



IWRA

International Water Resources Association

IWRA Task Forces Terms of Reference

Appendix A

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.

III. Elements of a task force

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.

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.

IV. 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.

V. 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.

VI. 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.

VII. Deliverables

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.

Constraints

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