

Agenda Items for discussions in the Session on
APMCHUD Organizational Matters

1300 hrs -1500 hrs
June 23, 2010

The Third Asia Pacific Ministers' Conference on
Housing and Urban Development (APMCHUD)

Solo, Indonesia
22-24 June 2010

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- Item 1: Structure of the Permanent Secretariat of APMCHUD
- Item 2: Establishment of Permanent Secretariat of APMCHUD.
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Item 1: Structure of the Permanent Secretariat of APMCHUD

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.

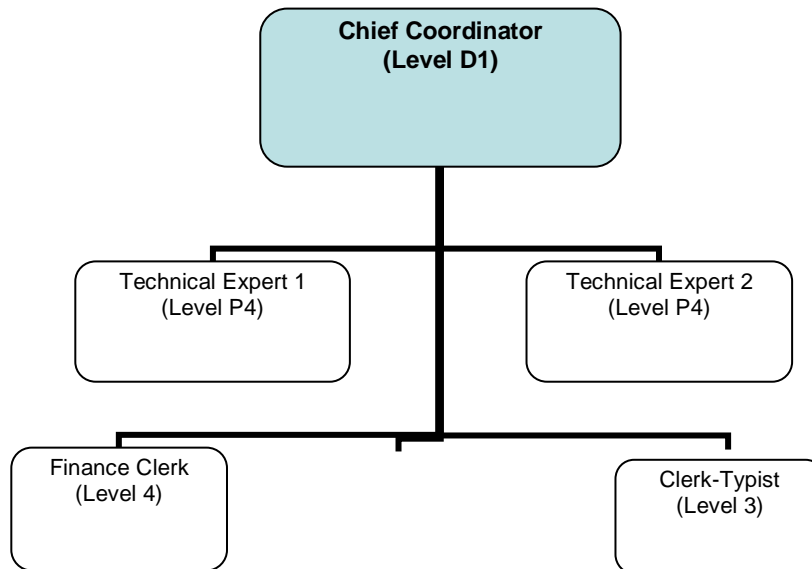
Further, during the 2nd Conference of the APMCHUD held at Tehran on 14th May, 2008, Tehran Declaration and Action Plan for Regional Cooperation on promoting Sustainable Urban Development among Asia-Pacific countries were

adopted wherein it was decided 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 deliberated in various meetings of the Second Bureau of APMCHUD. 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. While the permanent secretariat towards dealing with above identified issues would need a fully staffed secretariat in the long run, it was decided that initially the structure of the Secretariat could be as under :

INITIAL ORGANISATIONAL CHART



The appointment of the Chief Coordinator and Technical experts would be based on the following broad principles:

- 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 estimated initial staff cost for the Secretariat would work out as under:-

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
Finance Clerk	4	1	503,790	10,076	10,076
Clerk Typist	3	1	411,150	8,223	8,223

330,872

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

While approving the Structure of the Permanent Secretariat of APMCHUD, the Second Bureau in its meeting held on 6th August, 2009 at Jakarta decided that the same be put up at the APMCHUD Conference at Solo for any amendment in this regard. Accordingly, the same is placed for the consideration.

Item 2: Establishment of Permanent Secretariat of APMCHUD.

The Delhi Declaration adopted in the first Conference decided for establishment of a Permanent Secretariat for the APMCHUD. The interim Secretariat was established at New Delhi on 7th April, 2007. The first Bureau of APMCHUD after deliberations in various meetings agreed that the Permanent Secretariat of the Bureau of APMCHUD be established at New Delhi.

The Secretariat, accordingly, is functioning at New Delhi at the following location:-

The Secretariat of the
Bureau of APMCHUD
5th Floor, HUDCO Bhawan
Core 7-A, India Habitat Centre
Lodhi Road
New Delhi 110 003, INDIA

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.

The APMCHUD in its conference at Tehran recognized and appreciated the work of the Permanent Secretariat in the Tehran Declaration.

The Second Bureau of the APMCHUD desired that the location of the Permanent Secretariat be put up to the main Conference of the APMCHUD at Solo.

Accordingly, the item is placed for consideration of the APMCHUD.

Item 3 : Formal Registration of the Secretariat of APMCHUD.

The establishment of the Permanent Secretariat requires a formal resolution for enabling the registration of the same in the country of its location as well as for other logistic arrangements like opening of bank account etc. It is proposed that the Bureau of the APMCHUD be authorized to take all actions for establishment of the Permanent Secretariat and to formulate documents required for establishment of the Permanent Secretariat and other logistic requirements like opening of bank accounts and authorization of signatories etc. for effective functioning of the Permanent Secretariat.

Accordingly, the item is placed for consideration of the APMCHUD.