**UCLG’s Capacity and Institutions Building (CIB) Working Group**

**Work Plan for 2018**

**Overarching goal:** The Capacity and Institution Building (CIB) Working Group aims to advance the effectiveness and quality of international policies and programs of local and regional governments and their associations. The CIB achieves its purpose by exchanging knowledge and information, enabling coordination and cooperation among its members and within UCLG.

The CIB Working Group is a voluntary community of practitioners, members of United Cities and Local Governments (UCLG), who are engaged in international development cooperation.

1. **Priorities 2018 – 2020**
2. General **information exchange** related to policies and programs implemented by CIB members and fostering of **coordination** among CIB members to avoid overlap and to create synergies
3. Building a common **knowledge base and learning community** on programming methodologies to contribute to a more effective programme approach
4. Support the implementation of and reporting on **international policies**
5. Support the development of a **shared narrative and building evidence**, to feed lobby and advocacy efforts and increase recognition of the role of local government in development cooperation.
6. Alignment and collaboration with **UCLG**
7. **Orientations & Activities 2018[[1]](#footnote-1)**

**Activities are subject to confirmation of budget from UCLG and of CIB member contributions.**

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| 1. **Information exchange**
 | **Performance indicators** | **Deliverables** | **Lead/Co-Lead Org.** | **Timing** |
| * 1. Update of the **compendium** to facilitate access to information on geographic and thematic focus of members in their programs
 | % of CIB members that have updated the compendium | Compendium | CIB secretariat | Q 2-3 |
| * 1. **Bi-monthly newsletter** to share relevant information on global trends and developments, as well as activities of members
 | % of CIB members contributing to the newsletter and # of contributions of each | 6 newsletters | CIB secretariat | Q 1-4 |
| * 1. Animation of the **online community** to enable exchange on a regular basis within the CIB network
 | # of individual members registered to the online community and # logging in monthly |  | CIB secretariat | Q 1-4 |
| * 1. Organization of the **annual CIB meeting** to foster exchange among CIB members
 | # of participants | CIB meeting (agenda, programme etc.)  | SKL/ICLD | Q 3 |
| * 1. Foster exchange among Presidents and/or CEOs of Local Government Associations (LGAs) in the UCLG **LGA forum**
 | # of participants | Closed LGA sessions at UCLG meeting(s)Semestrial LGA bulletinColumns on UCLG website | VNG International chairs secretariat in 2018VVSGFCMCNM (also interested in a regional event)UMTLGADeutsche Staedtetag | Q1 - Q 4 |
| * 1. Establish specific (online) **country groups** to foster coordination in selected pilot countries, with an important role for the LGA in the partner country
 | # of (online) meetings concerning coordination between CIB members | 2-3 country groups | VVSG/VNG International – BeninFCM/VNG International – Tunesia/Lebanon | Q 1-4 |

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| 1. **Building a knowledge base and learning community**
 | **Performance indicators** | **Deliverables** | **Lead/Co-Lead Org.** | **Timing** |
| * 1. Organization of regular **webinars** on a variety of topics related to programming methodologies and thematic content, to be defined on the basis of requests of CIB membership. Possible topics include:
* **Gender**
* **Local economic development**
* **Learning, sharing and supporting the development of the tools for localization of the SDGs**
* Working in fragile states
* Learning within your organizations
* Experiences with tenders of a specific donor
 | # of webinars organized and # of participants per webinar | 4-6 thematic webinars | FCM/Region of Catalonia – GenderFCM – LEDUCLG Learning agenda – learning, sharing and supporting the development of the tools for localization of the SDGs | Q 1-4 |
| * 1. Building on the M&E&L study, a **toolkit of methodologies of M&E&L** will be developed
 | M&E&L toolkit is produced and available online and offline and # of contributions of members | ME&L toolkit | UCLG learning agenda | Q 3 |
| * 1. Regular exchange will take place in a **M&E&L taskforce** to be established
 | # of meetings held by M&E&L taskforce | Operational M&E&L taskforce | FCMRegion of Catalonia | Q 1-4 |
| * 1. **Analyse (mid-term) evaluations of CIB members’ programmes**, and share the main conclusions and narrative among the CIB membership
 | Analysis of evaluations of CIB members’ programmes executed and available  | Report on lessons learnt and recommendations from evaluations  | VVSG (link this to own programme?) | Q 3 |

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| 1. **Implementation and reporting of international policies**
 | **Performance indicators** | **Deliverables** | **Lead/Co-Lead Org.** | **Timing** |
| * 1. Support UCLG in the process to **assist other Local Government Associations** in the Sustainable Development Goals implementation, monitoring and reporting
 | Questionnaire for LGAs, developed by UCLG in cooperation with CIB working group# of CIB members that have supported LGAs on the implementation, monitoring and reporting on the SDGs # of LGAs that have provided input on the implementation of the SDGs from local government perspective to UCLG’s report for the High Level Political Forum of the United Nations | Guidelines for reporting available for LGAs Shadow report on behalf of local governments at HLPF | FCM – Mali, Vietnam, ColombiaVNG International – Benin, Palestinian territoriesVVSG – BeninUCLG ASPAC | Q 1-4 (UN High Level Political Forum takes place in Q 2) |
| * 1. **Map the contributions, inform the strategies and coordinate the actions** of CIB members on the Sustainable Development Goals
 | Overview of activities of CIB members in relation to the implementation of the SDGs | Overview of contributions and actions related to the SDGs of CIB members | CIB secretariat | Q 1-4 |
| * 1. Support UCLG in the creation of a task force for **indicators and data collection** on the SDGs
 | # of meetings held by SDG indicators and data collection taskforce | Operational taskforce | FCMVVSGVNG InternationalRegion of CataloniaMILEDeutsche Staedtetag | Q 1-4 |

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| 1. **Shared narrative and evidence building**
 | **Performance indicators** | **Deliverables** | **Lead/Co-Lead Org.** | **Timing** |
| * 1. Identify **challenges, trends and innovation** in development cooperation and international relations of CIB members
 | Study and # of contributions by members |  | CIB secretariat | Q 3 |
| * 1. Identify **successful approaches** in targeting donors to include more local government targeted action in their programming
 | Study and # of contributions by members |  | CIB secretariat | Q 3 |
| * 1. **Develop members’ capacity** to negotiate with and influence donors and national governments on the implementation of international policies, such as the Sustainable Development Goals *(subject to available funding)*
 | TBD |  | CIB secretariat | TBD |

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| 1. **Strengthening CIB network and collaboration within UCLG network**
 | **Performance indicators** | **Deliverables** | **Lead/Co-Lead Org.** | **Timing** |
| * 1. **Strengthen collaboration between CIB and the UCLG secretariat**, including to raise the visibility of CIB members’ work within the organization

(incl. how to link policy council work to CIB work) | Reports of meetings with UCLG secretariatVisibility of CIB working group in UCLG publications and statutory meetings | Active collaboration – CIB visibility in UCLG policy documents etc. | CIB secretariat | Q 1-4 |
| * 1. Contribute to activities of CIB members (such as African conference to be organized by MILE)
 | Reports of meetings of CIB members | CIB visibility at African conference  | a.o. MILE | Q 1-4 |
| * 1. Contribute to the GOLD V report on localizing the SDGs and creating an enabling environment (analysis of the "localisation" process)
 | GOLD V report | GOLD V report includes/reflects input from CIB members | CIB secretariat | Q1-2 |

1. **Budget 2018**

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|  | **UNIT** |  | **AMOUNT** |
| **1. Staff Time** |   |   | **€71.250**  |
| **Renske Steenbergen (Senior project manager)**  | **150** |  |  |
| **Jessie Post (Project Manager)**  | **450** |  |  |
| **Trainee** | **500** |  |  |
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| **TOTAL SECRETARIAT STAFF TIME** | **1100** |  |  |
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| **2. Activity budget** |   |   | **€14.600**  |
| Website hosting |  | 1 | 300 |
| Website maintenance |  |  | 800 |
| Webinar / online communication |  |  | 1000 |
| Design of publications |  |  | 1000 |
| Printing of CIB publications |  |  | 2500 |
| Expert SDGS-LGAs | 8 | 500 | 4000 |
| Expert M&E | 8 | 500 | 4000 |
| Other activity cost (contingency) |  |  | 1000 |
|  |  |  |  |
| **3. Travel** |   |   | **€5.700**  |
| UCLG Meeting in Barcelona (Retreat) | 4 | 250 | 1000 |
|  | 1 | 200 | 200 |
| UCLG World Council meeting | 1 | 1200 | 1200 |
|  | 4 | 250 | 1000 |
| CIB meeting | 6 | 250 | 1500 |
|  | 2 | 400 | 800 |
| **SUBTOTAL** |   |   | **€91.550**  |

1. All activities described below are subject to available funding. See section 3 for the overall budget. [↑](#footnote-ref-1)