

THIRD 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, citizen participation, cultural diversity, sustainability, people-centred policies 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 the City of 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.

The first Summit adopted "[Culture 21: Actions](#)", a practical toolkit which complements the Agenda 21 for culture providing 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 Summit also provided a platform for local and national governments, civil society organizations and international organizations to assess the position of culture in the global agendas (2030 Agenda, SDGs, New Urban Agenda) and to share experiences and innovations from cities across the world. 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.

The [second UCLG Culture Summit](#) was hosted by the Jeju Self-Governed Special Province and held in Jeju on 10-13 May 2017 with the title "Commitments and Actions for Culture in Sustainable Cities". The second Summit gathered more than 700 participants from 66 countries from every continent. It led cities and local, national and international organizations from all around the world to commit to strengthening international collaboration to make culture a core area of approaches to sustainable development in cities. It also provided an opportunity for civil society networks, activists, international organisations and local governments to discuss how to strengthen the place of culture in global agendas on sustainable development. A full report, two videos, a photo gallery and a Storify are available online.

3. 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 set of learning programmes (Leading cities, Pilot cities and Culture 21 Lab) to facilitate 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 on issues related to culture in sustainable cities. Since 2013, the Committee on Culture and the City of Mexico manage a biennial International Award entitled 'UCLG – Mexico City – Culture 21', which recognizes significant cities and individuals in the field of culture and sustainable development. Some of the Award winners, as well as cities taking part in the aforementioned learning programmes, present their experiences on the occasion of the Culture Summit.

LOCAL BACKGROUND

4. The third 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.
5. The third Culture Summit of UCLG will be hosted by a city / region / local government with demonstrated engagement with the principles and activities of the UCLG Committee on Culture and the Agenda 21 for culture.

CONTENT OF THE THIRD CULTURE SUMMIT

6. The third 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.
7. The third Culture Summit of UCLG can be seen as the meeting point of cities, local governments and other stakeholders 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.
8. The third Culture Summit of UCLG will also respond to the growing importance granted to culture by international organisations and frameworks. The third UCLG Culture Summit will address the place of cultural aspects within the global agendas on sustainable development (2030 Agenda, New Urban Agenda), as well as how to strengthen the position of culture in their implementation. In late 2017, the Committee on Culture of UCLG will adopt a document entitled "Culture in the SDGs: a Guide for Local Action", which will provide guidance in this area.
9. The third Culture Summit of UCLG will also consider the implementation of the Bogotá Commitment and Action Plan, approved at the 5th UCLG Congress (Bogotá, October 2016), as well as the Statement of the 2nd World Assembly of Local and Regional Governments (Quito, October 2017). The summit will also consider the strategic priorities of UCLG, in close cooperation with the UCLG World Secretariat.
10. It is expected that some sessions of the third Culture Summit of UCLG will be devoted to the explanation of examples of successful cultural policies and programmes, while other sessions 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.
11. The third 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, and on "Culture in the SDGs: a Guide for Local Action", a guide for local policies in the framework of the global Agendas and international context. The programme will provide evidence 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).
12. The third Culture Summit of UCLG will take place in 2019, over 2.5 days, preferably during the first months of 2019. The exact dates will be jointly agreed between the host and the UCLG World Secretariat, in order to guarantee synergies with the UCLG World Congress (which will also take place in 2019). The Culture Summit of UCLG may have 3 plenary sessions, approximately 10-12 workshops and at least 2 visits to relevant cultural venues, sites or organisations. It will also have 1 restricted session (UCLG members only). The final programme of the Culture Summit will be jointly elaborated between the UCLG Committee on Culture, the host and UCLG.

PROFILE OF THE HOST CITY / REGION / LOCAL GOVERNMENT

13. The host city / region / local government will have to be ready to devote economic resources to the Committee on Culture of UCLG (approx. EUR 45,000 in 2018 and approx. EUR 55,000 in 2019)
14. 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 2017-2020.

PARTICIPANTS

15. The Culture Summit of UCLG is expected to attract around 150 international participants, including 50 scheduled speakers. As a draft assumption, the 150 international participants would be: (a) around 60 Local Governments delegations, with a head of delegation and some advisors and technical staff (an average of 1.5 people per delegation), and (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).
16. 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.
17. The agenda of the Summit will include plenary meetings, which all delegates are expected to attend, and workshop meetings for smaller groups, varying from 25 to 70 participants. These will take place in parallel over different rooms which will imply several interpretation teams working simultaneously.
18. All these meetings need to be provided with interpretation in English, French, Spanish and the local language of the hosting city. Additional booths for interpreters will be necessary for those delegations who wish to bring their own interpreters (to be analysed on a case-by-case basis).
19. The following paragraphs have been elaborated as a guide to the hosts of the third Culture Summit of UCLG. They set 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:

20. Provide assistance for visa requests.
21. 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).
22. Suggest suitable hotels and negotiate reduced rates with them, in close cooperation with UCLG with regard to the choice and the special prices.
23. Provide the hotel rooms of all 50 scheduled speakers (3.5 nights in average).
24. Cover the travel expenses of at least 45 scheduled speakers.
25. Provide all information to put in to the registration forms to be sent out to the participants.

MEETING ROOM ARRANGEMENTS

The host will:

26. 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.
27. Ensure that projection equipment, internet connection at the main meeting room and free internet access for participants and in all session rooms are available. At least one person in charge of technical equipment and additional personnel to look after participants should be

available in each room. Other desirable additional equipment and facilities are: flip-charts, note pads, pencils and pens.

28. Make available a special space to all participants for networking with free internet connection and spaces to sit and meet.
29. Provide refreshments during the workshop 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 6 desks and 6 computers (with internet connection), 4 printers, a minimum of 2 large photocopiers, good Internet connection, 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 and where speakers can stay before or after their sessions. This room will be equipped with 2 computers and 2 printers, and a rest zone with armchairs and sofas, as well as some refreshments. 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) as well as, if applicable, the relevant local language(s), and install interpretation equipment including microphones and recording facilities. A minimum of two additional booths should be made available for delegations that take their own interpreters.

PRINTED MATERIALS AND REPRODUCTION SERVICES

The host will:

33. Provide 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 participants without previous consultation with the UCLG Secretariat.
34. Provide badges for all participants.
35. Print the name plates for all speakers.
36. Offer a document holder or satchel for all participants.

SOCIAL PROGRAMME AND HOSPITALITY

The host will:

37. Ensure transportation from and to the airport to all scheduled speakers.
38. Provide lunches, dinners, coffee-breaks and receptions as agreed in the programme.
39. Set up an optional social programme (e.g. group dinners, visits, etc.).
40. 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:

41. Set up a welcome desk with staff to support the registration of participants before the Summit starts, distribute documents as well as assist with logistical issues.
42. Provide information on host city / region (map, book, brochures) if desired.

PRESS, MEDIA AND SOCIAL NETWORKS

The host will:

43. Create a visual identity for the Summit in close continuity with previous Culture Summit identities (Bilbao and Jeju). This identity will apply to all products and published outcomes of the Summit. The final version of all products based on this visual identity will be jointly agreed between the host and UCLG.
44. Create a website of the Culture Summit in close relation with the websites of UCLG, the Global Taskforce, and Agenda 21 for culture, and in the continuity with the previous Culture Summit websites. The UCLG team should have access to the back office of this website.
45. Install appropriate signage inside and near the venue, in line with the visual identity of the Summit.
46. Set up a press room available for accredited press and able to record interviews, with dedicated personnel in charge of journalists and interviews.
47. Arrange a brief video interview with at least 30 scheduled speakers.
48. Organize at least two press conferences, one month (max) before and another on the day of the opening.
49. Coordinate the attendance of local press and support the team of UCLG to be in contact with them.
50. Appoint photographers for all sessions (plenary and parallel ones), and appoint one person in charge of providing all photographs to the UCLG communication team each day.
51. Provide internet streaming of all sessions.
52. Produce video recordings of all sessions, edit them and make them available for uploading on the Youtube channel of Agenda 21 for culture.
53. Provide a 10-minute video report of the Summit and a 75-second video résumé of the Summit (the final cut of both videos will be jointly agreed between the host and UCLG).
54. Appoint a head of social networks of the Culture Summit and ensure visibility on Twitter and Facebook at least 6 months before the Summit. This should be done in close coordination with the UCLG communication team.
55. Report on the local press coverage of the meetings.

CRITERIA TO SELECT CANDIDACIES

The UCLG World Secretariat will collect candidacies (July-October 2017). 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 1-3)*
- b) *Local background in the implementation of cultural policies and programmes in sustainable development (paragraph 4)*
- c) *Demonstrated engagement with the principles and activities of the UCLG Committee on Culture and the Agenda 21 for culture (paragraph 5)*
- d) *Sound draft outline of the programme (paragraphs 6-12)*
- e) *Readiness to devote economic resources to the UCLG Committee on Culture (paragraph 13)*
- f) *Readiness to be involved in the activities of the UCLG Committee on Culture in the period 2017-2020 (paragraph 14)*
- g) *Willingness to sponsor participation and to set up efficient registration (paragraphs 15-25)*
- h) *Full understanding of logistical needs (paragraphs 26-42)*
- i) *Capacity to mobilise press, media and social networks (paragraphs 43-55)*
- j) *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 Culture Summit can be seen as the main global meeting on “culture in sustainable cities”, happening every two years and gathering all key stakeholders on culture, public policies and sustainability.**
- **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 Agendas**
- **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)**

We invite you to submit candidacies to host the “3rd UCLG Culture Summit”.

Local government members of UCLG (cities/regions/local governments) can apply by 31 October 2017 in writing to the UCLG World Secretariat: UCLGExBu@uclg.org, putting in copy: coordination@agenda21culture.net.