

Agenda for the 3rd Meeting of the 3rd Bureau of the Asia Pacific Ministerial Conference on Housing and Urban Development

DATE : 28th October, 2011

VENUE : Renaissance Seoul Hotel, Seoul

AGENDA PAPERS



Seoul, Republic of Korea

Agenda for the 3rd Meeting of the 3rd Bureau of the Asia Pacific Ministerial Conference on Housing and Urban Development

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Item No. 1	:	Ratification of the Minutes of the 2nd Meeting of the 3rd Bureau of the Asia Pacific Ministerial Conference on Housing and Urban Development	
Item No. 2	:	Action taken report on the decision of the 2nd Meeting of the 3rd Bureau held at Nairobi, Kenya	
Item No. 3	:	Follow-up action of the Solo Declaration and Implementation Plan a) Report by the Secretariat b) Report by member countries of the Working Groups on Coordination of activities as proposed in the Solo Declaration.	
Item No. 4	:	Proposal for collaboration with various institutions towards promoting the APMCHUD agenda	
Item No. 5	:	Organizational Matters : Proposed Guidelines for hosting the APMCHUD Conference	
Item No. 6	:	Preparations for the 4th APMCHUD Conference at Amman, Hashemite Kingdom of Jordon	
Item No. 7	:	Any Other Item with the permission of the Chair	

Item No. 1: Ratification of the Minutes of the 2nd Meeting of the 3rd Bureau of the Asia Pacific Ministerial Conference on Housing and Urban Development

The 2nd meeting of the 3rd Bureau was held at Nairobi, Republic of Kenya on 10th April, 2011. A copy of the Minutes of the Meeting is enclosed. The minutes were circulated to the members and also hosted on the web-site. The Secretariat has not received any comments on the same so far.

The Bureau may consider the Minutes for ratification.

***Minutes of the 2nd Meeting of the 3rd Bureau of the
Asia Pacific Ministerial Conference on Housing and Urban
Development (APMCHUD) held on
10th April 2011 at Nairobi, Kenya***

The List of Participants is enclosed.

At the outset, the Chief Coordinator welcomed the Hon'ble Chairperson and Hon'ble Members of the Bureau and the Dignitaries and Delegates to the 2nd meeting of the 3rd Bureau of APMCHUD. The Chief Coordinator conveyed the regrets of Hon'ble Ministers from the Republic of India, Republic of Korea and Islamic Republic of Pakistan to participate in this meeting due to exigencies, and conveyed their best wishes for the success of the Meeting.

The Hon'ble Chairperson HE Mr. Suharso Monoarfa, State Minister for Housing, Republic of Indonesia welcomed the Hon'ble members of the Bureau to the 2nd meeting, and also noted that the Hashemite Kingdom of Jordan, the Islamic Republic of Pakistan and Republic of Iraq would be represented by new Ministers. The Hon'ble Chairperson extended a special welcome to the participating new members His Excellency Mr. Yahya Al Kasbi, Hon'ble Minister for Public Works and Housing, Hashemite Kingdom of Jordan, and His Excellency Mr. Mohammed Sahib Al-Darraj, Hon'ble Minister of Construction and Housing, Republic of Iraq. The Chairperson also welcomed Mrs. Aruna Sundararajan who had taken over recently as Chief Coordinator. On behalf of the Bureau members, the Chairperson placed on record his appreciation for the significant role and contribution of Mr. Sunil Kumar Singh, former Chief Coordinator, towards the progress of APMCHUD. The Chairperson also conveyed his appreciation of the contribution rendered by the Secretariat in facilitating the APMCHUD in undertaking its tasks.

The Hon'ble Chairperson stated that this meeting was being organized at Nairobi in line with the decision taken during the First meeting of the Bureau at Bali to convene the Bureau on the sidelines of the 23rd Governing Council of the UN-HABITAT scheduled during 11th to 15th April 2011. Recalling the significant contribution of the Government of India in the establishment of APMCHUD, the Delhi Declaration and the support extended for establishment of the Permanent Secretariat, and the support extended by the Islamic Republic of Iran for establishing the APMCHUD on a firm footing through the Tehran Declaration and action plan, His Excellency thanked the Republic of India and the Islamic Republic of Iran for their contribution in this regard.

The Hon'ble Chairperson further stated that with the Solo Declaration outlining the implementation plan, APMCHUD was poised to forge ahead in its efforts in the region. Establishing collaborative arrangements with partner Institutions in the housing and urban development sector, evolving and firming up a self sustaining financing support mechanism for APMCHUD and the Secretariat and initiating actions based on the focus areas identified in the working groups were some of the key areas that required attention at this juncture.

On behalf of the Bureau, the Hon'ble Chairperson registered the condolences of APMCHUD on the recent earthquake/ tsunami disaster in Japan, which had resulted in extensive damage and large scale loss of life and property.

With the above opening remarks, the agenda items were thereafter taken up for consideration.

Item No. 1: Adoption of the Minutes of the 1st Meeting of the 3rd Bureau of the Asia Pacific Ministerial Conference on Housing and Urban Development (APMCHUD)

The Chief Coordinator mentioned that the minutes had been circulated to the Hon'ble members and had also been placed in the website. The Bureau noted that in respect of Item No. 1, the minor amendment in regard to the proceedings of the 3rd APMCHUD had already been incorporated. The revised proceedings of the 3rd APMCHUD had been distributed to the Bureau Members in a CD format, and had also been uploaded to the APMCHUD website. With the above, the Bureau adopted the minutes of the 1st meeting of the 3rd Bureau of the Asia Pacific Ministerial Conference on Housing and Urban Development (APMCHUD) held on 29th November, 2010 at Bali, Indonesia.

Item No. 2 : Action taken report on the decisions of the 1st Meeting of the 3rd Bureau held on 29th November, 2010 at Bali, Indonesia

The action taken report was presented by the Chief Coordinator.

The Bureau noted the actions taken in respect of items 1, 2 and 5.

In respect of Item No. 3 on 'Coordination of activities of the Five Working Groups by Member countries as proposed in the Solo Declaration', the Chief Coordinator informed that subsequent to circulation of the agenda, the Government of India had conveyed its

willingness to lead and co-ordinate the activities of Working Group 1 i.e. Urban and Rural Planning and Management. The Bureau noted the same.

While noting the action taken in respect of items 3, 4 and 6, the Bureau further noted that detailed agenda items had been proposed in respect of these items for consideration at the meeting.

Item No. 3: Coordination of activities of the Five Working Groups by Member countries as proposed in the Solo Declaration.

The Chief Coordinator indicated that of the five Working Groups as finalized by the Solo Declaration and the Action Plan, which included Urban and Rural Planning and Management, Upgrading of Slum and Informal Settlements, Delivery of MDGs for Water and Sanitation, Financing Sustainable Housing, and Urban Development with a focus on Natural Disasters, the coordination role has been agreed upon by the Islamic Republic of Iran in respect of Upgrading of Slum and Informal Settlements, by the Republic of Korea in respect of Financing Sustainable Housing, and by the Republic of Indonesia in respect of Urban Development with a focus on Natural Disasters. The Chief Coordinator further indicated that subsequent to circulation of the agenda for this meeting, the Government of India had conveyed its willingness to lead and coordinate the activities of Working Group 1 i.e. Urban and Rural Planning and Management. With this the Bureau noted that the Coordinating member country for the Working group on Delivery of MDGs for Water and Sanitation was the only one left to be decided.

Thanking the Government of India for its offer to lead the Working Group on Urban and Rural Planning and Management, the Chairperson desired that the Hon'ble Members who have already taken the lead role may like to indicate the current progress and status of activities under their respective working groups.

Briefing the Hon'ble members on the status of activities of the Regional Slum Upgrading Working Group, the Hon'ble Vice Minister for International Affairs & Secretary of National Habitat Committee indicated that the Working group has made substantial progress and was in the process of finalizing modalities towards organizing a meeting on the theme in Tehran, possibly in the month of December 2011. The Hon'ble Minister indicated that the Urban Development and Renovation Organization (UDRO) of the Ministry of Housing and Urban Development of Iran would host its Secretariat. The Hon'ble member welcomed all the members to participate in the programme. The Hon'ble Minister further offered to host a Bureau meeting at Tehran in conjunction with the Conference, if agreed to. Documents on the 'Background and description of duty – Regional Slum Upgrading Working Group' and 'meeting of the Regional Slum

Upgrading Working Group' and a CD on 'Regional Slum Upgrading Working Group' were circulated for the benefit of the members. The Hon'ble Minister further opined that the issue of support to the working group activities and its Secretariat may be taken up at an appropriate stage.

In respect of the working group on Financing Sustainable Housing, Mr. Hyun HwanJin, Director of Housing Policy, Ministry of Land, Transport and Maritime Affairs, Republic of Korea indicated that the working group was in the process of formulating a work programme and strategy. This was supplemented by Ms. Mina Kang, Head of housing welfare policy, Korea Research Institute for Human Settlements highlighting major housing policy initiatives in the country. Mr. Hyun Hwan Jin indicated that they would like to share the experiences of the member countries in regard to various innovative experiments and experiences in respect of financing sustainable housing activities.

Briefing the Bureau on the status of the working group on Urban Development with focus on Natural Disasters, the representative of Republic of Indonesia indicated that as per the decision of the Government of Indonesia, the focal point for coordination of the activities of this working group would be the National Council for Climate Change (NCCC) (Website: www.dnpi.go.id). Elaborating on the activities of the Group, it was indicated that NCCC (DNPI) would host an international workshop - Green Camp, in Bandung (West Java) Indonesia during June 22-24, 2011, and that the Seknas Habitat Indonesia, RC-CEHUD, JICA and UNEP would support several of the events. The details of the Green Camp would be posted on www.dnpi.go.id. In addition, prior to the event, ASEAN Secretariat would host the ASEAN-UNEP Climate Change Focal Point in Jakarta (May 2-4, 2011). It was further mentioned that Indonesia had listed several best practices available for field visits (Pekalongan, Solo and Surabaya) in the website www.habitat-indonesia.or.id. A Report on RC-CEHUD's progress was distributed to the Bureau Members.

The Hon'ble Chairperson expressed appreciation on the actions taken by the Working groups. As regards the role of the coordinating members, the Chairperson indicated that the key objective was to facilitate experience sharing with a view to promoting wider adoption and adaption by the member countries. As regards the Working group on MDGs on water and sanitation, the Hon'ble chairperson invited members to come forward to offer to lead the Working Group.

Item No. 4: Proposal for collaboration with relevant institutions along with the proposals for association with TERI and APUHF

The Chief Coordinator highlighted that in its last meeting, the Bureau had desired to receive suggestions from Bureau member countries on Institutions whose association with APMCHUD may facilitate implementation of the agenda of the APMCHUD. The Chief Coordinator informed that no new suggestion had been received by the Secretariat in this regard.

The Chief Coordinator further indicated that the Secretariat had interacted with Housing Finance Information Network (HOFINET) to foster a partnership with APMCHUD in the area of Housing finance. Accepting the invitation, the HOFINET has offered to host information on the HOFINET web portal on each of the member countries. HOFINET has also indicated that it would be glad to work with identified housing finance institutions in each member country to collect/host data regarding good practices. HOFINET has also offered to facilitate a linkage to the web site of HOFINET and APMCHUD.

As regards the partnership with CDIA, the Chief Coordinator indicated that CDIA has expressed willingness to have an interaction with the Secretariat in New Delhi during one of CDIA's forthcoming missions to Delhi to explore how such a possible collaboration could be taken forward.

The Chief Coordinator further informed the Bureau that a dialogue had been similarly initiated with the Asia Pacific Research Network (APRN) and its response was awaited. The Chairperson appreciated the actions taken by the Secretariat in regard to forging collaborations with various Institutions and proposed that a request be extended to all members of the APMCHUD to consider identifying relevant institutions, whose association with APMCHUD may facilitate implementation of the agenda of the APMCHUD. It was further decided that the proposals be considered by the Bureau in its subsequent meeting, along with the earlier proposals for TERI and APUHF.

Item No. 5 : Report on the Follow up actions in respect of Pacific Region.

The Chairperson requested the Hon'ble member from Fiji HE Col. Samuela Saumatua to report the follow up actions in respect of 'coordinating with countries in the Pacific region' with regard to actions identified in the Solo Declaration.

Thanking the Hon'ble Chair for the opportunity, the Hon'ble member HE Col. Samuela Saumatua indicated that a number of initiatives had been taken subsequent to the last meeting of the Bureau. HE Col. Samuela Saumatua indicated that a joint meeting with

the sub-regional countries' representatives located in Fiji had been organised to take stock of the initiatives of APMCHUD and in particular the Solo Declaration. An emergent issue for the Pacific Countries has been climate change and its impact on human settlements in these countries. Requirement of funding support for related major activities has been another area of concern. The Minister mentioned that Fiji had drawn up a National Housing Policy with the assistance of the UN-Habitat, and that sub-regional countries such as Solomon Islands and Papua New Guinea were also being assisted to draw up similar Housing Policies for their respective countries. The Hon'ble member further informed that a separate report on the progress in this regard shall be sent to the Secretariat separately.

The Hon'ble Chairperson commended the efforts of the Fiji Islands, and proposed that the report be circulated to the Hon'ble members for information.

Item No. 6 : Organizational Matters

The Chief Coordinator indicated that the Bureau in its last meeting had desired that the Secretariat may work out the tentative financial requirements for supporting the manpower as approved in the Solo Conference, as well as for undertaking initial and preparatory actions in line with the Solo Implementation Plan. In addition it was also decided that the financing mechanisms of some of the other intergovernmental bodies may also be looked into. Accordingly, details had been worked out as below:.

a. Tentative Financial Requirements

In regard to the tentative financial requirements for the initial staffing of the Secretariat as approved by the Solo Conference, the Chief coordinator indicated that the preliminary assessment based on the current UN salary structure for the approved manpower positions works out to about US\$ 350,000. In addition, about US\$ 80,000 was estimated to be required as office expenses for the Secretariat. A tentative corpus of \$ 250,000 was also estimated to be required, for supporting and undertaking initial and preparatory actions pursuant to the Solo Implementation Plan. The Chief Coordinator indicated that the initial cost would thus work out to about US \$ 680,000 amounting to an approximate contribution of about US \$ 10,000 per annum by each of the member countries of APMCHUD. It was also indicated that additionally, the cost of the premises of the secretariat would be about US\$ 35,000 per annum, which at present is being supported by the Government of India.

b. Financing mechanisms of other relevant inter-governmental bodies

The Chief coordinator highlighted the financial mechanisms of other relevant inter-governmental bodies with similar functions. As regards the Latin American and Caribbean General assembly of Ministers and high Authorities on Housing and Urban Development (MINURVI), it was indicated that initially it had two separate secretariats, one political for policy and advocacy issues assigned to the chair from time to time; and the other, a technical Secretariat operated by the ECLAC (Economic Commission for Latin American Countries) with the support of UN-Habitat. Professional staffs were drawn from both the organizations, and were based at Santiago de Chile. Later, both the secretariats were merged and were assigned to the Chair, and accordingly formal support of ECLAC ended although it continued to provide technical assistance. The costs were hence met by the hosting countries, with other organizations providing technical professional and related support.

As regards the financing mechanism of G-77, the Chief Coordinator indicated that G-77 has its secretariat in UN HQs at New York, and functions with a compact staff component. The members were expected to contribute a minimum of US\$ 5000 annually, with richer countries expected to contribute significantly more. The G-77 has also created the Perez-Guerrero Trust Fund for Economic and Technical Cooperation among Developing Countries (PGTF) which is a fund established for the purpose of supporting activities in Economic and Technical cooperation among developing countries (ECD/TCDC). The ECD/TCDC was of critical importance to developing countries, in order to achieve national or collective self reliance, as it provided seed money for both financing pre-investment/feasibility studies/reports prepared by professional consultancy organizations and to facilitate the implementation of projects. The fund is envisaged to be of US\$ 10 Million, so far US\$ 1.5 Million has been contributed by various countries.

As regards the financing mechanism of the African Ministerial Conference of Housing and Urban Development (AMCHUD), the Chief Coordinator indicated that having been established in 2005, the AMCHUD's secretariat so far has been hosted by the Government of South Africa and its initiatives are supported through African Union, which has passed a resolution urging support to the AMCHUD. In its recent conference at Bamako, Mali in November 2010, it has requested the UN-Habitat to host its secretariat in the interim period till they take a final decision on the location of the permanent secretariat. The AMCHUD has also resolved to contribute a sum of US\$ 10,000 annually by every member state.

The Hon'ble Member from Iran thanked the Government of India for its continued support in hosting the secretariat till date. He indicated that it is necessary to finalize the mode of financing in order to facilitate the regular functioning of the Secretariat. He also opined that over time, the requirement of such arrangements for supporting the working group secretariats would also emerge. In the context of the contribution to be made by each member country, the Hon'ble member highlighted the need to keep in view the diverse nature and resource ability of the member countries including the LDCs. The Hon'ble member also indicated that this issue may require consideration at the APMCHUD level, rather than be decided by the Bureau. The representative of Indonesia indicated that the proposed salary structure, possibility of contribution from the host country for operating the secretariat, and a minimum level of fixed annual contribution from all members with a higher level of contribution from countries which would be willing to contribute more, etc also need to be taken into account.

The view that the issue of contributions by the member countries would ideally need to be considered at the level of APMCHUD was agreed by the Hon'ble members and representatives from the Islamic Republic of Pakistan, Republic of Indonesia, and Hashemite Kingdom of Jordan.

The Hon'ble Chairperson requested the inputs of the representative of UN-HABITAT on this important issue. The representative of UN-HABITAT Mr. Mohamed Halfani, Head, Urban Development Branch conveyed the best wishes of the Executive Director, UN-HABITAT for the success of the meeting. He noted that APMCHUD, since its establishment in 2006, had made substantial progress in various facets of its functioning and had held regular Bureau meetings, as well as the Conferences of APMCHUD. APMCHUD had made steady progress, from the initial Delhi and the Tehran Declaration to the Solo Implementation Plan He congratulated the Bureau and the Secretariat for the progress made and assured the support of UN-HABITAT in all endeavours of APMCHUD. With regard to firming up a financing mechanism for the APMCHUD and contribution by the member countries, Mr. Mohamed Halfani indicated that this would be an essential requirement for sustained functioning and progress of APMCHUD's activities. He further opined that the Bureau may discuss and evolve a broad pattern of financing the APMCHUD's secretariat and APMCHUD's activities, for consideration by the APMCHUD members.

The Hon'ble chairperson thanked the Government of India for its continued support for hosting the permanent secretariat at Delhi. In the context of the various views and suggestions expressed by the Hon'ble members, the chairperson proposed that this item be brought up for consideration in the next main conference of APMCHUD.

Item No. 7 : Statement by the Chairperson at the 23rd Governing Council of UN-Habitat

The Chief Coordinator indicated that in the 1st meeting of the 3rd Bureau of APMCHUD, it had been decided that the Chairperson may make a statement in the 23rd Governing Council meeting of the UN-HABITAT on behalf of APMCHUD. Accordingly, a statement had been drafted, which was also placed in the web-site seeking comments of the Hon'ble members. The Statement had since been finalized and placed for the consideration of the Bureau.

The Hon'ble Member from the Islamic Republic of Pakistan opined that though the contents of the statement are in order, for the permitted time, the length appears to be slightly long. Accordingly the Bureau decided that the Statement may be circulated and for the intervention, the same may be marginally shortened highlighting the salient features of the Statement. This was agreed to.

The Chairperson thanked the Hon'ble members for their contributions in finalizing the statement to be made on behalf of the Asia pacific countries.

Item No. 8 : Any Other Item with the permission of the Chair

On the confirmation of the Hon'ble member from the Republic of Korea, the Hon'ble Chairperson indicated that the 3rd meeting of the Bureau shall be held in the Republic of Korea. Mr. Jin, Hyun Hwan, Director of Housing Policy, Ministry of Land, Transport and Maritime Affairs, Republic of Korea indicated that the firmed up date for the 3rd meeting of the Bureau would be communicated to the Secretariat, and welcomed all the Hon'ble members for the meeting.

The Hon'ble Chairperson further indicated that as already decided, the 4th meeting of the Bureau shall be held in Jordan prior to the 4th APMCHUD Conference. In this regard, H.E. Mr. Yahya Al Kasbi, Minister for Public Works and Housing, Hashemite Kingdom of Jordan indicated that the preparatory efforts have been initiated and sought the cooperation of the member countries and the secretariat in the successful organization of these events.

The Hon'ble Delegate from Indonesia requested that the guidelines for hosting the APMCHUD conference be discussed during the third meeting of the bureau.

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

***Second Meeting of the 3rd Bureau of the
Asia Pacific Ministerial Conference on Housing and
Urban Development (APMCHUD) held on
10th April 2011 at Nairobi, Kenya***

Participants:

H.E. Suharso Monoarfa,
Hon'ble Chairperson of APMCHUD, and State Minister for Housing,
Republic of Indonesia

H.E. Col. Samuela Saumatua
Ministry for Local Government, Urban Development, Housing and Environment
Republic of the Fiji Islands

H.E. Seyed Ali Lotfi Zadeh, Hon'ble Vice Minister for International Affairs &
Secretary of National Habitat Committee
Islamic Republic of Iran

H.E. Mohammed Sahib Al- Darraji
Hon'ble Minister of Construction and Housing
Republic of Iraq

H.E. Mr. Yahya Al Kasbi
Minister for Public Works and Housing
Hashemite Kingdom of Jordan

Mr. Jin, Hyun Hwan,
Director of Housing Policy,
Ministry of Land, Transport and Maritime Affairs
Republic of Korea

H.E. Mr. Masroor Ahmad JUNEJO
High Commission of Pakistan at Nairobi
Islamic Republic of Pakistan

Mr. Rajesh Kakkar,
High Commission of India at Nairobi
Republic of India

Ms. Aruna Sundararajan
Chief Coordinator of the Secretariat APMCHUD &
Joint Secretary (RAY), Ministry of Housing & Urban Poverty Alleviation,
Government of India

Special Invitee

Mr. Mohamed Halfani, Head, Urban Development Branch, UN-HABITAT

Other Participants

Republic of Korea

1. Ms Shin, Bomee, Deputy Director of Housing Policy Division, MLTM
2. Ms. Kang, Mina, Head of housing welfare policy, Korea Research Institute for Human Settlements
3. Ms. Ha, Soo Jung, Associate Research Fellow

Islamic Republic of Iran

1. MrMasoud Gharanfoli, Embassy of Iran at Nairobi
2. MrMajid Roosta, Director General, Urban Development and Revitalization Organisation, Ministry of Housing & Urban Development
3. Mr. Sadegh Sadeghpour, Coordinator, National Habitat Committee, Ministry of Housing and Urban Development

HashemiteKingdom of Jordan

1. Mr. Eng. Salah QUDAH, Director General Housing and Urban Development Corporation

FijiIslands

1. Mr. Kolinio BOLA, Director of Housing Ministry of Local Government, Urban Development,

Republic of Indonesia

1. Mr. Ismanto, Senior Advisor to Minister for Socio-Cultural and Community Participation, Ministry of Public Works
2. Mr. Kemal Taruc, Special Staff to the Minister for Housing
3. Mrs. Mirna Amin, Senior Advisor to Minister for Community Participation and Empowerment, Ministry of Housing
4. Mr. Susmono, Secretary Directorate General of Human Settlements, Ministry of Public Works
5. Mr. T. Wisnu Mahendra KUSUMA Charge D'affaires / Minister Counsellor Embassy of the Republic of Indonesia in Nairobi
6. Dr. Lana Winayanti , Assistant Deputy for Housing Finance Evaluation, Ministry of Housing, and Program Director Habitat Indonesia National Secretariat
7. Dr. Hadi Sucahyono, Deputy Director, Directorate of Program Development, Dirgen Human Settelements, Ministry of Public Works and Program Manager, Habitat Indonesia National Secretariat

APMCHUD Secretariat

1. P.Jayapal, Executive Director (Projects), Housing and Urban Development Corporation Ltd (HUDCO), Republic of India

Observers

1. Mr. Yohpy Ichsan Wardana, First Secretary for UNEP/UN-Habitat, Embassy of the Republic of Indonesia
2. Dr. Eko Heri Poerwanto, Assistant Deputy for Self-Support Housing Planning, Ministry of Housing, Republic of Indonesia
3. Mr. Johnny SUBRATA, Head of Programme & Cooperation Division, Human Settlement Research Center/ RC-CEHUD, Ministry of Public Works, Republic of Indonesia
4. Mr. Arvi Argiyanto, Head of Administration, Human Settlement Research Center/ RC-CEHUD, Ministry of Public Works, Republic of Indonesia
5. Mr. Ignatius PRIAMBODO, Third Secretary for Political Affairs, Embassy of the Republic of Indonesia in Nairobi
6. Mr. Winanto ADI, Counsellor for Economic Affairs, Embassy of the Republic of Indonesia in Nairobi
7. Mr. Riando SEMBIRING Third Secretary for Information and Cultural Affairs, Embassy of the Republic of Indonesia in Nairobi

Item No. 2 : **Action taken report on the decisions of the 2nd Meeting of the 3rd Bureau held on 10th April, 2011 held at Nairobi, Kenya**

Item No. (in the 2 nd Bureau meeting agenda)	Action required as per decision in the 2 nd Bureau meeting	Status/Action taken
Item No. 3: Coordination of activities of the Five Working Groups by Member countries as proposed in the Solo Declaration.	As regards the Working group on MDGs on water and sanitation, the Hon'ble chairperson invited members to come forward to offer to lead the Working Group.	The Secretariat has not received any offer so far to take leadership role for the working group on MDGs on water and sanitation
Item No. 4: Proposal for collaboration with relevant institutions along with the proposals for association with TERI and APUHF	The Chairperson --- proposed that a request be extended to all members of the APMCHUD to consider identifying relevant institutions, whose association with APMCHUD may facilitate implementation of the agenda of the APMCHUD. It was further decided that the proposals be considered by the Bureau in its subsequent meeting, along with the earlier proposals for TERI and APUHF.	In accordance, with the decision, the Secretariat addressed the communications to all the member countries soliciting nomination of institutions from their respective countries, which could be considered for collaboration with APMCHUD. In this regard, an indicative communication has been received from Government of Sri Lanka and Government of Armenia. The Secretariat is pursuing with these member countries for further details and firm proposals for collaborations.
Item No. 5: Report on the Follow up actions in respect of Pacific Region	The Hon'ble member (from Fiji Islands) further informed that a separate report on the progress in this regard shall be sent to the Secretariat separately.	The report shall be circulated during the 3 rd meeting at Seoul.

	The Hon'ble Chairperson commended the efforts of the Fiji Islands, and proposed that the report be circulated to the Hon'ble members for information.	
Item No. 6: Organizational Matters	<p>(The item pertained to financial requirements, financing mechanisms for APMCHUD).</p> <p>The Hon'ble chairperson thanked the Government of India for its continued support for hosting the permanent secretariat at Delhi. In the context of the various views and suggestions expressed by the Hon'ble members, the chairperson proposed that this item be brought up for consideration in the next main conference of APMCHUD.</p>	As decided, the item shall be placed for consideration to the 4 th APMCHUD Conference to be held at Jordan.
Item No. 7: Statement by the Chairperson at the 23 rd Governing Council of UN-Habitat	(The Bureau had authorized the statement by Chairperson of APMCHUD to be circulated during the 23 rd Governing Council Meeting of UN-Habitat).	The statement was circulated during the 23 rd Governing Council Meeting of UN-Habitat.
Item No. 8: Any Other Item with the permission of the Chair	<p>1. Holding of 3rd Bureau Meeting in Republic of Korea</p> <p>2. The Hon'ble Chairperson further indicated that as already decided, the 4th</p>	<p>The Republic of Korea has graciously agreed to host the present meeting at Seoul on 28th October, 2011 followed by Site Visits on 29th October, 2011.</p> <p>A separate item on proposed Guidelines for hosting the APMCHUD Conference is placed</p>

	<p>meeting of the Bureau shall be held in Jordan prior to the 4th APMCHUD Conference. In this regard, H.E. Mr. Yahya Al Kasbi, Minister for Public Works and Housing, Hashemite Kingdom of Jordan indicated that the preparatory efforts have been initiated and sought the cooperation of the member countries and the secretariat in the successful organization of these events.</p> <p>The Hon'ble Delegate from Indonesia requested that the guidelines for hosting the APMCHUD conference be discussed during the third meeting of the bureau.</p>	<p>as a separate item for consideration in the current meeting</p>
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**Item No. 3: Follow-up action of the Solo Declaration and Implementation Plan
(a) Report by the Secretariat, (b) Report by member countries of the
Working Groups on Coordination of activities as proposed in the
Solo Declaration.**

a) Report by the Secretariat

1) Coordination of activities of Working Groups of focal themes:

The Third APMCHUD Conference held at Solo during 22-24 June, 2010, vide its Solo Declaration, Para 12 and its Action Plan, had desired that the member countries may volunteer for taking up the lead for coordinating the activities of the following identified 5 Working Groups:

- WG I : Urban and Rural Planning and Management
- WG II : Upgrading of Slum and Informal Settlements
- WG III : Delivery of MDGs for Water and Sanitation
- WG IV : Financing Sustainable Housing
- WG V : Urban Development with a focus on Natural Disasters

The Islamic Republic of Iran volunteered to lead the working group II on “Upgrading of Slum and Informal Settlements”. The Republic of Indonesia volunteered to lead the working group V covering Climate change aspects. The Republic of Korea has volunteered to lead the working group IV on Financing Sustainable Housing related aspects, and India has offered to lead and coordinate the activities of working Group 1 on Urban and Rural Planning and Management.

Accordingly, the Bureau member countries have been requested to offer their willingness to take the leadership role of the Working group III on Delivery of MDGs for Water and Sanitation.

The key objective of these Working Groups is to facilitate experience sharing with a view to promoting wider adoption and adaption by the member countries.

It was desired in the last meeting that the countries who have already taken the lead role may like to indicate the current progress and status of activities under their respective working groups.

2) Taking up Pilot Projects and Research Studies by APMCHUD :

Towards creating enabling mechanism for taking up such initiatives, a proposal for financial requirements and financing mechanisms for creating resource base for APMCHUD has been considered by Bureau and decided to be placed in the forthcoming Conference of APMCHUD at Jordan.

3) Identification of Institutions for collaboration to foster APMCHUD's agenda:

The process of identification of National level Institutions in the field of Housing and urban development, in various countries, with whom the APMCHUD may foster long term relationship on areas of mutual interest, has been initiated. Interactions have been initiated with HOFINET, CDIA and APRN.

Institutions such as Asia Pacific Housing Finance Institutions (APUHF) and Tata Energy Research Institute (TERI) have already expressed their willingness to collaborate with APMCHUD in respect of housing finance and climate change related aspects respectively.

The Secretariat as per the decision of the Bureau has already taken up with the member countries to identify institutions with whom collaboration could be fostered for furthering the APMCHUD agenda in the field of housing and urban development.

(b) Report by member countries of the Working Groups on Coordination of activities as proposed in the Solo Declaration.

The Coordinating countries of the various working groups would present the initiatives taken, during the bureau meeting

Item No. 4 : Proposal for collaboration with various institutions towards promoting the APMCHUD agenda

During the 2nd meeting of the 3rd Bureau held at Nairobi on 10th April, 2011, it was decided that the Secretariat would take up with the member countries for inviting their proposals identifying appropriate institutions for fostering collaboration towards furthering the objectives of APMCHUD in the field of housing and urban development. The Bureau had noted that proposals from two institutions namely, APUHF (Asia Pacific Housing Finance Network) and TERI (The Energy and Resources Institute) India, have been received for consideration by the Bureau. Accordingly, communications have been addressed by the Secretariat to all the member countries soliciting their cooperation in this regard.

The Secretariat has received indicative proposals identifying institutions for collaboration from the Government of Sri Lanka and Government of Armenia. The Secretariat is interacting with them for detailed proposals in this regard. The same would be placed on receiving the full details.

Since, response from most of the countries is still awaited, it is proposed that this item may be considered in the subsequent meeting and in the meanwhile, the Secretariat may continue to pursue the member countries in this regard.

The Bureau may consider.

**Item No. 5 : Organizational Matters - Proposed Guidelines for hosting the
APMCHUD Conference**

During the last meeting of the Bureau held at Nairobi on 10th April, 2011, the Bureau decided that the guidelines for hosting the APMCHUD conference be discussed during the next meeting of the Bureau.

Accordingly, the APMCHUD Secretariat has drafted the broad informative guidelines for the organization of APMCHUD Conference, which is enclosed for consideration for use in future events.

The Bureau may consider.

Proposed Guidelines for hosting the APMCHUD Conference

The Conference of APMCHUD is a biennial event. This event is hosted by one of the member countries whose offer is consented to by the members in the previous conference of the APMCHUD. In the event of non-finalization of the host country during the conference, the bureau will be authorized to take up with the member countries and decide on the venue of the main conference.

The Bureau would regularly monitor the status of preparations for the conference and would offer guidance to the host country as may be required. The Bureau may preferably schedule one meeting of the bureau before the event in the host country to primarily review the preparations in detail. The Secretariat of APMCHUD would extend all possible assistance for successful organization of the event including coordination with the member countries.

The broad major activities relating to the organization of the Conference are outlined as under:-

1. Fixing the date of Event : To be proposed by the host country and endorsed by the Bureau. The date should be firmed up at the earliest, preferably atleast six months before the event. In case for any reason the bureau meeting can't be scheduled for finalization of the dates, the Chairperson may give the consent on the proposed dates by the host country. The conference would generally be of three days duration, however, the decision regarding the duration could be proposed by the host nation and endorsed by the Bureau.
2. Conference Theme – to be proposed by the host country, in consultation with UN-Habitat. The Bureau would deliberate and endorse the same. The sub-themes would continue to be in line with the 5 sub-themes already identified

and approved. However, the focus under each working group could be aligned with the main conference theme. A conference logo could also be designed by the host country for use in the official stationary for the event alongwith the official logo of APMCHUD, UN-Habitat and the official Seal of the Government of the host country.

3. Preparation of Base Papers –The base papers are prepared under the guidance of UN-Habitat which is coordinated by the host country.
4. Invitations – Generally issued under the signatures of the Hon’ble Minister of the host country, the Chairperson and the ED, UN-Habitat. These are to be coordinated by the host country and the APMCHUD Secretariat. The participation is followed up by the Secretariat and the host country. The host country would hold appropriate discussions with the local missions of the member countries for the participation of their respective delegation.
5. Participation – invitations to be sent to :
 - All the Hon’ble members of the APMCHUD.
 - Executive Director, UN-Habitat
 - Relevant bi-lateral and multi-lateral organizations
 - Professional institutions of repute
 - The Executive heads, or their representatives, of the relevant United Nations organizations and specialized agencies;
 - Dignitaries and distinguished participants, as decided by the host country
6. Host country to tie up with the UN-Habitat for their participation and to meet necessary logistic and facilitatory requirement as may be required by UN-Habitat. Towards the same, the host country may formalize an MoU arrangement with UN-Habitat.

7. Special support for participation of LDC Countries : In line with the standard UN practice, the host country facilitates participation of one participant from a select number of LDC Countries.
8. Creation of a special Website – A conference website would be created by the host country giving details with appropriate linkages to main web-site (www.apmchud.com). The host country may propagate the event through local and international media as well as major international event like World Urban Forum etc. Appropriate brochures and pamphlets etc. could also be printed for distribution at major events as also to be enclosed with the formal invitations.
9. Venue for the conference and other logistics : the host country shall host the conference at a venue appropriate for the highest level of participation from member countries. Traditionally, the conferences have been held at the most prestigious state convention centre of the host country. Other logistics as required for a major international meet of senior ministers, as decided by the host country are put in place. The translation facilities are also generally provided for the benefit of the participants. The protocol, security and transport arrangements are to be made by the host country. The accommodation is also coordinated by the host country which facilitates special bookings for participants at good hotels in the vicinity of the conference venue.
10. Field Trips : The host country may also arrange some field trips to its major projects in the sector as also the prominent tourist attractions for the benefit

of the participants. Pre and post conference tours to nearby places of interest could also be facilitated.

11. The conference normally has two components namely, official level meet and ministerial level segment. The ministerial level segment is generally inaugurated by the Head of the Government of the host country. During the event, it is customary that the dignitaries on the dias include the Head of the Government of the host country, the Hon'ble member minister of the host country, the Chairperson of APMCHUD, the Executive Director of UN-Habitat, the Chief Coordinator of APMCHUD, the Secretary General of the Conference Organizing Committee and other dignitaries as may be decided by the host country.
12. Some cultural events are traditionally organized on the evenings of conference days for the participants. The detailed programme is finalized by the host country and ratified by the Bureau in its meeting just prior to the conference.
13. Traditionally, an exhibition depicting the host country's initiatives in the habitat sector is organized in conjunction with the conference. The host country may like to arrange the same and also could invite member countries in the sub-region to participate.
14. The Working Group sessions are generally held as parallel sessions for which separate conference rooms may be required. These Working Groups are chaired and co-chaired by Hon'ble Minister from participating countries and the official rapporteurs are generally the concerned official from the UN-

Habitat. During the conference, various Hon'ble ministers like to avail the opportunity to have bi-lateral meetings. Accordingly, the host country may arrange few meeting rooms in the venue for such bi-lateral meetings.

15. The session on APMCHUD Organizational matters is chaired by the Chairperson, APMCHUD. The Agenda for the same is prepared by the APMCHUD Secretariat and the same is also hosted on the Conference website as well as APMCHUD Website.
16. The APMCHUD Conference adopts a Declaration, traditionally named after the host city like The Solo Declaration. The conference also adopts an Action Plan on each of the Working Groups. The draft for both the documents is prepared by the drafting committee in participation with the UN-Habitat.
17. The Conference also elects the next Bureau. Although, the next Chairperson, the Hon'ble Member from the host country, takes over the charge at the beginning of the ministerial segment, it is customary for the current Chairperson to request the Hon'ble member from host country to conduct the proceedings of the conference at the inaugural ceremony of the official level segment itself.
18. After the conclusion of the conference, the host country, traditionally, brings out a manual on 'Conference Proceedings' to be distributed to all the member countries with extra copies for the Secretariat.

Item No. 6 : Preparations for the 4th APMCHUD Conference at Amman, Hashemite Kingdom of Jordan

The Hashemite Kingdom of Jordan would be hosting the 4th Conference of the APMCHUD during 2012 at Amman. During the last meeting of the Bureau held at Nairobi on 10th April, 2011, the Hon'ble Minister for Public Works and Housing, Hashemite Kingdom of Jordan indicated that the preparatory efforts have been initiated.

The Hon'ble Member from Jordan may like to brief the Bureau on the further status of arrangement made for the upcoming conference.

Item No. 7 : **Any Other Item with the permission of the Chair**