



CULTURE SUMMIT OF UCLG TERMS OF REFERENCE

GLOBAL BACKGROUND

1. Approved in May 2004, the Agenda 21 for culture is the first worldwide document promoting policies and actions by cities and local governments on culture and sustainable development. Keywords of Agenda 21 for culture are local democracy, participation of citizens, cultural diversity, sustainability and creating the conditions for peace. Since the founding Congress of Paris (May 2004), this document has been at the heart of [UCLG](#)'s policies and programmes.
2. The [first UCLG Culture Summit](#) took place in Bilbao on 18-20 March 2015 with the title "Culture and sustainable cities". It gathered almost 300 participants, including representatives of 75 cities and 69 local, national and international organizations from every continent. The Summit demonstrated how cities are taking the lead in recognizing the absolute necessity of culture in sustainable development.
3. The first Summit adopted "[Culture 21: Actions](#)", a new tool which complements Agenda 21 for culture, and which provides adaptable guidelines to enable cities to assess and improve their work in these areas, and to exchange experiences and good practices with one another. The outputs of the Summit include a [full report](#) as well as view the [videos](#) and [pictures](#) resulting from the event and this [Storify](#) which summarises the main messages collected.
4. Also, the first UCLG Culture Summit was held at a decisive moment in the international negotiations on the UN Post-2015 Development Agenda, which will be signed off in September 2015 by UN Member States. The Summit connected the UN Post-2015 Development Agenda and culture, building on the work carried out in the process of defining the Sustainable Development Goals (SDGs), particularly [#culture2015goal](#) and [#UrbanSDG](#). The Summit provided a platform for local and national governments, civil society organizations and international organizations to assess the current position of culture in the Agenda and to share experiences and innovations from cities across the world.
5. The activities of the Committee on culture of UCLG are based on the Agenda 21 for culture. The mission of the Committee is "to promote culture as the fourth pillar of sustainable development through the international dissemination and the local implementation of Agenda 21 for culture". The Committee on culture of UCLG has established a work programme (Leading cities and Pilot cities) to facilitate peer-to-peer learning related to "Culture 21: Actions" between cities from different continents; the Committee on culture of UCLG is also an active player in research, communication and advocacy.

LOCAL BACKGROUND

6. The Culture Summit of UCLG will be hosted by a city / region / local government with a background in the implementation of policies and programmes of culture in sustainable development.

CONTENT OF THE SECOND CULTURE SUMMIT

7. The second Culture Summit of UCLG will respond to the growing importance of culture in local development, a fact that is being evidenced in all continents at least since the beginning of the 21st century.
8. The second Culture Summit of UCLG can be seen as the meeting point of cities and local governments that are very committed to the successful implementation of policies and programmes on culture and sustainability. It will send very strong messages on the role of culture in development.
9. The second Culture Summit of UCLG will also respond to the growing importance granted

to culture by international organisations and frameworks. The second UCLG Culture Summit will take place once the Post-2015 Sustainable Development Agenda (New York, September 2015) and the New Urban Agenda (Habitat III, Quito, October 2016) have set the UN framework for culture in sustainable cities.

10. The second Culture Summit of UCLG will also become a key landmark in the implementation and the monitoring of the global Agenda of Cities and Local Governments (Global Taskforce) and a which will be approved at the 5th UCLG Congress (Bogotá, October 2016). It will voice very strong messages on the role of culture in globalisation.
11. It is expected that some sessions of the Culture Summit of UCLG are devoted to the explanation of examples of successful cultural policies and programmes, while other sessions are devoted to discuss the international context. The Summit will be an occasion to exchange with the international community and UN Agencies as well as civil society organizations. Live and open debates are expected.
12. The second Culture Summit of UCLG will emphasise that culture is an integral part of sustainable cities. The programme of the Summit will be based on “Culture 21: Actions”, the global framework on “culture in sustainable cities” adopted at the first UCLG Culture Summit in Bilbao. The programme will provide evidences that the values of culture (diversity, knowledge, heritage, creativity) have a strong connection with other dimensions of sustainability (governance, urban planning, social inclusion, economy and other).
13. The second Culture Summit of UCLG will take place in the period January-February-March-April 2017. It would take place over 2,5 days. The Culture Summit of UCLG may have 3 plenary sessions, 4-6 workshops and at least 2 visits. It will also have 2 restricted sessions (UCLG members only). The final programme of the Culture Summit will be jointly elaborated between the host and UCLG.

PROFILE OF THE HOST CITY / REGION / LOCAL GOVERNMENT

14. The host city / region / local government will have to be ready to devote economic resources to the Committee on culture of UCLG (approx. 35.000 euro in 2016 and approx. 40.000 euro in 2017)
15. The host city / region / local government will have to be ready to be involved in the activities of the Committee on culture of UCLG in the period 2015-2018.

PARTICIPANTS

16. The Culture Summit of UCLG would attract around 140 international participants, including 50 scheduled speakers. As a draft assumption, the 140 international participants would be: (a) around 40 Local Governments delegations, with a head of delegation and some advisors and technical staff (an average of 2 people per delegation), (b) around 40 representatives of national governments, international institutions and civil-society organisations, some of them would be also accompanied by advisors and technical staff (an average of 1.5 people per delegation).
17. The total number of participants would depend on the number of local actors allowed by the host to participate in the Summit. The ideal number would be between 200 and 500.
18. In all cases there are plenary meetings where all delegates are expected to participate and workshop meetings for smaller groups varying from 25 up to 50 participants. These will take place in parallel over different rooms which will imply several interpretation teams working simultaneously.
19. All these meetings need to be provided with interpretation in English, French and Spanish. Additional booths for interpreters will be necessary for those delegations who wish to bring their own interpreters (to be analysed case by case).
20. The following paragraphs have been elaborated as a guide to the hosts of the second Culture Summit of UCLG. It sets out the logistical needs to be covered and the tasks to be assumed by the organising host. These are minimum requirements and suggestions based on the experience of UCLG and the implementation may vary according to the possibilities of the host. These paragraphs are based on the Terms of Reference for logistical organization of UCLG statutory meetings.

INVITATIONS AND HOTEL ACCOMMODATION

The host will:

21. Provide assistance for visa requests.
22. Set up a registration office, able to collect a registration fee (the amount of the registration fee will be jointly agreed between the host and UCLG).
23. Suggest suitable hotels and negotiate reduced rates with them, in close cooperation with UCLG with regard to the choice and the special prices.
24. Provide the hotel rooms of all 50 scheduled speakers (3,5 nights in average).
25. Cover the travel expenses of at least 30 scheduled speakers.
26. Provide all information to put in to the registration forms to be sent out to the participants.

MEETING ROOM ARRANGEMENTS

The host will:

27. Cover the costs for the meeting rooms and all related arrangements. The venue is either at an official venue, city hall or municipal building, or at a cultural venue. It should ensure accessibility to all, including people with disabilities.
28. Install projection equipment, internet connection at the main meeting room and a free internet access for participants. Other desirable additional equipment and facilities are: flip-charts, note pads, pencils and pens.
29. Provide refreshments during the meetings, either for self-service in the meeting room itself on a separate table along the wall.

OFFICES FOR THE UCLG SECRETARIAT

The host will:

30. Provide an office for UCLG, equipped with 4 desks and 4 computers (with internet connection), 4 printers, a minimum of 2 large photocopiers, telephone and fax machine, as well as paper and all normal stationery. The office must be situated at the main meeting venue and will count with one technical support person. The office should be available during the whole period of Culture Summit and be ready two days before the official start of the Summit.
31. Provide a room of an adequate size for technical coordination of speakers. This room will be equipped with 2 computers and 2 printers, and a rest zone with armchairs and sofas. This room must be situated at the main meeting venue and will count with one technical support person.

INTERPRETATION

The host will:

32. Contract interpreters for at least the three working languages of UCLG (English, French and Spanish) and installing interpretation equipment including microphones and recording facilities. A minimum of two additional booths should be made available for delegations that take their own interpreters (for example, Chinese, Russian, Turkish, etc.)

PRINTED MATERIALS AND REPRODUCTION SERVICES

The host will:

33. Provide a one set of documents per participant. The documents will be sent by UCLG electronically two weeks in advance of the meetings. The host will not disseminate documentation to the participants without previous consultation with UCLG Secretariat.
34. Provide badges for all participants.
35. Print the name plates for all speakers.
36. Produce a meeting banner in close coordination with UCLG.
37. Offer a document holder or satchel for all participants.

SOCIAL PROGRAMME AND HOSPITALITY

The host will:

38. Ensure transportation from and to the airport to all 30 scheduled speakers.

39. Provide lunches, dinners, coffee-breaks and receptions as agreed in the programme.
40. Set up an optional social programme.
41. Provide transport to meeting venues and back to hotels, to dinners, receptions and other venues, as necessary.

PARTICIPANTS WELCOME AND ON THE SPOT REGISTRATION

The host will:

42. Set up a welcome desk with staff to support register delegates before the meetings, distribute set of documents as well as assisting with logistical issues.
43. Provide information on host city / region (map, book, brochures) if desired.

PRESS, MEDIA AND SOCIAL NETWORKS

The host will:

44. Create a visual identity for the Summit (the final version of all products based on this visual identity will be jointly agreed between the host and UCLG).
45. Create a website of the Culture Summit in close relation with the websites of UCLG, the Global Taskforce and Agenda 21 for culture.
46. Set up a press room available for accredited press and able to record interviews
47. Arrange a brief interview with at least 30 scheduled speakers.
48. Organize at least a press conference.
49. Coordinate the attendance of local press and support the team of UCLG to be in contact with them.
50. Provide internet streaming of all the sessions.
51. Video record of all sessions, edit the sessions and upload them on the Youtube channel of Agenda 21 for culture.
52. Provide a 10 minute video report of the Summit and a 75 seconds video résumé of the Summit (the final cut of both videos will be jointly agreed between the host and UCLG).
53. Appoint a head of social networks of the Culture Summit and ensure visibility on twitter and facebook at least 6 months before of the Summit.
54. Report on the local press coverage of the meetings.

CRITERIA TO SELECT CANDIDACIES

The UCLG World Secretariat will collect candidacies (July-October 2015). The Secretariat of the Committee on culture of UCLG will work with the UCLG World Secretariat to evaluate the candidacies under the following criteria:

- a) Understanding of the global background (paragraphs 1-5)*
- b) Local background in the implementation of cultural policies and programmes in sustainable development (paragraph 6)*
- c) Sound draft outline of the programme (paragraphs 7-13)*
- d) Readiness to devote economic resources to the UCLG Committee on Culture (paragraph 14)*
- e) Readiness to be involved in the activities of the UCLG Committee on Culture in the period 2015-2018 (paragraph 15)*
- f) Willingness to sponsor participation and to set up efficient registration (paragraphs 16-26)*
- g) Full understanding of logistics needs (paragraphs 27-43)*
- h) Capacity to mobilise press, media and social networks (paragraphs 44-54)*
- i) Geographical rotation of UCLG global activities*

SUMMARY

- The Culture Summit of UCLG provides a remarkable international visibility to the city / region/ local government that hosts the event.
- The Summit is a platform for local and national governments, civil society organizations and international organizations to discuss the current position of culture in the global Agenda
- The programme of the Summit will emphasise that culture is an integral part of sustainable cities, and will promote the sharing of experiences and innovations from cities across the world
- The programme of the Summit should include plenary/workshops. Some sessions would be open to the public.
- The host city will work closely with UCLG in the preparation of all issues related to the Summit (content, communication and logistics)