February 1 – 13, 2018
Kuala Lumpur, Malaysia

Dear Participant,

Congratulations! You will soon be travelling to Kuala Lumpur, Malaysia to participate in the inaugural Global Grassroots Women’s Congress (GGWC) from February 1 to 5, followed by the Ninth Session of the World Urban Forum (WUF9) from February 7 to 13, as part of the Huairou Commission delegation. The GGWC marks a milestone for the movement of grassroots women, and aims for the adoption of a common vision for sustainable, community-driven development practices among those involved, as well as strengthened capacity to impact development outcomes and influence policy through participatory governance, unparalleled at that level of decision-making.

In order to ensure that our time together is productive and runs smoothly, PLEASE READ THE ENTIRETY OF THIS PROGRAM carefully for details on how to prepare for these exciting events and for logistical information to make your stay and travel comfortable and safe.

If you have any questions or concerns, please do not hesitate to contact Sri Husnaini Sofjan (sri.sofjan@huairou.org/+6012 272 1650), Ana Gabriele Sabancevaitė (anagabriele.sabanceviate@huairou.org/+6011 21162409), or Muriel Vincent (muriel.vincent@huairou.org). Their contact information can be found below in the body of the letter.

We look forward to welcoming you in Kuala Lumpur!

Warm regards,

Jan Peterson
Chair, Huairou Commission
Objectives of the International Grassroots Women’s Academy

- Celebrate the knowledge and tools that have been developed over the past 15 years to help plan what should be taken forward in the coming years;
- Create a dynamic network that is learning together and building the movement;
- Inspire participants to generate a peer learning synergy that will set a model for grassroots women’s leadership development;
- Show women’s local practices and results that produce partnerships and influence;
- Harmonize women’s contributions and achievements, so that as they move to the Congress, they’re able to claim space, see themselves as important players and engage more effectively with partners;
- Model good leadership practices (shared agreements and other aspects of the LSP) through the design of academy; and
- Deepen the understanding of women’s strategic use of methods and tools (including Grassroots Academy) as key elements of movement building.

Friday, February 2, 2018

8:30 – 9:30  Opening of Global Grassroots Women’s Congress and Grassroots Academy

During our opening session we will be welcomed by the Huairou Commission’s chair and be provided with an overview of the Congress and the Academy. We will also hear from members of the Executive Board about the global vision for the outcomes of the Congress and Academy.
To Prepare for the Session:

- All members are invited to bring banners and related materials.

9:30 – 10:15 Reflective Dialogue on Local Resilience-Building Practices

This session will introduce local actions ranging from resilient development and securing land tenure to organizing urban thinker campuses. Led by four grassroots women leaders, focus will be given to actions that produced resilience, partnerships and influence. A reflective discussion with delegates in the audience will follow.

10:15 – 10:30 BREAK

10:30 – 12:00 Breakout Groups on the Previous Session on Local Practices

We will work in small groups to apply themes and issues from reflective conversation to our own organizations and countries.

12:00 – 12:30 Report Back from Breakout Groups

12:30 – 13:30 LUNCH

13:30 – 14:30 Reflective Dialogue on National Dialogues on the implementation of the 2030 Agenda

Four grassroots women leaders will introduce their experiences with organizing National Dialogues on the implementation of global agreements. Focus will be given to strategies for building recognition for grassroots action within national governments and international partners. A reflective discussion with delegates in the audience will follow.

14:30 – 15:30 Reflective Dialogue on Regional Assemblies

Representatives from the Regional Assemblies will introduce outcomes and vision for strategic priorities for the movement. A reflective discussion with delegates in the audience will follow.

15:30 – 15:45 BREAK
15:45 - 17:30  Breakout Groups on National and International Engagement

We will work in small groups, organized regionally, to consider themes emerging from the two reflective dialogues in order to consolidate a view on the implications for regional strategies.

17:30 - 19:00  Report Back from Breakout Groups and Consolidation of Reflections from Day One

During this session our small groups will report back to the group through a facilitated plenary discussion of the day’s work. We will focus on emerging visions for the outcomes and policy changes that have been achieved and suggested priorities for the coming three years.

Saturday, February 3, 2018

9:00 – 9:15  Recap of Day One

9:15 – 10:15  Introduction and Plenary Panel on Huairou Commission’s Core Grassroots Empowerment Tools

10:15 – 10:30  BREAK

10:30 – 12:45  Breakout Groups – In depth Participatory Grassroots Tools Training

Using the Grassroots Toolkit, regional experts will guide hands-on learning and group discussion to deepen understanding of tools and how to adapt and apply them to organizing work. (*Tools groups will be offered in English and Spanish.*)

12:45 – 13:45  LUNCH

13:45 – 14:45  Reflective Dialogue on Strategic Directions and Collective Priorities

This session will introduce four vehicles for organizing collective action through the Huairou Commission: the Strategic Plan, the World Urban Forum, the 2030 Agenda, New Partnerships and Leadership Development.
14:45 – 15:45  Breakout Groups on Strategic Directions

We will work in small groups for this session, focusing on each of four vehicles for organizing collective action through the Huairou Commission: Strategic Plan, World Urban Forum, 2030 Agenda, New Partnerships and Leadership Development. Discussions will consider common priorities and positions and advocacy messages.

15:45-16:00 BREAK

16:00 – 18:00  Consolidation of Reflections from Day Two

During this session we will engage in a facilitated plenary discussion of the day’s work with focus on common advocacy messages, priority partnerships and collective action in the context of the Huairou Commission’s Strategic Plan.

18:00 – 19:00  Closing of Grassroots Academy
AGENDA

Sunday, February 4, 2018

8:00 – 8:30 Opening Ceremony

8:30 – 9:00 Review of the Journey of the Organization that Led to Today
This plenary presentation will cover the journey of the grassroots women leaders and advocates whose work has built the Huairou Commission. We will also review the processes and activities in which member groups have engaged in preparing for the Congress.

9:00 – 12:00 Consensus Building and Approval of the Social Compact
During this session we will discuss who we are as a global movement of grassroots women leaders, including an overview of our philosophy of centering grassroots women in development, decision-making and advocacy. We will also consider our values, our model for movement building, our membership criteria and levels, governance, resources, and partners. There will also be time for discussion of other key elements of our work, as well as ideas, concerns and proposed changes.
We will be divided into workshop groups for this session so that we have the opportunity for exchange between and among participants from our different regions as we review the Social Compact.

To Prepare for the Session:
- Review The Global Grassroots Women’s Social Compact

(Note: We assume that all have been part of the preparatory process. If anyone has not been able to participate, we will ask them to take time with us for a special session in advance so that we can explain the process and the Social Compact document. The objective is to avoid any delay or confusion in the discussion.)

12:00 – 13:30 LUNCH

13:30 – 15:30 Plenary Discussion and Approval of the Social Compact
During this session we will discuss any clarifying questions about the Social Compact. We will then move through each section of the document, noting where there is and is not consensus. Once the document has been reviewed in its entirety, we will return to a discussion of those topics where consensus was not reached.
15:30 – 15:45  BREAK

15:45 – 17:30  Workgroup Discussion on the Bylaws of the Organization
The organization’s bylaws are the translation of the social compact into
the bylaws—a legal document. During this session we will return to our
workshop groups from the morning to review the bylaws section by
section.
To Prepare for the Session:
○ Review Bylaws

(Note: If anyone has not been able to review the bylaws, we will ask them
to take time with us for a special session in advance so that we can explain
the bylaws document and the process through which it was created. The
objective is to avoid any delay or confusion in the discussion.)

17:30 – 17:45 PM  BREAK

17:45 – 19:00 PM  Plenary Discussion and Ratification of Bylaws
The plenary will begin with a group discussion of the workshop outputs
from the previous session. Each section of the bylaws will then be voted
upon. Further discussion will take place if there are proposed changes for
any of the sections. After the last section has been approved, a formal
ratification of the bylaws will be conducted by a show of hands.

Monday, February 5, 2018
8:00 – 8:30  Recap of Day 1 and presentation of the summary of the workshop
results on the bylaws

8:30 – 10:15  Election of the Council of Leaders
During this session the election process will be explained. Nominations
will be open to the floor and then introduced after nominated. Ballots will
be introduced and voting will take place.

10:15 – 10:45  BREAK
During this break the Election Committee will collect and count votes.

10:45 – 11:00  Presentation of Newly Elected Leaders

11:00 – 11:30  Election and Presentation of Chair—A Passing of the Torch from the
Old to the New

12:00 – 13:30  LUNCH

1:30 – 14:00  Presentation of the Three Year Global Strategic Plan
The Three Year Global Strategic Plan will be presented during this session. It is based on inputs from members, a review of reports from the National Dialogues and Urban Thinkers Campuses, and additional consultations.

14:00 – 15:30 Regional Workshop on Global Strategy for the Next 3 Years
During this sessions we will divide into workshops by region. Each workshop group will discuss the proposed strategic goals for the next three years as they relate to work in the region, organization as a whole, and the global movement of grassroots women. We will consider key strategies, tactics, campaigns and mileposts to assess whether we are on track with the strategic plan. We will also consider the contributions of each region in concretizing the strategy.

15:30 – 15:45 BREAK

15:45 – 17:00 Plenary Presentation of the Workshop Outputs
During this plenary session each region will present the outcomes of their discussions. Following the presentations we will hold a consensus-building discussion for proposals that will involve more than one region. If consensus cannot be reached a vote will be undertaken.

17:00 – 17:30 Approval of the Strategic Goals and Plan and the Swearing in of the New Leadership by the Assembly
The Newly Elected Chair will pronounce her commitment to lead the organization in achieving the Strategic Goals and Plans. The entire Leadership Council will then be sworn in.

17:30 SOLIDARITY DINNER
The solidarity dinner will open with a Thank You Ritual to the Founding Mothers.

Date of this DRAFT 22 January 10, 2018; Formatting draft January 24, 2018
Logistical Considerations

1. Preparing for your travel and going to the airport
   Please use this checklist to make sure that you have the following documents:
   ✓ A print out of your ticket
   ✓ Your passport (it is a good practice to also keep a photocopy of your passport with you at all times in Kuala Lumpur)
   ✓ Valid Visa (only relevant for some countries)
   ✓ Valid yellow fever vaccination certificate (only relevant for some countries)
   ✓ Your medicines – make sure you have enough supply of your prescribed medicine for the whole duration of your stay in Kuala Lumpur and travel. You also need to bring a copy of your prescription. Please also take with you any other vitamins or supplements that you normally take at home, which will help ensure your endurance and strength during the events.
   ✓ Make sure you KEEP ALL YOUR BOARDING PASSES as we will collect them.
   ✓ The weather is hot, humid, and rainy so please bring appropriate clothes and an umbrella (there is also a gym and a pool at the hotel).

If you experience an issue during your travel, such as a delayed flight or missed layover, please contact either Sri Husnaini Sofjan at sri.sofjan@huairou.org/+6012 272 1650 (mobile) or Tatiana Fazio at tatiana.fazio@huairou.org/+1 415 235 0504 (Whatsapp only).

2. Accommodation
   All participants who are receiving travel scholarships from UN-Habitat (through nomination & support from Huairou Commission) and those supported directly by Huairou Commission will stay at:
   Corus Hotel Kuala Lumpur
   Jalan Ampang,
   50450 Kuala Lumpur, Malaysia.
   Tel: (603) 2161-8888
   Fax: (603) 2161-2393

   All participants will be sharing a room. Those who have requested a single room will have to pay out of pocket for the difference.

   Huairou Commission will not cover the cost if you choose to stay somewhere else.
Upon arrival at the Hotel please go to the Reception counter, give them your passport, and inform that you are with the Huairou Commission group. They will check you in and give you the room number and key; your roommate has already been assigned.

Depending on the time of your arrival, there may be Huairou staff or volunteer at a Desk opposite the Hotel's Reception Counter. If no one from Huairou is there, please ask the Hotel staff to link you with one of us (Sri or Ana).

Other important information about your stay at the hotel:

- **Daily breakfast** comes with the room and is served from 6:30 am to 10:30 am, at the Dondang Sayang Coffee House, located next to the Hotel Reception area.
- Your hotel room package is inclusive of:
  - Complimentary access to the Hotel’s fitness center and swimming pool
  - Complimentary usage of Internet Access in room and around the hotel property
- **Key Card Deposit** - Additional deposit of MYR 10.00 per key card will be collected from each guest directly. The key card deposit will be refunded upon check-out together with the receipt and the key card.
- **Check In / Check Out** - The Hotel official check-in time is after 2:00 PM and check-out time is before 12:00 PM on the relevant day. We will make sure that your room is available upon arrival and check-in.

3. **Transport**

**Airport to Hotel**
Participants are responsible for finding their own transportation to/from the airport.

**A. Arrival at Kuala Lumpur International Airport (KLIA/KUL).** The airport is located about 75km from the Kuala Lumpur city centre.

i. **Taxis** can be boarded at the airport and are the best way to transport you directly to the Hotel. After customs, search for the Budget taxi counter and purchase a ticket (not limousine). Travel time from the airport to the Hotel takes 60 – 80 minutes depending on the traffic and costs MYR 90 - 120 (USD 25 - 35).

ii. **Train** – there is KLIA Express (ERL), from the KLIA to KL Sentral; the ride is approximately 30mins. Once you get to KL Sentral you can take the Kelana Jaya Light Rail Transport (LRT) towards Gombak direction, and get-off at the KLCC station. The ERL ticket is MY R55 (USD 15) and the LRT ticket is MYR 2.50 (USD 0.70). From the KLCC train station exit through the Avenue KL building’s main door facing Jalan Ampang and walk to your left, Corus hotel is just 3 mins walk away.
iii. For those of you who have the Uber App, you can also get an Uber ride from KLIA to the hotel.

B. Sultan Abdul Aziz Shah Airport,
Often called Subang Airport or Subang Skypark, it is an airport located in Subang, Petaling District, Selangor, Malaysia; about 25km from the Kuala Lumpur city center. Taxis are the best way that will transport you directly to the Hotel. After customs, search for the Budget taxi counter and purchase a ticket (not limousine). Travel time from this airport to the Hotel takes 45 - 60 minutes depending on the traffic and costs MYR 60-75 (USD 18 - 25).

4. Money & Currency

Malaysian currency is Malaysian Ringgit (MYR or RM), current exchange rate is around USD 1.00 = MYR 3.89. Exchanging cash in Malaysia is easy and there is no need to acquire any MYR before arriving in Malaysia. DO NOT change a lot upon your arrival at the airport in Malaysia at the Bank Exchange Counters, as the rate there is not very good. Just change about USD 50.00 for you taxi or train fare to your hotel.

You can easily change more when you get to the city at the Money Changers. In general, they provide more favourable rates and there are many Money Changers near the Hotel.

If your bank does not charge high fees, using widely located ATMs is a safer option. Debit or Credit cards are widely accepted but do be careful of possible scamming.

The monetary unit is written as MYR or RM with the notes available in RM1, RM5, RM10, RM20, RM50, and RM100 denominations, while coins are issued in 5, 10, 20 and 50 sen (cents) denominations.

5. Venue of the Global Grassroots Women’s Congress (GGWC)

All activities of the GGWC will take place at the Corus Hotel Kuala Lumpur.

The GGWC is made up of various activities including the preparatory meetings and trainings.

• Thursday 1 February – all preparatory meeting and training will take place in Room Corus 4, on the 2nd Floor.
• Friday 2nd & Saturday 3rd February – Grassroots Academy will take place in Ballroom 2, on the 1st Floor.
• Sunday 4th & Monday 5th February – Global Grassroots Women’s Congress will take place in Ballroom 2, on the 1st Floor.
There will be designated break-out rooms and spaces for small group discussions and working groups during the Academy and Congress. The Secretariat will inform you where these spaces are during the events.

The Huairou Secretariat room is located at the Room Corus 3, located on the 2nd Floor. The Secretariat room will be operational starting Tuesday, 30 January to Tuesday, 6 February, and the working hours are from 8:30am to 5:30pm and 8:00pm to 9:30pm.

6. Venue of the 9th World Urban Forum (WUF9)

WUF9 will take place from 7th to 13th February at:

The Kuala Lumpur Convention Centre (KLCC)
Kuala Lumpur City Centre
50088 Kuala Lumpur, Malaysia
www.klccconventioncentre.com

KLCC is just 10 minutes walk from the Corus Hotel; one can either walk through the Concourse Level of two shopping complexes (Avenue KL and Suria KLCC), or walk at the street level by crossing Jalan Ampang. Either way is safe.

Accreditation at the WUF9 Venue - A WUF9 photo badge is required for admission into the official WUF9 venue. Each individual must collect a badge to access to the Forum at the WUF9 Accreditation Center of the venue. Participants are requested to present their passport used for registration in order to receive the WUF9 badge at the WUF9 Accreditation Center. You will need to bring two printed copies of your WUF9 registration confirmation email along with your passport for this process.

Accreditation for participants will open on Tuesday, 6 February through to Tuesday, 13 February 2018 from 7:30am to 6pm daily.

For self-funded participants who are not staying at the Corus Hotel, the WUF9 venue is accessible by public transport in several ways:

- **By Road**
  The Kuala Lumpur Convention Centre can be accessed by free bus services, GoKL City Bus. More information is available at http://www.gokl.com.my/.
  If you are in a taxi or a chauffeured car, approach the Centre along Jalan Pinang and turn left into the Main Entrance (second turn after the Mandarin Oriental Hotel) for drop off. Uber and GrabCar services (apps on smartphones) are easily available in Kuala Lumpur.

- **By Train**
  Take the Light Rail Transit (LRT), Kelana Jaya Line and disembark at the KLCC Station. Turn left after exiting the turnstiles and walk through the Suria KLCC
shopping centre Concourse level to the Centre Court. Turn left and make your way past Cold Storage to the Guardian Pharmacy where there is a covered walkway through to the Centre. Take the elevator to the Ground Floor where you will be directed to the Kuala Lumpur Convention Centre.

For more info on train service, please visit https://www.myrapid.com.my/

- **On Foot**
  From the Suria KLCC shopping centre’s Concourse Level Centre Court, make your way past Cold Storage to the Guardian Pharmacy where there is a covered walkway through to the Centre. The Centre is also accessible for delegates and visitors via the air-conditioned Bukit Bintang-KLCC Pedestrian Walkway (pedestrian Bridge) that connects Pavilion KL (Bukit Bintang) to Impiana KLCC Hotel and the Kuala Lumpur Convention Centre. The link bridge features entrance/exit at the Pavilion Mall, Wisma Cosway, Jalan Perak and the Impiana KLCC Hotel with convenient exit escalators and staircases) located at the main entrance to the Centre. This air-conditioned link allows delegates and visitors to travel conveniently, comfortably and safely on foot. Also accessible via this bridge is the Raja Chulan monorail station and the KLCC LRT station.

7. **Your participation in the GGWC and WUF9**

You **ARE EXPECTED TO PARTICIPATE** in all the activities/program during the Congress, Academy, and WUF9. You are to refer to the Agenda/Program which will be provided to you for a complete schedule of activities.

Huairou Commission has **display spaces at the Congress & an exhibition booth at WUF9**. We encourage all groups to bring business cards and pamphlets to share the work of their organization with the community. **Please keep in mind that the WUF9 exhibition booth is a space to raise awareness and not a space for members to drop-off their belongings.**

We will have a roster for our delegation to help with staffing Huairou Commission Exhibition booth, and you will be assigned a 2-3 hour session.

Please note that the exhibition team will be running a bingo game throughout the entirety of the WUF9 conference. We encourage you to come by Huairou Commission’s booth, participate in the games, and try to win prizes as well as promote it on social media by trending #GGWC and #Uniting4change or #UnitingForChange.

8. **Weather**

The country experiences tropical weather year-round. Temperatures range from 21°C (70°F) to 32°C (90°F). Higher elevations are cooler with temperatures between 15°C (59°F) to 25°C (77°F).
Annual rainfall varies from 2,000mm to 2,500mm. However, the wettest parts of Malaysia could well be the hill slopes of Sarawak’s inland areas, which receive a mean annual rainfall exceeding 5,000mm.

9. *Eating & Food*

- **Daily breakfast** comes with the room and they are served from 6:30 to 10:30am, at the **Dondang Sayang Coffee House**, located next to the Hotel Reception area.
- **Lunch and Coffee break** will be provided at Corus Hotel's Dondang Sayang Coffee House during the Academy and Congress (2 – 5 February 2018).
- **Lunch from 6th to 13th February** will be your own responsibility.
- **All Dinners** will be your own responsibility.

There are restaurants and cafes offering many different choices of food within your DSA/per diem range near the Hotel, at Avenue K shopping complex, and the Suria KLCC (across the street from the Hotel). In the evening (6-10pm) there are Food Trucks at the parking-lot on the left-side of the hotel.

There is also a full supermarket (Village Food) at the Concourse Level of Avenue K shopping complex and two old Storage) in Suria KLCC shopping complex.

10. *Dress*

Business attire is expected during WUF9, however we encourage you to show pride in your cultural heritage by wearing traditional dress if you desire, especially during the GGWC.

At this time of year, the temperature for Kuala Lumpur is about 27°C (morning) and 34°C (day). Fitting light clothes in natural fabrics are recommended as the humidity is high and business attire/smart casual is recommended for the conference sessions. You may need a shawl or light sweater for the Conference rooms which are air-conditioned.

11. *Power Supply – Electricity*

Electrical devices are compatible with the voltage 220V and BS 1363 power plugs/sockets (see below). Please bring your own plug adapter.
12. In case of emergency

The emergency number in Kuala Lumpur is 999.

13. Contact Details

- **Sri Husnaini Sofjan** (sri.sofjan@huairou.org) – Overall Secretariat Liaison & WUF9 activities (Huairou’s team participation)
- **Ana Gabriele Sabancevaite** (anagabriele.sabancevaite@huairou.org) – Network Liaison: Internal Processes during GGWC (Schedule, Registration, Voting)
- **Muriel Vincent** (Muriel.vincent@huairou.org) – Exhibition Related Matters, Public Speaking, Social Media, General Communications