

A Guide for the Establishment and Maintenance of ISSUP National Chapters



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Welcome to ISSUP

This document contains information about ISSUP's National Chapters including information about what is required for establishing a National Chapter.

We hope it provides enough information, but in an accessible and user-friendly way, to inform readers about what is involved in applying for and operating as an ISSUP National Chapter.

ISSUP is working internationally to encourage and support evidence-based, high-quality and ethical drug demand reduction and to help towards the professionalisation of the workforce operating in the drug demand reduction field.

We welcome your interest and should you require more information, please do not hesitate to email us at nationalchapter@issup.net



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National Chapter Guidelines – Summary

ISSUP – the International Society of Substance Use Professionals – was formally established in 2016. ISSUP’s mission is to play a major role in the **professionalisation of the drug demand reduction workforce in order to promote ethical, high-quality and evidence-based policy and practice in the field of substance use prevention, treatment and recovery support**. It is a **unique, free, global membership organisation**, funded by the US Department of State’s Bureau of International Narcotics and Law Enforcement Affairs (INL).

ISSUP works in cooperation with key international organisations operating in the drug demand reduction field including the United Nations Office on Drugs and Crime (UNODC), the World Health Organisation (WHO), Colombo Plan, the Organisation of American States (OAS/CICAD), the International Consortium of Universities for Drug Demand Reduction (ICUDDR), the Global Centre for Credentialing and Certification (GCCC), the International Technology Transfer Center (ITTC) and the African Union Commission (AUC).

ISSUP has three key strands of work:

- **Digitally through its unique website, social media and newsletters**; providing online networking, access to up-to-date knowledge, resources and training.
- **Virtually and in-person**, providing international and regional conferences, meetings, and access to networking, training and credentialing opportunities around the world.
- **Locally through its National Chapters**, delivering the ISSUP mission within their countries.

The **National Chapter Guidelines** focus on the third aspect of ISSUP’s work and have been written to give some detail on what it means to be an ISSUP National Chapter. It includes information with respect to **who is eligible to apply to become a National Chapter** and **what is required in order to establish, develop and operate in this role**.

The Guidelines provide information on key issues including:

- What is ISSUP and What are ISSUP National Chapters.
- Criteria for Establishing a National Chapter.
- The National Chapter Application Process.
- Ethics and Funding of National Chapters.
- National Chapter Operation.
- ISSUP Membership.
- Training.
- Building Relationships and Collaboration with National and International Partner Organisations.
- Principles of Good Governance for National Chapters.



The National Chapter Guidelines are essential to those organisations who are interested in establishing a National Chapter. For further information about ISSUP National Chapters, please contact nationalchapter@issup.net.



What is ISSUP?

The International Society of Substance Use Prevention and Treatment Professionals (ISSUP) is a membership organisation that connects, unites, and provides knowledge to the global substance use prevention, treatment, and recovery support workforce.

ISSUP's vision is to have a connected, trained, knowledgeable, and effective international network of substance use prevention, treatment and recovery support professionals undertaking and promoting high-quality, evidence-based, and ethical substance use prevention, treatment and recovery support.

ISSUP's mission is to establish substance use prevention, treatment and recovery support as a unique and multidisciplinary field through the professionalisation and development of its network of substance use prevention, treatment and recovery support professionals.

ISSUP works under three main strands:

- The ISSUP website (www.issup.net); social media; and other digital and virtual contributions.
- International and regional training events, conferences and workshops.
- Establishment, management and support of ISSUP National Chapters.

The **website** and related social media marketing and digital activities provide news, research, events, sharing opportunities, networking, access to training, and other vital information and membership benefits.

ISSUP's **events** uniquely reflect the collaboration and inputs with other international agencies and offer training, workshops and plenary contributions among the regular international and regional activities.

The third unique area of provision are the ISSUP **National Chapters** to promote ISSUP's mission and vision at the national and local level and to encourage networking, information sharing and training opportunities within and across different countries.

ISSUP is registered in the United Kingdom and is governed by a group of International Directors with vast experience of the substance use field at both the policy and practice levels. ISSUP is funded by the Bureau of International Narcotics and Law Enforcement Affairs (INL), who support ISSUP's remit to engage and support the global drug demand reduction workforce.

ISSUP is a membership organisation and encourages all who are interested in its objectives to join (free of charge). Please see the 'National Chapters and Membership' section to learn more about ISSUP's membership structure, and the benefits of joining ISSUP.

You can learn more about ISSUP's work by referring to its website: www.issup.net



What is a National Chapter?

ISSUP National Chapters make a unique contribution to ISSUP's mission at the national level. They undertake the role and work of ISSUP as the national focal point for the prevention, treatment and recovery support workforce. They ensure ISSUP's contribution is relevant to different cultures, environments and countries in creating a network which promotes and facilitates the professionalisation of the drug demand reduction workforce.

ISSUP National Chapters support ISSUP members and address their needs at the national level. ISSUP's focus is to provide its members with the relevant tools, opportunities, and abilities to operate as informed professionals within the field of drug demand reduction.

What are the benefits of operating as a ISSUP National Chapter?

- Coordination and support to local networks of organisations working in drug demand reduction.
- Establishing strong links with major stakeholders working in the drug demand reduction field including government, national and international agencies.
- Collaboration on research, training, webinars, events and practice with other National Chapters.
- Ability to share information, news, research and events with the international drug demand reduction community through ISSUP's website and other activities.
- Access to important learning, research, news and information from other countries through ISSUP's website, activities, networks and the Addictology Journal.
- Training and other practical activities and contributions to the national drug demand reduction effort.
- Becoming a member of the international ISSUP family to provide, share and access to evidence-based, high-quality and ethical substance use prevention, treatment and recovery support.

A National Chapter is managed and given technical support by ISSUP at the international level. It can operate through the work of a credible organisation or consortium in its country, referred to as the "host" organisation.

It undertakes its role in a range of ways, some of these include:

- Providing a website that features information on relevant work and activities in the country alongside access to international networks, research, news, events etc.
- Information on its work and drug demand reduction through social media.
- Access to a regional operation of National Chapters and to ISSUP Global.
- Events to bring relevant international organisations, professionals and other National Chapters together to address key issues in drug demand reduction.
- Provide relevant training at the national level.



A ISSUP National Chapter is established through ISSUP Global and operates according to an agreed understanding with respect to its roles and responsibilities. Further details can be found in the ‘Operation of National Chapter’ section.

At the time of writing¹, ISSUP has 36 established National Chapters operating within 4 regions:

- Africa: Botswana, Cote d’Ivoire, Egypt, Kenya, Namibia, Nigeria, Togo, South Africa, The Gambia, Togo and Uganda
- Asia: Afghanistan, India, Indonesia, Malaysia, Pakistan, the Philippines and Uzbekistan
- Europe & Middle East: Czech Republic, Greece, Italy, Kazakhstan, Lebanon, Spain, Ukraine, United Arab Emirates and the United Kingdom
- The Americas: Argentina, Bahamas, Brazil, Chile, Colombia, Ecuador, Guatemala, Mexico, Paraguay and Peru

For further information please view ISSUP’s National Chapters video: <https://youtu.be/hXM4JlIi5Gs> or contact nationalchapter@issup.net.

¹ Correct as of July 2023



Criteria for Establishing a National Chapter

In order to be considered for becoming a National Chapter, the following criteria need to be met.

The Applicant must:

- **Be an independent NGO** that focuses on the development of the drug demand reduction workforce in a country and incorporates all elements of the drug demand reduction field eg., Botswana Association of Addiction Professionals, or
- **Be a consortium** which involves civil society organisations (NGOs), academic institutions, government agencies and other entities at all levels and areas of the drug demand reduction field eg., ISSUP Peru, ISSUP Colombia, or
- **Be an entity** (academic institution, NGO, non-profit organisation) that is well-placed and wants to undertake the mission of engaging the drug demand reduction workforce in a country. An entity with an Advisory Committee which features all elements of the drug demand reduction field eg., ISSUP UK is based within the Drug and Alcohol Research Centre (DARC) at Middlesex University, Uganda Youth Development Link (UYDEL), or if *none of the above options apply or are existent in-country*:
- **Be a government organisation or any other entity** that is well-placed to engage the drug demand reduction workforce in a country.

The Applicant must also:

- Be able to illustrate that it is able to operate or is working within a host organisation that can provide:
 - A credible and reputable organisation working in the field of, or related to, drug demand reduction.
 - Show positive links with other organisations and institutions working in the field.
 - Positive relationships with the government and/or other international organisations working in the drug demand reduction field.
 - An ethical operation in policy and practice.
 - Commitment to high-quality, ethical, evidence-based policy and practice and the professionalisation of the drug demand reduction workforce.
- Indicate how the National Chapter will be managed, governed, and held accountable.
- Be able to contribute to the National Chapter website section.
- Be in a position to build a membership operation.



- Be willing and able to work with ISSUP in its operation which will involve regular virtual meetings and calls as well as regular reporting on activity.
- Illustrate its ability to host a local, national or regional event or conference within the country.
- Be willing and able to operate high-quality training or in a position to have trainers accessible to support and undertake high-quality training.
- Be prepared to follow the process required by ISSUP I for its possible establishment.
- Have competencies in speaking and communicating in English.
- Have the capacity to support the work of the National Chapter.

Once established, the National Chapter must be able to undertake its roles and responsibilities and operate according to a National Chapters Agreement that will be signed by ISSUP and the National Chapter.

The National Chapter is expected to institute a Governance structure for its operationalisation (please refer to the Governance section).



Application Process for Establishing a National Chapter

If there is no National Chapter in your country, but you are interested in establishing a National Chapter, ISSUP welcome interest from credible host organisations or from a consortium made up of two or more organisations.

Once you become a National Chapter, you will be part of a global drug demand reduction community, where you will operate at the local level, as well as engage with other National Chapters around the world.

Due to ISSUP's wish to ensure quality in terms of the establishment and operation of a National Chapter and the ability to offer appropriate help and support, a significant process has to be followed in establishing new Chapters.

This process aims to ensure ISSUP partners with the most appropriate organisation(s) in the country to operate as a National Chapter. This is not a reflection on other organisations who may make the initial enquiry or apply. It is a process that is in place to achieve the best way forward for ISSUP and other applicant organisations.

This process of establishing a National Chapter also allows ISSUP to identify if the applicant and where relevant, its "host" organisation(s), can meet the criteria outlined in the "Criteria for Establishing a National Chapter" section.

The process is outlined on the following page. Once a potential new National Chapter has been accepted, they will be asked to provide:

- A Registration Document to identify the governance and management of the proposed National Chapter including the names of the Advisory Board/Committee members.
- A Work Plan for the ensuing year.
- A "Launch Event" proposal.
- Provision of the initial website text for the National Chapter website section.
- Signing of a National Chapters Agreement outlining the roles and responsibilities of the Chapter.
- Countersigning by ISSUP and establishment of the new National Chapter.

To learn more about ISSUP's current National Chapters, please visit <https://www.issup.net/national-chapters>

If you would like to know more about how to become a National Chapter, please contact nationalchapter@issup.net.





National Chapter Application Process

1



Interest received from potential National Chapter. If the country fits with ISSUP's development plans, the interested party is asked to complete an Expression of Interest Form, before proceeding to the tender stage. If it does not fit with the current development plans, the interest is logged for potential, future engagement.

2



A tender is issued via the ISSUP newsletter and social media, announcing the intention to establish a National Chapter in the country. All responses are acknowledged and logged.

3



Once the deadline date for interest has passed, all interested parties are asked to complete an Application Form which is reviewed by the ISSUP Global Team. Successful and unsuccessful parties will be informed of outcome.

4



The successful party will be asked to complete further documentation including a Registration Form, a Work Plan and website information. A National Chapter Agreement is also signed by all parties, which is valid for 3 years.

5

Once all paperwork is satisfactorily completed, the National Chapter becomes formally established with plans for a launch made.



Funding a National Chapter

Obtaining the necessary funds for establishing, running, and sustaining an organisation is an ongoing challenge for all who work in the NGO/not-for-profit sector. The situation is no different for ISSUP, at both the global level and for those operating as a National Chapter.

The funding and sustainability of a National Chapter is the sole responsibility of the National Chapter. However, ISSUP welcomes the opportunity to assist the National Chapter with their fundraising efforts if requested.

For establishing and operating a National Chapter, funds are perhaps the major challenge alongside having the necessary staff commitment and expertise. It is important that the host organisation or consortium have the human and financial resources to support the basic function of the National Chapter. ISSUP anticipates that the host and National Chapter designations work in partnership in its fundraising efforts and welcome the benefit of an established and credible host organisation with the experience and reputation to make fundraising a little easier. The host organisation must consider how they would receive any funding raised for the operation of the National Chapter and what processes this might necessitate.

ISSUP National Chapters need to ensure that funds raised are not contravening ISSUP's policy of acceptable sources of funding, or not be regarded in any way ethically questionable.

ISSUP, via the ISSUP National Chapter Representative, should be notified of any potential funding sources for the National Chapter and reserves the right to reject the proposed source as unacceptable to ISSUP's reputation.

It is worth mentioning that while ISSUP is a membership organisation, we do not expect National Chapters to charge a membership fee. However, host organisations can pursue this if they feel it would be worthwhile.

National Chapters Sustainability Guide

The ISSUP National Chapters Sustainability Guide offers National Chapters a variety of funding ideas for their smooth operability and functionality as a Chapter. It is an addendum to this section.

The funding modalities outlined in this guide are not guaranteed options for National Chapter financing but are opportunities worth exploring. They include small project funds in drug demand reduction and potential relationships with global and local philanthropies. Most of the efforts in leveraging any of the options outlined will be required at the national level from the National Chapter's host organisation(s).



The host organisation of the National Chapter will usually have the knowledge, expertise, and experience about potential sources of income for their ISSUP operation locally and nationally. There is no one solution to this and a range of alternative sources should be identified and investigated.

There are a variety of methods to raising funds. The funding opportunities, possibilities and outcomes differ according to the country, specific location, and the needs and interests of the local community. The needs, terms, and conditions as well as availability of the potential funder are also a crucial consideration. What is in it for them? This is a key question when thinking of possible funders!



ISSUP Relationship and Ethical Funding

ISSUP recognises it is important to have guidance in place to guide decision making about entering into partnerships or collaboration with other organisations. This is particularly true when the issue of requesting or accepting funding is considered.

There are many issues to consider in respect to these matters of collaboration, partnerships and funding. Furthermore, there is not one simple answer to cover all situations that could be encountered.

It is difficult to reach a policy statement to cover all situations and all potential partnerships and relationships, including funding. Each potential partnership, relationship, collaboration, or funding potential should be considered on its own merits and reviewed following the process described. Using this process, risk can be considered, and potential benefits can be weighed against those risks.

ISSUP National Chapters need to ensure that funds raised are not contravening ISSUP's policy of acceptable sources of funding, or not be regarded in any way ethically questionable.

ISSUP, via the ISSUP National Chapter Lead, should be notified of any potential funding sources for the National Chapter and reserves the right to reject the proposed source as unacceptable to ISSUP's reputation.

Criteria & Standards

Please note the following criteria and standards to be applied for the operation of a National Chapter:

- ISSUP recognises it is important to have a policy in place to guide decision making about entering into partnerships or collaboration with other organisations. This is particularly true when the issue of requesting or accepting funding is considered.
- The process should be applied by all ISSUP operations at both the national and international level. If the outcome is unclear at the national level, the National Chapters should communicate the potential risk/collaboration/partnership identified to ISSUP. The process will then be reviewed and discussed in collaboration.
- Where there is a difference of opinion between the National Chapter and ISSUP, the final decision will be that proposed by the ISSUP Board of Directors.
- There are many issues to consider in respect to these matters of collaboration, partnerships and funding. Furthermore, there is not one simple answer to cover all situations that could be encountered.

Programmes and Activity Implementation



National Chapters are requested to respect the guidelines and principles when involved in any activity or programme, including but not limited to the following:

- Webinars
- Training
- Website
- Knowledge Share posting
- Research
- Events

Knowledge and Practice – Key Points

- Always have an updated and profound knowledge of the contents of any planned activity.
- Ensure the promotion, and implementation of evidence-based and ethical practice at all times.
- Not promote approaches and practices that are not evidence-based, or that are not backed by the International Standards for the Treatment of Drug Use Disorders and the International Standards on Drug Use Prevention by UNODC and WHO.
- Restrain from sending unethical communication.
- Maintain members' dignity and refrain from taking a superior or intimidating attitude toward members, their beliefs and their values.

It is important that the research, policy and practice that is undertaken in the field of substance use prevention, treatment and recovery support should be undertaken within an international framework of ethical principles to guide all aspects of the work.



ISSUP Code of Ethics

Introduction

It is important that the research, policy and practice that is undertaken in the field of substance use prevention, treatment and recovery support should be undertaken within an international framework of ethical code of conduct to guide all aspects of the work.

Key Points to Note

- ISSUP has created a Code of Ethics which is to be followed and respected by all staff, members and National Chapters in all aspects of their operation.
- This Code of Ethics guides ISSUP Members in their professional conduct.
- All ISSUP members are expected to sign that they have read the document and that they intend to operate within their profession according to it when becoming members.
- It is crucial to become familiar with and adhere to the values and principles that define professionalism and ethical conduct.
- By following ISSUP's Code of Ethics, ISSUP Members demonstrates that they are practicing in a way that is both professional and ethical.

The Code of Ethics can be found on the ISSUP website: <https://www.issup.net/about-issup/membership/code-ethics>



National Chapters and Membership

By becoming a member of ISSUP, individuals join an international network of substance use prevention, treatment and recovery support professionals undertaking and promoting high-quality, evidence-based, and ethical practice for the benefit of all.

Membership is **free** and offered at four levels to suit everyone from experienced professionals to students, volunteers, or anyone with an active interest in the field.

What ISSUP Offers

ISSUP's membership structure is designed to enable ISSUP members to maintain relevant knowledge and experience, to create opportunities for training, and to offer a range of tools for networking and sharing knowledge across the international drug demand reduction workforce.

ISSUP membership enables members to:

- Take courses (face-to-face and online) developed by ISSUP partners and gain qualifications through the ISSUP Professional Development Hub.
- Create a member profile and post projects, news and events on the ISSUP website.
- Join regional and topic focused discussion groups.
- Receive the twice monthly ISSUP Newsletter and get regular event notifications.
- Find national and international networking opportunities.
- Attend annual ISSUP workshops with benefits for members.
- Contact other members using the ISSUP Member Directory.
- Sign up to ISSUP's Code of Ethics.
- Get information and resources for students and early career professionals.

Membership Criteria and Levels

ISSUP offers four membership categories. The membership application form is available [here](#).

All members must accept [ISSUP's Code of Ethics](#).

Student Membership

For those studying, attending an educational institution, or training in any drug demand reduction related discipline. Upon graduation or completion of training student members can upgrade to become a regular or professional member.

Regular Membership



For interested, non-professional applicants (can include volunteers, family members, community organisers, or non-accredited members).

Professional Membership

This membership level includes individuals that are:

- Engaged in a specified role within the field of substance use prevention, treatment, or recovery support.
- Hold a related professional qualification/credential/certification **or** have a minimum of 3 years' experience in that role.

This includes professions such as:

- Social workers
- Religious leaders
- Medical professionals
- Teachers
- Youth workers
- Community workers
- Academics

Drug Demand Reduction Professional Membership

This level of membership is for those who have specific qualifications, expertise and experience directly linked to the drug demand reduction field. Applicants should meet one or more of the following criteria:

- A minimum of 5 years significant and relevant experience working in the field of drug demand reduction (Prevention, Treatment or Recovery Support).
- Demonstrate a specific professional qualification in a field that is directly related to drug demand reduction as one of its fundamental purposes.
- Demonstrate completion of internationally recognised training relevant to drug demand reduction.
- Hold relevant qualifications/credentials related to substance use disorder prevention, treatment, and recovery support.

Contacting Members

Once a National Chapter is formally established, ISSUP contacts all members within the National Chapter country to inform them that a National Chapter now exists. If a user is already a member of ISSUP, they can connect to a National Chapter instantaneously, but also opt-out if they do not wish to be connected to a National Chapter.



Members may be contacted individually or as a group via the ISSUP website. Further details can be found in the 'Website Guidelines', which is provided when a National Chapter is formally established.



National Chapters and Training

One of the ambitions for a National Chapter is for it to become the national focal point for information, advice and support with respect to matters on drug demand reduction. In most cases, this will also involve “delivery” of drug demand reduction through events, conferences and training.

In order to be identified as a formal training provider, a National Chapter, or identified members of its staff or the consultants it uses for its work, will have to meet certain criteria. Please note that applications to become Training Providers are approved and managed by ISSUP’s partners.

Becoming a Training Provider

Organisations that meet the criteria and wish to provide training in the drug demand reduction field can become a Training Provider. They may include the following:

- Training organisations.
- Colleges and universities.
- Organisations working in the field of drug demand reduction that conduct training events (Civil Society) (eg. charitable or for-profit treatment centres and hospitals).
- Workforce development entities..
- Government agencies .

Some of the benefits gained by becoming a Training Provider include:

- The provider status will identify a training programme as meeting the internationally approved standards of education developed for those involved in substance use disorder prevention, treatment and recovery support.
- A listing in the ISSUP Directory of Approved Training and Education Providers which is published online.
- Opportunities to collaborate with co-hosting and/or cost-sharing initiatives with Colombo Plan trainings.
- The opportunity to post training events on the ISSUP Website.
- The use of GCCC’s ICAP logo on the website and/or in publications.

Full details on how to become a Training Provider can be found on the following links:

- Becoming a Training Provider: <https://www.issup.net/training/becoming-training-provider>
- Training Provider Application: <https://www.issup.net/training/providers/application>
- Criteria to become a Training Provider: <https://www.issup.net/training/becoming-training-provider/criteria>
- FAQ’s: <https://www.issup.net/training/providers/faq>



Many of ISSUP's current National Chapters already have or use quality trained trainers to provide training under the ISSUP brand.

Universal Treatment Curriculum, Universal Prevention Curriculum & Universal Recovery Curriculum

Much of the focus for training provision has been concerned with the Universal Treatment Curriculum (UTC), the Universal Prevention Curriculum (UPC) and the Universal Recovery Curriculum (URC). Of course there are other trainings using other programmes and resources available and being used by National Chapters. Much of the support for training and training trainers has been through the help, support and input from the Colombo Plan and CICAD who are key partners supporting ISSUP's mission.

Online Learning Hub

ISSUP also offers an Online Learning Hub, where ISSUP members can access online versions of the Universal Prevention, Treatment & Recovery Curricula (UPC, UTC & URC), developed by Colombo Plan. All course participants must be ISSUP members and register via the ISSUP website. Further details can be found here: <https://www.issup.net/training/online-learning-hub>

Online Events

In addition, ISSUP is very active in offering online events at the global level and in supporting its National Chapters to be in a position to run their own online events through ISSUP management. Further details can be found in the 'Operation of a National Chapter' section.

Conferences & Events

Existing ISSUP National Chapters also offer conferences and other events, which often include training. These have taken place at the national level but ISSUP is increasingly working to support such events at the regional level, working in collaboration with other international partners.

Introduction to Evidence-Based Prevention (INEP Plus)

ISSUP also offers an Introduction to Evidence-Based Prevention (INEP Plus) course. This was developed by Charles University in the Czech Republic, has close links to the European Prevention Curriculum (EUPC) and is offered as one route towards further training. ISSUP provides this course to allow National Chapters to become facilitators of INEP in their countries. The National Chapter can then offer INEP Plus to the potential in-country prevention workforce, addressing key issues and using small group discussions and collaborative learning. ISSUP also addresses what it takes to be a Facilitator with National Chapters and gives time to guide the in-country implementation of INEP Plus.



In Summary

Training is fundamental to ISSUP's mission to attain a professional workforce that is able to provide ethical, high quality and evidence-based practice and policy. To do this, high-quality trainers are required. ISSUP will work with its National Chapters to ensure that they are able to provide or at least have access to training both for themselves and for the populations they seek to serve.



Building Relationships and Collaboration with National and International Partner Organisations

Who Are ISSUP's Partners?

ISSUP works in cooperation with key international organisations operating in the drug demand reduction field including the United Nations Office on Drugs and Crime (UNODC), the World Health Organization (WHO), Colombo Plan, the Organization of American States (OAS/CICAD), the International Consortium of Universities for Drug Demand Reduction (ICUDDR), the Global Centre for Credentialling and Certification (GCCC), the International Technology Transfer Centre (ITTC) and the African Union Commission.

ISSUP National Chapters are encouraged to liaise and network with local and international stakeholders in the field of drug demand reduction.

Such collaborative relationships may not always offer funding solutions but enhance the credibility and profile of the National Chapter as a relevant stakeholder and strengthen its work within the country.

Partnership Agreements

ISSUP recommend that National Chapters establish a Memorandum of Understanding (MoU) between themselves and the local partners. The MoU helps to formalise the working relationship and allows the National Chapter to demonstrate the alliance on media platforms such as the ISSUP website.

The National Chapter webpage has a section for local partners working with the National Chapter in-country. This section enables the National Chapter to display the logo of the affiliated organisations and their corresponding scope of work (with the partner's permission).

Membership to ECOSOC and VNGOC

Membership to ECOSOC and VNGOC is one such alliance that enhances the visibility of National Chapters at the international level. ECOSOC is a group of formally established and credible non-government organisations accepted by the United Nations. ECOSOC can be described as the voice of the NGO sector to the UN system. However, to be in a position to make a formal application for consultative status of ECOSOC, there are certain criteria that have to be met.

A first step for National Chapters to consider is joining the Vienna Non-Government Organisation Committee (VNGOC). This is a platform for the views of the non-government sector to be shared and



communicated to the United Nations Office on Drugs and Crime (UNODC) and heard at the annual Commission on Narcotic Drugs in Vienna.

What is the Vienna NGO Committee on Drugs?

The Vienna NGO Committee on Drugs (VNGOC) (<http://vngoc.org/>) provides a link between non-governmental organisations (NGOs) and the Vienna-based agencies involved in setting drug policy: i.e. the [United Nations Commission on Narcotic Drugs](#) (CND), the [International Narcotics Control Board](#) (INCB), and the [United Nations Office on Drugs and Crime](#) (UNODC).

The Importance of Having a Voice in Global Drug Policy

It is important for civil society, meaning non-governmental entities and individuals, to have the ability to advocate for ideas and policies that are meaningful and of interest to them. There must be a strong voice for evidence-based prevention, treatment, and recovery support strategies around the world.

Membership in the VNGOC

- Why Should ISSUP National Chapters join the VNGOC?
 - Maintain and build on NGOs achievements to date.
 - Be part of a critical mass.
 - Convey a strong message to UN member states on behalf of Civil Society.
 - Share best practices with NGOs pursuing different approaches to the drug problem.
 - Share case studies from their own country and region.
 - Participate in joint UNODC projects.
 - Co-sign statements and co-host side events during CND.

- How to Join
 - Submit the VNGOC application found here <http://vngoc.org/about-the-vngoc/membership/membership-application/>.
 - Along with submitting the application form, prospective members are required to maintain a profile with the UN Department of Economic and Social Affairs NGO Database and the NGO Marketplace. You can complete that here, <https://esango.un.org/civilsociety/showNewProfile.do?method=add>.
 - Upon membership approval, pay membership dues.

Acknowledgement

Content for this informational document was obtained from the VNGOC website located at <https://vngoc.org/>. Retrieved: July 2023.



Principles of Good Governance

The following offers some important points of guidance as to what constitutes “good governance” in the operation of a National Chapter.

It provides a summary of what becoming a Board Director of an organisation involves. It provides key principles of what constitutes good governance of an organisation and in particular the role of its Trustees/Directors.

Management of the National Chapter

National Chapter Leads

The National Chapter Leads serve as focal points of contact for ISSUP at the national level. They represent the interests of ISSUP within a country and ensure the National Chapter operates in line with the mission and vision of ISSUP. The tenure of leadership for National Chapter leads is mostly a three-year term but this is also dependent on the internal administrative protocols of the National Chapter.

ISSUP recognises the independence of each National Chapter and does not wish to impose leaders on them. However, ISSUP plays the role of an observer in the selection of lead persons with the aim of identifying red flags that may pose potential conflicts of interest with ISSUP or ISSUP’s funding partners.

The framework below is aimed at standardising the process and ensuring a seamless flow of information prior to, during and after a change of National Chapter leadership at the country level.

No.	Action	Notes
1	Leadership Tenure and Election Schedule	As part of the set-up of a National Chapter. It is necessary to establish the following: <ul style="list-style-type: none"> • Tenure of office of the National Chapter leadership • Procedure for leadership selection (Nominations/Elections/Appointment etc.) • Ensure that in any election year, the new leadership selection process is incorporated in the annual workplan.
2	Notification of Upcoming Change in Leadership	Notify ISSUP through your National Chapter Coordinator of an upcoming leadership change at least 4 months before the selection.



3	Sharing Nominee Profiles	Submit Nominee Profiles (this includes a detailed bio and professional affiliations) to ISSUP at least three month before the election/selection.
4	ISSUP Acknowledgement/ Concerns	ISSUP will officially acknowledge the indicated profiles after a background check. Barring any objections, the selection can go forward accordingly under the direction of the National Chapter.
5	Notification on Selection & Handing Over	ISSUP should be notified of the selection and the plans for the official handing over. Following this, the lead person-elect will be copied in all official communication until the official hand over.

National Chapter Board

The National Chapter is expected to constitute an Advisory Board that plays a guidance/supervisory role over the day-to-day management of the National Chapter.

The Board should be fairly constituted with adequate representation from the key stakeholders in the country with both internal and external representation.

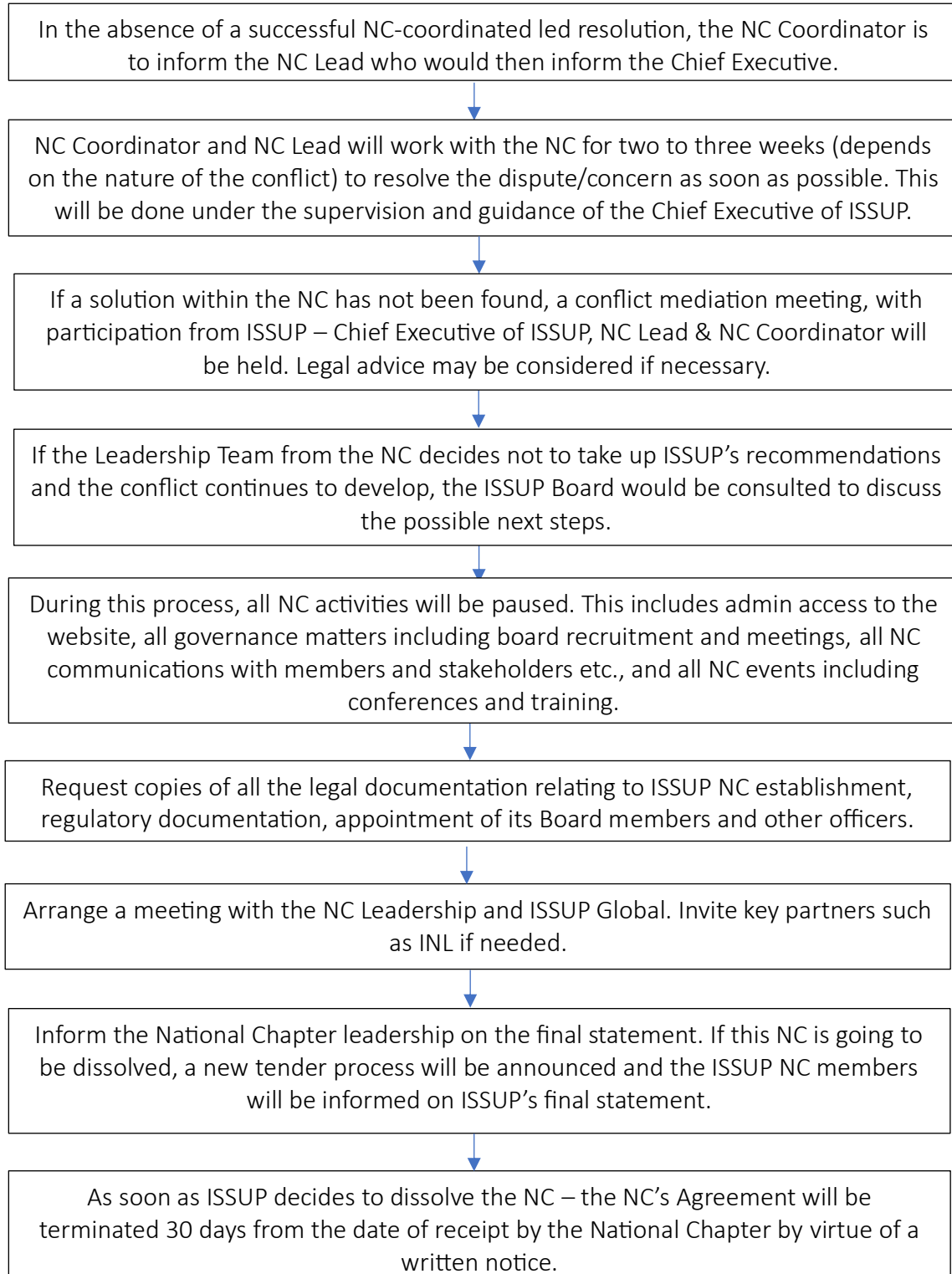
Internal Mediation Processes

In the rare occurrence of a conflict within the National Chapter, the National Chapters Coordinator takes lead in attempting to identify the problem and a reasonable approach at resolution. Most commonly, the situation can be categorised as one or a combination of the following:

- Strategic concern - What would be the risk/impact to what ISSUP stands for if this concern is not resolved? Does it compromise ISSUP’s mission and objectives? Would it damage strategic relationships with other key partners and organisations, including government and current funders?
- Reputational concern - Would it damage ISSUP’s image and standing? The value of this is hard to quantify but is nonetheless significant. Once damaged, a reputation can be hard to repair or re-establish and all credibility could be lost. ISSUP assets have to be protected.
- Financial concern. Would the proposed relationship threaten ISSUP in terms of asking it to risk its existing resources or, linking to the above, risk existing or anticipated funding?
- Functional risk/concern - Does the relationship risk affect ISSUP’s continued good management and operation? This may include impact on ISSUP staff.
- Political concern - There are links to strategic concern here, but over identification with one group or association is a concern as the political environment is liable to change.
- Legal concern - There is the need to ensure all legal ramifications are considered. For example, would it mean a challenge to ISSUP’s charitable or global status?



Conflict Resolution Process



Operation of a National Chapter

ISSUP Website

Each National Chapter will be given their own dedicated section on the ISSUP website (www.issup.net). The layout for each National Chapter website is uniform across each Chapter and each section includes specific content. The website is a key part of the process and plays a vital part in promoting a National Chapter and sharing knowledge within its own country as well as internationally. Full training on how to edit and manage content is provided.

Work Plans and Reporting

As outlined in the National Chapters Agreement, National Chapters are required to submit **annual work plans** and **reports on a six-monthly basis**.

Annual National Chapter Meeting, Regional and Individual Calls

National Chapters are required to participate in the annual National Chapters meeting, quarterly regional calls and regular individual calls as arranged by the dedicated National Chapter Coordinator.

Key Documents

During the establishment process, the National Chapter will be provided with the following documents. Full details and guidance will be provided at the appropriate time.

- **ISSUP Online Events Guide:** ISSUP can support National Chapters with webinars and other online events. These can cover a variety of topics and can attract a global audience.
- **Data Protection Guide:** This aids National Chapters on how to manage ISSUP-related data and aims to ensure that National Chapters comply with the requirements of data protection and the GDPR (General Protection Regulation) law.
- **Social Media Guide:** Advises National Chapters on how to approach social media in promoting their work and engagement with members and offers suggestions to those who wish to use social media channels.
- **National Chapter Website Guidelines:** These have been produced to assist National Chapters to develop their website. It explains the layout, the sections that are to be completed and how to upload and edit content.
- **Organogram:** A document which consists of the contact details for each National Chapter, created to encourage communication between National Chapters.
- **Sustainability Guide:** This guide is aimed at offering National Chapters a variety of funding options necessary for their smooth operability and functionality as a Chapter.



- **ISSUP Branding Guidelines:** Each National Chapter will have its own logo and this document provides guidance regarding the use of the ISSUP logo and branding. Further guidance is also provided in the National Chapters Agreement ‘Intellectual Property’ section. If a National Chapter wishes to dual brand, this may be done but with discussion and approval by the National Chapters Coordinator.

INL Partners Call

Each National Chapter may partake in an INL Partners Call, which takes place monthly via a virtual platform, covering a selection of topics, with different speakers from the wide variety of ISSUP partners. This initial set-up will be arranged by the National Chapter Coordinator.

NC Leads Network

There is a dedicated Network on the ISSUP website (<https://www.issup.net/network/243>) which all National Chapters ‘leads’ will have access to. This is mainly used to share important documents.

Launch

The formal “launch” of a National Chapter usually takes place sometime after the Chapter’s establishment. The formal launch is planned to provide a public statement that the Chapter is now operative and taking its place within the ISSUP family. Any launch should be discussed and planned by the National Chapter in collaboration with their National Chapter Coordinator.

National Chapter Leadership

The National Chapter Leads serve as focal points of contact for ISSUP at the national level. They represent the interests of ISSUP within a country and ensure the National Chapter operates in line with the mission and vision of ISSUP. However, it is recognised that a change in leadership may sometimes be required. Please refer to the Governance contained within these Guidelines for more details.

In very rare circumstances, there may be instances of conflict within the National Chapter. ISSUP strongly encourage this to be resolved at an internal level, but ISSUP can provide support and guidance where necessary. Please refer to the Governance contained within these Guidelines for more details.

And Finally . . .

A dedicated National Chapter Coordinator from ISSUP will be the main point of contact for the National Chapter. They will be responsible for monitoring and supporting National Chapters, to help



them operate as effectively as possible to promote ISSUP's mission at the national level. However, ISSUP do not discourage communication with the wider ISSUP team where necessary.



Final Key Points to Note!

ISSUP National Chapters will focus on building a national membership of ISSUP with its focus on promoting and supporting evidence-based, high quality, ethical policy and practice in substance use prevention, treatment and recovery support and the professionalisation of the country's workforce.

Whilst all the information provided in this booklet is relevant to operating as a National Chapter, the following offers reminders of some key points.

Each ISSUP National Chapter will aim to include and **DO** the following within their work plan:

- ✓ Build the membership of ISSUP from the broad spectrum of people working in or aspiring to work in drug demand reduction – prevention, treatment and recovery support – and seek to inform and support the sharing of news, expertise and knowledge within the membership network.
- ✓ Undertake work, digitally (eg. through the ISSUP website and social media) and practically that bring people together to be trained or supported in spreading evidence-based, high-quality, and ethical drug demand reduction policy, practice and research.
- ✓ Share its actions on its National Chapter website section and in reporting about the work that is planned and undertaken.
- ✓ Build national networks to encourage professional development of those who work in the drug demand reduction field.
- ✓ Collaborate with other organisations, institutions and governments who share the same aims and principles of ISSUP to support the shared objective of a professional drug demand reduction workforce.
- ✓ Follow the ISSUP Branding Guidelines and use the ISSUP logo as provided.
- ✓ Seek to share and communicate regularly with ISSUP and other colleagues working under the ISSUP brand.

National Chapters **DON'T**:

There are many things which National Chapters may consider undertaking once they have been established. However, there are 3 key things to remember as “DON'T” once an organisation has National Chapter status:



- ❖ **A National Chapter organisation or its members cannot provide UPC or UTC training** unless it is undertaken by qualified and recognised trainers who have received training themselves in these curricula and have been given “training” status.
- ❖ **National Chapters don’t focus on just one area of the drug demand reduction field.** Their membership and their activity should be inclusive and aim to ensure that it reaches those working in or aspiring to work in the fields of prevention, treatment and recovery support practice and research.
- ❖ **National Chapters do not automatically endorse the activities of other organisations working in drug demand reduction who become their members.** The National Chapter seeks to promote a dialogue among organisations, institutions, governments and groups working in the field including those from academia, research, policy and practice. Individuals from these groups must share together in order to promote evidence-based approaches that are of high-quality and ethical and which help to develop a professional workforce.

- END -

