

GUIDE ON THE NOMINATION FOR CLUSTER LEADS AND CO-LEADS CITYNET OFFICE BEARERS 2023-2026 BRIEFER

Introduction

The CityNet Cluster System is developed to decentralize the work of CityNet by allowing subsets of CityNet members with a common interest to organize activities and programs independently. To support these clusters, CityNet Secretariat provides programs support through promotions, technical coordination and assistance, and a small fund grant through the Cluster Grant Program.

CityNet Secretariat introduced its cluster system in 2003. In 2007, the Clusters were comprised of ENVIRO (focus on solid waste, water and sanitation), INFRA (sustainable transport and integrated urban planning), DISASTER (disaster risk reduction), ICT and Millennium Development Goals (MDGs).

At the 2009 CityNet Yokohama Congress, the Clusters went further revisions to incorporate current needs and priority areas. The ENVIRO Cluster was renamed the Climate Change Cluster that carried out activities under the ENVIRO Cluster. The ICT Cluster was subsumed under other clusters. The remaining clusters – Infrastructure, Disaster and MDGs have remained the same.

In 2015, the MDGs Cluster was renamed as Sustainable Development Goals (SDGs).

In 2022, Members of CityNet Executive Committee approved the integration of Infrastructure Cluster with the Sustainable Development Goals. Only three clusters have remained – Climate Change, Disaster, and SDGs. The decision will take effect on 2023-2026.

Objectives

The purpose for Clusters is for knowledge-sharing and focused capacity building activities and international cooperation among CityNet members. CityNet introduced the cluster system to meet members' specific needs and objectives. Each cluster develops and implements its own short- and mid-term programs. Each cluster is comprised of different CityNet members.

Roles of Cluster Lead and Co-Lead/s

The Cluster identifies a Lead City or Cluster Lead which is expected to plan, allocate budget, monitor, and evaluate the impact of their cluster activities. The Cluster Lead also reports its accomplishments and concerns to members of the Executive Committee.

Cluster Lead seeks support from its Co-Leads. The Co-Lead/s support the Cluster Lead in implementing activities and providing budget and resources to conduct activities successfully.

Joining the Clusters

All members are encouraged to be part of at least one cluster. Each member can join in a maximum of two clusters. The list of members for each cluster can be found at the CityNet website (<https://citynet-ap.org/programs>).

By default, CityNet may assign a member to a suitable cluster if the preference is not indicated. However, every year, members can update their cluster membership to better suit their development priorities.

Eligibility

1. The Cluster Lead and Co-Lead/s are duly elected by their cluster members during the Congress year.
2. Only full members are eligible to become Cluster Lead. Both full and associate members are eligible to become Co-Lead. Current Cluster Lead and Co-Leads are eligible for re-election.

There can be more than one Co-Lead in the cluster provided the duly elected Cluster Lead approves it and the cluster members agree by consensus. The determination of the number of Co-Leads will be under the discretion of the elected Cluster Lead.

3. Nominees for Cluster Lead and Co-Leads must meet these basic eligibilities.
 - No arrears and pending membership dues for the current year at the time of nomination.
 - Submission of the latest Medium Term Plan Survey.
 - Official approval and consent from the Mayor or the Head of the Organization with the general understanding that an annual local budget will be provided to support the cluster-related programs and projects.
4. Cluster Lead and Co-Lead Nominees must take account on the expected functions and duties.

Functions and Duties of the Cluster Lead

1. To organize regional activities and allocate annual local budget for the planning and implementing international cluster programs during the term period.
2. To form sub committees based on the consultations with cluster members.
3. To organize annual meeting with the cluster members.
4. To maintain communication and engagement in cluster's online groups.
5. To monitor the progress of the cluster annual plan.
6. To write and submit cluster reports to CityNet Executive Committee.
7. To represent the Cluster and CityNet in regional conferences and networking activities.

Functions and Duties of the Cluster Co-Leads

1. To support the Cluster Lead in developing plans and programs, organizing activities, and providing local budget support for cluster-related activities.
2. To co-organize one annual meeting with cluster members.
3. To assist in maintaining communication and engagement in cluster's online groups.
4. To co-monitor the progress of the cluster annual plan.
5. To assist in the write-up and submission of cluster reports to CityNet Executive Committee.
6. To co-represent the Cluster and CityNet in regional conferences and networking activities.

Benefits of Being CityNet Cluster Lead and Co-Lead

1. Cluster Lead and Co-Lead enjoy priority access to CityNet Secretariat's training programs and services.
2. Cluster Lead and Co-Lead can apply for a CityNet's Cluster Grant that will help support their annual activities with the cluster members.
3. Cluster Lead and Co-Lead get first access to networking opportunities with the regional and international urban community by representing the Cluster and CityNet in different forum, conferences, and summits.
4. Cluster Lead and Co-Lead strengthens their international city branding as they become the lead in developing cooperation ties with other cities across Asia Pacific.