

5th World Water Forum

Guidelines for Thematic and Topic Coordination

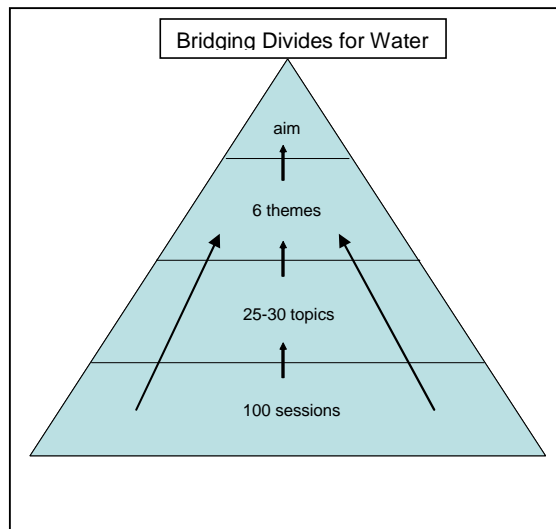
PC/version 3.0/pvh/06-03-08
Reviewed/Programme Committee-Members/03.03.2008

1. Background

“Bridging Divides for Water” is the main theme of the 5th World Water Forum, to be held from March 16-22, 2009 in Istanbul, Turkey. Working towards this theme, will consist of thematic, regional and political processes which will be integrated during the development and preparation of the Forum.

The thematic process, led by the Programme Committee, uses a “pyramid” approach as illustrated in the figure below: all themes, topics and sessions will ultimately lead to the identification of a clear set of experiences, recommendations and commitments for action on bridging water divides among stakeholders and sectors.

A programme framework was developed by the Programme Committee based on the outputs of Forum Kick-off meeting in Istanbul March 2007, and thematic meetings in November 2007 and February 2008. This framework specifies the Forum's aim, themes and topics (Annex I).



2. Forum Principles

In organising the Forum and developing the themes, the following principles should be obeyed:

- **Bridging divides**: all activities should be multi-stakeholder and identify gaps and tradeoffs among them with a focus on identifying specific policies, approaches and opportunities to build consensus and alliances between gender, regions, stakeholders, sectors.
- **Impact oriented**: the ensemble of sessions is expected to have an impact on the achievement of MDGs and sustainable development objectives in water resources management.
- **Inclusiveness, freedom of expression and transparency**: no stakeholders can be excluded from the Forum process and all stakeholders and interest groups have the right to express themselves;
- **Participation**: Themes, topics and sessions are to be developed in a multi-stakeholder, participatory manner,

3. The Forum coordination structure

Thematic Coordination

The development of each of the 6 themes and the coordination of topic development within the themes will be the responsibility of the Thematic Coordinators, who are assigned by the Programme Committee. These coordinators represent a consortium of relevant institutions involved in the development of this theme which composition is to be approved by the Programme Committee to ensure that it has a balanced representation and that is capable of addressing the main concerns related to each theme.

Topic Coordination

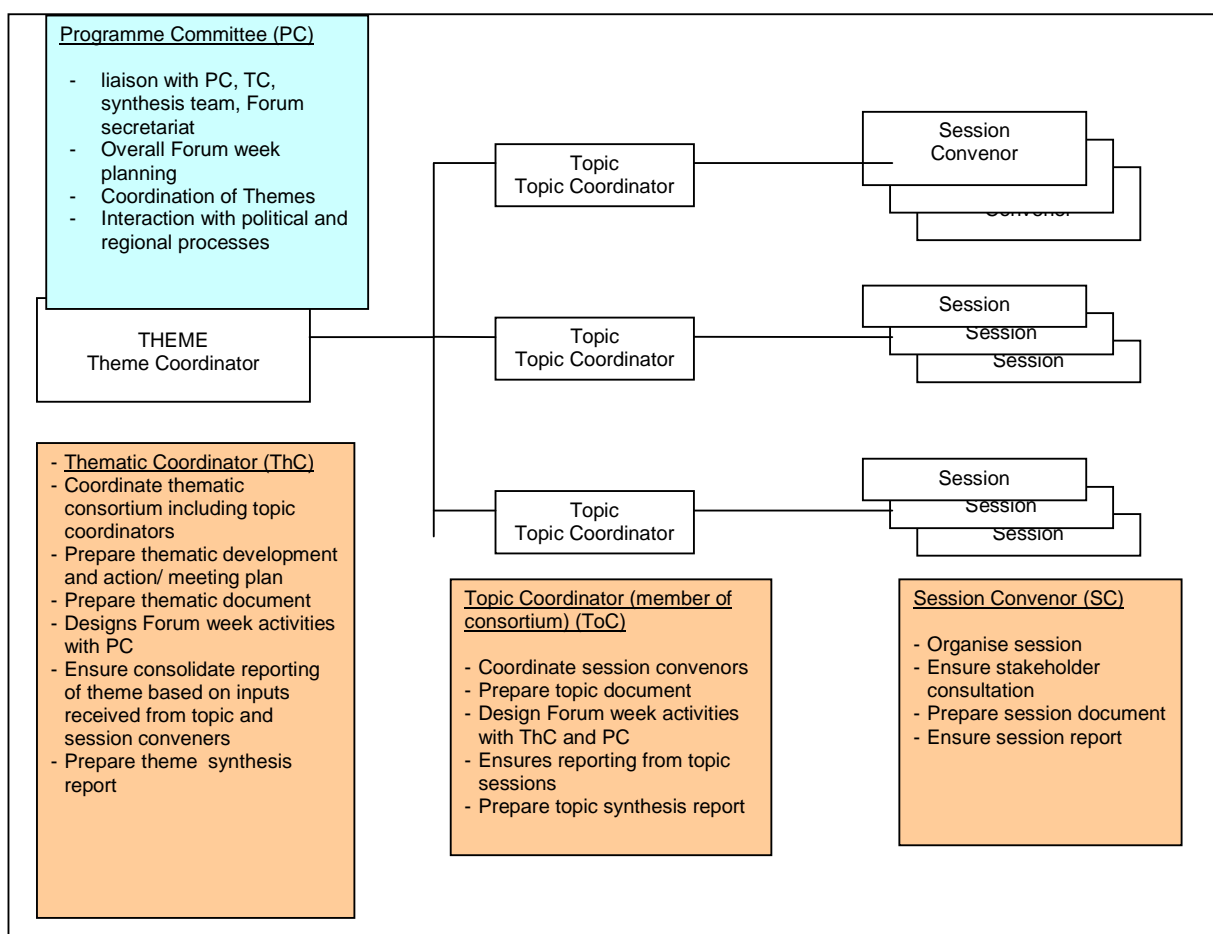
The development of each of the topics will be the responsibility of the Topic Coordinator. For each topic around 3-4 sessions will be identified around agreed key questions. These sessions should provide

the space and time to discuss policies, approaches and specific actions to address the main issues and bridge divides between gender, sectors and stakeholders.

Session Coordination

Session Convenors will be proposed by the topic and thematic coordinators and approved by the Programme Committee. Sessions should be inclusive and open, and should seek innovative means to identify issues and tradeoffs as well as propose policies, approaches and actions to address them. Presentation time will be limited to allow for maximum interaction time between participants. Each major group who wishes to contribute should be included in sessions. Invitations for contributions will be sent out by the Second Announcement.

The Forum Coordination structure can be seen also in the figure below.



4. Thematic Coordinator: Role and Tasks

The role of the thematic coordinators is to lead a thematic consortium.

Their specific tasks include the following:

Representation:

- (i) *Lead a thematic consortium* of relevant stakeholder institutions which:
 - a. Has the capacity to convene a wide array of representative organizations.
 - b. Has a well established reputation, knowledge and experience relevant to the theme (local and central governments, water professionals, user associations, civil societies);

- c. Is equity balanced.

This consortium is to be approved by the Programme Committee who may suggest additional stakeholders. Each consortium member may also take the responsibility of not more than one topic and/or session in the themes.

Ensure Coherence

- (ii) *Preparation of thematic guidelines* (to be endorsed by the Programme Committee) for the development of the theme as a reference for interaction with consortium members, session convenors, and the political and regional forum processes. This includes the identification of key events which can be used to further develop the topics in the theme.

Facilitation and Process Coordination

- (iii) *Coordinate the preparation of session proposals by topic groups* based on the feedback from the thematic, regional and political preparatory meetings
- (iv) *Finalisation of thematic session plan.* The session plan needs to be finalised with the identification of session convenors and final approval of the Programme Committee. This session plan will be published in the 3rd announcement, due to appear in November 2008

Substance and message preparation

- (v) *Development of theme documents* based on contributions from topic and session groups. The guidelines of theme documents will be announced by the Programme Committee.
- (vi) *Preliminary recommendations* as input for the political process
- (vii) *Contribute to reporting and synthesis during the Forum.* The session convenors will be responsible for reporting the findings of their session to the topic coordinator, according to the specific format prepared by the Programme Committee. The topic and thematic coordinators will, in cooperation with the synthesis team proposed by the topic coordinators, formulate the main findings, recommendations and commitments of their respective topics and themes and report them in the final thematic session on the last day of the Forum week.
- (viii) *Contribute to final Forum report.* A final report of the forum will be prepared by the 5th Forum Secretariat and the WWC based on the thematic as well as the political and regional synthesis reports. Thematic coordinators and their consortium members will be invited to comment on the draft version.

A senior staff member of the 5th Forum Secretariat/WWC-Headquarters will be assigned to each Thematic Coordinator for assistance in their functions on a day to day basis.

5. Topic Coordinator: Role and Tasks

The role of the topic coordinators is to lead a topic consortium, to prepare the respective topic sessions to identify and share experiences and actions aimed at bridging the divides between regions, sectors, stakeholders, generations and genders of relevance for the theme. They should also contribute to the formulation of recommendations, commitments and actions to further build these bridges.

Their specific tasks include the following:

Representation:

- (i). *Lead the Topic consortium* of institutions which:
- a Has the willingness, capacity and resources to organise the development topic sessions;
 - b Has convening power, knowledge and relevant experience to facilitate the discussion of the various perceptions and interests in the topics (local and central governments, water professionals, user associations, civil societies, etc.);
 - c Is equity balanced;
 - d This consortium is to be approved by the Programme Committee. Each consortium member may take the responsibility for not more than one session under the topic.

Ensure Coherence

- (ii). *Preparation and development of a topic scoping paper* (to be commented by the theme consortium and endorsed by the Programme Committee) for the development of the topic and

the sessions within the topic as a reference for interaction with consortium members, session convenors, the political and regional forum processes.

- (iii). *Preparation of topic session proposals* based on the proposals received from the session convenors and feedback on the topic during thematic/topic, regional and political preparatory meetings. These proposals include:
- a The session titles, main issue(s) and key question(s) addressed in the sessions
 - b the identified stakeholders and their representatives,
 - c the modes of stakeholder engagement and consultation,
 - d the key events used for stakeholder consultation and topic/issue development,
 - e the type of session (panel, debate, presentations open forum etc.),
 - f the session convening group reflecting a gender balance

Coordination of session development

- (iv). *Development / finalisation of session plan and appointment and coordination of session convenors.* The session plan needs to be finalised with the identification of session convenors and final approval of the Programme Committee. This session plan will be published in the 3rd Announcement, due to be published in November 2008. The topic coordinators will coordinate the session convenors.

Substance and messages

- (v). *Contribute to reporting and synthesis during the Forum.* The session convenors will be responsible for reporting the findings of their session to their topic coordinator according to guideline prepared by PC. The topic and thematic coordinators will, in cooperation with the synthesis team, formulate the main findings, recommendations and commitments of their respective topics and themes and report them in the final thematic session on the last day of the Forum week.
- (vi). *Contribute to final Forum report.* A final report of the Forum will be prepared by the 5th Forum Secretariat and the WWC based on the thematic as well as the political and regional synthesis reports. Topic coordinators and their consortium members will be invited to comment on the draft version.

6. The development process of the Sessions, Topics and Themes

The development process of themes, topics and sessions is presented in Annex II. A draft of the scoping of themes and topics has been prepared and was discussed during the last thematic coordinators meeting in February 2008. This process is described step-by-step below:

- (i) *Preparation of session proposals:* Topic consortia will develop proposals for sessions taking into consideration the theme/topic scoping papers, the output of the topic breakout sessions during the 2nd coordination meeting which was held in February 2008 and the suggestions provided by the Programme Committee. The session proposals will contain:
- a. A description of the main issue(s) to be addressed
 - b. The main question(s) to be answered in the session.
 - c. The stakeholders and their representatives to be consulted
 - d. The means of engagement of these stakeholders (through meetings, e-platform debates, hearings, dialogues etc)
 - e. A schedule of key events and meetings organised in the framework of the session development
 - f. A proposal for the session convenor group.
- The proposals must be prepared in a way which involves all key interests and demonstrates an equity approach.
- (ii) *Harmonization* of draft session proposals by the topic and thematic coordinators in consultation with the Major Group coordinators to prevent overlaps and gaps, to ensure the main topic and thematic questions are properly addressed and to ensure equity balanced input in preparation and delivery
- (iii) *Evaluation* of the session proposals by the Programme Committee, based on the following criteria:

- a. Relevance for resolving the identified key issues
- b. Policy orientation
- c. Resulting in concrete equity-responsive outputs
- d. Stakeholder representation and equity balance in preparation and delivery
- e. Focus on concrete efforts to bridge divides.
- (iv) *Feedback meetings* between the Programme Committee and thematic/topic coordinators to discuss evaluation results and to agree on the next steps of the session development process
- (v) *Session development.* Through a process of stakeholders including the major groups consultation and incorporation of the responses from the call for contributions, identify the following: What are the issues; where is agreement; where is disagreement; what are the interests and different positions of stakeholders; what are the proposals to bridge the divides,
- (vi) *Preliminary recommendations* prepared on the theme level by the thematic coordinators as an input for the political process
- (vii) *Preparation of topic documents:* A continuous updating process of the topic scoping paper in which the results of the stakeholder consultations and contributions are incorporated and available for discussion on the collaborative working space.
- (viii) *Preparation of thematic documents:* an accumulation of the topic documents plus a synthesis containing concrete policy recommendations to serve as an input in the political process .as defined in section V.
- (ix) *Preparation of session implementation*
- (x) *Preparation of Synthesis of topics and themes.*

In realisation of the Forum, representation of the stakeholders, facilitation of the coordination, ensuring coherence of the outcomes and substance production are summarised at theme, topic, session leveles as well as in regional process, as shown in Annex III.

7. Time-table in verbal terms

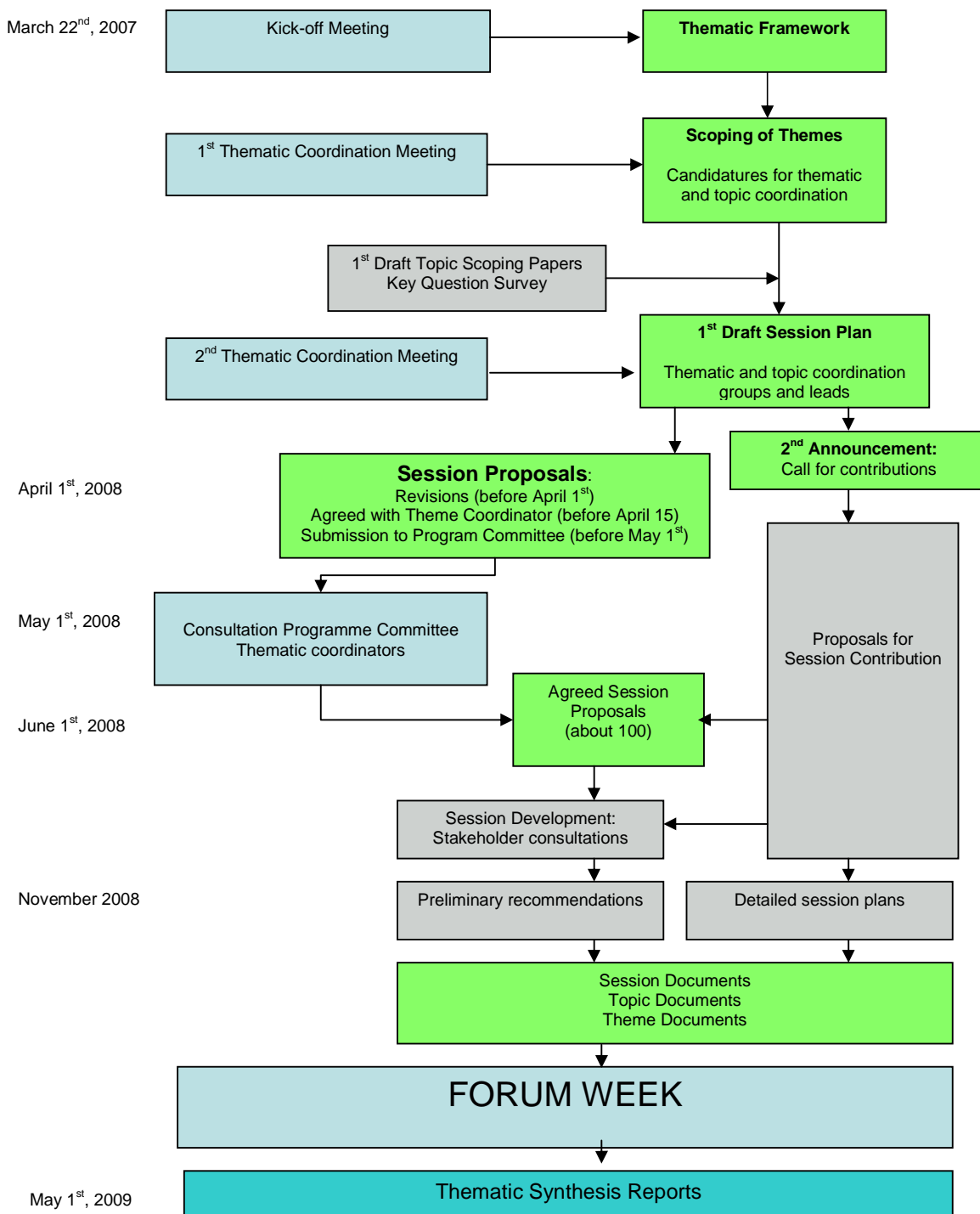
March 15 th , 2008:	Collaborative platform for topic and session development on line.
March 22 st ,2008:	Launch call for contributions – 2 nd Announcement.
April 1 st , 2008:	Topic coordinators submitted session development proposals to the thematic coordinator.
April 15 th , 2008:	Thematic coordinators submitted harmonized session development proposals to Programme Committee.
May 1 – 20 , 2008:	Evaluation session development proposals by Programme Committee.
May 20 th – June 10 th 2008:	Consultation and coordination meetings per theme by Programme Committee- theme and topic coordinators.
June 10 th ,2008:	100 session development proposals agreed.
June – November 2008:	Session development by session groups through real or virtual stakeholder consultations; incorporation of responses on call for contributions.
September 30 th , 2008:	Closing of contributions for sessions and topics.
November 1 st 2008:	Detailed session schedule proposals and preliminary recommendations from topics and theme coordinators received.
November 2008:	3 rd Announcement published with detailed session plan and schedules.
January 31 st , 2009:	Final thematic, topic and session documents received.
March 16-22, 2009:	Forum Week.
May 1 st , 2009:	Thematic synthesis reports submitted to programme committee by thematic coordinator.

ANNEX I. Programme Framework

THEMATIC STRUCTURE OF THE 5TH WORLD WATER FORUM

Topic	Theme	Issue	Aim
Adapting to climate change: understanding the impact of climate change, vulnerability assessments and adaptation measures	Global Changes & Risk Management	Providing water for sustainable development	Bridging Divides: Water for a sustainable 21 st century
Water, changing land uses and mitigating impacts of migration and human settlements.			
Water related hazards and water in disaster areas – mitigating impacts			
Ensuring water, sanitation and hygiene for all <ul style="list-style-type: none">ensuring adequate infrastructureprotecting public health in the near term	Advancing Human Development and the MDGs		
Water for energy and energy for water			
Water and agriculture for ending poverty and hunger			
Optimizing multiple uses of water systems e.g. water supply and irrigation.			
Basin Management and Trans -boundary water cooperation: institutional frameworks and benefit sharing	Managing and protecting water resources to meet human and environmental needs		
Ensuring adequate water resources and storage infrastructure to meet rural, urban and energy needs			
Preserving natural ecosystems in catchments and coastal zones			
Managing and protecting surface, ground and rainwater			
Implementing the Right to Water and Sanitation for improved access	Governance and management	Enabling Mechanisms for development	
Improving performance of water service provision through regulatory approaches			
Elevating ethics, transparency, and empowerment of stakeholders in water services management.			
Optimizing public and private roles in water services.			
Institutional arrangements for efficient and effective water management			
Sustainable means of financing local water authorities and systems.	Finance		
Pricing strategies to ensure fairness and sustainability in water service delivery			
Pro-poor financing policies and strategies to enhance access to water and sanitation			
Education and capacity development strategies for sustainable water use and service provision.	Education, Knowledge and Capacity Development		
Water science and technology: appropriate and innovative solutions for the 21 st Century			
Using professional networks and associations to strengthen the water sector			
Data for All			
Water and Culture			

Annex II. Development Process of Themes, Topics and Sessions as flow chart



ANNEX III. Summary of Development Process of Themes, Topics and Sessions

Consortium for:	Representation of stakeholders	Facilitation / coordination	Ensuring coherence of the outcomes	Substance production
THEME	Mainly international networks and organizations	Ensure the quality of the entire process Ensure linkage with political and regional process	Ensure entire coherence of topic and session coverage	Prepare main messages for communication purposes Prepare overall theme synthesis
TOPIC	Representation of stakeholder and major groups	Coordination of: session preparation, preparation of topic paper	Oversee the session issues/discussion ensure that they correspond to the overview paper	4-5 pages of overview paper, help in the definition of the questions Contribution to synthesis and messages on the topic,
SESSION	Representation of main stakeholders and major groups	Involve key organisations Moderate debate/ forum of discussion, Preparation of session and related events	Ensure the key elements of the debate are identified Ensure linkage with regional processes	Session reference document Session final report