

# BY-LAWS

Revised at 63rd IEC Meeting, Adelaide, June 2012

INTERNATIONAL COMMISSION ON  
IRRIGATION AND DRAINAGE (ICID)



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# By-laws

Revised at 63<sup>rd</sup> IEC meeting, Adelaide, Australia, 2012

## ***Central Office***

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## **BY-LAW (1) – PREAMBLE**

- 1.1 Enactment of By-laws:** These By-laws have been enacted by the International Executive Council for the due implementation of the provisions of the Constitution of the International Commission on Irrigation and Drainage. The words and expressions defined in the aforesaid Constitution will have the same meaning in these By-laws.
- 1.2 Changes of By-laws:** The Council shall have powers from time to time to add, repeal, amend or vary all or any of the By-laws as they shall think expedient or fit for the management of the affairs of the Commission, or implementation of the powers of the Council, under the Constitution. The By-laws shall not be inconsistent with the Constitution of the Commission.

## **BY-LAW (2) – ELECTION OF OFFICE-BEARERS**

- 2.1 Office-Bearers Committee:** All Office-bearers, Presidents Honoraire, Vice-Presidents Honoraire and Secretaries-General Honoraire, attending a Council meeting shall form themselves into an Office-Bearers Committee and meet informally prior to the meeting of the International Executive Council and, after considering all nominations made in accordance with By-law (2), make recommendations to the Council for filling the vacancies in light of the considerations listed in By-law (2.7). After considering the Committees recommendations the Council shall vote to fill the vacancies.
- 2.2 Notification of Vacancies:** Seven (7) months before the date fixed for a Council meeting, the Secretary-General shall inform all National Committees of the vacancies in the office of the President and Vice-Presidents that will exist at the time of the meeting. This intimation may be accompanied with a statement showing, inter-alia, the names of the countries which have held these offices in the past.
- 2.3 Nomination by National Committee:** Should any National Committee so desire, it may submit its nomination (in a manner prescribed by the Council) to be received at the Central Office, at least four (4) months before the date of the Council meeting, accompanied by a statement of substantiation and the curriculum vitae or detailed particulars and qualifications of the nominee, who must be a national of the same country together with the grounds for the recommendation for the pertinent position. Nominations received in the Central Office, vide By-laws (2.3) and (2.4), shall be shown in the agenda of the Council meeting. In the case of postponement of a Council meeting, nominations received four (4) months in advance of the Council meeting shall be considered even if they are not shown in the Agenda.

- 2.4 Nominee Statement:** With the nomination in the prescribed form the National Committee shall also furnish a written statement from its nominee as follows:

“My Government/Organization agrees to my nomination for the office of the President/Vice-President of ICID after taking into account the duties that the responsibilities of my candidature entail. If elected to the office, I will owe allegiance to the Constitution of the International Commission on Irrigation and Drainage and will, to the best of my ability, preserve, protect, defend and uphold this Constitution”.

- 2.5 Nomination by President:** The President may, in consultation with the Secretary-General, invite any National Committee to submit a nomination for the vacancy in the office of the President or of a Vice-President. Such nomination in writing with complete curriculum vitae and other particulars as are hereinafter mentioned must be received in the Central Office at least one month prior to the effective date of the Council meeting at which it will be actually deliberated. In case of a postponed meeting it must be received at least one month prior to the actual date on which the Council meeting will be held.

- 2.6 Nomination in Writing:** Only written nominations received in accordance with By-laws (2.3) and (2.5) shall make candidates eligible for seeking election and all such nominations and the relevant curriculum vitae of such nominees and their statements (By-law (2.4)) shall also be available to the Office-bearers Committee on standardized forms for review and recommendations. The National Committees concerned, and only those National Committees, may send the curriculum vitae to all other National Committees before the Council Meeting.

- 2.7 Office-Bearers Recommendations:** The following shall, inter alia be the considerations to guide the Office-bearers Committee in making its said recommendations to the Council for the election of the President and the Vice-Presidents:

- (a) Subject to administrative and constitutional requirements, it is desirable that the ten offices (of the President and the nine Vice-Presidents) shall be distributed as equitably as may be practical between different geographical regions and among as many participating countries as possible. Thus, no country should hold more than one office (President or Vice-President) at one time, and no geographical region should normally hold more than its due proportionate number of the total number of offices including the office of President.
- (b) The period for which the country of the nominee has been a member of the Commission, and the extent of interest its National Committee and/or its nominee has taken in the activities of the

Commission. The nominee's activity both at the national and international levels besides the activities of the National Committee should be given prominence. On the other hand, the sponsorship by the country of Regional Conferences, Council meetings or a Congress does not necessarily add to the entitlement of the country's nominee.

- (c) The general or special needs of ICID of persons qualified for developing its activities and the qualifications of the nominee for meeting such requirements. The overall interests of the Commission (the service it can render to the international community in its field of activity) shall always reign supreme.
- (d) The time and effort the nominee has given in the past to the general affairs and functions of the Commission along with the nominee's likely future availability, time and effort and the likely particular assigned tasks.
- (e) The national and international status and level of responsibility of the nominee.

**2.8 Seniority of Vice Presidents:** The relative seniority of three Vice-Presidents elected each year shall be determined by the number of votes obtained by each; if there is no voting or the votes obtained are equal, then by a draw of lots.

**2.9 Nomination of Secretary General:** The President, acting as Chairperson of the Management Board shall make a nomination to the office of Secretary-General, at the Office-Bearers meeting and to Council.

## **BY-LAW (3) – WORK BODIES OF ICID**

### **General Scope**

**3.1 Setting-up:** In pursuance of Article 6.8 of the Constitution, the Council may set up work bodies of either permanent or temporary nature, for the performance of such functions or for a particular mission as deemed expedient for the promotion of the objects of the Commission.

**3.2 Approval of Documents:** The documents and conclusions emanating from such work bodies set out either in the form of work documents or of recommendations presented by the Chairperson on behalf of the body will be valid with the explicit approval of the Council with or without changes made thereto by the Council.

**3.3 Types:** The work bodies may be constituted in the form of a:



- (a) Permanent Committee - where the duties are to be carried out in a repetitive manner over a long period and the outcome is required to be reported directly to the Council.
- (b) Committee/Board where the duties are required to be carried out in a repetitive manner over a long period and the outcome is required to be reported to the Management Board and/or Permanent Committee.
- (c) Working Group -- where an assigned task is to be performed and completed in a specific period by a small group of selected individuals with the specific expertise for the work in view.
- (d) Work Team -- where a short duration task (not spread over a period of more than three years) is to be completed by a select small group of individuals.
- (e) Task Force -- where a work of an urgent nature is required to be completed within a span of two years with a select group of individuals.
- (f) Focus Group/Regional Group -- where a continuous follow up of an area oriented activity is implied on a long term basis.

**3.4 Meetings:** The work bodies will carry on their mandate through periodical meetings, in principle once a year at least, and by correspondence between meetings. Copies of all documents and correspondence pertaining to the workbodies shall be mailed to the Central Office by the Chairperson.

**3.5 Members of Work Bodies:** The work bodies shall comprise representatives nominated by National Committees from different regions of the world, and shall include any qualified expert or group of qualified experts, from various disciplines as appropriate. Qualified experts may be proposed to the Council under request from the Chairperson of the work body or from the President in agreement with the Secretary-General. All such members, as well as alternates for them from the same National Committee, shall be submitted to the Council for its consideration, approval or modification. They shall carry out their functions in ICID on an honorary basis. Direct Members and observers may attend the meetings of the work bodies without being entitled to vote.

**3.6 Limitation on Members:** The membership of the work bodies shall be on an honorary basis (at least so far as the Commission is concerned). No person shall be a member of more than three (3), work bodies not counting Office-Bearers Committee, Management Board or Staff Committee. Direct Members shall be the members of not more than three (3) work bodies. Members of work bodies not contributing by their attendance/correspondence for two consecutive years shall be replaced.

**3.7 Conclusions are Advisory:** The conclusions of all work bodies shall be advisory in nature and shall be effective only after they are approved and accepted by the Council with such modifications as the Council may desire.

### **3.8 Permanent Committees**

#### ***General***

- 3.8.1 The Council may set up Permanent Committees with missions of general vocation for administration and management, or of specialized technical vocation depending upon requirements. Each Committee may carry out its work either directly or through temporary work bodies created by it or connected with it.
- 3.8.2 Members of such Committees will be designated at the Council meeting on the basis of nominations made by National Committees from their membership or by the President in consultation with the Secretary-General, taking into account the specific expertise required and ability to serve. New members will be chosen from the nominees, after the concerned Permanent Committee has given its opinion.
- 3.8.3 Members of each Committee will be appointed for a three-year term by the Executive Council at the time of a Congress and may continue to function up to a total of six years, continuously or intermittently. Members, who no longer are actively functioning, may be replaced at the time of the Council meeting according to the aforesaid rules.
- 3.8.4 The Office-Bearers Committee, the Management Board and the Staff Committee will be presided over by the President (Articles 7.15 and 8.3 of the Constitution), while the Chairperson of the Permanent Committee on Strategy and Organization (PCSO) will be nominated by the President in consultation with the Secretary-General (By-Law 3.9.8 The Chairpersons of other Permanent Committees will be nominated at the Council meeting under recommendations of the Office-Bearers Committee.
- 3.8.5 The Secretary-General will be a member of the Permanent Committees and will advise on the overall functioning of these Committees. The President, apart from presiding over the Office-Bearers Committee and the Management Board, may participate in the meetings of any of the other Permanent Committees as an Observer.

- 3.8.6 Honoraire Office-Bearers willing to participate in the activities of work bodies may do so as Honoraire Members in addition to the regular members.
- 3.8.7 The Chairperson of a Permanent Committee may designate Rapporteur(s) from amongst members for reporting on the matters dealt with by the Committee.
- 3.8.8 Each Permanent Committee may itself elect its Vice-Chairperson, and its Secretary for drafting the minutes of its meetings.
- 3.8.9 When Rapporteurs and Secretaries are appointed to the Permanent Committees, the National Committees to which the Rapporteurs/Secretaries belong must undertake to provide the required secretaries/rapporteurs. At the end of the tenure, records of work should be passed on to the Central Office for future reference.

### 3.9 Role and Membership

- 3.9.1 The Council has constituted the following six (6) Permanent Committees and has fixed their overall role and membership as follows:
- 3.9.2 **The Office-Bearers Committee** shall compose of the Office-bearers in office and the Honoraire Office-bearers and will in general advise on all important questions concerning the policy, the orientations and the overall functioning of ICID. One of its primary duties is to make recommendations for filling the vacancies among Office-bearers, but the Council would still have the last word in the elections.
- 3.9.3 **The Management Board** is responsible, with the Central Office, for the implementation of the decisions made by Council and will decide such actions in between Council meetings as are necessary to properly effect the working of the Commission.
- 3.9.4 **The Permanent Finance Committee** (PFC) shall be concerned with the financial matters of the Commission and matters having significant financial implications to the Commission. It will review the receipts and expenditure, advise the Council on the previous year's accounts and on the proposed or provisional budget and will make recommendations on the annual subscriptions and other support required from the National Committees and the Direct Members for the current and future years. It may give its opinion to the President and the Secretary-General on the elements to be taken into account to prepare budgets of the

future years. The Committee shall also work out and recommend to the Council ways and means of improving the financial resources of the Commission to meet the financial requirements for undertaking different programs and activities emanating from the other work bodies. The Committee shall set up a Sub-Committee to consider the applications of Direct Members and review the membership of the National Committees in arrears of subscription.

- 3.9.5 The Permanent Finance Committee shall comprise the Secretary-General and a minimum of nine and a maximum of fifteen elected members. The Chairperson of this Committee shall be chosen at the Executive Council meeting either from among Office-Bearers (preferably those in offices) elected to this Committee or others who shall have been in service on the Committee at the time of appointment of the Chairperson.
- 3.9.6 **The Permanent Committee for Technical Activities (PCTA)** shall be concerned with all the technical activities including the issuing of all publications of ICID. It will be responsible for the activities of the technical work bodies, for the selection of the Questions/Themes for the Congresses, Conferences, Special Sessions, Symposia, etc., for the settlement of the technical conclusions thereof and for making appropriate recommendations for action thereon. The Committee shall develop and maintain a 3-year rolling plan of activities for all its appurtenant Committees and work groups, teams, and task forces. It will monitor progress against this plan at each Council meeting.
- 3.9.7 The Permanent Committee for Technical Activities will be composed of the Secretary-General, a minimum of nine and a maximum of fifteen elected members, as well as ex-officio members. The Chairperson of this Committee shall be chosen at the Executive Council meeting either from among the Office-Bearers (preferably those in offices) elected to this Committee or others who shall have been in service on the Commission at the time of appointment of the Chairperson. The Chairpersons of the work bodies reporting to the Permanent Committee on Technical Activities (PCTA) shall be the ex-officio members of the Committee.
- 3.9.8 Strategic, thematic and cross cutting issues may be initiated from time to time as decided by PCTA. Each of the chosen Strategy Themes will be managed by a Strategy Theme Leader who shall be nominated by the President from among the current VPs. The role and responsibility of the Strategy Theme Leaders shall be as follows:

- (a) To coordinate the activities of the Workbodies coming within the ambit of assigned strategy theme.
- (b) To suggest to PCTA new items of work that may be taken up by the existing workbodies.
- (c) To suggest formation of new Workbodies to study the hitherto uncovered aspects/issues relating to the particular strategy theme.
- (d) To recommend to PCTA inter- Workbody mechanisms on aspects/issues requiring joint study, and to facilitate such co-operations.

3.9.9 **The Permanent Committee on Strategy and Organization** (PCSO) shall be concerned with increasing the number of member countries and assisting the National Committees to become more active in their own countries and to achieve goals set for them from time to time. The Committee will also undertake issues related to strategic planning for ICID. The Committee will coordinate the activities of the Vice-Presidents in this area.

3.9.10 The Permanent Committee on Strategy and Organization will be composed of the incumbent Vice-Presidents, the Secretary-General and three immediate past Vice-Presidents. The Chairperson of the Committee will be nominated by the President in consultation with the Secretary-General from amongst the incumbent Vice-Presidents. The Chairperson shall serve the Committee during the tenure of membership of this Committee. The Committee shall also monitor the progress of the regional activities undertaken by the focus groups/regional groups and activities of special membership categories like the Young Professional Forum, and regional associations and deal with the long-term policies and strategies of the Commission and the global or regional programs related with such objectives.

3.9.11 **The Staff Committee** shall review and formulate the work procedures and the staff structure of the Central Office in keeping with the changing requirements of ICID and advise the Secretary-General on the functioning of the Central Office. The Staff Committee shall be headed by the President and with other members as designated by the Management Board.

### **3.10 Temporary Work Bodies**

- 3.10.1 Temporary work bodies may be created by the Executive Council as stipulated in By-law (3.1) and in pursuance of Article (6.8) of the Constitution. Their scope of work and composition shall be defined and modified as necessary by the Council.
- 3.10.2 The Council will determine the duration of their functioning and specify to which Permanent Committee the work body so created is to be linked. The duration of such functioning may be shortened or lengthened by the Council keeping in view the results accomplished by the work body in terms of the products such as study reports, publications, workshops, seminars as may be arranged by the work body, after considering the recommendations of the concerned permanent committee. As the duration of the membership of a work body is expected to be six years or less, the duration of the work to be undertaken by a temporary work body should not exceed period of six years.
- 3.10.3 The Committee, to which the temporary body is linked, may propose at the Council meeting a list of members to serve on the body on the basis of the nominations on request by the President in agreement with the Secretary-General.
- 3.10.4 The members of the temporary work bodies by themselves designate their Chairpersons, Vice-Chairpersons and Secretaries.
- 3.10.5 At the meetings of the permanent committees, the Chairpersons of the temporary work bodies may submit reports on the activities of their work bodies including, if relevant, proposals for holding Workshops/Seminars to present their Group's findings, once a year. The Chairpersons of the Permanent Committees to which work bodies are linked may present recommendations from these reports at the Council meeting.
- 3.10.6 The Chairpersons of the temporary work bodies will, in principle, be invited as ex-officio members at the meeting of the Committee or the Permanent Committee to which the work body is linked.
- 3.10.7 The temporary Special Committee set up in pursuance of Articles 12.1 and 12.3 of the Constitution to recommend on the amendments of the Constitution and By-laws shall continue as an advisory link to the Office-Bearers Committee for a duration as deemed necessary by the Council.

### **3.11 Vice-Presidents' Role**

3.11.1 Each Vice-President will be given responsibility by PCSO for a group of National Committees to foster and encourage their greater participation. The President will allocate in consultation with the Secretary-General specific functions to the Vice-Presidents in addition to the membership of PCSO. Such functions may, inter alia, include relations with other international organizations, follow-up on the activities of work bodies in their regions and helping the Central Office in matters associated with National Committees in their region. Each Vice-President may be associated directly with a work body. The Chairmanship of the Regional Working Groups, as far as possible, should be assigned to a Vice President in the region. Notwithstanding the generality of the foregoing, the Vice-Presidents may be assigned any of the following duties by the President:

- (a) Review the setup of the National Committees and guide them for evolving a broad-based structure as a Non-Governmental Organization.
- (b) Guide the National Committees in respect of their programmes for wider publicity of irrigation and drainage related issues and concerns through pamphlets /posters/exhibitions/ audiovisuals and media to reach the irrigation and drainage community at large.
- (c) Promote regional cooperation amongst the National Committees through developing regional collaborative programmes.
- (d) Visit and participate in the activities of National Committees in his/her region every year.
- (e) Promote international programmes in irrigation and drainage by/for the National Committees.
- (f) Participate in the Permanent Committee on Strategy and Organization by proposing issues for consideration and contribute to the development of regional strategies and special programmes in irrigation and drainage.
- (g) Represent ICID in international events taking place in his/her region.
- (h) Liaise with National Committees on above -mentioned items and other programmes/activities initiated by ICID.
- (i) To act as the Strategy Theme Leader in accordance with the By-law 3.9.7.

### **3.12 Council Designates**

The Council may also refer specific matters to a National Committee, or a group of National Committees, for examination or report, for collection of data and information or for preparing a draft publication.

### **3.13 Special Committees**

In the intervals between the meetings of the Council, for any urgent matter which cannot be allowed to wait until the next meeting of Council, the President of the Commission may, in consultation with the Secretary-General, or the Management Board, appoint special committees composed of Office-bearers or of persons to be nominated by such National Committees as the President may decide. He may also refer any specific matter to a National Committee for examination and report. Such action of the President shall be subject to confirmation at the next meeting of the Council.

### **3.14 Termination of Duties**

When any Committee or other body has completed specific work allotted to it, and has submitted its final report to the Council, it shall be deemed to have been discharged. When in like manner a National Committee has completed its work and made its final report to the Council, it shall be deemed to have been discharged of its functions in respect of the matter on which it has made its report.

## **BY-LAW (4) – INTERNATIONAL EXECUTIVE COUNCIL**

### **4.1 Agenda**

**4.1.1 Timing of Agenda:** The agenda for a meeting of the Council shall be sent by the Central Office, by airmail, to the National Committees and Office-bearers, at least one month before the date of the meeting. The agenda, which shall also indicate the exact date and venue of the meeting in the host country, shall be approved by the Secretary-General.

**4.1.2 Content of Agenda:** The agenda shall include the following:

- (a) Report of the Secretary-General on the activities of the Commission since the preceding report and more particularly about the activities not covered by the Annual Report for the preceding year, published for the period ending December 31 of the previous year.
- (b) Consideration of the application for admission of new countries to membership.



- (c) Financial statements for the preceding year, duly audited, and the proposed budget for the current year.
- (d) Consideration of the reports submitted by work bodies since the last Council meeting.
- (e) Agenda notes for the annual meeting of the Committees to be considered by the IEC.
- (f) Technical, administrative or constitutional matters proposed, for consideration by the Council, by the National Committees, the Central Office, Office-bearers, or any outside agency(ies).
- (g) Invitations received for venues of future Council meetings and congresses.
- (h) Election of Office-bearers.
- (i) Report and recommendations of the Management Board.

**4.1.3** At ordinary meetings of the Council, in between two Congresses, advantage may be taken by the host National Committee, should it so desire, to hold a discussion, on any specific technical subject of its choice and falling within the scope of activities of the Commission. No papers shall be invited for this discussion from other National Committees but the host National Committee shall provide to other National Committees and the Central Office two months before the meeting, a report on the subject, bringing out clearly the issues on which it would invite discussion.

## **4.2 Minutes**

- (a) After a meeting of the Council, the Secretary-General shall ensure the preparation of the draft Minutes containing a gist of the important discussions and full texts of the decisions made and of the resolutions passed.
- (b) These draft minutes shall be circulated to the participants for confirmation, with or without corrections, within a period specified. Additions or alterations in keeping with the proceedings will be accepted at the discretion of the Secretary-General. In case of doubt or controversy the Secretary-General will resolve the differences on the basis of verbatim tape-recorded proceedings.
- (c) After the lapse of the specific period, the Secretary-General shall notify the participants of any amendments made to the draft Minutes. The amended Minutes will then be taken as the confirmed Minutes, which will be final and binding on the members.

### **4.3 Annual Report**

The Annual Report of the Commission shall be prepared by the Secretary-General and published soon after the end of the financial year. The Annual Report shall present in brief the important activities carried out by the Commission, its work bodies, National Committees and the Central Office during the financial year covered by the report.

## **BY-LAW (5) – PARTICIPATION IN AND INVITATION FOR A CONGRESS OR A COUNCIL MEETING**

### **5.1 Participation**

Delegates of all National Committees and Nominees of Direct Members (Companies and Institutions) are entitled to participate in every Council meeting, Regional Conference and Congress.

### **5.2 Invitation**

- 5.2.1 A National Committee wishing to be host to a Congress or a Council or Regional meeting/conference shall extend an invitation, addressed to the Council, well in advance of the date of the proposed Congress or the Council or Regional meeting/conference. In order to provide adequate time for the host National Committee to make appropriate arrangements, the venue of a Congress must normally be decided at least four years in advance and that of a Council or Regional meeting/conference at least two years in advance. Invitation for a regional meeting/conference (which is not linked with the meeting of the IEC) shall be placed before the Council for consideration at least one year in advance.
- 5.2.2 A National Committee when extending an invitation for holding a Congress, Council or Regional meeting in its country, should, after consulting its Government, intimate as to the accountability of participation of nationals of all countries. This will, inter alia, be an important consideration in determining the venue of a Congress, Council or Regional meeting/conference.
- 5.2.3 An ordinary meeting of the Council is always held at the time of the Congress in the country where the Congress is held. The invitation for a Congress will, therefore, be understood to include also an invitation for that Council meeting.

5.2.4 A National Committee or a Direct Member (Companies or Institutions) may also extend an invitation, on its own initiative, or at the suggestion from a work body, for holding an international workshop, an international symposium or an international seminar on topics of current interest. Such invitations should be placed before the IEC for consideration.

### **5.3 Absence of Invitation**

Should it appear that no invitation will be received for a Congress or Council meeting to enable a timely decision being made the President and the Secretary-General will take steps to secure an invitation?

### **5.4 Rotation of Venues**

When considering the invitation received and those kept pending, if any, the Council shall, inter alia, keep in view the desirability of rotating the venues of the Congresses and Council meetings in different geographical regions and in different countries within each region.

### **5.5 Invitation Pending**

An invitation which it has not been possible for the Council to accept can be kept pending, if the National Committee concerned so desires, for consideration along with other subsequent invitations for a future Congress or a Council meeting.

### **5.6 Venues to be considered**

At the meeting of the Council, only the venues of Congresses, Council or Regional meetings/conferences shown in the agenda circulated for that Council meeting shall be considered.

### **5.7 Invitation Upheld**

In case a National Committee whose invitation for holding a Council meeting has been accepted is unable, for any reason, to hold that meeting, the Secretary-General, with the approval of the President, may request some other National Committee to extend an invitation and fix the venue and dates of the meeting in the country of that National Committee, failing which, the Council meeting shall be held at the seat of the Central Office on dates to be fixed by the Secretary-General in consultation with the President.

## **5.8 Proposals for Hosting Arrangements**

A host National Committee, whose invitation has been accepted by the Council for a Congress, Council or Regional meeting/conference will formulate its proposals for the exact dates, venue in the host country and detailed arrangements for the Congress or the Council or Regional conference, holding of an exhibition (if any), related study tours, and finalize these proposals, if for a Council or Regional meeting, in consultation with the Secretary-General. The general arrangements for a Congress will require the approval of the Council. The detailed arrangements, including sequence of speeches, etc., for the Opening Session, Closing Session, and social functions, of that Congress shall be determined by the Secretary-General and the host National Committee. Fees to be charged for an international Congress, conference, workshop, seminar, etc. and the share of the Central Office for the purpose shall be determined by the Council while approving the proposals for the event.

## **5.9 Other Obligations of the Host National Committee**

### **5.9.1 For a Congress, Symposium, Special Session, Seminar, etc.:**

In addition to the requirements of rules as may be prescribed from time to time, the host National Committee will assume the following obligations:

- (a) The host National Committee shall intimate to the Central Office before the date of commencement of the printing of the reports for the Congress, Special Session and Symposium, etc., the number of sets of preprints of the Transactions required by the host National Committee. Thereafter, the host National Committee shall be responsible to the Central Office for the costs thereof.
- (b) A host National Committee shall provide and pay for local secretariat assistance required by the President, the Secretary-General and two of the Professional(s) of ICID during and immediately before and after the Congress and meetings of the Council and work bodies. The local secretariat shall include (1) services of stenographers and typists and/or word processor; (2) copying and distribution of documents; (3) simultaneous interpretation in French and English during the sessions of the Congress, Special Session, Symposium, Seminar and International Executive Council meeting; (4) provision of French and English interpreters during the whole period of the Congress, the Council and other meetings as well as the study tours; (5) expenditure on the purchase of magnetic tapes, on

interpretation and translation. The host National Committee shall also bear the expense of the use by it of any other language other than English and French.

- (c) The host National Committee shall supply to the Central Office a set of photographs taken at the Opening and Closing Session, during the Technical Sessions and at important social events.
- (d) The host National Committee shall arrange to supply to the Central Office a complete set of literature distributed to the delegates during the study tours and a set of photographs of representative works visited. It shall also assist the Central Office in the write-up about the study tours in which the Central Office representatives have not taken part.
- (e) The President, the Secretary-General and two of the Professional(s) of the Commission (but not the members of their families accompanying them) shall be exempted from paying the registration fee.
- (f) One delegate each from International Organization invited by the Central Office, up to a maximum of five, shall be allowed to participate without payment of any registration fee. Notwithstanding the provision of this By-law, the President and one other delegate (along with their [wives] spouses) of any International Organization with which ICID has reciprocal agreement for this purpose shall be allowed to participate in the Congress without payment of any registration fees. Study tour charges shall, however, be paid by every delegate who participates in the tour.

**5.9.2 For a Council Meeting:** In addition to requirements, and rules as may be prescribed from time to time, the host National Committee will assume the following obligations:

- (a) The host National Committee shall supply to the Central Office a set of photographs taken at the Opening Session and of representative works visited during a study tour, if any.
- (b) One delegate each from FAO, IWMI, UNESCO, UNDP, UNEP and the World Bank and other organizations as may be approved by the Council, when invited by the Central Office, will be allowed to participate without payment of registration fee. Management Board shall review the list of invitees exempted from payment of registration fees every

year and recommend to the Council appropriate changes as necessary.

- (c) A host National Committee shall provide and pay for local secretariat assistance required by the President, the Secretary-General and one Professional of ICID during and immediately before and after the meetings of the Council and work bodies.
- (d) The President, the Secretary-General and one of the Professional(s) of ICID (but not the members of their families accompanying them) shall be exempted from paying the registration fee.

## **5.10 Obligations of all National Committees**

**5.10.1** Each participant in a Congress, and its adjunct technical sessions, is entitled to receive a set of Part I of the Transactions containing the papers for discussion at the Congress and, for this purpose, inter-alia, payment shall be made for a registration fee. Since the Commission functions in different participating countries through its National Committees, it is expedient that the Central Office, where the Transactions may be printed, supply them to intending participants from each country through the National Committee concerned. The post-Congress Volume (s) (Part II) of the Transactions will be supplied after the Congress.

**5.10.2 Distribution of Transactions:** The procedure to be followed by the Central Office for the distribution of Transactions (Part I) to intending participants in a Congress shall be as follows:

- (a) Each National Committee and Direct Member (Company or Institution) shall inform the Central Office, as early as possible (preferably before the date of commencement of the printing of reports for the Congress and adjunct technical sessions) the number of sets of the Transactions, required for its use. The National Committee and Direct Member (Company or Institution) shall be responsible to the Central Office for the costs thereof.
- (b) As soon as Part I of Transactions are ready, the Central Office shall send to each National Committee and Direct Member (Company or Institution) only the number of sets required by it and specified earlier, for its use by surface mail. The transactions shall also be made available on the website as soon as they are finalized.

- (c) If the request is received late, and the National Committee / Direct Member (Company or Institution) concerned so desires, the Transactions (Part I) may be sent by air-mail provided they are willing to pay the difference between air-mail and sea-mail postal charges; otherwise they will be dispatched by surface mail.
- (d) It shall be the sole responsibility of each National Committee to pay for the number of sets of Transactions supplied to it direct by the Central Office and those, if any, supplied on its instructions or those of the leader of its delegation to any individual at the venue of the Congress. The sets of Transactions once supplied shall be non-refundable.

## **BY-LAW (6) – PUBLICATIONS**

### **6.1 Regular Publications**

The Annual Report, the ICID Journal, and Newsletter are financed by ICID (Article 8.13). All other publications of the Commission including specific short reports on timely subjects of current interest and programs sponsored by the Commission shall ordinarily be self supporting.

### **6.2 Special Publications**

Apart from the publications mentioned in By-law 6.1, the Transactions for each Congress and Proceedings of regularly scheduled Technical Sessions at the Congress, all other publications shall be termed Special Publications (comprising Congress publications and special technical publications) and shall be undertaken with the specific approval of the Council. When according such approval, the Council shall also approve such expenditure as may be required for the preparation of the publication including expenditure on special officers and staff, if any, required in this connection in the Central Office. The Council shall also approve the manner of financing this expenditure.

### **6.3 Complimentary Copies**

The Central Office shall supply complimentary copies (in hard or soft copy as the case may be), as follows to:

- (a) All National Committees: subject to the provision of Article 11.4 of the Constitution, shall receive the ICID Bulletins/Journal, Annual Report and Newsletter as determined by the Council

from time to time; and one copy each of (1) the Transactions of every Congress including Proceedings of regularly scheduled Technical Sessions at the Congresses, etc., and (2) every Special Technical publication.

- (b) Direct Members: shall receive one copy each of ICID Journal on Irrigation and Drainage, Annual Report and Newsletter (electronic copy).
- (c) Host National Committee of a Congress: Ten sets of Transactions of the Congress including regularly scheduled Technical Sessions at the Congress held along with it.
- (d) Office-bearers: A copy each of all publications.
- (e) Past Office-bearers except from those countries who have become deemed inactive: A copy each of the ICID Bulletins/Journal and other publications specifically requested. Unless renewed this commitment shall lapse after three years.
- (f) All members of Committees and Working Groups: As the Secretary-General may consider necessary for the performance of the duties entrusted to them.
- (g) Authors of papers and articles: (i) Ten copies of preprints of their own papers submitted for the Congress, the Special Session and the Symposium and of off prints of Articles published in the ICID Journal or the ICID Technical Memoirs, etc. (ii) A copy each of the ICID Journal or ICID Technical Memoirs in which the paper or article has been published.
- (h) Authors or editors/compilers of special publications: Three copies of special publications to each.
- (i) Experts of Panels: One volume of the concerned Question/Theme.

## **6.4 Sale Price**

- 6.4.1 The sale price of all ICID (CIID) publications shall, on the suggestion of the Secretary-General in any particular case, be fixed or reviewed by the Permanent Finance Committee and finally approved by the Council. Sale price of the proceedings of the workshops, symposia, technical sessions, and regional conferences to be published by the host National Committee shall be determined by the host National Committee and the concerned work-body in consultation with the Secretary-General and shall include the share of the registration fee for the Central Office prescribed for such an event.



6.4.2 The Secretary-General shall suggest the price of the publications having regard to the following considerations:

- (a) The expected or reviewed cost estimate (including all materials, printing, Central Office expenses for editing, postage, conveyance and other overhead or actual expenses chargeable to each publication);
- (b) Recovering of the full cost in a reasonable period of 4-5 years after supplying complimentary copies to the National Committees, Office-bearers and others authorized by Council;
- (c) An additional percentage to cover longer than anticipated period of sales, it being the intention that any profit element should be avoided as far as practicable; and
- (d) An additional fixed percentage for recouping of advance taken from Reserve Fund.
  - The percentage additions in Clauses (c) and (d) will be proposed by the Secretary-General and approved by the Council having regard to advice of the Permanent Finance Committee observations thereon.
- (e) The sets of Congress Transactions, if available, after meeting the demand specified under By-laws 5.10.1, 5.10.2 and 6.3 may be sold after the Congress. The Unit price shall be determined on the following basis:
  - National Committees: Central Office's share of registration fee plus 12 percent thereof.
  - The Mailing charges for dispatch of publications by the Central Office shall be payable by all except the Office-bearers and the National Committees and their members.

6.4.3 Five years after the issue of the ICID Journal and Annual Reports all copies left unsold shall be written off and destroyed, under orders of the Secretary-General, who may when passing orders retain such number as may be appropriate for each individual case. The copies which are retained shall then be sold at twice the original price, unless the Secretary-General may otherwise determine.

- 6.4.4 For the remaining publications the Secretary-General may determine in each individual case when the copies left unsold shall be destroyed, the number to be retained, and the price at which the copies retained shall be sold.

## **6.5 Copyrights and use of ICID Logo**

Publications and outputs of ICID workbodies are, in principle, the property of ICID and are subject to copyrights laws as applicable. The use of these publications and the logo of ICID is subject to intellectual property rights laws and regulations in effect and the permission of ICID shall be sought when applicable. This applies to all reproduction by print, electronic media, internet and web based applications.

## **BY-LAW (7) – DUES, SUBSCRIPTIONS AND FUNDS**

### **7.1 Currency**

The rates of subscriptions shall be fixed by the Council from time to time, on the recommendations of PFC, in U.S. dollars, or any other currency, keeping in view the annual ordinary expenditure of the Commission. The rate of subscription for the Direct Members shall be reviewed and revised, if necessary, by IEC on the recommendation of PFC, during the Congress year.

### **7.2 Withdrawal**

The withdrawal of any National Committee or Direct Member from the membership of the Commission shall become effective by December 31 of that year in which application to that effect has been received. The withdrawing National Committee or Direct Member is obliged to pay full subscription for that year.

## **BY-LAW (8) – CONDUCT OF TECHNICAL SESSIONS**

### **8.1 Guidelines**

The Central Office shall provide guidelines on the conduct of technical sessions, congresses, special sessions, symposia and seminars. The guidelines shall be updated from time to time by respective work bodies of ICID and in keeping with Article (9) of the Constitution.

## **BY-LAW (9) – FORM OF APPLICATION FOR MEMBERSHIP**

### **9.1 Form Attached**

The form of application to be submitted by the countries desirous of becoming a member shall be as at Appendix (1) to these By-laws. It must be filled in and signed by the Chairperson of the National Committee (if formed) or the competent authority of the Government. The Council may, in its discretion, entertain an application submitted by a well-known technical organization in a country and signed by its Chairperson or Secretary. The forms for Direct Members are at Appendix (2) and (3).

## **BY-LAW (10) – PARTICIPATION OF NON-MEMBERS IN A CONGRESS**

### **10.1 Purpose**

ICID encourages the participation of non-members in Congress, provided the host National Committee and the Central Office have no objection to their participation. The overall aim is to ensure maximum possible cooperation among all stakeholder in irrigation, drainage and flood management of the world and others to promote the mission and objectives of the Commission and to encourage all to derive benefits therefrom.

### **10.2 Conditions of Participation**

Apart from such other conditions as may be laid down by the Council, the following shall apply

- (a) Non-members, who may be individuals, institutions or Companies when allowed to take part vide By-law 10.1, shall pay an enhanced Registration Fee to be determined by the IEC.
- (b) Non-members may submit papers for discussions at a Congress provided the papers are accepted by the Central Office and processed according to the accepted procedures.
- (c) Non-members may be permitted to participate in study tours and in social functions connected with the **Congress**, or the Conferences, subject, among others, to considerations of availability of accommodations, etc., preference being given to delegates from member countries. When allowed to participate in the study tour, non-members shall deposit the usual charges in advance.

## **BY-LAW (11) – PARTICIPATION OF DIRECT MEMBERS IN IEC**

The Direct Members can participate in the meetings of IEC as Observers.

## **BY-LAW (12) – MISCELLANEOUS**

### **12.1 Report on Meeting**

- (a) An Office-bearer, or any individual, authorized to attend, at the expense of the Commission, any non-ICID meeting (or Conference) shall (i) send to the Central Office a set of documents circulated for, or at, the meeting, and (ii) submit to the Central Office, as early as possible after the meeting, a brief report on the meeting, of the matters discussed and the conclusions reached or recommendations made.
- (b) The documents pertaining to the meeting will be placed in the Library and the report, or a resume of it, will be published in the ICID Journal or Newsletter for the information of National Committees.

## **BY-LAW (13) – SANCTIONS AGAINST NATIONAL COMMITTEES AND DIRECT MEMBERS IN ARREARS**

### **13.1 Two Years in Arrears**

The National Committees in arrears for two years or more (excluding the current year) shall be debarred from holding office - whether it be as Office-bearer or as a member of a work body until such time as the arrears are paid.

### **13.2 Three Years in Arrears**

The National Committees in arrears for three years or more (excluding the current year) shall be subject to the following provisions

- (a) shall be subject to the provision of By-law (13.1) above, and
- (b) shall not be supplied with the documents or reports of the Commission, and
- (c) shall have no right of voting at a meeting of the Council, and

- (d) shall be deemed to be inactive from membership of ICID and as a consequence shall be required to pay registration fees for attending at IEC meetings, Regional Conferences, Congresses, and the like as if they be non-members of ICID, at an enhanced registration fee to be determined by the IEC. One half of the additional Registration Fee shall be remitted by the host National Committee to the Central Office and the remaining half shall be retained by the host National Committee always until such time as the arrears are paid.

### **13.3 Suspension of Sanctions**

A National Committee in arrears of its annual subscription may before the time determined in By-laws (13.1 and 13.2) apply for suspension of the sanctions under Article 11.2 of the Constitution through a special request based on well-founded justifications. Such a suspension will become effective only after the notification by the Secretary-General, to the National Committee concerned, of the decision by the International Executive Council allowing or disallowing the application of suspension of the enforcement of sanctions; and stating the period of suspension authorized by the Council, if allowed.

### **13.4 Direct Members**

Direct Members who fail to pay their subscriptions within 3 months of the date on which it is due will lose their membership automatically and will be re-admitted with an admission fee as decided by the PFC and IEC from time to time.

### **13.5 Reactivation of National Committees**

A deemed inactive National Committee will be considered by the IEC for re-admitting when Central Office has received a bank document indicating full payment of dues for the current year, and the National Committee has agreed to pay the three years dues immediately preceding its interruption in activity. These arrears are to be paid in not more than five equal installments beginning in the year activity is renewed. However, the NCs from Least Developed Countries will be exempted from paying the arrears for reviving their membership.



**Appendix (1)**



**INTERNATIONAL COMMISSION ON  
IRRIGATION AND DRAINAGE (ICID)  
COMMISSION INTERNATIONALE DES  
IRRIGATIONS ET DU DRAINAGE (CIID)**

**APPLICATION FORM FOR MEMBERSHIP BY THE NATIONAL COMMITTEE**

The International Executive Council  
International Commission on Irrigation and Drainage  
48 Nyaya Marg, Chanakyapuri  
NEW DELHI 110 021, **INDIA**

Dear Sir,

I have the honour to apply on behalf of Government/National Committee of \_\_\_\_\_  
for the admission of \_\_\_\_\_ to membership in the  
International Commission on Irrigation and Drainage.

The National Committee of \_\_\_\_\_  
pledges itself, if admitted as a member country in the International Commission on  
Irrigation and Drainage:

- to abide by the rules of procedure laid down in the Constitution and By-laws,
- to accept the obligations contained in the Constitution and the By-laws,
- to make the financial subscription fixed by the International Executive Council as its share of the Commission's expenses.

The address of the National Committee at which correspondence may be addressed  
in future will be:

Name:	_____		
Street Address:	_____		
P.O. Box:	_____	Country:	_____
Postal Code:	_____	Phone #:	_____
Fax #:	_____	E-mail:	_____

As laid down in Article 4 of the Constitution of ICID, I enclose the Constitution of the  
National Committee/ or The Constitution of the National Committee is being framed  
and its copy will be sent to the Central Office as soon as finalized.

The National Committee of \_\_\_\_\_ seeks admission with effect from the calendar year \_\_\_\_\_. In order to enable the Council to determine the amount of our Annual subscription, I give below the necessary annual statistical figures (based on the criteria set out in Annex to this Appendix to the By-Laws of ICID) relating to:

Area irrigated annually \_\_\_\_\_ ha

Area protected by drainage \_\_\_\_\_ ha

Area protected through flood control works \_\_\_\_\_ ha

Total: \_\_\_\_\_ ha

Annual subscription to the United Nations as percentage of the total expenditures of the United Nations \_\_\_\_\_

Dated \_\_\_\_\_

At the City of: \_\_\_\_\_

Signature of Authorized Officer: \_\_\_\_\_

Full Name of Authorized Officer \_\_\_\_\_

(Affix official stamp if available)



**Annex to Appendix (1)**

**STATEMENT SETTING OUT CRITERIA FOR  
REPORTING FIGURES ON AREA IRRIGATED AND AREA PROTECTED BY  
DRAINAGE WORKS IN EACH MEMBER COUNTRY**

Figures of areas benefited will be required under two headings:

- (a) Irrigation
- (b) Drainage

For the purpose of calculating each country's interest, the area benefited will be taken as the sum of (a) plus (b).

**Irrigation**

The figure required is the area capable of being irrigated by existing installation or equipment together with the additional area which will be capable of being irrigated during the next five years.

The word "capable" should be interpreted as including the whole irrigable area covered by irrigation systems and not simply the area irrigated in each year.

It applies to the net area and should exclude such things as channels, roads, buildings and the like.

**Drainage**

The figure required is the area which for agricultural purposes depends upon any form of artificial (man-made) drainage works together with any areas depending upon the maintenance or improvement of natural channels.

- (1) Land depending upon more than one form of drainage works should be included once only.
- (2) Land which is irrigated and also drained should be included under irrigation and not under drainage (that is, it counts once only).







## Appendix (2)



**INTERNATIONAL COMMISSION ON  
IRRIGATION AND DRAINAGE (ICID)  
COMMISSION INTERNATIONALE DES  
IRRIGATIONS ET DU DRAINAGE (CIID)**

**APPLICATION FORM FOR DIRECT MEMBERSHIP**  
(Fill only relevant portions)

☐ COMPANIES / ☐ INSTITUTIONS

<b>I PROFILE</b>	
1. Name with Acronym	
2. Date of Establishment	
3. Country of Establishment <sup>1</sup>	
4. Purpose/Mission*	
5. Annual Gross Turnover ( <i>for companies</i> ) <sup>2</sup>	
6. Number of employees ( <i>for institutions</i> )	
7. Any branches/divisions in other countries*	
8. Geographical Scope	<input type="checkbox"/> International <input type="checkbox"/> Regional <input type="checkbox"/> National
9. Core Activities* ( <i>not more than 250 words</i> )	

<sup>1</sup> Please provide a self-attested legal document showing your Company's incorporation / Institution's registration.

<sup>2</sup> From preceding year Annual Report in US\$ with exchange rate at the time of application

II CONTACT DETAILS	
10. Postal address:	
11. Telephone and Fax No. with country code	
12. Website	
13. Name of the Contact Person Designation Telephone with country code (indicate work, home, mobile, and fax) Address ( <i>if different from that given at sr. no. 10</i> )  E-mail	
14. Provide full contact details of nominees to receive the entitlements as per the Subscription Structure shown in Terms of Direct Membership	
III OTHER INFORMATION	
15. Statement	
a. Do you have a National Committee (NC) of ICID in your country? <i>If yes, please give the name of the NC<sup>1</sup></i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Have you contacted the NC?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>1</sup> Applicants are advised to contact the respective NCs.

16 Company's / Institution's profile  
(not more than 250 words, and a  
logo in a separate file (GIF/JPG))

#### IV DECLARATION

- ☐ We state that the facts given herein are true and complete.
- ☐ We have contacted the National Committee (NC) in the country of establishment and learned that the constitution of the NC does not have provision for our participation in ICID.
- ☐ We hereby confirm having read and understood the ICID Constitution and By-laws particularly related to Direct Membership.
- ☐ We hereby confirm having read and understood the Terms of Direct Membership.
- ☐ We agree to pay the annual Direct ICID membership subscription, as fixed from time-to-time.

Name and Designation of Authorized Signatory: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Authorized Signatory: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Office Seal)

*The application form, duly filled-in and signed, together with supporting documents, if any, may please be submitted to:*

**Executive Secretary**  
**International Commission on Irrigation and Drainage (ICID)**  
 48 Nyaya Marg, Chanakyapuri, New Delhi 110021, India  
 Tel: 91-11-26116837, 91-11-26115679, 91-11-24679532  
 Fax: +91-11-26115962, E-mail: [icid@icid.org](mailto:icid@icid.org)  
 Website: <http://www.icid.org>



## Appendix (3)



**INTERNATIONAL COMMISSION ON  
IRRIGATION AND DRAINAGE (ICID)  
COMMISSION INTERNATIONALE DES  
IRRIGATIONS ET DU DRAINAGE (CIID)**

**APPLICATION FORM FOR DIRECT MEMBERSHIP**  
(Fill only relevant portions)

☐ INDIVIDUALS / ☐ INDIVIDUAL (RETIREE) / ☐ INDIVIDUAL (YOUNG PROFESSIONAL)

<b>I Personal Details</b>	
1. Title	<input type="checkbox"/> Dr. / <input type="checkbox"/> Prof. / <input type="checkbox"/> Engr. / <input type="checkbox"/> Ir. / <input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.
2. Name (Family Name, Given Name)	
3. Date of Birth <sup>1</sup> (dd/mm/yyyy)	
4. Gender	Male / Female
5. Country <sup>2</sup> of citizenship	
6. Educational qualifications	<input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> PhD <input type="checkbox"/> Any other

<sup>1</sup> Please provide a copy of your passport for proof of date of birth and citizenship.

<sup>2</sup> This may be different from country of residence. The purpose of stating your citizenship is to assess the appropriateness of your Direct Membership vis-a-vis to that country.

7. Areas of Specialization	<input type="checkbox"/> Engineering <input type="checkbox"/> Water resources management <input type="checkbox"/> Agricultural sciences <input type="checkbox"/> Social sciences <input type="checkbox"/> Environmental sciences <input type="checkbox"/> Technology <input type="checkbox"/> Economics <input type="checkbox"/> Any other, please specify?
8. Present position (if any)/ In case of a Retiree, mention last position held	
9. Areas of interest	<input type="checkbox"/> Design and construction; <input type="checkbox"/> Policy and planning; <input type="checkbox"/> Monitoring and operational services; <input type="checkbox"/> Education and training; <input type="checkbox"/> Research; <input type="checkbox"/> Capacity development; <input type="checkbox"/> International cooperation; <input type="checkbox"/> Business management; <input type="checkbox"/> Technology; <input type="checkbox"/> Financing; <input type="checkbox"/> Any other
10. In case, you have been involved in ICID activities through a National Committee (NC) in the past, mention the name of the NC, year and other details*	
<b>II Contact details</b>	
10. Mailing address	
Email	

11. Telephone with country code (indicate work, home, mobile, or fax)	
<b>III Other Information</b>	
12. How do you intend to contribute to the Mission of ICID? ( <i>Please submit in a separate Annex</i> )	
13. Short CV ( <i>not more than 250 words for uploading on ICID website</i> )	
<b>IV Declaration:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> I state that the submitted details provided herein are true and complete.</li> <li><input type="checkbox"/> I hereby confirm having read and understood the ICID Constitution and By-laws particularly clauses relating to Direct Membership.</li> <li><input type="checkbox"/> I hereby confirm having read and understood the Terms of Direct Membership.</li> <li><input type="checkbox"/> I agree to pay the annual ICID membership subscription, as fixed from time-to-time.</li> </ul>	
<p>Signature : _____</p> <p>Place: _____</p> <p>Date: _____</p>	
<p><i>The application form, complete in all respects, may please be submitted to:</i></p> <p style="text-align: center;"><b>Executive Secretary</b>  <b>International Commission on Irrigation and Drainage (ICID)</b>  48 Nyaya Marg, Chanakyapuri, New Delhi 110021, India  Tel : 91-11-26116837, 91-11-26115679, 91-11-24679532  Fax: +91-11-26115962, E-mail: <a href="mailto:icid@icid.org">icid@icid.org</a>  Website: <a href="http://www.icid.org">http://www.icid.org</a></p>	





**Annex to Appendix (2) and (3)**

**TERMS OF DIRECT MEMBERSHIP**

1. Direct Membership is open to any individual, institution and company engaged in irrigation, drainage and flood issues and through their appropriate management is interested in contributing to overall food security, thereby supporting the objectives of the Commission. The Direct Membership is open to individuals, companies and institutions from the countries which are not the Members of ICID or the countries whose National Committees' (NCs') constitution does not provide for their participation.
2. The individual membership is open to Young Professional, practicing individuals and retired professionals. A retired member is the one who has attained the age of 65 while the Young Professional Members are below the age of 40 years. Ordinary members are those not falling within these two categories.
3. Direct membership is open to the following types of institutions and companies:
  1. institutions or organisations involved in research, development and training in irrigation, drainage and flood management in all its aspects, including policy analysis, water resources management, agriculture and industrial applications and the environment;
  2. educational institutions dealing with irrigation, drainage and flood management and allied subjects; and
  3. companies which promote, design, execute or supervise irrigation, drainage and flood management related tasks; carry out surveys or industrial projects; and /or develop, supply or apply relevant equipment, instrumentation, hardware or software.
4. Companies are divided into three categories depending on their annual turnover; while the institutions are categorized in two types based on the total number of employees engaged (refer Subscription Structure Table). In order to encourage members from low income countries ICID also operates a High / Low Income Country Classification based on the UN classification. Members from Low Income Countries are eligible to pay discounted subscription for the membership.
5. Each Company or Institutional Member can nominate a specified number of persons (refer Subscription Structure Table), fulfilling the requirements to be individual members, to participate in ICID technical bodies and benefit from receiving the ICID journal (Irrigation and Drainage) at the discounted rates.
6. The downloaded application form for membership of the Commission shall be submitted to the Central Office through e-mail <icid@icid.org> along with

- the details of payment. The application should be accompanied with the required supporting documents and admission fee as shown in 'Subscription Structure Table'. An online submission form and payment will be activated very soon on ICID website.
7. The Commission has set up a Direct Membership Administering Sub-Committee which will take the decision to provide Provisional Direct Membership, subject to ratification by the immediately following IEC at its annual meeting. The decision of the IEC shall be applicable with retrospective effect from the date of granting Provisional Direct Membership. The provisional membership will, for all practical purposes, enjoy the benefits available to regular members. Applicants will be notified, in writing, by the Secretary General to the effect.
  8. In case a Direct Member acts in defiance of ICID Constitution, the By-laws or the decisions of the Commission, or harms the interests of the Commission unreasonably, e.g. by non-payment of annual subscription. The member involved can appeal against deprivation to the IEC within a month after receipt of the written notice thereof. During the term of appeal and pending the issue he/she/it is suspended from membership.
  9. Direct Membership can be terminated:
    1. As a result of the death of the member (being an individual) or by bankruptcy or liquidation of a member (being an institution or company);
    2. By written notice of termination to the Council by the member; and
    3. By written notice of termination to the individual or institution involved, with reasons given, by the Council.
  10. Unlike the membership of National Committees, the Direct Membership will stand terminated on non-payment of annual membership subscription, and the member will be informed accordingly. Non-payment occurs when the Direct Member involved has not paid his/her/it's due within 3 months of its becoming due on the 1st of January of every calendar year without any notification from the ICID Central Office. The Direct Member may again apply for membership by paying a nominal admission fee.
  11. Like in the case of National Committees, for the Company and Organizational Direct Members, the registration fee for each Congress, regional conference, technical session, international workshop or such other international activity organized under the banner of ICID will be at the same level as any other member for the number of candidates sponsored by the institution to the extent as shown in the 'Subscription Structure Table'.
  12. By Joining ICID, individuals, companies and institutions would

- **Be part of an international platform** which offers opportunities to exchange knowledge and experience and to establish partnerships;
- **Be able to make their voice heard:** Contribute to improving understanding between stakeholders, while enabling new ideas on water policy to surface;
- **Benefit from worldwide exposure** of their organization's activities by using the Commission's name, logo and communication tools and by participating in the Commission's activities;
- **Stay informed** on recent irrigation, drainage and flood management news and events through Commission's publications;
- **Influence policy makers** to develop sound irrigation-related policies and give it greater priority in the political agenda;
- **Receive the latest updates** on upcoming water events, access to articles, posters and abstracts and papers from our series of ICID Congresses;
- **Avail the opportunity** to engage in professional networking and information exchange activities through participation in National Committees and Regional Working Groups, and in international programmes and processes as representatives of ICID; and
- **Benefit from membership**, such as:
  - receive one online subscription of the ICID Journal on Irrigation and Drainage (for a single use), Annual Report and ICID News (electronic copy) free of cost
  - receive 2, 4 and 6 copies of the ICID Journal on Irrigation and Drainage at the concessional member price based on the category as a company or an institutional members<sup>1</sup>.
  - special discount on other ICID publications;
  - special registration fees for ICID events;
  - special exhibition rates during ICID events;
  - special advertisement rates in ICID publications, website, etc.; and
  - free announcements of activities through ICID Website, ICID News, and e-bulletin.

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<sup>1</sup> Except when hardcopies are requested, nominal charges plus postal charges will have to be paid.

## SUBSCRIPTION STRUCTURE

Membership category	Number of Nominees	Developed country			Developing country		
		1 year member	3 years member	Admission Fee	1 year member	3 years member	Admission Fee
<b>I.</b> Company (A)	Two	\$ 600	\$ 1720	\$ 180	\$ 400,00	\$ 1080	\$ 120
<b>II.</b> Company (B)	Four	\$ 1000	\$ 2700	\$ 300	\$ 850	\$ 2300	\$ 250
<b>III.</b> Company (C)	Six	\$ 2000	\$ 5400	\$ 600	\$ 2000	\$ 5400	\$ 600
<b>IV.</b> Institution (a)	Two	\$ 400	\$ 1080	\$ 120	\$ 280	\$ 760	\$ 80
<b>V.</b> Institution (b)	Four	\$ 600	\$ 1720	\$ 180	\$ 400	\$ 1080	\$ 120
<b>VI.</b> Individual:	-	\$ 100	\$ 270	\$ 20	\$ 60	<b>\$ 160</b>	\$ 20
<b>VII</b> Individual: retiree	-	\$ 70	\$ 190	\$ 20	<b>\$ 60</b>	<b>\$ 160</b>	\$ 20
<b>VIII.</b> Individual: Young Professional	-	\$ 50	<b>\$ 135</b>	\$ 20	<b>\$ 50</b>	\$ 135	\$ 20

Company Type A: With annual turnover up to 1 million US \$

Company Type B: With annual turnover between 1 and 10 million US \$

Company Type C: With annual turnover above 10 million US\$

Institution Type A: With 1-50 employees

Institution Type B: With 50 and above employees

**(Note:** Institutions also include International Organizations)