2022 **CITYNET ELECTION**

**THE 9TH CONGRESS**

1

**BRIEFER ON THE NOMINATION FOR**

**SECRETARY GENERAL**

CITYNET OFFICE BEARERS 2023-2026





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**Eligibility**

Candidates shall satisfy the following criteria and/or requirements:

1. Preferably, a citizen of a country in the Asia-Pacific Region.
2. Have significant accomplishments and experiences on urban issues, urban management, and other related activities.
3. Have held or is currently holding a senior position in any organisation, involved in urban development activities, and possess at least ten (10) years of related work experience.
4. Have excellent communication and networking skills.
5. Be able to devote the necessary time to carry out her/his duties, given that there is no remuneration for the post of the Secretary-General.
6. Possess tertiary qualifications.
7. Be of good health, as stated by a Medical Report given by a recognized medical institution.
8. Be prepared, able and willing to travel in the course of official duty.
9. Be active in promoting the Network and be involved in CityNet activities.
10. Have excellent English writing and speaking skills.
11. Have excellent leadership skills and experience in managing organisations.
12. Have an established network with international and other related agencies and have capacity to do fundraising for CityNet:

Every candidate is requested to obtain an official endorsement from the mayor of one full member of CityNet.

Terms and Conditions of Service

1. The Secretariat of CityNet shall be headed by a Secretary-General according to Article VII, Section 1 of the Charter of CityNet.
2. The General Council shall elect the Secretary-General of CityNet for a term of four (4) years or for a term not exceeding four years as the General Council may deem fit. (Article VII, Section 2).
3. The terms and conditions of service of the Secretary-General shall be established by the Executive Committee. (Article VII, Section 2).

**Responsibilities and Duties of the Secretary-General**

The Charter of CityNet describes the responsibilities of the Secretary-General in Article VII, Section 3 as follows:

1. Administration of the activities of the Secretariat.
2. Execution of decisions and instructions of the General Council and Executive Committee.
3. Co-ordination of any standing committee.
4. Preparation for and servicing meetings of the General Council and the Executive
	1. Committee.
5. Communications concerning the activities of the Network.
6. Submission of an annual report on the activities of the Network to the Executive Committee at year end.
7. Preparation of medium-term plans and biennial programmes of work;

The Charter of CityNet describes the responsibilities of the Secretary-General in Article VII, Section 4 as follows

a. Maintaining financial accounts for annual audit.

b. Submitting an annual statement of account.

c. Submitting to its biennial meeting financial estimates for the forthcoming two-year period.

In addition to the abovementioned duties and responsibilities, the Secretary-General is also required to:

a. Plan and propose strategic measures to the Executive Committee and General Council for the sustainability of the Network.

b. Implement the decisions of the General Council and the Executive Committee.

c. Represent CityNet and its members at international /regional conferences.

d. Make presentations on CityNet on the occasion of international/ regional conferences.

e. Promote and popularize CityNet to potential members.

f. Raise funds for CityNet and its activities.

g. Ensure compliance with rules and regulations and good practice by CityNet in the discharging of its role and functions.

h. Serve as a member of any partner organisation as representative of CityNet, and

i. Visit the Secretariat as often as required.

3. Duration of Tenure

1. The elected Secretary-General shall be required to enter into a contract of service.
2. The term of the Secretary-General shall generally commence on 1st January, the year succeeding the General Council, and end on 31st December, the year of the General Council or for any other tenure or duration not exceeding four years if the General Council may deem fit.

4. Financial Conditions

1. Honorarium: The Secretary-General receives no remuneration/ emoluments except the costs stated below.

a. Communication Cost. The Secretary General shall be of service to CityNet wherever she/he is domiciled and shall supervise the Secretariat by communicating with the Chief Executive Officer, Deputy Secretary General, Programs Director or other staff via fax/telephone and/or e-mail. The communication costs shall be borne by the Secretariat upon receipt of request of payment evidence but not exceeding US$500 per annum.

b. Travel Cost: When traveling on official duty, travel costs such as airfare, terminal expenses, daily subsistence allowance (DSA), and other costs shall be borne by CityNet and shall be reimbursed in accordance with travel claim with supporting invoices. The DSA shall be based by existing United Nations regulations.

c. Airfare. Roundtrip full economy class airfare or actual airfare whichever is less, between home country and destination.

d. Terminal Expenses. Terminal expenses incurred in the home country and in the country of destination shall be reimbursed.

e. Local Travel. Transportation within the destination country shall be reimbursed upon submission of supporting documents.

**CITYNET SECRETARY GENERAL NOMINATION FORM
CITYNET OFFICE BEARERS 2023-2026**

To the Election Committee:

I wish to apply for the position of SECRETARY GENERAL of CityNet for the term 2023-2026

I attach herewith the supporting documents for your consideration:

Annex 1: Vision Statement for CityNet

Supporting Document A: Medical Certification for Fitness to Serve the Position.

Supporting Document B: Updated Curriculum Vitae

Supporting Document C: Official Endorsement/s from a CityNet Full Member

Supporting Document D: Professional photo

**Date : \_\_\_\_\_\_\_ /\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_**

*Month* / *Date*  / *Year*

**Name of City/Organization:** \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_

**Signature and/ or Stamp:**

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**Full Name:** \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_

**Title (Head of City/Organization):** \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_

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| --- |
| **CONTACT DETAILS** |
| **Name of Contact Person** | \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_ |
| **Title/ Position** | \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_ |
| **Telephone Number** | \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_ |
| **Email/s** | \_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text* \_\_\_\_\_\_\_\_\_\_ |

**ANNEX 1:**

**Vision Statement for CityNet***Guide Question: Please describe your vision for the management, development and sustainability of CityNet. Include your ideas on how to enhance CityNet’s capacity to meet the needs of its members and to face pressing local and global challenges.*

*\*\* Please write in clear and concise format. Standard format is 12 size Times New Roman, single space. You can add pages for your additional answer but please do not exceed three (3) pages.*