



Bid Guidelines to host the MUFPP Global Forum 2022



CONTENTS

- 1. About the Milan Urban Food Policy Pact**
- 2. About the MUFPP Global Fora**
- 3. Main features of the event**
- 4. Tasks of the Hosting City**
- 5. Requirements to bid**
- 6. Bid Application Documents**
- 7. Bid Application Submission**
- 8. Bid Application Procedure**

ANNEXES

- Tentative budget
- Sample Letter of commitment
- Bid Document MUFPP Global Forum

1. About the Milan Urban Food Policy Pact

The Milan Urban Food Policy Pact (MUFPP) is the main legacy of the Universal Exhibition Expo Milano 2015 “Feeding the Planet, Energy for Life”. The Milan Pact is a global commitment of mayors from around the world that consider food as an entry point for the sustainable development of growing cities. It represents the main framework for cities and international stakeholders active in the definition of innovative urban food policies for the management and governance of local food systems. Nowadays the Milan Pact gathers more than 200 signatory cities from all over the world.

Through the Milan Pact, cities commit to working on *“sustainable food systems that are inclusive, resilient, safe and diverse, that provide healthy and affordable food to all people in a human rights-based framework, that minimize waste and conserve biodiversity while adapting to and mitigating impacts of climate change”*.

The nature of the Framework for Action of the Pact is voluntary. Its purpose is to provide strategic options to cities aiming to achieve more sustainable food systems. The Framework builds upon the direct experience of participating cities and takes into account relevant diverse commitments, goals and targets.

The MUFPP Global Forum represents an opportunity for signatory cities to exchange knowledge and share their progress in the implementation of their food policies and practices. This is also enhanced by the Milan Pact Awards (MPA) that are presented during each Global Forum.

The Global Forum, through its technical sessions and high-level institutional debates, offers a wide arena of discussion to cities thanks to the participation of relevant international stakeholders.

The MUFPP Global Forum is an access free and non-profit event, organized primarily *by cities for cities*.

Participation and contribution of relevant stakeholders operating in accordance with the spirit of the Milan Urban Food Policy Pact is much appreciated and must be discussed with the MUFPP Secretariat.

2. About the MUFPP Global Fora

Milan Pact cities gather during the Milan Pact Global Forum; each year the forum is held in a different Milan Pact signatory city.

Past Global Forum selected hosting cities are:

- MUFPP 1st Global Forum **Milan** 2015
- MUFPP 2nd Global Forum **FAO Rome** 2016
- MUFPP 3rd Global Forum **Valencia** 2017
- MUFPP 4th Global Forum **Tel Aviv-Yafo** 2018
- MUFPP 5th Global Forum **Montpellier** 2019
- MUFPP 6th Global Forum Online **Milan** 2020
- MUFPP 7th Global Forum **Barcelona** 2021

Each Global Forum is structured around a two-day official event plus one-half day (or whole day) for regional meetings and side events.

Its duration may vary¹ from city to city provided that the programme includes: a mayors' debate, the Milan Pact Awards ceremony, technical sessions and, in general, a format that facilitates city to city exchanges.

The programme is typically balanced between an institutional/political section (opening ceremony, mayors' debate, Milan Pact Awards ceremony) and an operational/working part (technical sessions, workshops, network meetings, etc.).

The contents are to be discussed with the MUFPP Secretariat during the organization phases of the event through conference calls or mutual visits.

Pre-Global Forum day

A half – or entire – day prior to the Global Forum's official opening is a very appreciated practice and consolidated tradition for every MUFPP GF. The MUFPP GF have become a point of reference for multiple stakeholders working on urban food policies from all around the world. It is therefore deemed appropriate to provide signatory cities and all relevant actors the opportunity to gather and network. The pre-Global Forum day presents also the opportunity to organize regional meetings with specific working themes, allowing cities of the same region to tackle the unique logistical, political, social and economic factors that influence food systems in a similar context.

Side events shall be organized in accordance with the MUFPP Secretariat.

A city can also decide to organize one or more field visit(s) right before/after the GF.

3. Main features of the event

- **Period:** the MUFPP Global Forum usually takes place around the World Food Day (mid-October). Proposed dates for the event are open for discussion on a case by case basis and with due advance, in compliance with the candidate hosting cities' needs and taking into consideration possible synergies that can be achieved with other international events.
- **Length of event:** 2 days (required) + 1 day (or more) for possible side events, meetings, field visits etc. upon hosting city's decision
- **Number of participants:** at least 200 people (city delegates). The hosting city may also invite guests from the civil society, academia, local stakeholders, international organizations, the private sector, etc.
- **Hybrid format:** due to the current situation of uncertainty, it is required to ensure the organization of the event in a hybrid format. In addition, the Hosting City will be in charge of the production of the audio/video material for dissemination purposes.

¹ If deemed appropriate, a Hosting City might opt to include one more day, usually the one preceding the official opening of the event to accommodate bilateral or city networks meetings, cultural events related to the MUFPP themes, etc.

- **Website:** creation of dedicated website and platform to be included in the MUFPP website.
- **Name:** the name of the event should be: “**8th MUFPP Global Forum**”.
- **Logo:** the logo of the event shall be **composed of the MUFPP logo and the Hosting City logo**.

4. Tasks of the Hosting City

The MUFPP Global Forum hosting city is responsible for the entire organization of the event. The MUFPP Secretariat will assist the hosting city throughout the organization and preparation phases of the event. The tasks of the hosting city are the followings:

- Set up or appoint a dedicated team for the organization of the event;
- Provide all necessary logistics-related aspects (venue, caterings², interpreting, technical and ancillary services, web-streaming, official photographer, provide attendees’ online registration, invitations to cities, suggested hotels list, etc.)
- Produce the event’s program in close collaboration with and approved by the MUFPP Secretariat;
- Contact and liaise with all speakers and moderators to be defined in close collaboration with and approved by the MUFPP Secretariat;
- Ensure and manage all financial aspects for the smooth running of the event (see attached indicative budget format for reference);
- Provide a summary report of the event within 3 months after the event in close collaboration with and approved by the MUFPP Secretariat.

Logistical aspects: Hotels, transfer from/to airport

A selection of at least two suggested hotels should be provided, as main host hotels in the city. It is highly appreciated that the hosting city can arrange for a special deal with these hotels as to ensure convenient rates for MUFPP delegates. Delegates may opt for alternative accommodation.

Provision of transport from/to airport for delegates is optional.

Budget & Sponsorships

The Hosting City must dispose of full financial means to support the whole organization, human resources and logistics for the event, provide for travel expenses and hospitality for participating members from MUFPP cities from Least Developed Countries (LDCs). Regarding financial support to delegates coming from LDCs, the estimated number is generally set up to 15 guests. Note that support is provided to Mayors, Vice Mayors, Deputy Mayors or Councilors. This includes economy fare flights and a two-night hotel stay.

See attached indicative budget lines for reference.

² The hosting city commits to organizing at least: 2 lunch breaks, refreshments breaks and an official dinner reception (standing/buffet/seated) for all participants.

The Hosting City may wish to seek **financial support** for the organization of the MUFPP Global Forum from institutions (ministries, international organizations, foundations etc.) or from the private sector.

The MUFPP Secretariat agrees to maintain open communication about sponsorships. In order to avoid any conflicts in the development of event sponsorships, the hosting city must inform the MUFPP Secretariat prior to any commitment.

5. Requirements to bid

Requirements to submit candidacies to host an MUFPP Global Forum are:

- Be an MUFPP signatory city;
- an adequate hosting venue;
- organizational and logistic expertise in organizing and managing large international events;
- full financial means to support the entire organization and logistics of the event (catering, interpretation services, technical and ancillary services etc.); coverage of travel expenses and hospitality for participating members of Least Developed Countries (see updated [list](#) of LDCs). For your reference, please find attached indicative budget lines.

6. Bid Application Documents

The bidding document (dossier of candidature) shall be prepared following the present guidelines, providing all requested information. Incomplete information or missing Letter of commitment by the Mayor/Highest Authority may cause the exclusion of the city to bid.

The bid shall include the following information:

- Name of the hosting city and hosting mayor;
- Responsible focal point person for the event within the municipal administration;
- Proposed dates;
- Proposed venue for the event;
- Global event title, theme and concept;
- Mention of significant international events the bidding city have organized and hosted in the past five years.

These information need to be filled in the attached “Global Forum bid document” format. Annexes or additional dossier to the candidacy are welcome.

7. Bid Application Submission

Applications shall be submitted by email to the MUFPP Secretariat:

email: MUFPP.Secretariat@comune.milano.it

subject: Global Forum Bid 2022

Deadline for submission of bids: **20 September 2021**

8. Bid Application Procedure

The MUFPP Secretariat shall gather all bids and, if all requirements are fulfilled, present the bidding cities' dossiers to the MUFPP Steering Committee for evaluation.

The MUFPP Steering Committee shall evaluate received bids by the following criteria:

- Global Forum event theme and concept;
- Overall quality of the bid proposal;
- Integration with MUFPP themes;
- Synergy with a larger international context;

A preference will be accorded to applications from MUFPP Regions that never hosted a Global Forum before.

The MUFPP Global Forum hosting city is selected by the MUFPP Steering Committee members. The official announcement of the selected city will take place at the closure of the 7th Global Forum hosted by Barcelona next 19-21 October, during which the Mayor/Highest Authority or designated Official of the selected next hosting city may be asked to deliver a presentation of their city's candidacy.