

# **IWA World Water Congress & Exhibition**

## **Programme Committee (PC) Selection and Operating Procedures**

### **(a) Duties/Responsibilities**

The primary responsibility and duty of the Programme Committee is to develop (and ensure the quality) of the scientific and technical programme for the Association's World Water Congresses.

### **(b) General Procedures**

- i. The Committee shall report to the Board of Directors.
- ii. The Committee will meet at each World Water Congress and 6-9 months before each Congress (to finalise the scientific and technical programme). The date and location will usually be decided at the previous meeting. Other meetings may also be called as required.
- iii. The activities of the Committee will be staffed and supported by the manager and staff of the Association's Events team.
- iv. Costs of travel, accommodation and subsistence of the members to attend meetings will be paid by the Association in accordance with the Association's General Travel Policy.
- v. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the chairman shall have a second or casting vote.
- vi. Membership of the committee is at the absolute discretion of the Board of Directors who may terminate such membership at any time. In addition membership will be terminated if in the opinion of the Board of Directors a member:
  - has failed to fulfil the requirements of proper professional and ethical standards;
  - is engaged in activities which are detrimental or contrary to the objectives or interests of the Association.
- vii. The Board of Directors shall have the right for good and sufficient reason to dissolve the Committee.

### **(a) Selection Process**

- i. The Governance and Nominations Committee (GNC) endorses the Programme Committee (PC) Selection and Operating Procedures;
- ii. The IWA secretariat opens a call for recommendations targeting the Association's membership structures (SG leaders, YWP steering committee, Governing Members, IWA fellows/distinguished fellows, lapsed Programme Committee members);
- iii. The IWA secretariat reviews the recommendation's pool, taking into account the committee composition requirements, and develops a proposal for membership of the PC;
- iv. The GNC reviews the results of the call for declarations of interest and endorses the PC selection;
- v. The process and results are communicated to the IWA membership.

**(b) Selection Criteria**

i. Technical Expertise (40%)

The most important aspect of the applicants will be their technical expertise as water professionals. The programme committee includes both researchers and practitioners and expertise will be evaluated taking into account each candidate's career path.

ii. International Experience (30%)

PC candidates will be evaluated taking into account their international experience. The knowledge of international water challenges is essential to create a high quality programme.

iii. Leadership Profile (20%)

The PC members are also expected to raise the international profile of the Congress. Being recognized as international water leaders helps increasing the interest for the Congress and the levels of participation.

iv. Past Interaction with IWA (10%)

All PC members are requested to be members of the IWA. Past interaction with the Association is an advantage (e.g. governing member, specialist group leader).

**(c) Composition**

i. The Committee shall normally have 19 members (including two co-chairs). This number shall include two representatives from the host country/region of the forthcoming World Water Congress and one representative from the host country/region of the following World Congress. Additional members may be added as required to fulfil specific tasks.

ii. Nine members of the Committee shall constitute a quorum.

iii. The Committee shall be composed of IWA members who are engaged in the management, education, research, planning, engineering, construction, operation and regulation of activities and facilities for the use and control of water and wastewater using the following criteria:

- a balance of geographical representation, endeavouring to have each major continental area represented;
- a balance between research and practice, science, technology and management;
- a balance of interest/expertise between advanced and developing country interests and technologies;
- a balance of technical expertise to represent the full range of subject matter addressed by the Association and discussed during the World Water Congress;
- a balance of gender and age.

iv. The members of the Committee shall normally serve a single term of two years (one Water and Development Congress) and a maximum of two terms (4 years, 2 Congresses). The two co-chair can serve up to two additional terms (4 years, 2 Congresses), totalling up to four terms (8 years, 4 Congresses).

v. The co-chairs are proposed from the group of Programme Committee members that served one or two terms. In each edition of the Congress one of the co-chairs shall in principle be serving the second term as co-chair, while the other shall be serving the first term as co-chair.

vi. The President and Executive Director are *ex officio* members of the Committee.