

## **RULES OF PROCEDURE**



## **UNITED NATIONS ADVISORY COMMITTEE OF LOCAL AUTHORITIES (UNACLA)**

We, the members of the United Nations Advisory Committee of Local Authorities (UNACLA), assembled at the 10<sup>th</sup> meeting of the Committee in Barcelona, Spain, on 12 September 2004;

*Recalling* paragraph 12 of the Istanbul Declaration whereby Heads of State and Governments recognised local authorities as their closest partners, and essential, in the implementation of the Habitat Agenda;

*Welcoming* the ongoing efforts at all levels to ensure effective decentralization and strengthening of local authorities and their associations;

*Considering* the growing partnership between the United Nations and cities and associations of local governments since the Istanbul Declaration, the establishment of UNACLA and the adoption of the Millennium Declaration;

*Recalling further* resolution 58/227 of December 2003 whereby the General Assembly of the United Nations adopted the new rules of procedure of the Governing Council of UN-HABITAT, in particular rule 64, which ensures the participation of local authorities in the deliberations of the Governing Council of UN-HABITAT as the UN focal point for local authorities;

*Taking note* of the message from the Secretary General of the United Nations to the Founding Congress of United Cities and Local Governments (UCLG) encouraging UCLG to strengthen its partnership with Governments in efforts to achieve the Millennium Development Goals in line with the new rules of procedure of the Governing Council of UN-HABITAT;

*Having reviewed* the rules of procedure of UNACLA, which were adopted at its inaugural meeting in Venice on 24 January 2000, with the main objective of making the Committee fit for future challenges, adapting to the new reality emerging from the creation of UCLG and adding value to its work;

*Agree* on the following rules of procedure of UNACLA:

## **I. PURPOSE OF THE COMMITTEE**

### **Rule 1**

The role of UNACLA is to advise the Executive Director of the United Nations Human Settlements Programme (hereinafter referred to as the “Executive Director”), from the local authorities perspective, on all issues concerning the implementation of the Habitat Agenda and the Millennium Development Goals.

### **Rule 2**

The Executive Director shall report on a regular basis to the Secretary General of the United Nations on the work of UNACLA.

### **Rule 3**

The Committee shall facilitate the dialogue between and among local authorities, national governments, and the United Nations system through a systematic and practical exchange on substantive issues, which will contribute to strengthening the role of local authorities in international development and the promotion of democratic governance.

## **II. MEMBERSHIP**

### **1. Full members**

#### **Rule 4**

The Committee shall be composed of not more than twenty members, as selected by the Executive Director, taking into account the broadest possible representation including regional and gender balances.

#### **Rule 5**

United Cities and Local Governments as the largest democratic representative of Local Authorities shall put forward 10 Committee members for consideration (1 per continental section and 1 for Metropolis + President and Vice-President) by the Executive Director.

#### **Rule 6**

Members (and their possible alternates) shall have a local political mandate. They shall be appointed, in principle, for a term of three years, renewable.

### **2. Observers**

#### **Rule 7**

The Committee shall seek to associate agencies and programmes of the United Nations, which are also collaborating with local authorities, as observers to UNACLA.

#### **Rule 8**

The Executive Director shall address a notification to heads of Agencies which are collaborating with local authorities, to invite them to attend the meetings of UNACLA which have direct relevance to the mandate of their Agencies.

#### **Rule 9**

The Secretariat shall provide to the Committee a list of such Agencies and update it every year.

#### **Rule 10**

The Secretary General of UCLG and the Secretaries General of UCLG Sections may also participate in meetings as observers.

### **3. Departures & Vacancies**

#### **Rule 11**

If a committee member resigns or cannot continue to serve on the Committee because he/she is no longer an elected representative or has left the position relating to his/her appointment to the committee, or has not participated in two consecutive meetings without formal explanation to the Chairperson, the Executive Director, in consultation with the Chairperson and Vice Chairperson may appoint a person to complete the term of the departing member.

### **III. AGENDA & WORK PLANS**

#### **1. Drawing up and adoption of the provisional agenda**

##### **Rule 12**

- a) The Executive Director, in consultation with the Chairperson and Vice Chairperson of the Committee, shall draw up and circulate a provisional agenda to all Committee members 30 days in advance of the proposed meeting of the Committee. .
- b) The Executive Director shall also send notification of the date and venue of each meeting to all Committee members 30 days in advance of the proposed meeting.
- c) The Committee shall, at the beginning of each meeting, adopt the provisional agenda presented by the Executive Director.

#### **2. Work Plan**

##### **Rule 13**

Every two years, the Committee shall adopt a work plan outlining its proposed activities and review progress on the work plan at each meeting. The work plan and progress reports based on the work plan shall be available on the UN-HABITAT web site within 30 days of each meeting.

### **IV. CHAIRPERSON**

#### **Rule 14**

Every three year, the Executive Director shall appoint a Chairperson and a Vice-chairperson after consultations with Committee members.

### **V. SECRETARIAT**

#### **Rule 15**

The servicing of meetings and other activities of the Committee shall be provided by a core Secretariat provided by UN-HABITAT under the supervision of the Executive Director. Financial and in-kind resources shall be requested from Committee members and donors to support the work of the Secretariat.

**Rule 16**

The Secretariat shall be in charge of the overall preparation, coordination, servicing and reporting related to meetings and activities of the Committee.

**Rule 17**

Records shall be taken of all meetings of the Committee. A synthesis of these meetings shall appear under a distinct heading in the Executive Director's biennial progress reports to the Governing Council. Report of any meeting should be made available through the UN-HABITAT's web site 30 days after the meeting date.

**VI. FUNDING**

**Rule 18**

The Executive Director with the support multilateral and bilateral donors shall take fund-raising initiatives to secure core funds for the activities of the Committee, on a biennial basis.

**Rule 19**

Whenever possible, financial support shall be provided to ensure the participation of Committee members, particularly from developing countries, in UNACLA meetings. When deemed appropriate and required, travel expenses incurred by members from least developed countries for attending Committee's meetings may be borne by UN-HABITAT.

**VII. MEETINGS**

**Rule 20**

In principle, the Committee shall meet twice a year and hold one regular and one special meeting.

**Rule 21**

The dates of the special meetings shall coincide with those of the Governing Council or the World Urban Forum.

**Rule 22**

Regular meetings of the Committee shall provide members with the opportunity to discuss substantive issues and matters of political, technical and operational relevance to the objectives of the Committee.

**Rule 23**

Regular meetings may be convened at any time during the year by the Executive Director in consultation with the Chairperson, for a maximum duration of two days.

**Rule 24**

Special meetings shall be of a coordination and administrative nature, to review progress made between sessions of the Governing Council and the World Urban Forum, and to decide on future steps towards the next sessions;

**Rule 25**

Regular meetings shall take place either at the United Nations Office at Nairobi, or at a host city, at the invitation of the host, who must be a Committee member;

**Rule 26**

The offer to host such meetings, including their financial implications, shall be discussed and approved by Committee members at a prior meeting;

**VIII. LANGUAGES**

**Rule 27**

The meetings of the Committee shall normally be conducted in English, and its document shall be produced in the same language. Subject to availability of resources, interpretation and interpretation may be provided.

**IX. EVALUATION**

**Rule 28**

The relevance of the Committee to the work of UN-HABITAT and local governments shall be reviewed in 2014 to determine what form the committee's future should take.