



Adopted by the Steering Committee on September 6th, and ratified by the General Assembly on September 7th, 2001, in Melbourne.

The Operational Rules should be used in conjunction with the Constitution. They should be evolutionary in character. Their objective will be to develop those aspects of the Constitution that need further clarification or development, in order to implement the activities of the GCD and to guide the GCD steering structures and member cities in the attainment of the principles and commitments of the Declaration.

The Operational Rules are adopted by the Steering Committee and ratified by the General Assembly, at the proposal of the Steering Committee. Further developments or modifications of the Operational Rules may be adopted by the Steering Committee and should be ratified by the General Assembly.

CONTENT OF THE OPERATIONAL RULES

1. Definitions
2. Rules for using the GCD name and the corporate logo
3. Rules for proposing, selecting and promoting GCD events
4. Rules for the promotion of language diversity
5. Rules for the organisation of signature ceremonies
6. Rules to facilitate liaison between cities and organisations
7. Rules for the management of the GCD web sites.

1 DEFINITIONS

In the drafting of the operational rules, the following words and concepts shall, unless there is something in the context that is inconsistent with such interpretation, have the meaning hereinafter assigned to them:

- a) The “**GCD**” means the Global Cities Dialogue on the Information Society, which was launched on the 23rd of November 1999, in the setting of the European Information Society Technologies Conference.



- b) The “**Corporate Logo**” is:

This corporate logo was proposed by the Free Hanseatic City of Bremen and adopted after the Helsinki Ceremony. The colour code is ”Pantone Reflex Blue CV”.

- c) The “**Declaration**” means “The Declaration of Helsinki: Mayors of the World for a Global Cities Dialogue on the Information Society”, signed by the founder cities in the presence of the European Commission in Helsinki the 23rd of November 1999.
- d) The GCD “**Principles**” means the list of principles included in the first part of the Declaration. The cities subscribe the principles at the moment of signing the Declaration.
- e) The GCD “**Commitments**” means the list of commitments included in the second part of the Declaration. The cities commit themselves to work together at the moment of signing the Declaration.
- f) The “**Founders**” means the cities which signed the declaration in the launching ceremony in Helsinki the 23rd of November 1999: Bamako, Barcelona, Bremen, Buenos Aires, Cairo, Cologne, Helsinki, Issy-les-Moulineaux, Roma, Ronneby and Stockholm; as well as the founder organisations: the Telecities Network and the European Commission.
- g) The “**Constitution**” means the “Constitution of the Global Cities Dialogue” as adopted during the Think-Tank Summit in the Free Hanseatic City of Bremen on the 2nd of June 2000.
- h) Relevant “**Organisations**” means organisations already participating in the GCD, such as the European Commission and the Global Business Dialogue, as well as any other organisation, that may participate in the future.

2 RULES FOR USING THE NAME AND THE CORPORATE LOGO

- 2.1 All relevant documents emanating from the GCD activities shall include the name and the corporate logo in a prominent location.

- 2.2 All participating cities have the right of using the corporate logo and of including indication that they are members of the GCD in their web sites and relevant documentation.
- 2.3 Hypertext links to GCD web sites, web pages and relevant GCD electronic documents, using the name or the corporate logo, should be used whenever convenient.

3 RULES FOR PROPOSING, SELECTING AND PROMOTING GCD EVENTS

- 3.1 The GCD is an open and collective framework for action of the participating cities. Individual initiatives and events, organised under the umbrella of the GCD, shall be proposed to the Secretariat, notified to all other members and approved by the Chair City.
- 3.2 All events organised under the GCD umbrella should consider in the agenda a specific meeting of GCD Correspondents and a specific event for participating city Mayors and High Political Representatives.
- 3.3 All GCD initiatives and events shall be included in the Annual Action Plan and in the Report of Activities to be prepared and adopted by the Steering Committee and presented to the General Assembly.
- 3.4 Member cities and organisations should contribute to the dissemination and to the successful development of GCD initiatives and events.

4 RULES FOR THE PROMOTION OF LANGUAGE DIVERSITY

- 4.1 The Global Cities Dialogue aims at fostering mutual understanding and information exchange in a multicultural society. Language diversity should be promoted and enhanced, in particular through the translation of the most relevant documents and through the use of web pages in different languages in the Internet.
- 4.2 To underline the cultural diversity of the GCD, each signatory city Mayor should be able to sign the Declaration in her/his own language.
- 4.3 Web sites should be designed in a way that allows easy links to other language versions.

5 RULES FOR THE ORGANISATION OF SIGNATURE CEREMONIES

- 5.1 Specific ceremonies of collective signature of the Declaration should be used, whenever possible, in order to enhance the visibility and political relevance of the GCD.
- 5.2 In order to stress the political relevance of the GCD, the Declaration should be signed by Mayors.

- 5.3 If the Mayor cannot attend a programmed collective signature ceremony, she/he can designate a Deputy City Mayor or a High Political Representative, to represent the city. In this case an additional Declaration signed by the Mayor would be convenient.
- 5.4 At the moment a City makes a demonstration of interest to sign the Declaration, it shall communicate the name and contact details of the Mayor or City Political Representative and of a contact person to liase with the Secretariat, the Organisers of the Signatory Ceremony and the “Sherpas Group”.
- 5.5 All signed Declarations shall be produced in three copies: one for the Secretariat, one for the signatory City and one for the European Commission.
- 5.6 The European Commission, as promoter, founder and permanent member of the Steering Committee, as observer, will maintain a register with copies of all signed Declarations.
- 5.7 It is the responsibility of the Host City that the signature ceremony is covered by a photographic report of signing Mayors and Representatives and followed by a press conference. All relevant documentation shall be sent to the Secretariat.

6 RULES TO FACILITATE LIAISON BETWEEN CITIES AND ORGANISATIONS

- 6.1 Member cities shall liase with other cities and relevant city networks and organisations in order to promote the GCD worldwide and achieve a representative and balanced participation from the major regions of the world and from the most relevant organisations.
- 6.2 Each one of the member cities and organisations shall nominate a correspondent to be member of the “Sherpas Group”. The main roles of the Sherpas Group will be assisting in preparing the debates and decision-making processes of City Mayors and Steering Structures.
- 6.3 The Sherpas of the cities of the Steering Committee will coordinate and monitor the activities agreed by the decision-making bodies and assist the Secretariat.
- 6.4 The Secretariat shall maintain a Directory of City Mayors, City Correspondents (Sherpas) and Representative and Correspondent (Sherpa) persons of participant Organisations. The Directory shall include names, first names, postal and e-mail addresses and the URL of web sites.
- 6.5 GCD members shall contribute to the efficient creation and maintenance of the Directory, providing the relevant information to the Secretariat and informing of any modification for its updating. New signatory cities shall provide the relevant information before signing the Declaration.

7 RULES FOR THE MANAGEMENT OF THE GCD WEB SITES.

- 7.1 The official GCD homepage is hosted and updated by the City of Seattle in the following URL: www.globalcitiesdialogue.org. Only this official homepage shall be used as an external communication reference.
- 7.2 Member cities shall ensure that the GCD is promoted in all the languages of the participants.
- 7.3 Web masters should ensure a content and graphical coherence between the GCD official homepage and the versions in other languages.
- 7.4 A specific Group of Internet Correspondents shall be created in order to ensure an efficient communication, updated information and a coordinated evolution in relation with the official site.