



International Association
for Hydro-Environment
Engineering and Research

Hosted by
Spain Water and IWHR, China

Request for Proposals IAHR Africa Congress 2024

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General Information about the IAHR World/Regional Congresses

Introducing the IAHR Congresses

Water is at the centre of major global challenges including climate change, sustainable development, a growing population and its needs, food security, income inequality and poverty, limited water resources and their management, and safeguarding biodiversity. At a global scale, IAHR World Congress provides a major global platform for accelerating our ability to meet these challenges. It does so by enabling the Host organisation to bring together the latest technical and scientific knowledge, practice, trends and innovations of the global hydro-environment community. The World Congress is the world's longest standing and a widely recognised global event in the water and environment sector. Held every two years since 1938, the World Congress is the flagship event of IAHR that takes place in different cities and countries around the world, each time with a headline theme that is chosen by the host.

The IAHR Regional Congresses, organized on even numbered years, are events that hydro-environmental challenges and solutions are discussed and among regional communities. This is important given that hydro-environmental issues vary from continent to another, and from region to region. So far, IAHR has well established the regional congresses in Latin America, Asia Pacific and Europe which are very well successful. Africa Division has organized five regional congresses since 1994 to 2002. After to the division meeting during the world congress in Granada 2022, the Africa Division has decided to open again the bids for the 6th Africa congress 2024.

Typically, the format of IAHR congresses consist of a range of activities that can be designed in consultation between the Host organisation and IAHR. They typically include:

- High Level Panels
- Keynote speeches
- Awards
- Scientific sessions with an abstract and paper selection process
- Special sessions organised by strategically important external organisations
- Exhibition and fair
- Industry focussed sessions
- Workshops and master classes
- Specialised events with young professionals
- Global meeting of institute directors
- Activities with the general public.

The value of hosting the IAHR Africa Congress

Hosting the 6th Africa Congress brings a prestigious global event on Hydro-Environment to the host institution, city and country.

- The event provides a highly visible local and global platform for hosts to showcase regional and international leadership in the Hydro-Environment sector. It is a concrete and practical opportunity to highlight the issues of the most urgent and strategic priority.
- It brings socio-economic opportunities to the host city via the participation of over one thousand expert participants who over a full week shall contribute to local economies and tourism as well as by presenting the possibility to highlight the major water and environment issues to local and national populations.
- The Congress brings the world's foremost experts and leaders on hydro-environment to the host city and accelerates concrete exchange on the latest technical knowledge, research, innovations and best practice with the global community on the present and future solutions of the water and environment sector.
- The Congress provides a targeted and highly relevant platform for local and national experts, organisations, universities, institutes and businesses to create lasting international relationships, networks and opportunities.
- The Congress provides to the host a unique rallying point to build synergy amongst the local and national water community around national agendas and topics of common and strategic interest.
- By augmenting traditional physical congresses with new digital opportunities, the Congress provides extended and prolonged outreach and global visibility that is highly targeted and relevant towards hydro-environment experts, researchers, practitioners, scientists, engineers as well as public and private organisations and international organisations.



About IAHR

Founded in 1935, the International Association for Hydro-Environment Engineering and Research (IAHR) is a global independent members-based organisation of engineers and water specialists working in fields related to the hydro-environmental sciences and their practical application. IAHR stimulates and promotes innovation, research and its application by sharing new paradigms and developing networks, setting industry standards, informing best water management practices, and nurturing young professionals.

What does IAHR do?

IAHR's vision is to bring together the world's engineers, experts, researchers and organisations to accelerate solutions and knowledge discovery about the water environment.

IAHR accomplishes its goals via four strategic areas of activity:

1. **Provide a world class international networking platform and great member experience** for knowledge makers and consumers, top and emerging scholars and leaders in the field of Hydro- Environmental science, engineering and research to meet, collaborate, exchange, further careers, promote work and augment influence on state-of-the-art projects and the world 's grand engineering challenges. IAHR engages today 's experts and helps prepare the next generation to respond to the complexities of future challenges.
2. **Inspire, disseminate and catalyse state of the art knowledge and thinking** on the most important water engineering and related environmental issues of present times through high quality products and peer-reviewed publications.
3. **Convene events that set agendas, harness and amplify the collective knowledge of the global Hydro-Environment community** through the organisation of congresses, symposia, seminars, workshops, learning experiences and meetings around the world on the latest and most pertinent subject areas and emerging areas of interest.
4. **Act as a global voice on behalf of the water and environment engineering industry** as well as the research and educational community by leveraging its position as an international expert organisation, working with strategic partners and through global outreach and advocacy on matters of interest and importance to our members.

The IAHR Community

IAHR brings together over 4000 members from more than 50 countries. They are the world's experts in Hydro-Environment, representing water specialists and practitioners from scientific, institutional, industry as well as private and public organisations.

IAHR's strong global presence brings together members and regular activities via established Regional Divisions in Europe, Latin America, Asia Pacific, Africa, Middle East and North Africa, and North America.

IAHR's numerous Technical Communities constantly open new ground and engage with extended networks the world over. They currently cover:

- Fluid Mechanics
- Experimental Methods and Instrumentation
- Hydraulic Machinery and Systems
- Industrial Flows and Energy Exchange
- Hydraulic Structures
- Fluvial Hydraulics
- Hydroinformatics
- Ice Research and Engineering
- Groundwater Hydraulics and Management
- Coastal and Maritime Hydraulics
- Marine Outfall Systems
- Urban Drainage
- Ecohydraulics
- Flood Risk Management
- Innovation and Professional Development
- Climate Change Adaptation
- Global Water Issues
- Drones in Hydraulics
- Global Water Security
- IAHR/WMO Hydrometry Training Course Working Group
- Oil Spill Modelling
- Reservoir Sedimentation
- Sustainable Development Goals
- Water System Operations
- Transient Flows
- Nature Based Solutions (tbc)

IAHR Africa Congress selection process

Who is eligible to submit a proposal?

The candidate host organisation(s) must be legally registered entities with the authority and operational and financial capability to organise and host the IAHR Africa Congress. Proposals should be submitted by the candidate host organisation(s) with the approval and signature of the legally authorised officer(s).

Steps and Key Dates

The 2024 IAHR Africa Congress selection will be completed in a simple three step process.

1. **Sept 2022**: IAHR launches a public call for candidatures to host the 6th IAHR Africa Congress in 2024.
2. **15 Oct 2022**: Deadline for candidates to submit letters of expression of interest to the IAHR Africa Division.
3. **30 Oct 2022**: Deadline for proposals by candidates to the IAHR Africa Division. The proposals shall be evaluated by the IAHR Africa Division Committee and the IAHR Executive Committee, during which candidates may be requested to provide further information to complete due diligence. Depending on need, and travel possibilities due to COVID-19 global pandemic, the candidate host organisation(s) is expected to cover all costs related to one site inspection which shall include meetings with the candidate host organisation(s) and key partners for up to two members of the IAHR Executive Committee as well as the IAHR Africa Division Chair. The final preferred candidate shall be selected by the IAHR Executive Committee; with endorsement by the IAHR Council.
4. **31 Dec 2022**: The IAHR Africa Division informs candidates of the selection results.

Evaluation Criteria

The evaluation criteria shall be based on three key areas:

- Technical and thematic expertise to inspire, convene and lead the global and national hydro-environment community
- Financial capacity to organise the Africa Congress and to provide returns to IAHR
- Logistical and congress organisation capabilities

What the proposal should contain

Candidates are requested to include the following information in their proposal at a minimum and are encouraged to include any other relevant information that enhances the proposal.

1. Cover letter from the candidate host organisation(s)

- Cover letter signed by the authorised representative(s) of the host organisation(s), which presents the proposal and includes acceptance of the

Terms of Reference as guidance for the organisation of the Africa Congress
(**annex A**).

2. Information about the host organisation(s) and the proposed destination of the Africa Congress

- Names and descriptions of the host organisation(s)
- Destination information
- Suggested dates in 2024 for the Africa Congress (5 days)

3. Technical, Scientific Capabilities and Thematic Programme

- Main theme, its rationale and its pertinence to IAHR as well as the African hydro-environment community
- Preliminary sub-themes of the Africa Congress
- Description of the scientific, technical, research, policy and practice capabilities of the host organisation(s) and partners in the hydro-environment sector. This can include the stakeholders, expertise, institutions, programmes, networks and partners that will be mobilised for the Africa Congress (letters of support may be included where appropriate)
- Overview of the proposed Africa Congress programme
- Exhibition and Fair
- Suggested technical visits and Young Professionals program

4. Financial proposal

- Preliminary budget (revenues and expenditures)
- Fixed contribution to IAHR which shall be no less than 10,000 Euros

5. Logistics and Congress organisation capabilities

- Information on the congress venue including room configurations and capacities, facilities and services. The Host organisation may sub-contract related services to a Professional Congress Organiser (PCO) or other service or facility providers.
- Proposals to enhance the physical congress with virtual/digital technologies
- International and national transport (including visa requirements)
- Accommodation information for all types of participants (high level to student)
- National and international event organisation capabilities and experience
- Suggested social/networking programmes
- Engagement with any other stakeholder groups such as young professionals or the general public
- Sight-seeing and extended stay possibilities (including pre or post congress technical tours)

6. Key personnel to be involved

- Main contact points at the host organisation(s)
- Proposed members of the Leading African associations
- Proposed members of the African Union



- Proposed members of National Organising Committee / Project Team

Where to submit proposal

Candidates are requested to submit an electronic copy to the IAHR Africa Division Chair at:

iahr.africa.congress2024@gmail.com

For more information

For more information or to arrange a confidential discussion, please contact IAHR Africa Division Chair, Moez LOUATI at mzlouati@ust.hk.

<https://www.iahr.org/>

Annex A: Terms of Reference for hosts of the Africa Congress

Basic Terms of Reference

- The Host Organisation agrees that the Africa Congress will have a duration of 5 consecutive days, starting on a date of its own choosing, with consideration given to the timing of other significant water conferences holidays and other global/African events.
- The Host Organisation shall pay an upfront fee of a minimum of 10,000 Euros (incl. taxes and related charges) to be agreed with IAHR to host the Africa Congress. The Host Organisation also agrees to contribute a minimum percentage of 10% of congress registration fees to IAHR. The Host Organisation may raise revenues via registrations, sponsorships, exhibitions and other means and retain any resulting financial profits after congress related fees and expenses have been paid.
- The Host Organisation and IAHR shall work together to market the Congress to attract participation of individuals, institutions, sponsors and exhibitors.
- The Host Organisation shall prepare the website and brochures ready to promote the IAHR Africa Congress at least 12 months before the Congress.
- The Host Organisation and IAHR agree to hold monthly virtual meetings beginning at least 12 months before the Congress.
- The Host Organisation (and/or its partners) agrees that it is responsible for the entire funding for the organisation and hosting of the Congress and that IAHR shall not be responsible for any financial losses incurred by the Host Organisation through the organisation or hosting of the Congress.
- The Host Organisation agrees to collect and pay to IAHR, the association membership fee for all non-members who register for the Africa Congress. This should be factored into the setting of Congress registration fees.
- The Host Organisation agrees to arrange and pay for a site visit of the conference venue for the IAHR President, Executive Director and Chair of the IAHR Africa Division at least 12 months prior to the Congress.
- The Host Organisation agrees to work with the IAHR Secretariat to prepare official invitations for VIP and key-note speakers at least 12 months prior to the 6th IAHR Africa Congress.
- IAHR agrees to work with the Host organisation to mobilise its members, technical communities, institutions and networks to increase the success of the Congress

Additional Detailed Terms of Reference and Guidelines

The detailed Terms of Reference are accepted by IAHR and the Host organisation(s) as guidance regarding the organisation of the IAHR Africa Congress:

Organisational structure

The governance and working bodies for the Congress will typically be agreed and initiated not later than 24 months prior to the IAHR Africa Congress.

Typically, the Congress will be overseen by Africa Division leadership members. The Congress is organised by a Local Organising Committee (LOC) consisting of various national stakeholders and supported by a locally run secretariat. The LOC is chaired by and composed of individuals nominated by the Host. An African Scientific Committee (ASC) is created to manage scientific content, with the ASC members being nominated by the Host Organisation(s) and by IAHR Africa Division. The Host Organisation(s) and the IAHR Africa Division jointly select the Chair or Co-Chairs of the ASC.

Management and coordination

The host organisation(s) are responsible for:

- Overall coordination of the Congress through the LOC
- Liaison with IAHR Secretariat and Africa Division
 - Checking of precedent and procedures
 - Distribution of ASC/LOC minutes to IAHR on a regular basis
 - Monthly videoconferences with IAHR
 - Advance review of principal communications and dissemination items
 - Ad-hoc communication as required
- Financial control, budget and accounting:
 - Drafting and updating the budget
 - Opening bank accounts
 - Meeting local or government tax law commitments
 - Keeping books of account
 - Monitoring cash flow and funding accounts
 - Checking bank statements
 - Checking invoices and paying accounts
 - Monitoring expenditure within the approved budget
 - Control of financial contribution and sponsorship funds
 - Receiving registration fees and other income
 - Monitoring non-payments
 - Advising on insurance needs (Public Liability and Abandonment)
 - Advising on transfer of funds (country to country)
 - Investing surplus funds for revenue
 - Producing final accounts

Press

The Host organisation(s) is responsible for proposing, budgeting and managing the following if required:

- Mobilising the press and media
- Accreditation to attend the Congress



- Advance newsletters
- Press releases
- Press briefings
- Press officer
- Post-Congress press releases
- On-site arrangements

Promotion and communications

The promotional material, publicity, publications and website should be proposed by the Host organisation(s) and approved by IAHR. Publications typically include (but are not limited to):

- Save the Date announcements and Calls for Papers
- Posters and brochures
- Programme
- Congress Proceedings
- Participant lists
- Final Reports

The related tasks include (but are not limited to):

- Creation of a logo and choice of colour scheme for print
- Design of layout
- Standard and extent of each print item
- Collation and production of “copy” for each print item
- Translation of “copy” for each print item into the official languages (if necessary)
- Establishing and maintaining print deadlines
- Proof-reading in all languages (if necessary)
- Liaison with print companies on deliveries
- Liaison with printer, packer and mailers on distribution both before and during the Congress
- Deadlines for distribution of promotional materials will be agreed with IAHR, and IAHR commits to aiding the Host Organisation(s) to mobilise the media/press and other international organisations.

Websites

- The Africa Congress website will be an important mechanism to communicate about the Congress and to interact with participants. The Host Organisation(s) is responsible for creating and maintaining this website, which will contain
 - Promotional material
 - Information on how to register
 - The Congress Programme
 - Practical informational regarding accommodation, transport, access, etc.
- The Africa Congress website should use the web domain that will be provided by IAHR to the Host along with full administrative capabilities.
- All material received is to be copied to the IAHR following the Congress, and IAHR will hold the intellectual property rights to all Congress related materials.

Congress framework and programme

- IAHR shall provide guidance on the overall programme framework of the Congress to the Host Organisations, which will typically include (but not limited to): ordinary sessions, special sessions, keynotes, institute director ´s meeting, workshops, technical visits, sessions and meetings of the IAHR technical and regional communities, high level panels, exhibition & fair and side events.
- The detailed programme and activities within the framework are proposed by the LOC in consultation with the IAHR Global Secretariat and IAHR Africa Division.
- The overarching theme for the Congress will be proposed by the Host organisation(s) and fixed upon agreement by IAHR
- The proposed sub-themes may be modified depending on future liaison with the ASC and the Africa division committee. The final sub-themes are subject to final approval by IAHR.
- The Host Organisation(s) are responsible for implementing the agreed programme and activities through the agreed organisational structure.

Sessions and Side events - Content and Author Management

- The Host Organisation(s) and IAHR via the Congress organisational structure are responsible for the design, proposal and organisation of the ordinary sessions, special sessions and workshops sessions and content – including author management.
- IAHR will organise the following activities that must be incorporated into the programme:
 - Award(s) ceremony (if any)
 - The IAHR General Members Assembly
 - IAHR Technical Committee and Africa Division activities
- The selection of special sessions is the responsibility of the Host Organisation and IAHR via the Congress organisational structure.
- The organisation of side events is the joint responsibility of the Host organisation and IAHR via the Congress Organisational structure.
- The selection and organisation of the keynotes and/or high level panels is the responsibility of the Host Organisation(s) and IAHR via the Congress Organisational Structure.
- The organisation of the sessions and meetings of the IAHR technical and regional communities will be designed and coordinated by IAHR in conjunction with the ASC and with the support of the LOC and Congress Secretariat.

Technical exhibition and fair

- Conditions for technical exhibition are proposed by the Host organisation(s) with final approval by IAHR. The proposal should include a complementary, fully equipped stand for IAHR.
- The exhibition area should also include a fair with a programme of activities and associated facilities.
- The Host organisation(s) is responsible for designing, organising and implementing the Exhibition and Fair with advice and oversight from IAHR.

Technical visits/Field trips

The Host organisation(s) are responsible for:

- Choice of visits and organisers
- Invitations and ticketing
- Liaison with organisers
- Arrangements, coaches, guides, meals

Facilities

Depending on the final programme, for guidance purposes, space requirements typically include:

- A plenary room for all attendees
- A minimum of 5 rooms for parallel sessions with space for 100 attendees in each one
- Additional rooms for parallel special sessions and side events
- Meeting room for full one-day meeting of IAHR Africa Division and Executive Meeting organised immediately prior to the Congress
- Coordination room for the IAHR, ASC and LOC
- Coordination room for the LOC and Congress Secretariat
- A VIP reception room
- Breakout space for meetings of participants
- Space for press
- Space for technical exhibition and fair
- WIFI/Internet space

Language/Translation

The IAHR Africa Congress and all related materiel must be in English. Additional languages may also be used depending on the participants involved and the translation services provided.

Gala dinner and social programme

The Host Organisation(s) has the following responsibilities:

- Overall responsibility for programme choices – VIP dinner, general welcome reception, concert, gala dinner, etc.
- Financial responsibility for these events (either through ticketing or sponsorship)
- Procedures for opening and closing ceremonies
- Guest and VIP lists (local and international)
- Official functions – open & closed events
- Other official functions – President's lunch or dinner, government hospitality, executive or speaker's lunch, etc.
- Accompanying guests programme
- Pre- or post-Congress tours
- Related social events – hospitality by embassies and Exhibitors
- President's reception on the opening day of the Congress

Accommodation

The Host Organisation(s) is responsible for:

- Negotiating favourable rates for a range of hotels to be offered in different price categories
- Agreement/contracts with hotels and colleges
- Liaison with hotels and colleges, notification, rooming lists, deposits, cancellations

Registration Management

The Host Organisation(s) is responsible for:

- Registration procedure
 - Deciding on the registration fees to attend the Congress in consultation with IAHR (NB.: all non-members of IAHR attending the Congress gain a 12-month IAHR membership with the cost of membership paid to IAHR, this typically will be taken into account when defining the registration rates for non-members.)
 - Setting-up the registration system and platform
 - Organisation and supervision of congress bags, badge production, pre-ordered tickets
- Advance registrations
 - Receipt and monitoring of paid registration fees
 - Maintenance of registration fees bank account
 - Issuing of confirmations and receipts
 - Handling cancellations and refunds
 - Collecting unpaid fees
 - Repayment of overpayments received
- On-site registrations
 - Setting-up desk registration system
 - Cashier arrangements
 - On-site ticketing, name badges, distribution of papers and congress kits
 - Addendum to participant list

Annex B: Regional Events Information

Information about regional divisions and latest regional congresses:

Africa Division (AD)

<https://www.iahr.org/index/committe/82>

Asia Pacific Division (APD)

<https://www.iahr.org/index/committe/83>

22nd APD congress

<https://iahr-apd2020.eng.hokudai.ac.jp/htdocs/static/mirror/sponsors.html>

Latin America Division (LAD)

<https://www.iahr.org/index/committe/85>

30th LAD congress

<https://www.xxx-congreso-latinoamericano-de-hidraulica.com/en/>

Europe Division (ED)

<https://www.iahr.org/index/committe/84>

7th ED congress

<https://www.erasmus.gr/microsites/1227>

Annex C: IAHR Governance and Organisation Structure

IAHR is a non-profit membership-based association established in 1935, and registered at the Netherlands Chamber of Commerce (RSIN: 802165199). It has offices hosted by Spain Water in Madrid, Spain and by IWHR in Beijing, China.

IAHR adopted a new Constitution and Bylaws that came into effect on 1 August 2021. The new organisational entities of IAHR are described below.

The **General Members Assembly** is currently composed of around 4000 IAHR members from over 50 different countries.

The **IAHR Executive Committee** is composed of :

President



Joseph Hun-Wei Lee

Macau University of Science and
Technology
Macao SAR, China

Vice President



Robert Ettema

Colorado State University
United States of America



Amparo López Jiménez

Universitat Politècnica de València
Spain



Hyoseop Woo

Gwangju Institute of Science and
Technology
Republic of Korea

Co-opted Vice President



Dominique Brocard

AECOM
United States of America

Secretary General



Ramón Gutiérrez Serret

Centro de Estudios Hidrográficos
Spain



Jing Peng

China Institute of Water Resources
and Hydropower Research
China



International Association
for Hydro-Environment
Engineering and Research

Hosted by
Spain Water and IWHR, China

Executive Director



Tom Soo

IAHR



The **IAHR Council** is composed of the IAHR Executive Committee (above) as well as the following additional members:

Division Chair



Gregory De Costa
Open Polytechnic of New Zealand
Sri Lanka



Corrado Gisondi
Università Della Campania
Italy



Moez LOUATI
The Hong Kong University of Science
and Technology
Hong Kong SAR, China



Pablo Daniel Spalletti
Instituto Nacional Del Agua /
Universidad Nacional de La Plata
Argentina

Technical Committee Chair



Brian Crookston

Utah State University
United States of America



Roger Falconer

Cardiff University
United Kingdom of Great Britain and
Northern Ireland



Eva Fenrich

Esslingen University of Applied
Sciences
Germany



David Ferras Segura

IHE Delft Institute for Water
Education
Netherlands



Rui M.L. Ferreira

Instituto Superior Tecnico
Portugal



Gabriele Freni

Università Di Enna Kore
Italy



Alberto Guadagnini

Politecnico di Milano
Italy



Massimo Guerrero

Università di Bologna-DICAM
Italy



Zhiguo He

Zhejiang University, Ocean College
China



Knut Hoyland

Norwegian University of Science and
Technology (NTNU)
Norway



Elpida Kolokytha

Aristotle University of Thessaloniki
Greece



David McCarthy

Monash University, EPHM Lab
Australia



Daniela Molinari

Politecnico Di Milano - DICA
Italy



Arthur Mynett

IHE Delft Institute for Water
Education
Netherlands



Vladimir Nikora

University of Aberdeen
United Kingdom of Great Britain and
Northern Ireland



Gregory Pasternack

University of California
United States of America



Roberto Ranzi

University of Brescia
Italy



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University of Stuttgart, Institute of
Fluid Mechanics and Hydraulic...
Germany



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Hong Kong SAR, China



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Singapore



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