

Meeting Memorandum for the Executive Committee Meeting 2015

September 16, 2015 / Executive Committee Meeting 2015, Ulyanovsk Region, Russia

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

Executive Committee Members: Barcelona (Spain), Chengdu (China), Hebron (Palestine), Jakarta (Indonesia), Khartoum State (Sudan), Maputo (Mozambique), Nairobi (Nairobi), Seoul (South Korea), Ulyanovsk Region (Russia), Ulaanbaatar (Mongolia).

Observer Cities: Bandung (Indonesia), Baku (Azerbaijan), Beyoglu (Turkey), Moscow (Russia), Yakutsk (Russia)

Observer Institutions: Seoul National University (South Korea)

Agenda 1: Initial Assessment of Two-Year Term of the WeGO Regional Offices

The Executive Committee conducted the initial assessment of the two-year performance of the WeGO Asia Regional Office, Chengdu and the WeGO Europe Regional Office, Ulyanovsk Region and unanimously approved continuation of their operations. At the end of the presentations of the Regional Offices' Initial Term Reports, the WeGO Secretariat assessed both Regional Offices' overall performance for the past two years as satisfactory, but suggested that both Regional Offices need to develop a concrete strategy for membership expansion in their respective regions. Jakarta made the suggestion to the WeGO Asia Regional Office, Chengdu of creating an online platform, where WeGO members from Asia could participate in regional discussions and exchange their ideas, which in turn would ultimately be integrated into a unified global online discussion platform.

Agenda 2: New Memberships & Withdrawals to Date

The Executive Committee approved the new memberships and withdrawals since the 3rd WeGO General Assembly 2014 in Chengdu, China.

- New member cities (11): Asuncion (Paraguay), Beyoglu (Turkey), Dambulla (Sri Lanka), East Nile Locality (Sudan), Khartoum Locality (Sudan), Makati (Philippines), Malatya (Turkey), Matala (Sri Lanka), Moscow (Russia), Pittsburgh (USA), Seongnam (Korea)
- New Friendship Members (2): National Information Center (Sudan), National Information Technology Development Agency (Nigeria)
- Withdrawing Members (3): Nanjing (China), Mosman (Australia), Issy-les-Moulineaux (France).

Jakarta inquired about the reasons for each city's withdrawal, which, as explained, are mainly conditioned by budgetary constraints, and requested that the reason for withdrawals, if available, be reported to Executive Committee members by the WeGO Secretariat.

Agenda 3: Host City, Dates and Themes for the Executive Committee Meeting 2016

After considering the submitted bidding packages for hosting the next Executive Committee Meeting and the presentations made by the candidate cities Beyoglu, Turkey and Hebron, Palestine, the Executive Committee officially selected Beyoglu as the host city for the WeGO Executive Committee Meeting 2016. Beyoglu indicated the months of September and October as the preferred time frame for holding the



Executive Committee Meeting 2016 and the Executive Committee members did not provide any suggestions for potential themes of the event.

Pursuant to the Terms of Reference for hosting the WeGO Executive Committee Meeting, the Beyoglu Municipality and the WeGO Secretariat will sign a Memorandum of Understanding (MOU) within three months of the host city's selection, i.e. no later than December 16, 2015, to finalize and mutually agree upon the terms of for hosting the WeGO Executive Committee Meeting 2016.

Agenda 4: Preparations for the 4th WeGO General Assembly 2017, including Dates and Themes

The WeGO Secretariat noted that the Agreement between WeGO and the Ulyanovsk Region on hosting the 4th WeGO General Assembly 2017 was not signed and unexpectedly postponed due to unresolved issues from the Ulyanovsk Region's part. The WeGO Secretariat further noted that pursuant to the Article 10.5 of the WeGO Statute, the Agreement was to be signed one (1) month prior to the Executive Committee Meeting 2015, and expressed its concern over this issue.

The Executive Committee members' opinions on the dates and themes, including those voiced at the Pre-Executive Committee Meeting 2015, will be taken into consideration when the exact dates and themes are announced in 2016.

Agenda 5: Review of the Panel of WeGO Advisors Program

The Executive Committee reviewed the recently launched Panel of WeGO Advisors, which currently consists of the following five (5) individuals:

- Mr. Renato De Castro, Senior Consultant and Executive Director at Baumann Group
- Mr. Ki-Young Lee, Executive Principal Researcher at National Information Society Agency (NIA)
- Mr. Hak-jin (Frederick) Lim, COO of Chukong Technologies
- Mr. Burt Lum, Executive Director of Hawaii Open Data
- Dr. Marc Wolfram, Associate Professor at the Urban Sustainability Transitions Lab, Department of Urban Planning and Engineering, Yonsei University

Agenda 6: Proposal for the WeGO Secondment Staff Program

The Executive Committee approved the presented materials for the WeGO Secondment Staff Program, consisting of the Terms of Reference, Application Package and the Standard Form of the Letter of Agreement, which will be launched by the WeGO Secretariat in 2016.

Particularly, according to the so-called "40 % rule", the sending city will cover the Secondment Staff's living expenses in addition to the Secondment Staff's usual salary, if the average monthly cost of living in Seoul constitutes more than 40 % of the usual salary. Further, the WeGO Secretariat may consider supporting a portion of the living expenses on a case-by-case basis. The regular call for applications on the Secondment Staff Program will be announced in the last quarter of each year preceding any year that the WeGO Secretariat will run the Secondment Program.

Agenda 7: Use of Membership Fees



The Executive Committee approved the WeGO Secretariat's proposal on the use of membership fees, as proposed. Specifically, the WeGO Secretariat proposed usage of membership fees up to 123,000,000 KRW (representing approximately 17 % of WeGO's total budget in 2016). The Executive Committee members granted the WeGO Secretariat broad flexibility to use the membership fees for diverse operational and program costs without allocating a specific fixed amount to any expenditure category. The WeGO Secretariat will hire an accountant, conduct an external audit and report annually on the use of membership fees to the Executive Committee.

Agenda 8: Corporate Membership

The Executive Committee reviewed the WeGO Secretariat's proposal on the creation of a new WeGO Corporate Membership category and the majority expressed their support of the proposed membership category. President City Seoul strongly emphasized WeGO's need to reach out to the private sector and tap their resources, while Ulaanbaatar voiced the idea of collecting private sector representatives' feedbacks and technology solutions already by the next Executive Committee Meeting. The Ulyanovsk Region also suggested that member cities could actively bring companies to the 4th WeGO General Assembly 2017. Nairobi and Jakarta both stated opinions on the need for clear and specific guidelines in order to define the exact parameters of corporate members' benefits and responsibilities.

The inclusion of a new membership category will require amendments to the WeGO Statute and the final approval of the General Assembly at the 4th WeGO General Assembly 2017. Henceforth, the given agenda will additionally be tabled at the following Executive Committee Meeting in 2016, but as suggested by the Executive Committee members, the WeGO Secretariat will start reaching out to the private sector on a more informal level already at this time.

Agenda 9: Tentative WeGO Workplan for 2016; Participation of Executive Committee Members in WeGO's Programs and Projects

The WeGO Secretariat introduced tentatively planned WeGO programs and activities for 2016 and the Executive Committee was encouraged to provide additional feedbacks to the WeGO Secretariat as well as express their interest in participating in upcoming WeGO's programs and projects at any convenient time.

PARTICIPANTS LIST

Delegates from WeGO EXCOM Members	
Barcelona, Spain	1. Mr. Alexis Culubret – Head, Mobile, e-Government and Open Data Department
Chengdu, China	2. Lu Weiliang – Deputy Director General, Chengdu Office of Foreign and Overseas Chinese Affairs 3. Li Bin – Deputy Director General, Chengdu Anti-Corruption Bureau 4. Chen Chunjian – Deputy Director General, Chengdu Municipal Legislative Affairs office 5. Lu Gang – Division Chief, Chengdu Government Administrative Service Office 6. Jiang Lihong – Deputy Division Chief, Research Office of Chengdu Municipal Government 7. Bai Chunfang – Deputy Director General, Chengdu Foreign and Overseas Chinese Affairs Service Center 8. Mr. Li Fangwei – Program Manager, Communications Division, Chengdu People's Association for Friendship with Foreign Countries
Hebron, Palestine	9. Ms. Jumana Qawasma – Chief Information Officer, IT Division 10. Mr. Qasem Qawasma – Chief Executive Officer, Qawasmi Investment Group
Jakarta, Indonesia	11. Dr. Sylviana Murni – Deputy Governor for Culture and Tourism 12. Mr. Setiaji – Head of Jakarta Smart City, Division Department of ICT & Public Relations 13. Mr. Andriyan – Head of Section for Development, Environment and Welfare, Management Information Systems
Khartoum State, Sudan	14. Mr. Kamal Elhag Siddig – Director, Khartoum State Information Center
Maputo, Mozambique	15. Ms. Adelaide Beatriz Lemos Souto - Director, Information Systems (IT) 16. Mr. Nilton Mate – Technician, International Relations Office
Nairobi, Kenya	17. Ms. Benter Ogot - Director ICT, IC & E-Government 18. Ms. Anne Lokidor – CEC, IC & E-GOVERNMENT
Seoul, South Korea	19. Mr. Young Hoon Choi – Assistant Mayor for IT- Chief Information Officer, Information System Planning Division (Head of Delegation) 20. Ms. Soonhee Kim – Assistant Director, Information Planning Division 21. Ms. Ji-Hyun Kim – External Relations Officer, Information Planning Division
Ulaanbaatar, Mongolia	22. Mr. Bat-Ulzii Batchuluun – Head, Information Technology Agency



Ulyanovsk, Russia	<p>23. Mr. Alexander Smekalin – First Deputy Governor of the Ulyanovsk Region</p> <p>24. Ms. Svetlana Openysheva – First Deputy Chair of the Ulyanovsk Region Government-Secretary General of the WeGO Europe Regional Office, Ulyanovsk Region</p> <p>25. Mr. Alexander Ryabushko – Head, IT Department</p> <p>26. Ms. Margarita Sedenkova – Communication Coordinator, Regional State Public Institution "Electronic Ulyanovsk"</p>
Observers from WeGO Member Cities	
Baku, Azerbaijan	27. Mr. Khalid Alakbarov – Head, Urban Development, Analysis and Forecasting of Socio-Economic Progress Division
Bandung, Indonesia	<p>28. Ms. Srie Dhiandini – Head, Telematics Division</p> <p>29. Mr. Yayan Achmad Brilyana – Secretary of ICT Agency</p>
Beyoğlu Municipality	30. Ms. Melis Kaplangi – Coordinator of International Relations
Moscow, Russia	31. Mr. Evgeniy Kozlov – Deputy Chief of Staff to the Mayor and Moscow Government
Yakutsk, Russia	32. Mr. Alexey Prokopiev – Director, Informatization Department
Observers from Other Institutions	
Seoul National University, South Korea (WeGO Partner)	33. Dr. Jun-Seok Hwang, Director, International IT Policy Program