

## PROCEDURES FOR GOVERNING MEMBERS OF THE INTERNATIONAL WATER ASSOCIATION (September 2021)

Objective of the document: Summarise the roles and responsibilities of governing members of IWA. It is intended as guidance only. In case of conflicting information, the Bylaws and Articles of Association prevail on this guidance.

### WHO ARE GOVERNING MEMBERS?

The Governing Members (GM) of the International Water Association (IWA) are the key building blocks of the Association. Each Governing Member aggregates the interests of water professionals in a geographical area – industry, government (national, local), academia/research, consultants, etc.

The GM, in partnership with IWA, works towards achieving the IWA Vision of a “*Network of water professionals striving for a world in which water is managed wisely, sustainably and equitably*”. The local/regional network of the GM is strengthened by the international network of IWA and the international network is strengthened by the contributions from each region.

There are four types of formal structures that Governing Member may use to join IWA:

- i) through an existing national Society or Association connected with water management,
- ii) by setting up a Governing Member Committee specifically formed to join IWA (to represent or be open to representing all sectors) and founded as a properly constituted, non-profit organisation,
- iii) by setting up a Governing Member Committee specifically formed to join IWA (to represent all sectors) and hosted by one of the national Society or Association that is itself not fully representative of the water sector; or
- iv) by setting up a Co-ordinating Governing Member Committee where existing national associations in one geographical area coordinate their joint IWA governing membership role. In this latter case the benefits and responsibilities are split between the national associations that form the Coordinating GM Committee.
- v) as a national leading player in water management but not fully representative of all the main stakeholders in the water sector, by proposing to lead on the development of a fully representative Governing Member under one of the above structures. In this case, a plan to support the development of a new entity to become the governing member is to be defined with the support of IWA.

In all cases, the organisation or the consortium of organisations forming the GM is/are properly constituted, non-profit organisation(s) concerned with research and practice in the scientific, engineering, legal and administrative aspects of water management.

## **BENEFITS OF GOVERNING MEMBERSHIP**

Per the Association Bylaws, the below summarised benefits apply (refer to Bylaws for full list):

- Each Governing Member has a role in the governance of IWA through the participation in the annual Governing Assembly (GA). Each Governing Member has between one and three official representatives who may attend the GA, but only one vote. It is possible to vote by proxy.
- The right to elect the President and the two Vice Presidents and appoint the Other Officeholders to the IWA Board (refer to Bylaws).
- the right to provide guidance and input into various Association activities, including strategic initiatives and programmes, the determination of Congress venues and other conferences and events, particularly those that are proposed for within their Geographic Area.
- The right to represent and promote the interests of Members within their Geographic area. (made possible through a continuous engagement of the GM and IWA)
- The right to be considered for locations to hold IWA Councils and Board Committees. (Only GMs countries may be considered)
- The right to propose hosting a World Water Congress, regional and/or specialised congresses, workshops or seminars sponsored by IWA. (Only GMs countries may be considered for the main IWA events)

In addition, the below IWA Secretariat support is offered beyond what is defined within the Association Bylaws and Articles:

- a) An assigned IWA staff as focal point for each GM to answer any question relating to the IWA activities.
- b) A report on who are the IWA members from the GM's country or region made available upon request, detailing the engagement of IWA members in IWA specialist groups, in leadership committees, as well as the attendance to main events.
- c) Powerpoint presentations and brochures to be made available to the GM as support material to present IWA at national events
- d) Discount on IWA memberships for all members of the national network represented by the GM may be arranged on a case by case basis.
- e) Complimentary WWCE or WDCE registrations may be offered when specific targets are met on the attendance of fully paying delegates from the GM country.
- f) IWA staff to support the GM in developing an annual workplan with IWA to identify national and joint activities that strengthen both networks in delivering their joint mission of building a *“network of water professionals that strive towards a world in which water is wisely, sustainably and equitably managed”*
- g) IWA to organise a GM Forum the day before or after the Governing Assembly to support GMs exchanging on their national experience of building a strong network of water professionals, and better identify IWA activities that can strengthen the national networks.

- h) IWA to support GMs working towards a good representation of their country in the specialist group management committees by informing the Chair, Vice-Chair and Secretary of the Specialist Group committee renewals in advance.
- i) IWA to support GMs in connecting with the IWA members from their country to empower them as champions to contribute to the national activities and outputs.

## RESPONSIBILITIES OF GOVERNING MEMBERSHIP

Per the Association Bylaws, the below summarised duties apply (refer to Bylaws for full list):

- To ensure that all water management interests in the country or region are represented either in the Society/Association, Governing Member Committee or Co-ordinating Governing Member Committee.
- To comply with the Constitution, Bylaws and Operating Procedures of IWA at all times.
- Promote Corporate, Individual and Student membership in their Geographic Area;
- Promote the Association's publications, to solicit papers and referees for international books and journals;
- Promote and seek support for the Association's World Water Congress & Exhibition and Water and Development Congress & Exhibition including to solicit participants, presenters, sponsors and exhibitors;
- Initiate and/or approve and support as appropriate specialised conferences and workshops held in their Geographic Area; and
- Support all other relevant activities of the Association, such as proposing nominees for appointments to positions in the Board, Strategic Council, programme committees, etc...
- Report as requested to each meeting of the Governing Assembly on their activities since the previous such meeting;
- Notify the Executive Director immediately of any change in their constitution;
- Pay the agreed annual Governing Membership fee by the date specified;
- Notify the Executive Director immediately in writing of any change in their official representative(s).

In addition, the below responsibilities not defined within the Association Bylaws and Articles, are expected as part of the relationship with IWA and its focal point:

- a) To ensure that the GM's Society's or Committee's objectives remain consistent with those of IWA at all times. The mission of IWA is to develop a *"network of water professionals that strive towards a world in which water is wisely, sustainably and equitably managed"* with benefits at 2 levels relating to the GM:
  - The national level: Professionals benefit of experiences from other countries to think out of the box and develop their own innovative solutions, accounting from others' lessons learned.

- The international level: the experiences of the national professionals are shared to benefit others around the world, in particular those who have larger capacity gaps at national level.

It's about synergising efforts to accelerate the implementation of innovative and successful solutions towards the achievement of SDG6 and other water related SDGs through professionals in our networks.

- b) To ensure that the relevant Governing Committee members participate fully in business that is done by mail between meetings.
- c) To update and submit a list of official representatives on the Governing Committee annually to the IWA.
- d) To ensure that each official representative listed on the Governing Committee form has an active membership with IWA.
- e) To coordinate with IWA focal point on the annual plan of activities that contribute to strengthen the respective networks.
- f) To support the formation of an IWA Young Water Professional Chapter in the country/region.
- g) To promote the application to SG management committees by individual IWA members from the GM country.
- h) To promote the applications to the Strategic Council chairs to be renewed by individual IWA members from the GM country.

## GOVERNING MEMBERS FINANCIAL CONTRIBUTIONS

There is no entrance fee to become a Governing Member, but there is a mandatory annual fee, as detailed below. Note that Governing Members who do not pay their fee lose their right to participate in the Governing Assembly of IWA and the rest of their benefits listed above, per the Bylaws.

### Mandatory fee

The annual fee for Governing Membership depends on whether a geographical area is classified as a High Income or Low & Middle Income (as per World Bank classification). A transition fee structure may be installed on a case-by-case basis for countries which just transitioned to High Income or which are undergoing an economic crisis. The mandatory annual fee is as follows:

2,000 GBP/year	High Income
500 GBP/year	Low & Middle Income

## How to Apply for Membership?

### Why Join?

Joining IWA as a Governing Member is a way to partner with IWA to strengthen the national or regional water professional network and its capacities through exposure to international experiences, knowledge and capacity building, while enhancing the opportunities for the national water professionals to develop an international network, showcase national expertise, and develop their thought leadership.

### What is Needed to Join?

The Governing Member has to represent all the main stakeholders in the water sector in its geographical area – industry, government (national, local), academia/research, consultants, etc. In order to ensure this representativeness in the long-term, a Governing Member may join IWA through the below 4 formal structures:

- i) through an existing national Society or Association connected with water management,
- ii) by setting up a Governing Member Committee specifically formed to join IWA and founded as a properly constituted, non-profit organisation, or
- iii) by setting up a Co-ordinating Governing Member Committee where existing national associations in one geographical area coordinate their joint IWA governing membership role. In this latter case the benefits and responsibilities are split between the national associations that form the Coordinating GM Committee. The shared responsibilities should be defined and sent to IWA, so that IWA can take action, in case of divergence from the agreed roles.
- iv) as a national leading player in water management but not fully representative of all the main stakeholders in the water sector, by proposing to lead on the development of a fully representative Governing Member under one of the above structures. In this case, a plan to support the development of a new entity to become the governing member is to be defined with the support of IWA.

In all cases, the organisation or the consortium of organisations forming the GM is/are properly constituted, non-profit organisation(s) concerned with research and practice in the scientific, engineering, legal and administrative aspects of water management.

The Governing Member submits to IWA a Committee Members list, which highlights the role of each Committee Member in representing a specific segment of water professionals in the region. Each Committee member ought to be an IWA member. The list shall include at the minimum a Chair, a Vice-chair and a Secretary, and document the information as per IWA supplied template.

Prior to applying, a meeting of either the existing National/Regional Society or Association or a newly formed Governing Member Committee or Co-ordinating Governing Member Committee should be held to formally decide to apply for Governing Membership. Note that IWA staff may support you when you start the process of forming a new country committee, prior to your formal decision to joint.

Two scenarios are described below: 1/ the creation of a new entity to apply or 2/ the application by an existing Society or Association.

### **1. Application by a newly created committee**

In the case of a new Governing Member Committee or Co-ordinating Committee:

- Elect a Chairman, a Vice-Chairman and a Secretary;
- Appoint other representatives to the GM who may attend the Governing Assembly and shall be listed as part of the Committee, and ensure at least one Young Water Professional sits on the committee.
- Send a formal written application in English to the Executive Director of IWA containing the following:
  - The date of the Committee's formation;
  - The date and venue of the meeting at which it was decided to join IWA;
  - A list of the organisations represented on the Committee together with the name of the representative of each organisation.
  - The name and contact details of the Chairman, Vice-Chairman and Secretary
  - The name(s) and contact details of the proposed representatives on the Governing Assembly
  - Committee Members list, which highlights the role of each Committee Member in representing a specific segment of water professionals in the region. Each Committee member must be an IWA member.
  - A statement that if the application is accepted the new Governing Member will comply at all times with the Constitution, Bylaws and Operating Procedures of IWA.
  - A copy of the constitution or statutes (if any) of the new Committee.

### **2. Application by an existing Society or Association**

In the case of an existing National Society/Association:

- The Board of Directors or equivalent of the Society will normally provide the liaison with IWA;
- Members of the board or executive staff of the Society can be appointed as the Chairman, vice-Chairman and Secretary of a new Governing Member
- Appoint other representatives to the GM who may attend the Governing Assembly and shall be listed as part of the Governing Committee.
- Send a formal written application in English to the Executive Director of IWA containing the following:
  - The date and venue of the meeting at which it was decided to join IWA;
  - The name and organisation of each member of the Board of Directors or its equivalent;
  - A brief statement of its objectives, categories of membership and number in each category.
  - The name and contact details of the Chairman, Vice-Chairman and Secretary
  - The name(s) and contact details of the proposed representatives on the Governing Assembly
  - Committee Members list, which highlights the role of each Committee Member in representing a specific segment of water professionals in the region. Each Committee member must be an IWA member.

- A statement that if the application is accepted the new Governing Member will comply at all times with the Constitution, Bylaws and Operating Procedures of IWA.
- A copy of the constitution or statutes (if any) of the existing Society.

#### **PROCESSING THE APPLICATION**

Under both scenarios, IWA will process the application as follows:

- a) Upon receipt the Executive Director will ensure that the application is in order.
- b) The application will be considered by the IWA Board of Directors, either at a meeting or, between meetings, by mail.
- c) Upon approval of the IWA Board and payment of the first year's fee:
  - i) The official representative(s) will join the Governing Assembly and ensure the GM responsibilities are fulfilled.
  - ii) The new Governing Member will establish together with IWA staff its workplan, its annual benefits, and the GM fees to be invoiced the following year.
  - iii) The new Governing Member will publicise its Governing Membership status within its country and begin to involve its countrymen in IWA activities.

## **Examples of Modus Operandi and activities of GMs**

### **Your structure**

Explain how you correspond to one of the 4 structures and the names, size, missions of the various national bodies involved:

- i) through an existing national Society or Association connected with water management,
- ii) by setting up a Governing Member Committee specifically formed to join IWA (to represent all sectors) and founded as a properly constituted, non-profit organisation,
- iii) by setting up a Governing Member Committee specifically formed to join IWA (to represent all sectors) and hosted by one of the national Society or Association that is itself not fully representative of the water sector; or
- iv) by setting up a Co-ordinating Governing Member Committee where existing national associations in one geographical area coordinate their joint IWA governing membership role. In this latter case the benefits and responsibilities are split between the national associations that form the Coordinating GM Committee.

### **Modus operandi of the relationship with IWA**

Document how you work (e.g.: How to you make decisions regarding IWA-related activities, how often does the committee meet, how do you ensure all sectors and youth is represented, etc...)

### **successful synergies with IWA to date**

Describe a few actions/ activities at national level that synergise with IWA (i.e.: contribute to and/or benefit from IWA)

### **Challenges to address**

Challenges that should be addressed to improve the synergies with IWA towards achieving the IWA Vision and Missions.



## Discounted memberships

The rationale for offering discounted memberships to members of the national network that are IWA governing members is as follows:

- Incentivise IWA membership by reducing the cost when a double membership has to be paid by professionals to the national network and to IWA.
- Enable IWA membership growth in countries where the standard price of the membership is too high compared to the income level of professionals.

When national networks do not charge a membership fee or when the income level in the country is sufficient to make the membership equitably affordable, the discount to the IWA membership fee would not be proposed.

The option to obtain a percent discount on IWA memberships for all members of the national network represented by the GM will be discussed on a case by case basis to support membership growth in the country/region up to an agreed upon target, as part of the joint annual workplan between IWA and the GM. The GM may decide to apply this discount in the following 2 ways or a combination of these:

1. IWA calculates the amount paid by IWA members from the country represented by the GM on year N-1, and applies 10% of this amount as a credit towards the IWA governing Member fee due in year N.
2. Offer a 10% discount to all members of the National network which is the IWA GM. This is implemented by providing a reduction code to the members of the national association/society signing up for an IWA membership. The national Association share a list of its members with IWA to ensure that people using the code are indeed members of the national association.

The percent discount to be applied to direct membership subscriptions in year N or credited to the GM fee of year N+1 shall be communicated to the GM in Q4 of year N-1.