



Vice President TECHNICAL ASSISTANCE/PROJECTS

This document describes specific programme objectives and responsibilities assigned to the Vice President Technical Assistance/Projects.

Post Description

The VP Technical Assistance is in charge of facilitating the collaboration of ISOCARP with other institutions and organizations regarding specific planning assignments for the clients such as national and international agencies, local governments or NGOs.

The VP Technical Assistance/Projects is responsible for managing relationships with all clients.

The VP Technical Assistance/Projects is closely collaborating with other EXCO members, the VP ISOCARP Institute and the VP Members and National Delegations in particular.

Objectives and Responsibilities

- Identifying possible projects and potential partners ISOCARP will collaborate with, negotiate a mode of collaboration, and monitor the implementation of these projects.
- Initiating and carrying out a search among ISOCARP members for the best possible team for each project; the search should be transparent and a just opportunity should be given to every ISOCARP member. In case of the more complex projects the Project Steering Committee may take over this responsibility. By rule, the VP Technical Assistance/Projects cannot be a member of the Technical Assistance project team.
- Monitoring the established ISOCARP Experts Roster, and taking care of keeping the Roster updated regularly.
- Exploring possible markets for expanding the ISOCARP outreach and developing collaborative links with other compatible organizations for joint work; this should be done in close cooperation with other EXCO members, the President and the SG in particular.
- Working together with the SG and the VP Treasurer regarding the organizational and financial matters of starting and organizing the participation of ISOCARP in international projects, and in securing financial benefits for ISOCARP and its members.
- The VP Technical Assistance/Projects is responsible for the financial feasibility of every undertaken project and will ensure that each project is financially profitable to the Society and its members.
- The VP Technical Assistance/Projects participates in EXCO meetings, discussions, and decision-making.

Reporting

- Prepare an annual **Technical Assistance Plan** at the beginning of the year to be submitted to ExCo for adoption.
- Prepare **Progress Reports** (incl. the financial implications for ISOCARP) to ExCo for the regular ExCo meetings.
- Prepare an annual **Statement of Activities** for the Bureau and Annual General Meetings.
- Prepare the **Annual Budget** for the following year to the VP Treasurer in December of each year.