

This is a work-in-progress document.

Its content might change based on interviews with city-members conducted through February-March.

CC4DR CITY-MEMBERS' COMMITMENT PACKAGE

1. Introduction

Why this document?

This package is aimed at **supporting your city to establish concrete commitment agreements as a member of the Cities Coalition for Digital Rights**. It also opens up **leadership positions** for cities motivated to step up and take the Coalition to the next level.

Over the past five years, the Coalition has grown thanks to impactful collaboration among cities and partners. The Coalition is one of the few city-led, bottom-up organizations that exists at an international level, and the first within the field of digital human rights. However, **with growth comes the need to rethink how the Coalition is organized. If we do not, its future existence is not assured.**

Therefore, this document states 1) a renewed vision and mission 2) the **Open positions** in the Coalition's new governance structure 3) the **Services** and activities that the Coalition will organize and 4) the **commitment levels** for member cities.

With a new governance structure and clear commitment from city-members, we aim to:

- 1) improve our decision-making processes
- 2) safeguard and future-proof the quality of our community
- 3) share the responsibility and leadership for the Coalition
- 4) secure more funding to achieve greater impact
- 5) get more cities involved in the activities of the network

Please, carefully read this package and fill in [this form](#) by March 31st to let us know how your city will be participating in the Coalition. Until the beginning of April we will be conducting 1:1 video-calls with each member city while collecting form responses to gather input and make a decision on the Coalition's future.

Why would a city become a member of the Cities Coalition for Digital Rights? How can my city benefit from being part of the Coalition?

Mission

The Cities Coalition for Digital Rights works to **protect and promote human rights and values in cities' digital environments** at the local and global level. We steer our actions to build **fair, inclusive and livable urban digital futures**.

We recognise that **digital technologies and data are transforming the way we deliver services, interact with our residents and organize our physical spaces**. As the closest democratic institutions to communities, we cities are the first to signal the positive and negative impacts of digitalisation within our communities. We face **common challenges, which require great leadership, responsibility and collaboration**, and that is why we unite in spirit and ambition through the Cities Coalition for Digital Rights.

By collaborating, joining forces and using our unique position as cities in serving the common good, we aim at **enhancing our capacities** to address digital rights challenges, **creating common ethical and normative standards**, and **making our local communities' voices heard in international policy-making processes**.

Why join the Coalition? The added value of being a member

By joining the Coalition, a city is able to:



Create **impact** and involve your **local community**

- Cities gain **support to address local digital rights challenges** and **design value-based policies** from city experts from all around the world.
- **Co-create a local digital rights agenda** building on what has worked -and what has not- in other cities, with a common language and narrative towards our communities.



Demonstrate **thought leadership** and **city-to-city collaboration**

- Be **part of a network of like-minded city representatives** who are leading the path towards a more just and inclusive digital transformation.
- **Jointly improve capacity building, awareness, training and learning** of city staff.



Take part in **international advocacy** and **policy making processes**

- Make the **voices, concerns and needs** of local communities and local governments **heard** at the European and international level.
- **Lead the change** by sharing local experiences and policies in International policy making processes, while rising the profile of cities on this theme and attracting dedicated funding

2. Renewed Governance Structure

We invite all member cities to join the open positions¹ and become part of the **Leadership Board** (high-level management and advisory board) and/or the **Coordination Team** (operational team in charge of the daily running of the Coalition).

Leadership Board

The Leadership Board is in charge of making **strategic and political decisions** as well as steering the Coalition's strategy.²

On the basis of the commitment expressed by the appropriate elected representative³, it is formed by **5 to 9 Cities' CTOs, CDOs or Deputy Mayors**, who meet quarterly to:

- Steer the direction and the progress of the Coalition's activity.
- Address issues that need decision-making, such as new membership applications.
- The Board's members also act as ambassadors of the Coalition, representing it in high-level international events and international policy-making processes.

Cities that want to join the Leadership board during the 2023 relaunch can apply through the [form](#), and will be selected (there will not be a voting process). This process may change in the upcoming years.

Coordination team

Cities and partners in this team organize and develop the **projects, services and daily management** of the Coalition. This includes **in-kind support of cities** by providing city staff for approximately **5-8 hours per week** on average in the fields below. A person can take up one or multiple roles⁴.

The roles that could appear in the coordination team are:

- **Coordinator**
 - Responsibilities: Strategically guide the Coalition. First point of contact for all internal and external stakeholders, monitor weekly actions, monitor and evaluate impact of the work, reports quarterly to the Leadership Board, secures new partnerships.
 - Profile: Strategic advisor with strong coordination and networking skills.
- **Communications Officer**
 - Responsibilities: plan the communications strategy, manage the website, social media, press-relations, organizing events, creating communications materials, maintaining internal communications channels, coordinating advocacy campaigns.
 - Profile: Someone from the Communications department with background on the topic, good use of english and strong writing and organizational skills.
- **Project Manager**
 - Responsibilities: Managing and coordinating the Coalition's projects, services and activities, supporting collaboration and delivery of results, knowledge management.
 - Profile: Someone with strong project management skills and experience in IT, smart city, digital governance or digital rights topics and international relations.

¹ The contributions will be made on a voluntary basis. Cities are welcome to assign or recruit personnel to fulfill these tasks. For more information, contact pboet@bcn.cat and milou.jansen@amsterdam.nl

² Founding Cities do no longer play any special role

³ For some cities, this elected representative might be the Mayor, while for others it might be the Governor or the Deputy Mayor.

⁴ At present, this work is being done part-time by two people for the cities of Barcelona (1 person working 15-20 hrs/week on project management, communications, community management, secretarial tasks -see below-) and Amsterdam (1 person, 10-16 hours a week, working on coordination) with support from partner organizations (ie: events, leadership of the Digital Rights Governance Project, communications). Ideally, this work would be distributed between more people working for member cities (4-5), with support from partner organizations.

- **Secretary**
 - Responsibilities: Answering emails, organizing (online) meetings, supporting in planning events, taking notes during important quarterly and annual meetings.
Profile: Local secretarial staff with international interests/ambitions & language skills.
- **Policy Officer**
 - Responsibilities: Drafting position papers with recommendations. Supporting the Coalition in political collaboration across cities, engaging new cities' deputy mayors.
 - Profile: Someone with a strategic vision on policy topics; strong analytical and writing skills. Political Advisors/Cabinet Members.
- **Funding Officer**
 - Responsibilities: Proactively looking for funding opportunities, coordinating consortiums of partners, coordinating applications, administration related to grants.
 - Profile: Someone from an EU funding office or international office.
- **Community Manager/Membership Officer**
 - Responsibilities: Membership engagement across the Coalition's activities and periodic 1:1 calls with cities, on-boarding new members, an out-reach strategy to grow in regions.
 - Profile: Someone with good social and networking skills, vision to build new alliances and engage new members.
- **Intern(s)**
 - Responsibilities: According to the intern's profile, specific tasks will be co-defined and a learning plan will be created. Interns can support coordination, communications, community management or project management work.

Cities that participate in the Leading Board should also participate in the Coordination Team. Cities that participate in the Coordination Team may choose not to participate in the Leadership Board.

Annual High-level Political Meeting

On the basis of the commitment expressed by elected representatives, each Member cities' **Deputy Mayors represent the Coalition politically and advocate for digital rights**, both at the local level and in international events and forums. They are the highest political representatives involved in the Coalition.

Deputy Mayors **convene (in person/in a hybrid format) once a year** during the Annual Political Meeting, which is hosted by a different city every autumn. This meeting has the following objectives:

- Monitoring the progress of the Coalition, looking back at activities over the past year.
- Facilitating acquaintance and exchange of local best practices, policies and projects.
- Launching joint political messages, statements or campaigns to advocate for digital rights.
- Setting priority policy topics for the upcoming year and brainstorming on joint activities for increased impact at the local and global levels.

Annual General Assembly

All member cities of the CC4DR (at the administrative/CTDO level) **meet once a year** during Smart City Expo World Congress in Barcelona (Held in November) to look back into the past year's activity and plan actions for the upcoming year.

3. Services and Collaborative Activities

During the 2022 General Assembly, city members discussed the services they would like to develop within the Coalition. We have worked on them and further defined them⁵. The services and activities below will only be organized with sufficient support in place.

Digital Rights Lab

Action: Member **cities gain support** from other cities and experts **to address their local digital rights challenges** in online sessions. The service aims at providing **concrete recommendations or prototyping solutions** to face these challenges in an agile and collaborative way.

Once a year the Coalition launches an **open call** for cities to submit a concrete local digital rights challenge. 4 Challenges are selected every year. Each challenge will be addressed within 3 months.

Outcomes for cities: Cities get **clear input on how to go about a challenge they are facing**, and are able to **design local implementation strategies** based on the expertise of other cities and experts.

The commitment needed from cities:

Administrative level: One person will need to prepare, share and submit a challenge. This will need internal coordination. The online submission form will take 15 minutes to complete. If selected, one appointed lead from your city will be the main point of contact to support the coordination team in involving internal stakeholders, providing any background material and giving feedback on the final brief document.

Digital Rights Tools: Digital Rights Self-Assessment

Action: Based on the first-of-its-kind [Digital Rights Guide for Cities](#), the Coalition and UN-Habitat, with support from the Helpdesk Technical Advisory Group of the [Digital Rights Governance Project](#), are currently working on a **self-assessment tool** for cities to examine where they stand on the topic. This tool is currently being tested and will be made available for CC4DR cities to use in Q2 2023.

The outcome for cities: The self-assessment tool covers a wide range of areas related to digital rights: from digital inclusion to citizen participation, including transparency and accountability, privacy and many more. It offers an **exhaustive scan of the city's strengths and weaknesses and based on the results, it makes recommendations and lays out actions for improvement**.

The commitment needed from cities:

Administrative/technical level: The self-assessment survey is based around 15 mechanisms and has sub-questions in each mechanism. It takes one city manager to coordinate the responses, and might also involve staff from various departments to provide answers to the questions.

Political level: Political commitment is not strictly necessary, but cities may want to elevate the results of the self-assessment tool at the political level for accountability, both to acknowledge what has been done and to plan actions to improve.

During 2023, we will work on the self-assessment tool. If you have ideas on other **tools for operationalizing digital rights in cities** that could/should be developed within this service, let us know in the form.

⁵ Of course, this list is not aimed at being exhaustive: members are welcome to propose other activities. The Coalition will plan them out annually, according to the available human and material resources.

Digital Rights Academy

Action: Creation of a **training module on digital rights for city staff**. The delivery of these modules will be done: 1) Online, via MOOCs and 2) In a physical modality, in CC4DR member cities that host the bootcamps, if desired with multiple neighboring cities.

During 2023 the Coordination team will focus on designing the syllabus, securing partners and building the Bootcamp in a MOOC format. In Q4 2023 an Expression of Interest call will be open for cities to host a physical bootcamp both with local city staff and staff from other member cities.

The outcome for cities:

- City staff are able to get **upskilled and increase their knowledge on digital rights** and how to protect them in practice. They become **certified as local Digital Rights ambassadors**, who can then deliver training or advice to local teams.
- Cities that **host the physical bootcamps** will be able to host professionals from other CC4DR member cities and strengthen their international network on the topic.

The commitment needed from cities:

Online bootcamps: The online MOOCs will be self-paced, with around 10 lectures to be completed in order to achieve the Digital Rights Ambassador Certification. The course will be free, but cities will be asked to organize a local follow-up session to disseminate the knowledge with the local administration.

Physical bootcamps: Each bootcamp host city would only cover the costs associated with the organization of the bootcamp (e.g. location, lunch and possible travel/stay of trainers), and each participant coming from outside of this city would cover their own travel expenses.

Digital Rights Think Tank

Action: Creating a **platform for updating policy standards and developing actionable research on digital human rights** applied in all areas of work where the local authority has power.

The outcome for cities: The think tank builds on member cities' ongoing work and **connects the priorities of the digital rights domain to other domains**. The findings will be summarized in reports and policy briefs.

Commitment needed from cities:

Technical/administrative: City leaders and experts can join the think-tank by attending the monthly working sessions or deep dives.

Cities are also welcome to partner with local research groups who can join the think tank's efforts -ie: Barcelona City Council partnering with CIDOB to create the [Global Observatory of Urban AI](#). One city-contact connects the Coalition's Think Tank to the right internal or external stakeholders for interviews or surveys.

Finally, cities are welcome to invite the Coalition as a signatory of lobbying task-forces. ie: Bordeaux & Eurocities' launch of a digital inclusion task force in 2023.

Political: The policy briefs and reports made by the think tank will be shared with political representatives, who will use the recommendations and findings for their local policies and to represent the Coalition in international forums. Political representatives will agree upon the priority topics to be covered by the think tank during the Annual Political Meeting.

Digital Rights Voices

Action: Create appealing **narratives and campaigns for different groups of local stakeholders** such as city-staff, political representatives, citizens of civil society organizations to make digital rights more concrete and understandable.

During 2023, a **campaign toolkit** for cities will be created. Cities are welcome to express interest in: 1) Co-creating the kit, 2) Funding its execution (creating communications materials), 3) Participating in the campaign.

Outcome for cities: **Demonstrate the impact of their local work and their international collaboration efforts.** Be provided with a stage for local successes, solutions and community-leaders.

Commitment:

Administrative/administrative: one contact person in the communications department to provide content, as well as to share the communication message once it is published. Additional resources to fund the creation of communications materials -a website, a social media campaign, a short documentary- are welcome.

Political: Mainstream the topic of digital rights in local campaigns and discourses. Share the city's narrative on digital human rights to build a common narrative.

Partners

Partners support the Coalition by joining the Coordination Team and organizing the services and projects, events, communications and/or doing outreach in different geographical regions, facilitating access to international advocacy and policy processes, sharing knowledge, formulating statements and jointly applying for funding. For each existing and new partner, we will draw up concrete collaboration goals. Partners are also welcome to attend the Annual General Assembly and the Annual Political Meeting. **Current Partners are: Un-Habitat, Eurocities, UCLG, Metropolis and CIDOB.**

A disclosure on funding

Members are **not expected to pay membership fees**. Our network consists of impactful, trustworthy and in-kind collaboration. This means that members must be **willing and capable to secure their participation** in the Coalition's activities with at least some form of **in-kind or financial contribution** (see [Commitment Levels](#)).

Leading member cities need to be able to contribute with more elaborate in-kind contributions to push forward the Coalition's management and activities (see [Services and Collaborative Activities](#) and [Commitment Levels](#)).

Incidental financial contributions by cities are also welcome, in order to fund specific projects or pieces of work (e.g. the website, Citizen Voices Project, Applied Digital Rights Initiative or Global Observatory of AI in the past, funded by Amsterdam or Barcelona).

Additionally, member cities may have access to **funding** from the network's partners or from other funders in the context of specific thematic programs or by forming consortiums and applying to calls to secure such funding on specific projects.

4. Commitment

Observing Member City

Observing cities are committed to the following actions:

- Confirm political commitment to the 5 CC4DR principles by signing the CC4DR Declaration.
- Appoint a CTO/CDO/CIO office within the city administration with a digital rights mandate.
- Conduct an administration-wide scan with our digital rights self-assessment tool.
- Implement at least 2 local digital rights-based initiatives as part of your cities' digital strategy.
- Assign one person from the administration as a contact person for the Coalition.
- Participate in the CC4DR's activities and events throughout the year.
- Share CC4DR communication messages locally via the communication department and mention digital rights during local events.
- Attend the Annual General Assembly (administrative level) and the Annual Political Meeting (Deputy Mayors).

Why become an observer member? These members are able to...

- Learn from fellow cities, increase local capacity, maximize communicative and advocacy impact.

Leading Member City

Leading cities are committed to the actions above

+ provide concrete in-kind support via at least two of the following activities:

- Partnerships: Create a partnership with (a) local stakeholder(s) to contribute to a digital rights agenda and contribute to the activities of the Coalition. These can include universities, research institutions, city labs, civil society organizations or other local organizations. *E.g. connect a local university, research group or city lab to the Digital Rights Think Tank or Digital Rights Lab.*
- Staff: Provide a staff member that takes part in the CC4DR Coordination Team for at least 8 hours per week (see open positions above) and join the Leadership Board (Cities that participate in the Leading Board also need to participate in the Coordination Team. Cities that participate in the Coordination Team may choose not to participate in the Leadership Board.)
- Lead a Regional Chapter of the Cities Coalition for Digital Rights (ie: US & Canada, Francophone/African Cities, LATAM)
- Lead or join proposals for co-funding with other member cities.
- Organize the Annual Political Deputy Mayors Meeting.
- Hire an intern or student to work for the Coalition and temporarily contribute to its activities.
- Organize a local digital rights day/week on International Human Rights Day (10th December).
- Contribute financially to a project, knowledge or communication product, training or research.

Why become a leading member? These members are able to:

- Take part in the CC4DR's strategic decision-making processes and shape the Coalition's agenda.
- Build a profile as an international leader on digital rights, positioning the city as a digital rights ambassador and building political and technical capital on the topic.
- Increase local impact by getting exclusive insights from coordinating projects, activities & networking with other cities.
- Connect your local community and digital rights ecosystem to a global network.

Thank you for reading this far!

Remember to fill in the form to let us know your city's commitment agreements