**ISSUP National Chapters Advisory Committee**

**Minutes of Meeting – 9 August 2022**

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| **Attendees** |
| Samuel Bettiol (ISSUP Brazil) - Chair | Radolf Nortey (ISSUP Global) |
| Roger Weimann (ISSUP SA) |  |
| Anthony Abi Zeid (ISSUP Lebanon) |  |
| Livia Edegger (ISSUP Global) |  |
| Barbara Correa (ISSUP Global) |  |

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| **Item** | **Description** | **Action** |
| **1** | **Welcome & Introductions** |  |
| 1.1 | The ISSUP National Chapter Advisory Committee meeting began with an introduction by the Chairman (Samuel Bettiol). He welcomed the members to the meeting and delivered a brief recap of the last meeting held in Abu Dhabi. |  |
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| **2** | **Discussion Points** |  |
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| 2.1 | The recap of the last meeting included highlights on the following topics:* How to become a National Chapter (Process review)
* Mentorship/Buddy Program
* Promotion of ISSUP and how to form a NC
* Webinar to promote NC
* Review of National Chapter Guidelines
* Stakeholder Identification
 | LE |
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| 2.2 | In discussing the processes associated with the formation of a NC, Mr Bettiol recommended that NC opinions on these processes could be sought through the recently developed NC survey in order to receive wider stakeholder views. |  |
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| 2.3 | The proposed National Chapter Survey was extensively discussed. RW and LE raised a few comments and recommendations as a means of improving the survey. The comments were noted by RN and Roger Weimann was tasked with the general review of the survey. | RN, RW |
| 2.4 | Following the survey review, it was agreed that the form will be disbursed by email to the various National Chapters. The tentative timeline agreed for the coalition of responses was close of September. |  |
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| 2.5 | Anthony AbiZeid updated the committee on the recently initiated Mentorship/Buddy program between ISSUP Lebanon (Mentor) and ISSUP Gambia (Mentee). This program is primarily targeted at relatively newer chapters, and it is to encourage the transfer of knowledge and best practices. The initiative not only enables cross-cultural communication but enhances access to information from like-minded organizations working in similar circumstances at the field level. Anthony delivered his preliminary assessment of ISSUP Gambia following the introductory meeting. The next step for this initiative is the development of a workplan which will subsequently be shared with the committee.AA also commended the NC survey tool whilst highlighting the need for more flexibility in the form to enable self-input of data. That way the respondents are not solely restricted to the provided choices.  | AA |
| 2.6 | RN gave a brief overview on the selection of ISSUP Gambia as a partner in the mentorship program which included their status as a relatively new chapter and their desire to better engage stakeholders. |  |
| 2.7 | Samuel Bettiol on the buddy program discussion, highlighted the need for a structure that will enable us track what we are doing and identify the key learnings. |  |
| 2.8 | In terms of offering support to the new chapter (ISSUP Gambia), Anthony spoke about capacity building, content development and relationship building whilst recognizing funding as a major barrier. |  |
| 2.9 | LE mentioned the need to focus on other areas outside funding for now since ISSUP Gambia is participating in another pilot initiative. Regarding capacity building, LE informed the committee of an upcoming INEP+ facilitator training which will be taking place in the fall. |  |
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| **3** | **Date Next Meeting** |  |
| 3.1 | The next National Chapters Advisory Committee meeting was proposed to be held in the last week of October or first two weeks of November.  |  |
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| **4** | **Next Steps** |  |
|  | * Start the Research
* Follow the progress of the ongoing Mentorship program - AA
* Circulate a doodle poll to confirm availability of committee members for the next meeting -RN
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