

## STATUTES

### SOUTHEAST ASIA REGIONAL WATER PARTNERSHIP

### (GWP-SEA)

#### ABBREVIATIONS


CWP	Country Water Partnership
GWP	Global Water Partnership
GWP-SEA	Southeast Asia Regional Water Partnership
GWPO	Global Water Partnership Organization
IWRM	Integrated Water Resources Management
SC	Steering Committee












## Chapter One : GENERAL PROVISIONS

### Article 1

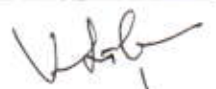
#### LEGAL STATUS

- (1) These Statutes regulate the functions and organization of the Global Water Partnership - Southeast Asia Water (GWP-SEA) as a Regional Water Partnership network and its relation to the Global Water Partnership (GWP) Network.
- (2) GWP-SEA covers countries from Southeast Asia.

### Article 2

#### THE MISSION AND OBJECTIVES

- (1) The mission of GWP-SEA is to encourage, support, facilitate member countries in achieving sustainable water for all through the Integrated Water Resources Management (IWRM) approach.
- (2) The objective of GWP-SEA is to promote the principles of IWRM and to that end:
  - a) Identify critical needs of the region and riparian countries and stimulate Partners to meet the needs within their available human and financial resources;
  - b) Support action at regional, national, local or river-basin level that will lead to the adoption and implementation of the principles of IWRM;
  - c) Help match needs to available resources;



- d) Strengthen mechanisms for sharing information and experience.

## Chapter Two : PARTNERSHIP

### Article 3

#### PARTNERS OF THE GWP AND THE GWP-SEA

- (1) The GWP-SEA Partners may include all the GWP partners in the South East Asia region. They can be regional, national and local governmental institutions, intergovernmental organizations, civil society, academic and research institutions, companies, and service providers in the public sector.
- (2) Any entity of the character referred to in paragraph (1) of this Article, which recognizes the principles of IWRM endorsed by the GWP-SEA and is committed to implement these principles, may become a Partner of the GWP-SEA .
- (3) The standard conditions to join GWP-SEA are described in two GWP documents: "GWP Policy on Partners", January 2005 and "Conditions for Accreditation as Regional and Country Water Partnership", November 2005. The standard application form should be submitted to the GWP-SEA Secretariat and it is a subject to final decision by the GWPO Executive Secretary.
- (4) The rights and obligations of a Partner are regulated in the GWP Policy on Partners document (2005). GWP Partners in the South East Asia region are considered part of the GWP-SEA regional water partnership.
- (5) Any partner may withdraw from the GWP-SEA network. Such withdrawal shall become effective upon the written notification to the GWP-SEA Steering Committee.

## Chapter Three : ORGANIZATIONS

### Article 4

#### ORGANIZATIONAL STRUCTURE

- (1) GWP-SEA operates with its Partners through a Consulting Partners Meeting, the GWP-SEA Steering Committee (SC) and the GWP-SEA Secretariat.
- (2) GWP-SEA further operates through relations with accredited Country Water Partnerships (CWP), and other separate co-operating entities that have been given a role in the GWP-SEA in accordance with this Statute.

### Article 5

#### THE GWP-SEA CONSULTING PARTNERS MEETING

- (1) The GWP-SEA shall hold a Consulting Partners Meeting once every two years which is an appropriate platform for the partners to meet .
- (2) At this Meeting, the Partners shall:

- a) Review past accomplishments of the GWP-SEA;
- b) Propose the strategic directions and policies for the GWP-SEA;
- c) Comment on the activity report and financial statement of the GWP-SEA Secretariat;

- (3) The Consulting Partners Meeting shall be governed by rules proposed by the SC.

Article 6

THE STEERING COMMITTEE

- (1) The SC will serve as the policy and decision making body of GWP-SEA, and shall be composed of democratically elected representatives from each CWP or certified partners in the country where there is no CWP.
- (2) The SC develops and steers the work of the GWP-SEA Secretariat and guides the co-operation between the Partners within the GWP-SEA. The SC shall facilitate the GWP-SEA network to attain its objective and shall provide the strategic directions adopted at the Consulting Partners Meeting in accordance with the general policy and strategy of the GWP Network and GWP Office (GWPO).
- (3) The SC shall meet at least twice a year on the convocation of the Chair. Observers may be invited to the meetings of the SC. The venue and date of each meeting shall be decided by the SC. A simple majority of the total number of SC members will form a quorum and can make decisions on behalf of GWP-SEA.
- (4) Decisions within SC will be by consensus. However in cases where it is difficult to reach a consensus, decisions will be reached through a simple majority voting (i.e. one half and one vote) of the quorum, with each SC member entitled to one vote. The Chair of the SC shall vote only to break ties in case of equal number of votes among SC members.

(5) The SC shall:

- a) Develop the implementation strategy of the GWP-SEA network and the work of the GWP-SEA Secretariat, taking into account the strategic directions and policies adopted by the Consulting Partners Meeting in

accordance with general policy and strategy of the GWP Network and GWPO;

- b) Develop regional level activities and manage regional budgets.
- c) Develop a fundraising strategy and capacity to implement this;
- d) Delegate specific duties to individual specialists or committees, including the creation of an ad hoc Technical Committee, composed of outstanding specialists in different areas related to IWRM and connected topics, from different countries to technically support the efforts of the Partnership;
- e) Approve work-plans, budgets and issue instructions for the GWP-SEA Secretariat and for the committees that have been established.
- f) Review the work of the committees that have been established .
- g) Decide on proposals and recommendations from such committees,
- h) Promote the establishment of strategic alliances with national and/or regional actors;
- i) Maintain a permanent link and communication with GWPO Secretariat, as well as with other Regional Partnerships;
- j) Approve the annual narrative and financial report for publication and dissemination to its consulting partners.

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**Article 7**

**THE GWP-SEA STEERING COMMITTEE (SC) MEMBERS**

(1) The SC shall consist of one member each representing a CWP of the South East Asia region and the SC Chairperson. In the case of a country without a

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CWP, the representative has the mandate by a majority of the GWP partners from this country.

- (2) Each CWP or GWP country partners shall elect an official Alternate SC member. The Alternate SC member shall assume all the responsibilities and authority of an SC member for the period he/she is deputized on behalf of the SC member. In the event that both the SC and the alternate member are unable to attend a meeting, an official temporary representative shall be designated by the CWP to attend in their behalf. Gender balanced representation should be considered.
- (3) The Network Officer of the GWPO responsible for the South East Asia region is an ex-officio member of the SC with no voting rights.
- (4) The Program Coordinator of the GWP-SEA serves as an ex-officio member of the SC with no voting rights.
- (5) Additional members, including the Regional Toolbox Hub Coordinator and other committee heads, may be invited as ex-officio members of the SC with no voting rights.
- (6) The members of the SC shall be appointed by the SC Chair in accordance with nominations from respective CWPs for a period that shall not exceed a maximum period of two terms of three years each. The concept of continuity should be considered and shall be further defined in the operations guidelines.
- (7) The SC shall decide on the nature and level of remuneration / allowance/ honorarium for all SC members, through careful and conscious consideration of the budget upon its availability, subject to GWP-Conditions of Accreditation. Such remuneration/allowance/ honorarium will be an integral part of the regional budget.

Article 8

THE STEERING COMMITTEE CHAIRPERSON

- (1) The SC shall appoint the Chairperson based on the principle of rotation of chairmanship among countries. The CWP of the country concerned will propose candidates based on a selection criteria and nomination process established in the operational guidelines. The Chairperson shall serve for a period not exceeding three years.
- (2) The SC chairperson will accept the terms of reference provided for by the GWPO.
- (3) In addition, the SC Chairperson will be responsible for :
  - a) Presiding the Consulting Partners Meeting and the meetings of the SC;
  - b) Implementing functions as the head and spokesperson for the GWP-SEA network and represent the GWP-SEA in all forums;
  - c) Ensuring that all SC functions are implemented;
  - d) Establishing and strengthening linkages with sponsoring partners;
  - e) Ensuring that GWP-SEA goals and targets are achieved;
  - f) Coordinating activities at the regional level through the GWP-SEA Secretariat;
  - g) Maintaining good communications with the GWPO and other Regional Water Partnerships.

Article 9



## THE GWP-SEA SECRETARIAT

- (1) The Secretariat is the executive and administrative body of the GWP-SEA network. It should be a lean structure responsive to the regional workplan and budgets. Terms of reference for the secretariat staff shall be part of the operational guidelines.
- (2) The GWP-SEA Secretariat shall be hosted by a reputable organization which has been identified and agreed upon by the SC, with the concurrence of the GWPO. The procedure for selecting the base of the GWP-SEA Secretariat will be further defined in the operational guidelines.
- (3) Persons who have served as Chair or SC members cannot become the Program Coordinator to allow for new expertise in the management of regional affairs.
- (4) The GWP-SEA Secretariat shall have the following duties:
  - a) Coordinate regional operations and activities, and monitor the implementation of short and long term strategic plans under GWP-SEA;
  - b) Be primarily responsible for drafting, facilitating the finalization, and publication of GWP-SEA work plans, technical papers, information papers, and IWRM materials, among others;
  - c) Prepare regular administrative and technical reports for submission to GWP and other donors;
  - d) Provide administrative and technical reports for submission to GWP-SEA and serve as regional IWRM focal point;
  - e) Establish and strengthen linkages with networks, external support agencies, partners, etc for technical collaboration;

- f) Assist GWP–SEA members in raising funds for GWP–SEA activities;
- g) Coordinate and manage regional conferences, workshops, meetings, and other activities under GWP–SEA;
- h) Manage the funds for the implementation of the annual work plan and ensure the efficient and responsible financial execution;
- i) Promote lessons learning and communication amongst the Partnership, and with other regions and the GWPO;
- j) Carry out coordination of the policies, plans and projects promoted by the Partnership
- k) Carry out any other task as may be instructed by the SC.

#### Article 10

#### COUNTRY WATER PARTNERSHIPS

- (1) The Country Water Partnerships (CWPs) are accredited by the GWPO and are the key functional units at the country level of the GWP-SEA.
- (2) The Country Water Partnerships shall:
  - a) Plan country activities involving Partners and main stakeholders in line with national programs.
  - b) Implement the GWP country program activities as set out in their work plans and budgets;
  - c) Prepare periodic narrative and financial country progress reports as required by GWP-SEA Secretariat for submission to the GWP-SEA SC and Consulting Partners Meeting;



- d) Conduct fund raising activities at the national and local level.
  - e) Broaden the base of GWP Partners;
  - f) Maintain regular communications within the GWP-SEA and the GWPO;
  - g) Encourage lessons learning and sharing within their country and with other countries in the region.
  - h) Act in accordance with the code of conduct as agreed in the operational guidelines.
- (3) Any CWP may withdraw from the GWP-SEA network. Such withdrawal shall become effective upon the written notification to the GWP-SEA SC.

#### Article 11

#### FINANCE

(1) To meet its objectives, the GWP-SEA shall be financed by resources from:

- a) GWPO;
- b) Public and private donations;
- c) Voluntary contributions, including subsidies, Partner and non-Partner donations;
- d) International organisations and foundations;
- e) Other resources;


(2) Contributions shall be accepted with the approval of the GWP-SEA SC.

- (3) In the spirit of partnership, the Partners are encouraged to put in financial support to the GWP-SEA network but shall not be required to do so beyond voluntary contributions.
- (4) The finances of the GWP-SEA will be managed as outlined in the operational guidelines.

### Article 13

#### AUDIT

- (1) A full audit of the financial management and transactions of GWP-SEA shall be conducted on an annual basis.
- (2) The audit shall be conducted by External Auditors from an independent accounting firm nominated by the GWP-SEA Secretariat and the CWPs and approved by the SC.
- (3) The audit shall be conducted at two levels, at the regional and country levels. The regional audit covers all financial management at the GWP-SEA Secretariat and CWPs, and is aimed to ensure that the budget has been used according to the proposed objectives. Audit at country level is meant to check the details of the transaction process.
- (4) The GWP-SEA Secretariat shall disseminate the audit report to the Partners with any comments if required.



### Chapter Four : OTHER PROVISIONS



#### Article 14

## DISSOLUTION

- (1) The SC may propose the dissolution of the GWP-SEA for just cause.
- (2) The process of dissolution shall be further defined in the operational guidelines.
- (3) The SC shall immediately inform all its stakeholders of the decision to dissolve the GWP-SEA.

## Article 15

### AMENDMENTS

- (1) Any partner of the GWP-SEA may propose to amend these Statutes as appropriate. Any proposed amendments should be submitted in writing to the SC.
- (2) The SC may decide on the proposed amendments but shall be subject to ratification by the GWP-SEA partners at the country level.
- (3) Alternatively, amendments can be approved by a majority vote of the partners in the bi-annual consulting partners meeting.



## Article 16

### LANGUAGE

The formal language used in all communication and throughout meetings in GWP-SEA is English. Appointment of persons in the organization requires consideration in this respect.

## Article 17

## ENTRY INTO FORCE

These Statutes have been finalized and adopted by the GWP-SEA SC on the 29<sup>th</sup> day of February 2008 in Siem Reap, Cambodia after consulting with the CWPs and shall replace the GWP-SEA Statutes previously adopted in Hanoi on the 6<sup>th</sup> day of November 2004.

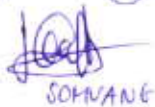
## Article 18

### DEPOSITORY

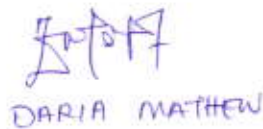
The Regional Coordinator shall be the depository of these Statutes. He/She shall communicate all notifications relating to the Statutes and shall present a summary of these notifications at the Consulting Partners Meeting .



R. AIKPALO



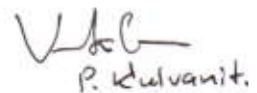
SOHNANG



DARIA MATHEW



SISWOKO.S



P. KULVANIT.



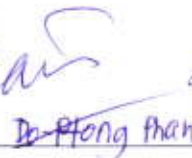
WATT  
BOKOSAL

INDRESWARA



Htay Htay Win

ROSARIO  
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ZAW LWIN TON