



## Organization for Women in Science for the Developing World (OWSD)

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### OWSD NATIONAL CHAPTER APPLICATION FORM

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*September 2018*

## 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.

The broad goal of the OWSD National Chapter is to promote in-country activities and policies that improve female participation in science and technology. This document contains background information on OWSD, its activities, and National Chapter establishment guidelines.

### 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**

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

### 4. **OWSD Membership**

OWSD membership has three categories:

#### a. **Full Members:**

- **Women** scientists from [developing countries](#) who have completed a **master's degree or higher** in the natural sciences (including engineering, technology and innovation) or social sciences and who are committed to the objectives of OWSD.
- This is the only category with voting rights.

#### b. **Affiliate Members:**

- **Women** scientists from [developing countries](#) who have completed a **bachelor's degree (or equivalent)** in the natural sciences (including engineering, technology and innovation) 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 degree (or equivalent) and, consequentially, will receive voting rights.

#### c. **Friends of OWSD:**

- **Women and men** from developed and developing countries across all disciplines (including science, social science, arts and humanities) who are committed to promoting the objectives of OWSD and who are not eligible for the Affiliate or Full membership categories.
- Friends of OWSD are encouraged to engage with OWSD and its members through other support activities (mentoring, fundraising, networking, promoting). They can maintain their online profile on [www.owsd.net](http://www.owsd.net) for visibility and communication purposes.

Individuals who wish to become Members shall 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)

The sum of the number of members who work in a developed country, who have a discipline other than natural sciences or engineering and who are male may not exceed 20 percent of the total membership.

**5. *What is an OWSD National Chapter?***

An OWSD National Chapter is constituted by a group of OWSD members (individuals and/or institutions) 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?***

- a. 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.
- b. Initiate relevant science-based activities that address national concerns working with all levels of society (grassroots, schools and universities).
- c. Evolve and develop strategies for mobilizing financial and human resources towards achieving OWSD's objectives.
- d. 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:*

- a. Oversee the strategic implementation of the OWSD programme and objectives at the national level.
- b. Initiate fundraising activities to fund national-level activities.
- c. 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.
- d. Gather and disseminate information on equity issues in science in order to contribute to policy development.
- e. Initiate research projects in the areas of interest to OWSD with particular relevance to critical development concerns.

*OWSD National Chapters are required to:*

- a. Provide evidence of institutional support within the country e.g. office location and resources.
- b. Submit to the OWSD vice-presidents annual, detailed narrative and financial reports, together with an updates list of members, to the OWSD Executive Board and General Assembly.
- c. Provide the OWSD Secretariat with regular updated information on membership.
- d. Nominate a website contact person whose responsibilities will be to: publish an email address and possibly a phone number on the website; write and publish regional information for the website; create and update regional news of relevance to OWSD; regularly disseminate OWSD information; suggest regional-level content for the global resources database.

**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:*

- a. Check the OWSD website ([www.owsd.net](http://www.owsd.net)) to confirm that there is no existing OWSD National Chapter (or pending application) for the proposed country. Only one National Chapter can be recognized per country.
- b. Complete and submit the National Chapter 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.

- c. Establish an Executive Committee with at least a Chair, ViceChair, Secretary and Treasurer (with a term of office that does not exceed 4 years).
- d. Provide a list of OWSD National Chapter members; these must first be registered with the OWSD Secretariat at <http://www.owsd.net/user/register> OWSD members of the country will also become members of the National Chapter. At the time of the establishment of the National Chapter there should be at least 20 Members.
- e. Create an initial database of members.
- f. Provide a physical address within a recognized institution where the National Chapter Secretariat will manage the administrative affairs of the National Chapter. The institution must have the resources and infrastructure to host and support the National Chapter. No funds are foreseen by OWSD Headquarters.

**9. 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:*

- a. Issue a formal letter of recognition to the OWSD National Chapter.
- b. 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:*

- a. 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.
- b. Facilitate contacts between the newly established OWSD National Chapter and the relevant TWAS regional office.
- c. Facilitate contacts between the newly established OWSD National Chapter and the relevant national or regional science academy.
- d. Enlist support of TWAS and IAP in gaining recognition of the National Chapter by respective government ministries.

**10. What is the role of OWSD members in a National Chapter?**

- a. 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](mailto:owsd@owsd.net)
- b. If an OWSD National Chapter is established, OWSD members are encouraged to initiate, promote and participate in activities organized by the National Chapter.

## 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. President, Treasurer) must be assumed by OWSD members (registered with the OWSD Secretariat, Trieste – Italy). Complete name, surname, email and institutional affiliation (university/research institute), should be indicated.

1. PROPOSER		
Name	Surname	Position
Institutional affiliation	Email	Website
National Chapter address (Must be a registered institution)	Phone Fax Email Web	
Signature of proposer	Date	

2. NATIONAL CHAPTER EXECUTIVE COMMITTEE			
<b>President</b>			
Name	Surname	Email	Institutional affiliation
<b>Vice President</b>			
Name	Surname	Email	Institutional affiliation
<b>Secretary</b>			
Name	Surname	Email	Institutional affiliation
<b>Treasurer</b>			
Name	Surname	Email	Institutional affiliation
<b>Please fill in details of any other members of the Executive Committee</b>			
<b>Other</b>			
Name	Surname	Email	Institutional affiliation
<b>Other</b>			
Name	Surname	Email	Institutional affiliation
<b>Other</b>			
Name	Surname	Email	Institutional affiliation

**3. NATIONAL CHAPTER MEMBERS (list below or provide as an attachment, preferably in .doc. or xlsx)**

Name	Surname	Email	Institutional affiliation
Name	Surname	Email	Institutional affiliation
Name	Surname	Email	Institutional affiliation
Name	Surname	Email	Institutional affiliation
Name	Surname	Email	Institutional affiliation
Name	Surname	Email	Institutional affiliation
Name	Surname	Email	Institutional affiliation
Name	Surname	Email	Institutional affiliation

**4. NATIONAL CHAPTER WEBSITE CONTACT PERSON (see the guidelines for details)**

Name	Surname	Email	Institutional affiliation
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**5. 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. Venue - 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 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).

## 6. ENDORSEMENT

### a. Please endorse the OWSD objectives below:

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

*As President of the            OWSD National Chapter, and on behalf of its executive committee and members,  
I NAME        SURNAME        , hereby endorse the OWSD objectives.*

Signature

Date

### b. Please endorse the OWSD Statutes attached.

*As President of the            OWSD National Chapter, and on behalf of its executive committee and members,  
I NAME        SURNAME        , hereby endorse the OWSD statutes.*

Signature

Date

## 7. ATTACHMENTS

- a. List of National Chapter Members (as .doc or .xlsx file).
- b. Any legal documents required by your country or institute for example, constitution, statutes, registration certificate.
- c. Other.