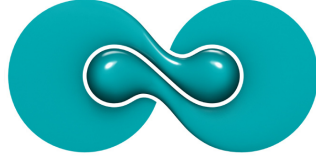


5th WORLD WATER FORUM
I S T A N B U L 2 0 0 9



Terms of Reference for the Development of
Regional Documents

September 2008



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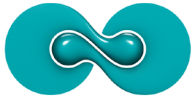
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a. Background and Orientations of the Regional Process

Around the world, there is an increasing global awareness of the importance of water-related issues and the high priority they must be given for the sustainable development of humankind. In this context, the World Water Forum has become the most important inclusive water-related event at the international level.

The 5th World Water Forum will take place in Istanbul, from 16 to 22 March 2009, and is co-organized by the World Water Council and the 5th World Water Forum Secretariat in Turkey.

The overarching theme of the 5th World Water Forum is “Bridging Divides for Water”, which refers to the central location of Istanbul, at the crossroads of Europe, Asia, the Middle-East and Africa, as well as the Forum’s stated objective to bring together world leaders, civil society, water professionals and the media to establish bridges between East and West, North and South, rich and poor, young and old, men and women, technical and political, social and economic, supply and demand, and the developed and developing worlds.

This theme also calls upon the international water community to make concrete proposals for a better management of water resources. This shall contribute to meeting the Millennium Development Goals (MDGs) since water is cross-cutting through most of the MDGs and also other global human development targets.

A specific regional preparatory process is of great importance for the success of the Forum, since water issues are comparable in many regions; however all water-related issues do not bear the same importance for all regions. For this reason, solutions need to be defined at the regional and/or sub-regional level as a contribu-

tion to mobilizing and committing worldwide action for water.

The regional contributions to the Forum will be implemented through specific regional preparatory processes in four “continent” based regions, namely: Africa, the Americas, Asia-Pacific, Europe, as well as three specific country groups: In/ Around Turkey, Mediterranean and MENA/ Arab countries.

In organizing the regional contributions to the Forum, the following principles should be followed:

- ◆ **Bridging the divides:** all activities should be multi-stakeholder and focused on narrowing the gaps between sectors, regions and generations;
- ◆ **Impact-oriented:** the ensemble of activities should have a measurable impact on the achievement of the MDGs and other water-related international goals;
- ◆ **Freedom of expression:** all stakeholders should be given the right to express themselves through all appropriate platforms;
- ◆ **Participation:** themes, topics and sessions are developed in a participatory manner, actively involving all Major Groups of Agenda 21 and other stakeholders.

A space for each region has been created in the Virtual Meeting Space (VMS), a web-based collaborative tool designed to help achieve these objectives. It is the regional coordinators’ responsibility to maintain their own space and invite others to participate (Annex I - VMS Overview).



Each region is expected to carry out the following set of actions:

- ◆ Identifying a number of water-related issues based on the 5th World Water Forum's thematic framework;
- ◆ Identifying regional stakeholders who can participate in the various components of Forum activities and ensuring their contribution to the whole regional process;
- ◆ Shortening the long list of issues to consider the most important ones for the region (3 to 5);
- ◆ Reporting on the "*Bridging Divides for Water*" themed regional strategies and practices;
- ◆ Determining the future regional directions;
- ◆ Providing key regional messages which will serve as input for the Ministerial Agenda, Parliamentarians Process and the Istanbul Urban Water Consensus;

Each of the world's regions faces specific water-related challenges. Within its preparatory process, the Forum has assigned Regional Coordinators to address issues particular to each region. Through a number of regional meetings, it is anticipated that as a result of the process, regional reports will be published to underline the most outstanding aspects of proper water management in each region, as well as the obstacles to overcome and projected solutions. The expected format of the document is explained below.

Although homogeneity is not necessarily required, comparable outputs and contributions from the regional processes to the Forum are highly desirable to enable parallels to be drawn between regions. These initiatives need to be

consolidated with the other Forum processes in a structured way. It is expected that the regional process base its work on the Forum's thematic framework through to which the aim, issues, themes and topics for the Forum are specified.

Furthermore, the regional process is intricately linked to and drives the political process, feeding policy recommendations from a regional perspective as substance to the discussions within and between political actors at different levels. Other major ongoing processes at regional level will also provide input to the Forum's political process. Major water summits with their policy-oriented outputs and that are being convened around the world will also contribute to the formulation of the political process. Some of the important water summits (e.g. the Asia-Pacific Water Summit, African Water Summit, European Water Summit, Forum of the Americas) involving key political actors of the regions may be linked with and feed into the political process. The regional coordinators have also been invited to represent their regions at the "Prep-Com" (Preparatory Committees of the Political Process) meetings organized for the political process.

Likewise, regions are welcome to support the Parliamentarian and Local Authorities processes by proposing interested parties who can be actively involved.



b. Structure of the Regional Document

The structure of the regional documents should be in the following format:

Welcome Letter

Table of Contents

1. Background of the Regional Document
2. Regional Overview
3. Critical Issues Bridging and Dividing the Region
4. Overall Strategies and Case Studies in the Region to Bridge the Divides
5. Conclusion, Key Messages, and Future Directions

Annex I: Main Organizations and Institutions that Offer Technical and Financial Support to Water-related Issues

Annex II: Bibliography of Relevant Documents

The contents of these chapters will be explained in detail in the following sections.



1. Background of the Regional Document

This section will clearly state the purpose and benefits intended to be reached by the integration and dissemination of this document, and should explain who the target audience is.

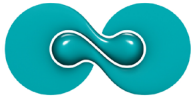
It shall also describe in short synthesis how the region developed the preparatory process towards the 5th World Water Forum.

A chart will show the meetings held as part of the preparatory process, stating the venue and date, objective, the number of participants, the number of countries represented and participating organizations, such as NGOs, academic institutions, major group representatives or others.

Also the way in which the document is structured and the objective of each of its chapters will be described.

Finally, the main institutions and organizations participating in the development of the regional document can be mentioned. The complete list of these institutions and organizations will be provided in the Annex.

The information should be contained in a maximum of two pages.



2. Regional Overview

The countries comprising the region will be identified in a geographical map, together with the boundaries of the sub-regions, if any, into which the region has been divided.

The climatological conditions of the region will be described, placing special emphasis on the influence of such characteristics on the availability and potential utilization of water resources.

Reference should be made to the regional occurrence of water-related disasters such as droughts, hurricanes, frosts, and floods. For example, reports of major international agencies such as UN Water, WMO and OECD can be used as support. Based on available information, relevant data should be identified which provide a clear indication of water availability and needs, including but not limited to:

1. Population and growth rate (%)
2. Percentage of the population living in urban areas
3. Population density (number of inhabitants/km²)
4. Rate of Poverty and Human Development Index
5. Gross Domestic Product or Gross Domestic Income (Euros or American dollars/inhabitant)
6. Mean annual precipitation (mm)
7. Water availability per capita (m³/inhabitant/year)
8. Water pricing (Euros or American dollars/m³)

9. Pressures on water resources (percentage of water used vs. available water)
10. Percentage of dam-controlled runoff
11. Drinking water coverage (%)
12. Municipal and industrial wastewater treatment coverage (%)
13. Toilet/sanitation coverage (%)
14. Annual incidents of water-borne illness (e.g. cholera)

When presenting data, consideration should be given to gender, age and geographic variations. Additional information can be given such as indicators of the health of different water bodies including watersheds, groundwater, wetlands, coastal waters and recreational waters. General information about the ecosystem of the region should also be provided.

The information in this section should be presented in a maximum of five pages.



3. Critical Issues Bridging and Dividing the Region

This section should present the most critical issues, bridging and dividing the region, classified according to the six major themes and 23 topics established under the thematic framework of the 5th World Water Forum.

The causes and effects of each issue should be described, emphasizing national and sub-regional similarities and differences, as well as similarities and differences of the region to the rest of the world. If possible, these should be shown in regional maps with the countries or sub-regions affected. The role of Major Groups and/or different stakeholders that have been identified through the regional preparatory process should be analysed in relation to the causes and effects of these issues.

This information should be presented in a maximum of ten pages.



4. Overall Strategies and Case Studies in the Region to Bridge the Divides

For each critical issue, the overall strategies that have been implemented at the region, sub-region or country level should be indicated, pointing out the constraints or achievements from the implementation of such strategies as well as lessons learned and recommendations following from that. The involvement of and cooperation with stakeholders/major groups and other sectors (such as health, education, agriculture, energy, environment etc.) should be indicated as well.

Using the themes mentioned in the thematic framework as a reference, a selection of prioritized regional case studies, whether successful or not, should be shown. This part should mention the country, basin or sub-region in which the case study has taken place, give a brief description of the case study, state the social, economic, environmental and institutional impacts achieved; the level, type and method of stakeholder participation.

This section should identify how these overall strategies and case studies contribute to bridging divides in terms of the MDGs and other water-related goals. Whether these strategies and case studies could potentially be implemented in other parts of the region and/or of the world should be indicated.

The information of this section should be presented in a maximum of twenty-five pages.



5. Conclusion, Key Messages and Future Directions

The regional formulations and practices presented during the preparatory process meetings, the most relevant documents developed and/or used within the region, the framework documents developed for the thematic and political processes and the documents resulting from the specialized meetings will help summarize:

- ◆ Conclusions
- ◆ Key messages*, and
- ◆ Future directions and possible interactions with other international water-related events and processes.

The information of this section should be presented in a maximum of five pages.

* As the outputs of the regional process, key messages will provide input to the thematic and political processes.



Annex I: Main Organizations and Institutions that Offer Technical and Financial Support to Water-related Issues

A list of organizations and institutions that offer technical, capacity development, (project) management and financial support to “*Bridging Divides for Water*” in the region will be presented, including the following:

- ◆ Name of the organization or institution
- ◆ Objectives of the organization or institution
- ◆ Type of actions it gives support to
- ◆ Location of the organization or institution and contacts (headquarters, name of contact, telephone number, and e-mail address)



Annex II. Bibliography of Relevant Documents

This section will present a list of relevant documents that give information on the region regarding water-related issues.

The bibliographic reference will include the following:

- ◆ Document title
- ◆ Author
- ◆ Sponsoring organization or institution, if any
- ◆ Publisher
- ◆ Country where published
- ◆ Year published and ISBN if available
- ◆ Brief description of contents
- ◆ If there is an online version, please indicate internet link



c. Methodology for Developing the Regional Document

In order to develop the regional document, it is advisable to identify and include in the process organizations, institutions, NGO/CSOs, universities and research centres or other groups and/or experts related to the topics.

The development of the regional document will be supervised by the Regional Coordinator.

The information of the document will be formatted using the following software:

- ◆ For text: Word XP or 2003, 11 pt Arial font
- ◆ Tables and graphs: Excel XP or 2003
- ◆ Photographs, images, charts and maps: high resolution “.jpg” file, with accompanying reproduction rights (min 300 dpi)

The designing, publishing and printing of the final document, as well as the reproduction of related compact discs will be the responsibility of the Forum Secretariat, including all associated costs.

The document will be published in English. The Regional Coordinator is free to produce a version in any other language it deems appropriate.

