

# Terms of Reference

## **Asian G-WADI Secretariat (CAREERI):**

1. Name a focal person and provide his/her coordinates to all members of the network and UNESCO.
2. Develop and implement an outreach strategy of the Asian G-WADI network. This must include setting up of a web site at the Asian G-WADI Secretariat hosting institute server, preparation of brochures, posters and other materials, in consultation with other members of the Asian G-WADI.
3. Seek information and news from all members of the network to be published as news item in the web of the Global and Asian G-WADI network.
4. Maintain the record of the members of the network, their activities including the pilot basins, and lead the implementation of the approved regional workplans.
5. Maintain records of the Asian-GWADI meetings in Asia and globally and seek possibilities to provide necessary support if requested particularly for the Asian G-WADI basins. This could include the establishment of a mechanism for exchange of experts.
6. Act as liaison between the Asian and Global G-WADI network
7. In close coordination with the related UNESCO Cluster Offices and Global G-WADI Network and the Asian G-WADI Steering Committee, prepare an annual plan of action for the network in consultation with other members of the network
8. Prepare an annual report and a final report at the end of the third year to be presented at the next General Assembly of the members of the Asian G-WADI network.
9. If new pilot basins are proposed by any member, review the proposal in consultation with the Asian G-WADI steering committee members and related UNESCO cluster offices to receive their comments and suggestions on activities to be held at the basin; and to identify possible assistance if needed.

## **Asian Steering Committee:**

1. Work closely with the Asian G-WADI Secretariat (CAREERI) to prepare an annual plan of action.
2. Together with the Asian G-WADI Secretariat (CAREERI) and UNESCO cluster offices approve the workplan and assist the Asian G-WADI Secretariat (CAREERI) in preparing an implementation plan.
3. Work closely with Asian G-WADI Secretariat (CAREERI) and UNESCO to seek funding for the Asian G-WADI activities.
4. Regularly keep in communication with other steering committee members and the Asian G-WADI Secretariat (CAREERI); and meet at least once a year to review achievements and constraints as well as to review and approve the forthcoming workplan.
5. Regularly communicate with members of the network from their cluster countries, and establish focal points at the pilot basins.
6. In cooperation with the Asian G-WADI Secretariat (CAREERI) approve new proposals for Pilot Basins and suggest activities to be held within these basins as well as identification of possible types of assistance from members of Asian G-WADI network and other possible donors
7. In cooperation with the Asian G-WADI Secretariat (CAREERI) and UNESCO consider the revision of revising the G-WADI criteria for selection of pilot basins, if it is necessary.

## **UNESCO Offices (Almaty, Beijing, New Delhi and Tehran)**

1. The UNESCO cluster office present in the country of the Asian G-WADI Secretariat serves as the main coordinator from UNESCO's side.
2. The directly related cluster offices (Almaty, Beijing, New Delhi and Tehran) assist the main coordinator in the work of the Asian network.
3. The main coordinator keeps an active link on the activities of the networks with the IHP Secretariat in Paris and Science Regional Bureau in Jakarta and related cluster offices in other regions of the UNESCO.
4. In consultation with other UNESCO Cluster Offices in the region and IHP Paris assist the Asian G-WADI Secretariat and Asian G-WADI steering Committee in drafting of a plan of action for the network and its implementations
5. The main UNESCO coordinator will also act as the main facilitator in all stages of planning and implementation of the regional plan of actions.