# UBC Smart and Prospering Cities Commission

# Connecting the Top of Europe

**Kick-Off 2015 I Tuesday, 26 May 2015**

**Malmö Börshus I Skeppsbron 2 I Malmö**

**Agenda**

10:00     **Welcome**

 Kent Andersson

Chairman Malmö City Council

10:15     **Report 2014**

10:30     **Elections**

Chairperson

Steering group

                **Administration**

Communications officer

Secretariat

11:00–16:00  **Strategy workshop**

Introduction

Priorities

Actions

Projects

16:00 End

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**Registration**

# Name

**Surname**

**Position**

**City:**

**Address**

**Phone**

**E-mail**

**Election proposal**

**Chairperson**

**1. Wolfgang Schmidt (Kiel)**

**2.**

**3.**

**Steering group members (2-3)**

**1. Lukas Wedemeyer (Kristiansand)**

**2.**

**3.**

**I want to become Communications Officer Yes       No**

**My city wants to take over the secretariat Yes       No**

**Please send this registration form by 14 May 2015 Wolfgang Schmidt**

wolfgang.schmidt@kiel.de

# UBC Smart and Prospering Cities Commission

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**Elections & administration**

1. **Framework**

UBC Member Cities have responded actively to the founding of new Commissions. Each of the seven Commissions has well over 20 or more members, which gives them an excellent start. Instead of 12, there are now seven new Commissions: Cultural Cities, Inclusive and Healthy Cities, Planning Cities, Safe Cities, Smart and Prospering Cities, Sustainable Cities and Youthful Cities.

Consolidation of Commissions is part of the renewal process of UBC. The goal is to make UBC serve even better the interests of its member Cities and their citizens and to ensure that their voice is heard and interests taken into account in European decision-making.

Detailed information concerning the new Commissions has been sent to the Commissions’ representatives as well as member cities’ Mayors and contact persons.

The first meeting of each new commission should elect – for the period until 2017 General Conference – the chair, vice-chair (or two co-chairs) as well as other (2–4) members of a small steering group.

The acting steering group of the UBC Smart and Prospering Cities Commission has decided to elect one chairperson and a steering group of 2-4 members as vice chairs.

Also a Commission´s Communications Officer shell be nominated. The host city of Commission Secretariat should be confirmed when applicable. These names of officials shall be communicated to the Secretariat and published on the UBC website.

1. **Communications Officer**

Each Commission is asked to choose a Communications Officer to act as a liaison in matters regarding UBC communications and marketing. This person will also be a member of UBC’s Communications Network.

Main tasks of the Communications Officers are to

* Ensure that the Commission follows UBC guidelines regarding communications and marketing and that the Commission’s contact details and other information are updated.
* Act as a liaison in matters regarding UBC communications and marketing. Main partners in this are UBC’s Communications Manager, other Commissions’ Communications Officers and member cities’ Communications Experts.
* Attend UBC’s training events (seminars, workshops):

Follow-up seminar in Poland at Charlotta Board meeting 10–12 June

Communications workshop at UBC General Conference, Gdynia 27–30 October

UBC’s whole visual outlook might change in the near future. Therefore, we urge that the new Commissions not use too many resources – mainly money – on the visual outlook of the new Commission (e.g. web and print) because if UBC’s visual look is renewed, the new look will need to extend to the Commissions as well.

In all questions on UBC communications and marketing, the Commissions are invited to contact Communications Manager Irene Pendolin: irene.pendolin@ubc.net / +358 40 848 6242.

1. **Commission’s secretariat**

For the efficient functioning a permanent secretariat shell be established with the following tasks

* General administration works.
* Information exchange, coordination of documents flow between the commission’s members as well as the commission and the UBC General Secretariat.
* Coordination of the commission’s meetings.
* Preparing of documents/reports incl. financial statements and action plan in cooperation with the chairman, the steering committee and the contact person of the Executive Board.
* Publication of statements, invitations etc. in the UBC Bulletin and on the website.
* Coordination of the UBC website in the Commission’s section.
* Other tasks commissioned by the Chairman/Steering Group.
1. **Strategy workshop**

Each Commission is asked to discuss and decide on the thematic priorities for the next 2,5 years. As the new Commissions in some cases have a wider field of action than the previous ones, due attention should be given to this selection to ensure that the Member Cities feel their interests are taken into consideration. Commission plans should be aimed at implementing UBC strategic objectives.

Based on their priorities, the Commissions are to adopt a concrete Plan of Action for the period until end of 2016, as well as a draft budget for the same period. These are to be submitted to the Secretariat as soon as possible and latest by Friday 29 May 2015.

The UBC Presidium/Board will decide, on basis of provided information, on how the support to the Commissions will be allocated.

The Kemi Board meeting decided to ask each Commission to include in their forthcoming work plans information on how they will promote gender equality. It is one of the criteria to be used in the allocation of funding.

The Kemi Board decided that during the next June Board meeting, special attention will be given to a meeting between the Board and Commission representatives (up to three representatives from each Commission, including the person responsible for Communications). The Commissions are invited to nominate these representatives.

The Executive Board will nominate one of its members as the Liaison to each Commission. The Commissions are invited to keep close contact with this member and invite her/him to all meetings etc.

The Kemi Board also had a preliminary discussion on the forthcoming General Conference (Gdynia, 27–30 October 2015) and its preparations. The importance of involving the Commissions in the preparation and the implementation was stressed. The preparations for the General Conference will be discussed in more detail in the Letter of Invitation, which will be sent in near future to all Member Cities.