

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

DATE : (6<sup>th</sup> August, 2009)

**AGENDA PAPERS**

Jakarta,  
The Republic of Indonesia

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

**Date : (6<sup>th</sup> August, 2009)**

**Venue : Jakarta, Republic of Indonesia**

<b>Item No. 1</b>	<b>Ratification of the Minutes of the 3<sup>rd</sup> Meeting of the Bureau of the Asia Pacific Ministerial Conference on Housing and Urban Development</b>
<b>Item No. 2</b>	<b>Action taken report on the decision of the 3<sup>rd</sup> Meeting of the Bureau held at Nairobi, Kenya</b>
<b>Item No. 3</b>	<b>Proposed Structure of the Permanent Secretariat</b>
<b>Item No. 4</b>	<b>Review of Preparations for the organization of the Third Asia Pacific Ministerial Conference on Housing and Urban Development at Solo, Indonesia</b>
<b>Item No. 5</b>	<b>Any other item with the permission of the Chair.</b>

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

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

The Bureau may consider the Minutes for ratification.

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

<b>Item No. in the 3<sup>rd</sup> meeting</b>	<b>Decision taken</b>	<b>Action taken</b>
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 <sup>th</sup> meeting has been scheduled at Jakarta on 6/7 <sup>th</sup> 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	The Government of Indonesia has indicated the proposed dates for the 3 <sup>rd</sup> 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

	to facilitate a wider participation from all the 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 <sup>rd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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 4<sup>th</sup> 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**

## **Background:**

The first Bureau of APMCHUD had decided on the framework for the Secretariat which was adopted in the 2<sup>nd</sup> 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 2<sup>nd</sup> Conference of the APMCHUD held at Tehran on 14<sup>th</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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

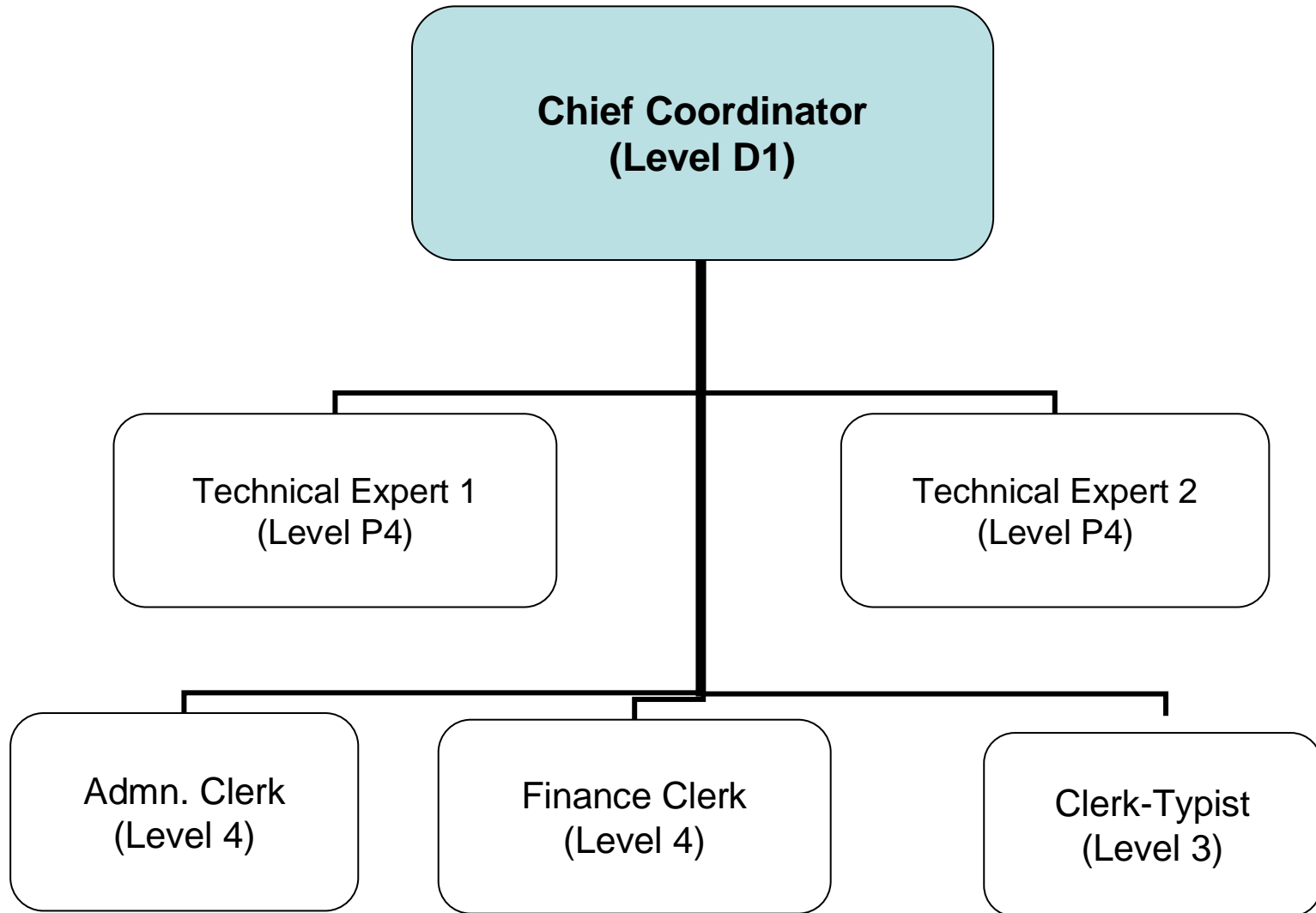
The proposed Organization Chart for the permanent secretariat is enclosed at Annexure ‘B’. The estimated staffing cost for the proposed organization structure based on the norms of UN is placed at Annexure ‘A’ alongwith relevant extract of the UN remuneration tables for the cadre.

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.

# 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.

**Item No. 4 : 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. 5 : Any other item with the permission of the Chair.**