UCLG CULTURE SUMMIT IN 2021
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 the 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 and the 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 videos and pictures resulting from the event and other resources available on the Summit's page.

   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 other resources are available online.

   The third UCLG Culture Summit was hosted by the Autonomous City of Buenos Aires on 3-5 April 2019 with the title "Cities Lead the Actions on the Role of Culture in Sustainable Development" and it was organized in close relation with the UCLG Executive Bureau. The third Summit gathered more than 700 participants from 87 countries from every continent. The Summit served to visualise that cities are the sites where a sustainable development model strongly anchored in culture can become effective. The Summit promoted the inclusion of diverse voices in policy discussions, the design of cultural policies based on full respect for human rights, and the promotion of gender equality and the fight against discrimination of all kinds as fundamental elements for peaceful societies, where creativity based on diversity can flourish. The report of the Summit, as well as two videos and a photo gallery are available online.

3. The activities of the UCLG Committee on Culture are based on the principles described in conceptual policy documents (such as the declaration Agenda 21 for culture, the policy document "Culture is the Fourth Pillar of Sustainable Development" and the declaration "Culture and Peace") as well as in the practical toolkit "Culture 21: Actions" and the guide "Culture in the

SDGs: A Guide for Local Action". 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 promotes local cultural policies to be at the core of processes that widen the freedoms of citizens and build local identity, becoming a strand of global fraternity, a vector for peace and human rights and a key asset in any strategy for local development.

4. The UCLG Committee on Culture 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 UCLG Committee on Culture is also an active player in research, communication and advocacy on issues related to culture in sustainable cities, mainly with the advocacy coalition #culture2030goal and the database OBS of good practices on "Culture in Sustainable Cities". Since 2013, the Committee on Culture and Mexico City manage the biennial International Award '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

5. The UCLG Culture Summit will be hosted by a city / region / local government with demonstrated engagement with the mission and the principles of the UCLG Committee on Culture and the Agenda 21 for culture (see paragraph 3).

6. The UCLG Culture Summit will be hosted by a city / region / local government with a background in the implementation of policies and programmes of culture in sustainable development (see paragraph 4).

CONTENT OF THE CULTURE SUMMIT

7. The UCLG Culture Summit 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 UCLG Culture Summit 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.

9. The UCLG Culture Summit will also respond to the growing importance granted to culture by international organisations and frameworks. The 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.

10. The UCLG Culture Summit will explore possibilities to host other UCLG meetings in conjunction with the Summit.

11. The UCLG Culture Summit will also consider the implementation of the outcomes of the 6th UCLG World Congress (Durban, 11-15 November 2019), as well as the Statement of the 2nd World Assembly of Local and Regional Governments (Quito, October 2016).

12. It is expected that some sessions of the UCLG Culture Summit will be devoted to the explanation of examples of successful cultural policies and programmes, while other sessions discuss the international context. The examples featured at the Summit will partly come from cities and local governments that are engaged in UCLG activities, including the peer-learning programmes developed by the UCLG Committee on Culture. At the same time, the Summit aims to help participants discover the reality of the host city and local government, and will therefore provide space to and encourage the presentation of experiences and views from local participants. 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.

13. The UCLG Culture Summit will emphasise that culture is an integral part of sustainable cities. The programme of the Summit will be based on the themes of "Culture 21: Actions" and on "Culture in the SDGs: a Guide for Local Action", a guide for local policies in the framework of

the global agendas on sustainable development. The programme will provide evidence that the cultural dimension of development (diversity, knowledge, heritage, creativity) has a strong connection with other dimensions of sustainability (governance, urban planning, social inclusion, economy and other).

14. The UCLG Culture Summit will take place between March and June 2021, over 2.5 days. The UCLG Culture Summit may have 4 plenary sessions, approximately 16 workshops and at least 2 visits to relevant cultural venues, sites or organisations. It will also have 1 session for "UCLG members and invited guests only" (the official meeting of the UCLG Committee on Culture). The final programme of the Culture Summit will be jointly elaborated between the host, the World Secretariat of UCLG and the UCLG Committee on Culture.

15. The host city / region / local government will appoint a local team composed by, at least, a Local Director, a Head of Content, a Head of Logistics, a Head of Production and a Head of Media and Press.

16. The host city / region / local government is aware that our planet, mother Earth, is living a situation of climate emergency. All the Summit will be prepared according to this situation, which involves considering the environmental impacts of operational activities (e.g. transport, purchase of materials, recycling, etc.) as well as, more broadly, sensitivity towards cultural and natural diversity.

PROFILE OF THE HOST CITY / REGION / LOCAL GOVERNMENT

17. The host city / region / local government will have to be ready to devote economic resources to the UCLG Committee on Culture (approx. EUR 45,000 in 2020 and approx. EUR 55,000 in 2021)

18. The host city / region / local government will have to be ready to be involved in the activities of the UCLG Committee on Culture in the period 2020-2022. The host city / region / local government will sign a Cooperation Agreement with UCLG in 2020.

PARTICIPANTS

19. The UCLG Culture Summit is expected to attract around 150 international participants, including 50 scheduled speakers. As a preliminary assumption, it is expected that the 150 international participants would be: (a) around 60 local government 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).

20. The total number of participants would depend on the number of local actors participating in the Summit. The total ideal number of participants to the Summit would be between 300 and 500.

21. The agenda of the Summit will include plenary meetings, which all delegates are expected to attend, and workshop / parallel 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.

22. 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).

23. The following paragraphs have been elaborated as a guide to the hosts of the UCLG Culture Summit. 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:

24. Provide assistance for visa requests.
25. Set up a registration office, capable of collecting a registration fee (the amount of the registration fee will be jointly agreed between the host and UCLG).
26. Suggest suitable hotels and negotiate reduced rates with them, in close cooperation with UCLG with regard to the choice and the special prices.
27. Provide the hotel rooms for all 50 scheduled speakers (3.5 nights on average).
28. Cover the travel expenses of 50 scheduled speakers.
29. Provide all information to put in to the registration forms to be sent out to participants.

MEETING ROOM ARRANGEMENTS

The host will:

30. Provide a suitable venue for the Summit. The venue should be either an official building, city hall or a suitable building, or a cultural venue (cultural centre or auditorium). It should ensure accessibility to all, including people with disabilities. The host will cover the costs for the meeting rooms and all related arrangements.
31. Ensure that there is projection equipment, internet connection and free wifi internet access for all participants in all sessions. During the Summit, the local team will be in charge of technical equipment and additional personnel (at least one person per room) will look after participants that make presentations. Workshop rooms for parallel sessions will be equipped with flip-charts, note pads, pencils and pens.
32. Provide a wireless internet network with access restricted to the UCLG team, constantly available, and in all the rooms of the venue.
33. Make available a special space to all participants for networking, with free internet connection, spaces to sit, work and meet and plugs to charge laptops and mobile phones.
34. Provide refreshments during the workshop meetings, either for self-service in the meeting room itself or on a separate space.

OFFICES FOR THE UCLG SECRETARIAT

The host will:

35. Provide an office for UCLG, equipped with 4 desks, 4 computers, 4 printers, 2 large photocopiers, good internet connection, land telephone, 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 the Culture Summit and be ready two days before the official start of the Summit. The office should be restricted to UCLG and the host city staff only.
36. 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.
37. Provide a press room open to UCLG communication team, as well as to local and international journalist.

INTERPRETATION

The host will:

38. 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. An additional booth should be made available for delegations that take their own interpreters.

PRINTED MATERIALS AND REPRODUCTION SERVICES

The host will:

39. Provide one set of documents per participant. The documents will be sent by UCLG to the host electronically two weeks in advance of the meetings. The host will not disseminate documentation to participants without previous consultation with the UCLG Secretariat.
40. Provide badges for all participants.
41. Offer a document holder or satchel for all the participants.
42. Print the name plates for the speakers.

SOCIAL PROGRAMME AND HOSPITALITY

The host will:

43. Ensure transportation from and to the airport to all scheduled 50 speakers, as well as to key UCLG delegations (around 20 persons).
44. Provide three lunches, one dinner and five coffee-breaks as agreed in the programme.
45. Organise an official reception (optional).
46. Set up an optional social programme (e.g. group dinners, visits, etc.) in addition to the visits to cultural venues included in the programme.
47. Provide transport to meeting venues and back to hotels, to dinners, receptions, cultural visits and other venues, as necessary.

PARTICIPANTS WELCOME AND ON THE SPOT REGISTRATION

The host will:

48. 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.
49. Provide information on host city / region (map, book, brochures).
50. Provide a set of event-branded goodies, including at least a bag, the printed programme, a notebook and a pencil (if relevant other options are possible: reusable bottle in order to avoid the use of plastic cups, etc.)

PRESS, MEDIA AND SOCIAL NETWORKS

The host will:

51. Create a visual identity for the Summit in close continuity with previous Culture Summit identities (Bilbao, Jeju and Buenos Aires). This identity will have to be ready at least 6 months before the opening of the Summit, and 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.
52. Create a website of the Culture Summit in close relation with the websites of the UCLG Committee on Culture, and in the continuity with the previous Culture Summit websites. The UCLG team should have access to the back office of this website. The website should be public at least 6 months before the Summit, with regular updates added thereafter.
53. Install appropriate signage inside and near the venue, in line with the visual identity of the Summit.
54. Set up a press room available for accredited press and able to record interviews, with dedicated personnel in charge of journalists and interviews.
55. Arrange a brief video interview with at least 30 scheduled speakers accorded between UCLG and the host city.
56. Organize two press conferences: the first one should take place at least 6 months before the Summit whereas the second can take place during the month prior to the Opening of the Summit.
57. Mobilize the local or regional press, and coordinate their attendance and support to the UCLG team to be in contact with them.

58. Appoint photographers for all sessions (plenary and parallel ones). It is expected that the photographers provide photos of all the sessions on a daily basis during the event (it can be a selection with samples of every session). A hard drive including the totality of the photographic materials will have to be provided in a period of two weeks after the Summit.
59. Provide internet video live streaming of all plenary sessions and at least one of the sessions in each of the parallel session slots.
60. Produce video recordings of all sessions (plenary and parallel ones), edit them and make them available for uploading on the Youtube channel of UCLG Committee on Culture. A hard drive including the totality of the videographic materials will have to be provided in a period of two weeks after the Summit.
61. Provide a 7-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).
62. Provide a photo booth in line with the visual identity of the Summit.
63. Ensure visibility on Twitter, Instagram and Facebook at least 6 months before the Summit, and during the event. This should be done in close coordination with the UCLG communication team.
64. Report on the local press coverage of the meetings.

CRITERIA TO SELECT CANDIDACIES

The UCLG World Secretariat will collect candidacies (July-October 2019). The Secretariat of the UCLG Committee on Culture will work with the UCLG World Secretariat to evaluate the candidacies under the following criteria:

a) *Understanding of the global background (paragraphs 1-4)*
b) *Demonstrated engagement with the Agenda 21 for culture and the mission and the principles of the UCLG Committee on Culture (paragraph 5)*
c) *Local background in the implementation of cultural policies and programmes in sustainable development (paragraph 6)*
d) *Sound draft outline of the programme (paragraphs 7-16)*
e) *Readiness to devote economic resources to the UCLG Committee on Culture (paragraph 17)*
f) *Readiness to be involved in the activities of the UCLG Committee on Culture in the period 2020-2022 (paragraph 18)*
g) *Willingness to sponsor participation and to set up efficient registration (paragraphs 19-29)*
h) *Full understanding of logistical needs (paragraphs 30-47)*
i) *Capacity to mobilise press, media and social networks (paragraphs 48-64)*
j) *Geographical rotation of UCLG global activities*

SUMMARY

– **The UCLG Culture Summit provides a remarkable international visibility to the city / region/ local government that hosts the event.**

– **The UCLG 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 UCLG Culture 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 UCLG Culture Summit will take place in 2021 and is expected to be attended by between 300 and 500 participants, including international delegates and speakers, and local participants.**

– **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 sessions and workshops. In addition to the activities addressed to Summit participants, some sessions could also be open to the general 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 "**UCLG Culture Summit in 2021**", taking into account the description presented in this document and the selection criteria outlined above.

Local government members of UCLG (cities / regions / local governments) can apply by 15 October 2019 in writing to the UCLG World Secretariat: UCLGExBu@uclg.org, putting in copy: coordination@agenda21culture.net.

Applications will include:
- A letter signed by the Mayor / Head of Government
- A candidacy bid
- A budget