

Terms of Reference - Draft

Task Force for its 50th Anniversary of IWRA

1. Background

Our ground-breaking Association was established by Ven Te Chow and his colleagues on November 29th, 1971. Our 50th Anniversary in 2021 will be an important milestone, a time for reflection on our course so far and how we want to face the next half century.

The IWRA Executive Board and secretariat have therefore decided to set up a Task Force to help us decide how best to mark this milestone. This is a unique chance to celebrate what makes IWRA great, to help shape the future course of our Association, to reinforce networks, engage or reengage key figures from IWRA's past and present and to attract a new generation of members.

2. IWRA Task Forces

The Task Force for the 50th Anniversary will be a working group of the IWRA. Association members taking part in this task force will include knowledgeable, experienced members as well as newer members wanting to get more involved.

Please refer to Appendix A, attached, for the terms and conditions for participation in IWRA task forces.

The IWRA website will feature a short personal profile of each selected, active member on this Task Force. Panellists will also be acknowledged in all related activities and initiatives related to the commemoration of this momentous anniversary.

3. Tasks

IWRA's 50th Anniversary Task Force members will be tasked to:

- Develop and implement workplan that could include the following types of activities: Researching IWRA's history, identifying significant moments and highlights for the Association, liaising with honorary and fellow members, and organising celebration initiatives and activities, such as special publications, events or awards.
- Respond in a timely manner with comments on related documents, draft papers, reports etc.
- Participate in regular teleconference meetings of the Task Force to discuss projects and activities based on ongoing or new initiatives on this celebration.
- Respond to occasional questions or to provide short written responses for IWRA media communications from time to time.
- Support outreach to promote the 50th Anniversary projects and activities through social



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media platforms, or events.

4. Milestones

The timing of specific tasks will evolve as the work progresses but there are some specific milestone dates to consider as set out in Table 1 below.

Table 1: Some Initial Milestones for the 50th Anniversary Task Force

Date	Step	Comment
15 September 2019	First draft of proposal/s for IWRA's XVII World Water Congress	For Special Sessions on 50 th Anniversary More info: www.worldwatercongress.com
30 September 2019	Submission of proposal/s for IWRA's XVII World Water Congress	Same link <i>as above</i>
October/ November 2019	6 months prior to the Congress	Map up all possible activities to be organised at the Congress and divide the task force in subgroups (suggestions: "historical members"; "video", etc.)
March to May 2020	Organisation of sessions for XVII Congress	There may be more regular meetings, documents revisions and support to outreach activities
11-15 May 2020	World Water Congress	Presentations and celebrations will be made during the Congress (Opening/closing ceremonies, General Assembly of Members, dedicated special sessions)
November 2021	50 th Anniversary official date	One-month countdown to the Anniversary date, with events to be decided by the Task Force (with some materials should be taken from the Congress)
End 2021 and after	Task Force discussions on future activities and directions	Brainstorming on next steps, if any, and capitalisation of the Task Force's achievements

5. Deliverables

The Task Force will propose to the Executive Board and Office a set of deliverables for this initiative. The proposal could include (but is not limited to) a set of sessions/celebrations at IWRA's XVII World Water Congress, at the opening/closing ceremony, at the General Assembly of members, or during dedicated Special Sessions. It could also include publications, webinars, or other events.



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IWRA TASK FORCES

TERMS OF REFERENCE - *Draft*

I. OBJECTIVES

An IWRA Task Force (TF) is a small collection of water professionals within the IWRA membership, considered experts in a certain field of study, which work together in the aim of supporting projects within a specific discipline.

i. Objective

IWRA Task Forces were developed to facilitate networking between IWRA members who share common interests, and as an important tool to use the expertise of these members to contribute to meaningful products related to specific topics in water management. TFs establish a collection of members, from various backgrounds yet with similar areas of expertise, to collaborate as a task force in producing useful outcomes related to the expertise of TF members.

ii. Justification

The International Water Resources Association (IWRA) strives to improve the management of global water resources, through facilitating and contributing to knowledge exchange in the field of study. As a membership-based organization, IWRA promotes connections between water professionals from various geographies and disciplines, through events and networking opportunities. TFs allow networking between members with common interests through providing a platform for membership interaction and information exchange on a particular topic.

Furthermore, IWRA works towards the goal of improved global water management through advancing research and enhancing the quality of knowledge in the subject. Task Forces support advanced research and knowledge production through using the expertise of IWRA members to contribute to useful tasks and projects. As the IWRA Executive Office is a small secretariat with several activities, the creation of TFs supplies assistance on thematic project activities, and allows more projects to be completed with a greater level of knowledge and collaboration.

II. ELEMENTS OF A TASK FORCE

i. Stakeholders

The actors involved in TFs include the task force comprised of current IWRA members, the IWRA Executive Office, and possibly external stakeholders who may be coordinating the project.



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The TFs consist of 5 – 15 IWRA members with a maximum of 2 student members, selected through a formal application process. Selected members will be referred to as TF topic panelists, and have a short personal profile presented on the IWRA webpage. In the case of panelist inactivity over the length of one full year, the expert panelist will be removed from the TF.

A Coordinator of the TF will be chosen to manage the overall delegation of tasks within the group and take the lead on projects and activities. The Coordinator will represent the TF during correspondence with the IWRA and/or external stakeholders.

ii. Stakeholder Responsibilities

Roles

As the task force with expertise on the topic, the selected panel of the TF will have the role of completing projects, as guided by IWRA and possibly an external stakeholder. These projects will be accomplished through active discussion among panelists and through delegation of tasks within the project. If there is no specific project that is active in the topic area, the TF may hold discussions and undertake research into the appropriate selection of a task for the TF.

The IWRA Executive Office will act to supply or approve meaningful projects for the TF and structure the direction of work carried out by the task force. The Executive Office will provide overhead support and guidance during all stages of the TF's development and activities.

Communication

For the effective functioning of TFs, regular communication between stakeholders is necessary. The coordinating actor of the TF will report to the IWRA Executive Board on progress made by the group on a quarterly basis, and in greater frequency as deadlines and clarification on tasks is required.

The IWRA Executive Office will provide prompt feedback and support to all inquiries from the TF.

iii. Scope and Commitment

The TF will have a specific timeline of goals, activities and deadlines, clearly defined in the scope of each TF specific terms of reference. This schedule will allow for an acceptable amount of time to complete tasks and communicate issues.

Each member of the TF will commit to 5 hours of work each month. This estimate includes time for correspondence with other panelists or stakeholders as well as time for tasks related to the project work. To remain in good standing, as a minimum, TF members must attend at least two on-line meetings in a year.



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iv. Resources Available

The IWRA Executive Office will provide technical support, coordination and project content, especially during the commencement of the TF. When the TF is established, expert panelists in the group will be welcomed and introduced via email, provided the contacts of all TF members and invited to an initial web meeting for proper introductions and planning, coordinated by IWRA. IWRA will aid in the facilitation of regular meetings among TF panelists, using GoToMeeting or similar means of connection.

To facilitate quick and regular communication among the TF, IWRA may also provide an online discussion platform. This platform will be available only to the specific TF members and IWRA representatives, set-up and managed through the IWRA LinkedIn page.

Appropriate project content in the form of background information, direction and relevant documents will be supplied by the IWRA Executive Office.

III. DELIVERABLES

i. Measures of Success

The measures of success will be clearly defined at the start of the project, depending on the TF and the proposed projects. Potential measures of success will be in the form of an event such as a webinar, a finalized document or general advocacy document.

ii. Constraints

All documents and work produced within the TF will remain the property of the IWRA.