

PROCEDURE FOR THE CREATION OF TRIPLE HELIX ASSOCIATION CHAPTERS

1. Purpose of the Triple Helix Association (THA) chapters

In order to promote and strengthen its activities at the regional, national and multi-national levels, the THA encourages the creation of chapters that have the following goals:

- (1) Increase visibility and recognition for THA, as the pioneer of Triple helix debate
- (2) Stimulate TH knowledge production;
- (3) Enhance TH knowledge exchange and dissemination;
- (4) Widen THA participation and membership base

by mean of the following nonexclusive list of activities:

- a) Stimulate the interaction between the Triple Helix actors (universities, enterprises and government) and other innovation actors, in order to foster research, innovation, economic competitiveness and growth;
- b) Perform and disseminate studies, reports, analyses and scientific findings related to all aspects of Triple Helix interactions;
- c) Organize Triple Helix conferences and other meetings of relevant scientific interest;
- d) Promote international exchanges of scholars;
- e) Assist in the education of students, scholars and practitioners;
- f) Prepare and perform joint projects involving Triple Helix actors, funded by regional, national or international sponsor agencies;
- g) Ensure a wide communication and visibility of their activities to the local, national and international community through various channels, including own websites, newsletters, brochures, etc.

2. THA Chapters application

- (1) Application for the THA chapters is open to scholars and practitioners and their organizations, interested in Triple Helix research, policy and practice.

- (2) Only THA organizational members (regular, silver, gold, platinum) can submit the application for THA Chapter.
- (3) To set up a Chapter a written application should be submitted by e-mail to the Co-Chair of the THA Marketing & Membership Committee, Dr. Mariza Almeida (mariza.almeida@unirio.br) and Maria Laura Fornaci, Executive Director (MLaura.fornaci@triplehelixassociation.org), specifying the following details:
 - a) Level of representation (national – covering just 1 country, multi-national – covering more than 1 country should these have cultural commonalities);
 - b) Legal person or organization representing the THA chapter, address and contact details;
 - c) Proposed structure of the THA chapter (leader, secretary, officers, number of members, both individuals and institutions). A minimum number of 10 chapter members (both individual and organizational) is recommended at inception, with a gradual increase to minimum 20 members at the end of the first year of activity of the chapter.
 - d) THA chapter mission;
 - e) Overview of planned activities for an initial 2-year period, highlighting their benefits to the local/regional/national community and to the THA;
 - f) An estimated budget required to implement these activities and possible sources of funding.
- (4) The THA Marketing and Membership Committee will assess the application and reply within 30 days providing recommendations and guidelines for operationalizing Chapter activities. Revised versions of the application will be submitted to the committee until all the observations have been satisfied.
- (5) The THA Marketing and Membership Committee will notify the applicant on the application evaluation outcome. The THA Marketing and Membership Committee will also inform the THA Executive Committee about the application outcome, and will announce the new THA Chapter through all the THA communication channels.
- (6) After the application approval and notification to the applicant, if the new THA Chapter has a pre-existing membership base, it will ensure that such existing membership is duly informed about the THA membership opportunity and given all the information needed to voluntarily subscribe the THA membership. In all cases new Chapters are invited to promote in their territories the THA membership both among their pre-existing membership base and outside

- (7) Any new THA membership subscription should be done online making use of the THA online registration and payment system <https://www.triplehelixassociation.org/membership-request>
- (8) The New Chapter will be asked to prepare annually an action plan and to interface periodically with the THA responsible people to discuss opportunities, achievement problems and corrective actions.
- (9) The THA will inform the Chapters each semester about the Chapters membership base status (Total number of Chapters members subscriptions, payment and expiration dates).
- (10) The THA Executive Committee can decide, in consultation with the Chapter, if additional membership fees will be charged to members for the local activities of the chapter.
- (11) If chapters targets, as set in the annual action plan, are achieved, the THA at the end of each solar year, will cash to the Chapter the 50% of the membership fees gathered from Chapter members (assuming they indicated in the membership subscription form the Chapter affiliation) and paid through the THA online payment system, in order to support the financing of Chapter operations.
- (12) If Chapter targets, as set in the annual action plan, are not achieved the THA will cash just the 25% of the membership fees gathered from Chapter members and paid through the THA online payment system, in order to support the financing of Chapter operations.

3. Expiration of THA Chapter Title and mandate

- (1) The THA chapter title and mandate is granted for an initial 2-year period and can be renewed for subsequent 2-year periods, upon satisfactory progress of activities and achievements of the agreed annual targets. Progress will be assessed by the THA Marketing and Membership Committee at the middle and at the end of the 2-year period, according to the provisions of the *“Guidelines for mid-term and end-term evaluation of THA Chapters’ activities”*. In addition, the THA Marketing and Membership Committee will also consider the progress report presented by the chapter leader at the THA annual conferences or at ad hoc THA Executive Committee meetings, according to Par. 5 (6-7) below.
 - (1) THA chapter title and mandate expire:
 - a) Upon dissolution of the legal person or organization representing the chapter;
 - b) Upon written request for termination of the membership submitted by the THA chapter to the Chair of THA Marketing and Membership Committee.

- c) Upon written request for termination of membership submitted by the Chair of the THA Marketing and Membership Committee to the THA Executive Committee in case a given chapter has not proven a satisfactory level of activity during its 2-year functioning period.
- (2) Termination of mandate does not entail the return of the THA membership fees paid for the current fiscal year.
- (3) Termination of mandate puts an end to any right of representation of the THA at the level at which the chapter was established. .

4. Structure of the THA chapters

- (1) The administrative structure of THA chapters should, in principle, be as light as possible, avoiding any unnecessary bureaucracy. A recommended administrative structure of THA chapters will include, without being limited to: a chapter leader, a secretary, as well as an adequate number of officers to coordinate the chapter activities. The chapter leadership will establish the internal regulations for the functioning of the chapter.
- (2) THA chapters may join the THA Thematic Research Groups (TRGs) to give members with similar professional specialties the opportunity to exchange ideas and keep themselves informed about current developments in their fields.
- (3) In order to strengthen the national relevance of THA chapters, there can be only one THA chapter in a given country. Groups of countries can also establish a THA chapter in view of strengthening multi-national collaboration between relevant organizations. In this case, the country hosting the THA chapter headquarters should be clearly specified in the written application for establishing such entity, referred to in Par. 2 (3).

5. Functioning of the THA chapters

- (1) THA chapters are THA autonomous organizations with national or multi-national constituencies.
- (2) THA chapters propose and organize their own activities, in line with the THA mission and principles
- (3) THA Chapters are expected to actively contribute to the development of the THA knowledge base and publications and membership base
- (4) The THA grants full access to Chapters to all its services, resources and operational tools
- (5) THA chapters may submit proposals for hosting THA annual conferences, according to the application procedure established by the THA Future Meetings Committee.

- (6) The THA chapter leaders will attend the meetings of the THA Executive Committee and the THA General Assembly that gathers in the annual THA conferences. At these meetings, they will present a report highlighting the progress made by the chapter in fulfilling its mission.
- (7) An annual meeting of the THA chapters will be organized in order to stimulate communication, exchange of ideas and mutual learning among these organizations. The annual meeting of the THA chapters can be organized in conjunction with the annual TH conferences or at a different date, subject to proposals made to this effect by a host THA chapter.

6. Relations between THA and THA chapters

- (1) THA chapters are seen as national or multi-national representations of their parent organization, the THA.
- (2) THA chapters that host THA annual conferences (further to the approval of their bid in accordance with the selection and evaluation procedures established by the THA Future Meetings Committee) will collaborate with the THA in the organization of these events.
- (3) The THA Executive Director and the THA Marketing and Membership Committee will be the focal points for the communication with the THA chapters
- (4) The leaders of the THA chapters and the THA Executive Committee will ensure a close communication and collaboration between these organizations, for mutual benefits.

The Articles 2.2 and 2.8-9-11-12 will enter into force from January 2015.