

IWA Specialist Group on Modelling and Integrated Assessment (MIA)

Application for a MIA Working Group

This document discusses the definition of and outlines the procedure for starting a MIA hosted Working Group.

Definition of a MIA Working Group

- A Working Group (WG) is a sub-structure of the Specialist Group (SG) with a restricted scope in the area of one of the MIA themes as outlined in the MIA constitution.
- The formation of a new WG requires an official proposal and approval by the MIA Management Committee (MC). The Specialist Group informs IWA's Strategic Council Subcommittee for Specialist Groups (SCSCSG) on the formation and cancellation of a WG.
- A WG is managed by a Management Team (MT) consisting of at least a chair and a vice-chair as responsible contact persons for the MIA Management Committee (MC). Other roles may be defined internally.
- An election procedure for the MT must be defined in a WG constitution which has to be approved by the SG MC as part of the approval process.
- Membership of and participation in a WG is open to all members of the MIA SG. However, an application must be sent to the WG Chair and participation depends on a formal approval by the WG MT.
- A WG has no limitation of life time. However, the MIA MC requests an annual report and will re-evaluate WG approval every second year at its biennial meeting at the IWA World Water Congress.
- A WG is an internal activity of a SG and therefore the WG is requested to always mention the affiliation with MIA in any communication or publication.

MIA Working Group Format and Objectives

A MIA WG consists of a Management Team (MT), which is elected according to the WG's constitution, and is otherwise open to all MIA members. Communication between the MIA MC and the WG is organised through the WG chair/vice-chair and the MIA TG/WG Liaison Officer.

A WG covers a well-defined and manageable subtheme of the MIA themes. A WG's specific objective is to build a network of experts in the specified theme. Tasks should at least be (but are not limited to):

- promote networking
- dissemination of knowledge about the specified theme
- promotion of former task group results (if applicable)

- collection of knowledge/experience
- preparing a topic for later start of a Task Group (if applicable)

It is important to distinguish a Working Group from a Task Group (TG) and therefore a short description of the Task Group format is given

A Task Group (TG):

- has a defined scope on a scientific topic of interest
- is focussed on a topic not fully matured yet: needs work in terms of research or collection of knowledge to be disseminated in a Scientific and Technical Report (STR)
- has to write and publish a STR
- has a limited lifetime of 3 years
- typically has a limited number of members
- needs approval by IWA's Strategic Council (typically after recommendation by the hosting SG MC)

Working Group Outcomes

WGs need to provide benefits to MIA members. These can be in the form of:

- Reports in MIA Newsletters (the WG's annual report will be published in the MIA newsletter). This is obligatory.
- Discussion platform (e.g. in form of a discussion forum, or other internet based ways of communication)
- Regular contributions to the MIA website
- Organisation of workshops, seminars or conference sessions
- Starting and maintaining a related section of the IWA WaterWiki site.

Procedure for setting up a new Working Group

- A. A formal application for approval of a new WG has to be sent to the MIA Chair, Vice-chair and TG/WG Liaison officer. The application must contain:
 - Clear definition of the scope of the WG, discussing how this scope is embedded in the MIA SG themes.
 - A set of objectives for the WG.
 - Nomination of a Chair, Vice-chair and other Management Team (MT) members.
 - A discussion of tasks and responsibilities of the WG.
 - An outline of a WG constitution including a discussion of MT election procedures.
- B. The SG MC will review the application and work with the WG applicants towards the final application. The TG/WG Liaison Officer will be the main contact during the revision process.

- C. The SG MC will review the final application and decide on supporting approval or rejecting the WG.
- D. Supported applications are forwarded to the IWA Strategic Council Sub-Committee for Specialist Groups (SCSCSG) for review and recommendations. If applicable, recommendations are communicated to the WG applicants and a revised version is submitted to the MIA MC.
- E. A final decision is taken by the MIA MC and communicated to the WG Chair and Vice-chair.
- F. The WG prepares and submits a WG constitution for approval by the MIA MC.
- G. A formal letter of approval is sent to the WG Chair and Vice-chair.