

TERMS OF REFERENCE FOR UCLG POLICY DEVELOPMENT AND CONSULTATION MECHANISMS

BASED ON THE TERMS OF REFERENCE AMENDED BY THE UCLG EXECUTIVE BUREAU, 26-27 APRIL 2010, CHICAGO, USA

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The creation of Policy Councils, Committees, Working Groups, Communities of Practice and Fora fall under the responsibility of the World Council, as per article 41 of UCLG's Constitution. These mechanisms are mandated by the World Council within the framework of UCLG's agreed priorities and work programme to enhance policy ownership and political participation, facilitate networking and support the sharing of expertise among UCLG members on specific themes identified as priorities of the global agenda of the World Organization.

1. What are UCLG Policy Councils?

UCLG Policy Councils are a group of officials with a political mandate that represent members of UCLG, who provide inputs that are used by the organization as a basis for making decisions.

The Councils provide an opportunity for political representatives to participate in policymaking and to have their views raised before the organization's governing bodies. The Councils are considered as part of the decision-making process.

Policy Councils aim to enhance political participation in UCLG discussions. They should further improve the ownership of policy recommendations and foster members' engagement in activities resulting therefrom.

The World Secretariat functions as the Secretariat of the Policy Councils, which aim to improve the links among Committees and Communities of Practice, as well as between these groups and the governing bodies of the organization.

Policy Council objectives

The Policy Councils develop policy recommendations in relation to strategic topics. Committees can refer topics for broad discussion, reports and documents to the Policy Councils to be tabled during the Executive Bureau meetings.

2. What are UCLG Committees?

A UCLG Committee is an organized group of local government members represented by politicians that get together to work on a specific policy area. A Committee has a dedicated Secretariat and a group of members coming from all Sections of the organization. It reports to the World Council, in close coordination with the Policy Councils.

Committee objectives

The Committees develop background on specific policy areas that can serve as bases for formal policy positions to be adopted by the governing bodies of the World Organization. These policies must be embedded in the thematic areas defined by the Executive Bureau and the framework of the strategic priorities for the period in progress. Committees are further able to convene meetings among members and promote the implementation of programmes related to their policy area. The results of their work shall be presented to the UCLG Policy Councils for further recommendation to the UCLG Executive Bureau and/or World Council.

3. What is a UCLG Working Group?

A UCLG Working Group gathers practitioners with specific skills and expertise that are mobilized around specific topics and projects.

Working Group objectives

Working Groups aim to implement joint actions and support the implementation of specific parts of UCLG's core programme.

Working Group activities and reporting are included in the general UCLG work plan and reporting to the World Council.

The local government members of **Working Groups may be represented by advisors** – with or without a political mandate. The activities of the Working Groups shall be monitored by a political representative member of the Policy Council.

4. What is a UCLG Community of Practice?

A Community of Practice is a group of local government members of UCLG represented by technical staff and practitioners convened at the initiative of a UCLG member around a specific topic.

Community of Practice objectives

Communities of Practice call learning meetings, suggest studies or programmes and contribute to the different parts of the UCLG network, informing on specific topics. Communities of Practice can develop ground work for Committees or Policy Councils in close collaboration with the World Secretariat.

Communities of Practice report annually to the Policy Councils.

5. What is a UCLG Forum?

A UCLG Forum is a consultation and policy development process that culminates in an event every two years. It focuses on a specific constituency or topic.

Fora objectives

UCLG Fora aim to gather political representatives of a specific constituency from the membership. Fora may also gather political representatives around a specific topic of critical importance for the agenda of the organization. The Fora should produce policy guidance related to the constituency represented therein and should foster visibility for the issue concerned.

A Forum process is led by a member and supported by a reduced group of members from different regions.

UCLG Fora-related activities will be included in the annual general UCLG work plan presented to the World Council.

6. The UCLG Policy Councils, Committees and Working Groups are bound by the following principles:

A. General principles

1. Where necessary, the World Council may create Policy Councils every three years. It can also set up a Committee or put an end to their activities.
2. Policy Councils and Committees shall operate in accordance with the organization's Constitution and principles.

B. Composition

1. The **Policy Councils** shall be composed of up to 15 representatives with a political mandate, including one member of the Presidency. Members of the Policy Council should preferably be active members of a UCLG Committee or Working Group. Balances among regions and type of members will be safeguarded.
2. A member of the Presidency will Co-Chair the Policy Council
3. The **Committees** shall be formed in their majority by members of local governments (individual members or associations) that belong to at least three different UCLG Sections. The formal local government members of Committees shall be political officials. They may be assisted in their work by their advisors.
4. UCLG members shall be invited to express their interest in participating in the work of the Committees in writing. The Secretariats of the Committees shall submit an updated list of members to the World Council annually, which will be accessible via the UCLG website.
5. Each Committee shall elect a President and at least one Vice-President from among UCLG local government members. The Presidents of Committees shall be invited to the meetings of the Executive Bureau and World Council.
6. The UCLG Secretary General and the Secretaries General of the Regional and Metropolitan Sections shall be full members of the Committees and Working Groups.
7. The other categories of UCLG members (international organizations, associate members and honorary members) shall also be invited to participate in the Committees and Working Groups, according to their specific competences.
8. Non-member institutions and organizations may be invited to attend Committee or Working Group meetings in the capacity of observers.

C. Work methodology and governance

1. UCLG **Policy Councils** report at each session of the Executive Bureau.
2. **Committees** report annually to the World Council, providing:
 - a. An annual report
 - b. The composition of the Committee (Presidency, Vice-Presidency and Secretariat)
 - c. A list of active members
 - d. Committees' work plans shall be included in the UCLG work plan.

D. Documents and recommendations

1. Committees' decisions and recommendations may only be published as Committee documents following signature by the President of the Committee and presentation to the Executive Bureau and/or Policy Councils.
2. The World Secretariat shall be regularly updated on activities and shall facilitate the presentation of issues to the Policy Councils and Executive Bureau.

E. Operations and links with the UCLG Network

Policy Councils

1. The World Secretariat facilitates the work of the Policy Councils in collaboration with other parts of the membership relevant to the issues to be covered.
2. It will:
 - a. Convene meetings on the occasions of the Executive Bureau and World Council
 - b. Prepare background briefings
 - c. Prepare recommendations
 - d. Prepare reports

Committees

1. The Secretariat of each Committee shall be provided by a member of the Committee, in liaison with the UCLG World Secretariat. They are both responsible for:
 - a. Preparing meetings and sending calls for meetings
 - b. Guaranteeing the writing up of reports
 - c. Guaranteeing the relationship between members
 - d. Ensuring the follow up of matters dealt with
 - e. Any other activities defined by the Committee
2. The Secretariat shall work closely with the President of the Committee or Working Group.

Links with Sections and overall membership

1. The UCLG Sections' Secretariats and Leadership are invited to all meetings of the Policy Councils, Committees and Working Groups and will make the link between these mechanisms and the Section's Governing Bodies.
2. There will be regular briefings at Section level on the activities of the Policy Councils, Committees and Working Groups, organized in close cooperation with the World Secretariat.
3. The World Secretariat must regularly inform all the organization's members about the activities of the network through a section or page on the UCLG website. Regular communications addressed to all Committee or Working Group members shall be carried out via the UCLG information system. To this end, Committee and Working Group members should provide the World Secretariat with all necessary data.

7. Resources

All consultation mechanisms will need to present a three-year sustainability plan to ensure operations. This will be done in consultation with the World Secretariat and will include financial support from members involved in the mechanism. It may also include support from other partners.