Meeting Memorandum

Adopted at WeGO: Executive Committee Meeting 2011
Held in Barcelona, Spain
On 17-18 October 2011

I. Meeting Participants

Member City	Name	Gender	Job Title	Department/Division
Barcelona	Joan Batlle	M	Head	Intl. Cooperation on e-Government and Innovation
Edmonton	Chris Moore	M	Chief Information Officer	Information Technology Branch, Corporate Services Department, City of Edmonton
Jakarta	Margani Mustar	M	Deputy Governor	Jakarta Local Province
	Muchtar Rosjid	M	Secretary	Department of Communication, Information & Public Relations
Khartoum	Mohamed Awad Elbaroudi	M	Minister	Ministry of Culture and Information
Nairobi	Benter Ogot	F	Director, ICT	ICT Department
Seoul	Jong Sung Hwang	M	CIO	Information Planning and System Bureau
	Man Gi Lee	M	Team Manager	Information Planning Division
	Sunyoung Jung	F	Manager	Information Planning Division

II. Meeting Schedule

WEGO: Executive Committee Meeting 2011

- **Dates: 17-18 October 2011**
- **Host: Barcelona City Council**
- **Venue: Barcelona City Hall (meeting room: Consulat de Mar)**

- **Language: English**
- **Daily Meeting Schedule**

Monday, 17 October

20:00	Transfer from the hotel Barcelona Catedral to El Principal Restaurant
20:30	Welcome Dinner

Tuesday, 18 October

08:30	Meeting point at the lobby of Hotel Barcelona Catedral to go walking to the historical building of the Barcelona City Council where the meeting will take place
09:00-10:30	**Session 1** Opening, introduction of participants, announcement on meeting schedule, report on past progress, first round of discussion on meeting agenda
10:30-11:00	**Coffee Break**
11:00-12:30	**Session 2** Second round of discussion on meeting agenda
13:00-15:00	**Lunch**
15:00-16:00	**Closing (Meeting Summary)**

III. Meeting Agenda

The Executive Committee of WeGO has agreed on each agenda as follows. The Executive Committee adopted this meeting memorandum as an official document of the meeting.

Agenda 1 The Second General Assembly 2012: Dates and Operational Strategy

1. **Dates of 2nd General Assembly**
- The 2nd General Assembly meeting will be held on 19-20 November 2012 in consideration of the preferred date of Barcelona. It is approved unanimously; no objections are put forward.
- The Executive Committee agrees with Barcelona's proposal to have the 2nd General Assembly in parallel with the 2nd Smart City Expo and World Congress, seeking synergic effects in publicizing and operating the Assembly.

2. **Strategy for increasing participation to 2nd General Assembly**
- The Executive Committee will consider organizing the 2nd General Assembly meeting in collaboration with other international organizations and with a focus on sharing good practices and arranging technical visits to practical ICT services and infrastructure.
- The Executive Committee mentions the importance of knowledge-sharing, providing a concrete program, visits to IT services and webcasting.

3. **Organizing the Executive Committee meeting in parallel with the General Assembly meeting**
- The Executive Committee agrees to organize the Executive Committee meeting in parallel with the General Assembly meeting.

Agenda 2 Leadership Election Procedures and Host of the 3rd General Assembly

1. **Current Selection Procedures**
- There is a general consensus concerning the current procedures for electing or appointing the president, vice presidents, and members of the Executive Committee.

2. **Next President, Vice Presidents, and Members of Executive Committee for 2012-2014**
- Considering that WeGO is in an early stage of development, the current governance will continue in the next term. The final decision will be made at

the 2nd General Assembly meeting.

- The Executive Committee discusses the interest in serving as President City, Vice President City or Executive Committee Member for the next term. Seoul would like to continue as President City of WeGO as it requires further time to complete the set-up and WeGO's office. This motion is agreed in order to provide continuity in the early stages of the organization.
- Barcelona and Edmonton put forward the idea of establishing a taskforce that would meet electronically on a regular basis, in order to give further impetus to the organization which is still in its infancy. All members of the Executive Committee should be informed of progress in the taskforce. A consensus is reached on this proposal.

3. Host of 3rd General Assembly meeting

- To ensure geographical equity, the continents of Africa, America, South Asia or other regions will host the 3rd General Assembly in 2014. The final decision will be made at the General Assembly in 2012 in Barcelona, Spain.
- In keeping with the goal of geographical equity, fairness and distribution, Edmonton put forward its candidacy to host the General Assembly in 2014.
- Khartoum also expresses interest in hosting the General Assembly in 2014, but is also in favor of Edmonton hosting the meeting.
- It is decided that the host city will be finalized at the second General Assembly meeting in 2012.

Agenda 3 Regional Offices

- The Executive Committee has listened to the delegations of Barcelona, Edmonton, Jakarta, and Nairobi which were either interested or considering yes or nominated in setting up regional offices of WeGO.
- It is proposed that letters of intent be submitted by member cities in order to demonstrate their interest in establishing a regional office. The decision will subsequently be made online on the basis of the feedback obtained.

Agenda 4 Membership Fee Payment and Funding Plan

1. Period of Membership Fee Payment

- The Executive Committee agrees that membership fees will be paid in the first quarter of each year starting from 2012. However, a degree of flexibility will be provided upon the request of each individual city.

2. Funding Strategies

- The Executive Committee agrees on attracting sponsorship from private companies for the meeting and events of WeGO. The following is the

preliminary sponsorship package:

Preliminary Sponsorship Package

Sponsorship Level	Amount of Sponsorship	Sponsorship Benefits
Platinum	30,000 USD	Opening remark, Special session organization
Gold	10,000 USD	Company name and logo on all conference materials, VIP meeting opportunities
Silver	5,000 USD	Exhibit space
Bronze	3,000 USD	Full conference badges (including meetings, workshops, lunch, dinner)

✓ Note: Benefits of lower-level sponsorship are included in higher-level sponsorship.

- Sponsorship will be used to support certain member cities with financial difficulties concerning travel and accommodation and to support meeting expenses of the General Assembly in part.

- The Executive Committee undertakes to develop long-term and sustainable partnerships with global companies.

Agenda 5 Terms of Reference of the Secretariat
- The Secretariat is drafting the Secretariat's Terms of Reference and said Terms will be distributed to Executive Committee members for their feedback.

Agenda 6 WeGO Awards
- The WeGO Awards aims to identify and recognize innovative practices and performance in e-governance. The Executive Committee approves the awards, the call for nominations will be announced and the winners will be presented at the 2nd General Assembly in 2012.
- Candidates should not be limited to member cities but should be open to every city in the world. The city of Edmonton welcomes the idea of opening it up to every country in the world, though underlines the enormous amount of work involved.
- The Executive Committee agrees that member cities can recommend other cities and individual cities may also put forward their candidacy for the award in order to encourage participation.
- The issue of acknowledging the extent of the progress achieved by candidate cities is also to be taken into account.
- Emphasis is placed on the importance of establishing judging criteria and a clear template for the judging panel members. Barcelona offers to circulate

the criteria employed in two different projects it has previously worked upon. It is agreed that the Secretariat will formulate a draft and circulate it among members of the Executive Committee for their feedback or addition.
- Following much debate, the Executive Committee agrees to change the WeGO Award categories to the following:
(A) Services, (B) Efficiency, (C) Open City, (D) Urban Management, (E) Digital Divide
These categories should bear in mind the degree of progress or achievement accomplished by each city, according to their baseline situation.
- It has been clarified that the Terms and Conditions of the WeGO Awards is not an annex to the Statute.

Agenda 7 Sharing Good Practices in e-Government
- The Executive Committee supports that the following will be a concept for the practical implementation of the exchange of good practices.

  Phase 1. Building a database of good e-government practices or a knowledge sharing program.

  Phase 2. Exchanging the details of practices and technical assistance between cities.

  Phase 3. Applying and disseminating practices between cities.

- The importance of linking the exchange of good practices with the WeGO Awards was highlighted.

- The proposal to collaborate with other organizations and city networks, such as Metropolis and UCLG, for the exchange of projects and best practices as well as benchmarking in order to reach a critical mass was put forward.

Agenda 8 Public-Private Partnership and Joint Projects
- Public private partnerships or joint projects with the private sector will be essential for WeGO to make a significant step forward.
- Most cities support the partnership but some European cities are concerned over partnerships with the private sector.
- The Executive Committee agrees that WeGO, not on the level of individual member cities, will explore partnership opportunities primarily with international organizations such as the United Nations and the World Bank.
- The Executive Committee approves that WeGO will collaborate with international organizations to secure grants or donations and to develop joint projects to support the projects of WeGO and to advance e-governance of its

member cities.
- Edmonton and Barcelona offer to connect the Secretariat with all the existing networks in which they are participating.

Agenda 9 Urban e-Government Model and Service Platform

- The Executive Committee approves that the city of Seoul will introduce a globally-accepted and sustainable e-government framework to WeGO in order to allow its members to use the complimentary framework.

- A presentation regarding the e-Government Framework experience in Korea was made by the National Information Society Agency of Korea. The project was applauded and it is proposed that it be included in a workshop at the second General Assembly in 2012.