



**WORLD  
WATER  
COUNCIL**

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**MEMBERSHIP GUIDELINES**

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# World Water Council

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## Membership Guidelines

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# 1 Introduction

## 1.1 Role of this document

This document presents the membership policy of the World Water Council, and establishes the principles of the membership as well as transparent procedures for the relationship between the World Water Council and its members.

This document is complementary to the By-Laws and Constitution of the Council. It is distributed to all Council members.

## 1.2 Missions of the Council / general principles

The World Water Council is an independent, international organization incorporated as a French not-for-profit association. It was created in 1996, in response to the need for integrated action among the many agencies and organisations involved in water resources management, and for a shared understanding of the problems and challenges of the water sector.

The World Water Council aims to act as a global leader that brings together principal actors and combines their creative force to shape global, regional and national strategies on water and development. The Council further aims to act as a catalyst for its members and partners who choose to undertake joint initiatives to improve the state of the world's waters and access to water services.

The strategic objectives of the Council as described in the 2010 – 2012 strategy are to:

1. Support political action to improve water and sanitation services and water management;
2. Deepen the involvement of major water users in solving global water challenges;
3. Strengthen regional co-operation to achieve water security and economic development;
4. Mobilize citizens and consumers to address the global water crisis.

To achieve these objectives, the World Water Council must remain democratic and independent, both ideologically and financially. This is possible in particular through its membership basis and the collection of the annual membership fees. The Council also needs to rely upon an extensive international network of members representing the great diversity of organisations involved in water issues in order to develop joint activities and relevant projects. The Council should seek to maintain a significant and balanced representation of each professional group as well as a strong representation in every geographical zone.

## 1.3 Membership core values

The World Water Council's members are expected to embrace a set of core values that will guide their work:

- Accept, endorse and support the missions and objectives of the Council as set out in its By-laws and Constitution;
- Support the recognition of access to water and sanitation as a fundamental human right
- Facilitate dialogue in an open manner, especially on controversial issues;
- Welcome dialogue with all stakeholders, recognizing the value of considering diverse points of view;
- Respect and endorse decisions which are taken in a democratic way;
- Behave ethically, treat individuals and differences with respect, honesty and integrity;
- Act with transparency in favour of the Council's interest.

## 2 Members

Members of the Council are institutions that are represented by individuals.

### 2.1 Active members

Active members are those member organizations, that are up to date with their annual membership fees and that commit themselves to working for the accomplishment of the Council's objectives. A member organization has one full year to pay its membership fees. After one year of non-payment, they will no longer be considered as members.

The city that is host to the headquarters of the Council is a full member of the Council. It is not expected to pay any membership fees.

Members are classified in five colleges, defined by the 3<sup>rd</sup> General Assembly. Each college is represented on the Board of Governors by at least four member organizations. The following are the definitions of the colleges:

#### 2.1.1 College 1: Intergovernmental organizations

Intergovernmental organizations\* that are engaged across several countries which monitor, regulate and, or finance projects, policies and cooperation strategies.

Such as: UN agencies, intergovernmental institutions, international financial institutions and development banks, etc.

\*An inter-governmental organization is an entity established by formal political agreements between their members that have the status of international treaties, their existence is recognized by law in their member states, and they are not treated as resident institutional units of the country in which they are officially settled through a headquarters agreement.

### *2.1.2 College 2: Governments and government promoted organizations*

Government department or agencies of any State, interstate, regional, provincial, local authority, agency, or organizations promoting government interest, advocating, elaborating developing and implementing policies, cooperation strategies, and programs at international, regional, national and local level.

Such as: State agencies, ministries, regional and local authorities, municipalities, basin authorities, parliamentarian associations, national development agencies, state-sponsored organizations and fully state-owned companies.

### *2.1.3 College 3: Commercial organizations*

Commercial organizations that are engaged in industry, services, commercial enterprise or trade activity.

Such as: not fully State-owned companies and utilities, consulting firms; law firms, suppliers, service providers and other for-profit organizations.

### *2.1.4 College 4: Civil society organisations*

Non-governmental not-for-profit organisations\* using, learning, training, informing, advocating which promote protection and development of the common public good.

Such as: foundations, charities, cultural-social-environmental groups, consumer associations

\*An international organization under College 4 is an institution recognized by law in their country of registration as an international organization.

### *2.1.5 College 5: Professional and academic organizations*

Scientific, research, academic, technical, professional, or other related organizations\*.

Such as: professional organizations, universities, schools, research and training centres.

\*An international organization under College 5 is an institution recognized by law in their country of registration as an international organization.

## **2.2 Conditions for application and admission**

Membership of the World Water Council is open to any organization with an interest in water and water-related issues, and which accepts the mission and objectives of the World Water Council as set out in its Constitution and By-Laws.

Organisations interested in joining the Council first have to register through the appropriate membership application form provided by the Council's Headquarters.

In order to validate its application, it is imperative that the organization send to the Headquarters the original application form duly completed and signed by its Chief Executive Officer or equivalent, and provide information on the organization and its water-related activities.

If the Headquarters judges that the documents supplied and the information available on the website are not sufficient, or upon request from a member of the Bureau or the Board, the Headquarters may request additional information and clarification from the applicant.

## **2.3 Acceptance**

If the new applicants provide all the necessary documents and fulfil the criteria as set out in the By-Laws and in this document, the Headquarters submits the applications to the Bureau for review. Once reviewed by the Bureau, the application is submitted to the Board for adoption or rejection. Once applications are approved, applicants are considered to be officially members subject to the payment of their membership fees.

## **2.4 Re-admission**

Organizations that wish to renew their membership after having cancelled it or after having had their member status removed for non-payment of fees may apply again through the same procedure as is set out above.

## 3 Rights and obligations

### 3.1 Rights

#### *3.1.1 Participation in the Council's activities*

Any member is welcome to participate in the programmes and initiatives of the World Water Council; to contribute to defining the World Water Forum themes or to promote and engage with the Council in global public events on water.

Staff members of active member organisations benefit from a discount in registration fees for World Water Forums and other events organised or co-organised by the Council.

#### *3.1.2 Participation in the management of the Council*

The Council's members are invited to participate in the Ordinary and Extraordinary General Assembly meetings. General Assembly meetings are organised at least every three years. On these occasions, members have the opportunity to directly influence the management of the Council, provide their comments and advice on the activities and management of the Council by electing the Board of Governors, by providing comments on action plans for the coming years and by running for election to the Board.

On the day of the General Assembly meeting, each member organization that is up to date with payment of their membership fees is entitled to one vote. In order to hold the right to vote, the new applicants have to be approved 3 months prior to the General Assembly meeting and be up to date with payment of their membership fees.

Each member that is up to date with their payment before the closing of the list of candidates, two months prior to the General Assembly, has the right to run for election to the Board.

Through their membership, members also have free access to information regarding the management of the Council such as the annual budget, minutes of the Board meetings, etc.

#### *3.1.3 Receiving the Council's official publications*

Every two months, the Council issues its official journal, the Water Policy Journal, published by International Water Association Publishing (IWAP). The journal publishes high level analyses, reviews, debates and progress

reports on all policy aspects of water resources in the following areas: financial, diplomatic, organizational, legal, administrative and research. Upon request, active members are entitled to one free institutional subscription. A reduced-rate subscription is available to individuals working for Council member organisations.

In addition to the Water Policy Journal, the Council regularly publishes reports, proceedings of meetings, and publications. Copies of each such publication can be provided free of charge to active members on request from the Headquarters.

### *3.1.4 Use of the name and logo*

Active members of the World Water Council have the possibility to use the World Water Council logo to show their affiliation with the World Water Council. The use of the logo is subject to copyright and must be in accordance with the logo usage policy, a copy of which may be requested from the Headquarters.

## **3.2 Obligations**

### *3.2.1 Payment of fees*

The main obligation for a member is to pay its annual membership fees in order to remain active and benefit from full members' rights. Members have a full year in which to pay their fees in order to remain active. However, they benefit from a 5% reduction if the fees are paid before 1 April of each year, and from a 15% discount if they pay the fees for the three coming years in a single instalment.

In the year of the General Assembly, membership payments should be carried out before the date of the General Assembly, in order to allow the member organization to hold the right to vote.

### *3.2.2 Facilitating the objectives and the mission of the Council*

Members are required to support and facilitate the objectives and activities of the Council. This is partly achieved through their active participation in the Council General Assembly meeting, members meetings, and partly through members' activities undertaken as specific contributions to the Council's activities.

Members have a say in the work plan of the Council and may propose new activities or working themes.



Members are also greatly encouraged to advertise the Council's activities on their website and disseminate the Council's documents.

### *3.2.3 Keeping detailed information updated*

Members are required to inform the Council of any change in their contact person as well as in the name of the organization, the postal address, the e-mail address, and telephone and fax numbers.

### *3.2.4 Member Code*

Each member is attributed a member code upon admission to the Council and is requested to indicate this code with payments, and in all correspondence with the Headquarters.

## **4 Relationship between members and the Headquarters**

Member organizations are requested to nominate a person responsible for the relationship with the Headquarters. The contact person can be changed by sending the name of the new contact with his or her full contact details.

The Headquarters, under the authority of the Management is in charge of:

### **4.1 Membership services**

- Invoicing and collecting the annual membership fees;
- Informing members of the activities, management and programmes of the Council;
- Facilitating the involvement of members in the activities of the Council;
- Facilitating the exchange of information and experience among members;
- Facilitating contact between members.

### **4.2 Programme support**

- Obtaining and integrating inputs from members into the Council's programmes and policies
- Disseminating knowledge on the science, policy and practice of sustainable water management
- Advocating the Council policies and positions in international conferences and Forums.

### **4.3 Administration**

- Preparing documents submitted to the Board of Governors and the General Assembly
- Implementing the Council's policies
- Managing financial resources

When members are directly involved in the implementation of programmes in partnership with the Council, the relationship, expectations and obligations will be defined in an agreement between the Headquarters and these members.

The Headquarters of the World Water Council is committed not to divulge the contact information of its members to non-member organizations.

## **5 Resignation and Member status removal**

### **5.1 Resignation**

Any member may cancel its membership simply by informing the Council by letter or e-mail. The cancellation will be officially validated at the following Board meeting.

### **5.2 Member status removal**

Member status may be removed from an organization by a decision of the Board for either of the following reasons:

- if their activities become contradictory with the mission of the Council;
- if they do not pay their membership fees for more than one year.

## **6 Membership fees guidelines**

As stated in article 2.5.5 of the By Laws: The Board shall set the amount of the fees at its final meeting of the previous year. The Management shall inform the Members of the fee amount and due dates.

Organizations that submit their application in the second semester of the year will be required to pay only half of the relevant yearly membership fee.

### **6.1 Membership fees structure**

In order to bring together as many organizations as possible involved in the water sector, and in order not to discriminate against organizations from low-income countries, a differentiation of membership fees has been introduced under the following principles.

The total amounts of the fees are calculated according to the annual budget of the organization for colleges 1, 3, 4 and 5. For college 2, the GDP per capita in the country where the member is based is used to calculate the fee. The fees are as follows:

<b>Gross Annual Budget (in Euros)</b>	<b>&lt; 1,000 000</b>	<b>1,000 000– 5,000 000</b>	<b>5,000 000– 20,000 000</b>	<b>&gt;20, 000 000</b>
<b>College 1</b> <i>Intergovernmental organizations</i> <b>College 4</b> <i>Civil society organizations</i> <b>College 5</b> <i>Professional and academic organizations</i>	€ 300	€ 900	€ 1,200	€ 2,000
<b>College 3</b> <i>Commercial organizations</i>	€ 750	€ 1,000	€ 2,000	€ 3,000
<b>GDP per capita (in Euros)</b>	<b>&lt; 700</b>	<b>700 – 3,500</b>	<b>3,500 – 10,000</b>	<b>&gt;10,000</b>
<b>College 2</b> <i>Governments and government promoted organizations</i>	€ 600	€ 900	€ 1,500	€ 2,000

The reference used to determine the GDP (PPP) (of the previous year) is the Human Development Indicators of UNDP.

## 6.2 Membership Solidarity Fund

A Membership Solidarity Fund has been established with the objective of balancing the membership distribution and allowing organisations with limited financial means and from developing countries an opportunity to become members of the World Water Council and to have their voices heard in the global water debate. The fund is made up of voluntary donations, which are used to subsidise membership fees for organisations preferentially from civil society, academic and research institutions, local authorities and user associations.

The procedure of the Fund, as well as the donor form and the application form, are available on the Council's website or may be requested from the Headquarters.

## 6.3 Invoicing and payment

Pro-forma invoices for membership fees are sent to members at the beginning of each year. Members who pay before 1 April benefit from a 5% discount. Members have the option of paying their membership fees for the three coming years in a single instalment and benefit from a 15% discount. Upon receipt of payment, the Headquarters sends a pre-paid invoice. Invoices are issued in Euro since the Headquarters is based in France. However, members can pay their fees in US Dollars using the exchange rate valid for the date of payment. Members may pay their fees by bank transfer, check or UNESCO Coupons to the Headquarters.

### 6.3.1 Bank transfer

Bank details:

World Water Council - Conseil Mondial de l'Eau  
 HSBC France  
 13 place de la Joliette  
 13002 Marseille  
 Tel: +33 (4) 91 14 01 53  
 Fax: +33 (4) 91 91 57 98  
**IBAN (International account n°): FR76 3005 6001 9601 9600 9553 514**  
 Code Bic: CCFRFRPP

### 6.3.2 Check

Postal address for sending a check:

World Water Council – Conseil Mondial de l'Eau  
 Espace Gaymard  
 2-4 place d'Arvieux - 13002 Marseille  
 France Tel: +33 (4) 91 99 41 00  
 Fax: +33 (4) 91 99 41 01

### 6.3.3 UNESCO Coupons

The Council has obtained an agreement with the UNESCO coupons programme to allow payment of our membership fees using UNESCO coupons. The objective is to provide assistance to members who encounter difficulties in paying their fees in a foreign currency due to the shortage or even the impossibility to access foreign currency in their own country. The UNESCO Coupons programme was established in 1949 in order to assist Member States short of convertible currencies to acquire the educational, scientific and cultural material they consider necessary for technological development.

UNESCO Coupons can be purchased from the National Commission for UNESCO of any country. The list of distributing bodies throughout the world is available on: [www.unesco.org/general/eng/about/coupon/couplist.shtml](http://www.unesco.org/general/eng/about/coupon/couplist.shtml)

#### *6.3.4 Western Union Transfer*

Organization can also send a western union transfer indication the name of the World Water Council as the person allowed to redraw the money.



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