

Terms of Reference

Programme Committee IWRF 2020

The IWA International Water Regulators Forum (IWRF) gathers high-level representatives of regulatory authorities and officials with regulatory and supervisory functions related to the provision of water, sanitation and wastewater management services. The IWRF facilitates dialogue across functions –e.g. economic, health, environmental regulation– and sectors from science to policy and practice, to enable synergies, peer to peer learning and collaboration to inform water-wise policies and regulation.

The Forum has successfully gathered since 2014 in Lisbon (Lisbon Charter), in London 2015, Brisbane 2016, Buenos Aires 2017 and in Tokyo in 2018 for its international versions. The Forum has also been extended to the regions in collaboration with partners and IWA Governing members, with WHO in a thematic version in Palawan at the Global Water Safety Planning Conference in 2016, and regional versions with ADERASA in Guayaquil in 2018 and Cartagena in 2019 at the Inter American Forum of Regulation (FIAR), and during the IWA ASPIRE Conference as the Asia-Pacific Water Regulators Forum in Kuala Lumpur in 2017 and in Hong Kong-China in 2019.

The Forum has connected over 120 regulatory institutions from more than 90 jurisdictions in all continents, becoming a one of a kind global network of regulators that IWA is happy to host.

The 6th International Water Regulators Forum will be held during the IWA World Water Congress and Exhibition 2020 in Copenhagen, Denmark this 18th to 23rd of October.

Structure of the Forum

The thematic and structure of the forum aims at creating an interactive and productive space for all participants. Before the Forum, speakers are requested to prepare short brief notes and key questions to be discussed during the Forum on each of their topics of discussion. Brief notes are disseminated to confirmed participants at least two weeks prior to the event. Speakers are also invited to share with all participants any additional or complementary information in aid of better discussions.

During the Forum, discussions are structured around highly interactive sessions that combine short inspirational presentations and roundtable discussions led by the speakers. Presentations aim at providing an overall perspective on individual topics and to propose a general question to the plenary audience. Roundtable discussions are destined to provide an opportunity to participants and speakers to analyze and discuss in detail each individual topic, share comparative experiences, address proposed questions, and suggest one or more recommendations to consideration of the plenary. The forum concludes in a plenary session where the discussions at roundtable level are summarized and the recommendations are presented by the PC and/or speakers. Additionally, plenary sessions are also an opportunity to invite other key stakeholders to contribute to the Forum and address the interlinkages between regulation and science, policy and practice.

The Forum is organized as part of one of IWA key events, and forms part of a full program of activities related to water policies and regulation – including thematic sessions, workshops and trainings within the congress' program.

Roles and responsibilities

The Programme Committee (PC) of the IWRF has the role of advising the IWA Secretariat about the content and structure of the Forum's agenda, especially regarding the topics and speakers that should

be featured in the agenda, and in general, of helping us to make this an interesting and useful experience for its participants.

This year IWA celebrates its 20th anniversary, the 10th anniversary of the UN declaration of the Human Rights to Water and Sanitation, and the 5th of the IWA Lisbon Charter. It is a year to celebrate but also for self-assessment. Along the years of the Forum, we have seen great accomplishments improving the way the sector is regulated, promoting safe innovation and universal access to services. We have also seen new challenges and growing pressures over traditional systems and roles, demanding for a paradigm shift from a contingency approach towards a water security one.

The 6th IWRF will revise the role of regulators and that of regulation in achieving the Sustainable Development Goals, building on the outcomes of previous editions and identifying developments and the way forward for resilient and sustainable universal access to water and sanitation for all.

In particular, members of the PC are responsible for:

1. Providing advice to the IWA Secretariat on the overall objective or outcomes for the current version of the Forum
2. Proposing and confirming the topics to be covered during the Forum, suggesting key questions for each topic
3. Proposing potential speakers
4. Approving and confirming the structure of the Forum
5. Engaging their respective networks and advice the secretariat to identify invitees to the Forum so as its participants represent a diverse constituency of regulatory authorities and officials that is gender balanced, inclusive of emerging leaders, with a diverse representation of countries and territories, as well as of regulatory models and functions represented.
6. Providing inputs and feedback to the outcomes report of the Forum, which includes the recommendations and any declaration endorsed by the participants of the Forum during or after the event.

The roles and responsibilities of the Chairperson are the same as those of other members of the PC. Additionally, the Chairperson is responsible for liaising with local regulatory authorities and officials in the hosting country or territory whenever possible. Is also responsible to welcome participants at the Forum and Chair the plenary discussions if he or she accept so.

Work Allocation and Meetings

PC members begin their jobs as soon as they join the Programme Committee. Their inputs and feedback is collected via e-mail and online video conferences – such as skype, Zoom or other similar platform to facilitate interaction between all members. Before each meeting the IWA Secretariat sends a suggested agenda and a summary of the previous meeting (if proceeding).

PC meetings are organized following the suggestions of the PC. In average we host about 4 meetings online and 1 in person before the Forum (at the location of the event), this is an average of 1 meeting per month. Given the diverse location of all members, we prefer all meetings to be arranged online. In order to find the best suitable date and time for all members, PC members usually receive doodle polls to confirm their availability. Finally, if members belong to places which time zones make impossible to hold one meeting that suits everyone's availability, the Secretariat will also arrange 2 separate meetings for east and west time zones. One consolidated summary of discussions is prepared after the meetings to keep all members of the PC informed of the discussions.

The preferred language of the meetings is English. The secretariat facilitates exchange of information between the members but there is no rule against members contacting each other. Online tools can be

used to share information whenever needed – for example, online platforms like Zoom, dropbox, Box, Google drive.

Composition and selection process

The members of the PC include high level regulatory authorities and public officials with renowned experience, diverse regulatory functions –e.g. economic, health, environment and quality of service– and geographies, related to the provision of water, sanitation and wastewater management services.

The number of positions in the programme committee is variable to accommodate open and pre-defined seats. Pre-defined seats of the PC correspond to the regulatory authorities and public institutions that have hosted or will host the IWRF in any of its versions. One seat is offered to only one person per institution.

The Chairperson of the PC is the representative of the regulatory authority or public official in the hosting country or territory. If this is not possible, the PC will elect a Chairperson once fully established – i.e. once all open and pre-defined seats have been confirmed.

Eligibility Criteria:

- High level representative of regulatory authorities or public officials with functions related to the provision of water, sanitation and wastewater management services.
- Renowned experience in at least one the diverse regulatory functions –e.g. economic, health, environment and quality of service– and geographies, related to the provision of water, sanitation and wastewater management services.
- IWA Member or Network member

Composition:

- 1 seat is offered to each regulatory institution, government body or public administration having hosted the IWRF
- 1 seat is offered to the corresponding regulatory institution or government body or public administration of the country or territory hosting the current IWRF; if more than one public entity has relevant regulatory functions, each one of them is offered a seat although they are encouraged to elect one representative for all
- 1-5 seats are offered in order to ensure a balanced composition of the PC. Nominations for these seats are to be submitted by IWA members of the regulators community and respond to the following criteria:
 - Gender balance
 - Inclusion of emerging leaders
 - Cultural, regional and socio economic diversity of countries and territories represented
 - Diversity of regulatory models and functions represented
- The majority of PC members will be in all cases IWA members.

Term

PC members will serve in their role from the moment of their acceptance until the 31st of December of the year of the Forum.

Resources and acknowledgements

PC members participate on a voluntary basis. Consequently, there is no remuneration to the members for the time spent in their role. PC members are also responsible for their own expenses and travel arrangements required to fulfill their role.

All PC members will be acknowledged for their contributions. All documents and results produced by the Programme Committee members within their role are the exclusive property of IWA; all accounts, data gathered and produced, discs, documents, letters, memoranda, notes, papers, publications, records, reports, samples, tapes and other items provided to or produced by PC members in fulfilling their role, shall be and remain the property of IWA.