



MUFPP Internal Governance

A document to provide for the functioning of the MUFPP Governing Bodies

Milan, January 2019

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Purpose of the report

In order to support a good level of governance and a high level of participation from signatory cities, a transparent set of principles for the operation of MUFPP internal bodies should be established.

The present report brings forth a set of rules on the internal governance for the Steering Committee (SC) of the Milan Urban Food Policy Pact (MUFPP) and its Secretariat. The request for drafting the document is made upon request by the Steering Committee to the MUFPP Secretariat at the SC meeting held in Tel Aviv-Yafo on 5 September 2018.

This is the final consolidated version approved by the SC at its meeting held on 16 January 2019.

Structure of the report

The report consists of three Parts. Part A presents a brief overview of the current status of the MUFPP governing bodies (the Steering Committee and the Secretariat). Part B sets forth the draft proposal for the operation of the MUFPP governing bodies. Additional documentation is available in Part C (Annexes).

A. Background on the Pact – Operation of the MUFPP Secretariat and Steering Committee

As of 15 January 2019, the MUFPP counts 180 signatory cities. For a complete list of signatory cities see <http://www.milanurbanfoodpolicypact.org/signatory-cities/>.

In May 2016, the Drafting Committee¹ of the MUFPP voted to define the future governance of the MUFPP by establishing the Steering Committee and its informal internal rules. The Committee also established the criteria and requirements for the selection of hosting cities of MUFPP Annual Gatherings.

Furthermore, the first edition of the Milan Pact Awards was presented at the same meeting.

¹ Members of the Drafting Committee were (in alphabetical order): Baltimore, Belo Horizonte, Bethlehem, Dakar, Douala, Medellin, Milan, Sao Paulo, s-Hertogenbosch, Tel Aviv-Yafo and Turin.

The MUFPP Secretariat

Since May 2016 the City of Milan ensures the operation of the MUFPP Secretariat through the establishment of an Office with a dedicated staff within the Milan Municipal structure.

The Secretariat coordinates activities related to the MUFPP Annual Gatherings and the Milan Pact Awards, supports the activities of the Steering Committee, facilitates activities of and interaction amongst member-cities and collaborates with related global and regional networks and organisations, including UN-System bodies, to activate processes to address international debates and negotiations (New Urban Agenda, G7 Health and Global Nutrition Summit 2017, WUF9). Furthermore, the Secretariat worked with international partners, such as the *Eurocities* and *C40* Networks, to establish specific working groups on food.

The MUFPP Steering Committee

The Steering Committee is the representation of the MUFPP signatory cities. Currently, it is the governance structure to support the operation of the MUFPP Secretariat.

Any MUFPP member city may run for a position in the SC. Signatory cities may bring forth their spontaneous candidacy to become Steering Committee members.

The Assembly of all MUFPP Signatory cities votes for the Steering Committee members belonging to their own geographic areas: Africa, East Asia, Southeast Asia & Oceania, Europe, Latin America, North America, South and West Asia.

For the 2016-2018 mandate, the Steering Committee is composed of 13 member-cities as follows:

- **Africa:** Abidjan, Dakar, Nairobi;
- **East Asia, Southeast Asia & Oceania:** no cities;
- **Europe:** Athens, Milan, Valencia;
- **Latin America:** Belo Horizonte, Buenos Aires, Sao Paulo;
- **North America:** Baltimore, Toronto;
- **South and West Asia:** Astana, Tel Aviv

B. Rules of operation of the MUFPP and its governing bodies

1. Chair of MUFPP and MUFPP Secretariat

1.1. Chair of the MUFPP

The City of Milan is the Chair of the MUFPP. It is also a permanent member of the SC, provided it guarantees the operation of the MUFPP Secretariat through dedicated staff and offices.

1.2. The MUFPP Secretariat

The Secretariat is established within the Mayor's Office of the City of Milan. Its main functions shall be performing of administrative and executive services for the constant and strategic functioning of the MUFPP activities and initiatives related to:

- (a) supporting the Steering Committee and signatory cities' activities in the implementation of the MUFPP;
- (b) The organization of MUFPP Annual Gatherings, including tailored support to the Hosting City, to side events);
- (c) coordinating the Milan Pact Awards (MPA) (set up of MPA international jury, collection of urban food practices submissions and verification of evaluation procedures and ratings);
- (d) promoting and coordinating partnerships among international and regional food networks, international organizations, NGOs, etc.;
- (e) coordinating advocacy and communication actions regarding the MUFPP;
- (f) providing useful tools to signatory cities for the implementation of sustainable urban food policies (monitoring framework and indicators, selected MPA practices publication, shared repository of practices).
- (g) To support the formulation and drafting of the Work Programme.

It is suggested that in the 2019-2021 biennium, the SC explores a closer collaboration between the SC itself and the Awards Committee in view to better inform each other work, in collaboration with the MUFPP Secretariat.

2. The MUFPP Steering Committee

2.1. Role

The Steering Committee is the representation of the MUFPP city-members at global level, providing strategic oversight to ensure the MUFPP mission and mandate are directly driven by and responsive to the needs of its members.

The SC is directly involved in driving MUFPP governance and collective vision, along with the MUFPP Chair, the Coordinator of the Steering Committee and the MUFPP Secretariat.

2.2. Coordinator of the Steering Committee

The Steering Committee shall have a Coordinator that will be directly elected by the SC members by simple majority and open vote. The SC Coordinator represents the Steering Committee and chairs its online and in-person meetings.

In order to be a candidate as SC Coordinator, a SC member shall guarantee an adequate infrastructure and dedicated staff as well as a proposed Work Programme² to be agreed and implemented within the two-year SC mandate.

It is suggested that in the 2019-2021 biennium, the SC defines further the mechanism of the work programme drafting and implementation, particularly the role of the SC in providing input and guide implementation, in collaboration with the MUFPP Secretariat.

2.3. Work mandate – responsibilities of SC members

To support the MUFPP, members of the Steering Committee shall:

1. Confirm the election procedure of the SC Coordinator and the duration of the SC mandate, as stipulated in para. 2.5;
2. approve and periodically review the MUFPP Work Programme;
3. provide advice and assistance to the SC Coordinator and the Secretariat relating to the implementation of the Work Programme and other related activities undertaken by the MUFPP;
4. develop, review and approve criteria for the selection of the Annual Gathering Host City (see **Annex C.1**);

² The Work Programme is intended as the development of priority setting and establishment of the strategic direction of the MUFPP for the duration of the SC mandate.

5. decide on the selection and approval of the Annual Gathering Host City. The Steering Committee shall select the Hosting city of the MUFPP Annual Gathering and Mayors Summit, following spontaneous candidacies from signatory cities to host the event according to the established criteria and with an online open vote procedure;
6. collaborate with the Secretariat to support the Host City in developing the main themes of the Annual Gathering;
7. suggest and/or fund specific speakers for the Annual Gathering;
8. provide for suspension procedures for SC member cities not complying with their tasks and duties within the Steering Committee, as stipulated in para. 2.7;
9. SC members, if they so wish, shall lead Working Groups in order to work on specific themes covering the interests and needs of MUFPP cities, i.e. food waste, innovation, nutrition, etc., the outputs of which could be discussed during the subsequent Annual Gathering.
10. emphasize an annual subject, correlated with the MUFPP's actions, for MUFPP activities, in order to organize thematic webinars among member cities, professional thematic session during the MUFPP Annual Gathering, and encourage cities to promote the annual subject.

To execute these responsibilities, Steering Committee members are expected to:

- (1) communicate the MUFPP organizational objectives, mission and vision within their respective regions;
- (2) engage and communicate with other signatory cities in their region about the work of the Steering Committee and to report back to the Steering Committee about relevant issues in the region;
- (3) participate in Steering Committee meetings (online and in-person). Between meetings, the Steering Committee members may be asked to review and vote on documents;

2.4. Composition

The Steering Committee shall be composed of 13 members, of which 12 having voting rights, representing each geographic area, thus subdivided in:

- **Africa:** 2 cities;
- **East Asia, Southeast Asia & Oceania:** 2 cities;
- **Europe:** 2 cities;
- **Latin America:** 2 cities;
- **North America:** 2 cities;
- **South and West Asia:** 2 cities

Europe shall be represented by 2 cities plus the city of Milan (as Chair of the MUFPP and permanent SC member). The city of Milan shall not vote unless a tie break vote is necessary.

The Annual Gathering hosting city, if not already a member of the Steering Committee, shall participate to the works and meetings of the SC, for the duration of the year of interest. From 2021 onwards, the Steering Committee shall evaluate a new election process, in order to ensure institutional knowledge and leadership apt to facilitate the work of new cities elected to the body, and the possibility to organize the Annual Gathering every two years. (See **Annex C.2**)

2.5. Duration of Mandate

The Steering Committee shall serve for a two-year term from the moment of its election.

2.6. Number of meetings

The Steering Committee shall hold regular meetings, preferably 3 times per year (online) or as these shall be convened by the SC Coordinator, and one annual in-person meeting, coinciding with the MUFPP Annual Gathering and Mayors' Summit.

2.7. Suspension procedure

Should a member of the Steering Committee consistently fail to comply with its tasks and duties, that member may be put up to a majority vote by the SC to be removed from the Committee.

2.8. Fundraising mechanisms for the implementation of MUFPP activities

The Steering Committee may work on identifying and validating mechanisms for financing MUFPP activities. In the event of proposed fundraising activities by SC members, these shall be brought up for vote by the Steering Committee for approval.

It is suggested that in the 2019-2021 biennium, the SC elaborates a proposed funding model, in collaboration with the MUFPP Secretariat.

C. Annexes

1. Criteria and requirements to select hosting cities of MUFPP Annual Gatherings (MUFPP AG)

Candidate Cities, in order to be considered for hosting an MUFPP AG, must provide for:

1. An adequate hosting venue;
2. Organizational and logistic expertise in managing large international events;
3. Full financial means to support the entire organization and logistics of the event (catering, interpreting, technical and ancillary services etc.); travel expenses and hospitality for participating members of LDCs (Least Developed Countries);
4. Annual Gathering event theme and concept;
5. Integration with MUFPP themes;
6. Synergy with a larger international context;
7. Dates proposed - MUFPP Annual Gatherings shall take place around the World Food Day (mid-October);
8. Adequate online platform (website) dedicated to the event, real-time release of information (photographs, videos, etc.) and PR strategies to increase media coverage (print and online media).

It is suggested that in the 2019-2021 biennium, the SC elaborates a proposed funding model, also in view of widening the number of possible host cities to the Annual Gathering, in collaboration with the MUFPP Secretariat.

2. Proposal for new election process of the Steering Committee

From 2021 onwards, the next Steering Committee could discuss and evaluate a new election process staggered so that not all the cities go off the Steering Committee at once. A maximum number of three members would rotate off the Steering Committee each year, respecting the geographical balance of the main MUFPP body. In the meantime, it is expected that some members of the 2016-2018 Steering Committee will serve also in the 2019-2021 Steering Committee, in order to ensure institutional knowledge and leadership apt to facilitate the work of new cities elected to the body.