

2020

YWP DENMARK

General Assembly

Invitation - 5th of March at Vandcenter Syd in Odense
from 13:00 to 15:00

Invitation

The YWPDK General Assembly (GA) 2020 will be held on the **5th of March from 13:00 to 15:00** in combination with the 6th annual YWPDK conference held at Vandcenter Syd in Odense at Ejby Mølle Renseanlæg. Participation in the GA is free of charge. You however need to register to participate in the conference. Read more about the program and the conference [here!](#)

The overall purpose of the GA is for the YWPDK members to elect their new Country Chapter Steering Committee (CCSC), the regional representatives (RR), to approve the audited accounts from the previous year and to adopt the budget for the coming year. This year we have four seats on the CCSC open for election, including the chair and the alternate position, and all YWPDK members are invited to apply.

This year we are also looking for Regional Representatives (RR) in Copenhagen and Aarhus. The RRs work as a link between YWPDK and the local environment and are largely in charge of local activities. As a member of the CCSC you will be in charge of maintaining and further developing the network. Learn more about the organization of YWPDK, the roles of the CCSC, and the role of the regional representative in [Appx. IV](#) below or ask us! If you are interested in a CCSC or RR seat, then send us a few lines with your motivation to info@ywp.dk no later than **February 26th**. The new CCSC and RR members will have a team-building day following the conference on **March 7th**. Please save the date in case you want to run in order to get the best onboarding.

You furthermore have the opportunity to send in your own proposals to be considered at the GA to info@ywp.dk. Proposals received later than **February 26th** will not be considered.

In the case of the need for an election there will be a separate election for the position of chair, as it is stated in the Articles of Association. The election for the following board seats will happen with anonymous election. The person with the least votes needed for election will be elected as the alternate. The election will also be anonymous in the case of the election of the regional representative.

Agenda

1. Approval of the agenda
2. Approval of minutes from last general assembly (Appx. I)
3. Presentation of the annual report
4. Presentation of the strategy for the future
5. Presentation of audited annual accounts and adaptation of the budget for the coming year (Appx II & Appx III)
6. Election of Country Chapter Steering Committee (CCSC) chair, members, and alternate
7. Election of Regional Representatives (RR)
8. Consideration of received proposals

• We look forward to seeing you in Odense •

Appendix I – Minutes from YWPK 2019 General Assembly

March 7, 2019 – Skanderborg, Denmark

AGENDA

1. Approval of the agenda
2. Approval of minutes from last general assembly
3. Presentation of the annual report
4. Presentation of future visions
5. Presentation of the audited annual accounts and adoption of the budget for the coming year
6. Election of Country Chapter Steering Committee (CCSC) members and alternate
7. Approval of proposed changes to the articles of association
8. Consideration of received proposals
9. Any other business

PRESENT

A list of participants is attached at the end of the appendix.

MINUTES

Moderator: Thor Danielsen

Secretary: Nadia Lund

1. Approval of the agenda

Approved without comments.

2. Approval of minutes from last general assembly

Approved without comments.

3. Presentation of the annual report

Thor Danielsen (HOFOR) went through the annual report.

4. Presentation of future vision

Thor Danielsen (HOFOR) went through our future visions: increase in activities and involvement and an increasing degree of professionalism.

5. Presentation of the audited annual accounts and adoption of the budget for the coming year

Accounts approved without comments.

We currently have 89.347,47 DKK on our bank account, which with next year's budgeted deficit is planned to shrink to 74.347,47 DKK. The amount of money on our bank account created a very nice debate between the members. The key points were:

- a. We have this large amount of money on the bank account because 1) we have saved up for IWA2020 in Copenhagen and 2) because we do not have enough member activity to spend all the money.

b. We discussed if part of the money in the budget could be set aside for students to get an even more reduced fee for the conference. This could make more students attend the conference. The concerns were

- if people will not show up anyways since it is for free. This could e.g. be addressed by having people pay themselves to begin with and then reimbursing them after the conference.
- that it can be difficult to make a budget for the conference if a large proportion of the participants suddenly do not tip into paying for the conference. At this year's conference only six people were students or unemployed. This could be addressed by having e.g. 10 scholarships that students can apply for – hereby the expense is known on beforehand and the amount of scholarships could be adjusted with time. It would also make it easier to tell sponsors what the money had been used for.

It was decided to set aside 7500 DKK for reimbursement of students for "other expenses" (in Danish: "diverse") at a separate line to make it more transparent than having the expense under member activity. The money could be taken from the bank account and not subtracted from "Membership activities".

c. We also briefly discussed sponsors and the possibility for getting more sponsors. One point was that our activities like Julehygge and Bikeride do not sound very technical even though they do contain a large proportion of presentations and site visits. However, we need to make sure we can spend the money before putting in the extra energy to get more sponsors.

d. We also discussed how to manage our member database and if it is possible to a) have people confirming they sign-up each year and b) have new members pay a yearly fee of e.g. 100 DKK (could e.g. be reimbursed at the conference) to make sure members sign off the database. A fee could also ensure more engaged members, but would put more pressure on the network as the members would start expecting to gain certain things from their money. It was however also pointed out that setting up and managing all these systems takes time that the board does not necessarily have. Another method to get more active members would be to provide "letter as proof for volunteering". It was also suggested to look into how e.g. Netværk for Yngre Planlæggere is managing their system and to maybe use ForeningLet.dk.

The new CCSC will on their first meeting address these points. The future of YWPDK will also be addressed on a separate workshop at the second day of the conference (March 8, 2019). The board highly appreciated the debate.

6. Election of Country Chapter Steering Committee (CCSC) members and alternate

Niels Malmlose Askjær has turned 35 and is therefore stepping down from the CCSC. Wadim Baslow, Trine Munk and Nadia Lund were not up for election this year but will be in 2020. The new CCSC is:

Name	Affiliation	Election
Thor Danielsen	HOFOR	Re-elected to CCSC
Ines Breda		Elected to CCSC
Nerea Uri Carreño	VandCenter Syd	Elected to CCSC
Wadim Baslow	Quercus Group	CCSC member not up for election this year
Trine Munk	Rambøll	CCSC member not up for election this year
Nadia Schou Vorndran Lund	DTU	CCSC member not up for election this year

Kirsten and Emil were not up for election as RRs in Copenhagen and Aarhus, respectively, but will be in 2020. The new RRs are:

Name	Affiliation	Election
Kirsten Prisum		RR not up for election this year (Copenhagen)
Emil Aagaard Thomsen	COWI	RR not up for election this year (Aarhus)
Freya	Aalborg utility	Elected RR (Aalborg)

7. Approval of proposed changes to the articles of association

Approved.

8. Consideration of received proposals

None.

9. Any other business

None.

Participants

First Name	Last Name	Organisation
Marco	Carreira Silva	Urban Climate Adaptation
Ronja	Sørensen	Sustainable Cities - Student AAU
Emil	Thomsen	COWI
Majken	Frederiksen	
Jan-Michael	Blum	Technical University of Denmark
Agnete	Ansæk	Kalundborg Forsyning
Jörg	Schullehner	Geological Survey of Denmark and Greenland & Aarhus University
Mia	Rohde Nielsen	
Riccardo	Sprocati	Technical University of Denmark
Pedro	Carvalho	Aarhus University
Rasmus	Højbjerg	COWI
Mariann	Sæbø	Sweco Danmark
Niels	Askjær	Vandcenter Syd
Lisa	Havmøller	Fors A/S
Andreas	Ravn-Andersen	Skanderborg Forsyningsvirksomhed A/S
Kåre	Bjerre	Skanderborg Forsyningsvirksomhed A/S
Charlotte	Plum	Informetics
Thor	Danielsen	HOFOR A/S
Susanne	Ott	
Ana	Stojkovic	Frederiksberg Forsyning
Dorottya	Wágner	Aalborg University
Hampus	Åkerblom	Sweco A/S
Wadim	Baslow	
Nadia	Brogård Nord	Aarhus University
Chuanzhou	Liang	Aarhus University
Jasper	Koning	Aarhus University

Mette Rose	Hansen	Scanpipe
Inês	Breda	Skanderborgforsyning
Maite Monica	Lovring	Krüger A/S
Yi	Cai	Aarhus University
Matias	Hede	Københavns Kommune
Sebastian	Bovbjerg	Københavns Kommune
Jeanne	Fernandez	Københavns Kommune
Lykke Hougaard	Pedersen	Center for Klimatilpasning, Københavns Kommune
Maria	Faragó	Technical University of Denmark
Anne Boisen	Petersen	University of Southern Denmark
Mark	Randall	University of Copenhagen
Mathias	Thuborg	
Konstantinos	Konstantopoulos	
Tine Boye	Andersen	Niras
Vasu	Lingegowda	
Lars Erik H.	Knudgaard	Krüger A/S
Nadia	Lund	Technical University of Denmark
Trine	Stausgaard Munk	Rambøll
Lærke	Kit Sangill	Vandcenter Syd

Appendix II – Audited accounts for 2019

Period 1st of January to 31st of December 2019

Revenue	2019	2018	Budget 2019
Sponsorships	55.000,00 kr.	70.000,00 kr.	65.000,00 kr.
	Kamstrup	Rambøll	
	COWI	Kamstrup	
	Krüger	COWI	
	Envidan	Krüger	
	NIRAS	AVK	
	IWA national Committee	NIRAS	
		IWA national Committee	
Conference Fees	23.362,60 kr.	15.588,51 kr.	12.000,00 kr.
Conference Hotel	9.955,00 kr.		
Total Revenue	88.317,60 kr.	85.588,51 kr.	77.000,00 kr.
Expenses	2019	2018	Budget 2019
Member activity	73.711,50 kr.	31.613,15 kr.	40.000,00 kr.
	YWPKD Conference (36320 kr)	YWPKD Conference	
	Biofilm Conference	· Bikeride	
	Den blå planet	· Julehygge	
	Urban lab	· VandTek	
	Workshop Rambøll		
	Boat ride		
	Dansk Vand Konference		
Administration	3.543,07 kr.	1.106,20 kr.	2.000,00 kr.
	Zoom		
	Bank	Bank	
	Website	· Webpage	
General Assembly, meetings, etc.	8.132,24 kr.	19.295,66 kr.	20.000,00 kr.
	CCSC Board meeting		
	Strategy Weekend		
CCSC international	- kr.	4.644,50 kr.	10.000,00 kr.
IWA2020	201,00 kr.	25.000,00 kr.	20.000,00 kr.
	HCC meetings		
Total expenses	85.587,81 kr.	81.659,51 kr.	92.000,00 kr.

Result	2.729,79 kr.	3.929,00 kr.	- 15.000,00 kr.
---------------	---------------------	---------------------	------------------------

Liabilities	2019	2018
Bank deposit start of the year	89.347,47 kr.	85.419,13 kr.
Result	2.729,79 kr.	3.928,34 kr.
Total	92.077,26 kr.	89.347,47 kr.

Assets		
Bank deposit end of the year	92.077,26 kr.	74.347,47 kr.
Missing sponsorships	- kr.	15.000,00 kr.
Total	92.077,26 kr.	89.347,47 kr.

Appendix III – Proposed budget for 2020

Income		Total
<i>Contributed Support</i>		70.000kr
<i>Sponsors</i>	70.000kr	
<i>Earned Revenue</i>		20.000kr
<i>YWPK Conference</i>	20.000kr	

Expense	Kr.	Cumulated Kr.	Total
<i>Functional Expenses</i>			102.500kr
program services			
<i>YWPK Conference</i>	32.000kr	32.000kr	
<i>Regional Activities</i>	24.000kr	57.000kr	
<i>DANVA yearly meeting</i>	3.000	60.000kr	
<i>Dansk Vand Konference</i>	5.500kr	65.500kr	
<i>Other national representations (e.g., HCC meetings, ...)</i>	4.000kr	69.500kr	
<i>International Representations (e.g., Nordic countries, YWPUK)</i>	10.000kr	79.500kr	
<i>IWA 2020</i>	10.000kr	89.500kr	
supporting services			
<i>CSCC team day</i>	4.000kr	4.000kr	
<i>Strategic Weekend (one weekend per semester)</i>	9.000kr	13.000kr	
<i>Common Costs</i>			1.500kr
<i>Zoom</i>	1.500kr	1.500kr	
<i>Fixed Costs</i>			3.500kr
<i>Bank</i>	1.500kr	1.500kr	
<i>Website</i>	500kr	2.000kr	

Result

- 12.500,00 kr.

Appendix IV – The organization of YWP Denmark

Structure, Roles, and Descriptions

Introduction

The overall purpose of Young Water Professionals Denmark (YWPDK) is to provide a free of charge and non-profit networking platform for young and new water professionals in the Danish water sector.

We focus on professional networking, knowledge sharing, skills development, exploration of new trends and international collaboration.

We are embedded in and an active part of the water sector through partnerships and collaborations with various Danish stakeholders. We are also an official part of the International Water Association (IWA).

This document describes the structure of YWPDK and introduces roles and responsibilities of the members of the network. Interested members, active regional group members, and newly elected board members can use this document to get acquainted with the structure of YWPDK.

Fejl! Henvisningskilde ikke fundet. presents the overall structure of the network, while the individual components are described in detail in the following sections.

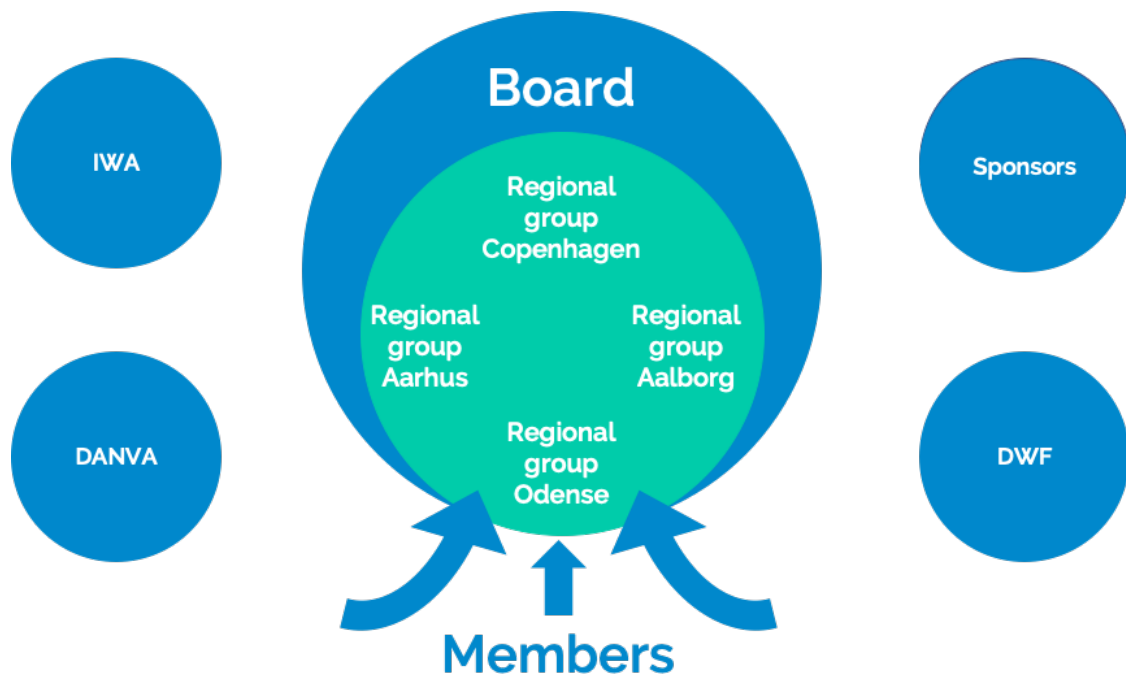


Figure 1: Overview of YWPDK.

Overview of Network Structure

The backbone of YWPDK is a regional and national representation consisting of four regional groups and a national board. YWPDK is also represented and closely linked with a number of national and international organizations such as IWA, DANVA, DWF as well as several sponsors.

The board of elected members, also known as the *Country Chapter Steering Committee (CCSC)*, is composed of six members, who are elected by the members of the network during the yearly general assembly. Board members are elected for a period of two years, besides the alternate who sits for one year. Responsibilities of the CCSC include:

- The overall leadership of the network
- Guiding and supporting the regional groups
- Network strategy implementation, revision and update
- Financials
- Sponsorships and partner communication
- Suggestions of focus areas
- That national events are being held
- Coordination of communication policy and style

These responsibilities can however advantageously be handled in close collaboration with other members. Roles and responsibilities within the board are described in higher detail in the section *Country Chapter Steering Committee*. Notice that no single person is responsible for updating the website and social media platforms. This is a collective effort.

The regional groups consist of driving and leading members centered around a regional representative, who is elected at the general assembly for a period of two years. The different types of members are described below. The regional groups are responsible for:

- Local events
- Attracting new members
- Contribute to other YWPDK activities on national or international level
- Social media and website communication

The groups will be in close contact with the board and active members placed in their respective region, And the board will provide the regional groups with support, a budget for each year they can spend on activities. The groups can decide on certain topics they want to explore, which fits the member base of the specific groups. Examples of topics include climate adaptation, water treatment, leakage detection, the workforce of tomorrow, or digitalization in the water sector. Responsibilities and roles of the regional groups are described in detail in the section *Regional Groups*. Along with the regional representative, the groups decide on the number of members they find appropriate for the group. A group of four to six people is recommended as a starting point.

YWPDK members are at the core of the network. Without members willing to participate and engage, there would be no network. The success of YWPDK is thus based on being an attractive network for the Young Water Professionals of Denmark. This requires that there is a pathway for the members to be increasingly active in the network. In this process of becoming more active they contribute to the activities of the network, while at the same time strengthening their own skills and gaining exposure in the water sector. YWPDK is currently depicting the ladder of engagement as presented in Figure 2.

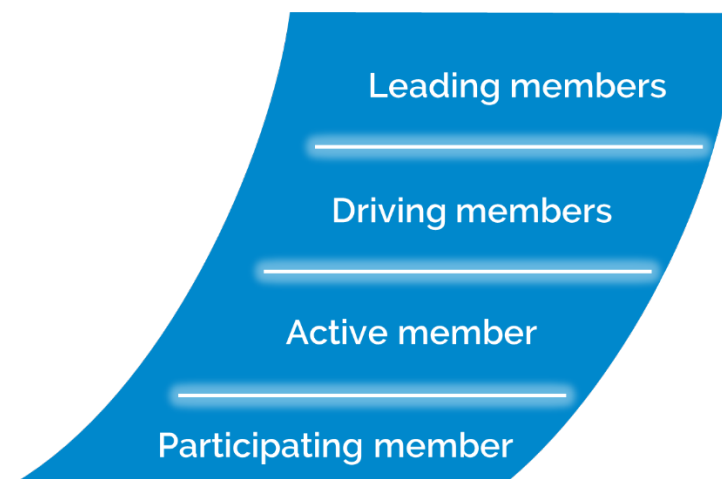


Figure 2: The ladder of YWPDK based on levels of engagement.

Participating members make up the majority of the network and are engaged through their participation in physical and online activities. The first step up the ladder of engagement is to become an active member of the network, who might participate in regional group meetings and help planning a local event or contribute to the national conference. The driving members are the members who have agreed to lead the organization of an event or who drive the exploration of a certain topic within the network. A driving member can thus be a regional group member. Contrarily, the leading members have taken on an elected role in the network and has thus committed to the long-term development and leadership of YWPDK. A leading member is a regional representative or a board member. By defining different levels of engagement, we hope to lay out a pathway for more members to find a role within the network that fit with the time they have for commitment and to hopefully become more engaged with time.

Country Chapter Steering Committee

The CCSC consists of five members and one alternate. Figure 3 shows the roles and overall structure of the CCSC.

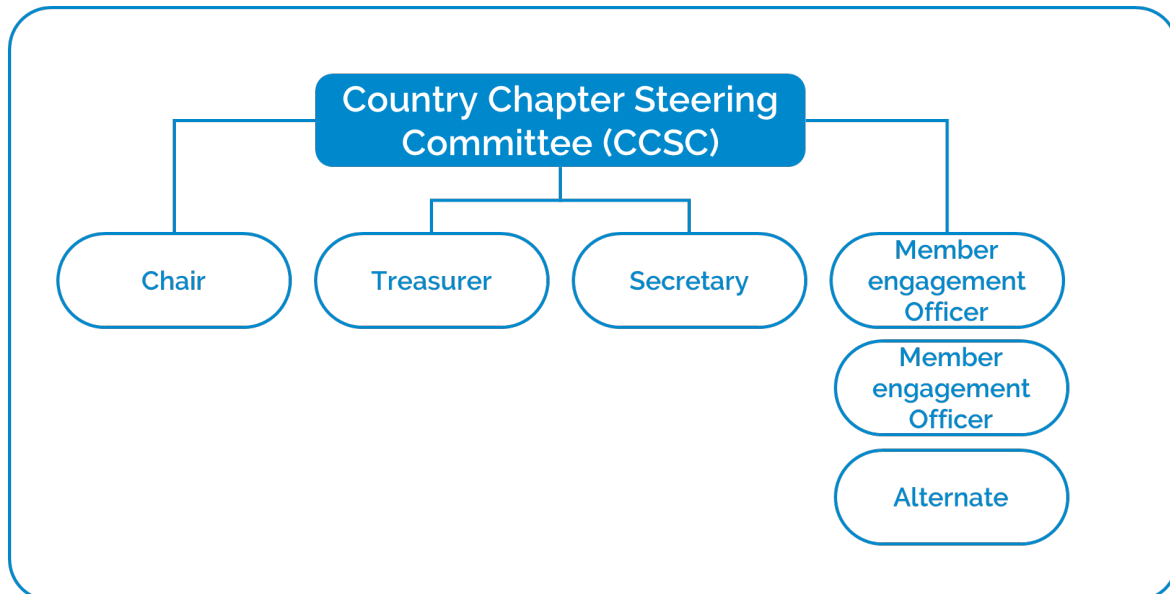


Figure 3: Structure of the CCSC.

The board works as one unit and each member supports the others. Responsibilities are outlined below although they can change between members to make sure no one is overburdened and that we work with what we prefer.

CCSC meetings are held every three weeks and all CCSC members are expected to participate, except the alternate, who is expected to participate once every three months as a minimum. Meetings are online; usually from 20:00 to 21:00. This can however be changed, if the board agrees. The agenda and minutes are on OneNote where the members have access. All board members are responsible for communicating the activities of the network that they are engaged in.

Responsibilities should be considered as suggestions and can be redistributed within the CCSC as the current board sees fit according to preferences and skills. Responsibilities are based on the experiences of the previous boards and the needs of the network going forward.

The Chair is responsible for leading the network and ensures that the network lives up to the articles of association and strategy outlined by previous boards. The main responsibilities and activities of the chair include:

- The strategy of YWPDK and its progress/implementation
- The overall operation of the network
- Run General Assembly
- Creates the Annual Report with support from the rest
- Organize bi-yearly team meetings
- Main contact person to IWA-DK and IWA

The Treasurer is responsible for the financials of the network and the bank account. The treasurer is thus responsible for:

- Handling payments
- Maintaining the financial statement for the General Assembly and the Annual Report
- Preparing the yearly budget meeting
- Sponsor contact, agreements and payments
- Keeping track of budgets for regional groups
- Present financial status at board meetings

Secretary is responsible for:

- The yearly plan for the board, which depicts important dates for meetings, conferences, national activities and deadlines for important activities
- Invite to and update agenda for regular board meetings
- Run the board meetings and take minutes
- Planning the online national meetings of YWPDK for the next year and allocate responsibilities
- Communications of YWPDK including Dansk Vand articles
- The branding of the network (visual guideline, templates etc.)
- Ensure there is a plan for the newsletter with responsible person for each month and quality assurance

Member Engagement officers are responsible for the activity level and recruitment work of YWPDK through the regional groups. YWPDK is 100% dependent on their members' willingness to contribute, and for the network to be active and engaging. This responsibility is placed with two board members. They will make sure that there is a stable level of activity at the regional level by offering support, guidance and knowledge sharing between regional groups. They will furthermore make sure that the regional groups have a plan for the year ahead in terms of activities and topics to explore/focus on. The responsibilities can be summarized as:

- Supporting regional groups in having a yearly plan and having the overview of upcoming and past events
- Coordinates and communicates with regional groups
- Recruitment efforts for new members
- Engagement efforts to recruit leading and driving members
- Ensure that activities are communicated by regional groups
- Planning and facilitating three to four (minimum) meetings between regional group representatives to coordinate, share knowledge and plan collaborations

Alternate is in charge of:

- Assisting the secretary with communication and branding
- Assisting the chair in planning, facilitating and summarizing strategy meetings
- Building own responsibility area based on the first board meeting after the General Assembly

The board members are welcome to collaborate with active members where they can get support for their responsibilities and see the need.

Regional Groups

Regional groups are the local anchor of YWPKD. They are the groups that build the network and sustain the activity of the network. They organize events with focus on certain topics of interest to the member base and of relevance to the water sector. Examples of events are:

- Workshops
- Technical tours
- Social gatherings over professional networking
- Webinars
- Company visits
- Technical talks

A regional group is comprised of a regional representative leading the group, driving members, and active/participant members. The structure in Figure 4 illustrates the group. The regional representative is a leading member. The driving members take the lead on event planning and/or drive the exploration of a certain topic while active members assist in the planning. Leading and driving members are thus the core members who commit to be an active and long-term part of the group and support the regional representative. We suggest that a regional group consists of a regional representative and four to six driving members. Regional group members can still additionally fill national and international roles.

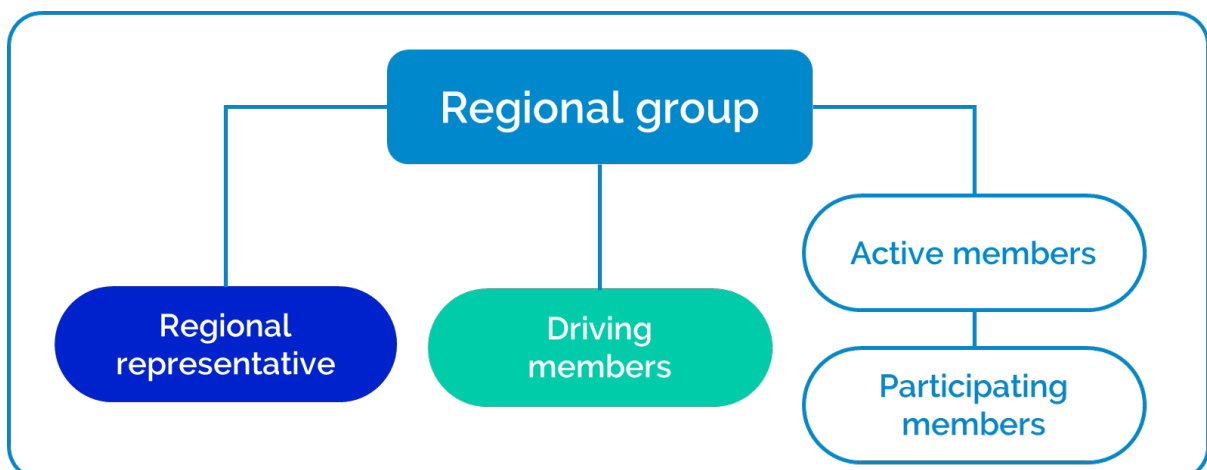


Figure 4: The structure of a regional group.

The board will be responsible for organizing online meetings between the regional groups to share experiences and to plan national events. The board will make sure to coordinate groups that work on the same topic and to find potential national events. The regional groups will have a budget they can use for their activities assigned to them by

the board for a given year. The board and the regional groups interact. The relationship is illustrated in Figure 5.

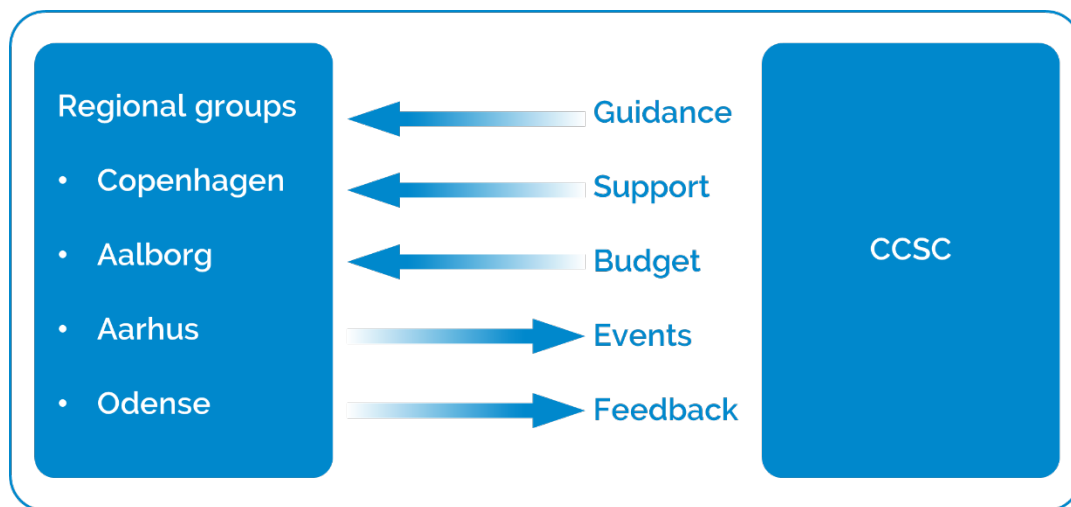


Figure 5: Relationship between regional groups and board of YWPDK.

The Regional Representative is the leader of the regional group and is responsible for:

- Organizing and ensuring meetings in the regional group
- Collaboration and communication with the board and other regional representatives
- Ensuring a consistent activity level of events
- Communication of events before and after

These responsibilities can be delegated to driving members in the group. It is important to note that the regional groups decide themselves how they want to delegate the responsibilities internally. A suggestion to get started is to plan the activities of the year in January and then have frequent meetings in the group. An example could be for the regional representative to invite the regional group to a planning meeting for the year and decide who is responsible for what, and then end with a "fyraftensøl" open for everyone in YWPDK. The driving members and regional representative can of course also invite other members to join in planning activities.

Driving members are a core part of the regional groups. They commit to contribute and be responsible for activities and topics. They are an official part of YWPDK and drive the network and its activities. Driving members should commit to at least a year in the regional group. The driving members and regional representative can also invite other members to join in planning activities. Board members are also encouraged to contribute to their regional groups. To sit in a regional working group, you have to commit to contribute and show up for meeting. You, and not the board, drive the network.

Topics of YWPDK can be what the previous working groups focused on. The board have decided to move these groups into the regional groups to get active members together, rather than having them alone. A previous working group lead can thus be a driving

member in a regional group and be responsible for activities under the topic they have a special interest in. A regional representative is also a valid topic lead. The board will suggest topics to regional groups, which are of special interest to the water sector. Groups can also decide on their own topics to focus on provided consultation with the board to make sure that we stay relevant to the broader member base of the region and to ensure that we coordinate and align our focus.