



IWA Young Water Professionals and Emerging Water Leaders Guidance Document

Version 2.0

Status: 2020

Table of Contents

PART ONE: IWA Young Water Professionals Initiative and Community	3
Rationale, Vision and Mission	3
Definitions	4
PART TWO: Governance of Young Water Professionals	6
IWA Young Water Professionals Governance Structure	6
IWA Emerging Water Leaders Committee - Scope and Responsibilities	7
Composition of the IWA Emerging Water Leaders Committee and its terms	9
The Nomination and Election process	9
Operating guidelines for the committee	12
ANNEX 1: Detailed Roles and Responsibilities	14
ANNEX 2: IWA Emerging Water Leaders Committee	17
ANNEX 2.1: Nomination Form	17
ANNEX 1.2: Employer Support Letter - sample	19

PART ONE: IWA Young Water Professionals Initiative and Community

Rationale, Vision and Mission

a. Rationale

The demands on water professionals to provide innovative solutions to the growing water challenges and opportunities will continue to rise. From entering the sector and throughout their career, (young) water professionals need to stay current by regularly updating and enhancing their skills, knowledge and know-how. This is done not only through established training, but increasingly through being part of an organisation that fosters networking, sharing and professional development.

In light of the first of the 5 strategic priorities (IWA strategic Plan 2019-2024) “An Engaged and Balanced Membership”, IWA needs to address the changing needs of its young members, attracting and empowering them as they are considered to be the Emerging Water Leaders.

b. Vision

The global vision for the IWA Young Water Professionals Network is to develop a strong brand (IWA) and network for young water professionals that is highly valued and rated by the wider water sector. One that is actively engaged and empowered to contribute to the water sector’s solutions.

c. Mission

The mission is the empowerment of Young Water Professionals to contribute to sustainable water management (IWA’s vision of a waterwise world), by connecting them, providing them with professional development opportunities, and engagement and recognition.

d. Operationalising the mission

Connecting

IWA Young Water Professionals community encourages connections of Young members through:

- Formation of National or Regional Young Water Professional Chapters. The regional Chapters are guided by the Emerging Water Leaders Committee
- Encouraging connections between YWP peers and Senior professionals online (IWA Connect as one of the vehicles)
- Onsite at YWP conferences – host member gatherings, IWA induction meetings

Professional Development

IWA Young Water Professionals Community supports the development of professional development opportunities for IWA members through:

- Developing Monthly Recommended Reading lists
- Supporting IWA secretariat in developing the Online Dialogues with Senior professionals
- YWP chapters - local organisation of workshops, career fairs, and conferences at national or Regional level

Engagement and Recognition

- Organises Global Coordination Calls for YWP chapters
- Contribute to IWA Annual Report
- EWL Committee represents the Community at Strategic Council, and Board level.
- Supports IWA in promoting YWP engagement in SG and other communities
- Supports IWA in engaging the YWPs actively at IWA congresses/ events

e. Where to find details on IWA Young Water Professionals Initiative and community

Explanation of [the IWA Young Water Professionals](#) initiative and community, is provided on IWA's website, which is accessible to all interested water professionals.

Additionally, the IWA Secretariat supplies an exclusive communication platform for the Young Water Professional community to enable profile updates, knowledge and news sharing, as well as discussions on certain topics.

Definitions

The IWA Young Water Professional – all IWA members aged 35 and below are classified as young water professionals. IWA Young Water Professionals do not have to actively engage in the IWA Young Water Professional community, as some only choose to involve themselves in Specialist Groups, Cities, Utilities, Regulators communities. Together they form the community.

IWA Emerging Water Leaders – IWA Young Water Professionals who are in a leadership position of one of IWA communities. The positions can be:

- Emerging Water Leader committee
- Young Water Professional Chapter committee members (who are IWA members)
- Strategic Council – YWP position
- Management Committee of a Specialist Group / other Community

The IWA Emerging Water Leader committee - The Emerging Water Leaders Steering Committee is a representative body of young members (35 and below) that will provide advice to the association, lead an active young water professional community, provide regional representation for young IWA members and actively pursues opportunities to contribute to the network.



The IWA Young Water Professional Country Chapter committee – is a coalition of Young Water Professionals, from utility, academia, research, consultants etc. that manage the country chapter activities that align with the vision and mission of IWA.

The IWA Young Water Professional Initiative – The coordination of Membership Engagement services and professional development offered to our young IWA members and support of the IWA YWP community. The IWA YWP community is heavily engaged in the services we create for our Young members.

PART TWO: Governance of Young Water Professionals

IWA Young Water Professionals Governance Structure

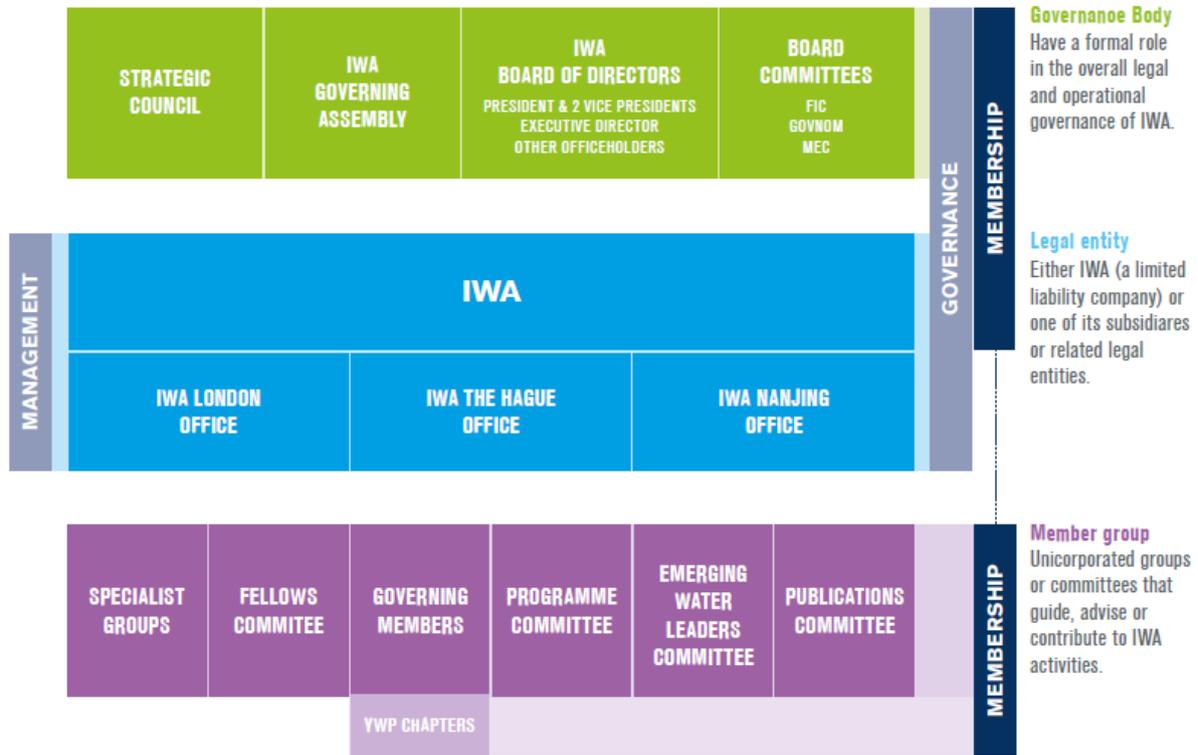
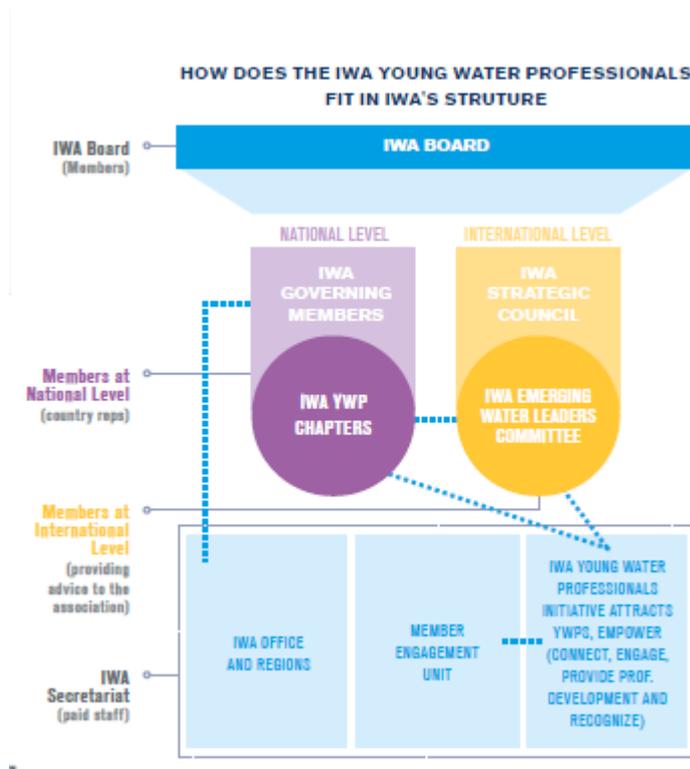


FIGURE 1: IWA STRUCTURE WITH FORMALLY RECOGNISED IWA LEADERSHIP (IWA MEMBER GROUPS). NOTE THERE ARE MANY MORE MEMBER GROUPS, JUST LIKE YWP CHAPTERS THAT ARE NOT IN THIS FIGURE, BUT YWP CHAPTERS SHOULD BE SEEN UNDER GOVERNING MEMBERS)

The IWA Emerging Water Leaders Committee represents the IWA Young Water Professionals community. It reports to the board upon request and gains appropriate approval/ consent from the Board for strategic matters and is supported by the IWA Secretariat as can be seen more clearly below.



IWA Emerging Water Leaders Committee - Scope and Responsibilities

The Emerging Water Leaders Steering Committee is a representative body of young members (35 and below) that will **provide advice to the association, lead an active young water professional community, provide regional representation for young IWA members and actively pursues opportunities to contribute to the network.**

a. Purpose and scope

In light of the first of the 5 strategic priorities (IWA Strategic Plan 2019-2024) “An Engaged and Balanced Membership”, IWA needs to address the changing needs of its young members, attracting and empowering them as they are considered to be the Emerging Water Leaders. IWA should therefore consult with and engage young members to stay relevant and current and trickle down its vision and mission to the regions.

The committee should advise IWA on how to attract and serve its young members, as well as lead an active YWP community that helps empower YWPs within IWA and the water sector both nationally, regionally and Internationally.

b. Duties and Responsibilities of the Steering Committee

The primary responsibilities and duties of the committee shall be to:

- **Provide advice to the association** about the appropriate ways to serve young professionals needs (eg. Networking, learning, professional development and certain thematic/topical interests) and interests to engage and contribute in IWA’s

current activities (governance, programmes, conferences, and specialist groups) at national and international level

- **Lead an active Young Water Professionals member community** encourages members to get engaged in and feel a sense of belonging to IWA. This will be done through the active communications and dissemination of IWA and IWA EWL information to its members, as well as through subcommittees, online interaction, onsite engagement, networking and encouraging ywp's to contribute/ interact with the broader IWA network, as well as present and profile the IWA network and opportunities for non-members to learn about IWA.
- **Provide Regional Representation** and a contact for information on and engagement in the IWA Network. This is done through keeping up an exclusive Regional Network of IWA YWP members, and engaging with the YWP chapters to encourage growth of membership.
- **Actively pursue opportunities to contribute to the network** such as conference organization, event organization, authoring papers and blogs, and supporting other committees across the network (e.g. Specialist Groups, Strategic Council, etc.).

Additionally they will be responsible for:

- **Support the election of next IWA Emerging Water Leaders Steering Committee.** The Committee is responsible for the nomination process of IWA Emerging Water Leaders committee and subcommittees.
- **Nominating themselves to be Judges of the Young Leadership Award** A minimum of 2 and maximum of 5 of the committee shall put themselves forward to review the nominations of the IWA Young Leadership Award.
- **Review procedures/ guidance of Young Water Professionals chapter Activities.** Working with staff, the Committee shall establish and periodically update as necessary the **Guidance Document for YWP chapters; Operation Formation and Termination.**
- **Overview and Recommendations.** Based on their experience with the Young Water Professionals, the Committee shall make recommendations to the Board as it deems appropriate to ensure compliance with programme objectives and to further enhance the value of the programme to the Association and its members.

Detailed responsibilities per role are available in ANNEX 1.

c. Reporting Relationships and Duties:

The Committee shall report annually (in alternating biennial cycles) to the Board through the Governance and Nominations Committee on the recommended appointment of new Emerging Water Leaders Committee members, the Young Leadership Award Winner. Additionally they will report to board on the status of the Young Water Professionals community, and at any other times and on other topics it judges necessary or beneficial to the Association.

Composition of the IWA Emerging Water Leaders Committee and its terms

The IWA Young Water Professionals are led by a Steering Committee that is composed of 3 Management Committee members (Chair, Vice Chair and Secretary) and 10 additional members generally representing the diversity in experience, gender, type of affiliated organization, and geography, etc. of the IWA YWP membership.

The core group of the committee comprises:

- **Chairperson**
- **Vice Chair**
- **Secretary**

The Committee shall consist of, at a maximum 10 additional members. These members will be elected into specific roles (see Detailed roles and responsibilities) by the IWA Young Water Professional Members. The required conditions to be elected into these roles and number of positions available are outlined below:

- **Strategic Advisory Role (2 positions)**
- **Specialist Group Role (2 positions)**
- **YWP Chapter Coordination Role (2 positions)**
- **YWP Events and Communications Roles (2 positions)**
- **Career Building Role (2 positions)**

The normal term in office for a committee member shall be 2 years (there is no maximum term). The Chairperson shall be appointed from nominations of preceding Committee and shall serve for 2 years (Chairperson can serve a maximum of 2 consecutive terms – is 4 years). The Vice chair, secretary and strategic advisory role can be nominated from the preceding committee OR actively engaged young members.

The Nomination and Election process

1. Criteria of eligibility

The following are minimum requirements to be eligible on the committee.

- Have been an IWA Member for at least 1 year
- 35 years old or younger upon election
- Fulfil the criteria per role (as per described below).
- Support from their employer to fulfil the role

The specific roles have their own additional eligibility:

- Chair, Vice Chair, and Secretary: Must be a committee member of the preceding term, or an IWA member who has proven engagement in IWA (Sub-committees, SGs, Events, YWP chapter committee, strategic council, etc)
- Strategic advisory: one of the two is IWA member who has proven engagement in IWA (Sub-committees, SGs, Events, YWP chapter committee, strategic council, etc), the second position is offered to Strategic Council members only.

- Specialist Group: Must have been engaged in Specialist Groups (eg. YWP affiliate, SG events, SG management committee)
- Communications and Events: Must have served on IWA (YWP) Conference/workshop/events committees
- Career Building: Must have been involved in IWA communities (eg. Young Water Professionals Chapters; Specialist groups), IWA workshops (eg. Career development workshops)

2. Who can make a nomination

IWA Young Water Professionals can self-nominate themselves under opened positions as determined above by the Emerging Water Leaders Committee (this will ensure certain constituencies and regional balance, etc).

3. Submission documents / forms

- Fill in the IWA Emerging Water Leader Committee Nomination Form in online tool (Annex 2)
- Employer Support Letter
- CV

4. Process for Election

- 1) The IWA Emerging Water Leaders Committee shall create a Nominations Committee (existing of those IWA EWL Committee members that are not nominating themselves in any capacity) who shall ensure geographical diversity of the committee, by opening the right positions for nomination.
- 2) IWA Secretariat will then use this selection for the call for nomination
- 3) IWA Secretariat reviews completeness of nomination and eligibility:
 - Have been an IWA Member for at least 1 year
 - 35 years old or younger upon election
 - Fulfil the criteria per role (as per described below).
 - Support from their employer to fulfil the role
- 4) IWA Secretariat issues voting to the IWA Young Water Professional community
- 5) EWL nominations Committee validates the voting result with the following voting rules:
 - a. Definitions
 1. The **Proposed candidate** refers to a valid proposal from an existing young water professional or the Secretariat, for the selection on the Emerging Water Leaders Committee
 2. **Eligible voters** are IWA young water professionals (IWA members aged 35 or below). **The preceding Steering Committee members' vote counts twice.**

b. Voting Rules

1. Eligible voters will be presented with the list of proposed candidates who want to be considered for election.
 2. **Eligible voters will decide for each opened position the best 1 and second candidate** on their own merits.
 3. Abstentions are permitted during the voting process. Abstentions do not count in tallying the vote negatively or positively and are not counted towards the total number of votes cast.
 4. For a **voting round to be considered 'valid'** for a particular position, the total number of votes cast in respect of that candidate must equate to **at least 20% of eligible voters**. If there are less than 20% of eligible voters, the decision is up to the nominations committee.
 5. The candidate who gets the majority of votes will be **proposed for the position on the IWA Emerging Water Leaders Committee**.
- 6) IWA Emerging Water Leader Nomination Committee to submit the elected candidates to the Governance and Nominations Committee for recommendation to the Board
- 7) Should vacancies appear out of the normal nomination and appointment cycle, the Committee shall nominate candidates to fill vacated terms according to their established duration, for review and approval by the Board.

5. Timeline

- **Beginning March even year:** Call for Nominations
- **Mid April even Year:** Submission Deadline
- **End April even Year:** IWA Secretariat checks eligibility
- **5 May - even Year:** Steering Committee Nominations committee - puts voting forward (ensure the diversity/ geographical/ age and background diversity is created)
- **25 May even Year:** Voting by IWA YWP finished
- **30 May even Year:** IWA EWL nominations Committee: Writes paper with outcomes to present to the Governance and nominations Committee
- **June Board meetings even Year:** Recommendation goes to the IWA Board:

Operating guidelines for the committee

1. Subcommittees

The Committee may establish subcommittees with members consisting of current Young Water Professionals as it deems necessary / desirable to accomplish the duties listed above. The Committee has the sole authority and responsibility to establish the membership and Terms of Reference for any subcommittees it establishes.

2. Meetings

The Committee shall first meet in an Inauguration meeting the day before the IWA World Water Congress in the even years. During this meeting the strategy of the committee will be developed. The committee will then e-meet every 6 weeks to report on the implementation of the strategy. In addition, the committee will meet face to face at least once a year (a mandatory meeting). The time and location shall be decided at the previous meeting.

Communication and activity of the Committee shall mainly be facilitated via IWA connect, email, skype/other conference calling facilities.

The agenda and supporting papers for Committee meetings will be prepared by the IWA Secretariat and Secretary in consultation with the Chairperson. The Minutes of Meeting should be prepared and circulated on rotation base by Committee Members.

Costs of travel and subsistence of the members to attend meetings will not normally be covered by IWAHQ (except in exceptional circumstances and only when agreed in advance by the IWA Secretariat in accordance with the Association's General Travel Policy). Therefore as part of your nomination, we request a support letter of your employer highlighting their support for your committee role, and financial support of 1 travel per year.

3. Decision Making

- Chair, Vice-chair and Secretary can make decisions in case of urgent need for decision making (without consulting the entire committee)
- Elected committee members can make non-strategic decisions within their sub-committee. These are decisions that do not influence IWA practice, IWA groups, the steering committee, or other sub-committees. Such decisions have to be presented and recorded in the minutes of the next Committee meeting
- Other decisions will always have to be proposed to the entire EWL committee at large (with a week's notice to review the materials necessary)
- Seven members of the Committee shall constitute a quorum
- The Chair shall report to the IWA board upon request
- The Committee shall report to the IWA Executive Director once every 6 months
- The Committee shall report to the IWA Secretariat (Member Engagement Officer – Emerging Water Leaders)
- The Sub-committees shall report to the Vice Chair, Chair and IWA Secretariat (Member Engagement Officer(s) Emerging Water Leaders).

4. Termination of Committee or its members

Membership of the committee is at the absolute discretion of the IWA Secretariat who may terminate such membership (in consultation with the Core Group) if in the opinion of the IWA secretariat 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.

The IWA secretariat shall have the right for good and sufficient reason to dissolve the Committee.

ANNEX 1: Detailed Roles and Responsibilities

Detailed Roles and responsibilities per position: The responsibilities described below are on top of the general responsibilities as listed in the document, but give a more detailed understanding of what the particular role entails.

Chair (4 days per month – with peaks during Event months of up to 8 days (includes attendance))

- Supports Development and Implementation of the Strategy of IWA Young Water Professionals
- Coordinates all members of the Committee (includes vice-chair, secretary and sub-committee leaders) - ensuring their active participation, staying abreast of all developments, resolving any uncertainties, and providing advice.
- Reviews Committee Terms of Reference for the Next period
- Represents the young members of IWA and the Committee at large
 - At Events
 - At the Board upon request by the president (likely 2 per year)
 - Every 6 months reports to IWA Executive Director.

Vice-Chair:

- Supports the Development and Implementation of the Strategy and high level aims of IWA Young Water Professionals
- Supports the Coordination of the Sub-committees
 - Reviews Sub-committees work to indicate progress to chair periodically
 - Stays abreast of all developments in sub-committees
- Performs functions and duties of the chair if the chair is not able to do so
- Reviews Committee Terms of Reference for the Next period

Secretary:

- Schedules (together with the IWA Secretariat) all meetings for 2 year time periods (that allow all members to sit) and takes minutes for these meetings
- Establishes a process of communications, a means to access all information, templates, and sends reminders for Upcoming Deadlines, meetings, etc
- Contact person for those contacting the committee from outside.

Strategic Advisory Role Description:

- Provide advice to the association about the appropriate ways to serve young professionals needs (eg. Networking, learning, professional development and certain thematic/topical interests) and interests to engage and contribute in IWA's current activities (governance, programmes, conferences, and specialist groups) at national and international level
- Gets input from the relevant sub-committees and or committee at large and liaises with YWPs from the Strategic Council:
 - Help YWPs on Strategic Council to build an Agenda to bring forward
 - To support any strategic discussions from strategic council by helping the consultation process with the wider YWP community
 - Provides feedback from Strategic Council to the Committee

YWP Chapter Coordination Role Description:

- Supports revision and implementation of strategies and guidelines for IWA YWP chapter formation, and operation through online meetings with IWA and consultation meetings (online or onsite) with chapters.
- Support YWP chapters (especially those without IWA Governing Members).
- Lead the YWP Chapter Coordination Sub-committee
 - Map current challenges and strengths of YWP chapters.
 - Plan online/physical Global Coordination meetings to address current challenges of the YWP chapters and to inform on recent developments and resources (Previous examples have been to focus on developing or established chapters. Topics of meetings have been organization, financing and communication)
 - To support growth of IWA YWP membership through the Chapters (offering support to achieve it)
 - To exchange good practices to empower young water professionals in the water sector and IWA

Specialist Group - YWP Coordination Role Description:

- Supports revision and implementation of strategies to enhance IWA YWP engagement in SGs
- Encourage activities (e.g. position papers etc) across the various SGs to address IWA focus areas.
- Lead the YWP-SG Subcommittee:
 - To exchange good practices to engage IWA YWPs in Specialist Groups and support implementing great ideas across other groups (eg. They also have a form of shadowing in SGs)
 - To present new ideas/ innovative thinking to enhance YWP engagement in Specialist Groups
 - To support SG leaders to reach out to YWPs and get active engagement from them.

YWP Events and Communications Role Description:

- Supports revision and implementation of strategies for YWP conferences (national, regional, International) developed by IWA Secretariat
- Supports developing a strategy for IWA YWP presence at (non) IWA events
- Activate of IWA Communications at IWA YWP Events (includes workshops, Conferences, webinars/ online meetings)
- Disseminate relevant IWA communications to our IWA Young Water Professional Members from the Committee and or the IWA at large
- Support raising the profile of young IWA members – Including the Committee itself
- Lead potential YWP Events and Communications Sub-committee(s) – To be defined

Career Building Role Description

- Co-working with the Chapters and SG and IWA Secretariat to develop a topical agenda
- Taking part in planning and coordinating of the online dialogues.
- Taking an active role on IWA Connect to promote career and capacity building resources and events.
- Gathering a database of inspiring career stories (showing the diversity of career paths to interesting water jobs)



- Lead Sub-committee on:
 - Organizing the activities of Career Building Troupe and publishing regularly a list of recommended resources

ANNEX 2: IWA Emerging Water Leaders Committee

ANNEX 2.1: Nomination Form

Nominee information

*** 1. Basic information of the Nominee:**

IWA Membership Number:

Title (e.g. Dr. Prof. Ir. Mr. Ms.):

First Name:

Family Name:

Organisation:

Gender:

Year of Birth:

Country of Residence:

Email:

*** 2. Region Nominee wishes to represent**

- a. North America
- b. Latin America and Caribbean
- c. Africa
- d. Middle East
- e. South Asia
- f. Asia Pacific
- g. China
- h. East Europe
- i. West Europe

*** 3. The organization's affiliation for Nominee** (choose as many answers as apply):

- a. Consultancy
- b. Government Organization
- c. Industry
- d. NGO
- e. Regulator
- f. Research Institute
- g. Technology Suppliers
- h. University
- i. Utility
- j. Other (please specify)

***4. The Technical Domain of your work**

- a. Environment
- b. Treatment
- c. Wastewater
- d. System planning & management.
- e. Health standards & monitoring
- f. Utility policy & economics
- g. Drinking Water
- h. Other (please specify)

Motivation and Commitment

The following questions will allow you to highlight your motivation for and commitment to the Emerging Water Leaders steering committee. To remind you of the primary responsibilities as well as the duties

per position check out the Terms of Reference

*** 5. I hereby apply to run for being elected to the IWA Emerging Water Leaders committee for the following preferred position?**

- Chairperson
- Vice Chair
- Secretary
- Strategic Advisory role (2 positions)
- Specialist Group – YWP coordination role (2 positions)
- YWP Chapter Coordination Role (2 positions)
- YWP Events and communications Roles (2 positions)
- Career Building role (2 positions)

*** 6. Why would you be the best person for this role (in max 300 words describe why you would be the best and how you would fulfil the role as per defined in the Terms of Reference)?**

*** 7. What do you wish to learn from this role to apply in your water career? (max 150 words)**

*** 8 . What would your second preferred role be?**

- Chairperson
- Vice Chair
- Secretary
- Strategic Advisory role (2 positions)
- Specialist Group – YWP coordination role (2 positions)
- YWP Chapter Coordination Role (2 positions)
- YWP Events and communications Roles (2 positions)
- Career Building role (2 positions)

***9. Why would you be a good fit for this second choice role (in max 300 words describe why you would be the best and how you would fulfil the role as per defined in the Terms of Reference)?**

***10. How have you been involved in IWA's activities? (in bullet points describe what IWA group (s) /event (s)/committee (s), and what your role was)**

***11. How will you ensure you represent the IWA YWP members in your entire region? (max 150 words)**

***12. Availability to IWA activities: indicate hours per month available to support activities online and ability to attend one IWA/relevant event per year (Note that you need to submit a supporting letter from your employer/ supervisor to Kirsten.devette@iwahq.org before the deadline)**

***13 Upload CV and Upload Employer Support Letters**

ANNEX 1.2: Employer Support Letter - sample

The letter should at minimum contain the bold part.

Dear Kala Vairavamoorthy

This letter is to confirm that [Insert name of boss] from [Insert organisation name] agrees with the nomination of [insert nominee name] to serve on the IWA Emerging Water Leaders Committee [insert years].

[insert organisation name] recommend [insert name] for this committee because of [insert reasoning / motivation/commitment].

I hereby confirm I have read the Terms of Reference and understand the duties and responsibilities and time commitment (minimum of a 3 days a month) that the position carries. I also understand that this position will allow my staff to develop professionally, develop an international network and provide him/her with recognition and visibility.

I hereby confirm that [insert organisation name] will offer financial support for travelling twice per year over the [insert term]:

- Inauguration and closing meeting at IWA World Water Congress
- Uneven year travel to the IWA Water and Development Congress
- One IWA YWP conference per year

Yours Sincerely,

[Insert name, insert organisation name]