**SINGAPORE-UN-HABITAT**

**INTERNATIONAL LEADERS IN URBAN GOVERNANCE PROGRAMME**

**5-9 SEPTEMBER 2022, SINGAPORE**

**APPLICATION FORM**

**Background**

The Government of Singapore[[1]](#footnote-1), within the ambit of the Singapore Cooperation Programme, and UN-Habitat are committed to supporting governments in activating their urban potential through the International Leaders in Urban Governance Programme, which will take place from 5 to 9 September 2022 in Singapore. The use of Singapore’s experience in nation-building and drive towards sustainable urbanisation, through sharing of its urban practices and model of urban transformation as well as the cross-exchanges for peer-learning of urban policies and planning and legislations, will substantively augment governments’ pursuits and ambitions in alignment with the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals (SDGs) and the New Urban Agenda.

**Themes**

The programme will bring together experienced practitioners from UN-Habitat and Singapore to share and discuss policies and practices as well as lessons learned that relate to the planning and implementation of **affordable housing in the broader context of sustainable urbanisation**. It will address integrated urban development planning including for housing, dynamic urban governance, sustainable environment, transport and mobility, quality of living and much more. The programme includes Action Planning sessions which will allow participants to discuss their cities’ priority urban challenges in consultation with practitioners from Singapore and UN-Habitat.

**Objectives**

The programme is practical and problem-solving oriented, addressing the needs of decision makers and senior urban practitioners. It aims to:

* Support cities to plan, innovate and implement projects to catalyse change;
* Expand mindshare on the core principles of an effective governance and executional framework, using real models such as the Singapore’s Liveability Framework and best practice examples;
* Provide city leaders with the knowledge, skills and tools that will enable them to lead change in their cities’ urban planning, thereby contributing directly to achievement of the key SDGs;
* Encourage cross-sector knowledge exchange to develop sustainable cities through integrated long-term planning and dynamic urban governance;
* Support city leaders’ work through specific project challenges based on best practices;
* Monitor and evaluate these projects for continuous improvement;
* Promote peer-to-peer learning and networks among city leaders.

**Eligibility and Requirements**

1. The programme is hosted in Singapore and is addressed to city leaders and senior officials from Latin American cities to apply to the programme. Acceptance of applicants into the programme is subject to the submission of completed application documents and space availability. The organisers reserve the right to decide on the selection and final acceptance of all applicants. Participants will be selected based on the following eligibility and criteria. Applicant comes from the following countries: Belize, Costa Rica, Cuba, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Panama;
2. Applicant comes from a city undergoing rapid urbanisation and facing challenges related to the achievement of SDGs, especially SDG 11 on Sustainable Cities and Communities;
3. Applicant forms part of a 2-person teams. Cities are expected to send teams comprising **one (1)** **City Leader** (mayor, deputy mayor or equivalent with executive responsibilities in urban management) and **one (1) senior official** (at the level of a chief planner, chief engineer or equivalent;
4. Applicant has a good, working knowledge of both written and spoken English as all sessions and discussions will be conducted in English;
5. Applicant is fully vaccinated with WHO EUL COVID-19 vaccines;
6. Applicant, if selected to attend the programme, commits to attending all sessions for the duration of the whole programme;
7. Applicant, if selected to attend the programme, agrees to pay for his/her own expenses related to travel to and from Singapore, visa and insurance fees, additional meals and any other expenses not covered under sponsorship (see the section on “Cost and Programme fees”);
8. Applicant, if selected to attend the programme, commits to developing and presenting an action plan that seeks to address a challenge or problem that his/her city is currently facing (to be described in the urban housing challenge concept paper - see Section 2 of the application form for details);
9. Applicant, if selected to attend the programme, agrees to share the learning points from the programme with other officials upon return to their respective cities.

**Cost and Programme Fees**

The organisers will cover the costs of the programme fees for all eligible and selected participants which also includes programme materials, official meals, local transport to/from the training venue, basic insurance coverage during the stay in Singapore, per diem, and accommodation in Singapore for the nights of **4 to 9 September 2022 (6 nights).**

The sponsorship **does not** cover the costs of airfare, airport transfers, visa fees, travel insurance and expenses not stipulated above. Participants are expected to take care of their own travel from home to Singapore and return. As the basic insurance coverage is limited[[2]](#footnote-2), participants are strongly advised to purchase comprehensive travel insurance which includes medical evacuation in case they encounter any unexpected emergencies.

**APPLICATION FORM**

**INSTRUCTIONS**

**All parts of the application form must be completed.** This includes:

* Section 1 on Personal and Contact Details;
* Section 2 on the Urban Housing Challenge Concept Paper;
* Section 3 on the Letter of Undertaking; and
* Section 4 on the Declaration.

Applicants are also required to submit a recent passport photo (taken in the last 3 months), curriculum vitae (CV), scanned business card and copy of the passport.

**Application checklist:**

[ ]  Section 1 - Personal and Contact Details

[ ]  Section 2 Part A - Urban Housing Challenge Concept Paper

[ ]  Section 3 - Letter of Undertaking

[ ]  Section 4 – Declaration

[ ]  Passport photo

[ ]  Curriculum vitae (CV)

[ ]  Scanned business card

[ ]  Copy of the passport

Fill and sign **all** required forms and email the completed and scanned documents by **18 July 2022** to:

Ms. Ramona Zuzarte

Email: Ramona\_ZUZARTE\_from.tp@mnd.gov.sg

Centre for Liveable Cities

Ministry of National Development, Singapore

Successful applicants will be notified of their selection in an email from the programme organisers **by, latest, 5 August 2022. The selected applicants will have until no later than 15 August 2022 to confirm their participation in the programme**. Successful applicants who confirm their attendance should be well prepared with the visa and air travel arrangements in order to arrive in Singapore on 4 September 2022 and depart by 10 September 2022 after the programme is concluded.

The programme organisers reserve the right to decide on the selection and final acceptance of all participants of the SG-UN-Habitat International Leaders in Urban Governance Programme (SG-UN-Habitat iLUGP).

**Section 1:** **Personal AND CONTACT Information**

Attach soft-copy of photo to e-mail

Please type or write clearly in capital letters. All fields are compulsory. Use “Nil” or “N/A” where applicable. Please use additional sheets if necessary. The personal and contact information form must be completed for each applicant, regardless of whether he/she is applying as part of a team. Please be assured that this information will be used only for the purpose of the organisation of the Singapore-UN-Habitat iLUGP and for the organisers’ internal reference.

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| **Team/City** |  |
| **Salutation** | Dr/Mr/Mrs/Ms/Others (Please specify) |
| **First Name** |  |
| **Last Name** |  |
| **Gender** |  | **Date of Birth (dd/mm/yy)** |  |
| **Designation** |  |
| **Organisation** |  |
| **Elected/ Appointed** |  |
| **Office Term** | From (dd/mm/yy) |  | To (dd/mm/yy) |  |
| **Educational Qualification** | Highest Degree Awarded |  |
| **Address** |  |
|  |  |
|  | City/Region/Province |  |
|  | Postal Code |   |
|  | Country |  |
| **Nationality** |  |
| **Passport** | Number |  | Date of Expiry (dd/mm/yy) |  |
|  |
| **Contact Details** | Country Code | Area Code | Telephone Number |
| **Mobile** |  |  |  |
| **Office** |  |  |  |
| **Fax** |  |  |  |
| **Email** | 1st Email |  | 2nd Email |  |
|  |
| **Personal Assistant** | Name |  |
| **Contact Details** | Telephone Number |  |
| Fax |  |
| Email |  |

**Please describe briefly your job role and responsibilities in your city/organisation/institution.**

(Kindly describe your involvement in the urban housing projects and planning in your city, and if applicable, highlight some of these projects under your responsibility and/or direct supervision. Maximum 300 words.)

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**Please state your reason(s) for applying to the programme (max 200 words)**

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**Other Additional Information to Support Your Application, if any (max 200 words)**

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**SECTION 2: SUBMISSION OF URBAN HOUSING CHALLENGE AND URBAN BEST PRACTICE**

**PART A: 3-page concept paper**

1. **3-page concept paper:** Each team is required to submit **one** urban housing challenge concept paper in English, together with the completed Section 1 of the Application Form. The concept paper should:
2. Articulate one housing challenge your city is facing and describe a project that you plan to implement over the period of 12 months after the programme. The project must be on an urban theme, including (but not limited to) planning, housing, transport, financing, water, etc.}
3. Include:
	1. Brief description of the city (e.g. demography, city size, density, GDP, municipal budget etc.);
	2. Brief description of one housing challenge faced by the city
	3. Illustrations: photograph(s), views, plans and designs of the city and its urban issues/challenges;
	4. Brief description of the project the city is undertaking to address this challenge (For example: a) goal, b) strategy, c) stakeholders, d) means of implementation, e) current obstacles, f) expected results and outcomes);
4. Contain a statement of purpose that outlines the specific outcomes that the participant/team is hoping to achieve both during and after the programme;
5. Show how participation in the SG-UN-Habitat iLUGP would help achieve/support the goals and objectives for the city;
6. Only when the applicant is selected for the programme will the applicant be further asked to submit a Summary of Concept Paper in three (3) PowerPoint slides for presentation at the start of the programme in Singapore – please see the attached PowerPoint presentation for template for your early reference for now.

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| **SLIDE** | **CONTENT** |
| **1** | Title of the presentation, name of the presenter/team, City, country, Population, GDP/capita, with a photo/map/illustration |
| **2** | Description of the Urban Housing Challenge  |
| **3** | Specific outcomes the team hopes to achieve from solving the housing challenge |
|  |  |

I certify that all the information provided in Sections 1 and 2 of the Application Form is true and accurate to the best of my knowledge. I understand that this application will be reviewed, and participation is subject to space availability. By signing, I agree to abide by such terms and conditions set by the host government in respect to this programme.

 Date (DD/MM/YY): Name and Signature

**SECTION 3: LETTER OF UNDERTAKING**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City Leader), have read and understood the eligibility and funding criteria of the programme fee sponsorship for the Singapore-UN-Habitat International Leaders in Urban Governance Programme as stipulated in Annex 1. I understand that the sponsors and organisers entrust me with enacting real change and positive outcomes in the city I represent, and I undertake to do my part to fulfil the commitments of the programme.

 Date (DD/MM/YY): Name and Signature

**SECTION 4: Declaration**

**To: The Organisers[[3]](#footnote-3)**

**Dear Sir,**

By agreeing to participate in the International Leaders in Urban Governance Programme, organised by the relevant Government departments/statutory boards/institutions in Singapore and UN-Habitat, I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of Passport number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(country), hereby agree that I shall indemnify and keep the organisers indemnified against:

All claims any third party may have for all types of liabilities, losses, damages, costs and expenses arising partly or fully out of or by reason of my carelessness, negligence, omission or default during my training with the relevant Government departments/statutory boards/institutions in Singapore, and

All liabilities, losses, damages, costs and expenses the organisers may incur arising out of my acts or omissions in relation to the capability development programme. This includes all liabilities, losses, damages, costs and expenses the organisers may incur should I bring a legal claim against any person.

To the extent permitted by law, I agree and acknowledge that the organisers shall not be liable for any loss or damage arising from the training unless the loss or damage is caused by the willful default, or negligent act or omission of the Government, its servants or agents. I further agree and acknowledge that the organisers shall not be liable for any incidental, indirect, special or consequential damages and in no event shall the liability of the organisers, whether in contract or tort, exceed the course fees paid by me.

Date (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                        Signature of the applicant           Name of the applicant

In the presence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                        Signature of the witness           Name and designation of the witness

1. Represented by the Technical Cooperation Directorate, Ministry of Foreign Affairs and Centre for Liveable Cities, Ministry of National Development, under the ambit of the Singapore Co-operation Programme. [↑](#footnote-ref-1)
2. The basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment. [↑](#footnote-ref-2)
3. The Government of Singapore (represented by the Technical Cooperation Directorate of the Ministry of Foreign Affairs and Centre for Liveable Cities, Ministry of National Development) and the United Nations Human Settlement Programme (UN-Habitat). [↑](#footnote-ref-3)