



Gdańsk, 2 September 2015

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

Dear Mayors and Member City representatives,

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**”.

The official invitation to the General Conference has been sent by the President of UBC on 25 June 2015. We do hope that all member Cities which have not yet registered would do so at your earliest convenience!

Statutory General Conference 29 October 2015 and elections

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 letter).

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 should be sent to the Union Secretariat in Gdańsk by **15 September 2015**.

The current President, Mr Per Boedker Andersen (Kolding), as well as current Vice-Presidents Ms Marie-Louise Rönmark (Umeå) and Mr Jarkko Virtanen (Turku) have informed about their willingness to continue – if elected by the General Conference - in their present functions during the coming two year period.

Mayor of the City of Gdańsk Mr Paweł Adamowicz informed that the City of Gdańsk is ready to host the UBC Secretariat in the next period, if decided by the General Conference.

The member cities of the Executive Board will be elected by the General Conference. Nominations for the Executive Board members should 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, like 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!

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Gdańsk, 2 September 2015

Open Forum "Building Smart Cities in the Baltic Sea Region" 28 October 2015

On Wednesday 28-29 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 programme of this Open Forum is available at the conference website www.ubconferencegdynia.pl

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 irre-versible 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 the representatives of our Member Cities.

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 and Member City representatives,

Participation of Mayors and leading politicians and decision makers as well as experts from our member Cities in Gdynia is of greatest importance. Therefore, we encourage 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 the UBC Secretariat in Gdansk for further details.

With kind regards,

Paweł Żaboklicki
UBC Secretary General

Attachment: UBC Statute, articles 5-8

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