

**Collaboration agreement between
the World Secretariat of United Cities and Local Governments
and
MERCOCIUDADES
in the framework of the "Global-regional coordination within the Global
Covenant of Mayors" (GRC 2.0) Project**

BETWEEN

The World Secretariat of **United Cities and Local Governments** (UCLG), with fiscal identification number ESG63327696 based in Barcelona, hereafter referred to as **UCLG**, represented by Ms. Emilia Sáiz, Secretary General,

and

The Asociación Civil Internacional de la red de Ciudades, with fiscal identification number RUT: 21 698878 0010 with address at Luis Piera 1992, Edificio Mercosur, Planta Baja, 11800 Montevideo (Uruguay), hereafter referred to as MERCOCIUDADES, and represented by Dr. Miguel Lunghi, Mayor of Tandil and President of Mercociudades.

On the following statements and clauses:

BACKGROUND

- I. For the period June 2021 to March 2022, UCLG implements (in partnership with ICLEI and GCoM) the second phase of the Global-Regional Coordination ("GRC 2.0") project that aims at defining and establishing an effective structure of work to prepare and capacitate UCLG sections to engage with the GCoM activities, in line with each section's climate agenda and priorities.
- II. The activities included in this second phase will focus on the following five common trends: (i) Capacity building, (ii) Mitigation & Adaptation, (iii) Climate Financing & Budgeting, (iv) Enhanced cooperation, and (v) Multi-level coordination.
- III. In order for UCLG to implement these activities and achieve the objectives of this project, the collaboration of UCLG regional Sections via a *Focal Point Team* in each region will be of crucial importance.
- IV. This collaboration agreement aims at covering the expenses incurred by the Section for the work dedicated to this GRC project by their *Focal Point Team*.

IT IS AGREED THAT

- ONE UCLG will transfer part of the funds from the second phase of the Global-Regional Coordination project to MERCOCIUDADES to implement the activities contained in *Annex I*.
- TWO MERCOCIUDADES will use the funds to finance the cost incurred for staff time of its *Focal Point Team* in charge of carrying out the activities included in the Global-Regional Coordination project, and their activities.
- THREE The funds must be used during the period: 1st June 2021 - 31st March 2022. Costs incurred prior or after this period will not be considered eligible.
- FOUR MERCOCIUDADES commits to send to UCLG:
- a) By 31st December 2021:
 - a narrative and financial report about the expenditure incurred during the period June-December 2021 according to guidelines contained in *Annex II*;
 - an invoice (or a payment request or a Debit Note) dated in 2021 and issued by MERCOCIUDADES to UCLG for the amount claimed.
 - b) By 31st March 2022:
 - a narrative and financial report about the expenditure incurred during the period January-March 2022 according to guidelines contained in *Annex II*;
 - an invoice (or a payment request or a Debit Note) dated in 2022 and issued by MERCOCIUDADES to UCLG for the amount claimed.
 - c) During the implementation period of the project:
 - The development of the activities and actions for Climate Ambition defined based on the regional strategy identified in phase 1 of the project;
 - The specific inputs to the regional coordination protocol;
 - The specific inputs to the Climate Package for Intermediary Cities;
 - Bilateral communication with UCLG WS regarding the regional strategy roadmap and implementation of the protocol;
 - Trilateral communication between WS, GCoM and Regional section
 - Trilateral communication between UCLG WS, ICLEI WS and regional offices and regional sections when needed
 - Active participation in specific GCoM Technical Working Groups;
 - A report on the regional activities and actions carried outThis should be done in collaboration with ICLEI regional office (if any).
 - d) At any time (only if requested): any additional information that UCLG or the Global-Regional Coordination might require.

- FIVE In the framework of this agreement, UCLG will transfer up to a total amount of €28,000 to MERCOCIUDADES upon receipt of the reports mentioned in clause FOUR, and all other obligations contained in this agreement.
- SIX UCLG will transfer the funds to the following MERCOCIUDADES account:
HOLDER: Asociación civil Internacional de la red de Ciudades MERCOCIUDADES
BANC DETAILS: Banco de la República Oriental del Uruguay, Agencia el Gaucha
ADDRESS: Constituyente 1450, Montevideo Uruguay
ACCOUNT: 196 62550 0 Caja de Ahorros en dólares
IBAN / SWIFT: BROUUYMM
- SEVEN MERCOCIUDADES shall not hold UCLG responsible for any claim or liabilities arising out of the implementation of the activities.
- EIGHT Each Party hereby undertakes to comply with the UCLG Code of Conduct approved by the Statutory bodies.
- NINE In the case that all the commitments from the parties are considered fulfilled; this agreement will be considered terminated by 30th April 2022 at the latest.
- TEN Changes to the content of this Agreement require approval by all parties;
- ELEVEN Annexes:
Annex I MERCOCIUDADES Work Plan and Budget
Annex II Report on Expenditure Guidelines
Annex III Timesheet Template.
Annex IV Financial report summary.

On behalf of UCLG

Emilia Sáiz
Secretary General

On behalf of MERCOCIUDADES



Dr. MIGUEL ANGEL LUNGI
Intendente Municipal

Miguel Lunghi
Mayor of Tandil, President of
Mercociudades



ANNEX I - MERCOCIUDADES Work Plan and Budget

La presente propuesta se enmarca en base la experiencia de la Red MERCOCIUDADES, en su carácter de sección latinoamericana de CGLU, en su participación en la primera fase de "Global Regional coordination Project". Este proyecto tiene como objetivo fortalecer los mecanismos de coordinación regional – global con miras a estructurar actividades de acción climática en asociación con ICLE y GCoM.

Esta propuesta tomara la experiencia, logros y aprendizajes de la primera fase del proyecto y tendrá como objetivo profundizar y fortalecer el desarrollo de los mecanismos de Coordinación Regional vinculados a GCoM y el desarrollo de actividades regionales que promuevan la iniciativa GCoM y permitan implementar los resultados obtenidos en la primera fase del proyecto.

En función del Rol de MERCOCIUDADES como regional latinoamericana de CGLU la siguiente propuesta propone promover los posicionamientos políticos y consecuentemente fortalecer la voz de los gobiernos locales en un contexto complejo.

La presente propuesta ha sido elaborada por el equipo de la Red MERCOCIUDADES a cargo de la participación en el Comité Directivo Regional del Pacto Global de Alcaldes por el Clima y la Energía (RDC-GCoM).

En base la experiencia y necesidades identificadas durante el desarrollo del RDC – GCOM entre 2020 hasta el primer semestre de 2021, surgen las siguientes propuestas para el periodo **segundo semestre 2021 – primer trimestre 2022**:

1. Participación expresa en la articulación regional CGoM-ICLEI-CGLU-MERCOCIUDADES. Participación política y apoyo técnico, desde el punto focal y la STPM, con los recursos humanos y técnicos acordados. Además del apoyo en gestión y comunicación hacia la región, en articulación estrecha con CGLU.
2. Desarrollo de una plataforma que pueda generar, una base de datos de proyectos de experiencias de gobiernos locales en materia de acción climática que promueva el intercambio de experiencias procurando unir "oferta y demanda".
3. Desarrollo de un evento de sensibilización a municipios en la cumbre XXVI Cumbre de MERCOCIUDADES a realizarse del 1, 2 y 3 de Diciembre de 2021. A su vez presentar las principales conclusiones de la COP 26 relevantes para los Gobiernos Locales de la Región.
4. Realizar durante el primer trimestre 2022 al menos un (1) evento de presentación de la iniciativa GCoM en ciudades de la red MERCOCIUDADES: Presentación y recopilación de buenas prácticas, desarrollo de financiamiento.

Cronograma

En base a las actividades propuestas se ha diseñado el siguiente cronograma de actividades:

Actividad	Periodo							
	2021					2022		
	jul	ago	sep	nov	dic	ene	feb	mar
Coordinación Regional CGoM-ICLEI-CGLU-MERCOCIUDADES								
Plataforma de proyectos de experiencias de gobiernos locales en materia de acción climática								
Evento de sensibilización en la cumbre XXVI Cumbre de MERCOCIUDADES								
Evento de presentación de la iniciativa GCoM en ciudades de la red MERCOCIUDADES								

Presupuesto

Se ha confeccionado el siguiente presupuesto para las actividades propuestas:

Actividad	Donacion CGLU Bloomberg Philtropies	Contraparte MERCOCIUDADES	Total Invertido
Coordinación Regional CGoM-ICLEI-CGLU-MERCOCIUDADES	USD 16.000,00	USD 8.000,00	USD 24.000,00
Plataforma de proyectos de experiencias de gobiernos locales en materia de acción climática	USD 9.000,00	USD 15.000,00	USD 24.000,00
Evento de sensibilización en la cumbre XXVI Cumbre de MERCOCIUDADES	USD 6.000,00	USD 9.000,00	USD 15.000,00
Evento de presentación de la iniciativa GCoM en ciudades de la red MERCOCIUDADES	USD 3.000,00	USD 6.000,00	USD 9.000,00
Totales	USD 34.000,00	USD 38.000,00	USD 72.000,00

Detalle de erogaciones y contraparte:

Actividad	ITEM	Precio	Unidad	Cantidad	Contraparte	
					CGLU	MERCOCIUDADES
Coordinación Regional CGoM-ICLEI-CGLU-MERCOCIUDADES	Asistente Semi senior	USD 2.000,00	mes	8	USD 16.000,00	-
	Estructura oficinas, telefonía accesibilidad pl	USD 1.000,00	mes	8	-	USD 8.000,00
	Profesional en sistemas	USD 1.500,00	mes	6	USD 9.000,00	USD 9.000,00
Plataforma de proyectos de experiencias de gobiernos locales en materia de acción climática	Estructura oficinas, telefonía accesibilidad pl	USD 1.000,00	mes	6	-	USD 6.000,00
	Asistente Junior	USD 1.000,00	mes	6	USD 6.000,00	-
	Estructura oficinas, telefonía accesibilidad pl	USD 1.000,00	mes	6	-	USD 6.000,00
Evento de sensibilización en la cumbre XXVI Cumbre de MERCOCIUDADES	Sitio del evento, promoción,	USD 3.000,00	gl	1	-	USD 3.000,00
	Asistente Junior	USD 1.000,00	mes	3	USD 3.000,00	-
	Estructura oficinas, telefonía accesibilidad pl	USD 1.000,00	mes	3	-	USD 3.000,00
Evento de presentación de la iniciativa GCoM en ciudades de la red MERCOCIUDADES	Sitio del evento, promoción,	USD 3.000,00	gl	1	-	USD 3.000,00
					0	0
	Totales				USD 34.000,00	USD 38.000,00

REPORT ON EXPENDITURE - GUIDELINES

1. WHAT COSTS ARE ELIGIBLE?

Eligible costs: SALARIES or EXTERNAL CONSULTANT FEES depending on the Focal Point Team members contracting method

In order to be eligible please note that the above-mentioned costs must meet the following requirements:

- Cost have to be included in the project Budget
- Cost must be necessary for the action, be directly related to the activity;
- Cost must be real cost, i.e. actually incurred by the beneficiary of the grant within implementation period;
- Cost must be recorded in the accounting books of the beneficiary;
- All cost must be reasonable, justified, verifiable and identifiable, supported by original and accurate records;
- The accounting rules and regulations of the Organisation shall apply, provided that they conform to the internationally accepted standards. Otherwise, UCLG's Financial regulations and procedures of internal control, accounting, audit and procurement shall be applied.
- Comply with the requirements of applicable tax and social legislations;
- Reasonable and justified; comply with sound financial management (in particular regarding economy and efficiency)
- Any leasing cost.

2. REPORTING AND SUPPORTING DOCUMENTS

Requested supporting documents depend on the type and nature of the expenditure and the undertaking actions but in any case, include proofs of purchase, completion, payment, commitment, relevance and transparency. The table below indicates the supporting documents that the Implementing Partner should obtain and provide to UCLG at the time of reporting following the schedule indicated in the agreement.

Expense Type	Internal staff / External consultant fees
(1) Proof of purchase	Payslip / Invoice
(2) Proof of completion	Time sheet
(3) Proof of payment	Bank statement or bank receipt
(4) Proof of commitment	Contract
(5) Proof of relevance	CV
(6) Proof of transparency	(For External consultant fees) If the expense is: - under 5,000€: no special procedure - over 5,000€: Terms of Reference, bidding process, minimum of 3 bids

UCLG will check that:

- Cost are ELEGIBLES,
- ORIGINAL documents are included,
- Exchange rate are in accordance with EU fixed rate, and
- Timesheet are properly fulfilled and signed

And will record in UCLG books all the individual expenses.

For any change or amendment to the activities, the budget, including transfers between budget headings, the required agreement from UCLG will be necessary and the request will need to be submitted to the European Commission for approval, if such is the case. Changes are to be limited and duly justified.

3. EXCHANGE RATES

Where actual expenditure is incurred and paid in any other currency than EURO the conversion into EURO shall be done at monthly rate published in InforEuro during financial reporting. These rates referred to on the InforEuro rates can be found on the following web address: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Only this exchange currency website is valid. Should Exchange difference arise they must be supported directly by the recipient. Exchange rate differences are not eligible cost.

Expenditures are recommended to be made in Euro to the possible extend. This minimises the risk incurred by currency fluctuation and eases financial reporting.

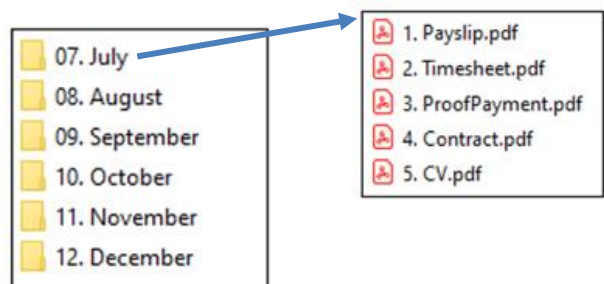
4. REPORTING SUMMARY

Apart from the requested supporting documents mentioned in Point 2 above, a summary of expenses claimed will be presented and submitted to UCLG using:

- The document included in the "Summary" tab of the "Timesheet Template" Excel file in the case of salaries.
- The Financial reporting form included in Annex IV in the case of external consultant fees and activities.

5. REPORTING FORMAT

In order to facilitate the process of reporting, please send the documents in a clear and organized format. See here an example of reporting for salaries:



Project Reference	Global-Regional Coordination 2.0 project
Name of Beneficiary	MERCOCIUDADES
Name of staff member	
Is staff member employed Full-time or Part-time	FULL-TIME
Calendar Year	2020
Calendar Month	June

Calendar Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
In case of absence or non working day, indicate one of the reason codes below				WE	WE							WE	WE					WE	WE						WE	WE				
Project Work Hours allocated to the Global-Regional Coordination 2.0 project																														
Project Work Hours allocated to other tasks																														
Total hours (including overtime)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Absences	
Weekend	WE
Sick leave	SL
Public holidays	PH
Annual holidays	AH
Other absence	OA

Summary for this month	
Project Work Hours allocated to the Global-Regional Coordination 2.0 project	0.0
Project Work Hours allocated to other tasks	0.0
Total hours (including overtime)	0.0

