



Section 3: Establishment of Working Groups



3.0 Establishment of Working Groups

Volunteerism is at the core of the spirit of ICID. Members of the Working Group and Task Forces devote their time to the activities of the WG/TF on a voluntary basis as they have full time jobs to attend to. In order to optimize the both human and financial resources following guidelines shall be followed in setting up the WG/TFs.

1. Number of WGs and TFs shall be kept to a minimum in order avoid spreading the voluntary clutter the program during the pre-IEC meetings and to make best use of the limited time available to members during the annual meeting along with the IEC meeting. Creation of new groups should come in most cases at the expense of closing down or merging existing groups. New groups for specific and well defined purposes with a focused mission, and short duration should be given preference.
2. A Working Group (WG) or a Task Force (TF) shall be established in one of the following four ways
 - (a) Recommendation of the Strategy Theme Leader,
 - (b) Proposed by the National Committee(s),
 - (c) Proposed by an existing Working Group, or
 - (d) Proposed by one of the collaborative partners/ International Organizations
3. If the Strategy Theme leader under By-law 3.9.8.(c) identifies a gap in one of the thematic areas and considers that the topic needs to be given attention and ICID has the niche to provide leadership therein, the Theme leader, after discussions with some experts in that area call upon a small (2-4) 'Core Group' to develop the Concept/scoping document.
4. In case one of the NCs feels the necessity of a WG/ TF, in consultation with other two more NCs, they should prepare the Concept. These NCs should assume the responsibility of steering through the outputs from the WG/TF.
5. If one of the existing WGs wants to extend its tenure for the second term or wants to reorient its activities and take a new shape, it should in the last year of its present period, after establishing a Core Group to develop the Concept/scoping document. In such a case the existing WG should also provide a review of its activities and how would these outputs contribute to the work of the new WG/TF. A WG may like to sponsor a TF on specific issue.
6. In case one of the collaborative partners (e.g., FAO, IFAD, WMO, IWMI, ICOLD, UNDP) propose a WG for collaborating with ICID on one of their programmes, the leader of the Thematic Area should establish a small group of experts, who in collaboration with the sponsoring partner should develop the scoping document.
7. The "scoping document" is essential to be prepared and submitted to the PCTA before the proposal is considered by the Committee. It should be submitted at least three months in advance of the PCTA meeting where the decision to establish the new WG/TF is to be taken.
8. The scoping document shall cover at least the following sections dealing the relevant questions.
 - (a) **Objectives:** (Relevance of the Working Group/ Task Force; How is the WG relevant to the scope of the Thematic Area; and What existing gap will the WG/TF fill)
 - (b) **State of knowledge on the topic:** (Which other International Organisations are working on the subject, What niche will ICID fill in this area; and How will the WG collaborate with them), and
 - (c) **Work Plan:** (Scope, Proposed Outputs, Timelines, Collaborators and dissemination strategy)
9. The NCs should nominate the persons who are already involved in similar work at home so that they can on one hand contribute to the WG/TF without much of an extra work and at the same time they gain from the activities of WG/TF.



10. As per the ICID by-law 3.1.2, the Working Group should draw up a work plan and clearly identify its outputs that are significant and relevant to the theme of the Working Group in one or the other form as listed below according to the purpose and the target audience identified for the outputs.

Sr. No.	Type of publication	Target Audience	Broad purpose	Approving authority
1	Manuals	Professionals/Technical in field practitioners	To provide step by step and minute technical details of the task/topic	PCTA/ IEC
2	Guidelines	Professionals from and outside the discipline	To provides generic/broad outlines of the subject	PCTA/ IEC
3	Special publication as a book	Professionals from and outside the discipline	To compile scholarly contributions on the state-of-the art, best practices of the subject/ topic	PCTA/ IEC
4	Proceedings of the workshop/ conference	Professionals	Compilation of the papers presented in the workshop/ conference (with or w/o peer review)	WG
5	Technical/Status paper	Professionals	For general circulation or submission to the journal (ICID or any other reputed publication)	WG
6	Technical note	Professionals from other disciplines	To create awareness/ publicize about an innovative technology (a write up of about 2 pages)	WG
7	Policy Brief/ Position paper	All concerned on policy issues	ICID's position/ policy proposal on some most debated/ controversial topics (4-12 pages)	IEC
8	Compilation of data base	Professionals	Data/information compilation across the world pertaining to the activity area of the WB	WG
9	Non-technical paper/ article	General Public, non-technical stakeholders	For general public/ awareness creation about the subject/ topic through print media	PCSO

11. The Central Office should provide a certain specific amount in its Annual Budget to support publication of a minimum number of publications. The best outputs from the WGs/TFs should be given preference in such publishing.
12. Normally the tenure of the working group will come automatically to an end at the end of year 6, any extension will be considered only for one year to complete the work in hand where substantial progress has been achieved.
13. The WGs are encouraged to use their meeting time in the most productive ways to discuss topics relevant to the WG objectives. Chairs are encouraged to dispose of the administrative items of the agenda in the shortest possible time.
14. Working group chairpersons shall attend the PCTA meeting and report on progress so that the outputs and activities of different WGs are brought within the overall objectives of the themes under which each of the WG/TF is established.

