



Executive Committee – Consultative Group Meeting Report

**3 – 6 November 2013
Ouagadougou,
BURKINA FASO**

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I. Decisions

1. **June 2013 Copenhagen EXCO meeting report changes were requested by the World Bank including** updating the order of attendance, clarifying the World Bank reporting schedule for the Legacy Portfolio which will be according to the World Bank's FY schedule (July 1 – June 30), and clarifying the role of the World Bank within the Cities Alliance as having changed to Participating Observer at that time.
2. **Requested updates to the SOP** include a request to clarify the auditing requirements for grants in the SOP text (para. 116) as well as integrate the anti-corruption policies in the text of the SOP and include the anti-corruption policy on the CA website
3. **Contribution Agreements:** the Secretariat will follow-up with each member to secure their contribution agreements by 31 December 2013.
4. **Members requested** a stronger focus around Advocacy and a further discussion and strategic elaboration around MIC/LIC support
5. **Performance Monitoring System:** Members approved Tier 3 and Tier 4 as well as agreed to an initial one-year piloting phase for Tiers 1 and 2 and the implementation of the Performance Monitoring System.
6. **Quarterly updates on the Performance Monitoring System implementation status report** will be circulated to EXCO starting early 2014
7. **The format of the PAF** has been included as part of the Governance Working Group TOR.
8. **The production of the 2014-2016 MTS and Business Plan** will be interactive. The Secretariat will develop the roadmap and approach interested members to support the development of the MTS and BP to present a draft at the spring EXCO meeting in 2014.
9. **Members agreed on the guiding principles of the JWP for Habitat III**
10. **The JWP on Habitat III budget was approved** by members at \$1.5mill for three years.
11. **Members encouraged the World Bank to continue to be fully engaged in the Habitat III JWP.**
12. **The Strategy for Africa funding request of USD 5 mill Core fund contribution over 3 years, and \$ 1million for 2014 was not approved** Members asked for a more detailed plan with priority areas and a list of key activities before funding is approved

13. **The Secretariat will** prepare further detail as to the activities in the Africa Strategy and will resubmit the proposal to EXCO for approval and recommendation to the CG. This will be done virtually.
14. **Members approved the Governance Working Group Terms of Reference as amended** and the Secretariat will circulate the final version to Members.
15. **The composition of the Governance Working Group** will be EXCO members plus one or two additional CG members. EXCO members not able to attend meetings can submit comments virtually.
16. **FY 14 Budget and Work Plan were provisionally approved** with a one week no-objection period (comments due by 22 November 2013).
17. **The Staffing Plan was approved** with the caveat that a post for an Africa Regional Advisor be created.
18. **Comments are due to the Secretariat on the Budget format** (comments due by 22 November 2013).
19. **Offer from Ethiopia to host the 2014 Annual Meetings** Members were pleased by the offer from Ethiopia, and tentatively agreed. The Secretariat will follow-up with the prospective host and Members, to organize dates and a programme for the meeting.
20. **Catalytic Fund** CG members agreed with proposal for a CATFund call for 2014 with potential for two if the new UNOPS platform supports significant improvements in grant-making. . The Secretariat will circulate a virtual list of proposed topics/themes for EXCO selection and recommendation to CG, with a target of making the first call in early 2014.
21. **Partnership matters** The World Bank notified members of its decision to relinquish the role of Participating Observer in the Cities Alliance governance, while offering to continue to remain engaged downstream in areas of mutual strategic priority, in line with its institutional comparative advantage.
22. **Lateness of the circulation of meeting documentation** It was noted that due to the lateness of circulation by the Secretariat of certain key documents in particular, the Budget and FY14 Work programme as well as FY14 – 16 Strategy and Work Plan, it was difficult for members to fully prepare. While recognizing the extraordinary conditions affecting this particular meeting, Members requested that this be improved in the future to foster in-depth discussions and effective decision making.

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II. Meeting Summary

Date: 3, 5-6 November 2013

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

Apologies were sent from:

AusAID, Brazil, Norway, the Philippines and Slum Dwellers International

Zoubida Allaoua, Director, Urban and Disaster Risk Management Department, World Bank, and Co-Chair of the CA Consultative Group also sent her regrets.

A special welcome was given to Hon. Minister Mekuria Haile (4-6 Nov) from Ethiopia as well as Mr. Yombi Ouedraogo (5-6 Nov), Chief of Staff from the Ministry of Housing and Urban Development, Burkina Faso. The representative from Italy was also welcomed.

Venue: Azalai Independence Hotel, Avenue Ouagadougou, Burkina Faso

This year's 14th Annual Meeting consisted of a special combined Executive Committee – Consultative Group meeting for two main reasons. Firstly, under the principles of the new Charter, the Executive Committee has been delegated, by the Consultative Group, with a number of key decision making responsibilities, while the Consultative Group's focus is on the core substantive and strategic issues and priorities for the partnership. Due to slow member confirmation of participation at the Burkina Faso meeting, it was anticipated by the Secretariat and the Cities Alliance Chairs: UCLG, UN-Habitat, World Bank and PAF Chairperson Clare Short, that it would be more productive to combine both meetings to allow members to properly consider key issues, rather than keep to the original format of two separate meetings with what at the time, was set to be a meeting of the EXCO plus one or two additional CG members.

EXCO members met separately over lunch on 3 November 2013, prior to the beginning of the meetings.

Day 1 (3 November)

Item 1: Opening and Welcome

Chaired by Josep Roig, UCLG Secretary-General, and Chairperson of the Executive Committee

- a. The meeting Agenda was amended to include an Item on the Catalytic Fund and subsequently, adopted. *(See Annex II for the final meeting agenda).*
- b. The June 2013 Copenhagen EXCO Meeting Report was approved subject to incorporating the changes requested by the World Bank.
- c. The November 2012 Hanoi CG Meeting Report was approved.

1: June 2013 Copenhagen EXCO meeting report changes were requested by the World Bank including updating the order of attendance, clarifying the World Bank reporting schedule for the Legacy Portfolio which will be according to the World Bank's FY schedule (July 1 – June 30), and clarifying the role of the World Bank within the Cities Alliance as having changed to Participating Observer at that time.

Item 2: Transition Update

Background: At the 2012 November CG meeting in Hanoi and the 2013 February EXCO meeting in Brussels, the key decisions were taken to transfer the Cities Alliance to UNOPS with a Brussels location. At the 2013 June EXCO meeting in Copenhagen, EXCO members approved the package of six transfer documents and recommended them to the CG for final approval on a no-objection basis. The CG approved the transition documents on 10 July 2013, and subsequently, eight staff from the Washington, DC based Secretariat relocated to Brussels on 31 August 2013 and opened the Cities Alliance Brussels office in temporary offices on 2 September 2013.

Kevin Milroy, who was with the Cities Alliance for 13 years, and was key in supporting the transition, was also given special recognition by the members of the Consultative Group.

Special recognition was given to the World Bank and the World Bank's internal Working Group led by Zoubida Allaoua. The support received from both the World Bank and UNOPS ensured a seamless transition for both the Cities Alliance and the Secretariat to a UNOPS platform.

The Consultative Group members also thanked the Secretariat staff and congratulated them on their achievement. The Director of the Cities Alliance recognized Erika Puspa, the member of the Secretariat who was responsible for the transfer and set-up of the information, communication technology for the new office in Brussels.

1.) UNOPS Hosting Update

- a. Establishment of Accounts
 - i. \$4.6million was transferred from the World Bank to UNOPS
 1. The French MFA was thanked for signing the first Contribution Agreement (a precondition to the World Bank transfer).
 - ii. \$800k was transferred from the Bill and Melinda Gates Foundation as payment for the Intermediation Portfolio oversight for two years
 - iii. \$8.9 million from the Bill and Melinda Gates Foundation for the LSC funding (Country Programmes) will be transferred in the next few weeks
- b. Standard Operating Procedures (SOP)
 - i. The status of each SOP annex is listed in the SOP Table of Contents. The majority of Annexes will be ready for review at the CG 2014 meeting.

- ii. Members requested that a clarification of the auditing of grants be made in the SOP text as well as highlighting of the anti-corruption policy in the text of the SOP and include it on the CA website

2.) Contribution Agreements Update

- a. Every member who signed a Contribution Agreement with the World Bank is expected to sign a Contribution Agreement with UNOPS.
- b. The Secretariat is in the process of following-up with each member to secure their contribution agreements by 31 December 2013.
- c. Special recognition and thanks to Germany for funding the transfer of the Secretariat to Brussels as well as providing seed funding for the Africa Strategy and to Sida for the work that has been done to ensure continued and increased funding for the Cities Alliance

3.) Bill and Melinda Gates Foundation Intermediation Portfolio Update

- a. As part of a global redesign process at the Bill and Melinda Gates Foundation (BMGF), the Special Initiative team, which handled the urban portfolio, was absorbed into other focus areas requiring BMGF to find an appropriate organization to support existing grantees and find synergies and leverage their existing investments.
- b. Consequently, BMGF selected Cities Alliance as the portfolio manager. The portfolio which amounts to US\$60million, includes the Cities Alliance Land, Services, and Citizenship Country Programmes, support to SDI, Ethiopia through GIZ and KfW, and other diverse grantees involved in urban development.
- c. Reporting to the head of the Programme Unit within the CA Secretariat, two staff members have been hired to manage the Intermediation Portfolio
- d. The CA Secretariat is very excited about the diverse and interesting portfolio, and will look for synergies amongst the two portfolios as well as new partners
- e. The BMGF is keen to remain engaged with the Intermediation Portfolio and has one staff member based in Seattle who will not only oversee the disbursement of funds based on reporting provided by the staff within the CA Secretariat, but will also be interested in the portfolio outputs and results as well as lessons learned that can be shared with the Foundation.

4.) Legacy operations (reported on 5 November)

- a. The legacy portfolio is currently managed by the Sector Manager for Urban and Disaster Reduction (UDR) at the World Bank.
- b. The World Bank will continue to report to EXCO and the Consultative Group on the remaining portfolio on a World Bank FY basis (July 1 – June 30).
- c. The Legacy work consists of
 - i. **Reassignment** of projects to legacy staff
 - ii. **Monitoring the** legacy portfolio, including 35 grants expiring by Dec 2013, and processing grant extensions (13 estimated)

1. **Total number of grants remaining: 97, worth US\$25mill**

- iii. **Preparing** to transfer Gates funds, including restructuring 3 grants
 - iv. **Coordination** with CA Brussels on country programmes
 - v. **Support** to Africa Strategy meeting and Ouagadougou EXCO/CG meetings
 - vi. **Website support** and hand over to CA Brussels
- d. **Bank-administered CA programme budget mid-way through the July-December 2013 budget period.**
- i. This budget was approved by EXCO at its June 2013 meeting in Copenhagen. A separate budget was also approved for the same period for the UNOPS-administered programme.
 - ii. The bulk of programme activities were incurred during July-August 2013, while the Cities Alliance was still in the World Bank.
 - 1. A two-page handout of this financial reporting is available.
 - 2. Also, the final FY13 financial reporting (through June 2013) is available as handout.
 - iii. **Notes to the Financial Reporting:**
 - 1. Balance forward was greater than estimated because of reflows from closed projects in FY13.
 - 2. The 2013 contribution from Germany was deposited in the MDTF and included in the first Residual transfer
 - 3. The Allocation Reflows of \$322,298 result from estimated undisbursed Secretariat budget for FY13.
 - 4. The Ending Balance – Unallocated Funds will be included in subsequent transfers of Residual Funds to UNOPS/CA

5.) 2013 Work Programme and Budget Update (UNOPS, Sep – Dec 2013)

- a. At the June 2013 EXCO meeting members approved the Secretariat and Programme budgets (July – Dec 2013) consisting of:
 - i. WB administered budget (July – August 2013)
 - ii. UNOPS administered budget (July – December 2013)
 - iii. Six-Month Secretariat Work Programme (July – Dec 2013)
- b. The four month Work Programme (Sep – Dec 2013) update was presented using the structure of the Results Framework
- c. The four month Budget (Sep – Dec 2013) was presented using the old format, and the data for the actual expenditures was provided by the UNOPS ERP accounting system.
- d. Members requested a stronger focus around Advocacy and a further discussion and strategic elaboration around MIC/LIC support

6.) Membership Update

- a. Korea expressed an in principle interest to join the CA in 2014 or 2015
 - i. They are very interested in India

- b. Swiss SECO had indicated at the June 2012 EXCO in Kampala that they are interested in joining the CA post-move to UNOPS/Brussels
 - i. The Secretariat will follow-up in December 2013
- c. AfDB – the Secretariat has had a number of interaction and signals that they would be joining;
 - i. AfDB has formally adopted an urban policy, and recently appointed a Chief of Urban Development
- d. DFID – a possible significant contribution to design their strategy around Future Proofing Cities – based on the partnership and the CA Country Programme model; DfID would like to use those platforms to design a DFID strategy for Africa – 2014
 - i. The second significant leveraging of the Country Programmes after the two World Bank loans in Uganda and Ghana
- e. Geneva Global – a private enterprise that represents philanthropists is interested in setting up a fund that would invest foundation funds into Country Programmes;
- f. Brazil – possibility of changing their status from Developing Country to Donor Country
 - i. Caixa Board is meeting over the next few months and a decision should be made before the end of 2013

DECISIONS

2: Requested updates to the SOP include a request to clarify the auditing of grants in the SOP text as well as highlight the anti-corruption policy in the text (para. 116) of the SOP and including the anti-corruption policy on the CA website.

3: Contribution Agreements: the Secretariat will follow-up with each member to secure their contribution agreements by 31 December 2013.

4: Members requested a stronger focus around Advocacy and a further discussion and strategic elaboration around MIC/LIC support

Item 3: Performance Monitoring System

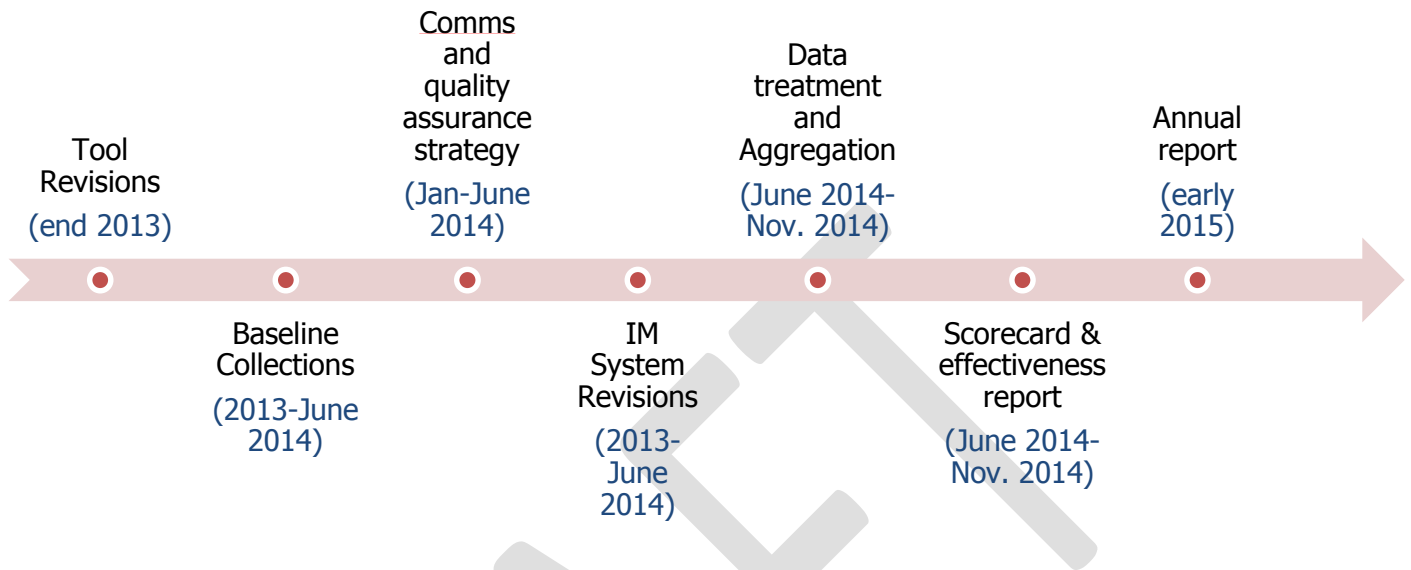
Background: At the EXCO meeting in Copenhagen (June 2013), the Secretariat presented the initial steps to operationalize the Result Framework (RF) into a Performance Monitoring System by providing a refined set of indicators and definitions, and an initial timeline for baseline data collection.

Further progress has been made on the Performance Monitoring System. Most of the baseline data for Tier II and III have been gathered and the Secretariat is also proposing initial targets/performance standards for the same tiers. The implementation plan has been drafted which is expected to lead to the development of CA's first corporate scorecard which will be incorporated into the Annual Report/Effectiveness Report of the Cities Alliance.

Members received the support document: Performance Indicators and Monitoring System for the Cities Alliance: A Results-based Approach, and the Secretariat made a PowerPoint presentation.

The Secretariat plans to report to EXCO every three months on the system, with the first highlight report to be issued at the end of January 2014.

The Critical Path is as follows:



Member Discussion:

Members congratulated the Secretariat on the logical, convincing and elaborate system and on its importance in tracking programmatic progresses, but cautioned that results at Tiers I and II might prove very difficult to measure and attribute. Members remarked that the system might need to be reviewed post 2015, but agreed to approve Tiers 3 and 4 as the Secretariat is confident that it can guarantee delivery of data. Members also agreed to pilot data gathering and reporting for Tiers 1 and 2, but also noted that the Secretariat would not be held accountable if improvements on indicator for Tiers 1 and 2 were not achieved.

A few edits requested by members included:

1. Tier 4: Output 1
 - a. Add “Cities” to the list
 - b. What’s missing is the contribution that Cities Alliance makes to changing members viewpoints of urbanization, which is more than simply convening meetings

5: Members approved Tier 3 and Tier 4 as well as agreed to an initial one-year test piloting phase for Tier 1 and 2 and the implementation of the Performance Monitoring System.

6: Quarterly updates on the Performance Monitoring System implementation status will be circulated to EXCO starting early 2014

Day 2 (4 November)

Chaired by Clare Short, Chair of the Policy Advisory Forum

Policy Advisory Forum: Managing Urban Growth: Key Challenges for Sound Public Policies
(See Annex III for the final meeting programme).

Co-hosted by the Burkina Faso Ministry of Housing and Urban Development, the PAF with the theme, “Managing Urban Growth: Key Challenges for Sound Public Policies”, had strong local ownership, was well attended and the presence and participation of the Hon. Minister Mekura Haile from Ethiopia lifted the ambition of the effort.

The official signing of the Grant Agreements for the Urban Country Programme for Burkina Faso between the Ministry of Housing and Urban Development, UN-Habitat and Cities Alliance was an excellent achievement and marked the first agreements processed under UNOPS. The Cities Alliance made a grant of \$977.500 to UN-habitat and \$1.152.500 to the Government of Burkina Faso. There was a 10 day turn-around time from UNOPS in processing the agreements which is an excellent performance by the new CA host.

The Urban Country Programme for Burkina Faso is one of the largest urban grants that Burkina Faso has received, and the presences of all Cities Alliance members was greatly welcomed by the Government of Burkina Faso.

Three Sessions

1. Managing and Financing Urban Growth in Burkina Faso: Strategies and Perspectives
2. Urban Expansion in Secondary Cities
3. The Urban Country Programme for Burkina Faso

Two Site Visits

1. Informal Urban Settlement in Bissighin (Participatory Slum Upgrading Programme)
2. Social Housing Programme in Bassinko

Day 3 (5 November)

Chaired by Alioune Badiane, UN-Habitat, Director, Programme Division and Co-Chair of the Consultative Group

A short Statement from UN-Habitat was read by Mr. Badiane. *(see Annex IV for full statement)*

“UN-Habitat extends our sincere gratitude to the World Bank, and in particular Zoubida Allaoua, for the excellent job done in steering the CA Secretariat since inception and the tremendous financial and substantive contribution to anchor Cities Alliance in the urban world and in the local authorities’ movement! We look forward to continuing our engagement with the World Bank in your new membership capacity, and to play our role in providing leadership in this next phase.

We also congratulate Josep Roig for an excellent Congress in Rabat and progress made in the Global Task Force of Local Authorities for 2015 and Habitat III.”

Item 4: Follow up from Policy Advisory Forum (PAF)

In a discussion led by Clare Short, Chairperson of the Policy Advisory Forum, members took the opportunity to discuss the Policy Advisory Forum and Site Visits both in terms of what they had seen and what they would like to see at future PAFs.

The Burkina Faso PAF was designed by the Ministry of Housing and Urban Development, as is the Country Programme. The CA Secretariat worked with the Ministry to ensure that the Association of Local Authorities and Laboratoire Citoyenneté, a partner of SDI, were on the programme to share their experiences as well. Since the Hon. Minister Mekuria Haile of Ethiopia was such a gracious host to the Cities Alliance Africa Strategy meeting in March 2013 and made such a strong, positive impression upon the Secretariat and CA Members in attendance, the Secretariat took the opportunity to invite him to share his experiences with his counterparts in Burkina Faso and the CA members, which was very well received by all participants.

Members thought that the morning session was important because it not only provided a political platform for local partners but also provided an opportunity to raise awareness about the importance of sustainable urbanisation and the work of the Cities Alliance. However, members also want to draw attention to the people, the citizens who are living in the slums and trading on the informal markets. One logistical criticism from members is that they would have like more time for discussion and better interaction with the speakers and panellists.

The site visits in the afternoon provoked varied comments from CG members. The Ministry chose to show one participatory slum upgrading drainage project, and then took CA members to one social housing programme and one private investment housing programme. Members from the Ministry

made presentations on the buses to CG members for which the members were thankful, but CG members missed the opportunity of talking to the community directly.

Questions arose about the format of the PAF itself and included such comments as how best to engage with local partners during and after the PAF and the site visits. One of the memorable quotes coming out of this discussion was that “true partners dare to criticize its development partners” (Ethiopia) OR “true friends tell the truth” (Germany).

Comments about including Local Economic Development, slum dweller representation, and the translation of site visits into future programmes under the Country Programme were made. Members also asked tough questions such as, “How uncomfortable is CA willing to make things?” “Should CA be agreeing to go see projects that members do not agree with?” “Should we continue to support a country if it continues with policies that the members don’t agree with?”

DECISION

7: The format of the PAF will be included as part of the Governance Working Group TOR.

Item 5: FY14 – 16 Draft Strategy and Business Plan Outline

The Director of the Secretariat gave a PowerPoint presentation reviewing the transition from the World Bank and Washington, DC to UNOPS and Brussels and **presented the proposed core building blocks for the 2014 – 2016 MTS and Business Plan (BP):**

- 1) Manage and maximize existing Country Programmes
 - a) Incorporate the new Performance Monitoring System into all five programmes
- 2) Mobilise CA members
 - a) around post 2015 development agenda
 - b) play instrumental role in period to Habitat III;
 - c) contribute decisively to post Habitat III implementation
- 3) Finalise and Implement Africa Strategy
- 4) Develop, finance and launch five new country programmes;
- 5) Strengthen CA through existing and new members, and strategic partnership.

Members were asked to comment on any major gaps they saw in the strategy and were also asked for any interested member to join a small working group to take this presentation and turn it into a Medium-Term Strategy 2014-2016.

Member Discussion

Members appreciated the clarity of the presentation and would like the MTS/BP to provide crisp and clear objectives for Cities Alliance, making sure that CA captures the value added and has a niche that capitalizes and complements members’ work. There was a lot of discussion about the

corporate ideas of the Cities Alliance and the unique features of the partnership –Members want the CA to be seen as a global player in urban development, and this implies both more money and more staff. It was reiterated that Cities Alliance is not a donor, and that CA money is meant to catalyse change through dissemination and sharing of lessons.

The desire for members to have a more visible CA and for CA to take the lead as a global player in urban development provoked comments from some members wanting to exchanging Priority 1 and 2 in the Work Plan– to make Advocacy activities the first priority, and Country Programmes, the second priority.

However, other members would like to keep substantial focus on slums, secondary cities especially in Sub-Saharan Africa, and Country Programmes and suggested rolling out Country Programmes Lite, a less intensive version of a CP, but driven by the same principles.

There was a consensus that CA needs to remain global as enshrined in its mandate, even if there is currently a focus on Africa. The degree of engagement by CA in MICs was also discussed, where some members underscored the necessity of drawing lessons from MICs and better understanding urbanization patterns in these cities, as well as they often contain the largest urban inequalities.

The Secretariat will design the roadmap to produce the MTS 2014-2016 strategy and BP, and will invite those members who are keen to be involved to participate in the development. The Secretariat will produce the annual work plan and circulate.

DECISION

8: The production of the 2014-2016 MTS and BP will be interactive. The Secretariat will develop the roadmap and approach interested members to support the development of the MTS and BP to present a draft at the spring EXCO meeting in 2014.

Item 6: Habitat III Joint Work Programme

Members received the Memo on the CA Joint Work Programme (JWP) for Habitat III and UCLG, representative from the Working Group on Habitat III made a presentation during the meeting.

Following the recommendation of the Consultative Group Meeting in Hanoi in November 2012 to initiate the development of Joint Work Programme (JWP) in support of the preparation process of the Third United Nations Conference on Housing and Sustainable Development (Habitat III), the CA Secretariat facilitated an agreement among designated CA members on the principles, objectives, outputs and main activities of the prospective JWP. This agreement was informed by the provision of a draft framework paper for consultation, a corresponding telephone conference call among

interested members and a dedicated planning workshop held in Brussels on 10th of October¹.

The planning workshop agreed that this JWP will have the opportunity to leverage the unique diversity of the CA membership base for joint advocacy activities in the forthcoming three years. Being focused on the Habitat III conferences in 2016 and its established preparation processes, CA members came also to a mutual agreement to use international negotiations, such as those for the formulation of Sustainable Development Goals (SDG) as agreed at the 2012 Rio+20 Conference on Sustainable Development as well as the Post-2015 framework, as opportunities for the JWP to help promoting the urban agenda. This JWP envisages therefore to create, use and disseminate a set of common key messages deriving from the wealth of experiences in the CA membership and to inform as well as encourage all CA members and new partners to join up advocacy efforts at the global level.

The Secretariat presented a proposed framework for the Joint Work Programme in support of the preparation process for the Post 2015 Agenda/ Sustainable Development Goals towards the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III). The framework proposed a budget of 1.5 m USD for a three year programme. The document also suggests a number of guiding principles for the JWP, its development objective, potential outputs and main envisaged activities.

The Cities Alliance JWP is designed to complement Members` activities. In the larger picture, three key processes are underway, and present opportunities to raise the urban issue:

1. Follow up the sustainability agenda
2. A process that is looking at the following up the MDGs – what do we do after 2015?
3. Process towards habitat III and sustainability agenda

Make sure to visit www.gtf2016.org UCLG's Global Taskforce on the post 2015 Development Agenda Towards Habitat III website.

Members encouraged the Bank to be fully engaged in the Habitat III JWP. The World Bank clarified

DECISIONS

9: Members agreed on the guiding principles of the JWP for Habitat III

10: The JWP on Habitat III budget was approved by members at 1.5mill USD for three years.

11: Members encouraged the Bank to continue to be fully engaged in the Habitat III

that it is participating in the UN Inter-Agency process for Habitat III and will continue to participate fully.

¹ The Planning Workshop was attended by Almut Nagel (German Federal Ministry for Economic Cooperation and Development -BMZ), Emilia Saiz (United Cities and Local Governments- UCLG), Emilie Maehara (French Ministry of Foreign Affairs), Francois Tirot French Development Agency -AFD), Jean-Christophe Adrian (UN Habitat), Joel Bolnick Slum Dwellers International (SDI) Secretariat, Rene Hohmann (CA Sec), Susanna Henderson (CA Sec), William Cobbett (CA Sec)

Item 7: Cities Alliance Strategy of Africa

Members received the CA Strategy for Africa Roadmap May 2013 and the Secretariat made a presentation.

Cities Alliance members proposed developing and implementing an Action Plan to raise the profile of key urban challenges in Africa and help provide more coherent, strategic support to city and national governments in their efforts to towards more inclusive cities. German Cooperation provided seed money to kick start the process.

To open the debate, the Cities Alliance convened a wide range of development actors in Addis Ababa, 20-22 March 2013, for an initial discussion of urban development priorities in Africa where participants identified five priority areas around which, in the first approach, a Cities Alliance Strategy for Africa could be structured:

Focus Area 1: Developing a compelling pro-city narrative

Focus Area 2: Developing information systems, producing and managing accurate and relevant data

Focus area 3: Empowering local governments

Focus Area 4: Better understanding and more effectively responding to informality

Focus Area 5: Responding to new actors, issues and challenges

Managed by the African Centre for Cities, members of the African Urban Research Initiative (AURI) were commissioned to prepare background papers on the five priority areas, the results of this work was discussed at the October 2013 meeting held in Pretoria, South Africa. The aim was to identify existing progress and challenges, and on this basis, to formulate a set of recommendations for action from which could organize the strategic directions and Strategy for Africa of the Cities Alliance for the next three years.

The objectives of the strategy are for CA members to propose a 10-year agenda to help Africa's cities transform through:

- ✓ improving the relevance, impacts, efficiency and efficacy of on-going and future CA-funded activities on the continent;
- ✓ identifying and address key strategic gaps where the CA has comparative advantages to deliver;
- ✓ mobilising resources and supporting CA members to fill these gaps

Members were asked to approve a core fund contribution of \$5 million over 3 years, with \$ 1 million contribution in 2014, but asked to see a clear activity plan with budget and expected outputs prior to approval.

Members stressed the need to alignment as best as possible with other Africa Urban initiatives including AMCHUD and AMCOD, and would like to see some of the following topics included such as the existing CEE ratings and the Secondary Cities Report, ensure that the Strategy fits into the CA

Results Framework, clarify the role of the Cities Alliance and keep our responsibilities focused, include Job Creation and raise awareness about informality, and local government capacity, as well as building partnerships and exchanges between countries in Africa, remittance data collection from country to city, emphasis on stakeholder dialogue meetings, supporting data collection by cities towards Habitat III, and address how best to use existing information e.g. from USAID and the World Bank.

DECISION

12: The Strategy for Africa funding request of USD 5 mill Core fund contribution over 3 years, and USD 1million for 2014 was not approved Members asked for a more detailed plan with priority areas and a list of key activities before funding is approved

13: The Secretariat will prepare further detail as to the activities that will be delivered and will resubmit the proposal to EXCO for approval and recommendation to the CG. This will be done virtually.

Item 8: Governance Matters

Member received the draft Governance Issues Paper and the Secretariat circulated a Terms of Reference for the Governance Working Group during the meeting.

The Secretariat had presented a Draft Issues Paper to facilitate a review of a number of Governance Matters. These arise, in part, from the new status of the World Bank, as well as from the institutional and geographical relocation of the Cities Alliance. The document was considered at a meeting of a Governance Working Group that met in Brussels on Friday 11th October, and which made a set of recommendations for the consideration of EXCO at its meeting on the 3rd November. A summary of the discussions and the Recommendations were presented in Annex 1 of the Issues Paper.

Members were asked to consider the draft Terms of Reference for the Governance Working Group as well as the composition of the Working Group.

It was decided that EXCO members plus one or two additional CG members will comprise the Governance Working Group, and EXCO members not able to attend meetings shall submit comments virtually. The Governance Working Group will report to the EXCO at the next meeting in the spring of 2014. The Secretariat expects to hold two, face-to-face Governance Working Group meetings as well as work virtually and on a bi- and multi-lateral basis.

14: Members approved the Governance Working Group Terms of Reference as amended and the Secretariat will circulate the final version to Members.

15: The composition of the Governance Working Group will be EXCO members plus one or two additional CG members. EXCO members not able to attend meetings may submit comments virtually. The WG will report to EXCO in Medellin, April 2014

Day 4 (6 November)

Chaired by Lydia Kruse Tietz, Partnership Advisor, World Bank and Co-Chair of the Consultative Group

Item 9: 2014 Work Plan and Staffing Plan; 2014 Budget

The Secretariat made two presentations; one on the 2014 Work Plan Highlights and Staffing Plan and one on the 2014 Budget.

Members were asked for approval of the 2014 Work Plan and Staffing Plan and Budget, and to comment on the format of the 2014 Budget.

With regards to the Staffing Plan, members would like to see an additional post for the Regional Advisor in Africa, Taking this amendment into account, the 2014 Staffing Plan was approved.

As for the 2014 Budget, one member asked to move some of the costs that are more related to implementation of the four different business lines to programme operations category as these are not staffing costs, so as to provide a clear impression of the cost of the Secretariat. Also, the relocation costs were extraordinary and should be shown separately in the budget and the in-kind funding such as secondments should be reflected. Members would like to see a Medium Term (3 year) expenditure plan along with projected contributions.

On the budget format, members requested to keep the format as simple as possible. Also, members would like the Secretariat to extrapolate under each business line - take the explanatory notes and make them individual line items.

16: FY 14 Budget and Work Plan were provisionally approved with a one week no-objection period (comments due by 22 November 2013).

17: The Staffing Plan was approved with the caveat that a post for an Africa Regional Advisor be created.

18: Comments are due to the Secretariat on the Budget format.

Item 10: Partnership Matters

The Partnership Matters document circulated to members provided an overview of current and previous EXCO membership.

- Membership
 - The World Bank is no longer a Participating Observer in the Cities Alliance.
 - The compilation of the EXCO will be dealt with under the Governance Working Group.
- Next Consultative Group Meeting, November 2014
 - Members would like a venue that is attractive, has good site visit opportunities and is easily accessible
 - The Hon. Minister from Ethiopia, Mr. Mekuria Haile, offered to host the 2014 Annual Meeting of the Cities Alliance

Item 11: Catalytic Fund (CATFund)

Members requested to add a discussion about the Catalytic Fund to the Meeting Agenda on Day 1.

Members agreed with the proposal of Catalytic Fund calls for proposal to be made in 2014. However, it was noted that if the UNOPS platform can support making smaller grants efficiently, there can be two Calls in 2014.

Suggested themes included:

Data Collection in Secondary Cities; (2) Housing and Slums; (3) How Cities Handle Data: Monitoring, Stakeholder Participation, Reflecting on the use of Indicators for 2015; (4) Country Programme Lite; (5) Facilitate Cities to Provide Data around Habitat III Indicators

Using the fast processing time of UNOPS, the Secretariat hopes to decrease the size of the grants, so as to increase the number and vary the type of recipients.

19: 2014 Annual Meeting Ethiopia has offered to host the next Annual Meeting. Members were pleased by the offer from Ethiopia, and tentatively agreed. The Secretariat will follow-up with the prospective host and the Members , to organize dates and a programme for the meeting.

20: Catalytic Fund CG members agreed with the proposal of a CATFund call for 2014 with potential for two calls if the new UNOPS platform supports making of smaller grants efficiently. . The Secretariat will circulate a virtual list of proposed topics/themes for EXCO selection and recommendation to CG, with a target of making the first call in early2014.

World Bank Handover

As Cities Alliance completes its transition from the World Bank to UNOPS, the World Bank handed over its role as Co-Chair of the Consultative Group to allow for future involvement of the new host of the Partnership. The World Bank expressed its confidence that the Cities Alliance will continue to flourish and it expects to remain engaged with the Partnership as a funder through the DGF window, subject to internal approvals and satisfactory progress, as well as a downstream partner in technical assistance (through the EFO channel) and manager of grants in the Cities Alliance Legacy Portfolio.

Personal remarks from Zoubida Allaoua, Director, Urban and Disaster Risk Management Department, World Bank, and Co-Chair of the Consultative Group were read aloud by the World Bank representative acting on her behalf, Lydia Kruse Tietz.

III. Annexes

Annex I: List of Attendees

<u>EXCO MEMBERS</u>	<u>PARTICIPANT</u>	<u>AFFILIATION</u>
FRANCE	Ms. Emilie Maehara	Ministry of Foreign Affairs
GERMANY	Mr. Franz Marré	Federal Ministry for Economic Cooperation and Development (BMZ)
	Mr. Günter Meinert	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
Sida	Mr. Mikael Atterhög	Swedish International Development Agency
UCLG (EXCO Chair)	Mr. Josep Roig	United Cities and Local Government
	Ms. Emilia Saiz	
UN-HABITAT (CG Co-Chair)	Mr. Alioune Badiane	UN-Habitat
ex-officio EXCO MEMBER	Ms. Clare Short	Retired Member of Parliament, UK
ex-officio EXCO MEMBER	Mr. William Cobbett	Cities Alliance Secretariat
<u>CG MEMBERS</u>	<u>PARTICIPANT</u>	<u>AFFILIATION</u>
ETHIOPIA	Hon. Mekuria Haile	Ministry of Urban Development, Housing and Construction
HFHI	Ms. Jane Katz	Habitat for Humanity International
ITALY	Ms. Maria Cristina Martinoli	Italian Cooperation
METROPOLIS	Mr. Alain LeSaux	Metropolis
NIGERIA	Ms. Edna Deimi Tobi Mr. Lawal Abubakar	Federal Ministry of Lands, Housing and Urban Development
SOUTH AFRICA	Mr. William Jiyana	Department of Human Settlements
UCLGA	Mr. Jean-Pierre Elong Mbassi	United Cities and Local Governments, Africa
UN-HABITAT	Ms. Asa Johnsson Mr. Joseph Guiebo Ms. Basilisa Sanou Mr. Mathias Spaliviero	UN-Habitat

**PARTICIPATING
OBSERVERS**

WORLD BANK (CG
Co-Chair)

PARTICIPANT

Ms. Lydia Kruse Tietz
Mr. Sameh Wahba

AFFILIATION

World Bank

OBSERVERS

BILL AND MELINDA
GATES FOUNDATION
BURKINA FASO

PARTICIPANT

Ms. Melanie Walker
Mr. Katelyn Stanley
Mr. Yombi Ouedraogo

AFFILIATION

Bill and Melinda Gates Foundation
Ministry of Housing and Urban Development

SECRETARIAT

PARTICIPANT

Mr. Serge Allou
Ms. Susanna Henderson
Ms. Phyllis Kibui
Mr. Federico Silva

AFFILIATION

Cities Alliance Secretariat

DRAFT

Annex II: EXCO-CG Agenda

Cities Alliance

Cities Without Slums

**Special Session:
Combined Executive Committee and Consultative Group Meeting
3 -6 November 2013
AGENDA**

Venue: *Azalai Independence Hotel, Ouagadougou, Burkina Faso		
DAY 1: SUNDAY, 3 NOVEMBER 2013		
13h30 – 14h00	<i>Welcome Coffee/Tea (light snacks)</i>	<i>Venue: Kamsaongo Room</i>
14h00 – 14h30	Item 1: Opening and Welcome <ul style="list-style-type: none"> ➤ Adoption of meeting Agenda ➤ Approval of EXCO meeting report – Copenhagen, June 2013 ➤ Approval of CG meeting report – Hanoi, November 2013 	Handouts: <i>Agenda; June 2013 EXCO Meeting Report; Feb 2013 EXCO Report (background doc); Nov 2012 CG Meeting Report</i>
14h30 – 15h30	Item 2: Transition Update <i>William Cobbett, Director, Secretariat</i> <ul style="list-style-type: none"> ➤ Move to Brussels Update ➤ UNOPS Hosting Update <ul style="list-style-type: none"> ○ Establishment of Accounts ○ SOP Update ➤ Contribution Agreements Update ➤ BMGF Intermediation Portfolio Update <p>Action: For Information</p>	Handouts: <i>SOP Update; BMGF Intermediation Portfolio Update</i>
15h30 – 16h00	<i>Coffee/Tea</i>	
16h00 – 16h30	Item 2: Continued: 2013 Work Programme and Budget Update <i>Phyllis Kibui, Secretariat</i> <ul style="list-style-type: none"> ➤ 4 Month Secretariat Work Programme and Budget Update (Sep – Dec 2013) <p>Action: For Information</p>	Handout: (to be circulated at the meeting)
16h30 - 17h30	Item 3: Performance Monitoring System <ul style="list-style-type: none"> ➤ Performance Indicators and Monitoring System for the Cities Alliance: A results-based Approach 	Handouts: <i>Performance Monitoring System for the CA</i>

	<ul style="list-style-type: none"> ➤ Presentation by Federico Silva, Secretariat 	
	Action: For Discussion and Approval	
17h30 – 18h00	Summary of Recommendations and Closing Remarks	
19h00 – 22h00	Dinner Hosted by the Cities Alliance	Venue: Princess Yenenga Lodges
DAY 2: MONDAY, 4 NOVEMBER 2013		
8h30 – 18h30	POLICY ADVISORY FORUM: MANAGING URBAN GROWTH: KEY CHALLENGES FOR SOUND PUBLIC POLICIES	Venue: Kibsa Room; Site Visits in Ouagadougou
DAY 3: TUESDAY, 5 NOVEMBER 2013		
8h30 – 9h00	Welcome Coffee/Tea (light snacks)	Venue: Kibsa Room
9h00 – 9h15	Welcome and Review of Agenda	
9h15 – 9h45	Item 2: Continued: Transition Update World Bank Update <i>Sameh Wahba, Urban Sector Manager, World Bank</i> <ul style="list-style-type: none"> ➤ World Bank Agreements Updates ➤ World Bank Legacy Portfolio Report ➤ Secretariat and Programme Budget <ul style="list-style-type: none"> ○ WB Administered budget (July –August) 	
9h45 – 10h45	Item 4: Follow up from Policy Advisory Forum (PAF) <i>Clare Short, PAF Chair</i> Remarks and Discussion on “Managing Urban Growth: Key Challenges for Sound Public Policies” and the Site Visits to Ouagadougou	Handouts: PAF Agenda
10h45 -11h15	Coffee/Tea	
11h15 – 12h45	Item 5: FY 14 – 16 Strategy and Business Plan Outline <ul style="list-style-type: none"> ➤ Presentation by William Cobbett, Secretariat 	Handout: (ppt to be circulated at the meeting)
	Action: For Discussion	
12h45 – 14h00	Lunch	Venue:
14h00 – 15h00	Item 6: Habitat III Joint Work Programme <ul style="list-style-type: none"> ➤ Presentation by Emilia Saiz, UCLG ➤ Report back from JWP Members 	Handout: Habitat III JWP Work Programme Paper
	Action: For Discussion and Approval	
15h00 – 16h00	Item 7: Cities Alliance Strategy for Africa Discussion <ul style="list-style-type: none"> ➤ Presentation by Serge Allou, Secretariat 	Handout: Cities Alliance Strategy for Africa Roadmap, May 2013
	For Discussion and CG Approval	

16h00 – 16h30	<i>Coffee/Tea</i>	
16h30 – 17h45	Item 8: Governance Matters <ul style="list-style-type: none"> ➤ Presentation by William Cobbett, Secretariat ➤ Report back from EXCO Working Group For Discussion and Debate	Handout: Governance Paper; Circulated at Meeting: Working Group Terms of Reference (draft)
17h45 – 18h00	Summary of Recommendations and Closing Remarks	
19h00 – 21h00	Cocktail Reception in honour of Mr. Simon Compaore, former- Mayor of Ouagadougou	Venue: Azalai Independence Hotel (in the gardens, near the pool)
DAY 4: WEDNESDAY, 6 NOVEMBER 2013		
9h00 – 9h30	<i>Welcome Coffee/Tea (light snacks)</i>	Venue: Kibsa Room
9h30 – 9h45	Welcome and Review of Agenda	
9h45 – 10h45	Item 8 continued: Governance Matters <ul style="list-style-type: none"> ➤ Working Group Terms of Reference For Discussion and Approval	Handout: Governance Paper; Circulated at Meeting: Working Group Terms of Reference (draft)
10h45 – 11h15	<i>Coffee/Tea</i>	
11h15 – 12h15	Item 9: FY 14 Budget and Staffing Plan <i>Phyllis Kibui, Secretariat</i>	Handout: (to be circulated at the meeting)
12h15 – 12h30	Item 10: Partnership Matters <ul style="list-style-type: none"> ➤ EXCO Membership ➤ Next Consultative Group Meeting For Information and Decision	Handout: Partnership Matters
12h30 – 12h45	Item 11: Catalytic Fund <ul style="list-style-type: none"> ➤ Discussion of Themes for upcoming Calls for Proposals 	
12h45	Handover by World Bank, outgoing Co-Chair, Consultative Group	
12h45 – 13h00	Summary of Recommendations and Closing Remarks	
13h00 – 14h00	<i>Lunch</i>	

*Avenue de la résistance du 17 mai Secteur n°4
Avenue du Président Aboubacar Sangoulé Lamizana

BURKINA FASO

Unité – Progrès Justice



MINISTRE DE L'HABITAT ET DE L'URBANISME

Cities Alliance

Cities Without Slums

**CITIES ALLIANCE ANNUAL MEETING
3 to 6 NOVEMBER 2013
OUAGADOUGOU
(BURKINA FASO)**

**Policy Advisory Forum
Managing Urban Growth:
Key Challenges for Sound Public Policies
Ouagadougou, 4 November 2013**

November 2013

Schedule	
08 H 00	Arrival of participants
08 H 30	Seating of Participants finished
08 H 45	Arrival of Officials (Members of the Government and Local Authorities)
09 H 00	Start of the Official Ceremony
09 H 15	Welcome by the Mayor of Ouagadougou, Mr. Ilboudo MARIN
09 H 25	Speech by the Chairperson of the Cities Alliance Policy Advisory Forum, Ms. Clare SHORT
09 H 35	Speech by the Ministry of Housing and Urban Development, Hon. Mr. Yacouba BARRY
09 H 45	Official Signing of the Grant Agreements for the Urban Country Programme for Burkina Faso between the Ministry of Housing and Urban Development, UN-Habitat and Cities Alliance
09 H 55	Break for press conference and interviews
10 H 15	<p>Presentation 1: Managing and Financing Urban Growth in Burkina Faso: Strategies and Perspectives</p> <p>Presentations:</p> <ul style="list-style-type: none"> • Mr. Léandre GUIGMA, Architect and Urban Planner, Ministry of Housing and Urban Development • Mr. Ilboudo MARIN, President of the Association of Municipalities of Burkina Faso • Mr. Antoine SAWADOGO, Former Minister of Territorial Administration, President of Laboratoire Citoyenneté <p>Moderator : Mr Léon-Paul TOE, Director General of Urban Planning and Land Use</p>
10 H 45	Debate and Discussion
11 H 15	<p>Presentation 2 : Urban Expansion in Secondary Cities</p> <p>Presentations:</p>

	<ul style="list-style-type: none"> • H.E Mr. Mekuria Haile, Minister, Urban Development and Construction (MUDC), Federal Democratic Republic of Ethiopia • Mr. Dave De Groot, New York University <p>Moderator : Mr Léon-Paul TOE, Director General of Urban Planning and Land Use</p>
11 H 30	Debate and Discussion
12 H 00	Coffee/Tea break
12 H 30	<p>Presentation 3 : The Urban Country Programme for Burkina Faso</p> <p>Presentations:</p> <ul style="list-style-type: none"> • Mr. Yombi OUEDRAOGO, Chief of Staff, Ministry of Housing and Urban Development • Mrs. Basilisa SANOU, UN-Habitat Representative, Burkina Faso <p>Moderator : Mr Léon-Paul TOE, Director General of Urban Planning and Land Use</p>
13 H 00	Debate and Discussion
13 H 45	Lunch
15 H 30	<p>Site Visit</p> <ol style="list-style-type: none"> 3. Social Housing Programme in Bassinko 4. Informal Urban Settlement in Bissighin (Participatory Slum Upgrading Programme)
18 H 30	Completion of the Site Visit/Return to Hotel

Annex IV: Statement from UN-Habitat (5 November 2013)

**Statement by Mr. Alioune Badiane
Director, Project Office
UN-HABITAT
on the occasion of the opening of the
Cities Alliance Executive Committee Meeting
Ouagadougou, Burkina Faso, 3 November 2013**

Dear EXCO members,

It gives me great pleasure to deliver this brief opening statement on behalf of UN-Habitat here in Ouagadougou. We could not have chosen a better venue. This city not only represents the many challenges of managing urbanization in African cities, but more importantly, showcases several notable attempts to proactively and positively address urbanization in line with the principles and practices of our Alliance.

From the Global south, urbanization is indeed a challenge but a formidable opportunity for cities and nations to fight against poverty and exclusion and built a movement of common progress! We are fortunate to have the opportunity to better understand the context of Burkina Faso over the next few days.

We are meeting here in Ouagadougou to hold the Cities Alliance Executive Committee Meeting followed by our Consultative Group Meeting. This is a particularly important time in the history of the Alliance, as it is the first meeting we are having since the Secretariat's relocation to Brussels. We would like to warmly welcome the new CA Secretariat and appreciate the profound changes that have been made since the Hanoi CG.

In many ways, this marks a time of change, a time which also enables us to stock-take and decide how to move forward even more effectively in the future. We note with appreciation that our suggestion at the last Copenhagen EXCO of together looking at the governance structure of the Alliance was fully taken onboard with the launch of the CA Working Group on Governance, which held its first meeting

last month. UN-Habitat looks forward to furthering this discussion in the coming days based on the first set of recommendations.

It is also a critical time in the global urbanization debate. In the next 3 years we have a number of international events for Cities Alliance to strategically prepare for, engage, and make sure that our joint positions are integrated in the outcomes. Most notably this includes WUF 7, the post-2015 Sustainable Development Goals, and Habitat III.

It will be very important for Cities Alliance to utilize its added value of being a global platform of partners (multilaterals, bi-laterals, local authorities and civil society) to debate, and convey new ideas and actions for sustainable urban development in these meetings. This will require us to have important discussions to fine-tune, and possibly update, some of our key advocacy messages, drawing on our wealth of experience together over the last 15 years.

We are already making progress through strengthening our trust and partnership through the Joint Work Programme for Habitat III. I was very pleased to hear the positive outcomes of the recent workshop on the JWP held in Brussels last month. We would also like to put on record our appreciation to Germany for having initiated this process. UN-Habitat is fully committed to play its part on this Joint Programme, and we look forward to the next working meeting.

UN-Habitat extends our sincere gratitude to the World Bank, and in particular Zoubida, for the excellent job done in steering the CA Secretariat since inception and the tremendous financial and substantive contribution to anchor Cities Alliance in the urban world and in the local authorities' movement! We look forward to continuing our engagement with the World Bank in your new membership capacity, and to play our role in providing leadership in this next phase.

We also congratulate Josep Roig for an excellent Congress in Rabat and progress made in the Global Task Force of Local Authorities for 2015 and Habitat III.

We lastly want to express a word of sincere appreciation to the CA Secretariat for the financial contribution to prepare a stocktaking Booklet on *"Cities Alliance & UN-Habitat: A Recollection of*

Memories and Strategies for the Future” to review the partnership between UN habitat and CA for over 12 years. The booklet provides a historic overview and snapshots of specific projects to help guide our strategies for the future. This exercise has provided an opportunity for dialogue with a number of the partners and formidable people who were at the founding moment of the Cities Alliance including Klaus Toepfer and Mark Hildebrand, as well as current and former UN-Habitat colleagues at HQ and in the field.

It is my pleasure to welcome everybody to Ouagadougou and Burkina Faso and wish us a good success in the proceedings of the EXCO and CG 2013!

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