

Malaysian Capacity
Development Network for
Sustainable Water Management
(MyCDNet)

**MyCDNet Operational
Guidelines**

PREAMBLE

The **Malaysian Capacity Development Network for Sustainable Water Management (MyCDNet)** is a network of members and institutions that are interested in capacity development (CD) and sustainable management of water and water resources in Malaysia.

MyCDNet has a long history in capacity building and development in Malaysia (**Annexure 1**). It started off as MyCapNet for capacity building in Integrated Water Resource Management (IWRM) in 2002, affiliated to Cap-Net, which was the capacity building arm of Global Water Partnership (GWP). In the same mode, MyCapNet became the capacity building arm of the Malaysian Water Partnership (MyWP) for IWRM.

In 2009, the Executive Committee of MyWP changed the name of MyCapNet to MyWP Capacity Building Network for IWRM (MyCBNet) with the same aim to take pro-active actions, promote and advance IWRM concepts and to address the challenges in the water sector in the country. The Network has since gained strong and fruitful partnerships with most of the water-related implementing agencies in Malaysia, and other capacity networks at the regional and international levels.

In November 2013, MyCBNet became an autonomous entity from MyWP. This was to reflect the change in Cap-Net at the international level, where Cap-Net became a major program of UNDP in 2009. In line with that, MyCBNet became MyCDNet, which is directly affiliated to Cap-Net UNDP and is now responsible for capacity development in Malaysia, a role that is wider in scope than it was originally planned to be, that is, as a training service arm of MyWP.

MyCDNet can now facilitate more effective participation of its Members at the national, regional and international levels. The Members will have greater access to training materials and resources, including potentials to foster partnerships with Cap-Net UNDP and other UN water-related agencies and NGOs, to provide and implement capacity development activities in the country.

Cap-Net UNDP is an international network for capacity building on sustainable water management funded by the UNDP. The objectives of Cap-Net UNDP are capacity development, strengthening partnerships and knowledge management. It achieves its objectives by working with and through formal and informal capacity development arrangements, of which AguaJaring SEA and MyCBNet are its partner networks. The Cap-Net UNDP network consists of 24 partnership networks at international, regional and national levels that are committed to sustainable capacity development in the water sector.

The operational guidelines for MyCDNet provide the Network's niche through its vision, mission, objectives, governance structure, institutional framework, rules and principles by which the Network is governed. It follows closely the Operational Guidelines of Cap-Net UNDP.

OPERATIONAL GUIDELINES OF MYCDNET

1. Name of Network

- 1.1 The name of the Network shall be called “Malaysian Capacity Development Network for Sustainable Water Management”. The acronym shall be “MyCDNet”.
- 1.2 The Network’s brand name shall be MyCDNet.
- 1.3 The Network’s brand shall be distinguished by its logo as shown in **Annexure 2**.

2. Philosophy

2.1 Vision:

“A leading national capacity development network for sustainable water management in Malaysia.”

2.2 Mission:

“To promote, facilitate, share and implement capacity development for sustainable water management in Malaysia through provisions and support of programs that foster outreach, training, education, research and development.”

2.3 Justification:

Malaysia is faced with a wide range of water-related issues; from the lack of water leading to water rationing and an abundance of water leading to floods, which are normal occurrences during the north-east monsoon season. The increasing population and the Government’s aspiration for Malaysia to be an industrialized country by 2020 indicate that the current practices of water resources management are not sustainable in the long-term.

The Network therefore aims to bring together members from various strata of society and expertise in water management to foster partnerships in capacity development and to promote approaches towards achieving sustainable water management in Malaysia.

It is believed that by building a network of expertise, which includes Government agencies, educational institutions and professionals from various sectors, a critical mass of human resources skilled in sustainable

water management can be achieved to foster effective change in the complex water sector in the country.

The formation of MyCDNet will also facilitate the effective participation of its members in the regional capacity building networks on sustainable water management, such as AguaJaring (SEA), and also those organized under the auspices of the Cap-Net UNDP Programs. It will facilitate and expose its members to gain access to training materials and resources, including partnerships with Cap-Net UNDP to implement capacity building activities, both locally and regionally.

- 2.4 MyCDNet is a non-profit national partnership and is an all inclusive membership Network.

3. Membership

- 3.1 Membership in MyCDNet is open to all individuals interested in water management, institutions, organizations, and capacity development networks that are interested and subscribed to the philosophy of MyCDNet and its operational procedures in the country that are aligned to Cap-Net UNDP concepts and approach.
- 3.2 Application for membership shall be governed by the Operational Guidelines. Application shall be made by submitting a registration form and acceptance shall be decided upon by the MyCDNet Steering Committee (SC).
- 3.3 Membership is free but shall be subject to amendment to be decided by the SC.
- 3.4 Membership in MyCDNet does not exclude the individual or institution from the right to apply for membership in other organizations.
- 3.5 All Members shall share and subscribe to MyCDNet's values, which are as follows:
- (a) Commitment, cooperation and solidarity,
 - (b) Communication on the basis of mutual respect, trust and equality,
 - (c) Transparency and accountability,
 - (d) Quality assurance.
- 3.6 Only registered Network Members have the right to vote and to become a Steering Committee Member.

4. Governance Structure

4.1 Network Governance Structure

- (a) Steering Committee
- (b) Network Manager
- (c) Network Secretariat
- (d) Advisory Members
- (e) Network Members

4.2 Steering Committee

4.2.1 The SC is the governing body of MyCDNet and shall be responsible for the following:

- (i) Manage the affairs of the Network.
- (ii) Approve, amend and ratify the Network Operational Guidelines and/or Constitution, if found necessary.
- (iii) Define policies and strategies to achieve MyCDNet philosophy, goals and missions.
- (iv) Prepare the half yearly and yearly reports and Annual Work Plan including the operational budget.
- (v) Promote and protect the integrity of MyCDNet.
- (vi) Maintain a register of Network Members.
- (vii) Prepare and assist to deliver all capacity development activities embodied in the Annual Work Plan.
- (viii) Implement decisions of the General Meeting.
- (ix) Inform the Network Members on the implementation progress of any activities included in the Annual Work Plan and the MELP of Cap-Net UNDP.
- (x) Ensure that all Members are given a role in the implementation of capacity development activities proposed in the Annual Work Plan.
- (xi) Form Ad-hoc Working Committees as and when required. Procedures to form Ad-hoc Working Committees, their mandates, terms of reference, tasks and responsibilities shall be specified in the SC Meetings.

4.2.2 The Steering Committee (SC) shall consist of 10 Members elected at the AGM, who shall be responsible for the sustainable management of the Network. The composition of the SC shall be 5 institutional and 5 individual Members.

4.2.3 All SC Members shall serve for a period of 3 years, whereupon they are eligible for re-election for another consecutive period of 3 years. Four SC Members shall not be candidates for re-election by rotation and by drawing of lots.

4.2.4 Any representative from an institution upon leaving the same shall relinquish his/her membership in the Steering Committee, so as to

enable another nominee from the same institution to complete the period of service in the Steering Committee. The Network Manager then has the right to nominate or co-opt any member to fill in the vacant post for the remaining duration of the term.

- 4.2.5 The SC shall elect the Network Manager, Deputy Network Manager, Honorary Secretary and Honorary Treasurer to facilitate the implementation of activities of the Network.
- 4.2.6 The Honorary Secretary shall conduct the business of the Network in accordance to the Operational Guidelines and prepare the minutes of any General Meetings and Steering Committee Meetings, with the assistance of the Network Secretariat.
- 4.2.7 The Honorary Treasurer shall be responsible for the finances of the Network and shall keep accounts of all its financial transactions and shall be responsible for their correctness. He/ she shall prepare the Statement of Accounts in the Annual Report and any other documents, with the assistance of the Network Secretariat.
- 4.2.8 As a start-up Network and a non-legal entity, MyCDNet needs to have a Host Institution (HI) and to use the host as the legal, administrative and financial umbrella for the Network. The SC shall appoint a Host Institution to execute the legal, administrative and financial responsibility of MyCDNet's operations on its behalf.
- 4.2.9 Election rules, procedures of SC meetings and the election of the SC Members and Host Institution shall be guided by the Operational Guidelines.

4.3 Functions of the Network Manager

- 4.3.1 The Network Manager or Chair of MyCDNet shall act as the Network Manager to implement the Network's strategies and to manage its Secretariat, subject to an agreed scope of service and remuneration.
- 4.3.2 The Network Manager shall serve for a period of 3 years whereupon he/she is eligible for re-election for another consecutive period of 3 years.
- 4.3.3 The Network Manager shall preside at the Annual General Meeting, Extraordinary General Meeting and Steering Committee meetings of the Network.
- 4.3.4 The Network Manager shall promote capacity development objectives and philosophy of MyCDNet and to foster synergistic collaboration with other networks, institutions and organizations with similar objectives.

4.3.5 The Network Manager shall represent MyCDNet on sustainable capacity development at water-related national, regional and international forums.

4.3.6 The Network Manager shall engage in any activity that shall help to achieve the objectives of the Network.

4.4 Network Secretariat

4.4.1 The Network Secretariat shall be headed by the Network Manager, and shall be responsible to the Steering Committee and all matters related to the administration and operation of the Network.

4.4.2 The Network Secretariat shall be responsible for the following tasks:

- (a) General administration of day-to-day activities of MyCDNet.
- (b) Preparations of all proposals and materials with Partners and Members to create CD activities for the country.
- (c) Implementing SC approved plans and strategies, monitoring and evaluation network activities for all training module workshops.
- (d) Responsible for all quality assurance of MyCDNet's approved CD activities and brand.
- (e) Promote activities to increase the membership base.
- (f) Develop communication materials for dissemination to all Members of the Network.

4.4.3 The day-to-day operational activities of the Network Secretariat shall be assisted by an appointed Network Assistant.

4.4.4 The Network Assistant is responsible for the day-to-day administrative activities of the Network Secretariat and reports to the Network Manager, including but not limited to:

- (a) Membership promotion and keeping of records of all memberships, programs, proposals, minutes and information of the Network.
- (b) Prepare for SC's approval, all related activity programs, and to assist in the implementation and review of the same after completion of the programs.
- (c) Operational management of the Secretariat, including Network implementation and accounting.
- (d) Providing secretariat support to the SC at the SC Meetings.

- (e) To work closely with Network Members to facilitate CD activities by following-up on leads provided by the SC Members and Network Members.
- (f) Implementation of Network activities with third parties shall be arranged as per Standard Operating Procedures (SOP) so decided by the SC Members.

4.5 Advisory Members

- 4.5.1 The Advisory Members shall consist of well-known individuals and representatives from government, donor agencies, and professional institutions in the water-related sectors.
- 4.5.2 No more than 2 Advisory Members shall be nominated and appointed by the Steering Committee for a period of 3 years on a renewable basis.
- 4.5.3 The Advisory Members shall provide strategic guidance and advice to the SC and the Secretariat as and when advice may be required in the planning and implementation of CD activities.
- 4.5.4 The Advisory Members shall support the Network's capacity development and provide strategic linkages for co-operation with other water-related networks at the national, regional and international level.

4.6 Obligations of the Network Members

- 4.6.1 All Network Members are obliged to assist in defining clear policies and strategies to achieve MyCDNet's strategic goals in line with its vision and mission statements.
- 4.6.2 All Network Members shall assist in the preparation of the Annual Work Plan and developing proposals and carrying out activities for capacity development in the country in line with those of AguaJaring SEA and Cap-Net UNDP, which MyCDNet is affiliated with.
- 4.6.3 All Network Members shall promote and work closely with other water-related and training networks in implementing any capacity development activities.

5. Participation in AguaJaring SEA and Cap-Net UNDP

- 5.1 The Network Manager shall be the MyCDNet representative to the Steering Committee of AguaJaring SEA, which is a regional capacity development network. If he/she is unable to take up that role for any

reasons, then the Deputy Network Manager or any SC Member shall be the nominee.

- 5.2 The Network Manager shall also be the MyCDNet representative to all Network Managers' meetings of Cap-Net UNDP, or any other meetings called upon by the same.
- 5.3 The Network Manager shall also be the MyCDNet representative to MyWP if called upon by the same in their Executive Committee (ExCOM) Meetings.
- 5.4 The Network Manager shall provide upstream/downstream linkages to all the activities undertaken by AguaJaring SEA and Cap-Net UNDP. He/she should also keep the SC and Network Members informed of any important communications with the same.

6. MyCDNet Meetings

6.1 Annual General Meeting

The MyCDNet shall hold an Annual General Meeting (AGM) of its Members once a year.

6.2 Functions of AGM

- (i) Elect the Steering Committee (SC) once every 3 years.
- (ii) Approve the Annual Report and Annual Work Plan.

6.3 Convening of any Network General Meeting

The Annual General Meeting shall be convened by the Network Manager, based on a decision by the Steering Committee (SC), by giving no less than 14 days notice. The Network Manager shall preside at the meeting. In the absence of the Network Manager, the Deputy Network Manager shall preside and in the absence of both, the Members present at the AGM shall elect a temporary Chair from among the SC Members to conduct the business of the day.

6.4 Quorum at the Annual General Meeting

A minimum of 15 members shall be present to conduct an Annual General Meeting.

6.5 SC Meetings

The SC Meetings are to be decided by the SC Members. At least one Member of the Advisors shall be present at the SC Meetings and at the AGM.

7. Finance

7.1 MyCDNet's core income shall be from:

- (a) Cap-Net UNDP annual core funding.
- (b) Training and facilitation funds from Cap-Net UNDP.
- (c) Management and facilitation fees from recipient organizations for the training and other professional services.
- (d) Contributions in the form of services from MyCDNet Members.
- (e) Grants from the Public, Private or NGO sectors.
- (f) Grants from national, regional and international organizations.
- (g) Fees from sales of promotional materials.
- (h) Donor and endowment funds.

7.2 MyCDNet's core expenditure is for:

- (a) Remuneration for the Network Manager.
- (b) Remuneration of Secretariat staff.
- (c) Office and website management and operational expenses.
- (d) SC meeting expenses.
- (e) Host Institution's expenses.
- (f) Network promotion and its services.
- (g) Audit expenses.

7.3 Financial Guidelines

- (a) All MyCDNet funds must be applied to support the Network's objectives, and not for any other purpose.
- (b) The Hon Treasurer shall be accountable to the SC that the funds are utilized effectively within the allocated budget.
- (c) The appointed Host Institution (HI) shall be entrusted with the responsibility of holding a MyCDNet account and executing financial matters on behalf of MyCDNet based on the instructions from the Network Manager with the concurrence of the SC. The account shall be audited by an SC appointed Finance and Audit Committee.

- (d) The remuneration for the HI services shall be mutually decided upon by the SC with the appointed HI.
- (e) An Annual Audited Financial Account shall be presented to the SC for approval and distributed among the Members at the AGM for endorsement.

8. Resignation and Termination

- 8.1 Steering Committee Members and Members of MyCDNet can resign by submitting a written statement addressed to the Network Manager.
- 8.2 The SC can decide to terminate or suspend any SC Members and Members of MyCDNet based on proven misconduct or violation of MyCDNet values. The decision shall be notified in writing.
- 8.3 Any SC Member who fails to attend SC Meetings for three consecutive meetings without valid reasons shall be deemed as termination, of membership, whereupon the Network Manager can nominate another person to fill in for the duration of the remaining service period with the concurrence of the SC Members.

9. Amendments to the Operational Guidelines

- 9.1 Any proposed change and amendment to the Operational Guidelines can only be approved by the SC in consultation with the Advisors and MyCDNet's Members, after the Network Secretariat has given its Members at least fourteen (14) days' notice of the proposed change or amendments. The SC's decision shall be by a simple majority of votes of SC Members.
- 9.2 In case of any disputes and as part of any conflict resolution, the Network Manager, the Deputy Network Manager and one Advisor will have the final say in the matter.

10. Dissolution

- 10.1 Any proposal to dissolve MyCDNet shall be supported by at least two thirds of the SC Members in consultation with the Advisors.
- 10.2 Any assets or remaining funds after debts have been fully paid, shall be transferred to similar non-profit groups operating in the country or for other beneficial use at the discretion of the SC and the Advisors.

Annexure 1: Affiliation Structure

Date	International Level	Regional Level	National Level
1992	Earth Summit in Rio de Janeiro		
1996	Global Water Partnership (GWP) was formed in Stockholm		
2002	Cap-Net was formed as a training arm of GWP		
2002	Cap-Net formed as a CB arm of GWP	SEACapNet Arm of Cap-Net	MyCapNet Arm of SEATEC
2007	Cap-Net became autonomous through an MOU, and moved to Pretoria. All regional and country capacity building networks were re-aligned to the operational guidelines of Cap-Net.	AguaJaring Affiliated to Cap-Net	MyCapNet Arm of MyWP
2009			MyCBNet
2010	Cap-Net joined with UNDP for capacity building and is called Cap-Net UNDP All regional and country capacity building network were then re-aligned to the operational guidelines of Cap-Net UNDP. These networks were autonomous and independent in operations.	AguaJaring SEA Affiliated to Cap-Net UNDP	MyCBNet Arm of MyWP
2013	Cap-Net UNDP	AguaJaring SEA	MyCDNet Affiliated to Cap-Net UNDP

Annexure 2: Logo

