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| **OWSD NATIONAL CHAPTER GUIDELINES** *OWSD National Chapters for countries in the Global South* |
| Organization for Women in Science for the Developing World - SecretariatICTP CampusStrada Costiera 11 34151 TriesteItalyTel: +39 040 2240210Email: owsd@owsd.netWebsite: [www.owsd.net](http://www.owsd.net/) |

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# GUIDELINES AND SUPPORT FOR NATIONAL CHAPTERS

## 1. Introduction

These guidelines have been developed for individuals interested in supporting the Organization for Women in Science for the Developing World (OWSD) through the establishment of a National Chapter in a developing country in the Global South.

The broad goal of the OWSD National Chapter is to promote in-country activities and policies that improve female participation in science and technology.

**Background to OWSD**

## 2. What is the Organization for Women in Science for the Developing World (OWSD)?

OWSD is an international organization committed to promoting women’s access to science and technology, and increasing their participation in decision-making processes for the development of their countries and in the international scientific community.

## 3. OWSD Objectives

1. Increasing the participation of women in developing countries in scientific and technological research, teaching and leadership;
2. Promoting the recognition of the scientific and technological achievements of women scientists and technologists in developing countries;
3. Promoting collaboration and communication among women scientists and technologists in developing countries and with the international scientific community as a whole;
4. Increasing access of women in developing countries to the socio-economic benefits of science and technology;
5. Promoting participation of women scientists and technologists in the development of their country: and
6. Increasing understanding of the role of science and technology in supporting women's development activities.

## 4. OWSD Membership

OWSD membership has two categories:

1. **Full Members**:
* **Women** scientists from [developing countries](https://owsd.net/sites/default/files/OWSD%20138%20Countries%20-%20Global%20South.pdf) who have completed **a master’s degree or higher** in the natural sciences (including engineering and technology) or social sciences and who are committed to the objectives of OWSD.
* This is the only category with voting rights.
1. **Affiliate Members**:
* **Women** scientists from [developing countries](https://owsd.net/sites/default/files/OWSD%20138%20Countries%20-%20Global%20South.pdf) who have completed a **bachelor’s degree (or equivalent)** in the natural sciences (including engineering, and technology) or social sciences and who are committed to the objectives of OWSD.
* Affiliate members can advance to become Full Members upon completion of a master’s or doctoral degree (or equivalent) and, consequentially, will receive voting rights.

Individuals who wish to support OWSD, but are not eligible for membership can become **Friends of OWSD:**

* **Women and men** from developed and developing countries with at least an undergraduate degree (or equivalent experience) across all disciplines (including the natural sciences, social sciences, arts and humanities), who are committed to promoting the objectives of OWSD.
* Friends of OWSD are encouraged to engage with OWSD and its members through support activities (mentoring, fundraising, networking, promoting).

Individuals who wish to become Members must apply online through the OWSD website and their application will be approved online by OWSD Headquarters. Applications made to national chapters must still go through the OWSD website: [www.owsd.net](http://www.owsd.net/).

National Chapter membership shall consist of all registered OWSD members who are **Resident and/or National** of that country. National Chapters may request special permissions from the OWSD Secretariat (owsd@owsd.net) to include individuals who are ineligible for OWSD Membership, such as undergraduate students, in their National Chapter Membership.

**Establishing an OWSD National Chapter**

## 5. What is an OWSD National Chapter?

An OWSD National Chapter is constituted by a group of OWSD members that fully support the objectives and activities of OWSD, and aim to enhance and promote female participation in science and technology professions, in scientific leadership, and in the decision-making processes, both at the national and regional levels.

## 6. Why establish an OWSD National Chapter?

1. Provide networking, advocacy and information-sharing between similar institutions and individuals for promoting increased participation of women in science and technology professions. The National Chapters will work towards strengthening regional scientific and technological activities in the spirit of cooperation among developing countries.
2. Initiate relevant science-based activities that address national concerns working with all levels of society (grassroots, schools and universities).
3. Evolve and develop strategies for mobilizing financial and human resources towards achieving OWSD's objectives.
4. National Chapters should be established by individual or institutional members of OWSD, and in accordance with the stipulations of each country, and working in collaboration with the OWSD Executive Board and the OWSD Headquarters in Trieste, Italy.

## 7. What is expected from an OWSD National Chapter?

*OWSD National Chapters are expected to initiate and/or participate in some of the following activities:*

1. Oversee the strategic implementation of the OWSD programme and objectives at the national level.
2. Initiate fundraising activities to fund national-level activities.
3. Develop advocacy programmes to increase awareness - among political, NGO, professional and civic circles — of the value of gender equity and female participation in science and technology.
4. Gather and disseminate information on equity issues in science in order to contribute to policy development.
5. Initiate research projects in the areas of interest to OWSD with particular relevance to critical development concerns.

*OWSD National Chapters are required to:*

1. Provide evidence of institutional support within the country e.g. office location and resources.
2. Submit annual, detailed narrative reports to the OWSD Secretariat and Executive Board.
3. Provide the OWSD Secretariat with regular updated information.
4. Nominate a contact person whose responsibilities will be to: field queries by email from local OWSD members and friends; regularly disseminate OWSD information.

## 8. How does a group obtain the status of an OWSD National Chapter?

*A group wishing to obtain the status of National Chapter must first:*

1. Check the OWSD website (<http://www.owsd.net/>) to confirm that there is no existing OWSD National Chapter (or pending application) for the proposed country, then email owsd@owsd.net to inform us of your intention to establish a National Chapter. If another group or individual is already working towards the same goal, we will put you in contact with them. Only one National Chapter can be recognized per country, but each Chapter can establish local branches covering, for example, different states or universities within the country.
2. Complete and submit the [National Chapter application form](#_APPLICATION_FORM_–). The application will be considered by the relevant OWSD vice-president, in order to confirm that the proposed National Chapter meets the criteria (as stated in the application form). The application will then have to be approved by OWSD President first and confirmed by the OWSD Executive Board.
3. Elect, through votes from OWSD members of the National Chapter, an Executive Committee with at least a Chair, Vice-Chair, Secretary and Treasurer (term of office must not exceed 4 years).
4. Ensure that the country has at least 20 OWSD members (resident and/or national); these must all be registered with the OWSD Secretariat at [www.owsd.net/user/register](http://www.owsd.net/user/register).
5. The National Chapter must not charge membership fees; the Chapter can instead ask for contributions from members to support specific events and activities.
6. All National Chapters should have their own logo, which can be developed with the support of OWSD. Please liaise with the OWSD Secretariat to create a suitable logo; an idea, draft or proposal should be included with the application form.

## 9. What is the role of the Host Institute?

1. Provide a physical address within a recognized institution where the administrative and financial affairs of the National Chapter will be managed. The institution must have the resources and infrastructure to host and support the National Chapter.
2. According to UNESCO financial rules, the Chapter **must not** hold a bank account; therefore the host institute must responsibly host the National Chapter funds within their own bank accounts.
3. The host might also provide the following (but it is not obligatory):
	* Free venue space
	* Free office space
	* Regular funding
	* Occasional funding
	* Contacts with other scientific organisations
	* Administrative support
	* IT support (e.g. access to software, institutional email address)
4. The chapter must produce proof of contact and negotiation with a possible host institute before submitting the application form.
5. The chapter must produce a written agreement (e.g. MoU) with the host institute within 6 months of establishment.
6. The host institute must be aware that National Chapter committees are elected every four years; therefore, the agreement should be upheld regardless of the membership of the committee. This is especially important if the host institute is a workplace of one of the initial committee members.

## 10. What are OWSD's responsibilities to a National Chapter?

Once an OWSD National Chapter has been recognized by the Executive Board (acting on behalf of the General Assembly),

*The OWSD President will:*

1. Issue a formal letter of recognition to the OWSD National Chapter.
2. Officially inform all OWSD members and all OWSD National Chapters of the location and contacts of the newly established National Chapter.

*The OWSD Headquarters will:*

1. Provide the newly constituted OWSD National Chapter with an information package and communications materials. Publish information on the activities of various National Chapters on the OWSD website and update List as well as other print and electronic media.
2. Facilitate contacts between the newly established OWSD National Chapter and the relevant TWAS regional office.
3. Facilitate contacts between the newly established OWSD National Chapter and the relevant national or regional science academy.

## 11. What is the role of OWSD members in a National Chapter?

1. If an OWSD National Chapter has not yet been established in the member’s country, she/he can initiate and/or encourage the formation of a National Chapter. Support from the OWSD Headquarters can be given in this regard. Contact owsd@owsd.net.
2. If an OWSD National Chapter is established, OWSD members are encouraged to initiate, promote and participate in activities organized by the National Chapter.

## 12. What is the role of the National Chapter Committee?

1. The group of OWSD members that work to establish the National Chapter will usually act as the chapter’s first Executive Committee, formed of at least a Chair, Vice-Chair, Secretary, and Treasurer. Some chapters choose to include additional roles, such as Events Coordinator, Communications Secretary, and Ordinary Members of the Committee.
2. This first, unelected committee can be in place for up to one year from the formal establishment of the chapter (the date of the approval letter from the OWSD President). Therefore, within one year of establishment, an election for all positions on the National Chapter committee should be held.
3. National Chapter committee elections must be open for all National Chapter members to vote (i.e. all registered and active OWSD members who list the National Chapter’s country as their country of Residency or their country of Nationality).
4. National Chapters should liaise with the OWSD Secretariat (owsd@owsd.net) to organize and host the election. If possible, the election should be held online, in order to include as many voters as possible: the OWSD Secretariat can provide a platform for this.
5. Only OWSD members can be a candidate for the National Chapter committee.
6. Once elected, committee members can only serve two terms (i.e. a member can only be re-elected to the committee once).
7. National Chapter committee elections must take place at least once every 4 years.

# APPLICATION FORM – NATIONAL CHAPTERS

**ORGANIZATION FOR WOMEN SCIENTISTS FOR THE DEVELOPING WORLD (OWSD)**

Eligibility

OWSD individual members are eligible to apply for OWSD National Chapter status. This application form should be completed in all parts (typewritten in English) and returned to the OWSD Secretariat; Please ensure that ALL enclosures (constitution, statutes etc.) are also included.

Proposer

The proposer must be an individual member of OWSD and also a member of the proposed National Chapter Executive Committee.

National Chapter Executive Committee

All positions and membership (i.e. Chair, Treasurer) must be assumed by OWSD members (registered with the OWSD Secretariat).

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| **1. PROPOSER** |
| Name      | Surname      | Title      |
| Institutional affiliation       | Job title      | Email      |
| **2. HOST INSTITUTE** |  |
| Host institute name & address(Must be a registered institution)      | Host contact person name      Host contact person phone      Host contact person email      Host institute website       |
| **3. NATIONAL CHAPTER EXECUTIVE COMMITTEE**  |
| **Chair**Name Surname Email Institutional affiliation                       OWSD Membership ID number (find this by logging onto your [online profile](https://owsd.net/user/login)):        |
| **Vice-Chair**Name Surname Email Institutional affiliation                       OWSD Membership ID number (find this by logging onto your [online profile](https://owsd.net/user/login)):       |
| **Secretary**Name Surname Email Institutional affiliation                       OWSD Membership ID number (find this by logging onto your [online profile](https://owsd.net/user/login)):       |
| **Treasurer**Name Surname Email Institutional affiliation                       OWSD Membership ID number (find this by logging onto your [online profile](https://owsd.net/user/login)):       |
| **Please fill in details of any other members of the Executive Committee** |
| **Other**Name Surname Email Institutional affiliation                       OWSD Membership ID number (find this by logging onto your [online profile](https://owsd.net/user/login)):       |
| **Other**Name Surname Email Institutional affiliation                       OWSD Membership ID number (find this by logging onto your [online profile](https://owsd.net/user/login)):       |
| **Other**Name Surname Email Institutional affiliation                       OWSD Membership ID number (find this by logging onto your [online profile](https://owsd.net/user/login)):        |
| **NATIONAL CHAPTER PRIMARY CONTACT PERSON (details to be displayed publicly on OWSD website)** |
| Name Surname Email Institutional affiliation                       *N.B. You might choose to set up a shared email address, e.g. OWSD[Country Name]@gmail.com* |
| **4. PROPOSAL**  |
| a. Rationale - this can include a description of why a national chapter is necessary in your country and what challenges and concerns you expect the National Chapter to address.       |
| b. Host institute - where the national chapter will be based, why this is appropriate geographically and what resources will be available       |
| c. Skills - description of the skills and experience that the proposed executive committee bring to the National Chapter       |
| d. Proposed activities - outline the activities the National Chapter will undertake       |
| e. Dissemination - how will the National Chapter disseminate information about its activities among members?       |
| f. OWSD Collaboration - what support would the NC need from the OWSD Headquarters. Please note that OWSD currently has no designated funding for National Chapters and it is expected that each executive committee will fundraise (with support from OWSD).       |

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| **5. ENDORSEMENT** |
| **a. Please endorse the OWSD objectives below:*** Increase the participation of women in developing countries in scientific and technological research, teaching and leadership;
* Promote the recognition of the scientific and technological achievements of women scientists and technologists in developing countries;
* Promote the collaboration and communication among women scientists and technologists in developing countries and with the international scientific community as a whole;
* Increase the access of women in developing countries to the socio-economic benefits of science and technology;
* Promote the participation of women scientists and technologists in the development of their country; and,
* Increase the understanding of the role of science and technology in supporting women's development activities.

***As Chair of the***       ***OWSD National Chapter, and on behalf of its executive committee and members, I***       ***hereby endorse the OWSD objectives.*****Signature**      **Date**       |
| **b. Please endorse the OWSD Constitution (available on our** [**website**](https://owsd.net/about-owsd/mission-and-constitution)**).*****As Chair of the***       ***OWSD National Chapter, and on behalf of its executive committee and members, I***       ***hereby endorse the OWSD constitution.*****Signature**      **Date**       |
| **c. Please confirm that you have taken note of the National Chapter Guidelines (pages 2-4 above), and that the National Chapter will follow these guidelines in practice. In particular:**[ ]  Members of the National Chapter Executive Committee will each hold up to two terms of four years only, and will be voted in by an election available to all National Chapter members.[ ]  The National Chapter will not charge any membership fees (but can accept voluntary contributions from members relating to specific activities).[ ]  The National Chapter will not hold its own bank account (but can have a budget line with the hosting institution).[ ]  The membership of the National Chapter shall consist of all [registered](https://owsd.net/membership/membership) OWSD members who are resident and/or national in that country.***As Chair of the***       ***OWSD National Chapter, and on behalf of its executive committee and members, I***       ***hereby confirm that the National Chapter will follow the OWSD National Chapter Guidelines.*****Signature**      **Date**       |
| **6. ATTACHMENTS** |
| [ ]  Proof of ongoing negotiation with host institute.[ ]  Draft or proposal for National Chapter logo |