

WeGO:

Executive Committee Meeting, 2014

3rd - 4th November, 2014

Chengdu, China



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WeGO : Executive Committee Meeting 2014

[Detailed Program for 3rd November 2014]

Time	Program
14:00-14:08	Opening Announcement Promotional Video of Host City, Chengdu
14:09-14:13	Introduction to Participants and Daily Schedule
14:14-14:18	Announcement on Meeting Procedures
14:19-14:40	Briefing on Executive Committee Report on the Operational Progress (Presentation) <ul style="list-style-type: none"> - <i>WeGO Secretariat</i> - <i>WeGO Regional Office</i> <ul style="list-style-type: none"> ✓ Chengdu, Asia Regional Office ✓ Ulyanovsk Region, Europe Regional Office
14:41-15:30	EXCOM Meeting Agenda <ol style="list-style-type: none"> 1. Review of the New Membership & Withdrawal 2. Amendments to the Statute of WeGO <ul style="list-style-type: none"> - <i>New Membership Strategies for WeGO</i> 3. Amendments to TOR of the WeGO Secretariat 4. Amendments to WeGO Awards Terms 5. TOR of the WeGO Regional Office and Bidding Package <p style="text-align: center;"><i>Coffee Break (15:31 – 15:50)</i></p>
15:51-16:45	EXCOM Meeting Agenda -- continued <ol style="list-style-type: none"> 6. Review of the President, Vice President and the Excom members 7. Host City for the next General Assembly of WeGO 8. Proposal for the WeGO Secondment Staff Program
16:46-16:55	UNPOG Presentation by Mr. Lim Jae-hong
16:56-17:00	Wrap up & Summary

WeGO : Executive Committee Meeting 2014

[Detailed Program for 4th November 2014]

Time	Program
09:00-09:15	Opening Announcement & Wrap up
09:00-09:02	Introduction to Participants and Session II Schedule
09:03-09:15	Summary of Previous Day's Discussions
09:15-10:30	Good Practice Sharing <ul style="list-style-type: none"> - Pittsburgh (USA) - Gimpo City (Korea) - Ulyanovsk Region (Russia) - Tunis (Tunisia) - Tallinn (Estonia)
10: 31-10:45	Wrap up of the Executive Committee Meeting Closing remarks
11:30-12:40	Move to the Restaurant (11:10-11:30) Gingko Restaurant (Outside of the Jinjiang Hotel)

Meeting Participants

[3rd & 4th November 2014]

From
Abu Dhabi
Agra
Barcelona
~~**Buenos Aires**~~
Chengdu
Dar es Salaam
~~**Edmonton**~~
Frankfurt
Hebron
Jakarta
Khartoum State
Maputo
Mexico City
Nairobi
Paris
Sennar State
Seoul
Dhaka South
Ulyanovsk Region
Ulaanbaatar

Participants List [3rd & 4th November 2014]

City	Name	Job Title	e-mail address
Agra	Indrajeet arya	Mayor	mayoragra7@gmail.com
	Rohit Bansal	Coordinator	newagepl@gmail.com
Barcelona	Sergio Jerez Rico	Director of Mobile, e-Government & Data	sjerez@bcn.cat
Chengdu	Li Li	Vice Director –General Foreign Affairs Office	2354690131@qq.com
Frankfurt	Jan Schneider	Head of Department for Reform Projects	dezernatV@stadt-frankfurt.de
	Carsten Bobe	Program Officer of Dept. for Infrastructure	carsten.bobe@stadt-frankfurt.de
Hebron	Daoud Zatari	Mayor	zatarid@jinan.ps
	Jumana Dweik Qwasmi	IT Department at Hebron Municipality	pr@hebron-city.ps
	Jawdi Abusneineh	Deputy Mayor	pr@hebron-city.ps
Jakarta	Sylviana Murni	Assistant Secretary for Government Affiar, Jakarta Capital City Government	sylvianamurni@jakarta.go.id
	Andriyan	IT Officer	andriyan@jakarta.go.id
	Agus Bambang Setio Widodo	Head of Department for Communication, Informatics and Public Relations	agusbambang@jakarta.go.id
	Dewi Mustika Tafal	Head of Division of Software Infrastructure, Jakartat Capital	dewi@jakarta.go.id
Khartoum State	Elsiddig Elshiekh	Deputy Governor	siddig_mo@yahoo.com
	Mohamed GISM Alla	Secretary General	
	Algilani Tribo	Secretary General of Local Governance Chamber	
	Ahmed Sali Musa	CIO	hajahmed@krt.gov.sd
Maputo	Adelaide Souto	Director of Maputo Municipality Information System	Adelaide.Souto@cmmaputo.gov.mz

	Nilton Alexandre Mate	Technician of Maputo Municipality International Relations	niltonmate@gmail.com
Nairobi	Anne Lokidor	EXCOM, IC & E-Government	alokidor@nairobi.go.ke
	Benter Ogot	Director of Nairobi City County ICT	bogot@nairobi.go.ke
	Gregory Mwanong'o	Executive Committee Member	gmwanong'o@nairobi.go.ke
	<u>Margaret Musyoki</u>	Information & Communications Technology Authority	mmusyoki@ict.go.ke
Sennar State	Ahmed Abbas Mohamed Saad	Governor	sennargovernor@gmail.com
	Omer Mohamed Elhassan Ahmed	Director, Center for Information Sennar State	amoorr_easir@yahoo.com
	Idris Ahmed Idris Ali	Minister of Presidential	idrisalgaid@yahoo.com
	Zainab Ali Elhag Mohamed	Sennar state governor wife	zainababosh@gmail.com
	Ghada Rahma Ahmed Musa	Minister of presidential -sennar state wife	gadarehma@gmail.com
Seoul City	Gunso Kim	Chief Information Officer	gunsokim@gmail.com
Ulyanovsk Region	Svetlana Openysheva	Deputy Chairman of Ulyanovsk Region Government	svetlana.openysheva@ulgov.ru svetlana.openysheva@gmail.com
	Margarita Sedenkova	Communication Coordinator	wego.ulregion@mail.ru
Ulaanbaatar	Bat-Ulzii Batchuluum	Chief	

Progress Report 2013 – 2014

WeGO Secretariat

Progress Report

WeGO **WeGO Secretariat**
World e-Governments Organization of
Cities and Local Governments

**Presented by Ms. Suzin Ahn,
Program Director**

**Executive Committee Meeting 2014
November 3, Chengdu, China**

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1. Summary of the EXCOM Meeting 2013

1. Summary of the EXCOM Meeting 2013



- Date: September 3, 2014
- Venue: Jinjiang Hotel (Chengdu, China)
- Participants: 26 Participants from 12 (out 20) EXCOM Cities

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• Main Issues

- Regional Office Set Up

- Chengdu (Asia), Ulyanovsk Region (Europe)
- Terms of Reference for the WeGO Regional Office to be prepared for the 2014 EXCOM Meeting

Review of WeGO Programs

- e-GOVERNMENT TRAINING
 - Cities willing to host training sessions in '14: Sennar State, Chengdu, Edmonton & Seoul
 - Request for training conducted online and by Regional Offices
- FEASIBILITY STUDIES

- Membership Category Expansion Plan

- Membership Category issue to be determined at the 2014 EXCOM meeting as part of an expansion strategy for WeGO's finance and network
- Allowing corporate members may cause some issues such as commercialization, etc.

- Exchange Programs

- Framework for an Exchange Program based on the City e-Government Diagnostic & Solution Framework (CeDS) for member cities

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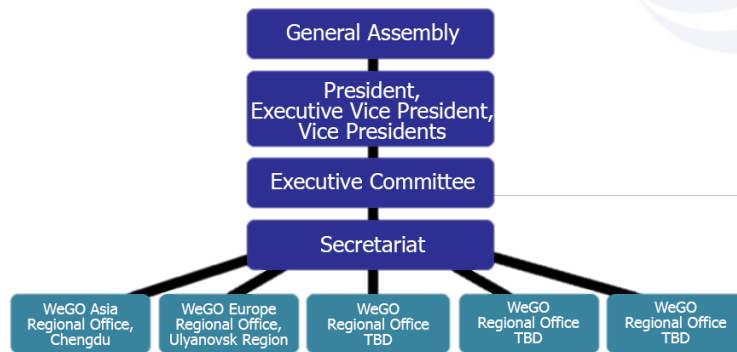
2. WeGO and its Operational Progress



2. WeGO and its Operational Progress

2.1 Membership: 69 Full-Members and 17 Associate-Members

2.2 Organizational Structure



President City : Seoul

Executive Vice President City : Chengdu

Vice President Cities (6) : Barcelona, Ulyanovsk Region, Dar es Salaam Khartoum State, Hebron, Buenos Aires

Executive Committee Cities (12) : Jakarta, Ulaanbaatar, Paris, Frankfurt, Nairobi, Sennar State, Edmonton, Mexico City, Abu Dhabi, Maputo, Agra, Dhaka South

2.3 New Members (since the 2nd WeGO General Assembly 2012):

	City	Country	Entry Date
1	Birgunj	Nepal	'13.3.15
2	White Nile State	Sudan	'13.4.10
3	River Nile State	Sudan	'13.4.12
4	Erbil	Iraq	'14.1.14
5	Da Nang	Vietnam	'14.1.17
6	Gadarif	Sudan	'14.6.3
7	Bandung	Indonesia	'14.6.5
8	Pokhara	Nepal	'14.6.5
9	Hanoi	Vietnam	'14.8.1
10	Gimpo	R.O. Korea	'14.8.14
11	Kepri	Indonesia	'14.9.12
12	South Gezeera Locality	Sudan	'14.9.23
13	Pemerintah Kabupaten Serang	Indonesia	'14.10.16
14	San Fernando, La Union	Philippines	'14.10.17
15	Gazira State	Sudan	'14.10.19
16	Dharan Municipality	Nepal	'14.10.20
17	Rajshahi City	Bangladesh	'14.10.21

2.3 Withdrawing Members (since the 2nd WeGO General Assembly 2012):

	City	Country	Date
1	Lisbon	Portugal	Nov '14
2	Edmonton	Canada	Jul '14
3	Gauteng	South Africa	Jul '14
4	La Manche	France	Aug '14
5	Buenos Aires	Argentina	Sep '14
6	Hunan Province	China	Oct '14

2.4 Financial Status: Membership Fee Payment Status (As of Oct 15)

- Total Revenue : USD 354,983.94
- Total Expenditure : None

① 2012 WeGO Annual Membership Fee

NO.	City	Country	Payment	Date	NO.	City	Country	Payment	Date
1	Frankfurt	Germany	\$10,000.00	'11.12.30	12	Abu Dhabi	UAE	\$9,973.75	'12.9.4
2	Seoul	ROK	\$10,000.00	'12.1.9	13	Dhaka North	Bangladesh	\$979.50	'12.10.4
3	Nairobi	Kenya	\$975.00	'12.2.7	14	Agra	India	\$1,983.00	'12.10.19
4	Edmonton	Canada	\$9,980.00	'12.3.2	15	Quezon	Philippines	\$2,995.00	'12.11.8
5	Hong Kong	China	\$9,970.00	'12.3.22	16	Jakarta	Indonesia	\$6,500.00	'12.11.12
6	Helsinki	Finland	\$10,000.00	'12.3.30	17	Dhaka South	Bangladesh	\$964.00	'12.11.13
7	Addis Ababa	Ethiopia	\$1,000.00	'12.5.7	18	Barcelona	Spain	\$10,000.00	'12.12.21
8	Dar es Salaam	Tanzania	\$970.00	'12.5.30	19	Bucharest	Romania	\$6,000.00	'12.12.24
9	Ulaanbaatar	Mongolia	\$2,000.00	'12.6.28	20	Khartoum	Sudan	\$4,500.00	'13.5.8
10	Harare	Zimbabwe	\$995.00	'12.7.9	21	Chengdu	China	\$9,000.00	'13.9.16
11	Mexico City	Mexico	\$9,983.50	'12.8.23	Total			\$118,768.75	

※ 21 (Out of 47) Cities Paid (Payment Rate: 41.31%)

2.4 Financial Status: Membership Fee Payment Status – cont'd

② 2013 WeGO Annual Membership Fee

NO.	City	Country	Payment	Date	NO.	City	Country	Payment	Date
1	Seoul	ROK	\$10,000.00	'13.1.8	15	Seberang Perai	Malaysia	\$7,970.00	'13.7.1
2	Frankfurt	Germany	\$8,000.00	'13.2.7	16	Edmonton	Canada	\$7,990.00	'13.7.22
3	Maputo	Mozambique	\$580.00	'13.2.20	17	Nairobi	Kenya	\$720.00	'13.7.26
4	Harare	Zimbabwe	\$495.00	'13.3.21	18	Galle	Sri Lanka	\$495.00	'13.7.30
5	Abu Dhabi	UAE	\$7,973.75	'13.3.25	19	Rotterdam	Netherlands	\$8,000.00	'13.8.13
6	Ulaanbaatar	Mongolia	\$2,000.00	'13.3.28	20	Jakarta	Indonesia	\$4,000.00	'13.8.30
7	Hebron	Palestine	\$475.14	'13.3.28	21	Chengdu	China	\$7,000.00	'13.9.16
8	Bangkok	Thailand	\$5,990.00	'13.3.28	22	Bucharest	Romania	\$6,500.00	'13.12.2
9	Ankara	Turkey	\$7,000.00	'13.4.5	23	Issy-les-Moulineaux	France	\$6,000.00	'13.12.17
10	Helsinki	Finland	\$7,990.00	'13.4.9	24	Dhaka North	Bangladesh	\$795.00	'14.2.3
11	Barcelona	Spain	\$9,000.00	'13.4.23	25	Quezon	Philippines	\$1,995.00	'14.2.7
12	Hasahisa	Sudan	\$1,503.00	'13.5.8	26	Hong Kong	China	\$10,000.00	'14.5.27
13	Khartoum	Sudan	\$3,026.00	'13.5.8	Total			\$126,177.89	
14	Addis Ababa	Ethiopia	\$680.00	'13.6.12					

※ 26 (Out of 68) Cities Paid (Payment Rate : 38.96%)

2.4 Financial Status: Membership Fee Payment Status – cont'd

③ 2014 WeGO Annual Membership Fee (As of Oct 15)

NO.	City	Country	Payment	Date	NO.	City	Country	Payment	Date
1	Hong Kong	China	\$10,000.00	'14.5.27	13	Quezon	Philippines	\$2,000.00	'14.9.11
2	Hebron	Palestine	\$412.18	'14.6.3	14	Ulyanovsk Region	Russia	\$985.00	'14.9.18
3	Frankfurt	Germany	\$8,000.00	'14.6.20	15	Ulaanbaatar	Mongolia	\$1,994.00	'14.9.26
4	Bucharest	Romania	\$6,485.00	'14.6.24	16	Agra	India	\$1,983.00	'14.9.29
5	Chengdu	China	\$6,985.00	'14.7.10	17	Helsinki	Finland	\$8,000.00	'14.10.1
6	Bangkok	Thailand	\$5,995.00	'14.7.23	18	Ankara	Turkey	\$6,481.92	'14.10.1
7	Rotterdam	Netherlands	\$8,000.00	'14.7.30	19	Addis Ababa	Ethiopia	\$695.00	'14.10.7
8	Maputo	Mozambique	\$580.00	'14.8.8	20	Barcelona	Spain	\$9000.00	'14.10.7
9	Seoul	ROK	\$10,000.00	'14.8.12	21	Jakarta	Indonesia	\$4000.00	'14.10.10
10	Seberang Perai	Malaysia	\$7,995.00	'14.8.13	22	Sao Paulo	Brazil	\$7946.20	'14.10.15
11	Suva	Fiji	\$500.00	'14.8.27	Total		\$110,037.30		
12	Bau-Bau	Indonesia	\$2,000.00	'14.9.5					

※ 22 (Out of 69) Cities Paid (Payment Rate : 32.09%)

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2.5 Opening Ceremony for Relocation of the WeGO Secretariat

- Date: April 11, 2014
- Location: Seoul Global Center, Seoul
- Participants: Over 40 participants
- Special Guests: UNHCR, UNDP, National IT Industry Promotion Agency (NIPA), Korea Advanced Institute of Science and Technology (KAIST), and other IT organizations
- Outcome: Independent Secretariat with own office and new staff members



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2.5 Opening Ceremony for Relocation of WeGO Secretariat – cont'd

New WeGO Secretariat Team



Secretary General: Dr. Gunso Kim

Program Director: Ms. Suzin Ahn

Administration Director: Ms. Linda Byun



Program Coordinator: Mr. Luis Kim



Program Officer: Ms. Nayoung Kwon



Administration Officer: Mr. George Park

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2.5 Opening Ceremony for Relocation of WeGO Secretariat – cont'd

WeGO Internship Program

- Young International Leaders from **China, Singapore, Malaysia, Sweden, Philippines, Bangladesh, Nepal, France, Russia, USA, and Korea**



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2.6 Information Sharing

•WeGO Website Renewal (June - October '14)

- More interactive, user-friendly and full of resources including:

- Members-Only Online Forum
- City Profiles
- CeDS Data Platform
- Other resources such as WeGO Gazette, WeGO Members in the News, etc.

•Quarterly e-Newsletter Launch (July '14)



Autumn 2014, Issue II Summer 2014, Issue I

•SNS: Twitter, Facebook, LinkedIn



2.7 e-Government Training

❑ The Seoul Program

① April 7 - 11, 2014

- Location: Seoul Human Resource Development Center
- Participants: 15 government employees from WeGO member cities:

Jakarta, Chengdu, Khartoum, Sennar State, Seberang Perai, Bucharest, the Ulyanovsk Region, and Addis Ababa

▪ Training themes:

- Smart e-government
- Seoul Intelligent Transportation Systems
- e-Government and Administrative Reform

② June 25, 2014

- Location: Seoul Human Resource Development Center
- Participants: Total 19 cities including 9 WeGO member cities:

Dhaka North, Hanoi, White Nile State, Jakarta, Muscat, Baku, Khartoum, Ulaanbaatar, and Bangkok

▪ WeGO Presentation Theme:

- "Introducing the City e-Gov't Diagnostic and Solution (CeDS) Framework"





2.7 e-Government Training- cont'd

Regional Offices

① Chengdu

- Date: May 26 ~ 27, 2014
- Location: Nordic International Management Institute (Chengdu)
- Lecture: Chengdu's e-Government Development
- Participants: 13 participants including WeGO Member Cities **Sennar State and Seoul**

② Ulyanovsk Region Webinar

- Date: September 16, 2014
- Lecture: Open Data in Ulyanovsk Region, Cloud Solutions for Open Data, etc.
- Participants: 50 people from 19 cities and 10 countries



2.7 e-Government Training- cont'd

Partner Organizations

World Bank "Smart Cities" Webinar

Theme: **Innovative Solutions for Cities**

① Improving City Management through Data and Analytics

- Date: June 23, 2014
- Speakers: Dr. Gunso Kim, *CIO, SMG & SG, WeGO*
Mr. Jorge Soto, *Deputy General Director of Civic Innovation, National Digital Strategy of the Office of the Presidency in Mexico*
- Participants: 63 participants from 36 cities



① E-Government for Cities: Developing the Back-Office of the Technology City (CeDS)

- Date: December 16, 2014
- Introduction: Dr. Gunso Kim, *CIO, SMG & SG, WeGO*
- Speaker: Mr. Hak-Jin (Frederick) Lim, *Manager, Hyundai U&I*







3. Building WeGO's Global Network



3. Building WeGO's Global Network

3.1 MOU Agreement with NIA for the e-Government Standard Framework ('WeGO eGovFrame') - Aug 28, '14

 World e-Governments Organization of Cities and Local Governments	 1974-2008 1978-88 NATIONAL INFORMATION SOCIETY AGENCY
<ul style="list-style-type: none"> Build and market the 'eGovFrame' brand among member cities and partners Help member cities standardize their e-Gov't systems via eGovFrame through training and consultation service 	<ul style="list-style-type: none"> Provide WeGO with eGovFrame-related information, consultation services, etc. upon request Cooperate with WeGO in providing member cities with technical support and trainings

What is 'eGovFrame'?

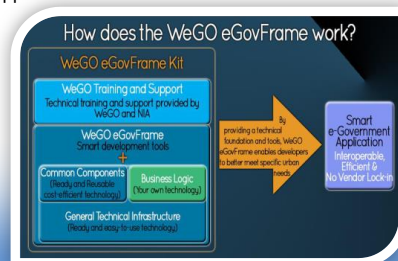
- > A standardized software framework for e-Government applications
- > Open source, cutting-edge and easy-to-use technology
- > Development tools and over 200 reusable Common Components

WeGO Support Services:

- > Training and customized technical support

Dedicated eGovFrame Portal :

- > Downloadable eGovFrame and technical assistance through the dedicated eGovFrame portal
<http://eng.egovframe.go.kr>.



3.2 Cooperation with World Bank

Beginnings in Washington DC:

- **Brown Bag Lunch Presentation at the World Bank (April 2, '14)**
- "Seoul, the Smart City: What Can We Do with Big Data for Citizens?"
- **Meeting with World Bank's Urban and ICT Units (April 3, '14)**
- Discussions on renewal of the MOU between WB & WeGO and collaboration opportunities

Next Steps:

- **WeGO at the Metrolab – Seoul Global Exchange (April 28 – May 1, '14)**
- **World Bank Institute's Smart Cities Webinar (June 23, '14)**
- "Improving City Management through Data and Analytics"



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3.3 Cooperation with DPADM/UNDESA

Beginnings in New York:

- **Meeting at Headquarters of the United Nations Department of Economic and Social Affairs (April 4, '14)**
- Discussion on the UN Public Admin Network (UNPAN) and other collaboration areas
- **Participation in the 13th Session of the Committee of Experts on Public Administration (CEPA, April 7, '14)**

Next Steps:

- **WeGO at the United Nations Public Service Forum (June 23-26, '14)**
- Discussion on DPADM/UNDESA's participation in the 3rd WeGO General Assembly in November
- **Meeting with the UNPOG (August 29, 2014)**
- Discussion on Workshop Session for 3rd WeGO General Assembly and joint projects in 2015



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3.4 Partnerships in Indonesia

In Jakarta:

- **Presentation and Participation at the Indonesia Green Infrastructure Summit (April 30, '14)**
 - Importance of Big Data & ICT in building Green Infrastructure for improving life quality of citizens
- **Meeting with United Cities and Local Governments Asia Pacific (UCLG ASPAC, May 1, '14)**
 - Discussion on potential cooperation opportunities between UCLG ASPAC and WeGO
- **Outcome:**
 - WeGO's participation at the UCLG ASPAC Congress 2014 (September 3-6, '14)
 - UCLG ASPAC's participation in the 3rd WeGO General Assembly

In Kepri Province:

- **Meeting with Kepri Government (May 1, '14)**
 - Signature of Letter of Intent for partnership with WeGO
- **Outcome:** Kepri became a new WeGO member (September 11, '14)



4. Preparation for the 3rd General Assembly

4. Preparation for the 3rd General Assembly

4.1 Timeline

13.Nov	<ul style="list-style-type: none"> MOU with Chengdu for the 3rd GA
14.Apr	<ul style="list-style-type: none"> Signature of the Appendix to MOU with Chengdu First round of invitations sent to WeGO members
May	<ul style="list-style-type: none"> Working Group Meeting in Chengdu First round of invitations sent to non-WeGO members
Jun	<ul style="list-style-type: none"> Official GA Website set up
Jul	<ul style="list-style-type: none"> Call for Applications for EXCOM Membership and 4th GA Host City Meeting of the 3rd WeGO GA Advisory Committee All WeGO Awards applications received
Aug	<ul style="list-style-type: none"> Invitations sent to Partner Organizations and Workshop Speakers
Sep	<ul style="list-style-type: none"> Endorsing Partners secured Circulation of EXCOM meeting materials
Oct	<ul style="list-style-type: none"> Logistics Finalization Final Confirmation on participation from member cities, speakers, etc. Final WeGO Award Winners announced

4.2 Partnerships for the GA

Speakers:

- **International Organizations and Development Agencies including:**
 - UN Project Office on Governance, UNPOG
 - UN – Asian and Pacific Training Centre for Information and Communication Technology for Development (UN-APCICT)
 - WB – Transport & ICT Global Practice
 - Cities Development Initiative for Asia (CDIA)
 - Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
 - International Council for Local Environmental Initiatives (ICLEI)
 - United Cities and Local Governments-Asia Pacific (UCLG-ASPAC)
- **Government Agencies**
 - National Information Society Agency (NIA)
- **Academia, Research Organizations & NGOs**
 - Public Administration Institute for Turkey and the Middle East (TODAIE)
 - Transparent Cities Network
 - Instituto Cidade Democrática
 - Gedaref Digital City Organization
- **Private Sector**
 - Hyundai U&I
 - AcuitasGov
 - Habidatum

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4.2 Partnerships for the GA – cont'd

Sponsors:

- Korea Smart Card Co., Ltd
- Hyundai U&I



Korea Smart Card Co., Ltd



HYUNDAI U&I
Ubiquitous & Information Technology Co., Ltd.

Endorsing Partners:

- World Bank
- UCLG ASPAC
- Seoul National University, ITPP
- Asia Foundation
- AcuitasGov



THE WORLD BANK



The Asia Foundation



AcuitasGov

4.3 The WeGO Awards

Applicants: Total of 68 Applications received

Judging Panel

	Name	Country	Position & Organization
	Chris Moore	Canada	Principal Consultant, AcuitasGov
	Tang Zhiwei	China	Vice Dean, School of Political and Public Administration University of Electronic Science & Technology of China
	Joonas Pekkanen	Finland	Founder and President, Open Ministry
	Giulio Quagiotto	Indonesia	Manager, Pulse Lab Jakarta (UN Global Pulse)
	Nadezhda Glebovna Yarushkina	Russia	Vice-President of Research, Ulyanovsk State Technical University
	Jong-Sung Hwang	S. Korea	Head, Korea Big Data Center, National Information Society Agency
	Mustafa Omar Nawari	Sudan	Professor, Dynamical Systems, University of Khartoum

4.3 The WeGO Awards – cont'd

Best e-Government Prize, Outstanding e-Government Prize and Most Promising e-Government Prize in 5 WeGO Awards Categories

Winners:



Category	Best e-Gov't Prize	Outstanding e-Gov't Prize	Most Promising e-Gov't Prize
<i>Services</i>	TAIPEI , Chinese Taipei	SONGPA , Republic of Korea	BEYOGLU , Turkey
<i>Efficiency</i>	BANGALORE , India	BARCELONA , Spain	SAN FERNANDO, LA UNION , Philippines
<i>Open City</i>	HELSINKI , Finland	HONG KONG SPECIAL ADMINISTRATIVE REGION , People's Republic of China	CHENGDU , People's Republic of China
<i>Urban Management</i>	SEOUL , Republic of Korea	GIMPO , Republic of Korea	ANKARA , Turkey
<i>Digital Divide</i>	NEW TAIPEI , Chinese Taipei	DANANG , Vietnam	SINGAPORE



5. Program Plans for 2015

5. Program Plans for 2015

5.1 WeGO e-Government Training Programs



The Seoul e-Government Training Program

- Co-organized with the Seoul Human Resource Development Center (SHRDC) since 2011
- Lectures, technical tours, cultural events for one week
- May 2015 and August 2015



The WeGO eGovFrame Program

- Customized training program in collaboration with the National Information Society Agency (NIA)
- May 2015 and August 2015



Smart Cities Training Program

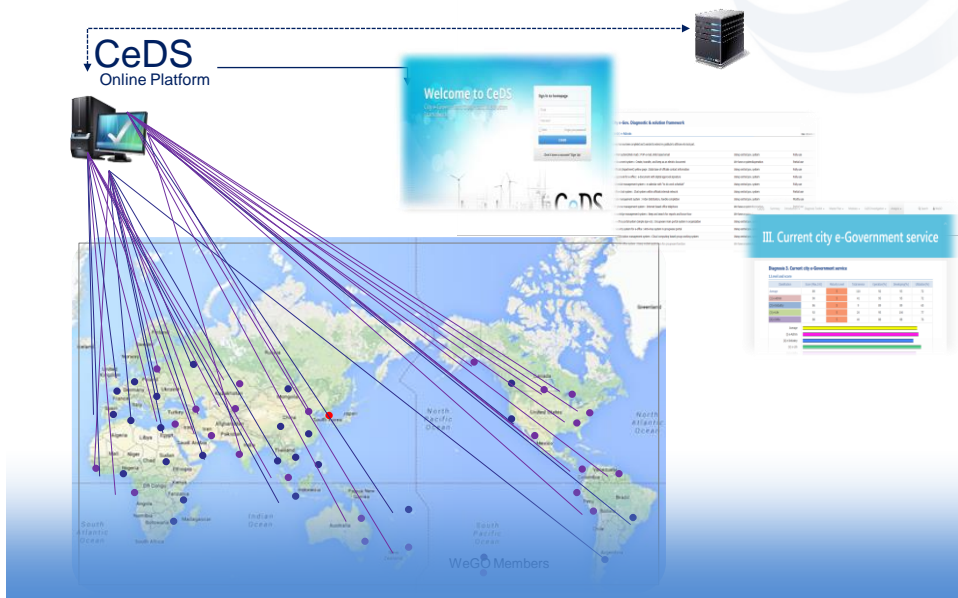
- UN-APCICT, Seoul National University ITPP, UNPOG, World Bank



Online e-Government Training

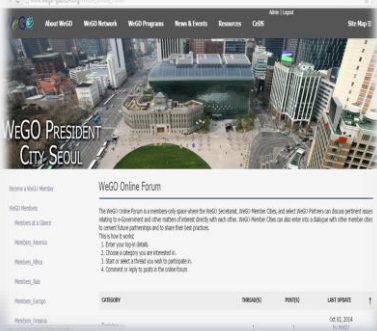
- UNPAN Network, World Bank Webinars, Regional Offices

5.2 City e-Government Diagnostic & Solution (CeDS) Online & Data Analysis Platform



5. 3 Post-CeDS Projects

WEGO ONLINE FORUM: EXCHANGE OF IDEAS AND CITY-TO-CITY COOPERATION



E-GOVERNMENT CONSULTATION & TECHNICAL ASSISTANCE SERVICES



5.4 Global Networking



WeGO Executive Committee Meeting 2015



Jeju Forum for Peace and Prosperity 2015 (UNPOG)



UNPAN Partner Meeting
11th Session of the Committee of Experts on Public Administration

UNPAN Partners' Meeting 2015



CitiSense (World Bank)



Green, Smart, Development and Vision Conference (ITPP)

Progress Report 2013 – 2014

**Ulyanovsk Region,
WeGO Europe Regional Office**



WeGO Europe Regional Office
Ulyanovsk region



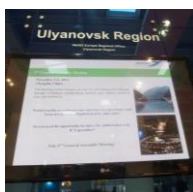
wego.ulregion.ru
www.we-gov.org



Opening of WeGO Europe Regional Office, Ulyanovsk region



The opening of WeGO Europe Regional Office was held at the international IT-exhibition CeBIT (Hannover, Germany) on March 11, 2014.



The presentation of the Regional Office was a success and drew the attention of the visitors.





WeGO Europe Regional Office Website

The website was launched in March 2014.

It is to highlight the key WeGO events and activities, and IT-events in Ulyanovsk.

The website is an international platform which is to share the best e-Government practices – WeGO Awards winners, best practices of the Ulyanovsk region.

Our website contains all the information about WeGO Membership – easy application instruction, Member rights and benefits.



Everyday work of WeGO Europe Regional Office



Sending invitation letters to the 3rd WeGO General Assembly to 80 Russian City Governors, 30 Partner and Sister-City Mayors;



Printing out 200 WeGO brochures and an information roll-up stand;



Cooperation with Enterprise Europe Network branch in Ulyanovsk to promote WeGO;



Highlighting WeGO events and activities, promoting WeGO ideas at Ulyanovsk IT events;

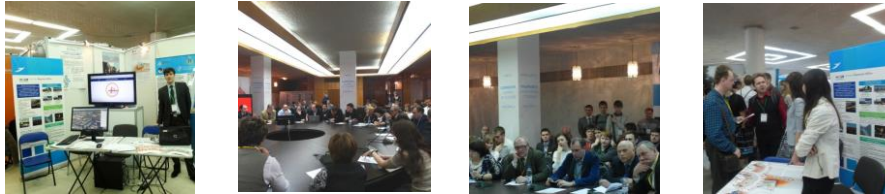


Aiding the Secretariat in communication with WeGO Members





Major IT-events: International IT Conference «Stachka!» («The Strike!»)



«Stachka» is the third largest IT conference in Russia. This unique event brings together leaders of the Russian and international IT industry. Many well-known brands are traditionally represented at “Stachka”: Ebay, Echo, Mail.ru, Skype, PayPal etc.

Over 3.000 participants including IT specialists had the chance to take part in various workshops and listen to presentations from more than 100 speakers.

WeGO Europe Regional Office was represented at this annual event and promoted WeGO events and ideas.



Major IT-events: International conference ULCAMP



The fourth International IT Conference ULCAMP was held in Ulyanovsk region, Russia on July 18-20. The experts from Russia, Germany, USA, Vietnam, Kazakhstan and other countries shared their experience on the number of topical issues in IT sphere. The program of the Conference included over 50 presentations.



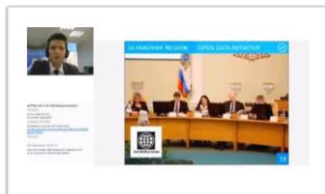
The Conference was attended by the IT-specialists from Khartoum (Sudan), which is a WeGO Member. The honorable guests, Mr. Jumma Tumssah and Mr. Mutasim Husein attended the presentations, got familiar with educational project “Future Lab”, made a number of friendly meetings.



Major IT-events: e-Government Webinar



The webinar on e-Government was held on September 16, 2014 to highlight such vital issues of e-Governance as Open Data and Open Government.



Experienced experts from Russia, Estonia, Germany shared their knowledge and best practices in this sphere.

Thank you for your attention!

<http://wego.ulregion.ru>

Svetlana V. Openysheva

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Progress Report 2013 – 2014

Chengdu,
WeGO Asia Regional Office

Work Report of WeGO Asia Regional Office

Dear Secretary-General and Executive Committee members,

I am Wang Guangliang, Secretary-General of WeGO Asian Liaison Office. I'm much honored to report the work of WeGO Asian Liaison Office.

I. Formal establishment of WeGO Asian Liaison Office

The WeGO Executive Committee held a meeting in Chengdu on Sep. 3, 2013, and made a resolution to set up its Asian Liaison Office in Chengdu. Kyeong Seo Kim, Secretary-General of WeGO awarded the plaque for Chengdu, Gou Zhengli, Deputy Mayor of Chengdu City, attended the plaque unveiling ceremony and gave an address. Gou expressed cordial welcome to the honored guests and representatives from WeGO member cities on behalf of Chengdu Municipal People's Government and 14 million Chengdu citizens. Chengdu sincerely welcomes all WeGO member cities to come to it to mutually conspire development and win-win cooperation to jointly create a new situation in the international e-government affairs.

II. Major achievements of WeGO Asian Liaison Office

(I) Signing the agreement to undertake the 3rd WeGO General Assembly

On Oct. 19, 2013, Lu Sheng, director of Chengdu Foreign Affairs Office, met the group led by Kyeong Seo Kim, Secretary-General of WeGO in Chengdu. Both parties carefully negotiated on the responsibilities involved in the 2014 WeGO General Assembly, and signed the Assembly Undertaking Agreement. Taking WeGO as the platform and e-government as the exchange bridge, Chengdu will actively develop the friendly exchange and cooperation with WeGO member cities including Korea Seoul and other local governments around the world, jointly promoting prosperity and harmonization.

(II) Successful "2014 Chengdu WeGO E-government Training" in Chengdu

On May 26 to 27, 2014, the "2014 Chengdu WeGO E-government Training" sponsored by WeGO Asia Liaison Office, was held in Chengdu. 17 representatives from nine countries, Korea, Sudan, Georgia, East Timor, etc. were present. They listened to the introduction to such conditions as Chengdu's economic and social development, further opening-up and industrial transformation to meet the global situation, visited Government Affairs Service Center of Chengdu Municipal People's Government, and learned in details the operation and efficiency of "Chengdu Service" Governmental Affairs Microblog. The training session also invited Tang Zhiwei, judge of "WeGO E-government Affairs Award" and UESTC Professor, to deeply explain Chengdu e-government affairs construction concerning the frame system, information disclosure, application of new technology, etc. This training course has set up a platform for participant cities to jointly discuss on the current development and future of e-government affairs, and the all-around inter-city exchange and cooperatio.

(III) Chengdu won the "WeGO E-government Affairs Award-the Award for the Most Potential Opening City"

WeGO Asia Liaison Office actively participate in the evaluation on the WeGO E-government Affairs Award. The candidate project submitted by Chengdu, Chengdu Governmental Affairs Microblog “@ Chengdu Service” won the “the Award for the Most Potential E-government Affairs” of “Open City Category”. The microblog displayed the development result of Chengdu e-government affairs, making the world understanding more about Chengdu and the development of its e-government affairs.

(IV) Energetic preparation for the 3rd WeGO General Assembly

1. Together with WeGO Secretariat, prepare the invitation letter for the 3rd WeGO General Assembly jointly signed by Seoul Mayor and Chengdu Mayor, and send the letter to Chengdu’s friendly cities, friendly cooperation cities and the cities in active pursuit of cooperation, while seeking for the participation of governmental officers in Tallinn and Hebron.

2. Together with WeGO Secretariat, prepare the Chinese WeGO Brochure, actively propagandize the 3rd WeGO General Assembly in cities of China, and inviting representatives of Beijing City, Shandong Province, Zhejiang Province, Changsha City and Ningbo City to participate in the Assembly.

3. Send out more than 230 “Invitation Letters to Authorized Units”, and help the participant representatives in application for Chinese visas.

4. Negotiate on the room price discount with Jinjiang Hotel, seeking for a preferential price for the participant representatives. Closely contact with Jinjiang Hotel, for helping the participant representatives in room reservation.

5. Design and make the logo of the 3rd WeGO General Assembly, and formulating the detailed Meeting Place Layout Plan.

6. Prepare the Concierge Publicity Program for the 3rd WeGO General Assembly; invite medias for reporting the Assembly and promoting its popularity.

III. Work of the next stage

(I) Enhancing the publicity on WeGO, and attracting new Asian members.

Relying on the resources of the 3rd WeGO General Assembly representatives, introduce the WeGO training project and solutions to the participant cities. Promote e-government affairs exchange and cooperation with WeGO member cities, and encourage them to participate in the development of regional projects.

(II) Cooperate with cooperative partners to expand the business field

WeGO Asia Liaison Office is actively negotiating and cooperating with such famous IT enterprises as Intel, and exploring new cooperation modes, for the purpose of promoting the communication between and diversified development of WeGO Asia Liaison Office and famous enterprises.

Respected members of Executive Committee, I hope you can as always concern on and support the development of WeGO Asia Liaison Office, and serve as a go-between and provide suggestions for Chengdu’s international exchange and cooperation.

Thank you very much for your listening, and sincerely wish you a good time in Chengdu. Thank you all!

2014 ExCom Meeting Agenda

AGENDA 1

Review of New Membership and Withdrawals

1.1 New Members

The Cities that have joined WeGO since the 2nd GA, Barcelona 2012:

	City	Country	Entry Date
1	Birgunj	Nepal	'13. 3. 15
2	White Nile State	Sudan	'13. 4. 10
3	River Nile State	Sudan	'13. 4. 12
4	Erbil	Iraq	'14. 1. 14
5	Danang	Vietnam	'14. 1. 17
6	Gadarif	Sudan	'14. 6. 3
7	Bandung	Indonesia	'14. 6. 5
8	Pokhara	Nepal	'14. 6. 5
9	Hanoi	Vietnam	'14. 8. 1
10	Gimpo	R. O. Korea	'14. 8. 14
11	Kepri	Indonesia	'14. 9. 12
12	South Gezeera Locality	Sudan	'14. 9. 23
13	Pemerintah Kabupaten Serang	Indonesia	'14. 10. 16
14	San Fernando, La Union	Philippines	'14. 10. 17
15	Gazira State	Sudan	'14. 10. 19
16	Dharan Municipality	Nepal	'14.10. 20
17	Rajshahi City	Bangladesh	'14.10. 21

1.2 Withdrawing Member Cities

The Cities that have notified WeGO of their withdrawal intention since the 2nd GA, Barcelona 2012:

	City	Country	Entry Date
1	Lisbon	Portugal	Jun '14
2	Edmonton	Canada	Jul '14
3	Gauteng	South Africa	Jul '14
4	La Manche	France	Aug '14
5	Buenos Aires	Argentina	Sep '14
6	Hunan Province	China	Oct '14

AGENDA 2

Amendments to the WeGO Statute and New Membership Strategies

[Background Note]

The Secretariat has proposed some revisions to the WeGO Statute to be discussed at this Executive Committee meeting 2014 and they have already been disseminated to all the Executive Committee members in the beginning of October. The Secretariat has not received any objections or negative feedbacks on the proposed revisions from the Executive Committee.

Please note that the received feedback is provided below and that the proposed revisions will be confirmed and officially valid once approved at both this Executive Committee meeting and the 3rd General Assembly (on Wed, Nov 5, '14).

[Feedback from the Executive Committee]

Member City	Comments
Ulyanovsk Region	Agree and approve

[Summary of Proposed Revisions in the WeGO Statute]

For clear understanding, the Secretariat provides a summary of major revisions and the corresponding Statute revised and they are as follows:

i) **Revision on Membership (Article 5)**

This revision is in response to the alternate membership categories and funding strategies that were discussed during the 2013 Executive Committee meeting. Here we propose a new membership criterion as 'Friendship Member': Friendship Membership is for any national or regional association of local governments; or any national government agency, or governmental entity that is directly concerned with local e-Government issues; and is to be approved by the Executive Committee. (There is an additional proposed new category, WeGO Advisor, and it refers to any individual with extensive expertise on local e-Government issues that is not a WeGO member but has been selected as an advisor for a specified period by the Secretary General in consultation with the President City.)

ii) **On Membership Accession and Withdrawal (Article 7, 10)**

It is more appropriate that membership accession and suspension are dealt and approved by the Executive Committee at the annual Executive Committee meeting, not at the General Assembly. Membership withdrawal will also be handled by the Executive Committee at the annual meeting. Due to the extensively long

interim period from one General Assembly to another, (which is currently 2 years and is proposed to be extended to 3 years), it is more reasonable to process the approval at the Executive Committee held annually so that membership accession and withdrawal can be timely and properly dealt.

iii) **Revision on Membership Fees Payment Criteria and its application (Article 8)**

We have come up with some changes in the Membership Fees Payment Criteria to better reflect the financial reality of each member city such as its national GDP. For most cities, this revision will lead to reduction in its annual membership fee. We've also specified that all members will begin paying the membership fees starting the following year any new member is admitted to the Organization.

iv) **Revision on session frequency of the GA and service term and membership fee waiver for the GA host city (Article 10, 11, 12, 13)**

We believe it is in the best interest of all the member cities, the Secretariat, and the WeGO itself that the GA is held in the best efficient manner possible. We believe that holding the GA every 3 years will allow all the members a longer interval period to make the most of the GA. This revision will lead to another change: the host city (determined at the General Assembly) will prepare for the two Executive Committee meetings preceding the next General Assembly under the support of the Secretariat. Further, in light of the host city's responsibilities for holding the Executive Committee meetings and the General Assembly, the annual membership fee of the host city will be waived commencing in the year following such city's election of the host city until the end of the year in which the General Assembly hosted by such city takes place.

We also propose to correspondingly extend the service term for the Secretary General (and the Assistant Secretary General), the Executive Committee members, the president city, and the vice president cities to 3 years (from 2 years).

v) **Extension of application deadline for the GA and President City (Article 10, 11)**

We have extended the submission deadline for an official proposal to convene the next General Assembly to 1 month (instead of 3 months) before the date of the General Assembly preceding the next GA.

We also extended the application deadline for President City to 1 month (from 2 months) prior to the General Assembly where the election will be held.

vi) **Defining the role of the Executive Committee (Article 12)**

Here, we have clearly defined the role and responsibilities of the Executive Committee to better facilitate the overall operation of the WeGO.

We also have set an application deadline for joining the Executive Committee and the deadline is 1 month prior to the date of the General Assembly. In addition, we have proposed to consider equitable geographical distribution when electing the Executive Committee members at the General Assembly.

vii) Method and Procedure determining the next host city (Article 11, 12)

We have revised the way in which the executive vice president city is determined: the next host city will automatically be appointed as the executive vice president city (instead of having to be nominated by the Executive Committee and appointed by the president city).

In addition, we have also specified procedures that the Executive Committee will follow to select the next host city either when there are 2 or more cities wishing to host the next GA or when there are no volunteers to host the next GA. Please refer to the article 12-10 & -11 for details.

viii) Establishment, Dissolution, and Role of Regional Office (Article 13.5-13.8)

We have added some clauses that WeGO member cities may host regional offices, which will be set up through a bidding process. The WeGO member city receiving the largest number of votes will be selected as the new regional office when/if 2 or more cities wish to establish a regional office within the same region.

In addition, we have provided detailed rules pertaining to dissolution of the regional office and mandatory initial and annual assessments: the Executive Committee may rescind the establishment of a Regional Office pursuant to the initial and annual assessments to be conducted under the Terms of Reference for the WeGO Regional Office or in the event that the Executive Committee decides that the conduct, omission, or negligence of the Regional Office causes harm to the mission or purpose and/or reputation of the Organization. Also, each regional office will submit an annual report on its operational progress to the Secretariat 1 month prior to the annual Executive Committee meeting.

Also, each regional office will consist of a team formed by the Secretary General (to be appointed by the city in which the regional office is located) and with at least 3 other staff members and abide by the Terms of Reference for the WeGO Regional Office.

ix) Boundary of 'Revenue' of the Organization and Expenditure (Article 14.2 & 15)

We have specified the items that should not be considered as part of the revenue of the WeGO. Also, we have clearly defined how the operational expenses of WeGO and the Secretariat should be covered.

x) Resolution by written consent (Article 16)

The Executive Committee may make decisions by written consent.

xi) **Amendments & Amendment Proposal Submission Deadline (Article 17)**

The Secretary General may also submit a proposal to amend provisions in the WeGO Statute. An amendment proposal must be submitted to the Secretariat no later than 3 months before the date of the GA where the amendment proposal will be discussed.

[Summary of Discussion Paper for New Membership Strategies]

The WeGO Secretariat posits that by introducing a new non-voting membership category for national/regional associations of local governments and governmental entities that are directly concerned with local e-Government matters, WeGO can balance the need to expand the membership and create synergies among multiple stakeholders in e-Government while maintaining the overall governance and strategic direction of the organization with local governments. The Secretariat invites active input and discussion among members at the 2014 Executive Committee meeting on this paper's suggestion that welcoming new and more diversified Members from different levels of government, as well as expert Advisors, would offer the organization greater prospect for long-term development without diverging from WeGO's values and objectives for promoting sustainable city development.

The WeGO Secretariat proposes a new membership structure for discussion at the 2014 Executive Committee meeting as follows:

1. **Full/Associate Member:** Maintain voting membership exclusively with local governments as the current WeGO Statute stipulates.
2. **Friendship Member:** Introduce a new category of non-voting membership for certain governmental entities:
 - national/regional associations of local governments and
 - national-level government bodies and other governmental organizations that are directly concerned with local e-Government issues.

Friendship Members will have limited membership rights and in any given year, either pay an annual membership fee or directly create five (5) new WeGO member cities for WeGO in the year immediately preceding the given year.

3. **WeGO Advisor:** Establish a special Advisory position for individuals with expertise on local e-Government matters that would allow the organization to benefit from their expertise without granting membership status.
4. **Private Sector:** Discuss the issue of the inclusion of the private sector as a WeGO Member at the 2014 Executive Committee meeting.

Proposed Revisions in the Statute of WeGO

1. Revision on Membership Category (Article 5)

Current Article	Proposal for Revisions
<p>Article 5 Membership Category</p> <p>The membership categories of the Organization are as follows:</p> <p>(a) Full member refers to any city which attended the Inaugural General Assembly or whose membership application was approved by the General Assembly of the Organization</p> <p>(b) Associate member refers to any city which submitted the membership application but whose membership has not yet been approved by the meeting of the General Assembly where the decision will be made.</p>	<p>Article 5 Membership Category</p> <p>1. The membership categories of the Organization are as follows:</p> <p>a) Full member refers to any city which attended the Inaugural General Assembly or whose membership application was approved by the General Assembly of the Organization <u>the Executive Committee.</u></p> <p>b) Associate member refers to any city which submitted the membership application but whose membership has not yet been approved by the <u>Executive Committee.</u> meeting of the General Assembly where the decision will be made</p> <p>c) <u>Friendship member refers to any national or regional association of local governments; or any national government agency, or governmental entity that is directly concerned with local e-Government issues; whose membership was approved by the Executive Committee.</u></p> <p>2. <u>WeGO Advisor refers to any individual with extensive expertise on local e-Government issues that is not a WeGO member but has been selected as an advisor for a specified time period by the Secretary General in consultation with the President City pursuant to an internal review process.</u></p> <p style="text-align: right;">< Newly established ></p>

2. Revision on Rights and Duties of Members (Article 6)

Current Article	Proposal for Revisions
<p>Article 6 Rights of Members</p> <p>1. Full members shall have the right to take part in discussing, vote, approve, decide on, and confirm in the General Assembly on matters of, including but not limited to, the election of the president city and the agenda concerning the Statute, projects, and annual membership fees.</p> <p>2. Associate members may attend regular sessions of the General Assembly and present their opinions on matters of, including but not limited to, the Statute, projects, and annual membership fees.</p>	<p>Article 6 Rights and Duties of Members</p> <p><u>1. WeGO members as in the defined category below shall pay a corresponding annual membership fee and shall have corresponding rights specified for each category.</u></p> <p>(a) Full members shall have the right to take part in discussing, vote, approve, decide on, and confirm in the General Assembly on matters of, including but not limited to, the election of the president city and the agenda concerning the Statute, projects, and annual membership fees.</p> <p>(b) Associate members may attend regular sessions of the General Assembly and present their opinions on matters of, including but not limited to, the Statute, projects, and annual membership fees.</p> <p>(c) <u>Friendship members may attend regular sessions of the General Assembly, and present their opinions.</u></p> <p><u>2. WeGO Advisors will provide technical advice on WeGO projects, including e-Government training programs, and serve as Experts and Speakers for WeGO meetings and events if requested, including as a WeGO Awards Judge. WeGO Advisors shall not pay an annual fee as they are not WeGO members.</u></p> <p style="text-align: right;">< Newly established ></p>

3. Revision on Membership Accession and Withdrawal (Article 7)

Current Article	Proposal for Revisions
<p>Article 7 Membership Accession and Withdrawal</p> <p>1. Any city wishing to join the Organization shall submit a membership application form to the Secretariat and has to receive approval from the General Assembly.</p> <p>2. Any member may withdraw from the Organization by submitting a written notice of withdrawal to the Secretariat. Withdrawal of membership shall take effect upon the date the President announces the city's withdrawal at the earliest meeting of the General Assembly that will be convened after the submission of withdrawal.</p> <p>3. The General Assembly may suspend the participation of any member in its sessions and limit the member's right to vote and access to the benefits of the Organization if the member's membership fees remain in arrears without reasonable cause and explanation or if the member fails to attend the regular sessions of the General Assembly without reasonable cause and explanation.</p>	<p>Article 7 Membership Accession and Withdrawal</p> <p>1. Any city wishing to join the Organization shall submit a membership application form to the Secretariat and has to receive approval from the <u>Executive Committee</u>.</p> <p>2. Any member may withdraw from the Organization by submitting a written notice of withdrawal to the Secretariat. <u>Withdrawal of membership shall take effect upon the date the President announces the city's withdrawal to the Executive Committee.</u> at the earliest meeting of the General Assembly that will be convened after the submission of withdrawal.</p> <p>3. <u>The Executive Committee</u> may suspend the participation of any member in <u>the General Assembly and other WeGO sessions</u> and limit the member's right to vote and access the benefits of the Organization if the member's membership fees remain in arrears without reasonable cause and explanation or if the member fails to attend the regular sessions of the General Assembly without reasonable cause and explanation.</p>

4. Revision on Membership Fees Payment Criteria (Article 8)

Current Article	Proposal for Revisions
<p>Article 8 Membership Fees</p> <p>1. Full members of the Organization shall pay the annual membership fee as prescribed in <u>Annex 1</u>.</p> <p>2. Members shall begin to pay annual membership fees starting from the following year they are admitted to the Organization.</p>	<p>Article 8 Membership Fees</p> <p>1. <u>Full members of the Organization shall begin to pay annual membership fees as prescribed in Annex 1, starting from the following year they are admitted to the Organization.</u></p> <p>2. <u>Friendship members of the Organization shall begin to pay annual membership fees as prescribed in Annex 2, starting from the following year they are admitted to the Organization.</u></p>

Annex 1 (Current)

Population (‘000)	0~ 299	300~ 599	600~ 999	1,000 ~ 1,999	2,000 ~ 3,999	4,000 ~ 6,999	7,000 ~ 9,999	10,000~
GDP per capita (USD)								
0~999	\$ 400		\$ 500		\$ 600		\$ 700	
1,000~1,999	\$ 500		\$ 600		\$ 700		\$ 800	
2,000~5,999	\$ 500	\$ 1,000	\$ 1,500	\$ 2,000	\$ 2,500	\$ 3,000	\$ 3,500	\$ 4,000
6,000~9,999	\$ 3,500	\$ 4,000	\$ 4,500	\$ 5,000	\$ 5,500	\$ 6,000	\$ 6,500	\$ 7,000
10,000~14,999	\$ 4,500	\$ 5,000	\$ 5,500	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 8,000
15,000 ~	\$ 6,000	\$ 7,000	\$ 8,000	\$ 9,000	\$10,000			

Annex 1 (Proposed Revisions)

Population (‘000)	0 ~ 299	300 ~ 599	600 ~ 999	1,000 ~ 1,999	2,000 ~ 3,999	4,000 ~ 6,999	7,000 ~ 9,999	10,000 ~
GDP per capita (USD)								
0~999	\$ 400		\$ 500		\$ 600		\$ 700	
1,000~1,999	\$ 500		\$ 600		\$ 700		\$ 800	
2,000~3,999	\$ 500	\$ 750	\$ 1,000	\$ 1,250	\$ 1,500	\$ 1,750	\$ 2,000	\$ 2,250
4,000~5,999	\$ 700	\$ 1,000	\$ 1,300	\$ 1,600	\$ 1,900	\$ 2,200	\$ 2,500	\$ 3,000
6,000~7,999	\$ 1,500	\$ 2,000	\$ 2,500	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,500	\$ 5,000
8,000~9,999	\$ 2,000	\$ 2,500	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,500	\$ 5,000	\$ 5,500
10,000~14,999	\$ 3,500	\$ 4,000	\$ 4,500	\$ 5,000	\$ 5,500	\$ 6,000	\$ 6,500	\$ 7,000
15,000~19,999	\$ 4,500	\$ 5,000	\$ 5,500	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 8,000
20,000 ~	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 8,000	\$ 8,500	\$ 8,500	\$ 10,000

- ✓ Note : The latest International Financial Statistics published by the International Monetary Fund shall be applied in calculating the GDP per capita in the table above. The GDP per capita is based on purchasing power parity.
- ✓ Note²: The membership fee amount in any given year is determined based on the GDP of the year before the previous year. To help members estimate and secure the budget ahead, estimated membership fee amount for the following year will also be on the same invoice for information purposes, and the est. amount will be based on the member country’s 2014 GDP.

Annex 2 (Proposed)

Membership Fee Chart for Friendship Members

(in USD)

GDP per capita	Fees for national/regional associations of local governments	Fees for national government agencies/other governmental entities
0~9,999	1,000	1,000
15,000~19,999	3,000	3,000
20,000~	5,000	5,000

5. Method and procedure determining the next host city (Article 10)

Current Article	Revised Article
<p>Article 10 General Assembly</p> <p>1. The General Assembly shall be the top-level decision-making body of the Organization and have the power to decide on, approve, and confirm the following matters:</p> <p>(a) Approval of new membership; (b) Amendments to the Statute; (c) Financial support for projects and programmes; (d) Consultation and decision on cooperative projects among cities; (e) Election of the president city and the Executive committee members; (f) Confirmation on the decided host city of the next General Assembly; and (g) Any other matters related to the structure and operation of the Organization.</p>	<p>Article 10 General Assembly</p> <p>1. The General Assembly shall consists of all full member cities and shall be the top-level decision-making body of the Organization. The General Assembly shall have the power to decide on, approve, and confirm the following matters:</p> <p>(a) Approval of new membership; (a) Amendments to the Statute; (b) Financial support for projects and programmes; (c) Consultation and decision on cooperative projects among cities <u>to be funded with the revenue of the Organization;</u> (d) Election of the president city and the Executive committee members; (e) Confirmation on the decided host city of the next General Assembly; and (f) Any other matters related to the structure and operation of the Organization.</p>
<p>2. A regular session of the General Assembly of WeGO convenes every two (2) years, and the host city shall be confirmed by General Assembly following the decision at the Executive Committee.</p>	<p>2. A regular session of the General Assembly of WeGO convenes every <u>three (3)</u> years, and the host city shall be confirmed by the General Assembly following the decision at the Executive Committee.</p>
<p>3. The date of the meeting of the General Assembly shall be determined by the Executive Committee in full consideration of the preferred dates of the host city. The Secretariat of the Organization shall announce the date of the General Assembly to all members at least one year prior to the meeting date.</p>	<p>3. (Identical to Current Article)</p>
<p>4. Any member city intended to convene the next General Assembly shall notify to the Secretariat with an official proposal at least 3 months before the date of the upcoming General Assembly.</p>	<p>4. Any member city intending to convene the next General Assembly shall notify the Secretariat with an official proposal at least <u>one (1) month</u> before the date of the General Assembly <u>preceding the next General Assembly.</u></p>
<p>5. The confirmed host city of the General Assembly shall make an agreement with the Secretariat within a three (3) month period after the determination of the date of the General Assembly.</p>	<p>5. (Identical to Current Article)</p>

<p>6. The host city shall prepare for the General Assembly in all contexts and collaborate with the Secretariat while kept aligned with the division of labor described in Article 15, paragraph 2.</p>	<p><u>6. The host city of the next General Assembly shall prepare for and host the Executive Committee meetings preceding the next General Assembly under the support of the Secretariat. The annual membership fee of the host city will be waived commencing in the year following such city's election as the host city until the end of the year in which the General Assembly hosted by such city takes place.</u></p>
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6. Revision on President and Vice Presidents (Article 11)

Current Article	Revised Article
<p>Article 11 (President and Vice Presidents)</p> <p>1. The Organization shall have one president city and vice president cities.</p> <p>2. The vice president cities shall consist of an executive vice president city and not less than five (5) vice president cities.</p> <p>3. The president city shall be elected at the General Assembly, and the city receiving the largest number of votes shall become the president city. In the case of a tie vote between two (2) or more candidates, shall be a runoff voting and the candidate that receives the largest number of votes shall become the president city.</p> <p>4. The executive vice president city and vice president cities shall be appointed by the president city from among the cities nominated by the Executive Committee. The appointment of the executive vice president city and vice president cities will be made to ensure equitable geographical distribution as much as possible.</p> <p>5. Any city wishing to be elected as President shall notify the Secretariat in writing of its candidacy two (2) months prior to the General Assembly where the election will be held, and the Secretariat shall announce the candidacy to all members immediately after receiving the notification.</p> <p>6. The elected president city and the appointed</p>	<p>Article 11 (President and Vice Presidents)</p> <p>1. (Identical to Current Article)</p> <p>2. (Identical to Current Article)</p> <p>3. The president city shall be elected at the General Assembly, and <u>in the event of 2 or more candidates</u>, the city receiving the largest number of votes shall become the president city. In the case of a tie vote between two (2) or more candidates, shall be a runoff voting and the candidate that receives the largest number of votes shall become the president city.</p> <p>4. <u>The next host city of the General Assembly will automatically be appointed as the executive vice president city</u> and vice president cities shall be appointed by the president city from among cities nominated by the Executive Committee. The appointment of the executive vice president city and vice president cities will be made to ensure equitable geographical distribution as much as possible.</p> <p>5. Any <u>full member city that has fully paid membership fees and wishes</u> to be elected as President shall notify the Secretariat in writing of its <u>candidacy one (1) month</u> prior to the General Assembly where the election will be held, and the Secretariat shall subsequently announce the candidacy to all members <u>two (2) weeks prior to the General Assembly.</u></p> <p>6. The elected president city and the appointed vice</p>

<p>vice president cities shall serve a term of two(2) years and may be re-elected or re-appointed, respectively.</p> <p>7. ~ 12. (Identical to the current article)</p>	<p>president cities shall serve a term of <u>three (3)</u> years and may be re-elected or re-appointed, respectively.</p> <p>7. ~ 12. (Identical to Current Article)</p>
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7. Revision on Executive Committee joining criteria (Article 12)

Current Article	Revised Article
<p>Article 12 Executive Committee</p> <p>1. The Organization shall have the Executive Committee comprising twenty (20) or less cities including the president city and vice president cities. The Executive Committee provides support for the projects and assists in the operation of the Organization.</p>	<p>Article 12 Executive Committee</p> <p>1. (Identical to Current Article)</p> <p>2. <u>The Executive Committee will discuss and/or make decisions on the following matters:</u></p> <ul style="list-style-type: none"> (a) Approval of new membership, suspension and withdrawal of existing membership; (b) Discussion on amendments to the Statute to be approved by the General Assembly; (c) Review of financial support and expenses for projects and programmes; (d) Review of annual report on the activities of the Organization; (e) Discussion and consultation on cooperative projects among cities to be funded with the revenue of the Organization and approved by the General Assembly; (f) Discussion on election of the president city and the Executive Committee members by the General Assembly; (g) Nomination of vice president cities; (h) Decision on cooperative projects aimed at promoting common interests of member cities to be funded with the revenue of the Organization; (i) Decision on the host city of the next General Assembly to be confirmed by the General Assembly; (j) Approval/Disapproval of regional offices; (k) Approval of operational expenses to be paid with the revenue of the Organization; and (l) Any other matters related to the structure and operation of the Organization. <p style="text-align: right;">< Newly established ></p>

<p>2. The Executive Committee may hold regular meetings and special meetings. Regular meetings shall be held every year.</p> <p>3. Any city may join the Executive Committee by notifying the Secretariat in writing of its candidacy. Members of the Executive Committee shall be elected by the General Assembly.</p> <p>4. Any member of the Executive Committee may convene a special meeting of the Executive Committee with the consent of more than half of its members. The special session of the Executive Committee shall be held at the city that requested the convening of the meeting.</p> <p>5. Members of the Executive Committee shall serve a term of two (2) years and may serve additional terms.</p> <p>6. The Secretary General of the Secretariat may attend any meetings of the Executive Committee and give advice but may not vote.</p> <p>7. If a city resigns from the membership of the Executive Committee, another city nominated at the next Executive Committee meeting as a replacement shall become the new Executive Committee member.</p> <p>8. In determining the next host city of the General Assembly of WeGO, the Executive Committee shall consider the followings.</p> <ul style="list-style-type: none"> (a) Objectives and vision of candidate cities (b) Regional balance of host cities (c) Financial Status of candidate cities (d) Presentation of the candidate cities on hosting proposal 	<p>3. (Identical to Current Article 12.2)</p> <p>4. Any member city may join the Executive Committee by notifying the Secretariat in writing of its candidacy <u>one (1) month prior to the General Assembly</u>. Members of the Executive Committee shall be elected by the General <u>Assembly taking into account equitable geographical distribution as much as possible</u>.</p> <p>5. Any member of the Executive Committee may convene a meeting of the Executive Committee <u>with the written consent from</u> more than half of its members. The special meeting of the Executive Committee meeting shall be held in the city that requested the meeting.</p> <p>6. Members of the Executive Committee shall serve a term of <u>three (3) years</u> and may serve additional terms.</p> <p>7. The Secretary General of the Secretariat may – attend any meetings of the Executive Committee and give advice but may not vote <u>at a meeting of the Executive Committee</u>.</p> <p>8. If a city resigns from the membership of the Executive Committee, another city nominated <u>to replace the resigned city</u> at the next Executive Committee meeting shall become the new Executive Committee member.</p> <p>9. In determining the next host city of the General Assembly of WeGO, the Executive Committee shall consider the followings:</p> <ul style="list-style-type: none"> (a) Objectives and vision of candidate cities (b) Regional balance of host cities (c) Financial Status of candidate cities (d) Presentation of the candidate cities on hosting proposal <p><u>10. If 2 or more cities wish to host the next General Assembly, the city receiving the largest number of votes shall be decided as the next host city.</u></p>
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	<p><u>11. In a General Assembly year, when there is no candidate member city wishing to host the next General Assembly or no decision has been reached on which city will host the next General Assembly, the President City shall host the Executive Committee meeting the following year for the discussion of the host city of the General Assembly. At such following Executive Committee meeting hosted by the President City, the decision for the next host city of the General Assembly shall be considered adopted without the confirmation of the General Assembly. The selected next host city shall host the next Executive Committee meeting(s) and the next General Assembly as originally scheduled. The Secretariat shall announce the selected host city through the WeGO homepage and by e-mail to all members.</u></p> <p style="text-align: right;">< Newly established ></p>
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8. Function and Role of the Secretariat (Article 13)

Current Article	Revised Article
<p>Article 13 Secretariat</p> <p>1. The Secretariat of the Organization shall perform the functions and duties assigned to it by the General Assembly and by the Executive Committee, submit to the General Assembly at each regular session an annual report on the activities of the Organization and its financial matters, and provide other administrative services to the member of the Organization.</p>	<p>Article 13 Secretariat</p> <p>1. The Secretariat of the Organization shall perform the functions and duties assigned to it by the General Assembly and by the Executive Committee, submit to the General Assembly <u>Executive Committee</u> at each regular session an annual report on the activities of the Organization and its financial matters, and provide other administrative services to the members of the Organization.</p>
<p>2. The Secretary General and the Assistant Secretary General of the Secretariat shall be appointed by the President of the Organization.</p>	<p>2. (Identical to Current Article)</p>
<p>3. The Secretary General and the Assistant Secretary General shall serve a term of two (2) years and may be reappointed.</p>	<p>3. The Secretary General and the Assistant Secretary General shall serve a term of <u>three (3)</u> years and may be reappointed.</p>
<p>4. In the event that the office of Secretary General becomes vacant, the Assistant Secretary General shall assume the duties of the Secretary General until a new Secretary General is appointed.</p>	<p>4. (Identical to Current Article)</p>

<p>5. The Secretariat shall be established in Seoul city and the Organization may decide to set up regional offices at different locations.</p>	<p>5. The Secretariat shall be established in Seoul city and the Organization may decide to set up regional offices <u>at different locations through a bidding process; any member city that wishes to host a regional office may participate in the bidding process.</u></p>
<p>6. The Executive Committee shall approve the establishment of regional offices with the consent of more than half of the members present at the meeting. When the Executive Committee is not in session, it may approve the establishment of regional offices by distance voting in written form. In this case, approval requires the consent of more than two thirds of the Executive Committee members.</p>	<p>6. <u>Establishment and Dissolution of WeGO Regional Offices</u> (a) The Executive Committee shall approve the establishment of regional offices. with the consent of more than half of the members present at the meeting. When the Executive Committee is not in session, it may approve the establishment of regional offices by distance voting in written form. In this case, approval requires the consent of more than two thirds of the members of the Executive Committee.</p> <p><u>If 2 or more cities wish to establish a regional office in the same region, the regional office in the city receiving the largest number of votes shall be decided as the new regional office.</u></p> <p>(b) The Executive Committee may rescind the establishment of a Regional Office pursuant to the initial and annual assessments to be conducted under the Terms of Reference for the WeGO Regional Office or in the event that the Executive Committee decides that the conduct, omission, or negligence of the Regional Office causes harm to the mission or purpose and/or reputation of the Organization. The Organization and the WeGO Secretariat shall not be liable to indemnify such dissolved Regional Office or its host city for any loss or damages sustained by such dissolution. The dissolution of a Regional Office may be adopted at the annual Executive Committee meeting with the attendance of one third or more of the total Executive Committee members and with the concurrence of two thirds or more of the members present at the meeting; or by written unanimous consent.</p>

<p>7. Regional office is an affiliated organization of the Secretariat that supports the functions of the Secretariat, facilitates the implementation of projects of the Organization, and manages members in the respective region.</p>	<p>7. <u>Each</u> Regional office is an affiliated organization of the Secretariat that supports the functions of the Secretariat, facilitates the implementation of projects of the Organization, and manages members in the respective region. <u>Each regional office shall submit an annual report on its operational progress to the Secretariat one (1) month prior to the Executive Committee meeting.</u></p>
<p>8. The city where the regional office is located shall appoint the secretary general of the regional office.</p>	<p>8. The city where the regional office is located shall appoint the secretary general of the regional office. <u>The regional office shall consist of one team with the Secretary General and at least three (3) other staff members and abide by the Terms of Reference for the WeGO Regional Office.</u></p>

9. Revenue (Article 14)

Current Article	Revised Article
<p>Article 14 Revenue</p> <p>1. The revenue of the Organization shall consist of :</p> <ul style="list-style-type: none"> (a) Annual membership fees paid by full members; (b) Voluntary donations from members; (c) Any other sources of revenue approved by the Executive Committee 	<p>Article 14 Revenue</p> <p>1. The revenue of the Organization shall consist of :</p> <ul style="list-style-type: none"> (a) ~ (c) (Identical to Current Article) <p>2. The revenue shall not include:</p> <ul style="list-style-type: none"> (a) Annual subsidy from the President City; (b) Any other form of financial and in-kind support from the President City; and (c) Funds raised from sponsors for specific events and activities.

10. Expenditure (Article 15)

Current Article	Revised Article
<p>Article 15 Expenditure</p> <p>1. The Organization may spend the revenue for the following expenses:</p> <p>(a) Operation Expense</p> <p>(i) The Expenses for convening the meetings specified in paragraph 7 and 8 of Article 10 may be covered by the revenue of the Organization within the limit of less than 50% of the total costs with the approval of the General Assembly concerned.</p> <p>(ii) All expenses for running the Secretariat, including the expenses for hiring the Secretary General and Assistant Secretary General, shall be borne by the revenue of the Organization. However, the president city of the Organization elected at the Inaugural General is responsible for all expenses for operating the Secretariat until the year 2012. In the case that member cities send their staff to the Secretariat, the sending cities bear the salaries and all living costs of their staff to the Secretariat.</p>	<p>Article 15 Expenditure</p> <p>1. The Organization may spend the revenue for the following expenses:</p> <p>(a) Operation Expense</p> <p>(i) (Identical to Current Article)</p> <p>(ii) <u>All The president city of the Organization elected at the Inaugural General shall be primarily responsible for all expenses for operating the Secretariat until the year 2012. All Expenses</u> for running the Secretariat, including the expenses for hiring the Secretary General and Assistant Secretary General, shall <u>also</u> be borne by the revenue of the Organization. In the case that member cities send their staff to the Secretariat, the sending cities bear the salaries and all living expenses of their seconded staff to the Secretariat.</p>
<p>(iii) Other expenses approved by the Executive Committee for the effective management of the Organization may be paid by the revenue of the Organization.</p>	<p>(iii) (Identical to Current Article)</p>

<p>(b) Project Expenses</p> <p>(i) The Expenses for conducting joint projects between and among cities shall be shared among cities participating in the project concerned. Expenses for joint projects between and among cities approved by the General Assembly attended by more than half of the total members may be paid in part from the revenue of the Organization with the consent of more than half of the members present at the session in consideration of the purpose and envisaged benefits of the project.</p> <p>(ii) With the approval from the Executive Committee, the Organization may use its revenue for the implementation of programmes aimed at promoting common interests of the member cities including but not limited to:</p> <ul style="list-style-type: none"> - Awarding of World e-Governments Prizes - Establishing e-Government Training Programmes - Organizing conferences and seminars held separately from the General Assembly <p>(iii) The president city of the Organization elected at the Inaugural General is responsible for all expenses for certain projects and programmes to be implemented for the purpose of promoting activities of the Organization during the period between the Inaugural General Assembly and the second session of the General Assembly with the approval of the Executive Committee,</p>	<p>(b) Project Expenses</p> <p>(i) (Identical to Current Article)</p> <p>(ii) (Identical to Current Article)</p> <p>(iii) The president city of the Organization-elected at the Inaugural General is primarily responsible for all expenses of projects and programmes to be implemented for the purpose of promoting the Organization and its activities. during the period between the Inaugural General Assembly and the second session of the General Assembly with the approval of the Executive Committee.</p>
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11. Quorum in deciding the next host city at the Executive Committee (Article 16)

Current Article	Revised Article
<p>Article 16 Quorum</p> <p>1. Unless otherwise specified herein, each motion at the General Assembly shall be considered adopted with the attendance of more than one third of the total members of the Organization and with the concurrence of one half or more of the members present.</p> <p>The same rule applies to the decision making at the Executive Committee with the exception of the selection of host city of General Assembly.</p> <p>The decision making for the host city of next General Assembly, however, shall be considered adopted with the attendance of more than one third of the total members and with the concurrence of a majority of the members present if more than 2 cities wish to host next General Assembly.</p>	<p>Article 16 Quorum</p> <p>1. Unless otherwise specified herein, each motion at the General Assembly <u>and the Executive Committee</u> shall be considered adopted with the attendance of <u>one third or more</u> of the total members of the Organization and with the concurrence of one half or more of the members present.</p> <p>The same rule applies to the decision making at the Executive committee with the exception of the selection of host city of General Assembly.</p> <p>The decision making for the host city of next General Assembly, however, shall be considered adopted with the attendance of more than one third of the total members and with the concurrence of a majority of the members present if more than 2 cities wish to host next General Assembly.</p>
<p>2. Each full member shall have one vote for each motion. In the case of a tie vote, the motion shall be regarded as rejected.</p>	<p>2. Each full member shall have one vote for each motion. In the case of a tie vote, the motion shall be regarded as rejected.</p>
	<p><u>3. Resolution by written consent: When the Executive Committee is not in session, it may make decisions by written consent. Unless otherwise specified herein, in such cases, motions shall be considered adopted with the written consent of two thirds or more members of the Executive Committee.</u></p> <p style="text-align: right;"><u><Newly Established></u></p>

12. Amendments (Article 17)

Current Article	Revised Article
<p>Article 17 Amendments</p> <p>1. Any full member may initiate a proposal to amend provisions in the Statute.</p> <p>2. Amendment proposal shall be submitted to the Secretariat no later than six (6) months prior to the date of the General Assembly where the amendment proposal will be discussed. The Secretary</p>	<p>Article 17 Amendments</p> <p>1. Any full member may initiate <u>or the Secretary General may submit</u> a proposal to amend provisions in the Statute.</p> <p>2. Amendment proposal shall be submitted to the Secretariat no later than <u>three (3)</u> months prior to the date of the General Assembly where the amendment proposal will be discussed. The</p>

General shall circulate the proposal in written form to all members three (3) months before the date of the General Assembly where the amendment will be proposed.

Secretary General shall circulate the proposal in written form to all members one (1) month before the date of the General Assembly where the amendment will be proposed.

World e-Governments Organization of Cities and Local Governments



A Discussion Paper: New Membership Strategies

For presentation to the Executive Committee at the 3rd WeGO General Assembly 2014

Introduction

The alternative membership categories and funding strategies that were discussed and retabled during the 2013 Executive Committee meeting in Chengdu will be resumed at the 2014 Executive Committee meeting during the 3rd WeGO General Assembly in Chengdu. Acknowledging that the 2013 Executive Committee shared different ideas on extending the memberships, this draft is meant to serve as a springboard for further discussion. Following the opinions of Executive Committee members and “A Proposal of Friend Membership” laid forward by the National Information Centre (NIC) of Sudan in 2013, the WeGO Secretariat has undertaken the benchmarking of international best practices and the drafting of a tentative new membership structure.

Based upon international best practices, this discussion paper recommends that WeGO maintain the current membership category of local governments with exclusive voting rights but expand its membership to include a new category of non-voting member for certain governmental entities and adopt the new non-member position of “WeGO Advisor”. The more inclusive and diversified membership structure that is proposed in this discussion paper offers a strategy that allows WeGO to reach out to other levels of government, while maintaining the governance of WeGO by those that are directly involved with the practice, namely cities and local governments.

The WeGO Secretariat proposes a new membership structure for discussion at the 2014 Executive Committee meeting as follows:

1. **Full/Associate Member:** Maintain voting membership exclusively with local governments as the current WeGO Statute stipulates.
2. **Friendship Member:** Introduce a new category of non-voting membership for certain governmental entities:
 - national/regional associations of local governments and
 - national-level government bodies and other governmental organizations that are directly concerned with local e-Government issues.

Friendship Members will have limited membership rights and in any given year, either pay an annual membership fee or directly create five (5) new WeGO member cities for WeGO in the year immediately preceding the given year.

3. **WeGO Advisor:** Establish a special Advisory position for individuals with expertise on local e-Government matters that would allow the organization to benefit from their expertise without granting membership status.
4. **Private Sector:** Discuss the issue of the inclusion of the private sector as a WeGO Member at the 2014 Executive Committee meeting.

What is WeGO’s Current Membership Structure?

Pursuant to Article 5 of the WeGO Statute, the current membership structure of WeGO is limited to local governing authorities. These local governments can either be full or associate members, whereby associate members are waiting for approval by the next meeting of the General Assembly. At this time, Article 6 of the Statute stipulates that full members, in contrast to associate members, have the right to take part in discussion, vote, approve, decide on, and confirm in the General Assembly. Associate

members may, however, attend General Assemblies during which they may share their opinion. Please refer to **Annex A** for relevant provisions of the WeGO Statute.

Who Are Possible New Members of WeGO?

The potential areas for expansion in membership categories include other levels of government; associations of local governments; NGOs; academia; individuals; and the private sector.

Private Sector

As certain objections were raised with respect to the possible membership of the private sector at the 2013 Executive Committee, the WeGO Secretariat will not explore the possibility of such membership in this paper.

As discussion points, the WeGO Secretariat observes that since WeGO's revenue is solely dependent on membership fees and subsidies from President City Seoul, the private sector could be a useful source of funding for the organization and hence, the inclusion of the private sector as a WeGO Member could serve as an effective funding strategy. The WeGO Secretariat further notes that IT companies can also be a source of advanced technical expertise and that governments are increasingly turning to Public-Private Partnerships with IT companies as a means of financing, designing, implementing and operating various types of e-Government projects. On the other hand, there is legitimate concern that the inclusion of a profit-oriented private sector could dilute and even distort WeGO's mission of promoting sustainable urban development and among other things, bridging the digital divide.

What Membership Categories Do Other Global Networks of Local Government Offer?

The proposed membership structure in this paper is the result of examining the needs of the organization and benchmarking other relevant organizations. Some of the most representative global organizations of local authorities identified and studied were the United Cities and Local Governments (UCLG), Metropolis, Local Governments for Sustainability (ICLEI), CityNet, Eurocities and City Protocol.

It was found that an organization like Metropolis – which is narrowly focused on issues relating to big cities and metropolitan regions – does not offer alternate membership categories while at the other end of the spectrum, City Protocol – which specifically states in its mission that it is founded on cross-sector partnerships – offers equal membership to cities, commercial and non-profit organizations, universities and research institutions alike.

The benchmarking review has shown, however, that the majority of networks of cities/local governments grants full membership with voting rights only to local governments (and sometimes, associations of local governments) while providing some form of alternate “associate” memberships pursuant to the following membership structure:

UCLG:

- Provides Full Membership not only to local governments but also to national associations of local governments.
- Offers alternate membership categories to organizations concerned with local government matters (but not to national government agencies) for an annual fee with same rights as full members.

ICLEI:

- Provides Full Membership not only to local governments but also to national/regional associations of local governments.
- Offers alternate membership categories to national government agencies, NGOs and universities for an annual fee with the limited right to receive invitations and rates for specific events and programs.

CITYNET:

- Provides Full Membership to local governments (in the Asia Pacific) only.
- Offers alternate membership categories to national associations of local governments, NGOs, agencies, etc. for a fee with the limited right to elect the members of the Executive Committee and attend specific events and programs.

Eurocities:

- Provides Full Membership to local governments (in the European Union) only.
- Offers alternate membership categories to any other organizations for a fee with the limited right to participate in specific forums and working groups.

As UCLG's mission focuses on advocating the interests of local governments through **decentralization**, the WeGO Secretariat believes that the membership structure of organizations like ICLEI, CITYNET and Eurocities, which seek to generally connect local governments for the promotion sustainable urban development, may be more relevant for WeGO.

Pursuant to the review above, the WeGO Secretariat concludes that ICLEI, CITYNET and Eurocities offer alternate membership categories to most relevant organizations that are not local governments/cities for a fee with limited membership rights, usually consisting of the right to participate in specific events.

As a side note, while ICLEI, CITYNET and Eurocities appear to offer some type of membership status to private companies, only Eurocities appears to actually have any significant corporate partners.

Please refer to **Annex B** for a chart providing an overview of membership categories of the benchmarked global networks of cities/local governments.

Should WeGO Offer an Alternate Membership Category for Non-Local Governments, Similar to Organizations Like ICLEI, CITYNET and Eurocities?

National-level Government Bodies as WeGO Members

While city-level initiatives are crucial in this age of urbanization, the WeGO Secretariat recognizes that effective e-Government often involves communication, understanding and partnership among multiple stakeholders. As noted by the NIC in "A Proposal of Friend Membership", federal level governmental entities and ministries responsible for e-Government play an important role in setting strategy and promoting e-Government projects. NIC is a good example of a central agency that works towards a national strategy for local e-Government and that has been helpful in connecting WeGO to many cities in Sudan. In this sense, the WeGO Secretariat believes that the inclusion of national-level government bodies and other governmental organizations **that are directly concerned with local e-Government issues** may add value to WeGO as an organization as well as to overall WeGO members.

National/Regional Associations of Local Governments as WeGO Members

The WeGO Secretariat also notes that national and regional associations of local governments, which represent a large number of member cities, can effectively and conveniently help WeGO to reach out easily to numerous cities within a country or region with respect to local e-Government issues in furtherance of the organization's objectives.

Non-Governmental Entities and Academia

At this time, as WeGO is a fairly new organization with a focus on creating a common ground for solidarity among local governments, the WeGO Secretariat believes that the organization's membership should be limited to governmental bodies without the inclusion of other non-governmental organizations, including NGOs and academia. The Secretariat notes that the organization has been able to forge sufficiently valuable partnerships with non-governmental organizations, such as the International Institute of Administrative Sciences (IIAS), through MOUs and collaboration on specific projects.

Individuals as WeGO Advisors

In light of the expertise and knowledge possessed by various individuals concerned with local e-Government agenda – whether they are affiliated with governmental entities, non-governmental entities, academia or the private sector -- the WeGO Secretariat proposes the creation of a special **Advisory** position that would allow WeGO to benefit from such individuals' expertise without granting any membership status.

Proposed New Membership Structure for WeGO

Therefore, the WeGO Secretariat proposes that the organization maintain the current voting-member category of local governments while expanding its membership categories to include non-voting members with limited rights and creating a differentiated Advisor category as follows:

“Friendship Members”

Who is Eligible?

- National/regional associations of local governments (the Friendship Member will be the Association itself, not the local governments that are members of the Association)
- National government agencies and other governmental entities that are directly concerned with local e-Government issues

What is the Application Process?

Submission of an Application Form and approval by the Executive Committee.

Is there a Membership Fee for Friendship Members?

In return for the limited membership rights granted to Friendship Members, the WeGO proposes two alternate membership “fees” that a Friendship Member could choose from in any given year:

- The payment of an annual membership fee pursuant to the fee chart below; or
- The formation of at least five (5) new WeGO member cities in the year immediately preceding the given year, directly through the assistance of the Friendship Member

Membership Fee Chart for Friendship Members

GDP per capita (USD)	Fee for national/regional associations of local governments (USD)	National government agencies/other governmental entities that are directly concerned with local e-Government issues (USD)
0~9,999	1,000	1,000
15,000~19,999	3,000	3,000
20,000~	5,000	5,000

Note: The latest International Financial Statistics published by the International Monetary Fund shall be applied in calculating the GDP per capita in the table above. The GDP per capita is based on purchasing power parity.

As a point of comparison, please refer to **Annex C** showing the membership rates charged by ICLEI, CITYNET and Eurocities from non-full members.

What are Friendship Members' Rights?

Like Associate Members, Friendship Members may attend regular sessions of the General Assembly and present their opinions on matters. Friendship Members may also be selected for participation in WeGO e-Government training programs (maximum 2 Friendship Members per training program) and will be granted access to the Members-only Forum on the WeGO website. Access to any other WeGO programs and events will be on a case-by-case basis.

“WeGO Advisors”

Who is Eligible?

An individual with deep expertise on local e-Government issues.

What is the Application Process?

An individual wishing to become a WeGO Advisor will be selected by the WeGO Secretary General in consultation with the President City pursuant to an internal review process.

What are Advisors' Responsibilities?

Advisors will provide technical advice on WeGO projects, including e-Government training programs, and serve as Experts and Speakers for WeGO meetings and events if requested, including as a WeGO Awards Judge.

What are Advisors' Rights?

Advisors will receive recognition as an official WeGO Advisor on the WeGO website and publications. Advisors may be offered the identical compensation level as other Experts and Speakers for services rendered on specific projects/events.

Benefits Chart for Friendship Members and WeGO Advisors

WeGO Membership Benefits	Friendship Member	WeGO Advisor
Receive sponsorship or discounted rates for attendance of the General Assembly and other WeGO Meetings	May receive special consideration on a case-by-case basis, subject to the budget of the WeGO Secretariat.	Only if participating as a Speaker/Presenter or other Expert capacity
Vote at the General Assembly	No	No
Hold an Elected Position	No	No
Host a WeGO General Assembly	No	No
Attend the General Assembly and present opinions	Yes	No
Attend the Executive Meeting as an Observer	Only upon invitation by the WeGO Secretariat	Only upon invitation by the WeGO Secretariat
Be a Speaker/Presenter at General Assembly sessions	Will be given same opportunities to request selection as a Speaker/Presenter as other WeGO members	Only upon invitation by the WeGO Secretariat
Receive e-Government Consultation Service	No	No
Attend e-Government Training Programs	Limited Basis (max. 2 persons per training program)	No (only as Speaker)
Have Access to CeDS Toolkit Online Service	No	No (only as Technical Expert)
Have Access to Website's Members-only Forum	Yes	No
Access to other WeGO programs/projects/activities/events	May receive special consideration on a case-by-case basis	No
Recognition as Friendship Member/WeGO Advisor on WeGO website and publications	Yes	Yes
Participation in WeGO Secondment Program	No	No

Conclusion

The WeGO Secretariat posits that by introducing a new non-voting membership category for national/regional associations of local governments and governmental entities that are directly concerned with local e-Government matters, WeGO can balance the need to expand the membership and create synergies among multiple stakeholders in e-Government while maintaining the overall governance and strategic direction of the organization with local governments. The Secretariat invites active input and discussion among members at the 2014 Executive Committee meeting on this paper's suggestion that welcoming new and more diversified Members from different levels of government, as well as expert Advisors, would offer the organization greater prospect for long-term development without diverging from WeGO's values and objectives for promoting sustainable city development.

Annex A

Relevant Provisions of the WeGO Statute

Article 5

Membership Categories

The membership categories of the Organization are as follows:

- (a) Full member refers to any city which attended the Inaugural General Assembly or whose membership application was approved by the General Assembly of the Organization.
- (b) Associate member refers to any city which submitted the membership application but whose membership has not yet been approved by the meeting of the General Assembly where the decision will be made.

Article 6

Rights of Members

1. Full members shall have the right to take part in discussion, vote, approve, decide on, and confirm in the General Assembly on matters of, including but not limited to, the election of the president city and the agenda concerning the Statute, projects, and annual membership fees.
2. Associate members may attend regular sessions of the General Assembly and present their opinions on matters of, including but not limited to, the Statute, projects and annual membership fees.

Article 7

Membership Accession and Withdrawal

1. Any city wishing to join the Organization shall submit a membership application form to the Secretariat and has to receive approval from the General Assembly.
2. Any member may withdraw from the Organization by submitting a written notice of withdrawal to the Secretariat. Withdrawal of membership shall take effect upon the date the President announces the city's withdrawal at the earliest meeting of the General Assembly that will be convened after the submission of withdrawal.
3. The General Assembly may suspend the participation of any member in its sessions and limit the member's right to vote and access to the benefits of the Organization if the member's membership fees remain in arrears without reasonable cause and explanation or if the member fails to attend the regular sessions of the General Assembly without reasonable cause and explanation.

**Article 8
Membership Fees**

1. Full members of the Organization shall pay the annual membership fee as prescribed in Annex 1.
2. Members shall begin to pay annual membership fees starting from the following year they are admitted to the Organization

AGENDA 3

Amendments to Terms of Reference of the WeGO Secretariat

[Background Note]

In an effort to run the WeGO Secretariat in more efficient and effective manners, **the** Secretariat has proposed the following revisions to the Terms of Reference of the WeGO Secretariat for this 2014 Executive Committee meeting.

Please note that the proposed revisions have already been disseminated to all the Executive Committee members in the beginning of October and the Secretariat has not received any objections or negative feedbacks on the proposed revisions from the Executive Committee.

The received feedback is provided below and the proposed revisions will be confirmed and officially valid once approved at this Executive Committee meeting.

[Feedback from the Executive Committee]

Member City	Comments
Ulyanovsk Region	Agree and approve

[Summary of Proposed Revisions]

- i) Operation (Article 6.1): Secretary General shall annual report operational progress and performance review of the Secretariat to the Executive Committee at the annual Executive Committee meeting.
- ii) Salary (Article 11.1, 11.5, & 11.6): The President City will determine the level of salaries of the Secretariat staff members based on the annual performance review by the Secretary General (and/or the performance review committee). Also, the Secretariat may provide benefits to its staff members within its budget based on factors such as seniority and/or rank.

Proposed Revisions on Terms of Reference of the WeGO Secretariat

Current Article	Proposal for Revisions
<p>Article 6 Operation</p> <p>1. Secretary General shall report operational progress and performance of the secretariat to members in a timely manner and to the Executive Committee and the General Assembly on a regular basis.</p> <p>2. The secretariat is an independent body of WeGO and shall not be under the direction or supervision of any individuals or institutions, unless otherwise specified herein or in the statute of WeGO.</p>	<p>Article 6 Operation</p> <p>1. Secretary General shall annually report operational progress and performance of the secretariat to members in a timely manner and to the Executive Committee and the General Assembly on a regular basis. and the Executive Committee at the annual Executive Committee meeting.</p> <p>2. (Identical to the current article)</p>

Current Article	Proposal for Revisions
<p>Article 9 Personnel Management</p> <p>1. In case of employing professionals, the Secretariat shall review the working experiences and select the appropriate person based on the contract of employment. The professionals shall be appointed by Secretary General.</p> <p>2. In cases of employing professionals, prescribed in paragraph 1, general criteria and procedures for employment shall be separately prepared and reported to the Executive Committee in advance.</p>	<p>Article 9 Personnel Management</p> <p>1. (Identical to the current article)</p> <p>2. In cases of employing professionals, prescribed in paragraph 1, general criteria and procedures for employment shall be separately prepared and reported to the Executive Committee in advance.</p>

Current Article	Proposal for Revisions
<p>Article 11 Salary</p> <p>1. President of WeGO shall determine the level of salaries of Secretary General and Assistant Secretary General upon the approval of the Executive Committee. The level of salaries of public employees seconded to the secretariat is subject to the salary regulations of the sending cities.</p> <p>2. Salary of the public employees seconded</p>	<p>Article 11 Salary</p> <p>1. The President of WeGO shall determine the level of salaries of the staff of the WeGO Secretariat with the performance review of the Secretary General. Secretary General and Assistant Secretary General upon the approval of the Executive Committee. The level of salaries of public employees seconded to the secretariat is subject to the salary regulations of the sending cities.</p>

<p>to the secretariat shall be disbursed by the sending cities.</p> <p>3. The secretariat may disburse salary, allowances, travel expenses, and other necessary expenses of staff members of the secretariat within the scope of the budget of WeGO.</p> <p>4. The employed professionals shall be paid in accordance with the level of salary prescribed in the contract of employment.</p>	<p>2. - 3. (Identical to the current article)</p> <p>4. The regular employed staff professionals shall be paid in accordance with the level of salary prescribed in the contract of employment.</p> <p>5. The secretariat may provide benefits to staff members of the secretariat based on such factors as seniority (amount of time worked at WeGO) or rank within its budget. < Newly established ></p> <p>6. All staff members will be subject to an annual performance review by the Secretary General and/or the performance review committee. < Newly established ></p>
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AGENDA 4

Amendments to WeGO Awards Terms

[Background Note]

The WeGO Awards was established in 2011 to recognize outstanding e-Government practices of cities and local governments around the world. The 1st WeGO Awards was officially launched in the following year and received a great international attention at the 1st WeGO Awards Ceremony held at the 2nd WeGO General Assembly on November 13, 2012 in Barcelona, Spain. This year marks the 2nd WeGO Awards and the Ceremony takes place at the 3rd WeGO General Assembly on November 5, 2014 in Chengdu, China.

Yet, due to the short history of the WeGO Awards, the WeGO Secretariat encountered some difficulties with coordinating the 2nd WeGO Awards, as the current Terms and Conditions of WeGO Awards (hereinafter “Terms”) contained unclear instructions, as well as conflicting terms, and the WeGO Secretariat faced unexpected situations. Therefore, the WeGO Secretariat collected and took into account all comments and questions that had been raised by the WeGO Awards applicants, the Judging Panel, and the WeGO leadership to improve overall nomination and evaluation processes of the WeGO Awards in the future. Based on these feedbacks compiled during the 2nd WeGO Awards, the WeGO Secretariat revised the Terms with supplementary provisions, clarification of expressions and creation of a new Award (the “Most Promising e-Government Prize”) as well as the evaluation procedure.

Please note that the proposed revisions of the Terms have been shared with all members of the Executive Committee of WeGO in the beginning of October and the Secretariat has not received any objections or negative feedbacks with the proposed revisions from the Executive Committee. The received feedback is provided below for your information.

The proposed revisions will be reviewed and validated at this 2014 Executive Committee Meeting and will take effect for the 3rd WeGO Awards

[Feedback from the Executive Committee]

Member City	Comments
Ulyanovsk Region	Agree and approve

[Summary of Proposed Revisions]

1) Revisions on the Application Process of the WeGO Awards

A. Eligibility of WeGO Awards Applications (Article 2):

- Although the purpose of the WeGO Awards is stated as to recognize outstanding practices of e-Government of cities and local governments, the current Terms do not clearly guide

applicants to submit e-Government projects with a focus on the city-level, rather than national-level.

- In the revised Article 2 of the Terms, it is specified that the applications should be in regard of e-Government practices implemented at a local level.

B. A Limit to the Number of Applications (Article 6.1):

- The current *Terms* state that the number of applications permitted per a city is limited to two.

- However, a question was raised during the 2nd WeGO Awards coordination that a certain situation may arise where multiple applications can be submitted from different entities within the same city.

- The revised *Terms* clarify such situation as the following:

“In the event different entities submit more than a total of two applications for the same city, the WeGO Secretariat will accept the two completed applications that were submitted earliest.”

C. Application Materials (Article 6.3):

- The current *Terms* do not provide a sufficient explanation on the required documents for the applicants.

- Thus, the descriptions on the required documents have been supplemented in the revised *Terms*.

2) Revisions on the Administrative Procedures of the WeGO Awards

A. The Term of WeGO Awards (Article 5):

- With the Amendment of the WeGO Statute that the General Assembly will take place every three years instead of two, the *Terms and Conditions of WeGO Awards* were also revised accordingly.

- The current *Terms* state that the WeGO Awards is held every two years. This provision has been revised that the WeGO Awards will be held in the same year as the WeGO General Assembly.

B. Elaboration on the Role of the Head of the Judging Panel (Article 7.3):

- The current *Terms* contain a very simple description of the Head of the Judging Panel.

- The revised *Terms* elaborate the role of the Head of the Judging Panel to represent the Judging Panel and to provide advice to the WeGO Secretariat in case the Judging Panel members have diverging opinions related to the evaluation.

C. The Role of the WeGO Secretariat as the Administrator of the WeGO Awards (Article 6.2, Article 8.2(a), Article 12.1-2):

- According to the current *Terms*, the Secretary General and the Assistant Secretary General of WeGO are expected to serve the role of an administrator to coordinate the WeGO Awards such as sending out the applications and notifying the evaluation process to the Judging Panel.

- To efficiently coordinate the WeGO Awards and to grant a comprehensive authority of operation to the WeGO Secretariat, which includes the Secretary General and the Assistant Secretary General, the revised *Terms* indicate the WeGO Secretariat as the Administrator to process administrative duties related to the WeGO Awards operation.

D. Spending of the WeGO Membership Fees for the WeGO Awards (Article 12.3, Article 13 (b)):

- The current *Terms* mention that the membership fee of WeGO will be used for the expenses of WeGO Awards and such disbursement will be confirmed by the next General Assembly.
- However, these provisions conflict with Article 15 of the WeGO Statute that membership fee of WeGO will be used with the approval of the Executive Committee.
- Therefore, Article 12.3 and Article 13 (b) of the *Terms* have been revised in accordance with Article 15 of the WeGO Statute which encompasses the general policies of the Organization and holds a higher-level of authority than the *Terms*.

3) Revisions on the Evaluation of the WeGO Awards Applications

A. Adoption of New Motions of the Judging Panel (Article 8.1, Article 8.2 (e)):

- The current *Terms* state that each motion of the Judging Panel will be adopted if a quorum is met at a scheduled meeting.
- However, all WeGO Awards evaluation is proceeded online and the members of the Judging Panel are recruited from around the world. Therefore, it is very rare that an evaluation meeting will be convened.
- The revised *Terms* approve the adoption of any motions at the concurrence of one half or more of the members of the Judging Panel without the requirement of participation to a meeting.

B. Access to WeGO Awards Applications and Commencement of Evaluation (Article 8.2 (a)):

- The current *Terms* indicate the applications to be shared with the Judging Panel two months prior to the dates of the review meetings.
- As evaluation is done online, there are no review meetings.
- Also in consideration of the general timeline of the 2nd WeGO Awards, the revised *Terms* state the WeGO Secretariat to forward the applications and notify the evaluation procedure to the Judging Panel three months prior to the Awards Ceremony.

4) Addition of a New WeGO Award, *the Most e-Government Prize*

A. Addition of the Most e-Government Prize (Article 3.2):

- Previously, there were only two types of prizes – *Best* and *Outstanding e-Government Prize* – in each of the five Awards Categories.
- However, this year proved to be an exceptionally competitive year that garnered 20 more applications than from the 1st WeGO Awards, and many applications were considered to reflect excellence in a wide and diverse field of areas. Also, an issue was raised that the current evaluation criteria does not include consideration of economic or political factors that may affect the development of a city's e-Governance.
- Therefore, an additional award of the *Most e-Government Prize* has been created for each Awards Category with the addition of the following provision:

"In any year the WeGO Secretariat regards (a) the competition to be stronger than the norm due to a high number of submissions or (b) special factors not reflected in the regular judging criteria to be especially noteworthy, the WeGO Secretariat may decide to select an additional application in each Awards Category for receipt of the Most Promising e-Government Prize, in consultation with the WeGO Awards Judging Panel."

B. Additional Provision on the Selection of the Winners (Article 4.3):

- With regards to the newly created Most Promising e-Government Prize, a provision on the selection process of the winner of the Most Promising e-Government Prize has been added as follows:

“Winners of the additional Most Promising e-Government Prize noted under Article 3.2 will be determined by the leadership of the WeGO Secretariat and the WeGO Awards Judging Panel pursuant to specific criteria decided by them for any year and the review process of Article 8 will not apply.”

Proposed Revisions for the Terms and Conditions of WeGO Awards

ORIGINAL	TO BE REVISED
Chapter 1 General Provisions	
Article 1 (Purpose) This terms and conditions provides a framework of the World e-Governments Organization of Cities and Local Governments Awards (hereinafter referred to as “WeGO Awards”) which are designed to recognize and promote outstanding practices of e-government of cities and local governments (hereinafter referred to as “cities”) that used information and communication technologies to improve administrative efficiency and citizens’ access to public services.	
Article 2 (Eligibility)	
All the cities and public organizations and agencies around the world, both members and non-members of WeGO, are eligible to submit applications to WeGO Awards.	All cities, local governments, public organizations and agencies around the world, both members and non-members of WeGO, are eligible to submit applications to WeGO Awards regarding outstanding practices of e-government at a local level.
Article 3 (Categories)	
3.1 WeGO Awards are given in the following five categories: (a) Services (b) Efficiency (c) Open City (d) Urban Management (e) Digital Divide	
3.2 The top two applications of each category under paragraph 1 will receive the Best e-Government Prize or the Outstanding e-Government Prize.	3.2 The top two applications of each category under Article 3.1 will receive the first and second place prizes which are, respectively, the Best e-Government Prize and the Outstanding e-Government Prize.
	In any year the WeGO Secretariat regards (a) the competition to be stronger than the norm due to a high number of submissions or (b) special factors not reflected in the regular judging criteria to be especially noteworthy, the WeGO Secretariat may decide to select an additional application in each Awards Category for receipt of the Most Promising e-Government Prize, in consultation with the WeGO Awards judging panel.
3.3 Award categories will be determined by the Executive Committee. The categories may be modified, added, or abolished with the attendance of more than one half of the total members of the Executive Committee and with the concurrence of one half or more of the members present.	
Article 4 (Selection of Winners)	
4.1. Winners will be selected on the basis of the review process specified in Article 8. 4.2. The judging panel may select no winners when no application is qualified.	
	4.3 Winners of the additional Most Promising e-Government Prize noted under Article 3.2 will be determined by the leadership of the

	WeGO Secretariat and the WeGO Awards judging panel pursuant to specific criteria decided by them for any year and the review process of Article 8 will not apply.
Article 5 (Awarding)	
WeGO Awards will be given to each category every two years. Awarding ceremony will take place at the biennial meetings of General Assembly of WeGO, but the dates of awarding ceremony may change when unavoidable situations occur.	The WeGO Awards will be held in the same year as the WeGO General Assembly, with the awarding ceremony taking place at the General Assembly Session of WeGO. The dates of the awarding ceremony may change when unavoidable situations occur.
<u>Chapter 2 Application</u>	
Article 6 (Application)	
6.1 Cities may apply for the WeGO Awards by submitting projects in the format of voluntary application or nomination by WeGO members. The number of applications permitted per a city is limited to two.	6.1 Cities may apply for the WeGO Awards by submitting projects in the format of voluntary application or nomination by WeGO members. The number of applications permitted per a city or a local government is limited to two. In the event different entities submit more than a total of two applications for the same city, WeGO Secretariat will accept the two completed applications that were submitted earliest.
6.2 Applications shall be submitted online via the official website of WeGO during the period determined by the Secretary General of WeGO. The Secretary General shall send the applications and rating cards to members of judging panel.	6.2 Applications shall be submitted online via the official website of WeGO during the period determined by the Secretary General of WeGO. The WeGO Secretariat shall send the applications and evaluation guidelines to the members of the judging panel.
6.3 Applications shall be written in English, an official language of WeGO, and shall include the following: <ul style="list-style-type: none"> (a) Required documents <ul style="list-style-type: none"> i) An application to WeGO Awards that includes but is not limited to title, summary, and contact information. ii) A detailed report that includes but is not limited to brief introduction, economic, cultural, and social impact on city affairs, innovative technologies used for project, and applicability to other cities, and performance and results. iii) Nominations by the mayor of concerned city or by other cities (b) Required documents specified above shall be submitted in the 	6.3 Applications shall be written in English, an official language of WeGO, and shall include the following: <ul style="list-style-type: none"> (a) Required materials for submission <ul style="list-style-type: none"> i) Online registration that includes contact information, category of the project, and basic project information ii) A completed application form of WeGO Awards that includes project introduction, innovative technologies used for project, and applicability to other cities, and performance and results relevant to each category iii) A nomination form signed by the Mayor, equivalent of the Mayor or Head of Department of the concerned city

format of electronic files.	iv) Optional report that can support the project's effectiveness (b) Required documents specified above shall be submitted in the format of electronic files on the official WeGO Awards website
6.4 Submitted documents are not returned and may be disclosed to the public as a whole or in part or in summary.	
Chapter 3 Judging Panel	
Article 7 (Members of Judging Panel)	
7.1 Judging Panel will consist of twelve or less experts in e-government who include two experts nominated by the president city and the executive vice president city, respectively. The members of judging panel will be appointed by the president.	
7.2 A pool of twenty experts in e-government will be composed with aims to organize the judging panel specified in paragraph 1. The experts of the pool will be appointed by the president among those nominated by member cities or Secretary General.	
7.3 The head of judging panel will be elected by and among members of the panel to supervise the operation of the panel and chair the review meetings.	7.3 The head of judging panel will be elected by and among members of the panel to represent the judging panel, supervise the operation of the panel, and provide advice to the WeGO Secretariat, especially in the event that the judging panel members have diverging opinions.
7.4 Members of judging panel may be paid for reviewing applications on the basis of the examples of payment of other international organizations.	
7.5 English is the official language of judging panel.	
Article 8 (Review Process)	
8.1 Each motion at judging panel will be deliberated with the attendance of one half or more of the total panel members and will be adopted with the concurrence of one half or more of the members present.	8.1 Each motion of the judging panel will be adopted with the attendance of one half or more of the total panel members and will be adopted with the concurrence of one half or more of the members present.
8.2 The review process of judging panel is as follows: (a) Secretary General of WeGO will notify each member of judging panel of a list of applications two months prior to the dates of review meetings.	8.2 The review process of judging panel is as follows: (a) WeGO Secretariat will notify each member of judging panel of a list of applications and evaluation guidelines three months prior to the awarding ceremony.
8.2 (b) The head of judging panel will discuss with the panel members to decide judging criteria. Members of judging panel will rate each application in accordance with judging criteria, and each judging criteria will be rated between 10 and 1.	
(c) The ratings of members of judging panel on each criteria, excluding the highest and the lowest, will be summed up to select top five or less applications in each category.	
(d) Two winners will be selected among top five or less applications in each category by a majority vote and will receive the Best e-Government Prize or the Outstanding e-Government Prize. In the process, Secretary General may conduct an online poll for the top five or less applications and the judging panel may refer to the results of online poll for the majority vote. In cases that winners are not determined by a majority vote, the head of judging panel will determine the winners.	
(e) Reviews and voting of judging panel may be conducted either online or offline. In cases of	(e) Reviews and voting of judging panel may be conducted either online or offline. In cases

online reviews or voting, the judging panel may use the official website of WeGO and log on with IDs and passwords provided to each city.	of online reviews or voting, the judging panel may use the official website of WeGO and log on with IDs and passwords provided to each member of the judging panel.
(f) Judging panel may select no winner in each category when no application is considered qualified. Members of judging panel shall not rate the applications of their own cities.	(f) Judging panel may select no winner in each category when no application is considered qualified. Members of judging panel shall not rate the applications of their own cities.
3. Matters relating to the operation of judging panel shall be discussed among members of judging panel and determined by the head of the panel.	
Chapter 4 Awarding	
Article 9 (Award Plaque and Ceremony)	
1. Award plaques designed by WeGO will be awarded to winners.	
2. Either representatives of the president city or the immediate former winner cities will give the awards to representatives of winner cities.	2. Either representatives of the president city, host city of the General Assembly which includes the awarding ceremony, or the immediate former winner cities will give the awards to representatives of winner cities.
Article 10 (Double Awarding)	
Each application may receive only one award.	
Article 11 (Invalidation)	
Judging panel may invalidate awards in part or as a whole in the cases that the applications do not meet the qualification requirements prescribed in the Terms and Conditions of WeGO Awards or in the cases that the applications have brought disgrace or have potential to bring disgrace to WeGO or in that cases that other critical reasons happened.	
Article 12 (Secretariat of WeGO)	
1. Assistant Secretary General of WeGO will assume the administrator of the judging panel organized under Article 7 and will convene the meetings of the judging panel, announce the results of WeGO Awards to WeGO members and other winning cities, and invite the winner cities to the awarding ceremony.	1. The WeGO Secretariat will assume the administrator of the judging panel organized under Article 7 and will initiate the discussions of the judging panel, announce the results of WeGO Awards to WeGO members and other winning cities, and invite the winner cities to the awarding ceremony.
2. The Secretary General of WeGO shall publicize the WeGO Awards, produce the award plaques, and work with the head of judging panel to plan an awarding ceremony.	2. The WeGO Secretariat shall publicize the WeGO Awards, produce the award plaques, and work with the head of judging panel to plan an awarding ceremony.
3. Membership fee of WeGO will be used for the expenses of WeGO Awards which include but are not limited to producing award plaques. Such disbursement will be confirmed by the next General Assembly in writing or by other means.	3. Membership fee of WeGO will be used for the expenses of WeGO Awards which include but are not limited to producing award plaques with the approval of the Executive Committee. Such disbursement will be confirmed by the next General Assembly in writing or by other means.
Article 13 (Promotion of WeGO Awards)	
The WeGO Awards will be promoted in the following ways:	
(a) Call for applications of WeGO Awards will be announced by electronic mail or post. WeGO Awards will be promoted on the official website of WeGO (www.we-gov.org) and publicized in a wide range of formats including advertisements or featured articles of newspapers.	
(b) Membership fee of WeGO will be used for the promotion expense of WeGO Awards. Such	(b) Membership fee of WeGO will be used for the promotion expenses of WeGO Awards with

disbursement will be confirmed by the next General Assembly in writing or by other means.	the approval of the Executive Committee. Such disbursement will be confirmed by the next General Assembly in writing or by other means.
Article 14 (Disclosure of Award Results)	
Full texts of winning applications or summaries of other applications submitted to the WeGO Awards may be posted on the official website of WeGO.	
Article 15 (Benefits to Winners)	
Winning cities may publicize the achievements in the WeGO Awards on the official documents and website of their cities.	
Article 16 (Modification of Terms)	
The terms and conditions of WeGO Awards may be modified upon the approval of the Executive Committee of WeGO.	
ANNEX	
The terms and conditions of WeGO Awards will take effect upon the adoption of the Executive Committee in 2011.	

AGENDA 5

Terms of Reference of the WeGO Regional Office and Bidding Package

[Background Note]

At the 2013 Executive Committee meeting, the Committee discussed the importance of regional offices for the future development of WeGO as well as an operational manual of regional offices to be developed by the Secretary. For this purpose and in response to the discussion held at the previous EXCOM meeting, the Secretariat has developed Terms of Reference for the WeGO Regional Office along with a bidding package.

The Terms of Reference for the WeGO Regional Office and the Bidding Package have been disseminated to all the Executive Committee members in early October, 2014. The WeGO Secretariat has not received any objections or negative feedbacks with the proposed Terms of Reference from the Executive Committee. The received feedback is provided below.

The proposed revisions will be reviewed and validated at this 2014 Executive Committee Meeting for immediate effect.

[Feedback from the Executive Committee]

Member City	Comments
Ulyanovsk Region	Agree and approve

[Summary of Terms of Reference of WeGO Regional Office]

The WeGO Regional Office is an affiliated organization of the WeGO Secretariat that supports the functions of the Secretariat, facilitates the implementation of WeGO projects and manages members in the respective region.

Term: A Regional Office will be opened within 6 months of the approval of its establishment and continue its operations for at least 2 years after the official opening.

Staff: The Regional Office will consist of the Secretary General and at least 3 other staff members.

Financial matters: The host city of the Regional Office will be wholly responsible for the budget of establishing and running the office.

Responsibilities:

- Help secure new members in the region
- Help manage current WeGO members in the region, including their participation in WeGO activities and payment of membership fees

- Develop regional programs, including e-Government training programs
- Promote WeGO and develop partnerships with local organizations to expand the WeGO network
- Participate in a monthly conference call with the Secretariat and submit an annual report one month prior to each annual Executive Committee meeting (to be presented by the Secretary General of the Regional Office at the EXCOM meeting)

Assessment of the Regional Office: After the initial two-year establishment period, the Executive Committee will conduct an initial assessment of the Regional Office to determine whether to allow it to continue its operations or dissolve the Regional Office. A Regional Office that successfully completes its initial assessment will thereafter be subject to an annual assessment by the Executive Committee.

Dissolution : A Regional Office may be dissolved pursuant to the results of the initial/annual assessment or in the event that the Executive Committee determines that the Regional Office causes harm to the organization.

[Summary of the Guidelines for the Proposal of WeGO Regional Office (Bidding Package)]

The Guidelines for the WeGO Regional Office Bidding Package provides guidelines for WeGO member cities seeking to host a WeGO Regional Office and include the following forms:

1. Application Form
2. Proposal of WeGO Regional Office Establishment
3. Letter of Oath

Please refer to **Appendix 4** for a full copy of the WeGO Regional Office Establishment Call for Bidding Package.

:

World e-Governments Organization of Cities and Local Governments



Terms of Reference for the WeGO Regional Office

I. Background and Objectives

The World e-Governments Organization of Cities and Local Governments (hereinafter referred to as “WeGO”) is committed to pursuing sustainable urban development based on e-Government with the support of its global network of member cities and international partners, as well as WeGO Regional Offices in Asia, Europe, Africa, Americas, Middle East and Oceania.

The Terms of Reference for the WeGO Regional Office (hereinafter referred to as the “TOR”) aim to provide operational guidelines to WeGO Regional Offices established under the Statute of WeGO (hereinafter referred to as the “WeGO Statute”). The relevant provisions of the WeGO Statute are attached as ***Annex I***.

The WeGO Regional Office is to act as a focal point of WeGO activities at the regional level and improve communications and networking amongst members within the respective region and the WeGO Secretariat. As an affiliated organization of the WeGO Secretariat, the Regional Office will make its best efforts to promote WeGO, WeGO projects and activities in the region, and contribute to the sustainable growth of WeGO.

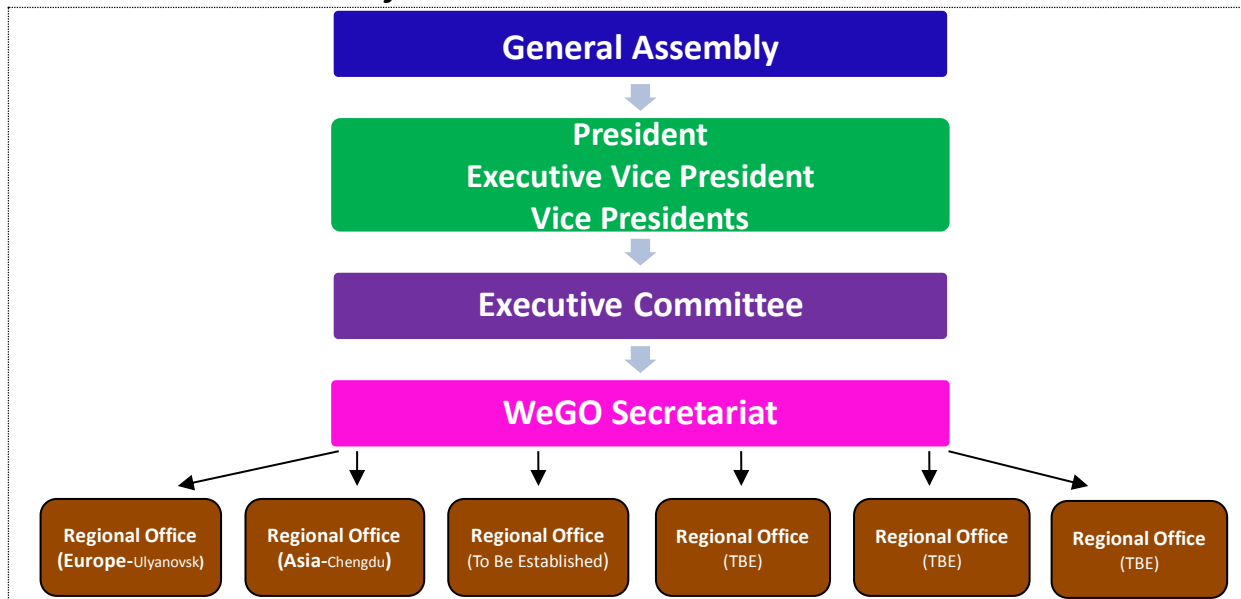
II. Relationship between WeGO Secretariat and the WeGO Regional Office

Under Article 13.7 of the WeGO Statute, a Regional Office is an affiliated organization of the WeGO Secretariat that supports the functions of the Secretariat, facilitates the implementation of WeGO projects, and manages members in the respective region. Each Regional Office will operate under the direction of the WeGO Secretariat and the supervision of the Secretary General of WeGO.

The WeGO Secretariat, as the headquarters of WeGO, will support the WeGO Regional Office as a branch office of the Secretariat for the purpose of undertaking certain component activities of WeGO and the provision of services to members in the applicable region.

The WeGO Secretariat will provide the WeGO Regional Office with details of member cities in the region including city names, focal points, payment status on membership fees, participation in e-government training programs and consultation projects, and attendance of meetings of the Executive Committee and General Assembly. The Regional Office will use those details to manage the members in the applicable region.

Governance Structure of WeGO



III. Official Name

The official name of a Regional Office will be “WeGO ‘Name of Region’ Regional Office,” followed by the name of the host city.

IV. Initial Term of the WeGO Regional Office

A Regional Office will be officially opened within 6 months of the approval of its establishment by the Executive Committee and continue its operations for at least two (2) years after the official opening.

The Regional Office will submit a 2-year Business Plan (please refer to ***Annex II*** for the Business Plan Template) to the WeGO Secretariat within one (1) month after the official opening of the Regional Office.

V. Organizational Structure of the WeGO Regional Office

The Regional Office will consist of the Secretary General and at least 3 other staff members including full-time professionals, temporary staff members, and public employees from the city where the office is located and other cities in the region.

VI. Financial Matters

Pursuant to Article 15 of the WeGO Statute, the host city of the Regional Office will be wholly responsible for the budget of establishing and running the office (including, but not limited to, office space, labor cost, operational cost and project expenses).

WeGO will not provide any grant, subsidy or financial support to a WeGO Regional Office.

VII. WeGO Information

Any information, including contact information of WeGO members and partners, data and materials (hereinafter referred to as “WeGO Information”) provided by the WeGO Secretariat to the WeGO Regional Office in order to support the WeGO Regional Office’s fulfillment of its role and responsibilities during its term as a WeGO Regional Office, is and remains the sole property of the WeGO Secretariat and confidential and may only be used by the Regional Office for the agreed designated purpose. The Regional Office and the applicable host city of the Regional Office will not, at any time either during the office’s term or afterward, use or divulge to any person, organization or company, any WeGO Information except in good faith furtherance of the office’s role and responsibilities under the TOR and will not use the WeGO Information for its own benefit in a way that may be detrimental to the interests of the WeGO Secretariat.

VIII. The Role and Responsibilities of the WeGO Regional Office

The Regional Office will provide services to both WeGO members within the respective region and the Secretariat as follows:

1. Support the WeGO Secretariat in securing new members in its region.
2. Liaise between the WeGO Secretariat and each of the WeGO members in the region where the Regional Office is located, by:
 - Responding to inquiries from WeGO members and partners in the region;
 - Promoting and disseminating information on WeGO activities and news as well as useful information on e-governance from the WeGO Secretariat to member cities in the region (including via email, phone calls, social media and by distributing materials printed locally);

- Promoting active involvement and participation of regional member cities in WeGO projects and meetings, including the WeGO General Assembly;
 - Encouraging members in the region in fulfilling their member duties, such as paying membership fees - including overdue amounts - on time;
 - Updating the contact details and other information relating to each WeGO member in the region on behalf of the Secretariat;
 - Coordinating and managing the logistics of WeGO activities and events held in the region, especially in the city/country where the Regional Office is located; and
 - Gathering information on the needs of WeGO members at the regional level on the Secretariat's behalf and informing WeGO on local/regional e-governance related issues, opinions, and agenda which may be useful to enhance WeGO programs and activities.
3. In consultation with the WeGO Secretariat, provide a platform through which members may network, technically cooperate, and share information, knowledge and experiences relevant to e-governance more effectively within the region, by:
- Developing the Regional Office's own regional programs to promote exchanges of expertise and cooperation on e-governance among members in the region and encourage the members to participate in regional programs;
 - Undertaking WeGO activities with the host city of the Regional Office and other cities and organizations within the region; and
 - Organizing and conducting training programs, educational sessions, and information forums on e-governance at the regional or local level in consultation with the WeGO Secretariat, at least annually. The benefit of such training programs, educational sessions and information forums should be extended, as much as possible, to members outside the region as well.
4. Create a dedicated website for the Regional Office for efficient operations and convenient services to WeGO members in consultation with the Secretariat. The Regional Office website should contain a direct link to the WeGO website and it is strongly recommended that each website follow the general layout and structure of the WeGO website (www.we-gov.org), including the logotype and menu framework.

5. Develop partnerships with local organizations on WeGO's behalf and expand the global network of WeGO.
6. Promote cooperation between WeGO members in the region and WeGO members outside the region.
7. Participate in a monthly conference call with the WeGO Secretariat.
8. Submit an annual report to the WeGO Secretariat one (1) month prior to each annual Executive Committee Meeting. The Annual Report will contain a report on the Regional Office's operational progress for the past year as well as its business plan for the following year. (Please refer to ***Annex III*** for the Annual Report Template). The Secretary General of the Regional Office will present the annual report at the annual Executive Committee Meeting, preferably through a PowerPoint presentation.
9. Promptly submit additional reports that may be required by the WeGO Secretariat as necessary; and
10. Abide by all provisions of the Terms of Reference of WeGO Regional Office.

IX. Secretary General of the Regional Office

Under Article 13.8 of the Statute for the WeGO, the host city where the regional office is located will appoint a Secretary General of the Regional Office.

The Secretary General of a Regional Office will represent and manage the Regional Office and consult with the WeGO Secretariat for major agenda.

Responsibilities of the Secretary General of the WeGO Regional Office

The Secretary General of a Regional Office will be responsible for the following:

1. Setting up a Regional Office within 6 months of the approval of the Executive Committee for its establishment;
2. Appointing professional full-time and other staff members who will be responsible for the day-to-day operations of the Regional Office;

3. Presenting the Annual Report at the Executive Committee meeting with a PowerPoint presentation;
4. Operating the Regional Office under the direction of the WeGO Secretariat and the supervision of the Secretary General of the WeGO;
5. Ensuring the Regional Office's fulfillment of its Role and Responsibilities under Article IV and all other provisions of the TOR;
6. Ensuring financial sustainability for the budget during his/her term of office for operational and program expenses of the Regional Office;
7. Developing and implementing e-governance related projects at the regional level in consultation with the WeGO Secretariat;
8. Representing the WeGO Regional Office at WeGO meetings and events, as requested by the WeGO Secretariat; and
9. Ensuring the return of all WeGO Information and other property of WeGO upon the dissolution of the WeGO Regional Office.

X. Initial and Annual Assessment

After the initial establishment period of two (2) years of a Regional Office, the Executive Committee will conduct an initial assessment of the performance of each Regional Office during such establishment period to determine whether to allow it to continue its operations or dissolve the Regional Office. If a Regional Office successfully completes its initial assessment by the Executive Committee, the Executive Committee will conduct an annual assessment for each Regional Office starting the following year, in order to determine whether to allow it to continue its operations or dissolve the Regional Office.

For both the initial and annual assessments, the Executive Committee will assess each Regional Office and its performance based on the following criteria:

1. Review of the Annual Report containing the business plan for the next year;
2. Review of the quality of the presentation of the Annual Report by the Regional Office at the Executive Committee meeting;

3. Regional WeGO activities initiated/conducted in the previous year(s);
4. New WeGO members acquired in the previous year(s) in the respective region;
5. The overall fulfillment of the Role and Responsibilities of Article 4 and other provisions of the TOR by the Regional Office;
6. Financial stability and prospects of the Regional Office;
7. The Regional Office's relationship and cooperation with its regional members and with the WeGO Secretariat; and
8. The Regional Office and host city's commitment to promoting e-Government in the city, country and region of its location.

XI. Dissolution

Pursuant to Article 13.6(b) of the WeGO Statute, a WeGO Regional Office may be dissolved pursuant to the results of the initial and annual assessment to be conducted under Article X of the TOR, or in the event that the Executive Committee decides that the conduct, omission, or negligence of the Regional Office causes harm to the mission or purpose and/or reputation of the organization.

WeGO and the WeGO Secretariat will not be liable to indemnify the dissolved Regional Office or its host city for any loss or damages sustained by such dissolution.

Upon the dissolution of the WeGO Regional Office, the Regional Office will return any WeGO Information and software, books, documents, account records and any other items that may be in its possession and which are the property of WeGO or which otherwise relate in any way to the affairs of WeGO and no copies of the same or any part thereof shall be retained by the dissolved WeGO Regional Office.

Relevant Provisions of the WeGO Statute

Article 13: Secretariat

5. The Secretariat shall be established in Seoul city and the Organization may decide to set up regional offices through a bidding process; any member city that wishes to host a regional office may participate in the bidding process.

6. Establishment and Dissolution of WeGO Regional Offices

(a) The Executive Committee shall approve the establishment of regional offices. If 2 or more cities wish to establish a regional office in the same region, the regional office in the city receiving the largest number of votes shall be decided as the new regional office.

(b) The Executive Committee may rescind the establishment of a Regional Office pursuant to the initial and annual assessments to be conducted under the Terms of Reference for the WeGO Regional Office or in the event that the Executive Committee decides that the conduct, omission, or negligence of the Regional Office causes harm to the mission or purpose and/or reputation of the Organization. The Organization and the WeGO Secretariat shall not be liable to indemnify such dissolved Regional Office for any loss or damages sustained by such dissolution.

The dissolution of a Regional Office may be adopted at the annual Executive Committee meeting with the attendance of one third or more of the total Executive Committee members and with the concurrence of two thirds or more of the members present at the meeting; or by written unanimous consent.

7. Each Regional office is an affiliated organization of the Secretariat that supports the functions of the Secretariat, facilitates the implementation of projects of the Organization, and manages members in the respective region. Each regional office shall submit an annual report on its operational progress to the Secretariat one (1) month prior to the Executive Committee meeting.

8. The city where the regional office is located shall appoint the secretary general of the regional office. The regional office shall consist of one team with the Secretary General and at least 3 other staff members and abide by all Terms of Reference for the WeGO Regional Office.

Article 15: Expenditure

2. (c) Expenses for Regional Offices

Expenses required for setting up and operating WeGO Regional Offices, including the salaries of the Secretary Generals of regional offices, shall be borne by the cities where the regional offices are located.

World e-Governments Organization of Cities and Local Governments



WeGO Regional Office 2 Year Business Plan

Submitted by WeGO _____ *'Name of Region'* Regional Office, _____ *'Name of the Host City'*

To the WeGO Secretariat on _____, 2014.

Table of Contents

- 1. Introduction: Background and Overview of your Regional Office**
- 2. Vision & Mission**
- 3. Objectives**
- 4. Contact Information**
- 5. Organizational Structure**
- 6. Strategy for Securing New Members in the Region**
- 7. Plans for Operational and Program Activities in the next 2 years**
- 8. Financial Status and Fundraising Plan**
- 9. Gallery / Annexes**

**Please prepare the plan in MS Word format (and Excel as necessary).*

1. Introduction: Background and Overview of your Regional Office

Briefly provide a background and overview of your Regional Office.

2. Vision & Mission

State the Vision and Mission of your Regional Office for the WeGO Network.

3. Objectives

State the Objectives of your Regional Office.

4. Contact Information

Provide detailed information of your office in the following manner:

Location Details			
Homepage Web-address			
Postal Address			
Details of employed staff members			
Official Title	Key Responsibilities	Name	Contacts (Email & Phone Number)

5. Organizational Structure

Please provide a diagram that clearly shows the organizational structure of your Regional Office.

6. Strategy for Securing New Members in the region

Provide the membership status of WeGO members in your region with strategy for securing new members in the next 24 months.

# of members	Current Year	Next Year (Forecast)	2 Years from now (Forecast)
Full-members			
Associate-members			
Friendship-members			
Total:			

7. Plans for Operational and Program Activities in the next 2 years

a) Briefly present the WeGO program activities that your office is currently planning for the next 24 months in your region. Please highlight how you plan to promote information exchanges and cooperation among regional members.

b) Please include next year's plan for operational activities, including recruitment, etc.

8. Financial Status and Fundraising Plan

Briefly present the currently secured budget and fundraising plans of your office for the next 24 months.

9. Gallery / Annexes

You may present any additional information incl. photos and PPT file that may help us better understand and effectively assess your commitment to promoting e-Government in your region in the next 24 months. You may also attach additional files if necessary.

World e-Governments Organization of Cities and Local Governments



**WeGO Regional Office
Annual Report**

Submitted by WeGO _____ '*Name of Region*' _____ Regional Office, _____ '*Name of the Host City*' _____

To the WeGO Secretariat on _____, 2014.

Table of Contents

- 1. Vision & Mission**
- 2. Contact Information**
- 3. Organizational Structure**
- 4. Strategy for Securing New Members in the region**
- 5. Operational Progress of the past year**
- 6. Plans for Operational and Program Activities in the next year**
- 7. Financial Status and Fundraising Plan**
- 8. Host City's e-Government Projects and Strategy**
- 9. Gallery / Annexes**

**Please prepare the plan in MS Word format (and Excel as necessary).*

1. Vision & Mission

State the Vision and Mission of your Regional Office. (If your Regional Office has more specific visions and missions for the WeGO Network, please include them.)

2. Contact Information

Provide detail information of your office in the following manner:

Location Details			
Homepage Web-address			
Postal Address			
Details of employed staff members			
Official Title	Key Responsibilities	Name	Contacts (Email & Phone Number)

3. Organizational Structure

Please provide a diagram that clearly shows the organizational structure of your Regional Office.

4. Strategy for Securing New Members in the region

Provide the membership status of WeGO members in your region and strategy for securing new members in the region.

# of members	Prev. Year	Current Year	Next Year (Forecast)
Full-members			
Associate-members			
Friendship-members			
Total:			

5. Operational Progress of the past year

Briefly present the WeGO activities (incl. operational actions) that your office has initiated, conducted, and been preparing for in your region for the past 12 months. You may include any challenges faced or achievements obtained during this period.

6. Plans for Operational and Program Activities in the next year

a) Briefly present the WeGO program activities that your office is currently planning for the next 12 months in your region. Please highlight how you plan to promote information exchanges and cooperation among regional members.

b) Please include next year's plan for operational activities, including recruitment, etc.

7. Financial Status & Fundraising Plan

Briefly present the current financial situation and fundraising plan of your office for the next 12 months.

8. Host City's e-Government Projects and Strategy

Please briefly present any notable e-Government best practices of the host city for the past 12 months and its e-Government projects and strategy for the next 12 months.

9. Gallery / Annexes

You may present any additional information incl. photos and PPT file that may help us better understand and effectively assess your regional operations and activities in the past 12 months as well as your commitment to promoting e-Government in your region in the near future. You may also attach additional files if necessary.

**Please be aware that your office will make a PPT presentation on this annual report at the annual Executive Committee meeting.*

AGENDA 6

Review of next President, Vice President and EXCOM cities

[Background Note]

1. Nomination of Next President City

Seoul is the sole candidate for the President City. As Seoul has taken the lead in founding and managing the organization as its President, the Secretariat suggests that Seoul continue to serve the role to maintain operational continuity of the Organization.

2. Nomination of Next Vice President Cities

The WeGO statute stipulates the following: “The vice president cities shall consist of an executive vice president city and not less than five (5) vice president cities...The next host city of the General Assembly will automatically be appointed as the executive vice president city and vice president cities shall be appointed by the president city from among cities nominated by the Executive Committee.”

Therefore, at least 5 Vice President Cities are to be nominated at this Executive Committee meeting. For the sake of operational consistency, the Secretariat suggests that those Vice President cities that are present at this EXCOM meeting continue to serve as Vice President cities in the next term.

3. Nomination of Next Executive Committee Members

The WeGO Statute stipulates “Any city may join the Executive Committee by notifying the Secretariat in writing of its candidacy. Members of the Executive Committee shall be discussed at the Executive Committee meeting and confirmed at the General Assembly”.

Currently, we have 6 member cities that have expressed an interest in either continuing their role as an EXCOM member or in joining the Executive Committee: Seoul, Chengdu, Ulyanovsk Region, Frankfurt, Nairobi, and Gimpo. For the sake of operational continuity, the Secretariat suggests that current EXCOM members that are present at this meeting continue to serve as Executive Committee members in the next term, in addition to Gimpo, which would join as a new member.

Executive Committee Members

Current EXCOM Members	Next EXCOM Members (Candidate Cities)
<ol style="list-style-type: none"> 1. Seoul (S. Korea) – President City 2. Chengdu (China) – Executive Vice President City 3. Barcelona (Spain) – Vice President City 4. Ulyanovsk Region (Russia) – Vice President City 5. <i>Dar es Salaam (Tanzania) – Vice President City</i> 6. Khartoum State (Sudan) – Vice President City 7. Buenos Aires (Argentina) – Vice President City 8. Hebron (Palestine) – Vice President City 9. Jakarta (Indonesia) 10. Ulaanbaatar (Mongolia) 11. <i>Paris (France)</i> 12. Frankfurt (Germany) 13. Nairobi (Kenya) 14. Sennar State (Sudan) 15. Edmonton (Canada) 16. <i>Mexico City (Mexico)</i> 17. <i>Abu Dhabi (UAE)</i> 18. Maputo (Mozambique) 19. Agra (India) 20. <i>South Dhaka (Bangladesh)</i> <p><i>*Cities in the shade were not able to attend this EXCOM meeting.</i></p>	<ol style="list-style-type: none"> 1. Seoul (S. Korea) – President City 2. Chengdu (China) 3. Ulyanovsk Region (Russia) 4. Frankfurt (Germany) 5. Nairobi (Kenya) 6. Gimpo (S. Korea, New Member)

Withdrawing Members: Buenos Aires(Argentina), Edmonton (Canada)

AGENDA 7

Determining the Host City for the 4th General Assembly

[Background Note]

Candidate for the Next General Assembly Host City : Honolulu, Hawaii

The city of Honolulu, Hawaii, USA, has expressed an interest in becoming a member of WeGO and hosting the 4th WeGO General Assembly. Honolulu has proposed organizing the 4th General Assembly in the year of 2016, in partnership with the East-West Center, an education and research organization based in Hawaii.



**WeGO 4th General Assembly
Honolulu, Hawaii (In 2016)**



In Partnership with



Agenda topics
Open Data Open Knowledge
Smart Cities Innovation Culture Open Access / Open Educational Resources Cybersecurity
Clean Energy Natural and Renewable Energy Sources Tracking Green Energy Progress

AGENDA 8

Proposal for the WeGO Secondment Staff Program

[Background Note]

For more effective and efficient cooperation between the Secretariat and the WeGO members as well as among the members themselves, the Secretariat believes that it's in the best interest of all members and the Organization to initiate a Secondment Staff Program pursuant to Article 15.1(a)(ii) of the WeGO Statute. It is against this backdrop the Secretariat proposes the Secondment Staff Program.

The Secondment Staff Program proposal has been disseminated to the Executive Committee members in the beginning of October this year. The WeGO Secretariat has not received any objections or negative feedbacks on the program proposal from the Executive Committee. The received feedback is provided below.

To validate the program, the proposal will be reviewed at this Executive Committee Meeting. Upon the approval of the Executive Committee Meeting, the Secondment Staff Program is expected to be officially open for applicant member cities from 2015.

[Feedback from the Executive Committee]

Member City	Comments
Ulyanovsk Region	Agree and approve

[Summary of Secondment Program Proposal]

What is the Secondment Staff Program?

The WeGO Secondment Staff Program is in essence a personnel exchange program that allows WeGO member cities to dispatch their own mid-level personnel to the WeGO Secretariat for more effective cooperation between the WeGO Secretariat and members.

Benefits for the Secondment Staff Program?

The Secondment Staff Program features on-the-job learning opportunities in a professional English speaking-environment with international cooperation exposure that would also lead to other great opportunities such as training programs, international conferences, and training courses organized by WeGO and/or its partners.

Eligibility: Full-time employees of a WeGO full member city, preferably from the ICT division, with at least five years working experience and fluent English skills

Term: One (1) year

Responsibilities: Assist the Secretariat with WeGO programs and activities

Financial Matters: The Secondment Staff's local government will provide salaries and all living costs of the dispatched staff

Application Process

- Submission of an Application Form to the Secretariat
- Review by the Secretariat pursuant to internal procedures

World e-Governments Organization of Cities and Local Governments



Guidelines for the WeGO Secondment Program

Backdrop and Introduction

WeGO is an international cooperative body of cities and local governments worldwide that pursues sustainable city development based on e-Government. It is a network committed to helping cities and local governments improve the quality of life of citizens through the use of Information and Communications Technology. Effective networking among cities and local governments around the world is crucial in reaching this goal.

For more effective and efficient cooperation between the Secretariat and the WeGO members as well as among the members themselves, the Secretariat believes that it's in the best interest of all members and the Organization to initiate a Secondment Staff Program pursuant to the WeGO Statute.

Therefore, the WeGO proposes 'The WeGO Secondment Staff Program', based on the following clause of Article 15.1 (a) (ii) in the WeGO Statute:

In the case that member cities send their staff to the Secretariat, the sending cities bear the salaries and all living costs of their seconded staff to the Secretariat.

What is the Secondment Staff Program?

The Secondment Staff Program is to provide various opportunities for mid-level personnel from member cities to learn and work in an international environment. Ultimately, this would encourage members' active and direct participation in WeGO activities.

The WeGO Secondment Staff Program is in essence a personnel exchange program that allows WeGO member cities to dispatch their own employees to the WeGO Secretariat for more effective cooperation between the WeGO Secretariat and members.

The WeGO Secretariat is located in Seoul and carries out its responsibilities as the headquarters of the Organization. The Secondment Staff Program will help participating members and the Secretariat to better understand the Organization and member cities, respectively.

Why should you join?

A Secondment staff is a key person in charge of liaising with his or her city and developing WeGO activities. The Secondment Staff Program features on-the-job learning opportunities in a professional English speaking-environment with international cooperation exposure that would also lead to other great opportunities such as training programs, international conferences, and training courses organized by WeGO and/or its partners. Once selected, the Secondment staff will be able to connect their home city to the world through WeGO activities and networks. The Secondment staff will also have an opportunity to take part in overall preparation and general operation for international events such as the annual Executive Committee meeting and the General Assembly. The Secondment staff will be a core link between the host city and the WeGO Secretariat, especially in the year in which the General Assembly is held.

What are Secondment Staff Responsibilities?

- Assist the Secretariat with preparatory and follow-up work in connection with WeGO programs, projects and activities
- Communicate and coordinate with member representatives from across the network
- Assist with preparation for the annual Executive Committee meeting, the General Assembly, and other international and WeGO events
- Provide Secretariat services such as correspondence, meeting minutes, and activity reports
- Liaise between the Secretariat and the city from which the secondment staff is dispatched in all WeGO operations and activities
- Provide support for any other matters, as requested by the leadership of the Secretariat

Who will be qualified for the Secondment Staff Programme?

- Full-time permanent employees of any WeGO full member city, preferably employees from the ICT division
- Candidates with enthusiasm for developing and promoting WeGO activities
- Interest in ICT- and e-Governance-related issues and/or international cooperation

- Knowledge of best practices of his/her member city and capable of presenting them to other WeGO members
- At least five years working experience in the member city/local government (preferably in ICT-related division)
- Proficiency in Microsoft Office, Google Apps, Photoshop, Wordpress/XE engine, HTML, social media, etc.
- Ability to read, write, and speak fluent professional English
- University degree, preferably related to ICT studies, urban development or international relations and cooperation
- Cultural adaptability

Terms and Conditions

- One-year assignment
- The Secondment Staff's city or local government shall provide the salaries and all living costs of the dispatched staff to the Secretariat.
- Only if within the budget of the WeGO Secretariat, the secondment staff may be provided some allowances.

What is the Application Process?

- Submission of an Application Form to the Secretariat
- Review by the Secretariat pursuant to internal procedures

Financial Report 2012 – 2014

WeGO Secretariat

Financial Report

1. Revenue of WeGO (since 2012)

WeGO Membership Fee

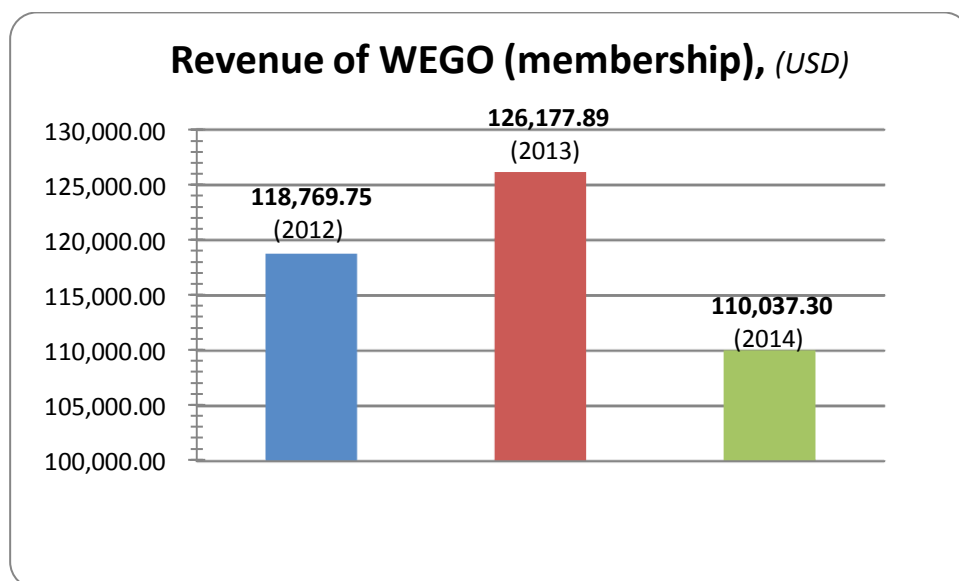
- ✓ Total Revenue : USD354,983.94 (As of 27th Oct. 2014)

WeGO Membership Fee

- ✓ Total Expenditure : None

Revenue of Annual Membership Fee Payment

- In 2012, 21 WeGO members out of 47 (41.31%) paid USD118,768.75 for the WeGO membership fee.
- In 2013, 26 WeGO members out of 68 (38.96%) paid USD126,177.89 for the WeGO membership fee.
- In 2014, 22 WeGO members out of 69 (32.09%) paid USD110,037.30 for the WeGO membership fee.



The following is the list of cities that paid membership fee. (since 2012)

(unit : USD)

No	City	2012	2013	2014	Total
1	Abu Dhabi	9,973.75	7,973.75		17,947.5
2	Addis Ababa	1,000	680	695	2,375
3	Agra	1,983	-	1,983	3,966
4	Ankara		7,000	6,481.92	13,481.92
5	Bangkok		5,990	5,995	11,985
6	Barcelona	10,000	9,000	9,000	28,000
7	Bau – Bau			2,000	2,000
8	Bucharest	6,000	6,500	6,485	18,985
9	Chengdu	9,000	7,000	6,985	22,985
10	Dar es Salaam	970	-	-	970
11	Dhaka North	979.50	795	-	1,774.50
12	Dhaka South	964			964
13	Edmonton	9,980	7,990	-	17,970
14	Frankfurt	10,000	8,000	8,000	26,000
15	Galle		495		495
16	Harare	995	495	-	1,490
17	Hasahisa		1,503.00		1,503.00
18	Hebron		475.14	412.18	887.32
19	Helsinki	10,000	7,990	8,000	25,990
20	Hongkong	9,970	10,000	10,000	29,970
21	Issy-Les-Moulineaux		6,000	-	6,000
22	Jakarta	6,500	4,000	4,000	14,500
23	Khartoum State	4,500	3,026	-	7,526
24	Maputo		580	580	1,160
25	Mexico City	9,983.50	-	-	9,983.50
26	Nairobi	975	720	-	1,695
27	Quezon	2,995	1,995	2,000	6,990
28	Rotterdam		8,000	8,000	16,000
29	Sao Paulo			7,946.20	7,946.20
30	Seberang Perai		7,970	7,995	15,965
31	Seoul	10,000	10,000	10,000	30,000
32	Suva			500	500
33	Ulaanbaatar	2,000	2,000	1,994	5,994
34	Ulyanovsk Region			985	985
35	Umelgoura Locality				
Total		118,768.75	126,177.89	110,037.30	354,983.94

Note : Khartoum State, Umelgoura Locality will pay soon.

2. Expenditure of WeGO since 2010

2.1 All the Operational Expenses of WeGO Secretariat has been covered by Seoul Metropolitan Government (SMG) since 2010.

- USD629,963 (in 2012)
- USD319,547 (in 2013)
- USD478,238 (in 2014)
- *USD644,658 will be expected in 2015 (It will be officially definitely confirmed by the Seoul City Council in December)*

2.2 All the Project Expenses has also been covered by Seoul Metropolitan Government(SMG).

a) e-Government Training (with Seoul Human Resources Center)

- USD53,425 (in 2012)
- USD30,015 (in 2013)
- USD10,000 (in 2014)
- *USD20,000 ~ 30,000 approximately will be expected for the e-Government Training for the WeGO members in Seoul, in 2015*

b) e-Government Consultation

- USD291,558 (in 2012)
- USD179,420 (in 2013)
- None (in 2014)
- *USD50,000 ~100,000 approximately will be expected for e-Government Consultation including the Feasibility Studies, The WeGO eGovfram Training and on-line e-Government Training in 2015.*

c) CeDS(City e-Government Diagnostic & Solution) Online & Data Analysis Platform

- *USD50,000 approximately will be for the e-Government Consultation & Technical Assistance Services for CeDS and Post-CeDS Projects*

Appendices

THE STATUTE FOR THE WORLD E-GOVERNMENTS ORGANIZATION OF CITIES AND LOCAL GOVERNMENTS

*(Adopted at the Third General Assembly held in Chengdu, China
on the 5th of November 2014)*

Preamble

The cities and local governments attending the Inaugural General Assembly of the World e-Governments Organization of Cities and Local Governments (hereinafter referred to as “the Organization”),

Recognizing the necessity to lay a foundation for a sustainable development model by integrating information technology into public administration,

Recalling the Seoul e-Government Declaration adopted on the 8th day of July, 2008 at the World e-Government Mayors Forum, whose plans of action embody the consent to form a body for global e-Governments that aims to share e-government practices and strengthen the solidarity, exchanges, and cooperation among cities,

Accepting what was agreed on the 29th day of September, 2009 at the World Cities CIO Forum, a preliminary meeting for establishing the World e-Governments Organization,

Wishing to preserve the quality of life of citizens as well as support sustainable city development through the shared experiences in e-government practices and by making contributions to the international city community,

Have agreed as follows:

PART I. GENERAL PROVISIONS

Article 1 Purpose

This Statute aims to stipulate the structure and general operation of the Organization established 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.

Article 2
Legal Scope of the Statute

Nothing in this Statute may be applied and interpreted as affecting in any way the legal provisions of any member city.

Article 3
Use of Terms

For the purpose of this Statute:

- (a) "e-governments" refers to cities and local governments that make use of information technology to enhance the access to and the delivery of government services for citizens;
- (b) "Cities and local governments (hereinafter referred to as "cities")" refers to the local authority which administers public affairs relating to the lives and well-being of citizens within the territory of its jurisdiction; and
- (c) "Mayor" refers to a head of the executive authority of cities regardless of differences in ways of using the title.

Article 4
Projects of the Organization

In accordance with its goal of improving the quality of life of citizens stipulated in article 1, the Organization shall conduct the projects to:

- (a) Share and disseminate best e-government practices between and among cities;
- (b) Conduct research to bridge the digital-divide among citizens and cities;
- (c) Promote the use of information technology to innovate the administrative process, improve online public service, and enhance administrative transparency;
- (d) Exchange officials between and among cities and create business models utilizing information technology through public-private partnerships;
- (e) Analyze and implement good practices in e-governments by conducting agreements with public government organizations; and
- (f) Conduct other functions as deemed necessary for the purpose of fulfilling the intentions and purposes of the Organization.

PART II.
MEMBERSHIP

Article 5
Membership Categories

1. The membership categories of the Organization are as follows:

- (a) Full member refers to any city which attended the Inaugural General Assembly or whose membership application was approved by the Executive Committee.
- (b) Associate member refers to any city which submitted the membership application but whose membership has not yet been approved by the Executive Committee.
- (c) Friendship member refers to any national or regional association of local governments; or any national government agency, or governmental entity that is directly concerned with local e-Government issues; whose membership was approved by the Executive Committee.

2. WeGO Advisor refers to any individual with extensive expertise on local e-Government issues that is not a WeGO member but has been selected as an advisor for a specified time period by the Secretary General in consultation with the President City pursuant to an internal review process.

Article 6 Rights of Members

1. WeGO members as in the defined category below shall pay a corresponding annual membership fee and shall have corresponding rights specified for each category.

- (a) Full members shall have the right to take part in discussion, vote, approve, decide on, and confirm in the General Assembly on matters of, including but not limited to, the election of the president city and the agenda concerning the Statute, projects, and annual membership fees.
- (b) Associate members may attend regular sessions of the General Assembly and present their opinions on matters of, including but not limited to, the Statute, projects and annual membership fees.
- (c) Friendship members may attend regular sessions of the General Assembly, and present their opinions.

2. WeGO Advisors will provide technical advice on WeGO projects, including e-Government training programs, and serve as Experts and Speakers for WeGO meetings and events if requested, including as a WeGO Awards Judge. WeGO Advisors shall not pay an annual fee as they are not WeGO members.

Article 7 Membership Accession and Withdrawal

1. Any city wishing to join the Organization shall submit a membership application form to the Secretariat and has to receive approval from the Executive Committee.

2. Any member may withdraw from the Organization by submitting a written notice of withdrawal to the Secretariat. Withdrawal of membership shall take effect upon the date the President announces the city's withdrawal to the Executive Committee.

3. The Executive Committee may suspend the participation of any member in the General Assembly and other WeGO sessions and limit the member's right to vote and access the

benefits of the Organization if the member's membership fees remain in arrears without reasonable cause and explanation or if the member fails to attend the regular sessions of the General Assembly without reasonable cause and explanation.

Article 8 Membership Fees

1. Full members of the Organization shall begin to pay annual membership fees as prescribed in Annex 2, starting from the following year they are admitted to the Organization.
2. Friendship members of the Organization shall begin to pay annual membership fees as prescribed in Annex 3, starting from the following year they are admitted to the Organization.

Article 9 Refund of Membership Fees and Other Expenses

Membership fees and other expenses paid by a member shall not be refunded in the case of withdrawal from or suspension of membership.

PART III. ORGANS

Article 10 General Assembly

1. The General Assembly consists of all full member cities and shall be the top-level decision-making body of the Organization. The General Assembly shall have the power to decide on, approve, and confirm the following matters:
 - (a) Amendments to the Statute;
 - (b) Financial support for projects and programmes;
 - (c) Consultation and decision on cooperative projects among cities to be funded with the revenue of the Organization;
 - (d) Election of the president city and the Executive Committee members;
 - (e) Confirmation on the decided host city of the next General Assembly; and
 - (f) Any other matters related to the structure and operation of the Organization.
2. A regular session of the General Assembly of WeGO convenes every three (3) years, and the host city shall be confirmed by the General Assembly following the decision at the Executive Committee.

3. The date of the meeting of the General Assembly shall be determined by the Executive Committee in full consideration of the preferred dates of the host city. The Secretariat of the Organization shall announce the date of the General Assembly to all members at least one year prior to the meeting date.
4. Any member city intending to convene the next General Assembly shall notify the Secretariat with an official proposal at least one (1) month before the date of the General Assembly preceding the next General Assembly.
5. The confirmed host city of the General Assembly shall make an agreement with the Secretariat within a 3 month period after the determination of the date of the General Assembly.
6. The host city of the next General Assembly shall prepare for and host the Executive Committee meetings preceding the next General Assembly under the support of the Secretariat. The annual membership fee of the host city will be waived commencing in the year following such city's election of the host city until the end of the year in which the General Assembly hosted by such city takes place.
7. If a city designated to host the regular session of the General Assembly is affected by an event of *force majeure* and is unable to host the meeting, an alternative date and venue of the General Assembly shall be decided by the Executive Committee.
8. The President may convene a special session of the General Assembly with the unanimous approval of the members of the Executive Committee. The special session shall be held in the president city.

Article 11 President and Vice Presidents

1. The Organization shall have one president city and vice president cities.
2. The vice president cities shall consist of an executive vice president city and not less than five (5) vice president cities.
3. The president city shall be elected at the General Assembly, and in the event of 2 or more candidates, the city receiving the largest number of votes shall become the president city.
4. The next host city of the General Assembly will automatically be appointed as the executive vice president city and vice president cities shall be appointed by the president city from among cities nominated by the Executive Committee. The appointment of the executive vice president city and vice president cities will be made to ensure equitable geographical distribution as much as possible.
5. Any full member city that has fully paid membership fees and wishes to be elected as President shall notify the Secretariat in writing of its candidacy one (1) month prior to the

General Assembly where the election will be held, and the Secretariat shall subsequently announce the candidacy to all members two (2) weeks prior to the General Assembly.

6. The elected president city and the appointed vice president cities shall serve a term of three (3) years and may be re-elected or re-appointed, respectively.

7. The mayors of the elected president city and appointed vice president cities shall become the President and Vice Presidents of the Organization, respectively.

8. The President shall supervise and represent the Organization and shall chair the meetings. The Vice Presidents shall assist the President. In cases when the President is absent from meetings or other scheduled events due to illness or any other reason, the functions and duties of the President shall be carried out by the Executive Vice President.

9. In the event that the mayors of the president or vice president cities cease to hold their office as the head of their local governments before the term of the presidency of the Organization expires, their successors to office shall serve the remaining term of the President or Vice Presidents of the Organization. Acting mayors of the president and vice president cities of the Organization may succeed as President or Vice Presidents of the Organization until new mayors begin their terms of office.

10. If a city resigns from the position of the President of the Organization, the Executive Vice President shall serve the remaining term of the President, and the city nominated at the earliest meeting of the Executive Committee to be convened after the resignation of President shall succeed as Executive Vice President of the Organization.

11. If a city resigns from the position of the Executive Vice President, the President shall appoint a replacement among the vice president cities.

12. If a city resigns from the position of Vice President, the President shall appoint a replacement among members of the Executive Committee.

Article 12

Executive Committee

1. The Organization shall have the Executive Committee comprising twenty (20) or less cities including the president city and vice president cities. The Executive Committee provides support for the projects and assists in the operation of the Organization.

2. The Executive Committee will discuss and/or make decisions on the following matters:

- (a) Approval of new membership, suspension and withdrawal of existing membership;
- (b) Discussion on amendments to the Statute to be approved by the General Assembly;
- (c) Review of financial support and expenses for projects and programmes;
- (d) Review of annual report on the activities of the Organization;
- (e) Discussion and consultation on cooperative projects among cities to be funded with the revenue of the Organization and approved by the General Assembly;

- (f) Discussion on election of the president city and the Executive Committee members by the General Assembly;
- (g) Nomination of vice president cities;
- (h) Decision on cooperative projects aimed at promoting common interests of member cities to be funded with the revenue of the Organization;
- (i) Decision on the host city of the next General Assembly to be confirmed by the General Assembly;
- (j) Approval/Disapproval of regional offices;
- (k) Approval of operational expenses to be paid with the revenue of the Organization;
- (l) Any other matters related to the structure and operation of the Organization

3. The Executive Committee may hold regular meetings and special meetings. Regular meetings shall be held every year.

4. Any member city may join the Executive Committee by notifying the Secretariat in writing of its candidacy one (1) month prior to the General Assembly. Members of the Executive Committee shall be elected by the General Assembly taking into account equitable geographical distribution as much as possible.

5. Any member of the Executive Committee may convene a meeting of the Executive Committee with the written consent from more than half of its members. The special meeting of the Executive Committee meeting shall be held in the city that requested the meeting.

6. Members of the Executive Committee shall serve a term of three (3) years and may serve additional terms.

7. The Secretary General of the Secretariat may give advice but not vote at a meeting of the Executive Committee.

8. If a city resigns from the membership of the Executive Committee, another city nominated to replace the resigned city at the next Executive Committee meeting shall become the new Executive Committee member.

9. In determining the next host city of the General Assembly of WeGO, the Executive Committee shall consider the followings:

- (a) Objectives and vision of candidate cities
- (b) Regional balance of host cities
- (c) Financial Status of candidate cities
- (d) Presentation of the candidate cities on hosting proposal

10. If 2 or more cities wish to host the next General Assembly, the city receiving the largest number of votes shall be decided as the next host city.

11. In a General Assembly year, when there is no candidate member city wishing to host the next General Assembly or no decision has been reached on which city will host the next General Assembly, the President City shall host the Executive Committee meeting the following year for the discussion of the host city of the General Assembly. At such following

Executive Committee meeting hosted by the President City, the decision for the next host city of the General Assembly shall be considered adopted without the confirmation of the General Assembly. The selected next host city shall host the next Executive Committee meeting and the next General Assembly as originally scheduled. The Secretariat shall announce the selected host city through the WeGO homepage and by e-mail to all members.

Article 13
Secretariat

1. The Secretariat of the Organization shall perform the functions and duties assigned to it by the General Assembly and by the Executive Committee, submit to the Executive Committee at each regular session an annual report on the activities of the Organization and its financial matters, and provide other administrative services to the members of the Organization.
2. The Secretary General and the Assistant Secretary General of the Secretariat shall be appointed by the President of the Organization.
3. The Secretary General and the Assistant Secretary General shall serve a term of three (3) years and may be reappointed.
4. In the event that the office of Secretary General becomes vacant, the Assistant Secretary General shall assume the duties of the Secretary General until a new Secretary General is appointed.
5. The Secretariat shall be established in Seoul city and the Organization may decide to set up regional offices through a bidding process; any member city that wishes to host a regional office may participate in the bidding process.
6. Establishment and Dissolution of WeGO Regional Offices
 - (a) The Executive Committee shall approve the establishment of regional offices. If 2 or more cities wish to establish a regional office in the same region, the regional office in the city receiving the largest number of votes shall be decided as the new regional office.
 - (b) The Executive Committee may rescind the establishment of a Regional Office pursuant to the initial and annual assessments to be conducted under the Terms of Reference for the WeGO Regional Office or in the event that the Executive Committee decides that the conduct, omission, or negligence of the Regional Office causes harm to the mission or purpose and/or reputation of the Organization. The Organization and the WeGO Secretariat shall not be liable to indemnify such dissolved Regional Office or its host city for any loss or damages sustained by such dissolution. The dissolution of a Regional Office may be adopted at the annual Executive Committee meeting with the attendance of one third or more of the total Executive Committee members and with the concurrence of two thirds or more of the members present at the meeting; or by written unanimous consent.

7. Each Regional office is an affiliated organization of the Secretariat that supports the functions of the Secretariat, facilitates the implementation of projects of the Organization, and manages members in the respective region. Each regional office shall submit an annual report on its operational progress to the Secretariat one (1) month prior to the Executive Committee meeting.

8. The city where the regional office is located shall appoint the secretary general of the regional office. The regional office shall consist of one team with the Secretary General and at least three (3) other staff members and abide by the Terms of Reference for the WeGO Regional Office.

PART IV. FINANCE

Article 14 Revenue

1. The revenue of the Organization shall consist of:

- (a) Annual membership fees paid by full members;
- (b) Voluntary donations from members; and
- (c) Any other sources of revenue approved by the Executive Committee.

2. The revenue shall not include:

- (d) Annual subsidy from the President City;
- (e) Any other form of financial and in-kind support from the President City; and
- (f) Funds raised from sponsors for specific events and activities.

Article 15 Expenditure

1. The Organization may spend the revenue for the following expenses:

(a) Operational Expense

- (i) The Expenses for convening the meetings specified in paragraph 7 and 8 of Article 10 may be covered by the revenue of the Organization within the limit of less than 50% of the total costs with the approval of the General Assembly concerned.
- (ii) The president city of the Organization shall be primarily responsible for expenses for operating the Secretariat. Expenses for running the Secretariat, including the expenses for hiring the Secretary General and Assistant Secretary General, shall also be borne by the revenue of the Organization. In the case that member cities

send their staff to the Secretariat, the sending cities bear the salaries and all living costs of their seconded staff to the Secretariat.

- (iii) Other expenses approved by the Executive Committee for the effective management of the Organization may be paid by the revenue of the Organization.

(b) Project Expenses

- (i) Expenses for conducting joint projects between and among cities shall be shared among cities participating in the project concerned. Expenses for joint projects between and among cities approved by the General Assembly attended by more than half of the total members may be paid in part from the revenue of the Organization with the consent of more than half of the members present at the session in consideration of the purpose and envisaged benefits of the project.

- (ii) With the approval from the Executive Committee, the Organization may use its revenue for the implementation of programmes aimed at promoting common interests of the member cities including but not limited to:

- Awarding of World e-Governments Prizes
- Establishing e-Government Training Programmes
- Organizing conferences and seminars held separately from the General Assembly

- (iii) The president city of the Organization is primarily responsible for expenses of projects and programmes implemented for the purpose of promoting the Organization and its activities.

2. The Organization shall not pay for expenses incurred by the following:

(a) Expenses for the General Assembly

Expenses required to convene the sessions of the General Assembly other than specified in paragraphs 7 and 8 of Article 10, shall be borne by the host city.

(b) Expenses for the Executive Committee

The expenses for convening regular and special meetings of the Executive Committee shall be borne by the host city.

(c) Expenses for the Regional Offices

Expenses required for setting up and operating the regional offices, including the salaries of the Secretary Generals of regional offices, shall be borne by the cities where the regional offices are located.

PART V.
GENERAL RULES

Article 16 Quorum

1. Unless otherwise specified herein, each motion at the General Assembly and the Executive Committee shall be considered adopted with the attendance of one third or more of the total members of the Organization and with the concurrence of one half or more of the members present.
2. Each full member shall have one vote for each motion.
3. Resolution by written consent: When the Executive Committee is not in session, it may make decisions by written consent. Unless otherwise specified herein, in such cases, motions shall be considered adopted with the written consent of two thirds or more members of the Executive Committee.

Article 17 Amendments

1. Any full member may initiate or the Secretary General may submit a proposal to amend provisions in the Statute.
2. Amendment proposal shall be submitted to the Secretariat no later than three (3) months prior to the date of the General Assembly where the amendment proposal will be discussed. The Secretary General shall circulate the proposal in written form to all members one (1) month before the date of the General Assembly where the amendment will be proposed.

Article 18 Mandate of the President

Decisions relating to management and implementation of projects and programmes of the Organization not stipulated in the Statute shall be taken up by the President in consultation with the Executive Committee.

PART VI. MISCELLANEOUS PROVISIONS

Article 19 Membership Fee Exemption

The cities attending the Inaugural General Assembly shall be exempted from paying membership fees until the second regular session of the General Assembly.

Article 20 Technology-assisted Attendance in Meetings

If a member city attends the General Assembly or Executive Committee meeting not in person but digitally through means such as video conference technologies, the city shall be regarded as present at the meeting and shall exercise the right to participate in the discussion and vote.

Article 21

Official Language

The official language of the Organization is English without restrictions on the use of other languages if translation service into English is provided.

Article 22

Entry into Force

This Statute shall come into force upon the approval from members of the Organization participating in the Inaugural General Assembly held on the 7th day of September, 2010 in Seoul.

SUPPLEMENTARY PROVISIONS

Article 1(Enforcement)

This Statute takes effect with approval by the General Assembly.

Article 2 (Membership Fees Application Criteria)

Membership fees for years 2012 to 2014 shall be calculated in accordance with the previous criteria. The revised criteria on annual membership fees in Paragraph 1 of Article 8 shall be effective in 2015.

Annex 1

Annex I: Membership Fee Criteria to take effect from 2015									<i>(in USD)</i>
Population (‘000) GDP per capita (USD)	0 ~ 299	300 ~ 599	600 ~ 999	1,000 ~ 1,999	2,000 ~ 3,999	4,000 ~ 6,999	7,000 ~ 9,999	10,000 ~	
0~999	\$ 400		\$ 500		\$ 600		\$ 700		
1,000~1,999	\$ 500		\$ 600		\$ 700		\$ 800		
2,000~3,999	\$ 500	\$ 750	\$ 1,000	\$ 1,250	\$ 1,500	\$ 1,750	\$ 2,000	\$ 2,250	
4,000~5,999	\$ 700	\$ 1,000	\$ 1,300	\$ 1,600	\$ 1,900	\$ 2,200	\$ 2,500	\$ 3,000	
6,000~7,999	\$ 1,500	\$ 2,000	\$ 2,500	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,500	\$ 5,000	
8,000~9,999	\$ 2,000	\$ 2,500	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,500	\$ 5,000	\$ 5,500	
10,000~14,999	\$ 3,500	\$ 4,000	\$ 4,500	\$ 5,000	\$ 5,500	\$ 6,000	\$ 6,500	\$ 7,000	
15,000~19,999	\$ 4,500	\$ 5,000	\$ 5,500	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 8,000	
20,000 ~	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 8,000	\$ 8,500	\$ 8,500	\$ 10,000	

✓ Note¹: The latest International Financial Statistics published by the International Monetary Fund shall be applied in calculating the GDP per capita in the table above. The GDP per capita is based on purchasing power parity.

✓ Note²: The membership fee amount in any given year is determined based on the GDP of the year before the previous year. To help members estimate and secure the budget ahead, estimated membership fee amount for the following year will also be on the same invoice for information purposes, and the est. amount will be based on the member country’s 2014 GDP.

Annex 2

Membership Fee Chart for Friendship Members

(in USD)

GDP per capita	Fee for national/regional associations of local governments	Fees for national government agencies/other governmental entities
0 ~ 9,999	1,000	1,000
15,000 ~ 19,999	3,000	3,000
20,000 ~	5,000	5,000

Terms of Reference of the Secretariat of WeGO

CHAPTER 1 GENERAL PROVISIONS

Article 1 (Purpose)

The purpose of the terms of reference of the secretariat of WeGO (hereinafter referred to as “terms”) is to provide operational regulations of the secretariat of World e-Governments Organization of Cities and Local Governments (hereinafter referred to as “WeGO”)

Article 2 (Legal Scope)

The terms shall not violate any provision of the statute of WeGO, shall regulate overall operations and project implementation of the secretariat, and shall be governed by the laws of the Republic of Korea where the secretariat is located.

Article 3 (Governance)

1. Secretary General and Assistant Secretary General shall be appointed by President of WeGO.
2. Staff of the secretariat shall consist of public employees of Seoul Metropolitan city (hereinafter referred to as “Seoul”) and other member cities who are seconded to the secretariat and the professionals who are employed for the implementation of certain duties of the secretariat.
3. Any regional office of WeGO shall belong to the secretariat.
4. Staff of regional offices, including Secretary General, shall consist of public employees of the city or the region where the regional office is located.

Article 4 (Duties)

1. Secretary General shall represent and supervise the secretariat under the direction of President of WeGO
2. Assistant Secretary General shall assist Secretary General in supervising the secretariat and managing the staff members.

Article 5 (Mandate)

The secretariat shall perform the following functions to provide administrative support to and implement decisions of WeGO.

- (a) To support development and revision of the statute
- (b) To manage members and regional offices, attract new members, and publicize WeGO
- (c) To report on the financial management of annual membership fees, voluntary donations from members, any other sources of revenue approved by the Executive Committee
- (d) To provide organizational support for meetings, including but not limited to the General Assembly and the Executive Committee.

- (e) To manage affairs relating to election and appointment of the president city, the vice president cities, and the members of the Executive Committee
- (f) To devise an annual business plan, make budget, and close accounts
- (g) To implement projects determined by the General Assembly or the Executive Committee and execute budget for such projects
- (h) To implement projects and research and analysis which aims to realize the purpose of WeGO specified in the statute

Article 6 (Operation)

1. Secretary General shall report operational progress and performance of the secretariat to the Executive Committee at the annual Executive Committee meeting.
2. The secretariat is an independent body of WeGO and shall not be under the direction or supervision of any individuals or institutions, unless otherwise specified herein or in the statute of WeGO.

Article 7 (Supervision for the secretariat)

Secretary General shall respond in good faith to the request of the General Assembly or the Executive Committee for a report or information on the operational progress and performance of the secretariat.

Article 8 (The relation between the secretariat and Seoul)

1. In cases that Seoul provides financial support to a project, Secretary General shall submit a business plan and an accounting report of the project to the mayor of Seoul.
2. Secretary General shall consult with the mayor of Seoul in advance for matters relating to the secondment and return of the public employees of Seoul.

CHAPTER 2 PERSONNEL MANAGEMENT, WORK RULES, SALARY

Article 9 (Personnel Management)

In cases of employing professionals, the secretariat shall review the working experiences and select the appropriate person based on the contract of employment. The professionals shall be appointed by Secretary General.

Article 10 (Work Rules)

1. Staff members of the secretariat shall observe the laws of the Republic of Korea and all the regulations of WeGO and carry out assigned duties faithfully.
2. Staff members of the secretariat shall remain strictly neutral with respect to international affairs and shall remain independent from any individuals, institutions, and governments, unless otherwise specified herein or in the statute of WeGO.
3. Public Officials Service Regulations of the Republic of Korea shall apply to matters other than specified herein.

Article 11 (Salary)

1. President of WeGO shall determine the level of salaries of the staff of the WeGO Secretariat with the performance review of the Secretary General.

2. Salary of the public employees seconded to the secretariat shall be disbursed by the sending cities.
3. The secretariat may disburse salary, allowances, travel expenses, and other necessary expenses of staff members of the secretariat within the scope of the budget of WeGO.
4. The regular employed staff shall be paid in accordance with the level of salary prescribed in the contract of employment.
5. The secretariat may provide benefits to staff members of the secretariat based on such factors as seniority (amount of time worked at WeGO) or rank within its budget.
6. All staff members will be subject to an annual performance review by the Secretary General and/or the performance review committee.

CHAPTER 3 BUDGETING AND ACCOUNTING

Article 12 (Classification of Account)

The account of the secretariat consists of general account and special account. The general account and special account shall be classified and reported to the Executive Committee for operation.

Article 13 (Fiscal Year and Account Closing Date)

1. Fiscal Year of the secretariat is identical to the calendar year.
2. The account shall be closed by the end of February of the next year.

Article 14 (General Management)

Secretary General shall be responsible for the general management of budgeting and accounting under the direction of President of WeGO.

Article 15 (Accounting-related Duties)

1. Secretary General is responsible for the following duties in relation to accounting:
 - (a) Charges for annual membership fee and applies for all sorts of grants
 - (b) Take causal actions for disbursement
 - (c) Supervise the management of equipments
2. Assistant Secretary General is responsible for the following duties in relation to accounting:
 - (a) Collects sources of revenue
 - (b) Make disbursement
 - (c) Manage equipments

Article 16 (Currency)

The South Korean Won (hereinafter referred to as “KRW”) shall be a base currency for revenue and disbursement. USD may be used in parallel with KRW when necessary.

Article 17 (Accounting Documents and books)

1. All the accounting documents and books shall be retained for five years.
2. Types of books, formats, and language of accounting process shall be determined by Secretary General as necessary.

Article 18 (Budget Accounts)

All the accounts of revenue and expenditure shall be classified by objects and functions into the relevant categories and sub-categories of the budget plan.

Article 19 (Confirmation of Budget)

1. The budget plan shall be reported to President of WeGO before the Executive Committee approves and confirms the plan at least one month prior to the beginning of fiscal year.
2. In cases that the budget plan was not confirmed one month prior to the beginning of fiscal year due to inevitable reasons, the secretariat may make disbursement for salary and other mandatory expenses at prior-year level.
3. In case that the confirmed budget requires modification due to changes in business plan and other reasons, a supplementary budget shall be made and approved by the Executive Committee.
4. The request for confirmation or modification of budget may be reported in writing or online to the Executive Committee for approval.

Article 20 (Carryover of Budget)

The budget for one fiscal year may not be carried over to the next year, unless certain budget for which causal actions for disbursement were completed within the fiscal year but spending was not completed due to inevitable reasons may be spent before the account closing date.

Article 21 (Redirection of Budget)

Secretary General may approve the redirection of budget for reasons of budget execution and shall report such changes to President of WeGO.

Article 22 (Reserve Fund)

1. The secretariat may allocate reserve fund for the implementation of unexpected projects of WeGO.
2. Secretary General may approve the disbursement of reserve fund and shall report such changes to President of WeGO.

Article 23 (Revenues and Disbursements)

1. Revenue and expenditure shall be managed based on the vouchers.
2. Vouchers of revenues and disbursements shall include supporting documents including statements of payment, bills, and receipts.
3. All the supporting documents of revenues and disbursements and corrections of such documents shall be either signed or sealed.

Article 24 (Deposit of Revenue)

Collected cash and checks shall be deposited in financial institutions within the day unless there is particular reason. In cases that there are particular reasons, the cash and checks may be deposited the next day.

Article 25 (Causal Actions for Disbursement)

All the causal actions for disbursement shall be taken by Secretary General within the scope of budget and supporting documents shall be included. Secretary General may delegate such responsibility to Assistant Secretary General for minor matters.

Article 26 (Disbursement of Deposit or Rough Estimate)

1. Travel expenses, shipping cost, and other expenses that may cause difficulties in carrying out tasks unless disbursed in advance may be disbursed in deposit or rough estimate.
2. Deposit or rough estimate specified in paragraph 1 shall be calculated without delay.

Article 27 (Duties of Accounting Clerk and Transfer of Duties)

1. Accounting clerk is responsible for keeping money and shall report to President of WeGO without delay in cases of the loss of money.
2. In cases that a cash book keeper is replaced, the cash book shall be handed over to a new cash book keeper within three days after the replacement was announced. The cash book shall be closed a day before the handover, and a certificate of deposit balance, books, and supporting documents shall be handed over to the new book keeper in the presence of Secretary General.

Article 28 (Contract)

In cases of purchasing or manufacturing products or assets, the size, volume, budget, and method of purchase and manufacture shall be determined and submitted for the approval by Secretariat General.

Article 29 (Contract)

Contract shall be made based on open competition in principle. Private contract may be allowed when deemed necessary in consideration of the types and objectives of the contract.

Article 30 (Closing)

All revenue and expenditure shall be closed by the end of each fiscal year.

Article 31 (Closing Report)

Closing report shall specify the following items:

1. List of receipts and disbursement of money
2. List of budget, including principal budget and supplementary budget
3. List of asset and liability
4. Other information of financial management

Article 32 (Report)

Secretary General shall report the settlement of account to the Executive Committee and the General Assembly.

Article 33 (Disposal of Surplus and Balance)

1. The surplus of a fiscal year shall be used to reduce the deficit carried forward and shall be carried over to the next year when the balance remains.
2. In cases of receiving budget from Seoul for the operation of secretariat, the balance of such budget shall be returned to Seoul.

Article 34 (Application Rules)

The Local Finance Act of Korea, Act on Contracts to Which a Local Government is a Party, and Financial Accounting Standards of Seoul may apply to matters of budget planning and accounting of the secretariat other than specified herein.

CHAPTER 4 ASSET MANAGEMENT

Article 35 (Property Management)

1. Equipment supervisor shall register all the property in a book and manage the property in good faith.
2. Secretary General assumes the equipment supervisor.

Article 36 (Equipment Marking and Registration)

1. Equipments shall be categorized and marked in serial numbers and registered in the book.
2. Equipments shall be checked annually on a regular basis and the management of inventory shall be checked in the event of change of personnel.

Article 37 (Acquisition of Gifts)

In the event of donation or contribution of gifts, equipment supervisor shall write a report to President of WeGO and register the gifts in the book.

Article 38 (Outgoing and Incoming equipments)

Equipment manager shall receive approval of the equipment supervisor for outgoing and incoming equipments.

Article 39 (Disposal of Disused Articles)

1. Properties whose value have disappeared or which deems unnecessary may be considered disused and may be sold or discarded.
2. In cases of discarding disused articles under paragraph 1, a disposal plan which includes the category, volume, method of disposal, or reasons of disuse shall be reported to Secretary General for approval.

Article 40 (Application Rules)

Public Property and Commodity Management Act of Korea and Public Property and Commodity Management Ordinance of Seoul Metropolitan City may apply to matters of property management of the secretariat other than specified herein.

CHAPTER 5 DOCUMENT MANAGEMENT

Article 41 (Validity and Effectiveness of Document)

Documents become valid upon the approval of a decision maker and become effective upon the arrival to recipient.

Article 42 (Expression of Document)

1. Documents shall be written in an easy and horizontal format. Documents exchanged between cities shall be written in English.
2. Documents shall be written in English or in the local language of the location of the secretariat in accordance of the decision of Secretary General. Documents may be written in both languages when necessary.

Article 43 (Execution of Document)

Documents sent to external institutions shall take the format of execution and names of senders shall be included at the bottom of documents.

Article 44 (Delivery of Document)

1. Documents shall be delivered by mail in principle and may be delivered per bearer, by telegraph, telephone, and electronic mail.
2. Documents shall be registered in a book before delivery.
3. Both draft document and document for execution shall be kept in cases of delivering documents by electronic mail, facsimile, or telephone.

Article 45 (Retention of Document)

1. The retention period of documents shall be classified into categories of permanent, semi-permanent, ten years, five years, three years, and one year in accordance with the level of importance.
2. The period of document retention begins on the 1st of January of the next year after the document is completely processed and ends on the 31st of December of the final year of retention.
3. Documents may be retained in electronic format when necessary.

Article 46 (Disposal of Document)

1. Documents and reference information which expired periods of retention shall be disposed on a regular or casual basis after registered in the book of document disposal.
2. The disposal of expired document and reference information may be postponed in cases such document and information is valuable.

Article 47 (Responsibility of Document Retention)

Secretary General is responsible for the retention of all the documents of the secretariat.

Article 48 (Application Rules)

Act on the Management of Public Archives of Korea may apply to matters of document management of the secretariat other than specified herein.

CHAPTER 6 SUPPLEMENTARY PROVISIONS

Article 49 (Disposal of Residual Property)

1. In a case of disbanding WeGO or the secretariat of WeGO, the right of disposal of residual property shall be vested in Secretary General.
2. Secretary General may organize a liquidation committee for the disposal of residual property of the secretariat. Members of liquidation committee shall be appointed by Secretary General in consultation with the immediate past President of WeGO.
3. The residual property shall be disposed under the decision of liquidation committee. The liquidation committee may discuss the disposal of residual property in writing or online.

Article 50 (Application Rules and Regulations for Operation)

1. Laws of Republic of Korea and examples of other international organizations shall apply to matters other than specified herein. Secretary General may make a separate terms when necessary by the approval of the Executive Committee.
2. Discussions and approval for reports and matters relating to the operation of the secretariat may be made in writing or online.

Article 51 (Modification of Terms)

The terms may be modified upon the approval of the General Assembly after the report to the Executive Committee.

ANNEX

The terms shall enter into force upon the approval by the Executive Committee.

Terms and Conditions of WeGO Awards

Chapter 1 General Provisions

Article 1 (Purpose)

This terms and conditions provides a framework of the World e-Governments Organization of Cities and Local Governments Awards (hereinafter referred to as “WeGO Awards”) which are designed to recognize and promote outstanding practices of e-government of cities and local governments (hereinafter referred to as “cities”) that used information and communication technologies to improve administrative efficiency and citizens’ access to public services.

Article 2 (Eligibility)

All cities, local governments, public organizations and agencies around the world, both members and non-members of WeGO, are eligible to submit applications to WeGO Awards regarding outstanding practices of e-government at a local level.

Article 3 (Categories)

1. WeGO Awards are given in the following five categories:

- (a) Services
- (b) Efficiency
- (c) Open City
- (d) Urban Management
- (e) Digital Divide

2. The top two applications of each category under Article 3.1 will receive the first and second place prizes which are, respectively, the Best e-Government Prize and the Outstanding e-Government Prize. In any year the WeGO Secretariat regards (a) the competition to be stronger than the norm due to a high number of submissions or (b) special factors not reflected in the regular judging criteria to be especially noteworthy, the WeGO Secretariat may decide to select an additional application in each Awards Category for receipt of the Most Promising e-Government Prize, in consultation with the WeGO Awards judging panel.

3. Award categories will be determined by the Executive Committee. The categories may be modified, added, or abolished with the attendance of more than one half of the total members of the Executive Committee and with the concurrence of one half or more of the members present.

Article 4 (Selection of Winners)

1. Winners will be selected on the basis of the review process specified in Article 8.
2. The judging panel may select no winners when no application is qualified.
3. Winners of the additional Most Promising e-Government Prize noted under Article 3.2 will be determined by the leadership of the WeGO Secretariat and the WeGO Awards judging panel pursuant to specific criteria decided by them for any year and the review process of Article 8 will not apply.

Article 5 (Awarding)

The WeGO Awards will be held in the same year as the WeGO General Assembly, with the awarding ceremony taking place at the General Assembly Session of WeGO. The dates of the awarding ceremony may change when unavoidable situations occur.

Chapter 2 Application

Article 6 (Application)

1. Cities may apply for the WeGO Awards by submitting projects in the format of voluntary application or nomination by WeGO members. The number of applications permitted per a city or a local government is limited to two. In the event different entities submit more than a total of two applications for the same city, WeGO Secretariat will accept the two completed applications that were submitted earliest.
2. Applications shall be submitted online via the official website of WeGO during the period determined by the Secretary General of WeGO. The WeGO Secretariat shall send the applications and evaluation guidelines to the members of the judging panel.
3. Applications shall be written in English, an official language of WeGO, and shall include the following:
 - (a) Required materials for submission
 - i) Online registration that includes contact information, category of the project, and basic project information
 - ii) A completed application form of WeGO Awards that includes project introduction, innovative technologies used for project, and applicability to other cities, and performance and results relevant to each category
 - iii) A nomination form signed by the Mayor, equivalent of the Mayor or Head of Department of the concerned city
 - iv) Optional report that can support the project's effectiveness
 - (b) Required documents specified above shall be submitted in the format of electronic files on the official WeGO Awards website
4. Submitted documents are not returned and may be disclosed to the public as a whole or in part or in summary.

Chapter 3 Judging Panel

Article 7 (Members of Judging Panel)

1. Judging Panel will consist of twelve or less experts in e-government who include two experts nominated by the president city and the executive vice president city, respectively. The members of judging panel will be appointed by the president.
2. A pool of twenty experts in e-government will be composed with aims to organize the judging panel specified in paragraph 1. The experts of the pool will be appointed by the president among those nominated by member cities or Secretary General.
3. The head of judging panel will be elected by and among members of the panel to represent the judging panel, supervise the operation of the panel, and provide advice to the WeGO Secretariat, especially in the event that the judging panel members have diverging opinions.
4. Members of judging panel may be paid for reviewing applications on the basis of the examples of payment of other international organizations.
5. English is the official language of judging panel.

Article 8 (Review Process)

1. Each motion of the judging panel will be adopted with the concurrence of one half or more of the members.
2. The review process of judging panel is as follows:
 - (a) WeGO Secretariat will notify each member of judging panel of a list of applications and evaluation guidelines three months prior to the awarding ceremony.

(b) The head of judging panel will discuss with the panel members to decide judging criteria. Members of judging panel will rate each application in accordance with judging criteria, and each judging criteria will be rated between 10 and 1.

(c) The ratings of members of judging panel on each criteria, excluding the highest and the lowest, will be summed up to select top five or less applications in each category.

(d) Two winners will be selected among top five or less applications in each category by a majority vote and will receive the Best e-Government Prize or the Outstanding e-Government Prize. In the process, Secretary General may conduct an online poll for the top five or less applications and the judging panel may refer to the results of online poll for the majority vote. In cases that winners are not determined by a majority vote, the head of judging panel will determine the winners.

(e) Reviews and voting of judging panel may be conducted either online or offline. In cases of online reviews or voting, the judging panel may use the official website of WeGO and log on with IDs and passwords provided to each member of the judging panel.

(f) Judging panel may select no winner in each category when no application is considered qualified.

3. Matters relating to the operation of judging panel shall be discussed among members of judging panel and determined by the head of the panel.

Chapter 4 Awarding

Article 9 (Award Plaque and Ceremony)

1. Award plaques designed by WeGO will be awarded to winners.
2. Either representatives of the president city, host city of the General Assembly which includes the awarding ceremony, or the immediate former winner cities will give the awards to representatives of winner cities.

Article 10 (Double Awarding)

Each application may receive only one award.

Article 11 (Invalidation)

Judging panel may invalidate awards in part or as a whole in the cases that the applications do not meet the qualification requirements prescribed in the Terms and Conditions of WeGO Awards or in the cases that the applications have brought disgrace or have potential to bring disgrace to WeGO or in that cases that other critical reasons happened.

Article 12 (Secretariat of WeGO)

1. The WeGO Secretariat will assume the administrator of the judging panel organized under Article 7 and will initiate the discussions of the judging panel, announce the results of WeGO Awards to WeGO members and other winning cities, and invite the winner cities to the awarding ceremony.
2. The WeGO Secretariat shall publicize the WeGO Awards, produce the award plaques, and work with the head of judging panel to plan an awarding ceremony.
3. Membership fee of WeGO will be used for the expenses of WeGO Awards which include but are not limited to producing award plaques with the approval of the Executive Committee.

Article 13 (Promotion of WeGO Awards)

The WeGO Awards will be promoted in the following ways:

- (a) Call for applications of WeGO Awards will be announced by electronic mail or post. WeGO Awards will be promoted on the official website of WeGO (www.we-gov.org) and publicized in a wide range of formats including advertisements or featured articles of newspapers.

(b) Membership fee of WeGO will be used for the promotion expenses of WeGO Awards with the approval of the Executive Committee.

Article 14 (Disclosure of Award Results)

Full texts of winning applications or summaries of other applications submitted to the WeGO Awards may be posted on the official website of WeGO.

Article 15 (Benefits to Winners)

Winning cities may publicize the achievements in the WeGO Awards on the official documents and website of their cities.

Article 16 (Modification of Terms)

The terms and conditions of WeGO Awards may be modified upon the approval of the Executive Committee of WeGO.

ANNEX

The terms and conditions of WeGO Awards will take effect upon the adoption of the Executive Committee in 2011.

World e-Governments Organization of Cities and Local Governments



Guidelines for the WeGO Regional Office Bidding Package

Guidelines for the WeGO Regional Office Bidding Package

WeGO members with an interest in establishing regional offices are strongly encouraged to complete the bidding package in accordance with these Guidelines and submit it to the WeGO Secretariat.

1. Locations

Regional offices are established in the following regions: Asia, Europe, Africa, Oceania, Americas, and the Middle East.

2. Eligibility

Member cities of WeGO may apply to open and host a WeGO regional office in their city.

3. Bidding Package Components

The Bidding Package consists of the following documents:

- Application Form (attached as Annex A)
- Letter of Oath (attached as Annex B)
- Proposal for the Establishment of a WeGO Regional Office (attached as Annex C)

The Proposal for the Establishment of a Regional Office should include the following information:

A. Introduction to Your City/Local Government

i. Background and Objectives

Explain the background and objectives for the establishment of a regional office in your city or local government.

ii. About Your City

Describe your city or local government with basic information, including population and land area, and explain its geographical, economic, political and social conditions.

iii. Development of Information Technology (IT)

Describe the development of IT in your city or local government, including the organizational structure of your city's IT Division, employees, budget, training programs and policies.

iv. Good Practices of e-Governance

B. Operating Plan for the Regional Office

i. Budget and Manpower for the Establishment of the Regional Office

Explain the plans and strategies for mobilizing funds and human resources for the establishment of the regional office, securing office space, and managing the manpower and budget. Include the proposed organizational structure of the Regional Office.

ii. Business Plan

Describe strategies to attract new members and manage current members in the region, promote the long-term sustainable development of the Regional Office and WeGO, raise funds, develop programs/activities and promote exchanges and cooperation in e-governance among member cities in the region.

C. Expected Benefits

Describe how the establishment of the regional office will promote the e-governance development of your city, bring economic impact to the region, and increase the region's awareness of WeGO.

D. Others

Explain any expected changes in the laws, regulations, and policies for e-government of your city/local government. In particular, describe the term of the incumbent mayor or equivalent and the date of forthcoming elections.

E. Date of Establishment

Set forth a detailed timeline for the establishment of the regional office. The regional office should be opened within six (6) months of the approval of the Executive Committee.

4. Selection

The Executive Committee will evaluate the bidding package and approve/disapprove the establishment of the regional office at the regular meeting of the Executive Committee or by written consent.

5. Selection Procedures

- 5.1 The bidding package should be prepared in accordance with these Guidelines and submitted to the WeGO Secretariat at secretariat@we-gov.org.
- 5.2 The WeGO Secretariat will collect and summarize the bidding package.
- 5.3 The bidding package will be distributed to the Executive Committee members.
- 5.4 Member cities of Executive Committee members will review the bidding package and the summary prepared by the Secretariat and submit their review results to the WeGO Secretariat.

- 5.5 In the event that the establishment of a regional office is decided at the regular meeting of the Executive Committee, the review results will be included in the meeting agenda of the Executive Committee meeting. Each applicant member city for a regional office will present its bid to the Executive Committee members at the meeting and thereafter, the Executive Committee will discuss and approve or disapprove the establishment of the regional office.
- 5.6 In the event that the establishment of a regional office is decided by written consent, the WeGO Secretariat will circulate the Executive Committee members' review results to each Executive Committee member and request a final written decision. If 2 or more candidate cities submit a bidding package for the same region, the establishment of the regional office may only be decided at a regular meeting of the Executive Committee.

6. Announcement on the Approval of Regional Offices

In the event of approval of a regional office by the Executive Committee, the results of the regional office selection will be announced to all member cities of WeGO.

7. Terms of Reference for the WeGO Regional Office

Each approved WeGO Regional Office will be required to abide by the provisions of the **Terms of Reference for the WeGO Regional Office** (attached as **Annex D**). By submitting the bidding package with the signed Application Form, signed Letter of Oath and Proposal for the WeGO Regional Office, the applicant city is agreeing to abide by the Terms of Reference for the WeGO Regional Office if its application is approved by the Executive Committee.

Application Form

About Region

- **Name of Region:**
✓ Note: Regional offices are established in Asia, Europe, Africa, Oceania, America, and Middle East.

About City or Local Government

- **Name of City** (or Local Government):
- **Name of Applicant** (Mayor or equivalent):
- **Address:**

About Division in Charge of Application

- **Name of Division:**
- **Name of Head of Division:**
- **Telephone:**

About Corresponding Officer

- **Name:**
- **Telephone:**
- **Mobile:**
- **Email:**

(Name of City or Local Government) hereby submits the Bidding Package in accordance with the Guidelines for the WeGO Regional Office Bidding Package and applies to establish a regional office of WeGO in (Name of City or Local Government) for the region of (Name of Region).

For (Name of City or Local Government), I hereby submit this application to the WeGO Secretariat.

(Date: dd/mm/yy)

(Signature of Mayor or equivalent)

(Name/Official Title)

Letter of Oath

Name of Applicant City:

Address:

Telephone:

The applicant city hereby pledges to comply with the following commitments on the selection and establishment of the WeGO regional office.

1. The applicant city will abide by the provisions of the WeGO Statute concerning regional offices, as contained in Annex I of the Terms of Reference for the WeGO Regional Office (TOR). Among other things, the applicant city understands that:
 - the WeGO Regional Office is an affiliated organization of the Secretariat that will operate under the direction of the WeGO Secretariat and the supervision of the Secretary General of WeGO;
 - all expenses required for setting up and operating the Regional Office will be borne by the applicant city;
 - the Regional Office will appoint the Secretary General of the Regional Office and have a team of at least 3 other staff members;
 - the Regional Office must be established within 6 months of approval by the Executive Committee and operate for at least the initial term of 2 years; and
 - Committee may decide to dissolve the Regional Office pursuant to the WeGO Statute, including but not limited to the results of the initial and annual assessments conducted by the Executive Committee.
2. It is certified that all the documents presented to the WeGO Secretariat are true and complete and the applicant city will raise no objection to any measures taken by WeGO against the submission of false documentation or the delayed implementation of the applicant city's proposal for the regional office without reasonable cause.
3. The applicant city understands and agrees to abide by all provisions of the TOR and will make its best efforts to fulfill its role and responsibilities, as set forth in the TOR.
4. The applicant city will abide by the decision of the Executive Committee regarding the approval of the establishment of the regional office and will comply with any request for additional documentation.

(Date: dd/mm/yy)

(Signature of Mayor or equivalent)

(Name / Official title)

Annex C

Proposal for the WeGO Regional Office

Please refer to 3. A-E of the *Guidelines for the Proposal of WeGO Regional Office Establishment*, and prepare the proposal in Microsoft Word format.

Thank you!

Meeting Memorandum

Adopted at WeGO 2013 Executive Committee Meeting
held in Chengdu(成都市), Sichuan Province
on 3 September 2013

Meeting Schedule

- Dates: 2-5 September 2013
- Host: Chengdu City
- Venue: Jinjiang Hotel
- Language: English
- Meeting Schedule:

Day 1 : Monday, 2 September (Arrival & Welcome Dinner)

18:00- 20:00 Welcome Dinner

Day 2 : Tuesday, 3 September (All-day Meeting)

09:00-09:10	Opening Announcement
09:10-09:15	Introduction to Participants and Meeting Schedule
09:15-09:20	Announcement on Meeting Procedures
09:20-09:25	Briefing on Executive Committee
09:25-09:45	Progress Report 2012-2013
09:45-10:40	Agenda 1. Dates of 3 rd General Assembly 2014 Agenda 2. Opening of Regional Offices
10:40-11:00	Coffee Break
11:00-11:05	Highlight Video on WeGO e-Government Training 2013
11:05-11:10	Financial Report
11:10-12:30	Agenda 3 Review of Existing Projects and Discussion for Improvement Agenda 4 New Membership and Funding Strategies
12:30-14:00	Lunch
14:00-16:00	Agenda 5 Good Practice Sharing Agenda 6 Discussion on Future Growth of WeGO: A Framework for an Exchange Program for Member Cities
16:00-16:30	Coffee Break
16:30-17:00	Meeting Memorandum
17:00-17:20	Pre-Dinner Refreshments
17:20-17:40	Opening Ceremony of Regional Office

Day 3 : Wednesday, 4 September (Tour)

Day 4 : Thursday, 5 September (Departure)

Meeting Participants

City	Name	Job Title
Chengdu	Laizhao Zhong	Deputy Director General of Chengdu Municipal Foreign Affairs
	Shipin Zhao	Deputy Director General of Chengdu Municipal e-Government Office
	Dagong Zhang	Chief of Translation Department of Chengdu Foreign Affairs Service Center
Edmonton	Chris Moore	Chief Information Officer
Frankfurt	Volker Stein	Head of Department for Infrastructure
	Carsten Bobe	Program Officer of Department for Infrastructure
Jakarta	Sylviana Murni	Assistant Secretary for Government Affair, Jakarta Capital City Government
	Sulastri Gultom	Head of Division of Governmental Affairs, Central Jakarta Municipal
	Edi Sumantri Syamsu	Head of Local Tax Services Unit, South Jakarta Municipal
	Dewi Mustika Tafal	Head of Division of Software Infrastructure, Jakarta Capital City Government
Khartoum State	Algilani Omer Hassan	General Secretary of General Secretariat
	Ahmed Abdulgadir Salih Musa	Chief Information Officer of Information Center
Maputo	Adelaide Beatriz Lemos Souto	Director of Maputo Municipality Information System
	Nilton Alexandre Mate	Technician of Maputo Municipality International Relations
Nairobi	Benter Aoko Ogot	Director of Nairobi City County ICT
Paris	Vincent Morel	Head of Digital Office
Sennar State	Idris Ahmed Idris Ali	Adviser of Sennar State if IT
	Hisham Siddig Mohamed	Director of Office of Sennar State
Seoul	Gunso Kim	Chief Information Officer
	Dongsuk Park	Deputy Director of Information Planning Division
	Jayne Lee	Manager of Information Planning Division
	Sunyoung Jung	Manager of Information Planning Division
Ulaanbaatar	Bat-Ulzii Batchuluun	Head of Metropolitan Information Technology
Ulyanovsk Region	Svetlana Vladimirovna Openysheva	Deputy Chairman of Ulyanovsk region Government
	Liudmila Nikolayevna Dedushkina	Head of the Department for External Affairs
*NIC, Sudan	Mubarak Mohamed Ahmed	General Manager of NIC Sudan

✓ * Note: The delegation of NIC, Sudan attends the meeting as observers.

Meeting Agenda: post-meeting notes

Agenda 1. Dates of 3rd General Assembly 2014

In full consideration of the preferred dates of the host city and other member cities, the Executive Committee agreed to host the 3rd General Assembly 2014 in Chengdu on 3-6 November, 2014.

Agenda 2. Regional Offices

In accordance with the WeGO Statute, the establishment of Regional Offices should be approved by Executive Committee. At the EXCOM 2013, the Executive Committee listened to the bidding proposals of Chengdu and Ulyanovsk Region for Regional Offices and voted for decision making. As a result, the Executive Committee approved the establishment of Asian Regional Office in Chengdu and European Regional Office in Ulyanovsk Region, with the consent of more than half of the members present.

Agenda 3. Review of Existing Projects of WeGO and Discussion for Improvement

The Executive Committee shared the importance of sustainable training programs for more members of WeGO. Chengdu, Sennar State, and Ulyanovsk Region expressed interest in organizing on-site training sessions in their own cities, while Edmonton proposed to organize a webinar (or a web seminar) for online training. Secretariat will request and combine the training plan of each member city to develop the integrated training opportunities for members in 2014.

Agenda 4. New Membership and Funding Strategies

The Executive Committee shared different ideas of extending the membership to corporate member and friend member. After a long discussion, the Committee decided to table this agenda to the next meeting of Executive Committee for further discussion.

Agenda 5. Good Practice Sharing

In an effort to share knowledge and practices among members, 5 members of Chengdu, Khartoum State, Paris, Seoul, and Ulyanovsk Region presented good practices on municipal e-governance at the meeting.

Agenda 6. Discussion on Future Growth of WeGO: A Framework for an Exchange Program for Member Cities

Secretariat will request members to complete the Urban e-Gov. Diagnostic & Solution Framework and will identify common challenges facing the member cities accordingly. Cities in the same challenge group will explore solutions through the workshops of the next meeting of General Assembly to be held in Chengdu in 2014. The results of workshop will be reflected in the Framework for an Exchange Program for Member