

Draft concept proposal for the UBC National coordinators

Background

The UBC executive board meeting in Rostock 13 March 2018 agreed to launch an initiative to strengthen the capacity and proactivity of the UBC cooperation, by assigning UBC national coordinators in each of the UBC member countries. It was agreed to draft a proposal to establish the concept with the aim to enhance the information flow and contacts between the UBC secretariat and UBC member cities.

A national coordinator would be appointed in each city which holds the seat in the UBC executive board in each UBC member country. The UBC secretariat would also appoint a representative to be the liaison officer the national coordinators. Each of the secretariat staff would assigned as contact/liaison for two to four countries/national coordinators each.

Purpose

The purpose of the national coordinator concept is to ensure that the UBC better can live to the expectations that the UBC member cities has on the network by increasing the dialogue/information exchange between the UBC and its member cities. The aim, in the long run to provide more better and more relevant networking services to the UBC member cities. This is hoped to strengthen the commitment of the member cities to remain active in and contributing to the UBC network. This structure is proposed due to the fact that secretariat cannot effectively keep in direct contact and dialogue with almost 100-member cities in ten countries due to lacking staff resources. National coordinators are expected to act as extended arms of the UBC secretariat and make the dialogue within the UBC more effective.

The national coordinator and the UBC Executive board should agree on role and model for cooperation by a code of cooperation, signed by the UBC president and the national coordinating city.

Role of National Coordinators

- Coordinate the member cities in each country by:
 - Arranging at least one yearly meeting with national member cities to inform on the UBC network and its activities and to discuss issues of relevance.
 - Promoting UBC events, conferences and other activities.
 - Gathering and forwarding to the secretariat the understanding of member cities interests and needs for UBC cooperation in general and the opinions about commission work.
 - Keeping in regular contact with the UBC secretariat.
 - To be a speaking partner of and follow up on initiatives from the member cities concerning the UBC network.
- To be proactive towards the member cities in issues of concern.

Role of the UBC secretariat contact point and contact point

- To prepare and arrange one yearly planning conference with national coordinators.
- To keep in regular contacts with their appointed national coordinators, including having at least one quarterly exchange with the national coordinator to discuss status, planning and exchange ideas.
- To, in coordination with national coordinators prepare a brief report on country status following the annual conference with national coordinators.
- To give an overview on the country status at each executive board meeting.

Annual planning conference for National coordinators

The annual meeting should be arranged between National coordinators and the UBC secretariat. The meeting should preferably be arranged in conjunction with one of the executive board meetings yearly. The main purpose of the conference is to provide a platform for the parties discuss opportunities and challenges in the countries and to share information on activities and events planned for the year to come. The result of the annual planning conference would be a joint annual activity plan listing the major activities of the UBC and its commissions in the coming year. The plan should include a section where opportunities and challenges were listed and ideas on how to draw on opportunities and mitigate challenges. The purpose of the plan would be to give both national coordinators and the whole secretariat a joint understanding of the UBC activity schedule for the coming year and to highlight measures that the national coordinators and UBC coordinators can do to facilitate the cooperation of the UBC network.

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