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# A1-HRD Membership Policy

Approved on the 28<sup>th</sup> of October, 2015

Revised on the 1<sup>st</sup> of November, 2022

## Introduction

The Asian Waterworks Utilities Network of Human Resources Development is a network consisting of government (including local government)-controlled and quasi-government-controlled waterworks utilities (including water supply services training institutes) in Asian cities. Its abbreviated name is AWUN-HRD or A1-HRD, coming from the first letter of each word (hereinafter referred to as “A1-HRD”).

A1-HRD promotes its activities through the exchange of information related to the knowledge and know-how of issues in human resources development with the aim of contributing to the improvement of water supply services throughout Asia.

The activities of A1-HRD include the operation of its website, the publication of newsletters, organizing meetings, etc. Through the website and newsletters, it promotes the exchange of information on human resources development initiatives and know-how. In meetings, A1-HRD members share concerns about issues in human resources development including training, and work together to resolve them.

## 1. Members (participating utilities)

- (a) Government-controlled waterworks utility means a waterworks utility run by the government or a local government.
- (b) Quasi-government-controlled waterworks utility means waterworks cooperation with more than fifty per cent of its funds from the government or local government.
- (c) A1-HRD is composed of government (including local government)-controlled and quasi-government-controlled waterworks utilities (including water supply services training institutes).

**Note:** The participating utilities are listed in the attachment.

## 2. Application for and Approval of Membership

- (a) Utilities that agree with A1-HRD membership policy can apply for membership.
- (b) Only utilities as defined in 1. above can apply for membership.
- (c) Participation in A1-HRD shall be approved by the members listed in the attachment. The applicant will be qualified as a member from the date of approval.

## 3. Obligations of Members

- (a) Actively exchanging information on issues concerning human resources development, training methods, etc.
- (b) Actively participating in the annual meetings.
- (c) Actively running for a host for the annual meeting.
- (d) Contributing to improving water supply services around Asia through the A1-HRD.
- (e) Reporting the names of the member’s representative and contact person to the A1-HRD secretariat. The representative should in principle be a person responsible for human resources development. (If the representative is changed due to personnel transfer, etc. promptly notify the secretariat of the change.)

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## 4. Activities

### Meetings (to be held once a year)

- (a) We exchange information regarding each member's human resources development initiatives.
- (b) We also discuss A1-HRD's operation and activities.
- (c) The chairperson of the meeting should be the representative of the host country or the A1-HRD secretariat.
- (d) The official language of the meeting is English.

### Publication and information provision (the exchange of information including human resources initiatives and know-how)

- (a) A1-HRD newsletters (periodicals) are sent to members approximately twice a year by e-mail.
- (b) The A1-HRD website shows the latest activities. The secretariat administers the website.

## 5. Fees

- (a) We will not collect annual fees.
- (b) Expenses when participating in the meetings stated in "4. Activities" shall be borne as follows:
  - Travel expenses to attend a meeting: The members that participate in the meeting shall be responsible for their own travel expenses and expenses incurred during the stay.
  - Expenses related to the meeting: The member hosting the meeting shall be responsible.

## 6. Withdrawal

Members can withdraw from A1-HRD by submitting a written notice of withdraw. The withdrawal shall take effect on the day the members listed in the attachment approve the withdrawal.

## 7. Secretariat

The secretariat of A1-HRD is established in the Training and Technical Development Center, Bureau of Waterworks, Tokyo Metropolitan Government.

## 8. Others

### Observers

- (a) Observers are in principle limited to government (including local government)-controlled and quasi-government-controlled waterworks utilities and waterworks related agencies. A waterworks related agency means a waterworks administration agency run by the government or local government.
- (b) Observers can attend A1-HRD meetings as an observer after gaining the recommendation of a member listed in the attachment and the approval of the secretariat. As for expenses to attend the meeting, 5. (b) above applies.
- (c) Newsletters will be distributed if the observers so desire.

### Obligation of Confidentiality

The members shall not disclose or leak information, etc. that the members have come to know through activities of A1-HRD to a third party without the consent of the members pertaining to the information. This obligation will survive after the member withdraws from A1-HRD.

### **List of the Asian Waterworks Utilities Network of Human Resources Development**

|            |   |
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| Korea      | K-Water Academy<br>Seoul Waterworks Authority                   |
| Taiwan     | Taipei Water Department (TWD)<br>Taiwan Water Corporation (TWC) |
| Thailand   | Metropolitan Waterworks Authority (MWA)                         |
| Vietnam    | Ho Chi Minh City College of Construction (HCC)                  |
| Bangladesh | Dhaka Water Supply and Sewerage Authority (Dhaka-WASA)          |
| Japan      | Bureau of Waterworks, Tokyo Metropolitan Government             |