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**VOLUME 1**  
***HYDROLOGICAL INFORMATION SYSTEM***

***FIELD MANUAL - PART II***  
***TERMS OF REFERENCE FOR HDUG***

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## TERMS OF REFERENCE FOR HDUG

In this chapter the Hydrological Data User Group (HDUG) Terms of Reference are presented.

### 1. BACKGROUND

- 1.1 The Hydrology Project invested resources in the setting up of a reliable, validated and processed Hydrological Information System (HIS) for the benefit of interested users. An effort has to be made to ensure that HIS output responds to the needs of the users and that it continues to be 'demand driven'. It is in this context that each of the nine states and three central agencies involved in assembling the HIS have constituted separate Hydrological Data Users Group (HDUG), representing current and potential users of data.
- 1.2 The aim of this 'Terms of Reference' (ToR) document is to lay down a broad framework of operational guidelines, so that a consistent and uniform approach for the management of HDUGs is adopted, across eight states and three central agencies.

### 2. PURPOSE

The overall purpose of setting up state and central level Hydrological Data Users Groups (HDUGs) is:

- 2.1 To provide a common platform for discussions between hydrological data users and data providers.
- 2.2 To create awareness amongst users about HIS data and educate them on the potentials and limitations of HIS.
- 2.3 To understand, analyse and update information on the changing needs of data users from a macro level perspective.
- 2.4 To review and recommend additions/deletions in the data collection networks and related HIS, if appropriate.

### 3. HDUG-ELIGIBILITY

HDUG is a state or national level representative group of current and potential 'large scale' and 'repeat users' of HIS data who have a stake in water resource utilisation, assessment and management. The membership of this group will be determined by the ministry, which is accountable for implementing the HIS in the respective state or central agency. The recommended size of HDUG in each state or central agency is approximately 25 to 30 members. The members will be drawn from three distinct categories of users namely: Government, Voluntary and Private, in an approximate mix as suggested under Paragraph 3.1 to 3.3 below. The distribution of members between categories is only indicative and appropriate state-specific adjustments can be made, depending on the need and interest of users.

#### 3.1 GOVERNMENT INSTITUTIONS

- 3.1.1 Apex level government institutions (national or state level) vested with responsibilities such as macro level water resource assessment, planning and policy development, legislation, water use tariff determination, regulation and enforcement etc. The recommended number of user members under this category will be about 6 to 8.

- 3.1.2 Second tier institutions (state, municipal or local bodies) involved with the development and delivery of use functions such as drinking water supply, irrigation, hydropower, navigation, shipping and recreation, large scale industrial water supply, effluent management etc. The recommended number of user members under this category will be about 10 to 12.

### **3.2 VOLUNTARY ORGANISATIONS**

- 3.2.1 Institutions or organisations representing users of various groups such as farmers associations, water users associations, industrial associations, NGOs etc. The recommended number of user members under this category is about 3 to 5.

### **3.3 PRIVATE ESTABLISHMENTS**

- 3.3.1 All professional bodies, universities, associations or individuals engaged with operational, research and development and/or consulting responsibilities. The recommended number of user members under this category is about 5 to 7.

The specific criteria for selection of members from the above categories are detailed out in Annex 1 to Part II.

## **4. ROLES**

HDUG is a representative body of current and potential large scale and repeat users of HIS data. This body will be vested with two broad roles, namely:

- advisory role and
- demand - supply linkage role

## **5. REGULATIONS GOVERNING HDUG**

### **5.1 POSITION**

- 5.1.1 There will be one common HDUG in the state representing both the Surface Water and Groundwater related departments and users.
- 5.1.2 Similarly, for central agencies there will be a common HDUG at the national level, constituting users of CWC and CGWB data.
- 5.1.3 The state level or central level forum comprising all the members of HDUG will be called the 'General Body'.
- 5.1.4 The General Body will be assisted by a Secretariat located at the state level/national level Data Centre.
- 5.1.5 The General Body members can examine and discuss specific tasks to be carried out from time to time and recommend the mode of executing such tasks (e.g. by constituting small task groups, using agency resources or hiring external consultants).

## 5.2 MEMBERSHIP

- 5.2.1 The general body membership of the HDUG will be open to all those users (current or potential) who belong to the three categories specified in Clause 3 under HDUG-Eligibility. However, the access to HIS data will not only be restricted to this group.
- 5.2.2 Any interested user can request for data, subject to meeting the criteria laid down by the ministry/agency.
- 5.2.3 The general body membership of HDUG is valid for a fixed duration of two years. However, there is no restriction on re-nomination of members beyond two years.
- 5.2.4 The nature of membership is institutional and it is not extended to individuals.
- 5.2.5 As described in Clause 3, the size of the general body will be limited to 25 to 30 members. However, this will be kept flexible and addition/deletion may take place from time to time, depending on the interest and need of the users. Recommendations for addition/deletion in membership may emanate from the General Body.

## 5.3 OPERATIONAL CLAUSES

- 5.3.1 The in-charge of the State/National Data Centre will be the nominated Member Secretary of the General Body. Two Joint Secretaries, i.e. in-charge of the Groundwater Data Processing Centre and in-charge of the other Surface Water Data Processing Centre, will assist the Member Secretary in carrying out day-to-day HDUG activities.
- 5.3.2 The General Body of the HDUG will meet at least twice a year. It will be the responsibility of the Member Secretary to convene the meetings and record the minutes.
- 5.3.3 The venue and agenda of the meeting will be decided by the Member Secretary and will be intimated timely to all members.
- 5.3.4 The Member Secretary reserves the right to invite individuals/institutions outside the General Body to participate in the meeting, on a case-to-case basis.
- 5.3.5 The Member Secretary also reserves the right to reschedule, postpone or rearrange the scheduled meeting depending on the need, priorities and exigencies of work. However, she/he has the obligation to provide justification to the General Body for such an action, during the subsequent meeting.

## 6. SCOPE OF ACTIVITIES OF THE HDUG

Under the **Advisory Role**, as described in Clause 4, the General Body will:

- 6.1 Advise the Member Secretary regarding the nature, type, frequency and extent of data generally requested by various users.
- 6.2 Study literature, publicity and education material supplied by the Member Secretary from time to time. By doing so, the general body members will make an attempt to understand the potentials and limitations of the HIS in view of the 'distributed and varied' nature of the monitoring network, technical complexities involved in data collection, validation, processing and dissemination.
- 6.3 Advise on educating institutional and individual users of the HIS data.

- 6.4 Make suggestions to the Member Secretary to incorporate the representative views and needs of data users in the operation and management of the HIS.
- 6.5 Recommend appropriate tariff structure for data dissemination, based on the understanding of the ability and willingness of the users to pay for the services. (e.g. suitable price differential can be recommended for data supply to students, private consultants, universities, research institutes etc).
- 6.6 Commission specific, one-time need based studies to recommend appropriate action.
- 6.7 Form a task group selected from the sitting members to carry out data needs assessments of the users at a frequency of at least once in three years. The task group will assist in the development of tools and methods for data collection and work with the Member Secretary in formulating and periodic updating of the state/agency level Hydrology Information Needs (HIN) document.

Under the **Demand-Supply Linkage Role**, as described in Clause 4, the General Body will:

- 6.8 Assist in conducting Hydrology Information Needs (HIN) interviews through structured approach, documenting findings and articulating user expectations and link them with output capability of State/National Data Centre (SDC or NDC).
- 6.9 Assist in designing data supply formats so as to make the supply of data 'user friendly' and suggest improvements and modifications as necessary, from time to time.
- 6.10 Assist in the accurate articulation of views, policies and guidelines to all current and potential data users as representatives in the General Body meetings.
- 6.11 Provide feedback on the functional efficiency (adequacy, timeliness and appropriateness) of the HIS and suggest methods for enhancing the reach and utility of the data.

Participate in workshops, seminars, meetings and other forums of discussions organised by the SDC/NDC and provide inputs to the Member Secretary for general improvements in service delivery.

## 7. OTHER PROVISIONS

- 7.1 As described in Paragraph 5, there will be one common HDUG for each state. In states, where the Groundwater and Surface Water Data Centres are separate, the officers' in-charge of these centres become Member Secretaries by rotation.
- 7.2 Similarly, the officers in-charge of National Data Centres at CWC and CGWB, take on the responsibility as Member Secretaries by rotation.
- 7.3 The duration of this rotation is fixed for two years, each time.
- 7.4 The overall responsibility of bringing out the HIN document, formulating recommendations and communicating it to the concerned agencies will be vested with the Member Secretary.

**Annex 1 to Part II****SELECTION CRITERIA FOR GENERAL BODY MEMBERSHIP OF HDUG  
(Voluntary Organisations and Private Establishments)**

The 'General Body' membership of HDUG is open to voluntary organisations and private establishments, subject to meeting the following criteria:

**1. VOLUNTARY ORGANISATION**

**The voluntary organisation intending to obtain HDUG membership must:**

- 1.1 be a registered NGO or Trust, under the Societies Act, Public Trust Act or IT Act.
- 1.2 have an operational base in the state.
- 1.3 the credibility of working for a larger public cause, preferably in the water sector, agricultural sector, and/or other related sectors.
- 1.4 submit a copy of its Memorandum of Association, along with a letter expressing the intent to become an HDUG member, duly signed by the Chief Operating Officer (e.g. President, Chairman, General Secretary).
- 1.5 nominate two individuals (one main and the other alternate) who will normally represent the organisation in HDUG meetings. These two individuals must be the whole time employees of the organisation or at least must have long term interest in the affairs of the organisation.
- 1.6 be willing to contribute as specific task group members, in case nominated.

**The organisation will lose its membership if:**

- 1.7 it fails to be present in two consecutive General Body meetings.
- 1.8 it fails to take on the responsibility as specific task group members, if and when nominated, unless adequately justified.

**2. PRIVATE ESTABLISHMENTS**

**The private establishment intending to obtain HDUG membership must:**

- 2.1 be a registered private limited, public limited company or a business establishment.
- 2.2 have an operational base (e.g. manufacturing, delivery of products and services, R&D activities etc.), either as an independent set up in the state or as a part of the all India network of operations.
- 2.3 submit a copy of its Article of Association, along with a letter expressing the intent to become an HDUG member, duly signed by the Chief Operating Officer (e.g. Managing Director, Chief Executive, General Manager).

- 2.4 nominate two individuals (one main and the other alternate) who will normally represent the establishment in HDUG meetings. These two individuals must be the whole time employees of the organisation.
- 2.5 be willing to contribute as specific task group members, in case nominated.

**The organisation will lose its membership if:**

- 2.6 it fails to be present in two consecutive General Body meetings.
- 2.7 it fails to take on the responsibility as specific task group members, if and when nominated, unless adequately justified.

In case a large number of organisations showing interest in obtaining HDUG membership, the Member Secretary has the right to select members on priority based on his/her judgement.