



Terms of Reference

Name: I-STORM. The international network for storm surge barriers.

Date agreed: 27 OCTOBER 2020 (to be revised every two years)

Purpose and role

I-STORM is an international knowledge sharing network for professionals working in professions relating to the management, operation and maintenance of storm surge barriers (SSBs).

Background

I-STORM was founded in 2006 as an international network for storm surge barrier managers. Since then, the network has evolved to broaden its membership to include a cross section of senior managers, barrier staff, partnerships and contractors.

Principles

Several fundamental principles guide the way the I-STORM network is run as well as how Board representatives and members work together. These are prerequisites to membership.

- Contribute time to participate or develop I-STORM activities
- Share knowledge, experience and provide accurate information
- Handle sensitive information carefully, in confidence where necessary
- Respect different ways of working and be open to learning from others
- Pay an annual fee towards network running costs, as agreed by the network Boards
- English is the working language, however I-STORM will facilitate methods of supporting international communication
- Promote an informal, open sharing environment amongst members

Vision

I-STORM is an international network that brings storm surge barrier professionals together to continuously improve standards of operation, management and performance, in order to reduce the risk of severe flooding of people, property and places around the world.

Aims and Objectives

The main aim of I-STORM is to facilitate knowledge exchange and joint working to improve the operation, management and performance of moveable storm surge barriers around the world.

I-STORM members will work together to share their knowledge and experience:



- On a range of technical matters to improve the operations, management and performance of SSBs and use this to develop and knowledge base for network members to build on.
- To provide expert-led Peer Reviews which benchmark the operation, management and performance of SSBs internationally and help barrier teams strive towards continuous improvement.
- To assist with the concept, design and construction of new SSBs (where appropriate).
- To optimise the performance of SSBs in conjunction with other flood risk management systems.
- Understand the impacts of environment factors (such as the impacts of climate change) on SSBs.
- Identify research and development opportunities that can improve the management and operations of SSBs.

Governance

I-STORM is run by a Strategic and a Delivery Board. The **Strategic Board** sets the strategic direction and governance for the I-STORM network. The **Delivery Board** maintains the technical focus of network activities and develops the future work programme for Strategic Board to consider.

Requirements

Board members need:

- Energy and commitment to help develop the network.
- The ability to allocate resources (people, time, money and ideas) to develop the networks programme of work and activities.
- To behave with integrity.
- To be open and accountable.

Accountabilities and responsibilities

Strategic Board

1. Provide overall network leadership.
2. Ensure that the network aims and objectives are met and aligned with domestic priorities.
3. Set and review the Terms of Reference.
4. Allocate necessary resource to deliver the I-STORM work programme.
5. Approve the network governance structure including approval of Strategic and Delivery Board members and Chairs.
6. Endorse the programme of activities and work developed by the Delivery Board.
7. Review and endorse the I-STORM network budget and final accounts.



8. Approve network membership fees.
9. Respect the information protocol required by member organisations.
10. Act as ambassadors to promote the benefits of I-STORM.

Delivery Board

1. Delivery the objectives established by the Strategic Board.
2. Develop the network's future work programme including:
 - a. I-STORM Annual Meeting (including workshops and site visits)
 - b. Knowledge exchange and technical visits
 - c. Workstreams (identify priority issues)
 - d. Peer Reviews (full, light, quick scan, document review)
 - e. Other knowledge sharing (eg. webinars)
3. Produce the budget forecast to deliver the future work programme.
4. Propose rates for network membership fees.
5. Produce and present annual accounts.
6. Consider requests and proposals from members.
7. Commission working groups for priority issues, consider their reports and review progress.
8. Ensure participation and gain support of colleagues to help deliver I-STORM activities (including nomination of peers and working group leads).
9. Appoint and set out the role and responsibilities of the network coordinator and any other resources.
10. Appraise the benefits of key pieces of work.
11. Identify the benefits that I-STORM has delivered to their organisation and promote the benefits of membership.
12. Propose new members.

Representatives

Strategic Board

Formed of:

- One representative from each core member
- One of whom is elected chair (with a term of 2 years and no limit to number of elected terms)
- Delivery Board members, who attend in an advisory capacity to support Strategic Board
- I-STORM Network Coordinator



Delivery Board

- A minimum of one representative from each core member
- One of whom is elected Chair (with a term of 2 years and no limit to elected terms)
- I-STORM Network Coordinator

Frequency and location of meetings

Both **Strategic** and **Delivery** Board will meet at least once a year, arranging additional meetings as and when necessary.

Decision making

- Chairs for the Strategic and Delivery Boards should be from different organisations respectively.
- Board decisions will be made by those present, with one vote per member organisation.
- Board meetings will be quorate if at least three representatives are in attendance.
- If a board representative is missing, the other representatives can make a decision taking into account the views of those absent from the meeting.
- Boards may exercise an executive session to aid discussion.

Review effectiveness

The **Strategic Board** will evaluate how effectively I-STORM is delivering its objectives and review the I-STORM networks Terms of Reference every two years, to ensure they are fit for purpose.

Organisation

- Notice of meetings should be provided at least 6 months in advance for **Strategic Board**, and at least two months for **Delivery Board**.
- Board meetings will be organised by the Network Coordinator and Chair in collaboration with the meeting host, identifying:
 - date
 - venue
 - attendees
 - agenda
- Meeting hosts will provide a room, refreshments, catering and resources (eg. projector and flipcharts)
- Topics for the agenda will be generated in consultation with Strategic and Delivery Board members respectively.
- Meeting papers will be circulated at least one week before.
- Meetings will be run by the Chair



- Non-members may be invited to meetings, providing Board representatives are agreed in advance.
- Minutes and actions will be circulated to all attendees as soon as possible following the meeting.

Membership

I-STORM members agree to the following:

- Pay an annual membership fee
- Follow the I-STORM Network's principles, as outlined in the Terms of Reference
- Follow protocols required by Barrier Member organisations

Levels of I-STORM Network Membership

Core Member

Organisations with large publicly owned storm surge barriers. Core members agree to deliver the networks core activities and cover the core costs associated with running the network.

- Participate in all I-STORM activities. This includes Peer Reviews, working groups, technical knowledge exchange visits.
- Participation in the network Strategic and Delivery Boards.
- Invitation to attend the I-STORM Annual Meeting and all workshops.

Barrier Member

Publicly owned storm surge barriers.

- Invitation to attend the I-STORM Annual Meeting and all workshops.
- Invitation to participate in limited working groups and Peer Reviews.

Associate Member

Professionals with expertise or an interest in improving the performance of storm surge barriers.

EG. Contractors, public-private partnerships, commercial storm surge barriers, universities, individuals.

- Invitation to attend the I-STORM Annual Meeting and some workshops.
- Invitation to participate in some working groups.

Prospective Member

Organisations / individuals in their first year of network membership. No fee is paid and the year is used to demonstrate the benefits of membership.

- Invitation to attend the I-STORM Annual Meeting and some workshops.



- Invitation to participate in some working groups.

New members

- Any interested party can request to become a member of I-STORM.
- New members must submit an application that will be considered by the Delivery Board.
- The Delivery Board will decide if an organisation becomes a member.
- New members must agree to follow the I-STORM Network's set of agreed principles of membership and acknowledge the Terms of Reference, before they can join the network.

Restrictions and termination of membership

The network aims to continue to grow steadily and sustainably over the coming years. There is ultimately no restriction on the number of members that may join I-STORM.

Membership will be terminated if member's actions are not in accordance with the principles of membership.

Period of membership, renewal and resignation

- Board representatives serve for a minimum of two years, when they can be re-elected and service will be extended for another two years.
- Membership is renewable on an annual basis.
- Membership begins on 01 APRIL each year and runs for a full year.
- Membership ends automatically if the annual membership fee is not paid.
- Membership can be terminated by resignation. Notification of resignation should be in writing to the Network Coordinator at least one month before the annual membership fee is due.

Ways of working

I-STORM uses a variety of working methods as part of its work programme to facilitate knowledge sharing between members.

I-STORM Meetings

- English is the working language, however I-STORM will facilitate methods of supporting international communication.
- Hosting of meetings will rotate between network members.
- Hosts may charge delegates an attendance fee to help cover the costs of the Annual Meeting and other meetings. This may include:
 - scheduling and timings
 - identifying speakers



- designing workshops
- programme book

Working Groups

- Working groups will be set up for priority workstreams as identified by the Delivery Board.
- Working groups will report progress to an agreed Delivery Board member.
- Outputs will be shared with the Network Coordinator who will help to communicate these to the wider I-STORM network via appropriate communication channels.

Technical visits and knowledge exchanges

- I-STORM members will suggest and help set up technical visits between members to help colleagues exchange knowledge and share learning to improve the design, operation or maintenance of storm surge barriers. These should be aligned with priority themes.
- Outputs (eg. notes / presentations / recommendations) will be shared with the Network Coordinator, who will help to communicate these to the wider I-STORM network via appropriate communication channels, where appropriate.

Peer Reviews

- Core members will propose barriers to be Peer Reviewed. Delivery Board will consider these for inclusion in the forward programme.
- New Peers will be trained in the I-STORM Peer Review process by more experienced Peers.
- Peer Review hosts cover the subsistence costs of Peers and Peers themselves cover their own accommodation and travel costs.

Translation

- I-STORM Network business will be documented in English.
- Strategic and Delivery Board members may be joined by a colleague to assist with translation.

Strategic and Delivery Board attendance

- Board representatives may send a substitute if they cannot attend a meeting.
- Working group members may be required to attend board meetings to present and discuss their work.
- Board representatives may invite a colleague to observe meetings, with prior agreement of the Chair, network coordinator and meeting host.

Other Activities

- Activities such as facilitated workshops, teleconferences and webinars are encouraged between members to share and improve technical knowledge and expertise.



Key Points of Contact

- Upon joining, members will be asked to identify individuals who will act as key points of contact.

Sharing of Information and Resources

- Members will respect the information protocols required by other member organisations.