



The Alliance for Water Stewardship Water Roundtable
International Standard Development Committee
Terms of Reference

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Final draft: April 20, 2011

ISDC Terms of Reference

The following provides a Terms of Reference for participation in the Alliance for Water Stewardship's (AWS) Water Roundtable (WRT) International Standard Development Committee (ISDC).

1. ISDC membership

Membership in the ISDC is determined via the process outlined in the WRT process document, which is accessible on the AWS's website (www.allianceforwaterstewardship.org). The full membership of the ISDC is composed of fifteen (15) members from three stakeholder-based groups and eight regions.

Members: TBD

Secretariat support: Global Water Roundtable Coordinator (Alexis Morgan), Assistant Water Roundtable Coordinator (Nicole Tanner), Global Regional Initiative Coordinator (Sarah Davidson), LAC Regional Coordinator (Ricardo Monsivais), North American Regional Coordinator (Lisa Wojnarowski Downes), European Regional Coordinator (TBD), Asia Pacific Regional Coordinator (TBD), Central Asia Regional Coordinator (TBD), North Asia Regional Coordinator (TBD), South Asia Regional Coordinator (TBD), African Regional Coordinator (TBD).

2. Scope

The ISDC will:

- Be formally responsible for the development of the International Water Stewardship Standard (IWSS). This includes, most notably, the task of coming to a consensus around the content of the IWSS. In the case where consensus cannot be reached, the ISDC is charged with voting, as individuals, on any necessary decisions.
- Take into account stakeholder input derived from the Regional Convenors and Pilot Test Bodies, as well as via all public input, in the development of the Standard. Responses to inputs must be publicly accounted for, and posted for review.
- Commit to implementing the AWS WRT TOR and achieving the overarching objectives outlined in the aforementioned TOR. This will include employing the best available knowledge, practices and experience to build the IWSS in a manner that meets the AWS WRT TOR.
- Building upon recommendations from the AWS Secretariat, identify and appoint a Standard Drafting Working Group (SDWG) and provide guidance to this group to develop the

wording of each successive IWSS draft. The ISDC will provide sufficient information that the SDWG feels comfortable in developing the written content according to the notions discussed by the ISDC.

- Building upon the recommendations from the AWS Secretariat, appoint, at their discretion, any other necessary Technical Working Groups to explore issues of concern or note throughout the development of the IWSS. This could include, but is not limited to, working groups on environmental flows, governance, gender, and high conservation value areas.
- Commit to attending ISDC conference calls (up to once a month), in-person meetings (up to 3-4 per year), and responding to emails in a timely fashion. If, having joined, a member of the ISDC feel that they are unable to maintain this commitment, or there is a consensus that a given individual is unable to meet the time commitments of the position, the issue will be raised to the AWS board for discussion and further action.
- Represent their respective region, self-identified stakeholder group and gender perspectives in discussions and attempt to pragmatically input from their respective stakeholder angle while also being respectful of others. Each ISDC member is responsible for reaching out to key members of the region/stakeholder group they represent in an effort to maximize stakeholder engagement.
- While the ISDC are empowered to make decisions on the content of the IWSS, they are not, empowered to make other decisions on the AWS's behalf. The AWS Secretariat are to provide assistance to the ISDC, but do not have a vote in any ISDC decision.

2011 Focus

The main focus of the committee's work during 2011 will be:

- Familiarization with the AWS, the WRT and the other members of the ISDC
- Appointment of the SDWG and any other necessary working groups
- Discussion and development of the first draft of the IWSS
- Solicitation of regional and stakeholder group-based input for further ISDC discussions
- Incorporation of stakeholder feedback into the IWSS including development of responses
- Possible initiation of a second draft of the IWSS

3. General Operations

Meetings: The ISDC will typically meet via a monthly conference call, along with in-person meetings roughly once every 3-4 months. The AWS Secretariat are expected to provide the ISDC and the AWS Board with the date and time of ISDC conference call meetings, agendas, supporting materials and notes/minutes. ISDC conference call meetings are open to all members of the Board, and the finalized minutes will be publicly posted on the AWS WRT website.

Quorum: The ISDC must have 66% of individuals present at any given meeting to pass a decision. Individuals who are unable to attend, may also cast votes or provide input remotely, in advance via written submission, or via a designated alternate.

Alternates: Alternate representatives are allowed and will be selected, but must also be approved by the AWS Board. Any alternate must meet the criteria for ISDC membership and their names must be publicly posted.

AWS support and involvement: The WRT Coordinator is the AWS Secretariat staff person tasked with the overall responsibility for supporting the logistics of the ISDC. The AWS Standards Board Committee is responsible for drafting and updating the ISDC's Terms of Reference and procedures, which are then to be approved by the Committee's Chair and presented for formal approval by the full AWS Board.

The AWS Board may remove members of the ISDC at its discretion, however a public rationale must be provided for such a removal.

The WRT Coordinator will provide a verbal report of the ISDC's activities and progress to the full Board at each Board Meeting.

Financial support: Recognizing that individual's and organizations' abilities to be involved may be limited, AWS is committed to covering the costs for ISDC members to travel to meetings. Accordingly, AWS has budgeted limited funds to support those individuals who would otherwise be restricted in their ability to participate in the ISDC due to financial constraints. While the AWS will endeavour to fully support all those individuals who cannot procure funds to attend meetings, it is hoped that those organizations who can help to support travel expenses help to do so. There are, unfortunately, no funds available to compensate for ISDC member's time.

Time commitment: Participation in the ISDC does constitute a significant time commitment. While the exact number of hours per week will be variable and is difficult to predict, a general rule would be to treat the time commitment as similar to that of a working board position for a given organization. In addition to the meeting days (~10-12 days + another 6-8 days for travel) and monthly calls/emails (2-3 days of time collectively), there will likely be periods of extensive online collaboration and document review (estimated at present as roughly 2-3 days per month on average and depending on level of interest). In total, ISDC members should expect to spend a minimum of 30 days *per year* through July 2013, and depending on the level of interest this could

be much higher. Obtaining formal organizational support for such a time commitment is highly recommended so as to minimize conflict and maximize your contribution to the development of the IWSS.

Representation: Individuals on the ISDC will sit as individuals, but are expected to nominally represent their stakeholder group's, region's, and gender's perspectives on the issues under debate. ISDC members must endeavour to represent the full range of water stewardship stakeholders, and not only the interests of the organizations directly represented on the ISDC.

Decision making: Decision making within the ISDC will be through consensus, as defined in Appendix F of the Water Roundtable Process. Failing the ability to find consensus on an issue, a supermajority voting system will be employed requiring 66 per cent of the vote to pass. ISDC representatives will be granted one vote and will vote as individuals. They need not vote as a group (either by stakeholder group or by region), nor should they vote according to their organization's lines.

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