



TERMS OF REFERENCE
for
Partner Focal Points for the Habitat Partner University Initiative

Background

The Habitat Partner University Initiative aims to promote urban education, research, professional development, policy advice and knowledge management. The Exchange of Letters or Memorandum of Understanding between the UN-Habitat and Universities or other institutional entities specifies the scope of the partnership.

Main Responsibilities of Partner Focal Points for the Habitat Partner University Initiative

In the context of the above and within that outlined in the Exchange of Letters/Memorandum of Understanding, the main responsibilities for the partner Focal Point are:

- › Be the main university contact point for HPUI communication
- › Be familiarized with the collaboration as specified in the Exchange of Letters/Memorandum of Understanding
- › Be familiarized with the Habitat Partner University Initiative charter and guidelines, both found on www.unhabitat.org/HPUI under “partner guidelines”
- › If the partner decides to have an internal steering committee as part of the HPUI collaboration, communicate the setup of this and its members to the HPUI Office HPUI@unhabitat.org
- › Set up a profile for the university on the interactive website: www.urbangateway.org/HPUI
- › Manage the above profile: upload material, engage individual members, approve members and material, initiate discussions and post any opportunities, news or events.
- › Annually report via the provided form on www.urbangateway.org/HPUI
- › Note that the level of the university in the partnership is determined via the level of engagement on the site, as well as the annual reporting on the collaborations.
- › Sign up on the corporate site www.unhabitat.org/HPUI as “focal point” under “becoming a member” > “Individual members”: <http://www.unhabitat.org/content.asp?typeid=19&catid=657&cid=10727&activeid=10019>
- › Promote the Habitat Partner University Initiative within the organization including, but not limited to, holding an introduction on the Initiative for new students (see “Introduction material” PowerPoint). Encourage faculty and students to sign up as individual members on the above link.
- › Be up to date on what is happening in the university (collaborations, awards, new courses...) and continuously communicate any interesting news and events to the HPUI Office (HPUI@unhabitat.org)
- › Act as internal conduit, sharing information between Steering Committee, internal steering committee (if applicable) and student representatives. Taking the initiative to and setting up internal meetings.
- › Communicate feedback regarding the Habitat Partner University initiative to the HPUI Office (HPUI@unhabitat.org)
- › Vote for candidates to the Habitat Partner University Initiative Steering Committee.
- › Partake in key meetings of the Initiative: Global Meeting (annual), World Urban Forum (Biannual) etc.

Terms of Office

The terms of office for the Focal Point is subject to the internal setup of the partner. However, the HPUI recommends a term of two years, to be renewed subject to internal evaluation.

Kindly note: the interactive website is currently under development, expected to be completed in March 2013. Until the site is finalized, kindly refer to partner guidelines on the corporate website www.unhabitat.org/HPUI and contact the HPUI office on HPUI@unhabitat.org for any questions.