT COOPERATION
AND CITY DIPLOMACY

2011 - 2013

Terms of Reference

UCLG Committee on Development Cooperation and City Diplomacy

1. Background

The Committee on Development Cooperation and City Diplomacy of United Cities and Local Governments (UCLG) was created in November 2010, being the result of the merger of two previously existing committees: the Decentralized Cooperation Committee and the Committee on City Diplomacy, Peace building and Human Rights.

Both Committees started to explore possibilities of merging, given the close relation of the topics and activities of the two Committees and in order to react to the need within UCLG to work towards a more compact governance structure. In November the members of the Committees agreed to set up a joint work plan, in which also important aspects of the Millennium Development Goals are included.

The Committee on Development Cooperation and City Diplomacy is a political Committee which proposes and develops policies and gives advise to the World Organization on issues related to local government international development cooperation and city diplomacy.

The Committee on Development Cooperation and City Diplomacy is formally liaised with various Working Groups, such as the Capacity and Institution Building Working Group, the Working Group on Migration and Co-Development and the Working Group on Responsible Tourism and Sustainable Development, the Municipal Alliance for Peace (MAP) and the European Platform for Peace in the Middle East. It also has close ties with the UCLG Working Group on the Local Dimension of the Alliance of Civilizations.

2. Objectives

The main objective of the Committee is to be an **advisory group** to UCLG on the themes of development cooperation and city diplomacy. The Committee will thus advise and propose UCLG in its policy priorities and activities to undertake.

The UCLG Committee on Development Cooperation and City Diplomacy will focus on the following main objectives:

1. To inform and support UCLG's reflection on the importance and added value of local government development cooperation within the debate on the new aid architecture and to achieve the Millennium Development Goals;
2. To support the reflection and the positioning of UCLG in the debate on aid and development effectiveness;
3. To advise UCLG on the role of local governments should play in fostering peace building and stability and in preventing and resolving violent conflicts;
4. To inform UCLG's lobby for increased multilateral and bilateral support for local government development and city diplomacy programmes;
5. To ensure exchange, information sharing, coordination and collaboration among UCLG members that are active in development cooperation.

3. Structure of the Committee

3.1 Presidency

The Development Cooperation and City Diplomacy Committee is chaired by two co-presidents:

- Mr. Gérard Collomb, Mayor of Lyon, is responsible for issues related to Development Cooperation;
- Ms. Annemarie Jorritsma, Mayor of Almere and President of the Association of Netherlands Municipalities (VNG) is responsible for City Diplomacy matters.

The main responsibilities of the presidency are to:

- Chair committee meetings;
- Represent and report on activities of the Committee in meetings of the Executive Bureau, World Council and General Assembly;
- Maintain contact with the presidency of UCLG on behalf of the Committee;
- Represent the Committee in international organizations, in consultation with the UCLG World Secretariat;
- Monitor the annual work plan and communicate with members on behalf of the Committee;
- Consult the membership on activities to be carried out on behalf of the Committee membership.

3.2 Vice-Presidency

The Committee aims at having a Vice-President from all regions of the world.

The main responsibilities of Vice Presidents are to:

- Consult the regional members about policy and activity proposals of the Committee;
- Feed into the work plan of the Committee, in consultation with regional members;
- Monitor the implementation of the annual work plan in the region;
- Represent the Committee in regional organizations and meetings;
- Represent the region in matters on development cooperation and city diplomacy.

From North America, the Vice President of the Committee is Mr. Berry Urbanovic, Councillor of Kitchener and First Vice President of the Federation of Canadian Municipalities takes up the role of Vice President of the Committee.

From the Middle East and West Asia, the Vice President is Mr. Osman Baydemir, Mayor of Diyarbakir, Turkey.

From Europe, the Vice President is Mr. Francisco Pulido Muñoz, member of the Provincial Council of Cordoba and President of FAMSI.

3.3 Membership

The membership of the Committee consists of political elected representatives, which were either members of both former Committees who wish to maintain actively involved, or expressed their wish to become an active member. Members of the former Committees will be requested to confirm their membership.

The core group of members are politicians involved in development cooperation or city diplomacy initiatives from both Local Government Associations and individual cities, from all different regions of the world.

Members are expected to participate actively in the activities and debates of the Committee. The membership list will be updated annually.

In order to ensure better links between the Working Groups - mentioned in section 1 - and the Committee, the Working Groups will be asked to identify political representatives that will be able to participate in the meetings, in particular the Capacity and Institution Building Working Group efforts will make efforts to ensure that from each member organization there will be a political counterpart participating in the Committee.

3.4 Secretariat

The Secretariat of the Committee, responsible for supporting the implementation of the work plan, is based in and financially supported by three different organizations; the City of Lyon, VNG International (The Netherlands) and the Federation of Canadian Municipalities (FCM, Canada).

The three organizations coordinate among each other to divide the work load according to specific themes. In general, the following division can be made:

- The City of Lyon coordinates the communication related to the Committee¹ and coordinates all proposals related to on Development Cooperation
- VNG International coordinates all proposals related to City Diplomacy
- FCM specifically coordinates the development of a policy and advocacy strategy on Development Cooperation and Local Government, including the preparation of the 4th High Level Forum on Aid Effectiveness in Busan.

The main joint responsibilities of the Secretariat are to:

- Coordinate the daily operation of the Development Cooperation and City Diplomacy Committee and to develop annual work plans and oversee its implementation;
- Maintain the strategic objectives of the Committee;
- Liaise with the presidency on a regular basis;
- Foster good working relations with the members of the Committee;
- Coordinate with the UCLG World Secretariat;
- Communicate through circulars and newsletters on a regular basis;
- Ensure good regional consultation and adaptation of the agenda to national/regional contexts
- Organize regular Committee meetings and to support the presidency in their Committee activities.

4. Functioning of the Committee

4.1 Meetings

The Committee on Development Cooperation and City Diplomacy will organize meetings, but will also conduct its activities through email, telephone calls and through the UCLG website.

The Committee will in principle meet in the framework of each Executive Bureau and World Council meeting of UCLG. The secretariat of the Committee will prepare and coordinate the content of the meeting.

4.2 Communication

¹ Such as circulars, newsletters and news items etc.

Presidency

- The Presidency formally reports to the UCLG Executive Bureau on its actions and initiatives.

Vice Presidency

- Vice Presidents will participate in regular conference calls or e-mail exchange to consult on Committee matters.
- Vice Presidents will inform and consult the members in their regions on particular issues related to the work of the Committee.

Members

- Members inform and report to the Presidency of the Committee on issues of importance for the Committee.
- Members will ensure sharing of the Committee's activities within their organizations.

Secretariat

- The secretariat reports to the Presidency on any important issues related to the work of the Committee.
- The secretariat ensures regular communication towards the membership through circulars and bilateral exchanges.

4.3 Working languages of the Committee

English is the working language of the Committee in terms of routine email communications, though efforts will be made to translate all key messages or executive summaries in any document or publication that will be produced by the Committee.

As far as possible, circulars will be disseminated in the three official UCLG languages – English, French and Spanish–. Translation into other languages (such as Arabic and Chinese) will be considered depending on financial available resources.

Regional sections are invited to support the translation of documents into the languages of relevance for their region.

4.4 Coordination with the Working Groups

The Committee on Development Cooperation and City Diplomacy works closely with its Working Groups, to ensure coordination between the political work of the Committee and the technical work of the Working Groups, particularly on issues such as aid effectiveness, the role of local government in development cooperation and peace building initiatives.

In order to facilitate reciprocal communication between the Committee and the Working Groups, agendas of meetings will be exchanged at least one month prior to the meeting. Secretariats will consult each other regularly and will inform each other about progress in their work.

4.5 Finances

The three organizations that host the Secretariat will cover their own costs. This includes salary expenses, expert fees and budget for activity and travel expenses.

It is expected that members of the Committee make a contribution in terms of hosting meetings, or travel budget if the Secretariat needs to attend a meeting.

Work Plan 2011-2013 – Priorities and Activities

UCLG Committee on Development Cooperation and City Diplomacy: Advisory reference group of UCLG on recent developments and debates

The Committee serves as the reference group for UCLG on themes related to the role and added value of local government development cooperation and the role of local governments in peace building. The Committee advises on and supports the development of UCLG policies and reflections on recent developments or debates in these fields.

This includes debates related to development cooperation such as aid or development effectiveness, but also in issues related to conflict resolution or prevention, and the achievements of the MDGs in line with the sustainability agenda.

In biannual meetings, the Committee members will focus on discussing the following main themes:

1. The UCLG Policy Paper on Local Government and Development Cooperation
2. UCLG's involvement in the Aid Effectiveness debates
3. UCLG's role in promoting peace and stability
4. Advise on advocacy activities in (inter)national debates
5. Contribute to better information sharing, coordination and collaboration among UCLG members that are active in international development cooperation

1. UCLG Policy Paper on Local Government and Development Cooperation

The Committee is currently developing a "UCLG Policy Paper on Local Government and Development Cooperation" which specifies the nature and various aspects of local government development cooperation. For the first time in UCLG's history, a global policy statement on this subject is being developed.

The paper aims to promote local governments' crucial role in the development of a country. More specifically, arguments will be documented to advocate for the added value of local government development cooperation as an effective means to build local government capacity and to achieve positive development outcomes at the local level, the added value for populations in the North and the south and to identify complementarities with other development actors.

The development of this policy paper comes at a time in which local government development cooperation is getting much attention in both positive and negative ways. The European Commission is dedicating much encouraging attention to the phenomenon, though at the same time is also looking at local governments as possible co-donors. National governments in some countries are questioning the funding of local government development cooperation, as do some municipalities or citizens.

It is therefore even more important to address this issue at this very moment, in order to ensure that good arguments are being documented and that they can be used in international debates where UCLG's message needs to be heard.

The following steps will be taken with support of the Federation of Canadian Municipalities and the UCLG Capacity and Institution Building (CIB) Working Group:

1. A **UCLG member's consultation paper** to ensure good consultation with the membership (March – June 2011)

2. A **written report of the outcomes** will be discussed in the CIB Working Group and Development Cooperation and City Diplomacy Committee meeting (June 2011)
3. Development of **10 key advocacy messages** for use in international meetings (March – November 2011)
4. A **draft UCLG policy paper** for discussion in the Development Cooperation and City Diplomacy Committee meeting and possibly in the World Council (November 2011).
5. Development of an external **Advocacy Paper** upon adoption of the Policy Paper with clear target audiences: multilateral organizations, national governments, local governments and citizens.

2. Inform UCLG's reflection on Aid Effectiveness debates

The Committee is a political forum for reflection on the role of local governments in the aid effectiveness debate.

The UCLG Capacity and Institution Building (CIB) Working Group prepares technical input on the impact of the aid effectiveness agenda which will feed into the political discussions of the Committee and the positioning of UCLG towards the 4th High Level Forum on Aid Effectiveness in Busan (South Korea), November 2011.

The main activities of the Committee will be to:

1. Advocate for the proposal adopted by the World Council in 2009 to call on the OECD **to set up a structural mechanism** to monitor the impact of the aid effectiveness agenda on local governments throughout the world.
2. **Support UCLG's advocacy** with the OECD Working Party on Aid Effectiveness and the United Nations Development Cooperation Forum through the identification of policy messages and participation in international conferences and meetings, in coordination with the UCLG World Secretariat.
3. **Lobby national governments** for the inclusion of the theme of local governments in the 4th High Level Forum on Aid Effectiveness.

3. Raising awareness on the role of local government in conflict prevention and resolution

The Committee will advise UCLG on the promotion of local governments' role in fostering peace building and stability, and the prevention and solution of violent conflicts. More specifically, the Committee will develop:

1. **A proposal for UCLG to promote a policy on City Diplomacy**, taking into account the Hague Agenda on City Diplomacy and aimed at increasing the visibility of local governments in preventing and resolving violent conflicts.
2. **A proposal for UCLG to establish a mechanism of support** to local governments, its politicians or staff who face the threat of oppression or violence as a consequence of the performance of their public duties.
3. An advice to UCLG regarding the **Master Peace Initiative**, and the establishment of a **Peace Award**.

4. Advise on advocacy activities in (inter)national debates

Members of the Committee are committed to support UCLG in their advocacy work and to advocate on behalf of UCLG in (inter)national debates on development cooperation and city diplomacy when there is a clear mandate of the world Organization.

The Committee will inform policies and will examine information and tools that assist members to get involved in dialogues in their countries on development cooperation, in coordination with the Capacity and Institution Building Working Group members with the dialogues on decentralization which are organized by the Committee on Decentralization and Local Self-Government.

5. Operational priorities

The Committee aims to contribute to better information sharing, coordination and collaboration among UCLG members that are active in international development cooperation, through regular exchange in Committee meetings.

6. More information and contact details

All information can be found on the UCLG website: www.cities-localgovernments.org/.

Development Cooperation and City Diplomacy Committee Secretariat, March 2011

City of Lyon:

Valérie de Rosa, vderosa@grandlyon.org , +33 4 26 99 34 74

VNG International:

Peter Knip, peter.knip@vng.nl, +31 70 373 83 86,

Renske Steenbergen, renske.steenbergen@vng.nl, +31 70 373 8707

Federation of Canadian Municipalities:

Tim Kehoe, tkehoe@fcm.ca, +1 613 907 6285