



Terms of Reference for the Programs

Amazon Waters Alliance

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Preamble: Key Planning Level Concepts

1. **Strategic Plan:** Defines the objectives, strategies, and medium-term results of all lines of work to achieve the Alliance's objectives and mission in the future. It has a medium-term duration.
 - 1.1. **Plan of action:** This plan defines a set of actions that will be carried out in the short term to achieve the results of the strategies. The actions are the result of the commitments assumed by the partners through the Programs, Projects and individual contributions of the partner organizations.
 - 1.1.1. **Programs:** They lead the strategic actions of the *Alliance**, contribute to its technical or conceptual development, are organized by *working groups** and are made up of a set of coordinated projects and actions that provide an integral, convergent vision and leadership to achieve the results defined by the Strategic Plan. The Program teams are formed by the will of the partners

and are a space to take advantage of connections to generate and share experiences, information, perspectives and knowledge.

- 1.1.1.1. **Working groups:** coordination, implementation and/or consultative body to achieve the objectives and goals of a program or to guide cross-cutting actions.

Program Formalization

The Programs may be created at the initiative of the partners of the Amazon Waters Alliance, with prior approval of the Board of Directors, or at the initiative and invitation of the Board of Directors.

Steps for the formalization and consolidation of the Programs:

1. The organization(s) interested in leading a Program must send the [Request for the Creation of a Program \(Annex 1\)](#) to the Technical Secretariat.
2. The Board of Directors will have 30 calendar days to analyze and respond to the proposal.
3. The date of creation of the Programs is from the date of approval of the request by the Board of Directors.
4. Once the creation of the Program is approved, the Technical Secretariat will publish the basic information on the website of the Amazon Waters Alliance.

Program Management

The scope and action objectives of the Programs must be aligned with the strategic objectives of the Amazon Waters Alliance. They may be focused on the strategies prioritized by Amazon Waters or on priority cross-cutting axes, as agreed by the Board of Directors.

The Programs will self-organize to meet their objectives through collaboration agreements and action plans aligned with the values, statutes, strategic plan and action plan of the Amazon Waters Alliance. However, they must have at least two members, including a Coordinator.

The functions of the Program Coordinator are:

1. Invite Alliance partners and project leaders to join the Program team. External experts from outside the Alliance may also be invited to participate in the Program.
2. Submit the [Program's working agreements](#) (model available in Annex 2) and [the annual action plan](#) (model available in Annex 3) to the Technical Secretariat for review/approval.
3. Convene Program meetings and keep updated the record of basic information about the Program (Program members, decisions and attendance at meetings (meeting record template available at [this link](#)))
4. Lead the cooperation between Programs and working groups to ensure consistency and synergy among the Alliance's actions associated to the Program's thematic. Prioritize operations that are crucial for the fulfillment of objectives and identify those that are not indispensable.
5. Send to the Advocacy Committee the recommendations for advocacy priorities indicating the reasons or rationale for their choice.

6. Coordinate with the Advocacy and Communications Committees regarding the implementation of the Alliance's advocacy actions.
7. Submit an annual progress report of the work plan (see model) to the Technical Secretariat.
8. If appointed, be part of the Board of Directors of the Amazon Waters Alliance.

The Programs will be able to count on the support of the Technical Secretariat depending on their needs and the availability of resources. This support may include for example digital platforms to facilitate collaboration within the group, facilitation in the organization of webinars, accompaniment for moderation or facilitation especially at the beginning, dissemination of results, support for the publication of results or other products.

Appointment of Program representatives to the Steering Committee

See the *Operating Agreements*.

Program Termination

The dissolution of a Program can occur

- a) Through a written communication from the Program Coordinator to the Technical Secretariat
- b) If six (6) months after the approval of the Program creation, the work agreements and action plan have not been sent to the Technical Secretariat, the Steering Committee may dissolve the Program
- c) For lack of a Program Coordinator for 12 consecutive months
- d) Failure to update the progress report and action plan for 18 consecutive months

Annex 1: Program Creation Application

Sample Program Creation Request Email

To: Technical Secretary - Gina Leite, gleite@wcs.org, Mariana Varese, mvarese@wcs.org
Subject: AAA - Creation of the [NAME] Program

Dear colleagues of the Amazonian Waters Alliance' Board of Directors of
A/c Technical Secretariat

I am hereby writing to the Board of Directors to request the creation of a Program to contribute to the mission of the Amazon Waters Alliance.

Proposed Name for the Program: [NAME].

Proposed Leadership: [NAME AND ORGANIZATION].

Program contributes to the following Strategies: [REPORT STRATEGY(S)].

How the Program contributes to achieving the Alliance's strategic objectives: [INSERT THREE PARAGRAPHS AND ONE PAGE].

By submitting the application for the creation of a Program we declare that we are aware of the Alliance Bylaws and Strategic Plan and I am clear that participation is voluntary and does not involve any financial commitment.

Annex 2: Program Working Agreements

Name of the Program: Date of update of the work agreements:	
Subject	Decision
Participation in the program	Examples: Group open to participation of any partner / Closed group
Communication	
Frequency of meetings	Examples: Weekly, bi-weekly, monthly, on-demand meeting.
Communication channel(s)	Examples: Email, whatsapp, slack, teams.
Decision making	Examples: Majority, consensus
Documentation	
Where is the information generated by the group stored and who can access it?	
What information will be open or closed and who can view, comment and make suggestions?	

Annex 3: Sample Annual Work Plan and progress report

Result of the program: <i>By mmmm/AAA, lorem ipsum laoreet etiam viverra tincidunt hac sem adipiscing tristique ullamcorper potenti, porttitor et hendrerit auctor per volutpat tempor mattis sodales ad elit, inceptos posuere pulvinar ut eros cras convallis leo dui molestie. quisque leo suscipit praesent justo varius quisque id volutpat, consequat aenean commodo dui vel sodales at, convallis semper erat ullamcorper</i>		
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Projects	Activities/Deliverables	Progress Report
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<p>Project 2: A mmmm/YYYY, Lorem ipsum laoreet etiam viverra tincidunt hac sem adipiscing tristique ullamcorper potenti, porttitor et</p>	<p>1.1: A mmmm/YYYY, Lorem ipsum laoreet etiam viverra tincidunt hac sem adipiscing tristique ullamcorper potenti, porttitor et hendrerit auctor per volutpat tempor mattis sodales ad elit</p>	

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Projects	Activities/Deliverables	Progress Report
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	<p>1.3: A mmmm/YYYY, Lorem ipsum laoreet etiam viverra tincidunt hac sem adipiscing tristique ullamcorper potenti, porttitor et hendrerit auctor per volutpat tempor mattis sodales ad elit</p>	
	<p>1.4: A mmmm/YYYY, Lorem ipsum laoreet etiam viverra tincidunt hac sem adipiscing tristique ullamcorper potenti, porttitor et hendrerit auctor per volutpat tempor mattis sodales ad elit</p>	

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We would like to inform our readers that the original version of this document is in Spanish (available here [\[LINK\]](#)) (or can be requested by email to [\[gleite@wcs.org\]](mailto:gleite@wcs.org)). In case of discrepancy with other versions in different languages, the Spanish version will take precedence and will be the only one valid for all purposes.