

Terms of Reference

Young Scientific Programme Committee

Members for World Water Week

Since 1991, the World Water Week (WWW) is the leading annual platform for global water and development issues. Hosted and organized 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 SIWI Seminars of the World Water Week, in collaboration with co-convening organizations.
- Develop, in active partnership with SIWI, the key outputs from the Week.

The Young Scientific Programme Committee (YSPC) initiative began in 2012 as an opportunity for young professionals to work within the World Water Week Scientific Programme Committee.

The YSPC provides professionals at the beginning of their careers, aged under 35 years, 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 YOUNG SPC MEMBER

Each Young SPC Member is regarded as a full member of the SPC and joins a specific Seminar Team within the SPC. The main tasks of the Young SPC Member within the Seminar Team are:

- Planning the Seminar, jointly with the other SPC Members and the co-conveners:
 - Deciding the title, description, structure, format and programme of the Seminar.
 - Choosing the keynote speakers, panellists, chairs and moderators.
- Leading the detailed management and delivery of the Seminar on behalf of the whole Seminar Team:
 - Staying in contact with the different speakers and seminar-officers (chairs, moderator) throughout the summer, regarding focus of speech, length of speech etc.
 - Uploading all the details of the Seminar's three sessions into the online programme.
 - Screening the speakers' Power Point presentations.

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

- Preparing steering questions for panellists (if relevant).
- Reporting progress in the monthly SPC Meetings.
- Taking notes during the Seminar sessions and agreeing on key messages with the fellow-SPC members, defining three key messages and outcomes from the Seminar during World Water Week.
- After World Water Week, being the lead author of a 500-1,000 word report on the Seminar in a format of own choice.

GUIDELINES FOR THE YOUNG SCIENTIFIC PROGRAMME COMMITTEE MEMBERS

1. Each year about seven to ten Young SPC 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 Young SPC members agree to provide on average 25-30 hours per month (plus a two-day mandatory SPC/co-convenor digital meeting in April and the World Water Week conference).

The work of the Young SPC members covers the above-mentioned functions and includes 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. Young SPC 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 help Seminar Teams achieve deadlines and to support Seminar Teams who are lagging.
 - Supporting and sharing the Chair's work in general.
 - Being a bridge between the SPC Secretary and the other YSPCs.
 7. SIWI covers accommodation, conference fees, lunches and a work-related dinner. However, other costs such as travel to Stockholm, visa, and subsistence are not covered by SIWI.