PROCEDURE FOR THE SUBMISSION OF APPLICATIONS TO HOST THE 6TH EDITION OF THE WFLED

Introduction

The World Forum on LED (WFLED) is part of a continuous process that aims to facilitate dialogue and promote exchanges on Local Economic Development among a wide range of committed stakeholders. It also aims to foster concrete cooperation and promote joint actions that can help to bring the 2030 Agenda for Sustainable Development to the local level.

The Forum process started in October 2011 with the first WFLED, held in Seville, Spain. This first edition was followed by the World Forums in Foz do Iguazu, Brazil (2013); Turin, Italy (2015), Praia, Cape Verde (2017) and Cordoba, Argentina (2021). Over the years, the WFLED has established itself as the main platform to capitalise on the experiences accumulated in LED in order to explore the relevance and applicability of different models, tools and practices. In addition, this forum fosters multi-stakeholder partnerships and coordinated action at global, regional and local levels.

In the context of the COVID-19 pandemic, WFLED has become an important channel to support the socio-economic recovery process of the territories. LED is part of a vision for the future and provides a perspective to shape more inclusive and sustainable societies. Therefore, sharing knowledge and experiences on LED will help to design an adequate response to the crisis and its consequences.

Objectives of the WFLED

▪ Promoting the space for reflection, dialogue and meeting between territories, in the field of local economic and social development.
▪ Providing a framework for the presentation and exchange of innovative policies and experiences from the territories.
▪ Contributing to increase the presence of public and private entities linked to the World Forum process.
▪ Advancing the development of policies that promote LED both locally and globally.

Submission of applications for the VI WFLED
Basic requirements
The local, regional, national territory or the preferred joint candidature of multiple levels of government wishing to apply for the organisation of the 6th World Forum of LED or an intermediate Forum must:

- Communicate to the WFLED Permanent Secretariat the intention to submit its candidature within the deadlines and terms set out in this document.
- Prepare a candidature dossier in English, French or Spanish, following the criteria set out in this document.
- Make a presentation of the dossier and the Forum project in at least one meeting with the International Executive Committee, which will be organised for this purpose.

Deadline for applications
The deadline for applications for the submission of the 6th World Forum of Local Economic Development will be from 8 April to 8 June 2022.

The 6th WFLED will be held in the second semester of 2023.

Documents for submission to the Secretariat
Through the WFLED online platform, using the form available at https://ledworldforum.org/candidaturas, the information concerning the application to host the VI WFLED must be sent to the Permanent Secretariat. All enclosed information may be sent in English, French or Spanish, and the application form shall include at least the following:

- Letter from the person(s) responsible for the candidate territories (mayor and/or person responsible for the province, region and/or the competent national level), stating the motivation for the candidacy and accepting the obligations listed in this document.
- Letter of commitment or preferable partnership from the other levels of government (local, provincial, regional and national).
- Letters of support from other authorities in the territory (universities, chambers of commerce, research centres, international organisations, etc.).
- Candidacy dossier, which will include at least the following points:
  - The justification or context of the proposal.
  - Evidence of previous experience in organising events with diverse actors at both local and international level.
  - Description of the candidate territory's track record in developing local development policies and implementing the 2030 Agenda.
✓ Evidence of commitment and involvement of different territorial actors in support of joint local and regional candidacies. And evidence of commitment of national government support.
✓ Evidence of multi-stakeholder (public and private actors, academia, civil society organisations, social and solidarity economy) and multi-level (different levels of government) commitments and alliances.
✓ Certificate of the agreement of the territorial decision-making body (municipal council in the case of a city, plenary council or others, as appropriate) stating the commitment to organise the Forum.
✓ Evidence of the organisational capacity and infrastructure of the territory: communications network, facilities, hotel capacity, experience in similar events, etc.
✓ A strategic roadmap, including elements such as support for the preparation of the programme and the mobilisation of stakeholders and resources.
✓ A budget detailing the estimated cost of the Congress, which should include the estimated expenses and income and the contributions to be assumed by the organising territory and the local counterparts, as well as the contribution to the permanent secretariat for the WFLED process.
✓ The guarantee, expressed in writing, of the budgetary viability of the project.
✓ Innovative or improvement elements to be introduced.
✓ Expected results of the event.
✓ Other relevant declarations.

Criteria for selection
The International Executive Committee establishes the following selection criteria for the evaluation of applications:

- Quality of the presentation dossier. For this purpose, evidence of the territory's commitment to territorial development work, such as previous experiences, academic, political and social dialogue practices, will be considered.
- Capacity and previous organisational experience in the territory.
- Geographical diversity with respect to previous Forums.
- Joint local and regional level applications will be particularly valued and national government support will be necessary.
- Multi-stakeholder commitments.
- Elements of improvement with respect to previous editions.
- Feasibility and financial availability for both the WFLED and the WFLED intermediate process and the secretariat.
• Quality of the presentation and defence of the candidature to the Executive Committee.

The Executive Committee reserves the right to declare vacant the designation of the venue. In such a case, the Committee must submit an alternative proposal.

The organiser(s) of the 6th World Forum of LED will work together with both the Technical Secretariat of the Forum and the Executive Committee in the design and development of the content, dissemination and organisation of the event.

**Obligations of the organising territory**

Prior to, during and after the Forum, the organising territory has a number of obligations to undertake.

**Collaboration with the Executive Committee**

The organising territory must always work in coordination with the Executive Committee, reaching a consensus on all strategic decisions in the proposed roadmap. In this way, the host territory shall:

• Agree on the content of the final programme with the Executive Committee, in permanent dialogue and in a consensus-based manner.
• Agree with the Secretariat and the Executive Committee on a timeline of tasks to be carried out, as failure to comply with the agreed schedule could endanger the success of the Forum. In such a case, the Executive Committee will assess the risk and take appropriate decisions, which could eventually lead to the withdrawal of confidence from the host territory.
• Host at least one meeting of the Executive Committee to assess the evolution of the organisational processes, the activation of the programme and the progress of the organisational arrangements. This meeting shall have simultaneous translation at least into and from Spanish, English and French.

**Organisation of the event**

In particular, during the event, the organising territory should:

• Provide the necessary space and logistics for the holding of an Executive Committee meeting prior to the beginning of the Forum.
• Programme a Forum of a minimum duration of 3 days with possible parallel agendas and a cultural agenda.
• Ensure simultaneous translation into and from the three official languages in all working commissions (workshops) and plenary sessions, in addition to the local language.
• Provide the Executive Committee with a stand with the necessary IT infrastructure, previously agreed with the Secretariat, in order to be able to carry out demonstrations and consultations of the Bank of Documents and to attend to the requests for information from participants.
• Provide an information point to assist participants.
• Provide an organisation of suitable time and space to allow participants to interact and meet each other.
• Provide the Executive Committee and the Secretariat with an office for work and meetings, which must be available from two days before the start of the Forum until the day after its end. This office must be equipped with a photocopier, telephone, computers with internet connection and printer.
• Prepare a graphic report of the Forum, including videos, photographs and interviews for the preparation of the final report.
• Record the plenary sessions in audiovisual format and, as far as possible, broadcast them in real time online.
• Regularly update the Forum’s website, which will be facilitated by the WFLED Secretariat.
• To ensure the agreements reached, the smooth running of the Forum, general coordination, respect for timetables and the services to which registration entitles.
• Establish contacts with the competent national authorities in order to determine the procedure to be followed so that delegations wishing to participate in the Forum can obtain entry visas to the country, if necessary.
• Contact national customs services to find out the procedure to be followed by delegations wishing to send materials for display or distribution during the Forum.

Mobilisation of local and regional actors
• Participate in the Scientific Committee, in collaboration with the Executive Committee, composed of recognised personalities.
• Constitute an Honorary Committee in collaboration with the Forum’s Executive Committee.
• Mobilise local and regional actors to participate in the Forum.

Resource mobilisation
• Approve a specific contribution for the work of the Technical Secretariat and the CEX related to organisation, partnerships and communication, to be paid in the month after designation.

Communication
• Respect at every moment the three official languages of the Forum (Spanish, English and French) in all its written and oral manifestations.
• Develop a communication plan that foresees the main actions for the dissemination of the Forum and the timetable for its implementation. Establish a minimum number of communications prior to the Congress with potential participants. The content of the communications must count with the agreement of the Secretariat.

• Reproduce the logo of the Forum, as well as that of the member organisations of the Executive Committee, in a visible place in all communications.

After the celebration of the Forum, the host territory must:

• Send to the Secretariat the final list of attendees, the economic balance, the recording of the plenary conferences, the conclusions, the graphic report and all the documentation requested and planned prior to the holding of the Congress, in the agreed formats.

• Editing a publication, in the three official languages, containing the main conferences, the results of the working groups and conclusions, as well as the final declaration of the forum.

• Collaborate with the territory organising the next Forum.

The application form is available at https://ledworldforum.org/candidaturas

Any enquiries regarding the submission of applications can be addressed to the following address secretariat@ledworldforum.org