

# Community of Practice Charter

## **Mission**

The Alliance for Global Water Adaptation (AGWA) is established to provision tools, partnerships, guidance, and technical assistance to improve effective decision making, action, governance, and analytical processes in water resources management, focusing on climate adaptation and mitigation.

## **Vision**

Effective climate change adaptation and mitigation practices are mainstreamed and enabled within water resources management decision-making processes, policies, and implementation.

## **Purpose**

To serve the needs of network Members. These needs are conceived as falling into two broad categories:

1. Core network support, which includes sharing knowledge, connecting individuals and institutions to enable collaboration on water and climate projects and issues, identifying potential partners and growing the network; and promoting and advocating on the basis of existing tools, insights, and approaches.
2. Extended network support and outreach beyond the network, which includes technical assistance for project development and implementation; direct policy support; tool and methodological development; creating capacity building, educational, and training materials, programs, and workshops; and identifying and provisioning new programs and needs to reflect shifting conditions.

In addition, AGWA also values two cross-cutting purposes:

- To contribute to water and climate policies and practices to ensure they connect with, reach, and enable resilient communities and institutions.
- To foster and encourage dialogues between individuals and entities working on adaptation and mitigation of climate change, recognizing that water resources bridge these bodies of work.

## **Shared Values and AGWA's Guiding Elements**

Member participation in AGWA is predicated on a shared vision on the following elements:

- Sustainable water resources management is a key factor in supporting sustainable development plans, implementing climate plans and enabling risk management.
- Policies, governance, and actions that include water and climate change elements should be both robust and flexible in the face of climate uncertainty.
- The sustainability and resilience of ecosystems is a fundamental component of water resources management.
- Adaptation and mitigation measures should ensure and contribute to socio-economic development and preservation of the environment.

## **Community Purpose and Intent**

AGWA works through the initiatives and efforts of network Members, and most initiatives are conceived as adding network value to projects that are led by other institutions. AGWA projects support, mobilizing and amplifying a global community of practitioners and experts.

The need for AGWA is clear: freshwater resilience is a rapidly evolving area, and innovators, policymakers, and practitioners alike often struggle to sort between useful evidence, insights, and trends and more incremental progress. As a network, therefore, AGWA serves to filter, screen, and even collectively direct and influence these patterns for the Members.

Even in large institutions, the number of individuals working on water and climate issues is often small. AGWA tries to connect these perspectives into a more cohesive whole. Ultimately, we seek to build resilience for adapting to climate change by closing the gap between useful and emerging insights, existing knowledge and policies, and their practical application for water resources management. While AGWA works to capture, synthesize, and promote new knowledge and practices, AGWA also acts to shorten the time between the identification of effective approaches and their application, implementation, and amplification. The Members of AGWA are dedicated to supporting governmental, non-governmental, research, and private sectors in developing the knowledge and skills to design programs that can better address issues of water-based climate change adaption.

## **Community Membership**

As a network, AGWA is intended to serve the membership — to support and improve the daily practice of professionals currently or intending to work at the intersection of water and climate change. We promote excellence, efficacy, and positive action. Our intention is for Members to use AGWA as a vehicle to

- Collaborate to develop tools and methodologies intended to promote resilient water resources management.
- Join together to develop policy recommendations and strategies for engaging on national and international policy related to climate change and water management.
- Communicate and advocate jointly about policy needs and actions.
- Share and implement technical assistance within and beyond the network around resilient water resources management.
- Share and disseminate knowledge and experiences and collaborate on network products.
- Connect researchers, practitioners, end-users, disciplines, and institutions to foster collaboration and resilient solutions.
- Work together to promote integrated water and climate policy on the global level (to fill the gap between policy and implementation).

Members represent governmental, non-governmental, research, and private sector organizations that share AGWA's values, objectives, and purpose and are willing to join efforts and capacities, within their own fields of action, to attain the network's objective and purpose. This includes global/regional organizations supporting water programs and projects

on the ground, groups that build climate adaptation and water management capacity, researchers and tool development teams for enabling better analysis, the donor community, private sector groups that invest in and rely on water resources, and institutions involved in local, national, and trans-boundary water governance as a means for adaptation to climate change.

## **Community Roles**

### *Host Institution*

The AGWA host institution has been an essential component of AGWA since its founding, serving to support the infrastructure and short-term decision making processes of the network in service to the larger membership.

At least one member of the co-chairs and the AGWA support staff will be housed and employed by the host institution. The host institution and the Steering Committee will come to terms about how to cover costs for the general overhead of housing and administration for AGWA staff and programs. In contrast, grant administration of project funding and other resources can be supported by a specific Member organization(s) who is responsible for the project.

The AGWA host institution should be a well established institution, respected for its integrity and networking capacity, capable of administrating funds as necessary, and should have documented expertise in the area of water and climate. The term for hosting is three years but can be renewed. In the unlikely event that the term should end early, the hosting relationship can be revoked by the host or Steering Committee in writing to the Members. The host for the period August 2014 to August 2017 is SIWI.

### *Co-Chairs*

AGWA governance and activities are coordinated by the co-chairs of the Steering Committee, who are ultimately appointed by the Annual General Meeting.

The co-chairs will be Members representing two different types of organizations engaged in substantive water and climate policies, implementation, and/or knowledge development and capacity building. As individuals, the co-chairs should have a strong track record addressing the AGWA mission with a global scope in their activities. The co-chairs are currently SIWI and the World Bank.

With the support of the Steering Committee, the co-chairs are empowered to make interim decisions between Annual General Assemblies.

Key responsibilities of the co-chairs include:

1. Guide and refine the over-arching strategic direction of the alliance, maintaining the focus of AGWA activities.
2. Oversee the implementation of AGWA deliverables.
3. Track and report progress against deliverables to donors, the Steering Committee, and the membership at large.

4. Represent AGWA at strategic events, including taking a lead function like moderating events, facilitating Member participation, and supporting contact points. However, representational duties do not include making statements that represent the view of individual Members or institutions.

### *Steering Committee*

The Steering Committee will consist of seven (7) appointees and the two (2) co-chairs. The appointees will be nominated and approved by the active Members. The appointees will be individuals who have been engaging with the Alliance on a regular basis and have a demonstrated commitment to its development to date. The Steering Committee will serve two three-year terms, with the option to renew between terms. These individuals will engage in AGWA activities (broadly defined) 5 and 15 hours per month not including committee meetings. The Steering Committee will meet at least six times per year, and one to two times in person otherwise via teleconference. The Steering Committee is responsible for ratifying all major decisions presented by the co-chairs and supporting the key responsibilities of the co-chairs as described above. More generally, the Steering Committee should

1. Represent a cohort of peer organizations that are leaders;
2. Demonstrate a diversity of perspectives, including institutional, regional, and gender diversity.
3. Provide input into the preparation (and approval) of work plans;
4. Aid in raising funds to support AGWA as a part of their workstream, in coordination with the co-chairs;
5. Create awareness about the Alliance and as needed and able represent AGWA in an official capacity;
6. Review Alliance activities/strategy at regular intervals (every 6 months) from guidance against deliverables; and
7. Review and approve AGWA publications, position statements, proposals, and communications materials.

Decisions will be reached by consensus wherever possible. In the event of a tie vote, the co-chairs will decide the course of action.

Steering Committee Members are responsible for all individual cost incurred while participating in official AGWA activities and business.

### *Secretariat and Coordinator*

The secretariat will often be called upon to represent AGWA and to provide the most direct representation, guidance, and decisions in regard to the network. The secretariat will communicate in a regular and timely manner with the co-chairs in regard to strategic decisions between general assemblies. The secretariat does not sit on the Steering Committee, but the secretariat reports to the co-chairs, is responsible to the Steering Committee, and unless otherwise arranged is expected to participate in Steering Committee meetings. The Steering Committee as a whole confirms the selection of the coordinator for the secretariat and can likewise remove the coordinator with written notice to the Coordinator and the membership.

Responsibilities include:

- Work with the co-chairs to develop and articulate the AGWA strategy.
- Direct the implementation of the AGWA activity plan.
- Track and report progress regularly against deliverables to chairs, the Steering Committee and the Members.
- Sign contracts on behalf of AGWA with the signature of at least one co-chair (in practice, most likely the host co-chair)
- Prepare and support AGWA-wide and project-specific budgets
- Monitor expenditure versus income
- Seek out partnerships and members
- Represent AGWA at strategic events, including taking a lead function like moderating events, facilitating Member participation, organizing and managing the annual meeting, and serving as a central contact point. However, representational duties do not include making statements that represent the view of individual Members or institutions.
- Coordinate the Membership in the execution of fundraising, communications, and outreach efforts.
- Coordinate actions by the Steering Committee and co-chairs between general assemblies.
- Manage the AGWA website and partners; support the preparation of AGWA meetings and side events, network between the working groups and the Steering Committee, and facilitate the production of AGWA publications and communication tools.

### *Members*

AGWA's success is measured through the benefits the network provides through membership. Membership should support the work of individual and institutional Members, promoting excellence, shared values, effective action, and collective identity. Upon request to the Secretariat, Members may also wish to use the AGWA name and logo in their communications and work, in keeping with the guidelines proposed below. Also upon request to the Secretariat, Members may represent AGWA at events (see below for guidance on affiliating activities and projects with AGWA).

The Member community of AGWA consists of two groups: individuals and institutional partners. Members are expected to be active contributors to AGWA's products and projects, such as through the following:

1. Participating in the annual members meeting to discuss AGWA operations, strategy, and policies.
2. Sponsoring, leading, or participating in an AGWA project, program or events as well as proposing AGWA Member components for larger projects, programs and events.
3. Co-authoring and editing AGWA papers, policy statements, case studies, or other documents.
4. Training events and courses.

5. Sharing best practices, evidence, and insights from projects and processes that Members are involved in for the benefit of the AGWA community and as input towards achieving its mission.
6. Other annual contributions to AGWA goals and deliverables.

All partners and Members agree to work jointly to fundraise for and/or contribute in kind to AGWA.

### **Guidance for AGWA Branding and Use of AGWA Logos and Affiliation**

In order to ensure that activities and projects are aligned with AGWA's vision and objectives and that the use of the AGWA name and logo are appropriate, the following procedures are proposed:

1. There is an explicit and written request for affiliation to the Steering Committee.
2. The request explicitly links the connection between the activity or project with the AGWA mission and purpose.
3. The request explicitly links the connection between the activity or project with the guiding elements.
4. The sponsor for the activity or project has a demonstrable connection to network; actions by individuals within the network in AGWA leadership such as the coordinator or Steering Committee members are not sufficient by themselves to justify an AGWA affiliation.
5. The Steering Committee is informed in writing of the proposed affiliation and there is no objection.

### **Resources**

Many of the activities will require some level of investment in order to ensure success. The host institution and Secretariat will not solely be responsible for providing all of the necessary investments; rather, it will coordinate efforts to secure appropriate levels of investments to ensure AGWA is successful.

This support will come in the form of grants, in-kind contributions from associated organizations or external service providers, and funders. In most cases, except for in-kind contributions, it is expected that the host institution will act as a fiscal agent for many sources of funds raised by AGWA; in practice, other groups have also administered funds for broader network participation and engagement and they must be capable of accounting for expenditures to the host institution and Steering Committee.

### **Deliverables**

Fundamental to AGWA's work is the delivery of tangible products and activities to support resilience for decision makers, funders, policy makers, and practitioners, as well as to provide greater resources for planning adaptable work projects. Proposed deliverables should be presented at the annual members meeting.

Memorandums of Understand (MoUs) or Partnership Agreements will be established between the necessary organization when appropriate to address issue of intellectual property and the

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### **Monitoring and Evaluation**

Budget approval occurs during the annual general meeting, but the Steering Committee will address the performance and achievements of AGWA activities between annual meetings. The Steering Committee can also expect to receive additional updates on fundraising opportunities and endeavors and more detailed budgetary information. The Steering Committee has an operational degree of engagement with the budget. During the Annual Meeting, the membership will formally approve of the next year's Annual Plan and proposed budget and approve the report for the previous year.