



HABITAT III POLICY UNITS

TERMS OF REFERENCE FOR CO-LEADING ORGANIZATIONS

Each Policy Unit will be co-led by 2 organizations appointed by the Secretary General of the Conference, upon selection by the Secretary General in close consultation with the Bureau of the Preparatory Committee for Habitat III.

Organizations should be nominated to co-lead Policy Units based on the following criteria:

- // International scope of the organization, and high level demonstrable recognition in the subject area and/or specific topic of the Policy Unit;
- // Participation and engagement in other intergovernmental processes and/or global development frameworks; and
- // Diversity in their constituency groups
- // Geographical balance

Policy Unit co-leads can be nominated by member states, stakeholders with the UNECOSOC, and Habitat II accreditations, and specially accredited organizations.

Based on the proposals received, the Secretary General will appoint 20 organizations to co-lead 10 Policy Units.

STARTING DATE: September 2015

CLOSING DATE: February 28, 2016 (involvement until the end of the Habitat III process might be requested at the later stage)

DUTIES, AND RESPONSABILITIES OF CO-LEADERS

In close collaboration with the Habitat III Secretariat:

- Coordinate contribution on substantive documents prepared by selected Policy Unit experts;
- Coordinate preparation of a detailed structure of the draft Policy Papers;
- Support analysis of the available data, including available statistics, information available in Habitat III Issue Papers, outcomes from official Regional and Thematic meetings, etc.
- Support presentation of the structure and the preliminary contents and messages of the Policy Papers at Expert Group Meetings;
- Coordinate meetings organized online; and
- Submit draft and final deliverables of respective Policy Units to the Secretary-General of Habitat III.





BENEFITS AND EXPENSES

The work of co-leading organizations is on voluntarily basis. The Habitat III Trust Fund will cover travel expenses and associated daily allowances for the two planned expert group meetings.

Working language will be English.

CALENDAR

- September 2015: work of experts starts. Introduction, orientation kit, background documents, strategic framework for each Policy Unit, decisions on each group on calendar of expert group meetings, operational arrangements...
- October 2015: first expert group meeting
- November 2015: second expert group meeting
- December 2015: first draft of the ten Policy Papers (as established by PrepCom2)
- January 2016: written comments by Member States and stakeholders submission period
- February 2016: final presentation of the ten Policy Papers.
- Virtual meetings may take place within the period of work of the Policy Unit.

