

## REGULATIONS FOR THE CHOICE OF THE TECHNICAL SECRETARIAT OF THE OIDP 2011-2013

### 1. INTRODUCTION

The purpose of these regulations is to regulate the choice of the city which is to be the host for the Technical Secretariat of the International Observatory of Participatory Democracy, the OIDP.

The OIDP is a space open to all cities, local bodies and organisations which wish to find out about, exchange and apply experiences in participatory democracy at the local level. This main objective materialises in the holding of an annual conference which enables progress to be made in the debate about participation in local democracies and provides knowledge about the projects of the various cities concerned.

### 2. PARTICIPANTS

All local governments which are members of the OIDP may submit a bid.

In compliance with net rules working, technical secretariat will be held by a municipality during three renewable years.

### 3. CHOICE OF HOST

At each annual international Conference the future host city shall be chosen. Candidates shall have the opportunity at the plenary session of the Observatory during the internal meeting of IOPD members (which be held next November 17<sup>th</sup> in México City) to present their bids.

The choice shall be made by consensus; should this consensus not be achieved, there shall then be a vote. The electors shall be the OIDP members who are present at the conference and there shall be one vote per member.

### 4. BID SUBMISSION AND PERIOD

Cities wishing to present a bid must email the following documentation to the Technical Secretariat of the OIDP:

1. Letter from the political head of the local government presenting the bid.
2. Institutional local government engagement ensuring for three years continuity or restructuring process in case of local government were renewed.

3. General description of Technical Secretariat and net management project for three years (maximum two pages).
4. General description of the local government submitting the bid technical resources (maximum two pages).
5. General description of the local government submitting the bid financial resources which were assigned to develop OIDP project (maximum two pages).

Technical Secretariat cost adds up around 150.000 annual Euros. We can deduce this estimate of 2008 and 2009 Technical Secretariat annual costs. Technical Secretariat shows its annual spent budget at the annual Conference internal OIDP partner's session.

The period for submitting bids shall open from one to two months of advance of the holding of the annual conference and shall close one week before the same.

## **5. ACCEPTANCE**

The city which coordinates the Technical Secretariat it shall undertake to defray financial costs, preparation of contents, project logistics, establish contact and collaboration with local governments, local bodies and organisations and networks which work on participatory democracy.

Technical Secretariat will be engaged to develop its own functions according to net rules working and also according to partners agreements took at annual plenary OIDP member sessions and, at least, according to Coordinator Committee agreements.