



Mission4City program - Technical document

THE PROGRAM

The program Mission4City (or “M4C”) offers ad hoc technical assistance to member cities in need, on any subject relating to the management of heritage sites or urban planning. The Program will also help to develop the OWHC's expertise in various fields and to collect reference material of interest to all member cities.

Above all, the Program aims to unblock situations by enabling a city faced with complex or delicate issues that are the subject of debate to obtain punctual assistance, a different perspective, or simply to benefit from a comparison with other experiences, perhaps even an arbitration. It can also help cities to deepen their knowledge, establish a diagnosis, clarify a procedure, or elucidate the terms of an action plan.

Short-term missions (one to three days) are organized by the General Secretariat, at the request of cities and in consultation with them. The missions may involve one or more international experts from a member city, other cities, or relevant international organizations, depending on the subject in question. The sole criterion for proposing experts is the quality of their expertise.

PROGRAM ELIGIBILITY

Any OWHC member city in good standing is eligible.

FINANCIAL ARRANGEMENT

The General Secretariat covers the travel and subsistence expenses and, where applicable, the fees of the international expert(s) invited to take part in a mission. Costs relating to local experts are borne by the requesting city.

All other expenses inherent in the missions will be budgeted in advance by the parties and will be the subject of a cost-sharing agreement.

REQUESTING ASSISTANCE

The *M4C data sheet* (see Appendix 1) should be sent to the Secretary General of the OWHC (SECRETARIAT@OVPM.ORG), together with a letter signed by the Mayor. These must include the following information:

- A clear and succinct description of the issue to be resolved or the knowledge to be acquired.
- The overall management project or action plan to which your request for assistance relates.
- The type of expertise or expert profile required.



ASSISTANCE REQUEST PROCESSING

- a. The General Secretariat will communicate directly with the contact person designated by the city to prepare the file.
- b. The General Secretariat may seek advice from other players to determine the relevance of the request.
- c. Depending on the nature of the request for assistance, the General Secretariat will identify, by whatever means it deems most appropriate, possible candidate experts and consult with the requesting city.
- d. The General Secretariat, in coordination with the requesting city, will determine the program. Once all parties have confirmed their agreement, the mission will be organized according to the agreed upon terms (date, payment of expenses, logistics, etc.).

SHARED RESPONSIBILITIES

The applicant city undertakes to:

- Draw up a technical file prior to the mission.
- Take charge of and organize logistics (local transport, equipped meeting room, visits, etc.) and the mobilization of all relevant local players for the mission.
- Provide media coverage during and after the mission (photos and explanations), in coordination with the General Secretariat.
- Produce a short mission report, to be sent to the General Secretariat, including the following elements:
 - Summary of the initial issue and objectives of the M4C request.
 - Mission report - people involved, assistance obtained, in what format, etc. (including photos).
 - Lessons learned, contributions to resolving needs, possible solutions, and prospects for follow-up, etc.

The General Secretariat undertakes to:

- Coordinate requests for assistance.
- Identify available international expertise.
- Finance missions.
- Publish the results of missions and compile experiences/good practices to make them available to all member cities.

CONTACT

If you have any questions about the program, please contact Andr anne Charest, Programs and Projects Manager: ACHAREST@OVPM.ORG



APPENDIX 1 - DATA SHEET M4C

The Data Sheet must contain certain basic information to enable us to process your request for assistance. Please use and transmit a printable version via an exclusive Google Drive link that the Program Manager, Andréanne Charest, will send you by email.

REQUESTING CITY

Indicate the name of the city to which this sheet corresponds.

CONTACT PERSON

Name, title, and email.

DESCRIPTION OF THE SITUATION

A clear and succinct description of the situation justifying the request for assistance.

OVERALL PROJECT OR ACTION PLAN

A description of the overall management project or action plan to which the request for assistance relates.

EXPERTISE REQUESTED

Expert profiles, core competencies.

Don't forget to submit your request for assistance along with a letter signed by
your mayor.