**<Annex 1>**

**<Timeframe for the General Election for CityNet Main Office Bearers 2018-2021[[1]](#footnote-1)>**

|  |  |
| --- | --- |
| **Date** | **Milestones** |
| February 15- April 28, 2017 | Call for Nominations/ Applications and Submission of Nominations for all positions |
| April 28, 2017  June 2, 2017 (new deadline) | Deadline for the Submission of Nominations for all positions of the CityNet Executive Committee , including CityNet Secretary-General, to the Election Committee Members; |
| May - July 2017 | Eligibility Scrutiny of Applications received by the Election Committee for the positions of Executive Committee, Secretary-General and Auditor; |
| September 1- 31, 2017 | Election Committee endorses nominations to CityNet Secretariat for proper agenda at the General Council; |
| November 2017 | Members of the Election Committee conduct election of CityNet Executive Committee 2018-2021 at the 8th General Council in Colombo, Sri Lanka and announces the results;  The current Secretary-General submits the nominations for the Election Committee Members 2018-2021 to the General Council for elections. |

# <Annex II. The Secretary-General of CityNet> Eligibility and Procedures for Elections

### 1. Eligibility of Applicants

* 1. Candidates shall satisfy the following criteria and/or requirements:

1.1.1. Preferably, a citizen of a country in the Asia-Pacific Region;

1.1.2. Have significant accomplishments and experiences in and related to urban issues, urban management and related activities;

1.1.3. 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;

1.1.4. Have excellent communication and networking skills;

1.1.5. Be highly committed to CityNet’s Vision and Goals;

1.1.6. Be in a position to devote the necessary time to carry out her/his duties, given that there is no remuneration for the post of the Secretary-General;

1.1.7. Possess tertiary qualifications;

1.1.8. Be of good health, as stated by a Medical Report given by a recognized medical institution;

1.1.9. Be prepared, able and willing to travel in the course of official duty;

1.1.10. Be active in promoting the Network and be involved in CityNet activities;

1.1.11. Have excellent English writing and speaking;

1.1.12. Preferably, have the ability to communicate in other regional languages:

1.1.13. Have excellent leadership skills and experience managing organisations:

1.1.14. Have an established network with international and other related agencies and have capacity to do fundraising for CityNet:

* 1. Every candidate is requested to obtain an endorsement from at least one accredited representative of a current Full Member of CityNet (See Form D/SG – Endorsement Letter of a Candidate for the Position of the Secretary- General)

**2. Procedure for Election of the Secretary-General**

2.1. The letter for “Call for Applications/ Nominations” under the name of the Election Committee of CityNet will be circulated to all members and partners and shall be sent together with the following documents:

* Secretary-General of CityNet: Eligibility and Procedures for Election
* Terms and Conditions of Service of the Secretary-General of CityNet
* Form A/SG – Application Form for the Position of the Secretary-General
* Form B/SG – Vision Statement for CityNet
* Form C/SG – Curriculum Vitae
* Form D/SG – Endorsement Letter of a Candidate for the Position of the Secretary-

General

* Form E/SG – Medical Report

2.2. The information on “Call for Applications/Nominations” shall be disseminated as widely as possible by the Secretariat through CityNet website, e-News, partners’ newsletters and websites.

2.3. All applications shall be submitted to the Election Committee within the stipulated period. The applications shall be referred to the Election Committee for eligibility scrutiny. Deadline for the submission of nominations to the Elections Committee is on April 28, 2017.

2.4. The Election Committee shall:

2.4.1. Collect and compile Applications and verify their eligibility;

2.4.2. Make a list of applicants;

2.4.3. Submit the list of the eligible applicants to the Executive Committee who shall table it at the General Council;

2.4.4. Conduct the election during the General Council by secret ballot; and

2.4.5. Announce the result of the election.

**<Annex 3: Terms and Conditions of Service>  
 Secretary-General of CityNet**

## 1. Background

* 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 Executive Committee shall establish the procedure for election of the candidates for the position of Secretary General, at least one (1) year prior to the meeting of the General Council. (Article VII, Section 2).
  4. The terms and conditions of service of the Secretary-General shall be established by the Executive Committee. (Article VII, Section 2).

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

2.1. Responsibilities: 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 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

1. Maintaining financial accounts for annual audit;
2. Submitting an annual statement of account;
3. Submitting to its biennial meeting financial estimates for the forthcoming two-year period.

2.2. Other duties: In addition to the above, the Secretary-General is also required to:

* 1. Plan and propose strategic measures to the Executive Committee and General Council for the sustainability of the Network;
  2. Implement the decisions of the General Council and the Executive Committee;
  3. Represent CityNet and its members at international /regional conferences;
  4. Make presentations on CityNet on the occasion of international/ regional conferences;
  5. Promote and popularize CityNet to potential members;
  6. Raise funds for CityNet and its activities;
  7. Ensure compliance with rules and regulations and good practice by CityNet in the discharging of its role and functions;
  8. Serve as a member of any partner organisation as representative of CityNet; and
  9. Visit the Secretariat as and when required.

**3. Contract of Service and Duration of Tenure**

3.1. The elected Secretary-General shall be required to enter into a contract of service.

3.2. 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

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

## 4.2. 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 Assistant Secretary General, Deputy Directors, Program Officers, and other staff via fax/telephone and/or e-mail. The communication costs shall be borne by the Secretariat upon receipt of request of payment with supporting evidence but not exceeding US$500 per annum.

## 4.3. Travel Cost: When traveling on official duty, travel costs such as airfare, terminal expenses, DSA and other costs shall be borne by CityNet only for the purpose of pursuing the responsibilities and services as the Secretary-General and shall be reimbursed in accordance with travel claim with supporting invoices.

* + 1. Airfare: Roundtrip full economy class airfare or actual airfare whichever is less, between home country and destination.
    2. Terminal Expenses: Terminal expenses incurred in the home country and in the country of destination shall be reimbursed upon submission of supporting evidence.
    3. Local Travel: Transportation within the destination country shall be reimbursed upon submission of supporting documents.
    4. DSA: DSA based on United Nations DSA regulations

FORM A/SG

**APPLICATION FORM FOR**

**THE POSITION OF THE SECRETARY-GENERAL**

To the Election Committee of CityNet:

I wish to apply for the aforementioned position and attach herewith the following documents for your consideration.

Form B/SG: Vision Statement for CITYNET

Form C/SG: Curriculum Vitae

Form D/SG: Endorsement Letter of a Candidate for the Position of the Secretary-General

Form E/SG: Medical Report

**Please state briefly the reasons for applying for the position of the Secretary-General of CityNet.**

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| --- | --- |
| Date: | **/ /** 2017 |
| Signature: |  |
| Full Name: | Dr /Mr /Ms |
| The Current Title/Position: | |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Details of Applicant: | | | |
| 1. | Full Name  Dr/Mr/Ms |  | (First/Middle) |
|  | (Family) |
| 2. | Nationality |  | |
| 4. | Date of Birth |  | Age: |
| 5. | Current Position |  | |
| 6. | Contact Address  (Office / Home) |  | |
|  | |
|  | |
| 7. | Telephone/Fax |  | |
| 8. | E-mail |  | |

FORM B/SG

**VISION STATEMENT FOR CITYNET**

*In your own words, please describe your vision for the management, development and sustainability of CityNet. Please include your ideas on how to enhance CityNet capacity to meet the needs of its members and to face pressing local and global challenges.*

***Please state your answer on A4 size paper not exceeding six (6) pages.***

|  |  |
| --- | --- |
| Date: | **/ /** 2017 |
| Full Name: | Dr /Mr /Ms |
| The Current Title/Position: | |
|  |  |

FORM C/SG

**CURRICULUM VITAE**

Coloured

Photo

2 x 2 inches

(if scanned 300 dpi)

# A. Personal Information:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Family Name: | First Name: | Middle Name: |
| 2. | Gender : | Civil Status: | |
| 3. | Birth Date: | Birth Place: | Nationality: |
| 4 | Religion: |  | |

**B. Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Home Number: | Street: | |
| 2. | City: | Country: | |
| 3. | Home Telephone No: | Mobile No: | Fax No: |
| 4. | Personal Email Address (1): | Personal Email Address (2): | |

# C. Professional Information:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name of City/Organization (if any): |  | |
| 2. | Address: |  | |
| 3. | Telephone No: |  | Fax No: |
| 4. | Email Address (1): |  | Email Address (2): |

# D. Working/ Professional Experience:

|  |  |  |
| --- | --- | --- |
| Cities/Organizations/Agencies | Position | Period |
|  |  |  |
|  |  |  |
|  |  |  |
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**E. Educational Attainment:**

Please write only your tertiary education onwards:

|  |  |  |  |
| --- | --- | --- | --- |
| Degree/Course: |  | Name of University |  |
| Year Taken |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Degree/Course: |  | Name of University |  |
| Year Taken |  | | |

**F. Eligibility/Examinations Taken**:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**G. Other Special Skills/ Strengths:**

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**H. Professional Affiliations/Associations:**

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| --- | --- | --- |
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**I. Languages/Dialects Spoken:**

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| --- |
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1. **Hobbies/Personal Interests:**

|  |  |  |
| --- | --- | --- |
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|  |  |  |

###### Certification of Correctness

I, the undersigned, certify that the information given in this application is correct.

|  |  |
| --- | --- |
| (Signature): |  |
| Name: |  |
| Designation: |  |
| City/Org: |  |
| Date: |  |

FORM D/SG

**Endorsement Letter of a Candidate**

**for the Position of the Secretary-General**

To the Election Committee of CityNet:

I, the undersigned as below, have the honour to endorse the application of:

Name of Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a candidate for the position of the Secretary-General of CityNet for the following reasons:

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| --- | --- |
| Date: | **/ /** 2017 |
| Name of City: | |
|  |  |
| Signature: |  |
| Full Name: | Dr /Mr /Ms |
| Title (Head of City): | |
|  |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| Details of Applicant: | | | |
| 1. | Full Name  Mr/Ms |  | (First/Middle) |
|  | (Family) |
| 2 | Date of Birth |  | Age: |
| 3. | Address |  | |
|  | |
| 4. | Telephone/Fax |  | |
| 5. | E-mail |  | |

FORM E/SG

# MEDICAL REPORT I, the undermentioned have examined the aforementioned and have made the following findings:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (check each item) | YES | NO | (check each item) | YES | NO |
| Any heart disease? |  |  | Frequent indigestion? |  |  |
| Severe pain or pressure in chest? |  |  | Depression or excessive worry or anxiety? |  |  |
| Persistent Cough? |  |  | Fainting spells? |  |  |
| Tuberculosis? |  |  | Epilepsy or fits? |  |  |
| Diabetes? |  |  | Any nervous or mental disorders? |  |  |
| Backache? |  |  | Any skin disease? |  |  |
| Hernia (rupture)? |  |  | Any allergies? |  |  |
| High blood pressure? |  |  | If yes, please indicate; |  |  |
|  |  |  | Others: (please describe in detail) |  |  |

**Please tick:**

I have found him/her free of any disease.

Though he/she has the symptoms/conditions indicated above but he/she is medically fit to serve in the position applied.

|  |  |
| --- | --- |
| DATE: | / /2017 |
| Name of Doctor: |  |
| Name of Medical Institution: | |
| (Stamp of issuing authority) | |

1. **Adopted by the CityNet Executive Committee, 34th Executive Committee Meeting, November 24, 2016, Makati City, Philippines** [↑](#footnote-ref-1)