

APPENDIX 5 - SC RULES OF CONDUCT

Rules of Conduct for the Steering Committee of the Global Water Partnership Network and the Global Water Partnership Organisation

(adopted by the Steering Committee on 5-6 December 2004 in Tokyo, as amended)

The organisation and powers of the Steering Committee are set out in Article 7 of the Statutes for the GWP Network and the GWP Organisation (referred to respectively as GWP and GWPO below)

It should be noted that all legal acts and decisions have to be taken in the name of GWPO, as GWP according to the Statutes does not have legal personality.

The Steering Committee is referred to as the “SC” below.

1. Number of SC members

The Sponsoring Partners determine annually the number of SC members. The number of members shall be a minimum of eleven and a maximum of twentyone. The numbers do not include possible observers. According to the Statutes there are 5 ex officio members, viz. the Chair, the Executive Secretary, a representative of the United Nations Sub-Committee on Water Resources (UN Water), the Chair of the Technical Committee (who is appointed by the SC), and one member representing all Regional Water Partnerships and Regional Technical Committees. (This latter SC member is termed an ex officio member, elected by the Chairs of the GWP Regional Water Partnerships)

2. Convening of SC meetings

The Chair shall convene meetings of the SC at least twice a year. If at least five SC members submit a request in this respect to the Chair, the Chair shall convene a meeting. No reason need to be given for such a request. Notice of SC meetings shall be given at least three weeks in advance of such meetings in such manner as is agreed with all SC members. If confirmation of receipt is not obtained from a SC member within one week of the notice, a formal notice should be sent to the SC member concerned.

If meetings are held by distant communication, all SC members should be given the possibility of participating in such communication.

3. Participation at SC meetings

Quorum at SC meetings requires that a majority, plus one, of all members are present. If meetings are held by distant communication at least three quarters of the SC members shall participate in the meeting.

4. Chair at the SC meetings

According to Article 6 of the Statutes, the Chair of GWP shall chair the SC meetings.

5. SC Vice Chair

At the second meeting of the year the SC shall appoint a Vice-Chair of the SC among its members, who will hold this position until the second SC meeting of the following year. The procedure for appointing the SC Vice Chair is that the two SC members who also serve as Nomination Committee members, in consultation with the GWP Chair, search for appropriate candidates, and nominate one SC member for appointment by the SC.

In the event that the Chair is severely incapacitated or permanently unable to perform his/her functions, the SC shall appoint an interim Chair, who shall serve as Chair until the Sponsoring Partners have appointed a new Chair.

(Clause 5, amended at SC Meeting Manila, 26-28 May, 2007, SC Meeting Stockholm, November 2009, and SC Meeting 21-23 May 2012)

6. Observers at SC meetings

The Chair may invite observers to SC meetings. Observers have no right of vote. Permanent observers may be appointed by GWP Sponsoring Partners.

7. Secretary at the SC meetings

According to Article 11 (1) of the Statutes, the Executive Secretary of GWP serves as the Secretary at SC meetings. The Executive Secretary may appoint a senior officer of GWPO to act in her or his stead if she or he is unable to be present at a SC meeting.

8. Executive Secretary Performance Evaluation

The performance evaluation of the Executive Secretary is prepared by the Chair and presented to the SC every year at the second SC meeting of that year.

(Clause 8, added at SC Meeting Manila, 26-28 May, 2007)

9. The Nomination Committee

According to Article 8 of the Statutes, the Nomination Committee shall consist of five or seven members, as decided by the Steering Committee. The members of the Nomination Committee shall be appointed by the Steering Committee for a period that shall not exceed three years, which may be subject to renewal one time. According to article 7 (7) g) the SC shall thereby take into account the NC's task to find candidates which reflect a balance in terms of professional background, geographical representation, gender and level of development of the person's home State.

According to 1(1) of the by-laws for the Nomination Committee the SC shall appoint one member of the NC as chair.

The SC has decided that a total of two members of the SC shall be selected to serve on the NC. The GWP Chair will always be available as an observer.

The GWP Chair, the NC Chair and the Chair of the Sponsoring Partners shall support the NC and the nomination process by identifying and encouraging persons meeting the criteria and requirements set forth in Annex 1 in the call for candidates to take part in the nomination process.

(Clause 9 amended by SC meeting 21-23 May 2012)

10. Sub-committees of the SC

The following permanent sub-committees assist the SC in fulfilling its responsibilities:

- Audit and Finance Sub-committee
- Human Resources Sub-committee
- Programmes Sub-committee

The mandate and composition of each permanent sub-committee is established in separate Terms of Reference approved by the SC.

Members of the permanent sub-committees are appointed by the GWP Chair through an announcement communicated to the SC. Providing no objections have been received by the GWP Chair from the SC, the appointments will become effective two weeks following such announcement, if done through distant communication, or immediately, if at a meeting. The permanent sub-committees shall preferably consist of four members who, unless otherwise decided by the GWP

Chair and specified in the announcement, are appointed for a period corresponding to their respective term in the SC. It is desirable that the appointments are staggered.

The SC shall annually appoint one of the sub-committee members to act as chair of the sub-committee. Each sub-committee is to nominate its chair for the SC's decision. The appointment of subcommittee chairs is normally done at the second SC meeting of the year for a period from 1 January to 31 December the following year.

The Secretariat supports the permanent sub-committees of the SC as set out in the respective Terms of Reference.

The SC may furthermore establish working or supporting groups for specific tasks from time to time.

(Clause 10, at the time 9, amended at SC Meeting Stockholm, November 2009)

11. Voting at SC meetings

According to Article 7(8) of the Statutes decisions of the SC are taken by simple majority of the SC members. No proxy votes are allowed.

12. Right to sign for the GWPO

All contracts, agreements, financial instruments and other legal documents executed on behalf of GWPO shall be signed by the Executive Secretary or by such officer of GWPO as the Executive Secretary may have authorised in writing. The authority of the Executive Secretary is stated in Article 11(g) of the Statutes.

13. Resolutions of SC meetings

Resolutions of the SC shall be recorded in the Minutes of the SC meetings. If a meeting is held by distant communication, a resolution shall be reduced to writing and circulated to all participating SC members.

14. Minutes of the SC meetings

The minutes of the SC meetings shall be prepared by the Executive Secretary and signed by the Chair. The minutes shall be circulated to all SC members. All SC members shall be entitled to submit comments and propose corrections to the minutes. The minutes of the meetings shall be adopted at the next SC meeting.

15. Postponement and Suspension

The Chair shall have the right to postpone a SC meeting that has been called if there are compelling reasons for such postponement or if the reason for calling the meeting has fallen away. All SC members shall be informed of such a decision to postpone the meeting. A new meeting shall be called not less than 2 weeks and not more than 1 month after the original date of the meeting, unless the reason for the meeting has fallen away.

The Chair shall have the right to suspend a SC meeting for a period not exceeding 2 days if there are compelling reasons for such suspension. If the meeting cannot be resumed within 2 days, the meeting shall be postponed and the procedure stated in the previous paragraph shall apply.

16. Membership lapse of SC member

If a SC member is absent from at least two consecutive meetings of the SC, without showing reasonable cause for such absence, the member is deemed to have resigned from being a member of the SC. The resignation should be reported to the Sponsoring Partners meeting.

17. Conflict of interest

Should a SC member have a conflict of interest in relation to any matter considered by the SC, he or she shall declare it to the Chair, who will decide on the SC member's allowable participation in the deliberation on such matter. The SC member shall not be entitled to vote on such matter.

18. General Duties of the SC Members

In exercising its duties, the SC acts as a collective, unless otherwise stated in the Statutes or in these Rules of Conduct or specifically decided by the SC.

SC members are expected to study the material circulated for each SC meeting in advance of such meeting.

SC members are furthermore expected to respond to correspondence addressed to them in between SC meetings within a reasonable time, and if they are not possible to contact for a consecutive period of more than two weeks, to inform the Secretariat accordingly.

The SC members should participate in some pre-identified national/regional GWP-events, preferably including the Consulting Partners/Network Meeting.

It should be noted that each Regional Water Partnership as well as the various Country (or as the case may be Provincial) Water Partnerships are autonomous entities as regards governance matters. Consequently the GWP/GWPO SC or its individual members does not have any right or authority according to the GWP/GWPO statutes to intervene in the affairs of such regional and country water partnerships unless there is a contractual basis for intervention.

(Clause 18 added at SC Meeting in Bratislava, 21-22 May 2007, amended at SC Meeting Manila, 26-28 November 2007)

Annex 1

Criteria for appointment of new NC members

Selection criteria

The following are the selection criteria to be applied in the search for new Nomination Committee members:

1. Should have experience of executive board work;
2. Should have experience with regional and/or international organisations or networks;
3. Should have professional experience in water sustainable development;
4. Depending on the current needs of the Nomination Committee , the candidate should reflect the need for a balance in terms of professional backgrounds, geographical representation, gender and experience from developing or developed country; and
5. Should not have served either on the Nomination Committee or the Steering Committee in the past six months.