

International Program Committee Terms of Reference (updated in November 2019)

1. Objective

- 1.1 The Constitution sets out in Rule 3 (g) that the Association is “to serve as the principal Australian link in the international water industry network.”
- 1.2 The Board of the Australian Water Association Ltd (the Association) has established the International Program Committee, (the Committee) as an ad-hoc Sub-Committee of the Board under clause 19.3(a) of the Constitution.
- 1.3 The Committee has been established to assist the Board to consider the strategic and financial implications, the risks and opportunities associated with the Association’s International Program.
- 1.4 The Committee is to assist in the strategic review of Strategy’22 and is responsible for making any recommendations on the strategy’s implications for the Association’s International Program.

2. Term

- 2.1 The Committee will have a two-year term aligned to the term of the President.
- 2.2 However, the Board shall have the authority to discontinue the Committee if it deems fit.

3. Purposes, Functions & Responsibilities

Management and staff will provide briefings and papers to enable the Committee:

- 3.1 The main purpose of the Committee is to provide strategic oversight and advice on the Association’s International Program and its international activities guidelines, and alliances;

Management and staff will provide briefings and papers to enable the Committee to;

- 3.2 Monitor and review any Memoranda of Understanding or reciprocal bilateral agreements that management recommends the Association execute with water, business, or government organisations overseas;
- 3.3 Monitor and review any new or additional target markets and international arrangements that management propose the Association enter for the benefit of members;
- 3.4 Monitor and review the strategy, commercial model, and delivery approach for services related to current and proposed international projects and activities including but not limited to outward bound delegations; attendance at international exhibitions and conferences; inbound foreign delegations; and international business matching services facilitated by the Association;
- 3.5 Monitor and review any proposed transfers of technology, management knowhow, consortia activities or advisory assistance facilitated by the Association either through Government, multilateral agencies, (including aid) or private sector funded projects;
- 3.6 Monitor and review the relationship between the Association and the Department of Foreign Affairs and Trade, the Australian Water Partnership, and State Governments;

- 3.7 Advise and assist management in the identification of potential Australian participants, program sponsors, and allies for the betterment of the Association's International Program and networks.

4. Composition

- 4.1 All positions shall be nominated by the elected President (including the appointment of committee chairperson) and ratified by the Board. The Chairperson will be a current Board member.
- 4.2 The Committee will consist of no fewer than two members of the Board. The term of appointment will be for a period of two years. However, re-appointment is permitted to allow for continuity of membership. Members may include individuals who are not Board directors.
- 4.3 The CEO and other management or staff may attend to provide operational insight and administrative support as required.

5 Meetings

- 5.1 The Committee shall meet throughout the year as required. However, it must meet at least twice per year.
- 5.2 Any member of the Committee, the President, or the CEO may request a meeting if they consider that one is necessary, and such a request is to be met.
- 5.3 Decision making will be by consensus. If a matter cannot be decided on by the Committee, then the Chairperson and the CEO will try to resolve it or refer the matter to the Board for resolution.
- 5.4 A quorum shall be any two members of the Committee.

6 Authority

- 6.1 The Board authorises the Committee to undertake the matters outlined within these terms of reference.

7 Reporting

- 7.1 The Chairperson, or another delegated member of the Committee, will report to Board meetings on the Committee's activities and any specific recommendations for Board approval will be submitted with a Board paper.
- 7.2 The Committee may decide to report to the Board out of session if required.

8 Document Control

- 8.1 These Terms of Reference were established in June 2015, were reviewed in 2017 and again in November 2019 and will be reviewed next no later than June 2022, to align with the Association's new 3 year Strategic Plan commencing in July 2022.