



(MyWP Capacity Building Network – MyCBNet)

**Terms of Reference
for
Operations of the Network**

1. Introduction

The MyWP Capacity Building Network (MyCBNet) for IWRM is a network of MyWP members who are interested in capacity building in IWRM, either as trainers or recipients of the training. The MyCBNet is responsible for promoting and implementing the IWRM capacity building objectives of MyWP.

The formation of MyCBNet also facilitates the effective participation of its members in the regional IWRM capacity building networks, such as AguaJaring (SEA), and also those organized under the auspices of the United Nations Development Program (UNDP) CapNet Program. It also facilitates its members to gain access to training materials and resources, including potential partnership with UNDP CapNet to implement capacity building activities, both locally and regionally.

UNDP Cap-Net is an international network for capacity building in IWRM. It is a Programme funded by the UNDP to support capacity building in IWRM. The network is made up of a partnership of autonomous international, regional and national institutions and networks committed to capacity building in the water sector. CapNet achieves its objectives by working with informal regional and country IWRM capacity building networks, such as AguaJaring (SEA) and MyCBNet.

The following are the Terms of Reference (TOR) and operational guidelines of the MyCBNet Network.

2. Network Name:

The name of the network shall be the “MyWP Capacity Building Network for IWRM (MyCBNet)”. The logo of the network shall be MyWP’s logo.

3. Governance:

3.1 Network Membership

Membership in the Network is open to all institutional and individual members of MyWP, who are interested in IWRM capacity building.

A formal application to the MyWP Secretariat, using a prescribed form, is required to join as a member of MyCBNet.

3.2 Network General Meetings

3.2.1 Annual General Meeting

The MyCBNet shall hold an annual meeting of its members. The meeting should be held before MyWP’s Annual General meeting so that the outcome from the meeting can be reported at the MyWP Annual General Meeting.

3.2.2 Functions of the Annual General Meeting

- (i) Elect the Steering Committee (SC)

- (ii) Approve the Annual Report

3.2.3 Convening of any Network General Meeting

The Network General Meeting shall be convened by the Chairperson, based on a decision by the Steering Committee (SC), by giving not less than 14 days notice. The Chairperson shall preside at the meeting. In the absence of the chairperson the vice chairperson shall preside and in the absence of both, the members present at the General Meeting shall elect a chairperson to conduct the business of the day.

The General Meeting can discuss details on the governance and operational guidelines for the Network. However, any proposed changes to the governance and operational guidelines for the Network shall be subject to approval by the MyWP Executive Committee.

3.2.4 Quorum at the General Meeting

A minimum of twice the numbers of SC members should be present to conduct a General Meeting.

3.3 Steering Committee

3.3.1 Steering Committee Membership

A Steering Committee of 10 members shall be responsible for the management of the Network. The composition of the SC shall be 5 organisation and 5 individual members, and an ex-officio member appointed by MyWP shall be the Chair of the Committee.

The tenure of the SC members shall be one year, and they are eligible for re-election for a consecutive period of 3 years. Three SC members shall not be candidates for re-election each year, by the drawing of lots.

A representative from an institution will relinquish his/her membership in the Steering Committee on leaving the institution so as to enable a suitable nominee from the institution to serve on the Steering Committee.

The SC shall elect a Vice Chairperson to assist the Chairperson in facilitating the activities of the Network.

3.3.2 Functions of the Steering Committee

- (i) Maintains a register of Network members
- (ii) Prepare Annual Work Plan
- (iii) Elect the Vice-Chair
- (iv) Nominate representatives to AguaJaring and CapNet meetings
- (v) Implement decisions of the General Meeting

3.4 Powers and Functions of the Chairperson

- (i) To preside at any General Meeting and Steering Committee meetings of the Network

- (ii) To promote the IWRM capacity building objectives of MyWP and foster synergistic collaboration with any other organization with similar objectives.
- (iii) To represent MyCBNet in any National and International forums
- (iv) To engage in any activity that would help to achieve the objectives of the Network

3.5 Powers and Functions of the Vice-Chair

- (i) To convene any General Meetings and Steering Committee Meetings, in consultation with the Chairperson
- (ii) To prepare the Minutes of any General Meetings and Steering Committee Meetings, with the assistance of the MyWP Secretariat.
- (iii) To maintain the membership register of the Network
- (v) To prepare the Annual Report, Statement of Accounts, Work Plan and any other documents, with the assistance of the MyWP Secretariat.

3.6 Obligations of Network Members

- (i) To assist in the preparation of the Annual Work Plan by developing concept proposals for IWRM capacity building with partner organisations.
- (ii) To ensure that the MyWP Secretariat is given a role to assist in the implementation of any IWRM capacity building activities included in the Annual Work Plan.
- (iii) To work closely with the MyWP secretariat in implementing any IWRM capacity building activities.
- (iv) To keep the SC informed on the implementation progress of any activities included in the Annual Work Plan.

4. Participation in UNDP Cap-Net and AguaJaring (SEA)

- (a) The Chairperson shall be MyCBNet representative to the UNDP CapNet Country Managers and AguaJaring Steering Committee meetings. If he/she is unable to take up that role for any reasons, then the Vice-Chairperson shall be the nominee.
- (b) The nominated representatives shall provide upstream/downstream linkages to the activities undertaken by CapNet and AguaJaring (SEA). He/she should also keep the SC informed on important communications with CapNet and AguaJaring (SEA) on a regular basis.

5. Operational Guidelines

5.1 Funds

The funds required to meet the expenditure of the Network shall be raised through:

- (a) Grant from MyWP budget
- (b) Contributions in kind from recipient organizations for the training
- (c) Contributions in the form of service from MyCapNet members
- (d) Grants from Public, Private or NGO sectors
- (e) Grants from CapNet, and other International Agencies