



# **THE MILAN URBAN FOOD POLICY PACT INTERNAL GOVERNANCE**

A document to provide governance guidelines for the functioning of the MUFPP

Milan, April 2021

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## A. Background on the MUFPP governance

In May 2016, the Drafting Committee<sup>1</sup> 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 Global Forum.

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

### The MUFPP Secretariat

Since May 2016 the City of Milan has ensured the operation of the MUFPP Secretariat through the establishment of an Office with a dedicated staff within the Mayor's Office.

The Secretariat coordinates the activities related to the MUFPP Global and Regional Fora and the Milan Pact Awards, supports the functioning of the Steering Committee, facilitates activities and knowledge exchange amongst signatory cities, collaborates with related global and regional networks and organisations, including UN-System bodies, to activate processes to address international debates and negotiations.

### The MUFPP Steering Committee

The Steering Committee represents the MUFPP signatory cities in their geographical areas. It is composed of 13 members and its role is to ensure that the MUFPP mission is fulfilled. Currently, it is the governance structure that supports the activity of the MUFPP Secretariat.

The **first Steering Committee** served between 2017-2018 and was composed of: Abidjan, Astana, Athens, Baltimore, Belo Horizonte, Buenos Aires, Dakar, Milan, Nairobi, São Paulo, Tel Aviv-Yafo, Toronto, Valencia.

The **second Steering Committee** served between 2019-2020 and was composed of: Abidjan, Almere, Belo Horizonte, Dakar, Milan, Nairobi, New Haven, Rio de Janeiro, San Antonio de Areco, Seoul, Tel Aviv - Yafo, Toronto, Valencia.

The **third Steering Committee** serves for the period 2021-2022 and is composed of: Antananarivo, Bandung, Barcelona, Belo Horizonte, Birmingham, Kazan, Mérida, Milan, New Haven, Ouagadougou, Rosario, Seoul, Tel Aviv-Yafo.

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<sup>1</sup> Members of the Drafting Committee were: Baltimore, Belo Horizonte, Bethlehem, Dakar, Douala, Medellin, Milan, São Paulo, s-Hertogenbosch, Tel Aviv-Yafo and Turin.

## **B. Governance structure of the MUFPP**

### **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 and it guarantees the activity 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 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 co-organizing of the MUFPP Global and Regional Fora, including tailored support to the Hosting City;
- c. coordinating the Milan Pact Awards (MPA) (fundraising, 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.

### **2. The MUFPP Steering Committee**

#### **2.1 Role**

The Steering Committee is the representation of the MUFPP signatory cities at global level, providing strategic oversight to ensure the MUFPP mission and mandate are fully fulfilled.

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. It guarantees the functioning and the coordination of the Steering Committee's actions together with the MUFPP Secretariat. In order to be a candidate as SC Coordinator, a SC member shall guarantee an adequate infrastructure and dedicated staff.

### 2.3 Responsibilities of SC members

Members of the Steering Committee shall:

- a. represent the signatory cities of their respective regions;
- b. elect the SC Coordinator;
- c. define priorities and actions to meet the objectives of the MUFPP both at global and regional level;
- d. provide advice and assistance to the SC Coordinator and the Secretariat relating to the implementation of the activities undertaken by the MUFPP;
- e. promote along with the MUFPP Secretariat the MUFPP mission within their region by: encouraging other cities active on food policy to sign the Pact involving regional stakeholders; engaging signatory cities in the MUFPP activities; supporting the organisation of Regional Forum in their geographical area; facilitating knowledge exchange and interaction among signatory cities; engaging in advocacy actions at the regional and international level.
- f. decide on the selection and approval of the Global Forum Hosting City, following spontaneous candidacies from signatory cities to host the event according to the established criteria; collaborate with the Secretariat to support the Hosting City in developing the main themes of the Global Forum;
- g. 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;

To fulfill the afore-mentioned responsibilities, Steering Committee members are expected to:

- a. develop and implement, in accordance with the MUFPP Secretariat, a strategy for their respective regions;
- b. participate in Steering Committee meetings;
- c. 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.

### 2.4 Composition and election

The Steering Committee shall be composed of 13 members representing each geographic area, thus subdivided in:

- **Africa:** 2 cities;
- **Asia Pacific:** 2 cities;
- **Eurasia & South West Asia:** 2 cities
- **Europe:** 2 cities;
- **North & Central America:** 2 cities;
- **South America:** 2 cities;

Every signatory city has the right to vote for its representatives. Each city shall vote only for candidate cities belonging to its geographical area. Each city may cast up to 2 votes as long as they are not address to the same country.

Europe shall be represented by 2 cities plus the city of Milan (as Chair of the MUFPP and permanent SC member).

The Global Forum 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.

#### 2.5 Voting process

The Steering Committee shall adopt decisions by simple majority. The city of Milan shall not vote unless a tie break vote is necessary.

#### 2.6 Duration of Mandate

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

#### 2.7 Number of meetings

The Steering Committee shall hold regular meetings, at least 3 times per year (online), and one annual in-person meeting, coinciding with the MUFPP Global Forum.

#### 2.8 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 simple majority vote by the SC to be removed from the Committee.

#### 2.9 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.

## **C. Annexes**

### **1. Criteria and minimum requirements to select Hosting cities of MUFPP Global Fora**

Candidate cities, in order to be considered for hosting an MUFPP Global Forum 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 travel expenses and hospitality for participating members of LDCs (Least Developed Countries);
4. Global Forum event theme and concept;
5. integration with MUFPP themes;
6. synergy with a larger international context;
7. the dates proposed should be around the World Food Day (mid-October);
8. adequate online platform (in the MUFPP website) dedicated to the event, real-time release of information (photographs, videos, etc.) and PR strategies to increase media coverage.

In January 2020 the Steering Committee approved the “Guidelines to host the MUFPP Global Forum” with detailed information to be made available to all cities interested in hosting the event.