



***International
Water Resources
Association***

TERMS OF REFERENCE TO HOST THE IWRA WORLD WATER CONGRESS



www.iwra.org



The purpose of this document is to explain the process of selecting the host for the IWRA World Water Congress and Basic Terms of Reference.

IWRA

WORLD WATER CONGRESS



“The World’s Largest Congress Linking Water Researchers and Policy Practitioners”

The World Water Congress is a global event held every two years in different cities around the world under the auspices of the International Water Resources Association (IWRA). Its objective is to provide a unique meeting place to share experiences, promote discussion, and present new knowledge, research results and developments in the fields of water sciences, policy, and practice, globally.

For five decades, the World Water Congresses have become one of the most respected and anticipated events for the identification of major global themes concerning the water agenda, and for bringing together large cross-sections of between 1,000 to 2,000 stakeholders for the development and implementation of decisions in the field of water.

The Congress is one of the longest running international water events. The first Congress was held in 1973 on the theme of the “Importance and Problems of Water in the Human Environment in Modern Times” and formed part of the international water community’s first earnest attempts to address global water issues (e.g., the ground-breaking Stockholm Declaration of 1972 and the Mar del Plata Conference of 1977). Since then, the Congress has been held in various countries, each time attracting high profile international attention and bringing together major water stakeholders.

The Congress has a proven record of highlighting and addressing emerging developments and leading thought processes for tackling global water management issues. For example, the 1994 IWRA World Water Congress in Cairo resulted in the resolution creating the World Water Council, an international think tank, which aims to mobilize action on critical water issues at the highest political decision-making level.

In 2008, the process of organising the Congress helped the city of Montpellier create the critical mass and local synergy needed among water stakeholders that eventually gave rise to the newly created National French Water Cluster. Another example is the international spotlight and momentum that the Congress brought to Scotland’s ambitious Hydro Nation programme (2015).

KEY FIGURES & STATISTICS



1,000 - 2,000 ATTENDEES FROM ALL OVER THE WORLD

400 - 500 SPEAKERS

150 - 200 ABSTRACT PRESENTATIONS

100 POSTER PRESENTATIONS

75 - 100 COUNTRIES

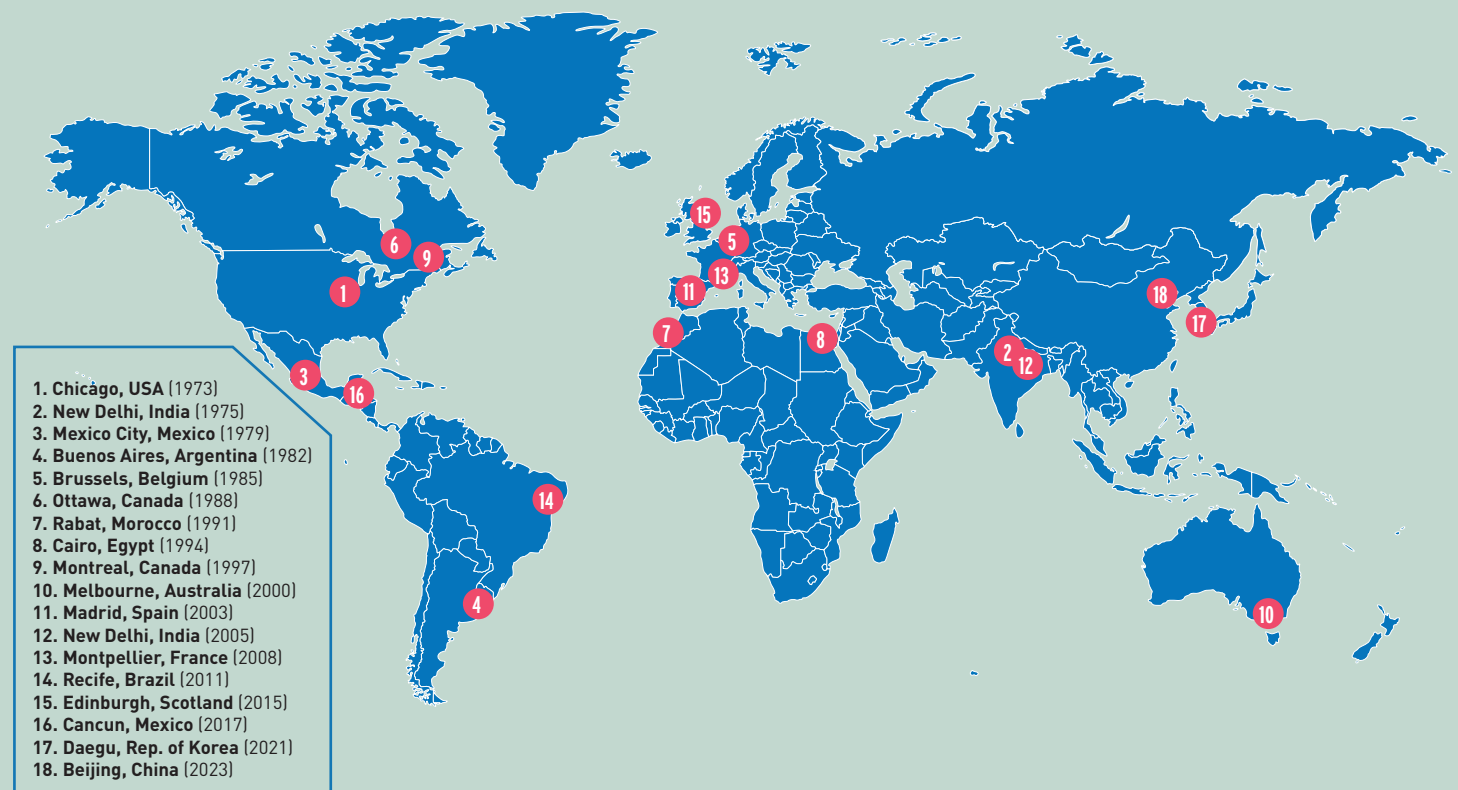
50 - 75 REGULAR SESSIONS

50+ SPECIAL SESSIONS

50 - 75 EXHIBITORS (2,000 - 3,000 M² EXHIBITION SPACE)

10+ IWRA AWARDS

6 PLENARY SESSIONS
(OPENING & CLOSING CEREMONIES; 4 HIGH-LEVEL PANELS)



LEGACY PROGRAMME



Host an event that extends beyond the Congress itself, through ongoing community engagement and sustainability programmes at the local, regional, and international levels to contribute for positive impacts while helping to achieve the 2030 Agenda and the Sustainable Development Goals.

Become part of and support IWRA's World Water Envoys Programme initiate, or promote Local Community Programmes, launch Global Water Declarations, set up a new IWRA Geographic Chapter, or propose new initiatives for a sustainable future for all!

In 2022, IWRA was recognised with the ICCA-BestCities Incredible Impacts Award & Grant for its Legacy Programme: "World Water Envoys". The financial support and spotlight received will serve young representatives from local communities to find responses and solutions to their water challenges in all regions of the world, including Africa, Asia, Europe, Middle East and the Americas.

BENEFITS OF HOSTING THE IWRA WORLD WATER CONGRESS

GLOBAL VISIBILITY

Generates high level global visibility for the host city and country around issues of water resources, including researchers, universities, think tanks, decision-makers, water authorities, private companies, and non-government organisations.

COLLABORATION

Helps build synergies within and between the local and national water communities, while accelerating collaboration towards new opportunities and partnerships across the water sector and beyond.

REPUTATION

Promotes local and national water expertise on a global scale, through contribution to international scientific and policy debates around key, timely water issues.

REVENUE

Provides economic and tourist benefits for the host city and country considering the presence of up to 2,000 Congress participants from all over the world.

GLOBAL LEADERSHIP

Promotes the city and country at the international level: underlining local capacities, research excellence, policy relevance and the ability to contribute to the global water sector.

GLOBAL MEDIA COVERAGE

The World Water Congress is a well-established and globally recognised event in the water sector. IWRA commits to aiding the hosts to mobilize the media/press and to leverage the participation of key international organisations.

HIGH-LEVEL ENGAGEMENT

The World Water Congress brings together high-level experts as distinguished speakers and award recipients, and attracts high-level representatives, including global policy leaders and heads of international organisations.

NETWORKING

Provides excellent opportunities for networking face-to-face with the international water community and other water-related sectors.

LEGACY

Host a global event that extends beyond the Congress itself, through ongoing community engagement programmes at the local, regional, and international levels including the World Water Envoys Programme, Local Community Programmes, Global Declarations, IWRA Chapters, and much more!



ABOUT IWRA

IWRA is an international, non-governmental, member-based Association. Since its establishment in 1971, it has been consistently recognised and respected as a leading forum advancing the understanding and management of water resources at the interface of water science and policy worldwide. Members of IWRA are from all parts of the world and are representative of every profession and academic discipline involved in the sustainable management of the world's water resources.

The mission of IWRA is to build and strengthen partnerships and mechanisms to address water resource challenges and priorities, worldwide. It provides a global, knowledge-based forum for bridging disciplines, sectors and geographies by connecting professionals, students, policymakers, corporations, and institutions who are concerned with the sustainable use of the world's water resources.

The Association strongly endorses and promotes water resources education and research based on sound scientific, social, and ethical principles, worldwide and for all sectors of society. IWRA seeks to continually improve water resource decision-making by improving our collective understanding of the physical, ecological, chemical, institutional, social, and economic aspects of water.

IN PARTICULAR, IWRA AIMS TO:

- Provide international, regional, and national fora for water resources issues.
- Enhance the quality of knowledge used for decision-making.
- Promote cutting-edge research that improves understanding of water resource issues and policy options.
- Improve global access to water related information.
- Facilitate the exchange of information and expertise between countries and professions.
- Network with leading international organisations.

TO ACHIEVE THESE AIMS, IWRA ACTIVITIES INCLUDE:

- The World Water Congresses
- The Regional or Special Water Congresses
- The Online Conferences organised virtually in partnership with key water organisations
- Publication of Water International, its official flagship journal
- Publication of definitive, special books on different aspects of water management
- Development of specific projects on main water topics with key partners including UNESCO, FAO, OECD, World Water Council, Asia Water Council, etc.
- Co-sponsorship of major conferences, symposia seminars, and workshops
- Maintenance of an interactive website and broad presence on social media channels
- Organisation of Webinars, online Masterclasses, and other virtual events
- Production of Policy Briefs, Newsletters, News Articles and Blogs
- Coordination of various member-led activities through Task Forces, Working Groups and Geographic Chapters

APPLICATION PROCESS

STEP 1 EXPRESSIONS OF INTEREST

Expressions of Interest should be addressed to the IWRA Executive Office by email to office@iwra.org with congress@iwra.org in copy.

Expressions of Interest should be a maximum of 2 pages, stating:

1. The lead bidding organisation
2. Who else would host the Congress
3. Where the Congress would be held
4. Preferred dates for hosting the Congress
5. The motivation for hosting the Congress
6. The preferred main theme of the Congress
7. Who commits to pay the hosting fee
8. The institutional resources available to support the hosting of the Congress
9. Agreement with the basic terms of reference

All Expressions of Interests will be reviewed by the IWRA Congress Committee, with approved candidates requested to submit a full application to host the IWRA World Water Congress by an agreed deadline.

STEP 2 FULL APPLICATIONS PROCEDURE

Full applications should be submitted in digital format to office@iwra.org and congress@iwra.org with a hard copy sent to the IWRA Executive Office, 21 rue de Madrid, 75008, Paris, France. IWRA's Executive Office will support the bidders through this process to ensure that the submitted documents are as complete as possible.

Full applications should include the following elements:

1. An official proposal letter from the head of the bidding organisation.
2. Letters of support, from the co-coordinators and the principal funders of the Congress.
3. A detailed proposal outlining:
 - a. Experience of the bidding organisation in the water sector.
 - b. Examples of past events organised by the bidding organisation.
 - c. References to efforts by the bidding organization and/or co-hosts to achieve the SDGs and the 2030 Agenda.
 - d. Suitability of the proposed location (description of conference facilities for plenaries, concurrent sessions, exhibitors, posters, side events, press conferences, interpreter facilities and VIPs; local accommodation, transport links, technical/cultural visits; hotel and other accommodation options; visa requirements; engagement with the local community educational programmes etc.).
 - e. Key partners supporting the main hosting/ bidding organisation within and outside the country, and links to other international water events.
 - f. Proposed timetable/milestones to organise the Congress, including delivery of the website, communications, promotional material/ activities, registration, etc.).
 - g. A proposed overarching theme for the Congress with justification, which will be agreed upon in conjunction with IWRA, if the bidder's application is accepted.
 - h. Proposal for both sustainability and legacy programmes to minimize environmental impacts of the Congress in the destination and address anticipated needs of the city and the citizens.

4. Financial Consideration

- a. Demonstration of financial stability of the bidding organisation and capacity to finance the proposed budget directly and/or through identified sponsors.
- b. Proposed budget to host the Congress, including:
 - The Congress hosting fee of €550,000 paid to IWRA (all revenue from the event will remain with the hosts/bidding organisation including registration fees, sponsorship, exhibition fees and any extra tickets).
 - Travel, accommodation, and incidental expenses related to a site visit of the Congress venue for the IWRA President, Executive Director and Chair of the International Scientific Committee 18 months prior to the Congress.
 - Travel, accommodation, and Congress registration costs to the venue for a minimum of 20 individuals to be nominated by IWRA.
 - The registration fees of all Past IWRA Presidents, current IWRA Board Members and IWRA Staff will be waived by the organisers.
 - The registration of up to 30 rapporteurs working on the Congress proceedings, and daily social media and news updates for the Congress, will be waived by the organisers.
 - The registration for any invited keynote speakers in plenary sessions, (Opening Ceremony; four High Level Panels; Closing Ceremony), will be waived by the organisers.
 - Agreement that the entire financing of the organisation of the Congress is the responsibility of the bidder; IWRA shall not be exposed to any financial losses incurred through the organisation or hosting of the Congress.

5. Acceptance of this Terms of Reference.

6. Contact details of the bidding organisation, key contact person and team members who will work on Congress preparations and implementation.

STEP 3 REVIEW & DECISION BY THE IWRA EXECUTIVE BOARD

Following a review of the full applications of all bidders by the Congress Review Committee, a report will be submitted to the IWRA Executive Board for the selection of the preferred candidate. Following deliberation and a vote by the Executive Board, the winner will be informed of the result in due time to be able to attend the prior World Water Congress.

STEP 4 SIGNING OF THE MEMORANDUM OF AGREEMENT

A Memorandum of Agreement will be negotiated and signed in advance of the World Water Congress. The Agreement should be signed by both the accepted bidder and IWRA to allow time for preparations prior to the start of the World Water Congress.

STEP 5 ANNOUNCEMENT OF THE WINNER

The Host of the IWRA World Water Congress will attend the previous World Water Congress to announce their successful candidature and to create links to their Congress, as well as participate in the hand-over between the hosting cities during the Closing Ceremony.

BASIC TERMS OF REFERENCE

In addition to the financial considerations detailed in the fill bid document, the applicants to host the IWRA World Water Congress must acknowledge agreement with the below noted Basic Terms of Reference when submitting their Expression of Interest:

1. The Host organisation shall pay a minimum fee of €550,000 to IWRA to host the Congress, paid in agreed instalments.
2. The Host organisation shall send representatives to the prior World Water Congress to announce their successful candidature and create links to their Congress.
3. The Host organisation agrees that the Congress will be an in-person event that last for 5 consecutive days, starting on a date mutually agreed with IWRA in September/October/November of the next open year, and with consideration to the expected timing of other significant water conferences/ forums/ summits/ etc., such as World Water Week, as well as any significant holidays and other global events.
4. The Host organisation shall prepare and manage the Congress website and brochures to promote the World Water Congress, ready to go live 12-18 months prior to the Congress.
5. The Host organisation shall establish and make available a collaborative online platform to collect and assess abstracts and special session proposals, linked to the online registration system to match submissions with registrations, and to support the work of the International Scientific Committee during the preparatory process of the Congress. This platform will be ready to go live 12-18 months before the Congress.
6. The Host organisation agrees to hold monthly update teleconferences with the IWRA Executive Office beginning 24 months before the Congress to update members on their plans and processes.
7. The Host organisation agrees to work with the IWRA Executive Office to prepare official invitations for VIP and keynote speakers at least 12 months prior to the Congress and arrange a VIP Reception the night prior to the Opening Ceremony.
8. The Congress programme will include a Welcome Reception, Gala Dinner, and Technical Visits, open to all participants. Registration will include lunch on site and the welcome reception.

A more detailed Terms of Reference is available upon request, including organisational structures and timelines.



The Detailed Terms of Reference for Expressions
of Interest to host the IWRA World Water Congress can
be accessed on request by contacting the IWRA
Executive Office at congress@iwra.org



www.iwra.org



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