**CITIES ALLIANCE TRANSITION – PROPOSED NEXT STEPS -- as of May 31, 2013**

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| **MAIN ACTION** | **DATES** | **COMMENTS** |
| To: CG for review and comment:1. Contribution Agreement template
2. SOP draft
3. Charter amendments
 | Sent **May 17**Comment deadline June 9 |  |
| To: CG for review and comment:1. Legacy operations proposal
2. Residual transfer proposal and agreement
 | Sent **May 24**Comment deadline June 9 |  |
| Deadline for comments on Documents 1 through 5 | **June 9** | Please ensure full internal review by this date. New substantive comments provided after this date may be difficult to accommodate. |
| 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, copied to EXCO Documents 1 through 5, as revised1. Agreement on Information Assets and Records of CA
 | **June 17**. with comment deadline June 23 | Edits to documents made based on first round of comments will be shown in tracked changes. Members will be invited to review and provide any last comments on the revisions made.Unresolved comments and proposed edits will be tabled at EXCO meeting for deliberation, resolution 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 est. 2014 program budget (UNOPS admin)
5. Secretariat 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 through 6 For review and approval: Documents 7 and 9 Other documents for discussion and guidance to Secretariat | **June 24-25** | EXCO would review close-to-final drafts, addressing and resolving any outstanding issues or edits, and make recommendations to CG on final set of documentation for Documents 1 through 6.Documents 7 would be subject to CG ratification at the regular CG meeting. Document 8 is for EXCO guidance, to inform development of 2014 budget that will be tabled at next EXCO meeting.  |
| To: CG for no objection Documents 1 through 6 | Targeted to send **June 26**, with deadline July 10 | Could be sent June 27, if additional time needed, with July 11 deadline.If no objections are received by the deadline, the documents are approved. |
| 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 to new UNOPS MDF |
| 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 |