

Guidelines for hosting roundtables of Wetland City Mayors

Purpose

Since the Inaugural Roundtable of Wetland City Mayors held in 2019, a number of roundtables have already taken place, hosted by volunteer Wetland Cities. The process of organizing these events has evolved by applying the lessons learned from experience. While respecting diverse local circumstances, there is a common basis for successfully holding roundtables. These guidelines aim to provide a standard template for hosting roundtables of Wetland City Mayors.

Participants

The table below lists the target participants for roundtables.

Representation	Remarks
Members of the Wetland City Network	Wetland Cities that have volunteered to join the Network
Guests of honor	dignitaries who will deliver messages during the opening program
Keynote speaker	eminent personality recognized at the global, regional or national level
Plenary session speakers	thematic experts from within or outside the country of the host Wetland City
Plenary session moderators	technical facilitators from the country of the host Wetland City or Members of the Independent Advisory Committee for Wetland City Accreditation
Parallel thematic session speakers	representatives of participating Wetland Cities
Parallel thematic session moderators	technical facilitators from the country of the host Wetland City or Members of the Independent Advisory Committee for Wetland City Accreditation
Potential Wetland Cities	local governments that are interested in being accredited as Wetland Cities
Other wetland stakeholders	organizations recognized as observers of the Wetland City Network and other registered individuals
Host Wetland City (organizer)	officials and volunteers from the host Wetland City
Wetland City Network Secretariat (co-organizer)	staff of the Wetland City Network Secretariat

Structure

The basic structure for roundtables will consist of two days of indoor sessions and bilateral meetings, and one day of outdoor activities.

Time	Day 1	Day 2	Day 3
9:00 – 12:00	<ul style="list-style-type: none"> Opening program Keynote presentation Plenary presentations 	Parallel thematic sessions	Field visit
12:00 – 13:30	lunch break	lunch break	
13:30 – 17:00	Parallel thematic sessions	<ul style="list-style-type: none"> Meeting proper (policy-level segment) Closing program 	
17:00 – 18:00	Bilateral meetings	Bilateral meetings	

Roles and responsibilities

This section outlines the recommended roles and responsibilities of the Wetland City Network Secretariat and host Wetland City.

Task	Description	Lead
1. Meeting announcement	posting of web flyer on the Wetland City Network website and sending a series of notifications to the Members of the Wetland City Network	Wetland City Network Secretariat
2. Registration of participants	collecting basic information from participants as basis for the invitation letters and determining expected number of participants	Wetland City Network Secretariat
3. Sending of invitation letters	for internal approval processes and visa application	host Wetland City
4. Identifying the meeting venue and field visit site	assessing possible venues and field visit sites based on standard meeting requirements	host Wetland City and Wetland City Network Secretariat
5. Organizing volunteers	mobilizing volunteers from the academe or partner organizations to complement manpower of the host Wetland City	host Wetland City
6. Logistics	arranging airport transfers for participants	host Wetland City
7. Actual conduct of the meeting	managing the flow of activities based on the meeting program	host Wetland City and Wetland City Network Secretariat
8. Photo and video documentation	recording each activity of the meeting	host Wetland City and Wetland City Network Secretariat
9. Coordination with Members of the Wetland City Network	regularly communicating with participating Wetland City Network Members on requirements of the meeting	Wetland City Network Secretariat

Cost sharing arrangements

Recommended items to be covered in cash or in kind by the Wetland City Network Secretariat and host Wetland City are specified as follows:

Wetland City Network Secretariat	<ul style="list-style-type: none">• travel expenses (round-trip airfare, hotel accommodation and other relevant expenses) of Wetland City Network Secretariat staff, Independent Advisory Committee Members, and selected international dignitaries or speakers
Host Wetland City	<ul style="list-style-type: none">• food expenses (welcome dinner, and meals and snacks at the meeting venue and field visit site)• function rooms and exhibition space• hotel transfers from selected ports of entry such as airports, train stations and bus terminals• local transportation for the field visit• welcome kits for registered participants• tokens for Wetland City Mayors or heads of Wetland City delegations• simultaneous interpretation services• photo and video documentation services

Agreement

The Wetland City Network Secretariat and host Wetland City will sign an “Activity Agreement” to formalize the collaboration and to define the roles and responsibilities, and cost sharing arrangements between the Wetland City Network Secretariat and host Wetland City.

Timeline

Preparations for the roundtable will be undertaken for at least one year. A recommended timeline for preparatory work is presented below.

Month	Task / Activity
1	<ul style="list-style-type: none">• kick-off meeting between the Wetland City Network Secretariat and host Wetland City• prepare and review of Activity Agreement for hosting the Roundtable of Wetland City Mayors• conduct survey among Wetland City Network Members to identify topics for the roundtable
2	<ul style="list-style-type: none">• consensus on meeting design, dates and venue, and field visit site• signing of Activity Agreement between the Wetland City Network Secretariat and host Wetland City• start designing logo for the roundtable
3	<ul style="list-style-type: none">• first announcement (save the date)• drafting the program of activities and meeting agenda
4	<ul style="list-style-type: none">• monthly virtual meeting
5	<ul style="list-style-type: none">• circulate draft meeting documents for review by the Wetland City Network Focal Points

Month	Task / Activity
6	<ul style="list-style-type: none"> • second announcement • start of registration of participants • deadline for submission of letters of intent and registration forms for observers • Meeting of the Wetland City Network Focal Points
7	<ul style="list-style-type: none"> • monthly virtual meeting
8	<ul style="list-style-type: none"> • monthly virtual meeting
9	<ul style="list-style-type: none"> • final announcement • deadline for registration of participants • sending of official invitation letters • finalize program of activities
10	<ul style="list-style-type: none"> • monthly virtual meeting
11	<ul style="list-style-type: none"> • circulate meeting documents to Wetland City Network Members
12	<ul style="list-style-type: none"> • Roundtable of Wetland City Mayors

Virtual meetings between the Wetland City Network Secretariat and host Wetland City will be organized every month.

Publicity

Promoting the roundtable aims to raise awareness about the Wetland City Network, Wetland City Accreditation scheme, and the Ramsar Convention on Wetlands. Communication, capacity building, education, participation and awareness (CEPA) approaches help in effectively conveying information to a wide audience. The following series of activities provide guidance on publicizing the meeting.

Activity	Implementation period
1. Preparing a press package and press release	three months before the meeting
2. Disseminating the press package through direct communications with media outlets and partner organizations	two months before the meeting
3. Publishing the press release through international, national and local media, and social media	one month before the meeting
4. Conducting a press briefing	during the meeting
5. Preparing the meeting report for posting on the Wetland City Network Secretariat website	one month after the meeting