



IWA Fellows and Distinguished Fellows Guidance Document

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IWA Fellowship and the community of Fellows and Distinguished Fellows

a. Rationale

IWA sees a need to:

- Develop a unique trans-disciplinary community of global water professionals who carry international recognition and can be presented as the highest rated and best known water professionals worldwide
- Recognise an individual member's sustained outstanding contribution to a) the water profession and b) delivering the IWA mission of creating a water-wise world.

b. What is the IWA Fellowship

The IWA Fellowship represents a **high honour** that is bestowed upon an individual by the Association. IWA Fellows and Distinguished Fellows are members of a unique community comprising global water professionals with international recognition; known for their guidance and leadership in the world of water science, technology and management in the water sector as it continues to evolve.

As the Fellowship is a high honour, the numbers of Fellows and Distinguished Fellows that can be accepted per cycle are limited. As such, rigorous review as well as a predefined maximum of new Fellows and Distinguished Fellows will be delivered to the IWA Fellowship Steering Committee by the Secretariat based on analysis of current IWA Fellow numbers and composition.

In total a maximum of 5% of the current number of IWA members shall be recognised as IWA Fellows. Up to 10% of the Fellows can be recognized as Distinguished Fellows. Efforts should be made to diversify the membership of the IWA Fellowship in order to better reflect the Association's membership composition.

c. The aim of IWA Fellowship and developing the IWA Fellows community

The aim of this Fellowship is not only to recognize the impact of particular individuals on the water profession and sector, but also to provide leadership and mentorship to a trans-disciplinary community empowered to combine together various leading-edge scientific breakthroughs, technological developments and creative mind sets from the various IWA groups.

d. Where to find details on IWA Fellows and the IWA Fellows community

Explanation of [the IWA Fellowship](#) and the community, and a list of IWA Fellows and Distinguished Fellows, is provided on IWA's website, which is accessible to all interested water professionals.

Additionally, the IWA Secretariat supplies an exclusive communication platform for the Fellows and Distinguished Fellows community to enable profile updates, knowledge and news sharing, as well as discussions on certain topics.

PART ONE: IWA Fellows

Definition of an IWA Fellow

The Fellow designation recognizes sustained outstanding contributions to the national and regional water sector, as well as to IWA. IWA Fellows are nominated by IWA members based on their outstanding contributions as water professional, in roles such as an engineer, educator, utility manager, regulator, research engineer, scientist, communicator/advocator, or as a technical or management leader, etc.

This recognition is based on peer recognition through rigorous review of the past contributions to the sector and IWA, and for the nominee's commitment to continued significant professional contributions in the future, by actively participating in IWA activities at international, regional and national levels that can easily be identified in a Fellows Activity Plan as being beyond the regular level of activity for members.

Role of an IWA Fellow and expectations

The initial appointment of an IWA Fellow is for 5 years. During this time, a Fellow will support IWA's mission and leadership in the implementation of the organization's Strategic Plan by:

- Representing IWA expertise at relevant opportunities and presenting themselves as an IWA Fellow
- Promoting IWA; supporting the network's growth, increasing the engagement of its members, supporting the delivery of quality events, and disseminating its thought leadership.
- Fulfilling the expectations outlined in their Fellows Activity Plan and report to IWA the progress on its implementation
- Participating (remotely or in person) in scheduled IWA Fellows meetings.
- Adhering to the highest ethical standards of professional work.
- Adhering to the Membership code of conduct

The Fellow Activity Plan describes how the IWA Fellow plans to continue to differentiate themselves from a regular IWA member as they contribute to the IWA Vision and Mission (see Annex 1.3).

During their five-year term the IWA Fellow will be regularly reviewed on their membership status (which needs to be continuous), and they can be requested at random to submit an implementation status report on their activity plan. Failure to submit this report within the year of the request could lead to the IWA Fellowship not being renewed.

At the end of their five-year term every IWA Fellow must provide an implementation status report and update their previous activity plan describing their intended activities for the upcoming 5 years. Submittal of this updated activity plan is a requirement for the renewal of the Fellow status for a subsequent period.

Nomination and selection

1. Eligibility Criteria

- 1) Nominees who are recognized for their outstanding contribution to national or Regional (could be global) sector
 - Seniority (e.g., years of employment in public service or private business)
 - Duties, roles and activities in public service, education, research, or private business
 - National leadership positions - these would include (boards, governing assemblies, strategic councils, technical committees, etc.);
 - Organization of national professional meetings (conferences / seminars / workshops etc.);
 - National/ regional scientific publications or National / regional awards, etc.

- 2) Nominees who are recognized for their active contribution (and future commitment) to IWA beyond regular level of activity for members:
 - A Minimum of five (5) consecutive years of IWA membership, including the evaluation or more, including the year of evaluation;
 - The nominee must have made outstanding contributions to IWA (more than 2 leadership roles within IWA – Specialist group);
 - Organised IWA workshop/ professional meetings (Conferences/ SG workshop/ seminar)
 - Organization of national professional meetings(conferences / seminars / workshops etc.);
 - The nominee demonstrates his/her continued plans to contribute to the water sector through IWA membership (through IWA Fellow Activity Plan)
 - The Nominee confirms their willingness to serve as an IWA Fellow and take on the associated roles and responsibilities

2. Who can Nominate

- An IWA Member without any affiliation with the individual, or the organization / company of the nominee
- In exceptional cases, there should be a provision for the Secretariat (through the IWA Executive Director or assigned representative) to nominate individuals in recognition of their contribution to IWA. These cases will go through the regular review process as described in step 4 below
- Self-nominations are not allowed
- The IWA Fellowship Steering committee or sub-committee (who supports review of IWA Fellows and DF) cannot nominate a candidate

To support IWA's aspirations to have more diverse membership at all levels, a process will be initiated by the Secretariat (in partnership with the IWA Fellowship Steering Committee), to proactively search for potential Fellow candidates from under-represented groups.

3. Submission documents / forms

The Nominator will need to prepare:

- The IWA Fellows Nomination Form (Annex 1.1)
- A Nomination letter - highlighting the motivation to bestow the nominee with an IWA Fellowship. This Nomination letter should contain arguments for each of the eligibility criteria.
- Three supporting letters from IWA Members - supporters shall not be affiliated to the nominee's institution, and each should address a minimum of 3 of the eligibility criteria

The Nominee will need to prepare and send the nominator the following information and documents:

- [Self-Statement \(Annex 1.2\)](#): Stating that, as a Nominee, you are in agreement to be nominated for this recognition; you have read and agreed with the roles and expectations of IWA Fellows; listing your past participation in specific IWA-related activities (one of the most important criteria under consideration); and stating your intention to continue contributing to the Association through your work as an IWA Fellow.
- [IWA Fellow Proposed Activity Plan \(Annex 1.3\)](#): This required document allows the Nominee to summarize the specific activities they intend to carry out as an IWA Fellow.
- [CV/Resume](#): Not to exceed 5 pages, summarizing educational and professional qualifications and experience, and highlighting their involvement in IWA-related activities

4. Process for selection (who reviews, who makes decisions)

- 1) IWA HQ Reviews Basic Eligibility Requirements:
 - IWA membership of Nominator
 - IWA membership and membership duration of Nominee
 - Completeness of the submission documentation
- 2) IWA HQ to supply details in terms of the number and composition of current Fellows & Distinguished Fellows to the IWA Fellowship Steering Committee in the year of selection. This will include data on current diversity levels/metrics, in order to encourage the steering committee to consider these issues when selecting new Fellows.
- 3) A sub-committee¹ (review group of IWA Fellows, formed from outside of the IWA Fellowship Steering Committee) would be established to review and score the

¹ The sub-committee will comprise of max 14 IWA Fellows that are formed through self-nomination. The sub-committee will be (as far as possible), representative of IWA regions and constituencies, and nominees will be encouraged to recognise this in their applications. The nominations will be considered by the IWA Fellowship Steering Committee and Secretariat who will ensure the sub-committee has representation of IWA regions and constituencies.

Fellows nominations. The results of this will be submitted to the IWA Fellowship Steering Committee.

- Score the nomination with 1 to 5 points (1 being lowest; 5 being highest) on the basis of the following criteria and scores:
 - i. Contribution / involvement in IWA (70% weighting)
 1. 1 = Little active contribution beyond membership of Specialist Groups, conference attendance and purchasing of publications
 2. 2 = Contribution to Specialist Groups or other IWA communities, attendance of IWA conferences, publications with IWA
 3. 3 = Active position in one of IWA's Leadership positions (Management Committee of Specialist Group, Emerging Water Leaders, Strategic Council, others), and additionally one of the following: active other type of leadership position (Strategic Council, Board, Emerging Water Leaders Steering Committee, Governing Member); contribution to IWA Technical Report / publications or white papers; organiser of IWA conferences
 4. 4 = Active position in one of IWA's Leadership positions (Management Committee of Specialist Group, Emerging Water Leaders, Strategic Council, others), and a minimum of two of the following: active other type of leadership position (Strategic Council, Board, Emerging Water Leaders Steering Committee, Governing Member); contribution to IWA Technical Report / publications or white papers; organiser of IWA conferences.
 5. 5 = Active Management Committee member in Specialist Group, AND Active other type of leadership position (Strategic Council, Board, Emerging Water Leaders Steering committee, Governing member), AND contribution to IWA Technical report / publications or white papers, AND organiser of IWA conferences.
 - ii. Contribution to national / regional water sector (30%)
 1. 1 = Strong role within the organisation, but not yet in the position to influence the water sector at national or regional (multiple countries) level
 2. 2 = Influences national water agenda, has the ability to influence policy, bring stakeholders together to contribute nationally to a world in which water is wisely, equitably and sustainably managed
 3. 3 = Influences national water agenda, has the ability to influence policy, bring stakeholders together to contribute nationally to a world in which water is wisely, equitably and sustainably managed, and is engaging at Regional (multiple countries) level
 4. 4 = Leading role in contributing to the national or regional (multiple countries) water agenda, shows that he/she has taken efforts to bridge science policy and practice within the Regional. His or her efforts contribute to a world in which water is wisely, equitably and sustainably managed.
 5. 5 = Leading role in contributing to the national AND regional water agenda, bridging science policy and practice within the region or even global arena. Contributes to a world in which water is wisely, equitably and sustainably managed.

- 4) IWA Fellowship Steering Committee then reviews the scoring of the sub-committee (supported by the relevant candidates packages including the nomination letter, CV, statement of interest, Fellows Activity Plan, and recommendation letters), prior to making recommendations.
- 5) Based on their review, the IWA Fellowship Steering Committee then makes recommendations to the Governance and Nominations Committee (GNC) on new IWA Fellows. This will include a list of 'Must Become Fellows', 'Could Become Fellows and 'Not Yet Ready To Become IWA Fellows'.
- 6) The GNC reviews this and then submits their recommendations to the IWA Board for consideration.
- 7) IWA Board approves IWA Fellows and provides feedback to the Steering Committee (and reserves the right to withdraw nominations)

5. Process to inform the Nominees, Nominator and supporters

The IWA Secretariat's staff responsible for the IWA Fellows and Distinguished Fellows community will upon the Board's endorsement inform the Nominee, Nominator and those who provided a support letter about the outcome of the selection.

In case of rejection, the rejection will provide a justification with basis for encouraging an application for IWA Fellowship in the future.

6. Timeline

- **Beginning February of Even Year:** Call for Nominations
- **Mid-March Even Year:** Submission Deadline
- **End-March Even Year:** IWA Secretariat checks basic requirements (membership, number of years of membership and complete nominations)
- **End April Even Year:** IWA Fellowship Steering Committee: Reviews nominations and writes recommendation paper for the Governance and Nominations Committee
- **June Board meetings Even Year:** Recommendation goes to the IWA Governance and Nominations Committee of the Board
- **July Even Year:** Nominee, Nominator, and supporting letter writers are informed of the selection.

Recognition of an IWA Fellow

IWA Fellows will be recognised at a special ceremony at the World Water Congress and Exhibition (WWCE). The IWA Fellows will receive:

- A congratulatory letter from IWA President
- The IWA Fellows Certificate
- The IWA Fellows pin.

In addition, IWA Fellows will be added:

- to the IWA Fellows and Distinguished Fellows group on IWA Connect
- to the IWA Fellows list on the website with start and end dates.

Upon IWA's formal announcement (news release), IWA Fellows are encouraged to use this designation and to include it in their CV under honours and awards, and recognise this in their email signatures and in promotional materials.

Ongoing participation as a Fellow

The IWA Fellowship Steering Committee will create a Yearly Work Plan in which they will create engagement opportunities for all IWA Fellows to participate in, beyond their engagement in SGs, YWP, and other communities.

As such, the Committee will:

- Create a working group to support IWA Fellow review processes
- Create a working group for frequent travellers to lead IWA information meetings at IWA events (and support IWA Fellows having an outreach role at events)
- Create a group of advisors / supporters / mentors for IWA young and Emerging Water Leaders - who can support the young members in their activities / achievements and professional development
- Call for ideas on what the Fellows as a group can do together, and support Fellows in achieving that
- Stage a yearly meeting / reception at the Congresses of IWA.

The Fellow will:

- Fulfil the role of an IWA Fellow and participate in several activities to fulfil that role
- Maintain a record of activities that can be provided if required to the Committee for review

Renewal of IWA Fellowship

1. Why renew

There are several main reasons:

- To continue to carry the designation "IWA Fellow"
- Stay involved as a Leader of the IWA
- Your participation in exclusive IWA Fellows meetings and or networking events at IWA Congresses

2. When are Fellows renewed

In the fifth year of their IWA Fellowship (e.g. for a September 2014 awarded Fellowship, process of review starts in January 2019, to be approved by September 2019)

3. Criteria for renewal

- IWA Membership has been active for the past five years
- Activities the IWA Fellow has conducted over the past five years

- Contribution to IWA strategic goals
- Outreach role as IWA Fellow
- Giving back to the IWA community
- Activities the IWA Fellow is planning for next five years
 - Contribution to IWA strategic goals
 - Outreach role as IWA Fellow
 - Giving back to the IWA community

4. How to renew

IWA Secretariat will create an online forum (Annex 1.4) for IWA Fellows to prepare renewal submissions. The application for renewal should be received within 6 months of the end of the term of the appointment. Failure to do this will indicate the termination of IWA Fellowship, requiring a re-nomination for a further period.

5. Approval of renewal

IWA Secretariat will check eligibility requirements:

- IWA membership
- Completeness of submission
- Compliance with eligibility criteria

IWA Fellowship Steering Committee scores and reviews submissions, and provides recommendations to the Governance and Nominations Committee of the Board, which in turn submits the recommendation for IWA Fellow renewals to the Board.

PART TWO: IWA Distinguished Fellows (DF)

Definition of an IWA Distinguished Fellow

The Distinguished Fellow designation is an honorific recognition limited in number, and is for IWA Fellows (and a restricted number of other professionals) who have been recognized for their long-term (at least 10 year) extraordinary contributions to the global water sector and leadership role performed in supporting IWA's mission and objectives.

IWA Distinguished Fellows can only be nominated by current IWA Fellows, Distinguished Fellows and IWA Secretariat (through the Executive Director or assigned representative)), based on their significant sustained contributions as water professional, in roles such as an engineer, educator, utility manager, regulator, research engineer, scientist, or as a technical, management or administrative leader, that have advanced the water sector and IWA at the global level. The DF are recognised primarily for their long-term past achievements and the recognition is based on peer recognition of the past achievements in the water sector.

Role of an IWA Distinguished Fellow and expectations

The appointment of a Distinguished Fellow is for life. During this time, a Distinguished Fellow will support IWA's mission and leadership in the implementation of the organization's strategic plan.

A Distinguished Fellow would be expected to participate in the following activities as appropriate:

- Acknowledgement and recognition of IWA at international level to advance the aims and reputation of IWA and the professional standing of its members and corporate partners.
- Represent IWA at relevant opportunities and present themselves as an IWA Distinguished Fellow.
- Promotion of IWA; supporting the network's growth, increasing the engagement of its members (through leading its communities / specialist groups), supporting the delivery of quality events, and leading content development and disseminating its thought leadership.
- Providing leadership in enhancing the linkage between IWA and local professional water science and management activities and introducing more local experiences to the international communities.
- Make key contributions, such as take on a mentor role or offer expertise / knowledge at IWA Young Water Professionals conferences, editorials in IWA media, development of opinion or position papers, and chair sessions at conferences

Nomination and selection process

1. Eligibility Criteria

- 1) Nominees who are recognised for their long-term outstanding contributions to the IWA would normally have:
 - A minimum of 10 years of IWA membership
 - Assumed senior leadership roles within IWA (e.g. Board of Directors, Strategic Council, Specialist Group Management Committee, Emerging Water Leader Steering Committee, etc.);
 - Organized IWA professional meetings (conferences / seminars / workshops, etc.);
- 2) The Nominee must have made outstanding contributions to the global water sector through:
 - Seniority (e.g., years of employment in public service or private business) and international recognitions
 - Duties, roles and activities in public service, education, research, or private business
 - Global leadership positions - these would include (boards, governing assemblies, strategic councils, technical committees, etc.);
 - Organization of global professional meetings (conferences / seminars / workshops etc.);
 - For Researchers: A significant scientific publication record (in particular in IWA Publishing publications) OR for Practitioners: A record of achievements (ie. Successful projects and impact)
 - Received global awards, including those from IWA
- 3) The Nominee is an IWA Fellow or belongs to a restricted number of exceptionally qualified other professionals who have made outstanding contributions to the water sector.
- 4) To support IWA's aspirations to have more diverse membership at all levels, a process will be initiated by the IWA Secretariat (in partnership with the IWA Fellowship Steering Committee), to proactively search for potential Distinguished Fellow candidates from under-represented groups.

2. Who can nominate

- IWA Fellows, Distinguished Fellows and IWA Secretariat (through the Executive Director or assigned representative) - a confidential process (in this case the Nominee does not know and should not know)
- Those who serve on the IWA Fellowship Steering Committee may not act as Nominees, Nominators or supporters

3. Submission documents / forms

See Annex 2 for nomination documents.

The Nominator will need to prepare:

- The IWA Distinguished Fellows Nomination Form (Annex 2.1)
- A nomination letter - highlighting the motivation behind nominating the nominee for IWA fellowship. This Nomination letter should build arguments to each of the eligibility criteria.
- Three supporting letters from IWA Members - supporters shall not be affiliated to the nominee's institution, and each should address a minimum of 3 of the eligibility criteria

4. Process for Election

1) IWA HQ Reviews Basic Eligibility Requirements:

- IWA membership and Fellowship of Nominator
- IWA membership and membership duration of Nominee
- Completeness of the submission (form and support letters)

2) IWA HQ to supply details in terms of the number and composition of current Distinguished Fellows to the IWA Fellowship Steering Committee in the year of selection. This will include data on current diversity levels/metrics, in order to encourage the steering committee to consider these issues when selecting new Distinguished Fellows.

3) A sub-committee² (review group of IWA Distinguished Fellows formed outside of the IWA Fellowship Steering Committee) would be established to support the Fellowship Steering Committee in scoring the Distinguished Fellows nominations.

a. Score the nomination with 1 to 5 points (1 being lowest; 5 being highest) on the basis of the following criteria and scores:

i. Contribution / involvement in IWA (30% weighting)

- 1) 1 = Little active contribution beyond membership of Specialist Groups, conference attendance and purchasing of publications
- 2) 2 = Contribution to Specialist Groups or other IWA communities, attendance of IWA conferences, publications with IWA
- 3) 3 = Active position in one of IWA's Leadership positions (Management Committee of Specialist Group, Emerging Water Leaders, Strategic Council, others); additionally one of the following on their record: active other type of leadership position (Strategic Council, Board, Emerging Water Leaders Steering Committee, Governing Member); AND contribution to IWA Technical Report / IWA best practice Case studies/ publications or white papers OR organiser of one IWA conference.

²The sub-committee will comprise of max 8 IWA Distinguished Fellows that are formed through self-nomination. The sub-committee will be (as far as possible), representative of IWA regions and constituencies, and nominees will be encouraged to recognise this in their applications. The nominations will be considered by the IWA Fellowship Steering Committee and Secretariat who will ensure the sub-committee has representation of IWA regions and constituencies.

- 4) 4 = Active position in one of IWA's Leadership positions (Management Committee of Specialist Group, Emerging Water Leaders, Strategic Council, others), AND a minimum of two of the following on their record: active other type of leadership position (Strategic Council, Board, Emerging Water Leaders Steering Committee, Governing Member); AND contribution to two or more IWA Technical Report / IWA best practice Case studies/ publications or white papers; AND organiser of IWA conference and high level IWA meetings (e.g. Governing Assembly, Host of Steering Committees/ Board meetings).
- 5) 5 = Active Management Committee member in Specialist Group, OR Active other type of leadership position (Strategic Council, Board, Emerging Water Leaders Steering committee, Governing member), AND a minimum of four of the following on their record: active other type of leadership position (Strategic Council, Board, Emerging Water Leaders Steering Committee, Governing Member); AND contribution to 4 or more IWA Technical Report / publications or white papers; AND organiser of IWA conference AND a high level IWA meeting (e.g. Governing Assembly, Host of Steering Committees/ Board meetings).

ii. Contribution to Global water sector (70%)

- 1) 1 = Strong role within the country and region, but not yet in the position to influence the water sector at Global level
- 2) 2 = Leading role in contributing to the Regional (multiple countries) water agenda, shows that he/she has taken efforts to bridge science policy and practice globally.
- 3) 3 = Leading role in contributing to the Regional Water Agenda, and increased influence on the Global water agenda, bridging science policy and practice globally demonstrated by one of the following: has led Global meetings; OR has gained International recognition; OR has a Global leadership positions; OR has Multiple Global Awards; OR a significant track record of global publications OR record of achievements (Global Projects with impact measured)
- 4) 4 = Leading role in contributing to the Regional Water Agenda, and the Global water agenda, bridging science policy and practice globally demonstrated by TWO or more of the following: has led Global meetings; OR has gained International recognition; OR has a Global leadership positions; OR has Multiple Global Awards; OR a significant track record of global publications OR record of achievements (Global Projects with impact measured)
- 5) 5 = Leading role in contributing to the Global water agenda, bridging science policy and practice globally demonstrated by: Leading multiple Global meetings; AND multiple International recognitions, AND Multiple Global leadership positions and their impact; AND Multiple Global Awards; AND a significant track record of publications OR record of achievements (Projects with impact measured)
- 6) IWA Fellowship Steering Committee then reviews the scoring of the sub-committee (supported by the relevant candidates packages including the nomination letter, and recommendation letters), prior to making recommendations.
- 7) Based on their review, the IWA Fellowship Steering Committee then makes recommendations to the Governance and Nominations Committee

(GNC) on new IWA Fellows. This will include a list of 'Must Become Distinguished Fellows', 'Could Become Distinguished Fellows and 'Not Yet Ready to Become IWA Distinguished Fellows'.

- 8) The GNC reviews this and then submits their recommendations to the IWA Board for consideration.
- 9) IWA Board approves IWA Distinguished Fellows and provides feedback to the Steering Committee (and reserves the right to withdraw nominations)

5. Timeline

- **Beginning February of Even Year:** Call for Nominations
- **Mid-March Even Year:** Submission Deadline
- **End-March Even Year:** IWA Headquarters checks basic requirements (membership, number of years of membership and complete nominations)
- **End April Even Year:** IWA Fellowship Steering Committee: Reviews nominations and writes recommendation paper for the Governance and Nominations Committee
- **June Board meetings Even Year:** Recommendation goes to the IWA Governance and Nominations Committee of the Board
- **July Even Year:** Nominee, Nominator, and supporting letter writers are informed of the selection.

Recognition of a an IWA Distinguished Fellow

IWA Distinguished Fellows will be recognised at a special ceremony at the World Water Congress and Exhibition (WWCE). The IWA Fellows will receive:

- A congratulatory letter from IWA President
- The IWA Distinguished Fellows Certificate
- The IWA Distinguished Fellows pin.

In addition, IWA Distinguished Fellows will be added:

- to the IWA Fellows and Distinguished Fellows group on IWA Connect
- to the IWA Distinguished Fellows list on the website, with picture and profile

Upon IWA's formal announcement (news release), IWA Distinguished Fellows can use this designation and are encouraged to share this designation in their CV, in their email signatures and in promotional materials.

PART THREE: Governance of Fellows

IWA Fellows Governance Structure

The IWA Fellowship Steering Committee (referred to as the Committee) represents the IWA Fellows and Distinguished Fellows community. It reports to the appropriate Board standing committee (Governance and Nominations Committee (GNC)), which submits its considerations to the Board for decision and is supported by the IWA Secretariat. The activities of the Fellowship Steering Committee shall be coordinated by two Co-Chairs together with the IWA Secretariat liaison staff.

IWA Fellowship Steering Committee and its purpose and scope

The purpose of the Committee is to manage the IWA Fellows and Distinguished Fellows recognition programme and community in achieving its intended objectives and full potential.

1. Duties and Responsibilities of the Steering Committee

The Committee's role is to provide guidance and coordination of the IWA Fellows and Distinguished Fellows recognition programme and community. Its duties include but are not limited to:

- **Support the election of IWA Fellows and Distinguished Fellows.** The Committee is responsible for the nomination process of IWA Fellows and Distinguished Fellows members and overseeing the voting for the IWA Fellowship Committee by the IWA Fellows and Distinguished Fellows Community.
- **Responsible for updating the nomination and (s)election processes of New IWA Fellows and Distinguished Fellows.** The Committee shall advise staff concerning the solicitation for nomination for new Fellows and Distinguished Fellows, establish and periodically update as necessary the procedures to be followed for nomination and (s) election. The Committee shall also collaborate with the Governance and Nominations Committee on the composition of the Fellows and Distinguished Fellows cohort.
- **Responsible for the review and selection of IWA Fellows.** Based on the nominations and selection process set out in the *IWA Fellows and Distinguished Fellows Guidance Document 2020 (version 4)*, the committee will review the scoring by the sub-committee and qualitatively assess the nominations. The Committee shall make recommendations to the Board concerning the appointment of new Fellows.
- **Responsible for the review and selection of IWA Distinguished Fellows** Based on the nominations and selection process, described in the *IWA Fellows and Distinguished Fellows Guidance Document 2020 (Version 4)*, the committee will review the scoring by the sub-committee and qualitatively assess the nominations of new IWA Distinguished Fellows. The Committee shall make recommendations to the Board concerning the appointment of new Fellows.
- **Lead the IWA Fellows and Distinguished Fellows community.** The committee should provide leadership and mentorship to a trans-disciplinary community empowered to combine leading-edge scientific breakthroughs, technological

developments and creative mind sets from the laboratory with the best water management practices in the field and aimed at creating Fellow's activities that will contribute to the individuals, IWA and water profession.

- **Fellow Performance Evaluations.** Working with staff, the Committee shall establish and periodically update the procedures for establishing random performance evaluations for individual Fellows during their five year term and upon their renewal of Fellow status.
- **Report of Fellow Activities.** Working with staff, the Committee shall establish and periodically update as necessary the procedures to be used by Fellows and Distinguished Fellows to annually report on their activities. The Committee shall also review compliance with reporting requirements and identify individuals who are not complying with their commitments to the Association.
- **Renewal of Fellow Membership.** Working with staff, the Committee shall establish and periodically update as necessary the procedures for evaluating Fellows for renewal of their status as a Fellow as they approach completion of their current five-year term. Based on compliance with the established procedures and their oversight of the review process, the Committee shall make recommendations to the Board concerning the reappointment of Fellows
- **Overview and Recommendations.** Based on their experience with the Fellows and Distinguished Fellows recognition programme, the Committee shall make recommendations to the Board as it deems appropriate to ensure compliance with programme objectives and to further enhance the value of the programme to the Association and its members.

2. Reporting Relationships and Duties:

The Committee shall report annually (in alternating biennial cycles) to the Board through the Governance and Nominations Committee on the recommended appointment of new (even years) and renewed (uneven years) Fellows and Distinguished Fellows and on the status of the Fellows Recognition programme and community, and at any other times and on other topics it judges necessary or beneficial to the Association.

Composition of the IWA Fellowship Steering Committee and its terms

The IWA Fellows are led by a Steering Committee that is composed of six Fellows and two Distinguished Fellows, generally representing the diversity in experience, gender, type of affiliated organization, and geography, etc. of the Fellow membership. The committee is led by two Co-Chairs representing Fellows and Distinguished Fellows respectively. The Co-Chairs shall serve for a term of four (4) years on a calendar basis. The Co-Chairs shall be nominated by the Committee and appointed by the Board. Should vacancies appear out of the normal nomination and appointment cycle, the Committee shall nominate candidates to fill vacated terms according to their established duration, for review and approval by the Board.

Committee members shall serve staggered terms, with 3 IWA Fellows and 1 Distinguished Fellow renewed every two years (ie. At minimum a good portion of existing committee members shall be kept to ensure continuity and training of new committee members). A term shall be for four (4) years, on a calendar basis, and

may be renewed for a second term based on consistent performance of Committee duties. Fellows may serve further terms on the Committee following a period of absence from the Committee equal to their most recent previous service.

The Chair of the Governance and Nominations Committee of the IWA Board or their nominee, and the Executive Director of IWA, shall serve as ex-officio members of the Committee

The Nomination and Election process

1. Criteria of eligibility

- IWA Fellow or Distinguished Fellow
- IWA active membership for past 5 or 10 years respectively
- Demonstrated Leadership in one of IWA's communities in the past 5 years
- Motivation
- Time Commitment – a willingness and ability to commit time to the role

2. Who can make a nomination

IWA Fellows and Distinguished Fellows can self-nominate themselves under opened positions as determined by the Fellows Nominations Committee (this will ensure certain constituencies and regional balance, etc).

3. Submission documents / forms

- Fill in the IWA Fellowship Steering Committee Nomination Form (Annex 3)
- Support letter by IWA Member (preferably current IWA Fellow / Distinguished Fellow)

4. Process for Election

- 1) The IWA Fellowship Steering Committee shall create a Fellows Nominations Committee (existing of those IWA Fellowship Steering Committee members that are not nominating themselves in any capacity) who shall ensure geographical diversity of the committee, by opening the right positions for nomination.
- 2) IWA Secretariat will then use this selection for the call for nomination
- 3) IWA Secretariat reviews basic requirements:
 - IWA membership and Fellowship of Nominator
 - IWA membership and membership duration of Nominee
 - Completeness of the submission (form and support letter)
 - Fit with the requested constituency / geography/ background / age / gender.
 - Supplement and expand the representation of the current committee members

- 4) IWA Secretariat issues voting to the IWA Fellows and DF community
- 5) Fellows Nominations Committee validates the voting result with the following voting rules:
 - a. Definitions
 1. The **Proposed candidate** refers to a valid proposal from an existing Fellow, Distinguished Fellow or the Secretariat, for the selection on the Fellowship Steering Committee
 2. **Eligible voters** are IWA Fellows and Distinguished Fellows
 - b. Voting Rules
 1. Eligible voters will be presented with the list of proposed candidates who want to be considered for election
 2. **Eligible voters will decide for each opened position the best candidate** on their own merits.
 3. Abstentions are permitted during the voting process. Abstentions do not count in tallying the vote negatively or positively and are not counted towards the total number of votes cast.
 4. For a **voting round to be considered 'valid'** for a particular position, the total number of votes cast in respect of that candidate must equate to **at least 20% of eligible voters**.
 5. The candidate who gets the majority of votes will be **proposed for the position on the IWA Fellowship Steering Committee**.
- 6) IWA Fellowship Steering Committee to submit the elected candidates to the Governance and Nominations Committee for recommendation to the Board
- 7) Should vacancies appear out of the normal nomination and appointment cycle, the Committee shall nominate candidates to fill vacated terms according to their established duration, for review and approval by the Board.

5. Timeline

- **Beginning February of uneven year:** Call for Nominations
- **End March uneven Year:** Submission Deadline
- **15 April uneven Year:** IWA Secretariat checks basic requirements (membership and complete nominations)
- **30 April uneven Year:** Steering Committee Nominations committee - puts voting forward (ensure the diversity/ geographical/ age and background diversity is created)
- **15 May uneven Year:** Voting by IWA Fellows
- **15 May uneven Year:** IWA Fellowship Steering Committee: Writes paper with outcomes to present to the Governance and nominations Committee
- **June Board meetings uneven Year:** Recommendation goes to the IWA Board:

Operating guidelines for the committee

1. Subcommittees

The Committee may establish subcommittees with members consisting of current Fellows and Distinguished Fellows as it deems necessary / desirable to accomplish the duties listed above. The Committee has the sole authority and responsibility to establish the membership and Terms of Reference for any subcommittees it establishes.

2. Meetings

The committee shall intend to meet or e-meet on a quarterly basis virtually and if feasible once per year face to face at IWA Congresses.

3. Decision Making

The IWA Fellowship Steering Committee operates under the mandate of the Board. This means that formal changes to Terms of Reference, nomination and selection processes and Fellow designations will always need endorsement by the IWA Board.

Regarding IWA Fellow activities and plans of work that the committee wants to pursue to activate the community, a majority of votes (meaning 5) from the committee is required to progress activities.

4. Fellow Activity Planning

Each Fellow is expected to develop an IWA Fellow Activity Plan. The Plan should be in support of IWA's Vision and Mission and align with the current Strategic Plan.

The Fellowship Steering Committee may use the Fellow Activity Plans to inspire activities for the IWA Fellows and Distinguished Fellows community to undertake.

5. IWA Fellows on IWA website and IWA communication platform

A general introduction on the IWA Fellows recognition programme is shown on the IWA's website, which is accessible by all interested water professionals. The IWA Secretariat supplies a communication platform to enable profile updates, knowledge and news sharing, as well as discussions on certain topics among Fellows and Distinguished Fellows, which can be viewed within the IWA membership.

ANNEX 1: IWA Fellows

ANNEX 1.1: Nomination Form

*** 1. Basic information of the Nominee:**

IWA Membership Number:

Title (e.g. Dr. Prof. Ir. Mr. Ms.):

First Name:

Family Name:

Gender:

Year of Birth:

Country of Residence:

Email:

*** 2. Employment of the Nominee**

Organisation:

Position:

Address:

Country:

*** 3. The organization's affiliation for Nominee** (choose as many answers as apply):

- a. Consultancy
- b. Government Organization
- c. Industry
- d. NGO
- e. Regulator
- f. Research Institute
- g. Technology Suppliers
- h. University
- i. Utility
- j. Other (please specify)

*** 4. The role of the Nominee in the organization** (choose as many answers as apply):

- a. Researcher and Scientist
- b. Engineer/Technical Role
- c. Management Role
- d. Human Resources
- e. Sales and Marketing
- f. Product Development
- g. Administrative Role
- h. Policy Advisor
- i. Other (please specify)

*** 5. Upload Self-Statement[1]**

*** 6. Upload CV**

*** 7. Upload Fellows Activity Plan [2]**

***8 . Basic information of the Nominator:**

IWA Membership Number:

Title (e.g. Dr. Prof. Ir. Mr. Ms.):

First Name:

Family Name:



Gender:
Year of Birth:
Country of Residence:
Email:

***9. Nomination letter**

***10. Upload Three Supporting Letters by IWA members that each address at minimum 3 eligibility criteria.**

ANNEX 1.2: Self-Statement - sample of a self-statement

In the Self-Statement, you can indicate how you have engaged and contributed to the IWA over the past years.

The statement should at include the following statement:

I hereby confirm that I agree with being nominated as IWA Fellow in [insert year]. I have read and agree with the roles and expectations for the IWA Fellows as per the IWA webpage (defined by the Fellows and Distinguished Fellows Guidance document 2020 (version 4)).

ANNEX 1.3: IWA Fellow Activity Plan - sample of potential activities and template of the plan

The following are intended to serve as examples of activities that an IWA Fellow would be expected to engage in their tenure. They are grouped around the IWA Strategic Plan objectives. This list is not intended to be exhaustive, but rather serve as a starting point and reference for IWA Fellows to help articulate specific ways they intend to contribute to IWA's mission. Included at the end of this document is the template to be used (including some activity examples) in the development of the required individual IWA Fellow Activity Plans.

1) To drive an engaged and balanced membership

- Serve to achieve outreach and improve interaction between IWA and regional / country water sector organizations
- Play a bridging role between the water professionals in specific regions / countries with the rest of the IWA community, utilizing cultural and language background.
- Create awareness for IWA among different types of organisations (regulators, water utilities, industry, consultancy, city, basins, etc.)
- Organise workshops or training sessions
- Support regional / country YWP chapter initiatives

2) To showcase IWA as a source for leading-edge water knowledge

- Produce top quality publications, for both scientists and policy managers. This contribution includes authoring and/or reviewing publications.
- Participate in the identification of global challenges and solutions, and develop and promote innovative technologies for sustainable water management underpinned by fundamental science.
- Produce and disseminate key knowledge products and opinion pieces through relevant and appropriate media and other platforms, such as write blogs on IWA website on topics of interests promoting leading edge technologies and innovations
- Actively participate in the IWA Congresses and relevant IWA conferences to exchange knowledge and expertise through activities such as organizing workshops, present leading edge innovations or involved in programme or scientific committee of the conference, etc.

3) To support creation of the spaces for professionals to exchange water knowledge

- Get involved in the activities of IWA's Specialist Groups and Clusters
- Get involved in programme / organizing committees of IWA events
- Get involved in hosting an IWA webinar
- Get involved as Advisory or steering committee member of IWA's thought leadership pieces (currently Digital Water, Circular Economy, Innovators Platform)

4) To support IWA to bridge between research and practice

- Develop feature articles to be published in IWA's flagship magazine
- Contribute to the Innovators Platform – bridging research to practice

5) To support IWA's commitment to contribute to the implementation of the SDGs

- Act as advisor to the Sustainable Development Goals Taskforce
- Write case study for the Sustainable Development Goals Taskforce
- Within your Specialist Group, lead on taking initiative on how your group is contributing to the SDGs
- Offer to write White Papers about the implementation of SDGs.

6) To give back to the community (e.g. mentor, support, or provide learning sessions to the young and Emerging Water Leaders)

- To step up and offer services as an IWA mentor
- To provide an online learning session / sharing of your water career to inspire and teach YWPs.
- To provide input to the Emerging Water Leaders Programme

7) To fulfil your outreach role as IWA Fellow at (IWA) events, meetings, and gatherings

- Act to provide outreach for IWA as a member of national or international groups or associations with official functions.
- Participate in international forums such as Singapore International Water Week, Stockholm, and others, as a keynote speaker, invited panellist, or presenter, with acknowledgement of his/her role as an IWA Fellow.
- Promote IWA to water professionals and partners beyond IWA membership during events or within digital platforms
- Organise IWA information sessions, or IWA member gatherings at IWA events.

IWA Fellow Proposed Activity Plan

Name (Last, First): *Doe, Jane*

Email: *jane.doe@gmail.com*

Nominated Fellow Period: *2019 - 2024*

Activity	Linkages to IWA's Strategic Objectives
<i>(e.g. Become mentor for IWA YWP programme)</i>	<i>(e.g. 1, 6)</i>
<i>(e.g. Publish one article in Water Research)</i>	<i>(e.g. 2, 4)</i>
<i>(e.g. Serve as the IWA member coordinator within the water utility I work for)</i>	<i>(e.g. 1,7)</i>
<i>(e.g. Organise IWA member information sessions, IWA member meetings at (IWA) events)</i>	<i>(e.g. 7)</i>
<i>Add more rows to include other activities if needed</i>	

The proposed activities should be linked to IWA's Strategic Objectives of the Strategic Plan 2019-2024

- 1) To drive an engaged and balanced membership
- 2) To showcase IWA as a source for leading-edge water knowledge
- 3) To support creating the spaces for professionals to exchange water knowledge
- 4) To support IWA to bridge between research and practice
- 5) To support IWA's commitment to contribute to the implementation of the SDGs

And or contribute to IWA in general (raising awareness, giving back to the community etc):

- 6) To give back to the community (e.g. mentor, support, or provide learning sessions to the young and Emerging Water Leaders)
- 7) To fulfil your outreach role as IWA Fellow at (IWA) events, meetings, and gatherings

ANNEX 1.4: IWA Fellows Renewal Form (to be offered in Online Survey / Form)

1. Basic information

Title (e.g. Dr. Prof. Mr. Ms.):

Full Name:

Affiliation:

Position/Role:

Country of Residence:

Email:

2. What activities have you conducted over the past five years as IWA Fellow:

A. To support driving an engaged and balanced IWA membership

B. To fulfil your outreach role as IWA Fellow at (IWA) events, meetings, and gatherings

C. To contribute to the IWA Strategic Plan (2019-2024)

- Developing content and exchanging knowledge and expertise.
- Engaging water professionals within and beyond IWA membership, and contributing to inform and influence global water policies and opinions.
- Support regional development and initiatives.
- Contribute to learning and professional development

D. To give back to the community (e.g. mentor, support, or provide learning sessions to the young and Emerging Water Leaders)

3. What Activities do you have planned as IWA Fellow over next 5 years (2019-2024):

A. To fulfil your outreach role as IWA Fellow at (IWA) events, meetings, and gatherings

B. To contribute to the IWA Strategic Plan (2019-2024)

- To drive an engaged and balanced membership.
- To showcase IWA as a source for leading-edge water knowledge.
- To support creating the spaces for professionals to exchange water knowledge
- To support IWA to bridge between research and practice
- To support IWA's commitment to contribute to the implementation of the SDGs

C. To give back to the community (e.g. mentor, support, or provide learning sessions to the young and Emerging Water Leaders)

ANNEX 2: IWA Distinguished Fellows

ANNEX 2.1: Nomination Form

*** 1. Basic information of the Nominee:**

IWA Membership Number:

Title (e.g. Dr. Prof. Ir. Mr. Ms.):

First Name:

Family Name:

Gender:

Year of Birth:

Country of Residence:

Email:

*** 2. Employment of the Nominee**

Organisation:

Position:

Address:

Country:

*** 3. The organization's affiliation for Nominee** (choose as many answers as apply):

- Consultancy
- Government Organization
- Industry
- NGO
- Regulator
- Research Institute
- Technology Suppliers
- University
- Utility
- Other (please specify)

*** 4. The role of the Nominee in the organization** (choose as many answers as apply):

- Researcher and Scientist
- Engineer/Technical Role
- Management Role
- Human Resources
- Sales and Marketing
- Product Development
- Administrative Role
- Policy Advisor
- Other (please specify)

***5 . Basic information of the Nominator:**

IWA Membership Number:

Title (e.g. Dr. Prof. Ir. Mr. Ms.):

First Name:

Family Name:

Gender:

Year of Birth:

Country of Residence:

Email:

***6. Nomination letter**

***7. Upload Three Supporting Letters by IWA members that each address a minimum of 3**



eligibility criteria.

ANNEX 3: IWA Fellowship Steering Committee

ANNEX 3.1: Nomination Form

*** 1. Basic information of the Nominee:**

IWA Membership Number:
Title (e.g. Dr. Prof. Ir. Mr. Ms.):
First Name:
Family Name:
Gender:
Year of Birth:
Country of Residence:
Email:

*** 2. Employment of the Nominee**

Organisation:
Position:
Address:
Country:

*** 3. The organization's affiliation for Nominee** (choose as many answers as apply):

- Consultancy
- Government Organization
- Industry
- NGO
- Regulator
- Research Institute
- Technology Suppliers
- University
- Utility
- Other (please specify)

*** 4. The role of the Nominee in the organization** (choose as many answers as apply):

- Researcher and Scientist
- Engineer/Technical Role
- Management Role
- Human Resources
- Sales and Marketing
- Product Development
- Administrative Role
- Policy Advisor
- Other (please specify)

*** 5. I hereby apply for the following role**

- Chair
- Committee member

*** 6. Why would you be the best person for this role (in max 300 words describe why you would be the best and how you would fulfil the role as per defined in the Terms of Reference)?**

*** 7 What motivates you to be in this role?**

*** 8. What IWA leadership communities have you been part of?**

- IWA Board - indicate years
- IWA Strategic Council - indicate years
- IWA Governing Member committee - indicate years and country
- Specialist Group Management Committee - indicate years
- Emerging Water Leaders Steering Committee - indicate years
- Event programme committee - year and conference name

*** 9 How have you otherwise engaged as an IWA member?**

***10. One Support Letter from an IWA Member (addressing 3 of the eligibility criteria)**