

# World Water Council

Membership guidelines



# World Water Council

## Membership Guidelines

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# **1 Introduction**

## **1.1 Role of this document**

This document presents the membership policy of the World Water Council, and establishes the principles of the membership as well as transparent procedures for the relationship between the World Water Council and its members.

This document is complementary to the By-Laws and Constitution of the Council. It is distributed to all existing Council members as well as to any organisations interested in applying for membership of the World Water Council.

## **1.2 Missions of the Council / general principles**

The World Water Council is a non-profit umbrella organisation. It was created in 1996 as a water policy think tank, in response to the need for integrated action among the many agencies and organisations involved in water resources management, and for a shared understanding of the problems and challenges of the water sector. The Council was given the missions (i) to raise awareness on critical water issues at all levels, both through the activities of its member organisations, and through its own events and reports and (ii) to place water higher on the political agenda.

The activities of the Council are managed and overseen by a Board of Governors (BoG) made up of 36 members, elected during its General Assemblies (GA).

The objectives of the Council are to:

- Identify critical water issues of local, regional and global importance on the basis of ongoing assessments of the state of water;
- Raise awareness about critical water issues at all levels of decision making, from the highest authorities to the general public;
- Develop a common strategic vision on integrated water resources management on a sustainable basis, and to promote the implementation of effective policies and strategies worldwide;
- Provide advice and relevant information to institutions and decision-makers on the development and implementation of policies and strategies for sustainable water resources management, with due respect for the environment and social and gender equity; and
- Contribute to the resolution of issues related to transboundary waters.

To achieve these objectives, the World Water Council must remain democratic and independent, both ideologically and financially. This is

possible in particular through its membership basis and the collection of the annual membership fees. The Council also needs to rely upon an extensive international network of members representing the great diversity of organisations involved in water issues in order to develop joint activities and relevant projects. The Council should also seek to maintain a significant and balanced representation of each professional group as well as a strong representation in every geographical zone. Targeted recruitment is undertaken from time to time to correct the possible imbalanced distribution of members.

### **1.3 Membership core values**

The World Water Council's members are expected to embrace a set of core values that will guide their work:

- Accept, endorse and support the missions and objectives of the Council as set out in its By-laws and Constitution.
- support the recognition of access to water and sanitation as a fundamental human right
- Facilitate dialogue in an open manner, especially on controversial issues;
- Welcome dialogue with all stakeholders, recognizing the value of considering diverse points of view;
- Respect and endorse decisions which are taken in a democratic way;
- Behave ethically, treat individuals and differences with respect, honesty and integrity;
- Act with transparency in favour of the Council's interest.

## **2 Categories of members**

Except for some very limited exceptions defined hereafter, members of the Council are institutions that are represented by individuals. There are three means of differentiating members: the first is strictly administrative and is based on whether or not a member has paid their fees; the second is based on their particular relationship with the Council; the third relates to the status and function of each organisation. Depending on the category, the member's rights and obligations might differ.

### **2.1 By payment of membership fees**

#### ***2.1.1 Active members***

Active members are those member organisations, that are up to date with their annual membership fees and that commit themselves to working for the accomplishment of the Council's objectives, or that make a significant financial contribution to the accomplishment of the Council's objectives. A member organisation has one full year to pay its membership fees.

### **2.1.2 Non-active members**

Non-active members are those member organisations that have not paid their fees during a full year period. They are still considered as members but benefit from fewer rights than active members; for instance they will not be entitled to vote or to receive the Water Policy Journal. In order to become active members once more, they must pay their fees for the current and the previous year. After two years of non-payment, they will no longer be considered as members.

## **2.2 By relationship to the Council**

### **2.2.1 Founding members**

The founding members are the three individuals who signed the declaration creating the Council, deposited at the Prefecture of the Bouches-du-Rhône, Marseille/France, on June 14, 1996, namely:

- Mahmoud Abu-Zeid (Ministry of Public Works and Water Resources, Egypt)
- René Coulomb (Suez Lyonnaise des Eaux, France)
- Aly Shady (Canadian International Development Agency, Canada)

### **2.2.2 Constituent members**

The Constituent members are the organisations that participated in the establishment of the Council:

- International Water Resources Association (IWRA)
- International Commission on Irrigation and Drainage (ICID)
- The World Bank (WB)
- International Water Association (IWA)
- United Nations Development Program (UNDP)
- United Nations Educational Scientific and Cultural Organisation (UNESCO)
- The World Conservation Union (IUCN)
- The Water Supply and Sanitation Collaborative Council (WSSCC)
- Istituto Agronomico Mediterraneo – CIHEAM Bari

They have the same rights and obligations as the other members.

### **2.2.3 Honorary Members**

Honorary Members are the three founding members as well as those persons who are appointed as Honorary Members by the Board of Governors because of their exceptional moral or intellectual contribution to the objectives of the Council. They do not pay any annual membership fees. They are invited to participate in the General Assemblies but do not hold voting rights.

### **2.2.4 Honorary Presidents**

Following the end of their term of office, the Presidents of the World Water Council are granted the position of Honorary President for life. They are invited to attend the meetings of the Board of Governors and the General Assembly, but do not hold the right to vote. They are not expected to pay annual membership fees.

### **2.2.5 Patrons**

Patrons are those individuals or organisations whose contributions go significantly beyond annual membership fees. These may include institutions, organisations, foundations or trusts, privately-owned companies or other individuals or organisations that make a significant contribution to the Council in cash or (the equivalent) in kind. The Board of Governors must give its approval of this status. They have the same rights as active members and therefore have the right to vote during General Assemblies.

### **2.2.6 Host City**

The city that is host to the headquarters of the Council is a full member of the Council. It is not expected to pay any membership fees.

## **2.3 By type of organisation**

Beyond the administrative classification of members, members are also divided according to their status and mission. This classification does not take into account the legal incorporation status but only the relevant position of the member organisation in the water management process.

Depending on the category they belong to, the rights and obligations of the members might differ, in particular the amount of membership fees that they have to pay.

The 3<sup>rd</sup> General Assembly fixed the number of colleges at five, each of which is represented on the Board of Governors by at least four member organisations. The following are the definitions of the colleges:

#### **2.3.1 College 1: Intergovernmental institutions:**

Those international organisations composed exclusively of Member States, which monitor, regulate and finance water and water-related projects, policies and cooperation.

Includes: UN agencies, intergovernmental organisations, international financial institutions, development banks, etc.

#### **2.3.2 College 2: Governments and government authorities:**

Those national or local institutions related to the state, which monitor, regulate and finance water resources and sanitation management at the national and local level, elaborate and implement water and water-related policies at the national or local level, and develop and implement national

water and water-related international cooperation strategies.

Includes: state agencies, ministries, local authorities, municipalities, basin authorities, parliamentarian associations, national development agencies, etc. N.B: state-owned universities, research centres, state-owned companies, are not included in this college.

### ***2.3.3 College 3: Enterprises and facilities:***

Those companies and their associated networks that are either state-owned, private, public or run as a public-private partnership which provide goods and services related to water supply and sanitation, as well as those companies working in water-related fields such as energy supply, health care, environmental conservation and food production.

Includes: water supply and sanitation companies; consulting firms; law firms; infrastructure companies in charge of hydropower plants, dams, reservoirs, irrigation canals, energy supply; service providers; construction companies; industrial companies; etc.

### ***2.3.4 College 4: Civil society organisations and water user associations;***

Those national and international organisations and their associated networks that represent water and sanitation users, those organisations that advocate human rights and nature protection with regard to social, cultural, historical, and environmental aspects, those organisations working in humanitarian aid, as well as those organisations that provide information on water and water-related issues to the public at large.

Includes: foundations, consumer associations, farmer associations, trade unions and the media.

N.B: NGOs whose main activities are training and education should not be included in college 4, but college 5.

### ***2.3.5 College 5: Professional associations and academic institutions:***

Those national or international organisations and their associated networks that carry out research or provide education and training on the scientific, technical, legal, social cultural and economic aspect of water and water-related issues, as well as those national or international professional organisations and media which provide information on research.

Included: national and international professional organisations, private or public universities, schools and research centres, public and private training centres.

## **2.4 Conditions for application and admission**

Membership of the World Water Council is open to any organisation with an interest in water and water-related issues, and which accepts the mission

and objectives of the World Water Council as set out in its Constitution and By-Laws.

#### ***2.4.1 How to apply***

Organisations interested in joining the Council first have to register through the appropriate membership application form provided by the Council's Headquarters.

In order to validate its application, it is imperative that the organisation send to the Headquarters the original application form duly completed and signed by its Chief Executive Officer or equivalent, and provide information on the organisation, such as a brochure or a description/report on its water-related activities, and any additional documents the applicant may feel relevant to its application.

If the Headquarters judges that the documents supplied and the information available on the website are not sufficient, or upon request from a member of the Bureau or the Board, the Headquarters may request additional information and clarification from the applicant.

### **2.5 Acceptance**

If the new applicants provide all the necessary documents and fulfil the criteria as set out in the By-Laws and in this document, the Headquarters submits the applications to the Bureau for review. Once reviewed by the Bureau, the application is submitted to the Board for adoption or rejection. Once applications are approved, applicants are considered to be officially members subject to the payment of their membership fees. The Council's existing members are informed of these applicants via the Council's newsletter.

### **2.6 Re-admission**

Organisations that wish to renew their membership after having cancelled it or after having had their member status removed for non-payment of fees may apply again through the same procedure as is set out above.

## **3 Rights and obligations**

### **3.1 Rights**

#### ***3.1.1 Participation in the Council's activities***

The Council is organised around two main committees, the Committee on Institutions and Governance and the Committee on Science and Technology. The missions of these Committees are to identify important and relevant water issues, develop position papers for the Council, raise awareness on these issues, advocate political attention, publish synthesis documents, and launch relevant projects and programmes aimed at the development of

innovative ideas for the water community or tackle issues insufficiently covered elsewhere. To this end, the Committees can identify the need for and establish working groups devoted to specific issues for a limited period of time.

Any member is welcome to participate in a working group, subject to the approval of the Chair of the group. Membership and chairmanship of the Committee are renewed after each General Assembly meeting.

### *3.1.2 Participation in the management of the Council*

The Council's members are invited to participate in the General and Extraordinary Assembly meetings. General Assembly meetings are organised at least every three years. On these occasions, members have the opportunity to directly influence the management of the Council, provide their comments and advice on the activities and management of the Council by electing the Board of Governors, by providing comments on action plans for the coming years and by running for election to the Board.

On the day of the General Assembly meeting, each member organisation that is up to date with payment of their membership fees is entitled to one vote. In order to hold the right to vote, the new applicants have to be approved 3 months prior to the General Assembly meeting and be up to date with payment of their membership fees.

Each member that is up to date with their payment before the closing of the list of candidates, two month prior to the General Assembly, has the right to run for election to the Board.

Through their membership, members also have free access to information regarding the management of the Council such as the annual budget, minutes of the Board meetings, etc.

### *3.1.3 Access to the Extranet*

The Council Extranet was created in order to benefit from the strength and potential of the professional and geographical diversity of the Council's members and improve the Council's networking capabilities. Through this service, dedicated to all staff members of member organisations, easy access is provided to:

- a wide range of water information posted either by the Council or its members, such as conference announcements, proceedings reports and press releases;
- the Council members directory;
- the Council library (publications and internal working documents).

Members also have the opportunity to edit and post their own articles and news or to participate in multi-stakeholder discussion forums. Moreover, the Extranet supports and facilitates the work and activities of the Committees and working groups.

N.B: Applicants whose membership is still under consideration and members

that have not paid their fees for more than two full years have no access to the Extranet

### ***3.1.4 Receiving the Council's official publications***

Every two months, the Council issues its official journal, the Water Policy Journal, published by International Water Association Publishing (IWAP). The journal publishes high level analyses, reviews, debates and progress reports on all policy aspects of water resources in the following areas: financial, diplomatic, organisational, legal, administrative and research. Active members are entitled to one free institutional subscription. A reduced-rate subscription is available to individuals working for Council member organisations.

In addition to the Water Policy Journal, the Council occasionally publishes reports, proceedings of meetings, and its bi-monthly newsletter. One copy of each such publication is provided free of charge to active members on request from the Headquarters.

### ***3.1.5 Use of the name and logo***

Active members of the World Water Council have the possibility to use the World Water Council logo to show their affiliation with the World Water Council. The use of the logo is subject to copyright and use of the logo must be in accordance with the logo usage policy, a copy of which may be requested from the Headquarters.

### ***3.1.6 Others***

All staff members of active member organisations benefit from a discount in registration fees for World Water Fora and other events organised or co-organised by the Council.

## **3.2 Obligations**

### ***3.2.1 Payment of fees***

The main obligation for a member is to pay its annual membership fees in order to remain active and benefit from full members' rights. Members have a full year in which to pay their fees in order to remain active. However, payment made in the second part of the year will cause a delay in receiving the Water Policy Journal. In the year of the General Assembly, membership payments should be carried out before the date of the General Assembly, in order to allow the member organisation to hold the right to vote. If the Assembly is held during the first six months of a year, the member organisation is responsible for payment of membership fees for the previous year and all past years. If the Assembly is held during the second six months of a year, the member organisation is responsible for payment of membership fees for the current year and all past years.

### ***3.2.2 Facilitating the objectives and the mission of the Council***

Members are required to support and facilitate the objectives and activities of the Council. This is partly achieved through their active participation in the Council General Assembly meeting, members meetings, Committees, task forces, working groups, and partly through members' activities undertaken as specific contributions to the Council's activities.

Members have a say in the work plan of the Council and may propose new activities or working themes.

Members are also greatly encouraged to advertise the Council's activities on their website and disseminate the Council's documents.

### ***3.2.3 Keeping detailed information updated***

Members are required to inform the Council of any change in their contact person as well as in the name of the organisation, the postal address, the e-mail address, and telephone and fax numbers.

### ***3.2.4 Member Code***

Each member is attributed a member code upon admission to the Council and is requested to indicate this code with payments, and in all correspondence with the Headquarters.

## **4 Relationship between members and other bodies of the Council**

### **4.1 The Headquarters**

Member organisations are requested to nominate a person responsible for the relationship with the Headquarters. The contact person can be changed by sending the name of the new contact with his or her full contact details. The Headquarters, under the authority of the Executive Director is in charge of:

#### ***4.1.1 Membership service***

- Invoicing and collecting the annual membership fees
- Informing members of the activities, management and programmes of the Council and its working bodies
- Facilitating the involvement of members in the activities of the Council
- Facilitating the exchange of information and experience among members
- Undertaking membership drives
- Facilitating contact between members and other bodies of the Council

#### ***4.1.2 Programme support***

- Obtaining and integrating inputs from members into the Council's programmes and policies

- Disseminating knowledge on the science, policy and practice of sustainable water management
- Advocating the Council policies and positions in international conferences and fora
- Facilitating the work of the Committees and working bodies.

#### **4.1.3 Administration**

- Preparing documents submitted to the Board of Governors and the General Assembly
- Implementing the Council's policies
- Managing financial resources

When members are directly involved in the implementation of programmes in partnership with the Council, the relationship, expectations and obligations will be defined in an agreement between the Headquarters and these members.

The Headquarters of the World Water Council is committed not to divulge the contact information of its members to non-member organisations.

## **4.2 Committees**

Membership of the Committees is subject to the approval of the Chair of the Committee as well as the Board of Governors. The number of members of each Committee is limited. Both members and Chairs of Committees are renewed after each General Assembly meeting.

The Terms of Reference of the Committees are available on the Council's website or may be requested directly from the Headquarters.

Council members are informed of the activities of these Committees through the Headquarters, via the Extranet and the Council newsletter.

## **4.3 Working Groups**

All members are encouraged to take part in the activities of the working groups, which are under the authority of the Committees on Institution and Governance and on Sciences and Technology.

Any staff member of a member organisation can join a working group on a voluntary basis, subject to the approval of the Chair of that working group.

## **4.4 Associate Centres**

The Council's Associate Centres seek to bring the Council members of that region together, attracting through that process more members in that region and spreading awareness of the Council's mission and objectives. The precise role and obligations of the Associate Centres is currently under discussion by the Commission on Legal and Financial Affairs, and will be clarified in a subsequent version of this document.

## 5 Resignation and Member status removal

### 5.1 Resignation

Any member may cancel its membership simply by informing the Council by letter or e-mail. The cancellation will be officially validated at the following Board meeting.

### 5.2 Member status removal

Member status may be removed from an organisation by a decision of the Board for either of the following reasons:

- if their activities become contradictory with the mission of the Council;
- if they do not pay their membership fees for more than two years.

## 6 Membership fees guidelines

As stated in article 2.5.5 of the By Laws: The Board shall set the amount of the fees at its final meeting of the previous year. The Executive Director shall inform the Members of the fee amount and due dates.

Organisations that submit their application in the second semester of the year will be required to pay only half of the relevant yearly membership fee.

### 6.1 Membership fees structure

In order to bring together as many organisations as possible involved in the water sector, and in order not to discriminate against organisations from low-income countries, a differentiation of membership fees has been introduced under the following principles.

The total amounts of the fees are calculated according to the GDP per capita of the members' countries, and are classified as follows:

<b>Average GDP (PPP) per capita of the country in USD</b>	<b>Membership fees in Euros</b>
Below 1,000	250
1,000 – 2,500	430
2,500 –7,500	595
7,500 –20,000	760
Above 20,000 and international organisations	930

The reference used to determine the GDP (PPP) (of the previous year) is the Human Development Indicators of UNDP. The list of countries with their related membership fees is available on the Council's website.

## **6.2 Membership Solidarity Fund**

A Membership Solidarity Fund has been established with the objective of balancing the membership distribution and allowing organisations with limited financial means and from developing countries an opportunity to become members of the World Water Council and to have their voices heard in the global water debate. The fund is made up of voluntary donations, which are used to subsidise membership fees for organisations preferentially from civil society, academic and research institutions, local authorities and user associations.

The procedure of the Fund, as well as the donor form and the application form, are available on the Council's website or may be requested from the Headquarters.

## **6.3 Invoicing and payment**

Pro-forma invoices for membership fees are sent to members at the beginning of each year. Members have the option of paying their membership fees for the current year or paying them for the three coming years in a single installment and benefit from a 15% discount. Upon receipt of payment, the Headquarters sends members a pre-paid invoice. Invoices are issued in Euro since the Headquarters is based in France. However, members can pay their fees in US Dollars using the exchange rate valid for the date of payment. Members may pay their fees by bank transfer, cheque or UNESCO Coupons to the Headquarters.

### **6.3.1 Bank transfer**

Bank details: World Water Council - Conseil Mondial de l'Eau

Barclays Bank PLC, Succursale de Marseille

34, La Canebière B.P. 2209

13207 Marseille Cedex 01, FRANCE

Tel: +33 (4) 91 13 61 61 - Fax: +33 (4) 91 54 99 58

**IBAN (International account n°): FR76 30588 61075 79715940101 69  
EURO**

Swift Code: BARCFRPP

### **6.3.2 Cheque**

Postal address for sending a cheque:

World Water Council – Conseil Mondial de l'Eau  
Les Docks de la Joliette - Atrium 10.3

10, Place de la Joliette - 13002 Marseille  
France Tel: +33 (4) 91 99 41 00 - Fax: +33 (4) 91 99 41 01

### **6.3.3 UNESCO Coupons**

The Council has obtained an agreement with the UNESCO coupons programme to allow payment of our membership fees using UNESCO coupons. The objective is to provide assistance to members who encounter difficulties in paying their fees in a foreign currency due to the shortage or even the impossibility to access foreign currency in their own country. The UNESCO Coupons programme was established in 1949 in order to assist Member States short of convertible currencies to acquire the educational, scientific and cultural material they consider necessary for technological development.

UNESCO Coupons can be purchased from the National Commission for UNESCO of any country. The list of distributing bodies throughout the world is available on: [www.unesco.org/general/eng/about/coupon/couplist.shtml](http://www.unesco.org/general/eng/about/coupon/couplist.shtml)



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