



BY-LAWS OF THE IAHR MIDDLE EAST AND NORTH AFRICAN (MENA) COLLABORATION COMMITTEE

APPROVED BY IAHR, SQU and KISR

Rev 3.0

1. Preamble

The present by-laws shall govern the conduct of the “IAHR MENA Collaboration Committee” (henceforth called “the Committee”) established under the auspices of the International Association for Hydro-Environment Engineering and Research (IAHR). These by-laws are adopted in accordance with the IAHR Constitution and By Laws.

2. Scope

Forming part of the Innovation and Professional Division (IPD) of the International Association for Hydro-Environment Engineering and Research (IAHR), the **mission** of the Committee shall be:

- a) To provide a link between
 - IAHR members (individual and institution) and their institutions in the Middle East and North African Regions;
 - Other professionals interested in hydro-environment engineering and research;
 - National professional engineering and scientific organisations devoted to, interested in, and/or responsible for hydro- environment related engineering and research activities,
 - Regional funding agencies, scientific, educational and engineering institutions and other information & research networks interested in, or concerned with hydro-environment engineering and research;
 - Regional and international policy-making bodies concerned with the water scientific and engineering community.

- b) To act as a catalyst in the formulation of opinions on matters which are of interest to national engineering and scientific associations as well as to IAHR itself and transferring them to the relevant organisations and professionals;

To build high level competence and expertise (knowledge) and to serve the needs of the parties interested in the hydro-environment problems of the Region, and to be recognised as such by national water and environmental engineering and scientific associations in the Region.



c) The activities of the Committee shall include (but not be limited to) the following specific technical areas:

- Coastal and maritime engineering
- Coastal pollution management
- Groundwater management
- Sedimentation
- Desalination & water treatment technologies
- Urban water management
- Renewable energy
- Water security

3. Aim

The general aim of the Committee is governed by its Mission Statement (see Article 2) which defines its subject area and is published on the IAHR website. Specific objectives under this general aim are:

- a. to promote the science, practice and/or management techniques in its subject area;
- b. to effectively contribute to the solution of regional problems in its subject area;
- c. to provide a forum of exchange of information among and between researchers and practitioners in its subject area;
- d. to keep its members abreast of their field within the MENA area and alerted to future challenges and opportunities by examining on a continuing basis, the present and likely future directions of its subject area;
- e. to enlarge the IAHR membership.

The Committee seeks to accomplish its objectives by:

- a. organization and conduct of specialty conferences Symposia and workshops;
- b. publication of monographs, proceedings of specialty conferences, seminars/workshops, research reports and state-of-the-art papers in the relevant journals of IAHR;
- c. contribution to the IAHR Hydrolink magazine and other media;
- d. organization and conduct of continuing education activities, in co-operation with the IAHR Committee on Education and Professional Development;
- e. co-operation and co-ordination with other Committees within IAHR and with organizations outside IAHR;
- f. such other activities as may legitimately be adopted for the furtherance of the objectives of the Committee;
- g. membership drive activities in coordination with the IAHR Secretariat;
- h. Awarding of prizes during regional events



For the realization of its objectives the Committee may create ad hoc Working Groups. The Working Groups conduct specific undertakings or studies of, normally, limited duration. Proposals for the establishment of a Working Group shall be approved by the IPD Division Vice-Chair to ensure that there is no conflict with other current or planned activities.

The Leadership Team of the Committee will report to the IAHR Council through the Division Vice Chair. The IAHR IPD Programme Officer will provide limited support to the Committee in addition to any local resources.

4. Membership and organization

4.1 General

The Committee shall be composed of individual and institutional members of IAHR. The management of the Committee shall reside in the Leadership Team who may delegate functions to the Chair and the Vice Chair of the Committee. The Committee operates under the Constitution and By-laws of the IAHR. The Committee is subject to the authority of the IAHR Council. The Committee will designate one member as Host Secretariat for the Committee for the purposes of providing continuity and administrative support (in addition to the support provided by the IAHR Secretariat). This function will normally be provided for an agreed term of six years, which may be renewed upon mutual agreement.

4.2 Committee Activities

Committee activities comprise a number of regularly continuing or special products or services that promote or publicize the specific scientific and technical themes and disciplines to which the Committee devotes itself. This includes the organization of regional symposia, conferences and other training events.

4.3 Committee Membership

Any member of IAHR who is interested in the activities of the Committee and who is professionally active in the region may be considered as a Committee member. Persons or corporations outside IAHR wanting to join the Committee must first become a member of IAHR. Every IAHR member residing in the region will be automatically designated a member of the Committee.

4.4 Leadership Team

The Leadership Team (LT) leading the Committee consists of six members in addition to the positions of Chair, Vice-Chair and Past-Chair. Membership in the LT is limited to six years (three two-year terms) except for persons who serve as Chair who may serve eight years. The LT elects biennially a new Vice-Chair who then in successive terms will be Chair and Past-Chair, respectively. The Chair and Vice Chair should not be from the same country. Persons who have served as Chair may serve an additional two-year term (up to eight years). The biennial election of two (or more, in case of additional resignations) new members of the LT is via electronic balloting of all Committee members organised in collaboration with the IAHR Secretariat. Not more than two LT members may be appointed from the same country.



In addition The Host Secretariat will nominate a candidate to serve as Secretary General subject to the approval of the LT.

In addition, the LT may designate up to three Co-opted Members for each biennial term. If the Committee has a Host Secretariat then one of these co-opted members will be proposed by the host and will be designated as Committee Secretary General.

4.4.1 Committee Chair

The Committee Chair has the following tasks:

- chairing the LT
- profiling the Committee's activities
- convening Committee and Committee LT meetings
- convening technical and educational meetings, including (co-sponsorship)
- stimulating publications
- stimulating membership

4.4.2 Committee Vice-Chair

The Vice Chair will assist the Chair in his/her tasks. In the absence of the Chair the Vice Chair will assume the duties of Chair in an acting capacity.

4.4.3 Committee Past Chair

The Committee past Chair is the immediate outgoing Chair and serves as advisor providing continuity with the activities and decisions of the previous Committee Leadership Team.

4.4.5 Committee Secretary General

The Committee Secretary General is a non-elected member of the LT nominated by the Host Organisation subject to the approval of the LT and provides support to the activities of the Committee (in collaboration with the IAHR Secretariat).

The Secretary General (SG) will keep records of the transactions at business meetings of the LT and of the Committee and promptly prepare and distribute minutes of meeting to the LT, the Division VP and Secretary, and the Secretariat.

The SG will annually submit a report on the Committee activities to the membership, to the IAHR Council through the IAHR Secretariat, and to the IPD Division Vice Chair. The Secretariat may summarise the reports within the annual report to Council, and publish them in the IAHR Hydrolink magazine.

The Secretary General will be responsible for communications with the mother organization, and will work with the Committee Chair and Vice Chair in implementing the activities of the Committee.

4.4.6 Working Groups

The LT may create and disband ad hoc Working Groups (WG), subject to formal approval of the Division Vice Chair. A WG is normally limited to a four-year term. The term of a WG can be extended by two years with approval from the Committee LT and the Division Vice-Chair.



The WG shall consist of up to eight members selected from the Committee membership and approved by the Committee LT. However, other IAHR members or non-members may be appointed to the group if they are expected to make unique contributions. Non-members are, however, required to become an IAHR member. At least one member of the Committee LT shall be member of the WG.

The Chair, and - if desired - the Vice-Chair, of a WG shall be appointed by the LT with approval from the Division Vice-Chair. The WG Chair shall report to the Committee LT.

4.5 Guidelines for the election process for the Leadership Team

The Leadership Team (LT) of the Committee should represent high scientific, technical and professional quality and dedication as well as a fair representation of the regional distribution of the Committee. It is to be expected that post-holders are able and willing to dedicate reasonable time to carry out their duties and to attend Committee LT meetings.

The biennial election of two (or more, in case of additional resignations) new members of the Leadership Team is via e-balloting of all Committee members. For that purpose the LT publishes a public call for nominations in NewsFlash. The LT will prepare a slate of nominees for the open positions. This slate should take account of (1) the active and motivated Committee members that the LT is aware of, (2) a balanced regional distribution, (3) a representation of water professionals at different stages of their careers, and (4) a balance of academics, practice-oriented engineering firms and applied research organizations where appropriate. The slate of candidates needs approval by the Vice-Chair of the IPD Division.

5. Conduct of business

5.1 Committee business

The Committee LT holds an annual meeting open to all Committee members in order to initiate, prepare and monitor its professional activities. This meeting can be held at a physical location (preferably at a regional conference/symposium) or electronically. The time and place of this meeting shall be announced and advertised. The scheduling and preparation of the agenda shall be the duty of the Committee Chair in consultation with the Vice Chair, Secretary General and other LT members. The presence of three LT members at a Committee LT meeting shall constitute a quorum.

In the absence of the Chair the Vice-Chair shall discharge the functions of the chair.

All actions shall be by majority vote of the Committee LT members present and voting, including the chair. In the absence of a quorum, the recommendations of those present shall be circulated to all members of the LT for approval by e-mail ballot. All actions voted by e-mail ballot shall be determined by majority vote of the Committee LT membership. Committee members who participate in the annual meeting but are non-members of the LT do not have voting privileges.



Business between Committee LT meetings shall be conducted by e-mail or through the Association Management System.

5.2 Conferences

The Committee should conduct one or more Regional Conferences/Symposia on a regular basis. These events will include all technical areas of interest to the Committee on a biennial cycle, and can be placed at any time in the year, provided there is a one month separation before and after the IAHR World Congress. Furthermore, suitable spacing shall be allowed to avoid overlap with a Technical Division Congress, if the event is held in the same region. For strategic reasons, an IAHR Specialty Conference/Symposium can be combined with, or placed immediately before or after, an IAHR regional event with approval from the Congress organizers.

The target size for a Regional Conference/Symposium is 100 to 300 attendees and should have a special attraction for young members.

Dates should be finalized only after consultation with the IAHR Secretariat. Regional conferences shall be self-supporting financially, with fees for IAHR members appreciably less than for non-members. Proceedings of the specialty conferences shall be made available to the general membership at the lowest possible cost. At least two copies shall be sent to the IAHR Secretariat free of charge. Detailed Guidelines for IAHR Regional Events will be issued by the IAHR Secretariat.

After the Regional Conference/Symposium the organizers will pay to IAHR a sum of 3% of the total registration income as a contribution toward the organizational support expenses of the Secretariat – 50% of this sum will be held in account for the purposes of the Committee.

A report on a conference sponsored by the Committee shall be sent to the IAHR Secretariat as soon as possible, for insertion in the IAHR Hydrolink Magazine and website.

6. Financial account

Each Committee may keep a financial account maintained by the Secretariat. This account may receive income from certain Committee activities (e.g. specialty conferences/symposia) and be used for operating expenses as designated by the LT.

7. Adoption and amendments

These by-laws shall be in effect when approved by the IAHR Council.

When revision of these uniform by-laws is needed, a proposal for amendment, requiring approval of two-thirds of the members of the Committee LT shall be presented to the IPD Division Secretary. When there is sufficient adhesion in the opinion of the Secretary they will present the



proposal to the Executive Committee for consideration. The EC may present it to the Council for approval.

FORMAT FOR ANNUAL REPORT

- A. Division name: IAHR IPD
Committee name: IAHR MENA Collaboration Committee
Reporting period:
- B. Mission statement / Long range objective
- C. **Committee Membership**
1. Number of committee membership:
2. Leadership Team:
names and addresses
3. Name and composition of Working Groups
- D. Affiliation with other professional associations
Affiliation with international programmes
- E. Report on activities in reporting period
1. Committee meetings
2. Specialty conferences
- activities related to World Congress and Division Congress
3. (continuing) education activities
workshops, training seminars, courses, etc.
4. Working Group meetings and output
5. Publications: proceedings; papers for IAHR Journals; state-of-the-art papers; monographs; books
6. Contacts with other organizations
7.- Other activities.
- F. Short range plans (1 to 2 years)
- specialty conferences
- activities related to next IAHR World Congress
- (continuing) education activities
- working group activities
- publications
- contacts with other organizations
- other activities.

Remarks



TRANSITION ARRANGEMENTS

In order for the By-Laws to become operable it will be necessary to elect a first Leadership Team. A call for nominations and self-nominations for membership of the Leadership Team will be published by the parent organisations. A nominating committee chaired by the Division Secretary of IAHR IPD together with a further nominee from the parent organisation – not standing for election - will prepare a slate of candidates on the advice of the Interim Officers and appoint them as the Interim Leadership .

IAHR approves the following candidates as Interim Officers of the Leadership Team:

For Chair..... Prof Ahmed Al Futaisi, SQU, Oman
For Vice Chair.....Dr Mohamed Al Rashed, KISR, Kuwait
For Secretary General.....Dr Khaled Al Banaa, KISR, Kuwait
Plus six LT members to be appointed by IAHR IPD

Future appointments will be following the procedures described in Article 4.5