OPERATIONAL PROCEDURE FOR THE IWA SPECIALIST GROUPS

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EXECUTIVE SUMMARY

The International Water Association Specialist Groups (IWA SGs) cover a wide range of subjects and are one of the main mechanisms for like-minded IWA members to network and share knowledge. They form important engines for scientific and technical content development that drives innovations in the water sector.

The aim of the SG Operational Procedure is to provide **guidance** regarding the formation, operation and termination of IWA Specialist Groups, Task Groups, and Clusters.

The information provided in this document is based on the discussions and decisions made by IWA Secretariat in collaboration with senior Specialist Group members.

This document can be used to:

- Support the efficient and impactful functioning of IWA Specialist Groups, Task Groups, and Clusters.

- Facilitate the coordination of regulatory decisions and actions to safeguard SGs activities, events, and products.

- Strengthen transparency and communication with the IWA Secretariat, IWA group members and communities.

- Outline basic guidelines for organising IWA events and webinars.

- Provide best practices for how to connect with colleagues and technical experts and to share knowledge and insights.

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1. Introduction

To achieve the Association's vision and mission, membership engagement needs to be central to all IWA activities. IWA's 51 Specialist Groups (SGs) are the core vehicles for members' engagement and knowledge development. SGs connect people from across disciplines and across national boundaries to accelerate the science, innovation and practice that can make a difference in addressing water challenges and push the sustainability agenda. Spread across IWA's membership in more than 150 countries, SGs are an effective means of international networking, sharing information and skills, and making professional and business contacts.

The current list of SGs can be found in Annex 4 and on the IWA website at: IWA Specialist Groups - International Water Association (iwa-network.org)

2. Operational Procedure for the Formation, Operation, and Termination of IWA Specialist Groups

One of the key benefits of IWA membership is the ability to join SGs. These are coalitions of individuals who work in water related topics of common interest. SGs provide a sound structure for international specialists to network, share knowledge, information, and skills, and make good professional and business contacts. The SGs operate across a wide spectrum, encompassing scientific, technical and management sectors. SGs are active in staging conferences, workshops, and seminars and produce scientific and technical reports, manuals of best practice, and develop and publish position papers. Since SGs are self-establishing and self-managed, they typify the bottom-up, member-led nature of IWA.

The IWA Strategic Council (SC) represents the interests of SGs at the global level of IWA through a sub-committee created to support SGs: the Strategic Council sub-committee on Specialist Groups.

This Operational Procedure sets out the necessary steps to establish and wind up an SG (*Figure 1*) and should be read in conjunction with two supporting documents: 1) the Constitution Template for Specialist Groups (see Annex 1); and 2) the Partnership Agreement between IWA Specialist Groups and the IWA Secretariat (see Annex 2).

2.1. IWA Strategic Council Sub-Committee on Specialist Groups

The Strategic Council Sub-Committee for SGs (SC2SG), composed of active SC members, oversees the activities, management, and operation of the IWA SGs. The SC2SG will be renewed, if necessary, after each election of the SC to ensure that SC2SG members are elected members of the SC. The SC2SG also oversee Task Groups and Clusters.

The sub-committee will have up to 3-7 members among SC members representing SGs interests. Membership of the sub-committee is by invitation and nomination from the Chair of the SC. Two members of the sub-committee will be nominated as Co-Chair. The activities of the sub-committee will be supported by the IWA Membership Engagement Officer – SGs together with the IWA Strategic Programmes Officer, under the supervision of IWA Strategic Programmes & Engagement Manager.

Figure 1. Overview of the processes involved in the formation, operation, and management of SGs.

2.2. Specialist Groups, Working Groups, Task Groups, Task Forces, Clusters

In brief

A *specialist* group (SG) is a vehicle for networking and issue-based interaction on water-related scientific, technical and management topics and is open for all members.

The *management committee (MC)* is the body that oversees the day-to-day activities of a SG. Its membership is refreshed at defined periods with the element of election by the SG's members.

A *working group (WG)* is a sub-group of a parent SG, open to all members of that SG, not time-limited, that provides the opportunity for collaboration on a sub-topic of the parent SG.

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

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

A *task force (TF)* is a group formed to undertake a specific task, 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.

In detail

Specialist Groups (SGs): SGs represent the core vehicle for issue-based interaction on scientific, technical and management topics. They facilitate collaboration and generate

products, including conferences and publications. They are self-managed and include groups covering all-important topics in the water management sector. They have no finite life. In some cases, they may have multiple umbrellas. Membership and participation are open to any IWA member. More active involvement of SG members (e.g., in working groups or task groups as defined below) may be submitted for approval to the specialist group MC according to the SGs internal rules (constitution) as approved by IWA.

Specialist groups are not funded by IWA. The Association, however, does have a mechanism in place for holding funds (generated by SG's activities) in trust for SGs to use at future dates to further the aims of the group. Being self-managed, each group is managed and functions slightly differently and in the way that best suits it. Every group, however, has defined internal rules supported by a constitution and functions within the context of a Partnership Agreement between the SG and IWA – these are not rule-based prescriptions of the ways in which the relationship will be maintained, but describe a range of reciprocal obligations.

The day-to-day work of each SG is overseen by a MC and each SG decides upon the management structure that suits it best. Standard practice is to elect the positions of Chair and Secretary as a minimum and these elected officials form the group's officers. The exact mechanism of election varies from group to group but is defined within the group's constitution and according to guidelines defined by IWA.

Working Groups (WGs): a sub-set of a SG with a defined restricted scope (e.g., real-time control in urban drainage, as part of the SG on Urban Drainage), that can generate a wide range of activities around those sub-topics. Each working group is aligned with a specific "parent" SG and its members contribute to the WG's activities and can join the WG's management team after approval by the existing WG's management team. Formation, governance, and management of the WGs are undertaken by the "parent" SG and its MC. WGs have no limitation in lifetime and are not funded by IWA.

Task Groups (TGs): TGs have a finite life (maximum 5 years) and are formed to perform a defined task, e.g., production of IWA Scientific and Technical Reports, Manual of Best Practices, Position Paper, etc. TGs (like WGs) are hosted by one or more "parent" SG or a SG cluster (see below), and it is particularly valued if it is supported by a range of SGs. Formation of a TG follows a proposal and review process supported by a work plan and clearly defined deliverable(s). Membership of and participation within a TG are by nomination and invitation only. Limited funding from IWA is available to support and encourage the activities of a limited number of concurrent TGs. When funding is provided by IWA the TG is required to provide annual status reports.

IWA policy on TG formation, evaluation, and funding

- A TG has a finite life (3 to 5 years) and is formed to perform a defined task (e.g., production of IWA scientific and technical report, manual of practice, position paper, etc).

- IWA or IWA Publishing retains copyright of all outputs from the TG (e.g., papers, reports, books).

- Annual interim progress reports to be prepared for each SC Meeting.

- Any request for funding must be explicit on what the IWA funding would support. Funding may cover reasonable expenses incurred in preparing the product (e.g., economy class travel, accommodation, venue hire, etc). Salary costs, overheads or equipment purchase will not be covered.

- Funding will only be approved based on an agreed budget for the TG. The maximum amount of funding for each task group is £2,000 (two thousand pounds).

- There is a maximum of £8,000 (eighth thousand pounds) available for funding TGs per year (maximum 4 TGs can be active per year)
- Costs will be reimbursed in arrears at periods of 12 months, 24 months, and on final delivery of the product. All requests for reimbursement must be supported by appropriate documentation (receipts, invoices, etc).
- The IWA Board of Directors and Executive Director aim to encourage diversity of activity and will consider the relationship with existing TGs and other IWA groups when making decisions about funding. No concurrent funding will be available for TGs on similar topics.
- To proceed with the publication of their proposed book/paper, the TG must fulfil several essential requirements. Firstly, they require the input of three distinguished reviewers, each possessing expertise relevant to the book's subject matter. These reviewers should be selected independently to ensure impartiality and credibility in the evaluation process. The anonymity of the reviewers ensures the integrity of the evaluation process, with the TG proposer being unaware of their identities. This transparency safeguards against biases and fosters a fair assessment of the proposal.
- Once the reviewers' feedback has been diligently addressed, the TG proposal needs to be approved by the IWA Strategic Council.
- Additionally, the opinion of the IWAP regarding the book's potential market value is indispensable.

To facilitate the review process, the IWAHQ Secretariat will play a pivotal role in coordinating communication between the reviewers and the TG.

Proposals for new TGs should be sent to the IWA Membership Engagement Officer – SGs, who will arrange for them to be reviewed by the SC2SG sub-committee.

Clusters: SGs, as their name implies, are focused on distinct speciality areas. In scientific and technical realms, the work of the SGs generally results in the development of in-depth understanding that is the key to knowledge development. This knowledge is needed as a basis for science-based solutions, but sometimes knowledge produced by a combination of distinct, yet related SGs is needed. This is what the clusters are meant to do – to facilitate systematic "conversations" across SGs in addressing critical problems and, at the same time, to synergise knowledge creation. Participation in a cluster can be extended to representatives of "sister" associations where appropriate and when the knowledge of that association adds value to the cluster (e.g., International Society of Microbial Ecology within the Bio Cluster). Clusters can be tightly defined (e.g., Bio Cluster) and formed with a chartering document to describe its objectives, the topics to be addressed by the cluster, its membership, its way of working and its cluster committee; or loosely to bring together closely related SGs to share plans and experience and foster cooperation and joint activities.

A proposal for a Cluster may come from an SG or from an organisation external to the SG.

Cluster formation - Proposal from an SG

An SG may decide to lead the formation of a Cluster. The SG Chair (or MC member with the Chair's approval) would need to:

1. Get in contact with IWA Secretariat to obtain the Cluster concept note format
2. Send the first draft of the Concept note to the IWA Secretariat. The Concept note should include:
   a. Name of the Cluster

b. Rationale (300-400 words) - Why would you like to create this Cluster? Why is this a cross-cutting topic among different Specialist Groups? What would be the benefit for IWA members?

c. Vision (max 100 words) - What is your vision? Your ambition? What do you plan to achieve in the long-term?

d. Mission (max 100 words) - What is your mission? The overall purpose of this cluster?

e. Strategic Objectives (100-200 words) - What are your objectives and how are they connected to IWA Strategic Plan 2019-2024. How do you plan to achieve these objectives?

f. Expected Outcomes (100-200 words) - Provide specific examples, if possible

g. Stakeholders and Participants - Indicate participants, if IWA members or not, possible collaborations, backgrounds and sectors

3. In the Stakeholders and Participants section, the Concept note should indicate possible Specialist Groups who may contribute to the Cluster as Core members (i.e., form a Cluster Steering Committee) or Associate members (advice on activities of the Cluster).

4. The IWAHQ will review the draft concept note and send back comments and feedback

5. The Chair of the SG who is proposing the Cluster will contact the Chairs of the SG proposed to be part of the Core or Associate members of the Cluster to ask for their approval and interest to be part of the cluster as well as any feedback on the proposal

6. The finalized proposal will be sent to IWA Secretariat

7. The IWA Secretariat will send the proposal to the SC2SG for final feedback and endorsement

8. The final approval will be given by the Strategic Council.

Cluster formation - Proposal from an organisation external to SG

In case an Organisation is interested in creating an SG Cluster, the leader of the Organisation would need to identify an SG who would lead the Cluster formation. The Organisation can be included in the Core members of the Cluster but the Chair of the Cluster would need to be an SG member with an active IWA membership. The steps are as above.

Task Forces (TFs): a body similar to a TG (see above), but not coming from a SG or Cluster (e.g., the Water and Health Task Force). It should have a finite life and be formed to undertake a specific task. TFs can be partnerships between IWA and other organisations. It should be supported by a Terms of Reference, activity plan and clearly defined deliverable(s).

2.3. Formation and Chartering of Specialist Groups

Membership of SGs is restricted to IWA members (individual, corporate, and nominated representatives of corporate members). In case a SG has also other parental organisation(s) in addition to IWA, the joint SG also includes members from the other parental organisation(s).

Chartering a new SG

Successful SGs have clearly defined management structures, objectives, scope, and terms of reference. Specifically:

- Each group should have a clear long-term vision and expected outcomes with which the group can create impacts and benefit IWA members.

- Each group should have a constitution (see Constitution Template for Specialist Groups – Annex 1) describing the topics covered and the governance structure of the group.

- Each group should have in place an appropriate management structure – Management Committee (MC), including at least a Chair, a Co-chair/Vice-chair and a Secretary (see Constitution Template for Specialist Groups – Annex 1).

- Chair, Co-chair/Vice-chair and Secretary are identified as SG Leaders.

- Periodic elections should be held for the positions available within the MC (see Constitution Template for Specialist Groups – Annex 1 and Guidelines for the Elections of Specialist Group Leaders and Management Committee Members).

- The topics and scope of the group should be clearly defined. It might have common issues with other already existing SGs: this should encourage SGs to cooperate and cover all aspects of a specific topic. However, if these common issues are predominant, then the members proposing a new group will be encouraged by the SC2SG to approach the corresponding existing SG, to refine/adapt their proposal, or to establish a WG within or merge into the existing SG.

- The group should plan to produce an Annual Report outlining activities undertaken in the past year and planned for the next period. This report should be completed and submitted to IWA Secretariat (through the IWA Membership Engagement Officer – SGs) for the purpose of informing the IWA SC.

- All outputs from SGs' 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 Secretariat is happy to advise).

Forming a new SG

To form a new group, a written application should be sent to the IWA Membership Engagement Officer – SG. The application should clearly state:

- Proposed name of the new group.

- Terms of Reference/Constitution.

- Description of the topics to be covered and identify possible collaborations with other SGs.

- Outline the expected outcomes, and activities to create outputs in order to reach the outcomes.

- Names and contact details of the proposed Chair, Secretary, and members of the MC (provisory until the next formal elections).

- A plan and time schedule for the first 1 - 2 years of activities and the expected outputs of these activities (product(s) or deliverable(s)).

The Strategic Programmes & Engagement Manager and members of the SC2SG sub-committee will review the proposal considering the criteria above. The proposal will then be forwarded to the Chair of the IWA SC for approval. Following approval, the proposers will be notified, the new SG will be publicised by IWA and members will be encouraged to join the new group.

Operation and management of SGs

Group leaders should recognise that most SG members may be relatively passive, content to receive communications and attempt to attend the SG events. Group leaders should however try to encourage their members to use the international networking opportunities that the SGs provide, especially through IWA Connect Plus.

Winding up of inactive SGs

Members who join SGs expect the groups to provide at minimum activities such as a newsletter or electronic networking and discussion or periodic face-to-face events.

IWA Secretariat periodically informs the SC and the Board of Directors on levels of activity in groups with a view to ensuring continued member service. This would be enhanced by regular communication with IWA Secretariat through annual reports. IWA Secretariat will contact group leaders on a quarterly basis to ensure that the needs of the group are met.

Level of activity

SGs' activities will be monitored by the Secretariat using the following criteria:

- Conference and workshop frequency.
- Frequency of newsletters and publications.
- The regularity of SG MC meetings.
- Attendance at SG Leaders Forum (convened periodically by the IWA Secretariat).
- The extent to which the SG is actively planning new activities.
- Regular correspondence and reporting to IWA Secretariat.

What happens if a SG is inactive?

A SG may become inactive for a number of reasons including topic no longer relevant, lack of leadership, member interest, reporting, activity. The IWA Secretariat will look for pattern of inactivity. When inactivity is obvious, the members do not achieve the value from their membership they have a right to expect, and following consultation, steps would be taken to wind up the group. These consultation steps include:

1. Contacting the SG leaders to discuss means by which the group can be reinvigorated.
2. Requesting the SG to submit a programme of future activities.
3. Assist in setting up elections for a new MC.
4. Suggesting changes in the MC, including removing, or adding/electing new members.
5. Drafting new Terms of Reference.
6. Suggesting activities to raise interest in the topic area.

Termination process

If it is decided that a SG should be wound up, either the IWA Secretariat or the MC of the group will prepare a submission for the SC, detailing:

- The reason the SG should be wound up.
- Whether a replacement SG covering all or part of the field of activity of the SG to be wound up should be established as a replacement.

This will be submitted firstly to the SC2SG committee for advice, then the IWA Executive Director for review. If the Executive Director gives the approval, the submission will be forwarded to the SC for endorsement. This can be done out of session. If the Chair of the SC endorses the winding up of the group, the IWA Secretariat shall notify the members of the group of this decision.

3. Guidelines for the Elections of Specialist Group Leaders and MC Members

IWA wishes to ensure that as many members (considering age, gender, segments, and regions) as possible are encouraged to participate actively in the leadership of SGs. Periodic, open, and transparent elections are therefore required to achieve management renewal. A key element of each SG's constitution must be a description of the Management Committee (MC) and a clear, agreed, and transparent procedure for the election of new officers.

MC members should serve for a minimum of 2 years and a recommended maximum of 6 years (to be defined in each SG constitution). Elections should be held by ballot (mail or email or web-based systems) of all SG members, or in combination of the SG meetings at a specialised conference or IWA World Water Congress. The preference would be 4-year terms, with nominations and election by (electronic) ballot of all members of the group facilitated by IWA.

The two most common processes currently followed and supported by the IWA Secretariat are described below. The main difference between the two processes is that in Option A an election is held for specific positions (Chair, Secretary, etc), whereas in Option B an election is held for membership of a MC and the elected members of the committee then hold a secondary vote for the leadership positions. In both cases there are a number of common steps that should be followed:

1. Written agreement on the positions to be elected, their responsibilities and any necessary criteria.
2. Written agreement on the process to be followed.
3. Notify group members of forthcoming election (positions, criteria, and process) and solicit nominations.
4. Invite group members to vote for the candidates.
5. Collate results and notify group members of results.
6. Report to IWA Secretariat about the election process (candidates, elected persons, etc).

Points 1 and 2 on clear and open election process need to be included in the SG constitution document. SGs shall apply Option A or Option B, or include in their constitution the detailed description of the election procedure which should be based on principles of Options A or B.

Option A

Positions for Election

1. In terms of responsibilities

   - **Chair**: The Chair shall be the presiding officer at all meetings of the SG and MC and act as Chair of the MC.

   - **Secretary**: The Secretary shall act as the main contact person between the MC, SG, and IWA Secretariat, and maintain a written record of all business and matters presented, and the action thereupon, at all meetings of the MC. The Secretary shall maintain a record of all events in which the SG participates and prepare an Annual Report for each year served.

   - **Other positions**: e.g., Vice-chair, newsletter editor, treasurer, management committee member.

2. In terms of the period in office (e.g., 2 years, 3 years, 4 years).

3. Key criteria. E.g., SG management team members must be IWA paid members for 3 years or more; they shall be leaders or active members of their field (this may be evaluated by asking candidates to provide a short bio or CV and a letter of intent or motivation describing how they aim to serve the SG).

Process

1. Communicate to all SG members asking for nominations and self-nominations of candidates (including short biography, maximum 300 words, and a letter of intent or motivation describing how they aim to serve the SG) for available positions, defined at the stage 1. This shall not be a pre-selection of candidates, but information for voters. A deadline must be given (e.g., 2 to 3 weeks).

2. Collate, agree, and approve the list of candidates with advice from current SG Chair and Secretary (1 week). In case a candidate is rejected, a written explanation should be given to the candidate before the election.

3. Prepare a ballot form for each position with candidates' names in alphabetical order.

4. Distribute ballot form to all group members, ballot forms to be returned to IWA Secretariat within 2 weeks. Or preferably using web-based systems for members to vote (in that case, a clear procedure to guarantee the anonymity of votes should be established).

5. IWA staff to collect and collate results (1 week).

6. Preliminary results made available to SG group Chair and Secretary (1 week) for final approval.

7. Notification to all SG members about the outcome of the election. Total 8 weeks from start to finish.

Option B

Positions for Election

Management Committee: the activities of the SG are directed by a MC elected by the group. The MC will be composed of members (number to be defined by the SG), ensuring a good mix of geographical location, and topical and professional interest, as well as the involvement of Young Water Professionals (YWPs).

1. How many positions? (e.g., 6, 8, 10)

2. Responsibilities

    a) Strategically coordinates and manage the activities of the SG

    b) Makes appointments from the committee for specific positions: Chair; Secretary; etc.

    c) Act as ambassadors for the SG (and IWA) to the countries in the region they represent and help to recruit new members to the SG.

3. Terms of the period in office (e.g., 2, 3, or 4 years).

4. Any key criteria. E.g., SG management team members must be IWA members for 3 years or more; they shall be leaders or active members of their field and well balanced in terms of geographical locations (this may be evaluated by asking candidates to provide a short bio or CV and a letter of intent or motivation describing how they aim to serve the SG).

Process

The process should follow the same steps 1 to 7 previously described and include a final step when those elected to the MC will elect among themselves a new Chair, Secretary, and any other defined position during the first meeting of the new MC, which can be held during the next IWA Specialised Conference of the group or other IWA event (e.g., World Water Congress). Election procedures for the defined positions should be based on principles and rules similar to those described in these guidelines.

4.   IWA Specialist Groups' Code of Conduct

As a complement to the IWA Members' Code of Conduct, this IWA SGs' Code of Conduct provides additional specific elements for SG members, and in particular, for Leaders (e.g., Chair, Secretary, Treasurer, etc.) of SGs, TGs, WGs and clusters as well as event organisers. Adherence to this Code will contribute to the effective and ethical management of IWA SGs, TGs, WGs and Clusters.

When acting in any capacity as an IWA SG member, leader and/or as an event organiser, IWA members will consider the following points:

4.1. General

- Respect the integrity of the IWA name, brand and related intellectual property, taking care not to represent any endorsement or affiliation of IWA with non-IWA events, activities or publications unless formally approved by the IWA Secretariat

- Remember that IWA SGs are communities of like-minded water professionals, working together with respect for each other, the IWA brand, and the previous work curated by your peers.

4.2. Engagement and Management of SGs

- Contribute to and manage the SG according to the IWA SG Operational Procedure, in particular:
  - Provide a welcoming environment for volunteer IWA members.
  - Actively involve YWPs.
  - Organise and actively review nominations for elections and renewal of the MC.
  - Promote the best interests of IWA and its members.

- Adopt and promote the best ethical rules in all SG activities (including property and intellectual rights, open communication, and decision processes, etc).

- Ensure that diversity is accounted for in SG: gender balance, cultural, geographical and age representativeness, access and participation by online meetings, open positions, etc.

- Uphold neutrality in SG activities and events regarding commercial interests, and in particular, neither promote nor advertise any product, equipment, software, or service. If the product, equipment, software, or services are used or cited, it should be generic, and space shall be given so that all providers can be equally mentioned.

- When seeking commercial sponsors or support, to do so openly and to avoid any perception of bias or favouritism.

4.3. Events

- Request formal approval from the IWA Secretariat before SG events (conferences, seminars, workshops, training course, etc.) are announced as IWA events.

- Request formal approval from the IWA Secretariat before SG or supported events use the IWA logo and IWA SG logo.

4.4. Publications

Overall guidelines:

- Request formal approval from the IWA Secretariat before published documents use the IWA logo and IWA SG logo.

- Give priority to IWA Publishing for publications as a result of SG work (conference proceedings, papers, books, reports, etc).

- Individual publications unrelated to SG work and/or activities may also use IWA Publishing, but it is not a priority.

Below is the process to publish a document with IWA:

- Find external peer review (3 reviewers) – SG should identify the reviewers with the support of IWA Secretariat.

- Send the document to SC2SG for review or feedback.

- Submit the final document to the SC for final approval.

5.   IWA Specialist Groups Conference Process

From major international meetings to small specialist conferences, IWA Events explore the frontiers of science, technology, and practice, and bring to life leading-edge, pragmatic, and innovative solutions for urban and basin-wide water and sanitation challenges. IWA Conference process is described in *Figure 2*. For more information, please contact the IWA Lead for Global Events Logistics at Sealand.Sun@iwahq.org

If any awards ceremonies are planned by the IWA Specialist Groups or Clusters during their respective conferences, the award name should be finalised with the IWA Communication team's approval, for which please contact the IWA Marketing & Communications Director.

IWA Event Process

Timing	Stage	Details
24 months before the event	Expression of Interest	• Check the full list of IWA Events • Contact IWA Event Team
18 months before the event	Submission of Proposal	• Download Proposal Check list and Budget Template • Submit your Proposal online
15 days to 2 months	Evaluation	• Check Evaluation Criteria
Password to be received from Event Team	Approval	• Check Tools for IWA Events Organisers

Figure 2. IWA event process.

6.   SG Finance

IWA Specialist Groups are self-funded. IWA holds the SG money *in trust* and, at any point, SG Leaders can ask IWA to release a sum of money to cover any SG related activities (previously approved by the entire SG Management Committee).

At any point, SG Leaders can ask IWA Secretariat for a cash flow statement (incoming and outgoing payments) from their account to the IWA Membership Engagement Officer – SG. In

particular, it is suggested that to obtain this information when a new SG Management Committee is formed or in preparation for a SG Conference.

6.1. Managing SG Funds

Procedure when an SG member submits an expense to be reimburse from the SG account:

1. When a member of an SG submits an expense, IWA Membership Officer – SG asks them to fill out the SG Expenses template, here.
2. The form needs 3 signatures in total:
    a. Signature from the SG member who is submitting the expense;
    b. Signature from another MC member;
    c. Signature from the treasurer.
3. IWA Membership Officer – SG checks if the SG has enough budget to cover this expense and if this expense is aligned with the Yearly SG Fund Plan (if any).
4. After receiving confirmation that there is funding or this is aligned with the spending for the year as well as the 3 signatures, the IWA Membership Officer – SG can process the claim by adding a purchase order (PO) in the Salesforce system.
5. The PO will be sent to IWA Strategic Programmes & Engagement Manager for approval.

Procedure when an SG needs to deposit conference proceeds into their fund:

Note: This is usually coordinated by the IWA Events Team during the event planning process.

For SG Conferences, an IWA fee is mandatory for all conferences unless there is financial hardship where the SG conference made a loss – waiving IWA SG fees is upon approval of the IWA Events and Award Director and IWA Executive Director.

After the SG Conference concludes, the SG organisers will decide how much they want to split into SG funds. The IWA Global Events Officer then raises an invoice to Finance regarding the split fees. This is then handed over to IWA Membership Officer – SG for SG fund records. The invoice is shared with SG organisers and finance to divert the SG funds / IWA SG fees.

SG organisers can only divert any surplus made from the conference to SG funds. Only the surplus can be diverted to the SG funds; the IWA Fee does not form part of the surplus.

7. IWA Specialist Groups Webinars Process

IWA hosts regular webinars featuring SG, TG and Cluster members participating in IWA, as well as special guest speakers on a range of topics. The webinar process is described below. There are two types of webinars:

- IWA-supported webinar process (*Figure 3*): these webinars are supported by IWA staff. IWA will provide the platform (Zoom) and support before, during and after the event. Additionally, the IWA Secretariat will organise a trail webinar, promote the event, prepare a postcard and coordinate with the speakers. These webinars are live events, hosted by IWA. The recording of the session will be available on IWA Connect Plus, Treasure Chest. The template for a webinar proposal can be request to the IWA Secretariat. Contact the IWA Strategic Programmes Officer for the IWA supported webinars.

- SG webinars: these webinars are organised by SGs and not hosted on IWA platform. SGs will host these webinars on their own platforms and coordinate internally for the organisation of the event. If needed, IWA Secretariat can help with the promotion of the event.

IWA Webinar Process

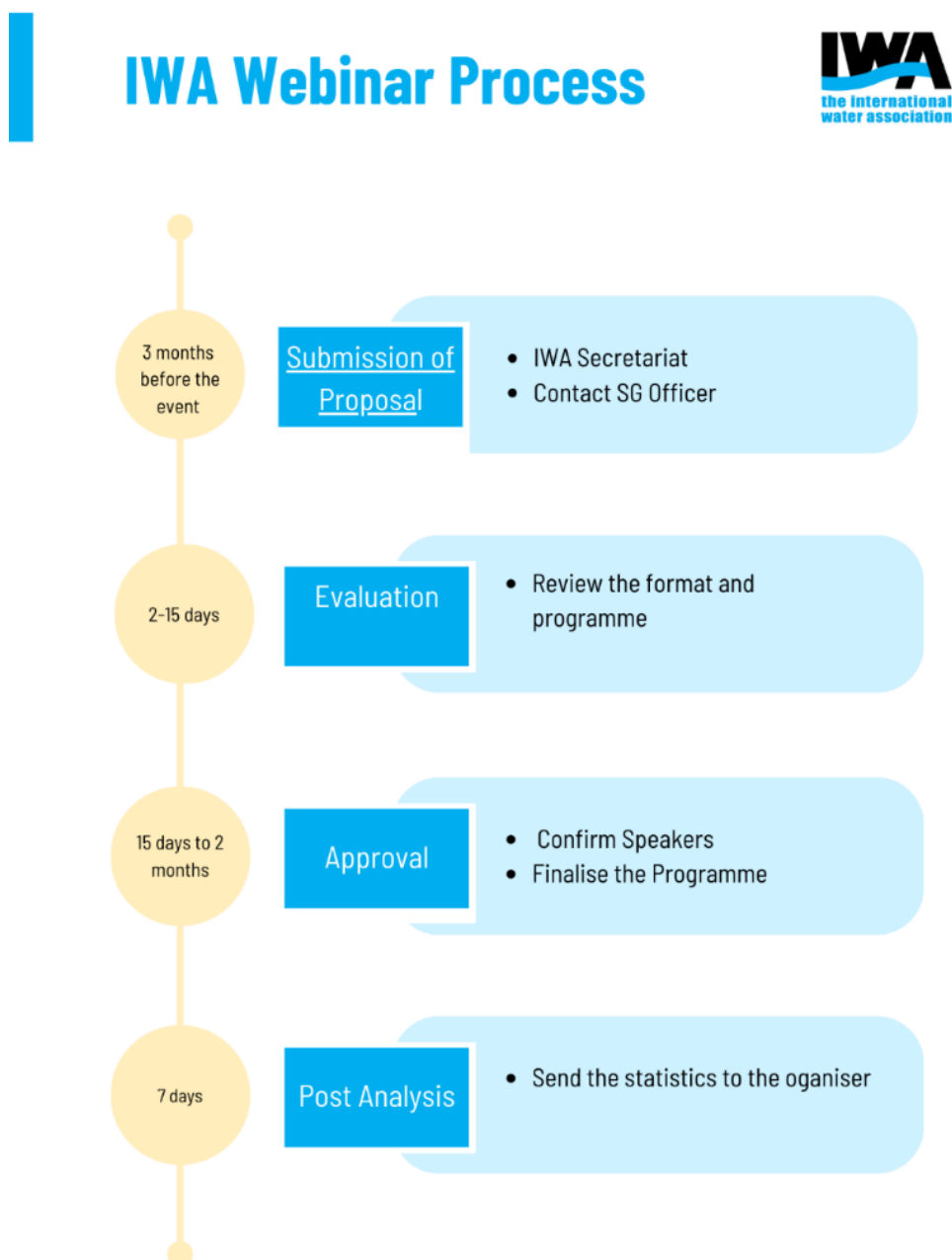|		
3 months before the event	Submission of Proposal	• IWA Secretariat • Contact SG Officer
2-15 days	Evaluation	• Review the format and programme
15 days to 2 months	Approval	• Confirm Speakers • Finalise the Programme
7 days	Post Analysis	• Send the statistics to the oganiser

Figure 3. IWA-supported webinar process.

8. Specialist Group Newsletter

The objective of the SGs' newsletters is to help inform SG members about what other SG members (and others) are doing regarding research (and sometimes management); to provide a forum for questions and insights to alert SG members to publications and meetings they may not have heard about; to let water professionals and research scientists know who else is involved and in what capacity; and overall to foster informal information exchange between SG members. Submit your SG newsletter to the IWA Membership Engagement Officer – SGs.

Follow the SG Newsletter Template (for monthly, quarterly, or biannually SG Newsletters).

9. How to Publish your Book with IWA Publishing

IWA Publishing (IWAP) is the brand leader in water with an extensive portfolio of books and journals in water, wastewater, and the environment. As a not-for-profit publisher all our surplus income goes to the IWA to help run conferences and SGs for the membership.

To help you, here is a brief overview of our 4-stage book publishing process.

Stage 1. Do you have an idea for a book?

All good books start as an idea. Send your idea to our experienced Books Commissioning Editor who will help you to refine and shape your idea into an attractive and compelling book proposal. The proposal will comprise a short description, aims and scope, and details of the intended readership. A proposal form is available on request. Please send your ideas to the IWAP Books Commissioning Editor.

Stage 2. Review process

Book proposals are sent out for peer review. Subject to favourable review, a contract for the book will be issued with an agreed manuscript delivery date based with a timeline around when you would like to have it finished.

Stage 3. Manuscript preparation

You will be carefully guided through the writing process. To keep it as simple and as easy as possible we provide easy-to-use guidelines and templates as well as online FAQs covering all the facets of manuscript preparation. IWAP team will be available to provide help and guidance as required.

Stage 4. Publication in print and eBook formats

You will be allocated a dedicated production editor who will guide your project from manuscript submission through to publication. IWAP carefully copyedits and typesets all manuscripts and will publish your book in both print and eBook formats.

9.1. Why should you publish a book? – The value propositions

- Connect with your research /practitioner community: authoring or editing a book helps you to build and grow your network of researchers and professionals in the field.

- Advance your career, by demonstrating your expertise.

- Legacy: establish your reputation as an authority in a given field and create an enduring legacy in print and online.

9.2. Open Access

IWAP is the leading Open Access (OA) publisher in water, with a portfolio of 10 OA journals and a rapidly growing collection of OA books. See here for further information on IWAP OA publications and the benefits of OA publishing.

ANNEX 1: Constitution Template for Specialist Groups

This is a template for use by SG leaders in formulating a constitution for their SG. It covers some basic elements that would usefully be features of any SG's constitution. However, additional elements could be added at the discretion of the group and there is considerable flexibility within this template for the SGs to operate in the manner that best suits their circumstances. Suggestions by the IWA Secretariat are shown in the notes below. These suggestions are generally meant only as a guide in preparing a draft constitution. It is intended that SGs will adapt this template to suit their own needs.

A copy should be sent to IWA Secretariat.

Name

The name of this Specialist Group is _____

Objective(s)[1]

The objective of the Specialist Group is to _____

Membership[2]

Membership of the Specialist Group is open to all IWA members, either individually or through their employer.

All Specialist Group Officers and members of management committee must be members of IWA.

Activities

The Specialist Group will undertake the following activities:

- Prepare newsletters of SG's activities and developments.
- Convene conferences and workshops.
- Initiate research papers and investigations.
- Organise training courses/webinars.
- Coordinate publication of articles, guides and manuals on related topics.
- Share knowledge and facilitate interaction between members on IWA Connect.

---

[1] The statement of the SG's objective (or vision statement) will also be included on the SG web page and used as a description of the SG. The statement would therefore typically be a short paragraph (4-8 lines) outlining the topics covered by the SG. For example: *The objectives of the group are to advance knowledge in [insert topic area] and related topics in the fields of [insert areas of interest].*

[2] It is recognised that membership of SGs (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 SG's officers it is possible to include non-IWA members in SG's activities and communications for a limited period to allow them to join IWA. In case a SG has a multiple affiliation (e.g., both IWA and IAHR for Urban Drainage SG, Hydroinformatics SG, etc.), SG members should be members of one of the parental organisations.

- Encourage the promotion of science, technology and practice development through The Source magazine, blogs, short articles, etc.

- _____ *(Delete or add as appropriate)*

Management[3]

The Officers of the Specialist Group will comprise:

- Chair

- Vice-Chair

- Secretary Treasurer

- _____ *(Delete or add as appropriate)*

- The Management Committee of the Specialist Group will comprise below positions:

- Webmaster

- Newsletter editor

- Young Water Professional representatives

- Events coordinator

- Task Group or Working Group leaders

- External relations coordinator (responsible for liaison with other SGs)

- Membership coordinator

- Representatives of various geographical areas including Africa; East Asia; Eastern Europe; Latin America and the Caribbean; North America; South Asia and China; Southeast Asia and the Pacific; Western Europe

- Fostering DEI (advancing diversity, equity, and inclusion (DEI) efforts and shifting behaviours toward more equitable and inclusive leadership)

- _____ *(Delete or add as appropriate)*

The main responsibilities of the Chair[4]

- Lead the planning and implementation processes of group activities and ensure the group objectives/goals are achieved through proposed activities.

- Ensure sufficient and effective communication with Management Committee members and group members.

---

[3] Each SG should decide upon the management structure that suits it best. However, it would be appropriate to elect members to at least the positions of Chair and Secretary (other common positions that may be considered are vice-chair and newsletter editor). These elected officials would form the group's officers/leaders. A management committee should be created and renewed periodically. The committee would comprise the group's officers and various operational positions either elected by members or appointed by elected group officers/leaders. In addition to sharing the burden of responsibilities, the management committee would typically be structured to provide a good spread of geographic location, gender and age, topical interest and expertise. Additionally, to ensure leadership of SGs into the future, it is strongly recommended to include more young professionals in the management committee.

[4] The Chair(s) should take the initiative to lead the management and development of the SG, ensure the active engagement of the management committee members' and SG members' participation in SG's activities. The SC2SG sub-committee reserves the right to request inactive and unethical chair(s) to step down.

- Liaison with other related SGs and initiatives within IWA.

- Ensure periodic elections of the Management Committee.

- Maintain periodic contact with IWA Secretariat, including annual activity review.

Elections[5]

An election for the management committee will be held every _____ years (maximum 4 years) *(Insert frequency of elections as desired)*. Management Committee members may stand for_____ consecutive terms *(Suggest maximum two consecutive terms)*.

Elections will be held based on the "Guidelines for the Elections of Specialist Group Leaders and Management Committee Members" *(Insert here more details on the options of election the group will take)*.

Elections will be for: the Chair, Vice-Chair, Secretary, and/or the Management Committee members *(Delete as appropriate, chair and secretary is the minimum)*.

Meetings of the Management Committee and Group[6]

A formal meeting of the Management Committee will be held:

- ☐ Quarterly

- ☐ Each half year

- ☐ Annually

- ☐ Biennially

- ☐ In conjunction with a Group's conference or event

- ☐ In conjunction with the group meeting during the IWA Congress

- ☐ Other specified events

- ☐ _____ *(Delete or add as appropriate)*

- ☐ Virtual meetings of the Management Committee will be scheduled through digital tools:

- ☐ Monthly

- ☐ Quarterly

- ☐ Each half year

- ☐ _____ *(Delete or add as appropriate)*

- ☐ Meetings of the full SG, including the Management Committee will be held:

---

[5] It is important that elections shall be held regularly and that they be transparent. Regular elections provide an opportunity for members to assume leadership roles and it is important for the health of the SG 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 Management 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 Secretariat is available to facilitate elections and provides guidelines as to the options available.

[6] It is strongly recommended that a meeting of the Management Committee be convened at least once a year (or more frequently) for formal signoff of the SG's annual report. A full meeting of the Management Committee also provides an opportunity to consider the direction of the SG, determine the activities it will undertake in the next period – including the timing and location of conferences, activity plans, and the renewal of the Management Committee. These meetings do not need to be face to face, as teleconferences are an effective means of communication. More frequent communications are expected among the SG's Management Committee through social media and IWA's online communication platform (IWA Connect Plus).

☐   Annually

☐   Biennially

☐   In conjunction with a SG's conference or event

☐   In conjunction with the group meeting during the IWA Congress

☐   _____ *(Delete or add as appropriate)*

Finance[7]

The Specialist Group will be **self-funded**. Surplus funds generated from conferences or other activities will be deposited with the IWA Secretariat for exclusive use of the SG as needed. A treasurer may be appointed by the SG to ensure the management of the funds with IWA Secretariat.

Chair: _____

Signature: _____

Date: _____

---

[7] It is not necessary that money be deposited with the IWA Secretariat; the SG can privately hold surplus funds as long as these funds are properly accounted for. However, IWA Secretariat has created an account for each SG into which funds can be deposited. In all cases, a financial report should be established and published annually.

ANNEX 2: Partnership Agreement between IWA Specialist Groups and the IWA Secretariat

This partnership agreement should be signed by IWA SG Chair and IWA Strategic Programmes & Engagement Manager.

SGs themselves exist under the IWA name and umbrella. The staff of the IWA Secretariat, based in London, supports the activities of the SGs in many fundamental ways.

The relationship between SGs and the 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. The following table sets out those obligations.

SG's Obligations	Obligations of the IWA Secretariat
Not applicable.	Designate staff member(s) as SG Manager/Officer(s) to be the focal points for SG Chairs, Secretaries, and MC members on all matters described below.
Maintain a constitution document detailing the SG objectives, the democratic process for elections of SG leaders and management committee and an outline of activities.	Prepare constitutional document template for use/guidance by SGs. Provide support to the SG election process. Publish SG details on IWA website.
Contribute to research and practice in the scientific, technical or management areas of their specialist subject.	Enable the communications among SG members through the online communication platform (IWA Connect Plus)
Develop international networks in furtherance of above; welcome new SG members and facilitate contacts within the SG.	Periodically update the SG Chair/Secretary with the SG group members list.
Participate in the IWA Young Water Professionals (YWP) Programme; encourage YWPs to participate in SG events; involve YWPs within the SG MC.	Liaise with SGs in development and support of YWP Programme. Facilitate mentors/mentees.
Participate in the development and delivery of the IWA 5-year Strategic Plan.	Ensure that SGs are involved in the process of development and delivery of objectives in line with the Strategic Plan. Keep SGs up to date with progress.
Disseminate knowledge and information within the SG and to others in IWA by means of newsletters, blogs, online communication platforms, and IWA website.	Publish newsletters produced by the SGs on the IWA Connect Plus. It is important that SG IWA Connect Plus page admins receive training from the IWA secretariate so that they can properly use the platform.
Disseminate knowledge and information to the international community by means of contributions to SG conferences; IWA Tier 1 events; workshops; IWA publications, The	Invite SGs to submit articles and blogs for The Source magazine and for the IWA website; maintain the IWA Conference diary; develop and update SG conference

SG's Obligations	Obligations of the IWA Secretariat
Source magazine, reports, blogs, Connect Plus, etc.	procedures, incorporating templates, financial and insurance arrangements; liaise with SGs at all stages of conference promotion; ensure the full range of IWAP publishing capacity is available to SGs. Set easy and clear rules for publication of papers from SG conferences in reviewed IWA journals or IWA website
Participate in IWA World Water Congresses and Water and Development Congresses by identifying/nominating referees, collaborating with other SGs and the Programme Committee in preparing a challenging programme.	Facilitate the exchange of information between the IWA Programme Committee of the IWA World Water Congresses and Water and Development Congresses and SG leaders. Advise on workshop themes appropriate to the location, themes of the Congresses.
Take part in the annual SG Leaders Forums of all SG Chairs (or nominees); liaise with IWA Secretariat in developing the Forum agenda.	Organise SG Leaders Forum annually, with once in two years at the IWA World Water Congress. Develop an agenda with input from SGs and SC; make all necessary arrangements for the SG Leaders Forum; provide notes of agreed actions.
Identify challenging topics for TGs; encourage appropriate experts (from one or more SGs) to form TGs; report/disseminate conclusions; contribute to clusters.	Liaise with SGs in developing TGs and cluster projects; maintain support throughout the TGs and cluster activity.
Prepare report on the outcomes of all SG conferences/workshops for and submit to IWA Secretariat.	Summarise SG reports as appropriate for considerations by the IWA SC; provide SC feedback to SGs (e.g., at the SG Leaders Forum)
Develop collaboration with other SGs in joint projects, workshops, specialist or regional conferences.	Facilitate the flow of relevant information from all IWA committees to SGs, as necessary.
Investigate possibilities for preparation of relevant reports and books for publication by IWAP.	Support SGs with publication through IWAP.
Prepare annual reports on current and proposed activity for submission to IWA SC.	Manage the reporting/submission process; provide SC feedback to SGs.
Identify needs for and take actions to rejuvenate SGs' activities; accept SG 'retirement' if appropriate.	Monitor group activities using criteria (e.g., conferences and workshops, newsletters, publications, blogs, attendance at SG Leaders Forums). Identify low activities and make suggestions. If SGs become inactive recommend SG retirement to IWA SC.

On behalf of the IWA Specialist Group on _____ *(name of the SG)*, I accept the obligations as summarised above and will use my best endeavours to faithfully carry them out.

Signature: _____

Name and Position: _____

Date: _____

On behalf of IWA, I accept the obligations as summarised above and will use my best endeavours to faithfully carry them out.

Signature: _____

Name and Position: _____

Date: _____

ANNEX 3: IWA SG Newsletter Template

Main content of the Newsletter should include:

- Month/year

- Logo of the SG (approved by IWA Secretariat)

- Intro story

- Foreword by the Chair/Secretary

- Title

- News, Projects, Activities & Issues

  o Optional Subtitle

- News of Forthcoming Events

  o Event Name

- News from IWA HQ

  o IWA Learn

  o If you would like to present a webinar on a specific subject or have an interesting story you would like included in a future newsletter, then get in contact with us.

- News from IWA Publishing

  o Selected Books

  o Selected Journal Papers

  o Other IWAP Information

  o IWAP Information

- How to become a member of the SG: Join the IWA Connect Plus group

  o **For IWA members**, who already have Connect Plus login details, please go to IWA Connect Plus and simply click on "Join Group" button on the top right.

  o **For new friends**, please register to join IWA by visiting https://www.iwaconnectplus.org/join-iwa and then follow the link above to join the *(complete with the name of the SG)* group.

- Write to our SG

  o The newsletter is an opportunity to share information; points of view; policy developments; research; activities and events. If you have an interesting project, comments, or are planning a conference or workshop, send it to us, including contact point for more information.

  o Name of the Chair, email address

  o Name of the Secretary, email address

  o Name of any other relevant MC member, email address

Disclaimer to be added to the newsletter: *This is not a journal, but a newsletter issued by the IWA Specialist Group on (complete with the name of the SG). Statements made in this newsletter do not necessarily represent the views of the Specialist Group or those of the IWA.*

The use of information supplied in the newsletter is at the sole risk of the user, as the Specialist Group and the IWA do not accept any responsibility or liability.

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ANNEX 4: IWA Webinar Proposal Form

Please complete this form as fully as possible and send it to: erin.jordan@iwahq.org as soon as possible.

IWA WEBINAR – INFORMATION & COPYRIGHTS

To be completed by the webinar organiser and speakers:

Organiser(s) and speaker(s) are required to confirm that:

☐They understand that IWA might need up to 12 weeks to review and evaluate the webinar proposal.

☐They understand that the approval of the webinar proposal is subject to a review process, which implies that the proposal may be rejected. IWA and the organisers will work together to improve the proposal, if needed.

☐They understand that the speakers are responsible for securing copyright permissions for any work, photos, data or items that they present of which they are not the legal copyright holders, doing so prior to the webinar broadcast, and for displaying any necessary credits, ensuring permissions cover the live broadcast and IWA's recording of the event.

☐The organisers and speakers understand that any opinions, statements, conclusions or recommendations contained in this material are the sole responsibility of the author(s) and do not necessarily reflect IWA's opinion.

Signature of organiser(s) and speaker(s) confirming the above:

Organiser (1) _____

Organiser (2) _____

Speaker (1) _____

Speaker (2) _____

Speaker (3) _____

Speaker (4) _____

Speaker (5) _____

ORGANISER DETAILS

Please complete this form as fully as possible.

1. **Proposer(s) details (*)**

Name:

Address:	
Tel:	
E-Mail:	
IWA Membership Number	

2. **Organiser details (if different to Proposer)**

Name 1:	
Address:	
Tel:	
E-Mail:	

Name 2:	
Address:	
Tel:	
E-Mail:	

Name 3:	
Address:	
Tel:	
E-Mail:	

IWA WEBINAR – CONNECTION TO IWA COMMUNITY

To what IWA community this webinar is related to?

Please check the boxes below.

☐Specialist Groups. Please indicate:_____

☐YWP

☐IWA Projects. Please indicate:_____

☐IWA Programmes. Please indicate:_____

☐Others. Please indicate:_____

IWA WEBINAR - CONCEPT

Basic Description	
Title	*A short and snappy title (5 words or less is ideal, 8-10 words is a maximum). Please see the IWA Webinars webpage for examples.* **Use simple English and avoid acronyms and jargon in the title. Note that the webinar title should be widely understandable to the public.** ???
Summary	*Around 100-150 words. This will be the main text on the registration/marketing page on IWA Learn.* ???
Date and Time (London time)	*We suggest around 14.00/15:00 London time to help attract an international audience.* ???
Duration	*We suggest 1 hour maximum, but this can be up to 1.5 hours if required (e.g. if there are more than 3 speakers).* ???
Location Host	IWA (London, UK)
Keywords	*These will be listed on the registration/marketing page on IWA Learn.* ???
Language	English
Audience	
Target Audience	*These will be listed on the registration/marketing page on IWA Learn.* ??? *i.e. practitioners, academics and researchers, utilities, students, engineers, etc…*
Expected level of expertise from participants	*Brief description – indicating what competencies are developed (focus on knowledge, skills). We will build this into the description on the registration page if necessary.* ???
Scope	*Please describe if you expect a global, regional, national or local reach for your webinar.*
Expected number of participants	???
Learning Objectives & Content	

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Learning Objectives	*Please describe what participants should be able to do after the session. Ideally this should be written in the form, "Following this session, participants will be able to:" and a bullet-point list. These will be listed on the registration/marketing page on IWA Learn.*
Key messages (up to three)	*Key messages are the main points of information you want your audience to hear, understand, and remember. They are bite-sized ideas that provide the takeaway headline of the issue you want to communicate. To see how to develop key messages and few tips. Key messages are often attributed to individual speakers in marketing materials such as this, used in the build-up to the event*
Content & Schedule	*Please provide the outline of the webinar with a tentative schedule. Ideally each speaker's presentation should be around 10 minutes long, leaving time at the end for a 15-30 minute panel discussion. Please try to mix technical information with case studies. Please also try to build in time for one or two interactive activities, e.g. Zoom polls. Please try to keep titles short and snappy.* *The following is an example plan for a one-hour webinar. Please replace as appropriate.*

From (min)	To (min)	Duration (min)	Title	Speaker
e.g. *00:00*	*00:05*	*05*	*Introduction & Poll*	*(Moderator)*
00:05	*00:15*	*10*	*Presentation 1*	*(Speaker 1)*
00:15	*00:25*	*10*	*Presentation 2 & Poll*	*(Speaker 2)*
00:25	*00:35*	*10*	*Presentation 3*	*(Speaker 3)*
00:35	*00:58*	*23*	*Q&A Panel Discussion*	*(Speakers & Moderator)*
00:58	*01:00*	*2*	*Close*	*(Moderator)*

	Any further notes: ???
Summary of each presentations and key results	*Please provide a summary of each presentation (up to 150 words per presentation) and key results of the webinar*
Methodology, Trainers & Evaluation	
Pre-webinar activities held	*Examples:* *Pre-webinar resources (e.g. papers, presentations, videos, webpages) which can be shared before the session with registrants* *Online introductions* *Self-assessment / pre-webinar survey*

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Webinar interactive activities held	*Please include ideas for 1-3 interactive activities to be held during the webinar. We also hope to hold a 15-30 minute panel discussion following the presentations.*
	Examples include:
	-Quick polls, e.g. via the Zoom polling feature and on Twitter
	-Asking the audience e.g. via the Zoom chat
	-Problem solving exercises with online brainstorming, categorizing, prioritizing, e.g. using external websites such as GroupMap
	-Ideation activities prompted by images, graphics, video clips
	-Live tweeting through the IWAHQ account on Twitter (subject to availability of the communications team)
Post-webinar activities	*IWA will send out a post-webinar email with the webinar recording and a link to download the slides PDF. This email can also contain:*
	-a Q&A report with answers to any questions not answered during the session
	-a list of further readings
	-further surveys (a webinar feedback survey is sent immediately following the event)
	Please mention any other ideas you have.

Moderator / Panelists / Speakers details	*Name, affiliation, email, LinkedIn. Please try to ensure a mix of organisations, regions and genders are represented.*			
	Name	**Organisation / Role & Country**	**LinkedIn URL And Twitter URL**	**Email Address**
	???	???	???	???

Webinar team	
Host	(For IWA Internal Use)
Content design	IWA slides template.
Instructional design	(For IWA Internal Use)
Session Support	IWA will provide a trial webinar and full Zoom support before, during and after the session. We suggest including a moderator from the SG during the session, perhaps also with a helper behind the scenes to assist with answering and sorting questions.
ITC Support	(For IWA Internal Use)
Marketing support	The IWA marketing team will support with the marketing of the event.

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Marketing	
Proponent marketing channels	*Please give details of how you will promote the webinar, in addition to the channels the IWA team will use for marketing.* ???
Webinar webpage	(For IWA Internal Use)

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ANNEX 5: List of IWA Specialist Groups (2024) – in alphabetical order

1. Advanced Oxidation Processes
2. Anaerobic Digestion
3. Assessment and Control of Hazardous Substances in Water (ACHSW)
4. Benchmarking and Performance Assessment
5. Biofilms
6. Chemical Industries
7. Design, Operation and Costs of Large Wastewater Treatment Plants
8. Design, Operation and Maintenance of Drinking Water Treatment Plants
9. Diffuse Pollution and Eutrophication
10. Disinfection
11. Efficient Urban Water Management
12. Environmental Engineering Education
13. Forest Industry
14. Groundwater Restoration and Management
15. Health Related Water Microbiology
16. Hydroinformatics (Joint IWA/IAHR/IAHS)
17. Institutional Governance and Regulation
18. Instrumentation, Control and Automation
19. Intermittent Water Supply (IWS)
20. Lake and Reservoir Management
21. Marine Outfall Systems (Joint IWA/IAHR)
22. Membrane Technology
23. Metals and Related Substances in Drinking Water
24. Microbial Ecology and Water Engineering
25. Modelling and Integrated Assessment
26. Nano and Water
27. Non-Sewered Sanitation
28. Nutrient Removal and Recovery
29. Odours and Volatile Emissions
30. Particle Separation
31. Pre-treatment of Industrial Wastewaters
32. Public and Customer Communications
33. Rainwater Harvesting & Management (RWHM)
34. Resources Oriented Sanitation

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35. Sanitation and Water Management in Developing Countries

36. Sludge Management

37. Small Water and Wastewater Systems

38. Statistics and Economics

39. Strategic Asset Management

40. Sustainability in the Water Sector

41. Sustainable coastal and estuarine development (SCED)

42. Tastes, Odours, and Algal Toxins in Drinking Water Resources and Aquaculture

43. Urban Drainage (Joint IWA/IAHR)

44. Wastewater Pond Technology

45. Water and Wastewater in Ancient Civilizations

46. Water Loss

47. Water Reuse

48. Water Safety Planning

49. Water Security and Safety Management

50. Watershed and River Basin Management

51. Wetland Systems for Water Pollution Control