



IWA Young Water Professionals Country Chapter Guidance

**DOCUMENT FOR FORMATION,
OPERATION AND TERMINATION**

Version 2 · 2018*

Contents

DEFINITIONS	02
EXECUTIVE SUMMARY	05
1. BACKGROUND AND INTRODUCTION	06
2. IWA YWP CHAPTER	08
2.1 How Does the Chapter fit IWA Structure	08
2.2 Why an IWA Branded Chapter	10
3. VISION MISSION AND HIGH LEVEL AIMS	12
3.1 Vision	12
3.2 Mission	12
3.3 High Level Aims	12
4. FORMATION	14
4.1 Eligibility	14
4.2 Responsibilities and Duties for IWA YWP Chapter	15
4.3 Start an IWA YWP Chapter from Scratch	17
4.4 YWP Chapter that Wishes to Become an IWA YWP Chapter	19
5. OPERATIONS	20
5.1 The Country Chapter Committee	20
5.2 Membership of Chapter	21
5.3 Communications	21
5.4 Organise Events (Workshops, Gatherings, Conferences)	21
5.5 IWA Logo Use	22
5.6 Finances of Chapters	22
5.7 Reporting	24
6. EVALUATION OF IWA YWP COUNTRY CHAPTERS' CONTRIBUTION	26
6.1 Evaluation	26
6.2 Incompliant Chapters	28
ANNEX	29
Proposal	30
Constitution	32
Workplan and Annual Reporting	36
Partnership Terms	40

Definitions

IWA Board of Directors

The Board of Directors have the overall responsibility for the corporate governance of the Association, including its strategic direction, the review of plans established by the management team, the monitoring of performance against those plans (including its financial accounts) and the establishment and implementation of policies and internal controls. The Board of Directors also selects the Executive Director. The Board of Directors is made up of the Association's Officers (President and two Vice-Presidents), Treasurer, (Immediate) Past President, Executive Director and other office holders.

IWA Emerging Water Leaders Committee

Representative body of young members (aged 35 and below) that provides advice to the association about the appropriate ways to serve young professionals needs, support their empowerment and engage and contribute them in IWA's current activities at national and international level (this committee was previously known as The Young Water Professionals (YWP) steering committee.

IWA Emerging Water Leaders: Subcommittee on YWP chapters

A committee engaging wider set of members with the aim to coordinate and support the YWP chapters worldwide in contributing to the IWA YWP vision and high level aims.

IWA Fellows

Are appointed by the Board on the recommendation of a council of Fellows. The processes and procedures for recruitment and appointment shall be approved by the Board. These shall be reviewed from time to time at a frequency of not less than every three years. The fellows are expected to work on individual work plans to contribute to IWA's vision.

IWA Governing Members

The following persons shall be eligible to be Governing Members: (a) any properly constituted not-for-profit organisation, which the Board of Directors approves as being representative of the water sector in a particular Geographical Area, may be admitted as a Governing Member subject to approval in accordance with Bylaws. Only Governing Members and Officers shall be entitled to attend and vote at general Governing Assembly of the Association and hence represent the ordinary members in their geographical area

IWA Governing Assembly

The Governing Assembly shall consist of the Governing Members official representatives and the officers. Each Governing Member may appoint up to three official representatives to represent it at the Governing Assembly meeting during which key updates are provided by the board and Presidential and Vice Presidential Elections are conducted

IWA Programme committee

Programme Committee is responsible for the organisation of the scientific, technical and managerial programme for the World Congress (every conference outside of this congress has their own programme committee).

IWA Publication committee

The IWA Publications Committee and its Chairman shall be appointed by the Board of Directors. It has an advisory role to the Board of Directors with respect to IWA Publishing (IWAP).

IWA Specialist Groups

Is a vehicle for networking and issue-based interaction on water-related scientific, technical and management topics and is open for all members.

A management committee is the body that oversees the day-to-day activities of a specialist group. Its membership is refreshed at defined periods with the element of election by the specialist group's members.

A working group is a sub-group of a parent specialist group, is open to all members of that specialist group, is not time-limited, and provides the opportunity for collaboration on a sub-topic of the parent specialist group.

A task group is a sub-group of a parent specialist group, it is formed to undertake a specific task, it is time-limited and its membership is closed (by invitation only).

A cluster is a grouping of existing specialist groups (and sister associations where appropriate) to facilitate systematic "conversations" across specialist groups and beyond the association.

IWA Strategic Council

The Strategic Council is intended to provide guidance to the Board of Directors and the Governing Assembly in the strategic direction of the Association, and to assist in the development and coordination of member activities within the Association. The council is partially renewed every two-years.

IWA task force - is a group formed to undertake a specific task, it is time-limited and its membership is closed (by invitation only). A task force can be the outcome of a partnership between IWA and other organisations.

IWA Young Water Professionals initiative used to be known as Young Water Professionals Programme, IWA's programme of activities designed to empower young water professionals in the water sector and the IWA.

**We look forward
to work with
you to Empower
all Young Water
Professionals!**

Executive Summary

To achieve its mission to empower young water professionals to contribute to sustainable water management ([IWA's vision of a waterwise world](#)), IWA supports and or founds Young Water Professionals Chapters (country network of young water professionals) who connect, professionally develop and profile its young water professionals locally, whilst giving them opportunities to integrate and contribute internationally.

To reach the mission, the IWA and its Emerging Water Leaders Steering Committee are committed to develop a strong brand (IWA) and network for young water professionals that is highly valued and rated by the wider water sector. It is therefore that they have reviewed the vision, mission and high level aims and developed this *IWA YWP country chapter Guidance document for formation, operation and termination*.

This document is to inspire your chapter to contribute to high level aims, contribute to a global vision. It should serve as guidance material that provides information on how to form a chapter, provides tips and tricks on how to operate a chapter and some of its activities, and provides insight on how we evaluate your contribution to the high level aims.

This document does not need to be read in one go, but written in such form that you can pick out the chapter applicable to your situation.

- **Chapter 1** (p.6 - 7)
Describes the **history of young water professionals chapters** and introduces the rationale for revision and elaboration of this document.
- **Chapter 2** (p.8 - 10)
Defines an IWA YWP chapter, illustrates where it fits in the IWA structures, and why you may want to choose to be an IWA branded chapter.
- **Chapter 3** (p.12 - 13)
Introduces the **vision, mission and high level aims** of IWA YWP chapters.
- **Chapter 4** (p.14 - 19)
Describes the **formation of a chapter**, including the eligibility, the responsibilities and duties, and how to start from scratch or **how to gain IWA support** for your existing country chapter/ network.
- **Chapter 5** (p.20 - 24)
Provides guidance on **operation of a chapter**, including tips and tricks on setting up a committee and its constitution, membership of the YWP chapter, communications, events and activities (e.g. Conferences, webinars etc.), IWA logo use, and reporting.
- **Chapter 6** (p.26 - 28)
Provides information on how IWA and Emerging Water Leaders steering committee **evaluate the IWA YWP country chapter contribution to the high level aims**.
- **Annexes** (p.29 - 41)
Templates for proposal, constitution, workplan and annual reporting.

Our hope is that all the chapters will endorse and work on these renewed high level aims together, to ensure that **when people speak of IWA Young Water Professionals they speak of:**

- Its high standard of quality.
- Their status as empowered to contribute to the International Agenda through the IWA network (through for example the integration with governing members).
- And speak of the equal opportunities that YWPs in these country networks can get.

1. Background and Introduction

IWA Young Water Professional chapters are country networks of YWPs actively contributing to IWA Young Water Professional's aim to attract, empower and integrate YWPs in the water sector and IWA. Initiated by our Young Water Professional members the first chapters were set up as a means to regionalise and nationalise activities so to attract and serve a larger Young Water Professionals group and started in 2008.

IWA developed simple guidance notes, allowing for a lot of flexibility for the YWP chapter set up, and many enthusiastic and passionate young water professionals started their national networks in their own ways, running their own committees with their own constitutions. IWA providing support in set up, in giving feedback to activities, profiling the chapters and linking chapter members to the IWA network.

10 years after the start of YWP chapters, there are about 30 young water professionals chapters in various stages of maturity and structure. The four major different structures are:

- IWA member only groups: Membership of the group is exclusive to members, but activities can be open to a broader group.
- IWA members found and run the chapter (i.e. Steering committee is IWA member) but membership and activities are open to IWA members and non-members. This worked well in countries where there were still limited IWA Members for various reasons such as a) cost of IWA membership b) lack of awareness of IWA c) the local association supported the set-up of the chapter also (i.e. South Africa) making their members eligible for YWP chapter membership also.
- Non-IWA members approached IWA to get support for joining the IWA YWP global goals and aims for YWP chapters: Steering Committee was granted a period of two years to organise their own membership, and both members and non-members were allowed to join. This was in particular useful for YWPs from low/ middle income countries who were passionate, but were faced with affordability issues on membership due to a) low salaries or b) still a student/ looking for a job.
- **Non IWA** - YWP chapters formed by young water professionals using the YWP chapter name, the guidelines and similar structures, but without a formal link to IWA or without a link to IWA membership.

With these increasing number of structures, IWA and its Emerging Water Leaders Steering committee (representing YWPs) saw a need to revisit the vision, mission and high level aims of chapters in order to strengthen the brand and quality of IWA Young Water Professionals, and thus strengthen its connections to IWA and contributions to the IWA (YWP) vision. Our hope is that the chapters will endorse and work on these high level aims together, to ensure that **when people speak of IWA Young Water Professionals they speak of:**

- Its high standard of quality.
- Their status as empowered to contribute to the International Agenda through the IWA network (through for example the integration with governing members).
- And speak of the equal opportunities that YWPs in these country networks can get.

This is a Guidance document for the Formation, Operation and Termination of an **IWA branded** Young Water Professionals (YWPs) Country Chapter. This guidance document describes:

- **Chapter 1** (p.6 - 7)
Describes the **history of young water professionals chapters** and introduces the rationale for revision and elaboration of this document.
- **Chapter 2** (p.8 - 10)
Defines an IWA YWP chapter, illustrates where it fits in the IWA structures, and why you may want to choose to be an IWA branded chapter.
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2. IWA YWP Chapter

An IWA Young Water Professional chapter is a voluntary network of young water professionals at national level that endorses the vision and mission of IWA YWP chapters, and aims to contribute to its high level aims (see section below).

It is a member-led country network of young water professionals, and as such has a constitution to ensure equal opportunities for its members to engage, influence and lead the chapter. It however, an IWA YWP chapter should not register as a legal entity, and IWA does not support the set-up of legal entities under its auspices.

2.1 How Does the Chapter fit IWA Structure

Figure 1 illustrates IWA's Structure with Leadership groups. YWP chapters in this figure are linked with Governing Member committees and Emerging Water Leader Steering Committee.

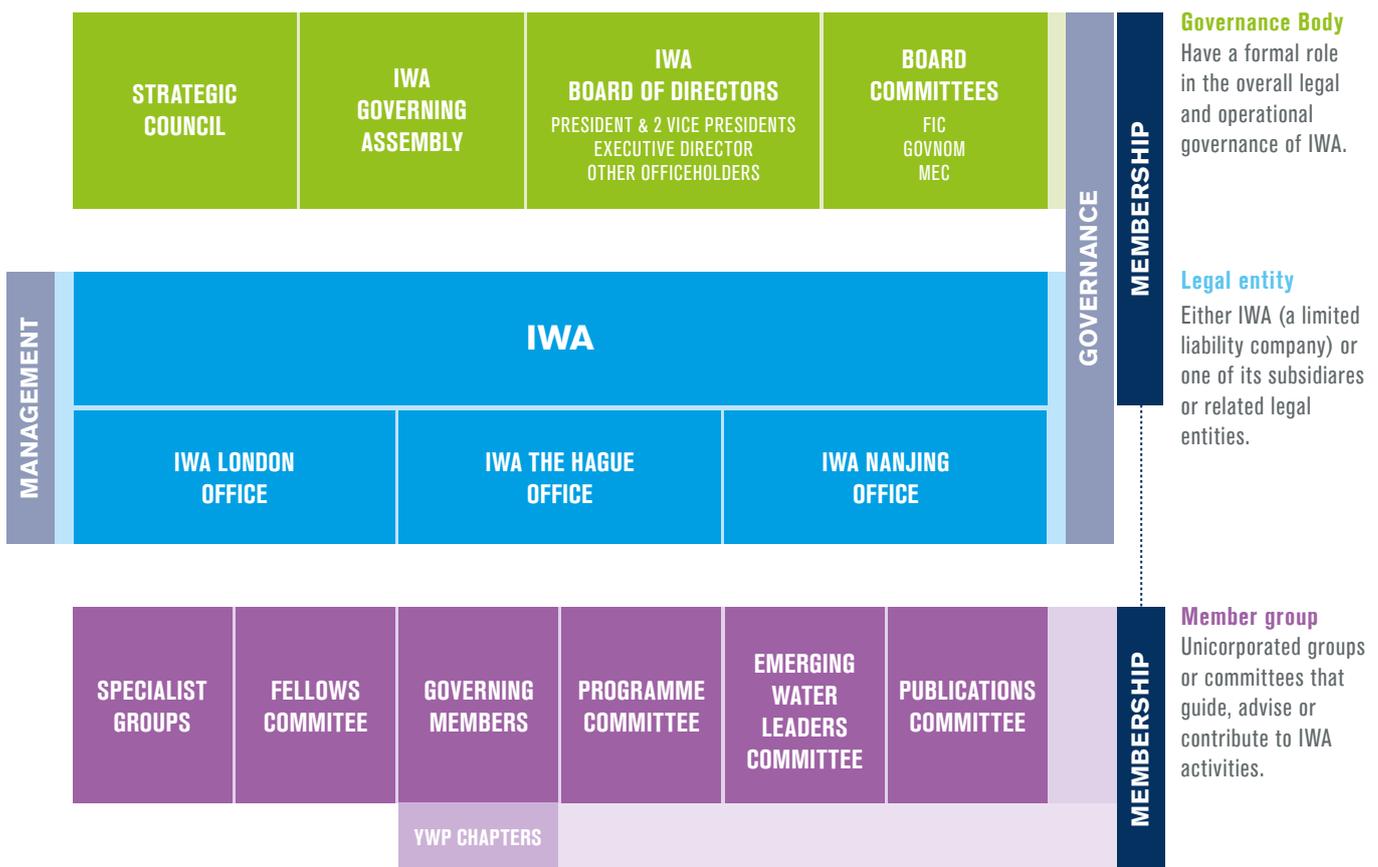


FIGURE 1: IWA STRUCTURE WITH FORMALLY RECOGNISED IWA LEADERSHIP (IWA MEMBER GROUPS). NOTE THERE ARE MANY MORE MEMBER GROUPS, JUST LIKE YWP CHAPTERS THAT ARE NOT IN THIS FIGURE, BUT YWP CHAPTERS SHOULD BE SEEN UNDER GOVERNING MEMBERS)

Figure 2 illustrates where an IWA YWP chapter, if present, is situated within the IWA. As the Groups are self-establishing and self-managed, they typify the bottom-up, member-led nature of IWA, but have formed to connect to IWA in the following ways:



IWA Governing Members
<ul style="list-style-type: none"> IWA YWP chapters as country networks of young water professionals are formed under the umbrella of the Governing Members (GM)¹ – country networks of water professionals – and should establish close relations of support and interconnection: <ul style="list-style-type: none"> GM committee shall have a seat on their committee for the chair (or multiple members) of the YWP chapter. IWA YWP chapter supports the Governing Member in its formal role (see <i>bylaws</i>). IWA YWP chapter discuss ideas and plans with GM Committee before execution. GMs provide institutional support to the YWP chapter formations. They are not obliged to provide financial support, but can. This role can also be reversed (IWA YWP chapter activity Surplus helps GM pay its fine). GM committee engage and profile IWA YWP chapter in country activities (under the IWA GM umbrella).

IWA YWP Initiative at IWA Secretariat
<ul style="list-style-type: none"> IWA YWP Chapters should discuss their ideas and share their plans with the IWA (Staff Member at the IWA Secretariat – kirsten.devette@iwahq.org) IWA YWP Chapters will contribute to the global vision, mission and high level aims IWA YWPs. IWA YWP chapters get opportunity to engage in global activities hosted in their country. IWA YWP chapters support disseminating IWA calls for engagement, events announcements, activities to its young water professional members to stimulate their engagement beyond the chapter in the IWA.

IWA Emerging Water Leaders Steering Committee ²
<ul style="list-style-type: none"> IWA YWP chapters should discuss their ideas and share their plans to the sub-committee of the Emerging Water Leaders Steering Committee through the YWP country chapter group (accessible to IWA members only by invite; contact Kirsten de Vette at kirsten.devette@iwahq.org) <ul style="list-style-type: none"> <i>Optional:</i> IWA YWP chapters can put a member forward to sit on this sub-committee. IWA YWP chapters can use this sub-committee to provide feedback to the IWA in general and the IWA YWP initiative.

¹ Some have been initiated by the Governing Members. Especially, where the Governing members are formed under a National Associations.

² The Emerging Water Leaders Steering committee, The Emerging Water Leaders Steering Committee is a representative body of young members (35 and below) that will provide advice to the association about the appropriate ways to serve young professionals needs (e.g. Networking, learning, professional development) and interest engage and contribute professionals in IWA's current activities (programmes, conferences, and specialist groups) at national and international level.

³ **Strategic Council** - The Strategic Council is intended to provide guidance to the Board of Directors and the Governing Assembly in the strategic direction of the Association, and to assist in the development and coordination of member activities within the Association. The council is partially renewed every two-years. **Governing Members** are national/regional water representative committees that have a voting right in the IWA.

HOW DOES THE IWA YWP CHAPTER FIT IN IWA'S STRUTURE

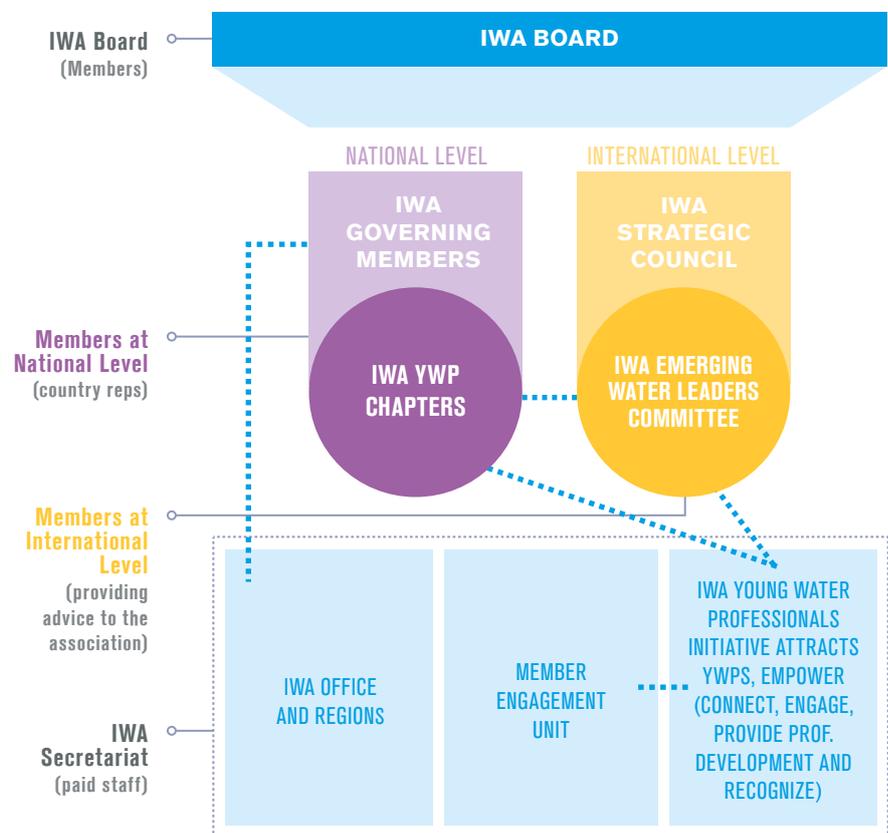


FIGURE 2: HOW DOES THE IWA YWP CHAPTER FIT?³



2.2 Why an IWA Branded Chapter

The establishing/ renewing of an IWA branded YWP chapter gives the chapter the following:

Benefits	Rights
<ul style="list-style-type: none">• Use of IWA brand in the chapter's name⁴.• Free use of the IWA Connect platform to form an online group for your country discussions, dissemination of information and interactions.• The ability to contribute to a global vision (Read <i>chapter 3</i>).• Profile of the YWP chapter activities (subject to the information that the country chapter needs to deliver themselves).• Access to our global network of YWP chapters to share and exchange experiences, set up collaboration and mentor relations amongst the chapters.• IWA support (Guidance documents, staff time, and meetings to gain feedback, input and guidance on your activities).• The connection and opportunities with governing member (country representative) committees.• The ability to contribute to the international water sector agenda.• Access to IWA senior professionals (and specialists) dedicated to support and inspire IWA YWP chapter's activities.	<ul style="list-style-type: none">• Exclusive right to set up and brand as an IWA YWP country chapter.• Right to put one YWP chapter member forward to sit on the Emerging Water leader's sub-committee – and direct the YWP chapter coordination across the globe.• A seat on IWA Governing Member (committee).

⁴ Formal approval for use of IWA and or IWA Governing member logo will always be required; and only upon approval in writing may you use the logo at an event/ networking activity. Also, the IWA logo should be used in accordance with IWA branding book.

3. Vision Mission and High Level Aims

The IWA Emerging Water Leaders Steering Committee (representing YWPs) saw a need to revisit the vision, mission and high level aims of chapters presented in this document. **IWA YWP Country chapter responsibilities: Each IWA YWP Country chapter will be required to contribute to the high level aims, vision and overall mission of IWAs YWPs. This is including reporting against these aims, which will help to profile the chapter's activities and strengths, whilst showcasing the impact of our Global IWA YWP network.**

3.1 Vision

The global IWA YWP vision is to develop a strong brand (IWA) and network for young water professionals that is highly valued and rated by the wider water sector. One that is actively engaged and empowered to contribute to the water sector's solutions.

3.2 Mission

The mission is the empowerment of Young Water Professionals to contribute to sustainable water management ([IWA's vision of a waterwise world](#)), by connecting them, providing them with professional development opportunities, and engagement and recognition.

3.3 High Level Aims

The High level aims for Young Water Professionals chapters as identified by IWA's Emerging Water Leaders Steering Committee are:

- 1. Running a chapter-based Network of YWPs:**
Establishing, growing or maintaining a strong, high quality and professional multi-disciplinary network for IWA Young Water Professionals.
- 2. Delivering opportunities for Professional Development:**
Delivering quality events, inputs, and people that provide IWA YWPs with an opportunity to meet like-minded professionals to grow their skills, network and share experiences.
- 3. Collaborating with other IWA YWP chapters:**
Actively reaching out (for new chapters) collaborating, sharing experiences, supporting and mentoring one another (for more established chapters).



4. Contributing and advocating IWA's vision:

Stimulating active engagement of IWA YWP chapter members in IWA, through IWA's Governing member activities (at national level) and IWA activities globally (i.e. IWA will provide a constant list of activities to engage in; and will provide factsheets for active engagement).

5. Advocating and Empowering IWA YWPs:

Engaging with local, national and international activities or discussions in the water sector and actively providing or promoting the views, actions and achievements of YWPs.

6. Nurture a culture of open, supportive, and respectful knowledge exchange:

Incorporating values of respect, tolerance and support to facilitate both professional and personal development for all YWPs that want to learn and develop into the IWA Emerging Water Leaders.

Chapters can demonstrate that they meet the high level aims in a variety of ways and depending on their size, level of maturity and experience. **Some examples of Activities** potentially associated with achieving aforementioned aims are listed below:

1. Running a chapter-based Network of YWPs by e.g.:

- a. Creating a country IWA YWP Chapter group on IWA Connect;
- b. Creating/Owning a mailing or contact list of chapter YWPs following IWA guidelines;
- c. Using other social media means to communicate and disseminate information to YWPs;
- d. Organising smaller scale meetings between members (virtual or face to face). Record and share the minutes of these meetings in IWA Connect.

2. Delivering opportunities for Professional Development by e.g.:

- a. Organise at least one event at national level (and develop more at provincial level in case of bigger countries);
- b. Where resource permits, organise smaller specialist meetings;
- c. Run a mentoring scheme (between senior IWA members and IWA YWP).

3. Collaborating with other IWA YWP chapters by e.g.:

- a. Using IWA Connect to contribute and share with other YWPs the write up of feedback from events, learning, or professional development activities at country level;
- b. Provide support to other IWA YWPs trying to establish chapters, organise events etc. through one-to-one mentoring;
- c. Use events along with IWA Connect to market, assist and help other members to become IWA members. For example, make introductions, coordinate registration workshops etc.;
- d. Participate in specific meetings organised by IWA dedicated to chapter networking.

4. Contributing and advocating IWA's vision by e.g.:

- a. Actively engage in Global coordination calls; get at least one member from an IWA country chapter committee engaged in one or more of IWA's Emerging Water leaders subcommittees;
- b. Disseminate IWA news, opportunities to engage and learn, and local IWA information to Chapter YWPs.

5. Advocating and Empowering YWPs by e.g.:

- a. Establish contact, attend and or hold meetings with the country's IWA governing member committee so they are aware of YWP activities;
- b. Publish opinion articles, statements, blog posts on the position of YWPs on certain topics;
- c. Provide opportunities for YWPs to be profiled either through invitations to attend local/national events, meetings or simply by publishing YWP profiles.

6. Nurture a culture of open, supportive, and respectful knowledge exchange by e.g.:

- a. By accepting and welcoming new people, thoughts and backgrounds in joining the IWA YWP community, and introducing them to the IWA and network.

4. Formation

If you want to contribute to the high level aims by setting up a chapter, the formation of the chapter is discussed in this chapter, from eligibility and responsibilities, to the steps to take to form the chapter.

4.1 Eligibility

Eligibility criteria for **an IWA** YWP chapter:

New Formations

- Cover a particular geographic area includes a nation, a recognized administrative region or in the case of a group of nearby smaller group of nations, a group of nations.
- IWA membership of proposer (or the dedication to make 3 of the committee members IWA members before the agreement is signed).
- Membership is open to all YWPs from all disciplines and types of organisations in water (related) sector of the country.
- Where available form itself under one (or in case of multiple countries more) IWA Governing Member(s) - The Governing Member has to approve the chapter proposal (see *section 4.3*)⁵.
- Form a country/ regional chapter committee representing water (related) sector and put in place a constitution.

⁵ If no Governing Member is present: The Emerging Water Leader Steering committee (subcommittee: YWP chapter global) approves chapter, and supports chapter set up.

YWP Chapters Asking for IWA Support

- IWA membership of proposer (or the dedication to continuously make 3 of the committee members IWA members before the agreement is signed).
- The chapter's membership represents YWPs from all disciplines and types of organisations in the water (related) sector of the country.
- The goal of the chapter aligns with the vision and mission (described in *chapter 3*).
- Defined results, objectives and activities in a year work plan (see *Work Plan template ANNEX 3*) and shared with the IWA and Sub-committee of Emerging Water Leaders Steering Committee.
- Have a constitution (see *Constitution Template ANNEX 2*) describing the objectives the roles, and an equal nomination, and voting process to make committee positions open to all that wish to contribute.
 - Where necessary adjust the constitution to assign an International Liaison person for IWA.
 - If necessary, fix in the constitution that at least 3 committee members are expected to become IWA members.
- Have in place an appropriate management structure (see *Constitution Template ANNEX 2*).
 - Chair Vice-chair and secretary functions need to be IWA member.



4.2 Responsibilities and Duties for IWA YWP Chapter

The right to use the IWA brand, the logo¹ and staff support time requires reciprocity. The IWA YWP chapter responsibilities are aligned with the high level aims presented in *chapter 3* and repeated here:

1. Running a chapter-based Network of YWPs:

Establishing, growing or maintaining a strong, high quality and professional multi-disciplinary network for IWA Young Water Professionals. Hold regular elections for the position *ANNEX 2*).

2. Delivering opportunities for Professional Development:

Delivering quality events, inputs, and people that provide IWA YWPs with an opportunity to meet like-minded professionals to grow their skills, network and share experiences.

3. Collaborating with other IWA YWP chapters:

Actively reaching out (for new chapters) collaborating, sharing experiences, supporting and mentoring one another (for more established chapters).

4. Contributing and advocating IWA's vision:

Stimulating active engagement of IWA YWP chapter members in IWA, through IWA's Governing member activities (at national level) and IWA activities globally (i.e. IWA will provide a constant list of activities to engage in; and will provide factsheets for active engagement).

5. Advocating and Empowering IWA YWPs:

Engaging with local, national and international activities or discussions in the water sector and actively providing or promoting the views, actions and achievements of YWPs.

6. Nurture a culture of open, supportive, and respectful knowledge exchange:

Incorporating values of respect, tolerance and support to facilitate both professional and personal development for all YWPs that want to learn and develop into the IWA Emerging Water Leaders.

ROLES TO BE ASSIGNED:

- Assign chair or vice chair as the contact person for the IWA YWP/GM Liaison Officer and the sub-committee (YWP chapter coordination) of the IWA Emerging Water Leaders Steering committee.
 - *Optional:* IWA YWP chapters can put a member forward to sit on the YWP chapter sub-committee responsible for tracking chapters, global coordination, and supporting YWP chapter Set Ups. This is a great opportunity to nominate yourself afterwards for the global Emerging Water Leader Steering committee.
- Governing Member Committee should have at minimum one seat available for the chair to join to ensure connection, mutual support and interaction as well as integration of YWPs in IWA Governing Member committee. It should ensure all country level activities can be discussed and supported amongst a greater group of individuals. This should also help trickle down information and opportunities from IWA.

REPORTING DUTIES:

To ensure global coordination is fruitful, to provide support, to facilitate exchanges with other chapters, and to create proper profile of your members and empower them, we need to be aware how your chapter is contributing to the high level aims. This is done through following reporting duties:

- Leadership Engagement Officer (Kirsten de Vette) and Sub-committee (YWP chapter Coordination) of the IWA Emerging Water Leaders Steering Committee.
 - Sharing of knowledge and Experiences, give profile to events, activities, in-country content produced; Join Global Coordination calls, Write blogposts, messages, share videos in the IWA Young Water Professionals Connect group, YWP country chapter group.
 - Annual work plan (use template *ANNEX 3*) to fulfil the high level aims, and in particular to target engagement with new YWPs to attract them for the committee.

¹ Note: Formal approval for use of IWA and or IWA Governing member logo will always be required; and only upon approval in writing may you use the logo at an event/ networking activity. And IWA logo should be used in accordance with IWA branding book.



- Annual Reporting:
 - (use template *ANNEX 3*) fill in only the column Annual reporting.
 - 1-2 page report writing how you are contributing to the high level aims (you can use evaluation table *chapter 5.6*).
 - Notify the IWA immediately of a change in your constitution or country chapter committee.
- Governing Member: The Chapter can use its documentation (as per above) to inform the Governing member, or can suggest to hold a presentation during the Governing Member Committee meeting. The ways of communications with the Governing Member will need to be discussed with the Governing Member Committee.

COPY RIGHTS:

- Use of IWA Logo: Formal approval for use of IWA and or IWA Governing member logo will always be required; and only upon approval in writing may you use the logo at an event/networking activity. The IWA logo should always be used in accordance with IWA brand book (can be requested from IWA).
- All outputs from IWA YWP chapter activities (e.g. papers, proceedings, reports, books, ideas programmes, etc.) carried out under the auspices of IWA remain the property of IWA or IWA Publishing Ltd. Specific agreements may need to be prepared when a group works with other organisations (The IWA is happy to advise).

The Emerging Water Leaders Steering Committee and its subcommittee on YWP chapters are happy to support you in starting the IWA Journey. We realise that this list may sound daunting, but we will promise to make all efforts recognised and we are open to feedback and suggestions through the YWP chapter Sub-committee.



4.3 Start an IWA YWP Chapter from Scratch

A formation of an IWA YWP chapter can be proposed by:

1. a Governing Member;
2. an IWA YWP member/ group of IWA YWP members;
3. a YWP chapter.

If you think you are eligible, you feel you can meet the responsibilities, you wish to contribute to the high level aims and you are one of the above initiators you can start in the following way:

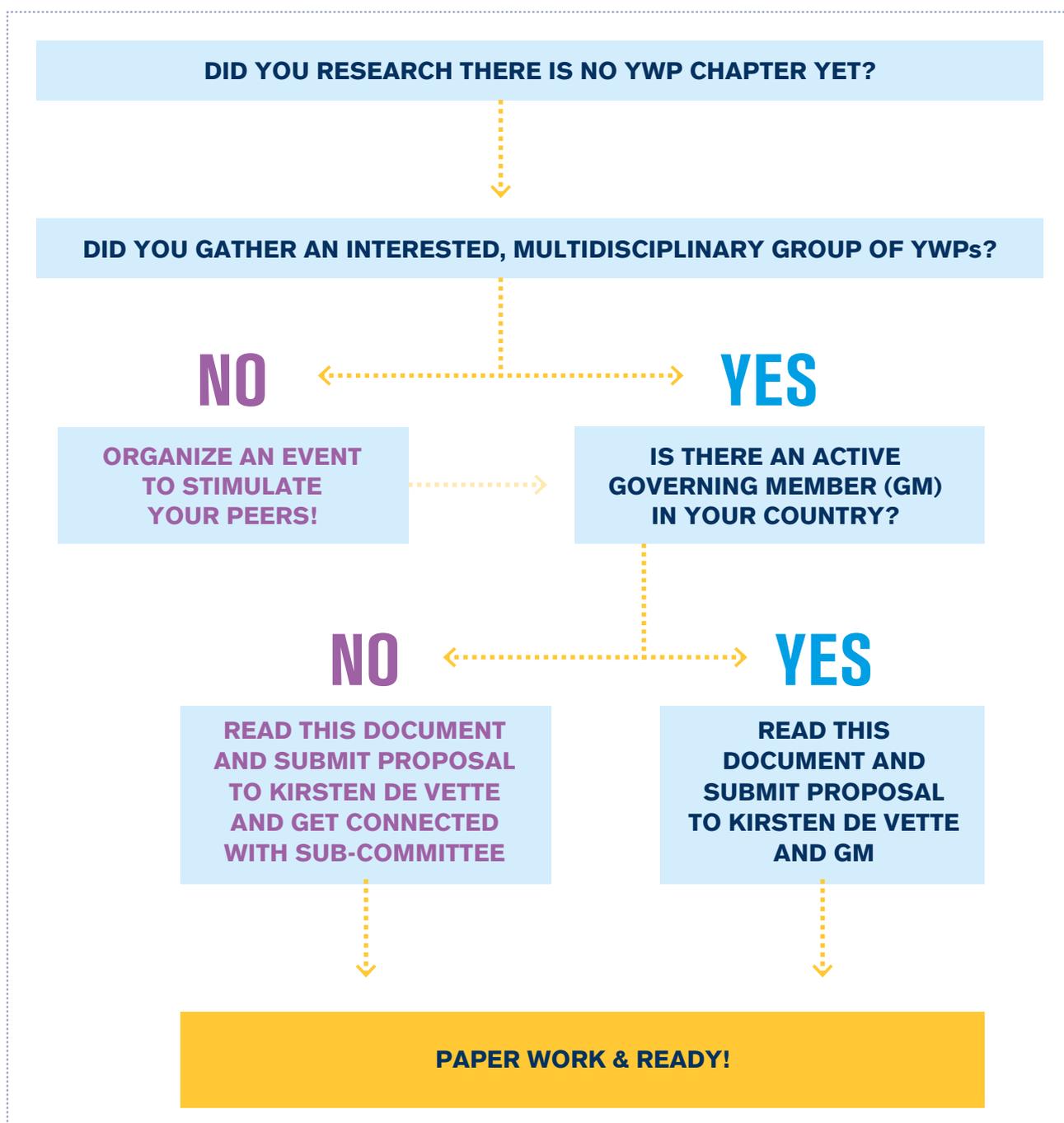


FIGURE 3: OVERVIEW SIMPLISTIC START OF THE FORMATION OF THE CHAPTER



The establishment of a Country Chapter is not an easy task and therefore vision, ideas, time and a lot of motivation should be part of your starter kit! Figure 3 is a simplistic representation of the evolution from an informal coalition of young water professionals to a fully functional formal YWP Country Chapter structure.

The 8 steps in more detail are:

1. RESEARCH:

Is there already an IWA YWP chapter?
What other (young) water professional networks are there?
Is there an IWA Governing Member? Are there other IWA YWP members in your country that want this network, and want to help set it up?
Reach out to them through IWA connect (the Young Water Professionals Group and or country group).
Why do we need a young water professional network in your country?
Is there a need to fulfill the role of empowering YWPs in the water sector and the IWA in your country?

2. DEVELOP BASIC IDEAS:

(in Proposal Template – see *ANNEX 1*) You develop the rationale, goals and objectives of the chapter and you review how your ideas for an IWA YWP chapter match the high level aims and responsibilities for IWA YWP chapters as set out in *chapter 3 and 4.2* of this document. Start with submitting the proposal to the IWA and IWA governing member for consideration.
(**note:** this does not need to happen simultaneously, and IWA can provide the right contacts to the governing members but you may find them in the country groups on IWA connect).

3.(OPTIONAL) FIRST EVENT, GATHERING, ACTIVITY

This will help you to gather information, scope interest, be a great pilot, and it will help you determine the needs of the YWPs in your country. These activities, for the ease of it, will often fit well at a national event, or attached to an IWA international event that is hosted in the country.
(Sometimes, this happens simultaneously with step 5, and becomes part of the launch).

4. DEVELOP THE CONSTITUTION

(see *ANNEX 2*) Work out the ideas in finalized goal/ objectives, determine the roles of the committee members, determine election processes, meeting processes, and more.

5. PRESENT THE CHAPTER THROUGH ORGANISING YWP NETWORKING/ YWP SESSION A NATIONAL EVENT

Seek interest/ promote and discuss needs of local YWPs in professional development.

6. DEVELOP A WORK PLAN

(see *ANNEX 3*) – using the information gathered develop a work plan.

7. SIGN A PARTNERSHIP TERM

(see *ANNEX 4*) – IWA will draft an agreement of mutual responsibilities for the IWA YWP chapter. This agreement is renewed every two years on basis of an evaluation of your responsibilities (as described in *chapter 4.2*).

8. DAILY OPERATIONS, COMMUNICATIONS AND ASSIGN A CONTACT PERSON

See *chapter 5.6* for reporting purposes. Through the IWA platform – [IWA connect](#) - we can create an online discussion forum for the country chapter and place to keep info and show how active your group is.



4.4 YWP Chapter that Wishes to Become an IWA YWP Chapter

This would be applicable for those YWP chapters that are already formed *a)* who have not yet met the high level aims and responsibilities of an IWA YWP chapter and */or b)* who have not yet signed agreement.

1. Review if there is an [IWA YWP chapter](#) in your country already and if you meet the eligibility criteria, and responsibilities.
2. Submit the proposal (*ANNEX 1*) to IWA and where applicable [IWA Governing Member](#).
3. Await approval by IWA and where applicable the IWA Governing Member.
4. Submit your constitution with at minimum the elements highlighted in *ANNEX 2* included.
5. Submit your work plan (*ANNEX 3*) and adjust with IWA feedback where necessary.
6. Sign agreement.
7. Daily operations, communications and reporting (see *chapter 5.6*) annually and assign contact person.

5. Operations

Now, the chapter is getting rolling!

5.1 The Country Chapter Committee

The first Country Chapter Committee consists of a coalition of Young Water Professionals, from utility, academia, research, consultants etc. that initiated the country chapter. The chapter comprises:

- At minimum 3 members (e.g. Chair, Vice Chair and Secretary) IWA YWP Country Chapter Committee should be [members of IWA](#). These members will get induction to the IWA online on IWA-connect and are encouraged to explore engagement beyond the YWP community.
 - Membership of the committee members will be checked on a quarterly basis by the IWA.
 - Upon re-elections IWA and IWA Governing Member will need to be informed, and the new members will need to become IWA members (if they aren't yet).
- IWA will make itself available once per 2 committee term to join a country chapter meeting to inform the steering committee about IWA, the opportunities and way IWA works.
 - Join for one hour an (online) meeting of your chapter.
 - Provide a video message.

RENEWING THE CHAPTER COMMITTEE

After 2-3 years you are required to start holding regular elections for the positions available within the Country chapter Committee (see Constitution Template *ANNEX 2*). Finding new YWPs to take over the committees has in many cases proven difficult, and therefore should always be on the minds of committee members. If you see someone actively engaging and contributing, get them on board by stimulating that active engagement until new nominations are coming through such as:

- Provincial committees.
- Subcommittees for particular activities or Events.

You can avoid knowledge loss and ensure a proper handover and or capacity building within the committees, by applying one or more of the following methods in your election processes (this needs to be described in your constitution):

- The Vice Chair knows they are signing up for a 6 year period, will become Chair and then remain on as Ex-chair to make sure there is a good handover.
- Half the positions on a committee are renewed for the next term (rather than the entire committee).
- Only someone from the committee can become the next chair.



5.2 Membership of Chapter

Membership of the IWA YWP chapter is open to all young water professionals (IWA definition is 35 and younger) in the country. It is expected that the committee raises awareness of the IWA and the differences between a national association and International Association, and they may do so by inviting one of the Governing Member committee members to share their experiences, or highlighting. For the role of Governing members in IWA membership, please view the [downloadable By-Laws of IWA](#).

We are aware that in certain cases Governing Members are associations and membership of two associations at the same time can be unaffordable. This should openly be brought forward with the IWA, the Governing Member/ Local association, and the Membership Manager at IWA. Potential joint membership structures may be agreed upon.

5.3 Communications

Data privacy regulations (especially in [May 2018 Europe will implement the GDPR](#)) are becoming stronger, and one is not supposed to have lists of people's data hanging around. IWA takes our members' privacy seriously and with upcoming regulations, we are reviewing how communications to members and to our network will be conducted. IWA Connect allows you to curate information for a targeted group of water professionals within your region and connect to the global IWA network. Contact Kirsten de Vette to discuss a communications plan for your YWP Chapter through IWA Connect. An IWA connect Group for your chapter (the umbrella of your Governing Member) can be your key space for discussions, information, posts etc. and you can invite new members of your network (business cards collected, events delegate lists, people met) to join the group. Once they actively accept, you have a direct channel to communicate with them on IWA connect.

- Note there is a means [to sign up for free with limited access](#).

5.4 Organise Events (Workshops, Gatherings, Conferences)

TYPES OF ACTIVITIES

The 2014-2016 Steering Committee did a mapping of IWA YWP activities with a short description that you can find [here](#) (to access this link you need to login to IWA connect, and become a member of the Young Water Professionals group). However your chapter may decide on any type of new activity and please share those with the other chapters in global coordination calls or face to face meetings. There is no need to reinvent the wheel if something works well in one place.

When you submit the work plan to kirsten.devette@iwahq.org and you wish to use IWA logo attached to certain activities to create a higher profile, you will have to make a specific mention in your email or separately request IWA logo use as **the IWA logo may never be used without written consent** (only IWA YWP conferences and IWA YWP webinars require slightly longer proposals – see below).

IWA YWP CONFERENCE PROPOSAL AND APPROVAL

There is an IWA YWP conference policy available upon request, but in summary:



National

In case that the IWA YWP chapter wants to organise an IWA YWP national event, simple approval from the Governing Member will do. If the IWA YWP chapter wishes to use the IWA logo, the organisers should submit a brief proposal: <http://www.iwa-network.org/organise-an-event/>

Regional

If you wish to organise a Regional YWP conference, the conference is subject to approval by the Emerging Water Leaders Steering committee, who will ask you to submit a detailed proposal using the Regional YWP conference: guidelines for venue proposal. Request Regional YWP Conference proposal template from kirsten.devette@iwahq.org.

International

The tier 1 International Young Water Professionals conference hosting is chosen through a bidding process per region bi-annually that IWA is calling for. The regions, subject to revision of the IWA YWP Conference strategies, for next years are:

- 2019 – Host Selected – Canada
- 2021 – Host Region – Europe – Calling in 2019
- 2023 – Host Region – Asia – Calling in 2021

Benefits for IWA event organisers:

Upon approval you will receive access to an Event in a Box – giving all the guidance we can give on how to prepare for, organise and host an event and you will receive support in promotion of your event by IWA Secretariat and other YWPs.

IWA YWP (CHAPTER) WEBINAR

IWA YWP webinars may be considered, but require timely request of approval. For use of the system, basic cost of system needs to be covered, and IWA staff time needs to be considered. The cost is approximately 50 Euro per webinar, and approval is subject to:

- Schedule of webinars.
- Time available of IWA staff.

5.5 IWA Logo Use

You may want to use the IWA logo to raise the profile of the meeting, workshop, gathering, brochure or website. In principle when we have signed the chapter agreement, and you are a formal community of IWA, and we will we easily grant you logo use. However, **the IWA logo may never be used without written consent.**

IWA wishes to work its members and chapters to keep a strong, consistent, and highly valued brand. It is therefore, that if you wish to use the logo, please send kirsten.devette@iwahq.org an email highlighting what you want to use the logo for, and when you use it, use the IWA brand book (upon request) for proper use of this logo.

5.6 Finances of Chapters

The IWA YWP Country Chapter will be self-financing. Surplus funds generated from activities and events will be the onus of the YWP Country Chapter. Funds are exclusive only for the use of the YWP Country Chapter as needed. It is not necessary that monies be deposited with the IWA Office although very large amounts need to be disclosed to the IWA Office.



It is easier to hold surplus funds in-country (to avoid losses in currency exchanges and transfers). It is however necessary that the funds are properly accounted for and therefore the Governing Member Committee (through one of their organisations) can be requested to provide the institutional support in the form of a budget line on their accounts. This will require close collaboration between IWA YWP chapter and the institutions, and we would highly recommend to get in writing how this would work in reality. **Tips:**

- Run through Financial Scenarios and if and how this would work per activity/ event:
 - We host an Event where we will have to make a deposit for the venue, and we expect a month later the sponsorship will flow in.
 - We had a surplus on our event, will the surplus still be available next year:
 - Not all organisations will be able to do this, as many organisations close of their accounts and balance it with the money still in the accounts. If this is the case: Ask how you will be compensated for loss of the surplus (i.e. will you get a starting budget at the beginning of all years)
 - If surplus is in the account, will it be considered as cash flow that can be used at any given time.

IMPORTANT:

IWA YWP Chapters are voluntary networks that should not aim to be profitable or money focused. In many instances there is no need for cash to deliver an activity. **Tips:**

- Many IWA YWP Chapters make use of Venues offered in-kind by one of the organisations of its members, or request the Governing Member Committee for support in in-kind venue. Perhaps these organisations can be approached to sponsor catering (coffee, tea or lunch):
 - Universities are great for bigger gatherings obviously.
 - But most organisations have big meeting rooms that fit up to 50 people, and if they do not need it at the same time, no harm allowing others to come in.
- If there is no sponsor for lunch – there is not always a need to offer food and drinks for free.
 - Half a day meetings/ workshops reduce catering needs.
 - Why not ask YWPs are invited to each bring their own lunch, or the committee to all prepare one dish?
 - Networking dinners – Go Dutch and let YWPs pay for themselves. The networking is why they would be willing to come not the paid dinner (those that only want the paid dinner are not the ones you need in your network).
- We are becoming more of a paper-less society, so perhaps it is not needed to have a printed book/ handouts for your participants.
- Design work: There are more and more free design softwares online, and isn't it cool that you are gaining an extra skill in the process.



5.7 Reporting

To ensure global coordination is fruitful, to keep track of achieving our High Level Aims, to provide support, to facilitate exchanges with other chapters, and to create proper profile of your members and empower them, we need to be aware how your chapter is contributing to the high level aims. It also enables us to provide an in-depth

This is done through following reporting duties:

What	Detail	When
Changes to Committee	<ul style="list-style-type: none"> Highlight changes to committee, and or constitution. 	Upon elections and/ or when applicable.
Submit Work plan	<ul style="list-style-type: none"> Detailed plan of activities for the next year. 	December
Annual Report	<ul style="list-style-type: none"> In the work plan fill the column on annual reporting. 	December
Sharing knowledge and experiences, profile your chapter, and highlight events or content from your country	<ul style="list-style-type: none"> Submit 2 page written report on how you contribute to the high level aims (you can use the evaluation table in <i>section 6.6</i> to understand what needs to be in the report). Sharing can be done, but is not limited to: <ul style="list-style-type: none"> Posts on the IWA connect platform (in your country group, the IWA YWP group or YWP country chapter group. During Calls (Global coordination calls/ individual calls). On an email basis to the IWA, who will then seek relevant dissemination channels.¹ 	Regularly – At least once a quarter touching base.

¹ The YWP Country Chapter cannot direct when the communication should go out. IWA decides where and how to communicate the news.

6. Evaluation of IWA YWP Country Chapters' Contribution

6.1 Evaluation

As previously mentioned the use of IWA brand, the support and profile gained through making your chapter an IWA YWP chapter, comes with reciprocity. Therefore IWA YWP chapters will be evaluated according their performance against the responsibilities, the reporting duties and the roles assigned (as described in *chapter 4.2*):

High Level Aim	Evaluation on this:
<p>Running a chapter-based Network of YWPs: Establishing, growing or maintaining a strong, high quality and professional multi-disciplinary network for IWA Young Water Professionals.</p>	<ol style="list-style-type: none">1. All Country chapter committee members have renewed and updated their IWA membership;2. Number of participants reported in YWP country chapter group on IWA Connect;3. Number of YWPs in Network with demographics (type of organisation, type of discipline);<ul style="list-style-type: none">• Preferably understand that against a number of IWA YWP members in chapter.4. Elections are held or to be hold on schedule.
<p>Delivering opportunities for Professional Development: Delivering quality events, inputs, and people that provide IWA YWPs with an opportunity to meet like-minded professionals to grow their skills, network and share experiences.</p>	<ol style="list-style-type: none">1. A Minimum of 1 Event per year;2. Topic of Event organized is professional development related (knowledge updating, skill development or networking);3. Young and Senior Professionals are encouraged to attend to facilitate intergenerational dialogue;4. Where applicable a discount is offered to IWA members. →

High Level Aim

Collaborating with other IWA YWP chapters:

Actively reaching out (for new chapters) collaborating, sharing experiences, supporting and mentoring one another (for more established chapters).

Contributing and advocating IWA's vision:

Stimulating active engagement of IWA YWP chapter members in IWA, through IWA's Governing member activities (at national level) and IWA activities globally (i.e. IWA and GM can provide overview of IWA's activities, and IWA will provide factsheets for active engagement).

Advocating and Empowering IWA YWPs:

Engaging with local, national and international activities or discussions in the water sector and actively providing or promoting the views, actions and achievements of YWPs.

Nurture a culture of open, supportive, and respectful knowledge exchange:

Incorporating values of respect, tolerance and support to facilitate both professional and personal development for all YWPs that want to learn and develop into the IWA Emerging Water Leaders.

Evaluation on this:

1. Attendance/ input in writing (written/ in calls) to Global Coordination calls;
2. Response to questions posted in YWP country chapter group on IWA connect;
3. What chapters have you interacted, exchanged information with, or mentored.

1. Clear description on how you have stimulated your members to get involved in contributing to IWA's vision through, IWA Governing member activities, IWA specialist group activities, IWA Programmes or IWA YWP global activities;
2. Your social media links to IWA and number of uses of #futurewaterleaders.

1. Describe how you are involved in Governing member committee:
 - a. 1 of the country chapter committee member sits on the IWA Governing member committee;¹
 - b. How you are involved in meetings.
2. Describe how you have been engaged or involved in national water sector events/ meetings;
3. Describe how you have been engaged in global YWP activities (e.g. Forum, Rapporteur, sub-committee, Emerging Water Leaders steering committee);
4. Number of Country chapter members on Management Committees of IWA Specialist Groups;
5. Number of Country chapter members attending IWA events (including YWP events);
6. Number of Country chapter members that are contributing to programmes (e.g. *Cities of Future*, *Basins of Future*).

1. Clear paragraph description how you have nurtured this culture.

IWA will use these evaluations to determine continuation of IWA support (the partnership terms).

¹ If the Governing Member refuses to provide such position, IWA should be informed about the efforts taken, and be requested for support.



6.2 Incompliant Chapters

IWA shall have the right to dissolve the Country Chapter/ retract IWA Support if good and sufficient reasons can be put forward, such as:

- The Chapter fails to meet the responsibilities, reporting duties, and roles assigned in *chapter 4.2* of this document.
- The chapter is inactive – nothing happens, or chapter is irresponsible for more than 6 months.
- There is misuse of the IWA brand (use the logo without obtaining permission (e.g., Failing to adhere to event procedures)).

The IWA Office will take the following consultation steps:

- Contacting Country chapter leaders to discuss the issue at hand.
- Request the group to submit a plan of action to overcome the issue at hand (e.g., A programme of future activities with a focus on meeting the minimum requirements by certain date).
- IWA can assist in:
 - Setting up elections for a new country chapter steering committee.
 - Suggesting changes in the committee, including removing, or adding/ electing new members.
 - Drafting new terms of reference.
 - Suggesting activities to raise interest in the topic area.

If it is decided that a group should be wound up, either the IWA Office or the Country group Steering Committee of the group will prepare a submission for the Emerging Water Leaders Steering Committee, detailing:

- The reason the group should be wound up - This will be reviewed by the Emerging Water Leaders Committee. If the majority of the Steering Committee endorses the winding up of the group, the IWA Office shall notify the members of the group of this decision.

Annex



[Annex 1 - Proposal](#)



[Annex 2 - Constitution](#)



[Annex 3 - Workplan and Annual Reporting](#)



[Annex 4 - Partnership Terms](#)

Proposal

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1. COUNTRY

-

2. RATIONALE

(Why is there a need for a separate YWP group from the Water Professionals, i.e. The Governing Member.)

-

3. HOW WILL CHAPTER SUPPORT NATIONAL AGENDA AND CONTRIBUTE TO IWA YWP VISION AND MISSION

(How will the chapter contribute to the empowerment of YWPs to contribute to the national Agenda; And how will they contribute to vision and mission...)

-

4. GOAL

(What do you want to achieve in long term?)

-

Proposal

5. OBJECTIVES

(How will you achieve the goal.)

-

6. PROPOSED COUNTRY CHAPTER STEERING COMMITTEE MEMBERS¹

First name	Last name	Affiliation	Email	IWA Member (y/n)	Role in chapter
•					

7. PROPOSED PARTNER ORGANISATIONS

(Partner organisations are vital to the establishment of the chapter, they provide institutional support, it could be the various organisations comprising the IWA Governing member, or the local association.)

-

¹ Country Chapter Officers (chair, vice chair and secretary) and committee members -- List names, emails, and organisation (and type of organisation (i.e. utility), IWA membership status.

Notes

This is a template for use by YWP coalition for the establishing a proposal. The objective of this exercise is to propose a country chapter formation that can be submitted to IWA Secretariat for initial approval to start formalisation process. This proposal can be the basis of communication to Governing Members to gain their support and approval.

Constitution

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1. NAME

The name of this Young Water Professional Country Chapter (YWP CC) is:

2. GOAL (note 1)

3. OBJECTIVE(S)

The Objectives of the YWP Country Chapter are to:

-

4. ACTIVITIES

The YWP Country Chapter will undertake the following activities:

Example below: [\(delete or add as appropriate\)](#)

- Prepare newsletters of Country Chapter activities and developments
- Convene conferences and workshops
- Get involved in joint events projects with other organisations in country or regionally.
- ...

5. MEMBERSHIP (note 2)

Membership of the YWP Country Chapter is open to all IWA members, either individually or through their employer. At Minimum three Country Chapter Steering Committee members must be members of IWA.

Constitution

6. STEERING COMMITTEE (note 3)

The Country Chapter Steering Committee will comprise of: (delete or add as appropriate)

- Country Chapter Officers:
 - Chair
 - Vice-Chair
 - Secretary
- Committee members
 - Committee member 1/ Communications officer
 - Committee member 2/ Events coordinator
 - Committee member 3/ Network growth
 -

7. ELECTIONS (note 4)

After the first 2-3 years of the formation of an IWA YWP Country Chapter, an election for the steering committee will be held. After this, elections will be held every _____ (insert frequency of election). Steering Committee members may stand for _____ consecutive terms (delete if there is to be no term limitation).

Elections will be held:

- Specify when: e.g., In conjunction with the country chapter events or at IWA congresses or other specified events
- Specify who: chair, vice chair, etc.
- Specify who can nominate: e.g., For Chair only a committee member can nominate itself.
- Specify how: by a postal/ email ballot at the end of each election cycle/ online (delete as appropriate).

8. MEETING OF THE COUNTRY CHAPTER OFFICERS AND STEERING COMMITTEE (note 5)

Meetings of the Country Chapter Steering Committee, including all Committee members (and where appropriate IWA governing member) will be held: (delete as appropriate)

- 12 times per year
- 6 times per year
- 4 times per year

Constitution

A face to face meetings of the Country Chapter Steering Committee, including all Committee members (and where appropriate IWA governing member) will be held: [\(delete as appropriate\)](#)

- Annually
- Biennially
- In conjunction with the YWP CC conference, IWA congresses or other specified events

9. FINANCE (note 6)

The YWP Country Chapter will be self-financing. Surplus funds generated from activities and events will be the onus of the YWP Country Chapter. Funds are exclusive only for the use of the YWP Country Chapter as needed.

Notes

This is a template for use by YWP Country Chapter Officers (YWP CC Officers are Chair, Vice Chair and Secretary) in formulating a constitution for their Chapter. It covers some basic elements that would usefully be features of any Chapter or groups constitution. However, additional elements could be added at the discretion of the Country Chapter and there is considerable flexibility within this template for the YWP Country Chapters to operate in the manner that best suits their circumstances. Suggestions by the IWA Office are shown in the notes below. These suggestions are generally meant only as a guide in preparing a draft constitution. It is intended that YWP Country Chapters will adapt this template to suit their own needs, in consultation with the IWA Governing Member.

1. The statement of the YWP Country Chapter goal (or vision statement) can be used for promotional purposes. The statement would therefore typically be a short paragraph (4-8 lines) outlining the topics covered by the Chapter. For example: The goal of the UK YWP Country Chapter is to advance and provide leadership skills and opportunities for YWP in the UK and to organise one annual national event for YWP in the sector.

Constitution

2. It is recognised that membership of YWP Country Chapters (and participation in their activities) can be an effective method of introducing new contacts to IWA and potentially recruiting new members. Therefore at the discretion of the YWP CC Officers it is possible to include non-IWA members in group activities and communications as long as IWA is becoming known to them.
3. Each YWP Country Chapter should decide upon the Steering Committee structure that suits it best. However, it would be appropriate to elect members to at least the positions of Chair, Vice Chair and Secretary (other common positions that may be considered are vice-chair and newsletter editor). These elected officials would form the YWP CC officers.

The Steering committee would comprise the YWP Chapters Officers and appointments made by the elected officials to various operational positions (committee members). In addition to sharing the burden of responsibilities, the Steering committee would typically be structured to provide a good spread of topical interest and expertise. Positions included on the committee might include, but would not necessarily be limited to:

- Events coordinator
- Taskforce or Programmes coordinator
- External relations coordinator (responsible for liaison with International YWP groups)
- Membership engagement coordinator
- Webmaster
- Online communicator/ Newsletter editor (using IWA platform – www.iwa-connect.org)

Additionally, to ensure leadership of the YWP Country Chapter into the future it is strongly recommended that the chair is elected from the previous steering committee, and there is one additional Country Chapter Steering Committee Member appointed to the new committee in an advisory role.

4. It is important that elections be held regularly and that they are transparent. Regular elections provide an opportunity for members to assume leadership roles and it is probably important for the health of the YWP Country Chapter that position holders not become entrenched. Elections could be held either specifically for the Chair, Vice Chair and Secretary (and other positions as deemed necessary) or generally for the Steering Committee. If the latter option is chosen, those elected would determine among themselves which positions are to be held by which elected officers. The IWA Office is available to support the facilitation elections and provide guidelines as to the options available.
5. It is recommended that regular meetings are convened. These meetings need not be face to face; teleconferences are an effective means of communication.
 - a. Country Chapter Officers convene at least biannually, and will ensure signoff of the group's work plan and annual report.
 - b. Country Chapter Steering Committee convene at least annually to discuss direction, determine the activities it will undertake in the next period – including the timing and location of conferences – and appoint members to vacant positions on the committee.
 - c. A full meeting with the governing member (if one has been established) is recommended. This will provide an opportunity to gain appropriate support and guidance considering the direction of the Country Chapter, by showcasing the activities it will undertake.
6. It is not necessary that monies be deposited with the Office; the Chapter can privately hold surplus funds as long as these funds are properly accounted for. However, the IWA Office will expect that large amounts of funds are disclosed.

Workplan and Annual Reporting



download
template

1. RATIONALE

-

2. YEAR GOAL AND KEY OBJECTIVES

-

3. HOW WILL CHAPTER YEAR OBJECTIVES CONTRIBUTE TO IWA YOUNG WATER PROFESSIONALS HIGH LEVEL AIMS

-

Workplan and Annual Reporting

4. DETAILED PLAN OF WORK AND ANNUAL REPORTING

4. DETAILED PLAN OF WORK AND ANNUAL REPORTING					ANNUAL REPORTING
WORK PLAN					ANNUAL REPORTING
ANNUAL RESULT (i.e. target audience observed change in behaviour, decision made, skills acquired, investments made, new approached used)	ANNUAL ACTIVITY undertaken necessary to achieve the outputs. (i.e. organisation conference, preparing proposals, visiting donors/sponsors, consulting members)	VERIFIABLE INDICATOR, or output produced and necessary to achieve the result. (i.e. report, website, workshop, conference, partner agreement, proposal)	TIMELINE for activity completion (i.e. Jan, Feb.)	RESPONSIBILITY for completion of activity. (i.e. lead, supporting members)	ANNUAL REPORTING STATUS End of the year reporting. (i.e. what is the status of the activities described)
Objective 1: To run a country based network of IWA YWPs:					
Objective 2: Delivering opportunities for Professional Development...					

Workplan and Annual Reporting

WORK PLAN				ANNUAL REPORTING
ANNUAL RESULT (i.e. target audience observed change in behaviour, decision made, skills acquired, investments made, new approached used)	ANNUAL ACTIVITY undertaken necessary to achieve the outputs. (i.e. organisation conference, preparing proposals, visiting donors/sponsors, consulting members)	VERIFIABLE INDICATOR, or output produced and necessary to achieve the result. (i.e. report, website, workshop, conference, partner agreement, proposal)	TIMELINE for activity completion (i.e. Jan, Feb.)	ANNUAL REPORTING STATUS End of the year reporting. (i.e. what is the status of the activities described)
Objective 3: Collaborating with other IWA YWP chapters...				
Objective 4: Contributing and advocating IWA's vision...				

Workplan and Annual Reporting

WORK PLAN			ANNUAL REPORTING		
ANNUAL RESULT (i.e. target audience observed change in behaviour, decision made, skills acquired, investments made, new approached used)	ANNUAL ACTIVITY undertaken necessary to achieve the outputs. (i.e. organisation conference, preparing proposals, visiting donors/sponsors, consulting members)	VERIFIABLE INDICATOR, or output produced and necessary to achieve the result. (i.e. report, website, workshop, conference, partner agreement, proposal)	TIMELINE for activity completion (i.e. Jan, Feb.)	RESPONSIBILITY for completion of activity. (i.e. lead, supporting members)	ANNUAL REPORTING STATUS End of the year reporting. (i.e. what is the status of the activities described)
Objective 5: Advocating and Empowering IWA YWPs...					
Objective 6: Nurture a culture of open, supportive, and respectful knowledge exchange...					

Notes

This is a template for use by Country Chapters Chairs and assisted by the committee members for the establishing a work plan. The objective of this exercise is to highlight the Country Chapters' yearly activities. It will help annual reporting, and planning and may be adapted to suit Steering Committee's wishes. This is the tool to be used to measure activity of chapter, and will help us determine whether a chapter is keeping to the terms of IWA support. Lack of reporting may be considered as not meeting requirements of the IWA support, and IWA may terminate the country chapter or withdraw its IWA support.

Partnership Terms

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template



BETWEEN THE INTERNATIONAL WATER ASSOCIATION AND

_____ YOUNG WATER PROFESSIONALS CHAPTER



PREAMBLE

As part of the IWA Young Water Professional initiative, IWA YWP Country Chapters provide exclusivity for young water professionals to host their own work plan of events, and gain recognition at a local and international level. The creation of IWA YWP Country Chapters aims to provide an overarching benefit for the countries that they are representing by providing individual networks of young researchers, and professionals in water and wastewater science, engineering and management a forum to discuss current and future water management concerns and support their leadership and career development skills.

The relationship between the YWP Country Chapters and IWA Secretariat gives rise to a range of reciprocal obligations. These are not rule-based prescriptions of the ways in which the relationship will be maintained. Rather, they form the basis of a partnership. When mutually accepted they provide a framework for the IWA family to live by.

OBLIGATIONS

The following are the obligations of Young Water Professionals (YWP):

- To commit and contribute to the High level aims IWA
- To ensure that steering committee of the chapter is IWA member (at minimum 3 members), and IWA is updated about election of new members;
- To ensure that the activities they arrange are produced with care, high-quality and dedication;
- To manage their own funding (mostly through in-kind, and voluntary contributions)
- To abide by the rules as well as branding guidance set by IWA for all YWP Country Chapters;
- To fulfill the reporting duties as per chapter 5.6 of Guidance for YWP country chapter formation, operation, and termination (and regular emails, updates in calls, and posts on IWA connect) on the status of YWP activities and upcoming plans;

The following are the obligations of the IWA:

- To support the plans and programs of YWP chapter in support of IWA high level aims;
- To provide guidance in YWP's plans and activities;
- To connect YWP with other Country Chapters globally in pursuing common goals;
- To inform YWP of upcoming YWP/Emerging Water Leaders activities and functions;
- To inform about IWA activities, events and calls for engagement
- To support interaction, engagement and integration with the IWA Governing Members

and

- To provide opportunities for engagement with experienced IWA members and IWA leadership through Governing Members and within IWA's International Network.

Partnership Terms

On behalf of the _____ (country) **YOUNG WATER PROFESSIONALS**,
on _____ (insert date), we accept the obligations as summarised above and will use my best endeavours to
faithfully carry them out.

Signed:

Position:

Signed:

Position:

On behalf of the **INTERNATIONAL WATER ASSOCIATION - HEADQUARTERS**, on _____ (insert date),
I accept the obligations as summarised above and will use my best endeavours to faithfully carry them out.

Signed:

Position:

On behalf of the **INTERNATIONAL WATER ASSOCIATION**, I confirm that the Association expects the obligations
summarised above to be adhered to by both parties.

Signed:

Position:

Date:

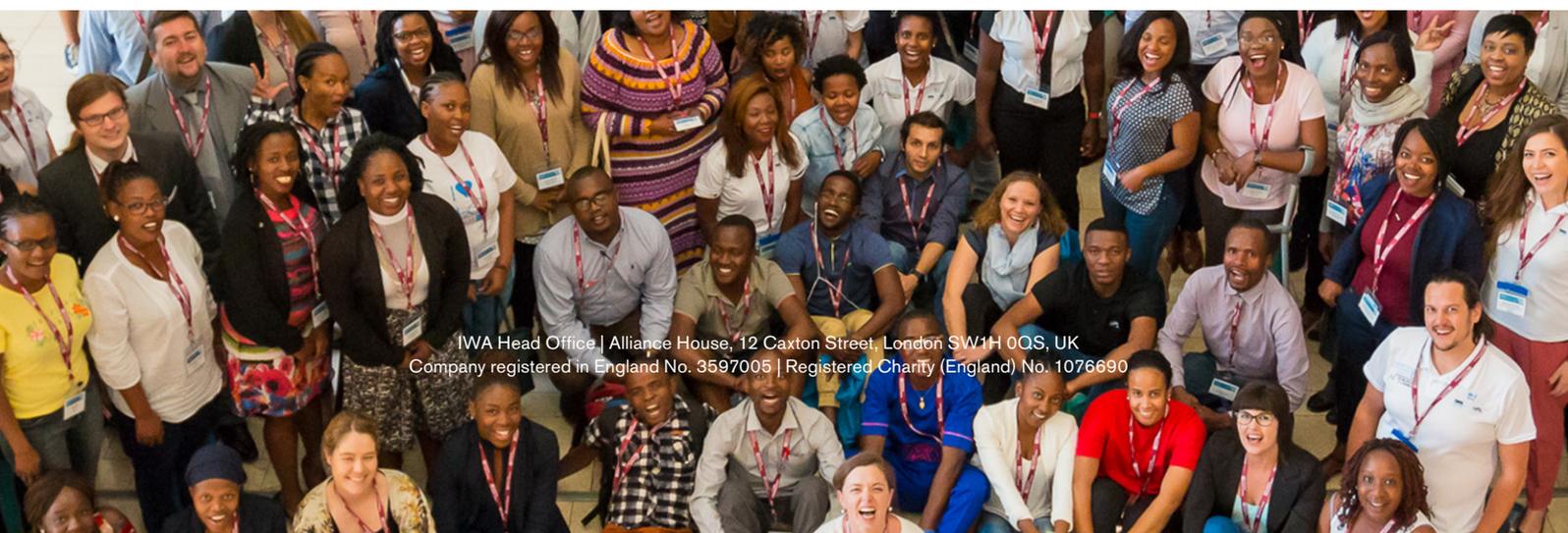


Connecting young water leaders to global professional networks.
Learning to develop competences.
Leading the resilient and sustainable water sector of the future.

Inspiring Change



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