

## Meeting Memorandum for the WeGO Executive Committee Meeting 2016

October 12, 2016 / Beyoglu, Turkey

### **Meeting Participants** (see the full list of attendees as Annex A)

**Executive Committee Members (8):** Agra (India), Chengdu (China), Hebron (Palestine), Khartoum State (Sudan), Maputo (Mozambique), Sennar State (Sudan), Seoul (Korea), Ulyanovsk Region (Russia).

**Observer Cities (8):** Bandung (Indonesia), Beyoglu (Turkey), East Nile Locality (Sudan), Galle (Sri Lanka), Mexico City (Mexico), Malatya (Turkey), Pokhara (Nepal), Tallinn (Estonia)

**Observer Institutions (2):** National Information Technology Development Agency (Nigeria), Uraia Platform

The Meeting was kicked off with the welcome remarks by Mr. Ahmet Misbah Demircan, Mayor of the host Beyoglu district, and the opening remarks by Mr. Younghoon Choi, Chief Information Officer of the Seoul Metropolitan Government and Chair of the Session, who also introduced each of the present participants. The Executive Committee reviewed the Meeting Memorandum for the preceding Executive Committee Meeting in 2015 and unanimously adopted the current meeting agenda.

Dr. Young-sook Nam, Secretary General of WeGO, then took the floor to deliver the presentation of the WeGO Annual Report, after which the Executive Committee members finally proceeded to the discussions of the main meeting agenda.

### **Agenda 1: Annual Assessment of the WeGO Regional Offices**

The Executive Committee conducted the annual assessment of the WeGO Asia Regional Office, Chengdu and the WeGO Europe Regional Office, Ulyanovsk Region and **unanimously approved continuation of their operations**. After the Regional Offices had presented their annual reports, the WeGO Secretariat assessed both Regional Offices' overall performance for the past year as satisfactory mentioning the Ulyanovsk Region's strong commitment for hosting the 4<sup>th</sup> WeGO General Assembly in 2017 as well as positive experience of collaboration with Chengdu as the host of the previous General Assembly.

### **Agenda 2: New Memberships to Date**

The Executive Committee **approved the new memberships** since the Executive Committee Meeting 2015 in Ulyanovsk Region, Russia as follows:

- **New Full Members (18):** Baguio (Philippines), Bharatpur (Nepal), Calabar (Nigeria), Cauayan (Philippines), Donga (Nigeria), Gassol (Nigeria), Jalingo (Nigeria), Karim-Lamido (Nigeria), Kigali (Rwanda), Kurmi-Baissa (Nigeria), La Marsa (Tunisia), La Union (Philippines), Mugla (Turkey), Pupule Yorro (Nigeria), Sardauna-Gembu (Nigeria), Sejong City (Korea), Takum (Nigeria), Yakutsk (Russia)
- **New Friendship Members (2):** Central Information Technology Office (Belize), National Information Technology Agency (Ghana)

### **Agenda 3: Dates, Themes, and the Tentative Program for the 4<sup>th</sup> WeGO General Assembly 2017**

Following a special request from the President City Seoul to the Ulyanovsk Region, the months of September and October initially indicated by the Ulyanovsk Region as the preferred time frame for hosting the General Assembly was moved up to the month of June.

The WeGO Secretariat and the Ulyanovsk Region have jointly suggested to the Executive Committee the dates for holding the 4<sup>th</sup> WeGO General Assembly 2017 – June 20-23. Some Executive Committee members noted that the new date conflicts the Muslim holiday Ramadan that will fall on the period of May 27 to June 25, 2017 and therefore, suggested the following week of June 26 instead. Henceforth, the Executive Committee pre-approved **the dates between June 20 and 30** and the WeGO Secretariat will take into account the suggestions and formally announce the final dates to all WeGO members upon consultation with the leadership of President City Seoul and the host Ulyanovsk Region immediately after the completion of the WeGO Executive Committee Meeting 2016, nearly eight (8) months in advance.

Pursuant to the Memorandum of Understanding (MOU) for hosting the 4<sup>th</sup> WeGO General Assembly 2017 signed on December 17, 2015, the Ulyanovsk Region and the WeGO Secretariat will additionally sign an Appendix to the MOU approximately eight (8) months prior to the event date to finalize and mutually agree upon the operational and financial responsibilities of the parties as well as final deliverables of the event.

The Executive Committee members did not provide substantial suggestions or comments to the proposed themes and tentative program of the General Assembly that will further be elaborated by the WeGO Secretariat and the Ulyanovsk Region. Bandung (Indonesia) suggested that the General Assembly theme encompass integration of applications for public services.

**Agenda 4: Updated WeGO Mission and a Broad Outline of the Three-Year Strategic Plan**

The Executive Committee reviewed the first proposal for the updated WeGO Mission and Three-Year Strategic Plan as well as comments previously provided by the special Advisory Committee and WeGO partners.

<b>Current WeGO Mission Statement</b>	<b>First Proposal for the Updated WeGO Mission Statement</b>
<p><i>“to promote sustainable city development by enhancing exchanges and cooperation on e-Governments, to improve administrative efficiency and transparency by strengthening digital capabilities, to advance online public services for citizens and increase civil involvement, to bridge the digital divide, and to create a common ground for direct cooperation and solidarity among cities.”</i></p>	<p><i>“to promote the usage of Information and Communications Technologies (ICT) for sustainable urban development. We aim to enhance the ICT capabilities of cities and leverage their innovation potentials in order to develop transformative solutions that support broad stakeholder involvement and digital inclusion, integrated decision-making and foresight, open government, as well as wide online service availability and accessibility. To this end, we foster international exchange, cooperation and learning among cities and stakeholders, and help to create leading practice cases, seeking to strengthen solidarity among cities and reduce existing disparities between them.”</i></p>

During the session, the Executive Committee and observers additionally provided some valuable feedback. For example, Hebron (Palestine) and Bandung (Indonesia) specifically supported that **wellbeing and quality of life** of citizens should be mentioned as the ultimate goal of the WeGO activity. Further, most deliberations touched upon the importance of both the emerging concept of *smart city (or 'smart sustainable city')* and the initial key term of *e-Government* for WeGO. It was concluded that in case the term 'smart city' or 'smart sustainable city' is used by WeGO no formal definition needs to be given in the new WeGO mission statement for each city has its own vision and definition of smart city based on specific challenges it faces. Finally, the WeGO Secretariat highlighted **innovative capacity of cities** to use Information and Communication Technologies (ICT) as one of the principal aspects enhancing smart city development.

### Agenda 5: **Amendments to the Terms and Conditions of the WeGO Awards**

The Executive Committee reviewed and **adopted the new amendments to the Terms and Conditions of the WeGO Awards**, as proposed. The modifications mainly apply to 1) the official title of the awards, 2) categories, and 3) naming of the prizes, as follows:

	<b>Original</b>	<b>Amended</b>
<b>Official Title of the Awards</b>	The WeGO Awards	The WeGO Smart Sustainable City Awards
<b>Awards Categories</b>	<ol style="list-style-type: none"> <li><del>1. Services</del></li> <li><del>2. Efficiency</del></li> <li><del>3. Open City</del></li> <li><del>4. Urban Management</del></li> <li>5. Digital Divide</li> </ol>	<ol style="list-style-type: none"> <li>1. Open City Category</li> <li>2. Digital Inclusion Category</li> <li>3. Innovative Smart City Category</li> <li>4. Sustainable City Category</li> <li>5. E-Government Service Category</li> <li>6. Cooperative City Category</li> </ol>
<b>Naming of the Prizes</b>	<ol style="list-style-type: none"> <li><del>1. Best e-Government Prize</del></li> <li><del>2. Outstanding e-Government Prize</del></li> <li><del>3. Most Promising e-Government Prize</del></li> </ol>	<ol style="list-style-type: none"> <li>1. Gold Award</li> <li>2. Silver Award</li> <li>3. Special Mention</li> </ol>

The new amendments will take effect starting from the 3<sup>rd</sup> edition of the WeGO Smart Sustainable City Awards in 2017.

### Agenda 6: **WeGO Corporate Partnership**

The WeGO Secretariat proposed further discussions initiated back in 2013 on how to develop a long-term sustainable partnership model with the private sector for the future growth of WeGO but the Executive Committee did not provide any feedback. Observer NITDA (Nigeria) mentioned that the WeGO Secretariat should take into account local dynamics in different countries, for example, Nigeria where smaller entities, rather than large corporations, are more likely to be involved in such activities.

At the last Executive Committee Meeting in 2015, the corporate membership category was discussed with favorable feedback conditional upon clear guidelines of corporate partners' benefits and responsibilities. Henceforth, the specific guidelines for the Corporate Partnership category will be further developed and presented by the WeGO Secretariat at the 4<sup>th</sup> WeGO General Assembly 2017 for final approval of the General Assembly.

### **Agenda 7: Information on Election of the President City, Executive Committee Members, and Nomination of Vice President Cities**

The Executive Committee took note of the information related to the upcoming election of the President City and Executive Committee members as well as nomination of Vice President Cities of WeGO at the 4<sup>th</sup> WeGO General Assembly 2017. Particularly, **Agra** (India) expressed its readiness to continue serving as an Executive Committee member, and **Hebron** (Palestine) – as a Vice President and Executive Committee member in the next term of 2017-2020.

### **Agenda 8: Information on Selection of the Host City of the Next General Assembly**

The Executive Committee took note of the information related to the upcoming selection of the host city of the next General Assembly at the 4<sup>th</sup> WeGO General Assembly 2017. Particularly, **Agra** (India) indicated its interest in hosting the next General Assembly in 2020 as well as the so-called First Executive Committee Meeting in 2018, while **Hebron** (Palestine) expressed its interest in hosting the Second Executive Committee Meeting in 2019, rather than the General Assembly. **NITDA** (Nigeria) will reach out to potential host cities and local governments in Nigeria that would be interested in hosting any of the regular WeGO meetings.

### **Agenda 9: Use of Membership Fees**

The Executive Committee **approved the WeGO Secretariat’s proposal on the use of membership fees**, as proposed. Specifically, the WeGO Secretariat proposed usage of membership fees up to 109,000,000 KRW for various operational and program expenses. Particularly, membership fees will be used for projects related to the WeGO website update, creation of the WeGO Best Practices Journal and Online Sharing Platform, WeGO Secondment Staff Program, promotional activities, and other operational expenses.

### **Agenda 10: Tentative WeGO Work Plan for 2017**

The WeGO Secretariat introduced the tentative plan of WeGO programs and activities for 2017 and the Executive Committee members as well as observers voiced several important suggestions throughout the Executive Committee session as follows.

<b>Participant City/ Entity</b> <i>(in alphabetical order)</i>	<b>Suggestions</b>
Beyoglu, Turkey	Hosting a regional office in Beyoglu
Hebron, Palestine	Hosting a regional office in Hebron (Middle East) Hosting a WeGO conference in Hebron Organizing online webinars or trainings to ensure equitable access of as many WeGO members as possible to WeGO programs
Khartoum State, Sudan	Hosting a regional office in the city of Khartoum (Africa) Hosting a WeGO conference in the city of Khartoum <i>Note: Khartoum City stated their readiness to bear local costs related to operations of the WeGO Regional Office</i>
Mexico City, Mexico	Hosting a regional office in Mexico City (America) <i>Note: A letter of intent on hosting a regional office was submitted to</i>

	<i>the WeGO Secretariat. The host city stated their readiness to bear local costs related to operations of the WeGO Regional Office</i>
NITDA, Nigeria	<p>Hosting a regional office in Nigeria (Africa, Host city TBD)</p> <p>Hosting a WeGO training program or conference in Nigeria (Host city TBD)</p> <p><i>Note: A letter of intent on hosting a training program was submitted to the WeGO Secretariat. The event will be open not only to cities and local governments in Nigeria but also stakeholders from other African cities.</i></p>
Uraia Platform	Possible collaboration on Best Practices projects

Based on the keen interest received from Executive Committee members and observers, the WeGO Secretariat will open calls for hosting a regional office in different continents prior to the 4<sup>th</sup> WeGO General Assembly 2017. All interested WeGO members were encouraged to participate in the bidding process by submitting their proposals.

The session was concluded with short closing remarks by Chairman Choi and a group photo.

PARTICIPANTS LIST

<b>Executive Committee Members</b>	
Agra, India	1. <b>Mr. Rohit Bansal</b> – Advisor to the Mayor <i>*Mr. Indrajeet Arya, Mayor of Agra, was not present at the session due to health issues</i>
Chengdu, China	2. <b>Mr. Li Yue</b> – Vice-Director General, Chengdu Municipal Government Affairs Service Center 3. Mr. Chen Bojun – Vice-Director General, Chengdu Municipal Legislative Affairs Office 4. Mr. Wang Hao – Vice-Director General, Chengdu Municipal Government Affairs Service Management Office 5. Mr. Wu Xi – Vice-Director General, Chengdu Municipal e-Government Network Construction Management Office 6. Mr. Yasar Ablat – Interpreter
Hebron, Palestine	7. <b>Dr. Zaoud Zadari</b> – Mayor 8. Ms. Jumana Qwasma – Business Incubator Director, Techno Park 9. Ms. Hanadi Sharif – Head, Mayor’s Office 10. Mr. Saeed Alkhatib – Head, Korea Palestine Centre 11. Mr. Majdi Salaymeh – Head of Security Department and Head of Employees Union
Khartoum State, Sudan	12. <b>Mr. Amir Awadalla</b> – Management Director, Higher Council for Strategy 13. Mr. Kamal Siddig – Director, Information Center
Maputo, Mozambique	14. <b>Mr. Nilton Mate</b> – Technician, International Relations Office
Sennar State, Sudan	15. <b>Mr. Eldaw Hamid</b> – Governor
Seoul, Korea	16. <b>Mr. Younghoon Choi</b> – Chief Information Officer, Information Planning Division ( <b>Chair</b> ) 17. Ms. Soonhee Kim – Assistant Director, Information Planning Division 18. Ms. Jihyun Kim – External Relation Officer, Information Planning Division
Ulyanovsk Region, Russia	19. <b>Ms. Kseniya Yarkova</b> – Officer, Division of External Affairs, Internet Technology Development Corporation
<b>Observer Cities</b>	
Bandung, Indonesia	20. <b>Mr. Asep Cahyadi</b> – Head, Communication and Informatics Agency 21. Mrs. Sri Dhiandini – Head, Telematics Division
Beyoglu, Turkey	22. <b>Mr. Ahmet Demircan</b> – Mayor 23. Mr. Yasin Balcı - Vice-Mayor 24. Mr. Erol Ökten - Vice-Mayor 25. Mr. Furkan Yavuz – Director, Information Technology Division

	26. Mr. Mehmet Akpınar – Director, Social Welfare Affairs Division 27. Ms. Melis Kaplangı – Head, Foreign Relations Division
East Nile Locality, Sudan	28. <b>Mr. Hamadnallah Abdelgadir</b> – Supervisor, Information Center
Galle, Sri Lanka	29. <b>Mr. Kumara Dhammika Maha Muhandiramge</b> – Senior Municipal Councillor, Engineering
Malatya, Turkey	30. <b>Mr. Zeki Soyak</b> – Head, Department of Information Technologies
Mexico City, Mexico	31. <b>Mr. Ismael Villegas</b> – Executive Director of Electronic Government and Policy of ICT
Pokhara, Nepal	32. <b>Mr. Basanta Chalise</b> – Senior Officer, Environment Division 33. Ms. Chandrawati Wagle – Information Chief, Information Division
Tallinn, Estonia	34. <b>Mr. Jaanus Mutli</b> – Head, Business Development Unit
<b>Observer Institutions</b>	
NITDA, Nigeria	35. <b>Mr. Bernard Ewah</b> – Head, e-Government
Uraia Platform	36. <b>Ms. Mariana Nascimento Collin</b> – Coordinator
<b>WeGO Secretariat</b>	
WeGO Secretariat	37. <b>Dr. Young-sook Nam</b> – Secretary General 38. Mr. David Hahm – Program Director ( <b>Moderator</b> ) 39. Mr. Belmasio Kwon – Administrative Director 40. Ms. Eunbyul Cho – Senior Program Officer 41. Ms. Alexandra Sidorova – Program Officer ( <b>Rapporteur</b> ) 42. Mr. Andrew Lim – Program Officer 43. Ms. April Jang – Administrative Officer