

ORDRE DU JOUR DE LA VINGT-TROISIEME REUNION DU
COMITE PERMANENT DE LA STRATEGIE ET DE L'ORGANISATION (CPSO)

26 juin 2012: 11H00-12H30 (Session – I)

26 juin 2012: 13H30-17H30 (Session – II)

Adélaïde, Australie

Mandat : Le Comité Permanent de la Stratégie et de l'Organisation a pour mandat d'accroître l'adhésion des pays à la CIID et d'aider les Comités Nationaux à jouer un rôle plus actif dans leurs pays pour atteindre les buts qui lui sont fixés de temps à autre par le Conseil. Le Comité assure également la coordination des activités des Vice Présidents dans leurs régions.

Membres : (1) Vice Président Dr. Ragab Ragab, Président (RU, 2010); (2) Vice Président Hon. M. Shinsuke Ota, Vice Président (Japon, 2008); (3) Vice Président Dr. Willem F. Vlotman (Australie, 2009); (4) Vice Président Dr. László G. Hayde (Hongrie, 2009); (5) Vice Président Ing. A.K. Bajaj (Inde, 2009); (6) Vice Président Ing. Husnain Ahmad (Pakistan, 2010); (7) Vice Président M. Chaiwat Prechawit (Thaïlande, 2010); (8) Vice Président Prof. Tai Cheol, Kim (Corée du Sud, 2011); (9) Vice Président M. Adama Sangare (Mali, 2011); (10) Vice Président Dr. Gerhard Backeberg (Afrique du Sud, 2011); (11) Vice Présidente Hon. Dr. (Mme.) Samia El-Guindy (Egypte, 2008); (12) Vice Président Hon. Prof. Lucio Ubertini (Italie, 2008); et (13) Ir. Avinash C.Tyagi, Secrétaire Général CIID.

Membres Ex-Officiels : (1) Président du Groupe de Travail Régional Africain; (2) Président du Groupe de Travail Régional Européen; (3) Président du Groupe de Travail Régional Asiatique; (4) Président du Groupe de Travail Régional Américain; (5) Président du Groupe de Travail Régional sur le Forum des Jeunes Professionnels en Irrigation; (6) Président du Comité des Congrès/Conférences; et (7) Président du Groupe de Travail sur l'Irrigation et le Drainage dans les Etats à Transformation Socio-Economique.

Observateurs permanents : (i) Représentant de la FAO; (ii) Représentant de la Banque Mondiale; (iii) Représentant du PGE; (iv) Représentant du CME.

Point 1 : Composition du CPSO et des organes de travail

Le CPSO passera en revue la composition du comité et étudiera les propositions faites par les Présidents des divers organes de travail.

Point 2 : Réactivation des Comités Nationaux inactifs (CN)

L'Annexe 1 présente la liste actualisée du réseau des pays membres CIID à la date du 1^{er} mai 2012. Le tableau suivant présente brièvement l'état d'adhésion des pays selon les régions :

Région	Actifs	Considérés comme inactifs	Admis, mais cotisation non versée	Se sont retirés	Réseau des pays
Afrique	06	17	05	-	28
Amériques	05	11	01	01	18
Asie et Océanie	22	08	04	01	35
Europe	22	06	-	01	29
Total	55	42	10	03	110

Les Comités nationaux de la Grèce, du Kazakhstan et de la Syrie n'ont pas payé leurs cotisations et sont en retard. Donc, ces pays seront considérés comme inactifs à partir de l'an 2012 dans le cas où les arriérés ne seront pas versés d'ici à la fin de cette année.

Les Comités Nationaux inactifs de toutes ces régions sont invités à reprendre leurs activités au sein de la CIID. Les Vice Présidents à la charge des CN concernés étaient également priés d'user de leurs bons offices pour intervenir dans le processus de réactivation de ces Comités Nationaux. Le Bureau Central a écrit aux CN de certains pays – Maroc, Tchad, Sri Lanka, Nigeria et Algérie – pour les exhorter à reprendre leurs activités.

Les Comités Nationaux de Belgique, Bulgarie, Pologne et République Slovaque sont devenus inactifs dans le passé. Le Bureau Central a contactés leurs Comités nationaux pour leur demander à reprendre leurs activités au sein de la CIID. Le Bureau Central poursuit également ses efforts pour la réactivation d'autres CN - Jordanie, Liban, Tadjikistan, Emirats Arabes Unis et Vietnam – de l'Asie et de l'Océanie. Les efforts supplémentaires seront poursuivis avec l'aide des vice-présidents chargés des pays dans leur région.

Des contacts ont été pris avec les CN inactifs du continent américain - Argentine, Colombie, République Dominicaine, Equateur, Honduras, Panama, Pérou, Suriname et Venezuela. En 2008, l'Argentine et le Pérou ont indiqué qu'ils souhaiteraient reprendre leurs activités au sein de la CIID.

L'état d'avancement de cette question sera rapporté à la réunion. Le Comité pourra également faire des propositions à savoir comment réactiver les CN qui ont devenu membres inactifs.

Point 3 : Renforcement de la collaboration régionale et des activités des Comités Nationaux: Rapports des Vice Présidents

Suite à l'élection de trios nouveaux Vice Présidents à la 62^{ème} réunion du CEI à Téhéran le 22 octobre 2011, une réallocation est faite des Comités Nationaux et des régions entre les nouveaux Vice Présidents et ceux en exercice de fonction pour 2011-12 (voir **Annexe 2**). Les Vice Présidents donneront des informations au Comité sur les efforts déployés pour le renforcement des activités dans leurs régions.

Point 4 : Elargissement de la base des Comités Nationaux, Modification/Révision des Statuts des Comités nationaux

Dans les archives du Bureau Central, il existe les statuts de 41 Comités Nationaux. Il a été demandé aux autres Comités Nationaux de formuler leurs Statuts et d'en communiquer un exemplaire au Bureau Central. Ils ont été également priés d'indiquer les modifications qu'ils y auraient apportées éventuellement. Ainsi qu'il a été proposé à la réunion de New Delhi, le Bureau Central a adressé un modèle des Statuts à ces Comités Nationaux.

Point 5 : Guide pour l'organisation des CEI, des Congrès et des Conférences

Le Règlement Intérieur 5 indique la manière dont les Congrès et les Conférences CIID seront organisés. Au fil des années, aux diverses réunions du CEI un certain nombre de décisions ont été prises à l'égard de la conduite des événements CIID. Certaines autres pratiques considérées utiles ont été adoptées. Toutes ces pratiques ont été regroupées dans un document complet qui sera affiché sur le site web pour la disposition de tous les hôtes et les comités d'organisation potentiels des événements CIID pour avoir une compréhension claire de leurs devoirs, obligations et exigences. Ces lignes directrices figurent à l'**Annexe 3**.

Point 6 : Forum Mondial de l'Irrigation : Proposition pour la nouvelle appellation des réunions du CEI avant l'année du Congrès

Dans le passé, lors des réunions annuelles du CEI, les Conférences régionales ont été organisées pour traiter certains sujets. A certaines occasions, par défaut, la réunion a été annoncée au nom de la conférence au lieu d'une réunion du CEI. Au lieu d'un tel défaut qui peut attirer des intérêts extérieurs, il est proposé d'annoncer délibérément la conférence annuelle pour attirer l'intérêt de toutes les parties prenantes. Il convient donc de reconsidérer la nouvelle appellation de nos réunions annuelles.

Il est proposé de combiner les réunions d'avant conseil des organes de travail techniques avec les ateliers menés par des parties prenantes pour que la CIID puisse atteindre ses objectifs, en même temps qu'il puisse traiter les

exigences d'autres parties prenantes et diffuser ses messages à une grand audience. Dans un cycle de trois ans, il est proposé d'organiser la première année un «Forum mondial de l'irrigation », la deuxième année les Congrès CIID, et la troisième année, l'accent sera mis davantage sur les questions techniques concernant nos organes de travail techniques. Bien sûr, chaque année, la réunion du CEI sera également tenue. En réponse à une demande faite par le Président, le Bureau Central a préparé une note conceptuelle sur l'organisation du "Forum mondial de l'irrigation», qui figure à l'**Annexe 4**.

Point 7 : Stratégie de communication et de coopération entre la CIID et d'autres organisations internationales

L'Irrigation, le Drainage et la Gestion des inondations sont des sujets multi-disciplinaires dont différentes facettes sont étudiées par différentes organisations internationales, y compris les agences des Nations Unies. La CIID maintient une collaboration étroite avec de nombreuses organisations internationales telle que stipulée dans les Statuts CIID. Etant donné que toute activité de collaboration et de coordination utilise d'importantes ressources, tant financières qu'humaine, il est important d'optimiser les ressources en les utilisant dans les activités conjointes (de collaboration, de coordination et de coopération) pour tirer des bénéfices maximum dans la réalisation des objectifs de la CIID. Le CPSO peut délibérer sur la stratégie de collaboration compte tenu la note présentée à l'**Annexe 5**. En vue de ce qui précède, il est demandé au Comité de donner des conseils sur la participation du Bureau central aux activités de l'IWALC ainsi qu'au conseil d'administration du CME.

Point 8 : Passer en revue les Groupes de Travail Régionaux

Les Présidents des groupes de travail suivants feront des présentations sur les activités entreprises par leurs organes de travail respectifs et présenteront leurs recommandations.

- 8.1 Groupe de Travail Régional Africain (GTRAF)
- 8.2 Groupe de Travail Régional Européen (GTRE)
- 8.3 Groupe de Travail Régional Asiatique (GTRAS)
- 8.4 Groupe de Travail Régional Américain (GTRAM)

Point 9 : Passer en revue les Groupes de Travail/Comités

Les Présidents des groupes de travail / du Comité suivants feront des présentations sur les activités entreprises par leurs organes de travail respectifs et présenteront leurs recommandations.

- 9.1 Groupe de Travail sur l'Irrigation et le Drainage dans les Etats à Transformation Socio-Economique (GT-IDETS).
- 9.2 Groupe de Travail Régional sur le Forum des Jeunes Professionnels en Irrigation (GT-FJP)
- 9.3 Comité des Congrès/Conférences (C-CONGR);

Point 10 : Questions diverses

NATIONAL COMMITTEE MEMBERSHIP NETWORK AS ON 01 MAY 2012

AFRICA	AMERICAS	ASIA AND OCEANIA	EUROPE
<p>Active (Acronym) (Year of Joining)</p> <ol style="list-style-type: none"> 1. Egypt (ENCID) (1950) * 2. Ethiopia (ETCID) (1976) * 3. Mali (AMID)(2005) * 4. Niger (ANID) (2007) 5. South Africa (SANCID) (1993) * 6. Tanzania (TANCID) (2011) <p>Deemed to be inactive (Acronym) (Year of Joining) (Year of inactive)</p> <ol style="list-style-type: none"> 1. Algeria (CNAID) (1965) (1999) 2. Angola (ANGCID) (1978) (1994) 3. Ghana (CHANCID) (1958) (1982) 4. Ivory Coast (IVCID) (1969) (1982) 5. Kenya (KENCID) (1977) (2003) * 6. Libya (LICID) (1988) (2000) 7. Madagascar (MADCID) (1983) (1986) 8. Malawi (MILCID) (1967) (2004) 9. Morocco (ANAFIDE) (1959)* 10. Mozambique (MOCID) (1978) (2006) 11. Nigeria (NINICID) (1970) * (2012) 12. Senegal (SENCID) (1966) (1992) 13. Sudan (SUCID) (1964) (2003) 14. Tunisia (TUNCID) (1960) (1993) 15. Uganda (UGCID) (1963) (1983) 16. Zambia (ZACID) (1966) (2010) 17. Zimbabwe (ZICID) (1955) (2001)* 	<p>Active (Acronym) (Year of Joining)</p> <ol style="list-style-type: none"> 1. Brazil (ABID) (1970) * 2. Canada (CANCID) (1956) * 3. Chile (CHICID) (1979) 4. Mexico (MXCID) (1951) * 5. USA (USCID) (1951)* <p>Deemed to be inactive (Acronym) (Year of Joining) (Year of inactive)</p> <ol style="list-style-type: none"> 1. Argentina (ARCID) (1975) (2004) 2. Colombia(INAT)(1966) (2003) * 3. Dominican Republic (DOMCID) (1961) (1986) 4. Ecuador (EDORCID) 1959) (1985) 5. Honduras (HOCID) (1979) (1999) 6. Guyana (GUCID) (1992) * (2012) 7. Panama (PANACID) (1980) (1990) 8. Peru (PERU-ICID) (1965) (1973) 9. Surinam (SURCID) (1956) (1985) 10. Uruguay (URUCID) (2007) (2012) 11. Venezuela (VENCID) (1963) (1982) 	<p>Active (Acronym) (Year of Joining)</p> <ol style="list-style-type: none"> 1. Afghanistan (AFGCID) (2008) 2. Australia (IAL) (1952) * 3. Bangladesh (BANCID) (1973)* 4. China (CNCID) (1983) * 5. Chinese Taipei (CTCID) (1969)* 6. Fiji (FIJCID) (2009) 7. India (INCID) (1950) * 8. Indonesia (INACID) (1950) * 9. Iran (IRNCID) (1955) * 10. Iraq (IRQCID) (2006) 11. Japan (JNC-ICID) (1951) * 12. Kazakhstan (KAZCID) (2006) 13. Korea (KCID) (1970) * 14. Malaysia (MANCID) (1958) * 15. Nepal (NENCID) (1973) 16. Pakistan (PANCID) (1953) * 17. Philippines (PNC-ICID) (1956) * 18. Saudi Arabia (SACID) (1977) 19. Syria (SYCID) (1962) 20. Thailand (THAICID) (1950) * 21. Turkey (TUCID) (1954) * 22. Uzbekistan (UzNCID) (1994)* 	<p>Active (Acronym) (Year of Joining)</p> <ol style="list-style-type: none"> 1. Austria (AUNCID) (1954) 2. Croatia (CRCID) (1993) 3. Cyprus (CYCID) (1955) 4. Czech Republic (CZNC-ICID) (1997)* 5. Estonia (ESTCID) (2001) 6. Finland (FINCID) (2000)* 7. France (AFEID) (1953) * 8. Germany (GECID) (1957)* 9. Greece (GRCID) (1957) * 10. Hungary (HUCID) (1955)* 11. Ireland (IRCID) (1978) 12. Italy (ITAL-ICID) (1950) * 13. Lithuania (LNCID) (1994) 14. Netherlands (NETHCID) (1950)* 15. Portugal (PNCID) (1954) 16. Romania (CNRID)(1992)* 17. Russia (RUCID)(1955) 18. Slovenia (SINCID) (1992)* 19. Spain (CERYD) (1955)* 20. Switzerland (CH-AGRAM) (1951) * 21. UK (ICID.UK) (1951)* 22. Ukraine (UACID) (1996)

AFRICA	AMERICAS	ASIA AND OCEANIA	EUROPE
<p>Admitted but not paid subscription (Acronym) (Year of Admission)</p> <ol style="list-style-type: none"> Burkina Faso (BURCID) (2000) Cameroon (CAMCID) (2009) Chad (ATID) (2003) Mauritius (MAUCID) (1992) Sao Tome and Principe (SAOCID) (1985) 	<p>Withdrawn on their own (Acronym) (Year of Joining) (Year of withdrawal)</p> <ol style="list-style-type: none"> Cuba (CUCID) (1970) (1991) <p>Admitted but not paid subscription (Acronym) (Year of Admission)</p> <ol style="list-style-type: none"> Jamaica (JAMICID) (2008) 	<p>Deemed to be inactive (Acronym) (Year of Joining) (Year of inactive)</p> <ol style="list-style-type: none"> Israel (ISCID) (1950) (2012) Jordan (JORCID) (1978) (2003) Kyrgyz Republic (KYRCID) (2004) (2010) Lebanon (LEBCID) (1964) (1976) Myanmar (MINCID) (1962)* (2012) Sri Lanka (SLNICID) (1950)(2010) Tajikistan (TAJCID) (1997) (2003) Vietnam (VICID) (1960) (2003) <p>Withdrawn on their own (Acronym) (Year of Joining) (Year of withdrawal)</p> <ol style="list-style-type: none"> New Zealand (NEWCID) (1979) (1986) <p>Admitted but not paid subscription (Acronym) (Year of Admission)</p> <ol style="list-style-type: none"> Azerbaijan (AZERCID) (2005) Mongolia (MOGCID) (1993) Turkmenistan (TURMICID) (1998) Yemen (YECID) (1993) 	<p>Deemed to be inactive (Acronym) (Year of Joining) (Year of inactive)</p> <ol style="list-style-type: none"> Belgium (BELCID) (1988) (1997) Bulgaria (BNCID) (1960) (2006) Macedonia (MAKCID) (1995) (2010)* Poland (POCID) (1957) (2006) Serbia (YUGCID) (2002) (2012) Slovak Republic (SKNCICID) (1996) (2006)* <p>Withdrawn on their own (Acronym) (Year of Joining) (Year of withdrawal)</p> <ol style="list-style-type: none"> Denmark (DENCID) (1981) (1986)

Constitutions of 43 Committees marked * are in Central Office record

Region	Active	Deemed to be inactive	Withdrawn	Admitted but not paid subscription	Total
Africa	06	17	-	05	28
Americas	05	11	01	01	18
Asia and Oceania	22	08	01	04	35
Europe	22	06	01	-	29
Total	55	42	03	10	110

Annexe 2 [Point 3 de l'Appendice I]

INTERNATIONAL COMMISSION ON IRRIGATION AND DRAINAGE
Allocation of National Committees Amongst Vice Presidents (2011-12)

Sr. No.	Vice President	Allocation of Region/National Committees for 2010-11	Proposed Allocation of Region/National Committees for 2011-12
1	Dr. Willem F. Vlotman (Australia) 2009	<p>REGION : ASIA & OCEANIA ACTIVE Fiji and Australia DEEMED TO BE INACTIVE Vietnam ADMITTED BUT NOT PAID SUBSCRIPTION Yemen WITHDRAWN ON THEIR OWN New Zealand</p>	<p>REGION : ASIA & OCEANIA ACTIVE Fiji and Australia DEEMED TO BE INACTIVE Vietnam ADMITTED BUT NOT PAID SUBSCRIPTION Yemen WITHDRAWN ON THEIR OWN New Zealand</p>
2	Dr. Laszlo G. Hayde (Hungary) 2009	<p>REGION : EUROPE ACTIVE Czech Republic, Estonia, Finland, Germany, Greece, Hungary, Lithuania, The Netherlands, Romania, Russia, Serbia, Slovenia and Ukraine DEEMED TO BE INACTIVE Bulgaria, Macedonia, Poland and Slovak Republic NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Armenia, Belarus, Bosnia & Herzegovina, Georgia, Latvia and Moldova</p>	<p>REGION : EUROPE ACTIVE Cyprus, Czech Republic, Estonia, Finland, Germany, Greece, Hungary, Lithuania, The Netherlands, Romania, Russia, Serbia**, Slovenia and Ukraine DEEMED TO BE INACTIVE Bulgaria, Macedonia, Poland and Slovak Republic NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Armenia, Belarus, Bosnia & Herzegovina, Georgia, Latvia and Moldova</p>
3	Mr. A.K. Bajaj (India) 2009	<p>REGION : ASIA ACTIVE Afghanistan, Bangladesh, Chinese Taipei, Kazakhstan, Iraq, Myanmar, Nepal, India and Uzbekistan DEEMED TO BE INACTIVE Sri Lanka NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Bhutan, Kuwait, Maldives and United Arab Emirates</p>	<p>REGION : ASIA ACTIVE Afghanistan, Bangladesh, Chinese Taipei, Kazakhstan, Iraq, Myanmar**, Nepal, India and Uzbekistan DEEMED TO BE INACTIVE Sri Lanka NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Bhutan, Kuwait, Maldives and United Arab Emirates</p>
4	Dr. Ragab Ragab (UK) 2010	<p>REGION: EUROPE & AMERICA ACTIVE Austria, Croatia, France, Israel, Italy, Ireland, Portugal, Spain, Switzerland and UK Canada and Guyana DEEMED TO BE INACTIVE Algeria, Belgium and Tunisia WITHDRAWN ON THEIR OWN Denmark NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Albania, Montenegro, Norway and Sweden</p>	<p>REGION: EUROPE & AMERICA ACTIVE Austria, Croatia, France, Israel**, Italy, Ireland, Portugal, Spain, Switzerland and UK Canada and Guyana DEEMED TO BE INACTIVE Belgium WITHDRAWN ON THEIR OWN Denmark NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Albania, Montenegro, Norway and Sweden</p>
5	Engr. Husnain Ahmad (Pakistan) 2010	<p>REGION : ASIA ACTIVE Iran, Syria, Turkey, Saudi Arabia and Pakistan DEEMED TO BE INACTIVE Jordan, Kyrgyz Republic, Lebanon and Tajikistan ADMITTED BUT NOT PAID SUBSCRIPTION Azerbaijan and Turkmenistan</p>	<p>REGION : ASIA ACTIVE Iran, Syria, Turkey, Saudi Arabia and Pakistan DEEMED TO BE INACTIVE Jordan, Kyrgyz Republic, Lebanon and Tajikistan ADMITTED BUT NOT PAID SUBSCRIPTION Azerbaijan and Turkmenistan</p>
6	Mr. Chaiwat Prechawit (Thailand) 2010	<p>REGION : ASIA & OCEANIA ACTIVE Malaysia, Philippines, Indonesia and Thailand NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Cambodia, Oman and Papua New Guinea</p>	<p>REGION : ASIA & OCEANIA ACTIVE Malaysia, Philippines, Indonesia and Thailand NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Cambodia, Oman and Papua New Guinea</p>

Sr. No.	Vice President	Allocation of Region/National Committees for 2010-11	Proposed Allocation of Region/National Committees for 2011-12
7	Prof. Kim, Tai-Cheol (Korea) 2011	Newly Elected	<p>REGION : ASIA & AMERICA ACTIVE China, Korea and Japan Mexico and USA WITHDRAWN ON THEIR OWN Cuba ADMITTED BUT NOT PAID SUBSCRIPTION Mongolia Jamaica NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Democratic People's Republic of Korea, and Laos Republic Bolivia, Costa Rica, El-Salvador, French Guiana, Guatemala, Haiti, Nicaragua, Paraguay, Puerto Rico and Trinidad & Tobago</p>
8	Mr. Adama Sangare (Mali) 2011	Newly Elected	<p>REGION : AFRICA & AMERICA ACTIVE Egypt, Mali, Niger and Nigeria** DEEMED TO BE INACTIVE Algeria, Angola, Ghana, Ivory Coast, Libya, Madagascar, Malawi, Morocco, Senegal and Tunisia Colombia, Dom. Republic, Ecuador, Honduras, Panama, Peru, Surinam and Venezuela ADMITTED BUT NOT PAID SUBSCRIPTION Burkina Faso and Cameroon NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Botswana, Gabon and Guinea</p>
9	Dr. Gerhard R. Backeberg (South Africa) 2011	Newly Elected	<p>REGION : AFRICA & AMERICA ACTIVE Ethiopia, South Africa and Tanzania Brazil, Chile, Uruguay** DEEMED TO BE INACTIVE Kenya Mozambique, Sudan, Uganda, Zambia and Zimbabwe Argentina ADMITTED BUT NOT PAID SUBSCRIPTION Chad, Mauritius, and Sao Tome & Principe NEW COUNTRIES TO BE LIAISED FOR MEMBERSHIP Central African Republic, Congo, Dem. Rep. of Congo (Zaire), Mauritania, Namibia, Swaziland, Somalia, South Sudan and Togo</p>

** Became deemed to be inactive from 1 January 2012

Active	=	55
Deemed to be inactive	=	42
Admitted but not paid subscription	=	10
Withdrawn to their own	=	03
Total	=	110

INTERNATIONAL COMMISSION ON IRRIGATION AND DRAINAGE

GUIDELINES FOR PREPARATION AND CONDUCT OF

INTERNATIONAL EXECUTIVE COUNCIL (IEC) MEETINGS AND ICID CONGRESSES / CONFERENCES

Objective

The basic objective in compiling these guidelines is to support the National Committees desirous of hosting the ICID annual International Executive Council meetings, ICID Congresses and the Conferences organized in conjunction with the IEC by way of:

- (i) Preparing the proposal for hosting,
- (ii) Making a business case, and
- (iii) Organizing the event successfully

These Guidelines are compiled on the basis of the ICID by-laws, decisions taken during various IEC meetings and the experience gained in organizing meetings over the years. The provisions in the ICID Constitution and by-laws will hold good in case of any ambiguity.

The objectives of the IEC meetings and associated Congress, Conference and the Workbody meetings, as defined in the ICID Constitution, are given priority while designing these guidelines. The fact that these meetings provide the platform for the NCs and other stakeholders involved in furthering the goals of ICID to interact, the effort shall be made to keep participation in these meetings within the affordable reach of participants from developing countries and young professionals. As such, the meetings should be, as far as possible, organized in an austere manner so that the registration fee for the events can be kept to a minimum possible. Efficient use of technology and manpower can go a long way in keeping down the costs of organizing these meetings.

These guidelines should be implemented in their spirit and not the words alone. The host NC, through its management skills can improve upon these basic requirements, keeping in view their financial impacts. In certain cases some of the clauses in these guidelines may look trivial, but they also serve the needs of the uninitiated.

As the scope of these meeting might change in the future and with the advent of new technology, these guidelines will remain dynamic and shall be reviewed periodically. As such, feedback on the efficacy of these guidelines from the organizers of the meetings is solicited.

A. Invitation to host ICID events

1. A National Committee (NC) desirous of hosting the annual meeting of the International Executive Council (IEC) either with or without Congress or a Regional Conference has to extend a formal invitation by submitting Part I of Form A (Annex 5.1(A)), addressed to Secretary General, ICID.
2. The offer for hosting an IEC, with or without Conference should be made at least 2 years in advance while in the case of an IEC with Congress, the offer shall be made four years in advance.
3. A representative of the intending host NC has to make a short (about five minutes) power point presentation about the proposal during the IEC/PFC Meeting with the help of leaflets, brochures, or a film etc.

5. Detailed proposal

4. The detailed proposal should include details of venue, the proposed registration fee structure for each event, viz. IEC meeting, the Congress, conference, workshop, seminar and details of opening and closing sessions, the social functions, study tours etc.
5. The programme of IEC meeting preceded by meetings of Workbodies and other events usually shall not extend beyond six days. Study tours of required duration are organized at the end of these meetings.
6. After acceptance of its invitation by IEC, the host has to formulate a detailed financial proposal (in Form A part II and Part III), in consultation with the Central Office, for presentation at the next meeting of PFC. The IEC approves the proposal on recommendation by the PFC clearly mentioning in its resolution, the fee structure and contribution from Registration Fees earned from the events to the ICID Budget.

7. In case, a host NC is required to withdraw its offer due to non-approval of the financial proposal by IEC or withdraws due to some unforeseen circumstances beyond its control after acceptance by the IEC, it shall so inform the Secretary General as soon as possible for taking up the matter in the next meeting of the Management Board or IEC.

C Dissemination : Announcements, Information Bulletins, etc.

8. Normally, the host NC should bring out the 1st Bulletin about the program of the events immediately after the IEC approves the detailed proposal. The content of Bulletin 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.
9. For wider publicity to the event the Host NC/ Organization Committee should set up a web site for the event and arrange posting of the bulletin and its subsequent updated versions, including the final bulletin at least nine months before the scheduled date of the event, on the website of ICID and of the Organizing Committee/NC.
10. The host NC should also:
 - (i) Directly mail to NCs hard copies of the final bulletin containing the registration form at least 9 months ahead of the program.
 - (ii) Mail the copies of the bulletin to designated invited International Organizations under intimation to Central Office.
 - (iii) Send weekly e-mail indicating latest tally of the participants registered and updated lists of NCs and names of their representatives who will attend IEC meetings, in order to allow the Central Office to send reminders, where required.

D. Venue for IEC/Congress/Conference

11. More than 30 meetings of Workbodies and about 15 side meetings take place along with each IEC meeting. Following space is required for the efficient conduct of the meetings:
 - a. The hall for opening and closing ceremony with a capacity for 1000 persons,
 - b. The hall Capacity for IEC meeting should be for 300 persons,
 - c. The meeting room for the Permanent Committees should have a capacity for 50-150 persons, and
 - d. The meeting room for ICID Working Groups should be for 40 – 60 persons.
12. Reception Hall with separate counters for registration of delegates, invitees, hotels, transportation, tours, travel bookings, rerouting, reconfirmation, money exchange, medical facilities, messages, and other services.
13. Conference Hall for the IEC meeting should be equipped with seats with desks, having microphones, audio-visual aids and a large screen. Seating for representatives of NCs and affiliated organisations should preferably be around a rectangular/circular table.
14. Conference Hall should have arrangement for interpreters, microphones, audio-visual aids, and separate desks for Central Office staff, separate desk for papers for distribution, and simultaneous translators' boxes.
15. Separate offices for President, Secretary General, Central Office Staff are required. Provide in office rooms of President/Secretary General/Central Office enough space for PCs, Internet and reprographic facilities. Provide facilities for tea/coffee, drinking water in the rooms. Assign a volunteer to attend to urgent errands from these offices, where feasible.
16. For the President ICID and Secretary General, separate offices with desk, and six chairs are to be provided. The office of the Secretary General should be located preferably next to the President's office with a desk and six chairs for visitors.
17. For Central Office professionals, another two rooms next to the Secretary General's room with computers, tables and chairs are to be provided. At least one PC with internet, printer and stationery has to be provided in each of these.

18. All the 4 rooms should be separate, lockable and should allow complete privacy as important and sensitive meetings, discussions are held there.
19. One room with at least 2 PCs, a printer and stationery is required for the translators who are required to provide translations from English to French or vice-versa of the documents.
20. 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.
21. Provide a display center for activities of NCs for them to exhibit their past achievements, present activities and future plans at the main venue. Requirement of space by NCs is ascertained in advance by the host NC/Central Office.
22. A wall space of about 400 m² will be required to accommodate exhibits (mainly posters) from active National Committees of ICID. An average about 5 to 8 m² of wall space may be allotted to each National Committee for such display, on first-cum-first-served basis. Provide spacious tables with display fix-on boards with space for about 15 posters (1.2 m x 0.7 m or A-0 size) for this display.
23. Set up special stall at a prominent place near registration desks for sale and display of ICID publications. Services of a volunteer, preferably a Junior Professional, are to be provided at the stall to assist the representative of the Central Office to manage it.
24. The venues of meetings and office rooms have to be kept accessible 24 hours during the currency of the meetings. Security personnel have to be informed accordingly and special arrangement made in advance.

E. Hotel Accommodation

25. Around 250-300 rooms are generally required for lodging participants from abroad. About 1/3rd of these rooms being double rooms. It is preferred if all participants are housed in the hotel which is the venue for meeting(s) or nearby the venue. In case this is not possible, and or the hotel is too expensive, the host can arrange hotel accommodation at two or three different tariff rates. It is desirable to house all Office Bearers and Chairs of Workbodies in one hotel, closest to the venue of the meetings, as far as possible.
26. The host NC should also explore the availability of cheap accommodation for the use of young professionals and delegates from developing countries, if they so desire to use.

F. Interpretation and Translation Facilities

27. The arrangements for recording, simultaneous interpretation of the proceedings of the IEC are of great importance.
28. Simultaneous interpretation facility is to be provided for French and English during opening session of Congress/Conference besides at meetings of IEC as well as PCSPOA, PCTA and PFC. Similarly provide services of interpreters in English/French if requisitioned during Workbody meetings and/or for Study/Technical Tours.
29. Services of translators for quick preparation of French versions of minutes of Permanent Committees are essential. The work is to be done during evening hours after availability of draft version at the end of the day and hence it often becomes critical to the success of the events.

G. Coordinators and master of ceremonies

30. A host NC often employs/hires services of a professional Conference organizing agency having suitably qualified persons for the required duration. However, designated representatives of NCs have to coordinate and supervise activities of such hired agencies. The NCs' representatives have to continuously liaise with and monitor the efficacy of the Agency and remove bottlenecks, difficulties and solve problems which come up in the last minute.
31. Representatives of the host NC have to be designated to visit IEC conference rooms for taking timely steps to obviate difficulties and meet with any last minute/unforeseen requirements. It is helpful if the NCs' designated representatives have attended previous IEC meetings and have studied various requirements.

32. Identify a Master of Ceremonies for each important event during the programme. Prepare a detailed time table for Opening and Closing Ceremonies and distribute in the house before their start. Indicate there in the sequence of speeches/keynote addresses.
33. The host National Committee should prepare the daily programme containing the day-to-day events that should be placed at the Registration Desk every morning. Draft of this programme is decided in consultation with the Central Office.

H. Registration Desk

34. A Registration Desk/ Counter is provided in a front hall of the venue duly equipped with information on registration, study tours, air tickets, money exchange, and other facilities.
35. Registration should preferably have to open on the afternoon of the previous day of arrival of 1st batch of delegates.
36. Prepare in advance registration kits for the participants/ delegates which should preferably include:
 - (i) a sheet giving details of contents of the kit;
 - (ii) folder or a document carrying case;
 - (iii) badge for each delegate and accompanying person (the badges should show at least, name – country, the first name and surname; if possible badges in different colours to distinguish between the host country organizers, volunteers, host country delegates, and other delegates);
 - (iv) floor-plans showing venues of all meetings and events, including facilities for refreshment, toilets, rest rooms, medical attendance, along with seating arrangement;
 - (v) detailed programme for delegates and accompanying persons and a detailed pocket programme;
 - (vi) a map of the city and tourist leaflets etc;
 - (vii) a small memento (optional);
 - (viii) hotel addresses, details of study tours, tour material, maps;
 - (ix) list of participants with their full address, and
 - (x) any folders provided by the Central Office

5. Information Desk

37. A separate Information Desk, near the registration area, with one attendant for giving guidance to the participants and providing general information on relevant subjects. The desk is to be manned by a fairly responsible senior person nominated by the Organizing Committee. The information Desk should be equipped with:
 - (i) A list of all contact persons with their telephone numbers,
 - (ii) list of registered delegates, their places of stay, hotel telephone numbers,
 - (iii) hotel location maps, local transport arrangements etc.
 - (iv) transport between Conference Venue and hotels,
 - (v) tours around the town and excursions, etc.

38. The study tour desk would preferably have to 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.

39. Provide location indicators/markers to guide participants at strategic locations en-route meeting halls.

J. Communication and Services

40. Provide a 'news/messages stall' 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 bulletin and provide a place for him near ICID stall to receive news/information.
41. Provide two separate notice boards near the registration counters for

- (i) **the Organizing Committee** official notices from, such as the current day's and following days' programme with changes in timing, venue and a floor plans showing all rooms of activities; and
 - (ii) **delegates** to exchange messages (Message stick-on slips are to be provided),
42. Place mail boxes/pigeon hole stands for distribution of documents to the National Committees, Chairpersons of the Work Bodies, Office Bearers, and President/SG/Central Office close to registration desk.
 43. 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. Many a time, the work has to run late into the night. Arrangement for security and access to the offices has to be ensured.
 44. Provide facility with at least 3 computers with MS Office with internet facility for Chairs of Workbodies in one separate office room equipped with services of one PC operators/typists/data entry operators for helping, drafting and word processing of proceedings/minutes of the Workbodies
 45. Make arrangement for photography during opening and closing ceremonies of Congress and meetings of IEC, Workbodies study tours, technical sessions and important social events for maintaining a record.

K. Facilities to be provided in the Meeting Rooms

46. Provide simultaneous multilingual (French) translation and recording facilities at IEC/Congress venues which is a crucial and vital aspect.
47. Arrange for drinking water and beverages (coffee, tea and light refreshments) twice at mid-morning and mid-afternoon for each day. Make drinking water available in all meeting rooms/halls. The arrangement for working lunch is optional.
48. Arrange for projection power point facilities, audio-visual, equipment like LCD, 35 mm slide projectors and overhead projectors etc. upon requirement.

L. Facilities in the Conference Hall for IEC Meeting

49. The Conference Hall should be large enough for the meeting to proceed efficiently and comfortably with proper acoustics, seating and writing desk arrangement.
50. The platform and conference room in general would preferably be decorated tastefully with flowers, banners etc.
51. It is decided to revert to seating arrangement around a rectangular table with one seat per NC. One Additional/Alternate member may sit at the back of the main representative. At the head table, seats are provided, if possible, for President, Vice Presidents and Secretary General raised 30 cm above the floor with steps on either side. Behind the head table, there should be enough room to accommodate a desk with papers/documents of the Central Office with two seated representatives.
52. A seating plan of the meeting room is to be prepared in advance in consultation with the Secretary General. The Central Office communicates to the host National Committee the alphabetical order of the participating National Committees/Committee, Presidents 12rganized and affiliated organisations representatives.
53. Boards bearing names of the NC/Committees are to be made either in the inverted V shape or in a card shape insertable into a slot on the table/stand. If possible, names of NCs would preferably have to be printed on both sides, on one side in English, on the other side in French.
54. For the Office-Bearers on the head table, the name boards should be for President, and the Secretary General by designation and by individual names for the Vice Presidents. If the layout is rectangular, the 11 Office Bearers are to be seated on one side of the rectangle at the head table.
55. Separate microphones are provided on all tables, with carefully positioned loudspeakers to avoid feedback and humming. All microphones have to be connected to the interpreters' room and audio recorder and tested in advance for attaining clear record.

56. The audio recording has to be handed over to the Central Office representative as soon as possible after the event.
57. All accessories such as writing pads, ball-point pens and 13rganiz of drinking water and glasses are to be provided. Availability of about 2-3 hostesses/volunteers to promptly distribute and collect or transmit papers in the hall when requested by the Central Office representative is necessary.

M. Social and accompanying persons Programme

58. Receptions are planned in the evenings. Short cultural programmes and entertainment events are arranged in one or two evenings. Cocktails on the first day; concerts, ballets, dances or dinners or any other programmes on the 3rd day; the closing banquet on the 5th day evening are planned duly addressing the special diet requirements in view.
59. Normally the evenings of the 2nd and the 4th day are left for receptions hosted by NCs of the next Congress/IEC meetings. National Organizing Committee should assist other National Committees who desire to host a reception or introduce a session for future ICID events.
60. Half-day or full-day sightseeing trips within the host city or near about are generally scheduled for accompanying persons on the days of the meetings. Special tours and some interesting programmes are generally also planned by the host country for the accompanying persons.

N. Study Tours

61. Two or three alternative study tours of 4-5 days duration are generally arranged. Each tour may attract a maximum of about 50 persons, including accompanying persons. The Organizing Committee generally arranges study tours to ongoing projects of technical interest, along with visits to important historical and interesting tourist places.
62. The coach journeys for the tours in each day should not be too long and tiring. The coach passengers should feel reasonably comfortable so that they can enjoy the sightseeing and/or also interact with fellow participants.
63. When more than one coach is engaged for a trip, one of the coaches can be kept reserved for French-speaking participants.
64. One representative preferably a bi-lingual from the Organizing Committee is generally required to accompany each coach of the tour. The person provides a commentary on public address system on the places to be visited and sights seen during the tour.
65. During a tour, pre-recorded taped commentary both in English and French could be played for participants. A canopy or shelter, if provided at a site is used for the visitors to listen to the recording, while studying photographs or diagrams or other visuals.
66. Visits are planned down to the minute details and each step is carefully timed so that the schedule proceeds without any confusion and the visit is completed in the allotted time. It need not be too slow so as to cause loss of interest nor need it be too rushing to disallow appreciation. The persons in charge of the Tour and the visit have to keep track and stick to the planned time table.
67. Distribute to all participants pocket-size programme cards in English/French for reference during the tours. Separate card for the programme and time table for a tour day is preferable. Provide on one card complete list of participants of the tour and the designated coaches they are travelling.

O. Miscellaneous: Receiving at the airport and departures

68. 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 National Committee may provide transport to the hotels or extend assistance to delegates in reaching their hotels.
69. Arrange for return journey reconfirmation and facilitation of change of programme for participants.
70. Send the record of important photographs with dates and events indicated on the back to Central Office within 15 days after the meetings for record and publishing.

71. Hand over the material for inclusion in the ICID Newsletter/News Update for publicity to Central Office representative at the end of the event before departure.
72. A complete set of papers distributed to the delegates during the study tours, selected photographs of works to visit and a write up about places to visit and a general report on all the study tours is to be handed over to the Central Office staff.

P. Policy and rules regarding Registration

73. One delegate each from designated International Organizations as approved by the President in consultation with Organizing Committee when invited by the Central Office is allowed to participate without payment of registration fees.
74. The President, Secretary General and the representatives of the Central Office are exempted from paying registration fee.
75. There are two types of participants at these events; (i) those who want to attend all the events and (ii) others who are interested only in some or all side technical events such as workshop/seminar/regional conference etc.
76. At the time of a Congress, the registration fee for Congress participants includes these events too. In case any participant wants to attend only the workshop/seminar, then the registration fee is separately charged at the time of registration. There may be some professionals who want to attend the seminar/workshop and listen to proceedings but not avail/purchase the transactions nor get them registered at the seminar/workshop. Such individuals are to be encouraged and allowed to attend the technical proceedings as Observers at a reduced registration fee. At the time of an IEC meeting, if a technical workshop/seminar/regional conference is also held, a suitable separate registration fee is to be charged.
77. Such separate registration fee for technical events at an IEC/Congress is decided and notified by the Host National Committee in consultation with the Central Office, in advance.
78. The host NC should submit detailed Financial Returns in Form B to the Secretary General within three months of the event in order to account for and incorporate contribution to the ICID Budget.

Q. Additional Points for Congresses

79. 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.
80. The first announcement should be disseminated during the immediate next IEC meeting. The contents of the first announcement should include:
 - (i) Venues of IEC Meetings and Congresses, Brief introduction of ICID,
 - (ii) logo designed for the Congress,
 - (iii) Member countries and Year of Joining ICID,
 - (iv) letter of invitation from the President of ICID,
 - (v) letter of invitation from the Chairperson of the Congress Organizing Committee,
 - (vi) letter of invitation from the Chairman of Host National Committee,
 - (vii) important dates to remember,
 - (viii) the questions and topics of the Congress,
 - (ix) Program outline,
 - (x) Study tour information,
 - (xi) Congress Preparatory (Organizing) Committee and
 - (xii) Preliminary registration form.
81. After disseminating the First Announcement, the host National Committee should work 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:

- a) Call for Papers,
 - b) Guidelines to authors for preparation of papers accepted by Special Committee,
 - c) Guidelines to authors for preparing electronic and hard copies,
 - d) guidelines for preparing abstracts and “summaries and conclusions” of papers for ICID Congresses,
 - e) 15rganiz to be completed by authors while submitting detailed “summary and conclusions” of proposed paper, and
 - f) Accommodation information.
82. ICID Central Office appoints General Reporters and Panel Experts for Questions and Special Session to review and select papers.
83. The Third (final) Announcement should be disseminated one year prior to the Congress. The contents of the Final Announcement should include:
- (i) Member countries and Year of Joining,
 - (ii) Logo of the Congress, Brief introduction of ICID,
 - (iii) Letter of invitation from the President of ICID,
 - (iv) Letter of invitation from the Chairperson of the Congress Organizing Committee,
 - (v) Letter of Invitation from the Chairperson of Hosting National Committee,
 - (vi) List of National Organizing Committee Members,
 - (vii) Venues of IEC Meeting and Congress,
 - (viii) Key dates,
 - (ix) Congress Theme and Scope of Congress Topics, Special Session and Seminars,
 - (x) Lists of General Reporter and Panel of Experts for Questions,
 - (xi) Schedule of Preliminary Program,
 - (xii) Exhibition information,
 - (xiii) Detailed Itinerary of Study Tours,
 - (xiv) Detailed Information on Accommodation,
 - (xv) Information on Weather, Currency and Banking, Voltage and Power Supply,
 - (xvi) Registration Form and Other information as considered relevant for visiting the host country.
84. The host National Committee should report progress on the preparation of the Congress at IEC meetings.
85. 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.
86. Exhibition and National Committee Display need to be arranged. The invitations to exhibitors and National Committee should be widely disseminated.
87. By keeping, close contact with the ICID Central Office, the final detailed programme should be edited and completed two months before the Congress.
88. 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.
89. The hall capacity for Opening and Closing Ceremony should be for 1000-1500 persons.
90. The toolkit should also include a CD containing the abstracts of all the papers.
91. There is always scope for improvement. The National Organizing Committee can do much more than above to make the event a grand success.
-



ICID•CIID

INTERNATIONAL COMMISSION ON IRRIGATION AND DRAINAGE (ICID)

PROFORMA TO FACILITATE APPROVALS FOR HOSTING ICID EVENTS

This Proforma is provided to make the National Committee intending to host an ICID event (*IEC meetings, Congress, Regional Conference, Micro Irrigation Congress and Drainage Workshop*) aware of the general arrangements required to be made for the successful conduct of the event and prepare a business case.

The National Committee intending to host an event and extend an invitation would be required to submit their proposal by filling only section I General of the Proforma. They will find the other sections of the proforma very useful while extending the invitation.

The National Committees whose invitation to host ICID events has been accepted by the IEC in accordance with by-law 5.1 should submit this Proforma duly filled, as realistically as feasible, in order for IEC, (through the PFC), to review and assess the proposal for approval of the event in terms of by-law 5.8.

These Proforma shall be submitted in accordance with the time schedule (in terms of years before the event, shown as (-)) set by the by-law 5 and consolidated in the table below. These proforma should be sent to the Central Office at least two month in advance of the IEC meeting where the invitation/ approval of IEC are solicited.

Time Schedule for different approvals various ICID Events

Event	Acceptance of invitation by IEC	Approval of Financial Arrangements	Approval of general arrangements	Any other
IEC Meeting with Congress	(-) 4 years	(-) 2 years	(-) 2 years	
IEC Meeting with Regional Conference	(-) 2 years	(-) 1 years	(-) 1 years	
IEC Meeting	(-) 2 years	(-) 1 years	(-) 1 years	
Regional Conferences/ Drainage Workshop/ Micro-Irrigation Congress	(-) 2 years	(-) 1 years	(-) 1 years	

5. GENERAL

1. **Name of the National Committee:** _____

2. **Name of the Meeting:**

IEC (only)	Year _____
IEC+ Regional Conference	Year _____
IEC + Congress	Year _____
Regional Conference/ Micro irrigation Congress/ Drainage Workshop	Year _____

3. **City/town** where the meeting is proposed to be held: _____

4. **Conference venue:** Hotel/ Conference centre _____

5. **Proposed dates/ month of the meeting:**

keeping in view the best period for consideration of a salubrious weather and the preceding and the following (if known) ICID meetings

Meeting duration excluding study tour duration:

IEC:4-5 days

Dates _____

IEC + Regional Conference: 5-6 days;

Dates _____

IEC + Congress: 6-7 days;

Dates _____

Regional Conference / Micro Irrigation Congress / Drainage Workshop: 3-4 days

Dates _____

II. LOGISTIC ARRANGEMENTS

6. Anticipated attendance at the meeting

- From the inviting / host country _____
- From other countries _____
- From international organizations _____
- Total _____

7. Available Conference space¹

Capacity

- (a) Conference Hall (CH) for Opening and Closing Ceremony CH _____ Persons
- (b) Meeting Hall (MH) for holding Regional Working Group, PCTA meetings/ Special session/ Workshop
 - MH 1 _____ Persons
 - MH 2 _____ Persons
- I Committee Rooms (CR) for holding workbody meetings
 - CR 1 _____ Persons
 - CR 2 _____ Persons
 - CR 3 _____ Persons
 - CR 4 _____ Persons
- (d) Separate office rooms in the premises of the venue for:
(Write 'A' if available, and 'NA' if not available)
 - President, ICID (min 20 sq m) _____
 - Secretary General, ICID(min 20 sq m) _____
 - ICID Secretariat (min 40 sq m) _____
 - Chair/ President National Committee (NC) (min 40 sq m) _____
 - Secretariat of the NC _____
 - Room with Computers to work for Chairpersons of WBs _____
 - Interpreters and Translators _____
 - Photocopying facilities _____
- (e) Exhibition space (optional) _____
- (f) In addition there should be an Accompanying persons room, Waiting lounge for participants and First-aid/medical room

¹ Requirement of Hall capacity (CH) - for IEC (about 300 persons); IEC + Regional Conference (about 500 persons); IEC + Congress (about 1000 persons); Regional Conference/ Micro irrigation Congress: (about 400 persons); Meeting Hall (MH) capacity (60-100 persons); At least 5 Committee rooms (CR) seating capacity of about 30-40 persons.

5. Conference facilities need to be provided:

- (a) Facility counters for general information, Registration, local visits, study tours, return Journey confirmation counters
- (b) National Committees/ Committee mail boxes (in the form of pigeonholes)
- (c) Simultaneous interpretation facility in
 - the CH for opening and closing ceremony
 - the CH for IEC meeting
- (d) Facility for audio recording of IEC proceedings (*Proceedings are to be recorded on CDs in MP3 format*)
- (e) Quality 19rganized19rs (in case of an IEC, two interpreters from French to English and two from English to French – total 4) (Interpreters should *have done interpretation work for similar international technical conferences in the past?*)
- (f) For study tours bilingual guides and literature in English and French are *desirable*.

5. Proposed arrangements for stay of delegates.

Provide range of hotel tariffs as below:

Category of Hotel	Tariffs US \$ per day	
	From	To
A (5-Star)		
B (4-Star)		
C (3-Star)		
Other cheap accommodation		
<i>(Hotels should preferably be within walking distance from conference venue, as far as possible)</i>		

5. Suggested schedule for issue of Conference/Congress Bulletin

To be issued by dates

- First Bulletin _____
- Second Bulletin _____
- Final Bulletin _____

III FINANCIAL ARRANGEMENTS

5. Anticipated (Estimated) Costs

- | | | |
|--------|---|--------------------|
| (i) | Estimated cost of conference facilities | US \$ _____ |
| (ii) | Cost of interpretation of conference proceedings
and in- session translation of documents, etc. | US \$ _____ |
| (iii) | Cost of hospitality (tea, coffee, working lunches,
cultural programs (if any) etc. : | US \$ _____ |
| (iv) | Cost of hiring exhibition space (if any) | US \$ _____ |
| (v) | Any other costs (e.g., cost of conference bulletins etc) | US \$ _____ |
| (vi) | Support for participation of ICID Central Office staff ²
and exemption of registration fee for International
Organizations | US \$ _____ |
| (vii) | Share cost of Registration Fee payable to ICID ³ | US \$ _____ |
| (viii) | Cost of organizing technical/study tours | US \$ _____ |
| | Total estimated cost | US \$ _____ |

5. Anticipated Revenue

(a) Proposed registration fees⁴ structure

(i) applicable for the members

- | | |
|-------------------------------------|-------------|
| • Local Delegates | US \$ _____ |
| • Foreign Delegates | US \$ _____ |
| • Young Professionals ⁵ | US \$ _____ |
| • Retired Professional ⁶ | US \$ _____ |
| • Accompanying persons | US \$ _____ |

² Please see Important Note I, II, and III below

³ Please see Important Note IV below

⁴ Please see important note VI below

⁵ Young professionals (below 40 years of age on the date of registration)

⁶ Age prescribed is 62 years

(ii) Applicable for the non-members

- Non-member delegates US \$ _____
(fee for non-member delegates could be
up to one and a half times)

(iii) Exhibitor's fee (if any) US \$ _____

(b) Anticipated total receipts from registration and exhibitor fees US \$ _____

I Other incomes (such as advertisements etc) US \$ _____

(d) Total Revenue from the event US \$ _____

5. Raising additional Resources

State in detail how additional resources [(11-(12))] are
proposed to be raised (*Additional page can be used*)

14. Authorized representative of the host National Committee

Name and designation _____

Date and Place _____

Signature _____

IV. IMPORTANT NOTES

These notes must be read in conjunction with Article 8 of ICID Constitution and ICID By-Law 5

- I. The full lodging, boarding and study tour costs in respect of President, Secretary General and Executive Secretary, ICID are to be borne by the host National Committee. For Congress there will be an additional Central Office professional to be supported. (*Decision taken under item 6 of 41st IEC meeting at Rio de Janeiro in 1990*)
- II. The President, Secretary General and Executive Secretary, ICID are exempted from registration fee. For Congress, there will be an additional professional whose registration fee will also be waived.
- III. One delegate each from international organizations invited by the Central Office on behalf of ICID is to be exempted from payment of registration fee (about 5-10 delegates from international organizations may be expected).
- IV. A 50% share of registration fees for the Congress, 15% share of registration fees for the IEC meeting (*with or without Regional Conference*), and 5% share in case of a separate Regional Conference/ Micro irrigation Congress/ Conference will be payable by the host National Committee to ICID and payment will be made to Central Office within 3 months after conclusion of an event. (*Decision taken under item 11 of 60th IEC meeting at New Delhi in 2009*)
- V. In terms of By-laws 5.3 “Representatives and delegates of all member countries are entitled to participate in every Council meeting, Regional Conference and Congress. A National Committee, when extending an invitation for hosting a Congress or a Council meeting in its country, should after consulting its Government, intimate as to the probability of participation of nationals of all participating countries. This will inter alia, be an important consideration in determining the venue of a Congress or a Council meeting”.
- VI. The National Committee should clearly specify whether:
 - (a) Local delegates, and registrations provided to sponsors, are charged at full registration fee unless specified,
 - (b) Is there a separate registration fee for workshops? (Specify the total fee for all workshops in the table, but specify here the fees for each workshop).
 - (c) Is there a special discount for early registration and the dates for closure of early registration?
 - (d) Accompanying person’s registration fee should be clearly specified including if this registration fee includes any tours or they are charged separately,
 - (e) Is there a refund (*or a percentage there of*) of the Registration Fee if the Registered Delegate, due to genuine circumstances (*like personal ill health, war like situation, terrorism threats, natural calamities etc.*) intends to cancel his participation and seek (*some*) refund?” including the Refund deadline.
- VII. In order to encourage the NCs to share the information mutually beneficial, all NCs have to be provided opportunity to display their material. For the purpose they are to be provided free space of 10 sq m. for display of material.
- VIII. Is there a separate fee for technical tours? If so, specify the total fee for all technical tours during the event in the table {i.e. not the post event tour}, but specify the fees per tour.



ICID-CIID

INTERNATIONAL COMMISSION ON IRRIGATION AND DRAINAGE

PERMANENT FINANCE COMMITTEE

FINANCIAL RETURN FOR AFTER ICID CONFERENCES / CONGRESSES

Name of the Event: _____

Location: _____

Organized by: _____

Date of the event: _____

5. FOREIGN DELEGATES

Sl. No.	Category	No. of delegates anticipated	Registration Fee (US Dollars)	Early Registration Discount (US Dollars)	Anticipated Income (US Dollars)
1	Full Registrations				
2	Young Professionals				
3	Retired Professionals				
4	Sponsored Registrations				
5	Workshop Sessions				
6	Accompanying Persons				
7	Technical Tours				
	Total				

5. LOCAL DELEGATES

Sl. No.	Category	No. of delegates anticipated	Registration Fee (US Dollars)	Early Registration Discount (US Dollars)	Anticipated Income (US Dollars)
1	Local Members				
2	Local Non-Members				
3	Retired Professionals				
4	Young Professionals				
5	Workshop Sessions				
6	Technical Tours				
	Total				

5. TOTAL INCOME

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

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

*Congress – 50%; International Executive Council
(with or without Regional Conference) – 15;
other ICID events – 5%*

Balance = US \$ _____

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

INTERNATIONAL COMMISSION FOR IRRIGATION AND DRAINAGE

WORLD IRRIGATION FORUM

CONCEPT NOTE

1. Introduction

Food security and the increasing pressure on the natural resources, combined with the increasing climate variability have brought forward the importance of irrigation. The plight of smallholder farmers eking out a subsistence living based on rain-fed agriculture is likely to be worsened under the new climatic variability endangering their food security, despite sufficient food production during the past few years. The food security efforts have to focus on building resilience of the most vulnerable population. To ensure food security at all levels the small farmers have to be made more climate resilient so that the risks that they take are more viable and then small-holders can attract investments. Expansion of irrigation, therefore has become more critical in all its forms and interaction with other stakeholders and actors in the area of food security is crucial for fulfilling its mission and objectives. This need has been very well recognized by ICID by making suitable adjustments to its Constitution and objectives in 1992 and 1997.

2. ICID Internal and External reviews

The ICID external review carried out in 2008 had addressed the question of frequency of Congresses, IEC and made observation on the focus of these meetings. Another conclusion of the external review states:

"ICID seems to have well responded to the attention given to global water and food issues. However ICID is now giving less attention to its mission of developing and promoting the arts, sciences and techniques in managing water and land resources for irrigation and drainage through its international events and activities".

The above observation reflects the uncomfortable mix of social, management and global issues at the cost of technical in-depth discussions. Some of the people regretted that there was too much drift and not enough attention was being paid to technical issues. Another observation of the External Review has been that the decline in membership of ICID was not occurring because the Commission performance has dropped, but rather because there are now many competing specialist organizations which appear to have greater resources and are outperforming ICID.

Modernization of irrigation service through upgrading existing infrastructure is a challenging technical and institutional problem. New solutions are needed, based on new management options and widely available technologies. The most significant change in institutional arrangements in recent years has been the participatory irrigation management movement and the resultant formation of water user associations. In some countries, associations have been much more successful than government agencies in recovering costs through higher charges and higher collection rate. However their impact on system efficiency and productivity has been mixed.

The approaches of all the actors involved in agriculture water management are changing, at a satisfactory pace in some areas but slowly in others. Globally there have been changes in knowledge, attitudes and politics regarding agricultural water management and the environment. The adaptation to the forces of change has been more advanced in hydropower and water supply infrastructure than in the public irrigation sector. A change in the approach to improving the performance of the large and medium scale irrigation systems is needed. And ICID community, collectively, has to show the way.

ICID is one of the few institutions that organize annual meetings at such a scale. Although the annual meetings bring a wide number of experts together to have technical deliberations, participation of various other actors from outside the ICID community is very much limited. Bureaucratic processes seem to dominate its meetings, thereby discouraging various partners from participating even in the technical deliberations. One factor that fails to invoke the interest of outside community is the way these meetings are advertised.

3. Need for Reformatting the Annual meetings

In the past, at the time of most of the annual IEC meetings, Regional Conferences with certain topic have been held. On certain occasions, by default, the meeting has been advertised in the name of conference instead of as an IEC meeting. Instead of such default slipping in that can attract outside interest, ICID should deliberately advertise these annual conference/ congresses in such a manner so as to attract the interest of all stakeholders.

It is therefore appropriate that we reconsider renaming of our annual meetings. No doubt one of our main functions of the annual meeting would be to organize the IEC and the related technical and administrative meetings. However, the pre-meetings of the technical working groups could, combined with workshops involving/ lead by other stakeholders could be presented in a format that invokes the interest of our partners and other stakeholders so that while on one side ICID could meet its objectives, at the same time it can listen to the needs of other stakeholders and have a better outreach to disseminate its messages.

4. The Proposed Format

In view of the above it is for consideration whether we should restructure various Congresses, IEC, Micro-irrigation Conferences etc. in the following manner.

1. **2013, 2016, 2019... World Irrigation Forum (WIF):** With focus on stakeholder's participation and a political section bringing together Ministers. This will give opportunity to interact with all stakeholders, from the policy makers, businesses, researchers in all related fields and disciplines (agriculture, water management, energy, health, environment etc), farmers and general public.
2. **2014, 2017, 2020...ICID Congresses:** With Focus on technical issues providing opportunity for in-depth discussions. These Congresses should continue to be on the same pattern as presently followed. They could address four questions – two addressing the purely technical issues and two addressing the global issues as suggested by the internal review. The stakeholders here will be more at the managerial, researchers' level including all present partners from various disciplines. Alternate Congress may also include the Micro-irrigation Conference based on the expertise and preference of the host NC.
3. **2015, 2018, 2021... IEC:** With focus on internal issues of the Commission both, administrative as well as technical like reviewing the WGs, any administrative reforms etc, accompanied by a Regional Conference on the lines of the present arrangement.

5. World Irrigation Forum

5.1 Objective

With the mission to stimulate and promote the irrigation, drainage and flood management, ICID presently has a unique niche in this area, being the only organisation dealing with various facets of irrigation and drainage. It is for consideration that before any other institution starts an Irrigation Forum, ICID should establish such a forum to be organized once every three years. The concept of the forum, on the lines of World Water Forum is to bring together all the stakeholders involved in irrigation of all types and all scales. It will include the policy makers, experts, research institutions, nongovernmental organizations and farmers. Recently, ADB has launched an Asian Irrigation Forum(AIF).

The objective of the WIF would be to:

- To support multi- disciplinary discussions towards the solution to water management in agriculture in the 21st century
- To keep abreast of latest irrigation and drainage policies, innovations and technologies
- To develop liaison/ collaboration with other national / international institutions/ organizations/ private sector working for irrigated agriculture
- To initiate concrete inter-disciplinary proposals
- To generate political commitment

5.2 *Format of WIF*

The format for WIF would be similar to the one for the Congress. The WIF will continue for the first three days followed by four days of IEC: Permanent Committees and the IEC meeting itself. The total duration of WIF and the IEC would be seven days. A very preliminary sketch of the possible schedule is shown in Chart 1.

5.3 *Stakeholders in WIF*

About 75 percent of the members are affiliated either to a central government ministry or are academics either from universities or research organizations or both. Besides those from universities and research organizations, the majority of delegates from many countries are essentially from the central departments of ministries involved in irrigation development such as ministries of agriculture, ministries of irrigation or water resources, and ministries of environment. Some delegates are from province or state ministry level agencies, where institutions are decentralized. However, very few delegates consistently represent either the user associations or the management of medium or large schemes.

The number of delegates to ICID Congresses range from about 500 to 800, with a peak of over 1000 from about 50 to 60 countries. The number of delegates to IEC meetings range from 300 to 500 representing about 35 to 42 countries. Excluding the one-time participants from the host country, the number of participants to ICID Congresses ranges from 400 to 500, and the attendance to IEC meetings is relatively stable around 230-260. It is estimated that on a conservative estimate we can expect about 1000 participants during a WIF.

5.4 *Financial arrangements*

It is hoped that in line with the World Water Forums, with a little effort, the WIF could be a self-supporting event and may even generate extra income for the Commission and the Host NC depending on the capacity of the organizing National Committees.

Chart 1

POSSIBLE TIME OUTLINE OF WORLD IRRIGATION FORUM

Day / Date	I		II		III		IV		V		VI		VI			
	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	FN	AN		
	World Irrigation Forum							WGs, Committees and IEC Meetings								
					WGs Meeting/ Workshops				WGs Meeting/ Workshops							
					WGs Meeting/ Workshops				WGs Meeting/ Workshops							
						PFC										
						PCTA										
						PCSO										
					Exhibition								IEC			

- Better interaction with other partners.
- Showing the outcomes.

INTERNATIONAL COMMISSION ON IRRIGATION AND DRAINAGE

STRATEGY FOR COOPERATION AND COLLABORATION WITH INTERNATIONAL ORGANIZATIONS

Constitutional Provision

In accordance with the Art 9.1 of ICID Constitution, the representatives of International Organizations may be invited to its Congresses, Symposia, Special Sessions, Seminars, and Committees dealing with technical matters. In addition, the Council may decide to grant the status of Permanent Observer to the representatives of international organizations, scientific societies, development agencies, international financial institutions and U.N. agencies. The concessions such as exemption from registration fees or other facilities to be given to these representatives, if any, are to be determined by Council.

Similarly, in accordance with Art 9.2 the Council may arrange with other international organizations to hold joint meetings, conferences and deliberations or to carry out jointly with them activities, studies, surveys and investigations, on subjects within the scope of activities of ICID. The Commission may also participate in the work of the prestigious international bodies, which may be established for more comprehensive management of water resources, other natural resources and the environment.

Issues

While implementing these provisions following issues have been encountered during the years:

1. The NCs organizing various ICID events have questioned the exemption of registration fee to the representatives of the International Organizations from time to time,
2. A number of International Organizations while inviting ICID to collaborate on certain activities have at the same time required ICID to pay for the participation,
3. Any collaboration requires demarcation of resources, and
4. Some International Organizations have expressed their desire to be full members of the Commission.

Distinguishing between collaboration, cooperation and coordination

As a strategy, it is important for ICID to clearly distinguish its working relations with various International Organizations. It is important that we distinguish the organizations with whom we collaborate, cooperate or coordinate.

Collaboration is the ability of two or more people/organizations to share complex information over time and space on an on-going basis for a common goal. *Cooperation* is about saying and doing things that make working with others an agreeable and constructive experience. A group can be cooperative, however, while only producing a routine outcome.

Coordination is about all the parts of a system working together efficiently – each part knows what to do, when to do it, in what order, and where the output needs to go next. It's about efficient and effective relationships between the parts, but like cooperation it may not produce anything that wasn't there before.

Collaboration over the years

During the last thirty years ICID has collaborated with FAO, World Bank, ADB, on a substantial basis with good effect and successfully moved the ICID agenda forward. While collaboration with WB has literally been at a standstill, particularly after WB stopped support to IPTRID and subsequently INPIM. Perhaps it has to do something with the WB's policy shift. But ICID may need to take a soul searching as well. SARIA and ARID, during the last two decades have collaborated with ICID on a sub-regional basis and have been successful in reaching out to the Irrigation agencies in African countries.

The only International Organization with which ICID had a long-term collaboration is FAO with whom ICID has collaborated both on program as well as project basis. FAO has been a very close partner of ICID for long time. Together, ICID and FAO have produced a number of technical publications on many aspects of irrigation and drainage. Together the two organizations have been collaborating and jointly organized sessions at WWFs and other events.

Collaboration with WWC has been confined to ICID supporting WWC's program and not the other way.

Strategy orientation for 2012-2022

There is no easy formula for deriving the benefits of greater collaboration, it is important to think carefully about what benefits we are looking for, and whether it requires surface or deeper collaboration, what elements of a collaboration strategy will help achieve those benefits now and in the short/long term, and if we have appropriate measures to support our efforts.

The starting points in improving any collaborative process are understanding the goal and understanding the people who will be involved in the process. Who are your participants? How are they currently interacting? Is there strong shared language among the participants? How are they engaged, continuously, intermittent, online or face to face collaboration. It is important that they work on goal specific work and later such collaboration could be moved on to knowledge work.

Now, all of these elements can be important contributors to a collaboration strategy, but given the benefits ICID is seeking – and over the next ten years timeframe – which elements might it be best to focus on. For example, changes in the organizational culture are likely to be needed over time, but culture change is very difficult to accomplish.

Awareness, information and education and assessment of collaborative capabilities and mobilization of all resources are important for implementation of collaborative arrangements. It is important to organize to achieve the goals more efficiently and effectively through greater collaboration, e.g., power/authority distribution, roles and responsibilities. At the same time it is important manage flows of activities and communications between knowledge workers and groups to generate collaborative advantage. To be successful in collaboration as to how to identify, develop, and sustain competencies needed for working and leading in a collaborative environment and at the same time utilize new technologies/platforms to enable quality cross-border collaboration.

Suggested Modalities

1. Collaborative partners should be chosen on merit where the Commission intends to really pursue with definitive objectives, should be kept at a minimum and all the collaborative partners be exempted from registration on a reciprocal basis.
2. The International Organization with whom ICID has cooperative arrangement should be categorized as follows:
 - a. Collaborative partners: FAO, ADB, UNDP, SARIA, ARID and
 - b. Cooperative partners: WB, UNESCO, WMO, IAEA....
 - c. Coordinating partners: All Others
3. ICID should earmark sufficient resources for its collaborative programs, projects or activities if it has to work with these organizations