

Summary of Key Decisions and/or Follow-up Actions:

- **EXCO approved the Meeting Agenda, 30 October 2012, Hanoi, Vietnam and the 4 September 2012, Naples, Italy EXCO Meeting Report**, with the note that UCLG-A is not a separate member, but part of the UCLG delegation.
- **EXCO members approved the reduction of US\$300,000 to the Secretariat Budget for FY13** and also the use of the additional funds from German Cooperation (US\$500,000) for the development of a Sub-Saharan Africa Strategy for the Cities Alliance; final approval is subject to Consultative Group ratification.
- **EXCO considered the four recommendations from the Final Report of the Evaluating the Location and Hosting of the Cities Alliance**, and recommended that:
 - The Cities Alliance should relocate to Europe.
 - The Cities Alliance be located in Brussels.
 - A detailed investigation of GIZ, UNOPS or a hybrid solution should be undertaken by the Cities Alliance Secretariat along with a transition plan, to be approved by the EXCO.

EXCO also agreed on the following points:

- The change in location and hosting should be implemented as rapidly as possible, to minimise disruption to Cities Alliance operations.
 - The cost of the move should be cost neutral to the current budget of the Cities Alliance.
 - The extraordinary meeting that will deal with this important topic would be opened up to all Consultative Group members.
- EXCO recommended **postponing the 2013 Call for the Catalytic Fund** until the hosting arrangements for the CA are determined and the Call can be administered with the selected hosting arrangement.
 - EXCO recommended that **selection of the theme for the 2013 Catalytic Fund be delegated to EXCO**, with opportunity for Consultative Group members to comment on the themes and confirm EXCO's decision virtually.
 - EXCO agreed to recommend **Sweden and Philippines to the Consultative Group** as members of EXCO for the period 2012-2014.
 - **Next EXCO meeting date** remains to be confirmed.

Meeting Summary

Attendance:

Executive Committee: Goldblatt, Maehara (Ministry of Foreign Affairs, France); Berg (Ministry of Foreign Affairs, Norway); Rodriguez and Nishimori (League of Cities of the Philippines); Bolnick and Fardrigo (Shack/Slum Dwellers International); Saiz (Meeting Chair, UCLG); Badiane and Melin (UN-Habitat); Allaoua (World Bank); Cobbett (Ex-Officio, Secretariat)

Observers: Germany (Marré, BMZ; and Meinert, GIZ); Clare Short (Policy Advisory Forum Chair)

Presenter: ICF/GHK International (Simpson)

Secretariat: Henderson, Kibui, Milroy, Shah, Zeman

Venue: Hilton Hanoi Opera Hotel, Hanoi, VIETNAM

See Annex I for Final Meeting Agenda

See Annex II for Final Participant List

Item 1: Opening and Welcome/Adoption of Agenda/Clearance of Previous Meeting Report

- The meeting agenda was adopted with no comments.
- The September 2012 EXCO report was approved with the note that UCLG-A is part of UCLG, not a separate member.

Item 2: Budget Update

At its June 2012 meeting in Kampala, EXCO reviewed estimated FY12 financial reporting and the proposed FY13 Programme and Secretariat budgets.

Actual FY12 financial reporting has subsequently been completed, resulting in some modest adjustments to the reporting reviewed by EXCO in June. These adjustments also impact the FY13 budget. In addition, new funding from German Cooperation (US\$500,000) has been mobilised in support of developing a Cities Alliance strategy for Sub-Saharan Africa, for which budget adjustments are requested.

The actual FY12 reporting and adjusted FY13 budgets are included in the financial reporting issued as part of the Consultative Group documentation.

EXCO was requested to confirm approval for the FY13 budget adjustments.

- Norway requested that in the future, more details be presented in terms of the Country Programmes (pg. 17).
- France requested clarification on the amount of the Secretariat budget decrease.

- EXCO members approved the reduction of US\$300,000 to the Secretariat Budget for FY13 and also the use of the additional funds from German Cooperation (US\$500,000) for the development of the Sub-Saharan Africa Strategy for the Cities Alliance, which had been previously agreed in the work plan.

Item 3: Evaluating the Location and Hosting of the Secretariat

At the September 2012 extra-ordinary meeting of the Executive Committee in Naples, EXCO members approved the Terms of Reference that proposed providing a framework for the evaluation of the possibilities of hosting the Secretariat, considering both current arrangements and alternatives that EXCO approved for further consideration, i.e. GIZ and UNOPS. The Secretariat (Kevin Milroy, Sr. Operations Officer/Deputy Manager and Phyllis Kibui, Operations Officer) undertook this task with the support of (i) a consultant familiar with the work of the Cities Alliance, Jamie Simpson of ICF GHK International; and (ii) with personnel of the proposed hosting agency or agencies (see final report for full list of interviewees). As agreed at the EXCO meeting in Naples, the results of this exercise—the Final Evaluation Report—was circulated to the CG members on a Strictly Confidential basis prior to the Hanoi meetings and has been presented to the Consultative Group for consideration.

Member Discussion and Next Steps

Members found that the Evaluation Report brought clarity to the issues and appreciated the direction it provided for decision-making. After a frank discussion in which members confirmed that the Evaluation Report was an evaluation of the best option for the Cities Alliance to improve its effectiveness and efficiency in achieving its goals—and was not an evaluation of three different institutions—there was a unanimous conclusion that the Cities Alliance should relocate to Europe. Against the backdrop of this consensus, members agreed to the World Bank request to re-focus the report solely on the two European hosting options for the Cities Alliance (GIZ and UNOPS) and present those options in the revised Evaluation Report to the CG meeting on 1 November 2012.

The members paid tribute to the support provided by the World Bank to the Alliance since its creation. They underlined that many of the partnership's achievements would not have been possible without the clear commitment of this founding institution. They stressed the need to guarantee the continued involvement of the World Bank and to ensure that the decision taken would enhance the spirit of a broader partnership which should still build on the strong foundations of multilateralism.

- **EXCO recommended that the Cities Alliance relocate to Europe.**
- **EXCO recommended that the Cities Alliance be located in Brussels.**
- **EXCO recommended that a detailed investigation of GIZ, UNOPS or a hybrid solution should be undertaken by the Cities Alliance Secretariat along with a transition plan, with both to be approved by EXCO.**
- **EXCO stressed that the change in location and hosting should be implemented as rapidly as possible to minimise disruption to Cities Alliance operations.**
- **EXCO also agreed that the cost of the move should be cost neutral to the current budget of the Cities Alliance.**

Item 4: Catalytic Fund

At its July 2011 meeting in Accra, EXCO endorsed a proposal that the Catalytic Fund be used thematically, and asked the Secretariat to develop recommendation for themes. A short-list of themes was considered by EXCO at its November 2011 meeting in Maputo, and its recommendation for the theme of Youth and the City was endorsed at the CG on 8 November 2011. The Call for Concept Notes was thus issued in January 2012.

The meeting document prepared for the EXCO provided a briefing on the status of processing the 2012 thematic call, and details on the 203 proposal concepts that were received.

EXCO decided to:

- **Recommended to the Consultative Group to postpone the 2013 Call for Concept Notes until the hosting arrangements for the CA are determined and the Call can be administered with the selected hosting arrangement.**
- **Recommended to the Consultative Group that consideration for the theme for the 2013 Call be delegated to EXCO, with opportunity for CG members to comment on the themes and confirm EXCO's decision virtually.**

Norway requested a list of the current short list of Catalytic Fund applications including recipients, amounts, topics and sponsors.

Item 5: EXCO Member Rotation and Location and date of next meeting of EXCO

The membership and responsibilities of the Executive Committee were updated as part of the revisions to the CA Charter made at the October 2010 meeting of the Consultative Group in Mexico City. The Charter gives the CG responsibility for appointing the rotating members of EXCO.

At the November 2011 CG meeting in Maputo, France, SDI and AusAID were nominated to replace Germany, Chile and UNEP on EXCO. AusAID subsequently indicated that it was not able to accept the nomination. No nomination was made to replace South Africa as a Developing Country representative.

The Philippines was subsequently approached about serving on EXCO, and agreed. Norway's term on EXCO is expiring after the November 2012 meeting of EXCO.

The CG will be asked the following:

1. Member Rotation: Appoint replacement for Norway as External Support Country representative, for the 2013-2015 term.
2. Confirm Philippines as replacement for South Africa as Developing Country representative, 2012-2014 term.

3. Member replacement: Appoint replacement for AusAID to complete 2012-2014 term (drawn from full membership).

- **Norway nominated Sida as External Support Country representative**
- **EXCO recommended to the CG to ratify Philippines EXCO membership**

Next EXCO Meeting

- Date to be confirmed

ANNEX I

**Executive Committee Meeting
30 October 2012
AGENDA**

Venue: Hilton Hanoi Opera Hotel 1 Le Thanh Tong St, Hanoi, Vietnam, tel: 84-4- 3933 0500

TUESDAY, 30 October 2012		
18h00	Welcome Coffee/Tea (<i>light snacks</i>)	Venue: Ho Chi Minh Board Room
18h00 – 18h15	Item 1: Opening and Welcome <i>Emilia Saiz, Director of Statutory Issues and Institutional Relations, UCLG and Acting EXCO Chairperson</i> <ul style="list-style-type: none"> ➤ Adoption of meeting Agenda ➤ Approval of Naples meeting report September 2012 	Handouts: <i>Agenda; September 2012 Meeting Report</i>
18h15 – 18h30	Item 2: Budget update <i>Kevin Milroy, Secretariat</i> <ul style="list-style-type: none"> ➤ Review variances in FY12 actual financial results compared to the estimates made at the June 2012 meeting ➤ Propose \$500,000 increase in FY13 budget for Africa regional strategy (based on prospective GIZ additional funding), for EXCO approval 	Handouts: <i>Financial and Budget Report FY12 – FY 13</i>
18h30 – 20h00	Item 3: Evaluating the Location and Hosting of the Secretariat <i>Evaluation Team: Phyllis Kibui, Kevin Milroy (Secretariat); and Jamie Simpson (ICF GHK)</i> <ul style="list-style-type: none"> ➤ Presentation of findings ➤ EXCO recommendations to CG 	Handouts: <i>Report on the Location and Hosting of the Secretariat; Portfolio Analysis; CA Charter</i>
20h00 – 20h30	Item 4: Catalytic Fund <ul style="list-style-type: none"> ➤ Catalytic Fund Update ➤ EXCO recommendations to CG 	Handouts: <i>Catalytic Fund Update Note</i>
20h30 – 20h45	Item 5: EXCO Member Rotation and Location and date of next meeting of EXCO <ul style="list-style-type: none"> ➤ Replace AusAID ➤ Confirm Philippines ➤ Member Rotation (Norway) 	Handouts: <i>EXCO Membership Overview and TOR</i>
20h45 – 21h00	Closing Remarks <i>Emilia Saiz, Director of Statutory Issues and Institutional Relations, UCLG and Acting EXCO Chairperson</i>	
21h00 – 23h00	Dinner	Venue: Chez Manon

ANNEX II

List of Participants

<u>MEMBER</u>	<u>PARTICIPANT</u>	<u>AFFILIATION</u>
FRANCE	Mr. François Goldblatt Ms. Emilie Maehara	Ministry of Foreign Affairs Ministry of Foreign Affairs
NORWAY	Mr. Erik Berg	Royal Ministry of Foreign Affairs
SDI	Mr. Joel Bolnick Ms. Sonia Fadriago	SDI Secretariat SDI Secretariat
PHILIPPINES	Hon. Mayor Oscar S. Roriguez Jeremy Nishimori	League of Cities of the Philippines League of Cities of the Philippines
UCLG	Ms. Emilia Saiz	United Cities and Local Governments
UN-HABITAT	Mr. Alioune Badiane Mr. Thomas Melin	UN-Habitat UN-Habitat
WORLD BANK	Ms. Zoubida Allaoua	World Bank
SECRETARIAT	Mr. William Cobbett	Cities Alliance Secretariat
<u>OBSERVERS</u>		
PAF	Ms. Clare Short	Policy Advisory Forum
GERMANY	Mr. Franz Marré Mr. Günter Meinert	BMZ GIZ
<u>PRESENTER</u>	Mr. Jamie Simpsom	ICF/GHK International
<u>SECRETARIAT</u>		
	Ms. Susanna Henderson Ms. Phyllis Kibui Mr. Kevin Milroy Ms. Phoram Shah Ms. Andrea Zeman	Cities Alliance Secretariat Cities Alliance Secretariat Cities Alliance Secretariat Cities Alliance Secretariat Cities Alliance Secretariat