In support of the World Urban Forum Process

Response to Governing Council Resolution 20/10

1) Although the World Urban Forum (WUF) takes place every two years, the creation of the WUF Secretariat is in response to GC resolution 20/10:
   a. (Par. 7) which requested the Executive Director to mobilize adequate resources for the preparation and conduct of future sessions of the World Urban Forum, making specific provisions in future proposed programmes of work and budget;
   b. (Para. 6) which called on the Executive Director to provide adequate organizational and substantive support to the preparation of the World Urban Forum in order to maximize opportunities for sharing lessons learned, best practices and good policies in the field of shelter and sustainable urbanization;
   c. Main supporters of this resolution were the Governments of Sweden, United Kingdom and the United States of America.

Enhanced Visibility and Coordination

2) The WUF Secretariat will be set up to enhance the visibility of WUF, as a flagship advocacy event of UN-Habitat, in the international arena. This will be achieved through:
   a. Enhancing the coordination of the contributions of the various divisions of UN-Habitat in preparation for, during, and follow-up to WUF;
   b. Devising targeted outreach strategies for promoting WUF to partners and non-partners alike and increasing awareness and support for UN-Habitat’s mandate and activities;
   c. Publishing and effectively disseminating pre-session and post-session information on WUF.

3) In coordination with the relevant substantive divisions, the Secretariat will identify emerging trends and prepare policy recommendations from each Forum for the attention of the Executive Director and the Governing Council. In liaison with the Monitoring and Evaluation unit, the Secretariat will also assist in the preparation of evaluation reports on the Forums.

4) The Secretariat will also assist in mobilizing extra budgetary resources to support the travel and participation of a high level of representatives from developing countries and countries with economies in transition and manage logistical aspects of the World Urban Forum process.

Increased Support to Major Global and Regional Conferences

5) The WUF Secretariat will further support and strengthen the Governing Council Secretariat through servicing other major global and regional meetings and conferences inter alia African Ministerial Conference on Housing and Urban Development (AMCHUD), Africities, Asian Pacific Ministerial Conference on Housing and Human Settlements (APMCHHS). The Secretariat will ensure that the emerging trends, lessons learnt and policy recommendations will be effectively during these meetings and follow-up sessions. In addition the Secretariat will ensure that mutually beneficial synergies are developed with partners including development agencies in the implementation of the Habitat Agenda.

WUF Steering Committee
6) In support of the WUF Process, a WUF Steering Committee will also be established under the Deputy Executive Director. Members of this Steering Committee will be the Division Directors and the Secretary to the Governing Council. The Steering Committee will be chaired by the Director of the Shelter and Sustainable Human Settlements Sub programme (Global Division) and will provide the conceptual and substantial development of the Forums. The Secretary of the Governing Council will ensure the implementation of the recommendations and decisions of the Steering Committee as well as provide guidance on the related operational and procedural matters. The Secretariat will work under the general direction of the Steering Committee and service it, and under the direct supervision of the Secretary to the Governing Council.

**Proposed Staffing for the WUF Secretariat**

7) The Secretariat will be established with the following posts:
   a. P5 Coordinator WUF
   b. P3 Human Settlements Officer
   c. Logistics Assistant
   d. Administrative Assistant