

APPLICATION INSTRUCTIONS

Applicants from non-governmental organizations (NGO) who are interested in joining the Canadian delegation to this year's United Nations Water Conference are invited to apply in accordance with the guidance set below. This application consists of two steps: reviewing and confirming eligibility criteria (step 1); and, completing the nomination process (step 2).

Applicants must meet established eligibility criteria. These are the minimum criteria to apply and will help ensure that the composition and size of the delegation remain strategic and focused, with balanced representation of perspectives and expertise. Fulfillment of eligibility criteria does not guarantee selection. Eligible applicants are asked to move to step 2 of the instructions to apply.

Upon submission, application packages will undergo review and only a limited number of applicants will be selected to join the Canadian delegation. We will aim to provide a response to applicants regarding their applications, regardless of outcome, between one to three weeks after the application deadline.

Selected applicants to join the Canadian delegation will be governed by rules of conduct and will be asked to sign a Participation Agreement and Rules of Conduct form as provided under Annex 1.

Step 1: Eligibility Criteria

Applicants must meet the eligibility criteria set out below. Eligibility articulates the minimum standards by which NGOs may consider applying. It is also recommended that NGO applicants review the Participation Agreement and Rules of Conduct found in Annex 1 as they consider eligibility. At a minimum, representatives must be:

- a Canadian citizen or Permanent Resident;
- minimum 18 years of age;
- representing a Canada-based non-governmental organization (NGO) with a clear freshwater focus or mission;
- able to secure visas (as necessary) and travel to the Conference at their own expense;
- not already accredited; and,
- available to participate in meetings/briefings with the Canadian Delegation before, during and after the Conference, as appropriate.

Step 2: Application Process

After assessing eligibility, interested applicants must submit a package which includes:

1. A cover letter (max 1,000 words) which contains:

- a. Eligibility Criteria: Attestation that the minimum eligibility criteria listed under step 1 is met;
 - b. Thematic Alignment: A short description of how their role and/or organization aligns with the themes of the Conference;
 - c. Proof of Work: Representatives must provide a description of their sustained commitment towards keeping water safe, clean and well-managed in Canada for the past three years;
 - d. Track record of participation: A description of experience in international/multilateral freshwater forums and/or domestic freshwater activities;
 - e. Identifies an established purpose: A description of their planned role at the UN Water Conference, for example participating in a side event.
 - f. Written acknowledgement of willingness to accept and sign a Participation Agreement and Rules of Conduct as provided under Annex 1.
2. Curriculum vitae (CV) or resume;
 3. Two letters of support from two different NGOs; and,
 4. Proof of Canadian Citizenship or Permanent Residency.

Please send your application package to Water-Eau@cwa-aec.gc.ca, by October 6, 2026. Successful representatives will be contacted via email one to three weeks after the application deadline. Please note that membership into the delegation is not confirmed until the successful applicant reviews and signs the Participation Agreement and Rules of Conduct. Applicants are responsible for all costs and logistical planning associated with attending the Conference.

Thank you for your interest and we look forward to receiving your applications.

Privacy Notice

The personal information collected through this application process is collected under the authority of subsection 6(1) of the *Canada Water Agency Act* and subsection 7(1) of the *Financial Administration Act*.

The information will be used to assess the eligibility of non-governmental organizations and their representatives interested in participating in the Canadian delegation for the 2026 United Nations Water Conference, to select representatives for the delegation, and to support the participation and accreditation of successful applicants.

Collection and disclosure of personal information is conducted in accordance with the description and consistent uses of Personal Information Bank [PSU 938, Outreach Activities](#).

Any questions or comments regarding this privacy notice or the handling of personal information may be directed to the Canada Water Agency's Access to Information and Privacy Unit at atip-aiprp@cwa-aec.gc.ca.

If you are not satisfied that the Canada Water Agency has adequately respected your privacy, you have the right to file a complaint with the Office of the Privacy Commissioner of Canada. The Office of the Privacy Commissioner of Canada may be contacted at:

Office of the Privacy Commissioner of Canada
30 Victoria Street
Gatineau, Quebec
K1A 1H3

Toll-free: 1-800-282-1376

Website: <https://www.priv.gc.ca/>

Annex 1: Sample Participation Agreement and Rules of Conduct

CANADIAN DELEGATION – PARTICIPATION AGREEMENT AND RULES OF CONDUCT

NAME AND TITLE: _____

ORGANIZATION: _____

I hereby accept the invitation from the President of the Canada Water Agency (Head of the Delegation) to participate as a member of the Canadian Delegation to the United Nations Water Conference from December 8-10, 2026, to be held in Abu Dhabi, co-hosted by the United Arab Emirates and the Republic of Senegal.

I accept the following responsibilities as a member of the Delegation:

- a) that I will respect the authority of the Head of the Delegation on all matters regarding my conduct as a member of the delegation;
- b) that I will respect the confidentiality of discussions and the decisions taken in both formal and informal meetings, among members of the delegation and with members of other delegations;
- c) that I will not leverage my membership as a Canadian Delegate to achieve organizational goals and objectives not in alignment with the Canadian objectives as interpreted by the Head of the Delegation, or their designate;
- d) that I will not intervene in debates, negotiations or speaking opportunities where the floor is reserved for the Head of the Delegation or their designated representatives, while serving as a member of the delegation, either on behalf of Canada or any non-governmental organization, unless specifically authorized to do so by the Head of the Delegation;
- e) that I ensure that any information, in whatever format, disclosed to me as part of my membership in the Canadian delegation, will be protected from disclosure to third parties;
- f) that I will not give media interviews of any nature, or make public statements through social media or other digital platforms that represent or imply an official position of the Government of Canada, unless specifically authorized to do so by the Head of the Delegation;
- g) that I consent to the collection, use, and submission of personal information to the Canada Water Agency for the purpose of attending the 2026 UN Water Conference as a member of the Canadian delegation. All personal data submitted will be treated as strictly confidential and will be accessed only by authorized personnel involved in

the accreditation process, including representatives from the Agency, Permanent Mission of Canada to the United Nations in New York City (PRMNY), and other entities as identified as necessary by the Agency. Following the successful granting of accreditation, all personal information submitted in electronic form will be permanently deleted from departmental systems within 30 days of the conclusion of Conference. We will dispose of the information collected from unsuccessful applicants once we confirm our selections.

I understand that if I fail to comply with any of the above conditions, my participation in the Canadian delegation will be revoked. I further understand that if I fail to comply with any of the above conditions, I and the organization that I represent, may be excluded from future Canadian delegations.

I acknowledge that I have read and understand this Participant Agreement and Rules of Conduct and voluntarily accept the duties and obligations set forth in it.