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IWA Young Water Professionals Community - Guidance Document

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PART ONE: IWA Young Water Professionals Initiative and Community

Rationale, Vision, and Mission

a. Rationale

The demand for 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 through established training and, increasingly, through being part of an organisation that fosters networking, sharing, and professional development.

Considering the first of the five strategic priorities (IWA Strategic Plan 2019-2024), i.e., *An Engaged and Balanced Membership*, IWA needs to address the changing needs of its young members, attracting and empowering them to become emerging water leaders.

b. Vision

The global vision for the IWA Young Water Professionals (YWP) Network is to develop a strong and highly valued brand (IWA) and network for young water professionals, actively engaging members and empowering them to contribute to the water sector's solutions.

c. Mission

The mission is to empower YWP to contribute to sustainable water management (IWA's vision of a waterwise world) by connecting them with professional development opportunities and engagement and recognition.

d. How to achieve the mission:

Connections - IWA YWP community encourages connections of young members through:

- Formation of National or Regional YWP Chapters. The IWA YWP Steering Committee (Emerging Water Leaders – EWL) guides the regional Chapters;
- Encouraging connections between YWP peers and senior professionals online;
- Onsite at YWP conferences – host member gatherings, IWA induction meetings.

Professional Development - IWA YWP Community supports the professional development opportunities for IWA members through:

- Providing useful resources such as webinars, publications, articles and readings through the IWA channels;
- Supporting IWA Secretariat in developing the online dialogues with senior professionals, YWP Get-Together meetings as well as IWA webinars;
- YWP chapters - local organisation of workshops, career fairs, and conferences at the national or regional level;
- Connecting and engaging YWP within IWA beyond the YWP network.

Engagement and Recognition - Organising Global Coordination Calls for YWP chapters.

- Contributing to the IWA annual report;
- Representing the community at the IWA Strategic Council and Board level;
- Supporting IWA in promoting YWP engagement in SGs and other communities, as well as in congresses/events, sharing the youth voice through blogs, articles, white papers, etc.

e. Where to find details on IWA YWP Initiative and community

Explanation of [the IWA YWP initiative and community](#) is provided on [IWA website](#), accessible to all interested water professionals. Additionally, IWA supplies a communication platform for the YWP community to enable profile updates, knowledge and news sharing, and discussions on specific topics.

Definitions

The IWA YWP – all IWA members aged 35 and below are classified as young water professionals. IWA YWP do not have to engage in the IWA YWP community actively, as some only choose to get involved in Specialist Groups (SGs), the Regulators community, or in programmes.

The IWA YWP Initiative – The coordination of Membership Engagement services and professional development offered to IWA members and supporters of the IWA YWP community. The IWA YWP community is heavily engaged in the services that IWA create for their young members.

The IWA YWP Steering Committee (Emerging Water Leaders, EWL) - The Committee is a representative body composed of young water professionals (35 and below) with an active IWA membership who will advise the association on matters concerning the YWP Community. They will lead an active YWP community, provide regional representation for young IWA members and actively pursue opportunities to contribute to the network.

The IWA YWP Country Chapters – a coalition of Young Water Professionals, IWA members or non-members, from the utility, academia, research, consultants etc., that manage the country activities that align with the vision and mission of IWA.

PART TWO: Governance of YWP
IWA YWP Governance Structure

Figure 1 represents the IWA Structure with formally recognised IWA Leadership.



FIGURE 1: IWA structure with formally recognised IWA leadership (IWA members groups).

The IWA YWP Steering Committee represents the IWA YWP community, including the IWA YWP Chapters. 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 in Figure 2.

How Young Water Professionals fit within IWA's structure

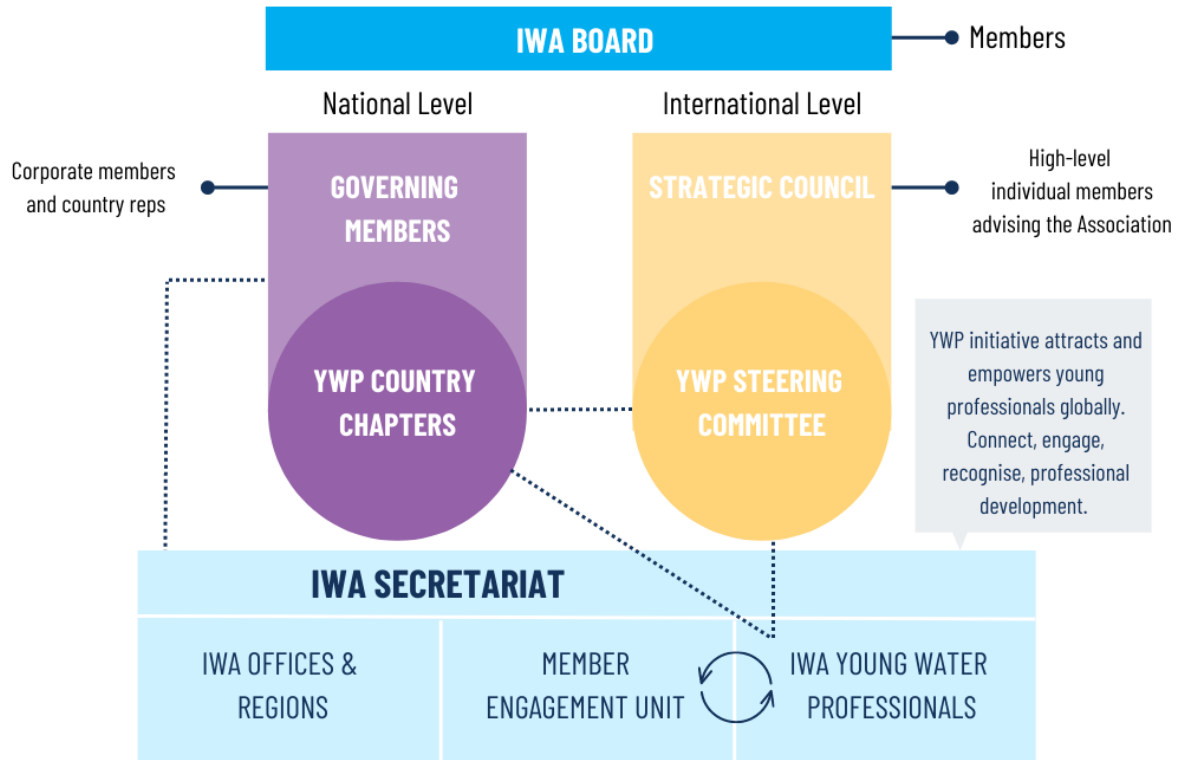


FIGURE 2: IWA YWP fit in IWA's structure.

IWA YWP Steering Committee (EWL) - Scope and Responsibilities

a. Purpose and scope

According to the IWA Strategic Plan 2019-2024, IWA should 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 and lead an active YWP community that helps empower YWP 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 Steering Committee shall be to (detailed responsibilities per role are available in *IWA YWP Steering Committee ToR*):

- **Provide advice to the association** about the appropriate ways to serve young professionals' needs (e.g., networking, learning opportunities, professional development and certain thematic/topical interests) and interests to engage and contribute to IWA's current activities (governance, programmes, conferences, and SGs) at national and international level.
- **Lead an active IWA YWP member community** to encourage members to get engaged and feel a sense of belonging to IWA. This will be done through active communication and dissemination of IWA Secretariat and the

Steering Committee information to its members, as well as through subcommittees, online interaction, onsite engagement, networking and encouraging YWP 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 contact for information on and engagement in the IWA Network. This is done by keeping up an exclusive Regional Network of IWA YWP members and engaging with the YWP chapters to encourage membership growth.
- **Actively pursue opportunities to contribute to the network**, such as conference and event organisation, authoring papers and blogs, and supporting other committees across the network (e.g., SGs, Strategic Council, etc.).

Additionally, they will be responsible for:

- **Support the election of the following IWA Steering Committee members.** The Committee is responsible for the nomination process of the IWA YWP Steering Committee (EWL) and subcommittees.
- **Review procedures/ guidance of YWP chapter activities.** Working with IWA Staff, the Committee shall establish and periodically update the **Guidance Document for YWP chapters, Operation Formation and Termination.**
- **Overview and recommendations.** Based on their experience with the YWP, the Committee shall make recommendations to the IWA Secretariat as it deems appropriate to ensure compliance with programme objectives and further enhance the programme's value to the association and its members.

c. Reporting relationships and duties:

The Steering Committee shall report annually (in alternating biennial cycles) to the Board through the Governance and Nominations Committee on the recommended appointment of new Steering Committee members. Additionally, they will report to the Board on the status of the IWA YWP community and at any other times and on other topics necessary or beneficial to the association.

Composition of the IWA YWP Steering Committee and its terms

In line with IWA's 2019 - 2024 Strategic Plan, **by 2024, the Steering Committee should be formed by:**

- a) At least **30%** of representatives from (and residing in) low- and middle-income countries (LMIC).
- b) At least **40%** of women and other gender minorities representatives.

The IWA YWP are led by a Steering Committee composed of **3 Management Committee** (Chair, Vice-Chair and Secretary) and **ten additional members** generally representing the diversity in experience, gender, type of affiliated organisation,

geography, etc. the IWA YWP membership. These members will be elected to regional representative roles (see *Detailed roles and responsibilities*) by the IWA YWP community members. The highest voted representative from each region (upon initial classification) will automatically be elected. The required conditions to be elected to these roles and the 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** (with a maximum of 2 terms). The Chairperson shall be appointed from nominations of preceding Committee and shall serve for 2 years (Chairperson can serve a maximum of 1 consecutive term – which is 2 years' time). The Vice-chair, secretary and strategic advisory role can be nominated from the preceding Committee OR actively engaged young members. The current Committee members are listed in Annex 1.

The nomination and election process

1. Criteria of eligibility

The following are **minimum requirements** to be eligible on the Steering Committee.

- Have been an IWA Member with an active membership for at least 1 years
- 35 years old or younger upon election
- Fulfil the criteria per role (as per described below)

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 SGs (e.g., 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 (e.g., YWP Chapters; SGs), IWA workshops (e.g., Career development workshops).

2. Who can make a nomination

IWA YWP can self-nominate themselves under opened positions as determined above by the Steering Committee; this will ensure certain constituencies and regional balance, etc).

3. Submission documents / forms

- Fill in the IWA YWP Steering Committee (EWL) nomination form (<https://www.surveymonkey.co.uk/r/nominationYWPSteeringCommittee>)
- CV

4. Process for election

1. The IWA Steering Committee shall create a Nominations Committee (formed by those 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 according to minimum requirements outlined above:
4. IWA Secretariat issues voting to the IWA YWP community
5. The Nominations Committee validates the voting result with the following voting rules:

- **Definition**

- The proposed candidate refers to a valid proposal from an existing YWP or the Secretariat, for the selection on the YWP Steering Committee (EWL).
- Eligible voters are IWA YWP (IWA members aged 35 or below).

- **Voting Rules**

- Eligible voters will be presented with the list of proposed candidates who want to be considered for election.
- Eligible voters will vote for two candidates, based on their own merits.
- 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.
- 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.
- The candidate who gets the majority of votes will be proposed for the position on the Steering Committee.
- The Nomination Committee to submit the elected candidates to the Governance and Nominations Committee for recommendation to the Board.
- Should vacancies appear out of the normal nomination and appointment cycle, the Nomination committee shall nominate candidates to fill vacated terms according to their established duration, for review and approval by the Board.

5. Timeline (to be applied on even years)

- **Early April:** Call for Nominations
- **End of April:** Submission deadline
- **Early May:** IWA Secretariat checks eligibility

- **Mid-May:** Nominations Committee puts voting forward (ensuring gender/geographical/age/ background diversity)
- **End of May:** end of the voting period
- **End of May:** Nominations Committee presents voting process outcomes to the Governance and Nominations Committee
- **June Board meeting:** recommendation is presented to the IWA Board.

Operating guidelines for the Steering committee

1. Subcommittees

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

2. Meetings

The Steering Committee shall have its first meeting the day before the IWA World Water Congress. During this meeting, the strategy of the Steering Committee will be developed. The Steering Committee will then meet remotely every month to report on the implementation of the strategy. In addition, the Steering Committee might organise a non-mandatory in-person meeting at least once a year, in line with health and safety guidelines. This implies that the in-person meeting might be adapted to hybrid or online according to current government guidelines. The time and location shall be decided at the previous meeting.

Communication and activity of the Steering Committee shall mainly be facilitated via IWA connect, e-mail, Skype/and other conference calling facilities.

The agenda and supporting papers for the Steering Committee meetings will be prepared by the Committee Secretary in consultation with the Chair and Vice-Chair. The Minutes of Meeting should be prepared and circulated on a rotation base by Committee members.

Costs of travel and subsistence of the members to attend meetings will not normally be covered by IWA HQ (except in exceptional circumstances and only when agreed in advance by the IWA Secretariat in accordance with the Association's General Travel Policy).

3. Decision Making

- Chair, Vice-chair and Secretary can make decisions in case of an 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 Steering 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 by e-mail via the IWA Secretariat (Membership Engagement Officer – Dr Isabela Espindola, Isabela.espindola@iwahq.org);
- The Committee shall report to the IWA Secretariat (Membership Engagement Officer – Dr Isabela Espindola, Isabela.espindola@iwahq.org);
- The sub-committees shall report to the Vice Chair, Chair and IWA Secretariat (Member Engagement Officer(s) responsible for the IWA YWP community, Dr Isabela Espindola, Isabela.espindola@iwahq.org).

4. Representation in the IWA Strategic Council

Two of the five available YWP positions on the IWA Strategic Council are reserved for members of the IWA YWP Steering Committee. These representatives have been elected by their peers as Strategic Advisors to formalise and improve the long-term strategic alignment between the activities of the Committee and the Strategic Council. The two representatives are responsible for improving strategic information sharing between YWP representative groups and enhancing the ability of YWP members to democratically elect their representatives.

The process for the election of these representatives is described in this Guidance Document. This would result in the selection of YWP representatives with:

- Two of the five YWP seats on the strategic council are filled by IWA YWP Steering Committee representatives
- Three of the five YWP seats on the strategic council filled by YWP chosen from the general membership.

In keeping with the current terms for representation of different segments, the nominations committee for these roles will consider elections in reference to the existing YWP representatives on the Strategic Council, to maintain the current split of:

- 1 YWP Consultant Segment Representative
- 1 YWP Other Segments
- 1 YWP Regulators Segments
- 2 YWP Utility Segment Representatives

5. Termination of Committee membership

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 that 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: Current IWA YWP Steering Committee members (2020- 2022):

Position	EWL SC Member Name
Chair	Emily Ryan
Vice Chair	John Fisher Sekabira
Secretary	Jacob Kwasi Amengor
Strategic Advisory Role	Emma Weisbord
Strategic Advisory Role	Pabel Antonio Cervantes Aviles
SGs YWP Co-ordination Role	Huijie Lu
SGs YWP Co-ordination Role	Inês Breda
YWP Chapter Co-ordination Role	Farokh Laqa Kakar
YWP Chapter Co-ordination Role	Niti B Jadeja
Events & Communications Role	Liudmyla Odud
Events & Communications Role	Michel Caluwé
Career Building Role	Hagimar von Ditzfurth
Career Building Role	Lee-Ann Sade Modley