



**ICID•CIID**

## **ICID Handbook of Procedures**

Last Updated on February 2024





# ICID Handbook of Procedures

## CONTENTS

<b>Section 1: Application for membership by the National Committee</b>	<b>1</b>
1.1 Application Form	<b>3</b>
1.2 Statement setting out criteria for reporting figures on area irrigated and area protected by drainage works in each member country	<b>5</b>
1.3 Computation of Annual Subscription	<b>6</b>
<b>Section 2: Application form for Direct Membership</b>	<b>7</b>
2.1 Application form for Direct Membership - Companies and Institutions	<b>9</b>
2.2 Application form for Direct Membership – Individual(s), Retirees and Young Professionals	<b>11</b>
2.3 Terms of Direct Membership	<b>13</b>
2.4 Subscription Structure for Direct members	<b>15</b>
<b>Section 3: Establishment of Working Groups</b>	<b>17</b>
3.0 Establishment of Working Groups	<b>19</b>
<b>Section 4: Guidelines for Preparation and Conduct of ICID Events</b>	<b>21</b>
4.1 Guidelines for Preparation and Conduct of International Executive Council (IEC) Meetings and ICID Congresses / WIF / Conferences <sup>1</sup>	<b>23</b>
4.1.1 Objectives	<b>23</b>
4.1.2 Invitation to host ICID events	<b>23</b>
4.1.3 Detailed proposal	<b>23</b>
4.1.4 Dissemination: Announcements, Information Bulletins, etc.	<b>24</b>
4.1.5 Venue for IEC/Congress/Conference	<b>24</b>
4.1.6 Hotel Accommodation	<b>25</b>
4.1.7 Interpretation and Translation Facilities	<b>25</b>
4.1.8 Coordinators and master of ceremonies	<b>25</b>
4.1.9 Registration Desk	<b>26</b>
4.1.10 Information Desk	<b>26</b>
4.1.11 Communication and Services	<b>26</b>
4.1.12 Facilities to be provided in the Meeting Rooms	<b>27</b>
4.1.13 Facilities in the Conference Hall for IEC Meeting	<b>27</b>
4.1.14 Social and accompanying persons Programme	<b>27</b>

<sup>1</sup> Approved at 63<sup>rd</sup> IEC meeting at Adelaide, Australia on 28 June 2012



4.1.15	Study Tours	.....	28	
4.1.16	Miscellaneous: Receiving at the airport and departures	.....	29	
4.1.17	Policy and rules regarding Registration	.....	30	
4.1.18	Additional Points for Congresses / World Irrigation Forum	.....	31	
4.2	Guidelines for Conduct of Congress Technical Sessions	.....	32	
4.2.1	Duties and Responsibilities of Session Officers	.....	32	
4.2.2	Conduct of Technical Sessions - Congress Questions and Special Session	.....	33	
4.2.3	Symposium	.....	34	
4.3	Proforma (Form A) to Facilitate Approvals for Hosting ICID Events <sup>2</sup>	.....	35	
4.4	Financial Statement (Form B) to be submitted after ICID Conferences / Congresses / World Irrigation Fora	.....	42	
4.5	Guiding Principles for Choosing Themes for Future ICID Events	.....	43	
4.6	Proforma for Hosting International Workshop during ICID annual meetings	.....	44	
4.7	Letter of Agreement for Hosting ICID Events	.....	47	
<b>Section 5: ICID Awards</b>			.....	63
5.1	WatSave Scheme	.....	65	
5.2	Best Performing National Committee Award (BPNCA) Scheme	.....	71	
5.3	Best Performing Workbody Award (BPWA) Scheme	.....	78	
5.4	ICID's "World Irrigation and Drainage Prize"	.....	81	
5.5	Recognition of World Heritage Irrigation Structures (WHIS)	.....	85	

---

<sup>2</sup> Approved by 63<sup>rd</sup> IEC meeting at Adelaide, Australia on 28 June 2012

**SECTION 1:**  
**Application form for membership by the National Committee**





### 1.1 Application Form for Membership by the National Committee<sup>1</sup>

The International Executive Council  
International Commission on Irrigation and Drainage  
48 Nyaya Marg, Chanakyapuri  
NEW DELHI 110 021, **INDIA**

Dear Sir,

I have the honour to apply on behalf of Government / National Committee of \_\_\_\_\_ for the admission of \_\_\_\_\_ to membership in the International Commission on Irrigation and Drainage.

The National Committee of \_\_\_\_\_ pledges itself, if admitted as a member country in the International Commission on Irrigation and Drainage:

- to abide by the rules of procedure laid down in the Constitution and By-laws,
- to accept the obligations contained in the Constitution and the By-laws,
- to make the financial subscription fixed by the International Executive Council as its share of the Commission's expenses.

The address of the National Committee at which correspondence may be addressed in future will be:

Name: \_\_\_\_\_

Street Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

P.O. Box: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

As laid down in Article 4 of the Constitution of ICID, I enclose the Constitution of the National Committee/ or The Constitution of the National Committee is being framed and its copy will be sent to the Central Office as soon as finalized.

The National Committee of \_\_\_\_\_ seeks admission with effect from the calendar year \_\_\_\_\_. In order to enable the Council to determine the amount of our Annual subscription, I give below the necessary annual statistical figures (based on the criteria set out in Annex to this Appendix to the By-Laws of ICID) relating to:

Area irrigated annually	_____	ha
Area protected by drainage	_____	ha
Area protected through flood management works	_____	ha
Total:	_____	ha

<sup>1</sup> Modified version approved at 63<sup>rd</sup> IEC meeting at Adelaide, Australia on 28 June 2012.



ICID•CIID

Annual subscription to the United Nations as percentage of the total expenditures of the United Nations \_\_\_\_\_

Dated \_\_\_\_\_

At the City of: \_\_\_\_\_

Signature of Authorized Officer: \_\_\_\_\_

Full Name of Authorized Officer \_\_\_\_\_

(Affix official stamp if available)







## 1.2 Statement Setting out Criteria for reporting figures on Area Irrigated and Area Protected by Drainage Works in each member country

Figures of areas benefited will be required under two headings:

- (a) Irrigation
- (b) Drainage

For the purpose of calculating each country's interest, the area benefited will be taken as the sum of (a) plus (b).

### **Irrigation**

The figure required is the area capable of being irrigated by existing installation or equipment together with the additional area which will be capable of being irrigated during the next five years.

The word "capable" should be interpreted as including the whole irrigable area covered by irrigation systems and not simply the area irrigated in each year.

It applies to the net area and should exclude such things as channels, roads, buildings and the like.

### **Drainage**

The figure required is the area which for agricultural purposes depends upon any form of artificial (man-made) drainage works together with any areas depending upon the maintenance or improvement of natural channels.

- (1) Land depending upon more than one form of drainage works should be included once only.
- (2) Land which is irrigated and also drained should be included under irrigation and not under drainage (that is, it counts once only).

## 1.3 Computation of Annual Subscription

Online calculation available at: [http://www.icid.org/nc\\_subn\\_calculation.html](http://www.icid.org/nc_subn_calculation.html)





**SECTION 2:**  
**Application Form for Direct Membership**



**2.1 Application Form for Direct Membership<sup>1</sup>:  Companies /  Institutions**

(Fill Only Relevant Portions)

<b>I PROFILE</b>	
1. Name with Acronym	
2. Date of Establishment	
3. Country of Establishment <sup>2</sup>	
4. Purpose/Mission*	
5. Annual Gross Turnover ( <i>for companies</i> ) <sup>3</sup>	
6. Number of employees ( <i>for institutions</i> )	
7. Any branches/divisions in other countries*	
8. Geographical Scope	<input type="checkbox"/> International <input type="checkbox"/> Regional <input type="checkbox"/> National
9. Core Activities* ( <i>not more than 250 words</i> )	
<b>II CONTACT DETAILS</b>	
10. Postal address:	
11. Telephone and Fax No. with country code	
12. Website	
13. Name of the Contact Person Designation Telephone with country code (indicate work, home, mobile, and fax) Address ( <i>if different from that given at sr. no. 10</i> ) E-mail	
14. Provide full contact details of nominees to receive the entitlements as per the Subscription Structure shown in Terms of Direct membership	

<sup>1</sup> Approved by 63<sup>rd</sup> IEC meeting at Adelaide, Australia on 28 June 2012<sup>2</sup> Please provide a self-attested legal document showing your Company's incorporation / Institution's registration.<sup>3</sup> From preceding year Annual Report in US\$ with exchange rate at the time of application



<b>III OTHER INFORMATION</b>	
15. Statement	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Do you have a National Committee (NC) of ICID in your country? <i>If yes, please give the name of the NC<sup>1</sup></i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Have you contacted the NC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16 Company's / Institution's profile ( <i>not more than 250 words, and a logo in a separate file (GIF/JPG)</i> )	
<b>IV DECLARATION</b>	
<input type="checkbox"/> We state that the facts given herein are true and complete. <input type="checkbox"/> We have contacted the National Committee (NC) in the country of establishment and learned that the constitution of the NC does not have provision for our participation in ICID. <input type="checkbox"/> We hereby confirm having read and understood the ICID Constitution and By-laws particularly related to Direct membership. <input type="checkbox"/> We hereby confirm having read and understood the Terms of Direct membership. <input type="checkbox"/> We agree to pay the annual Direct ICID membership subscription, as fixed from time-to-time.	
Name and Designation of Authorized Signatory: _____	
Address: _____	
Signature of Authorized Signatory: _____	
Place: _____	
Date: _____	
(Office Seal)	
<i>The application form, duly filled-in and signed, together with supporting documents, if any, may please be submitted to:</i>  <b>The Director</b> <b>International Commission on Irrigation and Drainage (ICID)</b> 48 Nyaya Marg, Chanakyapuri, New Delhi 110021, India Tel: 91-11-26116837, 91-11-26115679 E-mail: <a href="mailto:icid@icid.org">icid@icid.org</a> , Website: <a href="http://www.icid.org">http://www.icid.org</a>	

<sup>1</sup> Applicants are advised to contact the respective NCs.

**2.2 Application Form for Direct Membership<sup>1</sup>:  Individuals /  Individual (Retiree) /  Individual (Young Professional)**

(Fill only relevant portions)

<b>I Personal Details</b>	
1. Title	<input type="checkbox"/> Dr. / <input type="checkbox"/> Prof. / <input type="checkbox"/> Engr. / <input type="checkbox"/> Ir. / <input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.
2. Name (Family Name, Given Name)	
3. Date of Birth <sup>2</sup> (dd/mm/yyyy)	
4. Gender	Male / Female
5. Country <sup>3</sup> of citizenship	
6. Educational qualifications	<input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> PhD <input type="checkbox"/> Any other
7. Areas of Specialization	<input type="checkbox"/> Engineering <input type="checkbox"/> Water resources management <input type="checkbox"/> Agricultural sciences <input type="checkbox"/> Social sciences <input type="checkbox"/> Environmental sciences <input type="checkbox"/> Technology <input type="checkbox"/> Economics <input type="checkbox"/> Any other, please specify?
8. Present position (if any)/ In case of a Retiree, mention last position held	

<sup>1</sup> Approved by 63<sup>rd</sup> IEC meeting at Adelaide, Australia on 28 June 2012

<sup>2</sup> Please provide a copy of your passport for proof of date of birth and citizenship.

<sup>3</sup> This may be different from country of residence. The purpose of stating your citizenship is to assess the appropriateness of your direct membership vis-a-vis to that country.



9. Areas of interest	<input type="checkbox"/> Design and construction; <input type="checkbox"/> Policy and planning; <input type="checkbox"/> Monitoring and operational services; <input type="checkbox"/> Education and training; <input type="checkbox"/> Research; <input type="checkbox"/> Capacity development; <input type="checkbox"/> International cooperation; <input type="checkbox"/> Business management; <input type="checkbox"/> Technology; <input type="checkbox"/> Financing; <input type="checkbox"/> Any other				
10. In case, you have been involved in ICID activities through a National Committee (NC) in the past, mention the name of the NC, year and other details*					
<b>II Contact details</b>					
11. Mailing address	<table border="1" style="width: 100%; height: 50px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				
Email					
12. Telephone with country code (indicate work, home, mobile, or fax)					
<b>III Other Information</b>					
13. How do you intend to contribute to the Mission of ICID? <i>(Please submit in a separate Annex)</i>					
14. Short CV <i>(not more than 250 words for uploading on ICID website)</i>					
<b>IV Declaration:</b> <input type="checkbox"/> I state that the submitted details provided herein are true and complete. <input type="checkbox"/> I hereby confirm having read and understood the ICID Constitution and By-laws particularly clauses relating to Direct membership. <input type="checkbox"/> I hereby confirm having read and understood the Terms of Direct membership. <input type="checkbox"/> I agree to pay the annual ICID membership subscription, as fixed from time-to-time.					
Signature : _____ Place: _____ Date: _____					
<i>The application form, complete in all respects, may please be submitted to:</i> <b>The Director</b> <b>International Commission on Irrigation and Drainage (ICID)</b> 48 Nyaya Marg, Chanakyapuri, New Delhi 110021, India Tel : 91-11-26116837, 91-11-26115679 E-mail: <a href="mailto:icid@icid.org">icid@icid.org</a> , Website: <a href="http://www.icid.org">http://www.icid.org</a>					





### 2.3 Terms of Direct Membership

1. Direct membership is open to any individual, institution and company engaged in irrigation, drainage and flood issues and through their appropriate management is interested in contributing to overall food security, thereby supporting the objectives of the Commission. The Direct membership is open to individuals, companies and institutions from the countries which are not the Members of ICID or the countries whose National Committees'(NCs') constitution does not provide for their participation.
2. The individual membership is open to Young Professional, practicing individuals and retired professionals. A retired member is the one who has attained the age of 65 while the Young Professional Members are below the age of 40 years. Ordinary members are those not falling within these two categories.
3. Direct membership is open to the following types of institutions and companies:
  - (i) institutions or organizations involved in research, development and training in irrigation, drainage and flood management in all its aspects, including policy analysis, water resources management, agriculture and industrial applications and the environment;
  - (ii) educational institutions dealing with irrigation, drainage and flood management and allied subjects; and
  - (iii) companies which promote, design, execute or supervise irrigation, drainage and flood management related tasks; carry out surveys or industrial projects; and /or develop, supply or apply relevant equipment, instrumentation, hardware or software.
4. Companies are divided into three categories depending on their annual turnover; while the institutions are categorized in two types based on the total number of employees engaged (refer Subscription Structure Table). In order to encourage members from low income countries ICID also operates a High / Low Income Country Classification based on the UN classification. Members from Low Income Countries are eligible to pay discounted subscription for the membership.
5. Each Company or Institutional Member can nominate a specified number of persons (refer Subscription Structure Table), fulfilling the requirements to be individual members, to participate in ICID technical bodies and benefit from receiving the ICID journal (Irrigation and Drainage) at the discounted rates.
6. The downloaded application form for membership of the Commission shall be submitted to the Central Office through e-mail <icid@icid.org>along with the details of payment. The application should be accompanied with the required supporting documents and admission fee as shown in 'Subscription Structure Table. An online submission form and payment will be activated very soon on ICID website.
7. The Commission has set up a direct membership Administering Sub-Committee which will take the decision to provide Provisional Direct membership, subject to ratification by the immediately following IEC at its annual meeting. The decision of the IEC shall be applicable with retrospective effect from the date of granting Provisional Direct membership. The provisional membership will, for all practical purposes, enjoy the benefits available to regular members. Applicants will be notified, in writing, by the Secretary General to the effect.
8. In case a Direct member acts in defiance of ICID Constitution, the By-laws or the decisions of the Commission, or harms the interests of the Commission unreasonably, e.g. by non-payment of annual subscription. The member involved can appeal against deprivation to the IEC within a month after receipt of the written notice thereof. During the term of appeal and pending the issue he/she/it is suspended from membership.
9. Direct membership can be terminated:
  - (i) As a result of the death of the member (being an individual) or by bankruptcy or liquidation of a member (being an institution or company);
  - (ii) By written notice of termination to the Council by the member; and



- (iii) By written notice of termination to the individual or institution involved, with reasons given, by the Council.
10. Unlike the membership of National Committees, the direct membership will stand terminated on non-payment of annual membership subscription, and the member will be informed accordingly. Non-payment occurs when the Direct member involved has not paid his/her/it's due within 3 months of its becoming due on the 1st of January of every calendar year without any notification from the ICID Central Office. The Direct member may again apply for membership by paying a nominal admission fee.
11. Like in the case of National Committees, for the Company and Organizational Direct members, the registration fee for each Congress, regional conference, technical session, international workshop or such other international activity organized under the banner of ICID will be at the same level as any other member for the number of candidates sponsored by the institution to the extent as shown in the 'Subscription Structure Table'.
12. By Joining ICID, individuals, companies and institutions would
- (a) **Be part of an international platform** which offers opportunities to exchange knowledge and experience and to establish partnerships;
  - (b) **Be able to make their voice heard:** Contribute to improving understanding between stakeholders, while enabling new ideas on water policy to surface;
  - (c) **Benefit from worldwide exposure** of their organization's activities by using the Commission's name, logo and communication tools and by participating in the Commission's activities;
  - (d) **Stay informed** on recent irrigation, drainage and flood management news and events through Commission's publications;
  - (e) **Influence policy makers** to develop sound irrigation-related policies and give it greater priority in the political agenda;
  - (f) **Receive the latest updates** on upcoming water events, access to articles, posters and abstracts and papers from our series of ICID Congresses/Forums;
  - (g) **Avail the opportunity** to engage in professional networking and information exchange activities through participation in National Committees and Regional Working Groups, and in international programmes and processes as representatives of ICID; and
  - (h) **Benefit from membership**, such as:
    - (i) receive one online subscription of the ICID Journal on Irrigation and Drainage (for a single use), Annual Report and ICID News (electronic copy) free of cost
    - (ii) receive 2, 4 and 6 copies of the ICID Journal on Irrigation and Drainage at the concessional member price based on the category as a company or an institutional members<sup>1</sup>.
    - (iii) special discount on other ICID publications;
    - (iv) special registration fees for ICID events;
    - (v) special exhibition rates during ICID events;
    - (vi) special advertisement rates in ICID publications, website, etc.; and
    - (vii) free announcements of activities through ICID Website, ICID News, and e-bulletin.



---

<sup>1</sup> Except when hardcopies are requested, nominal charges plus postal charges will have to be paid.



## 2.4 Subscription Structure for Direct Members

Membership category	Number of Nominees	Developed country			Developing country / Least Developed Country		
		1 year member	3 years member	Admission Fee	1 year member	3 years member	Admission Fee
I. Company (A)	Two	\$ 600	\$ 1720	\$ 180	\$ 400,00	\$ 1080	\$ 120
II. Company (B)	Four	\$ 1000	\$ 2700	\$ 300	\$ 850	\$ 2300	\$ 250
III. Company (C)	Six	\$ 2000	\$ 5400	\$ 600	\$ 2000	\$ 5400	\$ 600
IV. Institution (a)	Two	\$ 400	\$ 1080	\$ 120	\$ 280	\$ 760	\$ 80
V. Institution (b)	Four	\$ 600	\$ 1720	\$ 180	\$ 400	\$ 1080	\$ 120
VI. Individual:	-	\$ 100	\$ 270	\$ 20	\$ 60	\$ 160	\$ 20
VII Individual: retiree	-	\$ 70	\$ 190	\$ 20	\$ 60	\$ 160	\$ 20
VIII. Individual: Young Professional	-	\$ 50	\$ 135	\$ 20	\$ 50	\$ 135	\$ 20

LIFE MEMBERSHIP FOR INDIVIDUALS			
Membership category	Developed countries	Developing countries	Admission subscription
i. Individual	US \$ 900	US \$ 550	US \$ 20
ii. Individual (Retiree)	US \$ 600	US \$ 500	US \$ 20

- Company Type A: With annual turnover up to 1 million US \$
- Company Type B: With annual turnover between 1 and 10 million US \$
- Company Type C: With annual turnover above 10 million US\$
- Institution Type A: With 1-50 employees
- Institution Type B: With 50 and above employees
- (Note:** Institutions also include International Organizations)





**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.





**SECTION 4:**  
**Guidelines for Preparation and Conduct of ICID Events**





## 4.1 Guidelines for Preparation and Conduct of International Executive Council (IEC) Meetings and ICID Congresses / WIF / Conferences<sup>1</sup>

### 4.1.1 Objectives

1. 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, World Irrigation Forum 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

2. 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.

3. The objectives of the IEC meetings and associated Congress, Forum, 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.

4. 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.

5. 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.

### 4.1.2 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 World Irrigation Forum, or a Regional Conference has to extend a formal invitation by submitting Part I of '**Form 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 or World Irrigation Forum, 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.

### 4.1.3 Detailed proposal

1. The detailed proposal should include details of venue, the proposed registration fee structure for each event, viz. IEC meeting, the Congress, World Irrigation Forum, conference, workshop, seminar and details of opening and closing sessions, the social functions, study tours etc. The proposal shall also include an undertaking that the host will financially support participation of at least 10 participants from LDCs members and the extent thereto

2. 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.

3. After acceptance of its invitation by IEC, the host has to formulate a detailed financial proposal (in Form 4.1 Part II and Part III, in consultation with the Central Office, for presentation at the next meeting of

---

<sup>1</sup> Approved at 63<sup>rd</sup> IEC meeting at Adelaide, Australia on 28 June 2012



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.

4. 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.

#### 4.1.4 Dissemination: Announcements, Information Bulletins, etc.

1. Normally, the host NC should bring out the 1<sup>st</sup> 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.

2. 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.

3. 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.

#### 4.1.5 Venue for IEC/Congress/Conference

1. 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:

- (i) The hall for opening and closing ceremony with a capacity for 1000 persons,
- (ii) The hall Capacity for IEC meeting should be for 300 persons,
- (iii) The meeting room for the Permanent Committees should have a capacity for 50-150 persons, and
- (iv) The meeting room for ICID Working Groups should be for 40 - 60 persons.

2. 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.

3. 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 organizations should preferably be around a rectangular/circular table.

4. 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.

5. 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. Six chairs in each room are to be provided for visitors. The office of the Secretary General should be located preferably next to the President's office.

6. 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.

7. All the 4 rooms should be separate, lockable and should allow complete privacy as important and sensitive meetings, discussions are held there.

**ICID•CIID**

8. 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.
9. Provide a NC 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.
10. A wall space of about 400 m<sup>2</sup> will be required to accommodate exhibits (mainly posters) from active National Committees of ICID. An average about 5 to 8 m<sup>2</sup> 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 (0.8 m x 1.2 m (width x height) or A-0 size) for this display.
11. Set up special stall at a prominent place near registration desks for sale and display of ICID publications. Services of two volunteers, preferably a Junior Professional, are to be provided at the stall to assist the representative of the Central Office to manage it.
12. 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.

**4.1.6 Hotel Accommodation**

1. Around 250-300 rooms are generally required for lodging participants from abroad. About 1/3<sup>rd</sup> 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.
2. 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.

**4.1.7 Interpretation Facilities**

1. The arrangements for recording, simultaneous interpretation of the proceedings of the IEC are of great importance.
2. Simultaneous interpretation facility is to be provided for French and English during opening session of Congress/Forum/Conference besides at meetings of IEC and African Regional Working Group. Similarly provide services of interpreters in English/French, if requisitioned during Workbody meetings and/or for Study/Technical Tours.

**4.1.8 Coordinators and master of ceremonies**

1. 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.
2. 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.
3. 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 therein the sequence of speeches/keynote addresses.
4. 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.

**4.1.9 Registration Desk**

1. 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.



2. Registration should preferably have to open on the afternoon of the previous day of arrival of 1<sup>st</sup> batch of delegates.
3. 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

#### 4.1.10 Information Desk

1. 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.
2. 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.
3. Provide location indicators/markers to guide participants at strategic locations en-route meeting halls.

#### 4.1.11 Communication and Services

1. 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.
2. 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),
3. Place mail boxes/pigeon hole stands for distribution of documents to the National Committees, and President/SG/Central Office close to registration desk.
4. 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.



5. 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
6. Make arrangement for photography during opening and closing ceremonies of Congress/Forum and meetings of IEC, Workbodies study tours, technical sessions and important social events for maintaining a record. A complete set of photos to be sent to Central Office in New Delhi after the meetings.

#### **4.1.12 Facilities to be provided in the Meeting Rooms**

1. 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 also to be made.
2. Arrange for projection power point facilities, audio-visual, equipment like LCD, 35 mm slide projectors and overhead projectors etc. upon requirement.

#### **4.1.13 Facilities in the Conference Hall for IEC Meeting**

1. The Conference Hall should be large enough for the meeting to proceed efficiently and comfortably with proper acoustics, seating and writing desk arrangement. The platform and conference room in general would preferably be decorated tastefully with flowers, banners etc.
2. 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 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.
3. A seating plan of the meeting room is to be prepared in advance in consultation with the Central Office representative. The Central Office communicates to the host National Committee the alphabetical order of the participating National Committees/Committee, Presidents honoraire and affiliated organisations representatives.
4. 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,
5. 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.
6. 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 obtaining clear recording.
7. The audio recording has to be handed over to the Central Office representative as soon as possible after the event.
8. All accessories such as writing pads, ball-point pens and carafes 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.

#### **4.1.14 Social and accompanying persons Programme**

1. 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 3<sup>rd</sup> day; the closing banquet on the 5<sup>th</sup> day evening are planned duly addressing the special diet requirements in view.
2. Normally the evenings of the 2<sup>nd</sup> and the 4<sup>th</sup> day are left for receptions hosted by NCs of the next Congress/Forum/IEC meetings. National Organizing Committee should assist other National Committees who desire to host a reception or introduce a session for future ICID events.
3. 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.





#### 4.1.15 Study Tours

1. There are four categories of tours:

- (a) One-day or half-day tours, usually held during the conference, which may or may not be provided within the registration fee for the conference.
- (b) Post-conference tours provided at extra cost and lasting 1-3 days.
- (c) Networking tours, similar to 1 but held before the conference starts to provide an opportunity for the delegates (and accompanying persons) to get to know one another and the region of the conference. Ideally such tours should be offered at little or no extra cost to the delegate.
- (d) Accompanying person's half-day tours and visits, which are generally non-technical. These may be arranged with a tour company, but tours that are run by or involve the conference organisers (or their families) are more personal and greatly appreciated. The costs of such tours and visits can be additional to the accompanying person's registration fee, but the cost should be competitive with tours available to ordinary visitors.

More than one choice of tour may be offered in the case of category a, b or d, but not c. In case there is insufficient interest in a particular tour, delegates should be warned that it may be cancelled. If delegates are asked to express a second or third choice then this can help in arranging a satisfactory alternative.

2. Content of Technical Tours

- (a) For nearly all delegates, participation in a technical tour (categories a, b and c above) and especially any extra cost must be justified by the tour's technical value. Tours may also have touristic, social or cultural content but the technical component is paramount and essential.
- (b) For some delegates, the technical content may be satisfied by a visit to an engineering installation, but these days, more and more delegates are seeking opportunities to study water management in a more integrated context and interact with end-users (the farmers especially). The social, financial and management aspects of agricultural water management are of growing interest.

3. Organizing Committee generally arranges study tours to ongoing projects of technical interest, along with visits to important historical and interesting tourist places.

4. 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.

5. When more than one coach is engaged for a trip, one of the coaches can be kept reserved for French-speaking participants.

6. 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.

7. 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.

8. 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. Some delegates have to submit reports to their sponsors and/or they may have difficulty with the language. Printed information is especially helpful here.

9. Planning Stops

- (a) The tour should aim to have a stop at intervals of no more than every 1-2 hours. These stops should be planned for delegates to appreciate environmental, historical or economic aspects relevant to managing water for sustainable agriculture. For stops to be of real value, there should be a clear schedule (provided beforehand) with the names of places, organisations and people to be met, and a map of the route and if appropriate a plan of the scheme in its geographical context. A brief stop to inform delegates that the tour is crossing a notable waterway, or moving





into a particular catchment or agricultural region is enough to break the journey and add technical value.

- (b) Some tour companies like to give time for delegates to stop at shops where possibly they get a commission. Such stops are not appropriate for technical tours and tour companies need to be used with caution.

10. **Keeping to Time:** It is important that the tour is not too ambitious and keeps to time. The route should be reconnoitered beforehand, allowing that the speed and access of the bus may not be easy. A time should be scheduled for each stop and on the day, the delegates should be given a time and signal to re-board the bus.

11. A follow-up car is sometime useful to collect those who miss the bus to avoid the common problem of 1-2 people holding up the whole tour. This may be especially important if there is an evening event or delegates are catching planes etc. An additional car may be needed to allow individual delegates to leave early if necessary.

#### 12. Comfort and Safety

- (a) Toilets and refreshments should be provided. Drinking water, and possibly a toilet, should be available on the bus. If toilet facilities are unavailable or limited at certain stops, then delegates should be warned of this.
- (b) Time can be saved by providing refreshments that can be quickly consumed, and sit-down dining and a full-meal service is not obligatory. Vegetarian and pork-free alternatives are required for some delegates.
- (c) There should be a contingency plan for dealing with inclement weather (e.g. heavy rain), disabled access, sudden illness, accidents etc.

#### 13. Planning Checklist

- (a) Does the tour have the necessary content relevant to the broad interest of managing water for sustainable agriculture?
- (b) Are the delegates provided with adequate information about the schedule, route and stops, including printed information sheets and maps giving names and other key information?
- (c) Who is responsible for the schedule overall and at each stop, and are there arrangements for limiting and dealing with delays?
- (d) Is there a contingency plan to deal with special needs and incidents?

#### 4.1.16 Miscellaneous: Receiving at the airport and departures

1. 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.

2. Arrange for return journey reconfirmation and facilitation of change of programme for participants.

3. Send the record of important photographs with dates and events indicated on the back of the photos to Central Office within 15 days after the meetings for record and publishing.

4. 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.

5. 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.

#### 4.1.17 Policy and rules regarding Registration

1. 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.



2. The President, Secretary General and the representatives of the Central Office are exempted from paying registration fee.
3. 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.
4. At the time of a Congress/Forum, the registration fee for Congress/Forum 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.
5. Such separate registration fee for technical events at an IEC/Congress/Forum is decided and notified by the Host National Committee in consultation with the Central Office, in advance.
6. 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.
7. The host NC shall offer 50% waiver in registration fee to Young Professionals (Age: 40 years or less).

#### 4.1.18 Additional Points for Congresses / World Irrigation Forum

1. After IEC offers a National Committee to host the ICID Congress / World Irrigation Forum, the hosting National Committee should prepare three announcements for the Congress and for the World Irrigation Forum over a period.
2. The first announcement should be disseminated during the immediate next IEC meeting. The contents of the first announcement should include:
  - (a) Venues of IEC Meetings and Congresses / World Irrigation Forum, Brief introduction of ICID,
  - (b) logo designed for the Congress / World Irrigation Forum
  - (c) Member countries and Year of Joining ICID,
  - (d) letter of invitation from the President of ICID,
  - (e) letter of invitation from the Chairperson of the Congress / World Irrigation Forum Organizing Committee,
  - (f) letter of invitation from the Chairman of Host National Committee,
  - (g) important dates to remember,
  - (h) Program outline,
  - (i) Study tour information,
  - (j) Congress / World Irrigation Forum Preparatory (Organizing) Committee and
  - (k) Preliminary registration form.
3. After disseminating the First Announcement, the host National Committee should work closely with ICID Central Office to develop the Congress / World Irrigation Forum Theme and Scope of Congress / World Irrigation Forum Topics. The Second Announcement should be disseminated two years prior to the Congress / World Irrigation Forum. 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 / World Irrigation Forum,
  - (e) proforma to be completed by authors while submitting detailed “summary and conclusions” of proposed paper, and



4. ICID Central Office appoints General Reporters and Panel Experts for Questions / Topics and Special Session to review and select papers.
5. The Third (final) Announcement should be disseminated one year prior to the Congress / World Irrigation Forum. The contents of the Final Announcement should include:
  - (a) Member countries and Year of Joining,
  - (b) Logo of the Congress / World Irrigation Forum, Brief introduction of ICID,
  - (c) Letter of invitation from the President of ICID,
  - (d) Letter of invitation from the Chairperson of the Congress / World Irrigation Forum Organizing Committee,
  - (e) Letter of Invitation from the Chairperson of Hosting National Committee,
  - (f) List of National Organizing Committee Members,
  - (g) Venues of IEC Meeting and Congress / World Irrigation Forum,
  - (h) Key dates,
  - (i) Congress Theme, Questions and their Scope, Special Session and Seminars, if any,
  - (j) Lists of General Reporter and Panel of Experts for Questions,
  - (k) Schedule of Preliminary Program,
  - (l) Exhibition information,
  - (m) Detailed Itinerary of Study Tours,
  - (n) Detailed Information on Accommodation,
  - (o) Cancellation policy and procedure, refund of hotel charges and registration fee
  - (p) Information on Weather, Currency and Banking, Voltage and Power Supply,
  - (q) Registration Form and other information as considered relevant for visiting the host country.
6. The host National Committee should report progress on the preparation of the Congress / World Irrigation Forum at IEC meetings.
7. The event website should be setup two years before the event, 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.
8. Exhibition and National Committee Display need to be arranged. The invitations to exhibitors and National Committee should be widely disseminated.
9. By keeping, close contact with the ICID Central Office, the final detailed programme should be edited and completed two months before the Congress/Forum.
10. 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.
11. The hall capacity for Opening and Closing Ceremony should be for 1000-1500 persons.
12. The toolkit should also include a CD containing the abstracts of all the papers.
13. There is always scope for improvement. The National Organizing Committee can do much more than above to make the event a grand success.
14. During the Inaugural Ceremony protocol needs to be maintained where ICID Management should be appropriately accommodated (IEC, WIF, Congress) at the dais





## 4.2 Guidelines for Conduct of Congress Technical Sessions

### 4.2.1 Duties and Responsibilities of Session Officers

#### 1. Chairman

The Chairman shall be responsible for the control of the technical sessions of the Congress Question (or the Special Session or Symposium) to which he is appointed and for the control of the proceedings. He will introduce the subject, organize and control the discussions in accordance with the time allotted to different aspects at the preparatory meeting of the Session Officers. He will ensure the presence of other Session Officers as well as the availability of the aids and equipment required. To enrich the discussions, he may exhort experts with special qualifications to attend the technical session and give their views on any aspect of the Congress Question (or the Special Session or Symposium).

#### 2. Vice-Chairman

The Vice-Chairman assists the Chairman in the discharge of his duties. He shall be prepared to assume the full duties of the Chairman in the event the latter is unable to be present. He will ensure that all authors present at the session, whose papers are being discussed, are properly introduced and identified with their paper(s). He will also liaise with those who have made request for an intervention.

#### 3. Session Secretary

The Session Secretary shall be responsible for the physical arrangements in the session hall, for collecting and placing the written interventions (as provided by the speakers) in the hands of the Chairman, maintaining a proper record of all interventions, noting down highlights of discussions, and for simultaneous interpretation and recording of the proceedings. At the close of the last technical session, he shall hand over to the Secretary of the Commission a list indicating the names of the speakers in the order they spoke, and all written interventions together with figures/slides, if any.

#### 4. General Reporter (and Panel Experts)

1. The General Reporters and the Panel Experts are important individuals during the preparation and the conduct of the Congress.

2. During the preparation of the Congress, the Panel Experts will screen the papers for quality and consistency with the Question, or the Special Session and provide their evaluation to the General Reporters. Final selection of the papers will be done by the General Reporter after considering the evaluation of the Panel Experts. The General Reporter will prepare a general report containing general comments on the papers and further information to provide the state-of-the-art on the theme of the Question, or the Special Session.

3. The Central Office will send to the General Reporter and the Panel Experts a copy of CD-ROM of the Congress Transactions. While the general report prepared by the General Reporter will be distributed to the Congress delegates in advance, each Panel Expert will prepare, for presentation at the technical session, a write-up on the sub-topic allotted to her or him. In the write-up, the Panel Expert should expand ideas on the subject matter even by going beyond the contributions in the papers, by contributing her or his own ideas and comments on the subject matter.

4. The General Reporter and the Panel Experts should exchange the texts of their oral presentations in advance of the Congress.

5. At the technical sessions the Panel Experts will be presenting the sub-topics, and the subject as a whole shall be dealt with by the General Reporter. The authors of the papers contributed will only be permitted to present any relevant aspect of their paper which in their opinion is not sufficiently covered by the Panel Experts, or the General Reporter. The extent to which the technical sessions fulfill the purposes for which they are intended is therefore largely dependent on the General Reporter and the Panel Experts and the manner in which they perform their assigned tasks.

#### 5. Session Assistants

The Session Assistant shall have the responsibility for the audio and visual equipment for each session. He shall aid in ensuring that all physical requirements, such as dais arrangement, proper room/hall markings, lights,



projection screens, etc., are in order. He shall see that slides to be used by speakers are delivered to the projection place/room, and after use are returned to the speaker. He shall aid the Session Secretary in assembling material for the record of the session, and shall be available for duties as may be directed by the Chairman.

## **6. Review Committee (Congress Questions, Special Session)**

The Review Committee, comprising the Chairman, the General Reporter, Panel Experts, the Chairman of the Permanent Committee for Technical Activities (PCTA), and the Secretary-General will make a critical evaluation of the discussions and draw up conclusions and recommendations immediately after the technical sessions are over for presentation at the concluding session of the Congress. This report will be provisional. The final report will be presented within two (2) months of the close of the Congress by the General Reporter in consultation (by correspondence) with the other members of the Review Committee.

The report should inter-alia highlight the following main points:

- (i) An assessment, based on the session deliberations and the consensus arrived at, of the definite advances made on the aspects of the basic Question (for the Special Session);
- (ii) An assessment of the divergent views expressed over points of disagreement, when differing arguments are put forward making it impossible to objectively conclude in favour of one or the other;
- (iii) Lacunae in knowledge, data or research that the discussion could not overcome;
- (iv) Concrete conclusions and recommendations regarding the best techniques as well as the methods to be developed, and the need for new or complementary studies as also research programs;
- (v) Proposals for ICID technical Committees/Working Groups with a view to guide the Commission's activities with regard to the lacunae or needs identified, through its publications, or during its future Congresses or Special Sessions.

## **7. Drafting Committee (Symposium)**

The Drafting Committee (comprising the Session Chairman, Chairman of the PCTA, the Secretary-General and two experts nominated by President, ICID) will prepare a report which should be a good summary of all the important points that came up for discussion and the views expressed on them, and should contain new information and data provided during discussions along with the conclusions and recommendations of the Symposium.

### **4.2.2 Conduct of Technical Sessions - Congress Questions and Special Session**

1. The Session Officers and the Panel Experts shall hold a preparatory meeting. The aim of the meeting is to identify the important aspects/problems on which the discussions may be conducted, as also to suitably schedule and allocate the time available for discussions in such a way as to ensure that all important aspects/problems are duly examined during discussion.
2. After Chairman's introduction of the subject of the Question (or of the Special Session), the General Reporter will present a summary of his General Report focusing on key issues.
3. Following the presentations by the General Reporter, parallel sessions of the subtopics singly or jointly will be held in different rooms on specified day and will be chaired by concerned member of the Panel of Experts who will introduce the subtopic and will announce the names of the authors and papers to be discussed at the Session.
4. Following announcement of the authors present at the Session, the Chairman will call upon, one by one, those authors and nominated speakers (authorized by the authors who are unable to be present) who have handed over the Discussion Form to speak. Remarks of each author or nominated speaker should be limited. The authors should not be allowed to 'present' their papers except to correct misinterpretations, if any, of their papers in the General Report, or to reply to criticism of their paper by the General Reporter, or to focus the attention of the house to certain new and special features of their papers not adequately highlighted in the General Report or to convey additional data and information which have become available since their papers were completed.
5. After the authors, general discussions will follow, the speakers being called upon from the list prepared from the Discussion Forms. The presentation of each speaker should be limited.



6. After general discussions, the Chairman may call upon, one by one, such of the authors on whose papers there have been comments during the general discussion to reply to criticism and to correct misinterpretations which become evident during the discussion.

7. Following replies by authors, the Chairman may initiate an open discussion if he finds that time is available after all requests for intervention have been met. This open discussion should be subtopic-wise and/or on the basic Question itself. The aim should be to promote discussions so as to arrive at conclusions and recommendations.

After the parallel sessions are over, all the delegates and panel experts will assemble for a concluding session in which discussions will take place.

After opening remarks by the Chairman, Panel Experts will present the outcome of parallel group discussions, which will be followed by the discussions on the proposals.

8. Upon the conclusion of the open discussion, the General Reporter and the Panel Experts will reply to the points directed to them during the discussions.

9. The Chairman will then conclude the discussion by summing up the main points of discussion and highlighting the important conclusions that can be derived from the discussions.

10. All the speakers, including the authors, who are allowed to participate in the discussions, must submit the full text of their remarks along with the Discussion Form. In case they deviate from the supplied copy of the remarks, they should hand over to the Session Secretary (or the Secretary, ICID) the revised text of their remarks within 24 hours of the session at which they spoke.

11. Likewise, the speakers taking part in the open discussion and the General Reporter and the Panel Experts should also supply a copy of the text of their remarks to the Session Secretary.

12. The conclusions and recommendations of the session will be drafted immediately after the session by the Review Committee.

#### 4.2.3 Symposium

1. The Session Officers and the members of the Drafting Committee shall hold a preparatory meeting before the start of the Symposium, according to the scheduled Congress program. As in the case of the Congress Questions and the Special Session, the aim of this meeting is to identify the important aspects of the Symposium theme on which the discussion should be particularly conducted, as also to suitably schedule and allocate the time available in such a way as to ensure that all important aspects are duly examined during discussion.

2. After calling the session to order, the Chairman shall make a brief presentation about the importance of the subject and the aspects that are to be discussed.

3. Following the above, the Chairman will invite the experts (contributing papers to the Symposium) to discuss among themselves the papers submitted as well as the pertinent aspects not covered in the papers but falling within the scope of the subject of the Symposium and to try to obtain clear conclusions and recommendations towards the end of the discussions. The Chairman will conduct these discussions, as far as possible, in the manner decided at the preparatory meeting, and respecting the time allotted to each sub-topic.

4. After discussion by the experts, depending on the time available, the Chairman will invite the audience to put questions to the experts for their replies.

5. All the speakers at the Symposium should supply the text of their intervention to the Session Secretary (or the Secretary, ICID).

6. Soon after the Symposium is over, the Drafting Committee will meet and prepare a report for presentation at the Concluding Session of the Congress as well as for publication.







### 4.3 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, Forum, Regional Conference, International Micro Irrigation Conference 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 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 5.7.

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 months in advance of the IEC meeting where the invitation / approval of IEC are solicited.

**Time Schedule for Approvals of Various ICID Events**

Event	Acceptance of invitation by IEC	Approval of Financial Arrangements	Approval of general arrangements	Any other
IEC Meeting with Congress or World Irrigation Forum	(-) 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/ Intl. Micro Irrigation Conference	(-) 2 years	(-) 1 years	(-) 1 years	



**I. GENERAL**

(a) **Name of the National Committee:** \_\_\_\_\_

(b) **Name of the Meeting:**

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

(c) **City/town** where the meeting is proposed to be held: \_\_\_\_\_

(d) **Conference venue:** Hotel/ Conference centre: \_\_\_\_\_

(e) **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

(f) **Meeting duration excluding study tours:**

*IEC:4-5 days*

Dates \_\_\_\_\_

*IEC + Regional Conference: 5-6 days;*

Dates \_\_\_\_\_

*IEC + Congress/WIF: 6-7 days*

Dates \_\_\_\_\_

*Regional Conference / Intl. Micro Irrigation Conference / Drainage Workshop: 3-4 days*

Dates \_\_\_\_\_

**II. LOGISTIC ARRANGEMENTS**

• **Anticipated attendance at the meeting**

- (a) From the inviting / host country \_\_\_\_\_
- (b) From other countries \_\_\_\_\_
- (c) From international organizations \_\_\_\_\_
- (d) Total \_\_\_\_\_





ICID•CIID

- III. AVAILABLE CONFERENCE SPACE<sup>1</sup>** 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
- (c) 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 host NC \_\_\_\_\_
  - Room with Computers for Chairpersons of WBs \_\_\_\_\_
  - Interpreters and Translators \_\_\_\_\_
  - Photocopying facilities \_\_\_\_\_
- (e) Exhibition space (optional) \_\_\_\_\_
- (f) In addition, there should be an Accompanying person's room, Waiting lounge for participants and First-aid/medical room

**IV. CONFERENCE FACILITIES 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 MP4 format*)
- (e) Quality interpreters (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*.

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



**V. PROPOSED ARRANGEMENTS FOR STAY OF DELEGATES**

(a) 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>		

**VI. SUGGESTED SCHEDULE FOR ISSUE OF CONFERENCE/CONGRESS/FORUM BULLETIN**

(a) To be issued by dates

- (i) First Bulletin / Announcement \_\_\_\_\_
- (ii) Second Bulletin / Announcement \_\_\_\_\_
- (iii) Final Bulletin / Announcement \_\_\_\_\_

**VII. REGISTRATION FEE STRUCTURE (fill-in as applicable)**

Sl. No.	Category	Participation type	Early Bird Registration Fee (US Dollars)	Registration Fee after Early Bird Deadline (US Dollars)
1	Member countries	WIF / Congress + Council		
		WIF / Congress only		
		IEC only		
		Regional Conf. / IMIC/ IDW + Council		
		Regional Conf. / IMIC/ IDW only		
2	Non-member countries (fee for non-member delegates could be upto one and half times)	WIF / Congress + Council		
		WIF / Congress only		
		IEC only		
		Regional Conf. / IMIC/ IDW + Council		
		Regional Conf. / IMIC/ IDW only		
3	Young* / Retired professionals**	WIF / Congress + Council		
		WIF / Congress only		
		IEC only		
		Regional Conf. / IMIC/ IDW + Council		
		Regional Conf. / IMIC/ IDW only		



Sl. No.	Category	Participation type	Early Bird Registration Fee (US Dollars)	Registration Fee after Early Bird Deadline (US Dollars)
4	Local Delegates	WIF / Congress only		
		Regional Conf. / IMIC/ IDW only		
5	Students Registration	WIF / Congress only		
		Regional Conf. / IMIC/ IDW only		
6	Daily Registration***	WIF / Congress only		
		Regional Conf. / IMIC/ IDW only		
7	Accompanying persons	WIF / Congress + Council		
		WIF / Congress only		
		IEC only		
		Regional Conf. / IMIC/ IDW + Council		
		Regional Conf. / IMIC/ IDW only		

**Notes: CONGRESS / FORUM + COUNCIL**

- \* To be eligible for the young professional rate, professionals are required to upload their details during the online registration process or send a copy of their passport by fax or via e-mail. (Below 40 years of age on the date of registration)
- \*\* To be eligible for the retired professional rate, professionals are required to upload their details during online registration process or send a copy of their passport by fax or via e-mail. (Prescribed age is 62 years on the date of registration)
- \*\*\* This fee is applicable for those who will attend the Congress / Forum, only one day.

**Exhibitors who want to participate in the Congress / Forum are required to register separately.**

**Student fee is US \$ \_\_\_\_\_ (for Congress / Forum participants only)**

In order to benefit from the special fee, a submission of status confirmation (*approval letter signed by the Head of Department or copy of your status ID*) must be uploaded during the online registration.

**VIII. FINANCIAL ARRANGEMENTS**

**Anticipated (Estimated) Costs**

- (a) Estimated cost of conference facilities US \$ \_\_\_\_\_
- (b) Cost of interpretation of conference proceedings and in- session translation of documents, etc. US \$ \_\_\_\_\_
- (c) Cost of hospitality (tea, coffee, working lunches, cultural programs (if any) etc, : US \$ \_\_\_\_\_
- (d) Cost of hiring exhibition space (if any) US \$ \_\_\_\_\_
- (e) Any other costs (e.g., cost of conference bulletins etc) US \$ \_\_\_\_\_
- (f) Support for participation of ICID Central Office staff<sup>1</sup> and exemption of registration fee for Intl. Org. US \$ \_\_\_\_\_

<sup>1</sup> Please see Important Note (i), (ii), and (iii) on page 8.



**ICID•CIID**

- (g) Share cost of Registration Fee payable to ICID<sup>1</sup> US \$ \_\_\_\_\_
  - (h) Cost of organizing technical/study tours US \$ \_\_\_\_\_
  - (i) Sponsorship of World Irrigation & Drainage Prize US \$ 10000  
(50% or fully) only during World Irrigation Forum US \$ \_\_\_\_\_
  - (j) Sponsorship of WatSave Awards (4 categories,  
US \$ 2000 each, every year) US \$ \_\_\_\_\_
- Total estimated cost US \$ \_\_\_\_\_**

**IX. ANTICIPATED REVENUE**

- (a) Exhibitor's fee (if any) US \$ \_\_\_\_\_
- (b) Anticipated total receipts from registration and exhibitor fees US \$ \_\_\_\_\_
- (c) Other incomes (such as advertisements etc) US \$ \_\_\_\_\_
- (d) Total Revenue from the event US \$ \_\_\_\_\_

**X. RAISING ADDITIONAL RESOURCES**

- (a) State in detail how additional resources (VIII - IX) are proposed to be raised (*Additional page can be used*)

**XI. AUTHORIZED REPRESENTATIVE OF THE HOST NATIONAL COMMITTEE**

Name and designation \_\_\_\_\_

Date and Place \_\_\_\_\_

Signature \_\_\_\_\_

**XII. IMPORTANT NOTES**

**These notes must be read in conjunction with Article 9 of ICID Constitution and ICID By-law 5**

- (i) The full lodging, boarding and study tour costs in respect of President, Secretary General and Professional, ICID are to be borne by the host National Committee. For Congress / Forum there will be an additional Central Office professional to be supported. (*Decision taken under item 6 of 41<sup>st</sup> IEC meeting at Rio de Janeiro in 1990*)
- (ii) The President, Secretary General and a Professional from ICID are exempted from registration fee. For Congress/WIF, there will be an additional professional whose registration fee will also be waived.
- (iii) The President Honoraire are exempted from paying the ICID Events Registration Fee [Decision vide Resolution No. IEC-1/73 (IEC Item 9.5, para 44) during 73<sup>rd</sup> IEC at Adelaide, Australia, 2022].
- (iv) 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 delegates from international organizations may be expected).

---

<sup>1</sup> Please see Important Note iv on page 8 (*i.e. 35% share of registration fee of Congress / WIF; 15% share for IEC with or without Regional Conference / WIF & 5% share in separate Regional Conference / International Micro Irrigation Conference / Drainage Workshop*)



## ICID•CIID

- (v) A 35% share of registration fees for the Congress / WIF, 15% share of registration fees for the IEC meeting (*with or without Regional Conference / WIF*), and 5% share in case of a separate Regional Conference/ International Micro Irrigation Conference / International Drainage Workshop 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. (*Incorporated in the By-laws at the 64<sup>th</sup> IEC meeting, Mardin, 2013*)
- (vi) Commitment to sponsor the World Irrigation and Drainage Prize US \$ 10,000 (50% or fully) [only during World Irrigation Forum]
- (vii) Commitment to sponsor the four categories of WatSave Awards of US \$ 2000 each, i.e. US \$ 8000 every year
- (viii) In terms of By-laws 5.1 “Delegates of all National Committees and nominees of direct members (Corporates and Institutions) are entitled to participate in every Council meeting, Regional Conference, World Irrigation Forum (WIF) and Congress”.
- (ix) 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 thereof*) of the Registration Fee if the Registered Delegate, due to genuine circumstances (*like personal ill health, war like situation, terrorism threats, natural calamities, pandemic etc.*) intends to cancel his participation and seek (*some*) refund, including the Refund deadline?
- (x) In order to encourage the NCs to share the mutually beneficial information, 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. per NC for display of material.
- (xi) 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.
- (xii) A Letter of Agreement will have to be signed by the host National Committee with ICID after due approval of IEC for hosting the event.



**4.4 Financial Statement to be submitted after ICID Conferences / Congresses / World Irrigation Fora**

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

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

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

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

**A. Foreign Delegates**

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

**B. Local Delegates**

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

**C. Total Income**

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

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

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

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

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





#### 4.5 Guiding Principles for Choosing Themes for Future ICID Events

The Sub-Committee, while evolving / developing the themes / subthemes, question / sub-questions, or topics / subtopics for the future ICID events, recommended that the following factors should be considered while choosing the themes for future ICID events:

- (a) ICID should be able to influence the global debate on water and the role that irrigation and drainage sector can play in moving towards a world which sustainably achieves water security, as well as food security.
- (b) ICID should be able to constantly provide a lead in exchanging the latest technological developments by addressing questions of direct relevance at its Congress sessions.
- (c) It is important that the questions that are deliberated at the various congresses, the themes of the various fora and conferences and the overall plans of various technical working groups are closely interlinked in order for them to address the current issues and meet the overall objects of the commission.

##### A. ICID Congress

1. The target audience: The target audience for the Congress should essentially be the technical experts, working in the field of irrigation, drainage and flood management from within the ICID community but also other national and international institutions working in research and development institutions on one hand and extension services on the other, who hitherto have not been closely involved with ICID activities.
2. Objective: The objective of Congress should be to address questions that require deliberated response from and closer collaboration between experts working in separate specialized fields under different working groups. It should aim at synthesizing the work of different groups, identifying the gaps, and identifying the area of collaboration.
3. Nature of Topics: As ICID is the only international professional organization dealing with irrigation and drainage Theme for the Congress should be oriented more towards technical topics. It may not be out of place to mention that Irrigation and Drainage is one area where the rapid advancements in the technology have not taken roots in most of the countries. Therefore the Questions to be addressed at the Congress should be able to help bridge the technology gap between the developing and developed members of ICID.
4. Organization of side events: Since the Congress questions are of specific but of universal interest, the host NC might like to deliberate on certain local or regional issues. Such topics shall form the subject of a Symposium or a Seminar and would fall within the purview of the Technical Organizing Committee of the Congress. Technical exhibition, specialized workshop or courses for young professionals can also form part of the side events.
5. Declaration: The "Congress Declaration" should essentially be the answer to the questions deliberated at the Congress. In exceptional cases where the host organization intends to draw benefit from the deliberation of international experts on a certain topic of the local interest in the form of an outcome, a Statement (called xxx (city) Statement) can be issued, which essentially should bring out the outcome of the Symposium

##### B. World Irrigation Forum

6. The target audience: All stakeholders, technical and non-technical, engineering or social scientists engaged in various facets of agriculture water management ranging from researchers and policy makers to farmers.
7. Objective: The main objective of the World Irrigation Forum is to provide a platform for well-informed dialogue between various actors; understanding various perspectives, motives, capacities and limitations; identifying requirements, synergies and collaborative opportunities; and facilitating mutual understanding and collaboration.
8. Nature of Topics: The Themes of the WIF should be of general interest but providing a sequence of steps moving towards water, energy and food security in the changing world.



9. Organization of side events: Side events will play an important role in various stakeholders putting across their perspectives on Irrigation and Drainage and using an informal setting for dialogues.
10. Declaration: The Forum being just a platform, it may not be advisable to have a declaration, instead a Statement can be issued.

#### **4.6 Proforma for Hosting International Workshop during ICID annual meetings**

The Sub-Committee at its second meeting held at Montpellier, France on 15 October 2015 proposed a standard Proforma for Hosting International Workshop during ICID annual meetings is given at **Annex**.







**PROPOSAL FOR INTERNATIONAL WORKSHOPS<sup>1</sup>**

(During Various ICID Events)

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

I Title of the Workshop (Theme): \_\_\_\_\_

II Proposing Working Group: \_\_\_\_\_

III Objective of the Workshop: \_\_\_\_\_

IV Scope of the workshop (100 words): (Including its relationship with the theme of the Congress/ WIF/ Regional Conference, if any)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V Proposed International Partner(s): \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

VI Possible sub-topics /sub-themes:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

<sup>1</sup> This format is for the organization of an International Workshop other than those organized within the allocated time for the Working Groups Annual Meeting.



**ICID•CIID**

VII Other Details:

1. Keynote speakers, if any \_\_\_\_\_
  2. Number of persons expected to attend \_\_\_\_\_
  3. Sponsorship, if any \_\_\_\_\_
  4. Do you plan to bring out the Proceedings (USB or Hard copy), and timeframe? \_\_\_\_\_
- \_\_\_\_\_

5. Review committee \_\_\_\_\_

VIII Schedule for submission of abstracts / full papers

- Submission of abstracts (max. 300 words): \_\_\_\_\_
- Notification of acceptance: \_\_\_\_\_
- Submission of full paper: \_\_\_\_\_
- Notification of acceptance of full papers: \_\_\_\_\_

IX Contact Coordinates:

(1) Chair \_\_\_\_\_

E-mail: \_\_\_\_\_

(2) Coordinator: ICID Central Office, New Delhi

E-mail: [icid@icid.org](mailto:icid@icid.org)



**4.4 Financial Statement to be submitted after ICID Conferences / Congresses / World Irrigation Fora**

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

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

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

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

**A. Foreign Delegates**

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

**B. Local Delegates**

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

**C. Total Income**

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

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

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

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

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





#### 4.5 Guiding Principles for Choosing Themes for Future ICID Events

The Sub-Committee, while evolving / developing the themes / subthemes, question / sub-questions, or topics / subtopics for the future ICID events, recommended that the following factors should be considered while choosing the themes for future ICID events:

- (a) ICID should be able to influence the global debate on water and the role that irrigation and drainage sector can play in moving towards a world which sustainably achieves water security, as well as food security.
- (b) ICID should be able to constantly provide a lead in exchanging the latest technological developments by addressing questions of direct relevance at its Congress sessions.
- (c) It is important that the questions that are deliberated at the various congresses, the themes of the various fora and conferences and the overall plans of various technical working groups are closely interlinked in order for them to address the current issues and meet the overall objects of the commission.

##### A. ICID Congress

1. The target audience: The target audience for the Congress should essentially be the technical experts, working in the field of irrigation, drainage and flood management from within the ICID community but also other national and international institutions working in research and development institutions on one hand and extension services on the other, who hitherto have not been closely involved with ICID activities.
2. Objective: The objective of Congress should be to address questions that require deliberated response from and closer collaboration between experts working in separate specialized fields under different working groups. It should aim at synthesizing the work of different groups, identifying the gaps, and identifying the area of collaboration.
3. Nature of Topics: As ICID is the only international professional organization dealing with irrigation and drainage Theme for the Congress should be oriented more towards technical topics. It may not be out of place to mention that Irrigation and Drainage is one area where the rapid advancements in the technology have not taken roots in most of the countries. Therefore the Questions to be addressed at the Congress should be able to help bridge the technology gap between the developing and developed members of ICID.
4. Organization of side events: Since the Congress questions are of specific but of universal interest, the host NC might like to deliberate on certain local or regional issues. Such topics shall form the subject of a Symposium or a Seminar and would fall within the purview of the Technical Organizing Committee of the Congress. Technical exhibition, specialized workshop or courses for young professionals can also form part of the side events.
5. Declaration: The "Congress Declaration" should essentially be the answer to the questions deliberated at the Congress. In exceptional cases where the host organization intends to draw benefit from the deliberation of international experts on a certain topic of the local interest in the form of an outcome, a Statement (called xxx (city) Statement) can be issued, which essentially should bring out the outcome of the Symposium

##### B. World Irrigation Forum

6. The target audience: All stakeholders, technical and non-technical, engineering or social scientists engaged in various facets of agriculture water management ranging from researchers and policy makers to farmers.
7. Objective: The main objective of the World Irrigation Forum is to provide a platform for well-informed dialogue between various actors; understanding various perspectives, motives, capacities and limitations; identifying requirements, synergies and collaborative opportunities; and facilitating mutual understanding and collaboration.
8. Nature of Topics: The Themes of the WIF should be of general interest but providing a sequence of steps moving towards water, energy and food security in the changing world.



9. Organization of side events: Side events will play an important role in various stakeholders putting across their perspectives on Irrigation and Drainage and using an informal setting for dialogues.
10. Declaration: The Forum being just a platform, it may not be advisable to have a declaration, instead a Statement can be issued.

#### **4.6 Proforma for Hosting International Workshop during ICID annual meetings**

The Sub-Committee at its second meeting held at Montpellier, France on 15 October 2015 proposed a standard Proforma for Hosting International Workshop during ICID annual meetings is given at **Annex**.





**PROPOSAL FOR INTERNATIONAL WORKSHOPS<sup>1</sup>**

(During Various ICID Events)

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

I Title of the Workshop (Theme): \_\_\_\_\_

II Proposing Working Group: \_\_\_\_\_

III Objective of the Workshop: \_\_\_\_\_

IV Scope of the workshop (100 words): (Including its relationship with the theme of the Congress/ WIF/ Regional Conference, if any)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V Proposed International Partner(s): \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

VI Possible sub-topics /sub-themes:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

<sup>1</sup> This format is for the organization of an International Workshop other than those organized within the allocated time for the Working Groups Annual Meeting.



**ICID•CIID**

VII Other Details:

1. Keynote speakers, if any \_\_\_\_\_
  2. Number of persons expected to attend \_\_\_\_\_
  3. Sponsorship, if any \_\_\_\_\_
  4. Do you plan to bring out the Proceedings (USB or Hard copy), and timeframe? \_\_\_\_\_
- \_\_\_\_\_

5. Review committee \_\_\_\_\_

VIII Schedule for submission of abstracts / full papers

- Submission of abstracts (max. 300 words): \_\_\_\_\_
- Notification of acceptance: \_\_\_\_\_
- Submission of full paper: \_\_\_\_\_
- Notification of acceptance of full papers: \_\_\_\_\_

IX Contact Coordinates:

(1) Chair \_\_\_\_\_

E-mail: \_\_\_\_\_

(2) Coordinator: ICID Central Office, New Delhi

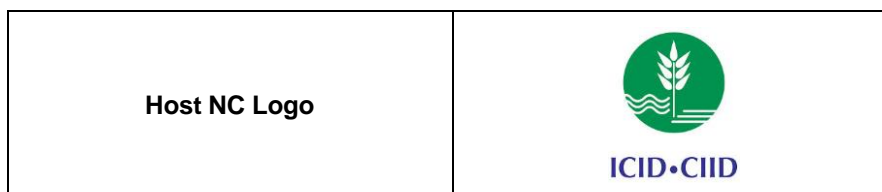
E-mail: [icid@icid.org](mailto:icid@icid.org)



**The Letter of Agreement for Hosting the  
ICID Events was approved at the  
69<sup>th</sup> IEC Meeting, Saskatoon, Canada, August 2018  
vide Resolution IEC-2/69**







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

### 4.7 Letter of Agreement

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

And

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

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

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

#### 1. Basic Requirements

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

#### 2. The Venue

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

### 3. Accommodation

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

### 4. Registration

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

### 5. Social Programs and Technical Tours

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

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

- 6.1 The 'Host NC' will nominate one focal person for day to day coordination with ICID CO.
- 6.2 Arrangements shall be made by 'Host NC' for properly receiving the consignment (normally weighing about 100 kg or more) sent by ICID CO by air freight containing conference material, publications, plaques etc., for free distribution / presentation during 'The Event'.
- 6.3 'Host NC' should arrange to get the conference material cleared from the customs in the host country. The 'Host NC' should identify the name of the person along with full postal address, e-mail and mobile, receiving the consignment on behalf of ICID Central Office.
- 6.4 'Host NC' should arrange/facilitate the printing of the material (Abstract Volume/Proceedings etc.) required for distribution during 'The Event' in the host city at the cost of ICID CO.
- 6.5 'Host NC' would also arrange for access to the venue by the ICID CO staff one day prior to the commencement of 'The Event' for overseeing the arrangements at the venue for the opening ceremony and other sessions, pre-event meetings and to set up CO office.
- 6.6 At least two WebEx meetings shall be organized between Host NC and ICID Central Office for prior review and finalization of the arrangements for the event. If any event managers have been appointed, they may also participate in the WebEx meeting.

## 7. Technical Aspects

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

## 8. Financial Aspects

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

## 9. Protocol Arrangements

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

**10. Settlement of Disputes**

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

**11. Amendments**

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

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

\_\_\_\_\_  
Signature (Chairman, Host NC)

Signed on behalf of the [Name of Host National Committee]

Date:

\_\_\_\_\_  
Signature (Secretary General, ICID)

Signed on behalf of the International Commission on Irrigation and Drainage (ICID)

Date:



**RESPONSIBILITIES FOR PROMOTION AND DISSEMINATION OF THE EVENT**

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

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



**FACILITIES REQUIRED AT THE VENUE****1. Meeting Rooms**

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

**2. Other Arrangements**

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



- 2.9. Place mail boxes/pigeon hole stands close to registration desk for distribution of documents and exchange of information with the NCs.

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

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



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

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



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

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



**ARRANGEMENTS FOR STUDY/TECHNICAL TOURS**

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



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

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



## Annex VII [LoA, Para 8.1]

**FINANCIAL ARRANGEMENTS**

1. Host NC shall present a detailed financial proposal in consultation with ICID Central Office and present the same at the meeting of Permanent Finance Committee (PFC), clearly mentioning the registration fee structure soon after the event is allotted.
2. Host should bear the registration, full lodging and study/technical tour costs in respect of President, Secretary General and two CO Professionals, for Congress / WIF and (1 no.) for IEC//MIC/IDW/RC and shall provide and pay for local secretariat assistance required by the President, the Secretary-General and the Professional(s) of ICID during and immediately before and after the Congress/WIF and meetings of the Council and work bodies.
3. One delegate from International Organizations (IO), up to a maximum of five IO, will be invited by ICID and shall be exempted from payment of registration fee.
4. The host NC shall also waive registration fees of five young professionals sponsored by ICID under the Young Professional Support Program.
5. Host NC shall fund the cash prize given for WatSave awards (Four x US\$ 2000 each) amounting to US\$ 8000 at the IEC meeting.
6. During the World Irrigation Forum, ICID presents the World Irrigation and Drainage Prize with the prize money as US \$ 10,000. The host National Committee will bear the cost either in full or 50% as indicated in 'Form A'.
7. The host NC shall arrange and pay for the expenses on hiring of audio/video recording devices, including simultaneous interpretation instruments and interpreters and general photography as part of the conference expenditure.
8. Complementary space shall be provided for display of technical matters by the member NCs (Max 10) i.e. NC display in the Exhibition Area, as detailed in **Annex II – Other Arrangements**.
9. Host NC shall make special contribution to the ICID general fund. A share of the registration fee, as stipulated in By-law 7.4, in the following portion of the total registration fee received from all participants, but excluding fees for non-participant accompanying persons received from the events, is to be transferred to ICID:
  - (a) 35% share of registration fees (all delegates) from the Congress and Forums.
  - (b) 15% share of registration fees (all delegates) for the IEC meeting (with or without Regional Conference)
  - (c) 5% share of registration fees (all delegates) in case of a separate Regional Conference, International Micro Irrigation Conference, and International Drainage Workshop approved by IEC where ICID logo or banner is used.
10. The host NC shall submit detailed Financial Report in Form B [**Annex VIII**] to the Secretary General within three months of the event in order to account for and incorporate contribution to the ICID Budget.
11. The registration fee for the event shall be charged as per the following table approved by IEC two years ahead of the event.





ICID•CIID

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

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

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

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

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

**A. Foreign Delegates**

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

**B. Local Delegates**

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

**C. Total Income**

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

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

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

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

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







**SECTION 5**  
**ICID Awards**





## 5.1 WatSave Scheme

### I. BACKGROUND

As a follow-up to the 15<sup>th</sup> ICID Congress in the Netherlands in 1993, a WatSave Work Team was formed, which mooted a proposal in 1997 to institute WatSave Awards to promote and recognize water conservation success amongst member countries. The proposal was approved in principle by PCTA as well as IEC and ICID instituted WatSave Awards in the year 1997. The Work Team prepared the conditions and criteria for the Awards and presented these to the Management Board for approval. These were subsequently revised in 2007 and 2010 by IEC. The WatSave Scheme is presented herein to consolidate all the decisions taken by the IEC based on the recommendations of WG-WATS, Jury Members, and PCTA from time to time. It also includes some of the recommendations made, but not followed up or approved subsequently by IECs of that year, which needs special consideration.

### II. SCOPE AND OBJECTIVE

The award(s) is/are presented to an individual or a team for an innovation that contributes to water conservation/water saving for increasing the beneficial and/or efficient use of water to develop and improve the sustainable use of the critical resource. The WatSave awards aim at:

- (a) Promoting and encouraging the best technological applications or projects which have been successful in saving and/or recovering waste waters/low-quality waters.
- (b) Promoting other non-technological interventions and/or innovative land and water management/techniques for increasing the availability of water for different uses.
- (c) Promoting research that leads to substantial savings in water applications or uses.
- (d) Promoting the development of new policies/approaches for water saving leading to cost-effective and beneficial use of water.

#### (a) Scope

The primary emphasis of the WatSave Award is on the achievement itself. It is “an award for the achievement to the individual or team behind the achievement” in that order. The purpose and spirit behind ICID WatSave awards are as follows:

- (i) The awards are intended to relate to particular activities or related sets of activities and not to highlight the overall professional accomplishments of an individual or any particular group.
- (ii) The awards are not intended to acknowledge research studies, per se, but rather to recognize accomplishments in actually saving water.
- (iii) Savings can be on a pilot scale or over a larger area, but they must have been introduced in the field to farmers or managers and applied by them, rather than remaining purely hypothetical.

The WatSave Awards are given in four categories.

#### 1. WatSave Technology Award

This award is given for work promoting and encouraging the best technological innovations/applications or projects which have been successful in saving water and/or recovering waste waters/low-quality waters.

#### 2. WatSave Innovative Water Management Award

This award is given for innovation promoting non-technological interventions and/or innovative land and water management/techniques for increasing the availability of water for different uses; Promoting research that leads to substantial savings in water applications or uses; or Promoting development of new policies/approaches for water saving leading to the cost-effective and beneficial use of water.

#### 3. WatSave Young Professional Award

This award is given for water-saving/ conservation work by young professionals (less than 40 years). The work carried out by the Young Professional should have been carried out individually or as a group and not as a guided study (or part of the project).

#### 4. WatSave Farmers' Award

This award is given to farmers for proven water-saving success stories to promote successful water conservation.

#### (b) Award

Each of the awards consists of an honorarium of US\$ 2000 and a Citation. In the event of the award being made to a team, the amount shall be disbursed to the nominated leader of the team which will be shared equally by all contributors. The Citation Plaque should bear the name of ICID as the promoter.

**ICID•CIID**

The award money may be disbursed either in USD or in the local currency of the host National Committee at the convenience of the National Committee.

In case a winner is unable to attend the IEC Meeting to receive the award money, he/she should provide written consent to the National Committee representative attending the IEC Meeting to receive the award money on their behalf.

**(c) Dissemination of the awarded works**

Based on the awarded works, ICID compiles and disseminates information on water-saving/ conservation practices adopted by member countries the world over through publications, websites and organizing regional workshops. The award winner should submit a chapter (about 2000 words) describing the technology (ies), along with images and/or videos before receiving the award. The awardees need to cooperate with the ICID Central Office for making any changes, including any missing information. The developers of the innovation in terms of technology or management techniques will have to give an undertaking that they would provide full intellectual support to the Central Office in disseminating the achievement.

**III. PROCEDURE****(a) Application**

Nominations must comply with these rules:

- (i) Nominations for the Awards are open to all professionals/ teams from ICID member countries/associate member countries as well as non-member countries, but the nomination must be made and validated by a member National Committee/ Committee/ Direct Institutional Member of ICID.
- (ii) A completed Nomination Form
- (iii) A type-written discussion of about 1500 words in English or French summarizing the nominee's work related to water saving/conservation.
- (iv) Supporting documents to be submitted
- (v) Images and/or videos of the innovation should be provided
- (vi) A brief curriculum vitae (CV) of the nominee(s)
- (vii) Recent photograph(s) of the nominee(s).
- (viii) Entries should be sent electronically to the Secretary General, ICID to reach the Central Office, New Delhi, by the Last Date of Receipt of Nominations at the ICID Central Office announced by the Secretary General.

The idea of routing the nominations through the NC is to receive only one nomination per category per country after an initial scanning of the nominations for a sequential ordering based on merit and recommending only one. ICID member countries can support one nomination from a non-member country but every country should present only one candidate per category.

National Committee can nominate newly developed work of previous WatSave Award winners provided it is for a different innovation, as the purpose of the award is to identify successful water-saving technologies and management techniques in practice among the ICID family and disseminate them across the world. A nominated innovation once rejected for the WatSave award by ICID should not be re-nominated, even under a different category.

Please note that any nomination papers, as listed above, if received after the Last Date may be considered in the following year with updated information and forwarded to the Panel of Judges. All the papers related to nomination received on or before the due date will be acknowledged within a week by the Central Office by e-mail/fax. In case of non-receipt of the acknowledgement, the concerned National Committee/ Committee should contact the Central Office immediately.

For a fair evaluation process, a minimum of three entries should be present in each category. In case of lesser nominations within any category, the nominations may be considered in the following year with updated information on the innovation. In addition, if the committee is not convinced with any of the submissions, it may defer the decision to the year after when more or better submissions become available.

**(b) Jury**

The nominations should be reviewed by a panel of 5 judges -- one each from the four regions of ICID (The Americas, Africa, Asia -Oceania and Europe) and the fifth from any region but there shall not be two judges from the same country. The Chair of PoJ shall submit his report to the President of ICID giving reasons for selecting particular innovation for the award along with suggestions for improvement in the Scheme and its implementation or the way to disseminate it. A judge shall not evaluate a nomination from his or her own country. The panel will be appointed by the President of ICID in consultation with the Chairman of the Working Group on Water Saving for Agriculture (WG-WATS).

The decision of the President ICID as arrived at through the process described herein will be final and binding. No discussion or correspondence relating to the award will be entered into.



**(a) Schedule**

The following schedule for receipt of applications and announcement of the WatSave Awards will be adhered to as far as possible:

- Last date for receipt of nominations — 120 days before the IEC date
- Review by the Panel of Judges — Within 60 days from the Last Date
- Declaration/Announcement of the Award — 45 days before the IEC date.

**(b) Evaluation Criterion**

**(1) Technology and Management Awards**

- (i) Has the innovation made an outstanding contribution to water conservation and increased the beneficial use of water and/or freed water for other uses?
- (ii) Have the quantities of water saved been quantified and documented in the submission?
- (iii) Is there a reasonable expectation that the innovation will be sustainably practised?
- (iv) Has the input and responsibility of each involved individual been delineated in the submission?

**(2) Young Professional Award**

- (i) Does the innovation promise to make an outstanding contribution to water conservation and increased the beneficial use of water and/or freed water for other uses?
- (ii) Has the innovation been pilot tested in the field and is the potential water savings estimated and documented in the submission?
- (iii) Is there a reasonable expectation that the innovation can be sustainably practised?
- (iv) Has the input and responsibility of each involved individual been delineated in the submission?

**(3) Farmer Award**

- (i) Is the innovation easily adoptable by other farmers in the region?
- (ii) Has the innovation made an outstanding contribution to water conservation and increased the beneficial use of water and/or freed water for other uses?
- (iii) Is there a reasonable expectation that the innovation will be sustainably practised?

The Jury is empowered to shift a nomination from the category under which it is submitted to another category if such a shift is appropriate and beneficial and essentially warranted.

**(c) Authentication by the National Committee**

For the Jury to adjudicate the awards, which are highly dependent on the actual application of the technology in the field, the nominating National Committee/Committee has to play a crucial role since members of the Jury will often not have detailed first-hand knowledge of the situation in a particular country, and thus would not be in a position to judge the realism of individual submissions.

National Committees should establish a broad-based WatSave Awards National Screening Committee for screening the nominations at the national level against criteria laid down for each category of Award for which the nominations are proposed to be submitted to the Central Office and ascertain their eligibility. The Screening Committee should authenticate the innovation and its implementation and ensure that it is an original work carried out by the authors. The NCs need also to confirm the age of the applicant for the Young Professional Award.

**(d) Financial**

The host National Committee of IEC meeting of each year shall sponsor the Awards presented for that year.

Central Office shall make adequate provisions in the annual budget as appropriate to disseminate the works awarded.

**(e) Contact**

The ICID Central Office may be contacted for further information on the WatSave Awards,

The Secretary General  
International Commission on Irrigation & Drainage (ICID)  
48 Nyaya Marg, Chanakyapuri, New Delhi 110021  
Tel: +91-11-26116837, 2611 5679  
E-mail: [icid@icid.org](mailto:icid@icid.org), Website: [www.icid.org](http://www.icid.org)







## WATSAVE AWARDS

Nomination Form<sup>1</sup>

## 1. Information on Innovation

Innovations / Title (max. 10 words)			
First introduced: (Year)			
Area covered: Ha	Water saved: MCM/ BCM <sup>2</sup>		
Award category (Please check one)	Technology <input type="checkbox"/>	Management <input type="checkbox"/>	
	Young Professional <sup>3</sup> <input type="checkbox"/>	Farmer <input type="checkbox"/>	

2. Nominee Information<sup>4</sup>

Nominee (1)			
Position			
Organization			
Postal Address			
Telephone		Fax	
Email		Date of birth	
Citizen of		Mobile	

Nominee (2)			
Position			
Organization			
Postal Address			
Telephone		Fax	
Email		Date of birth	
Citizen of		Mobile	

## 3. Nominee Statement of about 1500 Words (in the following format)

- (a) Describe the innovation (essential)
- (b) Describe how the innovation saves water (essential)
- (c) Describe how the innovation was introduced and spread (for Young Professional award, describe how the innovation will be introduced and spread).(essential)
- (d) Describe the scope for further expansion of the innovation (essential)
- (e) Describe the roles of the individual nominees (optional)

**(Note)** The Nominee Statement forms the central piece of the nomination and shall be filled in very carefully and is essential for adjudication and further dissemination. The nomination shall be rejected if this statement is not self-explanatory.)

<sup>1</sup> One nomination per National Committee for each award category

<sup>2</sup> MCM = Million Cubic Meters; BCM = Billion Cubic Meters

<sup>3</sup> Young Professional award does not require wide-spread implementation, but must have been pilot tested in the field.

<sup>4</sup> Please add additional names and addresses as required.





**4. Documents Attached**

- (a) Nomination Form
- (b) Nominee Statement in English/ French (*Sr. No.3*)
- (c) Curriculum Vitae of the Nominee(s)
- (d) Recent Digital Photograph of the Nominee(s) (*in high resolution*)
- (e) Documents/Reports/Technical Papers/Articles technically describing the innovation (*At least -3 technical documents supporting the Nominee Statement in electronic format*)

**5. Authentication<sup>5</sup>**

It is hereby certified that the research/application cited in the nominated work is an original work carried out by the authors to the best of knowledge and belief of the National Committee/Committee/Direct Member and hence the nominated work may be considered for the Award under the category of the WatSave Awards for which it is submitted.

- (a) Name of the National Committee \_\_\_\_\_
- (b) Name of the person \_\_\_\_\_
- (c) Position \_\_\_\_\_
- (d) Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Tel \_\_\_\_\_ Fax \_\_\_\_\_
- E-mail \_\_\_\_\_
- (e) Signature (with Official seal) \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

National Committees / Committee should forward **electronically** the nomination form(s), complete in all respects to The Secretary General, International Commission on Irrigation and Drainage (ICID), 48, Nyaya Marg, Chanakyapuri, New Delhi, India; E-mail: [icid@icid.org](mailto:icid@icid.org); Tel +91-11-26116837 / +91-11-26115679, <http://www.icid.org>.

<sup>5</sup> National Committee must check the originality of the nomination/ submission and should make sure that it has not been submitted earlier/ elsewhere



## 5.2 Best Performing National Committee Award (BPNCA) Scheme

### I. BACKGROUND

The 52<sup>nd</sup> International Executive Council (IEC) of ICID held on 21<sup>st</sup> September 2001 at Seoul, Korea approved the institution of an “ICID Award for the Best Performing National Committee” to be presented triennially at every ICID Congress starting from the 18<sup>th</sup> ICID Congress to be held at Montreal in July 2002.

### II. SCOPE AND OBJECTIVE

The objective of institution of Best Performing National Committee Award (BPNCA) is to recognize NC's contribution to ICID's objectives. Within the limits of their capacity and constraints which are considerable, the NCs' contributions are important and valuable.

#### (a) Scope

The NCs who perform exceedingly well need to be encouraged to enable them to continue their peak level of performance, while the others who are not able to perform so well due to one reason or the other, need to be motivated to strive and attain excellence in performance, shoulder to shoulder with better performing NCs. Constraints, if identified in time, will enable NCs to overcome their inhibiting influence in attainment of desired level of contribution to ICID's identified activities, in addition to such national activities as are in line with ICID's mission statement. A healthy competition and timely recognition of excellence are bound to provide them an incentive and an opportunity for introspection, for defining the constraints and targeted removal of weakness, if any

#### (b) The Award

The Award consists of a Trophy and a Citation Plaque.

#### (c) Dissemination of the awarded works

The Jury may identify the works/publications cited in the nomination form credited to/brought out by the winner National Committee/Committee that may be disseminated among ICID fraternity as part of Knowledge Dissemination, one of the means for fulfilling ICID's mission, through ICID website, and periodicals brought out from time to time.

### III. PROCEDURE

#### (a) Application

Nominations must comply with these rules

- (i) Nominations for the Awards are open to the member National Committees/ Committee of ICID. A National Committee which has received the award for their performance in the past shall be eligible to apply again only after 10 years after the date of receipt of the last award.
- (ii) A completed Nomination Form (see Annexure)
- (iii) Entries should be sent electronically to the Secretary General, ICID so as to reach Central Office, New Delhi, on the Last Date announced by the Secretary General.

#### (b) The time schedule

Following time schedule for receipt of applications and announcement of the BPNCA will be adhered to as far as possible

- Last date for receipt of nominations - 120 days prior to Congress date
- Review by the Panel of Judges - Within 60 days from the Last Date
- Declaration/Announcement of the Award - 45 days prior to IEC date.

#### (c) Jury

The Jury should consist of a Panel of Judges for BPNCA, comprising of the members holding the following positions in ICID

Immediate Past President	-	Chairman
Three Senior Most Vice Presidents	-	Members
President, ICID	-	Resource Person
Secretary General, ICID	-	Resource Person



The PoJs shall communicate with each other by e-mail, evaluate the nominations, and submit its report to the President by the set date for evaluation or in advance.

The decision of the President as arrived at through the above process will be final and binding. No discussion or correspondence relating to the award will be entered into.

**(d) Evaluation Criterion**

The main criteria for evaluation of the performance of the nominated 'National Committee' is its performance during the 3-year period between last Congress and till the date of submission of the nomination, prior to the forthcoming Congress. Various factors/facets for rating of excellence in performance of a National Committee are listed below.

- (1) Broadbasing of National Committee
  - (a) Type of institutions covered, e.g., government, research, WUA, University etc.
  - (b) Disciplines represented, e.g. irrigation, drainage, civil engineering, agriculture, sociology, economics etc.
  - (c) No. of members associated
  - (d) Services provided to members
  - (e) Representation of Young Professionals + Women in National Committees/Workbodies of ICID
  - (f) Constitution/By-laws formulation, formal registration
- (2) Technical events organized under the NC banner
  - (a) Training courses.
  - (b) Multilateral, Bilateral cooperation with other countries
  - (c) Conferences, workshops, seminars organized
  - (d) Regional Cooperation
  - (e) Contribution of NC to national policy, strategy or action
  - (f) Fund raising for the NC
- (3) Publications brought out/translations in local languages/periodicals/newsletters Published (please submit if not already sent to Central Office)
- (4) Participation in and/or hosting IECs, Congresses, Regional Conferences, Drainage Workshops and other international events of ICID's interest, including hosting them.
- (5) Contribution to ICID organizational work as member of WG, or as Office-Bearers, Panel Expert etc. and contribution to technical activities of workbodies/ICID by way of collecting information and responding to questionnaires of workbodies and those sent by Central Office.
- (6) Papers submitted for Congresses, Regional Conferences, ICID Journal
- (7) ICID Membership subscription – prompt and up-to-date payment.
- (8) Contribution to ICID's financial resources for its various activities by way of -
  - (a) Grants/support/awards.
  - (b) Advertisement on ICID website.
  - (c) Promotion of sale of ICID publications.

**(e) Financial**

Central Office shall make adequate provisions in the annual budget as appropriate to arrange for the award, like preparation of the Trophy and Citation Plaque.

**(f) Contact**

ICID Central Office may be contacted for further information on BPNCA,

The Secretary General  
International Commission on Irrigation & Drainage (ICID)  
48 Nyaya Marg, Chanakyapuri, New Delhi 110021, INDIA  
Tel +91-11-26116837, +91-11-26115679  
E-mail [icid@icid.org](mailto:icid@icid.org), Website [www.icid.org](http://www.icid.org)





**BEST PERFORMING NATIONAL COMMITTEE AWARD (BPNCA)**

Congress \_\_\_\_\_ Period \_\_\_\_\_

**NOMINATION FORM**

Article I.	Main factor	Brief description	Remarks		
Article II.	I.	<b>Broad basing of National Committee</b>			
			Numbers	M	R
1.1	Types of institutions as members (M) / represented (R)	1. Government Agencies			
		2. Educational			
		3. Institutions			
		4. Consultants/Suppliers			
		5. Others (please specify)			
			Numbers	M	A
1.2	Disciplines represented by members (M) or associates (A)	1. Irrigation			
		2. Drainage			
		3. Civil engineering			
		4. Agriculture			
		5. Soil and water			
		6. Conservation			
		7. Hydrology			
		8. Sociology			
		9. Economics			
		10. Agricultural extension			
		11. Environment			
		12. River engineering			
		13. Horticulture			
		14. Others (please specify)			



**Annex to BPNCA (contd.)**

			Numbers		Please attach details
1.3	Membership by Type	1. Institutional members			
		2. Individual members			
		3. Associate members			
		4. Student members			
1.4	Services provided to members				Please attach brief description
			Numbers		Please provide brief details
1.5	Representation of young professionals/women in NC/workbodies of ICID	1. Young professionals			
		- On NC			
		- Workbodies of ICID			
		2. Women			
		- On NC			
		- Workbodies of ICID			
			Yes	No	Please provide details
			(Please check)		
1.6	Legal aspects	1. Formally registered			
		2. Constitution available			
		3. Formation of constitution is in process			
		4. By-laws available			
		5. By-laws formation in Process			

II. Technical events organized between _____ (Year)					
			Numbers		
2.1	National Activities	1. Training courses held			Please attach a list
		2. National conferences/ workshops/seminars held			Please attach a list
			Yes	No	
			(Please check)		
		3. Contribution of NC to national policy, strategy or action			Please provide a brief detail
	Yes	No			
	(Please check)				
2.2	Regional/International Activities	1. Bilateral/Multilateral cooperation			Please attach a list
		2. Regional seminars/ workshops/ conferences held			Please attach a list
		3. International conferences/ workshops/ seminars held			Please attach a list
2.3	Financial Strength of NC	Strong			
		Moderate			
		Weak			



**Annex to BPNCA (contd.)**

<b>III. Publications and Communications</b>			
		Numbers	Please provide list of publications
3.1	Publications	1. Technical publications	
		2. Translation in local languages	
		3. Newsletters	
		4. Any other publications, please specify	
3.2	ICT Enabled Services	1. Dynamic Website	
		2. ICT Enabled Services	

<b>IV. Participation and/or hosting</b>			
		(Numbers hosted)	(Numbers participated)
		1. IECs	
		2. Congresses /WIF	
		3. Regional conferences	
		4. International drainage workshop	
		5. International Micro Irrigation Symposium	
		6. Recipient of ICID WatSave or other Awards	

<b>V. Contribution to ICID's Organizational work as member of workbodies(WB), or as Office – Bearers(OB), Panel Expert etc. and contribution to technical activities of ICID workbodies by way of collecting information and responding to questionnaires of workbodies and those sent by Central Office</b>			
		Numbers	Please attach a list
5.1	Representation of WB, OB, Panel of experts	1. As ICID Office Bearers (OB)	
		2. As Members on ICID workbodies (WB)	
		3. As Panel of experts in ICID Congresses/WIF	
		Numbers	Please attach a list
5.2	Major contribution to workbodies	1. Providing Expertize as Chairman	
		2. Contributed to the Outputs of WBs (Papers or Case Studies)	
		3. Presentations made in the internal workshops	



Annex to BPNCA (contd.)

VI. Papers submitted for Congresses, World Irrigation Forums, Regional Conferences, ICID Journal (_____) Year			
		Numbers	Please attach a list
6.1	Papers published in the ____ ICID Congress/WIF		
6.2	Papers published in ____ ICID Workshops/Regional Conferences		
6.3	Papers published in ____ International Conference/ Congress		
6.4	Papers published in the proceedings of the ICID sponsored international events		
6.5	Papers published in ICID Journal		
6.6	News items contributed to ICID Newsletters/ News Updates/Annual Report		

VII. ICID membership subscription – prompt and up to date payment			
		Yes	No
		(Please check)	
7.1	Membership subscription paid	Year ____	
		Year ____	
		Year ____	

VIII. Contribution to ICID’s financial resource for its various activities by way of				
		Yes	No	Please provide brief details
		(Please check)		
8.1	Grants/support/awards			
8.2	Advertisements on ICID website			
8.3	Promotion of sale of ICID publications			
8.4	Other (please specify)			

IX. General Quality of Submission of the Nomination				
		Yes	No	
		(Please check)		
9.1	Outstanding			
9.2	Excellent			
9.3	Good			
9.4	Poor			
9.5	Very Poor			



**X. Authentication**

It is hereby certified that the information given above is true to the best of our knowledge and belief and accordingly submitted for consideration of the Best Performing National Committee Award.

(a) Name of the National Committee -----

(b) Name of the person -----

(c) Position -----

(d) Address -----

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

(e) Signature (with Official seal) -----

Date -----

Place -----

National Committees / Committee should forward **electronically** the Entry form complete in all respects to

The Secretary General  
International Commission on Irrigation and Drainage (ICID)  
48, Nyaya Marg, Chanakyapuri, New Delhi, India  
E-mail: [icid@icid.org](mailto:icid@icid.org); Tel +91 11 2611 6837 / +91-11-2611 5679  
Website: <http://www.icid.org>







## 5.3 Best Performing Workbody Award (BPWA) Scheme

### I. BACKGROUND

On the recommendation of PCSPO and PCTA to IEC about the instituting of Award for 'Best Performing Workbody', 54th IEC in Montpellier, France approved the setting up of a Best Performing Workbody Award (BPWA) and its criteria to be awarded on 19 September 2003. This award will be presented at every Congress based on the various facets demonstrated by the Workbodies in between two Congresses. At the 55<sup>th</sup> IEC meeting held in Moscow, Russia on 11 September 2004, the composition the Panel of Judges (PoJ) for BPWA was approved.

### II. SCOPE AND OBJECTIVE

The objective of institution of **Best Performing Workbody Award (BPWA)** was to acknowledge the contributions of the well-performing workbodies that are not adequately recognized. It was felt that a proper appreciation would generate a multiplier effect. The workbodies which perform well, need to be encouraged further to enable them to continue their peak level of performance, while others which are not able to perform so well due to one reason or the other, need to be motivated to strive and attain excellence in performance, shoulder to shoulder with better performing Workbodies. A healthy competition and timely recognition of excellence, would provide incentive and an opportunity for introspection, for defining the constraints and to target removal of weaknesses, if any.

#### (a) The Award

The Award consists of:

- Citation / Certificate / Plaque to each member of the Workbody (as per the latest membership composition) and publicizing the Award winning WG through a webpage on the ICID website.
- Free publications of decided value to each member of the WG.

#### (b) Dissemination of the awarded works

The Jury may identify the works/publications cited in the nomination form credited to/brought out by the winner Workbody that may be disseminated among ICID fraternity as part of Knowledge Dissemination, one of the means for fulfilling ICID's mission, through ICID website, and periodicals brought out from time to time.

### III. PROCEDURE

#### (a) Application

Nominations for the Award are invited from the Chairpersons of the Workbodies for the work carried out by their workbody during the period between the immediate past Congress and the forthcoming Congress.

The Secretary General can also invite the Chairpersons of the Workbodies identified by one of the Office Bearers in writing (e-mail) to submit nominations, provided the same is received by the Secretary General within 15 days of the call for nominations.

Nominations shall comply with the following rules:

- (i) Workbodies which have received the award for their performance in the past shall be eligible to apply again only after 10 years from the date of receipt of last award.
- (ii) A completed Nomination Form listing the information under factors (see Annexure) shall be submitted by the Chair of the concerned Workbody.
- (iii) Name of all the members(s) of the workbody contributing at least for the last three years to the activities of the workbody.
- (iv) Entries should be sent electronically to the Secretary General, ICID so as to reach Central Office, New Delhi, on or before the Last Date announced by the Secretary General.

#### (b) The time schedule

Following time schedule for receipt of applications and announcement of the BPWA should be adhered to as far as possible:

- Last date for receipt of nominations - 120 days prior to Congress date
- Review by the Panel of Judges - Within 60 days from the Last Date
- Declaration/Announcement of the Award - 45 days prior to IEC date.



**(c) Jury**

The nominations shall be adjudicated by the Panel of Judges comprising of the members holding the following positions in ICID:

- |                                   |                    |
|-----------------------------------|--------------------|
| 1. President, ICID                | - Chairman         |
| 2. Immediate Past President, ICID | - Member           |
| 3. PCTA Chair                     | - Member           |
| 4. PCSO Chair                     | - Member           |
| 5. Secretary General              | - Member-Secretary |

The PoJs will communicate with each other by e-mail, evaluate the nominations, and provide the result by the specified date for evaluation or in advance for preparing Citation Plaques, and for other formalities.

The decision of the PoJs as arrived at through the above process will be final and binding. No discussion or correspondence relating to the award will be entered into.

**(d) Evaluation Criterion**

The criteria for evaluation of the nominations received for BPWA is based on the various facets demonstrated by the workbodies in between two Congresses, i.e. from the last Congress to the date of submission of the nomination, as per the following factors prescribed and evolved over the years since its inception:

1. Proportion of members on the Workbody from industrialized and developing countries.
2. Membership of Young Professionals and Women in the Workbody.
3. Technical publications brought out by Workbody
  - (a) Between two Congress years
  - (b) From the year of Congress Up to the date of nomination
4. Number of publications with titles, under preparation by Workbody.
5. Timely achievements of targets set out by the Workbody in its rolling plans.
6. Newsletter/Website of the workbody, if any, and services offered through it.
7. Attendance of members at meetings and/or their contribution to activities of the IEC Workbody.
8. Workshops/Special Sessions organized/sponsored by Workbody at IEC meetings/ICID Congress.
9. Workbody contributions to new initiatives of ICID.
10. Participation/contribution of Workbody members in other International Programs.
11. Papers submitted by Workbody members to ICID Conferences/ICID Journal/other Journals.

**(e) Financial**

Central Office shall make adequate provisions in ICID annual budget as appropriate to arrange for the award, like preparation of the citation plaques, certificates and decided value of publications to each member of the winning workbody.

**(f) Contact**

ICID Central Office may be contacted for further information on BPWA,

The Secretary General  
International Commission on Irrigation & Drainage (ICID)  
48 Nyaya Marg, Chanakyapuri  
New Delhi 110021  
Tel: +91-11-26116837, +91-11-26115679  
E-mail: [icid@icid.org](mailto:icid@icid.org), Website: [www.icid.org](http://www.icid.org)





**BEST PERFORMING WORKBODY AWARD (BPWA)**

(Information to be supplied, with Supporting Material)

**NOMINATION FORM**

1. Proportion of members on the Workbody from industrialized and developing countries.
2. Membership of Young Professionals and Women in the Workbody.
3. Technical publications brought out by the Workbody
  - (a) Between \_\_\_\_\_
  - (b) From \_\_\_\_\_ up to the date of nomination
4. Number of publications with titles, under preparation by the Workbody.
5. Timely achievements of targets set out by the Workbody in its rolling plans.
6. Newsletter/Website of the Workbody, if any, and services offered through it.
7. Attendance of members at meetings and/or their contribution to activities of the IEC Workbody.
8. Workshops/Special Sessions organized/sponsored by the Workbody at IEC meetings/ICID Congress.
9. Workbody contributions to new initiatives of ICID.
10. Participation/contribution of the Workbody members in other International Programs.
11. Papers submitted by the Workbody members to ICID Conferences/ICID Journal/other Journals.





## 5.4 ICID's "World Irrigation and Drainage Prize"

### PROCEDURE, CONDITIONS AND CRITERION

#### 1. Objective and Scope

- 1.1 With the objective to promote sustainable irrigation and enhanced agriculture production to achieve food security around the world ICID has instituted the **World Irrigation and Drainage Prize (WID Prize)** and recognize the contributions made by an individual or an institution in the field of Irrigation and Drainage that have far reaching and wide impacts.
- 1.2 WID Prize is intended to recognize the work of dedicated professionals and institutions who have actively contributed to the development of Irrigation and Drainage during the past 15 years ensuring increased agricultural production at national, regional and international level. The award will be conferred upon an individual, a group of individuals or an institution without any discrimination whatsoever on the grounds of nationality, religion, race, gender, age or political belief.

#### 2. Amount and Periodicity of the Prize

- 2.1 The Prize which includes a cash award of US \$10,000 and a 'Citation Plaque' citing the meritorious achievements of the winner shall be awarded every three years during the triennial World Irrigation Forum starting from 2013. The Prize amount may be shared in exceptional circumstances between more than one winner, each of whom is considered to merit the Prize, and divided equally.
- 2.2 The Prize consisting of a sum of US \$10,000 and all expenses related thereto shall be funded by ICID from the contributions received from the Sponsors into a Trust Fund. The Sponsors may include National Committees of ICID, Direct Members, International Organisations, Research Institutions, Industries and the country hosting the WIF. The operation of this fund, deposited in a special interest bearing account, shall be in conformity with the prevailing Financial Regulations. The interest on the sum deposited in the special account shall be utilized for all expenses related to the Prize in subsequent years.
- 2.3 The staff support and operating / management costs of the Prize, including all costs related to the meeting of the international jury, creation of trophies, award ceremony and public information activities shall be fully covered from the Trust Fund for the Prize. To this end, the Secretary-General of ICID will determine a mandatory overhead cost amount to be applied and charged against the funds in the special account.

#### 3. Qualifications of candidates

- 3.1 Candidates nominated for this prize shall have made exceptionally significant contribution through innovations in the field of irrigation and drainage to the promotion of irrigation and drainage by way of (a) research, (b) management, (c) technical services, (d) advocacy, (e) operationalization of innovations and (f) sensitization of decision makers and public; resulting in increased agriculture production, at national, regional and / or international level fulfilling the following criteria.
  - (a) The significant contribution must be shown to have resulted in a demonstrable improvement in the availability of agricultural water in a large area for large number of farmers, thereby increasing food production.
  - (b) The impact of the achievement must be measurable and quantifiable - demonstrated either in terms of (a) increased area under irrigation and drainage; (b) increased productivity; (c) increased efficiency in use of irrigation water; and or (d) enhanced net income; thereby improving food security and/or agricultural water security.
  - (c) It must be clearly shown that this increase was the direct result of the specific actions, activities and work of the nominee (i.e., without his or her specific accomplishment, change would not have occurred).
  - (d) The area affected and the extent of the change the farmers / rural population experienced in terms of quality of life and economic condition of the people of that region will be a major factor in evaluating the relative significance of the work.
  - (e) In weighing the merits of the work, consideration may be given to attaining a balance among all segments of the irrigated agricultural production.
  - (f) Weightage shall also be given to the complexity of the problem tackled, multi-disciplinary approaches adopted, and inter-institutional cooperation affected in achieving success.
  - (g) Consideration will also be given to the degree of ingenuity and determination involved in attaining this change or advancement.
  - (h) The prize is intended to be awarded to one person or one institution. In exceptional circumstances where an individual person (or persons) has collaborated in an indispensable way, more than one person may be included in the nomination.



#### 4. Nomination of candidates

- 4.1 The Secretary-General of ICID shall officially invite the submission of nominations in the prescribed format (**Annexure**) and take all necessary steps to provide wide publicity to the WID Prize through all possible means to encourage an increased number of nominations.
- 4.2 The nominations shall be called from:
  - a. National Committees of ICID,
  - b. Governments of ICID Member countries,
  - c. International organizations, and
  - d. Non-governmental organizations/institution maintaining formal consultative relations with ICID, especially those concerned with Irrigation and Drainage.
- 4.3 A self-nomination shall not be considered. The closing date of receipt of nominations, as fixed by the Secretary General in the given year, shall be about five months before the forthcoming WIF.
- 4.4 Nominations shall be submitted in English or in French, to the Secretary-General along with all supporting documents in electronic form and in hard copy, duly signed under intimation to the National Committees or International Organizations, where they exist, or the Government of the country where the nominee has implemented its work proposed to be considered for the Prize.
- 4.5 The Central Office of ICID shall act as the Secretariat for the Jury and be authorized to bring to the Jury's attention any nominations failing to meet all the criteria set forth herein above. Proposals received for the award of the Prize shall be treated confidentially and may not be divulged.

#### 5. Adjudication of the prize

- 5.1 The Jury shall consist of five eminent persons of different nationalities and gender, appointed by the President of ICID for a period of three years. Members of the Jury should have wide knowledge of current irrigation and drainage practices. Jurors involved in a real or potential conflict of interest shall recuse themselves from further deliberations or be asked by the President of ICID to do so. The President of ICID may replace members of the Jury for a reason.
- 5.2 Members of Jury shall work on a voluntary basis and receive no remuneration for their work, but will receive allowances for travel and accommodation, where required. A quorum of three jurors present will be required for jury deliberations to proceed. The working languages for deliberations by the Jury shall be English.
- 5.3 The Jury shall conduct its business and deliberations in conformity with these Statutes and shall be assisted in the performance of its task by the Secretariat of the Central Office in New Delhi. Decisions shall be taken by consensus to the extent possible and otherwise by secret ballot until a simple majority is obtained. A member shall not take part in a vote concerning a nomination from his or her country.
- 5.4 The Jury shall meet at least once after the closing date for the submission of nominations, to make its recommendations to the President of ICID for the selection of that year's prize winner and an alternate. The Jury shall send an assessment on nominations and accompanying recommendations to the President of ICID no later than at least 75 days before the scheduled award ceremony at the WIF.

#### 6. Procedure for award of the Prize

- 6.1 For each edition of the Prize, the exact date and place of the award ceremony will be decided by the Secretary-General in consultation with the President of ICID. ICID shall officially announce the name/names of the prize winner/prize winners at least two months before the date of award giving ceremony. The Prize should be awarded by the President of ICID at an official ceremony to be held for that purpose in the presence of the participants of the World Irrigation Forum.
- 6.2 The Selection Committee after reviewing the nominations recommends the winner and the first alternate; it deems most worthy for the award. If the Selection Committee observes that this accomplishment was simultaneously attained by two or more individuals working separately, the Selection Committee may recommend that the prize be shared and jointly awarded
- 6.3 Names of the members of the Jury will remain anonymous except for the Chairman. The minutes of the Committee's meeting and the views expressed by its members will not be made public. The decision of the Jury and the President shall be final and no appeals shall be allowed against the decision with regard to the award of the Prize.
- 6.4 The prize winner(s) would be encouraged to give an acceptance speech/lecture on the subject relevant to the work for which the Prize has been awarded. Such a lecture shall be organized during the Prize giving ceremony.



**ICID•CIID**

6.5 The nominee for the Prize should be alive and in sound health to attend the award giving ceremony. If, however, a prize winner dies before he has received the Prize, then the Prize may be presented posthumously (awarded to relatives or institution). Should a prize winner decline the Prize, the Jury shall submit a new proposal to the President of ICID.

**7. Sunset clause**

7.1 After a period of six years, the President of ICID together with the Secretary General undertake a review of all aspects of the Prize and decide about its continuation or termination by presenting an Agenda Item on the subject at the following IEC meeting. In case of termination of the Prize, the use of any unspent balance of funds shall be determined by the IEC, in accordance with the Financial Regulations.





## ICID'S "WORLD IRRIGATION AND DRAINAGE PRIZE"

## NOMINATION FORM

**1. Nominating Organisation**

- (a) Name(s) of person(s) submitting nomination : \_\_\_\_\_
- (b) Name of Nominating Organisation : \_\_\_\_\_
- (c) Mailing Address : \_\_\_\_\_  
\_\_\_\_\_
- (d) Telephone number : \_\_\_\_\_
- (e) E-mail address : \_\_\_\_\_

**2. Nominee's detail**

- (a) Nominee's name : \_\_\_\_\_
- (b) Current position : \_\_\_\_\_
- (c) Mailing address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (d) E-mail address : \_\_\_\_\_
- (e) Telephone number : \_\_\_\_\_

**3. Bio graphical information**

- (a) Date and Place of birth : \_\_\_\_\_
- (b) Education : \_\_\_\_\_
- (c) A resume or CV detailing the nominee's position held, professional affiliations, honours and awards received (as Annexure).
- (d) Photograph of the nominee (2 copies).

**4. Synopsis**

*[Provide synopsis of nominee's achievement in 150 words or less].*

**5. Statement of achievement**

*[In not more than 1000 words, describing the work of the nominee, its impact in terms of numbers of people benefitted, geographical boundaries of the impact and measure of per capita increase in income of the people benefitted].*

**6. Seconding Nominations**

*[Letters seconding the nomination from at least two individuals who are familiar with the nominees work but not directly associated with the nominating organisation must be provided. Seconding letters should ideally provide additional or supplemental information regarding the nominee's achievement as well as its impact on the people].*

**7. Supplementary Documents**

*[Provide a List of the Documents attached that support the nomination, including but not limited to articles describing the nominee's work, achievement, impact and evaluation of the work, and publications by the Nominee or about the work that directly relate to the nomination should be provided All attached documents should be submitted in Microsoft word & pdf format].*





## 5.5 Scheme for Recognition of ‘World Heritage Irrigation Structures (WHIS)’<sup>6</sup>

### 1. Background

1.1 At the 63<sup>rd</sup> meeting of International Executive Council (IEC) held at Adelaide, Australia on 28 June 2012, President Gao Zhanyi suggested that a process for recognition of the historical irrigation structures on the lines of World Heritage Sites as recognized by UNESCO shall be initiated. Accordingly, a Task Team comprising of the following members, was set up to work out objectives, guidelines and procedures to select the historical irrigation structures. The Scheme was discussed during the meeting of WG-HIST at 65th IEC meeting. The members suggested changes in the scope of the Scheme, the present Scheme has been revised and updated to include both the old operational irrigation structures as well as structures that have primarily archival value. The Management Board (MB) at its first virtual meeting of 2018 (MB-1/18) held in Kathmandu, Nepal on 03 May 2018 decided to prefix the word ‘World’ to HIS as the Scheme was originally conceptualized for recognizing the individual structures forming an irrigation system, irrespective of its location.

### 2. Objective

2.1 It is proposed that a historical irrigation and/or drainage structure fulfilling the criterion laid down in this document shall be recognized as “World Heritage Irrigation Structure” (WHIS). The main objectives of recognition as a “World Heritage Irrigation Structures” are:

- (a) Tracing the history of and understanding the evolution of irrigation in the civilizations across the world.
- (b) To select and collect information on historical irrigation structures from around the world, understand their significant achievements and gather knowledge about the unique features that have sustained the project for such a long period;
- (c) To learn the philosophy and wisdom on sustainable irrigation from these structures; and
- (d) To protect/preserve these historical irrigation structures

### 3. Scope

3.1 The type of the structures or facilities to be considered for recognition as World Heritage Irrigation Structures shall fulfil following criterion:

- (a) The structure shall be more than 100 years old;
- (b) The structures shall fall under one of the following categories:
  - (i) Dams (operational largely for irrigation purpose),
  - (ii) Water storage structures such as tanks for irrigation,
  - (iii) Barrages and other water diversion structures,
  - (iv) Canal Systems,
  - (v) Old waterwheels,
  - (vi) Old shadouf,
  - (vii) Agriculture drainage structures,
  - (viii) Any site or structure functionally related to present or past agricultural water management activity.

### 4. Criterion

4.1 The structure recognized as a World Heritage Irrigation Structure should fulfill one or more of the following criterions.

- (a) The structure should represent a milestone / turning points in development of irrigated agriculture and should bear an exceptional testimony to development of agriculture and increase in food production along with the improvement of economic condition of farmers;
- (b) The structure that was ahead of its times in terms of project formulation, engineering design, construction techniques, dimensions of the structure itself, quantum of water diverted, and size of the command; [any one or more of these]
- (c) Must have made outstanding contribution to enhancing food production, livelihood opportunities, rural prosperity, and poverty alleviation in a region;
- (d) Was innovative in its ideas at the time of its construction;

<sup>6</sup> Renamed as World Heritage Irrigation Structures (WHIS) at the 69<sup>th</sup> IEC meeting, Canada, 2018





- (e) Contributed to the evolution of efficient and contemporary engineering theories and practices;
- (f) Is an example of attention to environmental aspects in its design and construction;
- (g) Was an example of engineering marvel or excellence at the time of its construction;
- (h) Was unique in some positive and constructive way;
- (i) Bears the stamp of a cultural tradition or a civilization of past the past;

4.2 The structures fulfilling the above laid criterion will be classified into Lists:

- (a) List A would include those structures which are still operational and present an outstanding example of sustainable Operation & Management over a long period of time;
- (b) List B would include those structures which essentially have archival value and are no more functional

## 5. What does list as an ICID World Heritage Irrigation Structure mean?

5.1 The process of documentation, recognition and appropriate management of the World Heritage Irrigation Structures will benefit the irrigation and drainage fraternity as well as the society in general by providing:

- (a) Understanding of the factors that make the heritage structures sustainable and learn lessons there from;
- (b) Education opportunity for professionals, students and general public; and

5.2 For UNESCO World Heritage Sites, inclusion means maintaining status quo forever. But it would be incorrect to stipulate the same for irrigation structure, as the people have the right to replace older structure with more efficient ones for better water use efficiency. Recognition as an WHIS would be used to draw attention of the concerned governments to provide sufficient resources to maintain the WHISs. ICID may provide small scale technical guidance to the project authority through a team of experts from ICID for its further sustainability, conservation and safe management as long as possible. ICID through various kinds of published material (Coffee table publications, web pages etc) should bring these WHIS into the public knowledge and the role they have played in achieving food security.

## 6. Procedure

6.1 A historical irrigation and drainage structure fulfilling the criterion laid under section 4, based on the recommendation of the Jury to be constituted following the guidelines, as presented below, will be approved by the International Executive Council to be recognized as World Heritage Irrigation Structure (WHIS) that will be included in an "ICID Register of World Heritage Irrigation Structures" and presenting a "World Heritage Irrigation Structure" Plaque citing the salient features of the WHIS. The Plaque will be awarded to the National Committees for onward transmission to the authorities responsible for the running and maintenance of the structure for displaying prominently on the body of the structure. The ICID Register of WHIS would be publicized through ICID media channels.

6.2 The National Committee should report the current status of registered WHIS site to ICID, after 5 years of registration.

### 6.3 Application

6.3.1 Any National Committee/Committee of ICID can nominate or send a proposal for recognizing historical irrigation structures meeting the criteria prescribed below, in the format prescribed at Annexure. The maximum entries per National Committee/Committee are limited up to four (4) in a year. The NC shall obtain a 'letter of support' from the relevant authority (ies).

### 6.4 Jury

6.4.1 The President shall constitute a Panel of Judges, broadly following the composition below for adjudication with the objective to provide recognition to World Heritage Irrigation Structures:

Chairman, PCSO	- Chairman
Chairman/Ex-Chair, WG-HIST	- Member
Nominees from 3 NCs of ICID	- as Members
Secretary General, ICID	- Member-Secretary



**ICID•CIID**

**6.5 Call for nomination**

6.5.1 The nomination process for recognition of World Heritage Irrigation Structures is open ended and the National Committees desirous of submitting a nomination can fill in the required information in the Nomination Form as prescribed in Annexure A. A National Committee/Committee can submit up to four (4) nominations in a year. The nomination forms received by 30th June every year will be processed together and presented to the following Executive Council meeting after due processing.

**6.6 Financial**

6.6.1 ICID will seek to create a fund to meet the requirements of resources for:

- (a) Processing the applications,
- (b) Providing certain technical support to the WHIS for maintaining the structure in good condition,
- (c) Developing material for dissemination of WHIS, and
- (d) Bringing out publications based on the lessons learnt.

**6.7 Contact**

6.7.1 The ICID Central Office may be contacted for further information on the Recognition of WHIS,

The Secretary General, ICID  
48 Nyaya Marg, Chanakyapuri  
New Delhi 110021  
Tel: +91-11-26116837, 2611 5679  
E-mail: [icid@icid.org](mailto:icid@icid.org), Website: [www.icid.org](http://www.icid.org)







**NOMINATION FORM FOR INCLUDING IN THE ICID REGISTER OF WORLD HERITAGE IRRIGATION STRUCTURES (WHIS)**

**(Note:** The information provided herein can be used by ICID to inform, market and give publicity to the WHIS included in the ICID Register of World Heritage Irrigation Structures through various dissemination mechanism, giving due acknowledgement to the National Committee and the owner organization. A National Committee/Committee can submit up to four (4) entries in a year.)

**1. Details of the Irrigation Structure Nominated**

(Separate form should be submitted for each nominated structure)

- (a) Name .....
- (b) The year of commissioning: .....
- (c) Area Irrigated/ drained: .....
- (d) Geographical Coordinates: .....
- (e) River basin/ sub-basin where located: .....
- (f) Name of the Nominating National Committee/Committee: .....

**2. Management Details of the WHIS:**

- (i) Ownership:
  - (a) Name of organization .....
  - (b) Address: .....
- (ii) Name and contact details of Official(s) managing the nominated structure .....
- (iii) Present source of fund for Operation and Maintenance of the nominated structure (For List A structures) .....
- (iv) Present source of fund for Maintenance of the nominated structure (For List B structures) .....

**3. Description giving Salient Features of the nominated structure**

(Provide in a separate sheet in 500 words. Also provide Maps/ Sketch /Plans, if available showing various components, boundary, jurisdiction of the project area (to be attached))

**4. Justification for nomination:**

- (a) Criteria which the nominated structure fulfils and how (Please provide a write up of not more than 1000 words one or more criteria that the structure fulfils)
- (b) Statement on the nominated structure’s engineering utility as on date vis a vis its designed utility. (For including in List, A)
- (c) Statement on the nominated structure’s engineering utility at the time it was functional, and details of the overall project of which it formed an essential part. (For including in List B)

**5. Present state of Conservation**

(Enumerate and describe factors that are affecting or have affected the utility of the nominated structure in the past e.g. Encroachment, Suitability in present conditions, pollution, natural disaster such as floods, earthquake, visitors/tourism pressure etc.) (Max 500 words)



**6. Documents attached**

- (a) Support letter (s) from the relevant local/national authorities (Essential)
- (b) Document providing project description,
- (c) Document/ Report enumerating benefits accrued from the project since its inception
- (d) Project photographs old as well as the latest
- (e) Audio visual materials and
- (f) Inventory of project property,
- (g) Bibliography etc.

(In case the documents are too bulky, please provide electronic versions) (Scanned etc.)

**7. Certification by the National Committee/Committee**

- (i) Authentication:
  - (a) It is certified that the above information is correct to the best of our knowledge and the relevant institutions/departments have been contacted or informed about this nomination. (Concerned Archeological Department/Agency or maintaining organization in case of LIST B)
  - (b) National Committee will undertake the actions required to disseminate the information befitting the listed World Heritage Irrigation Structure.

(ii) No Objection certificate:

We have no objection to ICID using the information provided with this nomination form for marketing and to give publicity to the historical irrigation structure nominated.

- (a) Signatures .....  
Chairman / Secretary of Nominating  
National Committee / Committee/  
Regional Working Group
- (b) Name .....
- (c) Address .....  
.....  
.....  
.....
- (d) Seal .....





**BEST PERFORMING WORKBODY AWARD (BPWA)**

(Information to be supplied, with Supporting Material)

**NOMINATION FORM**

1. Proportion of members on the Workbody from industrialized and developing countries.
2. Membership of Young Professionals and Women in the Workbody.
3. Technical publications brought out by the Workbody
  - (a) Between \_\_\_\_\_
  - (b) From \_\_\_\_\_ up to the date of nomination
4. Number of publications with titles, under preparation by the Workbody.
5. Timely achievements of targets set out by the Workbody in its rolling plans.
6. Newsletter/Website of the Workbody, if any, and services offered through it.
7. Attendance of members at meetings and/or their contribution to activities of the IEC Workbody.
8. Workshops/Special Sessions organized/sponsored by the Workbody at IEC meetings/ICID Congress.
9. Workbody contributions to new initiatives of ICID.
10. Participation/contribution of the Workbody members in other International Programs.
11. Papers submitted by the Workbody members to ICID Conferences/ICID Journal/other Journals.





## 5.4 ICID's "World Irrigation and Drainage Prize"

### PROCEDURE, CONDITIONS AND CRITERION

#### 1. Objective and Scope

- 1.1 With the objective to promote sustainable irrigation and enhanced agriculture production to achieve food security around the world ICID has instituted the **World Irrigation and Drainage Prize (WID Prize)** and recognize the contributions made by an individual or an institution in the field of Irrigation and Drainage that have far reaching and wide impacts.
- 1.2 WID Prize is intended to recognize the work of dedicated professionals and institutions who have actively contributed to the development of Irrigation and Drainage during the past 15 years ensuring increased agricultural production at national, regional and international level. The award will be conferred upon an individual, a group of individuals or an institution without any discrimination whatsoever on the grounds of nationality, religion, race, gender, age or political belief.

#### 2. Amount and Periodicity of the Prize

- 2.1 The Prize which includes a cash award of US \$10,000 and a 'Citation Plaque' citing the meritorious achievements of the winner shall be awarded every three years during the triennial World Irrigation Forum starting from 2013. The Prize amount may be shared in exceptional circumstances between more than one winner, each of whom is considered to merit the Prize, and divided equally.
- 2.2 The Prize consisting of a sum of US \$10,000 and all expenses related thereto shall be funded by ICID from the contributions received from the Sponsors into a Trust Fund. The Sponsors may include National Committees of ICID, Direct Members, International Organisations, Research Institutions, Industries and the country hosting the WIF. The operation of this fund, deposited in a special interest bearing account, shall be in conformity with the prevailing Financial Regulations. The interest on the sum deposited in the special account shall be utilized for all expenses related to the Prize in subsequent years.
- 2.3 The staff support and operating / management costs of the Prize, including all costs related to the meeting of the international jury, creation of trophies, award ceremony and public information activities shall be fully covered from the Trust Fund for the Prize. To this end, the Secretary-General of ICID will determine a mandatory overhead cost amount to be applied and charged against the funds in the special account.

#### 3. Qualifications of candidates

- 3.1 Candidates nominated for this prize shall have made exceptionally significant contribution through innovations in the field of irrigation and drainage to the promotion of irrigation and drainage by way of (a) research, (b) management, (c) technical services, (d) advocacy, (e) operationalization of innovations and (f) sensitization of decision makers and public; resulting in increased agriculture production, at national, regional and / or international level fulfilling the following criteria.
  - (a) The significant contribution must be shown to have resulted in a demonstrable improvement in the availability of agricultural water in a large area for large number of farmers, thereby increasing food production.
  - (b) The impact of the achievement must be measurable and quantifiable - demonstrated either in terms of (a) increased area under irrigation and drainage; (b) increased productivity; (c) increased efficiency in use of irrigation water; and or (d) enhanced net income; thereby improving food security and/or agricultural water security.
  - (c) It must be clearly shown that this increase was the direct result of the specific actions, activities and work of the nominee (i.e., without his or her specific accomplishment, change would not have occurred).
  - (d) The area affected and the extent of the change the farmers / rural population experienced in terms of quality of life and economic condition of the people of that region will be a major factor in evaluating the relative significance of the work.
  - (e) In weighing the merits of the work, consideration may be given to attaining a balance among all segments of the irrigated agricultural production.
  - (f) Weightage shall also be given to the complexity of the problem tackled, multi-disciplinary approaches adopted, and inter-institutional cooperation affected in achieving success.
  - (g) Consideration will also be given to the degree of ingenuity and determination involved in attaining this change or advancement.
  - (h) The prize is intended to be awarded to one person or one institution. In exceptional circumstances where an individual person (or persons) has collaborated in an indispensable way, more than one person may be included in the nomination.



#### 4. Nomination of candidates

- 4.1 The Secretary-General of ICID shall officially invite the submission of nominations in the prescribed format (**Annexure**) and take all necessary steps to provide wide publicity to the WID Prize through all possible means to encourage an increased number of nominations.
- 4.2 The nominations shall be called from:
  - a. National Committees of ICID,
  - b. Governments of ICID Member countries,
  - c. International organizations, and
  - d. Non-governmental organizations/institution maintaining formal consultative relations with ICID, especially those concerned with Irrigation and Drainage.
- 4.3 A self-nomination shall not be considered. The closing date of receipt of nominations, as fixed by the Secretary General in the given year, shall be about five months before the forthcoming WIF.
- 4.4 Nominations shall be submitted in English or in French, to the Secretary-General along with all supporting documents in electronic form and in hard copy, duly signed under intimation to the National Committees or International Organizations, where they exist, or the Government of the country where the nominee has implemented its work proposed to be considered for the Prize.
- 4.5 The Central Office of ICID shall act as the Secretariat for the Jury and be authorized to bring to the Jury's attention any nominations failing to meet all the criteria set forth herein above. Proposals received for the award of the Prize shall be treated confidentially and may not be divulged.

#### 5. Adjudication of the prize

- 5.1 The Jury shall consist of five eminent persons of different nationalities and gender, appointed by the President of ICID for a period of three years. Members of the Jury should have wide knowledge of current irrigation and drainage practices. Jurors involved in a real or potential conflict of interest shall recuse themselves from further deliberations or be asked by the President of ICID to do so. The President of ICID may replace members of the Jury for a reason.
- 5.2 Members of Jury shall work on a voluntary basis and receive no remuneration for their work, but will receive allowances for travel and accommodation, where required. A quorum of three jurors present will be required for jury deliberations to proceed. The working languages for deliberations by the Jury shall be English.
- 5.3 The Jury shall conduct its business and deliberations in conformity with these Statutes and shall be assisted in the performance of its task by the Secretariat of the Central Office in New Delhi. Decisions shall be taken by consensus to the extent possible and otherwise by secret ballot until a simple majority is obtained. A member shall not take part in a vote concerning a nomination from his or her country.
- 5.4 The Jury shall meet at least once after the closing date for the submission of nominations, to make its recommendations to the President of ICID for the selection of that year's prize winner and an alternate. The Jury shall send an assessment on nominations and accompanying recommendations to the President of ICID no later than at least 75 days before the scheduled award ceremony at the WIF.

#### 6. Procedure for award of the Prize

- 6.1 For each edition of the Prize, the exact date and place of the award ceremony will be decided by the Secretary-General in consultation with the President of ICID. ICID shall officially announce the name/names of the prize winner/prize winners at least two months before the date of award giving ceremony. The Prize should be awarded by the President of ICID at an official ceremony to be held for that purpose in the presence of the participants of the World Irrigation Forum.
- 6.2 The Selection Committee after reviewing the nominations recommends the winner and the first alternate; it deems most worthy for the award. If the Selection Committee observes that this accomplishment was simultaneously attained by two or more individuals working separately, the Selection Committee may recommend that the prize be shared and jointly awarded
- 6.3 Names of the members of the Jury will remain anonymous except for the Chairman. The minutes of the Committee's meeting and the views expressed by its members will not be made public. The decision of the Jury and the President shall be final and no appeals shall be allowed against the decision with regard to the award of the Prize.
- 6.4 The prize winner(s) would be encouraged to give an acceptance speech/lecture on the subject relevant to the work for which the Prize has been awarded. Such a lecture shall be organized during the Prize giving ceremony.





**ICID•CIID**

6.5 The nominee for the Prize should be alive and in sound health to attend the award giving ceremony. If, however, a prize winner dies before he has received the Prize, then the Prize may be presented posthumously (awarded to relatives or institution). Should a prize winner decline the Prize, the Jury shall submit a new proposal to the President of ICID.

**7. Sunset clause**

7.1 After a period of six years, the President of ICID together with the Secretary General undertake a review of all aspects of the Prize and decide about its continuation or termination by presenting an Agenda Item on the subject at the following IEC meeting. In case of termination of the Prize, the use of any unspent balance of funds shall be determined by the IEC, in accordance with the Financial Regulations.





## ICID'S "WORLD IRRIGATION AND DRAINAGE PRIZE"

## NOMINATION FORM

**1. Nominating Organisation**

- (a) Name(s) of person(s) submitting nomination : \_\_\_\_\_
- (b) Name of Nominating Organisation : \_\_\_\_\_
- (c) Mailing Address : \_\_\_\_\_  
\_\_\_\_\_
- (d) Telephone number : \_\_\_\_\_
- (e) E-mail address : \_\_\_\_\_

**2. Nominee's detail**

- (a) Nominee's name : \_\_\_\_\_
- (b) Current position : \_\_\_\_\_
- (c) Mailing address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (d) E –mail address : \_\_\_\_\_
- (e) Telephone number : \_\_\_\_\_

**3. Bio graphical information**

- (a) Date and Place of birth : \_\_\_\_\_
- (b) Education : \_\_\_\_\_
- (c) A resume or CV detailing the nominee's position held, professional affiliations, honours and awards received (as Annexure).
- (d) Photograph of the nominee (2 copies).

**4. Synopsis**

*[Provide synopsis of nominee's achievement in 150 words or less].*

**5. Statement of achievement**

*[In not more than 1000 words, describing the work of the nominee, its impact in terms of numbers of people benefitted, geographical boundaries of the impact and measure of per capita increase in income of the people benefitted].*

**6. Seconding Nominations**

*[Letters seconding the nomination from at least two individuals who are familiar with the nominees work but not directly associated with the nominating organisation must be provided. Seconding letters should ideally provide additional or supplemental information regarding the nominee's achievement as well as its impact on the people].*

**7. Supplementary Documents**

*[Provide a List of the Documents attached that support the nomination, including but not limited to articles describing the nominee's work, achievement, impact and evaluation of the work, and publications by the Nominee or about the work that directly relate to the nomination should be provided All attached documents should be submitted in Microsoft word & pdf format].*





## 5.5 Scheme for Recognition of ‘World Heritage Irrigation Structures (WHIS)’<sup>6</sup>

### 1. Background

1.1 At the 63<sup>rd</sup> meeting of International Executive Council (IEC) held at Adelaide, Australia on 28 June 2012, President Gao Zhanyi suggested that a process for recognition of the historical irrigation structures on the lines of World Heritage Sites as recognized by UNESCO shall be initiated. Accordingly, a Task Team comprising of the following members, was set up to work out objectives, guidelines and procedures to select the historical irrigation structures. The Scheme was discussed during the meeting of WG-HIST at 65th IEC meeting. The members suggested changes in the scope of the Scheme, the present Scheme has been revised and updated to include both the old operational irrigation structures as well as structures that have primarily archival value. The Management Board (MB) at its first virtual meeting of 2018 (MB-1/18) held in Kathmandu, Nepal on 03 May 2018 decided to prefix the word ‘World’ to HIS as the Scheme was originally conceptualized for recognizing the individual structures forming an irrigation system, irrespective of its location.

### 2. Objective

2.1 It is proposed that a historical irrigation and/or drainage structure fulfilling the criterion laid down in this document shall be recognized as “World Heritage Irrigation Structure” (WHIS). The main objectives of recognition as a “World Heritage Irrigation Structures” are:

- (a) Tracing the history of and understanding the evolution of irrigation in the civilizations across the world.
- (b) To select and collect information on historical irrigation structures from around the world, understand their significant achievements and gather knowledge about the unique features that have sustained the project for such a long period;
- (c) To learn the philosophy and wisdom on sustainable irrigation from these structures; and
- (d) To protect/preserve these historical irrigation structures

### 3. Scope

3.1 The type of the structures or facilities to be considered for recognition as World Heritage Irrigation Structures shall fulfil following criterion:

- (a) The structure shall be more than 100 years old;
- (b) The structures shall fall under one of the following categories:
  - (i) Dams (operational largely for irrigation purpose),
  - (ii) Water storage structures such as tanks for irrigation,
  - (iii) Barrages and other water diversion structures,
  - (iv) Canal Systems,
  - (v) Old waterwheels,
  - (vi) Old shadouf,
  - (vii) Agriculture drainage structures,
  - (viii) Any site or structure functionally related to present or past agricultural water management activity.

### 4. Criterion

4.1 The structure recognized as a World Heritage Irrigation Structure should fulfill one or more of the following criterions.

- (a) The structure should represent a milestone / turning points in development of irrigated agriculture and should bear an exceptional testimony to development of agriculture and increase in food production along with the improvement of economic condition of farmers;
- (b) The structure that was ahead of its times in terms of project formulation, engineering design, construction techniques, dimensions of the structure itself, quantum of water diverted, and size of the command; [any one or more of these]
- (c) Must have made outstanding contribution to enhancing food production, livelihood opportunities, rural prosperity, and poverty alleviation in a region;
- (d) Was innovative in its ideas at the time of its construction;

<sup>6</sup> Renamed as World Heritage Irrigation Structures (WHIS) at the 69<sup>th</sup> IEC meeting, Canada, 2018



- (e) Contributed to the evolution of efficient and contemporary engineering theories and practices;
- (f) Is an example of attention to environmental aspects in its design and construction;
- (g) Was an example of engineering marvel or excellence at the time of its construction;
- (h) Was unique in some positive and constructive way;
- (i) Bears the stamp of a cultural tradition or a civilization of past the past;

4.2 The structures fulfilling the above laid criterion will be classified into Lists:

- (a) List A would include those structures which are still operational and present an outstanding example of sustainable Operation & Management over a long period of time;
- (b) List B would include those structures which essentially have archival value and are no more functional

## 5. What does list as an ICID World Heritage Irrigation Structure mean?

5.1 The process of documentation, recognition and appropriate management of the World Heritage Irrigation Structures will benefit the irrigation and drainage fraternity as well as the society in general by providing:

- (a) Understanding of the factors that make the heritage structures sustainable and learn lessons there from;
- (b) Education opportunity for professionals, students and general public; and

5.2 For UNESCO World Heritage Sites, inclusion means maintaining status quo forever. But it would be incorrect to stipulate the same for irrigation structure, as the people have the right to replace older structure with more efficient ones for better water use efficiency. Recognition as an WHIS would be used to draw attention of the concerned governments to provide sufficient resources to maintain the WHISs. ICID may provide small scale technical guidance to the project authority through a team of experts from ICID for its further sustainability, conservation and safe management as long as possible. ICID through various kinds of published material (Coffee table publications, web pages etc) should bring these WHIS into the public knowledge and the role they have played in achieving food security.

## 6. Procedure

6.1 A historical irrigation and drainage structure fulfilling the criterion laid under section 4, based on the recommendation of the Jury to be constituted following the guidelines, as presented below, will be approved by the International Executive Council to be recognized as World Heritage Irrigation Structure (WHIS) that will be included in an "ICID Register of World Heritage Irrigation Structures" and presenting a "World Heritage Irrigation Structure" Plaque citing the salient features of the WHIS. The Plaque will be awarded to the National Committees for onward transmission to the authorities responsible for the running and maintenance of the structure for displaying prominently on the body of the structure. The ICID Register of WHIS would be publicized through ICID media channels.

6.2 The National Committee should report the current status of registered WHIS site to ICID, after 5 years of registration.

### 6.3 Application

6.3.1 Any National Committee/Committee of ICID can nominate or send a proposal for recognizing historical irrigation structures meeting the criteria prescribed below, in the format prescribed at Annexure. The maximum entries per National Committee/Committee are limited up to four (4) in a year. The NC shall obtain a 'letter of support' from the relevant authority (ies).

### 6.4 Jury

6.4.1 The President shall constitute a Panel of Judges, broadly following the composition below for adjudication with the objective to provide recognition to World Heritage Irrigation Structures:

Chairman, PCSO	- Chairman
Chairman/Ex-Chair, WG-HIST	- Member
Nominees from 3 NCs of ICID	- as Members
Secretary General, ICID	- Member-Secretary



**ICID•CIID**

**6.5 Call for nomination**

6.5.1 The nomination process for recognition of World Heritage Irrigation Structures is open ended and the National Committees desirous of submitting a nomination can fill in the required information in the Nomination Form as prescribed in Annexure A. A National Committee/Committee can submit up to four (4) nominations in a year. The nomination forms received by 30th June every year will be processed together and presented to the following Executive Council meeting after due processing.

**6.6 Financial**

6.6.1 ICID will seek to create a fund to meet the requirements of resources for:

- (a) Processing the applications,
- (b) Providing certain technical support to the WHIS for maintaining the structure in good condition,
- (c) Developing material for dissemination of WHIS, and
- (d) Bringing out publications based on the lessons learnt.

**6.7 Contact**

6.7.1 The ICID Central Office may be contacted for further information on the Recognition of WHIS,

The Secretary General, ICID  
48 Nyaya Marg, Chanakyapuri  
New Delhi 110021  
Tel: +91-11-26116837, 2611 5679  
E-mail: [icid@icid.org](mailto:icid@icid.org), Website: [www.icid.org](http://www.icid.org)







## NOMINATION FORM FOR INCLUDING IN THE ICID REGISTER OF WORLD HERITAGE IRRIGATION STRUCTURES (WHIS)

**(Note:** The information provided herein can be used by ICID to inform, market and give publicity to the WHIS included in the ICID Register of World Heritage Irrigation Structures through various dissemination mechanism, giving due acknowledgement to the National Committee and the owner organization. A National Committee/Committee can submit up to four (4) entries in a year.)

### 1. Details of the Irrigation Structure Nominated

(Separate form should be submitted for each nominated structure)

- (a) Name .....
- (b) The year of commissioning: .....
- (c) Area Irrigated/ drained: .....
- (d) Geographical Coordinates: .....
- (e) River basin/ sub-basin where located: .....
- (f) Name of the Nominating National  
Committee/Committee: .....

### 2. Management Details of the WHIS:

- (i) Ownership:
  - (a) Name of organization .....
  - (b) Address: .....
- (ii) Name and contact details of Official(s)  
managing the nominated structure .....
- (iii) Present source of fund for Operation and  
Maintenance of the nominated structure  
(For List A structures) .....
- (iv) Present source of fund for Maintenance of the  
nominated structure (For List B structures) .....

### 3. Description giving Salient Features of the nominated structure

(Provide in a separate sheet in 500 words. Also provide Maps/ Sketch /Plans, if available showing various components, boundary, jurisdiction of the project area (to be attached))

### 4. Justification for nomination:

- (a) Criteria which the nominated structure fulfils and how  
(Please provide a write up of not more than 1000 words one or more criteria that the structure fulfils)
- (b) Statement on the nominated structure's engineering utility as on date vis a vis its designed utility.  
(For including in List, A)
- (c) Statement on the nominated structure's engineering utility at the time it was functional, and details of  
the overall project of which it formed an essential part. (For including in List B)

### 5. Present state of Conservation

(Enumerate and describe factors that are affecting or have affected the utility of the nominated structure in the past e.g. Encroachment, Suitability in present conditions, pollution, natural disaster such as floods, earthquake, visitors/tourism pressure etc.) (Max 500 words)



**6. Documents attached**

- (a) Support letter (s) from the relevant local/national authorities (Essential)
- (b) Document providing project description,
- (c) Document/ Report enumerating benefits accrued from the project since its inception
- (d) Project photographs old as well as the latest
- (e) Audio visual materials and
- (f) Inventory of project property,
- (g) Bibliography etc.

(In case the documents are too bulky, please provide electronic versions) (Scanned etc.)

**7. Certification by the National Committee/Committee**

(i) Authentication:

- (a) It is certified that the above information is correct to the best of our knowledge and the relevant institutions/departments have been contacted or informed about this nomination. (Concerned Archeological Department/Agency or maintaining organization in case of LIST B)
- (b) National Committee will undertake the actions required to disseminate the information befitting the listed World Heritage Irrigation Structure.

(ii) No Objection certificate:

We have no objection to ICID using the information provided with this nomination form for marketing and to give publicity to the historical irrigation structure nominated.

- (a) Signatures .....  
Chairman / Secretary of Nominating  
National Committee / Committee/  
Regional Working Group
- (b) Name .....
- (c) Address .....  
.....  
.....  
.....
- (d) Seal .....

