



Annex I to the COOPERATION GRANT AGREEMENT ICLEI World Congress 2021

Share of Tasks and Responsibilities

As of 7 November 2019

Introduction

The following is a list of the general share of tasks and responsibilities between the City of Malmö and ICLEI – Local Governments for Sustainability e.V. for the successful planning and implementation of the ICLEI World Congress 2021 as envisaged at the signing of the Cooperation Agreement.

All other tasks and responsibilities that arise during the planning and implementation of the ICLEI World Congress 2021 and that are deemed necessary for the effective and high-quality implementation of the event shall be handled in the same manner as this document indicates and/or will be added later with the agreement of both parties.

For the purposes of this “Share of Tasks and Responsibilities”, ICLEI refers to the entire global organization, in which ICLEI World Secretariat is the responsible lead for executing the assigned tasks and responsibilities, with strong support and involvement from ICLEI European Secretariat. The organization is responsible for the implementation of the task and its financing, within the budget that is under its responsibility.

Share of Tasks and Responsibilities for the ICLEI World Congress 2021

KEY	
●	Primary responsibility
○	Secondary responsibility
=	Joint responsibility
	No responsibility

1	General project management	City of Malmö	ICLEI
1.1	General project management: time plans, coordination etc.	○	●
1.2	Definition and description of the international goals and strategies for the congress	○	●
1.3	Definition and description of the local goals and strategies for the congress	●	
1.4	Management of ICLEI internal communication and decision making structures		●
1.5	Set-up and management of interdepartmental local task force	●	
1.6	General responsibility for providing financial resources	●	
1.7	Controlling and accounting the expenditures managed by ICLEI, including a final financial statement	○ Review of reports on financial accounting	●

2	Political contacts and contacts to further partners	City of Malmö	ICLEI
2.1	Political contacts to governmental partners in Sweden	●	
2.2	Political contacts to UN and other international organizations		●
2.3	Contacts to endorsers and further partners in Sweden	●	○ To those with whom ICLEI has an existing relationship
2.4	Contacts to international endorsers and further partners	○ To those with whom City of Malmö has an existing relationship	●

3 Program development		City of Malmö	ICLEI
3.1	Development of basic themes and program outline	○	●
3.2	Coordination of program goals, structure and themes	=	=
3.3	Approval of final program structure	=	=
3.4	Continuous development of drafts of the program	○ For any elements which City of Malmö is responsible to organize	●
3.5	Special local / Swedish program input	●	○ When it involves incorporation of other Swedish ICLEI Members & Network cities
3.6	Implementation of program		●
3.7	Development of special program elements for local / Swedish participants	●	
3.8	Concepts, proposals for and implementation of technical site visits	●	○ To help make sure topics and themes match interests of expected participants, and advise as needed
3.9	Management and planning for activities designed for local citizens	●	○ In case international speakers / participants are to be invited
3.10	Evening programs and other social program elements, cultural elements etc.	●	○ To advise as needed & to agree on invitee lists to any exclusive events

3.11	ICLEI governance and staff meetings	○ Provision of venue and technical equipment	●
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4 Speakers communications (including presenters, chairpersons and rapporteurs)		City of Malmö	ICLEI
4.1	Identification and selection of potential speakers, chairpersons, and rapporteurs	○ To recommend speakers who may attract Swedish participants, as well as identify appropriate speakers from City of Malmö and its partners	●
4.2	VIP protocol and treatment	●	○ To recommend who classifies as a VIP and which level of VIP treatment they should receive
4.3	Definition of financial conditions for speakers, and management of the speakers budget (incl. reimbursement to speakers)		●
4.4	Ongoing communication with the selected speakers, chairpersons, and rapporteurs		●
4.5	Briefing of the speakers, chairpersons, and rapporteurs		●
4.6	Thank you letters and follow-up after the congress	○ To jointly agree on invitation text	●

5 Participants		City of Malmö	ICLEI
5.1	Setting up and managing central database		●
5.2	Managing the funded participants budget and allocation		●

5.3	Online registration system and management	○ Confirm fee categories, support with receiving payment in local currency as needed	●
5.4	Communication with individual participants		●
5.5	Support participants for obtaining visa to Sweden, coordinate with Swedish consulates in special cases	●	
5.6	Onsite registration management	●	○
5.7	Care for participants during the congress including at the information table and help desk	○	●
5.8	Preparation, implementation, and assessment of an evaluation of the congress by participants and partners		●

6	Event marketing (prior to the event)	City of Malmö	ICLEI
6.1	Marketing strategy	○	●
6.2	ICLEI World Congress 2021 visual approach and design guide	○ To advise and approve	●
6.2	Congress Website	○	●
	- Creating, managing and maintaining English language congress website before, during and after the congress		●
	- Provision of English language information on local activities, local logistics, and about the City of Malmö for the website	●	
	- Limited translation of key online content into further languages		●
6.3	Congress App	○	●
	- Planning of functionalities and usage of app	○ Advise on which features Swedish participants may expect	●
	- Developing, managing and maintaining app		●

6.4	Design, production and dissemination of marketing materials	● National / local	● International
6.5	Announcements and communications to ICLEI Members and ICLEI Network	○ Review drafts, provide Mayor's signature when appropriate	●
6.6	Translation of communications and/or announcements		●
6.7	Contact research, compiling mailing lists	● National / local	● International
6.8	Compiling lists of strategic partners	● National / local	● International
6.9	Dissemination of communications to as many potential participants as possible with the aim to reach the target number of participants	● National / local	● International

7 Congress material (for event itself)		City of Malmö	ICLEI
7.1	Preparation of congress materials/ general e.g. congress program, session descriptions, ICLEI institutional material		●
7.2	Production of congress materials/ local e.g. banners, signage throughout venue, information for citizens, information about Malmö and City of Malmö sustainable policy	●	○ Advise on brand application
7.3	Production of a participants' kit (optional)	●	○ Advise on contents

8 Press and media / communication and outreach		City of Malmö	ICLEI
8.1	Develop international media concept	○	●
8.2	Develop Swedish media concept	●	○ In coordination with ICLEI Europe as appropriate
8.3	Set up, update and adjust mailing lists for media	● National / local	● International

8.4	Pre-congress information to media, technical, and municipal journals	● National / local	● International
8.5	Media pitching and press releases	● National / local	● International

9 Sponsorship & Exhibition		City of Malmö	ICLEI
9.1	Development of sponsorship package	●	○ To advise and approve which program-related opportunities may or may not be included as offerings
9.2	Recruitment and management of event sponsors	●	
9.3	Concept for exhibition	=	=
9.4	Recruitment of exhibitors	●	○ Outreach to current ICLEI project partners and Members
9.5	Implementation of the exhibition	●	
9.6	Contracts / service providers	●	
9.7	Set up, technical equipment	●	

10 Venue / Congress facility / Catering		City of Malmö	ICLEI
10.1	Selection of venue / selection of service providers	●	○ Advise as needed
10.2	Contracts with service providers	●	
10.3	Set up and technical equipment of all congress rooms, including session rooms, congress secretariat, press/media room, VIP lounge, etc.	●	○ Advise needs per room / session
10.4	Catering	●	○ Advise as needed

10.5	Management of the secretariat during the congress	=	=
10.6	Recruitment and management of volunteers	●	○ Recommend tasks which could be supported by volunteers

11	General logistics	City of Malmö	ICLEI
11.1	Development of guidelines and proposals for “greening the event”	●	○
11.2	Hotel selection and contracting	●	○ To advise
11.3	Day to day contact to hotel and support of accommodation booking	●	
11.4	Transfers of participants within Malmö	●	
11.5	Decision of which languages (in addition to English) will be officially provided during the congress and for which program elements	○ To advise	●
11.6	Hiring and management of interpreters	●	
11.7	Hiring of service providers	●	○ To advise on ToRs
	- Instructions and guidance to service providers throughout the congress	●	○

12	Documentation	City of Malmö	ICLEI
12.1	Documentation during the congress through video and photos	=	=
	- Online conferencing and live streaming of elements of the congress (e.g. plenaries, if so decided)	●	○ To advise which sessions to cover
12.2	Uploading impressions and material (presentations, videos and photos) etc. on the congress website		●
12.3	Compiling and coordination of short congress report		●