**CITIES ALLIANCE TRANSITION – PROPOSED NEXT STEPS -- as of May 17, 2013**

|  |  |  |
| --- | --- | --- |
| **MAIN ACTION** | **DATES** | **COMMENTS** |
| To: CG for review and comment:1. Contribution Agreement template
2. SOP draft
3. Charter amendments
 | Sent **May 17**, with comment deadline June 9 |  |
| To: CG for review and comment:1. Legacy operations proposal
2. Residual grant transfer proposal and agreement
3. IP MOU/ Handover agreement
 | Targeted to be sent **May 24 (or 27)**, with comment deadline June 9 | These drafts to be finalized after WB-UNOPS consultations planned for May 23/24. |
| Compilation of comments received, and proposed edits made to all documents. | June 10-June 14 | By the Secretariat (with UNOPS and WB) |
| To: CG for review and comment Documents 1 through 6, as revised | **June 17**. with comment deadline June 23 | Edits to documents made based on first round of comments will be shown in tracked change. Members will be invited to review and provide any comments on the revisions made.Comments received, or unresolved proposed edits, will be tabled at EXCO meeting for deliberation and recommendation.  |
| To: EXCO for review at June 24-25 meeting 1. Secretariat/program budgets – July-Dec 2013
2. WB administered budget
3. UNOPS administered budget
4. Prospective 2014 program budget (UNOPS admin)
5. Manager’s TOR
6. Results Framework / M&E System update
 | Targeted to be sent **June 17** | Additional documents might be added to this list as meeting agenda is finalized.  |

|  |  |  |
| --- | --- | --- |
| EXCO meeting  For deliberation and recommendation: Documents 1 – 6 For review and approval: Documents 7 and 9 Other documents for discussion and guidance to Secretariat | **June 24-25** | EXCO would review comments and proposed edits, deliberate any outstanding issues, and make recommendation to CG on final set of documentation |
| To: CG for no objection Documents 1-6 | Targeted to send **June 26**, with deadline July 10 | Could be sent June 27, if additional time needed, with July 11 deadline |
| Announcement of Approvals | July 11 (or July 12) |  |
| Signing of first donor contribution agreements to UNOPS MDF | July (targeted) |  |
| Signing of residual transfer agreement | July (targeted) | Effective after signing of first donor contribution agreement |
| Concluding Secretariat operations at WB | July-Aug 31 | Including handover from transferring staff |
| Relocation of Secretariat commences | September 2 |  |
| Beginning of Legacy operations at WB | September 3 | Including new TORs for staff |