**TERMS OF REFERENCE**

**ORGANISING COMMITTEE FOR THE 2022 IWA EMERGING WATER LEADERS FORUM (2022 IWA EWL FORUM)**

**13-14 SEPTEMBER, COPENHAGEM, DENMARK**

**WHAT IS THE 2022 IWA EMERGING WATER LEADERS (EWL) FORUM**

The demands on water professionals to provide innovative solutions to the growing water challenges and opportunities will continue to rise. As this need is growing, young professionals should be prepared, aware of the challenges, and plan their actions. Th IWA EWL Forum provides a platform to work with peers to develop measures to achieve our visions.

The IWA EWL forum is defined as the one- or two-day event usually preceding an IWA event (such as IWA World Water Congress & Exhibition or IWA Development Congress). In the case of an international event, the forum is organised by IWAHQ with the support of EWL Steering Committee as well as especially appointed EWL Forum Committee (***comprises of EWL SC members and any active YWP members who want to get involved***).

**WHEN IS THE FORUM**

The IWA EWL Forum 2022 is planned for the 13th (Tuesday – 15:45 to 17:30) and 14th (Wednesday – 10:30 to 12:30) September 2022, during the IWA World Water Congress & Exhibition, Copenhagen. The event will be in person.

**WHY IS THE IWA EWL FORUM IMPORTANT?**

The water sector faces significant dual challenges of an ageing workforce and a shortage of adequately skilled staff to meet Sustainable Development Goal 6. To address the high standards and targets set under this goal, the sector needs to attract and support the development of new talent. Emerging leaders, i.e., young water professionals (YWP), should be encouraged to contribute to the sector’s advancements. Considering YWPs grew up in this changing society, they are in a great position to contribute to the agenda that influences their career development.

**WHO CAN ATTEND?**

The IWA EWL Forum provides an open platform for emerging water leaders – young water professionals aged 35 and under, covering various social, technical, economical, and environmental disciplines. Only IWA YWP registered to the IWA World Water Congress & Exhibition 2022 can attend/present at the Forum.

**WHAT WILL BE THE OUTPUT OF THE IWA EWL FORUM?**

As the leaders emerging in the sector, young professionals should be at the forefront of discussing solutions, actions and competencies required in the sector to tackle the increasing challenges in cities, utilities and basins around water management. The IWA Emerging Water Leaders Forum will be a steppingstone for the development of an action agenda to achieve the visions. Through formation of a **position paper** or a **report**, and other **communication vehicles**, the water sector will be informed about the outcomes of these discussions.

**ORGANISING COMMITTEE (OC) SELECTION AND OPERATING PROCEDURES**

The EWL Forum Committee comprises of EWL SC members and any active YWP members who want to get involved. This is a **volunteer** position and does not include any form of work agreement.

(a) Duties/Responsibilities

The primary responsibility and duty of the Organising Committee (OC) are to develop and ensure the quality of the scientific and technical programme for the 2022 IWA EWL Forum. It is estimated that organising committee members will dedicate around 2 hours per week to perform their responsibilities, during a 6-month period. The work will be done on a voluntary basis.

(b) General Procedures

i. The Organising Committee shall report to the IWA Secretariat and, when necessary, IWA Secretariat will submit requests to the IWA Board of Directors.

ii. The Organising Committee will meet at the 2022 IWA EWL Forum (if members of the OC are registered to attend the forum) and once a month during the months before the Forum (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 Organising Committee will be staffed and supported by the IWA Membership Engagement and Events team.

iv. Costs of travel, accommodation and subsistence of the Organising Committee to attend meetings and the forum **will not be paid by IWA**. Each member of the Organising Committee has to secure their funds independently.

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 chairperson shall have a second or casting vote.

vi. Membership of the Organising Committee is at the absolute discretion of the IWA Secretariat, who may terminate such membership at any time. In addition, membership will be terminated 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 that are detrimental or contrary to the objectives or interests of the Association.

vii. The IWA Secretariat shall have the right for good and sufficient reason to dissolve the Organising Committee.

(c) Selection Process

1. The IWA Secretariat opens a call targeting the members of the IWA Young Water Professionals community for volunteers to account the Organising Committee composition requirements.

2. The IWA Secretariat and the IWA YWP EWL Chapter Coordination committee review the applications;

3. The process and results are communicated to the IWA membership community.

(a) Selection Criteria

* Technical Expertise (40%): The most important aspect of the applicants will be their expertise as young water professionals. The Organising Committee includes both researchers and practitioners, and expertise will be evaluated taking into account each candidate`s career path.
* International Experience (30%): OC candidates will be evaluated taking into account their international experience. The knowledge of international water challenges is essential to create a high-quality programme.
* Leadership Profile (20%): The OC members are also expected to raise the international profile of the Congress. Being recognised as international young water leaders helps increasing the interest for the Congress and the levels of participation.
* Past Interaction with IWA (10%): All Organising Committee members are requested to be members of the IWA. Past interaction with the Association is an advantage (e.g., IWA YWP Chapter member, specialist group leader).

Successful applicants will be notified by mid-April.

(d) Composition

* The Organising Committee shall normally have 10 members, plus the IWA YWP EWL chair and the IWA Secretariat representative. Additional members may be added as required to fulfil specific tasks.
* 7 members of the Organising Committee shall constitute a quorum.
* The Organising Committee shall be composed of IWA YWP members, using the following diversity principles:
1. a balance of geographical representation, endeavouring to have each major continental area represented; a balance between research and practice, science, technology and management;
2. a balance of interest/expertise between advanced and developing country interests and technologies;
3. a balance of technical expertise to represent the full range of subject matter addressed by the Association and discussed during the IWA WWC&E;
4. a balance of gender.

(e) Organising Committee positions

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| **Position** | **Skills/ Responsibilities** | **Name** |
| Chair of the EWL Forum 2022 | * Represents the young members of IWA and the IWA EWL Steering Committee during the event;
* Supports the Development and Implementation of the Strategy of IWA Young Water Professionals during the EWL Forum;
* Ensures that a well-balanced, high-quality technical programme is organized and presented at the forum.
* Supporting the committee to develop the goals and theme for the event;
 | * Emily Ryan (IWA YWP EWL Steering Committee Chair)
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| IWA Secretariat representative | * Represents the IWA Secretariat during the event;
* Supports the Development and Implementation of the Strategy of IWA Young Water Professionals during the EWL Forum;
* Supporting the committee to develop the goals and theme for the event;
* Secure the number of participants attending the event with the EWL Forum Secretary
 | * Isabela Espindola (IWA Membership Engagement Officer)
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| EWL Forum Secretary | * Setting meeting times and agenda;
* Drafting meeting minutes;
* Secure the number of participants attending the event with the IWA Secretariat representative
* Check the actual attendees that came on the event
 | * 1 position available
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| Program Development – Academia representative | * Supports the Development and Implementation of the forum programme, helping to stipulate the times of lectures and workshops, what topics are offered and who is presenting.
* Helps to create an event plan.
 | * 1 position available
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| Program Development - Utility representative | * Supports the Development and Implementation of the forum programme, helping to stipulate the times of lectures and workshops, what topics are offered and who is presenting.
* Helps to create an event plan.
 | * 1 position available
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| Program Development - Governmental Organisation representative | * Supports the Development and Implementation of the forum programme, helping to stipulate the times of lectures and workshops, what topics are offered and who is presenting.
* Helps to create an event plan.
 | * 1 position available
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| Program Development - Consultancy representative  | * Supports the Development and Implementation of the forum programme, helping to stipulate the times of lectures and workshops, what topics are offered and who is presenting.
* Helps to create an event plan.
 | * 1 position available
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| Program Development - Technology Supplier representative  | * Supports the Development and Implementation of the forum programme, helping to stipulate the times of lectures and workshops, what topics are offered and who is presenting.
* Helps to create an event plan.
 | * 1 position available
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| Publicity/ External Communication | * Creating flyers, posters
* Arranging for interviews and video recordings
* Promotes the conference via social media
* Develop media releases
* Communicates key messages about the conference.
 | * IWA Secretariat representative
* IWA Communications team
* 1 position available
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| Internal Communication & Logistics | * Facilitates the internal communication of the Organising Committee
* Ensure that all equipment needed on the day of the event is secured and to be delivered on time — this includes the sound system, tables, and chairs.
 | * 1 position available
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| Rapporteurs Lead/Coordination | * Coordinates the rapporteur volunteers during the event/
* Help the IWA Secretariat to launch the call for rapporteurs
 | * IWA Secretariat representative
* 2 positions available
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