

Terms of Reference – Steering Committee (SC): UNESCO’s Hydro Open-Source Software Platform of Experts (HOPE) Initiative

SC Role

The present document establishes the roles and functions of the Project Steering Committee (SC), both collectively and individually. It is owned, maintained and utilized by the Steering Committee to ensure that the project is steered responsibly and efficiently.

The Project Steering Committee of the UNESCO’s Hydro Open-Source Software Platform of Experts (HOPE) Initiative is defined as the key body within the project governance structure that is responsible for the overall supervision of the Initiative.

SC Mandate

The Steering Committee will oversee the development and implementation of an action plan related to the use of Free and/or Open-source Software (FOSS) that can assist water authorities, teachers, university lecturers and researchers, young IT entrepreneurs, among other stakeholders in Africa, to elaborate water management models.

The core mandate (not exclusive) of the Steering Committee is:

- Promoting quality education and capacity development through innovative use of ICTs in the field of water management.
- Stimulating IT entrepreneurship for research and development of water management tools based on FOSS solutions;
- Encouraging good governance structures at all levels for the sound and sustainable management of water resources, through an enhanced use of ICTs tools and resources tailored to Member States’ needs;
- Ensuring that Africa and gender equality issues are mainstreamed throughout the implementation of the project;
- Raising awareness on the benefits and opportunities offered by FOSS solutions.

Specific activities may include:

- Identifying priorities for resources allocation within the Initiative
- Pursuing opportunities to secure adequate funding for the implementation of the Initiative
- Providing guidance to achieve the sustainability of the Initiative
- Contributing to the final evaluation of the HOPE Initiative
- Responding to changing conditions by seeking options for adaptive and creative management throughout the implementation of the Initiative

SC Composition and Functioning

Organogram

The SC consists of a representative body of members reflecting the breadth of experience and expertise required to effectively address the HOPE Initiative’s objectives. Members will include representatives from international and regional Organizations as well as specialized Committees whose mandates are devoted to water research, water resources management, and/or water education and capacity building. Membership of this SC is held by the Organization and not by the individual; hence the Organization can be represented by different appointed representatives (only one representative per Organization at a time).

The Chair of the HOPE Consultative Expert Working Group (CEWG) is an ex officio member of the SC. His/her role in the SC is to ensure the liaison between the SC and the CEWG by reporting the recommendations and decisions agreed in the SC to the CEWG.

Specific tasks and responsibilities of this function are described in detail in the Terms of Reference of the CEWG.

The Project Steering Committee is comprised of up to 10 members in total, including the Chair of the CEWG and a UNESCO representative.

Nomination and Term of Office of SC Members

Nominations of new SC members shall be put forward by current SC members and must be postmarked to UNESCO-HOPE Secretariat no later than a month before each SC meeting. UNESCO-HOPE Secretariat shall make nominations available orally to members of the Steering Committee and the Consultative Expert Working Group during their respective statutory meetings.

Selection criteria for SC members to be defined.

SC Members are appointed to serve an initial term of 2 years, with the possibility of renewing their mandate. Continuity should be ensured by a rotation system (of at least 50%) which retains institutional memory. Such renewal is subject to a collegial decision taken by quorum.

Voting system

Quorum-based (50% plus 1 of the attendees) voting taken by a show hands.

Statutory meetings

The SC will meet a maximum of twice a year (either face to face or by conference call).

If a SC Member is unable to attend the meeting, he/she may appoint an alternate to attend and act on his/her behalf.

Review and Evaluation of TORs and mandate

The Steering Committee shall review the terms of reference and mandate of the Steering Committee when and if needed on an annual basis.

Logistic information

Day-to-day business is handled by the UNESCO-HOPE Secretariat.

SC 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).

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