

EU WATER INITIATIVE

ORGANISATIONAL FRAMEWORK AND MODALITIES

Final version (9 July 2004)

Version 1 – 7 April 2004
Version 2 – 19 April
Version 3 – 22 April

Document prepared by:

DG DEV
Martin Walshe
André Liebaert

DG ENV
Sylvie Detoc
François Wakenhut

DG AIDCO
Robert De Raeve

DG RELEX
Elina Bardram

DG RTD
Zissimos Vergos
Cornelia Nauen

1	BACKGROUND	3
2	SUMMARY OVERVIEW	6
2.1	Organisation.....	6
2.2	Decision-making processes	7
2.3	Administrative resources.....	8
3	ORGANISATION	9
3.1	EUWI partners	9
3.2	MStF	10
3.3	EUWI Steering Group	11
3.4	Secretariat.....	13
3.5	Working Groups	14
3.6	Co-ordination between the European level and the regional components	17
4	DISSEMINATION OF INFORMATION	17
4.1	Meeting preparation	17
4.2	Documents.....	18
4.3	EUWI Information system	18

1 BACKGROUND

Rationale of the EU Water Initiative

Clean drinking water and good sanitation facilities are largely taken for granted in the EU. However, much of the developing world is not so fortunate. At the WSSD, the EU launched a Water Initiative (EUWI) designed to contribute to the achievement of the Millennium Development Goals (MDGs) and WSSD targets for drinking water and sanitation, within the context of an integrated approach to water resources management. The EUWI is conceived as a catalyst and a foundation on which future action can be built to contribute to meeting the water and sanitation MDGs.

Objectives

- Reinforce political commitment to action and raise the profile of water and sanitation issues in the context of poverty reduction efforts;
- Promote better water governance arrangements. This includes encouraging the public and private sectors and local stakeholders to work together better. It also includes efforts to strengthen institutional capacity at the regional, national and local levels, by providing expertise, promoting good practice and improved partnerships for sharing information, including research, appropriate technology, better knowledge management and improved awareness raising;
- Improve co-ordination and co-operation in the way that water-related interventions are developed and implemented. This includes a shift away from stand-alone projects towards sector wide approaches on the one hand, but also towards functional cross-sectoral links (e.g. agriculture/forestry/livestock and water; hygiene education, health and poverty reduction outcomes). It also includes establishing multi-stakeholder processes to reinforce partnerships for action and promoting south-south collaboration and co-operation;
- Encourage regional and sub-regional co-operation on water management issues, using the integrated water resources management approach (at national and transboundary levels). As part of the Initiative, the EU will be supporting the development of IWRM and water efficiency plans by 2005, including the adoption of policy, planning and management processes on a river-basin scale;
- Catalyse additional funding, through the development of new, flexible and innovative funding mechanisms to attract new partners, and through supporting the establishment of the enabling environment for increased investment.

The need for a partnership approach

The starting point of the EUWI has been the basic acknowledgement of the fact that the water-related MDGs and WSSD targets cannot be achieved with conventional means and fragmented approaches. **They require a greater and more open form of mobilisation of partners** both in European and in partner countries, ranging from the governments, IFIs and other donors, to civil society organisations, water users and water industry. Continued co-ordination and co-operation at all levels from local to international will be crucial. The EUWI therefore aims at bringing together EU institutions and Member States, the civil society and financial institutions, as well as the expertise and investment potential of the

EU's water industry. The EUWI also places the emphasis on better use of existing, and generation of scientific knowledge and on its effective translation into innovation; as well as on raising public awareness on water issues.

This importance of this ambitious and pioneering partnership approach was underscored by the Council (Development) in its Resolution of 30 May 2002 on "water management in developing countries", stating that the EU Water Initiative "*will [...] promote better governance arrangements and stronger partnerships between public and private sectors and local stakeholders*"¹. **This partnership approach and the challenges it entails need to be reflected in the organisational structure of the EUWI.**

The need for a clearer organisational framework in the implementation phase of the EUWI

Following the launch of the EU Water Initiative in 2002, 2003 was devoted to a design phase. **2004 marks the beginning of the implementation phase of the Initiative.** In this context, it is essential to explicitly define the organisational structure of the EUWI. **Existing arrangements need to be formalised to make a success of this implementation phase.** In particular, as improved co-ordination and effective streamlining of donor assistance, environmental expertise and scientific knowledge creation, are at the heart of the EU Water Initiative, a special emphasis needs to be placed on:

- Involving all the relevant actors (i.e. donors, partners countries, stakeholders) based on a comprehensive and functional multistakeholder approach, and maximising synergies between their respective inputs to the process
- Ensuring consistency between the regional components, notably by fostering communication and interaction between them and capitalising on the parallels and lessons learned
- Improving internal and external information flows on the Initiative
- Establishing an efficient, overall steering process to make the Initiative deliver to its full potential

Background

The organisational framework and modalities for the EUWI was endorsed at Member States' and Multistakeholder meetings held 14-15 June 2004. It takes into account contributions on the governance of the Initiative submitted to these groups over the past months.²

¹ See Council Resolution of 30 May 2002 on water management in developing countries : policy and priorities for EU development co-operation (<http://register.consilium.eu.int/pdf/en/02/st08/08958en2.pdf>)

² Following a first draft on the governance of the EUWI from June 2003, the MStF in Athens (17-18 June 2003) delegated the further development of the proposal to a drafting committee. This drafting committee included Tom Brabben (consultant for the EU Water Initiative Secretariat), Chris Tydeman (WWF), Danielle Morley (FAN), Johan Kuylensstierna (SIWI), Maria Papaioannou (Greek Environment Ministry), Olivia Broquereau-Garnier/Olivier Bommelaer (AESN) and Ulrike Ebert (Thames Water). A new version of the document (entitled "Purpose, Structure and Organisational Framework") was presented to Member States. Based on this latter draft, the governance of the Initiative was further discussed at the 9th Multistakeholder Forum of the EU Water Initiative on 25 November 2003 where it was decided that the drafting committee (extended to Dagmara Berbalk – German Environment Ministry, Monique Le Génissel – French Ministry of Foreign Affairs, and Martin Walshe – DFID) would prepare together with the European Commission a revised version of the draft in time for the 10th MStF on 16 March 2004. The Commission submitted to the 10th MStF a revised draft on the organisational framework, considered as work in progress as it did not include all comments received from the drafting committee. Following discussions at the 10th MStF, the Commission submitted a new text to the 11th MStF on 15 June where final agreement on the document was reached.

The organisational framework of the EUWI is based upon four main bodies:

- The multistakeholder forum, open to all, with an advisory function
- The EU Water Initiative Steering Group, driver of the EUWI, with a co-ordination function
- The Working Groups, in charge of implementation at the regional level
- The Commission/Secretariat of the Initiative

This organisational framework reflects the partnership approach of the EUWI, thereby **allowing the active participation of a broad group of stakeholders actively involved in water and development issues while, at the same time, fully respecting the existing decision making processes established between the EU institutions.** This is key to supporting effectively the overall objectives of the EUWI.

This organisational framework is aligned with the Commission's **Communication on the future development of the EU Water Initiative and the modalities for the establishment of a Water Facility for ACP countries** of 26 January 2004. In the section of the Communication relating to the organisation of the EU Water Initiative, it is indicated that *"the current arrangements [on the structure of the EU Water Initiative] are ad-hoc and [...] we need to develop a more comprehensive, systematic and transparent approach. [...] The involvement in the EU Water Initiative of all the relevant actors both on the EU side and on the side of partner countries brings an energy and dynamism to the process [...]. However, this process cannot in any way put in question the existing decision making process established between the EU institutions."*³

As far as the **ACP-EU Water Facility** is concerned, the agreement of the Council of Ministers on the establishment of the Facility of 22 March 2004 will apply. *"The Facility will be managed by the Commission, while operations will be proposed and implemented in collaboration with European and international, regional and local partners with specific experience in the water and sanitation sector. A close link will be maintained between the Commission and the Working Parties established in the framework of the EUWI. ACP countries, including non state actors, will also be closely associated with the process, at an early stage, in line with the Partnership established with African institutions (AMCOW, NEPAD), in the framework of the EU Water Initiative, to be expanded to the Caribbean and Pacific regions."*⁴ The close link to be established between the work carried out in the framework of the EU Water Initiative and the Water Facility will ensure coherence and complementarity between the two processes. This link will be inserted into the organisational framework and modalities of the EUWI (under the functions of either the EUWI's Steering Group or Working Groups) at a later stage to mirror the language on this issue in the modalities for the implementation of the ACP-EU Water Facility when available.

As the EU Water Initiative is a dynamic, ongoing process, adjustments to the organisational framework may be needed in the future to take into account important new elements and emerging priorities arising from the development of the Initiative.

³ Communication from the Commission to the Council and the European Parliament – Communication on the future development of the EU Water Initiative and the modalities for the establishment for a Water Facility for ACP countries, 26 January 2004, COM(2004)43 final, pp. 9-10.

⁴ Statement by the Council and the Commission on the ACP-EU Water Facility (22 March 2004).

2 SUMMARY OVERVIEW

2.1 Organisation

The organisational framework of the EUWI will be structured around the following bodies, whose functions and memberships are described in detail in section 3:

- Multistakeholder Forum (MStF)
- EUWI Steering Group (SG)
- Working Groups (WG)
- Commission/Secretariat of the Initiative

It has been clear from the outset that, in order to be a success, the EUWI requires the active involvement of a broad group of stakeholders interested in water and development issues. The EUWI should therefore be developed in a transparent and inclusive manner based on **strategic partnerships** – including the Commission, Member States, civil society, the private sector and others – to guide the overall process and achieve the water-related MDGs. In line with this, it is proposed that the EUWI Steering Group - which will include selected stakeholders active in the EUWI – be charged with guiding the operational delivery of the strategic objectives and annual work programme of the Initiative. Consistent with existing EU institutional rules, all political and financial decisions needed to achieve these objectives requiring Council involvement will be dealt with following the normal channel between the Commission and the Council.

The proposed interaction between the EUWI bodies is outlined in the table below:

Commission – Council

Existing institutional interaction. All political and financial decisions which require Council involvement will continue to be dealt with by the Council and the Commission consistent with existing rules

Multistakeholder Forum (MStF) – EUWI Steering Group

→ Actively contribute advice and experienced guidance on the development of the Initiative. Discuss and give input to the annual work programme. Agree on its representatives to the EUWI SG

← Report to the MStF on the implementation of the annual work programme through the annual report and regular newsletters. Present the annual work programme to the MStF

Commission/Secretariat – EUWI Steering Group

→ Prepare and facilitate the work of the EUWI Steering Group

← Empower the Commission/Secretariat to ensure the day-to-day running of the Initiative (organise meetings, produce draft reports etc)

Commission/Secretariat – Multistakeholder Forum (MStF)

→ Assist in the functioning and activities of the Multistakeholder Forum

← Request assistance from the Commission/Secretariat on practical aspects and organisational issues

Commission/Secretariat – Working Groups

- Assist the EUWI WGs in ensuring co-ordination of their activities and in their interaction with regional partners/bodies.
- ← Request assistance from the Secretariat on co-ordination aspects of their activities

Working Groups – EUWI Steering Group

- Report to the EUWI Steering Group to which it submits regular updates, guidelines and recommendations on the development of the Initiative at regional level and on cross-cutting issues
- ← Provide guidance, views, opinions and to feed into Working Groups' work; approve ToR and work programmes of WGs; ensure adequate co-ordination across the components; ensure comprehensive information flow between these respective bodies

Regional/Thematic Working Groups – Cross-cutting Working Groups

- Feed information on regional/thematic developments and specific concerns to tailor working groups' activities to their needs
- ← Provide recommendations and guidelines to regional/thematic components on these issues

2.2 Decision-making processes

In line with the Commission and Member States' agreement that, in order to succeed, the Initiative would require the active participation of stakeholders interested in water and development issues, this organisational framework provides that all decisions relating to the **development of the Initiative** for which Council involvement is not required at **horizontal level** should be taken by the **EUWI SG**. These decisions cover notably (1) ToRs/work programmes and co-ordination of the activities of the Working Groups; (2) annual progress reports (preparation, endorsement) and (3) communication activities. The Annual Work Programme of the EUWI is endorsed by the EUWI SG. Decisions relating to the **practical development of the Initiative at regional level** lie with the **Working Groups**.

This does not in any way put in question the existing decision making processes established between the EU institutions. All questions relating to (1) **finance and funding mechanisms to be set in place at EU level to pursue the objectives of the Initiative** (as is currently the case on the proposed ACP-EU Water Facility) and to (2) **strategic questions** (e.g. EU positioning on the advancement of the Initiative in other international fora such as CSD, G8 etc) **will continue to be dealt with by the Council⁵, the Commission and the Member states consistent with the established decision making processes at EU level.**

For all questions relating to the practical development of the Initiative, the following definitions will apply:

- **“Agreements”** on the practical development of the Initiative are taken by the EUWI SG and are achieved through explicit approval of its members. The minutes of EUWI SG meetings include these **“agreements”** and will be disseminated via the EUWI information system to all interested parties. They render the EUWI SG accountable to all involved parties in the EUWI.
- All involved parties are entitled to express **“opinions”** reflecting their particular views on an issue on which they have expressed diverging minority views but did not wish to block consensus. They can require that these views be minuted.

⁵ Member States water experts will continue to co-ordinate their views through the Member States Expert Group on Water set up in 1995. This group may address internal EU issues pertinent to the achievement of the EUWI with a view to optimising co-ordination and cohesion across the 25+1 EU donors on water-related ODA and may informally discuss issues to be raised in the Council when required.

2.3 Administrative resources

Financial resources

Each partner of the EUWI will be expected to provide its own resources to support its involvement in the EUWI. The need for financial assistance to support administrative costs, notably adequate participation by regional partners, will be identified in the annual work programme. This support will be provided by the European Commission, EU Member States and possibly also other partners (e.g. Norway, Switzerland, EIB, IFIs, water operators etc).

Human resources

The day-to-day management of the EUWI rests with the Secretariat established within the European Commission. It should be noted that most members of the Secretariat are not dedicated full-time to the EUWI (see point 3.4).

The mobilisation of additional resources from EU Member States and other donors to support the planned work in the regional/thematic components of the Initiative and that of cross-cutting activities is crucial to the successful development and continuation of the Initiative.

Stakeholder contributions in the form of technical know-how, social and environmental expertise and managerial experience are important in order to develop the activities foreseen as part of the regional and thematic components as well as in the MStF and in the EUWI SG.

3 ORGANISATION

3.1 EUWI partners

Active parties in the development of the EUWI include:

AT EUROPEAN LEVEL	STATUS
EU Member states (representatives from Foreign Affairs, Environment and Development Ministries and Agencies)	Government
Interested European third countries (e.g. Norway, Switzerland)	Government
European Commission (DGs DEV, ENV, RELEX, AIDCO, RTD)	Government
European Investment Bank	Financial and development institution/agency
European Development Finance Institutions	Financial and development institution/agency
Other European institutions/agencies (European Environmental Agency, ESA)	Government
European-wide Civil Society Organisations and major networks	Civil society / NGOs
European water operators (private and public)	Civil society / water operators
Technical experts (consultants, engineers, water associations)	Civil society / technical experts
International Institutions - UN agencies and programmes	International institutions
International Financial Institutions (World Bank, African Development Bank)	IFIs
Other (representatives of users; research institutes; Ministries/agencies dealing with water research and other relevant Ministries such as agriculture etc)	Other
EU local authorities	Government
AT REGIONAL LEVEL	
Partner countries' institutional counterparts: - Africa – African Ministerial Council on Water (AMCOW) and its technical committee (AMCOW-TAC); NEPAD - Latin America – Ibero-Latin American Water Directors (Environment Ministries) [for the time being] - Mediterranean – Euro-Mediterranean Water Directors Forum - etc	Government / regional organisations or settings
Partner countries' national governments	Government
Partner countries' NGOs	Civil society / NGO
Local authorities	Government
Local Water operators	Civil society / water operators
Local water experts (engineers, consultants, basic suppliers)	Civil society / water experts
Other (local credit agencies, IFI regional representatives etc)	Financial institution/agency

As outlined in the above table, EUWI actors are divided into two main categories:

- **Government actors and donors:** European Commission, EU Member States, development and financial agencies, partner countries and regional organisations, other donors, IFIs, EDFIs etc.
- **Non government actors:** In line with the partnership approach of the EUWI, engagement with non government actors active in water development issues and committed to the objectives of the EUWI is promoted. The following membership selection criteria will be applied:
 - *In the case of the MStF:* participation is open but interested parties who choose to be involved as stakeholders should (1) represent active water development interests, particularly in the focus regions, and (2) be committed to supporting the various objectives and actions of the EUWI through concrete contributions in terms of sharing information/experience/good practice and promotion of awareness to wider target groups.
 - *In the case of the EUWI SG:* Participation is restricted to 3 representatives from NGOs and 3 from water operators from the MStF. Their participation in the EUWI SG entails a responsibility for actively contributing to the development of the EUWI (beyond mere advocacy role) notably through co-ordinating own activities with EUWI objectives and mobilising own resources to this effect.
 - *In the case of WGs:* participation in the EUWI is open but interested parties who choose to be involved as stakeholders should actively contribute to water and development issues in the focus regions. Participation entails a responsibility to undertake work actively within the Working Group.

3.2 MStF

Function

The MStF is the **advisory body** of the EUWI

To contribute to the achievement of the objectives of the EUWI as agreed at Johannesburg and further developed over the past two years, to facilitate progress and co-ordinate the efforts of the various stakeholders involved, MStF participants will:

- Contribute advice and recommendations to the EUWI SG on the annual work programme of the Initiative and on all other aspects of the development of the Initiative
- Review the implementation of the annual work programme on the basis of the EUWI SG's annual report and of regular newsletters
- Disseminate information on the EUWI and raise support for activities emanating from WGs to partners in developing countries; and serve as a platform to sensitise and attract potential new parties

In addition, the MStF also provides a framework for:

- Discussion and consultation with a broad group of water-sector and development co-operation interests on the design, co-ordination and implementation of the Initiative. Views and opinions expressed can assist the EUWI SG and feed into WGs' ideas and actions

- Supporting exchanges of good practice between the different components of the Initiative that can help to achieve the objectives and to develop the EUWI in a coherent and harmonised fashion
- Contributing to building trust and common visions to orientate joint action

Procedurally:

- The MStF agrees on its stakeholder representatives to the EUWI SG (3 from water operators; 3 from NGOs) on the basis of proposals from water operators and NGOs. It is up to constituent groups to decide how to elect their representatives. Will be entitled to vote and to stand for election those organisations that are existing members of the MStF. MStF representatives to the EU Steering Group will be renewed every year.

Membership

Open to all EUWI partners (see 3.1.).

Membership selection criteria: Participation will be open but members of the MStF will be expected to (1) represent active water development interests, notably in the focus regions, and (2) will be committed to supporting the various objectives and actions of the EUWI through concrete contributions in terms of sharing information/experience/good practice and promotion of awareness to wider target groups. A code of conduct for members will be developed for adoption by all MStF members.

Chairmanship

European Commission (DG DEV & ENV)

Meetings

Once a year

3.3 EUWI Steering Group

Function

The principal responsibility of the EUWI Steering Group is to **drive the EUWI**. The SG is assisted in this task by the Secretariat: the latter carries out all necessary preparatory work and oversees the implementation of the decisions of the SG.

The EUWI SG:

- Agrees on the strategic orientations of the Initiative, corresponding objectives and priorities, and relevant annual work programme of the EUWI.
- Outlines the priorities for the following year's annual work programme based on the planned contributions of the different partners.

- Ensures delivery on the strategic objectives and annual work programme of the EUWI agreed upon. To this end, the EUWI SG:
 - Agrees on the EUWI annual work programme and the annual report to be submitted to the MStF for discussion and feedback, and ensures, through the Secretariat, that relevant amendments are incorporated in the latter
 - Ensures proper monitoring the implementation of the annual work programme and provides ad hoc recommendations where appropriate
- Ensures co-ordination between the different EUWI components
 - Supports with advice the EUWI partners and facilitates linkages as required in their efforts to achieve the goals of the Initiative
 - Reviews annual progress reports from the WGs and provide relevant feedback
 - Approves the adoption of recommendations arising from guidance documents
 - Reviews ToR and work programmes of the Working Groups
 - Maintains strategic level links with Partners in the regions
- Takes practical decisions about the operating of the EUWI with the assistance of the Secretariat
- In line with the partnership approach of the EUWI, regularly consults with and seeks expert opinion of a wider stakeholder view through the MStF

Membership

All decisions relating to the driving of the EUWI are taken in an open configuration including:

- Member States who actively show interest in the development of the EUWI
- European Commission (DEV, ENV, AIDCO, RELEX, RTD)
- EIB
- Nominated members from MStF (3 from NGOs, 3 from public and private water operators) actively involved in the development of the initiative. Nominations should be agreed by the MStF as described in 3.2.
- Chairs and co-chairs of WGs
- European third countries (Switzerland/Norway) who actively show interest in the development of the EUWI.
- Invitees from donors (other than EU Member States – e.g. Canada etc) and funding institutions (World Bank, African Development Bank etc) with an interest and active commitment in water

development and management - on case by case basis depending on the agenda. Presence at one meeting would not make invitees members of the EUWI SG.

In order to maintain efficiency in the work of the EUWI SG, it is proposed that members should be represented insofar as possible by one representative. They will be asked to nominate this representative and an alternate who may attend should the principal nominee be unable to attend. In exceptional cases where the agenda of the EUWI SG includes items requiring the presence of specific expertise or wider delegations, more than one representative from any member may attend.

Meetings

Three times a year or more as required by the workload.

Chairmanship

European Commission (DGs DEV & ENV)

3.4 Secretariat

Function

- Act on behalf of the EUWI SG to promote the agreed strategic orientations and facilitate the implementation of the annual programme of the EUWI
- Carry out all preparatory work for the EUWI SG
- Carry out day-to-day management and administrative tasks required to ensure the smooth running of the EUWI including the preparation of draft documents (e.g. annual work programme and annual progress reports of EUWI); circulation of papers; arranging meetings (notably responsibility for the administrative organisation of MStF and EUWI SG meetings) and act as their *rapporteur*
- Ensure proper internal and external information flows by managing the Information System
- Centralise progress reports received from the regional components; consolidate results and produce annual progress reports of the EUWI on behalf of the EUWI SG

Membership

Commission (DGs DEV, ENV, RELEX, RTD and AIDCO). DGs DEV and ENV are joint lead DGs for the Secretariat. The DEV and ENV focal points for the EUWI work full-time on the EUWI. They work jointly with a core group of DGs involved in the development of the Initiative (including DGs AIDCO, RELEX, RTD). It should be noted that members of the core group outside DGs ENV and DEV are not dedicated full-time to the EUWI.

Core Group - EU Water Initiative

DEV	ANDRÉ LIEBAERT / MARTIN WALSH
-----	-------------------------------

ENV	FRANÇOIS WAKENHUT / SYLVIE DETOC
AIDCO	ROBERT DE RAEVE
RELEX	ELINA BARDRAM
RTD	ANDREA TILCHE / CORNELIA NAUEN / ZISSIMOS VERGOS
SECRETARIAL SUPPORT	JUTTA NEUSSER

3.5 Working Groups

There are two types of WGs:

- Three **cross-cutting components** have been established which respectively cover:
 - Research
 - Finance
 - Monitoring/reporting and information system
- In order to fit with the modular approach of the EUWI, implementation is organised at regional level. To date, **regional/thematic working groups** have been set covering:
 - Africa
 - Eastern Europe, Caucasus and Central Asia (EECCA)
 - Mediterranean (Southern Mediterranean and Balkan countries)
 - Latin America

Regional working groups may be extended to other regions.

Function

Cross-cutting Working Groups:

- Address in a co-ordinated manner (e.g. involving various partners) and in close co-ordination with the regional/thematic components specific cross-cutting issues essential to the development of the EUWI, and more specifically:
 - Identify knowledge gaps and cross-cutting support needs in collaboration with the regional/thematic components
 - Identify priorities for action in the area of work and develop a work plan
 - Provide recommendations and guidelines, where required, in particular promote knowledge generation, organisation and exchange in support of the regional components of the Initiative
- Ensure the production of agreed deliverables (e.g. guidelines, methodology tools etc)
- Report to the EUWI SG and to the MStF

Regional/thematic working groups:

The regional/thematic working groups are in charge of the **implementation** of the regional components of EUWI.

- Design and manage the regional/thematic component of the EUWI (action programmes and financial strategy)
- Identify priorities for action – access to water supply and sanitation in the framework of integrated water resources management
- Offer a platform for dialogue and for the co-ordination of the work of various partners and enable links between stakeholders (partners' countries' governments, local authorities, private sector and civil society etc).
- Build trust among diverse stakeholders to enable better coordinated action at local, sub-regional and regional levels
- Report to the MStF and the EUWI SG

The Terms of Reference and work programmes of the WGs, both cross-cutting and regional/thematic, are elaborated and discussed within the WGs and approved of by the EUWI SG.

Membership

Composition of the working groups can vary according to the working groups, based on their specific needs. However, all working groups should comprise representatives from interested Member States, partner countries, the European Commission, operators and NGOs.

- EU Member States (25) and other interested European countries (e.g. Norway, Switzerland): Foreign affairs, environment, development agencies, higher education, science and technology
- European Commission
- Other European institutions: European Investment Bank etc
- Representatives of partner countries (central governments or regional organisations)
- European-wide, regional, national and local water and development NGOs and major networks
- Water operators (private and public) at European and regional/national/local level
- International Institutions: UN programmes and agencies – and their representatives at regional level
- International Financial institutions (e.g. World Bank) – and their representatives at regional level
- Local authorities – EU and regional level
- Local water operators and other potential suppliers
- Technical experts

Membership selection criteria: Participation is open but interested parties who choose to be involved should actively contribute to water and development issues in the region. Members must be prepared to

commit time and effort to attend meetings, perform tasks and contribute to the activities of the Working Group.

Chairmanship

EXISTING CROSS-CUTTING WORKING GROUPS	
FINANCE	UNITED KINGDOM (DFID)
RESEARCH	EUROPEAN COMMISSION (DG RTD)
MONITORING/REPORTING & INFORMATION SYSTEM	AUSTRIA (FOREIGN AFFAIRS MINISTRY), ITALY (FOREIGN AFFAIRS MINISTRY) AND EUROPEAN COMMISSION (DG ENV)

EXISTING REGIONAL/THEMATIC WORKING GROUPS	
AFRICA WATER SUPPLY AND SANITATION	AMCOW: Mr. Leleka (Lesotho)
AFRICA IWRM & TRANSBOUNDARY ISSUES	France (Ministry for Foreign affairs): Monique Le Genissel AMCOW: Mr. Mpendazoe (Tanzania)
EECCA	Denmark (DANCEE): Ditte Holse (until October 2004) Russia
MEDITERRANEAN	Greece (Ministry of Environment and Ministry of Foreign Affairs)
LATIN AMERICA	Mexico Spain (Environment Ministry): Fernando Octavio de Toledo Portugal (Environment Ministry): Simone Ferreira Pio

The principal functions of chairs/co-chairs of WGs are the following:

- Organise meetings (invitations, meeting places and room reservations etc)
- Develop a work-plan and a division of labour to be agreed by the WGs in accordance with its specific Terms of Reference
- Ensure delivery of outputs complying with deadlines agreed in the work plan
- Ensure co-ordination the EUWI SG; report to the EUWI SG on the work of the WGs
- Work to identify specific financial resources required to activate the plans

Meetings

Frequency to be determined by chairperson/co-chairperson, in agreement with WG members.

3.6 Co-ordination between the European level and the regional components

Linkages between work at regional and European level are achieved through:

- Participation of the chairs and co-chairs of the WGs in the MStF and the EUWI SG;
- Discussion and approval of the Terms of Reference and work programmes of WGs by the EUWI SG;
- Regular reporting by the WGs to the EUWI SG (provision of progress reports) and discussion at each SG meeting.

Co-ordination at the European level is ensured by the Secretariat which is in charge of:

- Updating the information and meeting minutes received from the regional/thematic and cross-cutting working groups
- Disseminating this information through the EU Water Initiative's Information System. Dissemination of information is also ensured through the MStF meetings (once a year)
- Consolidating results from the WG activities and producing on behalf of the EUWI SG the annual progress report of the EUWI

4 DISSEMINATION OF INFORMATION

4.1 Meeting preparation

- An annual meeting plan is prepared by the EUWI SG together with the Secretariat at the beginning of each year and tentative dates for the meetings are decided.
- The confirmation, invitations, draft agenda and supporting documents for the EUWI SG and MStF meetings are sent out by email by the Secretariat at least two weeks in advance.
- The confirmation, invitations, draft agenda and working documents for the Working Group meetings are sent out by email by the WG chair at least two weeks in advance.
- The chairs/co-chairs draw up draft summary minutes outlining the outcome and the conclusions of the meetings. Any member may comment on the draft minutes; the deadlines for such comment are set by the chair/co-chair.

- The minutes of the EUWI SG include “agreements” which render accountable all involved parties apart from those that have submitted a minority opinion. These minutes will be available via the EUWI information system to all interested parties.
- The working language is English. No translation will be provided.

4.2 Documents

The technical documents (guidance, recommendations etc) produced within the framework of the EUWI should be regarded as presenting an informal consensus on best practices agreed by all partners. However, these documents will not necessarily represent the official, formal position of any of the partners.

4.3 EUWI Information system

The information system of the EUWI thus far includes the restricted CIRCA site as well as the public Research Website ‘Water for Life’. An integrated EUWI communication and information system (CIS) for the Initiative is being set in place in order to assist the management of the EUWI. A dedicated EUWI website is being developed: <http://www.euwi.net>. The CIS will be placed under the responsibility of the Secretariat.

The EUWI CIS is a web based tool supporting communication between EUWI actors as well as between the Water Initiative and the general public. A number of services will be offered to support the following objectives:

- Increase the visibility of EUWI activities
- Strengthen transparency and mutual trust
- Strengthen the cohesion of EUWI activities
- Facilitate EUWI administration

The structure of the CIS reflects the EUWI organisational chart and is tailored to the needs of EUWI partners. Administrative and content-related tasks within the CIS are distributed among the different components of the Initiative:

- Level I: EUWI-CIS administrators (Secretariat): Maintenance of the “MStF” and public area of the portal
 - Common calendar of events
 - Common document storage system
 - Providing, editing and maintaining contents
 - User registry (when applicable and in line with privacy laws)
 - Publication workflows (i.e. circulating documents, WG → SG → MStF → Public)
 - Discussion fora
 - Collecting, editing news
- Level II: EUWI components (WGs, SG, MStF) chairs: Administering the Working Group area:
 - Working group events
 - Working group participant registry (in line with privacy laws)

- Publication workflows (WG → CIS-administrators)
 - Providing, editing and maintaining component specific contents
 - Working Group discussion fora
- Level III: Working Group / component members
 - Defining personal profile (name, address, expertise, affiliation etc – in line with privacy laws)

4.3.1 CIRCA site

The CIRCA system for the EUWI is an electronic tool for exchanging information on the development on the EUWI. It is an electronic library that allows the Secretariat to communicate with the EUWI actors. All meeting documents and meeting minutes will be placed on the CIRCA system site for the EUWI.

<http://forum.europa.eu.int/>

To access the CIRCA system from this portal, it is necessary first to apply for a CIRCA login. Once user name and password are received, it is necessary to apply for access to the EU Water Initiative site. These applications are made from the CIRCA system portal above.

CIRCA will be progressively replaced by EUWI-CIS.

4.3.2 Research Web site

http://europa.eu.int/comm/research/water-initiative/index_en.html

This recently set up website is aimed at enhancing awareness on existing RTD results, as well as on ongoing and future projects and activities of relevance to the EUWI objectives and thematic components funded by the Community Research Framework Programmes, EU Member States and other major actors.

The research website will be lined to and become part of the EUWI CIS.