



2018 Secretariat Budget and Work Plan

Draft

SECRETARIAT WORK PLAN

Important activities of the Secretariat in 2018 will continue to be the training and integration of the Beijing and Madrid offices and activities related to the efficient operation of the Secretariat; specific efforts to increase income through increased membership and especially institutes and sponsors, advertising, and congresses. A key activity for 2018 will be a smooth transition process for the Executive Director.

Strategic Plan Goals:

Goal 1: Global Community of Researchers and Practitioners

Publications (Objective 1.1)

- Supporting new Journals – esp. Ribagua/JAWER (1.1.2)
 - KR: Presentation and Promotion at least one relevant congress (tbc)
 - Staff Time: 4 person months (pm)
- Pursue discussions for launch of a new journal (poss. for coastal and maritime)
 - KR: Present proposal to council for discussion
 - Staff time: 0.1 pm
- Develop discussions for open source Chinese Journal
 - KR: Add further journal to portfolio open source
- Widen distribution and increase ad. revenue for Hydrolink
 - KR: Increase ad revenue to €15,000 (4-5 advertisers)
 - KR: Present forward editorial plan at Council
 - Staff time: 0.5 pm
- Develop IAHR Proceedings Repository (1.1.3)
 - KR: Host IAHR 2017 congress proceedings in new Repository
 - Ensure ISTEP and EI entry and aim for ISSN series
 - Staff Time: 0.2 pm

Total Staff Time: 4.8 pm

Develop Practitioner Membership (Objective 1.2)

In 2017 we will use JAWER and Hydrolink in English (and the new RIBAGUA journal in Spanish) as key member benefits to attract practitioners to IAHR.

- Pro-active campaign for practitioner members:
 - KR: follow up after TC and regional events – increase 25%
 - KR: promote sponsor system – with 2 sponsors



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- KR: Hold one practitioner-oriented event in Madrid (with EC meeting)
- Staff time: 3.0 pm
- Follow up activities for Water Research Institutes
- Promote sponsor member system to potential members and existing Institute members which are practice-oriented.
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- **Total Staff Time: 4 pm**

Membership

- Post-congress membership campaign for all 2018 IAHR events
 - KR: Attract 250 new trial members through additional campaign
 - Staff time: 1 pm
- Pre-World Congress membership campaign
 - KR: Attract 50 new paying members ahead of congress (4.1.2)
 - Staff time: 0.5 pm
- Maintain efforts to develop Young Professional/Student networks (2.1)
 - KR: Develop 25 fully-functioning YPNs
 - KR: optimise process to convert YPNs into full members
 - Staff time: 1.0 pm
- Redesign and relaunch Development Fund (2.15)
 - KR: Revise web page by mid year
 - Staff time: .5 pm
- Develop stronger links/activities/national agreements in key emerging economies (-)
 - KR: 15% increase membership in focus countries (eg Iran, India, Russia, Turkey, and Brazil)
 - Staff time: 1.0 pm
- Continue support for MENA Regional CC
 - KR: Support to KISR for organising 2019 MENA Conference
 - Staff time: 0.5pm
- Review promotional materials – benefit of joining IAHR
 - Staff time: 0.5 pm

Total Staff Time: 5.0 pm

Congresses (1.3)

- Strong collaboration with LOC for IAHR 2019 Panama Congress organisation (1.3)
 - KR: Encourage specific sessions of 3 TC
 - KR: Co-ordinate meetings for 10 TCs
 - KR: streaming of at least one keynote to wider community (1.3.1)
 - Staff time: 1.0pm
- Initiate collaboration with 2021 LOC – including one visit to site Q4
 - KR: co-ordinate programme development and engagement with IAHR activities



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- Staff time: 1.0pm
- Organiser advice/support for the regional congresses in Yogyakarta, Trento, Kuwait and Buenos Aires using our Madrid and Beijing offices (1.3.2)
 - KR: target 25% average increase in regional congress delegate numbers in 2018 events over 2016
 - Staff time: 2.0 pm

Total Staff Time: 4 pm

Goal 2: Hydroscience Knowledge to inform practice, policy and management

- Develop synthesis activity for application of STI to SDGs (2.2.1)
 - KR: prepare a proposal for third party funding of initiative for STI action
 - Staff time: 0.5pm

Goal 3: International Education and Professional Development

- Develop proposal for Prof. Qualification for 2018 Council based on market research
 - KR: market research report and implementation plan to KL council
 - Staff time: 0.2pm
- Foment professional development for Water Research Institutes
 - KR: Action at least one follow-up action following 2017 KL meeting
 - Staff time: 0.5pm
- Develop proposal for Prof. Qualification for 2018 Council based on market research
 - KR: market research report and implementation plan to KL council
 - Staff time: 0.2pm
- **Total Staff Time: 0.9pm**

Goal 4: Provide a Sustainable Platform for Enhanced Member Services

Improve Administration/website

In 2018 efforts will continue towards integrated MSOWA platform, and rollout of our new iMIS20 Association Management System

- Actively promote use of the communities features of our Association Management System with TCs and Members
 - KR: At least 4 TCs to be actively using the system
 - Staff time: 4 pm



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- Continue populating our CNKI system with IAHR Congress Proceedings including World Congresses (2009-2015)
 - Staff Time: 2 pm
- Exploit Social networks
 - KR: Integrate social media (FB, LI, Twitter and We Chat) into iMIS AMS
 - Staff time: 0.3 pm
- Proactive Fees Reminders and Debt Collection
 - KR: Improve member churn rate to 5%
 - Staff time: 0.2 pm
- Continue to Improve Financial Management Activities
 - Staff time: 1 pm

Total Staff Time: 4.8 pm

Improve Functionality of the Twin Office Secretariat

- Continue integration of Beijing and Madrid offices by training our staff, together with a redistribution of tasks to be carried out from the two offices.
 - KR: ED to spend 3-6 months in Beijing in multiple visits
- Improve implementation of Office 365 software system to integrate operations
 - KR: Continue development of Sharepoint for key IAHR files
 - Staff time: 1.0 pm
- Development of an IAHR Office Procedures Manual
 - KR: Draft manual by Year End
 - Staff time: 1.0 PM

Total Staff Time: 4.8 pm