



# CDIA Advisory Panel (AP) Protocol

July 2010



**CDIA**

---

Cities Development Initiative for Asia

## **CDIA ADVISORY PANEL PROTOCOL**

---

### **MANDATE AND ROLE**

This Protocol on the CDIA Advisory Panel (AP) has been prepared in pursuance of section 3.1.1(d) of the CDIA Operational Guidelines (version 5-5 of July 2009).

The mandate of the CDIA AP as provided by the CDIA Program Review Committee (PRC) is to periodically review CDIA policies and operations and to offer advice to the PRC and the CDIA Core Management Team (CMT) as to how CDIA should best fulfill its long-term aim of contributing to the promotion of sustainable and pro-poor urban development, leading to improved environmental and living conditions for all in medium sized Asian cities. In that context, the CDIA AP is also meant to play an advocacy role for CDIA with regard to the Initiative's development towards a self-sustainable regional institution.

The AP or individual AP members may provide defined inputs to CDIA strategy formulation on CDIA's core activities, generally described as bridging the gap between strategic city development planning on the one hand and urban policies, services and infrastructure project preparation on the other, by assisting city governments with pre-project preparation and capacity-development support in this area, as well as national, sub-regional and regional-level activities in support of such city-level activities. The AP or individual AP members will also facilitate the development of CDIA as an independent regional institution with sustainable sources of funds. The AP members' role in that regard will primarily be one of advocacy for CDIA in their own country and/or professional circle.

### **COMPOSITION**

The AP comprises of a panel of eminent persons (eminent friends of CDIA) with substantial experience/expertise in the urban sector, particularly in Asia, each appointed by the PRC. The AP will enable CDIA to obtain the perspectives of both client and donor countries. The AP composition will therefore reflect a balance of (sub-) sectoral expertise, professional diversity, regional spread and gender. AP members will be able to express themselves well in English, both spoken and written, and be able to represent CDIA perspectives to clients and donors.

Appointment of each AP member will be for an initial two-year period with an indefinite reappointment option of additional two-year periods.

### **ACTIVITIES AND REMUNERATION**

The AP or individual AP members are to provide substantive advice on strategic directions for the CDIA and act as CDIA ambassadors in their respective countries, institutions and professional circles (as the case may be). AP members will not be remunerated for providing routine support in the margin of their regular duties/activities. However, in the event of specific AP advice (or individual advice by any of the AP members) on any matters to the PRC and CMT requiring significant time input (as may be requested by the PRC and/or CMT), this will be provided for on an on-call basis as needed, and as defined in specific Terms of Reference for such inputs.

The AP members will be provided with an honorarium for such inputs and will have travel and accommodation costs reimbursed for travel to meetings as required. The CDIA CMT will provide secretariat support and make all the necessary arrangements for AP members' assignments, remuneration, travel and meetings.

Manila, 12 July 2010



## Cities Development Initiative for Asia

Suite 202-203 Hanston Building, Emerald Ave.,  
Ortigas Center, Pasig City 1600,  
Metro Manila, Philippines  
Phone: +63-2 631-2342 • Fax: +63-2 631-6158  
Website: [www.cdia.asia](http://www.cdia.asia)

CDIA is supported by:

