TERMS OF REFERENCE OF THE UNITED FOR SMART SUSTAINABLE CITIES (U4SSC) INITIATIVE, THE LEADERSHIP AND ITS WORKING GROUPS

Background Information

▪ The International Telecommunication Union (ITU) and the United Nations Economic Commission for Europe (UNECE) have developed an internationally agreed definition for a smart sustainable city:

> *"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."*

▪ The United for Smart Sustainable Cities (U4SSC) initiative was launched on 18 May 2016 at the Forum on "Shaping smarter and more sustainable cities: Striving for Sustainable Development Goals".

▪ Since its inception, U4SSC has been functioning as a global platform for knowledge sharing on feasible smart city practices, guidelines and frameworks.

▪ The U4SSC primarily advocates for public policies to encourage the use of innovative urban technologies and tools, including ICTs, to facilitate the transition to smart sustainable cities (SSC).

▪ The U4SSC develops and promotes the implementation of a set of international key performance indicators (KPIs) for smart sustainable cities

This document provides information on the U4SSC initiative and presents its terms of references.

Management team

The U4SSC management team includes two Co-Chairs and two Vice-Chairs.
The work of the U4SSC is carried out by designated Leaders who are given charge of specific areas of work and deliverables. The Leaders are appointed by the two Vice-Chairs who are responsible for the overall development and implementation of the U4SSC Action Plan.

Objectives of the initiative

- To foster discussions on the role of information and communication technologies (ICTs) and its applications, including, inter alia, Internet of Things (IoT) and artificial intelligence in facilitating the transition to smart sustainable cities (SSC);
- To support the creation of legal, regulatory and institutional frameworks for SSC;
- To provide practical guidance to decision makers and other key stakeholders on sustainable urban development worldwide, in particular through existing inter-governmental bodies such as the ECE Committee on Housing and Land Management, ITU-T Study Group 20 "IoT and Smart Cities & Communities" as well as the ITU-T Study Group 5 "Environment, Climate Change & Circular Economy";
- To encourage cooperation among relevant smart city stakeholders;
- To provide an accessible and neutral platform for knowledge sharing on smart sustainable city related issues;
- To support the implementation of the Key Performance Indicators for SSC in cities and to harmonize methodologies and approaches to assess cities' performance;
- To encourage the development of master plans and other strategic documents for cities wishing to transition into smart sustainable cities
- To encourage cities to incorporate smart and sustainable city elements into their current sustainable urban development strategies;
- To enhance discussions on smart sustainable cities through the preparation of policy papers, recommendations and guidelines;
- To promote the organization of raising awareness campaigns on smart sustainable city-related topics;
- To help achieve and monitor progress on achieving the Sustainable Development Goals (SDGs), in particular SDG 11 on cities and human settlements, the Paris Agreement, the New Urban Agenda and other related ITU Resolutions and UNECE initiatives.

Responsibilities of the U4SSC partner entities include:

- To actively contribute to the production of the deliverables and other activities conducted within the U4SSC;
- To actively disseminate the products of the U4SSC through their networks and relevant events;
- To ensure that the main objectives of the U4SSC are met;
- To support the U4SSC Secretariat when required.

Responsibilities of the (Co-) Chairs and Vice-Chairs of the U4SSC

- To oversee the overall functioning of the U4SSC;

- To develop a U4SSC Annual Action Plan which will help to monitor the progress of each deliverable and ensure its timely delivery;
- To appoint the Leaders for each deliverable;
- To provide guidance in case any dispute or overlap occurs between scopes of the deliverables;
- To promote the work of the U4SSC at the international and regional level;
- To encourage smart sustainable city stakeholders to join the U4SSC;
- To ensure that the U4SSC members abide by the rules and guidelines stipulated in these Terms of Reference (ToR).

Responsibilities of the (Co-) Leader(s) of each deliverable:

- To propose the development of specific deliverable(s) linked to the subject areas specified in the U4SSC Booklet;
- To develop a work plan for his/her deliverable and inform the U4SSC Secretariat accordingly;
- To supervise the work related to his or her own deliverable;
- To develop a feasible schedule for the deliverable they are responsible for, including a realistic work plan and the calendar of e-meetings;
- To take the meeting minutes for each e-meeting held for their deliverable and upload them regularly to the SharePoint site;
- To harmonize the inputs provided on each deliverable;
- To clearly define the titles, objectives and scope of each activity and deliverable proposed, including, but not limited to, policy papers, frameworks, issue papers, etc.;
- To cooperate with the U4SSC Co-Chairs and other (Co-) Leader(s), when possible, to find synergies and work together on common topics;
- To provide inputs to the Advisory Board based on the discussions conducted on the deliverable they are in charge of;
- To contribute to the development of the Global Smart Sustainable City Index;
- To ensure that the smart sustainable city guidelines, policy recommendations, campaigns and smart city action plans are aligned with, inter alia, existing international standards, KPIs, the New Urban Agenda, Paris Agreement, Connect 2020 Agenda and the SDGs;
- To promote the U4SSC through events and campaigns and their organizations' network and events;
- To support and contribute to the overall objectives of U4SSC.

Qualifying attributes of the (Co-) Leader(s) of each deliverable:

- The designated (Co-) Leader(s) should be able to provide his/her unbiased opinion in case any dispute arises during the development phase of their deliverable;
- The (Co-) Leader(s) should inform their respective organizations of their involvement in the U4SSC initiative;
- Familiarity with the SDGs, the New Urban Agenda and other related international processes and standards will be considered an asset;
- Previous experience in policy formulation, sustainable urban development, urban standards and smart cities is beneficial.

Responsibilities of the participants (including the Co-Chairs, Vice-Chairs and the Co-Leaders):

- To select the deliverable(s) they wish to contribute to and inform the U4SSC secretariat and the co-leader(s) accordingly;
- To follow closely any global discussions on smart cities which may be relevant to the work of the U4SSC and its deliverables;
- To bring their expertise on diverse subjects within the smart and sustainable urban development field to the discussions of the deliverable(s) they are working on;
- To participate in meetings or events of the U4SSC, as appropriate.
- To encourage smart city transitions through other events, conferences and trainings;
- To minimize overlap with existing initiatives within the United Nations or other international platforms on smart cities or sustainable cities and other related urban development topics;
- To keep an eye on bottom up initiatives that are ICT enabled and not linked to government initiatives;
- To collect relevant case studies and good practices on smart sustainable city related topics for the development of proposed deliverables.

The U4SSC Secretariat:

ITU (Telecommunication Standardization Bureau) and UNECE (Housing and Land Management Unit) jointly operate as the Secretariat of the U4SSC. The U4SSC Secretariat shall appoint the Co-Chairs, Vice-Chairs and Co-Leaders based on suggestions received. The main responsibilities of the U4SSC Secretariat are:

- To assist with the organization of the work of the deliverables;
- To coordinate the schedules of each deliverable;
- To assist with the organization of the conference calls and e-meetings for each deliverable;

- To assist the consolidation of the deliverables, if required;
- To manage the official communications and press releases for the U4SSC;
- To organize the yearly meeting of the U4SSC where the mandates, Co-Chairs, Vice-Chairs and activities of the whole initiative are discussed and approved.

Additional Information related to the organization of the WGs:

- Participation in the U4SSC is free of charge;
- The travel medical insurance (if required), travel expenses, visa, accommodation and living expenses are responsibility of the individual or of his/her respective agency;
- The participants, Co-Leaders, Vice-Chairs and Co-Chairs are required to maintain confidentiality regarding the ongoing activities and work of the U4SSC unless notified otherwise;
- Participation in the U4SSC is voluntary and not remunerated and does not carry any expectation of employment with ITU, UNECE or any of the other participating UN agencies;
- The U4SSC Co-Chairs, Vice-Chairs and Leaders' tenure will be for one year only. Subsequent renewal or appointing of a new Chair, Vice-Chair or Leader will take place based on the rules set forth by ITU and UNECE;
- All partnering agencies need to provide ITU and UNECE with their official logos to be put on the website, publications, issue papers, policy papers, guidelines and action plan prepared within U4SSC;
- A website was created for the participants of the U4SSC. This website includes the Terms of Reference (ToR) of the U4SSC, U4SSC introduction booklet and the links to U4SSC events;
- A SharePoint site has been created to facilitate the communication between participants and the management team. All the participants are requested to register with the U4SSC Secretariat to access this site;
- ITU, UNECE or any partner agency cannot be held liable for any changes to these rules and regulations and the organization of the U4SSC;
- All the material published based on the work of the U4SSC will be intellectual property of ITU, UNECE and other participating UN agencies and programmes;
- All unpublished material within the U4SSC is the intellectual property of the U4SSC initiative and cannot be reproduced or published without the consent of the U4SSC Secretariat;
- The logo of the U4SSC is also intellectual property of the U4SSC and can be used only after receiving the required approval of the U4SSC Secretariat;
- Chair, Vice Chair, Leaders and participants invited to speak on behalf of U4SSC in other events as well as interested in presenting the work of the U4SSC in fora, journals,

conferences etc. must inform and obtain permission from the U4SSC Secretariat well in advance;

- The U4SSC Secretariat should be informed immediately of any shared or replicated work in other forums, publications or organizations, in order to avoid clashes of interests or legal liabilities in the future;

- Only the Secretariat, co-Leaders, Co-Chairs and Vice-Chairs can speak or present on behalf of the U4SSC. When Co-Leaders, Co-Chairs and Vice-Chairs are invited or want to speak on behalf of U4SSC, they should immediately inform the U4SSC Secretariat and receive approval in this regard;

- Any fundraising activities that will take place under the umbrella of the U4SSC, will have to be approved in advance by ITU and UNECE, which serve as U4SSC secretariat;

- Ms. Cristina Bueti (ITU) and Ms. Domenica Carriero (UNECE) are the points of contact for the U4SSC Secretariat;

- By participating in the U4SSC, it is implied that each participant, Leader, Vice Chair and Chair agree to the terms and conditions in this document with no exceptions.

_____