



# IWRA Rapporteurs at the XVII World Water Congress – Terms and Conditions

## Description

For the XVII World Water Congress, IWRA is looking for a team of around twenty (20) rapporteurs (between the ages of 18 and 35) to help to summarize and report on regular and special sessions, plenaries and discussions over the week. Rapporteurs are students or young professionals with skills that will be invaluable for distilling the content of the various sessions and panels, and who will help ensure the smooth running of Congress sessions. Rapporteurs will be the decisive instrumental part of the reporting and conclusions process.

## Activities during the Congress

Rapporteurs will in charge of reporting on the content of the Congress. This content will then be used to develop daily summaries that will feed the daily Newsletter of the Congress, but also form the basis for the Congress Final Report.

Rapporteurs will be divided in three categories. The Reporters, the Editors, and the Newsletter team. Each member of the **Rapporteur Team (12 pax)** will be allocated two sessions per day, and will draft a summary during the sessions and finish them on the same day. All summaries are saved on a central drive, and **Editorial Team (5 pax)** will work on them as they arrive, ask for clarifications and ensure a consistent level of quality. In the meantime, they can also conduct short interviews of attendees, speakers or VIPs. Some summaries and interviews will be picked by the **Newsletter Team (3 pax)**, who will work closely with the **EXCO Team** to publish the daily newsletter the following morning. As their working day will start later, they can also be social media ambassadors (tweet, post, interview – their activities can be discussed with their supervisors who can set up daily priorities). There will be two supervisors from the IWRA Secretariat, one managing the Rapporteur Team, and one managing the Editorial Team and Newsletter Team.

## Application Process

To apply, candidates for selection as a Rapporteur must provide the following:

Candidates should send their application to [congress@iwra.org](mailto:congress@iwra.org), using the subject “**Application Rapporteurs XVII World Water Congress**”. The email body must be a short **motivation letter (<250 words)**, and the applicant must provide a short **CV** as well as a **writing sample** as a proof of their proficient English level.

All of this material should be sent via email before February 3<sup>rd</sup> 2020 at midnight 12:00 AM CET to [congress@iwra.org](mailto:congress@iwra.org).

## Next Steps

Once selected, the candidates for Rapporteurs will be given a deadline by which to send confirmation to IWRA of their ability to travel to the Congress, as well as evidence of a valid passport. After the



confirmation is received by IWRA, selected rapporteurs can book their flights and accommodations to come to the Congress. A letter of invitation from the Congress organisers will be provided.

A few weeks before the Congress, all selected rapporteurs will receive a welcoming package including some methodology. A first online meeting will be organised to get to know the team and ask all burning questions.

## Awards and Benefits

- Rapporteurs will receive free registration including complementary lunches, a ticket to the gala dinner and invitation to join the field trips;
- Rapporteurs will be given an annual membership to IWRA;
- Rapporteurs won't receive any financial remuneration;
- Travel expenses will be the individual responsibility of each rapporteurs;
- The selected participants should reflect a diverse geographical representation and also gender balance.

## Terms and conditions

- Rapporteurs won't receive any form of remuneration from the Congress organisers;
- Rapporteurs candidates must be 18 years old before May 10<sup>th</sup> 2020, and must have both a valid passport and any required visa for the period of travel;
- Rapporteurs must be willing to be recorded and have their names, images, videos and water security challenges used to promote both the Congress and IWRA;
- Rapporteurs must waive any and all claims they may have against IWRA or any other person that may arise as a result of travel to and participation in the World Water Congress.