



STEERING COMMITTEE TERMS OF REFERENCE

Appointment and terms of office

Institutional members with a focal point are eligible for nominating and electing members for the Steering Committee. Steering Committee members stand for two years, for a maximum of two terms.

The universities focal points will in bi-annual elections to be held prior to the World Urban Fora elect their regional representative. In addition to these the Steering Committee will consist of HPUI theme coordinators, representatives from UN-HABITAT, GPEAN and a University Representative of the World Urban Campaign to provide for a balance of representatives from UN-HABITAT, universities and urban stakeholders.

The Steering Committee gives overall guidance and has the purpose of:

- Providing strategic direction for the Initiative
- Developing a work plan
- Deciding thematic priorities across the regions
- Maintaining procedures for nomination of co-opted Steering Committee members

The Steering Committee is to consist of a balance of representatives from UN-HABITAT, universities and cities:

- Regional representation from Habitat Partner Universities (elected by university Focal Points):
 - Africa
 - Arab States
 - Asia and Oceania
 - Caribbean
 - Europe
 - Latin America
 - United States and Canada
- Hub Coordinators
- HPUI coordinator, UN-HABITAT
- Member of Senior staff, UN-HABITAT
- GPEAN representative (ex-officio)
- World Urban Campaign representative (ex-officio)
- Co-opted advisors

Chair

The Steering Committee will elect a Chair and Vice Chair. The Chair or a by him/her designated Steering Committee member will represent universities within the World Urban Campaign and the preparations for Habitat 3.

Standing Committee

The Steering Committee can designate a Standing Committee as its executive arm if it so wishes.

Sub Committees

Sub-committees may be established on an ad hoc basis in conjunction with supporting the work of the Hubs or specific events such as the World Urban Forum, World Habitat Day or other related HPUI activities as deemed necessary by the Steering Committee.

Responsibilities of the Habitat Partner University Initiative Steering Committee

Main responsibilities of Steering Committee are:

- Give overall guidance and provide strategic direction for the Habitat Partner University Initiative
- Led by recommendations from events such as World Urban Fora decide general thematic priorities across the regions
- Request the HPUI office to develop a work plan
- Reviewing, finalizing and endorsing the work plan.
- Monitor the work of the Hubs as well as other key activities undertaken under the Umbrella of the HPUI.
- Based on the monitoring of Hub outputs, decide partners achieving “Distinguished” status
- As needed select sub-committees (of one or more of its members) which would support the Hubs or the HPUI office in the planning and implementation of activities of the HPUI work plan.
- Invite active members of the HPUI to join sub-committees
- Recommend Hub coordinators for emerging Hubs
- Meeting in person once a year: at the time of the World Urban Forum bi-annually and on one other relevant occasion for the year in between
- To have one virtual meeting per year