

Agenda for the Twenty-second Meeting of the  
**COMMITTEE ON CONGRESSES/CONFERENCES (C-CONGR)**  
 Tehran, Iran  
 16 October 2011: 13:30-17:00 hours

**Year of Establishment: 1990**

**Mandate:** To recommend general improvement in conduct of Congresses/Conferences sessions; to recommend tasks and duties for General Reporters and Panel of Experts for Congress Questions and Special Session; to study and establish, if needed, the basic guidelines for recommending the tasks and responsibilities of National Organizing Committees; to establish appropriate procedures for selection of Congress Questions, Special Sessions and Symposia; to establish procedures for scheduling of most appropriate workshops, seminars, etc. to be held at the time of Congress; to make recommendations on the number and type of simultaneous meetings at Congresses/Conferences in order to improve effectiveness and attendance; to study and accord advice to the National Committees, for methods to adopted in each case for an effective follow-up of the Conclusions and Recommendations of Congresses/Conferences; and to make recommendations on printing the proceedings for distribution of abstracts in advance.

**Members:** (1) Mr. Mohammad Kazem Siah (Iran,2009), Convener; (2) Pakistan representative; (3) Dr. K. Yella Reddy, Indian Representative (INCID); (4) Mr. Syaiful Mahdi (Indonesia); (5) Vice President Willem F. Vlotman (Australia) or his Representative (IAL); (6) Dr. Jin-Hoon JO, Korean Representative (KCID); (7) Ir. Bert Pijpers, The Netherlands Representative (NETHCID); (8) Dr. Adama Sangare, Mali Representative (AMID); (9) Dr. Sami Bouarfa, French Representative (AFEID); (10) Turkey representative; and (11) Dr. Vijay K. Labhsetwar, ICID Central Office, representing Secretary General.

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

**Item 1 : Confirmation of minutes of the 21<sup>st</sup> meeting of the C-CONGR**

The minutes of the 21<sup>st</sup> meeting held at Yogyakarta (2010), Indonesia will be confirmed during the meeting.

**Item 2 : Review the membership of the Committee**

The Committee is composed of a Convener, who is a member of the Organizing Committee of the (next) Congress and 6 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 member of the Organizing Committee of each of the Regional Conferences held during the past and the future Congress, unless it coincides with an IEC Meeting.

The membership given earlier is as per above mode of selection. Nominations have been invited from Australian National Committee (IAL), French National Committee (AFEID), Indian National Committee (INCID), Indonesian National Committee (INACID), Korean National Committee (KCID), Malian National Committee (AMID), Netherlands National Committee (NETHCID), Pakistan National Committee (PANCID); and Turkish National Committee (TUCID) for membership.

In response, Australian National Committee has nominated Mr. Ian Atkinson (IAL) in place of Dr. Chris Bennett; AFEID has nominated Dr. Sami Bouarfa (France); INACID has nominated Mr. Syaiful Mahdi (Indonesia) in place of Vice President Hon. Dr. A. Hafied A. Gany; KCID has nominated Dr. Jin-Hoon JO (Korea); AMID has nominated Dr. Adama Sangare (Mali); Netherlands National has also nominated Ir. Bert Pijpers (NETHCID); and Indian National Committee of ICID (INCID) has nominated Dr. K. Yella Reddy (India) as their representatives.

Responses from the PANCID and TUCID are awaited

**Item 3 : 'Yogyakarta' Events - 2010**

**3.1 Feedback by INACID from 61<sup>st</sup> IEC Meetings and 6<sup>th</sup> Asian Regional Conference during 11-15 October 2010 at Yogyakarta, Indonesia**

The 61<sup>st</sup> IEC and 6<sup>th</sup> Asian Regional Conference were successfully held during 11-15 October 2010 at Yogyakarta, Indonesia. More than 500 delegates from 35 countries, of which 196 were foreign delegates, participated in various events. The 6<sup>th</sup> Asian Regional Conference was inaugurated by His Highness Sri Paduka Paku Alam, the 9<sup>th</sup> / Vice Governor of Yogyakarta Special Region. In all 242 papers were received for the 5<sup>th</sup> ARC and presented in 20 Technical Sessions.

Other events scheduled were:

- A Joint Session of India-Indonesia on PIM.
- UNW-DPC/FAO/ICID session on Aqua Crop (Capacity Building)

Mr. Syaiful Mahdi (Indonesia) may apprise the Committee.

**Item 4 : Feedback from European Regional Conferences**

**4.1 Feedback from the 24<sup>th</sup> European Regional Conference during 14-16 March 2011 at Orleans, France**

The 24<sup>th</sup> European Regional Conference of ICID on the theme "*Groundwater Resource: An Essential Resource to be Saved and Managed*" was successfully held from 14-16 March 2011 at Orléans, France. The Conference was attended by about 300 participants from 20 countries and more than 100 papers were presented and deliberated in two plenary sessions – Key Note presentations and 'Beauce' session and under six parallel topics.

The Keynote Session was inaugurated by President Prof. Dr. Chandra Madramootoo who spoke of global trends in the usage of the groundwater reserves and resulting pressures from overexploitation. Dr. Margat, a world-renowned Hydro-geologist, Pr. Ghislain de Marsily, an eminent Hydrologist & Member of the French Academy of Science, Pr. B. Barraqué, Political Scientist and Economist with the French Centre International de Recherches sur l'Environnement et le Développement and Dr. Marcel Kuper on behalf of Dr. T. Shah, Senior Fellow of IWMI made their impressive and informative presentations during the Conference. The plenary 'Beauce' session looked exclusively into the development of irrigation in the French region of Beauce, an important region for grain production in France, and the system progressively put in place to manage volumetric demands on the aquifer. Five presentations provided different points of view on a shared challenge. The other key issues of groundwater management were addressed through paper presentations made under six topics. The Proceedings and the presentations of the conference are available on the Conference website: <[http://www.groundwater-2011.net/program\\_and\\_proceedings](http://www.groundwater-2011.net/program_and_proceedings)>.

Dr. Sami Bouarfa (France) may apprise the Committee.

**4.2 Feedback from the 25<sup>th</sup> European Regional Conference during 16-20 May 2011 at Groningen, The Netherlands**

ICID's 25<sup>th</sup> European Regional Conference on the theme "*Deltas in Europe : Integrated water management for multiple land use in flat coastal areas*" was successfully held from 16-20 May 2011 hosted by The Netherlands National Committee of ICID (NETHCID) and co-hosted by the German National Committee of ICID (GECID) at Groningen, The Netherlands. The Conference was attended by about 150 participants from 24 countries and more than 57 papers were presented and deliberated in plenary sessions - 11 Key Note presentations and under four parallel topics.

Ir. Bert Pijpers (The Netherlands) may apprise the Committee.

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**Item 5 : 'Tehran' Events - 2011**

**5.1 Review and observe the preparations made by IRNCID for the 62<sup>nd</sup> IEC Meetings, 21<sup>st</sup> ICID Congress and 8<sup>th</sup> IMIC during 15-23 October, 2011 at Tehran, Iran**

Mr. Mohammad Kazem Siah (Iran) or a representative from the organizing committee (Ir. A.R. Salamat, Executive Secretary, IRNCID) may apprise the Committee about the preparations and planning for the 62<sup>nd</sup> IEC Meetings, 21<sup>st</sup> ICID Congress & 8<sup>th</sup> IMIC being held during 15-23 October 2011 at Tehran, Iran in as great a detail as possible, so as to help the future event planners and host national committees to gain from the same.

**Item 6 : 3<sup>rd</sup> African Regional Conference - 2011**

**6.1 Review and discuss the preparations for the 3<sup>rd</sup> African Regional Conference during 29 November to 05 December 2011 at Bamako, Mali**

The 3<sup>rd</sup> African Regional Conference of ICID will be held during 29 November to 05 December 2011 at Bamako, Mali. This Conference will be coupled with the 3<sup>rd</sup> African Exhibition of Irrigation and Drainage (SAFID) organized by the African Regional Association of Irrigation and Drainage (ARID). The theme of the Conference is '*Food Security and Climate Change: How to improve the contribution of irrigation and drainage?*' and the other sub-themes of the Conference are:

- **Sub-theme 1:** The effects of climate change on the development of Irrigation in Africa
- **Sub-theme 2:** Policies and strategies to improve the contribution of irrigation and drainage to food security in Africa in the context of climate change
- **Sub-theme 3:** Water productivity for agriculture use and the challenge of climate change

Dr. Adama Sangare (AMID) may apprise the Committee about the preparation and detailed planning of the 3<sup>rd</sup> African Regional Conference.

**Item 7 : 'Adelaide' Events - 2012**

**7.1 Review and discuss the preparations for the 63<sup>rd</sup> IEC meetings and 7<sup>th</sup> Asian Regional Conference during 24-29 June 2012 at Adelaide, Australia**

Vice President Willem F. Vlotman informed (16 May 2011) that he or Mr. Ian Atkinson from Australian National Committee of ICID (IAL) may apprise the Committee about the preparations made and detailed planning of the 63<sup>rd</sup> IEC Meetings and 7<sup>th</sup> Asian Regional Conference to be held during 24-29 June 2012 at Adelaide, Australia.

**Item 8 : 11<sup>th</sup> International Drainage Workshop - 2012**

**8.1 Review and discuss the preparations for the 11<sup>th</sup> International Drainage Workshop during 23-27 September 2012 at Cairo, Egypt**

The ICID's 11<sup>th</sup> International Drainage Workshop (IDW) will be hosted by the Egyptian National Committee of ICID (ENCID) during 23-27 September 2012 at Cairo, Egypt with the support of the ICID Working Group on Drainage (WG-DRG). The main theme of the workshop will be '*Agricultural Drainage Needs and Future Priorities*' with six topics and 27 subtopics to be addressed. The first announcement and call for papers of the 11<sup>th</sup> IDW has been issued and widely circulated amongst ICID National Committees and International Organizations seeking their contribution and participation.

Please access announcement of 11<sup>th</sup> IDW at <<http://www.encid.org.eg/idw11>> for more information.

VPH Prof. Dr. M.H. Amer, Chairman of ENCID may apprise the Committee about the preparations made and detailed planning for the 11<sup>th</sup> IDW.

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**Item 9 : 'Turkey' Events - 2013**

**9.1 Review and discuss the preparations for 64<sup>th</sup> IEC Meeting (2013) in Turkey**

The representative from Turkish National Committee of ICID (TUCID) may apprise the Committee about the preparations made and detailed planning of the 64<sup>th</sup> IEC Meeting (2013) in Turkey.

**Item 10 : 'Seoul Congress' - 2014**

**10.1 Review and discuss the preparations for the 65<sup>th</sup> IEC meetings and 22<sup>nd</sup> ICID Congress (2014) in Seoul, South Korea**

The 60<sup>th</sup> meeting of the International Executive Council (IEC) held at New Delhi, India in December 2009 accepted the offer of Korean National Committee on Irrigation and Drainage (KCID) to host the 22<sup>nd</sup> Congress on Irrigation and Drainage in 2014 at Seoul, South Korea.

A Work Team has been established (2010) under the Convenership of Prof. Tai-Cheol Kim (Korea) to work on themes, topics / sub-topics and their scope for the various events during the Congress. The other Work Team members are – (i) Vice Presidents Hon. Prof. Dr. Hector Malano (Australia) and Dr. Mark Svendsen (USA). Further, all the National Committees have been requested (04 January 2010 and 08 June 2011) to propose their ideas on themes, topics/sub-topics etc. of their choice and relevance. Responses received from the National Committees have been forwarded the Work Team for developing the mandated scope for each event and sub-topic. The detailed scope of the Topics and Subtopics developed by the Work Team will be placed for consideration in PCTA/IEC during Tehran meetings.

The Central Office provides the '*Guidelines for Organizing ICID Congresses*' to the host National Committee of ICID (**Annex**). These guidelines may be discussed and improved upon as appropriate.

Dr. Jin-Hoon JO (Korea) may apprise the Committee about the status of preparations and detailed planning for the 22<sup>nd</sup> ICID Congress on Irrigation and Drainage.

**Item 11 : Website of C-CONGR**

The ICID Central Office has invited (06 May 2011) news briefs on ICID events from National Organizing Committees for placing on webpage of C-CONGR through icon 'ICID Events'. Please access <<http://www.c-congr.icidonline.org>> for more information on ICID events.

In response, Vice President Willem F. Vlotman (Australia) provided (09 May 2011) the latest information concerning 'Adelaide-2012'. Accordingly, the news about the three major events i.e. 63<sup>rd</sup> International Executive Council (IEC) Meetings, Irrigation Australia Conference and Exhibition and 7<sup>th</sup> Asian Regional Conference of ICID to be held during 24-29 June 2012 at Adelaide, Australia has been placed in the website.

Responses from others are awaited. The Convener may apprise the Committee.

**Item 12 : Any other business**

**COMMITTEE ON CONGRESSES/CONFERENCES (C-CONGR)****Guidelines for Organizing ICID Congress**

1. ICID Congress is held once in every three years. It is held simultaneously with an IEC meeting. The National Committee that intends to invite an ICID Congress should keep communication with ICID Central Office for getting information on "offer for inviting ICID Congress". Usually, it should be done at least four years before the date of the Congress.
  2. The National Committee should get and complete the proforma for inviting an ICID Congress and send it to the ICID Central Office. The ICID Central Office includes the applications received in the agenda of next IEC Meeting of ICID for discussion. The decision on selection of hosting National Committee for ICID Congress is made in the IEC meeting.
  3. The inviting National Committees should prepare a booklet of invitation and disseminate the invitation in the IEC meeting. The content of invitation booklet should include letter of invitation from the Chairman of National Committee; history and culture of the country; social, economic, climate and tourist information of the country; brief introduction of the hosting city etc. The inviting National Committee may be invited to make a presentation in the IEC meeting to address its conditions and advantages to host the ICID Congress.
  4. After IEC offers a National Committee to host the ICID Congress, the hosting National Committee should prepare three announcements for the Congress over a period. The announcements should be prepared in both English and French.
  5. The first announcement should be disseminated during the immediate next IEC meeting. The contents of the first announcement should include:
    - Venues of IEC Meetings and Congresses, Brief introduction of ICID, Member countries and Year of Joining ICID, letter of invitation from the President of ICID, letter of invitation from the Chairperson of the Congress Organizing Committee, letter of invitation from the Chairman of Host National Committee, important dates to remember, the questions and topics of the Congress, Program outline, Study tour information, Congress Preparatory (Organizing) Committee and preliminary registration form. A logo should be designed for the Congress.
  6. After disseminating the First Announcement, the hosting National Committee should cooperate closely with ICID Central Office to develop the Congress Theme and Scope of Congress Topics. The Second Announcement should be disseminated two years prior to the Congress. Apart from the updated information in the First Announcement, the Second Announcement should include :
    - Call for Papers, Guidelines to authors for preparation of papers accepted by Special Committee, Guidelines to authors for preparing electronic and hard copies, guidelines for preparing abstracts and "summaries and conclusions" of papers for ICID Congresses, proforma to be completed by authors while submitting detailed "summary and conclusions" of proposed paper, and accommodation information.
  7. ICID Central Office appoints General Reporters and Panel Experts for Questions and Special Session to review and select papers.
  8. The Third (final) Announcement should be disseminated one year prior to the Congress. The contents of the Final Announcement should include:
    - Member countries and Year of Joining, Logo of the Congress, Brief introduction of ICID, Letter of invitation from the President of ICID, Letter of invitation from the Chairperson of the Congress Organizing Committee, Letter of Invitation from the Chairperson of Hosting National Committee, List of National Organizing Committee Members, Venues of IEC Meeting and Congress, Key dates, Congress Theme and Scope of Congress Topics, Special Session and Seminars, Lists of General Reporter and Panel of Experts for Questions, Schedule of Preliminary Program,
    - Exhibition information, Detailed Itinerary of Study Tours, Detailed Information on Accommodation, Information on Weather, Currency and Banking, Voltage and Power Supply, Registration Form and Other information as considered relevant for visiting the host country.
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9. The host National Committee should report progress on the preparation of the Congress at IEC meetings. The hosting National Committee should work out a budget for organizing the Congress and propose standards for registration fees collection. The registration fee for Young Professionals (less than 40 years old) should be reduced by 50%.
  10. The Congress website should be setup three years before the Congress, all kinds of related information should be uploaded on the website and updated regularly. Both online registration and regular registration should be invited and information placed on the ICID website.
  11. Exhibition and National Committee Display need to be arranged. The invitations to exhibitors and National Committee should be widely disseminated.
  12. By keeping, close contact with the ICID Central Office, the final detailed programme should be edited and completed two months before the Congress.
  13. It is recommended that the host National Committee prepare materials to introduce the history and current status related to irrigation, drainage and flood management of the country in English.
  14. The meeting rooms should be well prepared to satisfy the needs of different meetings and offices.
    - The hall capacity for Opening and Closing Ceremony should be for 1000-1500 persons.
    - The hall Capacity for IEC meeting should be for 300 persons.
    - The meeting room capacity for other sessions should be for 50-150 persons.
    - It is necessary to check with ICID Central Office and the Chairpersons of each session to confirm the requirements.
    - The meeting room capacity for ICID Working Groups is 40 - 60 persons.
    - Separate rooms/offices are required for the President of ICID, Secretary General of ICID, Secretariat of ICID, President of National Committee, Secretariat of National Committee, VIP room, computer room for authors / presenters; computer room with internet access for delegates, accompanying person's room, first-aid/medical room etc.
  15. The Multimedia equipments should be well prepared to satisfy the needs of different meetings. The main equipments include computers, projectors and simultaneous translation facilities. The facilities for internet access need to be provided in the Venue.
  16. Delegate satchel needs to be prepared for registered delegates and invited persons; the contents in the satchel include notebook, pen, CD (abstract), gift, detailed programme, name card (badge), etc.
  17. One to two welcome receptions and farewell banquet should be arranged by hosting National Committee considering special diet requirements. Coffee/Tea and some snacks need to be served during Coffee/Tea breaks in the morning and afternoon. The arrangement for working lunch is optional.
  18. National Organizing Committee should assist other National Committees who desire to host a reception or introduce a session for future ICID events.
  19. The National Organizing Committee should assist the delegates in making reservations for travel and accommodation.
  20. Study tours should be arranged for delegates by combining site seeing with technical visits. Special local tours should be arranged for accompanying persons.
  21. The National Organizing Committee should appoint persons to answer the various questions from participants, National Committees, ICID Central Office and other International Organizations.
  22. There is always scope for improvement. The National Organizing Committee can do much more than above to make the event a grand success.
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