Terms of Reference of the Advisory Board and Technical Advisory Group

Key Performance Indicators on Smart Sustainable Cities to assess the achievement of sustainable development goals

UNECE

ITU

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Introduction:

- ITU and UNECE have developed an internationally approved definition for Smart Sustainable Cities (SSC) that reads as follows:

> *"A smart sustainable city is an innovative city that uses information and communication technologies (ICTs) and other means to improve quality of life, efficiency of urban operation and services, and competitiveness, while ensuring that it meets the needs of present and future generations with respect to economic, social, environmental as well as cultural aspects."*

Mission, Responsibilities and Qualifying Attributes for the Advisory Board and Technical Advisory Group

Mission:

- To help assess the feasibility of implementing Smart Sustainable City KPIs
- To develop the global ITU-T Smart Sustainable Cities Index for worldwide use.
- To provide feedback and suggestions on the Key Performance Indicators for Smart Sustainable Cities.
- To support the refinement and streamlining of the KPIs on SSC and counsel cities on the setting of policies and guidelines to become smarter and more sustainable.
- To assist with the aligning of the KPIs to the Sustainable Development Goals (SDGs), Connect 2020 Agenda and the New Urban Agenda (Habitat III).
- To promote the implementation of the ITU-UNECE KPIs for smart city expeditions worldwide.
- To coordinate and develop a UN-wide implementation strategy/programme for Smart Sustainable Cities.
- To support the smart city activities related to standards and KPIs, conducted by the United for Smart Sustainable Cities (U4SSC) initiative.

Membership:

- The Advisory Board comprises 16 UN agencies.
- The Technical Advisory Group comprises experts designated by the UN agencies and the cities that committed to pilot the KPIs for smart sustainable cities to assess the SDGs.

Responsibilities of the Advisory Board:

- To provide the required support for the establishment of the Technical Advisory Group
- To bring specific experience and the required base of expertise on the relevant Smart Sustainable City dimensions to the Technical Advisory Group.
- To provide balance and objectivity to the KPIs.

- To promote the benefits of the KPIs in smart city transitions through events, conferences and trainings.
- To facilitate coordination and prevent overlap with existing initiatives within the United Nations on smart cities or sustainable cities.
- To provide inputs to the work of the U4SSC (as required).
- To supervise the progress of the work of Technical Advisory Group.
  To ensure a balance in the number of experts specializing in each dimension (i.e one dimension should not be overrepresented compared to others).

Responsibilities of the Technical Advisory Group:

- To provide urban stakeholders with adequate information on the implementation of the KPIs before their smart city expeditions.
- To review the existing KPIs based on existing international conventions, SDGs, Habitat III
- To align with KPIs with relevant and credible international standards
- To refine the KPIs to improve the applicability, practicality and scalability of the ITU-UNECE KPIs.

Qualifying attributes of the Advisory Group Member:

- Each member of the Advisory Board should commit to providing support to the Technical Advisory Group.
- Members of the Advisory Board should be able to provide their unbiased opinion in case any dispute arises within the Technical Advisory Group.
- Each member should have expertise in at least one or more of the given KPI dimensions.
- Members should inform their respective organizations of their involvement in the Advisory Board.
- Familiarity with the Sustainable Development Goals, Habitat III and other international standards will be considered an asset.

- Previous experience in policy formulation, conformity assessment, KPI development and sustainable development will be considered an asset.

Qualifying attributes of the Technical Advisory Group Expert:

- Each expert in the Technical Advisory Board should have been nominated by a member of the Advisory Board.
- Expertise in one or more fields illustrated in the KPI dimensions
- At least 5 years of relevant experience in one of the KPI dimensions

- Interest in the development of policies and guidelines that help cities to become smarter and more sustainable.
- Any previous experience in standardization work and piloting urban development projects will be considered an asset.
- Previous international experience will be considered an asset

Additional Information:

- ITU and UNECE will function as the Secretariat of the Advisory Board and the Technical Advisory Group.
- Travel medical Insurance (if required), travel expenses, visa, accommodation and living expenses are the responsibility of the individual or of the sponsoring agencies.
- Members of the Advisory Board and Technical Advisory Board are expected to keep the ongoing activities as well as unpublished material prepared for or during the Advisory Board discussions confidential unless notified otherwise.
- The positions of an Advisory Board member and a Technical Advisory Group Expert are honorary. Participation in the Advisory Board or Technical Advisory Group will not be remunerated. Additionally, membership of the Advisory Board or Technical Advisory Group does not carry any expectation of employment with ITU, UNECE or any of the other participating agencies.
- The work conducted by the Advisory Board and Technical Advisory Group will be converted into a publication at the end of the Advisory Board's tenure.
- All participating agencies need to provide ITU and UNECE with their official logos to be put on the publications prepared by the Advisory Board and the Technical Advisory Group.
- A website has been created for the members of the Advisory Board and the Technical Advisory Group. This website includes the (TOR) of the Advisory Board as well the Technical Advisory Group and the on-going work of the U4SSC.
- Each agency may submit the names of two experts who may join the Technical Advisory Group
- The final list of experts will be selected based on consensus within the Advisory Board. The Advisory Board should ensure that each dimension is adequately represented.
- These term of reference for the Advisory Board will be annually reviewed.

- The Advisory Board Chairman will be appointed for a period of one year. Subsequent renewal or appointing of a new Chairman will take place based on the rules set forth by ITU and UNECE.
- The work of the Advisory Board will be conducted through three Groups: (i) Economy Group (ii) Environment Group and (iii) Society and Culture Group.
- Each Group within the Advisory Board (as depicted in the image in the subsequent pages) will be headed by a Leader who will coordinate the activities within that specific group.

- ITU, UNECE or any participating agency cannot be held liable for any last minute changes to these rules and regulations and the organization of the Advisory Board or Technical Advisory Group.
- All the material published based on the work of the Advisory Board and Technical Advisory Group will be intellectual property of ITU, UNECE and other participating agencies. Members interested in presenting the work of the Advisory Board or the Technical Advisory Group elsewhere must obtain permission from ITU beforehand and quote from the Advisory Board/Technical Advisory Group work accordingly.

The Advisory Board include representatives from:

1. International Telecommunication Union (ITU)
2. United Nations Economic Commission for Europe (UNECE)
3. Convention on Biological Diversity
4. Economic Commission for Latin America and the Caribbean (ECLAC)
5. Food and Agriculture Organization (FAO)
6. UN Women
7. United Nations Convention to Combat Desertification (UNCCD)
8. United Nations Economic Commission for Africa
9. United Nations Environment Programme – Finance Initiative (UNEP Finance Initiative)
10. United Nations Environment Programme (UNEP)
11. United Nations Framework Convention on Climate Change (UNFCCC)
12. United Nations Human Settlements Programme (UN Habitat)
13. United Nations Industrial Development Organization (UNIDO)
14. United Nations University (UNU-IAS)
15. World Meteorological Organization (WMO)
16. World Trade Organization (WTO)

Chairman:

Mr Nasser Al Marzouqi
Telecommunications Regulatory Authority
United Arab Emirates

Vice- Chairman:

Paolo Gemma
Hauwei

Secretariat:

Ms Cristina Bueti (ITU) and Ms Albena Karadjova (UNECE)

Dimensions:

✅ Economy dimension

- ICT infrastructure
- Innovation
- Employment
- Trade (sub-topics: e-Commerce and export/import)
- Productivity
- Physical infrastructure (sub-topics: piped water, health, electricity, transport, road, and buildings)
- Public Sector

✅ Environment dimension

- Air quality
- Water and sanitation
- Noise
- Environmental quality
- Biodiversity
- Energy

✅ Society and culture dimension

- Education
- Health
- Safety (sub-topics: disaster relief, emergency, and ICT)
- Housing
- Culture
- Social inclusion

KPIs on Smart Sustainable Cities to assess the achievement of sustainable development goals
Advisory Board

Chairman
Nasser Al Marzouqi
(United Arab Emirates)

Vice - Chairman
Paolo Gemma (Huawei)

Economy Group
Leader: John Smiciklas
(BOMA)

Environment Group
Leader: Gundula Prokop
(Environment Agency, Austria)

Society and Culture Group
Leader: Pawel Stano
(JRC - European Commission)

Subgroup 1
ICT

Subgroup 4
Environment

Subgroup 6
Education, health and culture

Subgroup 2
Productivity

Subgroup 5
Energy

Subgroup 7
Safety, housing and social inclusion

Subgroup 3
Infrastructure