

# Terms of Reference: Consultative Expert Working Group (CEWG) UNESCO's Hydro Open-Source Software Platform of Experts (HOPE) Initiative

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## **CEWG Role**

The present document establishes the roles and functions of the Consultative Expert Working Group (CEWG) of UNESCO's Hydro Open-Source Software Platform of Experts (HOPE), both collectively and individually. It is utilized by the CEWG to ensure that the project is implemented efficiently from the technical and scientific point of view.

The CEWG serves as a technical advisory board that informs and counsels as and when requested by the Steering Committee on the technical aspects of the HOPE Initiative.

The CEWG is an interdisciplinary collaboration of experts working on a variety of activities in the field of ICT for integrated water resources management. (e.g. Water resources, rivers and groundwater; urban water modeling and GIS, Collection systems, water distribution, flooding, wastewater treatment, among others), including knowledge synthesis, guideline development and dissemination.

## **CEWG Mandate**

The Consultative Expert Working Group will provide technical and scientific assistance and guidance necessary to the development and implementation of an action plan (developed by UNESCO HOPE Secretariat) related to the use of Free and/or Open-source Software (FOSS) for Integrated Water Resources Management.

The core mandate of the CEWG is two fold:

Advise the SC through the UNESCO-HOPE Secretariat in:

- Discussing and providing technical and scientific guidance related to the implementation of the HOPE Initiative;
- Preparing policy recommendations for their consideration;
- Reviewing, selecting and testing software, where and when appropriate, for inclusion in the HOPE labelled portfolio

Work with and support the UNESCO-HOPE Secretariat in delivering the following outputs:

OUT-1: Appropriate Platform infrastructures and, or facilities for hosting open-source software for water management (the HOPE Platform) are in place, operational, well maintained, and their correct use actively promoted [Hardware];

OUT-2: Policies: procedures, rules and regulations for the development, contribution/selection and acceptance, maintenance and use of the open-source software for water management (OSSWWM<sup>1</sup>); Plus: A collection of suitable OSSWWM is in place and actively promoted [Software];

OUT-3: People in the water sector in Africa have increased awareness, knowledge and skills in the use of open-source software for water management (the HOPE Platform). [Human ware].

The CEWG will also advise on the identification and the implementation of appropriate FOSS and its management that would provide alternatives to the commercial engineering software in the field of Integrated Water Resources Management.

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<sup>1</sup> Open Source Software for Water and Wastewater Management

## **CEWG Composition and Functioning**

### **Organogram**

The CEWG consists of 16 members, including a Chair, a Vice-Chair. The CEWG shall reflect the breadth of experience and expertise required to effectively address the HOPE Initiative's objectives in the 8 areas/challenges identified in the Africa Water Vision for 2025.

Membership of this CEWG could be held by Organizations as well as by individuals in their personal capacity..

### **CEWG Chair and Vice-Chair Mandates**

The CEWG Chair sits on the Steering Committee as an ex officio, non-voting member and he/she ensures the effective liaison between the two bodies, the SC and the CEWG.

The Chair with the assistance of the UNESCO-HOPE Secretariat sets the agenda, convenes statutory meetings, ensures that they are properly conducted and reports recommendations to the Steering Committee.

The Deputy Chair takes the role of the Chair when the Chair is not present.

The Chair may convene meetings at other times when he/she finds support of at least 50% plus 1 of the members of the Consultative Expert Working Group when necessary to do so.

Whenever necessary, in order to address specific issues, the Chair may establish task teams and/or sub-working groups whose membership shall not be limited to the CEWG members.

### **Nomination and Term of Office of CEWG Chair and Vice-Chair**

The Chair and Vice-Chair will be elected every two years by voting members of the CEWG as soon as the statutory meeting takes place (face to face or conference call). Their terms shall commence immediately.

, All voting members (with the exception of the Institution hosting the HOPE Secretariat) are eligible to hold the Chair and Vice-Chair positions.

### **Nomination and Term of Office of CEWG Members**

Nominations of new CEWG members shall be compiled by the HOPE Secretariat and put forward to the Steering Committee (SC) for review and approval.

Selection criteria for CEWG members should reflect experts that can address one or more of the challenges of the Africa Water Vision for 2025.

CEWG members are appointed to serve an initial term of 2 years, with the possibility of renewing their mandate for a maximum of two terms. Such renewal is subject to a collegial decision taken by the SC.

### **Voting system**

Quorum-based (50% of the attendees plus 1 member) voting.

### **Statutory meetings**

The CEWG will meet a maximum of twice a year (either face to face or by tele-conference).

A CEWG statutory meeting will be valid with a quorum of two-thirds of its members.

## **Review and Evaluation of TORs and mandate**

The CEWG can propose amendments to the terms of reference to the SC.

### **Logistic information**

CEWG Members will receive the Daily Subsistence Allowance (DSA) for travel and accommodation expenses related to attendance of statutory meetings in accordance with UNESCO travel policies (Ref. UNESCO Administrative Manual).

Paris, June 25, 2013