

**INTERNAL REGULATIONS OF THE FORUM OF MINISTERS
AND HIGH LEVEL AUTHORITIES OF HOUSING AND URBAN
DEVELOPMENT OF LATIN AMERICA AND THE CARIBBEAN –
MINURVI**

**CHAPTER I
OBJECTIVES AND THE COMPOSITION**

ARTICLE 1

Nature

The Forum of Ministers and High Level Authorities of Housing and Urban Development of Latin America and the Caribbean (MINURVI) is the intergovernmental coordination and cooperation entity for the countries of Latin America and the Caribbean in the area of sustainable development of human settlements and housing.

ARTICLE 2

Composition

MINURVI is composed of the Ministers of State and other national government authorities responsible for matters related to the sustainable development of human settlements and housing in their respective countries.

It is up to each member country to designate the government authority that will represent it at MINURVI meetings.

ARTICLE 3

Objectives

MINURVI's main objectives are:

- i. Represent Latin American and Caribbean interests before international organizations and global forums on issues and discussions related to the sustainable development of human settlements and housing;

- ii. Contribute to and monitor the implementation of commitments, guidelines and strategies related to the New Urban Agenda, the 2030 Agenda, the Paris Agreement and global agreements relevant to sustainable urban development in Latin America and the Caribbean;
- iii. Promote the exchange and dissemination of experiences among member countries in the field of housing and urban development; and
- iv. Promote and implement work programs common to the countries of the region and the subregions, encouraging the search for new sources of financing, public and/or private funds that facilitate their development.

ARTICLE No. 4

Structure

For the purpose of implementing activities and facilitating exchanges, MINURVI member countries are subdivided into three subregions comprising Caribbean Countries, Central American Countries and Mexico, and South American Countries.

CHAPTER II

ORGANIZATION OF THE FORUM

SECTION ONE: COMPOSITION

ARTICLE 5

Organization

MINURVI is composed of the following bodies: *General Assembly, Executive Committee and Technical Secretariat.*

ARTICLE 6

The General Assembly

The *General Assembly* is the highest level of MINURVI; it is responsible for deciding on the general policy of the entity, its strategic and technical programming, as well as all other matters relating to the achievement of its objectives.

The General Assembly is composed of the Ministers of State or High level Authorities, representatives of the governments of the member countries of the Forum and will meet annually.

The General Assembly of the Forum of Ministers and Highest Authorities will be chaired by the Ministerial authority of the host country, in accordance with the provisions of Article 8, and will be responsible for representing the Forum for a period not exceeding 12 months or until the next annual Assembly is held.

ARTICLE 7

Executive Committee

The *Executive Committee* is the body responsible for promoting the implementation of decisions between meetings of the General Assembly and shall consist of:

- The Minister or High level Authority who presides over the Forum will exercise the **Presidency of the Committee** .
- Two Ministers or High Level Authorities, from subregions different to that of the Forum's Presidency, who will serve as First and Second **Vice-Presidents of the Forum** and who will substitute the President in the event of any impediments.

The members of the Executive Committee shall be elected in accordance with the provisions of Article 8 and shall serve their term from the General Assembly at which they are elected until the following General Assembly.

The representatives of the Technical Secretariat will advise the Executive Committee in its activities, in accordance with article 9.

ARTICLE 8

Rotation

In electing representatives to the Executive Committee of MINURVI, consensus must be sought and the principle of rotation of representatives should be observed.

In the event that there is no consensus, the election will be carried out by a majority vote of two thirds (2/3) of those present at the General Assembly.

The President of the Forum shall not be eligible for re-election for consecutive terms , except in exceptional cases and exclusively on the basis of a decision by consensus.

ARTICLE 9

The Technical Secretariat

The **Technical Secretariat of MINURVI** is composed of the United Nations Human Settlements Programme (UN- Habitat) and the Economic Commission for Latin America and the Caribbean (ECLAC).

The **Technical Secretariat** constitutes the administrative and technical level of MINURVI and will act under the direction of the General Assembly through the Presidency of the Forum.

The **Technical Secretariat** will play an advisory role and support the Presidency of the Forum, the Executive Council and the member countries of the Forum in the generation of knowledge, statistics, translation of documents, regional reports and links with other regional and global spaces.

ARTICLE 10

Collaborators

The following may participate in the meetings of the General Assembly as collaborators:

- a) United Nations agencies and programmes
- b) Intergovernmental organizations
- c) National Government Agencies
- d) Non-governmental organizations related to housing and urban development issues
- e) Private sector organizations
- f) Academic Community

- g) Special guests.

Collaborators may participate, with the right to speak, in the meetings of the General Assembly, provided that their participation is accredited and requested by a member country or countries to the organizers of the aforementioned meeting, in accordance with the provisions of Article 12. In the case of entities listed in items d, e, f and g, their participation will require consensus among the members of the Assembly.

SECTION TWO: COMPETENCES

ARTICLE 11

It is the duty of the General Assembly to:

- a) Promote the fulfillment of MINURVI's objectives, in accordance with the provisions of Article 3^o of this Regulation;
- b) Approve motions to be submitted to international, multilateral or national organizations, related to the general objectives of the entity;
- c) Elect the member countries that will compose the Executive Committee, in accordance with the provisions of Article 7^o of this Regulation;
- d) Elect the host country for the next meeting of the General Assembly, who will be responsible for facilitating the technical and organizational conditions for it to take place;
- e) Delegate to the Executive Committee any powers it deems appropriate;
- f) Elect representatives of the entity to bodies and institutions.

ARTICLE 12

It is the duty of the president of the Forum to:

- a) Promote, together with the Executive Committee, all actions related to the fulfillment of MINURVI's objectives as established in Article 3;
- b) Implement the measures and actions necessary for the presentation at the General Assembly of the documents prepared according to the agreed work program;

- c) Keep the MINURVI Directory updated;
- d) Carry out the activities requested by the General Assembly and the Executive Committee;
- e) Prepare, at the request of the General Assembly and with the supervision of the Executive Committee, the Strategic Plans and Annual Operating Plans of the Forum;
- f) Review, update and ensure compliance with the Forum's internal regulations, suggest changes and/or updates to the Executive Committee;
- g) Lead, with the support of the Executive Committee, the realization of the Annual General Assemblies and other meetings;
- h) Implement the measures and actions necessary for the presentation at the General Assembly of the documents prepared according to the agreed work program;
- i) Follow up on the mandates issued by each Assembly and the international commitments assumed by the Forum;
- j) Manage MINURVI's social media and promote its use among its members to disseminate its programs and events;
- k) Systematize, take advantage of and disseminate the lessons learned throughout the history of the Forum;
- l) Identify and provide member countries with access to technical and financial resources for the design and implementation of sustainable urban development policies and programs;
- m) To represent MINURVI at events to which the organization has been invited, through participation in accordance with the definitions issued by the General Assembly through its declarations, and to report on the most relevant matters addressed at these events to the members of the Forum;
- n) Maintain constant communication with the Ministries and institutions that are part of MINURVI through a Focal Point that must be designated by each member country.

ARTICLE 13

It is the duty of the Executive Committee to:

- a) Implement the actions necessary to meet the objectives of MINURVI through decisions issued by the General Assembly;

- b) Analyze and propose issues to be submitted for consideration by the General Assembly;
- c) Coordinate, through the Technical Secretariat, the organization of the meetings of the General Assembly and, in particular, define the agenda of said meetings;
- d) Carry out, through the Technical Secretariat, the translation into the official languages of MINURVI of the working documents that circulate among member countries – subject to available resources;
- e) Promote the compatibility of the MINURVI General Assembly agendas with other regional and global forums;
- f) Accredite and schedule the participation of collaborators in the meetings of the General Assembly; and
- g) Exercise other powers delegated to it by the General Assembly.

Meetings of the Executive Committee shall be convened by its President, observing the provisions of Article 15.

ARTICLE 14

It is the responsibility of the **Technical Secretariat**, in accordance with the provisions of Article 9 to:

- a) Support the member countries of the Forum in generating the knowledge and technical tools necessary to achieve the objectives and activities of MINURVI;
- b) Support the dissemination and promotion of MINURVI events and programmes through the channels of the Technical Secretariat (ECLAC and UN HABITAT);
- c) Prepare an Annual Report of Activities developed by MINURVI;
- d) Manage the MINURVI webpage and promote its use among its members to disseminate its programs and events;
- e) Promote coordination between member countries and international (or multilateral) organizations in monitoring the situation of human settlements and housing in the Region, as well as the policies developed by member countries;
- f) Support the representation of MINURVI at events to which the organization has been invited;
- g) Promote the publication of works of interest to MINURVI;

- h) Support coordination among member countries, to the extent possible, for the effective implementation of work of common interest;
- i) Promote activities for the permanent exchange of information between member countries, especially through the MINURVI website, the Urban Cities Platform, the urban agenda platform and other platforms that serve this purpose;
- j) Support the development of the General Assemblies and other activities required by the member countries of the Forum; and
- k) Mobilize resources to increase support for the work of MINURVI and its member states; and

SECTION THREE: OPERATION

ARTICLE 15

The **General Assembly** shall meet annually.

Additional meetings at ministerial or technical levels, of the plenary or subregional level may be convened at the initiative of the President of the Forum, or at the initiative of a member country and with the prior approval of the Executive Committee.

The General Assembly and other meetings of MINURVI will be convened by the President of the Forum at least two (2) months in advance.

The Executive Committee may also propose holding coordination meetings outside of international or regional meetings where issues of interest to MINURVI are discussed, in accordance with the provisions of Article 3 .

ARTICLE 16

The Executive Committee shall convene in an Ordinary Meeting at least once within the first two months of the General Assembly:

- a) To analyze and adjust the Annual Operations Plan prepared and presented to the General Assembly, and to share its final version with member countries;
- b) To address duly justified requests from member countries.

ARTICLE 17

Proposals for topics to be submitted for deliberation must be presented by one or more countries, to the Presidency and the Technical Secretariat.

ARTICLE 18

The decisions of the General Assembly shall be adopted by means of Declarations, subject to the following rules:

1. MINURVI Declarations may refer to matters of general interest in the region or to aspects relevant to a particular subregion, a country or a specific group of countries.
2. MINURVI Declarations will be numbered in sequential order, and it will be up to the General Assembly to decide which elements must necessarily be considered for their publication.
3. MINURVI Declarations shall be public knowledge and must be distributed to all member countries, international, multilateral and national organizations, as well as to all entities that directly or indirectly deal with matters relating to MINURVI.

ARTICLE 19

The official languages of MINURVI are **Spanish, English, Portuguese and French** .

1. Meetings of the General Assembly and the Executive Committee shall be conducted in the official languages, and simultaneous translation services shall therefore be provided, subject to need and available resources.
2. Publications and documentation relating to MINURVI will be published in such languages, subject to available resources.

CHAPTER III

FINANCING

ARTICLE 20

The host country shall be responsible for covering the expenses corresponding to the annual meeting of the General Assembly, excluding expenses related to the travel and accommodation of the respective national delegations.

As regards the financing of the actions carried out by the Technical Secretariats and the other members of the Executive Committee, their expenses may be covered either directly by each participating country or through external financing. The proposals will be submitted to the Executive Committee and the General Assembly for analysis and approval.

ORIGINAL VERSION APPROVED AT THE VII GENERAL ASSEMBLY OF MINURVI , HELD IN SANTO DOMINGO, DOMINICAN REPUBLIC, IN 1998. AGREEMENT 3.a., OF THE SANTO DOMINGO DECLARATION.

FIRST MODIFICATION: XIII GENERAL ASSEMBLY OF MINURVI AND THE IX IBERO-AMERICAN FORUM, HELD IN SAN JOSÉ, COSTA RICA, IN OCTOBER 2004.

SECOND MODIFICATION: XXI GENERAL ASSEMBLY OF MINURVI, HELD IN MEXICO, IN AUGUST 2012.

THIRD MODIFICATION: XXXII GENERAL ASSEMBLY OF MINURVI, HELD IN BUENOS AIRES, ARGENTINA, IN NOVEMBER 2023.

FOURTH MODIFICATION: XXXIII GENERAL ASSEMBLY OF MINURVI, HELD IN BELÉM, BRAZIL, IN DECEMBER 2024.