



Rules of Procedure

United Nations Advisory Committee
of Local Authorities (UNACLA)

Adopted by the Committee in Barcelona, Spain on
12 September 2004. Revised by the Committee in Nairobi,
Kenya on 10 April 2011. Further revised by the Committee in
Nairobi, Kenya on 15 April 2015.

PREAMBLE

We, the members of the United Nations Advisory Committee of Local Authorities (UNACLA), assembled at the 10th 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 as essential in the implementation of the Habitat Agenda;

Welcoming the on-going 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 Sustainable Development Goals.

Rule 2

The Executive Director shall report on an annualⁱⁱ basis to the Secretary-General of the United Nations and biennially to the UN-Habitat Governing Councilⁱⁱⁱ 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 (20)^{iv} 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 ten (10)^v Committee members for consideration (1 per continental section and 1 for Metropolis, plus the President^{vi} and Vice-President) by the Executive Director.

Rule 6

Membership in UNACLA shall be institutional and geographically balanced. This shall be done by ensuring that other non-UCLG members of the Global Task Force and other Local Government Geographical Organizations that are active in the ongoing international processes relating to sustainable urban development are included and represented in the remaining ten (10) UNACLA seats. The Global Task Force is a consortium of 20 global organizations with the objective of 'bringing together the local government efforts to be recognized and empowered by the future UN Development Agendas, and to ensure the complementarity between the Post- 2015 Development Agenda and Habitat III processes.'^{vii}

Rule 7

Members shall be elected for a period of three (3) years or the time for which the Member remains the President of his/her Organization that is a member of UNACLA, whichever comes first.^{ix}

2. Observers

Rule 8

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 9

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

Rule 10

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

3. Departures & Vacancies

Rule 11

If a committee member resigns or cannot continue to serve on the Committee because he/she 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.

Every year, the UNACLA Secretariat shall submit an Advisory Report to the UN-Habitat Executive Director, who will consider it when reporting annually to the Secretary General of the United Nations and biennially to the UN-Habitat Governing Council on UNACLA operations.^x

IV. CHAIRPERSON

Rule 14

The President of United Cities and Local Governments shall serve as Chairperson of UNACLA co-terminously.^{xi}

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.

The functions of the Secretariat shall be determined in consultation with the UNACLA UCLG Committee members.^{xii}

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.

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

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 25

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 26

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 translation may be provided.

IX. EVALUATION

Rule 27

The relevance of the Committee to the work of UN-HABITAT and local governments shall be reviewed every 4 years.^{xiii}

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- ⁱ Revised by the Committee in Nairobi, Kenya on 15 April 2015.
- ⁱⁱ Revised by the Committee in Nairobi, Kenya on 15 April 2015
- ⁱⁱⁱ Revised by the Committee in Nairobi, Kenya on 15 April 2015.
- ^{iv} Revised from thirty five (35) to twenty (20) full members. . This revision was adopted by the Committee in Nairobi, Kenya on 15 April 2015.
- ^v Revised by the Committee in Nairobi, Kenya on 15 April 2015.
- ^{vi} Adopted by the Committee in Nairobi, Kenya on 15 April 2015.
- ^{vii} Revised by the Committee in Nairobi, Kenya on 15 April 2015.
- ^{ix} Revised by the Committee in Nairobi, Kenya on 15 April 2015.
- ^x Adopted by the Committee in Nairobi, Kenya on 15 April 2015.
- ^{xi} Adopted by the Committee in Nairobi, Kenya on 10 August 2011.
- ^{xii} Adopted by the Committee in Nairobi, Kenya on 15 April 2015.
- ^{xiii} Revised to reflect the decision taken by the Committee in Nairobi, Kenya on 15 April, 2015