GUIDE FOR HABITAT PROGRAMME MANAGERS

Mobilizing countries and their partners through the regional offices and HPMs to prepare for the fourth session of the World Urban Forum.

UN-Habitat’s Habitat Programme Managers (HPMs) in forty countries can help promote the regional integration of WUF. HPMs have invaluable knowledge about local partner organisations and could provide advice to Governments on how to best incorporate certain regional perspectives into the WUF Agenda, in line with UN-Habitat’s mandate, as well as assist in ensuring that the regional balance of WUF be enhanced.

As gateways to Latin America, Asia and Europe, HPMs can assist headquarters in identifying key stakeholders in the region who should be mobilised for the WUF, in disseminating information on WUF to key partners and in promoting WUF at the local level. Likewise, HPMs can provide substantive feedback and inform of the regional priorities in regards to the urban agenda that could serve to inform the programme for particular sessions of the WUF.

All HPMs should ensure a quality participation of their host countries in the WUF by:

1. Sensitizing their countries and actually getting them to contribute financially to support UN-Habitat’s organization of the WUF
2. Providing relevant and regular information to local partner organisations and Governments on:
   - WUF 4 preparations in general;
   - Networking events (note: applications for networking events are currently being received i.a the UN-Habitat website will closed on December 10, 2007).
   - Roundtables;
   - Exhibition;
   - Registration.
3. Assisting in setting up local WUF4 preparatory committees as governments may wish to have;
4. Providing technical backstop for host countries in their preparations;
5. Vetting partners at the country level in order to facilitate the dispatch of invitation letters by headquarters and the visa process;
6. Mobilizing high level participation from Government Ministries, Parliamentarians, Mayors and from other Habitat Agenda partners and private sector networks in the country.

**Action:**
The RTCD may wish to be guided by these TORs and keep the WUF Unit informed of progress and outputs.