



WORLD FORUM OF
LOCAL
ECONOMIC
DEVELOPMENT

WFLED dossier for the submission of applications

Towards the celebration of the 6th edition

World Forum of Local Economic Development

WFLED Technical Secretariat

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1. Introduction

The World Forum of Local Economic Development (WFLED) is an open process that promotes international dialogue and exchange of experiences in local economic development. It is also a space that provides the opportunity to transform a global alliance of committed actors into concrete partnerships at national and local level.

Over the years, the forum process has achieved impressive results:

1. It consolidated LED as an important conceptual framework to stimulate policies for sustainable local development and their implementation in the territories;
2. It established a strong partnership between its main partners, members of the Forum's Executive Committee, as well as with partners who have participated as hosts, associate members and/or organisers of specific sessions during the events;
3. It linked LED to the SDGs and the local implementation of the 2030 Agenda;
4. It integrated key issues of alternative economies, such as the social and solidarity economy, among others;
5. Along the way, it has been able to integrate different visions, specificities and contributions from the organising territories, such as the singularity of economic development in island territories in the case of Cape Verde.

The WFLED promotes further institutionalisation of the process as a way to ensure the continuation of a policy dialogue and a cross-cutting partnership on LED, beyond the preparation, holding and follow-up of regular face-to-face and virtual events. Thus, it discusses the strong need to present proposals to help structure the process in a better way, with the aim of creating a continuous space of synergies and opportunities to facilitate dialogue and promote exchanges on LED.

Also, and not least, the aim is to achieve greater global advocacy on the issue of local economic development and the promotion of multi-level policies in this area.

2. History of the forum

The World Forum for Local Economic Development is a coalition of local, regional and national governments, national and international organisations, the private sector and civil society.

This coalition recognises the potential of the LED approach and works together to advance the debate and strengthen a global alliance for concrete action at local, national and international levels.

The Forum aims to enhance policy dialogue and strengthen the cross-cutting partnership on Local Economic Development (LED) as a strategic and operational framework for sustainable and inclusive development.

The Forum process started in October 2011, with the celebration of the 1st edition of the event, in Seville (Spain). The 1st World LED Forum, entitled "Planning, economy and local governance: new perspectives for changing times", provided the opportunity to present the territorial experiences of 47 countries and 1300 participants on how to bridge the gap between the contextualisation of economic development and its practical application for sustainable human development.

In October 2013, the II World Forum on LED was held in Foz do Iguaçu (Brazil), bringing together representatives of local, regional and national governments, multilateral agencies, academia and international cooperation institutions, as well as social and economic actors from 67 countries, with 4232 participants. The conclusions drawn from the 2nd Forum "Dialogue between territories: other visions of local economic development" focused, in a context of global economic crisis, on the instruments for creating public-private partnerships at local level, in particular by facilitating decentralisation policies and interaction between the public and private sector and civil society.

In October 2015, the 3rd edition of the event, held in Turin, Italy, provided a timely opportunity to consider the LED approach as an important means to implement the 2030 Agenda for Sustainable Development at the local level. A bold and transformative agenda that through the LED approach can become a reality for all. With delegates from over 120 countries and 2000 participants, the Forum provided a timely opportunity for critical reflection and creative discussions on how we can do things differently to better respond to the key challenges presented in the new development agenda.

In 2017, delegates at the 4th Global Forum reaffirmed the distinctive role of the LED theme in turning global dialogue into concrete development opportunities at the local level, promoting an alternative: a more equitable, inclusive and sustainable economic development model from and between territories as a means to achieve universal goals. In Cape Verde, issues of interest were addressed, such as the case of island states. Eighty-five countries and more than 2,800 participants were represented.

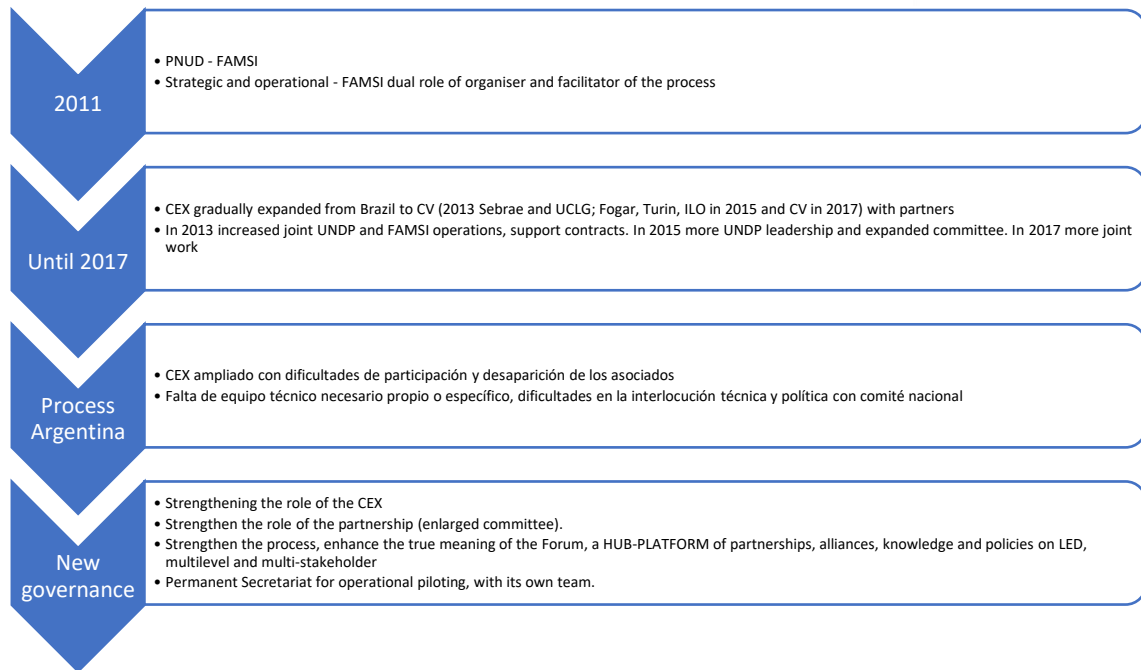
In 2021, the 5th World Forum on Local Economic Development under the title "Transition to a sustainable future: The role of territories in times of uncertainty" ended with more than 12,000 participants and 3,469 registrations to its virtual platform. Held in Cordoba, Argentina, with a hybrid format (face-to-face and virtual), it took place over five days of debates. The V Forum emphasised work and employment as key challenges for the recovery of COVID and was hosted by the

municipal and provincial government and the Local Economic Development Agency of Cordoba, ADEC. This latest edition paid special attention to the new opportunities for promoting territorial policies based on criteria of economic efficiency, equity and ecological balance, which fundamentally involve reconsidering and promoting new models of production and new forms of consumption, always with the aim of achieving a standard of living that respects human dignity for all inhabitants. The 5th Forum showed that territories are spaces for the generation of knowledge and social empowerment, capable of creating social and economic value, where local and regional governments and their basic public services play a fundamental role as guarantors of access to health, water, sanitation, education, employment and housing for citizens.

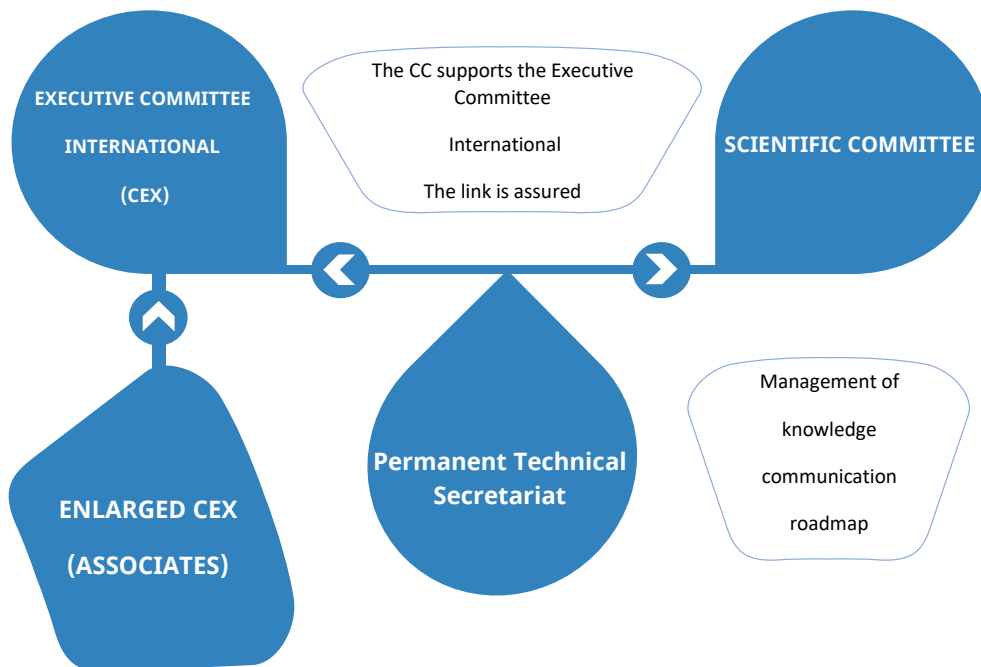
3. New governance for a renewed process

The forum process has now been in existence for more than 10 years. From the beginning it was strongly promoted by FAMSI and UNDP. Along the way, the various national organising committees have played an important role in the organisation of the event, in coordination with a committee that has worked with the available staff of each organisation. The committee has been joined by other organisations since the forum took place in Brazil. In some forums, the national committee has provided assistance that has made it possible to pool resources for the organisation of the forum. Since the Cape Verde edition, the committee's own capacity to take on the follow-up of the tasks has become more complex, resulting in a more strategic and institutional steering committee, and less operational or technical, supported especially by UNDP and FAMSI, with the double perspective of the UCLG Committee on Local Economic and Social Development (LESD), the most operational thrust.

The International Executive Committee (IEC) is consolidated in the process with the permanent participation of UNDP, ILO, UCLG and its LESD Committee, ORU-FOGAR and FAMSI, which in turn chairs the UCLG LESD Committee.



4. Organisational structure of the forum



Executive Committee (EC)

Composed of the institutions that promote the WFLED, the Executive Committee (EC) is the main body in charge of defining the strategic lines of the forum process. The committee includes the main organisations and associations that have promoted and organised the Global Forum over the years. It is the main decision-making body and is responsible for providing overall strategic guidance on the WFLED process and related events.

The executive committee is responsible for ensuring the participation and involvement of relevant international actors. It is the executive committee that is responsible for the mobilisation of international actors and their contribution to the forum process. To this end, each member organisation of the executive committee leads outreach, communication and *advocacy* efforts through its networks and in its circuits, and ensures their contribution to the process, promotion of events and participation in events.

The Executive Committee is composed of the United Nations Development Programme (UNDP), the Andalusian Municipalities Fund for International Solidarity (FAMSI), the global network of United Cities and Local Governments (UCLG), the United Regions Organisation (ORU FOGAR) and the International Labour Organisation (ILO). The incorporation of a new entity to this committee will be raised and discussed within the current committee. These entities promoting the process have the mission to preserve and share information, knowledge and recommendations gathered during the forum process and within the resulting concept papers.

In addition, the Executive Committee acts as a coordinating body to support the exchange of practices among stakeholders and the landing of related initiatives according to the national and local context, in coordination with national and local counterparts.

The Executive Committee also collaborates with the Scientific Committee - bringing together experts, academics, universities and international organisations - to refine concepts and content in the WFLED process, ensuring that the most relevant and up-to-date information on local and territorial economic development is used.

Moreover, a growing number of international partners have expressed their interest in playing a more active role in the forum process, leading thematic strands, supporting knowledge or supporting the implementation of the forum's recommendations in concrete LED initiatives. There are also numerous similar thematic, regional or global institutions and processes with which it is possible to align visions and share strategies. To facilitate the contribution of all relevant institutions and ensure a real participatory process, the Executive Committee

proposes the creation of the Extended International Committee (EIC) and the reinforcement of the figure of WFLED partners.

Functions of the Executive Committee

In short, the main functions of the Executive Committee include:

- Strategic decision making in the WFLED process and related events.
- Provide guidance to the Permanent Technical Secretariat.
- Participation in regular general organisational meetings.
- Representation and participation in the organisational sub-committees of the various forums.
- Supervise and coordinate the technical and logistical organisation of the global or intermediate forum.
- Collaborate with the Scientific Committee, proposing people for its composition and the definition of concepts and contents.
- Assessment and ratification of the incorporation of new entities to the enlarged Committee.
- Assessment of applications received for intermediate and global forums, as well as other possible associated events.

Scientific Committee (CC)

The Scientific Committee (SC) is a consultative body comprising leading representatives of the main promoters of the Forum process, who define the overall direction of the Forum.

Functions of the Scientific Committee

The key role of the CC is to guide and steer the process from an academic perspective towards the holding of the fora and to contribute to the knowledge management of the process. The SC members will support and guide the general discussion on the LED approach and should also provide input on all potential content-related issues, suggested by the Executive Committee and partners, to be addressed during the LED Forum. The Scientific Committee receives regular feedback from the Executive Committee, the partners and its Technical Secretariat.

Members of the scientific committee will be invited to develop *think pieces* in order to stimulate critical thinking and the revision of certain paradigms in preparation for events or to stimulate the WFLED process.

The composition of the permanent CC will be agreed by the Executive Committee and may include persons of recognised prestige who have previously participated

in the WFLED. Their participation will be "ad honorem", with the WFLED covering the expenses derived from possible events where their participation is required, as well as the possibility of commissioning specific documents. At each World or Intermediate Forum, the Scientific Committee will be enlarged with invited experts proposed by the CEX or the NC, who will bring to bear and contribute to the specific themes and contexts of the event.

WFLED Permanent Secretariat

The WFLED Secretariat provides the follow-up and updating of decisions taken by the Executive Committee. It is divided into two main bodies: the WFLED Permanent Secretariat and the Organisational Secretariat.

The Permanent Secretariat has a physical office with its own team in Andalusia, under the umbrella of FAMSI and reinforced by its status as chair of the UCLG Committee on Local Economic and Social Development.

This fulfils the functions of dynamisation and technical secretariat of the WFLED Knowledge and Alliances HUB, favouring the consolidation of the process, the work between forums, global alliances, technical support tasks for the different events, the development of face-to-face spaces for work, exchange and collective construction, and the maintenance and management of the virtual platform.

Functions of the permanent secretariat

Among others, and under the strategic coordination of the CEX, the permanent Technical Secretariat would have the following functions, according to the team:

- To be the nexus of operational connection for the daily work of the WFLED, unloading the hitherto routine task of the CEX, attended by own equipment of the different entities.
- Maintain and manage the WFLED virtual platform.
- Monitoring and strengthening global partnerships
- Propose and develop face-to-face and virtual working spaces in Andalusia for the Scientific Committee, coordination committees, experts, seminars, etc.
- Developing the communication tasks of the WFLED
- Programming knowledge management in partnership with universities
- Encouraging policy-making processes
- Build a roadmap of the process
- Managing the partnership

WFLED Organising Secretariat

This is the operational component for the logistics, technical organisation and communication of a specific event, with the management of the website and the development of communication material under the guidance of the Executive Committee. Reflecting the overall guidance of the Executive Committee, the Secretariat will be led by representatives of the host territory authorities, including the support and collaboration of representatives of the member organisations of the Executive Committee (including, depending on the level of commitment of the institutions concerned, one focal point per partner).

Structure

The Forum Secretariat will have the authority to create internal working groups or sub-committees for better governance, which will be organised according to related tasks, specific topics and work streams in coordination with the International Executive Committee. These could be

- Communication sub-committee: shall lead the overall communication and outreach strategy of the Forum. The sub-committee will ensure visibility and promote the process and the final event at global, national, regional and local levels through information sharing. The group will also enable active corporate support and facilitation of key partners at the respective levels and raise awareness of the LED approach.
- Other sub-committees as required.

Functions of the WFLED organising secretariat

In coordination with the International Committee, the organisational secretariat of the Forum will assume the functions of:

- Operationalise the organisational decisions for the event, taking care of the logistics, technical organisation and communication of the meeting.
- Manage the website of the forum in question.
- Develop and coordinate communication material under the guidance of the executive committee.
- Designate from among the representatives of the member organisations of the National Committee the focal points per partner who will be part of the different sub-committees.

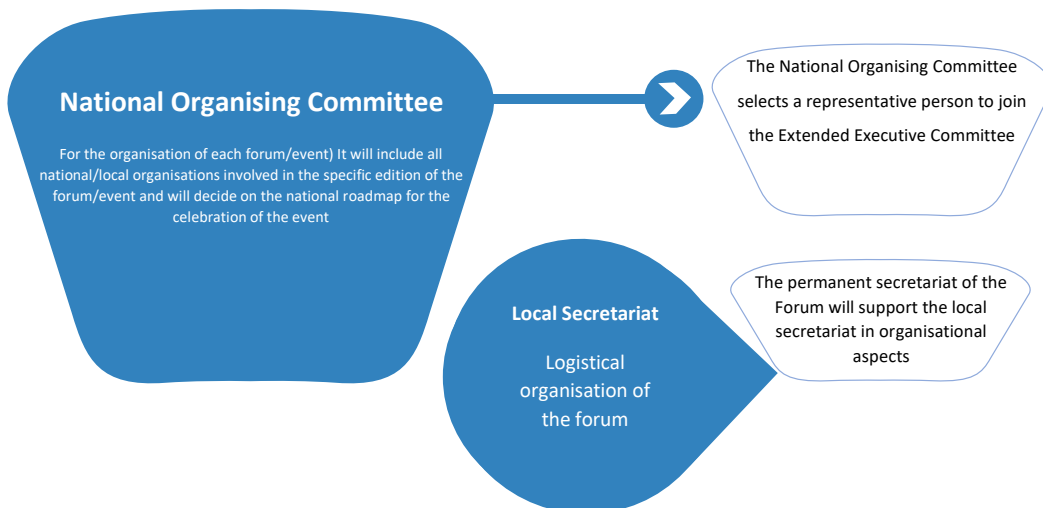
National Committee for the Organisation and Coordination of the World Forum or intermediate spaces

The holding of intermediate or global events will require the generation of a national coordination and organising committee (NCOC), as well as a local-

regional secretariat with the aim of facilitating and ensuring the participation and contribution of all actors concerned in the national, regional and local context. The NCOC could bring together representatives of the city, the region, the national government and its ministries, national associations of municipalities and departments, and other representatives of academia, civil society, workers and/or territorial actors.

The main mission of the NCOC is the supervision and coordination of the technical and logistical organisation of the Forum and would therefore have a key role in guiding the Organising Secretariat. In particular, the NCOC will design the methodology and guidelines for the organisation and implementation of the Forum. To this end, the NCOC will select a representative person to participate in the Executive Committee. The NCOC is also responsible for elaborating and contributing to the discussion of the agenda and activities of the event and ensuring the local, regional or international character and visibility of the event. Entities hosting global forum processes or intermediate forums also contribute financially to the WFLED permanent secretariat in its functions.

Organisational scheme



Functions of the National Coordination and Organising Committee (NCOC)

1. Design and define the methodology and guidelines for the organisation and implementation of the Forum.

2. Direct and coordinate the implementation of the business plan.
3. Follow up and monitor the activities for the development of the Forum.
4. Elaborate and contribute to the discussion of the agenda, contents, methodology and activities of the 5th Global Forum.
5. Ensure the regional/international character and visibility of the Forum.
6. Establish, whenever deemed appropriate, the constitution of sub-committees responsible for the implementation of specific aspects.
7. Establish communication and coordination alliances between all public and private national and international entities linked to the Forum.
8. Ensure the participation of universities, civil society and the private sector.
9. Manage the articulation with the International Executive Committee and the Permanent Secretariat, enabling the latter to obtain resources to strengthen and support the implementation of the Global LED Forum.
10. NCOC members ensure the link between the services, institutions and organisations they represent.

NCOC representatives on the International Executive Committee

The NCOC shall appoint a person to represent it on the International Executive Committee. This person will be in charge of maintaining communication and participating in the different relevant spaces with the International Committee.

Structure and functioning

- a. The members of the NCOC shall meet at least once a month to discuss the agenda of issues that will be previously disseminated among the members of the committee. The meetings may be held in person or on-line, depending on the need and/or circumstances, and at the end of each NCOC meeting, minutes containing the resolutions will be drawn up. The frequency of meetings will be defined by the needs of the organisation of the Forum.
- b. The NCOC will have a person in charge of coordinating the work of the National Coordination and Organising Committee (NCOC) and liaising with the International Executive Committee (IEC) for the organisation of the Forum. He/she will deal with the organisational, logistical, monitoring and follow-up aspects of the activities for the organisation of the Forum.

- c. NCOC will have a professional person to manage, review and feed the website and social media.
- d. The NCOC may set up a technical sub-committee which, in coordination with the International Committee, may propose programme content, methodology and participants, and design innovative parallel activities that bring a leap in quality to the WFLED.
- e. The NCOC may set up a sub-committee to manage and administer the resources necessary for the realisation of the Forum.
- f. The NCOC may set up other sub-committees as it deems necessary for the effective and efficient organisation of the Forum in coordination with the International Committee.

Organisational overview and respective responsibilities

International Committee	Host territory
<ul style="list-style-type: none"> ▪ Define the strategic lines of the forum and its process within the framework of the executive committee. ▪ Ensure the promotion of the process and the event at international level. ▪ Involve and mobilise relevant actors in the process, and in particular in the upcoming global forum. ▪ Actively contribute to the development of the forum's content and structure. ▪ Engage and coordinate with forum partners. ▪ Coordinate the contribution of other partners to the forum process. ▪ Activate and provide guidance to the scientific committee. ▪ Promote the forum and the process through your networks. 	<ul style="list-style-type: none"> ▪ Activate a national coordination and organising committee to facilitate the contribution and involvement of the whole territory in the event. ▪ Activate and lead the organisational secretariat of the event in charge of defining and implementing all aspects of the event (logistics, including transport, venue, translation, local communication, etc.). ▪ Designate the representative person who will participate in the executive committee on behalf of the host, and thus contribute to all tasks of the executive committee. ▪ Actively participate in the executive secretariat to ensure the implementation of all decisions taken by the executive committee. ▪ Sponsor and support the Permanent Secretariat, in charge of strengthening the B2B component, of conceptual development of the contents of the forum process, and of strengthening the promotion and dissemination of the forum

- Support the executive secretary to ensure the implementation of all decisions taken by the executive committee.
- Provide guidance and support to the next host of the event.
- Ensure the organisation of the different workshops and sessions, through the mobilisation of actors, as well as prior preparation.

process beyond the months in preparation of the event.

5. Needs - Estimated budget for holding the VI WFLED

Based on the experience of previous forums, the following is an indicative estimate of the budget that could be involved in hosting the event for the host territory. It is important to bear in mind that this is an estimate that may vary depending on where the forum is hosted, as well as other contingencies.

Minimum requirements responsibility of the host territory:

<p>National committee secretariat, including coordination staff and logistical support teams, registration, hostess services, etc.</p>	<p>Permanent coordination staff. The WFLED is organised in the country by the entity hosting the forum, in coordination with the International Committee. All support services during the seminar at the organisational level are provided by the entity hosting the forum and are generally outsourced.</p>
<p>Physical spaces for the development of the WFLED, furniture, etc.</p>	<p>With an estimated 2,000 to 4,000 participants, WFLED requires a large hall for the opening, plenary and closing sessions. Between 3 and 5 parallel sessions of different capacities are estimated. Rooms for technical secretariat, press and side meetings.</p> <p>WFLED is versatile, and solutions can be found in public spaces where proximity is essential.</p> <p>The furniture should be in accordance with the proposed methodology (chairs,</p>

	dialogue chairs, etc.).
Sound, image, audio-visual media, connection systems	The WFLED requires sound and audiovisual systems that allow the audience to follow all the sessions, the use of audiovisual media such as videos, presentations, etc. Wireless media and high-speed internet connection systems in the rooms. Although the V WFLED was virtual, a hybrid edition of the WFLED is not foreseen, promoting face-to-face exchange.
Translation, interpreting	<p>The WFLED host must guarantee simultaneous translation systems in 3 official languages of the forum (English, French, Spanish) in addition to the local language if different from these. Translations must be guaranteed for 100% of the plenary, opening and closing sessions, as well as for the main panels. Workshop formats or those with less participation may be translated into a reduced number of languages.</p> <p>The host must ensure the translation of programmes, documents, etc. in the established languages.</p>
Communication, advertising, web-platforms, programmes, etc.	The design of the WFLED is developed by the permanent secretariat. The specific developments for the 6th WFLED are jointly agreed and paid for by the host. There is a WFLED platform, the development of which for the VI WFLED forum is done by common agreement. Communication usually requires an external company to enable internal communication in the country and to work together with the WFLED communication committee to ensure the dissemination of the event. The materials, posters, images etc. of the event are developed and paid for by the host territory.

<p>Participants, accommodation, meals</p>	<p>80% of international participants pay for their own travel and accommodation. The host must provide a list of accommodation at different prices for both international and national participants. Budget reservations must be guaranteed to coordinate with the international committee for invitations and presence of speakers and a group of special guests (between 50 and 100 people).</p> <p>A basic budget for special exhibitor minutes should be considered.</p> <p>Depending on the budget, a funding package can be provided for accommodation or travel for national participants.</p> <p>Permanent coffee break or free-coffee services must be guaranteed by the Host. Depending on space and budget, meals can be provided (lunches, buffet, etc.) or local food stalls (for a fee) can be arranged.</p>
<p>Permanent Secretariat / International Committee</p>	<p>The host commits to a contribution to the permanent secretariat, depending on the size and budget and estimated at 20% of the total cost, which guarantees the work of joint development of programmes, activation and mobilisation of partnerships and participants, coordination of committees, external communication, design of messages, preparation of working documents, participation in the preparation of the final document, use of WFLED brands, etc., as well as inter-forum work.</p>
<p>Partnerships and funders</p>	<p>The international and national committee will work together to mobilise international and national funds to co-finance the WFLED, although national/regional/local institutions will be the main funders of the WFLED. Private</p>

	sector sponsorship will be allowed in agreement with the international committee, based on ethical and corporate social responsibility criteria.
Transport	Depending on the final design of the forum and locations, the organisation will provide transport services, airport pick-up and drop-off, etc.

The budgets of the different forums have varied over time, also combining processes of own contributions with external funding, public, private or external locations (Turin) and attendance ranging from 1,500 people (first Forum, Seville) to 5,000 people (Brazil) or virtual format (Argentina).

Budgets have therefore varied, and depend on the format that the host country and the international committee agree on, depending also on the country's characteristics and needs, documents produced, previous work, number of languages, services offered, etc.

The minimum budget for the different forums has been set at 400,000 euros, up to a maximum of 950,000 euros.

6. Roadmap towards the 6th WFLED

The main milestones on the roadmap towards the sixth WFLED are detailed below:

- Formalisation of the agreement for the holding of the Sixth WFLED
- Designation of representative person in the host territory
- Constitution of the National Committee
- Constitution of the Scientific Committee
- Establishment of organisational subcommittees
- Agreement on general thematic content and main strategic axes
- Dissemination of general content
- Definition of sessions per axis
- Conceptual and logistical organisation of all spaces
- Communication, visibility and promotion work
- Celebration of the 6th edition of WFLED

7. Guidelines for the submission of applications as host territory for the sixth edition of WFLED

The procedure for submitting applications to host the 6th edition of the WFLED will be divided into two stages. **In the first stage**, between **07/06/23 and 30/06/23**, a short letter (letter of interest) expressing the motivation to be a host territory of the sixth edition of the forum, together with the basic reference data, must be sent through the form on [this link](#) on the WFLED platform.

In a second stage, once the letter of interest has been received in due time and with the support of the WFLED Technical Secretariat, **the host territory will have to provide additional information that will allow the feasibility of the candidacy to be studied in detail**. Among others, the candidate territory shall provide information on organisational capacity, collaboration with the Executive Committee, mobilisation of actors and resources, and communication. The deadline for the provision of this detailed information will be extended **UNTIL THE END OF JULY AT THE LATEST**.

Upon receipt of detailed information on each of the tentative applications, the WFLED Executive Committee will evaluate, select and communicate the application that best meets the anticipated needs of the event.

Depending on the number of applications received and their quality, the committee may take a decision prior to that date.

Any queries regarding the submission of applications may be sent to the following e-mail address secretariat@ledworldforum.org