

## **China Europe Water Platform CEWP**

Secretariat

### **Terms of Reference and Rules of Procedure for CEWP bodies: Joint Steering Committee, the Secretariat and Focus Areas**

#### **Background**

The Joint Steering Committee (JSC) and the CEWP Secretariat are created pursuant to the Joint Statement upon the establishment of the China-Europe Water Platform (CEWP) signed by the Ministry of Water Resources of the People's Republic of China and the Presidency of the Council of the European Union on behalf of the Member States and Croatia on 14 March 2012 in Marseille, France.

The mandate of the JSC, as written in the Appendix of the Joint Statement, is to oversee the implementation of the CEWP, in particular its Work Programme adopted at an annual basis by the Committee.

The mandate of the Secretariat, as described in the Joint Statement is to assist the cooperation among the various stakeholders involved in the CEWP, which may include government agencies, river basin authorities, research institutes, municipalities, NGOs and the private sector.

Since the time of the establishment of the CEWP, the structure of the CEWP has been created and made operational, more EU Member States have actively joined the implementation of the CEWP, and also many water related processes within China, European Union and also International Communities has changed or being developed, the more detailed and structured Terms of Reference for the JSC, the CEWP Secretariat and the thematic Focus Areas were adopted at the 10th Meeting of the JSC on 27 June 2018 In Qingdao, P.R.China after the consultative process by the European Union Member States, Ministry of Water Resources, P.R. China and the European Commission.



## Joint Steering Committee (JSC)

### 1. Mandate

- 1.1. JSC is the highest decision-making body of the CEWP
- 1.2. Decides which of the EU Member State acts as the lead country and holds the European Secretariat for the CEWP for the next two year term.
- 1.3. Decides the Focus Area Leaders (one from Europe and one from China) for the next two year term.
- 1.4. Adopt a two-year Work Programme as submitted by the Secretariat and follow up the implementation of the Programme and decide necessary amendments to it on yearly basis.
- 1.5. Amend the CEWP structure: Focus Areas and its subprogrammes when necessary based as proposed by the Secretariats.
- 1.6. Adopt new EU Member States to be full members within the CEWP.
- 1.7. Provide coordination based on the outstanding issues reported by the secretariats or by the thematic focus areas
- 1.8. Collect policy recommendations arising from the Focus Areas and other relevant sources of information, and formulate the recommendations to be a basis for policy dialogue at annual High-Level Conference and other relevant fora.
- 1.9. Decide the themes and tentative programme for the coming High-Level Annual Conferences as submitted by the Secretariats.

### 2. Representation

- 2.1. Membership at the Joint Steering Committee is open to Governments of China and all EU Member States.
- 2.2. The members of the JSC are representatives nominated by the competent Ministries of those EU Member States participating the CEWP activities as a country or countries being responsible or participating the Focus Areas and their subprogrammes of the CEWP, European Commission and EU Delegation to China, the representatives of the Ministry of Water Resources and Chinese administrative, research or business organisations nominated by the Ministry of Water Resources of the P.R. China. Substitution is allowed, but the replacement/alternate needs to reflect continuity and commitment of the CEWP cooperation.
- 2.3. The decision for nominated representative to become a new member of the JSC is noted by the incumbent JSC.
- 2.4. If an EU Member State, Ministry of Water Resources, China, wishes to change its representative, it has to inform the Secretariats well in advance before the coming JSC Meeting. The same applies if a new EU Member State or Chinese representative will enter as a full member of the CEWP.
- 2.5. The JSC is co-chaired by the representative of the Ministry of Water Resources and the representative of the EU Member State that is the lead country of the CEWP. Co-chairs will be at the DG level from both sides.
- 2.6. Experts, particularly representing the Focus Areas of the CEWP are welcome to participate the JSC Meetings as observers.
- 2.7. The Secretaries from both sides are always present in the JSC meetings and act as secretaries of the JSC meeting.
- 2.8. Participation in the JSC Meetings as observers is open to provinces, cities, research institutes and universities in China and Europe, business associations, water utilities and private companies and national NGOs from Europe and China.



3. Accountability
  - 3.1. Members of the JSC are accountable for their participation in the JSC through the normal reporting structures of their Ministries and superior agencies.
4. Meetings
  - 4.1. The JSC will meet on regular basis, at least once per year face-to-face, alternatively in Europe and China. Co-chairs may also determine to organize meetings via conference calls or electronic correspondence if requested by the Secretariat.
  - 4.2. Invitations and provisional agenda to the meetings of the JSC shall be issued by the Secretariats to all members, Focus area and subprogramme leaders, EU Commission and EU Delegation in Beijing at least sixty days before the date fixed for the opening of the regular meeting.
  - 4.3. The Secretariat shall circulate documents which require action or decision by the JSC in due time before the opening day of a meeting, unless otherwise decided by the Co-Chairs.
5. Responsibilities
  - 5.1. The co-chairs of the JSC, which must be present at each meeting, are responsible for moderating the meetings and determining the agenda of the meetings after consulting the members.
  - 5.2. The JSC appoints two Vice-Chairs, one from Europe and one from China, who will take over the Chairmanships in case of their absence.
  - 5.3. All members are responsible for making all efforts to comply with annual CEWP work plan and inform the Secretariat of any deviations.
6. Funding
  - 6.1. All parties are responsible to cover their own costs. The host provides venue, meals and simultaneous translation.
7. Official languages
  - 7.1. The official languages of the JSC are English and Chinese. During the JSC meeting interpretation between these two languages will be organized.
8. Dispute resolution
  - 8.1. The search for consensus is adopted as a working method of the JSC. Should the JSC be unable to resolve an issue through negotiations among the members unanimously, the JSC will refer the issue to its co-chairs for dispute settlement. Joint decisions made by the co-chairs will be considered final by the JSC.



## CEWP Secretariats

### 1. Mandate

- 1.1. Assist the Joint Steering Committee and the Focus Areas in their activities and all stakeholders involved in these activities in the water cooperation between China and Europe.
- 1.2. Providing coordination and oversight for implementation of the CEWP work program
- 1.3. Prepare a two-year Work Programme to be approved by the JSC.
- 1.4. Implement the remaining parts of the Work Programme which are not addressed to be the responsibility of the Focus Areas and subprogrammes.
- 1.5. Assist new EU Member States and Chinese organizations to become members of the CEWP.
- 1.6. Prepare and organize JSC Meetings and Annual High-Level Conferences together with the host countries.
- 1.7. Establish communication and potential co-operation between CEWP and international organisations, including financing institutions.
- 1.8. Ensure dissemination of the activities, progress and other relevant information through a web site, newsletter, social media and other relevant medias.

### 2. Secretariat composition

- 2.1. The Secretariat is composed by the Chinese Secretariat hosted by the Ministry of the Water Resources, P.R China and the European Secretariat hosted by the competent Ministry of the lead country in two years terms. When necessary other organisations from the host countries may form a part of the Secretariat, upon mutual approval.
- 2.2. The previous and forthcoming European host countries are welcome to assist the European Secretariat.

### 3. Working routines

- 3.1. The Chinese and European Secretariat will meet face-to-face at least twice a year. Between the meetings the Secretariats keep continuous contact via electronic communication.



## Focus Areas

1. Mandate
  - 1.1. Each Focus Area consists of one or several subprogrammes
  - 1.2. A subprogramme might also be a cross-cutting programme over the Focus Areas reporting to all Focus areas
  - 1.3. Each Focus Area and subprogramme has leading countries, one of them is always China
  - 1.4. Research organisations, Universities or Business Associations may take the responsibility of leading the Focus Area or subprogramme after consultations with the competent Ministry of the leading country
2. Responsibilities
  - 2.1. To implement the Work Programme of the CEWP
  - 2.2. To coordinate the work implemented by the subprogrammes
  - 2.3. Subprogrammes report their activities and policy recommendations arising from their activities to Focus Areas
  - 2.4. To combine information of the activities and policy recommendations from subprogrammes and prepare a progress and synthesis report from each Focus Area to be presented for the JSC.
  - 2.5. To promote the exchange of innovative legislation and policy, economic and technological measures to improve water security and implementation of the water related Sustainable Development Goals as defined in the UN Agenda 2030.
  - 2.6. To take into consideration the impacts of socio-economic and technological development, urbanization and climate change on water security and seek solutions how to adapt to these megatrends.
  - 2.7. To find synergies between water management, research activities and role of private sector to improve water security
  - 2.8. To create opportunities for Chinese and European private sector cooperation
  - 2.9. To give update for the Secretariats about the content and outcomes of their activities for dissemination, particularly through the CEWP website.
3. Focus Area leaders
  - 3.1. Focus Area Leaders (one from Europe and one from China for each Focus Area), representing participating organizations, are appointed for two year terms by the Joint Steering Committee.
  - 3.2. Focus Area leaders are coordinating the activities as defined in Paragraph 2 for Focus Areas.
  - 3.3. Focus Area Leaders will prepare short activity reports for the Joint Steering Committee in cooperation with the Secretariats.
  - 3.4. Focus Area Leaders will prepare policy recommendations in a dialogue with the Secretariats
4. Co-operation instruments
  - 4.1. Co-operation instruments could be thematic seminars, study tours, training courses, twinning projects, facilitation services between private businesses, research organisations, universities etc.

