



## Terms of Reference of the World Urban Campaign<sup>1</sup> Steering Committee (WUC-SC)

### THE PREAMBLE

1. The World Urban Campaign (WUC) is an integral part of UN-HABITAT's work programme and a key means by which UN-HABITAT is implementing its Strategic Plan for 2014-19. Together with the World Urban Forum, the WUC spearheads UN-HABITAT's work in the area of Advocacy, Partnerships and Information. It also contributes to enhancing work in the area of branding and communications.
2. The World Urban Campaign seeks to advance the following goals:

**TO UNITE:** convince public, private and social stakeholders that investing in creative, resilient and sustainable cities and communities is essential to our future.

**TO ENABLE:** provide the necessary tools to achieve creative, resilient and sustainable cities and communities.

**TO MEASURE:** establish benchmarks, monitor progress and share knowledge worldwide.

**TO CONNECT:** create synergies and lasting linkages between stakeholders and facilitate the coherent and strategic coordination of partners.

3. The purpose of the World Urban Campaign Steering Committee (WUC-SC) is to define the agenda, plan advocacy activities and build ownership among the Campaign's partners to achieve resilient sustainable urban communities by engaging partners from public, private and social sectors worldwide<sup>2</sup>.
4. The key elements of the agenda include<sup>3</sup>:
  - a) To develop and endorse strategies and plans for the World Urban Campaign;
  - b) To help identify, mobilize and select partners, including criteria for selection, to implement the Campaign;

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<sup>1</sup> Revision: 24 July 2016

<sup>2</sup> Mission from statement of goals and principles (refer Appendix 1)

<sup>3</sup> Agenda item of the first WUC Steering Committee meeting

- c) To share and disseminate tools, methodologies and guidelines that can help various constituencies to engage in policy dialogue and development in the area of sustainable urbanization;
  - d) To package evidence-based arguments that can be used by various constituencies to inform and influence sustainable urbanization policy-making and budgetary resource allocations at all levels of government;
  - e) To analyze, disseminate and facilitate the transfer of lessons learned from good policies and best practices for sustainable urbanization<sup>4</sup> including case study development to be promulgated by the WUC;
  - f) To share and make use of state-of-the-art outreach and communication instruments to raise awareness on sustainable urbanization among all stakeholders including civil society, business, NGOs, opinion-makers and youth;
  - g) To promote appropriate training, education and leadership development to achieve demonstrable impacts in sustainable urbanization in respective communities; and
  - h) To monitor and evaluate the results and the impact of implementation of the above.
5. Partners of the campaign are wholly independent institutions/organizations agreeing to subscribe and adhere to the policies, norms and values established by the Steering Committee, including the Statement of Goals and Principles adopted in Paris in 2009 (refer Appendix 1) to the maximum extent possible under their respective institutional mandates. The specificity of these mandates of the partners is recognized in the bilateral agreements signed between the Partners and UN-HABITAT.

#### **ARTICLE I: THE STEERING COMMITTEE**

- 6. The World Urban Campaign Steering Committee (WUC-SC) is the catalyzing, action-planning and monitoring organ of the World Urban Campaign. It guides the substantive and operational matters of the WUC and serves as an advisory body to the Executive Director of UN-HABITAT.
- 7. The WUC-SC is the governing body of the WUC with its permanent Secretariat and Coordinator based within UN-HABITAT.
- 8. The policies established by the Steering Committee include:
  - a) the goals, objectives and mission statement of the WUC<sup>5</sup>;

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<sup>4</sup> In conjunction with ongoing award systems and the Best Practices and Local Leadership programme

<sup>5</sup> Agenda item of the first WUC Steering Committee meeting

- b) new activities and strategies to be pursued by the WUC, including an annual work plan;
- c) procedures governing the WUC;
- d) any other matters related to the WUC.

## **ARTICLE II: STANDING COMMITTEE**

9. The Standing Committee of the Steering Committee is a committee comprising of representatives of 15 Constituent Groups defined as follows:

- 1) Local and sub-national authorities;
- 2) Research and Academia;
- 3) Civil Society Organizations;
- 4) Grass roots organizations;
- 5) Women;
- 6) Parliamentarians;
- 7) Children and youth;
- 8) Business and industries;
- 9) Foundations and philanthropies;
- 10) Professionals;
- 11) Trade Unions and workers;
- 12) Farmers;
- 13) Indigenous people;
- 14) Media;
- 15) Older Persons.

The Standing Committee should strive to represent the broadest possible cross section of the Steering Committee. It is elected, as appropriate, at the end of each Statutory Steering Committee meeting. Its roles and responsibilities include:

- a) Setting and approving the agenda of the next Steering Committee meeting;
- b) Reviewing the progress report of the WUC for approval by the Steering Committee;
- c) Approving expenditures unforeseen in the financial plan of the Steering Committee;
- d) Reviewing applications for new members;
- e) Monitoring the composition, representation and attendance of the Steering Committee membership;
- f) Other matters as may be delegated by the Steering Committee.

### **ARTICLE III: SUB-COMMITTEES**

10. Sub-committees may be constituted by the Steering Committee. The role and responsibilities of the sub-committees include:

- a) Substantive issues relating to WUC;
- b) Monitoring and evaluation of the outcome and impact of WUC activities;
- c) Financial issues and fund-raising;
- d) Communications and outreach strategy;
- e) New products;
- f) Other matters as decided by the Steering Committee.

### **ARTICLE IV: SECRETARIAT**

11. The Steering Committee will be supported by a Secretariat provided by UN-HABITAT. The Secretariat shall serve as an ex officio member of the Standing Committee.

### **ARTICLE V: MAKE UP OF MEMBERS OF THE STEERING COMMITTEE**

12. The Steering Committee is made up of: (i) UN-HABITAT; and (ii) partners who have fulfilled their obligations vis-à-vis the WUC as per the bi-lateral agreements signed between partners and UN-HABITAT and who adhere to the Principles set out in the Statement of Goals and Principles of the Campaign (refer Appendix 1).

13. The Steering Committee should strive to:

- a) Represent the broadest possible cross-section of urban professionals worldwide with expertise in the main themes of the WUC and the Habitat Agenda;
- b) Represent all spheres of government including central, regional and local, as well as parliamentarians;
- c) Represent business, foundations, civil society organizations, community based organizations and trade unions with due consideration to gender;
- d) Representatives of the secretariats of the regional ministerial meetings on housing and urban development;
- e) Representatives of other international organizations including UN agencies and international financial institutions actively engaged in promoting sustainable urbanization;
- f) Research and educational institutions;
- g) Represent all worldwide regions with balance in its membership from the Arab States; Asia and the Pacific; Africa; Latin America and the

Caribbean; Western Europe; East and Central Europe; and, North America.

#### **ARTICLE VI: ACCEPTANCE OF NEW PARTNERS TO THE WUC STEERING COMMITTEE**

14. New partners can be admitted to the Steering Committee under the following conditions (not in any order of priority):
- a) They represent a thematic area, key group of actor(s) or constituency, region or sub-region which enhances the coverage and composition of the WUC-SC;
  - b) Their substantive contribution is deemed as a value-added asset to the goals, objectives and activities of the WUC;
  - c) They demonstrate the ability to comply with the generic activities and obligations contained in the Statement of Goals and Principles (refer Appendix 1);
  - d) Their financial in-cash or in-kind contribution or sponsorship will greatly facilitate the work, outreach and credibility of the WUC.
15. Applications for membership will be reviewed by the Standing Committee prior to being circulated to all members of the Steering Committee for approval. In principle, acceptance or rejection is based on consensus. Failing consensus, a two-thirds majority vote is required to accept or reject such a proposal.

#### **ARTICLE VII: FREQUENCY AND VENUE OF MEETINGS**

16. Statutory Meetings: The Steering Committee meets statutorily once a year, at least one month before World Habitat Day which is celebrated on the first Monday of October every year. Statutory meetings will be held, in principle, on the occasion of a major conference, inter-governmental meeting or other event to which several partners intend to participate and represent a substantive interest for the WUC and its partners.
17. Extra-ordinary Meetings: Extra-ordinary meetings can be convened by a two-thirds majority vote by partners having attended the previous Steering Committee meeting. Extra-ordinary meetings will be held, in principle, on the occasion of a major conference, inter-governmental meeting or other event to which several partners intend to participate and represent a substantive interest for the WUC and its partners.
18. Standing Committee Meetings: The Standing Committee will meet, at least once a year. Whenever possible, it will conduct its deliberations through electronic conferencing. It may wish to meet in person in conjunction with other meetings.

**ARTICLE VIII: CHAIR, CO-CHAIRS AND OFFICERS OF MEETING**

19. The Chair and the co-Chair(s) of the Steering Committee will be elected by the members at the time of the World Urban Forum and shall serve for the period until the next World Urban Forum.
20. The Rapporteur(s) and any additional co-chair(s) shall be elected by the Steering Committee, as required.
21. The Chair and co-Chair of other committee meetings shall be elected by the members as required.

**ARTICLE IX: AGENDA OF THE STEERING COMMITTEE**

22. The Agenda of the Steering Committee will be proposed by UN-HABITAT to the Standing Committee for its approval 4 weeks before the scheduled date of the meeting. Members of the Standing Committee are committed to participate actively in the formulation of the draft agenda and have the responsibility of approving the draft agenda 15 working days prior to the meeting for dissemination to all partners 10 days prior to the meeting.
23. The Agenda, to be adopted electronically before the start of each meeting, will comprise, in principle, the following items:
  - a) Report of the Standing Committee, including status of partners;
  - b) Situation analysis and recommendations by the Secretariat;
  - c) Situation analysis and recommendations by partners;
  - d) Discussions in plenary;
  - e) Working groups to turn recommendations into actions;
  - f) Report of working groups;
  - g) Adoption of the report and action plan;
  - h) Other matters.

**ARTICLE X: WORKING DOCUMENTS FOR THE STEERING COMMITTEE**

24. The Secretariat will distribute a core programme report 3 weeks prior to the meeting.
25. Reports of the Standing Committee will be circulated to all partners 10 working days prior to the meeting.
26. Reports of sub-committees should also be prepared and submitted to all partners attending the Steering Committee meeting 10 working days before the meeting.
27. Each partner will prepare and submit an activities report, not exceeding three (3) pages to the Secretariat 15 days prior to a meeting to be circulated to all

partners attending the Steering Committee meeting 10 working days prior to the meeting. These reports will be sent to all partners and associate partners electronically.

#### **ARTICLE XI: BUDGET AND FINANCIAL MATTERS**

28. The Secretariat will maintain records and prepare annual and financial reports and budgets for the approval of the Standing Committee, which shall report thereon to the Steering Committee at least once a year.

#### **ARTICLE XII: HOSTING OF THE MEETING**

29. The hosting of the Steering Committee meeting is voluntary and should be on a rotational basis.

#### **ARTICLE XIII: TRAVEL TO AND EXPENSES ASSOCIATED WITH ATTENDING THE MEETINGS**

30. Travel to and expenses associated with attending the meetings are the responsibility of each partner. Special guests can be invited and are either the responsibility of the host of the meeting and/or sponsored by other means.

#### **ARTICLE XIV: NATURE OF RECOMMENDATIONS OF THE STEERING COMMITTEE**

31. In principle, all recommendations and decisions for follow-up action will be adopted by consensus. If consensus fails they will be adopted by two-thirds majority. Failing two-thirds majority, the issue will be dropped or referred to at a later stage.

32. Its decisions and recommendations should be complied with by all partners of the WUC while recognizing the independence of action of each of the partners. Its minutes and recommendations, once approved by members attending the meeting, represent commitments to which all partners will abide by to the maximum extent possible.

#### **ARTICLE XV: SPECIAL GUESTS**

33. Special guests may be invited, in close consultation with the Standing Committee, to attend the Steering Committee meetings but shall have no voting rights. These guests may represent a user or group of users of WUC products and services, donors, NGO members, parliamentarians, associate partners, inter-governmental bodies or special interest groups corresponding to one of the themes which members of the Steering Committee may wish to highlight in their deliberations.

**ARTICLE XVI: USE OF WUC SERVICES BY PARTNERS**

34. In addition to the relevant portions of the current Terms of Reference, partners can make full and unlimited use of the WUC logo, products and services for non-commercial purposes. Typically, such usage includes reproduction of advocacy materials, including tools, methods, documented good policies and best practices, case studies, etc. for training, capacity-building, leadership and policy development purposes.
35. All reproductions should acknowledge copyright and source and promote awareness of the WUC.
36. The present article does not confer the right for any partner to divulge user-id or password information, however temporary, to access the WUC e-forum and restricted portions of WUC website(s) and database(s). Temporary passwords and user-id can be issued upon request for training or conference purposes.

**ARTICLE XVII: NON-COMPLIANCE WITH TERMS OF REFERENCE**

37. The Steering Committee will consider appropriate actions to be taken in the event of non-compliance of these present Terms of Reference by any of its members.

**ARTICLE XVIII: MODIFICATIONS TO TERMS OF REFERENCE**

38. Modifications may be proposed and adopted at any statutory meeting of the Steering Committee.



## APPENDIX 1: STATEMENT OF GOALS AND PRINCIPLES<sup>6</sup>

### Overarching mission of the campaign

To achieve resilient, sustainable urban communities by engaging partners from public, private and social sectors worldwide.

### Problem statement

The first decade of the twenty-first century has been marked by overwhelming challenges including a food crisis, an energy crisis, a financial crisis, and a growing realization of the consequences of climate change. Thousands of organizations are developing tools and offering policy options to meet these challenges. But these activities are disparate and tend to ignore an equally unprecedented megatrend: that the world is undergoing an irreversible process of rapid urbanization. Failure to accommodate this megatrend has resulted in unsustainable forms of production and consumption, poverty and social exclusion, and pollution. While cities are part of the problem, they are also primary victims and they must be part of any solutions. Such solutions will require placing cities at the centre of strategies for change. They will also require new ways of thinking, new levels of understanding between stakeholders, and new partnerships.

### Goals

The partners of the World Urban Campaign seek to advance the following goals:

1. TO UNITE: convince public, private and social stakeholders that investing in creative, resilient and sustainable cities and communities is essential to our future.
2. TO ENABLE: provide the necessary tools to achieve creative, resilient and sustainable cities and communities.
3. TO MEASURE: establish benchmarks, monitor progress and share knowledge worldwide.
4. TO CONNECT: create synergies and lasting linkages between stakeholders and facilitate the coherent and strategic coordination of partners.

### Principles of the Campaign

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<sup>6</sup> Adopted in Paris at the second WUC Steering Committee meeting on 9 December 2009.



Sustainable urbanisation is understood by all partners as a process which promotes an integrated, gender-sensitive and pro-poor approach to the social, economic and environmental pillars of sustainability. This integrated approach further requires that investments be made in new forms of technology and inclusive governance. More specifically, the principles of sustainable urbanisation involve:

- (i) Accessible and pro-poor land, infrastructure, services, mobility and housing;
- (ii) Socially inclusive, gender sensitive, healthy and safe development;
- (iii) Environmentally sound and carbon-efficient built environment;
- (iv) Participatory planning and decision making processes;
- (v) Vibrant and competitive local economies promoting decent work and livelihoods;
- (vi) Assurance of non-discrimination and equitable rights to the city; and
- (vii) Empowering cities and communities to plan for and effectively manage adversity and change.