

International Hydrological Programme

56th session of the IHP Bureau
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DRAFT TERMS OF REFERENCE OF THE INTERNATIONAL HYDROLOGICAL PROGRAMME'S (IHP) WATER INFORMATION NETWORK (WINS) ADVISORY BOARD

Item 4.6 of the provisional agenda

Summary

This document presents the text of the Draft Terms of Reference (ToRs) of the Advisory Board of IHP-WINS to be submitted to the 23rd IHP Intergovernmental Council.

The International Hydrological Programme's Water Information Network (IHP-WINS) Advisory Board

Draft Terms of Reference (ToRs)

Definitions:

The present document establishes the roles and functions of the International Hydrological Programme's Water Information Network System (IHP-WINS) Advisory Board (the "Advisory Board").

"Publication" means the distribution of copies or phonorecords of a digital content to the public by transfer of ownership or lending. In the case of IHP-WINS, "publication" of digital content means that they are made accessible on the IHP-WINS platform to all users whether these users are Contributors to the platform or not.

"Contributors" means the individuals or entities exercising rights under the Terms of Use Agreement for the IHP-WINS platform and expressly authorized by Administrators to upload content to the platform.

"Administrators" means those persons who are authorized by UNESCO to manage and upkeep the IHP-WINS platform.

Mandate:

The Advisory Board serves as a technical and scientific advisory board counselling UNESCO's International Hydrological Programme (IHP) Secretariat on specific aspects related to publication proposals on the IHP-WINS platform (available at <http://ihp-wins.unesco.org/>). The establishment of this Advisory Board was requested by the IHP Bureau, at its 55th session.

The Advisory Board will review every proposed publication of digital content on the IHP-WINS platform, and provide recommendations to the IHP Secretariat in this regard, taking into account technical and scientific considerations. Recommendations of the Advisory Board will guide decisions taken by the UNESCO Publication Board (the "Publication Board") concerning the IHP-WINS platform.

The main tasks of the Advisory Board are as follows:

- Acting as a technical resource for the Secretariat;
- Encouraging and supporting the exploration of new business ideas;
- Sharing tips and ideas for fundraising and development for concept notes;
- Providing unbiased insights and ideas from a third point-of-view on individual digital content proposals submitted for publication by IHP-WINS Administrators, assessing

coherence with the IHP eighth phase and C/5 priorities as well as with External Relations and Public Information (ERI) policies related to visibility and multilingualism, originality, expected results, diversity of authors;

- Drawing the IHP Secretariat's attention on instances where individual digital content proposals could appropriately be published on the IHP-WINS platform from a technical and scientific point of view;
- Verifying that all individual publication proposals related to IHP-WINS are properly referenced and conform to requirements set forth in the UNESCO Publication Guidelines;
- Providing a networking platform of experts and users to IHP-WINS;
- Proposing means of improving UNESCO's dissemination of knowledge and visibility through the IHP-WINS platform.
- Support the knowledge sharing and networking functions of IHP-WINS

Composition and Functioning:

(i) Nomination and Term of the Advisory Board Members:

The Advisory Board shall be composed of one representative of the IHP Secretariat and of six members appointed by the IHP Secretariat from among a list of candidates to cover regional representation of the Electoral Groups of UNESCO. The IHP Secretariat will promote both Gender representation when it is possible.

Advisory Board members shall be eminent personalities in the field of water, having the competence and authority necessary to fulfil the functions entrusted to the Advisory Board,. They shall serve in a personal capacity.

Advisory Board members shall be appointed to serve an initial term of two years. After two years, a call for candidates is organised where Secretariat can propose to renew the mandates of current Advisory Board members or propose new candidates. The IHP Secretariat will encourage the replacement of half but not more than half of the members of the Advisory Board every two years.

(ii) Advisory Board Chair and Vice-Chair Mandates:

The Chair and Vice-Chair shall be elected every two years by members of the Advisory Board. Their terms of office shall begin immediately after their election.

All members of the Advisory Board are eligible to hold the Chair and Vice-Chair positions.

The Chair sets the agenda of the meetings, ensures that they are properly conducted and reports recommendations to the IHP Secretariat.

The Vice-Chair takes the role of the Chair when the Chair is not present.

(iii) Voting system:

A simple majority of the Advisory Board members shall constitute a quorum.

Each Advisory Board member shall have one vote.

Decisions shall be taken by a majority of members present and voting. The phrase “members present and voting” means members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

(iv) Statutory meetings:

The Advisory Board shall meet in ordinary sessions once every month, at least one week before the date on which publication proposals ought to be submitted to the Publication Board.

It shall meet in extraordinary sessions when convened by the IHP Secretariat.

All digital contents constituting potential publications must reach the Advisory Board two weeks before the statutory meetings.

The IHP Secretariat shall set the date, place and means of each session.

(v) Logistics:

Meetings of the Advisory Board shall normally take place through conference call. They shall not involve additional costs for UNESCO.