

## BY-LAW (3)

### WORK BODIES OF ICID

#### 3.1 General Scope

3.1.1 **Setting-up** : In pursuance of Article 5.7 of the Constitution, the Council may set up work bodies of either permanent or temporary nature, for the performance of such functions or for a particular mission as deemed expedient for the promotion of the objects of the Commission.

3.1.2 **Approval of Documents**: The documents and conclusions emanating from such work bodies set out either in the form of work documents or of recommendations presented by the Chairperson on behalf of the body will be valid with the explicit approval of the Council with or without changes made thereto by the Council.

3.1.3 **Types** : The work bodies may be constituted in the form of a :

- (a) Permanent Committee - where the duties are to be carried out in a repetitive manner over a long period and the outcome is required to be reported directly to the Council.
- (b) Committee/Board where the duties are required to be carried out in a repetitive manner over a long period and the outcome is required to be reported to the Management Board and/or Permanent Committee.
- (c) Working Group -- where an assigned task is to be performed and completed in a specific period by a small group of selected individuals with the specific expertise for the work in view.
- (d) Work Team -- where a short duration task (not spread over a period of more than three years) is to be completed by a select small group of individuals .
- (e) Task Force -- where a work of an urgent nature is required to be completed within a span of two years with a select group of individuals.
- (f) Focus Group/Regional Group -- where a continuous follow up of an area oriented activity is implied on a long term basis.

3.1.4 **Meetings** : The work bodies will carry on their work through periodical meetings, in principle once a year at least, and by correspondence between meetings. Copies of all documents and correspondence shall be mailed to the Central Office by the Chairperson.

3.1.5 **Members of Work Bodies** : The work bodies shall comprise representatives nominated by National Committees from different regions of the world, and shall include any qualified expert or group of qualified experts, from various disciplines as appropriate. Qualified experts may be proposed to the Council under request from the Chairperson of the work body or from the President in agreement with the Secretary-General. All such members, as well as alternates for them from the same National Committee, shall be submitted to the Council for its consideration, approval or modification. They shall carry out their functions in ICID on an honorary basis. The observers proposed by the National Committees may attend the meetings of the work bodies without being entitled to speak (except with the permission of the Chair) or vote.

3.1.6 **Contractual Members** : A contractual candidate working for an international governmental or non-governmental organization must fulfil the following conditions for membership of a work body :

- (a) be authorized by his employer to be a member of the ICID work body as representative of his National Committee; this authorization must specify that the candidate will represent within ICID only the point of view of his National Committee; the candidate in question will make the commitment to respect this;

- (b) the nomination must come from the National Committee of the candidate;
- (c) such candidates cannot be elected Chairperson of work bodies of which they are a member.

3.1.7 **Limitation on Members** : The membership of the work bodies shall be on an honorary basis (at least so far as the Commission is concerned). No person shall be a member of more than three (3), work bodies not counting Office-Bearers Committee Permanent Membership Committee, Management Board or Staff Committee. Members of work bodies not contributing by their attendance/correspondence for two consecutive years shall be replaced in consultation with the respective National Committees.

3.1.8 **Conclusions are Advisory**: The conclusions of all work bodies shall be advisory in nature and shall be effective only after they are approved and accepted by the Council with such modifications as the Council may desire.

## 3.2 **Permanent Committees**

### 3.2.1 **General Scope**

3.2.1.1 The Council may set up Permanent Committees with missions of general vocation for administration and management, or of specialized technical vocation depending upon requirements. Each Committee may carry out its work either directly or through temporary work bodies created by it or connected with it.

3.2.1.2 Members of such Committees will be designated at the Council meeting on the basis of nominations made by National Committees from their membership or by the President in consultation with the Secretary-General, taking into account the specific expertise required and ability to serve. New members will be chosen from the nominees, after the concerned Permanent Committee has given its opinion.

Members of each Committee will be appointed for a three-year term by the Executive Council at the time of a Congress and may continue to function up to a total of six years, continuously or intermittently. Members, who no longer are actively functioning, may be replaced at the time of the Council meeting according to the aforesaid rules.

3.2.1.3 The Office-Bearers Committee, the Management Board and the Staff Committee will be presided over by the President (Articles 6.11 and 7.3 of the Constitution, while the Chairperson of the Permanent Committee on Strategy Planning and Organizational Affairs will be nominated by the President in consultation with the Secretary-General (By-Law 3.2.2(e)). The Chairpersons of other Permanent Committees will be nominated at the Council meeting under recommendations of the Office-Bearers Committee.

3.2.1.4 The Secretary-General will be a member of the Permanent Committees and will advise on the overall functioning of these Committees. The President, apart from presiding over the Office-Bearers Committee and the Management Board, may participate in the meetings of any of the other Permanent Committees as an Observer.

3.2.1.5 Honoraire Office-bearers willing to participate in the activities of work bodies may do so as Honoraire Members in addition to the numbers of the regular members.

3.2.1.6 The Chairperson of a Permanent Committee may designate Rapporteur(s) from amongst members for reporting on the matters dealt with by the Committee.

3.2.1.7 Each Permanent Committee may itself elect its Vice-Chairperson, and its Secretary for drafting the minutes of its meetings.

3.2.1.8 When Rapporteurs and Secretaries are appointed to the Permanent Committees, the National Committees to which the Rapporteurs/Secretaries belong, must undertake to provide the required secretaries/rapporteurs. At the end of the tenure, records of work should be passed on to the Central Office for future reference.

### 3.2.2 Role and Membership

The Council has constituted the following six (6) Permanent Committees and has fixed their overall role and membership as follows:

- (a) The **Office-Bearers Committee** (By-law (2.1) stipulating the membership and informal nature of the said Committee) shall be composed of the Office-bearers in office and the Honoraire Office-bearers and will in general advise on all important questions concerning the policy, the orientations and the overall functioning of ICID. One of its primary duties is to make recommendations for filling the vacancies among Office-bearers, but the Council would still have the last word in the elections.
- (b) The **Management Board** is responsible, with the Central Office, for the implementation of the decisions made by Council and will decide such actions in between Council meetings as are necessary to properly effect the working of the Commission.
- (c) The **Permanent Finance Committee** (PFC) shall be concerned with the financial matters of the Commission and matters having significant financial implications to the Commission. It will review the receipts and expenditure, advise the Council on the previous years accounts and on the proposed or provisional budget and will make recommendations on the annual subscriptions and other support of the participating countries for the current and future years. It may give its opinion to the President and the Secretary-General on the elements to be taken into account to prepare budgets of the future years. The Committee shall also work out and recommend to the Council ways and means of improving the financial resources of the Commission to meet the financial requirements for undertaking different programs and activities emanating from the other work bodies.

The Permanent Finance Committee shall comprise the Secretary-General and a minimum of nine and a maximum of fifteen elected members. The Chairperson of this Committee shall be chosen at the Executive Council meeting either from among Office-Bearers (preferably those in office) elected to this Committee or others who shall have been in service on the Committee at the time of appointment of the Chairperson.

- (d) The **Permanent Committee for Technical Activities** (PCTA) shall be concerned with all the technical activities including the issuing of all publications of ICID. It will be responsible for the activities of the technical work bodies, for the selection of the Questions/Themes for the Congresses, Conferences, Special Sessions, Symposia, etc., for the settlement of the technical conclusions thereof and for making appropriate recommendations for action thereon. The Committee shall develop and maintain a 3-year rolling plan of activities for all its appurtenant Committees and work groups, teams, and task forces. It will monitor progress against this plan at each Council meeting. The Committee will be composed of the Secretary-General, a minimum of nine and a maximum of fifteen elected members, as well as ex-officio members. The Chairperson of this Committee shall be chosen at the Executive Council meeting either from among the Office-Bearers (preferably those in office) elected to this Committee or others who shall have been in service on the Commission at the time of appointment of the Chairperson. The Chairpersons of the work bodies reporting to the Permanent Committee on Technical Activities (PCTA) shall be the ex-officio members of the Committee.

- (e) The **Permanent Committee on Strategy Planning and Organizational Affairs (PCSPOA)** shall be concerned with increasing the number of member countries and assisting the National Committees to become more active in their own countries and to achieve goals set for them from time to time. The Committee will also undertake issues related to strategic planning for ICID. The Committee will coordinate the activities of the Vice-Presidents in this area. The Committee will be composed of the incumbent Vice-Presidents, the Secretary-General and three immediate past Vice-Presidents. The Chairperson of the Committee will be nominated by the President in consultation with the Secretary-General from amongst the incumbent Vice-Presidents. The Chairperson shall serve the Committee during the tenure of membership of this Committee. The Committee shall also monitor the progress of the regional activities undertaken by the focus groups/regional groups and activities of special membership categories like the Young Professional Forum, and regional associations and deal with the long-term policies and strategies of the Commission and the global or regional programs related with such objectives.
- (f) The **Staff Committee** shall review and formulate the work procedures and the staff structure of the Central Office in keeping with the changing requirements of ICID and advise the Secretary-General on the functioning of the Central Office. The Staff Committee shall be headed by the President and with other members as designated by the Management Board.

### 3.3 Temporary Work Bodies

- (a) Temporary work bodies may be created by the Executive Council as stipulated in By-law (3.1.1) and in pursuance of Article (5.7) of the Constitution. Their scope of work and composition shall be defined and modified as necessary by the Council.
- (b) The Council will determine the duration of their functioning and specify to which Permanent Committee the work body so created is to be linked. The duration of such functioning may be shortened or lengthened by the Council keeping in view the results accomplished by the work body in terms of the products such as study reports, publications, workshops, seminars as may be arranged by the work body, after considering the recommendations of the concerned permanent committee. As the duration of the membership of a work body is expected to be six years or less, the duration of the work to be undertaken by a temporary work body should not exceed period of six years.
- (c) The Committee, to which the temporary body is linked, may propose at the Council meeting a list of members to serve on the body on the basis of the nominations on request by the President in agreement with the Secretary-General.
- (d) The members of the temporary work bodies by themselves designate their Chairpersons, Vice-Chairpersons and Secretaries.
- (e) At the meetings of the permanent committees, the Chairpersons of the temporary work bodies may submit reports on the activities of their work bodies including, if relevant, proposals for holding Workshops/Seminars to present their Group's findings, once a year. The Chairpersons of the Permanent Committees to which work bodies are linked may present recommendations from these reports at the Council meeting.
- (f) The Chairpersons of the temporary work bodies will, in principle, be invited as ex-officio members at the meeting of the Committee or the Permanent Committee to which the work body is linked.
- (g) The temporary Special Committee set up in pursuance of Articles 11.1 and 11.3 of the Constitution to recommend on the amendments of the Constitution and By-laws shall continue as an advisory link to the Office-Bearers Committee for a duration as deemed necessary by the Council.

### 3.4 Vice-Presidents' Role

Each Vice-President will be given responsibility by the Permanent Committee on Strategy Planning and Organizational Affairs (PCSPOA) for a group of National Committees to foster and encourage their greater participation. The President will allocate in consultation with the Secretary-General specific functions to the Vice-Presidents in addition to the membership of the Permanent Committee on Strategy Planning and Organizational Affairs (PCSPOA). Such functions may, inter alia, include relations with other international organizations, follow-up on the activities of work bodies in their regions and helping the Central Office in matters associated with National Committees in their region. Each Vice-President may be associated directly with a work body. Notwithstanding the generality of the foregoing, the Vice-Presidents may be assigned any of the following duties by the President :

- (a) Review the setup of the National Committees and guide them for evolving a broad-based structure as a Non-Governmental Organization.
- (b) Guide the National Committees in respect of their programmes for wider publicity of irrigation and drainage related issues and concerns through pamphlets /posters/exhibitions/ audiovisuals and media to reach the irrigation and drainage community at large.
- (c) Promote regional cooperation amongst the National Committees through developing regional collaborative programmes.
- (d) Visit and participate in the activities of National Committees in his/her region every year.
- (e) Promote international programmes in irrigation and drainage by/for the National Committees.
- (f) Participate in the Permanent Committee on Strategy Planning and Organizational Affairs by proposing issues for consideration and contribute to the development of regional strategies and special programmes in irrigation and drainage.
- (g) Represent ICID in international events taking place in his/her region.
- (h) Liaise with National Committees on above -mentioned items and other programmes/ activities initiated by ICID.

### 3.5 Council Designates

The Council may also refer specific matters to a National Committee, or a group of National Committees, for examination or report, for collection of data and information or for preparing a draft publication.

### 3.6 Special Committees

In the intervals between the meetings of the Council, for any urgent matter which cannot be allowed to wait until the next meeting of Council, the President of the Commission may, in consultation with the Secretary-General, or the Management Board, appoint special committees composed of Office-bearers or of persons to be nominated by such National Committees as the President may decide. He may also refer any specific matter to a National Committee for examination and report. Such action of the President shall be subject to confirmation at the next meeting of the Council.

### 3.7 Termination of Duties

When any Committee or other body has completed specific work allotted to it, and has submitted its final report to the Council, it shall be deemed to have been discharged. When in like manner a National Committee has completed its work and made its final report to the Council, it shall be deemed to have been discharged of its functions in respect of the matter on which it has made its report.