

Terms of Reference

Seminar Team of the World Water Week

Since 1991, the World Water Week (WWW) is the leading annual platform for global water and development issues. Hosted and organised by the Stockholm International Water Institute (SIWI), the World Water Week provides a unique forum for exchange of views, experiences and practices, between the scientific, business, policy and civic communities.

The Scientific Programme Committee plays an essential role in the development of the World Water Week's scientific¹ components. This includes, amongst others:

- Formulate the annual Thematic Scope for the World Water Week
- Plan and implement the seminars of the World Water Week, in collaboration with co-convening organisations
- Develop, in active partnership with SIWI, the key outputs from the Week

The Young Scientific Programme Committee (YSPC) initiative began in 2012 as a complementary initiative to work within the World Water Week Scientific Programme Committee.

The YSPC provides professionals at the beginning of their careers, age 35 years and under, with the valuable opportunity of collaborating with top level scientists and water professionals to develop the World Water Week programme.

This exposure to the thematic heart of one of the most renowned water conferences is of great benefit to the career development of YSPC members, who also gain increased visibility within the water community in the process.

At the same time, the Scientific Programme Committee members benefit from the involvement of young professionals who contribute different inputs and generational perspectives.

TASKS OF THE SEMINAR TEAMS

The main tasks of the Young SPC within the seminar team are:

- Screen and review/prioritize the abstracts received for each of the seminars.
- Overall planning of the seminar programme. Which in collaboration with the co-conveners includes:
 - Developing and managing the seminar programmes (theme and structure).
 - Selecting the abstract presentations.
 - Choosing the keynote speakers, panellists, chairs and moderators.
 - Deciding on the seminar format.
 - Staying in contact with the different speakers and seminar-officers (chairs, moderator) throughout the summer, regarding focus of speech, length of speech etc.
 - Maintaining an open line of communication with SIWI regarding updates in online programme, texts, invitations etc.
 - Screening the speakers' power points.

¹ The term "scientific" is used throughout in this document in a broader context: scientific – technical- policy

- Preparing steering questions for panellists (if relevant).
- Taking notes during the seminar sessions and agreeing on key messages with the SPC members, defining three key messages and outcomes from the seminar during World Water Week.
- Working with the SPC and co-convenors to write a 500-word summary of the seminar (after World Water Week).

GUIDELINES FOR THE YOUNG SCIENTIFIC PROGRAM COMMITTEE

1. The YSPC consists of nine to ten young professionals. The YSPC members are appointed by SIWI based on an application process.
2. The YSPC shall reflect, if possible, the diversity and balance of the World Water Week in terms of:
 - Geography: Europe, N. America, Latin America, Africa, Asia
 - Backgrounds: academic/practitioner, public/private, local/global, business/civil society
 - Disciplines: natural sciences (hydrology, ecology etc.), sociology, political science, economics, law etc.
 - Gender
3. The YSPC members agree to provide minimum inputs in the order of 20 days/year (excluding a two-day mandatory SPC/co-convenor digital workshop in March/April and the World Water Week conference).

The work of the members covers the above-mentioned function of YSPC and include the following meetings:

- Monthly (two-hour long) online meetings of the SPC and other online meetings with their Seminar Team colleagues (as agreed within the own seminar team) including an initial call to define roles and responsibilities.
 - SPC meetings in Stockholm immediately before and after the World Water Week.
4. Committee members serve in their personal capacity. They are appointed for one World Water Week period. The term of office begins mid-January and concludes 30 September.
 5. The working language of the committee is English.
 6. For the Young SPC Member working alongside the Chair, the overall Terms of Reference, time needed, conditions of service etc are much the same as for the other Young SPC members, and the specific duties are:
 - On behalf of the Chair, monitoring the progress of the Seminar Teams.
 - Being available to support Seminar Teams who are lagging.
 - Supporting and sharing the Chair's work in general.
 - Working alongside the SPC Secretary to coordinate the planning of seminars and the work carried out by the other YSPCs.

7. SIWI will cover travel and accommodation to attend World Water Week in Stockholm. *

*SIWI covers travel and accommodation for World Water Week. Lunches and a work-related dinner will be provided. Other cost (i.e. visa, subsistence...) should be covered by the individual or their organisation. Travel needs to be booked through SIWI's travel agent unless otherwise agreed and should be booked at least six weeks in advance. If travel is not booked in time, SIWI will receive a quote from its travel agency and that is the sum that SIWI will cover.

These Terms of Reference are valid from 2 October 2023 until updated.