



Québec Roadmap: Towards a New Urban Project (2022-2024)

1: Conception

- **1.1 Expression of interest**
- 1.2 Priority thematic(s)
- 1.3 Collaborative networks

WORKING DOCUMENT

This working document explains how to formalize a city's participation in the Roadmap. It specifies what the first deliverable of step 1 should contain.

PROCESS

1. Role and Responsibilities

To decide to participate in the Québec Roadmap, cities shall accept that their participation engages them in various ways:

- a. The *Mayor* agrees to join the *Panel of Mayors* (chaired by the President of the OWHC) which will politically oversee the implementation of the Roadmap. One meeting per year is to be scheduled.
- b. An *elected official must be appointed Head of Strategic Supervision* to ensure that the work of the Roadmap is integrated as best as possible into the priorities of the city and have a positive impact on municipal actions underway, in addition to providing political impetus for their city's participation in the *Collaborative Network(s)*. Elected representatives can also take part in the *Network of Elected Officials*, which oversees strategic thinking for the Cordoba Symposium.
- c. An *inter-service Coordinator* (administrative manager) must be appointed to liaise between the different municipal services and oversees the creation of a *Local Team of Multidisciplinary Experts/Specialists*.
- d. A *Project Manager* must be appointed to organize and animate the work of the Local Team of Multidisciplinary Experts/Specialists, collect and process the contributions of experts and maintain contact with the General Secretariat of the OWHC, As well as the other cities that will share its "Collaborative Network".
- e. The city must participate in the work of one or more *Collaborative Networks*, according to its interests. It may choose the activities to be implemented within its Network, or follow the work carried out on the ground in another city.
- f. The city must allocate a *budget* (with in-kind and/or financial contributions) to cover the expenses related to the Roadmap activities (contribution of experts, meetings, travels), including if necessary for the implementation of one or more *pilot projects*.

2. Expression of interest

Member cities are invited to confirm their participation in the Roadmap (2022-2024) by a simple letter signed by the mayor, addressed to the Secretary General of the OWHC and sent to secretariat@ovpm.org.

In this letter, the cities must indicate their adherence to the Roadmap and acknowledge the roles and responsibilities of each. They must also indicate the elected official appointed Head of Strategic Supervision.