Introduction

To increase ownership of the organisation, CITYNET Secretariat introduced the Cluster System which began in 2003. In 2007, the Clusters was comprised of ENVIRO (mainly 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 with no sub-clusters but includes all activities that were previously carried out under the Enviro Cluster. The ICT Cluster was terminated but its activities were 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).

The current four clusters are **Climate Change, Infrastructure, Disaster and SDGs.**

Purpose

The primary purpose for creating the clusters is for knowledge-sharing and focused capacity building activities 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 for Cluster Leader and Co-Leader

Each Cluster identifies the Lead-City which is expected to plan, commit resources, monitor and evaluate the Cluster activities. The Lead-Cities will have Co-Lead-Cities to assist in the cluster activities as well. The Cluster Lead and Co-Lead/s have reporting duties to the Executive Committee and CityNet Secretariat. The Cluster reports will be submitted for wider dissemination.

Requirements of Cluster Members

Members of each cluster can regularly conduct intensive exchange of activities using various modalities of CityNet and can undertake joint regional programme activities through CityNet Services, and/or regional team consultations. Members of these clusters will also be given high priority for participation in regular CityNet activities like KLRTC (Kuala Lumpur Regional Training Center) workshops, Seoul Human Resource Development Center (SHRDC) workshops, and other regional conferences/training courses relevant to CityNet.

Joining the Clusters

All members are encouraged to be part of at least one cluster. Each member can join a maximum of two clusters. The list of members for each cluster member can be found at the CityNet website (www.citynet-ap.org) in the *About Section*. By default, CITYNET may assign a member to a suitable cluster if the preferences of the member are not indicated.

For further inquiries on the cluster membership, contact CityNet officers Paulie Mora (programs2@citynet-ap.org) or Jae Hyun Park (jaehyun@citynet-ap.org)

Terms of Reference for Lead and Co-Lead Cities

1. The Cluster Leader and Co-Leaders are elected by their cluster members during the Congress year.

2. Only Full Members are eligible to become Cluster Lead. Full and Associate Members are eligible to be Co-Lead; Current Cluster Leader and Co-leader/s are eligible for re-election.

3. Cluster Lead and Co-Leads nominees must not have any arrears and pending membership dues for the current year at the time of nomination. Nominees must also be able to comply necessary prerequisites for eligibility which include submission of 2018-2021 CityNet Medium Term Plan Survey

4. Cluster Lead and Co-Lead Nominees should be able to commit to the functions and duties below:

Functions and Duties of the Cluster Lead City[1]

1. As the Chairperson of the Cluster, to initiate and lead in the formation of a Cluster Committee that will facilitate the decision-making process of the Cluster;

2. Initiate bi-annual meetings subject to consultation with its committee members;

3. Develop annual plans and programs based on the overall objectives of the cluster;

4. Ensure the implementation of program activities set by its members;

5. Mobilize local resources in support to the implementation of cluster-led activities;

6. Exercise sound judgement, resourcefulness and strategy in program implementation;

7. Monitor the progress of the implementation of programme activities and propose follow-up.

8. Maintain online cluster groups and facilitate discussions among members;

9. Develop network linkages with development partners in support to achieving cluster objectives and CityNet.

10. Develop and submit Cluster Reports and report updates to the CityNet Executive Committee;

11. Ensure cluster members get to participate as well.

Functions and Duties of the Cluster Co-Lead City/ies[2]

1. Support the Cluster Leader in the formation of a Cluster Committee;

2. Initiate bi-annual meetings subject to consultation with Cluster Lead and its members;

3. Under the guidance of Cluster Lead, co-develop and co-implement program activities set by its members;

4. Mobilize local resources in support to the implementation of cluster-led activities;

5. Exercise sound judgement, resourcefulness and strategy in program implementation;

6. Co-monitor the progress of the implementation of programme activities and propose follow-up.

7. Co-maintain online cluster groups and facilitate discussions among members;

8. Co-write Cluster Reports for reporting to the CityNet Executive Committee;

9. Ensure cluster members get to participate as well.

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[1] Cluster Lead City can be interchangeably referred to as Cluster Lead or Cluster Chairperson
[2] Cluster Co-Lead City can be interchangeably referred to as Cluster Co-Lead or Cluster Co-Chairperson