

**APPENDIX VII [PCSO Item 8.1]**

**AGENDA FOR THE 29<sup>TH</sup> MEETING OF THE  
COMMITTEE ON CONGRESSES/CONFERENCES (C-CONGR)**

14 August 2018, 09:00-10:30 hours (Session-I)

14 August 2018, 11:00-12:30 hours (Session-II)

Saskatoon, Saskatchewan, Canada

**Presented by the Chairman**

**Year of Establishment: 1990**

**Mandate:** The mandate of the Committee is:

- (i) To recommend general improvement in conduct of WIFs, Congresses, Conferences and other ICID events;
- (ii) Representatives/Organizers of the ICID events to present a summary report on preparations made for the said events;
- (iii) Share the lessons learned / difficulties faced in organizing the events; and
- (iv) Make proposals for the smooth conduct of the ICID events.

**Members:** (1) Mr. Bryan Ward, Chairman (Australia, 2017); (2) Dr. Warren Halgason, CANCEID representative (3) Mr. Bashu Dev Lohanee, NENCID representative; (4) INCSW representative; (5) INACID representative; (6) MXCID representative; and (7) Dr. Vijay K. Labhsetwar, ICID Central Office, representing Secretary General.

**Website:** <http://c-congr.icidonline.org/>

**C-CONGR Agenda Item 1: Action taken report by Chairman**

1. The Chairman may like to present a report on the actions taken on the various decisions/proposals of the Committee since 28<sup>th</sup> meeting of C-CONGR at Mexico in 2017.

**C-CONGR Agenda Item 2: Membership of the Committee**

2. The Committee is composed of a Chairman, who is a member of the Organizing Committee of the (next) Congress and six other members appointed as follows: One member of each of the Organizing Committees of the previous and next to immediate next Congresses, two members of the two previous Organizing Committees and two future IEC meetings. The basic composition might be completed by addition of one of the member of the Organizing Committee of each of the Regional Conferences held during the past and the future meetings, unless it coincides with an IEC meeting.

**C-CONGR Agenda Item 3: Overview of 69<sup>th</sup> IEC meetings & International Conference, 12-17 August 2018 at Saskatoon, Canada**

3. Dr. Warren Halgason, the representative from Canadian National Committee for Irrigation and Drainage (CANCEID) will apprise the Committee about the overview and preparations made for Saskatoon (Canada) meetings scheduled to be held from 12-17 August 2018 at Saskatoon, Canada.

4. The 69<sup>th</sup> International Executive Council (IEC) Meetings & International Conference is being hosted by Canadian National Committee for Irrigation and Drainage (CANCEID) in cooperation with the International Commission on Irrigation and Drainage (ICID). The main theme of the International Conference is "*Innovative and Sustainable Agri-water Management: Adapting to a Variable and Changing Climate*" and sub-themes are: (a) Sub-theme I: Competing Water Demands; (b) Sub-theme II: Resilient Agriculture – Adapting Agriculture to Climate Change"; and (c) Sub-theme III: Irrigation and Drainage in Perspective.

5. In addition, several International Workshops such as "Institutional and Organizational Setup of Irrigation and Drainage Management System" (Organizer: WG-IOA), "Historical Water Sustainability" (Organizer: WG-HIST), "Adaptive Flood Management: Recent Great Floods and Lessons Learned" (Organizer: WG-MWSCD), "Application of Value Engineering in Irrigation in Irrigation and Flood Projects" (Organizer: TF-VE), and "Dry Drainage and Bioreactors or Green Infrastructures" (Organizer: WG-SDGR) will be organized during the Canada meetings. The information on the 69<sup>th</sup> IEC meetings & International Conference is available on the Conference website at: <https://icid2018.org/>

6. ICID has provided scholarships to 10 deserving YPs from around the world for attending the 69<sup>th</sup> IEC meetings & International Conference. The YP scholarship includes – free registration, accommodation and travel. In order to enrich their repertoire, one full-day YP Training Workshop will be held on 16 August 2018 from 09:00 -17:00 hours at Saskatoon, Canada. YPs will take responsibilities as rapporteurs in various conference sessions besides attending WG meetings/workshops etc. of their choice. The Dr. Warren Halgason may further apprise the members of the Committee.

**C-CONGR Agenda Item 3.1: Feedback from 23<sup>rd</sup> ICID Congress and 68<sup>th</sup> IEC, Mexico City, Mexico in October 2017**

7. MXCID representative may brief the Committee on experiences in organizing the 23<sup>rd</sup> ICID Congress and 68<sup>th</sup> IEC together with the lessons learned / difficulties faced.

**C-CONGR Agenda Item 3.2: Feedback from 8<sup>th</sup> Asian Regional Conference, Kathmandu, Nepal in May 2018**

8. Mr. Bashu Dev Lohanne, NENCID representative may apprise the Committee on lessons learnt from organizing the 8<sup>th</sup> Asian Regional Conference.

**C-CONGR Agenda Item 4: Preparations for the future events for the next 3 years**

**C-CONGR Agenda Item 4.1: 9<sup>th</sup> International Micro Irrigation Conference, 16-18 January 2019, Aurangabad, Maharashtra State, India**

9. The Indian National Committee on Surface Water (INCSW) will be organising the 9<sup>th</sup> International Micro irrigation Conference (IMIC) from 16-18 January 2019 at Aurangabad, Maharashtra, India. The theme of the conference is '*Micro Irrigation in Modern Agriculture*' and sub-themes are: (i) Micro irrigation design, innovations and new techniques for increased crop productivity; (ii) Financing of micro irrigation; (iii) Micro irrigation for cluster level farming and smallholder farmers and (iv) O&M services and capacity development for the micro irrigation systems. More information of the 9<sup>th</sup> IMIC is available at [http://cwc.gov.in/main/downloads/ICID\\_9imic\\_aurangabad.pdf](http://cwc.gov.in/main/downloads/ICID_9imic_aurangabad.pdf).

10. INCSW representative will further apprise the Committee about the preparations made and detailed planning for the 9<sup>th</sup> International Micro Irrigation Conference.

**C-CONGR Agenda Item 4.2: 70<sup>th</sup> IEC Meetings and 3<sup>rd</sup> World Irrigation Forum (WIF3), 1-7 September 2019 at Bali, Indonesia**

11. The 70<sup>th</sup> International Executive Council (IEC) Meeting and 3<sup>rd</sup> World Irrigation Forum (WIF3) will be hosted and organized the Indonesian National Committee of ICID (INACID) from 1-7 September 2019 at Bali, Indonesia. The main theme of the WIF3 is "*Development of water, food and nutrition security in a competitive environment*" and sub-themes are: (i) Sub-Theme 1: Enabling Policy Environment for water, food and energy; (ii) Sub-theme 2: Role of Civil Society and NGOs with focus on farmers and extension facilities; and (iii) Sub-theme 3: Improving agricultural water productivity with focus on rural transformation. More information of the 70<sup>th</sup> IEC & WIF3 is available at <https://icid2019.com/>

12. The representative from INACID may apprise the Committee about the preparations made and detailed planning for the 70<sup>th</sup> IEC meeting and 3<sup>rd</sup> World Irrigation Forum (WIF3).

**C-CONGR Agenda Item 4.3: 71<sup>st</sup> IEC Meetings and 24<sup>th</sup> ICID Congress, 22-28 September 2020, Sydney, Australia**

13. The 71<sup>st</sup> International Executive Council (IEC) Meeting and 24<sup>th</sup> International Congress on Irrigation and Drainage will be hosted and organized by Australian National Committee of ICID (IACID) during 22-28 September 2020, Sydney, Australia. The main theme of the Congress is "*Innovation and research in agricultural water management to achieve sustainable development goals*" and the two Questions are – (i) Question 62: What role can information and communication technology play in travelling the last mile; and (ii) Question 63: What role is played by multi-disciplinary dialogue to achieve sustainable development goals. More information of the 71<sup>st</sup> IEC and 24<sup>th</sup> ICID Congress is available at <https://www.irrigationaustralia.com.au/eventsandnews/2020-ial-icid-71st-world-congress>

14. The representative from IACID may apprise the Committee about the preparations made and detailed planning for the 71<sup>st</sup> IEC meeting and 24<sup>th</sup> ICID Congress.

**C-CONGR Agenda Item 5: Letter of Agreement (LoA) for Hosting Congresses/WIFs/Regional Conferences**

15. The Management Board (MB) of ICID held its 5<sup>th</sup> meeting (5/7) on 07 October 2017 at Mexico and proposed to review the 'Letter of Agreement' (LoA) for Host National Committees and ICID which would help clarify the role of host NC and ICID on the organizational and financial commitments of each party, with the aim to facilitate continuous understanding of the role of both the parties for the successful and professional conduct of ICID events. In this regard, PCSO in its 28<sup>th</sup> meeting held on 12 October 2017 at Mexico City, proposed to establish a 'Task Team' to review the 'Letter of Agreement' (LoA) for hosting Congresses/WIFs/Regional Conferences (Annual/Triennial/Regional Events). The Task Team (TT) has since been established under the Chairmanship of PH Dr. Gao Zhanyi (China). The draft LoA has since been circulated among the TT members, past and future hosting NCs i.e. Mexico (MXCID), Thailand (THAICID), Korea (KCID), Turkey (TUCID), Canada (CANCID), Indonesia (INACID) for their comments and suggestions. The final draft LoA will be placed for consideration by C-CONGR/PCSO/IEC in their meetings during the 69<sup>th</sup> IEC Meetings in August 2018 at Saskatoon, Canada. The LoA will be applicable from year 2021 onwards.

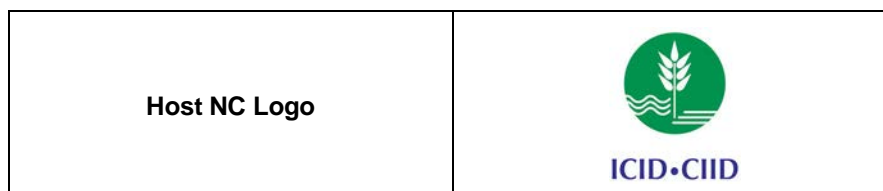
16. The final draft LoA is available at **Annex** for consideration.

**SUPP:** The Mexican National Committee of ICID (MXCID) vide email of 10 July 2018 has sent their comments/suggestions on the final draft Letter of Agreement (LoA) which has now been incorporated.

**C-CONGR Agenda Item 6: Any other business**







## LETTER OF AGREEMENT (LOA) FOR HOSTING ICID EVENTS

This Letter of Agreement (herein referred to as the Agreement) is concluded between: INTERNATIONAL COMMISSION ON IRRIGATION AND DRAINAGE (ICID), 48, Nyaya Marg, Chanakyapuri, New Delhi, 110021, INDIA, (herein referred to as “ICID”)

And

[Organizing Legal Entity] on behalf of [Name of Host NC] and Address, (herein referred to as “Host NC”)

Whereas, the [Name of Host NC] has been approved by ICID to host the [Name of ‘The Event’], referred to as ‘The Event’, from [dates of ‘The Event’],

This ‘Agreement’ is being entered into between the two parties to ensure a smooth and successful organization of ‘The Event’ in accordance with its objectives and in accordance with the ICID Constitution and By-laws. ‘Form A’ submitted by the ‘Host NC’ as an intent to organize ‘The Event’ and approved by IEC at its [Refer to resolution of IEC accepting the intent] forms part of this ‘Agreement’.

### 1. Basic Requirements

- 1.1 ‘Host NC’ should set up an Organising Committee and related sub-committees (such as technical, event management, accommodation, transport, reception, exhibition security, etc.) at the national level, 24 months prior to ‘The Event’. Among others, at least one member of the NC that has attended at least two ICID events and those who have been involved in the bidding of ‘The Event’ should be members of the important committees such as organizing, event management etc. One of the organizing committee members should, preferably, attend the ICID events leading up to ‘The Event’ in the host country.
- 1.2 It is recommended that the Organizing Committee should employ/hire services of a professional event/Conference management agency, having suitably qualified persons, at least 12 to 24 months in advance of ‘The Event’
- 1.3 The NC’s representatives or chairs of the respective sub-committees should supervise activities of such hired agencies and coordinate with ICID Central Office (ICID CO) in New Delhi, India. It is desirable that the NC’s designated representatives, in-charge of arrangements, have attended previous IEC meetings and are familiar with the various requirements.
- 1.4 Promotion and dissemination of information about ‘The Event’ shall be the joint responsibility of the ‘Host NC’ and the ICID CO as described in Annex I [Responsibilities for promotion and dissemination of ‘The Event’].

### 2. The Venue

- 2.1. Identify the venue for ‘The Event’ at least 24 Months prior to ‘The Event’. The venue should have the facilities of a modern convention centre with the minimum facilities as listed in Annex II [Facilities required at the venue]. ‘Host NC’ shall select a Venue, with excellent public transportation arrangements and easy accessibility to the reasonably priced Hotels
- 2.2. ‘Host NC’ shall provide facilities in accordance with Annex III [Facilities required for ICID CO (Secretariat) at the venue] for the efficient functioning of ICID CO team and oversee arrangements at the venue of ‘The Event’. ‘Host NC’ should arrange for separate offices for the President, Secretary General, Professionals of ICID at a convenient location in the venue so that it is easily accessible to the participants along with a separate room for workbody Chairs for preparing minutes / reports, etc with all facilities described in Annex III.
- 2.3. An international Exhibition should be arranged, as far as possible, along with ‘The Event’ with provision for displays by ICID CO and other NCs.

### **3. Accommodation**

- 3.1 'Host NC' should negotiate special rates with local Hotels near the venue, as far as possible, to accommodate participants especially from abroad, requiring around 300 rooms, covering two or three different tariff rates. The room reservation and cancellation policy shall be clearly spelt out on website of 'The Event'.
- 3.2 The 'Host NC' should also explore the availability of accommodation with low tariff rates for the use of young professionals and some other delegates from developing countries.
- 3.3 'Host NC' should arrange and bear full lodging cost for accommodation for the President (suite), the Secretary General, the CO Professionals (2 nos.) in case of WIF / Congress and (1 no.) for IEC/Miro Irrigation Conference (MIC)/International Drainage Workshop (IDW)/Regional Conference (RC), in a good hotel nearest to the venue.
- 3.4 If the venue of the event is more than 1.5 km away from the hotel accommodation housing 10 participants or more, the 'Host NC' may provide shuttle services at the start and end of the proceedings on all days. For multiple locations of hotels, round trip shuttles can be arranged. Information about the same may be provided to delegates upon booking of accommodation.

### **4. Registration**

- 4.1 'Host NC' should make arrangements to open the online registration at least six months prior to 'The Event' with early bird registration up to 90 days prior to 'The Event' and thereafter registration at the full price.
- 4.2 Facility should be provided for payment of registration (the online registration) using at least the major international credit/debit cards. The policy for cancellation of registration and refund of fee shall be clearly defined on the website.
- 4.3 Provision/Options in the registration fee should be made for separate registration fee for (i) all the events, (ii) daily registration and (iii) specific technical events such as workshop/seminar etc. as approved by IEC and given in Annex IV.
- 4.4 On the spot registration should preferably be opened on the afternoon of the previous day of 'The Event' commencement.
- 4.5 'Host NC' will provide for free registration for President, Secretary General, CO Professionals (2 nos.) in case of WIF / Congress and (1 no.) for IEC/MIC/IDW/RC, ICID International partners (5 nos.), Keynote speakers of the opening ceremony (max. 5 nos.) and Young Professionals (5 nos.).

### **5. Social Programs and Technical Tours**

- 5.1 Welcome dinner/ receptions, hosted by the 'Host NC' or other organizations/NCs should be planned in the evenings and the venue should preferably be as close to the venue of meetings as possible. In case the venue for the dinners/reception events is away from the venue, transportation should be arranged to take the delegates to the venue of the dinner/ reception and dropping them back to their hotels.
- 5.2 Short cultural programmes and entertainment events may be performed during the receptions.
- 5.3 The Organizing Committee should assist NCs desirous of hosting such receptions to promote the future Congress/Forum/IEC meetings.
- 5.4 Half-day or full-day sightseeing trips within the host city or nearby can be arranged for accompanying persons on the days of the meetings and their costs built in the Accompanying Persons' registration fee. At least two such tours/some interesting programmes shall be included as part of the accompanying persons registration fee. 'Host NC' may also arrange some additional sightseeing and cultural tours during 'The Event' at a reasonable cost exclusively for the accompanying persons.
- 5.5 'Host NC' should organize technical tours for the delegates after the completion of 'The Event' duly taking into account the issues listed in Annex V [Arrangement for study tours].

### **6. Coordination with ICID Central Office (ICID CO)**

- 6.1 The 'Host NC' will nominate one focal person for day to day coordination with ICID CO.
- 6.2 Arrangements shall be made by 'Host NC' for properly receiving the consignment (normally weighing about 100 kg or more) sent by ICID CO by air freight containing conference material, publications, plaques etc., for free distribution / presentation during 'The Event'.

- 6.3 'Host NC' should arrange to get the conference material cleared from the customs in the host country. The 'Host NC' should identify the name of the person along with full postal address, e-mail and mobile, receiving the consignment on behalf of ICID Central Office.
- 6.3 'Host NC' should arrange/facilitate the printing of the material (Abstract Volume/Proceedings etc.) required for distribution during 'The Event' in the host city at the cost of ICID CO.
- 6.4 'Host NC' would also arrange for access to the venue by the ICID CO staff one day prior to the commencement of 'The Event' for overseeing the arrangements at the venue for the opening ceremony and other sessions, pre-event meetings and to set up CO office.
- 6.5 At least two WebEx meetings shall be organized between Host NC and ICID Central Office for prior review and finalization of the arrangements for the event. If any event managers have been appointed, they may also participate in the WebEx meeting.

## **7. Technical Aspects**

- 7.1 An International Technical Advisory Committee (ITAC) shall be constituted by ICID for the Congresses and World Irrigation Forum in consultation with the 'Host NC' to oversee the technical aspects of 'The Event', in which a minimum of five members from the host NCs are nominated.
- 7.2 In addition, an International Steering Committee (ISC) shall be set up by ICID for World Irrigation Forum under the co-chairmanship of President of ICID and Chair of the 'Host NC' and 2 other senior members from each party, to oversee the overall preparation and successful conduct of the Forum.
- 7.3 Call for papers, arrangement for receiving the abstracts/papers, review by international experts (preferably through EasyChair portal) and issue of guidelines to authors for preparation as detailed in Annex VI [Arrangements for conduct of technical sessions] shall be the responsibility of ICID CO under the guidance of ITAC. This also includes identifying session officers: Chair, Vice Chair, Secretary/ Rapporteurs (YPs), Session Assistants, etc for different sessions, in consultation with ITAC and the Host NC.
- 7.4 ICID CO shall be responsible for bringing out the Pre- and Post- Event proceedings, including its printing and dissemination.
- 7.5 There will be events where awards / plaques/ recognitions from ICID will be made as a part of the proceedings. The Host NC shall facilitate organizing such award ceremonies with ensuring presence of high level dignitaries to hand over the awards to the recipients.

## **8. Financial Aspects**

- 8.1 'Host NC' shall bear all the financial costs related to the successful organization of 'The Event' including the related financial obligations as given in Annex VII [Financial Arrangements].
- 8.2 'Host NC' should submit detailed 'Financial Returns' in Form B (Annex VIII) to the Secretary General within three months of 'The Event' in order to account for and incorporate contribution to the ICID Budget.

## **9. Protocol Arrangements**

- 9.1 'Host NC' shall make all protocol arrangements for the Ministers and High-Level Officials attending 'The Event', which shall be initiated by the participating National Committees at least 30 days in advance. The 'Host NC' shall extend invitation to the identified Ministers and High-Level Officers as per the protocol followed in the host country.
- 9.2 President ICID is the head of an organization with 60 or so member countries and needs to be extended the appropriate courtesies. The 'Host NC' shall sound their respective protocol departments about the status of the President of ICID to extend courtesies befitting their position as President, ICID during various functions at 'The Event'.

## **10. Settlement of Disputes**

- 10.1 Any dispute between 'ICID' and the 'Host NC' arising out of the interpretation or execution of this 'Agreement' shall be settled in consultation with ICID Management Board.

## 11. Amendments

Any amendment to this 'Agreement' shall be effected only on the basis of written mutual consent by the Parties.

12 The present 'Agreement' shall enter into force upon signing by both Parties and shall remain in force for the duration from the signing of this 'Agreement' to a period thereafter as may be necessary for all matters relating to any of its provisions to be settled (generally three months after 'The Event' or till the eligible share of registration fee is received in the ICID CO). For detailed information about the proposal to conduct ICID events, kindly visit Section 4 of Handbook of Procedures, available at [http://www.icid.org/handbook\\_procedure.pdf](http://www.icid.org/handbook_procedure.pdf) governing the guidelines for preparation and conduct of International Executive Council Meetings and ICID Congresses/World Irrigation Forum and Conferences.

\_\_\_\_\_  
Signature (Chairman, Host NC)  
Signed on behalf of the [Name of Host National  
Committee]

Date:

\_\_\_\_\_  
Signature (Secretary General, ICID)  
Signed on behalf of the International Commission on  
Irrigation and Drainage (ICID)

Date:





### RESPONSIBILITIES FOR PROMOTION AND DISSEMINATION OF THE EVENT

1. Host NC to set up a dedicated event web site (at least 2 years prior to the Event). CO should provide a permanent link from the ICID website to the event website as soon as the event website is launched.
2. Host NC should issue three announcement bulletins in English in consultation with CO as per the schedule and contents given below.
  - 2.1 First announcement: Twenty-four months before the event giving the following details:
    - (a) Venues of IEC Meetings and Congresses / World Irrigation Forum,
    - (b) Introduction of ICID,
    - (c) Logo designed for the Congress / World Irrigation Forum,
    - (d) Member countries and Year of Joining ICID,
    - (e) Letter of invitation from the President of ICID,
    - (f) Letter of invitation from the Chairperson of the Congress / World Irrigation Forum Organizing Committee,
    - (g) Letter of invitation from the Chairman of Host National Committee,
    - (h) Information on Weather, Currency and Banking, Voltage and Power Supply,
    - (i) Important dates to remember,
    - (j) Congress Theme, Questions and their Scope/ World Irrigation Fora Theme and sub-themes.
    - (k) Preliminary programme
    - (l) Organizing Committee,
    - (m) Preliminary registration form.
  - 2.2 Issue of Second announcement at least 12 months prior to the event giving the following details:
    - (a) Updated information given in the first announcement,
    - (b) Schedule of Preliminary Program
    - (c) List of National Organizing Committee Members,
    - (d) Call for Papers, with guidelines for preparing abstracts and papers.
  - 2.3 Issue of Third/Final announcement: six months prior to event giving the following details:
    - (a) Theme, sub-themes, supporting events etc.
    - (b) Symposium, Special Session, and Seminars, if any,
    - (c) Draft final programme,
    - (d) Exhibition information,
    - (e) Itinerary of accompanying persons tours (during the event) and technical tours (after the event),
    - (f) Detailed Information on Hotels/Accommodation,
    - (g) Cancellation policy and procedure: refund of hotel charges and registration fee;
    - (h) Registration Form
    - (i) Travel 'Guide Book' covering airport transfers, local transport and other information as considered relevant for visiting the host country.
3. Mail the announcements and any other promotional material directly to member countries of ICID, the regional and international organizations, the press and social media. The host NC may avail the consular services of their country in various countries for extending invitations and promoting the event at the official level.

4. Host NC should organize promotional events at the country level for encouraging participation of all the stakeholders, young professionals and students.
5. CO shall bring out information about the Host NC and the country in its dissemination channels with support from the Host NC in preparing technical material to introduce the history and current status related to irrigation, drainage and flood management of the country in English.
6. Host NC should report progress on the preparation of the Congress / World Irrigation Forum at IEC meetings.
7. Host NC may also consider organising a reception during other ICID annual events prior to the said event being Hosted by the NC.
8. By keeping, close contact with the ICID Central Office, the final detailed programme should be edited and completed at least two months before the Congress/Forum.
9. CO should be kept informed of the latest tally of the participants registered and updated lists of NCs and names of their representatives attending the IEC meetings, in order to allow the ICID Central Office to send reminders, where required.
10. The Registration Kit, in the form of a bag/folder should contain summary sheet of articles in the registration kit, badge, floor plan of venue, a pocket-sized detailed programme, map of city including tourist leaflet, hotel addresses and details, study/technical tours and related materials, list of participants and contact details, memento (optional) and material from ICID Central Office, if any.



## FACILITIES REQUIRED AT THE VENUE

### 1. Meeting Rooms

- 1.1. Venue should be equipped to conduct about 30 meetings of Workbodies and about 15 side meetings that take place along with each IEC meeting, with eight to ten meetings running in parallel.
- 1.2. The Convention Center should be large enough for the meetings to proceed efficiently and comfortably with proper acoustics, seating and writing desk arrangements.
- 1.3. The dais and IEC meeting hall in general would preferably be decorated tastefully with banners displaying the Event name, the logos of the host country and ICID etc.
- 1.4. Reception Hall should have separate counters for registration of delegates, invitees, hotels, transportation, tours and travel (for rerouting, reconfirmation of travel bookings), money exchange, medical facilities, messages, and other services.
- 1.5. The hall for opening and closing ceremonies should have a capacity of up to 1000 persons; the Capacity of hall for IEC meeting should be for about 300 persons; the meeting rooms for the Permanent Committees should be between 100-150 persons; the meeting rooms for ICID Working Groups should be for 40 - 60 persons.
- 1.6. Provide location indicators/markers to guide participants at strategic locations en-route meeting halls.
- 1.7. Conference Hall for the IEC meeting should be equipped with seats with desks, having microphones, audio-visual aids and a large projection screen and other additional projection screens for all the participants including those sitting on the dais.

### 2. Other Arrangements

- 2.1. Provide chairs and small tables in the reception hall or near the registration counters and at different places at the venue for small groups of delegates wishing to work or talk or wait.
- 2.2. Provide a NC display area in the 'Conference Exhibition Area' to exhibit their past achievements, present activities and future plans (free of cost to NCs). Requirements of space by NCs is ascertained in advance by the host NC in consultation with ICID. A wall space of about 400 m<sup>2</sup> will be required to accommodate exhibits (mainly posters) from active NCs of ICID. An average about 5 to 8 m<sup>2</sup> of wall space may be allotted to each NC for such display, on first-cum-first-served basis. Provide spacious tables with display fix-on boards with space for about 15 posters (0.8 m x 1.2 m (width x height) or A-0 size) for this display.
- 2.3. The accompanied person/Technical tour desk should be located in the registration area and close to the information desk and be manned by a travel agent. The person could also be assigned to sort out delegates' individual air travel problems, changes, reconfirmation, etc.
- 2.4. Arrange for return journey reconfirmations and facilitation of change of travel plans for participants.
- 2.5. Organizers preferably would have to arrange their representatives or a designated travel agency to meet delegates at the airport and guide them to the hotels, where they are accommodated. The host NC may provide transport to the hotels or extend assistance to delegates in reaching their hotels.
- 2.6. Provide a 'Message Board' to display daily news bulletin/ messages from the host NC. Also provide services of a knowledgeable professional to function as an editor for drafting the daily news bulletins and provide a place for him near ICID stall to receive news/information.
- 2.7. Provide two separate notice boards near the registration counters for the Organizing Committee official notices from, such as the current day's and following days' programme with changes in timing and venue, if any; and delegates to exchange messages (Message stick-on slips are to be provided).
- 2.8. Set up special stall at a prominent place near registration desks for sale and display of ICID publications/material. Services of two volunteers, preferably Junior Young Professionals, are to be provided at the stall to assist the representative of the Central Office to manage it from one day before the event commences to the end of the event.
- 2.9. Place mail boxes/pigeon hole stands close to registration desk for distribution of documents and exchange of information with the NCs.

**Audio-Visual, Reprographic, Interpretation Facilities**

- 3.1. Arrange for video recordings of Opening / Closing Ceremonies of the event.
- 3.2. Full audio recordings of all the proceedings of IEC Plenary, Main IEC meeting and other designated meetings, including interventions in English and French, as may be required. All the recordings on pen drive/CDs are to be handed over to Central Office Representative at the end of the IEC meeting.
- 3.3. Arrange for photography during opening and closing ceremonies of Congress/Forum and meetings of IEC, Workbodies, study tours, technical sessions and important social events for maintaining a record. A complete set of photos should be compiled on pen drive/CD/DVDs and provided to the Central Office immediately after the meetings for subsequent reporting (post event publications), dissemination, etc.
- 3.4. Session wise Power Point presentations made in all workbody meetings, opening / closing sessions, IEC shall be collected / compiled (in pen drives/ CD/DVDs) every day and handed over to the Central Office Representatives the same evening.
- 3.5. Hand over the material for inclusion in the ICID Newsletter/News Update for publicity to Central Office representative on the last day of the event.
- 3.6. A complete set of papers distributed to the delegates during the study/technical tours, selected photographs of tours/visits, a brief description of places visited and a general report on all the study/technical tours is to be handed over to the ICID Professional.



**FACILITIES REQUIRED FOR ICID CO (SECRETARIAT) AT THE VENUE**

1. Separate offices shall be provided for the President, Secretary General, and Central Office Professionals at a convenient location in the venue so that it is easily accessible to the participants. The office of the Secretary General should be located preferably next to the President's office. The office of Central Office Professionals should preferably be next to the Secretary General's Office.
2. Office rooms of President/Secretary General/Central Office shall be provided with PCs, Internet links and reprographic facilities. At least one PC with internet, printer and stationery has to be provided in each of these rooms. An easily accessible heavy-duty photocopier machine with stationery (papers, ink etc.) for use by CO Professionals shall also be provided in the CO secretariat with one extra PC, in other words two PCs for CO Secretariat.
3. Provide facilities for tea/coffee, drinking water in these offices. Assign a volunteer to attend to urgent errands from these offices, if feasible. Six extra chairs in each room are to be provided for organizing small meetings and for visitors.
4. All the 3 rooms should be separate, lockable (lock & Key arrangement) and should allow complete privacy as important and sensitive meetings, discussions are held there. These office rooms have to be kept accessible 24 hours during the period of the event. Security personnel has to be informed accordingly and special arrangement made in advance, if required.
5. Provide services of a Reprographic Assistant in 2 shifts. Provide two sets of equipment and adequate manpower for photocopying and making required number of sets of documents along with the required stationery. Often the work runs late into the night and therefore arrangement for security and access to the offices has to be ensured.
6. Space/ a separate room with multi plug-sockets and spare tables/chairs shall be provided near the Central Office Secretariat for the workbody Chairs and Office Bearers for preparing minutes / reports etc.
7. Independent transport arrangement should be made for the President, Secretary General and Central Office Professionals from hotel to venue and back as they will have to work late in the office.



**REGISTRATION FEE AS APPROVED BY  
INTERNATIONAL EXECUTIVE COUNCIL (IEC)**

Sl. No.	Category	Registration Fee (US Dollars)	Registration Fee after Early Bird Discount (US Dollars)
<b>Full Registration Details</b>			
1	Member countries		
	Forum / Congress / Council		
2	Non-member countries		
	Forum / Congress / Council		
3	Young / Retired professionals		
	Forum / Congress / Council		
4	Local Delegates		
5	Students Registration Forum only		
6	Daily Registration Forum only		
7	Accompanying persons		
	Forum / Congress / Council		
8	Technical Tours		
9	Exhibitors Registration		



### ARRANGEMENTS FOR STUDY/TECHNICAL TOURS

1. There are three categories of tours: (i) One-day or half-day tours (generally non-technical), usually held during the conference for accompanied persons, which may or may not be provided within the registration fee for the conference; (ii) Post-conference tours provided at extra cost and lasting 1-3 days; (iii) Networking tours, similar to (i) but held before the conference starts to provide an opportunity for the delegates (and accompanying persons) to get to know one another and the region of the conference at extra cost.
2. More than one choice of tour may be offered in each category. In case there is insufficient interest in a particular tour, delegates should be warned that it may be cancelled. If delegates are asked to express a second or third choice then this can help in arranging a satisfactory alternative.
3. Extra cost and time spend in the study tours must be justified by the tour's technical value. Apart from the technical value, the tours may also have touristic, social or cultural content but the technical component is paramount and essential. Some delegates have to submit reports to their sponsors and/or they may have difficulty with the language. Printed information is especially helpful here. Tours should have the necessary content relevant to the broad interest of managing water for sustainable agriculture.
4. The Tours may be arranged through a professional tour company. The costs of such tours and visits can be additional to the registration fee, but the cost should be competitive with tours available to ordinary visitors.
5. It is important that the tour is not too ambitious and keeps to time. The route should be explored beforehand knowing that the speed and access of the bus may not be easy. A time should be scheduled for each stop and on the day, the delegates should be given a strict time and signal to re-board the bus.
6. Apart from the touristic guide, one representative preferably a bi-lingual from the Organizing Committee is preferred to accompany each coach of the tour. The person provides a commentary on public address system of the places being visited and seen during the tour.
7. Participants should be provided with pocket-size programme cards in English/French for reference during the tours. The delegates should be provided with adequate information about the schedule, route and stops, including printed information sheets and maps giving names and other key information. Separate card for the programme and time table for each tour day is preferable. Provide a complete list of participants of the tour and the designated coaches they are travelling in.
8. During a tour, pre-recorded taped commentary both in English and French could be played for participants as introduction.
9. Some tour companies like to give time for delegates to stop and shop where possibly they get a commission. Such stops are not appropriate for technical tours and therefore tour companies need to exercise caution.
10. A follow-up car is useful to collect those who miss the bus to avoid the common problem of 1-2 people holding up the whole tour. This may be especially important if there is an evening event or delegates are catching planes, etc.
11. Drinking water, and possibly a toilet, should be available on the bus. If toilet facilities are unavailable or limited at certain stops, then delegates should be warned of this.
12. There should be a contingency plan for dealing with inclement weather (e.g. heavy rain), disabled access, sudden illness, accidents, etc.



**ARRANGEMENTS FOR CONDUCT OF IEC AND TECHNICAL SESSIONS**

1. An elevated dais for IEC meeting to seat 11 Office Bearers is to be set up on the previous evening of the day of IEC Main Session. At the head table (dais), seats are provided for President, 9 Vice Presidents and Secretary General (Office Bearers). The dais may be raised 30/60 cm above the floor with steps on either side. If the layout is rectangular, the 11 Office Bearers are to be seated on one side of the rectangle. For the Office-Bearers on the dais, the name boards should be prepared for President and the Secretary General with designation and by individual names for the 9 Vice Presidents.
2. A table and two chairs for the Central Office Professionals should be arranged near the dais on the floor. The seating plan of the meeting room should be prepared in advance in consultation with the Central Office Professionals.
3. Seating for representatives of NCs and affiliated organizations should preferably be around a rectangular table with two seats per NC. One Additional/Alternate member may sit at the back of the main representative. Countries will sit in alphabetic sequence starting with host NC, first on the left. Boards bearing names of the NCs/Countries / Presidents Hon./International Observers are to be made either in the inverted V shape or in a card shape to be inserted into a slot on the table/stand. The names of NCs/countries should to be printed on both sides.
4. Conference Hall should have arrangement for interpreters, microphones on all the tables, audio-visual aids, and simultaneous translators' boxes. Recording and simultaneous interpretation facilities (from English to French and vice-versa) is required at the inaugural (opening), AFRWG meeting, IEC Plenary and Main IEC Session (full day).
5. All microphones have to be connected to the interpreters' room and audio recorder and tested in advance for obtaining clear recordings.
6. Standard seating arrangements and facilities for Power Point presentation should be made in all the meeting rooms.
7. The daily programme containing the day-to-day events should be prepared, that should be placed at the Registration Desk and displayed on TV screens suitably placed near the registration desk and/or other prominent place(s) around the venue. Draft of this programme is decided in consultation with the Central Office professionals.
8. Availability of about 2-3 volunteers to promptly distribute and collect or transmit papers in meeting hall is necessary when requested by the Chair of the meeting or Central Office Professionals.
9. Arrange for drinking water and beverages (coffee, tea and light refreshments) twice at mid-morning and mid-afternoon for each day i.e. Health Breaks. Make drinking water available in all meeting rooms/halls also. The arrangement for working lunch during all the meeting days will be made by host National Committee.





**FINANCIAL ARRANGEMENTS**

1. Host NC shall present a detailed financial proposal in consultation with ICID Central Office and present the same at the meeting of Permanent Finance Committee (PFC), clearly mentioning the registration fee structure soon after the event is allotted.
2. Host should bear the registration, full lodging and study/technical tour costs in respect of President, Secretary General and two CO Professionals, for Congress / WIF and (1 no.) for IEC//MIC/IDW/RC and shall provide and pay for local secretariat assistance required by the President, the Secretary-General and the Professional(s) of ICID during and immediately before and after the Congress/WIF and meetings of the Council and work bodies.
3. One delegate from International Organizations (IO), up to a maximum of five IO, will be invited by ICID and shall be exempted from payment of registration fee.
4. The host NC shall also waive registration fees of five young professionals sponsored by ICID under the Young Professional Support Program.
5. Host NC shall fund the cash prize given for WatSave awards (Four x US\$ 2000 each) amounting to US\$ 8000 at the IEC meeting.
6. The host NC shall arrange and pay for the expenses on hiring of audio/video recording devices, including simultaneous interpretation instruments and interpreters and general photography as part of the conference expenditure.
7. Complementary space shall be provided for display of technical matters by the member NCs (Max 10) i.e. NC display in the Exhibition Area, as detailed in Annex II – Other Arrangements.
8. Host NC shall make special contribution to the ICID general fund. A share of the registration fee, as stipulated in By-law 7.4, in the following portion of the total registration fee received from all participants, but excluding fees for non-participant accompanying persons received from the events, is to be transferred to ICID:
  - (a) 35% share of registration fees (all delegates) from the Congress and Forums.
  - (b) 15% share of registration fees (all delegates) for the IEC meeting (with or without Regional Conference)
  - (c) 5% share of registration fees (all delegates) in case of a separate Regional Conference, International Micro Irrigation Conference, and International Drainage Workshop approved by IEC where ICID logo or banner is used.
9. The host NC shall submit detailed Financial Report in Form B [Annex VIII] to the Secretary General within three months of the event in order to account for and incorporate contribution to the ICID Budget.
10. The registration fee for the event shall be charged as per the following table approved by IEC two years ahead of the event.







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**FINANCIAL STATEMENT TO BE SUBMITTED FOR ICID CONFERENCES /  
CONGRESSES / WORLD IRRIGATION FORA**

Name of the Event: \_\_\_\_\_

Location: \_\_\_\_\_

Organized by: \_\_\_\_\_

Date of the event: \_\_\_\_\_

**A. Foreign Delegates**

Sl. No.	Category	No. of delegates attended	Registration Fee (US Dollars)	Registration Fee after Early Bird Discount (US Dollars)	Actual Income (US Dollars)
<b>Full Registration Details</b>					
1	Member countries				
	Forum / Congress / Council				
2	Non-member countries				
	Forum / Congress / Council				
3	Young / Retired professionals				
	Forum / Congress / Council				
4	Students Registration Forum only				
5	Daily Registration Forum only				
6	Accompanying persons				
	Forum / Congress / Council				
7	Technical Tours				
8	Exhibitors Registration				
	Total				

**B. Local Delegates**

Sl. No.	Category	No. of delegates attended	Registration Fee (US Dollars)	Registration Fee after Early Registration Discount (US Dollars)	Actual Income (US Dollars)
1	Local Members				
2	Local Non-Members				
3	Retired Professionals				
4	Young Professionals				
5	Students Registration				
6	Daily Registration				
7	Technical Tours				
8	Exhibitors				
	<b>Total</b>				

**C. Total Income**

Total Expected Income=A + B = US \$ \_\_\_\_\_

Share to be remitted to ICID Central Office = US \$ \_\_\_\_\_

Congress / Forum -- 35%; International Executive Council  
(with or without Regional Conference) – 15%; other  
ICID events – 5%

Balance = US \$ \_\_\_\_\_

Total amount required to host the event = US \$ \_\_\_\_\_

