



# URBAN THINKERS CAMPUS

THE CITY WE NEED

## Reporting Guidelines for Urban Thinkers Campuses

Prepared by the WUC Secretariat

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## I. INTRODUCTION

The Urban Thinkers Campus is an initiative of UN-Habitat's World Urban Campaign, conceived as an open space for critical exchange between urban researchers, professionals and decision-makers who believe that urbanization is an opportunity and can lead a positive transformation for sustainable development. It is an initiative meant to emulate and build consensus between partners engaged in addressing urbanization challenges and proposing solutions for urban futures.

To that effect, Urban Thinkers Campuses organized by WUC Partners should be active forums for debating on [The City We Need](#) in order to feed the global debate in an open and transparent manner. They should convene representatives of all constituencies and interested organizations to exchange around urban challenges and emerging practices that can positively contribute to a new urban paradigm. Urban Thinkers Campuses organizers should act of catalysts of new ideas while emulating consensus among partners in order to make a contribution to the *New Urban Agenda*, the expected outcome document of the United Nations Conference on Housing and Sustainable Urban Development ([Habitat III](#)) to be held in Quito in October 2016.

To make it a successful inclusive and participatory approach, reporting is an essential element of *The City We Need* process. All Urban Thinkers Campus events should be documented and final recommendations shared among World Urban Campaign partners and Constituent Groups of the General Assembly of Partners. This will allow a broader debate in order to generate a solid consensus-driven and evidenced-based *City We Need* position.

## II. CONTRIBUTION TO THE CITY WE NEED PROCESS

The aim of this process is for the General Assembly of Partners to draft *The City We Need 2.0*, to be submitted for consideration in the zero draft of the New Urban Agenda.

The input document shall build on, sharpen and improve the adopted robust work of the World Urban Campaign document *The City We Need*.

Input meetings are to have free rein over their discussions but shall follow the template and guidelines proposed below in order for material to be considered for input in *The City We Need 2.0*.

All input into the development of *The City We Need 2.0* will follow the same process to allow for equitable consideration of all (e.g. including the report from the first Urban Thinkers Campus of Caserta), given deadlines leading up to Habitat III.

### III. UTC EXPECTED OUTCOMES

Urban Thinkers Campus Lead Partners should report to the World Urban Campaign Secretariat on the following:

#### A. CAMPUS INFORMATION

At least six weeks before the events, UTC partners should send the following:

1. A narrative of the Campus in English (maximum 150 words), with optional translation into either French, Spanish, Arabic, Chinese or Russian for non-English speaking audiences
2. A tentative programme of the Campus describing sessions (agenda, number of sessions, speakers) in English.
3. Web references of the Campus events: webpage address that will contain programme information and information for registration in English, with optional translation into either French, Spanish, Arabic, Chinese or Russian.

Campus information will be communicated as follows:

1. Each Campus will be announced in the World Urban Campaign Newsletter and Website (on a dedicated page for Urban Thinkers Campuses).
2. The World Urban Campaign Secretariat will send a 'Save the Date' announcement for each Urban Thinkers Campus to the WUC mailing list with above details.

**IMPORTANT:** The six weeks deadline is the minimum required. We recommend that you communicate this information to the WUC Secretariat as soon as possible in order to disseminate information to partners early in advance.

#### B. CAMPUS REPORT

A full report of the Campus shall be prepared by the Lead Partner(s) of the Campus.

It should follow the outline described below (IV- UTC Report content).

The report should be drafted in English. A translation may be provided by the UTC Lead Partner in either French, Spanish, Arabic, Chinese or Russian to facilitate communication to non-English speaking audiences.

Lead Partner(s) of the Campus should send their report to the WUC Secretariat as soon as available after the meeting for onward transmission to the WUC Steering Committee and Constituent Groups Chairs of the General Assembly of Partners.

## IV. UTC REPORT CONTENT

### **Introduction (200 words)**

*Describe the meeting's context and process*

### **Partners/participants (200 words)**

- *Number of participants at meeting*
- *Constituent groups represented*
- *Key stakeholders present*

### **Key outcomes (300 words)**

*Describe the main outcomes of the discussions*

### **Key recommendations (500 words)**

*Highlight actionable and concrete recommendations including how and why the changes or additions are being recommended (e.g. strategic feasibility) and links to case studies.*

### **Key actors (200 words)**

*Explain the proposed actions and identify the key actors implicated*

### **Matrix of linkages (matrix +100 words)**

*Explain the linkages between new recommendations and existing principles. Clearly identify the proposals and impact on specific principles diagrammatically and in text.*

### **Outstanding issues (50-100 words)**

*Outline any other issues or questions that remain and propose options on how to consider them – e.g. through ongoing research*

### **Annexes**

- *Listing and brief explanation of any urban solutions discussed*
- *The Campus programme (timing and sessions held)*
- *A summary of each session (400 words maximum): plenary sessions, Urban Thinkers sessions, Urban Labs, Constituent Group sessions, Media sessions, others*
- *Links and references*
- *Complete list of participants*