5th WORLD WATER FORUM
İ S T A N B U L 2 0 0 9

BRIDGING DIVIDES FOR WATER

Thematic Development: Roles and Responsibilities

This document aims to provide greater clarity on the roles, responsibilities and interaction among the many individuals involved in the Forum's thematic development, without whom the Forum could not happen.

In fact, the construct of the Forum can be conceptualized as an image on a television screen, where each session is represented by a different pixel. However, those pixels must be organised in a certain way for a coherent overall image to appear, otherwise, the image is reduced to white noise, which does nothing to advance the cause of water. The grouping and interaction of these "pixels" is achieved through the roles of various coordinators, whose tasks are identified below. As they accomplish their coordination roles on the road to Istanbul, the image becomes sharper and sharper.

Entity	Specific Tasks	Linkages for overall coherence	Products
International Steering Committee	Final decision on organisation of the Forum as a whole	All 5th Forum Committees, Regional Process, 5th Forum Secretariat and WWC HQ	
Programme Committee	Oversee the entire content development process and verify coherence and representation Provide guidance to coordinators Advisory body to the International Steering Committee Mediate in the case of conflict between Thematic and Topic Coordinators	Ensure coherence among themes Ensure linkages with political and regional processes Distill main messages for overall communication purposes	The Forum's final programme
Thematic Coordinator	Ensure the quality of the development for the entire theme by providing guidance to Topic Coordinators and harmonizing their proposals, in particular with regard to overlaps, underlaps and repetitions; ensures that divides are being bridged Identify main messages and policy recommendations for the Theme; ensure introduction and conclusion for theme Ensure wide-ranging representation and balance for topic consortia,	Ensure coherence among topics and sessions Ensure linkage with political and regional processes	Main messages on theme for communication purposes Thematic policy recommendations for input into the Political Process through the PrepCom meetings Overall theme synthesis

	consultation groups and within sessions		
	Identify input from other important international events related to their theme and identify events after the Forum where the results and recommendations emanating from their work can be presented		
	Finalize the session plan for sessions within the theme		
	Monitor progress: arrange meetings and teleconferences		
	1 representative to participate in PrepCom I and II of the Political Process (to be confirmed)		
	Contribute to the reporting and synthesis process		
	Disseminate Forum information through their own networks		
Topic Coordinator	Full responsibility for topic development, working closely with the Thematic Coordinators to ensure harmony with other topics within the Theme	Ensure that the sessions respond to the essential topic issues and key questions	4-5 page topic scoping paper; review of pertinent questions
	Prepare a topic scoping paper as a point of departure, which will evolve over time into the synthesis for the topic		Contribution to the synthesis and messages on the topic in the form of a Topic Report (10-20 pages) and Executive Summary/Recommendations
	Define key questions to be answered		
	Ensure the quality of the development for the topic by providing guidance to session conveners and contributors and harmonizing their session proposals, in particular with regard to overlaps, underlaps and repetitions		
	Ensure wide-ranging representation and balance for topic consortia, consultation groups and within sessions		
	Integrate suggestions for contributions into topic work		
	Identify input from other important international events related to their topic and identify events after the Forum where the results and recommendations emanating from their work can be presented		
	Finalize the session plan for sessions within the topic and submit to Thematic Coordinators for review		
	Identify key dates for verification of overall progress on topic: arrange meetings and teleconferences when necessary and convenient		
	Contribute to the reporting and synthesis process		
	Maintain working area on Virtual Meeting Space		
	Disseminate Forum information through their own networks		
Session Convener	Involve key organisations in the preparation of session	Ensure the key elements of the debate are identified and that the appropriate individuals can provide some elements of	Session and related events
	Moderate debate/discussion		Session reference document

	Participate in Virtual Meeting Space Identify pertinent case studies and examples for presentation Disseminate Forum information through their own networks Ensure that answers to the key questions are supplied.	response Ensure linkage with regional processes	Case studies description Final session report and summary page/ recommendations
Consortium	This is a group of individuals that works closely with Coordinators to assist in carrying out specific tasks. They are "doers."		
Consultative Group	This is a group of individuals that is consulted on outputs in order to collect wider points of view and encourage evolution in the thought processes. They provide comments.		
Regional Coordinator	Involve key regional organisations; mobilize regional actors Select regional priorities Prepare and oversee regional participation, which may necessitate regional and/or sub-regional meetings Contribute to the thematic process by providing perspectives on the regional views of the issues and on priority action required through sessions Identify input from other important regional events before and after the Forum that can be utilised both on a regional and thematic basis. Contribute to the political process by organising the political mobilisation in the region (often including the organisation of regional summits) and providing inputs into the political processes of the Forum (Involve parliamentarians and Local Authorities, suggest improvements to the IUWC, provide contributions to the ministerial agenda) 1 representative to participate in PrepCom I and II (to be confirmed) Prepare on-site presence : fair activities, ministerial delegations… Contribute to the reporting and synthesis process Maintain working area on Virtual Meeting Space Disseminate Forum information through their own networks	Ensure coherence of the regional contributions Linkage with topic/sessions Linkage with political process	Production of specific regional perspective documents (approximately 50 pages) Contribution to Ministerial Agenda, to Parliamentarian process and to IUWC In many cases, the organisation of regional summits Regional session presenting issues Contributions to thematic sessions
WWC HQ and 5th Forum Secretariat	Facilitate interactions among all these parties		

Other considerations for sessions

Generally speaking, each topic will be allocated 11 hours of sessions, the suggested organisation of which could be as follows:
- One 4-hour session, which would enable the organisers to delve very deeply into the core of certain topic issues, or could be organized into two blocks of two hours.
- One 3-hour session
- One 2-hour session
- A 2-hour summary session in plenary, which would enable coordinators to present a synthesis on all of the topic work and to present some out-of-the-box thinking on steps toward the future for the topic as a whole.

The topic coordinators should also be aware that inputs from the Regional Processes may also need to be accommodated within these time allocations.

We would again like to take this opportunity to remind you of the following criteria for sessions:
- Sessions should aim to provide concrete solutions to key questions on non-consensual subjects, raise awareness on new solutions or developments or give the opportunity to discuss issues in order to provide greater consensus.
- Sessions should favour exchange (panels, debates, questions and answers and interactive formats) rather than provide static presentations.
- Sessions must include different perspectives and associate various stakeholders. Focal points for the various stakeholder groups will be available to assist you in identifying appropriate representatives to associate within your sessions.
- Contributions to session from the wider community will be received through Sept. 30th. Efforts should be made to integrate as many of these proposed contributions as possible. Final session proposals (in terms of format and participants) are expected by the end of October/beginning of November (TBD). However, the consultation process and content development can continue through January 2009, at which the reports and recommendations must be finalized. *(***Exact dates to be confirmed during the next Programme Committee meeting on 17 August and subsequently communicated.)*
- A virtual platform for thematic development is at your disposal to facilitate development processes (document creation with versioning, discussion groups, wiki tools, etc.). Topic Coordinators are responsible for managing these virtual spaces.
- Sessions proposals will be evaluated essentially according to:
  1. If the session is addressing the right question: All titles should ultimately be in the form of a key questions, formulated in a thought-provoking way; a number of subsidiary questions can then be raised.
  2. Is the session relevant to policy makers and politicians?
  3. Are the right people in the room – both in terms of stakeholders and the target group?
  4. Will the session impact thinking, actions and policy? If so, how?
  5. Is the session likely to interest the press – if so, it will be easier to meet the above objectives?
  6. What would you anticipate the ultimate impact of the session to be? Does it have a life after the Forum?
  7. Quality of the proposed preparatory process (timelines, stakeholder participation, links to other conferences & initiatives, building on what's been done before
  8. Quality of anticipated outputs
  9. Bringing new voices into the debaye
  10. What is being bridged?
  11. Quality of presentation

PRELIMINARY PROGRAMME OF FORUM WEEK *(subject to modification)*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
	March 16	March 17	March 18	March 19	March 20	March 21	22/3 World Water Day	
	Plenary Sessions							
Morning 1	Registration	Key 1 Speech 1 Region 1	Key 2 Speech 2 Region 2	Key 3 Speech 3 Region 3	Key 4 Speech 4 Region 4	Key 5 Speech 5 Region 5	**Report** Theme 1+2+3	
Morning 2	Opening Ceremony	Panel 1 Report day 1	Panel 2 Report day 2	Panel 3 Report day 3	Panel 4 Report day 4	Panel 5 Report Day 5	**Report** Theme 4+5+6	
Lunch Break								
	Parallel Sessions							
	Theme 1 – 6 in parallel							
Afternoon 1	**UN Day** **WWD Report**	Parallel Sessions	Parallel Sessions	Parallel Sessions	Parallel Sessions	Parallel Sessions	Final Report	
Afternoon 2		Parallel Sessions	Parallel Sessions	Parallel Sessions	Parallel Sessions	Parallel Sessions	Closing Ceremony	
		Political Processes				Ministerial Conference		
All Day	Fair and Expo							
	Social and Cultural Events/ Preparatory Daily Reports/Synthesis							