



Bid Guidelines to host MUFP Regional Forum



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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 first and 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.

Cities and their metropolitan areas face similar challenges and seek appropriate solutions for their specific geographical and socio-economic contexts. Signatories, national and international players meet and exchange regularly also within their respective regions, taking an important step in localizing the MUFPP recommended actions. From this perspective, the MUFPP Regional Fora are a formidable expression of the diversity of Milan Pact cities.

The Regional 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 Regional 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 Regional Fora

Milan Pact cities gather at regional level on the occasion of the Regional Fora; each year several meetings are organized in the different MUFPP regions.

Past Regional Fora were held in:

- Regional Forum **Brussels** 2016 (Europe)
- Regional Forum **Dakar** 2016 (Africa)
- Regional Forum **Birmingham** 2017 (Europe)
- Regional Forum **Valencia** 2017 (Europe)
- Regional Forum **Amsterdam** 2018 (Europe)

- Regional Forum **Lyon** 2018 (Europe)
- Regional Forum **Brazzaville** 2018 (Africa)
- Regional Forum **Ghent** 2019 (Europe)
- Regional Forum **Rio de Janeiro** 2019 (South America)
- Regional Forum **Niamey** 2019 (Africa)
- Regional Forum **Montpellier** 2019 (Europe)
- Regional Forum **Online** 2020 (Europe)
- Regional Forum **Online** 2021 (Europe)
- Regional Forum **Ouagadougou** 2021 (Africa)
- Regional Forum **Kazan** 2021 (Eurasia & South West Asia)

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

Its duration may vary from city to city provided that the programme includes: a mayors' debate, 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) and an operational/working part (technical sessions, workshops, network meetings, etc.).

| Required | Recommended |
|---|--|
| Opening Ceremony | Workshops |
| Mayors' Debate | Bilateral Meetings |
| Technical Sessions | Declaration |
| Steering Committee in-person meeting | Press Conference |
| Field visits and team building activities | Pre-Regional Forum day (see paragraph below) |
| Plenary session on the state of the Pact | |

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

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

3. Main features of the event

- **Period:** an MUFPP Regional Forum doesn't usually take place in a specific time of the year. The only time restriction is that the date shouldn't be close to that of other MUFFP or international events on food policy. 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 100 people. Priority should be given to city representatives, however also guests from the civil society, academia, local stakeholders, international organizations, the private sector could be invited.
- **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.
- **Name:** the name of the event should be: “**5th MUFPP Regional Forum in Africa**”.
- **Logo:** the logo of the event shall be **composed of the MUFPP logo and the Hosting City logo**.

Example combination of logos:

MUFPP LOGO + HOSTING CITY LOGO

2022 CITY MUFPP Regional Forum

4. Tasks of the Hosting City

The MUFPP Regional 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, caterings, interpreting, technical and ancillary services, web-streaming, official photographer, provide attendees’ online registration, invitations to cities, suggested hotels list, etc.)
- Guarantee a full media coverage of all the activities of the event (photos and videos). Editing and post-production of videos/photos to be provided to the MUFPP Secretariat for communication activities;
- Produce the event’s program in close collaboration with and approved by the MUFPP Secretariat;
- 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;

Catering: Lunches, dinner and refreshments

The Hosting City commits to organizing at least:

- 2 lunch breaks: one per every day of official Regional Forum;
- Refreshments breaks during the official two-days Regional Forum;
- 1 official dinner reception (standing/buffet/seated) between day 1 and day 2 for all participants (usually up to 100 people).

The Hosting City may liberally decide to what extent the official dinner and lunches will be

formal or informal, placeés or buffet etc.

Requirements for lunches, dinner and refreshments are:

- The menu should be climate-friendly and healthy. Providing local food is very appreciated;
- The menu should always include vegetarian options;
- Single-use plastic items such as plastic bottles, plastic cutlery etc. should be avoided;
- The menu should be culturally appropriate to meet needs of diverse groups; information to participants should be provided on specific servings and/or ingredients (ex. serving of pork meat or use of fava beans (Vicia Faba) must be duly signalled).

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 five (5) participating members from MUFPP cities from Least Developed Countries (LDCs). This includes economy fare flights and a two-night hotel stay.

The Hosting City may wish to seek **financial support** for the organization of the MUFPP Regional 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. The role of the MUFPP Secretariat and the Steering Committee in the organization of the Regional Forum

The MUFPP Secretariat will be responsible of assisting the Hosting City throughout the entire organization of the event and coordinating the overall progress. The Secretariat will closely collaborate with the Hosting City and shall review and approve the workflow process and any documents deriving thereof at each preparatory phase as described in the individual sections of these guidelines.

The Steering Committee will receive regular updates during the preparation of the event. The Steering Committee and the Secretariat reserve the right to intervene at any step of the organizational process, including on matters not expressly covered by this document, to provide inputs and recommendations to the Hosting City.

6. Requirements to bid

Requirements to submit candidacies to host an MUFPP Regional 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 five (5) participating members of Least Developed Countries. For your reference, please find attached indicative budget lines.

7. 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 (please specify whether you'd like to host the Forum in 2022 or 2023);
- Proposed venue for the event;
- 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 "Regional Forum bid document" format. Annexes or additional dossier to the candidacy are welcome.

8. Bid Application Submission

Applications shall be submitted by email to the MUFPP Secretariat:

email: MUFPP.Secretariat@comune.milano.it

subject: MUFPP Regional Forum Africa

Deadline for submission of bids: **15 April 2022**

9. 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:

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

The MUFPP Regional Forum hosting city will be selected by the African representatives from the Steering Committee.