

Guidelines on Arrangements for Hosting the Executive Committee Meeting

I. Introduction

1. CityNet, The Regional Network of Local Authorities for the Management of Human Settlements, holds the Executive Committee (ExCom) Meeting every year. To date, 34 ExCom sessions have been held. The 35th and 36th ExCom sessions will be held in Colombo, Sri Lanka on November 5 and November 8, respectively in conjunction with the 8th General Council.

Session - Date	Host City	Session Date	Host City
1 st - Nov. 4, 1989	Shanghai, China	19 th – Nov. 17, 2004	Lyon, France
2 nd - Jan. 28-30, 1991	Yokohama, Japan	20 th - Oct. 11, 2005 21 st – Oct. 15, 2005	Hanoi, Vietnam (in conjunction with 5 th General Council)
3 rd - Nov. 4-8, 1991	Kuala Lumpur, Malaysia	22 nd – Nov. 1, 2006	Mumbai, India
4 th - Apr. 2-3, 1993	Colombo, Sri Lanka	23 rd - Nov. 14, 2007	Makati, Philippines
5 th - Nov. 21, 1993; 6 th – Nov. 24, 1993;	Mumbai, India (in conjunction with 2 nd General Council)	24 th - Oct. 29, 2008	Changwon, Rep. of Korea
7 th – Nov. 24-25, 1994	Makati, Philippines	25 th - Sept. 7, 2009; 26 th - Sept. 11, 2009	Yokohama, Japan (in conjunction with 6 th General Council)
8 th – Oct. 5-6, 1995	Lyon, France	27 th – Oct. 22, 2010	Yokohama, Japan
9 th – Nov. 5-6, 1996	Shanghai, China	28 th – Nov. 26, 2011	Dhaka, Bangladesh
10 th - Nov. 22, 1997; 11 th - Nov. 25, 1997	Yokohama, Japan (in conjunction with 3 rd General Council)	29 th - July 10, 2012	Surabaya, Indonesia
12 th - Oct. 28-29, 1998	New Delhi, India	30 th – Nov. 3, 2013; 31 st – Nov. 6, 2013	Seoul, Rep. of Korea (in conjunction with 7 th General Council)
13 th - Nov. 1-2, 1999	Kathmandu, Nepal	32 nd – Nov. 28, 2014	Hue, Vietnam
14 th - Nov. 6-7, 2000	Kuala Lumpur, Malaysia	33 rd – Oct. 5-7, 2015	Sidoarjo, Indonesia
15 th - Oct. 29-30, 2001; 16 th Nov. 2, 2001	Bangkok, Thailand (in conjunction with 4 th General Council)	34 th – Nov. 23-24, 2016	Makati, Philippines
17 th - Nov. 18-19, 2002	Colombo, Sri Lanka	35 th - Nov. 5, 2017; 36 th – Nov. 8, 2017	Colombo, Sri Lanka (in

			conjunction with 8 th General Council)
18 th – Nov. 18-19, 2003	Muntinlupa, Philippines		

2. One or two major program activities of that year are usually held in conjunction with the Executive Committee, which should be included in the hosting arrangements.
3. The CityNet Secretariat has prepared this Guideline to better inform prospective host city in particular the financial and administrative requirements for hosting the ExCom meeting. After the official announcement of the host city, a series of preparatory discussions and visits will be conducted between the host city and the CityNet Secretariat that will eventually lead in the signing of the Memorandum of Agreement (MOU).

II. Organization of the Executive Committee Meeting

1. Duration of the Executive Committee and Meeting Hours
 - The duration of the CityNet Executive Committee is normally one working day, preceded or followed by a one-two day international seminar and/or workshop including field trips and/or other meetings of the CityNet National Chapters and Clusters.
 - Normally, meetings are held from 09:00 or 09:30 to 12:00 or 12:30 in the morning and from 13:30 or 14:00 to 17:30 in the afternoon.
 - CITYNET Secretariat staff is expected to be at the venue at least two-three days before the first official meeting day.
2. Number of Participants for the Executive Committee:
 - The Executive Committee of CITYNET is composed of 12 seats. The present composition is as follows (number of seats) :
 - 1) President: (1)
 - 2) First Vice President: (1)
 - 3) Second Vice President: (1)
 - 4) Executive Committee Members: (9)
 - Twenty to twenty five attendees from the Executive Committee (including accompanying staff, CityNet Clusters and National Chapters) are expected to attend.
 - In addition, representatives from the United Nations Economic and Social Commission of Asia and the Pacific (UN-ESCAP), United Nations – Habitat (UN-Habitat) and/ or United Nations of Development Program (UNDP) may attend in an advisory capacity. The total number of advisers is usually 2 to 4.
 - Non-Executive Committee members are also invited to attend the Executive Committee as observers. Those observers include the city/organization who will host the succeeding session, local members, CityNet National Chapters, national governments, various

international organizations including United Nations bodies, and donor agencies with objectives of embracing the improvement of human settlements through capacity building of local authorities and their partnership with other stakeholders in urban areas. The total number of observers is usually around 5 to 10.

- In total, including staff members from the CITYNET Secretariat, **the total number of participants at the Executive Committee Meeting of CityNet is estimated to be around 40 to 50.**

III. Financial Requirements for Organizing the Executive Committee Meeting

1. Accommodation

- The host city will be required to bear the costs of single-room accommodation including breakfast (expected to be four or five star or equivalent) for CityNet's sponsored participants' entire stay in the host city. This however excludes incidental expenses such as mini-bar, telephone and laundry which are charged to the participants.
- In the case that the representative/s stay longer, all the costs incurred during the extended stay will be borne by the representatives themselves.
- It is advisable to accommodate all the participants in a single hotel to secure that they are well informed of every administrative announcement.
- It is also advisable that the location of the ExCom hotel is nearby other hotels that may serve as alternative hotels to those non-sponsored participants.

2. Meals

- The host city will provide all participants – both sponsored and non-sponsored - with lunch and dinner, which have been set up in the official program.
- To minimize the cost, it is encouraged for the host city to approach local partners or private sectors like the local chamber of commerce to co-host the lunches, cocktail parties and receptions. This will also provide opportunities for host city's residents to interact with participants on these occasions.
- Please note that some members are strict Vegetarians or Muslims. A variety of food should be considered to accommodate dietary restrictions.
- During breaks, the host city will provide tea/coffee and refreshments to all participants. The tea/coffee breaks will take place mid-morning and mid-afternoon.

3. Transportation

- The host city is expected to welcome CityNet participants upon their arrival at the airport;
- The host city is expected to facilitate the speedy clearance through customs and immigration of the participants;
- The host city is expected to arrange their transport to the hotel;
- Similar arrangement should also be made to facilitate participants' departure.
- ExCom members, keynote speakers, the Secretary-General, and participating mayors are considered CityNet Very Important Persons (VIPs) the host city must take into account. However, the form of VIP treatment remains at the discretion of the host city. It is advisable to arrange cars for the VIPs. CityNet Secretariat will inform the host city of the VIP list.

- The host city should provide local transport for field trips and/or transferring participants to/from the hotel if the conference facility is located beyond walking distance from the hotel.

4. Reception

- For the entire program duration, the CityNet President City will host the welcome dinner. The host city is expected to hold the succeeding dinners and a farewell reception. Evening functions will be attended by approximately 50 guests. However, the host city can invite local participants, subject to the final program design.

5. City Tour

- The host city may arrange city tours out of hospitality for the Executive Committee members and the participants of the seminar/workshop. This may be integral to the seminar/workshop program or it can be an extended program after the meetings/ seminar/workshop are conducted.

6. Interpreter

- ExCom members from countries where English is not the official language will bring interpreters or other supporting staff with them. They will be allowed to do so at their own expense.

7. Other

- The host city should bear the costs of document reproduction.

IV. Administrative Requirements for Organizing the Executive Committee Meeting

1. Space Requirements

- The following rooms shall be provided by the host city. They should be inside the hotel.
 - 1) Main Conference Room:** One large room with a seating capacity for at least about 50 people with a public address system to relay the proceedings of the Executive Committee and a system for recording these proceedings.
 - 2) Working Group Meeting Room:** One small room with a seating capacity for about 20 to 30 persons will be required for ad hoc meetings or smaller groups. It may be desirable to have a public address system.
 - 3) Rooms for seminar/workshops:** Depending on the size of the seminar/workshop.
 - 4) Participants' Lounge:** Participants' lounges located close to the main conference hall and group meeting rooms with adequate furniture including a few writing tables, sofa chairs and coffee tables.
 - 5) Registration and Document Distribution:** Space should be provided outside of the main conference hall for registration, information and a reception desk. A documents and distribution corner should also be provided with sufficient tables to stack conference documents and to display carried-in reference materials.
 - 6) One room for VIPs including the President of CITYNET:** A room with a desk and sofa should be provided to welcome guests.
 - 7) CityNet Secretariat Room:** One room should be provided for the Secretary General with one writing desk, a small sofa and a small meeting table with five to six chairs.

2. Personnel

- The host city is expected to designate a coordinating team, headed by an officer who has a decision-making authority, who will be sent to the site of the Executive Committee to assist and cooperate with the CityNet Secretariat staff in various administrative matters for the smooth conduct of the Executive Committee and related events.
- CityNet Secretariat will play a coordinating role in the preparation leading to the Executive Committee Meeting and in the actual meeting proper. A sufficient number of English-speaking support personnel by the host city must be provided.
- For the international seminar/workshops, CityNet Secretariat will play a supporting role to the host city which is considered to be the main organizer. Since CityNet-supported participants will already be there, they can either be resource persons, facilitators, session managers, and captive participants to the international seminar/workshops.

Other Equipment

- 1) Should the host city decide to conduct a parallel exhibition, all equipment related to the exhibition must be provided by the host city. It is the discretion of the host city to determine the viability of holding the parallel exhibition and the purpose.

V. Contact Point

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