

Duties Document

Annex of the Terms of Reference of the Management Structure for the Joint Programming Initiative “Water Challenges for a Changing World”

As approved by GB13 decisions.

LIST OF TASKS WITHIN THE WATER JPI

TASKS OF THE CHAIR, VICE-CHAIR, GOVERNING BOARD, MANAGEMENT BOARD COORDINATOR AND SECRETARIAT OF THE WATER JPI.

Chair of the Governing Board

- Coordinates and manages the Governing Board (GB) which is the decision-making body;
- Works on the strategic direction of the Water JPI with, when needed, the support of the Advisory Boards (AB);
- Proposes to the GB of the Water JPI modifications of the Terms of Reference (ToR) for different governance aspects (change of partners, broadening, review of the internal procedures, etc.);
- Participates in the Management Board (MB) which supports the GB in all aspects concerning the preparation and implementation of decisions;
- Represents the Water JPI with third parties, in particular the JPI Chairs’ Group, High Level Group for Joint Programming (GPC) and European Commission, to stimulate inter-cooperation and joint preparation of JPI activities; and
- Proposes to the GB any agreement to be signed by the members of the Water JPI which may be needed to achieve the objectives of the Water JPI.

Vice-Chair

- Chairs the MB which supports the GB in all aspects concerning the preparation and implementation of decisions;
- Together with the Chair, is first contact point for the MB to lead decision-making processes, in particular in between meetings if urgently needed;
- Takes the place of the Chair if the chair cannot attend to his/her duties;
- Together with the Chair, informs GB members about the latest developments, prepares GB agendas and meetings, etc.; and
- Where relevant, is responsible for progressing specific key issues for the further development of the Water JPI (reflecting on needs, ideas and possible implementation measures).

The Governing Board

Additional to the responsibilities and tasks outlined at 2.3 of the ToR of the management structure for the Water JPI, the GB shall be responsible for:

- Discussing and exploring possible legal forms that the Water JPI should take in the event that Water JPI would become a permanent structure (e.g. a legal entity under the law of a Member State or an International Consortium (notwithstanding the final decisions that have to be made by each of the Member States); and
- Proposing actions to be taken (including the negotiation of legal documents) with respect to those results/outputs included in the Plan for Exploitation and Dissemination of Results

which have been identified as qualifying for copyright or other Intellectual Property Rights (IPR) and have been generated under each CSA and ERA-NET Cofund action in support of Water JPI. In that way the owners of these results may transfer or license these results (on royalty free conditions) to the Water JPI.

The Management Board

Additional to the responsibilities and tasks outlined at 2.4 of the ToR of the management structure for the Water JPI, the MB shall be responsible for:

- Proposing the General JPI IPR rules;
- Elaboration of IPR portfolio of the Water JPI which consists of an exhaustive list of the results/outputs generated under each CSA and ERA-NET Cofund action in support of Water JPI that would be needed for proper operation of the Water JPI. In the process of elaboration of the abovementioned list, the Management Board shall consult the Work Package (WP) and Task leaders of action, responsible for generating such results/outputs. These necessary results should be included in the Plan for Exploitation and Dissemination of Results of each CSA and ERA-NET Cofund action; and
- Presentation of the abovementioned list to the GB which has to analyse, and may propose further actions to be taken, with respect to the transfer or licensing of these results (on royalty free conditions) to the Water JPI. [Example: An appointed working group formed by member(s) of the MB should discuss with the right holder of the Water JPI webpage/forms/brochures/etc. any agreement concerning the transfer/right use of the web page/forms/brochures/etc. to other member(s) of the Water JPI.]

TASKS OF THE SECRETARIAT AND COORDINATION OF THE WATER JPI ^{Note 1}

The Coordinator and the Secretariat (C/S) organise the day-to-day management, and implement the tasks assigned to it by the GB and the MB, reporting to both of them.

Secretariat Tasks	Coordination Tasks
<p><u>Management:</u> Making necessary arrangements for the proper organisation and timetable of the meetings within the management structure.</p>	<p><u>Implementation:</u> Coordination of JPI activities, by facilitating the process of the joint activities at large (SRIA development, joint calls, alignment activities, knowledge hubs, communication...).</p>
<p><u>Management:</u> Assisting the GB, the MB, the Task Forces (TFs) and the ABs meetings with the preparation of documents, reviews and reports for publication.</p>	<p><u>Implementation:</u> Implementation of tasks assigned by MB and GB - Assisting the GB, the MB, the TFs and the ABs by proposal of agendas, moderation of the exchanges, proper planning and implementation of the measures / decisions of the JPI bodies, modifications of ToR.</p>
<p><u>Management:</u> Compiling, archiving (filling) and transmitting reports and other documents.</p>	<p><u>Implementation:</u> Ensuring coherence in the long-term operational activities of the Water JPI.</p>
<p><u>Management:</u> Implementing the necessary budgetary arrangements to run the management structure.</p>	<p><u>Implementation:</u> Monitoring the follow-up of the different joint actions.</p>

<p><u>Management:</u> Project coordination role to support the management interfaces of the supporting projects (CSA, ERA-NETs).</p>	<p><u>Management:</u> Initiating and proposing strategy, procedures and action plans to the GB and the MB and overseeing of their implementation.</p>
<p><u>Management:</u> Requesting and following-up of general actions.</p>	<p><u>Management:</u> Managing election and renewal process of the ABs, in close cooperation with the GB.</p>
<p><u>Communication (internal):</u> Serving as the central point of communication with the different governance bodies of the Water JPI and following-up their official appointment / nomination.</p>	<p><u>Coordination:</u> On request of the GB, developing new institutional links with the key stakeholders, the European Commission, the other JPIs and ERA-NETs, etc. Ensuring efficient communication with new stakeholders.</p>
<p><u>Communication (internal and external):</u> Organising communication activities and disseminating materials with the relevant JPI partners. Ensuring the dissemination of information with relevant stakeholders.</p>	<p><u>Coordination:</u> Initiating and developing links with Water JPI observers and potential new JPI members.</p>
<p><u>Communication (internal and external):</u> Reporting to the Partner Countries and the European Commission, other JPIs and GPC, on purely administrative issues.</p>	<p><u>Coordination:</u> Answering external inquiries on behalf of the JPI bodies in cooperation with the relevant key partners.</p>
<p><u>Communication (external and internal) / Website & Intranet:</u> Maintaining the IT tools for communicating on JPI daily life; Ensuring and following general and regular updates of the website and intranet; Assisting partners in their requests of updates and/or IT issues.</p>	<p><u>Communication (internal):</u> Ensuring efficient coordination and communication between the different Water JPI bodies and support the exchanges between them.</p>
<p><u>Communication (external and internal) / Communication materials:</u> Producing periodically the Water JPI Newsletter, press releases, leaflets/flyers, generic presentations, posters, etc., to provide information to wide audiences; communicating continuously this information through social networks.</p>	<p><u>Communication (external):</u> Ensuring presence and communication at partners events, major international conferences / events; producing materials adapted to the events.</p>
<p><u>Communication (external) / Databases and platforms:</u> Maintaining and updating the databases and platforms providing information on RDI projects and access to water related infrastructures and mobility schemes.</p>	<p><u>Communication (external) / harmonisation of procedures and tools with other European initiatives:</u> Working with the other JPIs and European / International initiatives to develop common and shared tools (Brussels office, submission platform, impact assessment procedures...).</p>

Note 1 Additional Tasks

If a GB member seeks additional tasks from the C/S team they shall prepare a note, detailing the tasks to be undertaken, for discussion at the GB. The GB may approve the addition of the new tasks for the C/S team based on content - conditional to the attribution of related additional resources (human and financial).

SHARED ACTIVITIES WITH OTHER JPIS

Activities that could be shared between different JPIS are tabulated below and the C/S team shall further investigate, with the other JPIS, the Terms of Reference of each action.

Use of common tools	Details	Comments of other JPIS
Brussels offices		
Common Submission Platform	Shared by funders to avoid possible access to confidential activities and distortion of competition	
Interoperability of data repositories	On research projects, partners, evaluators	
Joint activities / Harmonisation	Details	Comments of other JPIS
Shared procedures: Impact assessment, progress indicators, common procedure for project submission, evaluation and monitoring		
Mapping exercises ^{Note 2}	On a targeted country? Generic mapping in EU countries	
JPIS Joint Communication	Joint Position papers, 10 JPIS events, JPI joint meetings, JPI joint thematic events / workshops	To be further developed to raise visibility - in particular with the "Environment" JPIS (FACCE, Oceans, Climate), Biodiversa

Note 2 **Mapping**

The mapping exercise of the Water JPI member countries shall be updated from time to time in line with the quality of mapping of other JPIS.

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ENDS.