

The International Water Association

Young Water Professionals Steering Committee

Terms of Reference

The following Terms of Reference (ToR) describes the scope, structure, and roles of the Steering Committee for the Young Water Professionals Community.

HISTORY OF DOCUMENT

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IWA YWP Steering Committee – Terms of Reference

This document is compiled from **IWA YWP Steering Committee Guidance Document**, which provides a detailed description of the Young Water Professionals (YWPs) community and its governance, as well as the nomination & election process and operational guidelines for its Steering Committee.

1. What is the IWA YWP Steering Committee

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

a. Purpose and scope

According to the IWA Strategic Plan 2019-2024, IWA should consult with and engage young members to remain relevant and current, and to disseminate its vision and mission globally. The Committee should advise IWA on how to attract and serve its young members and lead an active YWP community that helps empower YWPs within IWA and the water sector both nationally, regionally, and internationally.

b. Term

Each Steering Committee member will serve for a term of 2 years.

c. Duties and responsibilities of the Steering Committee

The primary responsibilities and duties of the Steering Committee shall be to:

- **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 the national and international levels.
- **Lead an active IWA YWP member community** to encourage members to get engaged and feel a sense of belonging to IWA. This will be achieved 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 and interact with the broader IWA network. Additionally, efforts should be made to 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 achieved 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 organising conferences and events, authoring papers and blogs, and

supporting other committees across the network (e.g., SGs, Strategic Council, etc.).

Additionally, the Committee will be responsible for:

- **Support the election of the following IWA Steering Committee members:** The current Committee is responsible for the nomination process for the next IWA YWP Steering Committee 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 provide recommendations to the IWA Secretariat as deemed appropriate to ensure compliance with programme objectives and further enhance the programme's value to the Association and its members.

d. Composition

The Steering Committee consists of 13 (number may vary) YWPs members of IWA, elected by the IWA YWPs community and appointed by the IWA Executive Director, and will be formed by representatives from different segments of the water sector (e.g., utilities, regulators, technology providers, consultancy companies, software & communication technology companies, research institutes & academia, NGOs, governmental and intergovernmental agencies, IFIs, etc.).

Members of the IWA YWP Steering Committee will only, to the best of their ability, advocate for the strategic interest of the IWA. Members of the IWA YWP Steering Committee participate on a **voluntary basis**. Consequently, there will be no allocated budget to remunerate the representatives or ensuring their participation on meetings during the time of their engagement.

e. Structure, roles and responsibilities

The responsibilities described below are on top of the general responsibilities listed above, giving a more detailed understanding of what the particular role entails.

Chair (*expected involvement of 4 days per month – with peaks during event months of up to 8 days, including attendance*):

- Supports development and implementation of the IWA YWP strategy.
- Coordinates all members of the Committee (including Vice-chair, Secretary and sub-committee leaders), ensuring their active participation, staying abreast of all developments, resolving any uncertainties, and providing advice.
- Reviews the Committee Terms of Reference for the following period.
- Represents the IWA YWP and the Committee:
 - At events.
 - At meetings of the Board of Directors, upon request by the Association's President (likely 2 per year).
 - At reporting meetings with the IWA Executive Director, every 6 months.

Vice-Chair:

- Supports the development and implementation of the IWA YWP strategy.
- 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 the Committee Terms of Reference for the following period.

Secretary:

- Schedules (together with the IWA Secretariat) all meetings for 2-year time periods (to accommodate all members) and develop minutes for these meetings.
- Establishes a process of communications, a means to access all information, templates, and sends reminders for upcoming deadlines, meetings, etc.
- Acts as the focal point for those willing to contact the Committee.

Strategic Advisory:

- Provides advice to the Association about the appropriate ways to serve YWP needs (e.g., networking, learning, professional development, and certain thematic/topical interests) and interests to engage and contribute in IWA's current activities (governance, programmes, conferences, and SGs) at national and international level.
- Gets input from the relevant sub-committees and/or the Steering Committee at large and liaises with YWPs from the Strategic Council:
 - Helping YWP representative(s) on Strategic Council to build an Agenda to bring forward.
 - Supporting any strategic discussions from Strategic Council by helping the consultation process with the wider YWP community.
 - Providing feedback from Strategic Council to the Steering Committee.

YWP Chapter Coordination:

- 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.
- Supports YWP chapters (especially those without IWA Governing Members).
- Leads the YWP Chapter Coordination sub-committee:
 - Maps current challenges and strengths of YWP chapters.
 - Plans 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 organisation, financing, and communication).
 - Supports growth of IWA YWP membership through the national chapters.
 - Exchanges good practices to empower YWA within IWA and beyond.

Specialist Group – YWP Coordination:

- Supports revision and implementation of strategies to enhance IWA YWP engagement in SGs.
- Encourages activities (e.g., position papers) across the various SGs to address IWA focus areas.
- Leads the YWP-SG Subcommittee:
 - To exchange good practices to engage IWA YWPs in SGs and support implementing great ideas across other groups
 - To present new ideas/innovative thinking to enhance YWP engagement in SGs.
 - To support SG leaders to reach out to YWPs and get active engagement from them.

YWP Events and Communications:

- Supports revision and implementation of strategies for YWP national and regional conferences.
- Supports developing a strategy for IWA YWP presence at non-IWA events.
- Activates IWA communications at IWA YWP Events (including workshops, conferences, webinars, and online meetings).
- Disseminates relevant IWA communications to our IWA YWP members from the Committee and/or the IWA at large.
- Supports raising the profile of IWA YWP members (including the Committee itself).
- Leads potential YWP Events and Communications sub-committee(s) – to be defined.

Career Building:

- Works jointly with the Chapters, SGs and IWA Secretariat to develop a topical agenda.
- Takes part in planning and coordinating of the online dialogues.
- Takes an active role on IWA Connect Plus to promote career and capacity building resources and events.
- Gathers a database of inspiring career stories (showing the diversity of career paths to interesting water jobs).
- Leads sub-committee on:
 - Organising the activities of Career Building Troupe and publishing regularly a list of recommended resources.

2. Functioning of the Steering Committee

IWA Secretariat will provide administrative support and logistics to the Steering Committee. The formal point of contact from IWA Secretariat for the Steering Committee will be the Membership Engagement Senior Officer, reporting to the Strategic Programmes & Engagement Manager. The Strategic Programmes & Engagement Manager, reporting to the Strategic Programmes & Engagement Director, will be responsible for approving any actions of the Steering Committee. In addition, representatives of the Steering Committee will be able to interact directly on an *ad-hoc* basis with other Secretariat staff, as needed.

Steering Committee meetings will be held monthly or on an *ad-hoc* basis (requested by the IWA Secretariat or the Chair with majority approval to address significant potential and immediate risks or concerns). Meetings will be through teleconference and eventually one annual meeting will be organised at an appropriate Tier 1 IWA event (e.g., World Water Congress, Water and Development Congress), with the representatives that are able to join.

Meeting agendas will be prepared through consultations between the Membership Engagement Senior Officer and the Chair.

All deliberations and recommendations made by the Steering Committee will be public. The Steering Committee Secretary or his/her delegate will generate formal Minutes from all Steering Committee meetings and circulate it among representatives.

The Strategic Programmes & Engagement Manager and the Membership Engagement Senior Officer will be careful to avoid and/or mitigate any perceived or real conflict of interest for Steering Committee representatives.

Consultations with specific individual representatives can be made via email for on specific matters to provide personal input (rather than Steering Committee recommendations).

If a representative cannot attend one Steering Committee meeting, s/he should justify her/his absence in advance to the Chair and to IWA Secretariat. If a representative does not attend **3 meetings in a row or 5 meetings within a one-year period**, without any reasonable justification (e.g., sickness), the Steering Committee Chair together with the Membership Engagement Senior Officer will investigate the cause of absence and the representative may be excluded from the Steering Committee, and a new representative may be nominated by the group and appointed by the Executive Director and the Chair.

3. Nomination & Selection

Nomination and selection process and criteria should follow the *Nomination and Election Guiding Principles for IWA Communities and Activities* and are described in detail in Annex 1.

4. Equal Roles and Responsibilities

All representatives within the Steering Committee have equal roles and responsibilities under this ToR. Hence the guiding principles articulated in this document will apply equally and without discrimination, to every representative of the committee. However, specific operational responsibilities may be assigned to particular office bearers (e.g., Chair, Secretary, etc).

5. Limitations

Representatives of the Steering Committee understand their participation is subject to advocating only for the strategic interest of IWA.



This document expresses the good-faith intentions of the Steering Committee representatives. It is not intended to be legally binding, does not create any contractual or funding obligations, and is not enforceable.