

**MINUTES of 1st Steering Committee meeting of
Project of IWRM Guidelines at river basin level
- Integrated River Basin Management (IRBM) -
Room 257 at Stockholmsmässan
13.00-16.00, 22nd August 2008**

1) Presentation of the project

The draft plan of the project that includes the organization of the implementation, the summary of the designed guidelines, the schedule of the producing guidelines, the process toward 5th World Water Forum were presented by the secretariat.

2) Discussion

Through the discussion, schedules of the guidelines procedure, key issues of the guidelines, the contents and composition of Part1, the draft composition of Part2, the identification of relationship with GWP/INBO and the preparation toward 5th World Water Forum were achieved an agreement among the partner organization and steering committee members.

● **The schedule of the project**

The development of Part1 of the Guidelines will be continued through the Steering Committee and a Draft Review Workshop in November and other procedures until the 5th World Water Forum. Part2 of the Guidelines which has more detailed implementation contents will have a longer term for completion than Part1 and therefore some parts of it (Interim Version of Part2), such as general coordination, irrigation, disaster/climate change, and transboundary water management, will be developed before the 5th World Water Forum.

1st drafting is expected to be submitted until the next work shop by each assigned SC member, then 1st draft will be circulated and followed up missing things and adding things from sentences to sentences in the 2nd steering committee meeting.

10th – 13th or 11th – 13th November 2008, the 2nd Steering Committee Meeting and Draft Review Workshop will be organized in Japan. Japan Water Agency will inform the details later in cooperation with the Secretariat.

- **Background, Target and Objectives**

The focus of the guidelines should be on 'integration' and 'management' and the 'service end' of IRBM. It should make clear that one manages watersheds for actual services. This might change the way many think about water management until now. Water management, new resource development and how to use more efficiently existing infrastructures which have been already in place in order to extend water resources, with the climate change and cost performance in mind, are to be considered.

According to the matrix, which analyzes the coverage of enabling conditions (the enabling conditions indicate pre-requisite) and sectors referred in existing documents on IWRM and IRBM, most of existing IWRM documents is standing the point of coordinator's side rather than the point of coordinated side. The developing Guidelines should more focus on sector's approach and those which are in the coordinated side. Missed sector's parts in the matrix should be developed in the Part2 of Guidelines.

Basically part 1 of the Guidelines should be an easily understandable document, illustrated with some photos for example, because the guideline users will be various from stakeholders to decision-makers and politicians, from coordinator to coordinated people, and from developing countries to developed countries. For the water managers, Part2 of the Guidelines should describe more details than for the policy makers. Regarding the composition of the Guidelines, as Part1 should be simple and Part2 would be more detailed and complicated, separate flyers for each part could be prepared for the 5th World Water Forum.

- **Case studies in the Guidelines**

Part2 of the Guidelines will be started collection case study candidates.

In the Part2 of the guidelines, case studies are expected to play the roles to demonstrate the guidelines. A template of case study should be designed correctly to illustrate core values and highlights that can be transferred easily to other cases. The process of each case study should be described with the reasons of failure and success that might include crucial points of IWRM.

Candidates of case studies would be submitted by Steering Committee members.

- **Contents of Part1**

Chapter3 (IRBM and IWRM) should be combined with Chapter1 (Necessity of the Integrated River Basin Management Approach).

“Integration” and “Management” are the important conceptual parts of the Guidelines. Management should be mentioned in Chapter2 referring to reliable management for services; proposed title “From concept to service”. Chapter 2, for this purpose, will be combined with Chapter 6 “Legal and institutional frameworks to underpin IRBM”.

Sedimentation which is also interdisciplinary water issue can be included into the topic of disaster and also into the topic of ecosystems. Developing a new chapter in Part1 for “disaster management” was proposed.

Additional chapter regarding “How to use the guidelines” should be developed before “Conclusion” chapter of Part1.

- **Relationship with INBO/GWP**

Considering the necessity of clarification between what the project want to do and what INBO/GWP is going to do, flood control, disaster management, hydropower and navigation are important elements to be constructed as separate sections of the project.

Expected no competition between the different organizations which are promoting parallel projects, efforts for an appropriate coordination are required through drafting steps, publishing steps and the organized session at 5th World Water Forum.

The next handbook of INBO/GWP which is circulated Q/A forms from basin organizations will be published with the volumes of maximum 100 pages.

To avoid any confliction in the similar sections of the developing 2 documents (one is the handbook which will be produced by INBO/GWP and the Guidelines in the project), the focuses, priorities and principles of each organization should be identified to be informed each other before the completion of drafting.

If the priorities of the documents are overlapping, descriptions from different points of view are possible to be published. If not, the composition of 2 documents should be well coordinated.

One document enables the other document to be referred in the appropriate part of each document. This agreement was also reached in the TF meeting of GWP/INBO Handbook.

Information should be exchanged among core groups through emails each other.

- **5th World Water Forum**

Coordinating side event at 5th World Water Forum is planned by the secretariat. It should be held right after the Topic 3.1. "Basin Management and Transboundary Cooperation" and covering issue 4 "The operational tools to achieve better basin management". In the condition that a number of candidates are proposing contribution to the session, one joint presentation of the guidelines together with the GWP/INBO Handbook could be made and someone could sit on a panel to promote the guidelines.

Contribution proposal for the Session which is to be submitted by the end of September 2008 will be drafted by the secretariat and disseminated to the steering committee and also to GWP/INBO.

- **Next Step (Summary)**

September 2008

Case studies will be submitted by **the Steering Committee members** by the end of September.

October 2008

The background material for drafting of the Part1 will be circulated by **the Secretariat** by the beginning of October.

The draft text of the Part1 will be submitted by **the assigned Steering Committee members** by the beginning of November.

November 2008

1st Draft Review workshop and **2nd Steering committee meeting** in Japan

● **List of Participants**

Name	Organization	Prefix
Steering Committee Member		
Eugene Z. Stakhiv (Co-chair)	International Center for Integrated Water Resources Management (ICIWaRM)	Technical Director
Shinsuke Ota (Co-chair)	Japan Water Agency (JWA)	Executive Vice President
Shahbaz Khan	UNESCO/IHP	Chief, Sustainable Water Resources Development and Management section
Kenzo Hiroki	Ministry of Land, Infrastructure, Transport and Tourism (MLIT), Japan	Director of Water Resources Strategy Unit
Altınörs Adnan Altay	Deputy Directorate General for Energy, Water and Environment, Ministry of Foreign Affairs, Turkey	Advisor
Mochammad Amron	Network of Asian River Basin Organizations (NARBO)	Chairperson
Akira Terakawa	International Centre for Water Hazard and Risk Management (ICHARM)	Deputy Director On behalf of Mr Kuniyoshi Takeuchi
Charlotte van der Schaaf	UN -Water Decade Programme on Capacity Development (UNW-DPC)	On behalf of Dr Reza Ardakanian
Tony Jakeman	Integrated Catchment Assessment and Management Centre (iCAM), Australia	Director
Victor Pochat	Universidad Nacional del Litoral, Argentine	Professor
Observer		
Hossain Shahid Mozaddad Faruque	Bangladesh Water Development Board	Director General
Aurelie Vitry	GWP/INBO	
Axel Julie	GWP/INBO	
Hamza Özgüler	State Hydraulic Works (DSI) investigation and Planning Department	Director General
Michio Ohta	ICHARM	
Kunihiro Moriyasu	MLIT	
Okada Tomoyuki	MLIT	
Secretariat		
Toshihiro Sonoda	UNESCO	Programme Specialist
Natsumi Okamine	UNESCO	

**Draft Terms of Reference (TOR) of
The IWRM at river basin level
(Integrated River Basin Management)**

10 Sep 2008

1. Background

Due to a progressive global increase in population, rapid urbanization and industrialization, rapid expansion of agricultural development, water issues have grown into a serious and complicated suite of cross-disciplinary problems. To address and resolve such problems, the concept of Integrated Water Resource Management (IWRM) also often referred as the Dublin 4 guiding principles, was announced at the international conference on water and the environment at Dublin, Ireland in 1992.

At the "World Summit on Sustainable Development" held at Johannesburg, South Africa in September 2002, an international target was announced that " IWRM and Water Efficiency Plans shall be formulated by 2005" and participating nations pledged to show a clear road map to the implementation of IWRM. Subsequently IWRM became an important task among international agencies and member countries to achieve sustainability of water systems.

However, during the Third World Water Forum held at Kyoto Japan, in March 2003, it was observed that implementation of IWRM plans had slowed markedly and clarifications of processes and procedures were needed in order to effectively "implement IWRM". From the concerns raised, it was clear that there was great difficulty formulating IWRM plans due to a lack of an acceptable and well understood definition and guidelines for implementation.

Consequently, a number of studies have been undertaken to help formulate IWRM guidelines and plans aimed at alleviating poverty and achieve sustainable development. However, progress on the formulation and the implementation of IWRM plans had reported that only 10% of the member countries have made good progress, 50% of them are in initial stages and 40% of them have not made a start. Under these circumstances, the 2015 MDGs may be very difficult to achieve.

It is now commonly understood that Integrated River Basin Management (IRBM) plans comprise a large part of the necessary components of viable IWRM plan, and is the platform, and perhaps necessary prerequisite for an effective implementation of IWRM, which can lead to greater social, economic and environmental benefits. On the other hand, the goals of IWRM are sometimes viewed only as a way of securing sustainable water supplies, and have lesser emphasis on other issues such as the water related disaster. This is also complicated by the fact that different agencies and countries have their own perceptions of IWRM. Furthermore, in formulating IWRM, due to the lack of clarity about distinction and/or relation between IWRM and IRBM, differences of opinions are often seen among research organizations and researchers. Consequently, confusion about implementing IWRM have occurred in some parts of the world – not only in the developing countries, but also in developed countries.

To improve this situation, a clear vision and understanding about the IRBM concept and practices is needed, which is possible only by setting up globally recognized standard guidelines for the IRBM plans.

2. Target

This project is aimed at creating global awareness about the importance of Integrated River Basin Management (herein after IRBM) and to develop pathways for the implementation of IRBM through international workshops, production of Guidelines and organizing an IRBM session at the 5th World Water Forum (herein after 5th Forum) and putting IRBM on the political agenda.

3. Objectives

The objectives of this project are to attain a globally tested and adopted concept of IRBM, which comprehensively deals with the organizational, institutional, technological and management aspects at the river or basin levels for smart water conservation, efficient water utilization, sustainable development, preservation and improvement of the water environment and its quality, as well as water-related disaster management. This activity will pave the path to the achievement of the MDGs

The results of this project, especially the final Guidelines, will be announced at the 5th World Water Forum.

Objectives of this Project are as follows,

- 1) Exchange information on IRBM related activities around the globe
- 2) Disseminate and promote IRBM theory and practice
- 3) Announce of draft Guidelines at the 5th World Water Forum
- 4) Acquire political commitment at the 5th World Water Forum

4. Organization for implementation of the project

1) Secretariat and Project Officer

The Secretariat of the project shall be located within UNESCO, Division of Water Sciences. Each participating party assigns a project officer who is a primary point of contact for mutual correspondence.

2) Steering Committee (SC)

The Steering Committee (herein under SC) of the project, which shall be composed of representatives of partner organizations and globally recognized experts in the field of IRBM, will be established in order to implement the project properly and effectively.

Roles of the SC are;

- To decide direction and modality (including schedule) of the project
- To decide strategy of the project for political process of the 5th World Water Forum
- To decide structure and key messages of the guidelines
- To draft and approve text of the guidelines

Membership of the SC is as attached Annex 1. Mr. Stakhiv and Mr. Ota are taking role of co-chair of the SC.

Since this project aims to produce privileged guidelines of UNESCO as a side publication of 3rd World Water Development Report (WWDR3) of WWAP (World Water Assessment Programme), participation of each SC member is expected to be on a voluntary basis, in principle. Financial support for representatives of case studies from developing countries could be considered upon request.

5. Production of the Guidelines

Guidelines will be produced as the main output of this project.

1) Title

Tentative title of the guidelines is "1st Series of IWRM Guidelines at River Basin level – Integrated River Basin Management (IRBM) Principles –".

2) Outline

The guidelines will be composed of two main parts, namely;
Part 1 (Principles, Policies and Institutions) and Part2 (Implementation Guidelines)
Details on each part will be finalized by the Steering Committee.

Principles, Policies and institutions (1st part)

Quantity; 50-60 pages

Target Date; Completion by the 5th World Water Forum

Target Groups; Decision Makers, Policy Planners, Government Officials, River Basin Organizations

Implementation Guidelines (2nd Part)

Quantity: 50-60pages

Target Date; Completion by the end of 2009 (A part of Part2 will be launched at 5th World Water Forum)

Target Group; Government Official, RBO, NGOs, Other Stakeholders

2) Modality of production

Draft composition and key message of each chapter (Part 1) of the guidelines will be produced by the secretariat, and discussed and approved in the 1st SC meeting.

Concerning the 1st part of the guideline, text of the guideline will be drafted by several SC members for each assigned chapter(s) as indicated in Annex1, which should be along with above mentioned composition and key message.

Concerning the 2nd part of the guideline, draft text will be submitted by the secretariat, and then discussed by the SC.

For implementing the process effectively and intensively, 2 days Draft Review Workshops among SC members and the secretariat will be organized just before the 2nd and 3rd SC meeting.

3) External consultation

Consultation of key message of guidelines through existing networks, such as IHP, HELP, NARBO, will be implemented after the 1st SC meeting.

Also, public comment process through internet will be implemented by the secretariat.

4) Schedule

Schedule of production of Guidelines is included in attached Annex2.

Member List of Steering Committee of the IRBM project

Name	Organization	Prefix
Mr. Eugene Z. Stakhiv (Co-chair)	International Center for Integrated Water Resources Management (ICIWaRM)	Technical Director
Mr. Shinsuke Ota (Co-chair)	Japan Water Agency (JWA)	Executive Vice President
Mr. András Szöllösi-Nagy	UNESCO	Deputy Assistant Director-General
Mr. Shahbaz Khan	UNESCO/IHP	Chief, Sustainable Water Resources Development and Management section
Mr. Kenzo Hiroki	Ministry of Land, Infrastructure, Transport and Tourism (MLIT), Japan	Director, Water Resources Strategy Unit, Water Resources Department
Mr. Altınörs Adnan Altay	Deputy Directorate General for Energy, Water and Environment, MOFA, Turkey	Advisor
Mr. Mochammad Amron	Network of Asian River Basin Organizations (NARBO)	Chairperson
Mr. Kuniyoshi Takeuchi	International Centre for Water Hazard and Risk Management (ICHARM)	Director
Mr. Victor Pochat	Universidad Nacional del Litoral, Argentina	Professor
Mr. Reza Ardakanian	UN -Water Decade Programme on Capacity Development	Director
Mr. Tony Jakeman	Integrated Catchment Assessment and Management Centre (iCAM), Australia	Director
Ms. Shelley McMillan	World Bank	Water Resource Specialist, Sustainable Development Sector Unit, Europe and Central Asia

*Several other candidates are under consideration

Road Map of the project (2008-2009)

Date	Event, Purpose and Contents of Activity	Host	Venue and participants	Production of IRBM Guidelines
November 2007	<p>Preparatory meeting</p> <ul style="list-style-type: none"> - Discussion driving IRBM project - Making work plan - Target on 5th World Water Forum - Organization and Activities of Steering Committee members - Frame work of the project - Road Map of the project 	UNESCO	Venue : Paris	<ul style="list-style-type: none"> ✓ Submit summary of the project to WWAP secretariat as a side publication (by May 2008)
June 2008	<p>Coordination meeting</p> <ul style="list-style-type: none"> - Target, modality and schedule of the project - Political message and session at 5th Forum - Key events and stakeholders - Purpose and Target of IRBM Guidelines - Structure of IRBM Guidelines 	UNESCO	<ul style="list-style-type: none"> - Venue : France - Participants : Steering Committee Member, WWAP Secretariat 	<ul style="list-style-type: none"> ✓ Purpose and Target of IRBM Guidelines at CM ✓ Structure of Guidelines at CM ✓ Be acknowledged by UN-Water as WWAP side publication
July 2008				<ul style="list-style-type: none"> ✓ Validation of Steering Committee members (by 20 June 2008)
August 2008	<p>IRBM Seminar</p> <ul style="list-style-type: none"> - Regional Diversity - Stakeholder Participation - Message to the 5th World Water Forum - Introduction of the Guidelines <p>1st Steering Committee</p> <ul style="list-style-type: none"> - Discussion and finalization of the composition and key message of the Guideline - Strategy for political process of the 5th Forum - Draft plan of IRBM session at the 5th Forum 	All Partners	<ul style="list-style-type: none"> - Venue : Stockholm - Participants : Steering Committee Member, Invited Speakers 	<ul style="list-style-type: none"> ✓ Introduction of Guidelines at IRBM Seminar ✓ Finalize composition and key message of Part1 at 1st SC
Sep-Oct 2008				<ul style="list-style-type: none"> ✓ Circulate Case study format by the secretariat (by the beg of Sep 2008) ✓ Circulate Background Material for drafting of the Part1 by Secretariat (by the beg of Oct 2008) ✓ Submit Case Studies by SC members (by the end of Sep 2008)

November 2008	<p>1st Draft Review Workshop (for 2days, just before SC meeting)</p> <ul style="list-style-type: none"> -Back Ground paper for each chapter is presented by the secretariat -Draft text submitted by each participants for assigned chapter in advance -Discussion and completion of first draft text of the Guidelines and its policy brief <p>2nd Steering Committee</p> <ul style="list-style-type: none"> -Detail of IRBM Session and other activities at the 5th Forum -Progress and necessary action for political commitment -Discussion on first draft text of the Guidelines -Discuss and finalize policy brief of the Guidelines -Discussion on utilization of Guidelines and next step 	Japan	<p>-Venue : Tokyo</p> <p>-Participants : Steering Committee Member</p>	<ul style="list-style-type: none"> ✓ Submit 1st Draft of the Part1 by SC members (by the beg of Nov 2008) ✓ Circulate 1st Draft of the Part2 by the Secretariat (by the beg of Nov 2008) ✓ Review of Case Studies at 1st DRW ✓ Completing first draft Guidelines at 1st DRW ✓ Discussion on first draft at 2nd SC ✓ Discussion on utilization of Guidelines and next step at 2nd SC
Dec 2008				<ul style="list-style-type: none"> ✓ Start Gathering public comments for Guidelines through on line or other network (by Dec 2008) ✓ Circulate 2nd draft Guidelines by Secretariat (by the Mid of Dec 2008) ✓ Start Editing, Layout, Printing (Dec - Feb 2009) ✓ Completing final draft Guidelines at 2nd DRW ✓ Approval of final draft Guidelines at 3rd SC
January 2009	<p>2nd Draft Review workshop (for 2days, just before SC meeting)</p> <ul style="list-style-type: none"> -Discussion and completion of final draft text of IRBM Guidelines <p>3rd Steering Committee</p> <ul style="list-style-type: none"> -Final confirmation of activities at the 5th Forum - Approval of final draft text of the Guidelines 	USA	<p>-Venue : TBD</p> <p>-Participants : Steering Committee Member</p>	
February 2009				<ul style="list-style-type: none"> ✓ Completing Editing, Layout, Printing (by the end of Feb 2008)
March 2009	<p>5th World Water Forum</p> <p>Guidelines Launching Side Event</p> <p>Official session</p> <ul style="list-style-type: none"> -Joint presentation of the Guidelines with INBO/GWP Handbook and a panel discussion to promote the Guidelines <p>4th Steering Committee</p> <ul style="list-style-type: none"> -Joint activity for political commitment during the 5th Forum 	Turkey	<p>-Venue : Istanbul</p> <p>-Participants : Steering Committee Member, Heads of state or Ministers</p>	<ul style="list-style-type: none"> ✓ Launching Side Event and contribution to Official session ✓ Have political commitment for facilitating IRBM ✓ Publishing of Guidelines as WWAP side publications