



Kolding, 25 June 2015

## UBC GENERAL CONFERENCE AND OPEN FORUM GDYNIA (POLAND) 28-29 OCTOBER 2015

Dear Mayor, esteemed colleague!

The bi-annual General Conference of the Union of the Baltic Cities UBC – among whose members we are pleased to count your city – will be organised in Gdynia, Poland, between 27-30 October 2015. *The main working days will be 28 and 29 October.*

The main theme of the XIII General Conference is “**Building Smart Cities in the Baltic Sea Region**”.

### Statutory General Conference 29 October 2015

The statutory General Conference of the UBC will take place in the afternoon of 29.10.2015. The agenda of this meeting includes items listed in the Statute of the UBC (articles 5–8 of the Statute, attached to this invitation).

The General Conference shall, inter alia, elect the Presidium, consisting of the President and three Vice-Presidents, the Executive Board member cities (for a two year period), as well as decide upon the location of the Union Secretariat (for a period of four years). The members of Presidium are elected as persons while Executive Board consists of elected Member Cities.

Member Cities wishing to nominate candidates for the posts of President or Vice-President shall do it in written and signed by the Mayor or other official representative of a Member City. The same procedure applies to the proposals concerning Union Secretariat location. **All these proposals must be sent to the Union Secretariat in Gdańsk by 15 September 2015.**

The members of the Executive Board will be elected by the General Conference. Nominations for the Executive Board members must be submitted officially and signed by Member Cities **to the Union Secretariat by 15 October 2015.**

During last years, the UBC has undergone a remarkable renewal process. The new Commissions, which have started their work at the beginning of 2015, our new communication and marketing activities under way, have released new energy to serve better our Member Cities. We do hope this will be reflected in the Gdynia General Conference through large and active participation!

### Open Forum “Building Smart Cities in the Baltic Sea Region” 28 October 2015

On Wednesday 28 October we will organise an open Forum on this year’s main theme. It will consist of plenary sessions and working groups, with the new reconstituted UBC Commissions having key responsibility to prepare and organise them. The draft programme of this Open Forum will be communicated soon.

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The Baltic Sea Region has all the potential of being one of the most dynamic, innovative and competitive growth regions not only in Europe but in the world. With urbanization and urban growth being an irreversible trend, the development of cities is of cardinal importance for our societies.

We do hope that you and your City will actively participate in the Gdynia "Smart City" session and present your achievements and challenges.

By cooperating and by learning from each other we can promote sustainable smart development in the Top of Europe. We have invited prominent representatives from the European institutions and regional organizations to share their knowledge. However, the most important experts are you, the Mayors of our Member Cities, and your colleagues.

It has also become an important tradition that representatives of the young people from our cities will themselves be part of these discussions concerning their future. Therefore, we ask your City to include 1-2 youth representatives in your delegation to the Gdynia General Conference.

Dear Mayor,

Participation of Mayors and leading politicians and decision makers from our member Cities in Gdynia is of greatest importance. Therefore, may I propose that you

- *reserve the dates 28 and 29 October 2015 for the open Forum "Building Smart Cities in the Baltic Sea Region" and the UBC General Conference,*
- *decide to include at least 1-2 young people in your delegation, and*
- *ask your experts to prepare a report about concrete things what your City is doing to promote the smart city development and to further regional cooperation.*

Please do not hesitate to contact our Secretariat in Gdańsk for further details.

With Baltic Sea greetings, and looking forward to meeting you personally in Gdynia!

Per Bødker Andersen  
President of UBC

Attachments: UBC Statute, articles 5-8