

# Terms of Reference

## Young Scientific Programme Committee (YSPC) of the World Water Week in Stockholm

---

Since 1991, the World Water Week (WWW) in Stockholm is the leading annual platform for global water and development issues. Hosted and organised by the Stockholm International Water Institute (SIWI), the World Water Week provides a unique forum for exchange of views, experiences and practices, between the scientific, business, policy and civic communities.

The governance structure of the World Water Week contains two committees, the Scientific Programme Committee (SPC) and the Advisory Committee (AC). Each of these committees works with SIWI to ensure the quality and relevance of the World Water Week.

In addition, the Scientific Programme Committee plays an essential role in the development of the World Water Week's scientific<sup>1</sup> components. This includes, amongst others:

- Formulate the annual Thematic Scope for the World Water Week,
- Plan and implement the workshops of the WWW, in collaboration with co-convening organisations
- Develop, in active partnership with SIWI, the key outputs from the Week
- Provide SIWI with strategic advice.

The Young Scientific Programme Committee (YSPC) initiative began in 2012 as a complimentary initiative to support the World Water Week Scientific Programme Committee.

The YSPC provides professionals at the beginning of their careers, and under 35 years of age, with the valuable opportunity of collaborating with top level scientists and water professionals to develop the World Water Week programme.

This exposure to the thematic heart of one of the most renowned water conferences is of great benefit to the career development of YSPC members, who also gain increased visibility within the water community in the process.

At the same time, the Scientific Programme Committee members benefit from the involvement of young professionals who contribute different input and generational perspectives.

### **MANDATE OF THE YSPC**

The main tasks of the YSPC are:

- Screen and review/prioritize the abstracts received for each of the workshops (**January to March**)

---

<sup>1</sup> The term "scientific" is used throughout in this document in a broader context: scientific – technical- policy

- Provide support to the planning of the workshop programme (**April to August**). This includes to support the SPC members to (In collaboration with the co-conveners) to:
  - Developing and managing the workshop’s programme (theme and structure)
  - Selecting the oral and poster presentations
  - Choosing the keynote speakers, panelists, chairs and moderators
  - Deciding on the workshop format
  - Staying in contact with the different speakers and workshop-officers (chairs, moderator) throughout the summer, regarding focus of speech, length of speech etc.
  - Staying in contact with SIWI ([Maarja.undrits@siwi.org](mailto:Maarja.undrits@siwi.org)) regarding updates in online programme, texts, invitations etc.
  - Screening the speakers power points
  - Preparing steering questions for panelists (if relevant).
- Support the workshop rapporteur teams (Take notes during the Workshop and agree on key messages with the SPC members, define three key messages and outcomes from the Workshop) **during World Water Week**
- Possibility to join the Best Poster Award jury **during World Water Week**
- Support SPC and Co-conveners to identify presenters/panelists as possible authors for the peer reviewed publication “At the Confluence” (SPC is the Editorial Board for this publication) **during World Water Week**
- Support SPC and co-conveners to write a 500 word summary of the Workshop (**August to September**).

#### **GUIDELINES FOR THE YOUNG SCIENTIFIC PROGRAM COMMITTEE**

1. The YSPC consists of eight young professionals. The YSPC members are appointed by SIWI based on an application process.
2. The YSPC shall reflect, if possible, the diversity and balance of the World Water Week in terms of:
  - Geography: Europe, N. America, Latin America, Africa, Asia
  - Backgrounds: academic/practitioner, public/private, local/global, business/civil society
  - Disciplines: natural sciences (hydrology, ecology etc.), sociology, political science, economics, law etc.
  - Gender.
3. The YSPC members agree to provide minimum inputs in the order of 10 days/year. The work of the members cover the above mentioned function of YSPC and include the following meetings:
  - Approximately monthly 1-hours phone/skype meetings with their SPC members (or as agreed within the own workshop team) including an initial Skype call to define roles and responsibilities
  - SPC meetings in Stockholm immediately before and after each WWW
  - Two-day SPC/co-convenor workshop in Stockholm in February or March with all members present.

4. Committee members serve in their personal capacity. They are appointed for a one year period. The term of office begins January 1<sup>st</sup> and concludes October 30<sup>th</sup>.
5. The working language of the committee is English.
6. Members of YSPC receive free registration, travel and accommodation for the World Water Week.
7. The YSPC receive travel and accommodation to attend the face to face meeting in March.
8. These Terms of Reference are valid from 1 December 2014 until updated.