

**Agenda for the 4th Meeting of the
2nd Bureau of the Asia Pacific
Ministerial Conference on Housing and
Urban Development**

DATE : (6th/7th August, 2009)

AGENDA PAPERS

Jakarta,
The Republic of Indonesia

**Agenda for the 4th Meeting of the Bureau of the Asia Pacific Ministerial
Conference on Housing and Urban Development**

**Date : (6th/7th August, 2009)
Venue : Jakarta, Republic of Indonesia**

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Item No. 1 : Ratification of the Minutes of the 3rd Meeting of the Bureau of the Asia Pacific Ministerial Conference on Housing and Urban Development

The 3rd meeting of the Bureau was held at Nairobi, Kenya on 29th March, 2009. A copy of the Minutes of the meeting is placed.

The Bureau may consider the Minutes for ratification.

**Minutes of the 3rd Meeting of the Second Bureau of the Asia Pacific
Ministerial Conference on Housing and Urban Development**

Date : 29th March, 2009

Venue : Nairobi, Kenya

Participants :

Members

H.E Mr. Mohammad Saeedikia,
Minister for Housing and Urban Development,
Islamic Republic of Iran &
Chairperson of the APMCHUD

In Chair

H.E. Mr. Mohammad Yusuf Asy'ari
Minister for Public Housing
Republic of Indonesia

H.E Mr. Rahamatullah Kakar,
Federal Minister of Housing and Works
Islamic Republic of Pakistan

H.E. Mr Gevorgjan Karlen
Deputy Minister for Urban Development
Republic of Armenia

H.E. Dr. Ketan Shukla
Dy. High Commissioner of India at Nairobi
Republic of India

Mr. S.K. Singh, Chief Coordinator of the Bureau &
Joint Secretary (Housing), Ministry of Housing &
Urban Poverty Alleviation, Government of India

Special Invitees

Dr Markandey Rai, Coordinator
Global Parliamentarians UN-HABITAT

Ms Karin Andersson, Associate expert
Sustainable Urban Development Unit,
Environment & development Division, UN-ESCAP

Other Participants:

Islamic Republic of Iran

1. HE Mr Abolfazl Mousavi, Vice Minister, Ministry of Housing & Urban Development
2. HE Mr Seyed Ali Sharifi Sadati,
Ambassador of the Islamic Republic of Iran in Nairobi
3. Mr Babaei Mahmoud
Director General for International Economic Affairs & Specialised Agencies,
Ministry of Foreign Affairs
4. Mr Alireza Esmaeil Zadeh
Deputy Ambassador of Islamic Republic of Iran in Nairobi
5. Mr Mohammad Zareian
Deputy Permanent Representative in UNEP and UN-HABITAT
6. Ms Amani Shaeareh, Ministry of Housing & Urban Development
7. Ms Mersedeh Amini Jadid, Ministry of Housing & Urban Development
8. Mr Sadegh Sadeghpour, Ministry of Housing & Urban Development
9. Ms Nader Jafari, Ministry of Housing & Urban Development

The Republic of Armenia

1. Ms Tatiana Khabarova
Assistant to the Dy Minister for Urban Development

Republic of India

Mrs. Anita Shukla,
High Commission of India in Nairobi

Republic of Indonesia

1. HE Mr Budi Bowdeksono
Ambassador of the Republic of Indonesia in Nairobi
2. HE Ms. Ismanto Poespowikoro
Assistant Minister, Ministry of Public Works & Indonesia
3. Mr Jokowi-dolo,
Worshipful Mayor of Solo
4. Mr Rhenaloy Abubakar
Head of Bureau Affair of Ministry of Housing
5. Mr Hadi Sucahyoho
Head of Sub-Directorate of Policy and Strategy
Ministry of Public Works
6. Mrs Ramalig Subandi
Expert, Ministry of Housing

Islamic Republic of Pakistan

1. HE Mr. Iftikhar Arain
High Commissioner of Pakistan at Nairobi

Secretariat of the Bureau of APMCHUD

Dr. P Jayapal,
Executive Director (Urban & Regional Planning),
Housing and Urban Development Corporation Ltd (HUDCO), New Delhi

Mr. Rajesh Goel,
Chief (Projects),
Housing and Urban Development Corporation Ltd (HUDCO), New Delhi

At the outset, the Hon'ble Chairperson extended a warm welcome to all the members of the Bureau as well as representatives of UN-HABITAT and UN-ESCAP for the meeting. On behalf of the Bureau and on his personal behalf, the Chairperson placed on record the appreciation for the efforts made by the Government of the Republic of Armenia for the meeting of the Bureau originally scheduled at Yerevan, Armenia in February 2009, which however had to be rescheduled to be held at Nairobi, in conjunction with the 22nd Governing Council meeting of the UN-HABITAT. The Chairperson

specifically thanked H.E. Mr. Vardan Vardanyan , the Hon'ble Minister for Urban Development, Republic of Armenia for his significant personal efforts. He expressed that the Bureau eagerly looks forward for its next meeting in Armenia.

The Chairperson briefed the Bureau on the participation of APMCHUD in the Fourth World Urban Forum at Nanjing, China in November 2008, where in APMCHUD was provided with a specific role to present its view on behalf of the countries in the Asia-Pacific region in the High level ministerial round table. He indicated that the initiatives of APMCHUD were appropriately highlighted and the commonness in the objectives of APMCHUD and the WUF was stressed. He expressed his happiness that the initiatives of the APMCHUD were very well appreciated by the participants.

The Chairperson also expressed his gratitude to all the member countries and other stakeholders like UN-HABITAT and UN-ESCAP for their unstinted support in the process, because of which the APMCHUD has now evolved into a forum of repute and international recognition.

The Chairperson highlighted that for APMCHUD to effectively continue its major role in the sector, the Secretariat needs to be strengthened and a corpus of funds needs to be established to facilitate taking up various initiatives envisaged in the Tehran and the Delhi Declarations. He appreciated the various efforts of the Secretariat towards constitution of the respective Working Groups for effectively taking up actions as envisaged in the Tehran Action Plan. He further reiterated that as outlined in the Tehran Action Plan, the Government of Islamic Republic of Iran would coordinate actions relating to the Working Group on Slum Upgradation.

Urging the need to move forward faster, he expressed hope that with the continued cooperation of all the members, the APMCHUD would have a larger positive impact in furthering its initiatives towards promoting sustainable housing and urban development in the Asia Pacific Region.

He invited the Hon'ble members to provide their initial remarks before the agenda items are taken up.

Thanking the Hon'ble Chairperson, HE Mr Mohammad Yusuf Asy'ari, Hon'ble Minister for Public Housing, Republic of Indonesia indicated that preparations for the APMCHUD III were progressing well and the Government has decided to hold this important event at Solo, which is a historic and culturally important destination in Indonesia. He indicated that Solo has all the required facilities to host such an event and extended invitation to all the members of APMCHUD for their participation. He also indicated that the Government of Indonesia would showcase the host city of Solo for the APMCHUD III at a special reception on 1st April, 2009 as part of the 22nd Governing council of the UN-HABITAT in Nairobi, in which all the participants of the GC-22 meeting would be invited to participate.

The Hon'ble Federal Minister for Housing and Works, Islamic Republic of Pakistan HE Mr Rahamatulla Kakar thanked the Chairperson for the various initiatives being taken up under the aegis

of APMCHUD. He desired that the meetings need to be fixed well in advance to enable comfortable participation of the members and the agenda papers should be circulated well in advance to the members. Indicating that the Islamic Republic of Pakistan has already nominated members for the working group on Slums Upgrading, expressed his support for all the initiatives of APMCHUD.

Thanking the Chairperson for the remarks on the efforts of the Armenian Government for hosting the meeting which was to be rescheduled to be held in conjunction with the Governing Council meeting of the UN-HABITAT, the Hon'ble Deputy Minister of Urban Development, the Republic of Armenia HE Mr Gerorgjan Karlen, indicated that the Government of Armenia would be happy to host the next meeting and looking forward to the same. Once again thanking the Chairperson, he assured the continued support in all the activities and initiatives of the APMCHUD.

H.E. Dr. Ketan Shukla, Dy. High Commissioner of India at Nairobi, thanked the Chairperson and indicated that this meeting is being held at a critical juncture when the APMCHUD initiative has already set its action plan and need to move forward towards formalizing the methods for implementation of the same. He indicated that the Secretariat needs to be strengthened to enable undertaking multifarious activities as envisaged in the Delhi Declaration and the Tehran Declaration.

Dr Markandey Rai, Coordinator, Global Parliamentarians and the representative of UN-HABITAT expressed his gratitude to the Chairperson for the invitation. He indicated that UN-HABITAT is indeed happy on the significant progress being made by the APMCHUD in various areas and reiterated its commitment to support APMCHUD. He agreed with the Chairman's remarks on the importance of the strengthening of the Secretariat of the APMCHUD early for progressing forward.

Ms Karin Andersson, Associate expert, Sustainable Urban Development Unit, Environment & Development Division, UN-ESCAP thanked the Hon'ble Chairperson for the special invitation extended to UN-ESCAP and expressed the willingness of UN-ESCAP to collaborate with APMCHUD in areas of common concern.

After the brief remarks by the members, the agenda items were taken up for discussion.

Item No. 1: **Ratification of the Minutes of the Second Meeting of the 2nd Bureau of the Asia Pacific Ministerial Conference on Housing and Urban Development**

The Chief Coordinator informed that the minutes of the 2nd Meeting of the 2nd Bureau held on 13th October, 2008 in New Delhi, as approved by the Chairperson, have been circulated to the members and were posted on the web-site of APMCHUD (www.apmchud.com) as well. He further indicated that so far the Secretariat has not received any comments and accordingly placed the same for consideration of ratification.

HE Mr Iftikhar Arain, High Commissioner of Pakistan in Nairobi urged the need to regularize the system so that the agenda and minutes reach the members on time. It was indicated that the documents for the members are sent to through the respective Embassies/High Commissions in New Delhi and also posted on web-site of APMCHUD and sent through e-mail to the members. It was further decided that the Secretariat would also cross-check on the receipt of the papers sent.

With the above, the Bureau ratified the minutes included in the agenda.

Item No. 2 : Action taken report on the decision of the 2nd Meeting of the Bureau held at New Delhi, India

The Chief Coordinator of the Bureau presented the various actions taken in respect of the decisions in the 2nd meeting of the second Bureau.

In regard to preparation of a draft structure for the Permanent Secretariat, it was noted that a separate item has been included in the agenda. It was also noted that the logo approved for the APMCHUD has been forwarded to all the Members and the same has been posted in the web-site of APMCHUD. The Bureau further noted that in regard to the comments sought from the members on the draft intervention document, response was received from the Hon'ble Minister from Indonesia, and the Hon'ble Chairperson had addressed the WUF IV on the views of APMCHUD which was well appreciated.

The Bureau noted that in the 2nd meeting of the Bureau held at New Delhi it was decided that the next meeting would be held at Armenia on the invitation of the Government of Armenia and the meeting was also scheduled on 23-24 February, 2009. The Bureau also noted that this meeting was rescheduled to be held at Nairobi on 29th March, 2009 in conjunction with the 22nd Governing Council meeting of the UN-HABITAT scheduled to be held from 30th March to 3rd April, 2009. While noting the same, the Bureau expressed its sincere appreciation of the efforts made by the Government of Armenia and unanimously expressed its gratitude to the Government of Armenia and the Hon'ble Minister HE Vardan Vardanyan for the same. While expressing gratitude to the Government of Armenia, the Hon'ble Minister for Public Housing, Government of Indonesia placed a request to the Bureau that in view of the proposed 3rd Conference of APMCHUD in 2010 in Indonesia and the need to review the preparations as well as finalizing the various arrangements for the conference, the 4th meeting of the Bureau of APMCHUD be scheduled in Indonesia and that the next meeting thereafter could be held in Armenia. The Chairman requested the view of the Government of Armenia in this regard. Thanking the Bureau for its appreciation to the Government of Armenia, HE Gerorgjan Karlen, Deputy Minister for Urban Development, Government of Armenia appreciated the concern of the Government of Indonesia to hold the next meeting of the Bureau in Indonesia so that the preparatory arrangements for the 3rd Conference is reviewed well in advance, agreed to the proposition that the next (4th meeting) meeting of the Bureau could be scheduled in Indonesia and the following meeting thereafter

be held in Armenia. All the members of the Bureau appreciated the goodwill gesture of the Government of Armenia and thanked HE Gerorgjan Karlen for the same. It was decided that the Secretariat would interact with the Government of Indonesia to finalise the exact date(s) for the meeting in Indonesia in consultation with the Chairperson of APMCHUD.

Item No. 3 : Other Actions taken by the Secretariat subsequent to the 2nd meeting of the Bureau

The Bureau noted the various actions taken by the Secretariat subsequent to the Second Meeting of APMCHUD held in New Delhi, and registered its appreciation of the consistent efforts being made by the Secretariat under the guidance of the Chairperson, towards maintaining and continuing the momentum of growth.

Item No. 4 : Report on the participation in WUF4, Nanjing, China

The Hon'ble Chairperson briefed the members on the participation of APMCHUD in the WUF-IV at Nanjing, China. He also indicated that the views of APMCHUD, presented as intervention in the event, were well appreciated. The Hon'ble Minister from Indonesia also highlighted the significant participation by Government of Indonesia in the event.

The Chairperson thanked the members for their participation in the WUF-IV and highlighted the recognition the APMCHUD got for expressing its collective view on the challenges faced by the Asia Pacific Countries at large in the housing and urban development sector. It was decided that APMCHUD should continue such efforts in various fora in future as well.

Item No. 5 : Permanent Secretariat – Formal Registration process

Item No. 6 : Permanent Secretariat – Formal Registration process – Proposed Structure of the Permanent Secretariat

Item No.7 : Proposed Structure for requesting financial Support from APMCHUD Member Countries

The items 5, 6 and 7 were taken up together.

The Chairperson indicated with the adoption of the Tehran Declaration and also the ‘Action Plan for Regional Cooperation on Promoting Sustainable Urban Development among Asia Pacific Countries’, it is necessary to undertake various activities in a focused manner. Thanking the Government of India for the necessary support provided for the Secretariat in New Delhi, he emphasized that the Secretariat needs to

be strengthened to effectively undertake the activities envisaged. The Chairperson pointed out that actions needs to be initiated in the five major key areas identified in the Action Plan namely, Urban and Rural Planning and Management, Urban Slums Upgrading, Delivery of Millennium Development Goals for water and Sanitation, Financing Sustainable Housing – Enhancing affordability and Quality of Low Income Housing, and Sustainable Urbanization. The Chairperson desired the Chief Coordinator to elaborate on the items.

The Chief Coordinator indicated that the three items primarily relate to the strengthening of the Secretariat. He indicated that the item No.5 related to the formal registration process of the Secretariat. He indicated that this is an urgent necessity as international and multilateral Institutions would like to deal with only formal institutions and as such to move forward with the various initiatives, completion of the formal registration process of the Secretariat is an urgent necessity. He indicated that the item has three resolutions for consideration of the Bureau relating to authorizing the Chief Coordinator to take necessary actions for the registration of the Secretariat, adoption of the MoU on the establishment of the Secretariat and to authorize the Chief Coordinator to open a bank account for APMCHUD and operate the same within the approved budget by the Bureau. In regard to the MoU, he indicated that the same has been finalized based on SAARC and ECO Institutional models, and has been suitably modified as per the requirement of the APMCHUD. He further indicated that it inter-alia specifies the role of the secretariat, its structure, appointment of various personnel and their powers, salaries and also the funding and budget.

While elaborating on the item 6, he indicated that the requirements of personnel at various levels has been made based on the five focus areas identified in the action plan and along with the requirement of support staff identified, the requirement of funds for the personnel in the secretariat based on the UN system of staff costs has been estimated.

Similarly he elaborated on the item No.7 on 'proposed structure for requesting financial support from APMCHUD member countries'. He indicated that firstly the UN model has been studied in which the various countries have been allocated percentage of contributions. From the same, the contributions for the Asia Pacific Countries alone were quantified and proportionately reapportioned among the Asia Pacific countries.

He further indicated that this item was deferred in the 2nd meeting, and has been accordingly incorporated for consideration in this meeting (3rd) of the Bureau.

Adding further, the Chairperson indicated that in the above what has been finalized and fixed is the location of the secretariat at New Delhi, and he would like to view the entire exercise in terms of the need to finalise the structure, role or terms of reference

for the Secretariat and the method of funding the cost of the secretariat.

H.E. Mohammad Yusuf Asy'ari, Minister for Public Housing, Republic of Indonesia appreciated the concern for formalizing the Institutional arrangement in full early so that the activities are initiated earliest. Appreciating the initial efforts made in this regard by the Secretariat in making a draft proposal, he opined that a further clarity on the role and benefits to various participating countries need to be thought of.

H.E Mr. Rahamatullah Kakar, Federal Minister of Housing and Works, Islamic Republic of Pakistan indicated that while he is in agreement with the urgent need to strengthen the Secretariat, there is a need to deliberate in detail on this aspect. HE Mr. Iftikhar Arain, High Commissioner of Pakistan at Nairobi felt that the basic activities that would be handled by the secretariat need to be firmed up. He opined that the proposed structure in terms of number of and level of personnel may be on the higher side for the Bureau secretariat. He also opined that items of this nature may have to be considered and decided at the level of the APMCHUD and not by the Bureau. He strongly felt that initially the Secretariat should be a focused and compact with primarily undertaking coordinating activities with only a few technical personnel which may be considered for expansion at a later stage in relation to expansion of the Secretariat's activity levels.

H.E. Mr Gevorgjan Karlen, Deputy Minister for Urban Development, Republic of Armenia agreed with the need to urgently strengthen the Secretariat. However, he desired that more time and consultation is required on this critical aspect.

H.E. Dr. Ketan Shukla, Dy. High Commissioner of India at Nairobi emphasized the need to have a strong Secretariat to effectively deliver the results in line with the anticipations in the Tehran Declaration. He suggested that urgent actions are needed and these aspects need urgent and careful consideration.

The Chairperson thanked all the Members for their valuable views and inputs on these critical issues. He agreed with the views of the members and reiterated that the aspects to be considered primarily relate to the activities to be undertaken by the Secretariat, the structure of the Secretariat and contributions to be made by the participating members.

His Excellency, the Chairperson indicated that the permanent secretariat should be smaller in size, but efficiently run with relatively lower cost. Its TOR generally should include data gathering and information dissemination, setting an information and documents database, creating progressive communication among Member Countries and doing follow-up activities on the decisions and approvals made in conferences and bureau meetings. The permanent secretariat is recommended to prepare its new proposal based on the abovementioned issues and send it to the Bureau Members as soon as possible. The proposal will be discussed and prepared for the final approval during the Fourth Bureau Meeting held in Jakarta, Indonesia to be raised in the Third APMCHUD.

Item No. 8 : Suggestions for organization of a Regional Conference on Slum Development in Mumbai

The Hon'ble Vice Minister for Housing & Urban Development, the Islamic Republic of Iran HE Abolfazl Mousavi indicated that it is time to move further in line with the action plan strategies outlined in the Tehran Declaration of APMCHUD. Towards the same, it would be a good opportunity to organize a regional workshop for sharing of experiences and best practices in the field of slum development. In this regard, the Hon'ble Minister indicated that a proposal has already been formulated for holding such an event in Mumbai, India and a brief proposal has also been circulated in the meeting. The Hon'ble Minister desired to know the views of the Members.

Appreciating the initiative of the Government of the Islamic Republic of Iran, the Hon'ble Minister from Indonesia indicated that the schedule of such event may need to be finalized keeping in view the proposed dates of the APMCHUD III conference in Indonesia, so that there is an adequate time gap between the events to facilitate a wider participation from all the member countries.

The Hon'ble Federal Minister for Housing & Works, Islamic Republic of Pakistan HE Rahamatulla Kakar appreciated the timely initiative and felt that APMCHUD should initiate further such activities.

The Chairperson agreed with the suggestion of Indonesia that the dates be kept accordingly, though the Regional Workshop is expected to be on a relatively limited scale, and that actions towards the same be initiated.

It was decided that the secretariat would interact with the Government of Iran to finalise the date(s) for the event keeping in view the points discussed.

Item No. 9 : Proposal of UN-ESCAP for one-day 'Asia-Pacific Urban Forum 2010' during the 3rd APMCHUD in Indonesia.

The Chief Coordinator briefed the Bureau on the proposal of UN-ESCAP to hold the Asia Pacific Urban Forum in conjunction with the APMCHUD III at Indonesia in 2010.

The Chairperson indicated that this is a very positive development and requested the representative from UN-ESCAP to share the details of the proposal with the members.

The details of the proposals were presented by Ms Karin Andersson, Associate expert, Sustainable Urban Development Unit, Environment & development Division, UN-ESCAP. Ms Andersson indicated that UN-ESCAP has been holding the Asia Pacific Urban Forum focusing on the critical issues faced by the region in the sector. Highlighting that four such events have been held so far, and that such events have focused on evolving approaches and action plans towards

effectively addressing the critical issues in the region. In this regard, she suggested that initiatives could be synergized through a collective effort, and the proposal of the UN-ESCAP is for organizing the next Asia Pacific Urban Forum at Indonesia along with the APMCHUD III. This is felt more appropriate as, such a collective effort would involve, broadly, similar profile of participants. Ms Andersson also felt that the organization of the Asia Pacific Urban Forum could either be in the form of a one-day event preceding the Ministerial Conference or could be merged with the Conference on thematic basis. She indicated that UN-ESCAP would be happy to incorporate the views and suggestions on the various mode and method of organisation of the event.

Appreciating the gesture of UN-ESCAP, the Hon'ble Minister from Indonesia indicated that the proposal is welcome and the details need to be further worked out for an effective partnership.

HE Mr Iftikhar Arain, High Commissioner of Pakistan in Nairobi welcomed the proposal and opined that in view of the World Urban Forum in Rio-de-Janeiro in March 2010, timing of the events merit a serious consideration.

Appreciating the initiative of UN-ESCAP, Dr Markandey Rai, Coordinator, Global Parliamentarians, UN-HABITAT indicated that UN-HABITAT is the designated agency in the UN system for urban issues and accordingly felt that the UN-ESCAP may route the proposal for holding the proposed Asia Pacific Urban Forum event through UN-HABITAT. He further indicated that the territorial jurisdiction of UN-ESCAP does not cover the entire APMCHUD member countries. Further Dr Markandey Rai suggested that the timing need to be in line with the upcoming WUF-V at Rio-de-Janeiro in March 2010 so that its outcome could form input for the WUF-V. He advised that the UN-ESCAP may get in touch with the Fukuoka Office of UN-HABITAT in this regard.

Appreciating the gesture of the UN-ESCAP on the offer to host the event in collaboration with APMCHUD, the Chairperson recommended that a joint meeting should be held among UN-ESCAP, UN-HABITAT and the Government of Indonesia to discuss the suggestion in a way not to have a negative effect on the Third APMCHUD.

Item No.10: Follow-up activities in respect of the Regional Working Group for Urban Slums Upgrading

The Hon'ble Vice Minister for Housing & Urban Development, the Islamic Republic of Iran HE Abolfazl Mousavi briefed the Bureau regarding constitution of the Regional Working Group for Urban Slums Upgrading in line with the Action Plan by the Islamic Republic of Iran. He highlighted that it was further required for member countries to nominate representatives on the Regional Working Groups. In view of the Regional Working Group for Urban Slums Upgrading having been constituted, the Chairperson requested the members to nominate their National Committee's representatives on the Regional Working Group. The members countries were requested to forward the nominations to the Secretariat of APMCHUD and also to the Islamic Republic of Iran at the earliest, so that the activities are initiated by this Regional Working Group.

Item No. 11: **Any other item with the permission of the Chair.**

A presentation on Solo, the host city of APMCHUD III was made by the Worshipful Mayor of Solo, Mr Jokowi. The Members were appreciative of the efforts being made by the Government of Indonesia as well as the Solo City Council for the successful organization of the event. H.E. Mohammad Yusuf Asy'ari, Minister for Public Housing, Republic of Indonesia extended an invitation to all the Hon'ble Members and participants in the meeting to attend the APMCHUD III at Solo, Indonesia.

The meeting ended with a vote of thanks to the Chair.

Item No. 2 : Action taken report on the decision of the 3rd Meeting of the Bureau held at Nairobi, Kenya

Item No. in the 3rd meeting	Decision taken	Action taken
Item No.2	‘.....to hold the next meeting of the Bureau in Indonesia so that the preparatory arrangements for the 3rd Conference is reviewed well in advance, agreed to the proposition that the next (4th meeting) meeting of the Bureau could be scheduled in Indonesia and the following meeting thereafter be held in Armenia. It was decided that the Secretariat would interact with the Government of Indonesia to finalise the exact date(s) for the meeting in Indonesia in consultation with the Chairperson of APMCHUD.’	The Bureau interacted with the Government of Indonesia, and based on the proposal of the dates by the Government of Indonesia, and its approval by the Hon’ble Chairperson of the APMCHUD, this 4 th meeting has been scheduled at Jakarta on 6/7 th August, 2009.
Item Nos. 5/6/7	His Excellency, the Chairperson indicated that the permanent secretariat should be smaller in size, but efficiently run with relatively lower cost. Its TOR generally should include data gathering and information dissemination, setting an information and documents database, creating progressive communication among Member Countries and doing follow-up activities on the decisions and approvals made in conferences and bureau meetings. The permanent secretariat is recommended to prepare its new proposal based on the abovementioned issues and send it to the Bureau Members as soon as possible. The proposal will be discussed and prepared for the final approval during the Fourth Bureau Meeting held in Jakarta, Indonesia to be raised in the Third APMCHUD.	As per the decision of the Bureau, a revised proposal was prepared by the Bureau Secretariat and after approval from the Chairperson is placed for the discussion in the meeting at Indonesia.
Item No.8	In regard to organization of a Regional Conference on Slum Development in Mumbai as proposed by the Islamic Republic of Iran, it was decided that the schedule of such an event may need to be finalized keeping in view the proposed dates of the APMCHUD III conference in Indonesia, so that there is an adequate time gap between the events to facilitate a wider participation from all the	The Government of Indonesia has indicated the proposed dates for the 3 rd APMCHUD meeting at Solo/Indonesia on 21-23 June, 2010. The dates for “Regional conference on Slum Development” in Mumbai are being finalized in consultation with the Government of India and

	member countries. Further it was also decided that the secretariat would interact with the Government of Iran to finalize the date(s) for the event keeping in view the points discussed.	Islamic Republic of Iran and it would be ensured that there is sufficient time gap to ensure wider participation.
Item No. 9	In regard to the proposal of UN-ESCAP for organizing a one-day 'Asia-Pacific Urban Forum 2010' during the 3 rd APMCHUD in Indonesia, while appreciating the gesture of the UN-ESCAP on the offer to host the event in collaboration with APMCHUD, it was decided that a joint meeting should be held among UN-ESCAP, UN-HABITAT and the Government of Indonesia to discuss the suggestion in a way not to have a negative effect on the Third APMCHUD.	The Government of Indonesia has proposed, based on the discussions with UN-ESCAP, to hold the 3 rd APMCHUD Meeting at Solo/Indonesia followed by the Asia Pacific Urban Forum (APUF). The issue could be further deliberated during the bureau Meeting at Jakarta.
Item No.10	While discussing the follow-up activities in respect of the Regional Working Group for Urban Slums Upgrading, which has been constituted by the Islamic republic of Iran in line with the Tehran Action Plan, it was highlighted that the member countries are required to nominate representatives on the Regional Working Groups, and accordingly, the member countries were requested to nominate their National Committee's representatives on the Regional Working Group. The members countries were requested to forward the nominations to the Secretariat of APMCHUD and also to the Islamic Republic of Iran at the earliest, so that the activities are initiated by this Regional Working Group.	The member countries are being again requested in this regard. The status shall be reported in the 4 th Bureau Meeting in Indonesia.



**MENTERI NEGARA PERUMAHAN RAKYAT
REPUBLIK INDONESIA**

Number : UM.03.01-M/75
Attachment : --

Jakarta, May, 29, 2009

**To : Sunil Kumar Singh
Joint Secretary (Housing) & Chief Coordinator,
Bureau of APMCHUD**

***Re.: The 4th Meeting of the Second Bureau of the Asia Pacific Ministerial Conference on
Housing and Urban Development (APMCHUD)***

As agreed in the third Bureau meeting on the 29th of March 2009 in Nairobi, the 4th Meeting of the Second Bureau of the Asia Pacific Ministerial Conference on Housing and Urban Development (APMCHUD) is scheduled to be held in Jakarta, Indonesia.

It is my pleasure to inform you as the Joint Secretary (Housing) & Chief Coordinator the Bureau that The Indonesia Government prepared to conduct the 4th Bureau meeting on 6 August 2009, followed by a series of field visit to housing – urban development project surrounding the City Of Jakarta. In this regard I request your facilitation as well as the support of The Honourable Chairperson, Mohammad Saeedi Kia, Minister of Housing and Urban Development, Islamic Government of Iran for administrative arrangement of the meeting, including stimulates the attendance of all Bureau country members.

Furthermore, we propose the third Asia Pacific Ministerial Conference on Housing and Urban Development (APMCHUD) will be held on 21 – 23 June 2010. On UN-Escap proposal to hold the 3rd APMCHUD in conjunction to the 5th APUF on 24 June 2010 and we proposed as followed:

1. The third APMCHUD is our main objective, we agree to hold it in conjunction with the 5th of APUF, as it has already got The UN – Habitat support, and emphasize the objectives towards a sustainable urbanization by embracing all stakeholders in the processes.
2. The 5th APUF held after the SOM and APMCHUD as an operationalization of the stakeholder voice on sustainable urbanization with a highlight of messages convey by UN-Escap representatives at the APMCHUD plenary.
3. The participant of APUF could contribute in SOM APMCHUD meeting as part of the country delegation.

I look forward for the confirmation of event, the bureau meeting and the third of APMCHUD, and kindly request your assistance to organize it properly so as accelerate the betterment of housing and urban development in all member countries.

**The State Minister of Public Housing
the Republic of Indonesia**


Mohammad Yusuf Asy'ari

Cc.:

1. The Ambassador of the Islamic Republic of Iran in Indonesia;
2. The Directorate General of Human Settlement of the Ministry of Public Works, The Republic Indonesia;
3. The Directorate General of Multi Lateral of the Ministry of Foreign Affair, The Republic Indonesia;
4. The Secretary of The State Ministry of Public Housing (for further follow up).

Item No. 3 : Proposed Structure of the Permanent Secretariat,

In the 3rd meeting of the Bureau held at Nairobi on 29th March, 2009, this item was considered. During the discussions, His Excellency, the Chairperson indicated that the permanent secretariat should be smaller in size, but efficiently run with relatively lower cost. Its TOR generally should include data gathering and information dissemination, setting an information and documents database, creating progressive communication among Member Countries and doing follow-up activities on the decisions and approvals made in conferences and bureau meetings.

In line with the above decision of the Bureau a revised proposal was prepared by the Secretariat and as approved by the Chairperson is placed in the 4th meeting of the Bureau at Jakarta, for consideration by the Bureau.

The Bureau may consider.

Agenda for the Bureau of the APMCHUD

Structure of the Permanent Secretariat of APMCHUD

**Agenda for the Bureau of the APMCHUD on
Structure of the Permanent Secretariat of APMCHUD**

Agenda Item : Structure of the Permanent Secretariat of APMCHUD	
Annexure 'A' :	<ul style="list-style-type: none">• Initial Organizational Chart• Initial Cost of the Secretariat based on the norms of UN• Extract of UN Remuneration table
Annexure 'B' :	<ul style="list-style-type: none">• Previous Agenda Item No. 6 on Proposed Structure of the Permanent Secretariat as placed in the 3rd meeting of the 2nd Bureau of APMCHUD held at Kenya, Nairobi

Background:

The first Bureau of APMCHUD had decided on the framework for the Secretariat which was adopted in the 2nd Meeting of the Bureau held at Amman, Jordan during 27-28 October, 2007. As per the adopted framework, the primary roles for the Secretariat were listed as under:

- Providing technical advice to the Conference, Bureau and member countries
- Knowledge and documentation centre of APMCHUD
- Carrying out technical administrative functions of APMCHUD & Bureau
- Developing systems and processes for efficient working of APMCHUD
- Representing, & signing official documentation as mandated
- Developing plan programme and projects for APMCHUD
- To engage in activities and contacts in support of the member countries in order to facilitate financing of agreed projects and activities through international financial organizations, investors and donors;
- Developing and Building Capacity for APMCHUD
- Preparing background documents for members of Bureau
- To serve as the custodian of all documentation and archives of APMCHUD;
- Maintaining a relationships with Governments, multilateral institutions, other support structure
- Maintaining database on the areas of work of APMCHUD
- Facilitating Technical assistance to member countries
- Planning and arranging country or regional visits
- Recruiting and sourcing expert services on urban development
- Collation and dissemination of innovative construction methodologies, methods of financing, sources of financing including public-private partnerships and government subsidies with particular reference to extending affordable housing to the low income population.
- Coordinating the organization of the APMCHUD Conference with the member country, wherever the APMCHUD conference is scheduled to happen.
- To serve as the permanent channel of communications and coordination among Member countries in all areas related to APMCHUD's agreed programmes and activities through all means available to it; in this context also to provide practical information to the Member States on procedural matters and all other fields as may be needed.
- To carry out such other functions and duties as may be assigned to it by the Bureau and the APMCHUD.

Further, during the 2nd Conference of the APMCHUD held at Tehran on 14th May, 2008, Tehran Declaration and Action Plan for Regional Cooperation on promoting Sustainable Urban Development among Asia-Pacific countries were adopted wherein it was agreed that APMCHUD should focus into the 5 major areas namely :

1. Urban and Rural Planning & Management
2. Urban Slums Upgrading
3. Delivery of Millennium Development Goals for water and Sanitation
4. Financing Sustainable Housing – Enhancing affordability and Quality of Low Income Housing
5. Sustainable Urbanization

Based on the above, the staffing pattern for the permanent secretariat was proposed in the 3rd Meeting of the Second Bureau of APMCHUD vide Agenda Item No. 6, held at Kenya Nairobi. (copy of the Agenda Items are enclosed at Annexure 'B').

Decisions at the 3rd Meeting of Second Bureau held at Nairobi:

While deliberating on the Agenda Item for the structure of the Secretariat, the Bureau had detailed deliberations and had decided that initially the role of the Secretariat should primarily be :

1. Establishment of a knowledge bank for use of all the member countries on housing and urban development related aspects
2. Enable interaction and facilitate inter-linkages among the member countries for experience sharing as well as facilitating collaborative efforts
3. Follow up the initiatives agreed upon in the APMCHUD as well as the Bureau

It was also decided that the proposed structure of the Secretariat may accordingly be reworked and put up to the Bureau in its next meeting.

Proposed Structure of the Secretariat

Based on the decision of the Bureau in its 3rd Meeting at Nairobi, the initial structure of the Secretariat has been proposed with skeletal staffing as required to deal with the 3 major activities decided by the Bureau, which could be further enhanced based on the growth and requirements at subsequent stages. The level of the Chief Coordinator earlier proposed at USG/ASG/DII has been proposed to be maintained at D1 at this stage. The Chief Coordinator would be supported by 2 Technical Experts at P4 level, wherein one technical expert would deal with the knowledge management issues for the APMCHUD while the other would be responsible for coordinating networking and follow up actions of the decisions of the Bureau.

The Chief Coordinator and Technical Experts would be supported by a small group of support staff for administration, secretariat and finance functions besides a driver.

The appointment of the Chief Coordinator and Technical experts would be based on the principles as per the earlier Agenda Item relating to the “Formal registration Process for the Permanent Secretariat” . the relevant extract of which is re-produced below:-

- The Chief Coordinator shall be appointed by the Bureau and shall be ratified by the APMCHUD.
- The appointment of the Chief Coordinator shall be for a period of five years renewable for another term by the Bureau.
- The Chief Coordinator shall employ such Professional and General Service staff as may be necessary for the functioning of the Secretariat.
- The Professional staff and the General Services staff shall be nationals of the member states recruited through open competition after advertisement and shall be appointed by the Chief Coordinator
- The Professional staff and the General services staff, on completion of one years probation shall be confirmed in their appointments
- The appointments shall be subject to the proviso that no objection is raised by their respective governments

The proposed Organization Chart for the permanent secretariat is enclosed at Annexure ‘B’. The estimated staffing cost for the proposed organization structure based on the norms of UN is placed at Annexure ‘A’ alongwith relevant extract of the UN remuneration tables for the cadre.

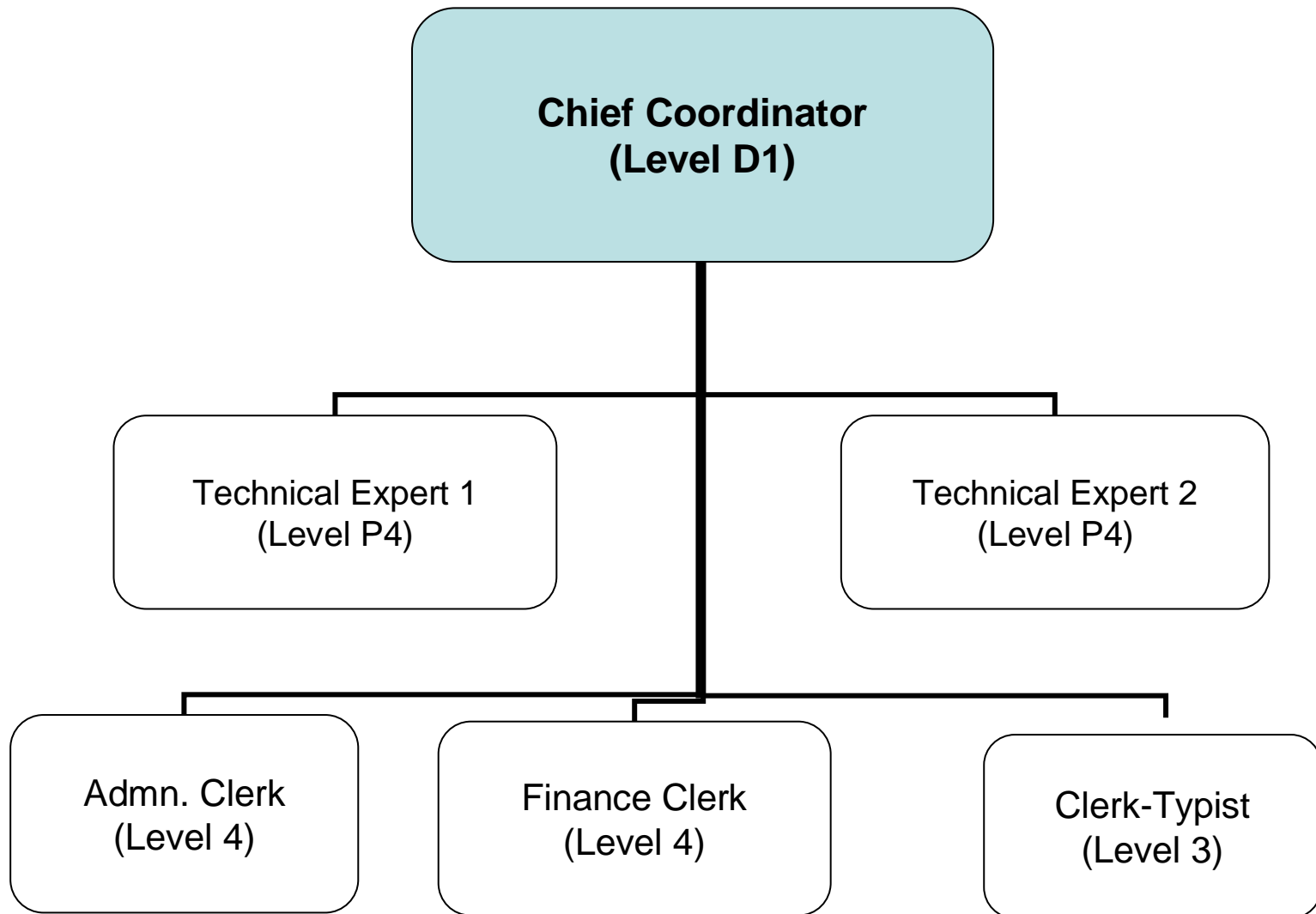
As may be seen, the estimated annual staffing cost works out to the order of US \$ 348,035/-. However, other administration and logistic cost for office, space, equipment, travel etc. would be additional. Currently, the Government of India is providing the services of the officials for coordinating the activities of the Bureau of APMCHUD since 2006 alongwith the space and other logistic requirements for the office of the Secretariat.

Towards meeting the costs of the Secretariat, it would be essential to create a corpus of funds for sustaining the Secretariat and for taking up programmes as may be decided by the APMCHUD.

The Bureau may consider.

Annexure 'A'

INITIAL ORGANISATIONAL CHART



General Pool of Support Staff- 1 Driver

Initial Cost of the Secretariat

Designation	Level	No. of Post	Gross Annual Salary (in Rs.)	Gross Annual Salary (in \$)	Total Gross Annual Salary (\$)
Head of the Secretariat	D1	1		132,609	132,609
Technical Experts	P4	2		89,982	179,964
Administrative Clerk	4	1	503,790	10,076	10,076
Finance Clerk	4	1	503,790	10,076	10,076
Clerk Typist	3	1	411,150	8,223	8,223
Driver	2	1	354,370	7,087	7,087

348,035

Considered Rs.50/- for \$1 as the conversion rate.

Salary scale for the Professional and higher categories:
Annual gross salaries and net equivalents after application of staff assessment
(United States dollars)
(In US dollars - effective 1 January 2009)

Level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
USG	Gross	194,820														
	Net D	139,633														
	Net S	125,663														
ASG	Gross	177,032														
	Net D	128,071														
	Net S	115,973														
D-2	Gross	145,112	148,187	151,322	154,540	157,757	160,974									
	Net D	107,176	109,267	111,359	113,451	115,542	117,633									
	Net S	98,461	100,226	101,985	103,737	105,486	107,225									
D-1	Gross	132,609	135,310	138,006	140,707	143,409	146,107	148,809	151,578	154,402						
	Net D	98,674	100,511	102,344	104,181	106,018	107,853	109,690	111,526	113,361						
	Net S	91,206	92,802	94,394	95,982	97,568	99,150	100,725	102,300	103,870						
P-5	Gross	109,690	111,987	114,285	116,581	118,879	121,175	123,474	125,771	128,068	130,365	132,662	134,959	137,257		
	Net D	83,089	84,651	86,214	87,775	89,338	90,899	92,462	94,024	95,586	97,148	98,710	100,272	101,835		
	Net S	77,190	78,578	79,962	81,345	82,726	84,102	85,478	86,851	88,222	89,590	90,956	92,318	93,680		
P-4	Gross	89,982	92,075	94,168	96,261	98,356	100,475	102,694	104,909	107,126	109,340	111,559	113,774	115,991	118,209	120,426
	Net D	69,287	70,794	72,301	73,808	75,316	76,823	78,332	79,838	81,346	82,851	84,360	85,866	87,374	88,882	90,390
	Net S	64,521	65,894	67,266	68,634	70,002	71,369	72,735	74,098	75,460	76,822	78,181	79,540	80,898	82,254	83,609
P-3	Gross	73,546	75,483	77,424	79,358	81,299	83,235	85,172	87,113	89,050	90,988	92,928	94,863	96,803	98,739	100,716
	Net D	57,453	58,848	60,245	61,638	63,035	64,429	65,824	67,221	68,616	70,011	71,408	72,801	74,198	75,592	76,987
	Net S	53,629	54,912	56,198	57,480	58,765	60,046	61,328	62,614	63,895	65,178	66,457	67,737	69,014	70,294	71,573
P-2	Gross	59,908	61,643	63,375	65,110	66,843	68,575	70,310	72,039	73,775	75,510	77,242	78,978			
	Net D	47,634	48,883	50,130	51,379	52,627	53,874	55,123	56,368	57,618	58,867	60,114	61,364			
	Net S	44,679	45,812	46,941	48,073	49,202	50,334	51,484	52,630	53,782	54,930	56,076	57,227			
P-1	Gross	46,553	48,036	49,514	51,122	52,785	54,450	56,118	57,785	59,447	61,114					
	Net D	37,708	38,909	40,106	41,308	42,505	43,704	44,905	46,105	47,302	48,502					
	Net S	35,570	36,675	37,781	38,886	39,991	41,095	42,201	43,293	44,379	45,466					

D = Rate applicable to staff members with a dependent spouse or child

S = Rate applicable to staff members with no dependent spouse or child

*/ Staff assessment to be used in conjunction with gross base salaries

A. Staff assessment rates for those with dependants

Assessable income (United States dollars)	Assessment rate (percentage)
First 50,000	19
Next 50,000	28
Next 50,000	32
Remaining assessable amount	35

B. Staff assessment rates for those without dependants

Staff assessment amounts for those with neither a dependent spouse nor a dependent child would be equal to the difference between the gross salaries at different grades and steps and the corresponding net salaries at the single rate.

Annexure 'B'

Item No. 6 : Proposed Structure of the Permanent Secretariat

In line with the Tehran Declaration and Action Plan for Regional Cooperation on promoting Sustainable Urban Development among Asia-Pacific countries, it is proposed that the permanent Secretariat may have 5 main sections comprising of the identified sub-themes for the second conference of APMCHUD, namely :-

1. Urban and Rural Planning & Management
2. Urban Slums Upgradation
3. Water & Sanitation
4. Financing Sustainable Housing
5. Sustainable Urbanisation

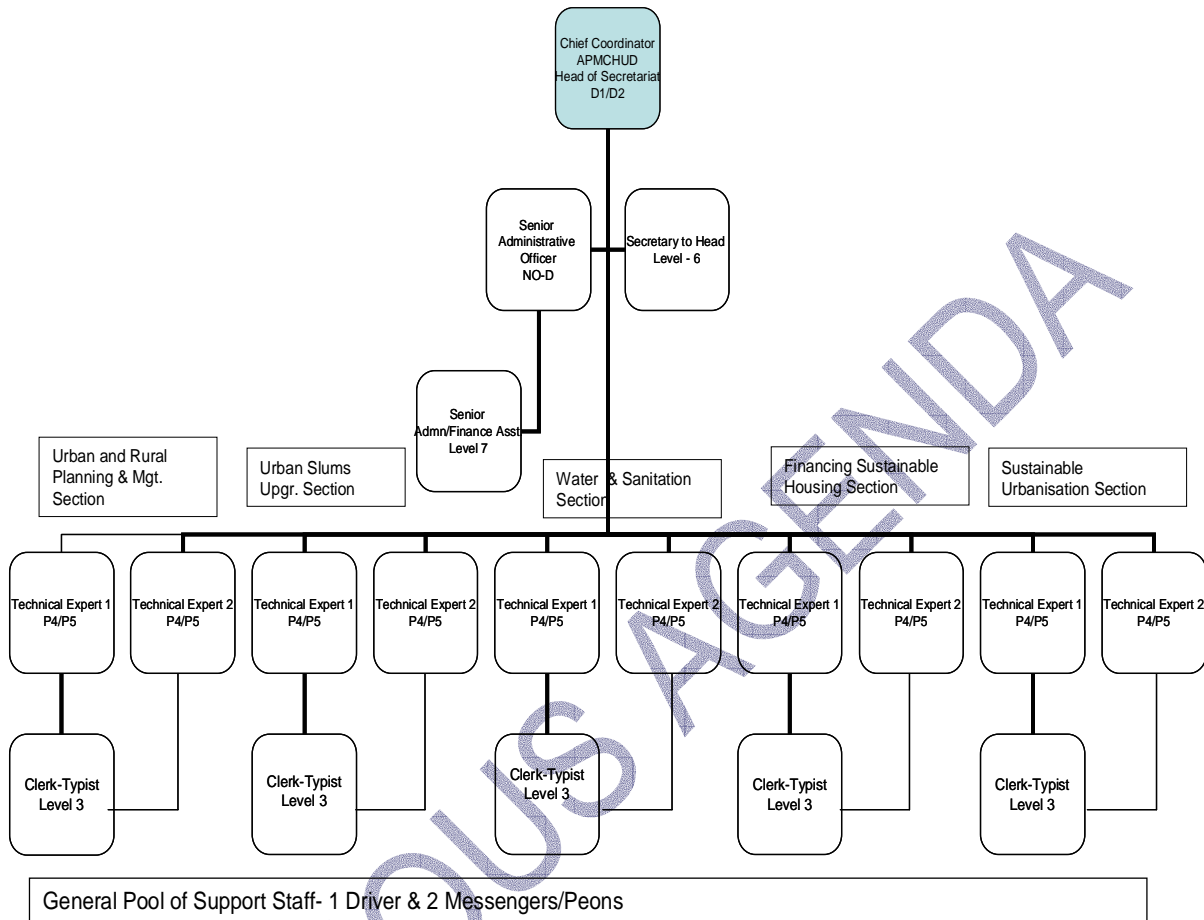
It is proposed that each section may have 2 Technical Experts at the level of P4/P5 of the UN system and each group could be supported by exclusive Secretarial assistance. The permanent Secretariat could be headed by the Officer in D1/D2 scale of the UN and could be supported by an Executive Assistant. For office administration, an officer in the level of NO-D could be appointed who could be supported by a finance clerk in the level IV. The entire office set up could be serviced by 1 driver, 2 messengers/peons. The typical organization chart of the proposed permanent Secretariat is enclosed. Based on the present level of remuneration of the UN system, the annual expenditure of the set up would be about US \$ 1,322,754.00. The calculations in this regard are also enclosed.

In the initial phase, it is proposed to have 1 Technical Expert in each section which after few years could be expanded to the proposed level.

The Bureau may consider the above organization of the permanent Secretariat based on which the detailed budget and other financial requirements would be worked out and place before the Bureau in its subsequent meetings.

The Bureau may consider.

ORGANISATIONAL CHART



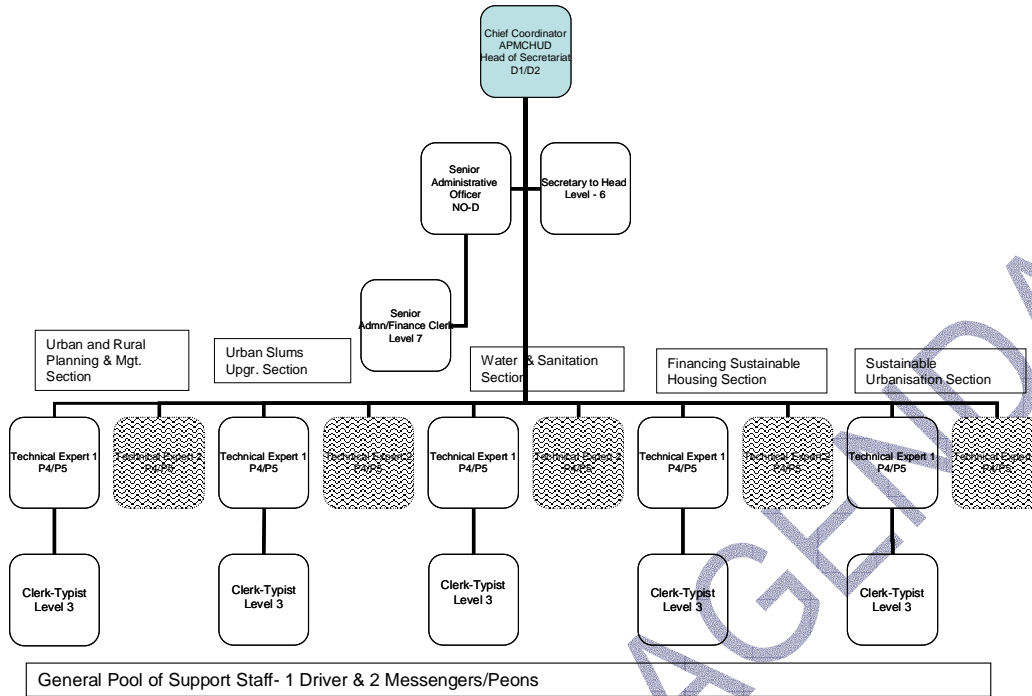
Cost of the Secretariat

Designation	Level	No. of Post	Gross Annual Salary (in Rs.)	Gross Annual Salary (in \$)	Total Gross Annual Salary (\$)
Head of the Secretariat	D2	1		141,524	141,524
Technical Experts	P5	5		106,907	534,535
Technical Experts	P4	5		87,790	438,950
Senior Administrative Officer	NO-D	1	3,885,170	87,791	87,791
Senior Administrative Assistant	7	1	1,091,170	27,279	27,279
Secretary to Head of office	6	1	818,780	20,470	20,470
Clerk/Typist	3	5	392,310	9,808	49,039
Driver	2	1	338,460	8,462	8,462
Messenger/Peon	1	2	294,100	7,353	14,705

1,322,754

Considered Rs.40/- for \$1 as the conversion rate.

INITIAL ORGANISATIONAL CHART



Initial Cost of the Secretariat

Designation	Level	No. of Post	Gross Annual Salary (in Rs.)	Gross Annual Salary (in \$)	Total Gross Annual Salary (\$)
Head of the Secretariat	D2	1		141,524	141,524
Technical Experts	P5	2		106,907	213,814
Technical Experts	P4	3		87,790	263,370
Senior Administrative Officer	NO-D	1	3,885,170	87,791	87,791
Senior Administrative Assistant	7	1	1,091,170	27,279	27,279
Secretary to Head of office	6	1	818,780	20,470	20,470
Clerk/Typist	3	5	392,310	9,808	49,039
Driver	2	1	338,460	8,462	8,462
Messenger/Peon	1	2	294,100	7,353	14,705

826,453

Considered Rs.40/- for \$1 as the conversion rate.

Salary scale for the Professional and higher categories showing annual gross salaries
and net equivalents after application of staff assessment
(in United States dollars)

Effective 1 January 2008

		S T E P S														
Level		<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>	<i>XIV</i>	<i>XV</i>
USG	Gross	189,929														
	Net D	136,454														
	Net S	122,802														
ASG	Gross	172,546														
	Net D	125,155														
	Net S	113,332														
D-2	Gross		*	*	*	*	*									
	Net D	141,524	144,528	147,534	150,566	153,709	156,854									
	Net S	104,736	106,779	108,823	110,868	112,911	114,955									
D-1	Gross															
	Net D	141,524	144,528	147,534	150,566	153,709	156,854									
	Net S	104,736	106,779	108,823	110,868	112,911	114,955									
P-5	Gross															
	Net D	129,304	131,944	134,579	137,219	139,859	142,496	145,135	147,775	150,431						
	Net S	96,427	98,222	100,014	101,809	103,604	105,397	107,192	108,987	110,780						
P-4	Gross															
	Net D	129,304	131,944	134,579	137,219	139,859	142,496	145,135	147,775	150,431						
	Net S	96,427	98,222	100,014	101,809	103,604	105,397	107,192	108,987	110,780						
P-3	Gross															
	Net D	129,304	131,944	134,579	137,219	139,859	142,496	145,135	147,775	150,431						
	Net S	96,427	98,222	100,014	101,809	103,604	105,397	107,192	108,987	110,780						
P-2	Gross															
	Net D	129,304	131,944	134,579	137,219	139,859	142,496	145,135	147,775	150,431						
	Net S	96,427	98,222	100,014	101,809	103,604	105,397	107,192	108,987	110,780						
P-1	Gross															
	Net D	129,304	131,944	134,579	137,219	139,859	142,496	145,135	147,775	150,431						
	Net S	96,427	98,222	100,014	101,809	103,604	105,397	107,192	108,987	110,780						

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

NEW DELHI(INDIA)

DEPENDENCY ALLOWANCES:

Child	Rupees 19,680 net per annum per child, subject to a maximum of six children.
Spouse 1/	Rupees 1,332 net per annum (for eligible staff on board and already in receipt of amount prior to 1 October 1998).

Note: The scale is based on a common worksheet of 40 hours.

a/ Staff assessment is calculated on the basis of the 36-month average exchange rate of Rupees 44.27 to US\$ 1.00.
The official United Nations exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

b/ Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations
Common System and five years of service at the top regular step of the current grade.

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to Total Net salaries.
Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever UN salaries are taxed.

Gross Pens.: Gross Pensionable salaries have been derived through application of staff assessment to Net Pensionable salaries.
Gross Pensionable is the basis for determining Pension Fund contributions under Article 25 of UNJSPF Regulations and for determining Pension benefits.

Net Pens.: Net Pensionable is that part of net salary which is used to derive to the Gross Pensionable Salary.
Net Pensionable salary is the Total Net salary less the Non-pensionable component, i.e. 88.6 per cent of total net salaries.

Total Net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-Pensionable Component is that part of net salary excluded from application of staff assessment in determination of the Gross Pensionable salary.
The Non-Pensionable Component has been established at Rupees 11.4 percent.

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7-Dec

NEW DELHI(INDIA)

U N I T E D N A T I O N S N A T I O N S U N I E S

NEW DELHI(INDIA)
National Officer Category- Annual Salaries and Allowances
(in Rupees)a/
Effective 1 July 2007

		S T E P S										
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
#REF!	(Gross)	1347910	1417630	1487340	1557060	1626770	1696490	1766200	1838550	1911090	1983640	2056180
	(Gross Pens.)	1174030	1232750	1291450	1350160	1408880	1467600	1526320	1585010	1643730	1702460	1761170
	(Total Net)	1073310	1126990	1180670	1234350	1288030	1341710	1395390	1449070	1502750	1556430	1610110
	(Net Pens.)	950953	998513	1046074	1093634	1141195	1188755	1236316	1283876	1331437	1378997	1426557
	(NPC)	122357	128477	134596	140716	146835	152955	159074	165194	171314	177433	183553
#REF!	(Gross)	1896450	1997220	2097990	2198760	2299530	2400300	2501070	2601840	2705970	2814040	2922120
	(Gross Pens.)	1631930	1713490	1795040	1878390	1964180	2049970	2135780	2221570	2307380	2393150	2478940
	(Total Net)	1491910	1566480	1641050	1715620	1790190	1864760	1939330	2013900	2088470	2163040	2237610
	(Net Pens.)	1321832	1387901	1453970	1520039	1586108	1652177	1718246	1784315	1850384	1916453	1982522
	(NPC)	170078	178579	187080	195581	204082	212583	221084	229585	238086	246587	255088
#REF!	(Gross)	2696320	2846880	2997450	3148010	3298580	3449140	3599710	3750280	3900840	4051410	4201970
	(Gross Pens.)	2299700	2419260	2538800	2658340	2777890	2897430	3016970	3136520	3256060	3375590	3495160
	(Total Net)	2081810	2185700	2289590	2393480	2497370	2601260	2705150	2809040	2912930	3016820	3120710
	(Net Pens.)	1844484	1936530	2028577	2120623	2212670	2304716	2396763	2488809	2580856	2672903	2764949
	(NPC)	237326	249170	261013	272857	284700	296544	308387	320231	332074	343917	355761
#REF!	(Gross)	3885170	4095800	4306420	4517040	4727670	4938290	5148910	5359540	5570160	5780780	5991410
	(Gross Pens.)	3243640	3410850	3578090	3747750	3921740	4095730	4269750	4443720	4617730	4791720	4965720
	(Total Net)	2902120	3047450	3192780	3338110	3483440	3628770	3774100	3919430	4064760	4210090	4355420
	(Net Pens.)	2571278	2700041	2828803	2957565	3086328	3215090	3343853	3472615	3601377	3730140	3858902
	(NPC)	330842	347409	363977	380545	397112	413680	430247	446815	463383	479950	496518
NO-E	(Gross)	4306720	4538090	4769450	5000810	5232170	5463540	5694900	5926260	6157620	6388990	6620350
	(Gross Pens.)	3578260	3765080	3956220	4147360	4338510	4529660	4720790	4911930	5103090	5294230	5485360
	(Total Net)	3192990	3352630	3512270	3671910	3831550	3991190	4150830	4310470	4470110	4629750	4789390
	(Net Pens.)	2828989	2970430	3111871	3253312	3394753	3536194	3677635	3819076	3960517	4101959	4243400
	(NPC)	364001	382200	400399	418598	436797	454996	473195	491394	509593	527792	545990

NEW DELHI(INDIA)**DEPENDENCY ALLOWANCES:**

Child Rupees 19,680 net per annum per child,
subject to a maximum of six children.

Spouse 1/ Rupees 1,332 net per annum (for eligible
staff on board and already in receipt
of amount prior to 1 October 1998).

Note: The scale is based on a common worksheet of 40 hours.

a/ Staff assessment is calculated on the basis of the 36-month average exchange rate of Rupees 44.27 to US\$ 1.00.
The official United Nations exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

b/ Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations
Common System and five years of service at the top regular step of the current grade.

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to Total Net salaries.
Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever UN salaries are taxed.

Gross Pens.: Gross Pensionable salaries have been derived through application of staff assessment to Net Pensionable salaries.
Gross Pensionable is the basis for determining Pension Fund contributions under Article 25 of UNJSPF Regulations and for determining Pension benefits.

Net Pens.: Net Pensionable is that part of net salary which is used to derive to the Gross Pensionable Salary.
Net Pensionable salary is the Total Net salary less the Non-pensionable component, i.e. 88.6 per cent of total net salaries.

Total Net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-Pensionable Component is that part of net salary excluded from application of staff assessment in determination of the Gross Pensionable salary.
The Non-Pensionable Component has been established at Rupees 11.4 percent.

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NEW DELHI(INDIA)**Level Type of Post**

NO-A Assistant Administrative Officer
Assistant Programme Officer

NO-B Associate Administrative Officer
Associate Programme Officer

NO-C Administrative Officer
Programme Officer

NO-D Senior Administrative Officer
Senior Programme Officer

NO-E Project Officer

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Effective 1 July 2007

Page 1EXTENDED GENERAL SERVICE LEVEL

New Delhi (India)

The posts listed below are considered representative of the jobs at each grade level.

The list includes jobs used for comparison purposes during the local salary survey.

They are based on the job classification standards approved by ICSC for use by the organizations of the UN Common System. This list does not necessarily include all jobs at the duty station.

Level	Type of Post
1	Messenger
2	Driver
3	Senior Driver Clerk-Typist
4	Secretary Administrative Clerk Finance Clerk
5	Senior Secretary Senior Administrative Clerk Senior Finance Clerk
6	Secretary to Head of Office Administrative Assistant Finance Assistant
7	Senior Administrative Assistant Senior Finance Assistant

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39417

Item No. 4 : Permanent Secretariat – Formal Registration process

In the 3rd meeting of the Bureau held at Nairobi on 29th March, 2009, this item was considered, along with the proposal for the structure of the Permanent secretariat.

The proposed item on Structure is already placed in the Agenda for the meeting and since the formal registration process is an integral part for effective functioning of APMCHUD, the item on Formal Registration Process is resubmitted for consideration of the Bureau.

The Bureau may consider.

Item No. 3 : **Permanent Secretariat – Formal Registration process**

For effectively operationalising the Permanent Secretariat of the Bureau of the APMCHUD, a formal process of registration etc. needs to be taken up in line with the prevailing regulations and legal requirements. In this regard, the Secretariat had sought the advice of UN-Habitat for suggestions on the process being followed for formalizing for such inter-governmental bodies as may have been done in the case of AMCHUD or the set up in Latin America namely Minurvi or any such body. Action in this regard would be taken by the Secretariat as per the advice of UN-Habitat and other legal requirements.

Towards facilitation of the same, it is proposed that the Bureau may adopt the following resolution:-

“The Bureau in its meeting held on _____ resolved that the Chief Coordinator of the Bureau of APMCHUD is authorized to take all necessary actions for registration of the Permanent Secretariat and to take all other action as may be necessary to be taken up in this regard”.

The Secretariat has drafted a Memorandum of Understanding on the establishment of the Secretariat in line with the similar Memorandum of Understanding entered into by the constituents of SAARC. The MOU needs to be adopted by the Bureau for filing the same with the relevant authorities for the formal registration process. A copy of the same, which is in line with the framework for the Secretariat already adopted by the APMCHUD, is enclosed. A copy of the Memorandum of Understanding of SAARC is also enclosed. In this regard, the Bureau may consider adopting the following resolutions:-

“The Bureau adopted the MOU on the Establishment of the Secretariat. The Chief Coordinator is hereby authorized to take any further action as may be required for filing the same with the relevant authorities.”

Further, towards meeting day-to-day requirements, a bank account would also need to be opened at New Delhi. Towards the same, the Bureau may also adopt the following resolution :-

“The Bureau authorized the Chief Coordinator of the Permanent Secretariat, Mr. Sunil Kumar Singh to open a bank account in the name of APMCHUD wherein the Chief Coordinator would also be authorized to operate the account and have the authority for signature on cheques and other documents would be with the Chief Coordinator for payments within the approved budget by the Bureau”.

The Bureau may consider adopting the above resolution.

MEMORANDUM OF UNDERSTANDING ON THE ESTABLISHMENT OF THE SECRETARIAT

ASIA PACIFIC MINISTERIAL CONFERENCE ON HOUSING & URBAN DEVELOPMENT (APMCHUD)

I

ESTABLISHMENT OF THE SECRETARIAT

In pursuance of the establishment of the Asia Pacific Ministerial Conference of Housing and Urban Development (APMCHUD) in December 2006, vide the Delhi Declaration adopted by the participating ministers of the Asia Pacific regions and subsequent decisions taken in the second APMCHUD Conference in Tehran vide the Tehran Declaration, the Bureau of the APMCHUD have agreed on the following arrangements with regard to the establishment of the Permanent Secretariat of the Bureau of APMCHUD.

II

LOCATION

The Secretariat shall be located in New Delhi, India.

III

ROLE OF THE SECRETARIAT

The primary role of the Secretariat shall be to coordinate and monitor the implementation of activities of APMCHUD and to service the meetings of the APMCHUD and its Bureau. The role of the Secretariat shall include the following:

- Providing technical advice to the Conference, Bureau and member countries
- Knowledge and documentation centre of APMCHUD
- Carrying out technical administrative functions of APMCHUD & Bureau
- Developing systems and processes for efficient working of APMCHUD
- Representing, & signing official documentation as mandated
- Developing plan programme and projects for APMCHUD

- To engage in activities and contacts in support of the member countries in order to facilitate financing of agreed projects and activities through international financial organizations, investors and donors;
- Developing and Building Capacity for APMCHUD
- Preparing background documents for members of Bureau
- To serve as the custodian of all documentation and archives of APMCHUD;
- Maintaining a relationships with Governments, multilateral institutions, other support structure
- Maintaining database on the areas of work of APMCHUD
- Facilitating Technical assistance to member countries
- Planning and arranging country or regional visits
- Recruiting and sourcing expert services on urban development
- Collation and dissemination of innovative construction methodologies, methods of financing, sources of financing including public-private partnerships and government subsidies with particular reference to extending affordable housing to the low income population.
- Coordinating the organization of the APMCHUD Conference with the member country, wherever the APMCHUD conference is scheduled to happen.
- To serve as the permanent channel of communications and coordination among Member countries in all areas related to APMCHUD's agreed programmes and activities through all means available to it; in this context also to provide practical information to the Member States on procedural matters and all other fields as may be needed.
- To carry out such other functions and duties as may be assigned to it by the Bureau and the APMCHUD.

IV

STRUCTURE

The Secretariat shall comprise a Chief Coordinator, and Professional and General Services Staff, and contain an appropriate number of functional units to be called Divisions.

V

APPOINTMENT OF CHIEF COORDINATOR

The Chief Coordinator shall be appointed by the Bureau and shall be ratified by the APMCHUD. The appointment of the Chief Coordinator shall be for a period of five years renewable for another term by the Bureau. The Chief Coordinator shall hold the rank and status equivalent to that of UN officials in the rank of DI. Chief Coordinator of the Bureau shall be the Officer-in-Charge of the Secretariat.

VI

APPOINTMENT OF PROFESSIONAL STAFF AND GENERAL SERVICES STAFF

1. The Chief Coordinator shall employ such Professional and General Service staff as may be necessary for the functioning of the Secretariat.
2. The Professional staff and the General Services staff shall be nationals of the member states recruited through open competition after advertisement and shall be appointed by the Chief Coordinator
3. The Professional staff and the General services staff, on completion of one years probation shall be confirmed in their appointments
4. The appointments shall be subject to the proviso that no objection is raised by their respective governments

VII

FUNCTIONS AND POWERS OF THE CHIEF COORDINATOR

The Chief Coordinator as Head of the Secretariat shall:

1. Supervise personnel, strategic and operational planning, the coordination of activities and the implementation of the operational plans of APMCHUD.
2. Submit staff rules and financial regulations for approval to the Bureau
3. Liaise with Governments and multilateral organizations, the private sector and non-governmental organizational.
4. Develop & facilitate implementation of the APMCHUD programme of action.
5. Oversee and control budget expenditures and outputs and submit the annual budget of the Secretariat to the Bureau for approval
6. Facilitate, arrange and coordinate meetings of the APMCHUD/Bureau and keep records of all the meetings
7. Act as the custodian of all APMCHUD documents and publications
8. Provide administrative support for meetings in respect of documentation, taking minutes and the distribution of the agenda
9. Plan and facilitate country and regional programmes of APMCHUD
10. Develop a reporting framework for APMCHUD and for the activities of the Bureau
11. Develop and promote systems to effect cooperation and coordination between Governments, multilateral institutions and private sector, in line with the APMCHUD charter
12. Perform such other functions as the Bureau may assign.

VIII

SALARIES AND ALLOWANCES

The salaries and allowances of the Chief Coordinator and professional and General Services Staff of the Secretariat shall be determined by the Bureau.

IX

LANGUAGE

English shall be the working language of the Secretariat.

IX

FUNDING AND BUDGET

Members of APMCHUD would be encouraged to make a regular annual contribution to the operations of the Secretariat. The assistance from other bi-lateral, multi-lateral agencies and other donors would also be solicited and a separate account for the secretariat would be opened at New Delhi for this purpose.

The financial resources of the Secretariat shall be administered in accordance with the financial regulations and rules from the date of adoption by the Bureau.

1. India as the host country for the Secretariat shall provide the initial facilities for the Secretariat like Accommodation with initial furnishing and provision of basic utilities and services.
2. The Annual Budget of the Secretariat shall contain two main components:
 - i) Capital expenditure, including all capital costs on such items as procurement of machines, equipment and vehicles; and
 - ii) Recurrent expenditure, including all expenses associated with the running of the Secretariat during the Budget Year including payment of salaries, allowances and perquisites of all Secretariat personnel, travel, utility charges, office requisites and stationery, minor maintenance and any other regular expenses.
3. The Annual Budget of the Secretariat shall be shared by Member States on the basis of a formula agreed upon by the Bureau.

X

AUDIT AND ACCOUNTS

The accounts of the Secretariat shall be audited annually by a panel of Auditors duly appointed by the Bureau. The Report of the Panel of Auditors along with the annual accounts shall be submitted for approval of the Bureau.

XI

PRIVILEGES AND IMMUNITIES

The Secretariat, the Chief Coordinator and members of the Professional staff shall enjoy such privileges and immunities as are admissible to UN officials and an agreement in this regard may be entered into between the Secretariat and the host country.

Other APMCHUD countries will take steps to accord immunities and privileges to the Chief Coordinator and other members of the professional staff when visiting their territories on official duties, consistent with local laws and practices.

XII

AMENDMENT

Any amendment to this Memorandum will require approval of the Bureau.

XIII

Adopted in the 3rd Asia Pacific Ministerial Conference on Housing and Urban Development (APMCHUD) at Jakarta on _____.

MEMORANDUM OF UNDERSTANDING ON THE ESTABLISHMENT OF THE SECRETARIAT

South Asian Association for Regional Cooperation

I

ESTABLISHMENT OF THE SECRETARIAT

In pursuance of Article VIII of the SAARC Charter the Governments of Bangladesh, Bhutan, India, the Maldives, Nepal, Pakistan and Sri Lanka have agreed on the following arrangements with regard to the establishment of the SAARC Secretariat.

II

LOCATION

The Secretariat shall be located in Kathmandu, Nepal.

III

ROLE OF THE SECRETARIAT

The role of the Secretariat shall be to co-ordinate and monitor the implementation of SAARC activities and to service the meetings of the Association.

IV

STRUCTURE

The Secretariat shall comprise a Secretary General, and Professional and General Service Staff, and contain an appropriate number of functional units to be called Divisions.

V

APPOINTMENT OF SECRETARY GENERAL

*1. The Secretary General shall be appointed by the Council of Ministers upon nomination by a Member State on the basis of the principle of rotation in alphabetical order. The appointment of the Secretary General shall be for a non-renewable tenure of three years. He shall hold the rank and status of Ambassador.

**2. Director of the highest rank will act as the Officer-in-Charge of the SAARC Secretariat. In the absence of the Secretary General by rotation in alphabetical order of the member countries.

*As amended by the Ninth SAARC Summit, Male (Para 5 of the Declaration)

**As amended by the Fourth Session of the Council of Ministers.

VI

APPOINTMENT OF PROFESSIONAL STAFF

1. The Professional Staff of the Secretariat shall be appointed by the Secretary General upon nomination by Member States.
2. Each Member State shall nominate one officer at the level of Director who, on appointment shall take charge of a Division/Divisions to be assigned by the Secretary General.
3. The appointment of a Director shall be for three years. In special circumstances the Secretary General may, in consultation with the Member State concerned, extend the tenure for a period not exceeding another full term.
4. A Director shall be of the rank of Counsellor.

VII

APPOINTMENT OF GENERAL SERVICES STAFF

1. The Secretary General shall employ such General Services Staff as are necessary for the normal functioning of the Secretariat.
2. The General Services Staff shall be nationals of the Member States recruited through open competition after advertisement, and shall be appointed by the Secretary General.
3. The General Services Staff on satisfactory completion of one year's probation shall be confirmed in their appointments.
4. The appointment of the General Services Staff shall be subject to the proviso that no objection is raised by the respective Governments.

VIII

FUNCTIONS AND POWERS OF THE SECRETARY GENERAL

The Secretary General, as head of the SAARC Secretariat, shall:

1. Be responsible for conducting the work of the Secretariat including co-ordination and monitoring of SAARC activities;
2. Submit Staff Rules and Financial Regulations to the Standing Committee for approval of the Council of Ministers;
3. Act as a channel of communication and linkage, when so empowered by the Standing Committee, between SAARC and other international organizations on matters of mutual interest. In doing so, the Secretary General shall be guided by the decision of

the Council of Ministers that initiatives for collaboration with external agencies should stem from SAARC itself based on its own determination of priorities and keeping in mind the relevant provisions of the SAARC Charter;

4. Assist in organization and preparation of SAARC meetings at the levels of Standing Committee, Council of Ministers and the Summit and such other meetings as directed by the Standing Committee. The Secretary General shall attend those meetings or nominate a member of his Professional Staff to do so;
5. Submit the Annual Budget of the Secretariat to the Standing Committee for approval of the Council of Ministers;
6. Act as the custodian of all SAARC documents and publications;
7. Report periodically to the Standing Committee;
8. Perform such other functions as the Standing Committee and Council of Ministers may assign.

IX

FUNCTIONS OF THE DIRECTORS

The Directors shall perform such functions as may be assigned to them by the Secretary General.

X

LANGUAGE

English shall be the working language of the Secretariat.

XI

FUNDING AND BUDGET

1. Nepal as the Host Country shall provide the following facilities for the Secretariat :
 - i) Accommodation with initial decoration and furnishing and provision of basic utilities and services including power, water, gas, air-conditioning, telephone, telex and major maintenance of the same; and
 - i) Machines, equipment and vehicles for the initial stage.
2. The Annual Budget of the Secretariat shall contain two main components:
 - i) Capital expenditure, including all capital costs on such items as procurement of machines, equipment and vehicles; and

ii) Recurrent expenditure, including all expenses associated with the running of the Secretariat during the Budget Year including payment of salaries, allowances and perquisites of all Secretariat personnel, utility charges, office requisites and stationery, minor maintenance and any other regular expenses.

3. The Annual Budget of the Secretariat shall be shared by Member States on the basis of a formula agreed upon by the Council of Ministers.

XII

SALARIES AND ALLOWANCES

The salaries and allowances of the Secretary General and professional and General Services Staff of the Secretariat shall be determined by the Council of Ministers.

XIII

PRIVILEGES AND IMMUNITIES

1. The secretariat the Secretary General and members of the Professional Staff of the Secretariat shall enjoy such privileges and immunities as are admissible to diplomatic missions/envoys and as detailed in the Headquarters Agreement to be reached between the Secretariat and the Host Country.

XIV

AUDIT AND ACCOUNTS

The accounts of the Secretariat shall be audited annually by a Panel of Auditors comprising three qualified members nominated by three Member States by rotation and appointed every year for a contract period of three weeks by the Standing Committee. The Report of the Panel of Auditors along with the annual accounts shall be submitted to the Standing Committee for approval of the Council of Ministers.

XV

AMENDMENT

An amendment to this Memorandum will require approval of the Council of Ministers.

XVI

GENEREAL

1. The Secretariat shall commence functioning from a date to be determined by the Council of Ministers.
2. Signed this Seventeenth Day of November of the year One Thousand Nine Hundred and Eighty

HUMAYUN RASHEED CHOUDHURY
Minster of Foreign Affairs People's Republic of Bangladesh

DAWA TSERING
Minster of Foreign Affairs
Kingdom of Bhutan

NARAYAN DATT TIWARI
Minister of External Affairs
Republic of India

FATHULLA JAMEEL
Minister of Foreign Affairs
Republic of Maldives

SHAILENDRA KUMAR UPADHYAYA
Minister of Foreign Affairs and Land Reforms
His Majesty's Government of Nepal

SAHEBZADA YAQUB KHAN
Minster of Foreign Affairs
Islamic Republic of Pakistan

A.C.SHAHUL HAMEED
Minster of Foreign Affairs
Democratic Socialist Republic of Sri Lanka

RULES OF PROCEDURE OF THE ECONOMIC COOPERATION ORGANIZATION (ECO)

PREAMBLE

These rules shall be called Rules of Procedure for meetings of the Economic Cooperation Organization. These rules shall come into force with effect from the date of their approval by the ECO Council of Ministers and shall apply to all activities of the Economic Cooperation Organization and the meetings of the Council of Ministers (COM), Council of Permanent Representatives (CPR), the Regional Planning Council (RPC), Secretariat and/or ad-hoc committees established for specific functions.

CHAPTER - I

MANDATES AND FUNCTIONS OF THE PRINCIPAL ORGANS

A) COUNCIL OF MINISTERS (COM)

Council of Ministers shall be the highest policy and decision making body of ECO. It shall meet at least once a year preferably prior to the beginning of ECO fiscal year by rotation, in the territories of the Member States. The Council of Ministers may propose the convening of meetings of other Ministers for the formulation and recommendation of Plans and projects in their respective fields. The Council of Ministers shall have, inter-alia, the following responsibilities:

- a) Approve policies, strategies, and work programmes of ECO;
- b) Appoint the Secretary General and his Deputies;
- c) Review and adopt the reports of the Regional Planning Council, Council of Permanent Representatives and Specialized Agencies;
- d) Review the reports of the Regional Institutions;
- e) Establish such subsidiary or ad-hoc Committees as appropriate;
- f) Approve annual budget and audit reports of the Organization;
- g) Decide on the scale of assessment of contribution by Member States to the budget of the Organization;
- h) Prepare the draft agenda and other arrangements for the Summit Meetings;
- i) Report to the Summit on all matters related to the implementation of ECO programmes and projects;

- j) Determine and review as and when necessary, rules and regulations regarding all fiscal, administrative and organizational matters and provisions of financial and staff regulations of the Secretariat.

B) COUNCIL OF PERMANENT REPRESENTATIVE (CPR)

The Council of Permanent Representatives shall meet as often as necessary under the chairpersonship of the representative of Member State holding the chairpersonship of the Council of Ministers and carry out the following functions:

- a) It shall be responsible on behalf of and in the name of the Council of Ministers to implement its decisions and carry out its policies;
- b) Report to the Council of Ministers on all policy related issues and matters referred to it by the Council.
- c) Consider the budget and audit reports of the Organization and recommend them to the COM for approval.
- d) Advise/recommend to the Regional Planning Council on the economic functions of the Secretariat and other technical matters referred to it by the RPC.
- e) Review all the reports of the Secretariat.
- f) Prepare the draft agenda and expedite other arrangement for the RPC and COM meetings.
- g) Monitor follow up action on the decisions of the RPC.

C) REGIONAL PLANNING COUNCIL (RPC)

The Regional Planning Council shall meet at least once a year prior to the annual meeting of the Council of Ministers under the chairpersonship of the representative of the Member state holding the chairpersonship of the Council of Ministers. It shall evolve basic strategies/policies and plans in accordance with the objectives and principles of regional cooperation laid down in the Treaty of Izmir, as well as policy guidelines and directives of the Council of Ministers. To accomplish this task, the RPC shall:

- a) Institutionalize itself at the national levels for regular coordination among designated focal points in each area of activity.
- b) Biennially review ECO's priorities laid down in the Economic Cooperation Strategy.

- c) Annually review the progress of implementation of ECO's approved programmes of action and projects.
- d) Critically review and evaluate the economic work of the Secretariat and formulate recommendations to the COM.
- e) Prepare ECO's Annual Calendar of Events for submission to the Council of Ministers.
- f) Propose when necessary, the establishment of ad-hoc technical committees to the Council of Ministers.
- g) Prepare Annual Economic Report of the ECO region.
- h) Submit its annual report to the Council of Ministers through the Secretary General.

D) ECO SECRETARIAT

In pursuance of Article-IX of the Treaty of Izmir, the Secretariat shall initiate, coordinate and monitor the implementation of ECO activities and service all meetings of the Organization in line with the agreed documents and directives of the governing organs of ECO. Accordingly the Secretariat shall undertake the following duties;

OVERALL RESPONSIBILITIES AND FUNCTIONS:

- (i) To prepare plans, programmes and projects envisaged by ECO's decision-making organs;
- (ii) To serve as the permanent channel of communications and coordination among Member Governments in all areas related to ECO's agreed programmes and activities through all means available to it; in this context also to provide practical information to the Member States on procedural matters and all other fields as may be needed.
- (iii) To serve as the custodian of all documentation and archives of ECO;
- (iv) To assist all permanent and ad-hoc organs of ECO in the performance of their work;
- (v) To service technically and administratively all meetings and activities of the Organization and help the preparation of reports and documents.
- (vi) To act as the information agency for ECO in all related areas within as well as outside the region;

- (vii) To communicate, cooperate and interact with relevant regional and international organizations and agencies in agreed areas in accordance with the policy documents and directives of ECO's decision making organs;
- (viii) To engage in activities and contacts in support of the member governments in order to facilitate financing of agreed projects and activities through international financial organizations, investors and donors;
- (ix) To monitor the activities and maintain contact with regional institutions and specialized agencies and serve as a bridge between them and the Council of Ministers;
- (x) To prepare and submit an Annual Report to the Council of Ministers on the overall performance and activities of the Organization;
- (xi) To carry out such other functions and duties as may be assigned to it by the Council of Ministers and the Council of Permanent Representatives;
- (xii) To establish and operate a documentation and publication system in line with international standards;
- (xiii) To maintain effective communications with the Permanent Missions/Embassies and national focal points of the Member States through a modern and speedy network.

OPERATIONAL STRUCTURE AND ECONOMIC FUNCTIONS OF THE SECRETARIAT

The Secretariat shall carry out its technical work through following Directorates:-

- (a) Trade,
- (b) Transport & Telecommunications,
- (c) Energy, Minerals and Environment,
- (d) Industry & Agriculture,
- (e) Economic Research & Statistics,
- (f) Project Research.

The Directorates of the Secretariat shall work round the year holding periodical meetings with the participation of designated representatives of the Permanent Missions/Embassies accredited to ECO and/or with participation of national experts coming from respective capitals.

Economic Directorates shall have the following general terms of reference:-

- (i) Determine the scope and potential of regional cooperation in the agreed areas;
- (ii) Exchange information and experiences on related subjects.
- (iii) Formulate programmes and projects;
- (iv) Prepare Terms of Reference for the pre-feasibility/feasibility studies on agreed projects;
- (v) Determine financial implications of the projects and recommend modalities for their financing;
- (vi) Monitor progress of implementation of the approved projects and coordinate actions through the Member States.
- (vii) Submit reports/recommendations to the Regional Planning Council in consultation with the CPR.

Ad-hoc Committees may be formed only for specific functions with a specific mandate and for limited time.

Regional and international consultants may be hired, subject to approval by the CPR or COM, upon recommendation of the Secretariat and/or RPC to undertake assignments such as preparation of specific reports, researches, pre-feasibility and feasibility studies, as well as for monitoring, supervising and evaluating the implementation of projects and programmes.

CHAPTER - II

MEETINGS

All meetings of the Economic Cooperation Organization, with the exception of the Council of Permanent Representatives shall be held according to the annual calendar of events approved by the Council of Ministers.

For the meetings organized at the ECO Secretariat, each participating delegation shall bear his/her own expenses. For the meetings held in the Member States, local hospitality and internal travel for the duration of the meeting shall be provided by the host country, while the international travel to and from the venue of the meeting shall be borne by the participating Member State.

For the events to be held in the ECO Member States, the dates may, in exceptional cases, and at the request of the host country, be changed from those approved in the calendar of events. The concurrence of other Member States shall be secured by the ECO Secretariat.

Any meeting, except those of the Council of Permanent Representatives can be convened in extraordinary sessions upon the request of a Member State subject to the agreement of the Council of Permanent Representatives.

In principle, in each meeting, the Council of Permanent Representatives shall fix the date of its next meeting. Any member or the Secretary General may also request for a meeting of the Council of Permanent Representatives at a shorter notice. Such a request shall be conveyed to the Secretary General who shall circulate it at least one week before the date of the meeting.

CHAPTER - III

AGENDA

The draft agenda of the Summit meetings and the meetings of Council of Ministers shall be drawn up by the Council of Permanent Representatives not later than six weeks before the date of the meeting and they shall be immediately circulated to Member States by the Secretary General.

The draft agenda with annotations for the meetings of the Council of Permanent Representatives shall be prepared by the Secretary General keeping in view the proposals of the Council of Permanent Representatives. The draft agenda with annotations shall be circulated two weeks in advance.

Any member may propose new items for inclusion in the agenda for a meeting of the Council of Ministers or Council of Permanent Representatives which shall be sent to the Secretariat for circulation at least two weeks before the deadline for finalization of the draft agenda for that meeting. However, for such an item to be adopted in the final agenda, the presence of the Member States proposing it shall be necessary.

The Secretary General, after receiving views of Member States, shall prepare and circulate the provisional agenda for meetings of the Regional Planning Council. The Secretariat shall propose the provisional draft agenda eight weeks in advance of the meetings through the CPR. Within three weeks the Member States shall convey their comments/ amendments to the proposed agenda. A final draft agenda shall be circulated four weeks in advance of the meeting. The Secretariat shall also provide agenda annotations and/or working papers if possible four weeks advance. Any Member State may propose the inclusion of any new agenda item before the adoption of the final agenda in the meeting.

CHAPTER - IV

REPRESENTATION & CREDENTIALS

Each Member State shall be represented in ECO by an accredited Permanent Representative. The credentials of the Permanent Representative appointed to ECO shall be signed by the Foreign Minister of the country concerned and presented to the Secretary General of ECO.

Each Member State shall be represented in ECO meetings by an accredited representative. The representative may be accompanied to the meetings of ECO by alternate representatives and advisors. The credentials of each representative appointed to ECO together with a designation of the alternate representative shall be communicated to the Secretary General of ECO.

CHAPTER - V

CHAIRPERSONSHIP

At the beginning of every ECO calendar year, policy making organs (COM, RPC, CPR) shall form the Bureau of Chairperson by nominating the Chairperson and electing, a Vice-Chairperson and a rapporteur from among the heads of delegations of participating Member States in accordance with paras 23 and 24 below. The Secretary General or his/her representative shall assist the Bureau. If the Chairperson is to be absent from a meeting, the Vice Chairperson shall preside over the meeting.

The chairpersonship of the ECO Council of Ministers shall rest with the Minister of the Member State hosting the annual meeting of the Council who shall remain chairperson until the election of his/her successor in the next annual meeting of the Council.

For the meeting of the RPC and CPR the chairpersonship should remain with the representative of the Member States holding the chairpersonship of the COM.

For all other ECO meetings other than the policy making organs, the representative of the host Member State shall be elected chairperson. In case the chairpersonship is not available, the member next in alphabetic order shall chair the meeting.

In the meetings to be held at the Secretariat, the representative of the country holding the chairpersonship of COM shall preside over.

CHAPTER - VI

REPRESENTATION OF THE SECRETARIAT IN THE MEETINGS

The Secretary General, or in his/her absence, his/her designated representative shall attend all meetings of the Organization, and may make oral or written statements, as well as offer clarifications upon request.

The Secretary General shall represent the Organization in external relations. He may also designate member(s) of the staff to represent the Organization in international meetings.

CHAPTER - VII

CONDUCT OF BUSINESS

Quorum:

The approved Calendar of Events and participation in meetings shall be considered as mandatory, for all members. However, in case of unavoidable circumstances, the necessary quorum shall be as under:-

- (a) The quorum for all meetings of the Council of Ministers, shall be four-fifth of the total membership.
- (b) For the Meetings of Council of Permanent Representatives and the Regional Planning Council the quorum shall be two-third of the total membership.
- (c) For all other meetings, the quorum shall be simple majority of the total membership.
- (d) In case a Member State cannot attend a meeting, it shall inform the Secretariat at least four weeks before the date of the meeting.

Calendar of Events:

The Calendar of Events, which shall cover all ECO activities, except those of CPR shall be prepared by the Secretary General, endorsed by the Regional Planning Council, recommended by the Council of Permanent Representatives and approved by the Council of Ministers.

For meetings to be held in the member states, in case confirmation of participation by member states required for obtaining necessary quorum for a meeting is not received by the Secretariat at least two weeks before the approved date of that meeting, such a meeting shall be postponed. Fresh dates shall be proposed by the host government/Secretariat, and concurrence to these dates by other Member States shall be obtained by the Secretariat.

Venue:

All meetings of the Organization shall be held at the ECO Secretariat except the meeting of the ECO Council of Ministers and those meetings including RPC which any Member State volunteers to host. If a Member State is unable to host a previously committed meeting, it shall inform the Secretariat at least two months before the approved date. In such a situation the meeting shall be held in the Secretariat.

Drafting Committees/Working Groups:

Any meeting may assign open-ended drafting committee(s) or working group(s) for preparation of the reports of the meetings with the assistance of the Secretariat.

The Council of Ministers, Council of Permanent Representatives, and Regional Planning Council may establish ad-hoc technical committees to discuss matters referred to them whenever needed.

CHAPTER - VIII

DECISION-MAKING

Each Member State present and voting shall have one vote.

With the exception of decisions on vital issues referred to in para-1 of Article-XII of the Treaty of Izmir requiring unanimity of all members, decisions in meetings of the Council of Ministers, the Council of Permanent Representatives and the Regional Planning Council shall be taken on the principle of simple majority of the total membership of ECO provided that remaining members choose to abstain and/or are not against the decision.

In all other meetings, recommendations shall be adopted by simple majority of the total membership of the Organization with every member having the right to record his reservations, if any.

The reports of all meetings of the Organization shall be adopted at the closure of the meetings.

The Member States who have been unable to participate in a meeting may express their views in writing within four weeks to the Secretariat which shall be circulated to other Member States.

A representative may at any time raise a point of order in the meetings, which shall immediately be decided by the Chairperson in accordance with the present rules. A representative may appeal against the ruling of the chairperson. The appeal shall immediately be put to the vote, and the chairperson's ruling shall stand unless overruled by a majority of the members present in the meeting and voting. A representative may not, in raising a point of order, speak on the substance of the question under discussion.

The decision taken by the Council of Ministers shall be binding on all Member States.

CHAPTER - IX

LANGUAGES

English shall be the official language for all meetings. Arrangements for adequate unofficial Russian translation and interpretation services shall be provided by the Government hosting the meeting or the Secretariat in cases where it is the venue of the meetings.

CHAPTER - X

SUMMARY RECORDS AND REPORTS OF THE MEETINGS

Reports and summary records of all ECO meetings shall comprise essentially the points agreed, views expressed and operative decisions taken by the Member States. They should be prepared in a way to secure progressive implementation of projects and achievement of ECO's agreed objectives.

For the Summit meetings, the Secretariat shall prepare summary records and distribute them among the Member States as soon as possible. The views of the Summit Meeting shall be pursued by all concerned organs of ECO in the implementation of their plans and programmes.

For other meetings, a final report shall be prepared and adopted at the end of the meeting.

The reports of the COM and CPR shall take immediate effect, whereas all other reports shall be of recommendatory nature until they are adopted by the Council of Ministers.

CHAPTER - XI

STATUS AND PARTICIPATION OF INVITEES

Subject to the approval of the Council of Permanent Representatives:

- (i). Representatives of the UN agencies or those organizations/ agencies outside the UN System with which ECO enjoys institutionalized cooperative relationship or representatives of agreed non Member States may be invited to inaugural and closing ceremonies of high level ECO meetings.
- (ii). They may also be invited to be present during discussions on proposals or projects involving collaboration with their organizations/countries.

CHAPTER - XII

AMENDMENTS

Any amendment to these rules shall be made by the Council of Ministers on a proposal by the Council of Permanent Representatives.

Item No.5 : Proposed Structure for requesting financial Support from APMCHUD Member Countries

In the 3rd meeting of the Bureau held at Nairobi on 29th March, 2009, this item was considered, along with the proposal for the structure of the Permanent secretariat. It was decided that the permanent secretariat would prepare its new proposal for the structure based on the various issues discussed.

The proposed item on Financial Support is already placed in the Agenda for the meeting and since the financial support is an integral part for effective functioning of APMCHUD, the item on Financial Support from APMCHUD Member Countries is resubmitted for consideration of the Bureau.

The Bureau may consider.

Item No. 7 : Proposed Structure for requesting financial Support from APMCHUD Member Countries

As agreed during the last meeting of the Bureau held at New Delhi on 13th October, 2008 , the Bureau decided that the issue could be deferred till the structure and its implications are finalized.

The items for the “Permanent Secretariat – Formal Registration process” and “Proposed Structure of the Permanent Secretariat” have been included for discussion in the current meeting separately. Accordingly, the item on “Proposed Structure for requesting financial Support from APMCHUD Member Countries” which was deferred in the last meeting, is put up for consideration of the Bureau.

The Bureau may like to consider.

Item No. 7 : Proposed Structure for requesting financial Support from
(Item No.3 of **APMCHUD Member Countries**
2nd meeting of
the bureau of
APMCHUD)

As decided, the Government of India is providing the initial support for operationalisation of the permanent Secretariat at New Delhi, however, with the proposed organization of the permanent Secretariat and for other actions as proposed in the Action Plan and the Tehran Declaration, a significant corpus would need to be established. In this regard, guidance were sought from the UN-Habitat for contribution from the member countries and other donors for such inter-governmental bodies. Based on the guidance provided by UN-Habitat and the norms of United Nations followed in this regard the normal contribution breakup for the members of UN is attached. Further, out of the same, considering only the countries in the Asia Pacific Region, the break up of contribution have been worked out and is also placed.

It is proposed that based on the organization structure to be approved by the Bureau in the previous items and budget requirement accordingly, we may solicit the contributions of the member countries for APMCHUD. Further, we may request countries to also make further contributions for the corpus as they deem appropriate.

The Bureau may consider.



Sunil Kumar Singh
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भारत सरकार
आवास और ग्रामीण गरीबी
उपशान्त मंत्रालय,
वि.प्र.म.स. नई दिल्ली-110008
GOVERNMENT OF INDIA
MINISTRY OF HOUSING &
URBAN POVERTY ALLEVIATION,
NIRMAL BHAWAN, NEW DELHI-110008

D.O. No.APMCHUD/2ND BUREAU/2008
June 7, 2008

Excellency,

The Permanent Secretariat of the Bureau of APMCHUD is grateful for the extensive support and guidance provided by UN-Habitat towards the initiatives of the Asia Pacific Ministerial Conference on Housing and Urban Development.

As decided during the Conference, the Permanent Secretariat is now in the process of its formal registration and other facilitating arrangement, for which we have requested for the guidance and support from UN-Habitat relating to the formalities that need to be completed for legal establishment of such inter-governmental bodies. We look forward to the inputs from UN-Habitat in this regard.

Further towards generating resources for the operations of the Permanent Secretariat, we have solicited the support of the multilateral agencies like ADB, World Bank, UNDP, KfW etc. towards which a meeting of their local representatives was also convened recently. We have also constituted a focal group of the representatives from the local missions of the bureau member countries in line with the process followed by the UN-Habitat. We have already have held a series of meeting of the focal group.

The Permanent Secretariat would also request the guidance relating to the process and modalities of the contributions to be made by the member countries towards the setup, possibly on the UN pattern or some alternative arrangements that could be suggested by the UN-Habitat for raising resources for such bodies created under the aegis of UN_Habitat.

We look forward to your continued kind support in making this mechanism a vibrant entity towards effectively addressing the common objective of sustainable development of human settlements in the Asia-Pacific region.

With kind regard

Yours sincerely

Sunil Kumar Singh

Ms. Anna Tibaijuka
Executive Director
UN-Habitat
Nairobi, Kenya

✓ Copy to: Mr. Mohammed Halfani, UN-Habitat

Country	Overall Allocation as per UN Syaytem	Allocation for Asia-Pacific Region
Afghanistan	0.001	0.003
Armenia	0.002	0.007
Australia	1.787	6.188
Azerbaijan	0.005	0.017
Bahrain	0.033	0.114
Bangladesh	0.01	0.035
Bhutan	0.001	0.003
Brunei	0.026	0.090
Cambodia	0.001	0.003
China	2.667	9.236
Cyprus	0.044	0.152
DPR Korea	0.007	0.024
Fiji	0.003	0.010
Georgia	0.003	0.010
India	0.45	1.558
Indonesia	0.161	0.558
Iran	0.18	0.623
Iraq	0.015	0.052
Israel	0.419	1.451
Japan	16.624	57.568
Jordan	0.012	0.042
Kazakhstan	0.029	0.100
Kiribati	0.001	0.003
Kuwait	0.182	0.630
Kyrgyzstan	0.001	0.003
Lao	0.001	0.003
Lebanon	0.034	0.118
Malaysia	0.19	0.658
Maldives	0.001	0.003
Marshall Islands	0.001	0.003
Micronesia	0.001	0.003
Mongolia	0.001	0.003
Myanmar	0.005	0.017
Nauru	0.001	0.003
Nepal	0.003	0.010
New Zealand	0.256	0.887
Oman	0.073	0.253
Pakistan	0.059	0.204

Palau	0.001	0.003
Papua PG	0.002	0.007
Philippines	0.078	0.270
Qatar	0.085	0.294
Republic Of Korea	2.173	7.525
Russian Fedration	1.2	4.156
Samoa	0.001	0.003
Saudi Arabia	0.748	2.590
Singapore	0.347	1.202
Solomon Islands	0.001	0.003
Sri Lanka	0.016	0.055
Syria	0.016	0.055
Tajikistan	0.001	0.003
Thailand	0.186	0.644
Timor-Leste	0.001	0.003
Tonga	0.001	0.003
Turkey	0.381	1.319
Turkmenistan	0.006	0.021
Tuvalu	0.001	0.003
UAE	0.302	1.046
Uzbekistan	0.008	0.028
Vanuatu	0.001	0.003
Vietnam	0.024	0.083
Yemen	0.007	0.024
Total	28.877	100

Afghanistan	0.001
Albania	0.006
Algeria	0.085
Andorra	0.008
Angola	0.003
Antigua	0.002
Argentina	0.325
Armenia	0.002
Australia	1.787
Austria	0.887
Azerbaijan	0.005
Bahamas	0.016
Bahrain	0.033
Bangladesh	0.01
Barbados	0.009
Belarus	0.02
Belgium	1.102
Belize	0.001
Benin	0.001
Bhutan	0.001
Bolivia	0.006
Bosnia	0.006
Botswana	0.014
Brazil	0.876
Brunei	0.026
Bulgaria	0.02
Burkina Faso	0.002
Burundi	0.001
Cambodia	0.001
Cameroon	0.009
Canada	2.977
Cape Verde	0.001
Central African Union	0.001
Chad	0.001
Chile	0.161
China	2.667
Colombia	0.105
Comoros	0.001
Congo	0.001
Costa Rica	0.032
Côte d'Ivoire	0.009
Croatia	0.05
Cuba	0.054
Cyprus	0.044
Czech	0.281

DPR Korea	0.007
DPR Congo	0.003
Denmark	0.739
Djibouti	0.001
Dominica	0.001
Dominican	0.024
Ecuador	0.021
Egypt	0.088
El Salvador	0.02
Equatorial Guinea	0.002
Eritrea	0.001
Estonia	0.016
Ethiopia	0.003
Fiji	0.003
Finland	0.564
France	6.301
Gabon	0.008
Gambia	0.001
Georgia	0.003
Germany	8.577
Ghana	0.004
Greece	0.596
Grenada	0.001
Guatemala	0.032
Guinea	0.001
Guinea-Bissau	0.001
Guyana	0.001
Haiti	0.002
Honduras	0.005
Hungary	0.244
Iceland	0.037
India	0.45
Indonesia	0.161
Iran	0.18
Iraq	0.015
Ireland	0.445
Israel	0.419
Italy	5.079
Jamaica	0.01
Japan	16.624
Jordan	0.012
Kazakhstan	0.029
Kenya	0.01
Kiribati	0.001
Kuwait	0.182
Kyrgyzstan	0.001

Lao	0.001
Latvia	0.018
Lebanon	0.034
Lesotho	0.001
Liberia	0.001
Libyan	0.062
Liechtenstein	0.01
Lithuania	0.031
Luxembourg	0.085
Madagascar	0.002
Malawi	0.001
Malaysia	0.19
Maldives	0.001
Mali	0.001
Malta	0.017
Marshall Islands	0.001
Mauritania	0.001
Mauritius	0.011
Mexico	2.257
Micronesia	0.001
Moldova	0.001
Monaco	0.003
Mongolia	0.001
Montenegro	0.001
Morocco	0.042
Mozambique	0.001
Myanmar	0.005
Namibia	0.006
Nauru	0.001
Nepal	0.003
Netherlands	1.873
New Zealand	0.256
Nicaragua	0.002
Niger	0.001
Nigeria	0.048
Norway	0.782
Oman	0.073
Pakistan	0.059
Palau	0.001
Panama	0.023
Papua PG	0.002
Paraguay	0.005
Peru	0.078
Philippines	0.078
Poland	0.501
Portugal	0.527

Qatar	0.085
Republic Of Korea	2.173
Romania	0.07
Russian Fedration	1.2
Rwanda	0.001
Saint Kitts	0.001
Saint Lucia	0.001
Saint Vincent	0.001
Samoa	0.001
San Marino	0.003
Sao Tome	0.001
Saudi Arabia	0.748
Senegal	0.004
Serbia	0.021
Seychelles	0.002
Sierra Leane	0.001
Singapore	0.347
Slovakia	0.063
Slovenia	0.096
Solomon Islands	0.001
Somalia	0.001
South Africa	0.29
Spain	2.968
Sri Lanka	0.016
Sudan	0.01
Suriname	0.001
Swaziland	0.002
Sweden	1.071
Switzerland	1.216
Syrian	0.016
Tajikistan	0.001
Thailand	0.186
Macedonia	0.005
Timor-Leste	0.001
Togo	0.001
Tonga	0.001
Trinidad and Tobago	0.027
Tunisia	0.031
Turkey	0.381
Turkmenistan	0.006
Tuvalu	0.001
Uganda	0.003
Ukraine	0.045
United AE	0.302
United Kingdom	6.642
United Rep of Tanzania	0.006

USA	22
Uruguay	0.027
Uzbekistan	0.008
Vanuatu	0.001
Venezuela	0.2
Vietnam	0.024
Yemen	0.007
Zambia	0.001
Zimbabwe	0.008

100

EARLIER AGENDA

Item No. 6 : Review of Preparations for the organization of the Third Asia Pacific Ministerial Conference on Housing and Urban Development at Solo, Indonesia

Item to be presented by the Government of Indonesia.

Item No. 7 : Any other item with the permission of the Chair.

THE TEHRAN DECLARATION

Second Asia-Pacific Ministerial Conference on Housing and Urban Development (APMCHUD)

We, the Asia-Pacific Ministers responsible for housing and urban development, meeting in Tehran, Iran, on 12 –14 May 2008, to consider the challenges of housing and urbanization in Asia and the Pacific;

Expressing our appreciation and gratitude to the government of India, and especially the Ministry of Housing and Urban Poverty Alleviation, for the great effort and work by the APMCHUD Permanent Secretariat and as the first chair of the Bureau and on the progress made in implementing the New Delhi declaration, and to UN-HABITAT for its continued support to the Conference and its work in the region;

Also expressing our sincere gratitude to the government of the Islamic Republic of Iran for hosting the second Asia-Pacific Ministers Conference on Housing and Urban Development and our appreciation to the people of the Islamic Republic of Iran for their warm hospitality;

Recognizing the challenges of sustainable urban development and growth in the region namely, continued slum formation, rapid and massive urbanization, inequity and social exclusion and the need to maintain the cultural, historical and religious identity of the region;

Further recognizing the role of cities and other human settlements in the development of the region and the pressures that they face as they will absorb all population growth over the next decades;

Acknowledging the uniqueness of the region as one of the cradles of civilization, its rich metropolitan history and tradition in urban planning and architecture, its strategic and growing economic role, and its vast technical and intellectual resources and expertise, all of which should be mobilized to address the challenges of sustainable urbanization;

Further acknowledging the need for increasing regional cooperation, exchange of information and national experiences, dissemination of best practices and for developing joint activities and programmes for implementing the action plan annexed to this declaration;

Cognizant of the current trends and opportunities in the region including the numerous innovative urban development programmes, the massive investments in infrastructure and the growing prominence of cities as engines of growth;

1. Invite our leaders attending the forthcoming high-level segment of ECOSOC to adopt, as a standing item of the annual ministerial review (AMR) the cross-cutting issue of sustainable urbanisation;
2. Call upon the next session of the World Urban Forum to advance actions to promote sustainable and harmonious urbanization, with an emphasis on the reduction of urban poverty and the preservation of architectural heritage.
3. Agree to reinforce APMCHUD's structure and to promote more vigorously regional cooperation among its members building on the foundations laid by its first two sessions;
4. Request the current chair of APMCHUD to ensure the implementation of this declaration and the related action plan in collaboration with the other members of the Bureau and the Secretariat and look forward to receiving regular updates on the same;

5. Call upon all co-operating partners and international agencies to support APMCHUD's efforts in the implementation of the initiatives outlined in the action plan annexed to this declaration;
6. Specifically invite all governments of the region to express their solidarity vis-à-vis countries facing post-disaster situations through adequate support to the building of national reconstruction capacities;
7. Endorse the composition of the second Bureau of APMCHUD with its members being Ministers representing:
 - Armenia
 - Peoples Republic of China
 - Republic of India
 - Indonesia
 - The Islamic Republic of Iran
 - Islamic Republic of Pakistan
 - Qatar
8. Agree that the Chairperson of the previous Bureau will remain a member of the Bureau in order to ensure continuity of its work;
9. Welcome the offer by the Government of Indonesia to host the next Asia-Pacific Ministers Conference on Housing and Urban Development in 2010;
10. Commit ourselves to apprise our respective Heads of States and Governments on the outcome of this conference and to take appropriate action to implement the initiatives outlined in the action plan annexed to this declaration.

Adopted in Tehran on 14 May 2008

ACTION PLAN FOR REGIONAL COOPERATION ON PROMOTING SUSTAINABLE URBAN DEVELOPMENT AMONG ASIA-PACIFIC COUNTRIES

Background

The Asia-Pacific region is undergoing a vibrant economic transformation with a number of countries recording remarkable economic and social gains. Increased national investment capacities and the growing influx of foreign capital together with vast technical expertise are facilitating accelerated economic growth in many parts of the region. Home to 60 per cent of humanity, the region has vast human resources promising further potential for growth and development. At the same time rapid urbanization in the region is further enhancing the role of cities as engines of economic growth. Economic growth is already enabling massive reforms and innovations in the delivery of housing, infrastructure and services in countries across the region.

However, a lack of appropriate linkages between economic development and urbanization threatens environmental, social and economic sustainability in the region. Indeed, the region continues to face critical challenges of sustainable urbanization including poverty and inequality, proliferation of slum settlements and natural disasters. Bringing together 69 countries, APMCHUD offers a unique framework to address these regional challenges through collaborative efforts and the sharing of experiences and best practices. The second APMCHUD in particular was intended to identify concrete regional actions to promote sustainable urbanization through associating growth with equity and identity.

A number of challenges related to sustainable urbanization were considered by the conference including: the need to upgrade slums and dilapidated housing stock; the provision of basic urban services especially water and sanitation; enhancing the affordability and quality of low-income housing, and disaster risk reduction, mitigation and reconstruction in view of the vulnerability of the region in this regard. It was agreed that every effort should be made to prioritize these key areas so as to reduce overall poverty and inequality in cities and other human settlements across the region. The importance of heritage, identity and culture was underscored, and the challenge of balancing technological progress with local norms, values and traditions emphasized.

Some of the operational considerations that were taken into account include the principle that the right to adequate housing will only be realized if public funds are injected in the housing sector and well targeted. The same applied to questions of infrastructure, public-private-partnerships, progressive cost-recovery and community participation. All these were considered within the overall commitment to accelerate the achievement of the Millennium Development Goals.

The conference proceeded to undertake an in-depth consideration of each of the key facets of sustainable urbanization and agreed on the following key messages and actions:

1. Urban and Rural Planning and Management

Key messages

- a. An integrated, participatory and inclusive approach to urban and rural planning and management should be adopted at all levels in the region.
- b. Countries within the region that are able to do so are called upon to assist countries that do not have adequate resources in strengthening capacities for rural and urban planning as well as management.
- c. Comprehensive strategic plans prepared at national levels should reflect local needs and community aspirations.
- d. Cooperation among countries of the region should be strengthened for mitigating the impact of the climate change on cities, particularly in coastal regions, and adapting urban infrastructure to better protect vulnerable human settlements.
- e. Recognizing the serious challenge facing the management of large cities and metropolises, governments of the region are called upon to cooperate in the formulation of appropriate tools for good governance in them.
- f. Countries of the region are urged to promote public-private partnership to leverage resources and increase efficiency in the delivery of basic services.

Actions

To carry out a feasibility study that will address:

- a. Capacity building for integrated, participatory and inclusive planning at national and local levels.
- b. The exploration of traditional and indigenous architectural values and urban planning and their incorporation into contemporary architecture and planning.
- c. The harmonization of spatial plans and policies which transcend national boundaries including those on the effects of environment change.
- d. The acquisition of spatial data and information including satellite images, aerial photos, cadastral and topographical maps for planning and management purposes in urban and rural areas.
- e. To initiate a regional urban observatory in collaboration with UN-HABITAT.

2. Urban Slums Upgrading

Key messages

- a. Governments should promote participatory slum upgrading approaches that are people-based and foster multi-actor partnerships.
- b. Governments should undertake measures to scale up slum upgrading and move from projects to city/nation-wide programmes, drawing on the good practices from the Region.
- c. Governments are to adopt good housing policies that scale up the supply of serviced land and affordable housing in view of slum prevention.
- d. Governments should recognize the important role of women in poverty alleviation and slum upgrading programmes.

Actions

- a. APMCHUD is to establish sub-regional Slum Upgrading Working Groups to coordinate the following activities:

Data collection and monitoring:

- Improving existing slum indicators for the Region
- Regular regional data collection on slums
- Regional progress reporting on slum upgrading against agreed indicators and benchmarks
- Regional impact assessment of slum upgrading initiatives

Experience sharing on good practices and policies on:

- Participation mechanisms for slum upgrading
- Scaling up of successful upgrading programmes
- Slum prevention through enabling housing strategies

Capacity building:

- Field visits by various stakeholders for hands-on experience exchange
- Development of policy guides, training materials and academic curricula
- Strengthening local authorities and their partners, e.g. NGOs, CBOs, private sector, training and academic institutions

- b. Sub-regional Working Groups will set up networks comprising research institutions; governmental institutions; and civil society, community-based, and non-governmental organizations. The sub-regional Working Groups are invited to establish and maintain web-based knowledge bases to facilitate exchange of documented slum upgrading experiences and other related data. These knowledge bases shall be linked to the APMCHUD website.
- c. The sub-regional Working Groups are to report regularly to the APMCHUD Secretariat and to the biannual conference.
- d. The Islamic Republic of Iran is prepared to set up such a sub-regional Working Group and a Network on urban slum upgrading focusing on the three identified activity areas (data collection and monitoring; experience sharing; and capacity building). Furthermore, the Islamic Republic of Iran is willing to provide the facilities for coordinating this sub-regional initiative.
- e. Other Member States are invited to create additional sub-regional Working Groups.

3. Delivery of Millennium Development Goals for Water and Sanitation

Key messages

- a. The great diversity in the availability of water and sanitation facilities should be taken into account and therefore context specific interventions are necessary for the provision of safe water and sanitation services within each country of the region.
- b. Principled and pro-poor governance should underscore the delivery of water and sanitation services in the region under a determined leadership and political will.
- c. Pro-poor urban water and sanitation governance frameworks should be developed in countries of the region.
- d. Investments in water and sanitation services should be enhanced and sharing of resources amongst various stakeholders with cost recovery for sustainability.

- e. Training and research at all levels need to be recognized as important elements of water and sanitation governance framework.
- f. In a bid to speed up delivery, sanitation provision and wastewater treatment should be prioritized.
- g. The effects of environmental pollution and disasters on water supply and sanitation can be effectively addressed through preparedness and preventive measures and the use of appropriate technologies.
- h. Partnerships should be promoted with civil society organizations, private sector and knowledge centers in the region to enhance coverage and outreach to poor communities as well as generating accurate information.

Actions

- a. APMCHUD to encourage networks for promoting partnerships among countries for transfer of knowledge and experience in water and wastewater management.
- b. APMCHUD Secretariat should designate resource hub (s) for research and capacity building from among existing institutions in the region.
- c. APMCHUD to establish a task force of senior officials for water supply and sanitation to promote inclusive and coherent policy and planning, support the development of regional information systems as well as the strengthening national and sub-national systems as a mechanism of exchange in the Asia- Pacific Region

4. Financing Sustainable Housing: Enhancing Affordability and Quality of Low-Income Housing

Key messages

- a. Promote equitable access to housing finance through the development of an enabling environment and consideration of specialized housing finance institutions or mechanisms such as housing finance banks, non-banking housing finance institutions, housing provident funds and social housing funds.
- b. Governments to support the provision of land and basic services for low income groups.
- c. Governments to consider reforming tax systems and providing incentives to encourage investments in the housing sector, particularly in low-income housing.
- d. Develop an effective social housing policy or strategy including social housing finance, targeted subsidies and micro-finance for low income groups and effective cross-subsidies.
- e. Promote decentralization of financial resources and give local governments more authority to generate revenue for housing and urban development.

Actions

- a. To establish an Asia-Pacific housing finance network that will aim at:
 - Enhancing collaboration between housing finance institutions and the sharing of technical experiences in the development of housing finance products and mechanisms;

- Promoting knowledge development and sharing through documentation and dissemination of housing finance best practices; and
 - Supporting capacity building to improve housing finance systems.
- b. APMCHUD may approach international organizations for technical and financial support for the above work.

5. Development of Sustainable Urbanization with a focus on Natural Disasters

Key messages

- a. Countries to design and develop mechanisms for sharing the vast disaster mitigation knowledge that exists in the region.
- b. Countries to expand insurance coverage and to adopt regulations requiring insurance to be obtained prior to the issuance of construction permits.
- c. Countries to design their sports facilities for use as shelter during natural disaster and prepare plans for the use of existing ones
- d. Countries to base all city development plans on natural hazard assessments and studies.
- e. Countries to carry out voluntary technical assessments and studies for the retrofitting of vital and important buildings to be done within two years time based on the HYOGO framework.

Actions

- a. Undertake feasibility studies for the creation of a disaster loan fund.
- b. Draw lesson from valuable experiences of the Islamic Republic of Iran and Japan on seismic risk mitigation.
- c. Design and implement training programmes in safe construction methods.
- d. Establish an Asian Disaster Mitigation Centre in Tehran to design modular training courses to be used in the Asia-Pacific region.
- e. Establish a programme for city twinning to support cities affected by disasters and provide the required support whenever needed.

Implementation Arrangement

In order to ensure the effective execution of the action plan, the Conference calls upon countries of the region to promote and establish technical networks and working groups relating to the different sub-themes. In this respect, the Conference urges Member States to support and lead the coordination of these networks and working groups in collaboration with the APMCHUD Secretariat.

THE DELHI DECLARATION

The Delhi Declaration on the establishment of the Asia-Pacific Ministers Conference on Housing and Urban Development (APMCHUD)

We, the Asia-Pacific Ministers responsible for housing and urban development, meeting in New Delhi, India, on 15th –16th December 2006, to consider the challenge of housing and urbanization in Asia and the Pacific;

Recognizing the urgency of the global shelter challenge as emphasized in paragraph 56(m) of the World Summit 2005 outcome document, on the need for the provision of increased resources for affordable housing and housing-related infrastructure, prioritizing slum prevention and slum upgrading, and to encourage support for the United Nations Habitat and Human Settlements Foundation and its Slum Upgrading Facility;

Welcoming with satisfaction the recognition of the shelter challenge at the same level as water, energy, health and biodiversity in the World Summit on Sustainable Development (WSSD) declaration and subsequent the focus by the Commission for Sustainable Development (CSD) on water, sanitation and human settlement, as the first entry point in implementing the Johannesburg Plan of Implementation (JPOI) and delivering the Millennium Development Goals (MDGs);

Recalling the Second United Nations Conference on Human Settlements held in Istanbul in 1996 and the Habitat Agenda which addressed the two themes of equal global importance: “Adequate shelter for all” and “Sustainable human settlements development”;

Recalling further the 1994 Cairo International Conference on Population and Development (ICPD) which recognized that the process of urbanization is intrinsic to economic and social development;

Encouraged by the successes as well as the catalytic roles other Ministerial bodies have played in their respective regions;

Noting that the Asian-Pacific Region is emerging as a major contributor to the global urban transition, holding 61 per cent of the global population and 43% of the world urban population;

Noting also that this rapid urbanization is an irreversible process that poses challenges far beyond the management capacity of governments, local authorities and other institutions, but also offers opportunities that need to be harnessed;

Aware that the region is gradually growing into a power-house of the world economy accounting for over half of the world's growth since 2001, much of which being domestically driven;

Cognizant of the fact that poverty in terms low income; poor health and education, low access to basic services, deprivation in knowledge and communications, is widespread in the Region;

Cognizant also that a sizeable segment of urban population in the Region is living in slums;

Cognizant further that the region has one of the poorest coverage in terms of sanitation among all regions;

Conscious of the linkages and the interdependencies between rural and urban areas and the importance of balanced territorial development strategies to promote synergies between towns, cities and their rural hinterlands;

Realizing that sustainable housing and urban development has a crucial bearing on the quality of life of all people in terms of their economic, social, environmental and cultural well-being;

Aware of the fact that the growing urban poverty and its increasing incidence among women require gender sensitive approaches to sustainable urban development;

Recognizing that the rich diversity in culture, tradition, language, religion and civilization in our region is the collective strength which can be used for constructive partnership for exchange and for the achievement of the common goal of sustainable housing and urban development;

Recognising further our common pursuit of social development, which aims at social justice, solidarity, harmony and equality within and among countries and their implications for human settlement development;

Noting that political will, decentralization, good governance and the empowerment of national and local authorities as well as the adoption of inclusive processes of decision making are fundamental to addressing the housing and urbanization challenges in the Asia and Pacific Region;

Noting further the close linkage between rural and urban areas, wherein the need to promote urban amenities in rural areas is critical for balanced development;

Noting also the special circumstances of Pacific island nations and small island states that require a different perspective in urban management and planning;

Cognizant of the Enhanced Framework of Implementation of Sustainable Urbanisation in Asia-Pacific:

1. Express profound gratitude and appreciation to the Government of India for the efforts made in convening and hosting this inaugural conference leading to the launch of the Asia-Pacific Ministers' Conference on Housing and Urban Development (APMCHUD);

2. Commend the Executive Director of United Nations Human Settlements Programme (UN-HABITAT) for her efforts in facilitating and jointly convening this conference with Government of India;

3. Appreciate the contribution of participating governments and all other co-operating Partners to make this conference productive and successful;

4. Appreciate further the contribution of participating governments and all other co-operating Partners, including the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), United Nations Economic and Social Commission for Western Asia (UNESCWA), Asian Development Bank (ADB), and the United Nations Development Programme (UNDP);

5. Commend further the partnership between UN-HABITAT and Asian Development Bank to bring significant new investments in Water and Sanitation together to the urban poor in the Asia - Pacific region to support the achievement of the MDGs;

6. Appreciate also the commendable efforts made by the participating institutions that contributed effectively to the deliberations of this Ministerial Conference;

7. Decide to establish the Asia-Pacific Ministers' Conference on Housing and Urban Development (APMCHUD) as the consultative mechanism on the promotion of sustainable development of Housing and Urban Development in the Asia-Pacific Region;

8. Decide that APMCHUD will, inter alia, and as guided by the Enhanced Framework of Implementation for Sustainable Urbanisation in Asia-Pacific:

- Serve as a forum and network to discuss the urban challenge at the continental level and regional level as a basis for national, provincial and local level strategies and policies and as a focus for the discussion of the habitat agenda and the relevant Millennium Development Goals and Targets;**
- Encourage and promote the strengthening of good urban governance in Asia - Pacific and serve as a platform for advocacy of inclusive urban governance;**
- Enhance the role of gender in local government management for the development process, to be achieved by providing bigger role for women in local governance, particularly in areas related to slum eradication programmes;**

- **Champion and Support Innovative Housing, Urban Development and Land Management Practices in Asia-Pacific;**
- **Promote development of appropriate housing and low-cost construction technology for rural and urban housing;**
- **Facilitate south-south and international exchanges of expertise, research, experience and best practices in human settlements among private sector, civil society and other stakeholders in the region;**
- **Develop a better understanding of urban land dynamics that can lead to improved land tenure and to the growth of urban land markets in Asia-Pacific;**
- **Provide and promote a supportive environment for informal sector activities, including street vending, within national regulatory framework;**
- **Support relief and rehabilitation of shelter and human settlements development in post-conflict and post-disaster situations;**
- **Urge development partners and multi-lateral agencies to assist Asia-Pacific countries on financing housing and urban infrastructure development;**
- **Promote capacity building efforts and encourage strong ties between research institutions to better understand the economic, legal and financial importance of housing urban development and urban land in Asia-Pacific;**
- **Encourage the collection and sharing of data and information that can improve the planning and management of urban development;**
- **Promote the institutionalisation of a culture for urban planning including the preparation of urban strategic plans at both national and local levels;**
- **Encourage the mobilization of domestic financial resources for housing and urban development and promote the necessary partnership for attainment of this objective;**
- **Mainstream urban and other issues dealing with human settlements in the macro-economic frameworks and national budgets of Asia-Pacific governments;**
- **Provide a focal point to link relevant aspects of regional strategic initiatives as well as international processes and undertakings consistent with the agenda for sustainable urbanisation;**
- **Encourage partnerships with private sector for shelter , urban infrastructure and services ;**
- **Undertake all other functions that will lead to the realization of the goals of the enhanced framework of implementation for housing and human settlements in Asia-Pacific adopted by this conference;**
- **Explore possibilities of establishing a regional fund in the context of housing finance for the poor;**
- **Encourage fast-track implementation of water and sanitation programmes to achieve the MDG's specific targets;**

- Promote broad-based participation, taking into account the issues related to youth, women, disabled, and vulnerable groups;
- Promote and encourage policies and programmes that are people-centric and community-based;
- Promote a sense of urban citizenship through fostering civic responsibilities.
- Address the negative impact of natural disasters and conflicts and the importance of social peace and harmony on the living conditions in towns and cities; and,
- Promote integrated and sustainable rural and urban development to address the problems of urbanization.

9. Decide further that APMCHUD will establish links with other inter-ministerial conferences working on issues related to the Habitat Agenda, including, but not limited to, matters concerning finance, water supply and sanitation, local government, land and infrastructure;

10. Resolve that APMCHUD may initially be composed of the following organs:

- The Biennial Ministerial Conference,
- The Bureau, and
- The Secretariat

11. Resolve also that the Biennial Ministerial Conference shall be composed of Ministers responsible for Housing and Urban Development and shall normally meet after every two years to consult and review progress on the promotion of sustainable development of Human settlements in Asia-Pacific;

12. Decide that the host and the Chair of this inaugural conference, India, shall be the first Chair of the Bureau and shall serve until the next biennial conference;

13. Confirm that the Bureau established at this inaugural conference shall serve as the first Bureau of the Asia - Pacific Ministers Conference on Housing and Urban Development (APMCHUD) with its members being Ministers representing:

- South Asia, represented by Republic of India as Chair of the Bureau, and Islamic Republic of Iran;
- South East Asia: represented by Malaysia, and also as the Rapporteur;
- East Asia: represented by Peoples Republic of China;
- North and Central Asia: represented by Azerbaijan;
- Western Asia: represented by Jordan;
- Pacific and Oceania: represented by Papua New-Guinea;

14. Decide that the Bureau shall be elected by the Biennial Conference of Ministers responsible for Housing and Urban Development and shall hold office until the next conference;

15. Request the Bureau to convene within four months to identify the modalities of establishing the Secretariat and other organs. In the meantime, an interim Secretariat may be established in India as soon as possible;

16. Request further that upon finalization of the modalities of establishment of the Secretariat and other organs, the same may be put as an Appendix to this Declaration;

17. Resolve that APMCHUD meets every two years, preferably three months before the sessions of the Governing Council of UN-HABITAT;

18. Request the Asia - Pacific countries and the Executive Director of UN-HABITAT to assist the Bureau in its efforts to establish the Secretariat;

19. Call upon all co-operating partners, including ASEAN, SAARC, Pacific Islands Forum, ECO, other relevant UN agencies, the Asian Development Bank, and donors, to support APMCHUD efforts in the implementation of the measures outlined in this Declaration;

20. Request the Asia-Pacific countries to mainstream issues of housing and urban development in countries by establishing Coordinating Committees for the sector, and giving a high prominence to the challenges of sustainable urbanisation;

21. Recommend that the member countries of the Asia - Pacific assist the United Nations in its current efforts to revive the United Nations Habitat and Human Settlements Foundation as a mechanism for promoting slum upgrading and other pro-poor housing and infrastructure finance;

22. Request the Bureau of APMCHUD to inform the relevant regional, international and UN agencies and programmes on the creation of APMCHUD;

23. Commit ourselves to apprise our respective Heads of States and Governments on the outcome of this conference and take appropriate actions to implement this declaration

24. Welcome the offer by the Government of the Islamic Republic of Iran to host the next Asia-Pacific Ministers' Conference on Housing and Urban Development at a date to be communicated later.

Framework for the Executive Secretariat of the Bureau of APMCHUD

1. The Mandatory Framework of APMCHUD:

- a. Encourage and promote the strengthening of good urban governance in Asia Pacific and serve as a platform for advocacy of inclusive urban governance;
- b. Enhance role of gender in local government management for the development process, to be achieved by providing bigger role for women in local governance, particularly in areas related to slum eradication programmes;
- c. Champion and support innovative housing, urban development and land management practices in Asia-Pacific;
- d. Promote development of appropriate housing and low-cost construction technology for rural and urban housing;
- e. Facilitate South-South and international exchanges of expertise, research, experience and best practices in human settlements among private sector, civil society and other stakeholders in the region;
- f. Develop a better understanding of urban land dynamics that can lead to improved land tenure and to the growth of urban land markets in Asia-Pacific;
- g. Provide and promote a supportive environment for informal sector activities, including street vending, within national regulatory framework;
- h. Support relief and rehabilitation of shelter and human settlements development in post-conflict and post-disaster situations;
- i. Urge development partners and multi-lateral agencies to assist Asia Pacific countries on financing housing and urban infrastructure development;
- j. Promote capacity building efforts and encourage strong ties between research institutions to understand better the economic, legal and financial importance of housing urban development and urban land in Asia-Pacific;
- k. Encourage the collection and sharing of data and information that can improve the planning and management of urban development;

- l. Promote the institutionalization of a culture for urban planning including the preparation of urban strategic plans at both national and local authority level;
- m. Encourage the mobilization of domestic financial resources for housing and urban development and promote the necessary partnerships for attainment of this objective;
- n. Mainstream urban and other issues dealing with human settlements in the macro-economic frameworks and national budgets of Asia-Pacific governments;
- o. Provide a focal point to link relevant aspects of regional strategic initiatives as well as international processes and undertakings consistent with the agenda for sustainable urbanization;
- p. Encourage partnerships with private sector for shelter , urban infrastructure and services ;
- q. Undertake all other functions that will lead to the realization of the goals of the Enhanced Framework of Implementation for Housing and Human Settlements in Asia-Pacific adopted by this Conference;
- r. Explore possibilities of establishing a regional fund for housing finance for the poor;
- s. Encourage fast-track implementation of water and sanitation programmes to achieve the MDG targets;
- t. Promote broad-based participation, taking into account the issues related to youth, women, disabled, and vulnerable groups;
- u. Promote and encourage policies and programmes that are people centric and community based;
- v. Promote a sense of urban citizenship through fostering civic responsibilities.
- w. Address the negative impact of natural disasters and conflicts and the importance of social peace and harmony on the living conditions in towns and cities; and
- x. Promote integrated and sustainable rural and urban development to address the problems of urbanization

2. Vision and Mission

In order to make these Mandatory Framework operational, the Vision and Mission may be as follows:

1) VISION:

Global Knowledge hub and facilitator of human settlement development.

2) MISSION:

Promoting Sustainable Development of Human Settlements in Asia Pacific Region.

3. Executive Secretariat

To implement the Vision, Mission and the mandate outlined in the Enhanced Framework and Delhi Declaration, an Executive Secretariat needs to be set-up.

The Executive Secretariat shall be responsible for:

1. Providing technical advice to the Conference, Bureau and member countries
2. Knowledge and documentation centre of APMCHUD
3. Carrying out technical administrative functions of APMCHUD & Bureau
4. Developing systems and processes for efficient working of APMCHUD
5. Representing, & signing official documentation as mandated
6. Developing a programme and campaigns for APMCHUD
7. Developing and Building Capacity for APMCHUD
8. Preparing background documents for members of Bureau
9. Maintaining a relationships with Governments, multilateral institutions, other support structure
10. Maintaining database on the areas of work of APMCHUD
11. Facilitating Technical assistance to member countries
12. Planning and arranging country or regional visits
13. Recruiting and sourcing expert services on urban development (p).
14. Collation and dissemination of innovative construction methodologies, methods of financing, sources of financing including public-private

partnerships and government subsidies with particular reference to extending affordable housing to the low income population.

15. Provide necessary available information to the member country, wherever the APMCHUD conference is scheduled to happen.

To achieve this, following need to be set up and the structure of the Secretariat will be as follows:

I) STRUCTURE OF SECRETARIAT

a) Head of Secretariat

Head of the secretariat will be required to:

1. Supervise personnel, strategic and operational planning, the coordination of activities and the implementation of the operational plans of APMCHUD.
2. Liaise with Governments and multilateral organizations, the private sector and none-governmental organizational.
3. Develop & facilitate implementation of the APMCHUD programme of action.
4. Oversee and control budget expenditures and outputs
5. Facilitate, arrange and coordinate meetings of the APMCHUD/Bureau and keep records of all the meetings
6. Provide administrative support for meetings in respect of documentation, taking minutes and the distribution of the agenda
7. Plan and facilitate country and regional programmes of APMCHUD
8. Develop a reporting framework for APMCHUD and for the activities of the Bureau;
9. Develop and promote systems to effect cooperation and coordination between Governments, multilateral institutions and private sector.

b) Technical Experts

The incumbents will be response for the following:

1. Providing technical leadership to the secretariat
2. Developing and monitoring norms and standards to achieve best practices in urban development and the implementation of human settlements.

3. Rendering, developing and providing a framework for assessing the progress being made in the achievement objectives of APMCHUD
4. Supporting the development and implementation of the vision and objectives of APMCHUD by rendering research support.

c) Office Administrator

The day-to-day management of the office of the Executive Secretariat, incorporating the following:

- (i) The management of the financial and accounting systems in accordance with the applicable rules and regulations governing public service;
- (ii) Financial planning and the preparation of fundraising proposal;
- (iii) Providing basic administrative systems and support.

d) Support staff

- (i) To provide secretarial assistance to the Head of secretariat
- (ii) Making of travel, accommodation and other logical arrangements.
- (iii) Handling and processing of subsistence and travel advances and claims;
- (iv) Screening of calls and arranging meetings and keeping a diary for the Head of Secretariat;
- (v) The typing of correspondence and the maintenance of a filing system and registry of all correspondence and documentation being handled by the Head of Secretariat.