



Attachment 2

Bidding Information for the Online WeGO EXCOM Meeting 2022

Background

The WeGO Secretariat is opening the call for bids to all member city and other local governments to host the online WeGO Executive Committee (EXCOM) Meeting that will be held in the year of 2022. The EXCOM Meeting is a flagship event that allows the host city to showcase its smart city initiatives and to explore partnership opportunities with other cities and prospective partners and stakeholders for joint initiatives and investments. The host city also enjoys global exposure by putting the city itself on the map as a leader in the smart city community.

Online WeGO EXCOM Meeting 2022

The EXCOM Meeting is an annual regular meeting of EXCOM members to decide on the key agenda and strategic direction of the organization. It is unfortunate that the world is experiencing such a serious COVID-19 pandemic. The WeGO Secretariat fully acknowledges that the current prolonged pandemic makes it challenging for members to host any event offline. WeGO welcomes an opportunity to host the event [online](#).

In spite of that, the WeGO EXCOM Meeting 2022 is also possible to be hosted offline upon the city's availability and capacity.

Guidelines

- Interested candidates should submit a complete bidding package with reference to the “Bidding Package Requirements” (page 3 of this document) to the WeGO Secretariat.
- Expenses for convening the events--either offline or online-- must be borne by the host city.
- The host city of the online WeGO EXCOM Meeting 2022 will be selected by the EXCOM Members during the EXCOM Meeting which has been tentatively scheduled for October 14, 2021.
- The final dates of the events will be determined in full consideration of the preferred dates of the host city.
- The host city of the WeGO EXCOM Meeting 2022 will receive as much support as possible before, during, and after the events from the WeGO Secretariat.



Schedule

Date	Details
July 2021	To inform the Secretariat the interest to bid and to start preparing bidding proposal
July 30, 2021	Deadline to Express Interest in bidding to host the EXCOM Meeting 2022
August 1-16, 2021	Consultation with the Secretariat for strengthening the preparation of bidding proposal
August 17, 2021	Deadline for submission of bidding packages (Letter of Intent and bidding proposal)
October 14, 2021	Bidding packages review by EXCOM Members and the selection of the host city during the EXCOM Meeting 2021

Deadline

The Secretariat should be informed of the interest to bid for hosting the EXCOM Meeting 2022 before **July 30, 2021** and the finalized bidding packages must be submitted to the WeGO Secretariat (via secretariat@we-go.org and tan@we-go.org) by **August 17, 2021** for the online WeGO EXCOM Meeting 2022.



Bidding Package Requirements

City and other local governments interested in hosting the online WeGO EXCOM Meeting 2022 are invited to prepare a bidding package which includes an **Official Letter of Intent** and a **Bidding Proposal**. This document serves as a guide on what information should be included in the bidding package.

Official Letter of Intent

Candidates should attach a letter from the governor, mayor, or equivalent executive authority, that shows the candidate's commitment to host the online WeGO EXCOM Meeting 2022.

Bidding Proposal

The bidding proposal should follow the format relevant to how the EXCOM Meeting 2022 will be organized and should not exceed ten (10) pages:

1. Online WeGO EXCOM Meeting 2022

● Introduction

- ✦ Provide information on the candidate local government, bidding background, and objectives for hosting the online EXCOM Meeting.

● Dates

- ✦ Identify the candidate's preferred dates for hosting the online EXCOM Meeting.

● Agenda

- ✦ Describe programs, sessions, and other activities that the candidate can organize which can be held in conjunction with the event online.

● Online Platform

- ✦ Identify the online platform to be used along with its features. Candidates can expect to have around 100 participants in this event.

● Budget

- ✦ Provide budget allocation estimates with breakdowns, including source of each item (city/state/national budget, corporate/institutional sponsorships, grants, loans, etc.).
- ✦ Provide a fundraising strategy and plan, if applicable.

Inquiries:

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