

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE, THE
UNITED NATIONS DEVELOPMENT PROGRAMME, THE GOVERNMENT
OF THE REPUBLIC OF ARMENIA, THE CITY OF GORIS, AND THE
REGIONAL ENVIRONMENTAL CENTER FOR CAUCASUS**

This Memorandum of Understanding (“MoU”) is entered into by the the Government of the Republic of Armenia, represented by the Ministry of Urban Development (hereinafter “MoUD”); United Nations Economic Commission for Europe (hereinafter “UNECE”), a regional commission of the United Nations; the United Nations Development Programme (“UNDP”), a subsidiary organ of the United Nations;; the city of Goris (hereinafter “CoG”); and the Armenia National Office of the Regional Environmental Center for Caucasus (hereinafter “REC Caucasus Armenia National Office”), non-commercial legal person, foundation established to assist in solving environmental problems as well as development of the civil society in the countries of the South Caucasus. MoUD, UNECE, UNDP, CoG, and REC Caucasus Armenia National Office will hereinafter be jointly referred to as the “Parties”.

WHEREAS, the principal activity implemented by the UNECE Committee on Housing and Land Management is the promotion of smart urban solutions, especially in transition and developing countries, and the preparation of the smart cities profiles with indicators to evaluate social, environmental and economic changes in the urban landscape in the ECE region;

WHEREAS, UNDP, represented by the Country Office in Armenia, serves as the operational arm of the United Nations at the country level and works with partners in numerous countries to promote sustainable development, eradication of poverty, advancement of women, good governance and the rule of law;

WHEREAS, the Government of the Republic of Armenia, as represented by the MoUD, gives priority to sustainable urban development in the country and has expressed its interest in the participation to the project “United Smart Cities: smart urban solutions for transition and developing countries” and nominated Goris, as the pilot city in Armenia for the project (see Annex I – Letter No. 04/132/2681-14 dated 06.06.2014 from Ms. Ruzan Alaverdyan to Ms. Virginia Cram-Martos);

WHEREAS, the city of Goris, one of the most touristic and historical sites of the country, has been nominated by the Government as the pilot city in Armenia for the above-mentioned project;

WHEREAS REC Caucasus Armenia National Office, wishes to support the project’s activities with the aim of assisting in solving environmental issues and enhancing urban development in the country; promote cooperation among all the stakeholders; and increase public participation in the decision-making process.

NOW, THEREFORE, the Parties agree to cooperate as follows:

Article I Purpose

1. This MoU serves as a framework for cooperation between the MoUD, UNECE, UNDP, CoG and REC Caucasus Armenia National Office under the project “United Smart Cities: Smart urban solutions for transition and developing countries”. In particular, the aim is to support the preparation of the smart city profile for the city of Goris and the implementation of the policy recommendations suggested therein, which will enable the involved Parties and the other involved stakeholders to analyze the current status of the city, to develop policy, strategies and activities, to identify areas for potential intervention targeting sustainable urban development for the city of Goris, and to compare the progress made by the city in these areas after the implementation of the suggested recommendations.

Article II Areas of cooperation

1. The Parties agree to cooperate in the following activities, in line with the Procedural steps for the preparation of smart city profiles (see Annex II):

1.1 To carry out appropriate preparatory works, including:

- 1.1.1. To set up the national Interagency Commission for strategic coordination of and supervision over the preparation of the smart city profile for Goris. By decision of the Prime Minister, an Interagency Commission has been established (see Annex III – Decision of the Prime Minister No. 943-A, dated 29 September 2014);
- 1.1.2. To set up the national team of experts comprising sustainable urban development specialists, preferably with a good command of English, who will assist the international group of experts through provision of necessary information and data in the frame of this survey. The National Expert Group has been established by the Minister of Urban Development (see Annex IV – Ministerial Order No. 11 dated 30.01.2015);
- 1.1.3. To set up the international group of experts for the preparation of the smart city profile for Goris (to be done by UNECE in consultation and by agreement with MoUD, UNDP and REC Caucasus Armenia National Office);
- 1.1.4. To ensure the collection of reference data required for the draft of the Smart Cities Profile of the international expert group (to be coordinated by the MoUD based on the Note for the National Focal Point prepared by the UNECE Housing and Land Management Unit, see Annex V – Note for the National Focal Point)

1.2 To arrange two (2) missions within the timeframe agreed by the Parties (to be ensured by MoUD based on the Note for the National Focal Point prepared by the UNECE Housing and Land Management Unit, see Annex V), as follows:

1.2.1. research mission involving representatives of the UNECE secretariat and international experts;

1.2.2. advisory mission involving representatives of the UNECE secretariat and, possibly, international experts, to report about the outcomes of the research mission and the analysis done in order to prepare the Smart City Profile;

1.2.3. depending on whether the Parties request it, there may be a final mission involving representatives of the UNECE secretariat and, possibly, international experts, to launch the Smart City Profile.

1.3 To prepare a draft smart city profile on sustainable urban development for Goris by the group of international experts in close cooperation with the national team of experts, to submit them for consideration by all Parties, to collect their comments and observations and elaborate the final document.

1.4. To publish the final smart city profile in languages agreed by the Parties and post it on the UNECE Committee website: <http://www.unece.org/hlm>.

1.5. To organize a presentation of the smart city profile to be conducted in Armenia (as part of the advisory mission outlined in 1.2.2.) inviting a wide range of international and national representatives drawn from the sustainable urban development sector. Copies of the document will be disseminated among all UNECE member states through relevant ministries.

2. To achieve the above activities, the Parties agree to cooperate as follows:

2.1 The procedural and organizational issues related to timely implementation of activities mentioned above will be dealt with by the Parties in compliance with the assignments specified in the Note for the National Focal Point prepared by the UNECE Housing and Land Management Unit (Annex V), according to the mandate and powers conferred to each of the Parties and by their common agreement and approval;

2.2 Activities related to the preparation of the smart city profile will be funded by UNECE, UNDP and MoUD in line with the budget approved by the Parties (see Annex VI – Indication of sources of financial support for the preparation of the Smart City Profile Goris). In addition, UNECE will secure expertise from the Environment Agency Austria (EAA), the International Society of City and Regional Planners (ISOCARP), the Laboratory of Intelligent Systems of Moscow and the Royal Institution of Chartered Surveyors (RICS) in support of these activities. UNDP will support in-country activities.

Article III
Consultation and Exchange of Information

3.1 The Parties shall, on a quarterly basis, keep each other informed of and consult on matters of common interest, which in their opinion are likely to lead to mutual collaboration.

3.2 Consultation and exchange of information and documents under this Article shall be without prejudice to arrangements which may be required to safeguard the confidential and restricted character of certain information and documents. Such arrangements will survive the termination of this MoU and of any agreements signed by the Parties within the scope of this collaboration.

3.3 The Parties shall convene meetings on a regular basis to review the progress of activities being carried out under the present MoU and to plan future activities.

3.4 The Parties may invite each other to send observers to meetings or conferences convened by them or held under their respective auspices in which, in the opinion of either Party, the other may have an interest. Invitations shall be subject to the procedures applicable to such meetings or conferences.

3.5 All costs associated with these meetings will be borne by each party respectively, unless otherwise agreed in writing.

Article IV
Implementation of the MoU

4.1 It is understood that all activities will be carried out on the basis of this MoU and its relevant annexes agreed by the Parties, and in accordance with the applicable regulations and rules of UN/UNDP/UNECE and the Government of the Republic of Armenia.

4.2 Neither Party shall act as a representative or joint partner of the other Party. Neither Party shall enter into any contract or commitment on behalf of the other Party and shall be solely responsible for making all payments to and on behalf of its own account, as provided under this MoU.

4.3 Each Party shall be responsible for its acts and omissions in connection with this MoU and its implementation and responsibilities arising the reform for either Parties cannot be transferred to other Parties.

Article V Use of Name and Emblem

5.1 No Party shall use the name, emblem or trademarks of the other Parties, or any of its subsidiaries, and/or affiliates, or any abbreviation thereof, without the express prior written approval of the relevant Party in each case. Under no circumstances will authorization to use the UN/UNDP/UNECE names or emblems, or any abbreviations thereof, be granted for commercial purposes, or for use in any manner that suggests an endorsement by UNECE and UNDP.

5.2 The Parties acknowledge that they are familiar with UNECE and UNDP's priorities and the goals and objectives of the UN, and recognize that the names and emblems of UNDP and UNECE may not be associated with any political or sectarian cause or otherwise used in a manner inconsistent with the status, reputation and neutrality of UNDP and UNECE.

5.3 The Parties agree to recognize and acknowledge this partnership, as appropriate. To this end, the Parties shall consult with each other concerning the manner and form of such recognition and acknowledgement.

Article VI Term, Termination, Amendment

6.1 The cooperation under this MoU shall start from the Effective Date as defined in Article **XI of this MoU** and end on **31 May 2016**, unless terminated earlier by either Party upon two months' written notice to the other Parties. The Parties may agree to extend this MoU in writing for subsequent periods of one year.

6.2 In the event of termination of this MoU, any documents concluded hereunder may also be terminated. In such a case, the Parties shall take appropriate steps to ensure that the activities carried out under this MoU are terminated in a prompt and appropriate manner.

6.3 This MoU may be amended only by mutual written agreement of the Parties.

Article VII Notices and Addresses

Any notice or request required or permitted to be given under this MoU has to be made in writing. Such notice or request will be deemed duly given or made if delivered by e-mail and/or post mail to the Party to which it is required to be given or made at the address specified below or other address to be notified further.

- For MoUD: Ms. Ruzan Alaverdyan
Deputy Minister
Ministry of Urban Development of the RA
Republic Square, Government House 3
0010 Yerevan, Armenia
Phone: +374 11 60-621-706
Fax: +374 11 60-621-734
E-mail: ruzan_a@yahoo.com
- For UNECE: Ms. Gulnara Roll
Head, Housing and Land Management Unit
Forests, Land and Housing Division
UN Economic Commission for Europe
Palais des Nations
CH-1211 Geneva 10, Switzerland
Phone: +41 22 917 22 57
E-mail: Gulnara.Roll@unece.org
- For UNDP: Ms. Claire Medina
Deputy Resident Representative
UNDP Armenia
14 Petros Adamyan St., Yerevan 0010 Armenia
Tel: +374 60 53 0000 (ext. 106)
Fax: +374 10 54 3811
E-mail: claire.medina@undp.org
- For the city of
Goris: Mr. Vachagan Adunts
Mayor of Goris
3 Ankakhutyan str., Goris, Armenia
Phone: +374 28 422552
E-mail: aduncv@mail.ru
- For REC Caucasus
Armenia NO: Ms. Nune Harutyunyan
Director, Regional Environmental Center for Caucasus
REC Armenia National Office
Aygestan str.7, building 2, 0010, Yerevan, Armenia
Phone: +374 11 57 47 43/+374 11 57 51 48
Fax:+374 11 57 47 43/+374 11 57 51 48
E-Mail: nune.harutyunyan@rec-caucasus.org

Article VIII
Settlement of Disputes

The Parties shall endeavour to settle any disputes between them arising out of the application or the interpretation of this MoU amicably and in good faith.

Article IX
Privileges and immunities of UNECE

Nothing in this MoU shall be understood as a waiver, explicit or implicit, of the privileges and immunities enjoyed by UNECE and UNDP.

Article X
Miscellaneous

This MoU and any related co-financing agreements, as well as other relevant project documents, comprise the complete understanding of the Parties in respect of the subject matter in this MoU and supersede all prior agreements relating to the same subject matter. Failure by either Party to enforce a provision of this MoU shall not constitute a waiver of that or any other provision of this MoU. If one of the Parties fails to fulfill the requirements of this MoU, the MoU will be reconsidered and amended by the agreement of the Parties. The invalidity or unenforceability of any provision of this MoU shall not affect the validity or enforceability of any other provision of the MoU.

Article XI
Entry into Force

This MoU is made in 5 (five) copies in English, each of which shall be deemed an original and all of which duly executed shall constitute one entire document, and shall enter into force and effect on the date (“Effective Date”) of its signature by duly authorized representatives of the Parties.

Article XII
Status of Memorandum

The present MoU is not deemed a binding international agreement and does not impose on the Parties rights and duties under international law.

IN WITNESS WHEREOF, the duly authorized representatives of the Parties affix their signatures below.

FOR THE GOVERNMENT OF THE REPUBLIC OF ARMENIA:
(Ministry of Urban Development of the Republic of Armenia):

.....
Mr. Narek Sargsyan
Minister of Urban Development

.....
Date

FOR UNECE:

.....
Mr. Christian Friis Bach
UNECE Executive Secretary

.....
Date

FOR UNDP:

.....
Name
Title

.....
Date

FOR THE CITY OF GORIS:

.....
Mr. Vachagan Adunc
Mayor of the City of Goris

.....
Date

FOR REC CAUCASUS ARMENIA NO:

.....
Mrs. Nune Harutyunyan
Director, Regional Environmental Center for Caucasus REC Armenia National
Office

.....
Date

Annex I. Support letter Armenia

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РЕСПУБЛИКА АРМЕНИЯ
МИНИСТЕРСТВО ГРАДОСТРОИТЕЛЬСТВА
ЗАМЕСТИТЕЛЬ МИНИСТРА

REPUBLIC OF ARMENIA
THE MINISTRY OF URBAN DEVELOPMENT
DEPUTY MINISTER

0010, ք.Երևան, Հանրապետության հր.
Վարչակազմի տուն 3
0010, г.Ереван, ул.Республикан,
Дом Правительства 3
Government House 3, Republic Square,
Yerevan 00010
Ֆաքս +374 060 62 17 34
www.mud.am
E-mail: info@mud.am

06.06.2014 N 04/13.2/2681-14

Ձեր N _____ ամ _____

To: Ms. Virginia Cram-Martos
Director, Trade and Sustainable Land
Management Division
UN Economic Commission for Europe

Dear Mrs. Cram-Martos,

I would like to express my sincere gratitude to the UNECE Committee on Housing and Land Management staff and to You personally, for providing valuable assistance in the developments of the housing policy and spatial planning fields, as well as for the involvement of the Ministry's representatives in the mentioned activities.

Highly appreciating your support on organizing and holding an Informal Meeting of the Committee on Housing and Land Management on possible charter on sustainable housing in the UNECE, and workshop on Land Information for Smart Cities, on 7-9 May 2014, in Geneva, during which has been agreed to cooperate in the frame of implementation of Smart Urban Solutions in transition and developing countries with UNECE and OiER.

With this letter, we would like to express our interest in participation in the "Smart Urban solutions for transition and developing countries" project and as a pilot city for the project to suggest city Goris of RA .

Please accept my highest consideration, and we are looking forward to productive and continuous cooperation.

Sincerely Yours,

Ruzan Alaverdyan

Annex II. Procedural steps for the preparation of smart city profiles

The study

Smart City Profiles (SCPs) are strategic analyses of the entire city development and management to be conducted in pilot cities and in the cities involved in the United Smart Cities Project. These profiles are based on a set of indicators developed by the project and contain specific policy recommendations to city governments.

A strategic goal of the United Smart Cities Project is to promote sustainable urban development, especially in countries with transition economies and developing countries, through analysis of practices and policies, pilot activities, exchange of experiences and best practices, networking and capacity building. The project objective is to strengthen the capacities of national and local authorities for the development and implementation of national and local policies for sustainable urban development.

The project core partners include the United Nations Economic Commission for Europe Housing and Land Management Unit (UNECE), Organization for international Economic Relations (OiER), UN Habitat Moscow Office, Environment Agency Austria (EAA) , International Society of City and Regional Planners (ISOCARP), Royal Institution of Chartered Surveyors (RICS), Laboratory of Intelligent System Automation, Moscow State University of Civil Engineering, Russian Federation, and Council of the Baltic Sea States.

Methods and procedures

The city profiles are as far as possible developed in collaboration with the participating cities. The city profile consists of a number of analytical chapters called development fields based on the data collected.

Each chapter analyses the conditions and problems, presents national, regional and local policy objectives and provides a performance evaluation, i.e. the current policy objectives are evaluated in terms of the existing problems and conditions. Finally, the study draws conclusions and makes recommendations to policy makers.

Process

Request

The project is undertaken at *the request of the relevant city or national government* put forward to the UNECE Committee on Housing and Land Management.

Establishment of the international expert team

A team of international experts is established by the Global Smart City Project. The team typically consists of approximately 3-4 international experts; an effort is made that the composition of the international team of experts is as diverse as possible, in particular in regard to the geographic background.

Establishment of the local team of experts

An official representative from the responsible city or national government is appointed as the National Focal Point to facilitate the process. His/ her task is to act as a focal point for all communication with the UNECE secretariat related to the preparation of the missions, all logistical matters during the missions and coordination of the local team of experts. The focal point must be able to communicate in English.

The local team of experts is established by the host government to support the international team. The team typically consists of housing specialists, who preferably have knowledge of the English language. Experts in the local team may come from the Ministry as well as from other institutions. The local team of experts is expected to provide available information relevant to the individual chapters already prior to the research mission as well as to assist the international team during and after the mission. The work of the local expert team is considered as in-kind contribution of the host government to the country profile project.

Collection of background data and information

Since the team of international experts conducts only one mission, they have to be well prepared and able to undertake research on specific problems straight away. The local host authorities are therefore requested to prepare background information related to all the indicators and to make it available well in advance of the mission (see also above, under local team of experts). Main documents and legal acts are expected to be provided in English language.

The following should be included in the background information provided:

- List of available material: policy documents, reports, assessments, project proposals, other documentation
- List of relevant legal acts; collection of translations
- Description of the institutional framework to be used as a basis for developing the relevant chapters
- The questionnaire with economic, environmental and social indicators duly filled;
- Other requested information.

Research mission

For the preparation of the city profile, one mission to the country under review is typically undertaken: the research mission. However, at request of the country an advisory mission and a launch event can also be undertaken. The research mission is to be conducted by representatives of the UNECE secretariat together with the international expert team after the country duly provides data concerning the questionnaire and the availability of data of the indicator set. In this way the research mission mainly serves the verification of data, the clarification of open questions and the close interview with local stakeholders. Close cooperation between the international and local expert teams is a prerequisite for a successful research mission.

After the research mission

After the research mission the final drafts of the chapters are prepared by the international experts. During this process further questions may arise and the local expert team is expected to be prepared to answer potential queries from the international expert team or the secretariat. During this stage, when requested by the country, an advisory mission can be organized, where the team of international experts together with the local experts inform about the preliminary results of the research mission and the draft of the Smart City Profile. The results will be shared with the local civil society for feedback for ten (10) days. In case of comments, they will be translated into English and where possible, incorporated into the study. Before the study is submitted for publishing, a final draft of the study is sent to the host authorities for acknowledgement and verification of information. The host authorities are responsible for translation of the study into the local language and for the national dissemination.

Distribution of the city profile publications

Smart City Profiles are published by the United Nations jointly with other project partners. Copies are distributed directly to all the Committee's Member States, the host countries, particularly to the ministries concerned, local authorities and other relevant institutions. The studies are also available on the Internet at <http://www.unece.org/hlm>.

Once the publication is released and the local translation is ready, a launching event is held in the host country with participation of a wide range of international and national actors within the housing sector.

Financing

The Smart City Profile preparation is mainly financed through contributions from countries, private organizations. Member countries and organizations have sometimes also provided assistance in kind covering the costs for individual experts. The cities under review have to cover their share of the costs. This includes mainly the documentation work, local experts, translations, interpretation and local transport during the missions.

Follow-up – city action plans and annual reviews of their implementation

Based on the recommendations of the city profiles, local action plans containing specific activities and responsible organizations are prepared. The cities will be requested to annually review and report at the annual sessions of the Committee on Housing and Land Management on the implementation of the recommendations of the city profiles and the action plans.

Possible technical assistance projects

When possible, the project will assist the pilot cities in the development and partial of technical assistance projects, which would support the implementation of city action plans.

City seminars

On the request of the country there is also the possibility to re-invite the team of experts sometime after the study has been carried out in order to assess the recent developments, to evaluate the implementation of the recommendations given by the experts, to discuss future strategies for the housing sector and to assess the significance of the country profile for the country's housing policy.

Cooperation with international organizations

During the missions contacts are established with international organizations such as UNDP, the EU, and the World Bank in order to use fully already existing knowledge and experience.



PRIME MINISTER OF THE REPUBLIC OF ARMENIA

D E C I S I O N

Non-official translation

No. 943 – A, 29 September 2014

ON ESTABLISHING INTERAGENCY COMMISSION
AND APPROVING ITS COMPOSITION

Guided by Article 1, subpoint 2 of point 121 of the Decree N NH-174-N of the President of the Republic of Armenia (on 18 July 2007) the Government of the Republic of Armenia decides

with the purpose of effective implementation of projects and studies in the field of Urban Development in cooperation with United Nations Economic Commission for Europe, United Nations Human Settlements Programme -Habitat and the Ministry of Urban Development of RA, to establish an Supervision Interagency Commission of project on strengthening national capacity for sustainable housing and urban planning, and approve the Commission's composition in accordance with Annex.

PRIME-MINISTER OF THE
REPUBLIC OF ARMENIA
September 29, 2014
Yerevan

HOVIK ABRAHAMYAN

Composition

Of the Supervision Interagency Commission of project on strengthening national capacity for sustainable housing and urban planning

- R. Alaverdyan - Deputy Minister of Urban Development of RA (the chairman of Commission)
- J. Baghdasaryan - Deputy Minister of Labor and Social Affairs of RA
- A. Giloyan – Head of Local Self-Government Department of the Ministry of the Territorial Administration of RA
- A. Eganyan – Head of Industry Policy Department of the Ministry of Economy RA
- H. Emishyan – Head of Department of Mobilization Preparation of the State Planning Reserve and Civil Defense of the Ministry of Emergency Situations of RA
- A. Budaghyan - Head of Development and Monitoring Department of the Public Services Regulatory Commission of RA
- A. Harutyunyan - Head of Legal Department of the State Committee of the Real Estate Cadastre of RA
- H. Badalyan – Head of Energy Savings and Technical Standards Division of Development Department of the Ministry of Energy and Natural Resources of RA
- A. Danielyan - Head of Foreign Relations Division of the Ministry of Nature Protection of RA
- A. Khachatryan – Head of Examination of the Legal Acts of Constitutional and Legal Aspects Division of the Ministry of Justice of RA
- N. Baghdasaryan – Head of Social Sphere and Nature Protection Division of the National Statistical Service of RA
- A. Hakobyan - Assistant to the Chief Architect of Yerevan

Minister-Chief of Government Staff of RA

David Harutyunyan

Annex IV. Ministerial Order No. 11

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№ 11

Establishment of a working group of experts

Leading by the Government of the Republic of Armenia on July 25, 2002, on establishing the "Staff of the Ministry of Urban Development of the Republic of Armenia" state administration institution and approving the statute and the structure of the staff of the Ministry of Urban Development of the Republic of Armenia by the decision No 1294-N in accordance with Annex No 1 point 14, subpoint 4 and taking account/considering the note No 03/03-09 January 26, 2015, by the head of Goris, region of Syunik, the Republic of Armenia.

Order:

1. In co-operation with the United Nations Economic Commission for Europe (UNECE) and other international organizations such as Organization of International Economic Relations (OIER), UN-Habitat, Environment Agency of Austria (EAA), International Society of City and Regional Planners (ISOCARP) within the concept of "Smart urban solutions for transition and developing countries" to establish a working group of experts taking participation in developing a pilot program in the city of Goris, region of Syunik, the Republic of Armenia in the following structure.

Nune Haroutyunyan

Regional environmental center of
Caucasus, Armenian office director
(International relations, legislation and
expert group work general
coordinator)

(by agreement)

Arsen Karapetyan

The United Nations Development
Program on Global Environmental
Fund «Buildings energy efficiency
raising», Program expert for
construction norms and standards
(Housing Policy and Energy Efficiency)

(by agreement)

Dshkhouhi Sahakyan	Regional environmental center of Caucasus, environmental and biodiversity expert for Armenian office (Environment)	(by agreement)
Garegin Parsyan	Chief of Goris Municipality Division of Utilities and Urban Development (Local Governance and Architecture)	(by agreement)
Nune Petrosyan	«Armproject» OJS company Head of «Nune Petrosyan» urban planning studio (<i>urban development and spatial planning</i>)	(by agreement)
Donara Hakobjanyan	«National statistic service» Syunik regional service territorial department chief specialist (<i>economy and statistics</i>)	(by agreement)

1. Nune Haroutyunyan: director of Caucasus Regional environmental organization to carry out cooperation with international organizations, as well as existing and potential donors, to ensure overall coordination of expert group work.
2. Ruzan Alaverdyan- Deputy Minister of Urban planning of R A:
 - 1) to inform the United Nations Economic Commission for Europe about the establishment of the experts working group.
 - 2) carry out supervision over the execution of this order.
3. This order comes into force upon signature.

Minister

Narek Sargsyan

Truth the original



« 30 » 7 2015
Yerevan

Annex V. Note for the National Focal Point

Preparatory work:

Establishment of the local team of experts

The team should consist of housing, urban development and environmental specialists, preferably able to speak English and available to assist the international team of experts during and after the mission. The local team should be able to provide the international team with the necessary information and data in the framework of the study.

Collection of background information

Since the international team of experts will come to the country to conduct the research mission, they should be well prepared and able to undertake research on specific problems straight away. This stresses the importance for the national focal point to make available some background information well in advance for the actual research mission. The information should be forwarded to the UNECE smart city project coordinator.

Procedural steps:

1. Agreement on dates for the: research mission (international team will consist of the UNECE secretariat and the experts) and post-research mission.
2. The preparatory work should be accomplished before the research mission. The national focal point will be responsible for sending relevant background information. The background information that will be provided should include the following:
 - a. The reply to the questionnaire sent by UNECE and then, whether requested:
 - b. List of available materials and corresponding copy: policy documents, reports, assessments, project proposals, and other documentations. Please specify if the document is available in English and if not, indicate when it could be available in English.
 - c. List of the relevant legal acts with their description and corresponding copy. If the document is not in English, please provide the title in English at least.
 - d. Description of the institutional framework for housing, urban development and land management.
 - e. Relevant statistics from the past 10 years in table format on the following topics:
 - Main economic indicators
 - Population and demography (migration, rural and urban composition, population of main cities, etc.)
 - Housing construction, housing prices, dwelling per 1000 inhabitants, utilities, etc.
 - Investment in housing
 - Housing ownership structure
 - Other statistics relevant to the development of the chapters of the study.
3. Research mission

The national focal point:

- a. Arranges the general and individual meetings for the team of experts with government officials, international organizations and other stakeholders in housing, urban planning and development and land management. Arrange for translation, if necessary.
 - b. Arranges for field visits to housing sites, rural communities, etc.
 - c. Arranges local transportation.
 - d. Provides a room for evening meetings of the international team of experts (as normally the experts try to stay in only one hotel, this could be arranged with the hotel).
 - e. Makes available the facility to make photocopies of documents when needed.
4. Post-research mission

The national focal point:

- a. Makes sure that all queries by the international experts are addressed.
- b. Is in direct contact with the UNECE secretariat during the verification and correction stage of the final draft of the study.
- c. Coordinates together with the UNECE secretariat the meeting.

**Annex VI. Indication of sources of financial support for the preparation of the
Smart City Project in Goris, Armenia (Smart City Profile preparation) at
23/03/2015**

Activities on the smart city profile of City of Goris	UNECE	UNDP-AM	REC	MoUD	Comments
PERSONNEL					
Personnel at UNECE Secretariat	in-kind				Names: Gulnara Roll, Domenica Carriero (donor contributions)
National coordination			in-kind		Name: Nune Harutyunyan
Logistics in Armenia		in-kind	in-kind	in-kind	
Honoraria for UNDP experts in Armenia		in-kind			Names: Arsen Karapetyan, Vahram Jalalyan, Armen Chillingaryan
Honoraria for national experts			in-kind	in-kind	Names: Garegin Parsyan, Dshkhuhi Sahakyan (support from Goris municipality), Nune Petrosyan, and Donara Hakobjanyan
Honoraria for 4 international experts	in-kind				donor contributions - Names: Gundula Prokop, Andreas Littkopf, Alexander Storch (EAA), Didier Vancutsem (ISOCARP)

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UNECE Secretariat travel	in-kind				donor contributions
Costs of the workshop in Goris		in-kind	in-kind		
Ground transport in Armenia		in-kind			
Travel of international experts	in-kind				donor contributions
Travel of national experts				in-kind	
Interpretation for delegation		in-kind			
Workshop in Goris		in-kind			
SMART CITY WORKSHOP GORIS, 10 APRIL 2015	UNECE	UNDP-AM	REC	MoUD	Comments
Workshop and field trip in Goris				in-kind	ADB funds
UNECE Secretariat	in-kind				donor contributions
International experts travel	in-kind				donor contributions
Logistics: organization of the event				in-kind	ADB funds
Ground transport in Armenia		in-kind			
Interpretation for international experts				in-kind	ADB funds
TRANSLATION AND PUBLICATION SERVICES					
Translation of the report into Russian	in-kind				
Translation of the Smart City Goris report into Armenian		in-kind			
Editing	in-kind				
Design	in-kind				
Printing (300 EN,	in-kind				

500 RU)					
Distribution	in-kind				
Publication in Russian	in-kind				
Publication in English	in-kind				
Publication in Armenian		in-kind			
OTHER					
General Operating Expenses	in-kind	in-kind		in-kind	
Miscellaneous	in-kind	in-kind		in-kind	