Cities Alliance

Cities Without Slums

Interim Management Board Meeting Report

29 - 30 January 2015
Brussels, BELGIUM

Contents

I. Decisions

1. **The meeting agenda was approved.**

2.   **The Addis Ababa EXCO Meeting Report was approved.**

3. **New reporting procedures were established for the Interim Management Board:**

    a) The Secretariat will submit Management Board meeting reports cleared by the Chair within two weeks of the meeting.
    b) Members will submit their observations to the Secretariat within three weeks.
    c) A consolidated report will be tabled at the next Management Board meeting for approval.
    d) A list of decisions and actions will be prepared after each meeting, and which will be reviewed at the following meeting.

4. **The ToR for the Membership Standing Committee was adopted with the following amendments:**

    a) Non board members should also be invited to serve on the Committee.
    b) Finances and fundraising strategy should be reserved for the Finance Standing Committee.
    c) The newly created Committee has the same life as the Board.
    d) The number of meetings need not be stipulated.

5. **Members supported the membership applications of WIEGO and the Government of Chile.**

6. **Brazil was nominated as Chair of the Membership Standing Committee.**

7. **UN-Habitat was approved as a Member of the Membership Standing Committee.**

8. **SDI will be approached with a suggestion to join the Membership Standing Committee.**

9. **Other Members of the Assembly can express interest and join the Membership Standing Committee.**

10. **The ToR for the Finance Standing Committee was adopted with the following amendments:**

    a) Add finance and fundraising strategy.
    b) The newly created Committee has the same life as the Board.
    c) The number of meetings need not be stipulated.
    d) Add an anti-corruption clause to the ToR.
    e) The Committee will be open only to Board Members.
    f) Redraft the reference to staff attendance.

11. **HFHI was approved as a Member of the Finance Standing Committee.**

12. **It was suggested that Clare Short be invited to join the Committee.**

13. **UCLG was nominated as a member and will revert after consultation.**

14. **The recommendations on Expenditure Eligibility and Co-Financing were unanimously approved, and will be reviewed after one year.**

15. **The proposals for the Catalytic Fund improvements were approved with the following recommendations:**

    a) Brief feedback to be provided to non-selected proposals.
    b) Regional representation to be limited to a minimum of four regions.
    c) Proposals from low and middle income countries should receive additional weighting.
    d) Proposals with co-financing should receive additional weighting.
    e) A Catalytic Fund learning event to be organised in 2015.

16. **'Migration' was selected as the theme of the 4th call of the Catalytic Fund.**

17. **A preparatory meeting of Habitat III JWP members for the 2nd PrepCom will be organised on 14 March 2015 in Brussels. The Centre for Partnerships (CAD) and the Secretariat will prepare a discussion note.**

18. **The next meeting of the Interim Management Board will take place on 29 May 2015 in Brussels, Belgium.**

II. Meeting Summary

Date: 29 – 30 January 2015

Attendance: *(See Annex I for full list of Members in the meeting.)*

Venue: *World Bank, Avenue Marnix 17 and Cities Alliance, Rue Royal 94, 1000 Brussels, Belgium*

Item 1: Opening and Welcome

The inaugural meeting of the Cities Alliance Interim Management Board was opened by Mr. Jean Pierre Elong Mbassi, Chairperson. Regrets were received from Mrs. Clare Short, Mr. Franz Marré and Mr. Tony Burdon, who were delayed for the 29th. The Chair welcomed all the members and especially the representatives of Brazil and Ethiopia joining the meeting via videoconference.

The Chair underlined that the main outcome of the 2014 Charter reforms was to prepare the Cities Alliance to be `SDG-ready'. 2015 is a very significant year for all development partners, as the adoption of the SDGs in September will frame the international development agenda until 2030. The opportunities presented by Goal 11 (Sustainable Cities) are unprecedented, and will frame the work of the Cities Alliance and its Members. In 2015, the goal of the Interim Management Board is not only to steer the Cities Alliance, but also to complete the Addis reforms and ensure the proper composition of the Cities Alliance Assembly, which will appoint the partnership's Management Board.

The Chair presented the draft meeting agenda and the draft Addis Ababa EXCO Meeting Report for comment and approval. The draft meeting agenda was adopted.

DECISION	**1. The draft meeting Agenda was adopted.**

Comments regarding the draft Addis Ababa EXCO Meeting Report submitted by Sida were addressed, and the report was approved. In order to clarify the new reporting procedures for the Interim Management Board Meeting, the Chair suggested the following procedure: The Secretariat will circulate the meeting report cleared by the Chair within two weeks of the meeting, following which the Members of the Interim Management Board will have a further two

weeks to submit their comments. The Secretariat will prepare a consolidated report for adoption at the next Interim Management Board meeting.

The suggested procedure was warmly welcomed by Members. However, following discussions, the timeframe for Board members to provide comments was extended to three weeks. Members also agreed with the need for a list of main decisions taken, with follow up actions and/or targets, which the Board can review as the first item at its subsequent meeting. The proposal was welcomed and approved by all members.

The Secretariat briefly presented the Critical Path for Implementation of Governance Decisions from final Consultative Group Meeting, 7th November 2014. The document is essentially a roadmap of next steps for the implementation of the Governance reforms: Membership and Finance, establishing Assembly procedures, a Membership Development Plan, setting membership fees, a Fundraising Strategy, updating the Standard Operating Procedures (SOP) as well as several Governance Working Group Recommendations.

DECISIONS

2. The draft Addis Ababa EXCO Meeting Report was approved.

3. New reporting procedures were established for the Management Board.

- o The Secretariat will submit Management Board meeting reports cleared by the Chair within two weeks of the meetings.
- o Members will submit their comments to the Secretariat within three weeks of receiving the report.
- o A consolidated report will be tabled for adoption at the next Management Board meeting.
- o A list of decisions and actions/targets will be circulated after each meeting, and be addressed as the first item of the subsequent meeting.

Item 2: Director's Report

A monthly report was tabled at the meeting highlighting the main activities of the Secretariat over the past month. The report does not require decisions and is circulated to keep the Members updated. It was suggested that the Report be sent out to the whole membership.

The January report concentrates on two key topics that needed a detailed review and decisions from the Interim Management Board at its inaugural meeting: clarifying eligible expenditures of grants; and establishing two standing committees, for Finance and Membership. The Director emphasised the importance of advancing on both topics. To this end, the Secretariat tabled very clear policy guidelines and Terms of References for the Management Board to consider and approve at the January 2015 meeting.

In addition, the Director presented an update on strategic partnerships and progress achieved in various areas such as the Future Cities Africa (FCA) programme, office and staffing, as well as upcoming events and missions.

➢ **Monrovia**

The Secretariat is preparing a City Programme for Monrovia and continuing its dialogue with Comic Relief, a very well-known British charity. Drawing on Cities Alliance Country Programme experience, the Secretariat has drafted a concept note for a City Programme in Monrovia, which also builds on the work that the Secretariat manages for the Bill & Melinda Gates Foundation ("Improved Primary Solid Waste Collection in Poor Communities of Monrovia") as well as the activities of other Cities Alliance members. The City Programme also follows regular interaction between the Secretariat and Mayor Clara Mvogo. In the first instance, the Secretariat is fielding a mission to Monrovia 2 – 13 February 2015. The Secretariat appreciates any introductions Members are able to facilitate on the partnership's behalf.

➢ **100 Resilient Cities (100RC)**

This programme pioneered by the Rockefeller Foundation is dedicated to helping cities around the world become more resilient to the physical, social and economic challenges of the 21st century. 100RC approached the Secretariat to request that the Cities Alliance become a Platform Partner in the initiative. The Secretariat views this partnership as a strategic platform, particularly for our Joint Work Programme on resilience, as the Cities Alliance will have access to 100RC's cities and network of supporting partners. Other Cities Alliance members currently involved in this initiative are UN-Habitat and the World Bank. The MOU is being finalised and will be shared with Board Members once completed.

> ### Financial Times/IFC Transformational Business Awards 2015

This year's awards have a category on Achievement in Urban Transformation, which will highlight innovative and commercial viable partnership, including public-private partnerships and other initiatives that substantially improve access to basic needs for urban residents in developing countries. Categories include: Building Cities, Planning Cities, Powering Cities, Feeding Cities, and Liveable Cities. The Omidyar Foundation and our colleagues at the World Bank suggested that the IFC engage with the Cities Alliance to co-sponsor a special award – **Excellence in City Transformation** – which will be awarded for a whole city approach to inclusive growth for all citizens. In particular it focuses on climate-friendly and technologically appropriate policies, progress and innovation towards becoming an inclusive city with gendered access and opportunities for all citizens, and promoting more equitable economic growth.

Cities Alliance has committed staff time to be a judge on the Achievement in Urban Transformation Award and the Excellence in City Transformation Award. The nomination process for the Excellence in City Transformation award category is yet to be finalised; a successful call as per IFC/FT is 35-40 applications. The Secretariat would like to see 25 strong applications submitted by cities selected, recommended, and supported by Members. Timeline: **Applications for Award Submissions are due by 15 March 2015.**

> ### ICLEI Resilient Cities Conference, June 2015

The Cities Alliance will be an endorsing partner at the 6th Global Forum on urban resilience and adaptation in June 2015 in Bonn, Germany. Endorsing partners promote the Congress via their media channels, invite members to participate in the Congress and the call for proposals, and provide ideas for the programme. The Secretariat has applied for a session at the Congress and will be approaching members for contribution ideas in the near future.

> ### European Foundation Centre (EFC)

The EFC is the landlord for the Cities Alliance and is also an emerging partner and potential source of members. The Ford Foundation is a member of EFC and a founding member of their Sustainable Cities network. In late 2014, the Cities Alliance Secretariat joined a two-day meeting in London with the objective of networking, providing feedback on the roles foundations can play in international development, and in particular how they can best work with local authorities. There is a core group of foundations in this network who have committed resources and time

from their respective organisations to work together to contribute to the city space.

> **OECD**

The Secretariat has had a few interactions with the OECD, who are looking to engage with networks on the ground. OECD has approached the Cities Alliance and requested to launch two of their forthcoming papers, "*The Metropolitan Century"* and *"Governing the City."* At the request of the OECD, the Cities Alliance Secretariat will co-organise an event in Brussels on 4 March 2015: a two-hour roundtable discussion with invitees from amongst our Members, our Brussels network and the European Commission. Clare Short will represent the Cities Alliance.

> **UNSDSN**

UNSDSN organised a strategic workshop in Bangalore in mid-January to review and make proposals on the wording of the Targets, means of implementation, and indicators of Goal 11. The document (Bangalore Outcome) has now become part of the formal public consultation that is currently being managed by UNSDSN, and which will be fed into the formal SDG negotiating process that has commenced in New York.

> **Future Cities Africa (FCA) Programme**

As presented to the Consultative Group in Addis Ababa, FCA is a new initiative that aims to make cities work for the poor, with a focus on resilience and promoting a low-carbon growth trajectory. It will support at least eight cities in four African countries (Ethiopia, Uganda, Ghana and Mozambique) to anticipate and minimise future climate, environment and natural resources challenges – essentially giving them the tools to future proof themselves so that they will be inclusive, resilient and have sustainable growing economies. The initiative is financed by non-core support from the UK Department of International Development (DFID) to the Cities Alliance. Staff are currently in Addis Ababa kick-starting the programme and will move to Ghana, Uganda and Mozambique afterwards. National project staff are being recruited in each of the four countries.

Next steps are:

- Completion of project management structured activities.
- Launching of FCA at the global and country level in Ethiopia, Ghana, Uganda and Mozambique.
- Implementing and monitoring work plan according to established milestones.

Member Discussion

The Director's Report was very warmly received by the Members, who requested that it be shared with all members. Particular attention was drawn to the Monrovia City Programme, with Ethiopia, UN-Habitat and Brazil expressing interest in providing support. UN-Habitat and Ethiopia are already mobilising resources and engaging in the post-Ebola crisis in Liberia. Members requested that the Secretariat circulate the detailed work programme as soon as possible.

The FT/IFC Transformational Business Award was also well received, and members expressed enthusiasm to bring this kind of award to cities of the global south. Both Brazil and Ethiopia welcomed the Secretariat's involvement in this process and expressed their interest to see their cities in the list of nominations.

Regarding the FCA programme, some members expressed the importance of including youth job creation in the scope of the programme. The Government of Ethiopia expressed some concerns about the recruitment process in Addis Ababa, which the Secretariat undertook to address.

With respect to Missions, Members suggested that only strategically important missions need be reported in the Director's Report.

III. Policy and Strategy

a. Membership Standing Committee

During the last meeting of EXCO and CG in Addis Ababa in November 2014, Members agreed to create two Standing Committees to support the Management Board. The Secretariat presented a draft TOR as well as a list of key membership Issues. The Membership Standing Committee needs to populate the six categories of the Assembly, as well as respond to new Members. Some interest has also been expressed in becoming a (non-Member) strategic partner. It was clarified that this is not a new category of membership, but an operational arrangement. The Director also informed the Members that the Secretariat had received two requests of membership, from the Government of Chile and WIEGO.

Member Discussion

The members thanked the Secretariat for the concise and clear ToR and recommended:

(i)   Non-board members could also sit on the Committee;
(ii)   Fundraising strategy should be reserved for the Finance Committee;
(iii) The term of the Committee is the same as the Interim Board; and
(iv)   The number of Committee meetings should be limited.

Members emphasised that the Committee should not duplicate the role of the Secretariat and the Director in particular, whose responsibility is to engage new members. Particular attention should be paid to knowledge sharing, strategic partners vs associate members, Country Programme government membership, as well as membership fees, all of which were referred to the Committee.

All members supported the applications of the Government of Chile and WIEGO to join the Cities Alliance.

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<tr><td rowspan="2">DECISIONS</td><td>

4. The ToR for the Membership Standing Committee was adopted with the following amendments:
 o   Include non- board members in the Committee;
 o   Refer fundraising strategy to the Finance Committee;
 o   Clarify the interim status of the Committee; and
 o   Limit the number of meetings.

5. Members supported the membership applications of the Government of Chile and WIEGO.
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Brazil accepted the nomination by the Chairperson to act as Chair of the Membership Standing Committee. UN-Habitat also joined the Committee, while DFID offered to assist with private sector members. Members suggested that SDI be invited to join the Committee. It was also decided to leave some open slots for other Members from the Assembly to join.

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DECISIONS

6. **Brazil was nominated as Chair of the Membership Standing Committee.**

7. **UN-Habitat was approved as a Member of the Membership Standing Committee.**

8. **SDI will be approached to join the Membership Standing Committee.**

9. **Other Members of the Assembly will be invited to join the Committee.**

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b. Finance Standing Committee

As with the membership Committee, the Secretariat tabled a draft ToR to assist the Interim Management Board's deliberations. The draft ToR recommended a composition of four members – one to be elected Chair of the Committee.

The ToR was discussed, and the following recommendations made:

(i)   Fundraising was included in the TOR;

(ii)   The Committee should perform fiduciary oversight of the Cities Alliance's finances;

(iii)   An anti-corruption clause should be added;

(iv)   The Committee will be only open to Board Members; and

(v)   The Director and Head of Finance and Operations should always participate in the meetings of the Committee.

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DECISION

10. **The ToR for the Finance Standing Committee was adopted with the following amendments:**

  o Add fundraising;
  o Clarify the interim status of the Committee;
  o Delete number of meetings;
  o Add an anti-corruption clause;
  o Open Committee to only Board-Members; and
  o Redraft the reference to staff attendance.

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SIDA, DFID and BMZ were nominated, however, due to time constraints had to turn down the nominations. UCLG was also nominated, and will revert after internal consultations. HFHI expressed interest in joining the Committee. It was also decided to request Clare Short to join the Committee.

> **DECISIONS**
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> 11. **HFHI was approved as a Member of the Finance Standing Committee.**
> 12. **Clare Short will be asked to join the Committee.**
> 13. **UCLG will respond to its nomination after consultation.**

c. 2015 Work Plan and Budget

At the 2014 EXCO and CG meetings of the Cities Alliance in Addis Ababa, members approved the 2015 Work Plan and the 2015 Budget. However, Members had requested modifications to both documents to provide a more comprehensive link between the budget and the work plan. In response, Phyllis Kibui, Head of Finance and Operations, presented a revised version of the 2015 Annual Work Plan and Budget. The Annual Work Plan is divided into four main outputs, each of which has SMART (Specific, Measurable, Actionable, Realistic, and Time-bound) targets with completion dates. The presentation showed how the 2015 Work Plan is aligned to the Cities Alliance Results Framework and its business lines.

Members welcomed the presentation and stated that they looked forward to better financial reporting with the support of the newly established Finance Standing Committee. Some members recommended that it may be useful to add percentages of the total budget spent on each project. Members asked for additional details on the FCA programme budget allocations. Phyllis advised the FCA budget had been finalised very recently and that it will be shared with Members as soon as possible.

d. Expenditure Eligibility and Co-Financing

The Secretariat presented a significant policy topic related to Eligible Expenditures and Co-Financing for initial discussion and decision. Since the early days of its existence, the Cities Alliance has adopted guidelines to be applied in processing funding applications. These guidelines have not only included substantive criteria for assessing the proposals, but also guidance on the eligibility of expenditures that can be funded through Cities Alliance grants. In order to properly perform its functions, protect public money and ensure value for money, the Secretariat seeks the assistance of the Management Board in setting a new and updated set of clear policy

guidelines. These can then be incorporated into the Standard Operating Procedures (SOP), clearly communicated to members and partners alike and managed by the Secretariat. Such clarity will benefit all parties.

The initiative was welcomed by the Members. After some discussion, and questions of clarification, the new Guidelines were approved by the Board. It was agreed that the guidelines will be reviewed after one year.

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<td>DECISION</td>
<td>**14. The recommendations on Expenditure Eligibility and Co-Financing were approved, to be reviewed after one year.**</td>
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e. Review of Catalytic Fund (CATF)

The Catalytic Fund replaced the old grant facility in 2010 as one of the core elements of the new Cities Alliance business model under the revised Charter. The first global Call for Proposals of the Catalytic Fund was issued in January 2011 as a pilot test of the new funding window. The second Call for Proposals (the first with a thematic focus) was issued in February 2012 under the title 'Youth and the City'. The third call, the first on the UNOPS platform, was issued in April 2014 on the theme 'Know your City'. Building upon these significant experiences, the Secretariat is now preparing for a new call to be issued in the first quarter of 2015.

The presented decision note is structured in three parts: (i) a retrospective of the increased value and role of the Catalytic Fund within the Cities Alliance across its three calls and three years of operations; (ii) recommendations on how to further strengthen directions, policies and processes of the Fund in light of the evolving business model of the Cities Alliance; and (iii) proposed themes for the 2015 call.

The Secretariat gave a PowerPoint presentation that demonstrated facts and figures highlighting the increased value and role of the Catalytic Fund operations within the Cities Alliance since its inception. The three calls were characterised by an increased overall volume and guaranteed a strategic balance among countries and sponsors as well as an increased process efficiency. The Catalytic Fund has also opened the door to a variety of different constituencies and allowed access to innovative approaches on globally relevant themes. Throughout the three CATF calls, there has been increased demand with a good distribution across regions and country groups. Its major strengths can be summarised as follows:

- Generally high quality of the proposals;
- Selection process highly tested, optimised and efficient;
- Contributes to Cities Alliance global portfolio balance and grant volume;
- Flexibility to explore new topics of global interest and cover new MTS areas;
- Becoming a globally recognised brand; and
- Significant potential for fundraising, access to new constituencies, etc.

However, some shortcomings can also be identified. Reports from the Catalytic Fund External Evaluation Panel, internal evaluations and feedback of members and recipients point to the following areas in need of improvement:

- Strengthening sponsorship and implementation arrangements;
- Strengthening innovation;
- Widening the pool of actors and partners, and strengthening local ownership;
- Meeting demand; and
- Scaling up branding.

Based on the above strengths and areas of improvement, the following four key priority areas were identified:

- <u>PRIORITY AREA 1.</u> Increased alignment of the CATF to the evolving business model of the Cities Alliance as an innovative recipient executed tool versus Joint Work Programmes and Country Programmes, which are more member-executed
- <u>PRIORITY AREA 2.</u> Increased access to diverse ecosystems of variety and innovation with greater national and local involvement and ownership
- <u>PRIORITY AREA 3.</u> Further improvement of the quality of the proposals and the efficiency of the selection
- <u>PRIORITY AREA 4.</u> Increased effective management of high demand volume, also in terms of member and recipient expectations

A series of short-term and immediate improvements were presented to Members for consideration as well as longer-term strategic objectives, such as identifying possible financial sponsors for the Catalytic Fund to help meet the growing demand.

Member Discussion

The presentation and proposals for improvement were warmly welcomed, and the Members shared their experiences in the preparation phase for the last call. Many members also expended much effort (and credibility) in encouraging the organisational responses. In this context, it was suggested that brief feedback on why the proposals were not selected would be very useful. It would be also very valuable to know how the various criteria are assessed, which will allow

Members to be more strategic in their approach to different proposals. After discussion, Members recommended that regional representation require a minimum of four regions, and that additional weighting be accorded to low and middle income countries, as well as to co-financing.

Members were also keen on holding a learning/knowledge sharing event so that the beneficiaries of the Catalytic Fund can share their results, lessons learned, and successes. For instance, organising a special conference or presenting Catalytic Fund outcomes at events such as Africities or the UCLG Congress.

DECISIONS

15. The proposals for the Catalytic Fund improvements were approved with the following recommendations:

o Brief feedback to be provided to non-selected proposals
o Regional representation to be limited to a minimum of four regions out of five.
o Adding additional weighting to low and middle income countries.
o Adding additional weighting to co-financing.
o Organising a Catalytic Fund learning event in 2015.

f. Theme Selection for the 4th CATF Call

The Secretariat recommended that the 2015 call be taken from one of the themes of the MTS 2014-2017, allowing selected projects to be linked into the activities and dialogues of the thematic Joint Work Programmes.[1] There were two viable options: either selecting just one of the MTS themes with the idea of sequentially covering the others in the future calls, or a more 'open call' covering some or all of the five MTS thematic areas. The advantages of the two options were presented to the Members.

The five MTS thematic areas that were considered for the Catalytic Fund Call for Proposals 2015 were:

1. Promoting equitable economic growth in cities
2. Designing gender responsive cities
3. Adaptive strategies for resilient communities
4. Migration shaping the inclusive city
5. Children – the neglected inheritors of cities' future

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[1] Despite being in the MTS, the theme of "Governance" is not included within the suggested scope of the Call since it has already been covered by "Know Your City".

After a lively and engaged discussion, Members gravitated to the theme of Migration for the 2015 Call. The Secretariat was requested to prepare a short concept note to better frame the issue and address some of the issues raised, including service provision, housing stock, new governance structures, gender equality, children, internally displaced people, rural-urban migration, and climate-based migration.

DECISION	16. 'Migration' (Shaping the Inclusive City) was selected as the theme of the 2015 Call of the Catalytic Fund.

IV. MTS 2014-2017 Updates

a. Habitat III JWP

A Joint Work Programme was formed in 2013 to create and deliver a common set of priority messages to inform and influence the Post 2015 Agenda/Sustainable Development Goals in the preparation process for Habitat III. The Secretariat presented an update on developments since November 2014, which was augmented by a verbal update from GIZ.

The group convenes on a monthly basis to seek synergies in already existing advocacy campaigns of Cities Alliance members and plan for joint activities at key events. In December 2014, the Center of Partnerships for Development (CAD – Centro de Alianzas para el Desarrollo) conducted a facilitation workshop in Paris, hosted by the French Ministry of Foreign Affairs and International Development (MFA), with JWP members, including a representative of the Habitat III Secretariat (New York). During the workshop the outcome of the JWP members' survey on key priorities and recommendations for key advocacy messages of the JWP was discussed, based on a report drafted by CAD. CAD also facilitated two discussion sessions, during which JWP members agreed on key messages and activities in 2015.The major thematic priorities selected are the following:

> ➢ Urban Governance and Planning
> ➢ Inclusive and Social Development
> ➢ Financing and economic development

Other thematic areas that are deemed relevant include: Housing and Slum Dwellers, Gender Equality, Climate Change, Territorial Approach, Mobility and Security of Tenure. The key prism through which these thematic priorities will be presented is how a partnership between national government, local authorities and civil society organisations can make a difference. The key messages will be backed by practical examples provided by Cities Alliance Members exemplifying how these partnerships can be built in practice.

As next steps, CAD will hold bilateral calls with each of the JWP members to verify and further operationalise the commitments identified during the Paris workshop. These include, among others:

> ✓ Finalise and compile key messages of the JWP with supporting evidence from the Cities Alliance Partnership
> ✓ Organise a series of events in Brussels to inform about the need for a new Urban Agenda and a consideration of cities in global development frameworks
> ✓ Organise side events around relevant international conferences
> ✓ Develop further advocacy material and a series of dissemination events.

As for the first immediate event in 2015, the Cities Alliance Secretariat has committed itself to organising a JWP side event at the forthcoming 2nd PrepCom of Habitat III in Nairobi (Kenya), 14

– 16 April 2015.

Members felt it was of paramount importance to be strategically prepared for the 2ⁿᵈ PrepCom and decided to organise a preparatory face-to-face meeting of the JWP members on 14 March 2015 in Brussels (TBC). Members invited the Secretariat Director to be present at that preparatory meeting. The main goal of the preparatory meeting is to come up with a collective narrative which would then turn into advocacy message for the 2ⁿᵈ PrepCom. With the instructions of the Members, CAD and the Secretariat team will work on a preliminary document for discussion and brainstorming.

DECISION	17. A preparatory meeting of the Habitat III JWP members for the 2ⁿᵈ PrepCom will be organised on 14 March 2015 in Brussels. CAD and the Secretariat will prepare a discussion note.

b. JWP on Gender Equality

Each member of the Cities Alliance has committed to advance gender equality and women's empowerment within their own respective mandates and programmes, and many have prepared gender equality policies, strategies, programmes and action plans to guide the implementation of these commitments. The recently revised Cities Alliance Charter and Cities Alliance Gender Equality Strategy (GES) endorsed in November 2014 provide a framework for Members to contribute to a Joint Work Programme which would develop a range of collaborative activities and also support the implementation of the Gender Equality Pillar of the Medium Term Strategy 2014-2017.

The Secretariat circulated the draft Executive Summary of the Gender Equality Strategy as requested in Addis Ababa last November. The JWP on Gender Equality held its first meeting on 29 January 2015 with the participation of HFHI, SDI, UN-Habitat, Sida, SKL, UCLG, Women in Informal Employment: Globalising and Organising (WIEGO), Brazil and Chile. Emilia Saiz from UCLG as the Co-Chair of the JWP[2] was requested to brief the Members of the Interim Management Board.

The first meeting was a great success, very dynamic and fruitful with rich contributions toward a common framework as well as new partners joining and expressing interest in collaboration. The

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[2] Sheela Patel, SDI, is the other Co-Chair.

work of the Alliance can no longer be business as usual: gender equality should be reached on all levels and dimensions, including in the Secretariat itself. The Country Programmes will be revised to ensure that all gender equality considerations have been taken into account. The next Catalytic Fund calls for projects will specifically target innovative approaches to gender equality in urban settings, and the various screening processes will be updated so that no opportunity for gender mainstreaming is missed.

The next steps following this first meeting to be implemented by the end of February are:

1. *Updated JWP Concept Note* - synthesising the inputs from the Members on key objectives and outputs including corresponding budget estimate for review.

2. *Draft minutes of the meeting* – key inputs and decision points will be circulated for comments.

3. *Draft terms of reference for gender diagnostic of the Country Programmes and related knowledge product/tool kit* – the Secretariat would like to propose a methodology for this output based on the inputs received at the meeting for guidance and feedback.

4. Update on the preparation of a *Secretariat Gender Equality and Cities electronic knowledge platform* which will bring together the main resources being shared by respective members.

c. JWP Economic Growth

The Medium Term Strategy 2014-2017 identified Equity in Cities as its central theme, with particular importance attached to policies and practices for equitable economic growth in cities. This issue is viewed as a critically important knowledge gap for Cities Alliance members to address. As part of its commitment to strengthening the Alliance's partnership approach, this work is undertaken by a member-led Joint Work Programme. To establish and manage the work of this JWP, the Department for International Development (DFID) is leading the work, and Tony Burdon provided a brief verbal update.

 Based on the Work Plan 2015, a combination of diagnostic work and dialogues will inform a concept note and, subsequently, a framework document to be endorsed by July 2015 to establish and budget a multi-year JWP for the Cities Alliance partnership. As a first step, the Secretariat commissioned a concept paper to review equitable economic growth in cities, which can provide a solid foundation for the JWP. Prof. Rodriguez Pose (LSE) has been commissioned to undertake this paper; a first draft has been tabled and will be finalised in the next few months. A first teleconference with interested Cities Alliance members has been conducted with the Ministry of Cities (Brazil), SECO (Switzerland) and Clare Short (Cities Alliance Senior Policy Advisor). The

second call will be scheduled for late February 2015. The next steps include:

- o A series of workshops with Cities Alliance members and potential partners to be proposed to enable the development and finalisation of a framework document for a three-year Work Programme on Equitable Economic Growth.
- o Diagnostic tools may be proposed in 2015 to inform a JWP on Equitable Economic Growth.
- o Facilitation of country level dialogue.

Deepening of the LSC Country Programmes' engagement in five countries on how cities can promote economic growth and better enable job creation.

DECISION	**18. The next meeting of the Interim Management Board will take place on 29 May 2015 in Brussels, Belgium.**

ANNEXES

Annex I: List of Attendees

IMB MEMBERS	PARTICIPANT	AFFILIATION
Chairperson	Jean Pierre Elong Mbassi	-
BRAZIL	Fernanda Teodoro Pontes	Caixa Economica Federal
BRAZIL	Junia Santa Rosa	Brazil Ministry of Cities
ETHIOPIA	Hon. Haile Mekuria	Ministry of Urban Development, Housing and Construction
ETHIOPIA	Alemakef Tassew	Ministry of Urban Development, Housing and Construction
GERMANY	Franz Marré	Federal Ministry for Economic Cooperation and Development (BMZ)
GERMANY	Günter Meinert	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
GERMANY	Christina Liesegang	Federal Ministry for Economic Cooperation and Development (BMZ)
HFHI	Steve Weir	Habitat for Humanity International
SIDA	Mikael Atterhög	Swedish International Development Cooperation Agency
UCLG	Emilia Saiz	United Cities and Local Government
UN-HABITAT	Alioune Badiane	UN-Habitat
UN-HABITAT	Asa Jonsson	UN-Habitat
UK	Tony Burdon	DFID
SECRETARIAT	Mr. William Cobbett	Director
SECRETARIAT	Mrs. Phyllis Kibui	Head, Finance and Operations
SECRETARIAT	Mrs. Anaclaudia Rossbach	LAC Regional Advisor
SECRETARIAT	Ms. Susanna Henderson	Partnership Officer
SECRETARIAT	Ms. Nune Karakhanyan	Executive Associate

Cities Alliance
Cities Without Slums

Cities Alliance Interim Management Board 1st Meeting
29-30 January 2015, Brussels

29 JANUARY 2015 (World Bank, Av. Marnix 17, Brussels)			
TIME	**AGENDA ITEM**	**ACTION**	**DOCUMENTS**
14:00 - 15:30	**Item 1: Opening and Welcome** *Jean Pierre Elong M'bassi, Chairperson Interim Management Board* o Adoption of meeting Agenda o Approval of final EXCO meeting report Addis Ababa, Ethiopia, 5th November 2014 o Implementation of decisions from final CG Meeting, 7th November 2014	*For Approval* *For Approval* *For Decision*	*-Draft Agenda;* *-Addis Ababa EXCO Meeting Report;* *-Critical Path for Implementation of Governance Decisions 2015*
15:30-16:00	**Item 2: Director's Report** *William Cobbett, Director, Secretariat*	*For Discussion*	*-Director's Report*
16:00-16:30	*Coffee/Tea Break*		
16:30 – 17:15	**Item 3: Policy and Strategy** ▪ ***Membership*** o Adoption of a TOR for the Membership Committee o Discussion of key issues o Nomination of Membership Committee	*For Decision*	*-Draft TOR;* *-Draft: Key Membership Issues;*
17:15 – 18:00	**Item 3: Policy and Strategy (continued)** ▪ ***Finance*** o Adoption of a TOR for the Finance Committee o Nomination of Finance Committee o Expenditure eligibility and co-financing o 2015 Work Plan and Budget	*For Decision* *For Decision* *For Decision* *For Information*	*-Draft TOR;* *-2015 Budget and Annual Work Plan;* *-Policy Paper on Expenditure Eligibility and Co-financing*
19:00	**Dinner: La Folle Avventura – Rue du Congrès 52, 1000 Brussels**		
30 JANUARY 2015 (Rue Royale 94, Brussels)			

08:30-09:00	Coffee/Tea Break		
09:00 – 09:30	**Summary and 2015 Work Programme** *Jean Pierre Elong M'bassi, Chairperson Interim Management Board* ▪ Programme of 2015 Meetings of the Interim Management Board, Finance and Membership Committees	*For Decision*	*-Cover Note: Proposed Programme of 2015 Meetings*
09:30 – 10:30	**Item 3: Policy and Strategy (continued)** ▪ Review of Catalytic Fund ▪ Theme for 2015 Call	*For Decision*	*-Decision Note on Catalytic Fund Call 2015*
10:30 -11:00	Coffee/Tea Break		
11:00 - 12:30	**Item 4: MTS 2014-2017 Updates** ▪ Habitat III JWP Updates ▪ Discussion	*For Information*	*-JWP Habitat III Update*
12:30-13:30	Lunch		
13:30 - 15:00	**Item 4: MTS 2014-2017 Updates (continued)** ▪ Future Cities Africa (FCA) ▪ JWP on Gender Equality Update ▪ JWP on Equitable Economic Growth	*For Information*	*- FCA Update;* *- JWP Gender Update;* *- JWP Equitable Economic Growth Update*