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Guidelines and procedures for the involvement of a city into
the project and preparation of the smart sustainable cities
profiles

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project, please contact:

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Procedure for the involvement of a city into the project and preparation of the smart sustainable cities profiles

1. Request.

The Committee on Housing and Land Management considers the involvement of a city in the project and the preparation of its smart sustainable profile after receiving a request from the relevant national agency or Ministry, addressed to the director of the division servicing the Committee. After the request is approved, the ECE secretariat (hereinafter, secretariat) requests the country to nominate a focal point for the project. In the same request coming from the relevant Ministry, the country should provide information concerning the pilot city and the criteria of its selection.

2. Nomination of a focal point.

The country appoints a focal point for the project. The focal point coordinates country efforts to facilitate the smart sustainable city profile preparation process. The focal point regularly communicates with the secretariat regarding the preparation and execution of research missions and the coordination of national experts. The focal point must be able to communicate in English.

3. Establishment of a national team of experts.

The national team of experts is established by the host government to support the international team. The host government is responsible to inform the ECE secretariat by providing names, contacts and field of expertise of each local expert. This is done before the preliminary mission of the secretariat is conducted. National experts represent the government institutions and local stakeholders dealing with urban development at economic, environmental and social/cultural level in the country under review and should have a diversified field of expertise. The experts provide available information relevant to the smart sustainable city profile prior to the research mission and assist the international team during and after the missions. The work of the national team of experts is an in-kind contribution of the host government to the United Smart Cities project.

4. Establishment of an international team of experts and collection of background data and information.

A team of international experts is established by the secretariat. The team includes professionals in three main aspects of urban development, economy, environment and society/culture. Experts act in their personal capacity and are chosen on the basis of their expertise. International experts are not from the country under review in order to avoid conflicts of interest and to provide an external, independent perspective.

The secretariat and the national focal point facilitate the initial contact between international experts and national experts via email so that international experts can further communicate directly with national experts to collect necessary background information for their chapters and, thus, to prepare for the research mission.

National experts are requested to participate actively in the collection of relevant background information and data. Information is provided to international experts well in advance of the research mission and not later than four weeks before the mission. Documents and legal acts should be provided in the English language.

Background information includes policy documents, reports, publications, lists and copies of relevant legal acts as well as available and relevant economic data for the last 10 years. Earlier data will be requested as needed.

5. Preliminary mission (optional)

If the host country requires it, the secretariat will undertake a preliminary mission to the country in order to establish contacts with the national and local organizations involved in housing, urban development and land management and to collect information materials that could be useful to the international experts. The structure of the smart sustainable city profile will be decided, in consultation with national authorities, based on the main urban development challenges identified during the mission.

6. Research mission

The research mission is conducted by the secretariat and the international team of experts. The research mission involves fact-finding and in-depth discussions with the national team of experts and housing and urban development stakeholders in the country. Close cooperation between the international and national expert teams is a prerequisite for a successful research mission. Technical visits to interesting or project-related sites can be organized during the mission. After the mission, international experts are requested to submit a two-page draft outline of their chapters, or a mission report with the main points to be covered by the chapters, to the secretariat after maximum a month after the research mission.

7. Preliminary chapter drafts

International experts prepare comprehensive first drafts of their chapters after the research mission. The expected length of a chapter is minimum 3 pages (in 11 point Times New Roman with single line spacing). Each chapter includes proposed recommendations. While these drafts are being written, the national expert team is expected to answer additional queries from international experts or the secretariat as needed and provide comments.

8. Final draft

The secretariat, the national and the international experts cooperate to create a revised draft. This draft is sent to country and municipal authorities for acknowledgement and verification. The secretariat produces a final draft, incorporating these comments. The final draft is again shared with local and national authorities and the relevant stakeholders.

9. Publication

After the smart sustainable city profile is approved, it is published in English and, when requested by country authorities, in Russian. Country authorities translate the study into the national language. The document is made available in hard copy and online on the Committee website at <http://www.unece.org/housing>.

10. Launch Event

After the publication is released in English, a launch event is may be held in the country with the participation of a wide range of international and national actors in the urban development sector.

11. Distribution

Copies are distributed directly to all the ECE member States through relevant ministries, local authorities and other institutions.

12. The following factors should be taken into consideration in planning and organizing a smart sustainable city profile study:

- **Financing.** Smart sustainable city profiles are financed primarily through extra budgetary funds. Member States sometimes provide in-kind assistance as well, by contributing and paying the travel costs of international experts. Countries under review contribute national experts, data and information collection, translation of relevant documents, interpretation and local transport during the missions, workshop-related costs.
- **Cooperation with international organizations.** During the profile missions, the secretariat establishes contacts with international organizations in the country of the mission in order to take advantage of existing knowledge, resources and information.
- **Sources.** Analyses prepared by international experts should be based on the data and information provided by the country under review and on the reports and publications of international organizations and donor agencies active in the country.
- **Approximate timeframe of the smart sustainable city profile study.** The process of preparing a profile should take approximately 38 weeks, including a pre-mission (one week), collection of background data and information (six weeks), research mission (one to two weeks), drafting the chapters and recommendations (twenty-eight weeks) and publication (six weeks).

Note for the national focal point

The preparatory work should be done prior to the research mission.

1. Preparatory work:

1.1. Establishment of the national team of experts

The team should consist of urban development specialists, preferably able to speak English and available to assist the international team of experts during and after the missions. The national team should be able to provide the international team with the necessary information and data in the framework of the study that *typically* consists of the following main chapters:

1. Overview of the city
2. Legal and institutional framework for smart sustainable urban development
3. Economic situation: analysis of the economic indicators
4. Environmental situation: analysis of the environmental indicators
5. Socio-cultural situation: analysis of the cultural and social indicators
6. Financial framework for smart sustainable urban development
7. Summary of the recommendations

The cost of the work of the national team is covered by the host government.

1.2. Collection of background information

Since the team of international experts will come only once 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 both the preliminary and the actual research missions. The information should be forwarded to the UNECE coordinator of the United Smart Cities project.

2. Procedural steps:

1. Agreement on dates for the: pre-mission (international team will consist of the UNECE secretariat and possibly with a harmonizing expert) and research mission (international team will consist of the UNECE secretariat and the international experts).
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. 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 the document is not in English, please provide the translation in English.
 - b. List of the relevant legal acts with their description and corresponding copy. If the document is not in English, please provide the translation in English.

- c. Description of the institutional framework for housing and urban development.
- d. Current financing mechanisms for sustainable development.
- e. Relevant statistics from the past 10 years in table format on the following topics:
 - All the indicators data completely filled
 - 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 and urban development
 - Housing ownership structure
 - City overview in the areas of economy, environment and society/culture
 - Other statistics relevant to the development of the chapters of the study.

3. Pre-mission

The national focal point prepares the detailed programme (schedule of meetings and discussions) for the preliminary mission. He/She will be responsible in contacting the participants to the meetings and directly communicating to the UNECE secretariat, through the United Smart Cities coordinator, updates on pre-mission activities.

4. Research mission

The national focal point is responsible for the following activities prior and during the research mission.

- a. Arrange the general and individual meetings for the team of experts with government officials, international organizations and other stakeholders in housing, urban planning and land management. Arrange for translation, if necessary.
- b. Arrange for field visits to project-related sites, rural communities, etc.
- c. Arrange local transportation.
- d. Provision of 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. Make available the facility to make photocopies of documents when needed.

5. Post-research mission

- a. Make sure that all queries by the international experts are addressed.
- b. Be in direct contact with the UNECE secretariat during the verification and correction stage of the final draft of the study.