



# Joint Capacity-Building Program Proposal Information

WeGO’s Joint Capacity-Building Programs are global platforms for innovation, collaboration, and urban transformation. These programs are designed to empower government officials with practical skills and insights on topics such as digital transformation, sustainable urban planning, smart infrastructure, or public service innovation. It can feature interactive workshops, expert-led sessions, peer learning opportunities, and site visits to local projects, enabling participants to gain hands-on experience and build lasting partnerships for future initiatives.

As a host, you will have the unique opportunity to:

- ◆ Showcase your smart city initiatives to a diverse audience of city leaders, policymakers, and industry experts.
- ◆ Establish your city as a hub for smart, sustainable, and inclusive urban development.
- ◆ Build strategic partnerships with international organizations, cities, and thought leaders.
- ◆ Gain global recognition as a pioneer in driving impactful urban initiatives.

### Take the lead in shaping the cities of tomorrow

Hosting a capacity-building program isn’t just about sharing knowledge, it is about creating connections, inspiring change, and positioning your organization at the forefront of urban innovation.

Find a sample schedule below:

Day 1	Day 2	Day 3	Day 4	Day 5
Arrival	Opening Ceremony and Orientation	Lecture/Workshops / Sessions	Technical Site Visits	Departure  and/or  Cultural Tours (optional)
	Lecture/Workshops / Sessions	Technical Site Visits	Wrap-up Session and Certificate Ceremony	
	Welcome Dinner		Farewell Dinner	
*Lunch and local transportation should be provided.				

**World Smart Sustainable Cities Organization**

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**Guidelines for application**

- Interested candidates should submit a proposal with reference to the “Proposal Requirements” (pp. 3-4 of this document) to the WeGO Secretariat.
- The host city will receive as much support as possible before, during, and after the program from the WeGO Secretariat.
- Expenses for convening the Capacity-building Program shall be borne by the host city. Financial commitment should be explained in the budget part of the proposal. The WeGO Secretariat may also provide operational and financial support to the host candidate, subject to discussion with the host candidate.
- The final dates of the events will be determined in full consideration of the preferred dates of the host city.

**Schedule**

Date	Details
June 17, 2026	<ul style="list-style-type: none"> <li>● Expression of Interest *Cities are to inform the WeGO Secretariat of their willingness in advance to submit an application.</li> </ul>
July 17, 2026	<ul style="list-style-type: none"> <li>● Deadline for Submission of Proposals to the WeGO Secretariat</li> </ul>
August, 2026	<ul style="list-style-type: none"> <li>● Bidding Package Review by WeGO Secretariat *Online meetings with the candidate cities may take place to discuss on the submitted Bidding Packages</li> </ul>
November, 2026	<ul style="list-style-type: none"> <li>● Final agreement with the WeGO Secretariat</li> </ul>

\*Timeline subject to change based on the discussion in advance with the interested cities.

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## Bidding Package Requirements

Cities and local governments interested in hosting a Capacity-building Program are invited to prepare a proposal, which includes an official letter of intent and a detailed proposal. This document serves as a guide on the key information to include in the proposal. The format and conditions of the event are subject to discussion between the applicant and the WeGO Secretariat.

### 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 Capacity-building Program.

### Proposal

The proposal should not exceed ten (10) pages and should cover the items listed below:

- **Introduction**
  - Describe bidding background, objectives, and summary of the candidate local government and its vision.
- **Event**
  - Identify the event(s) that the candidate wishes to host.
    - Capacity-Building Program
- **Dates**
  - Identify the candidate's preferred event dates.
- **Agenda**
  - Describe programs, sessions, and other activities that the candidate can organize, as well as any side events, conferences, and forums which can be held in conjunction with the event.
- **Venue**
  - Describe the venue and its amenities.
- **Access**
  - Describe the options for convenient access to the venue, both international and domestic.
- **Accommodation**
  - Provide a list of hotels, including information on amenities, number of rooms, meeting halls, distance, and accessibility from the venue and airport(s).
- **Budget**

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- Provide budget allocation estimates with breakdowns, including source of each item (city/state/national budget, corporate/institutional sponsorships, grants, loans, etc.)

\*The budget should be appropriate for the size of the Program.

- **Sponsorships**

- Provide information on the quantity and type of sponsorships that the host city can offer to VIPs, speakers, and guests, including, for example, hotel accommodations and flights.

- **Tours**

- Provide a list of potential technical and cultural tour sites that will be relevant to the event.

- **Catering and Entertainment**

- Describe the catering and entertainment options for all lunches and dinners, along with potential restaurants.

- **Safety**

- Describe the candidate's safety plan for the security of the venue and all participants during the event.

- **Visa and Travel Support**

- Describe the candidate's capacity to provide support for visas and other travel-related matters for international travelers.

*\* In case of Force Majeure Event, the selected Host City and the WeGO Secretariat can renegotiate the content of the bidding package submitted to this call for proposals.*

**Inquiries:**

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