

# Guidelines for creation and management of InterPore National Chapters

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## Preamble

The objective of this document is to provide guidelines for the creation and organization of an InterPore National Chapter. Given the diversity of situations encountered in different countries, which may require specific structures in terms of budget and administrative aspects, and with the idea of promoting and enabling Chapter's initiatives, these guidelines are organized into three categories:

1. **Mandatory:** The minimum level of organization that is needed to establish a working relationship between InterPore and Chapters. The guidelines are minimal and flexible enough to be compatible with particular organizational requirements of each country's local laws and regulations (administrative rules, financial aspects...).
2. **Recommended:** A proposed template for the organization of Chapters activities and improvement of the relationship and communication among the Chapters, InterPore, and the InterPore community,
3. **Suggested:** These suggestions are based on feedback from the existing Chapters (original activities, organization, communication, etc...) and may serve as an inspiration from which to draw.

National Chapters are local (mostly national) activity groups of InterPore. They can be a registered association in their country if required by the national regulations, or, they can operate within the by-laws of InterPore. The formation of a National Chapter must be approved by the InterPore Executive Committee.

The advantages of an active InterPore Chapter are to help form a porous media community at the national level and to promote activities in the domain of porous media carried out in the country complementary to the worldwide level that is supported by the international network of InterPore that comes with numerous benefits (see for instance <https://www.interpore.org/member-main/join-interpore-now>).

## I. Chapter Creation

The procedure for the creation of a Chapter is as follows:

- A group of interested researchers form a Founding Committee. As much as possible, representatives from major porous media research groups should be invited to the founding committee. It is recommended that the founding committee members are representative of different porous media areas (as described at <https://www.interpore.org/about-interpore>) and disciplines and from academia, industry, and research labs.
- The Founding Committee proposes the formation of a National Chapter to the InterPore Executive Committee. The proposal should contain an estimate of the size of the porous media research community in the country and a plan of activities (see Section III below). Any

kind of support required from InterPore should be mentioned.

- A kick-off meeting of the National Chapter, including a one-day symposium, must be planned. Upon request, InterPore may arrange and partially fund (e.g., travel expenses) for a well-known scientist to participate in the kick-off meeting and give a lecture at the symposium.
- The Steering Committee of the National Chapter should be elected at the kick-off meeting, or plans should be made for organizing the election within three months of the kick-off meeting (a mailed ballot may be organized). The founding members should ensure that the vote participation is representative of the porous media community in the country. InterPore can provide a list of the members of InterPore in the country.
- The standard Chapter name is as follows: [country name]InterPore Chapter (example: Spain InterPore Chapter). Nevertheless, the country name may be adapted for better readability if requested by the Chapter and upon agreement with InterPore.
- The logo of the Chapter follows a standard and is provided by InterPore.
- A webpage on the InterPore website is attributed to each Chapter. The address has the following structure: [https://www.interpore.org/national\\_chapter\\_\[country\\_name\]/](https://www.interpore.org/national_chapter_[country_name]/)
- An email address is attributed to each chapter with the following standard: [\[chapter\\_name\]\\_chapter@interpore.org](mailto:[chapter_name]_chapter@interpore.org) ~~[Margaret., could you recall the generic format?]~~

## II. **Mandatory Organization & Activities**

### Organization

National Chapters (NC) are administered by their steering committee. The Steering Committee of a National Chapter is the decision-making body and has the right to make decisions on the running of the Chapter. At a minimum, the committee consists of a *chair*, *vice-chair* and a *communication officer* (in charge of National Chapter website, collecting news items for the newsletter, contacting local members).

National Chapters should be financially self-sufficient. Expenses associated with NC annual meetings should be financed through participation/registration fees or support from institutions or sponsors.

The NC's budget can be managed by the National Chapter themselves. In that case, the steering committee must include a treasurer and any other responsible person required by the country's administrative regulations. Alternatively, the budget of the National Chapter can be managed by InterPore using an account system to receive income and pay expenses. In this case, for each national chapter event, a conservative budget should be prepared by the national chapter and submitted to InterPore Executive Committee for approval. Every effort must be made to prevent a final negative balance of the national chapter event.

A protocol document (similar to bylaws) should be prepared and given to InterPore to explain the operation of the NC (number of Steering Committee members, how they are elected, term duration of the Steering Committee, how decisions are made, duties of chair and vice-chairs, etc.), as well as the Aims and Scope of the National Chapter and how they relate to those of InterPore.

Each National Chapter will have a webpage on the InterPore website. b. The webpage on the InterPore website has to be updated regularly with the National Chapter's activities.



National Chapters will provide an annual report of their activities to the InterPore Chapter liaison officer at least 3 weeks before the National Chapters Annual Meeting, which takes place during the annual InterPore conference or earlier, online, in order to accommodate a maximum number of participants. At least one representative from the NC's steering committee is required to attend the National Chapters Annual Meeting. A substantial report is required at least every two years whereas a light version could be provided the following year. The phase of this reporting is left open to each Chapter.

#### Activities

The National Chapter should encourage members of the NC's community to participate in the NC's activities and to lead through the NC's steering committee for the Chapter management. Graduate students and post-docs should be actively encouraged to participate in the NC events, activities and organization structure.

The National Chapter prepare input for the webpage of the National Chapter on the InterPore website and the potential Chapter website.

For activities that require financing/funding, a request should be sent to the InterPore Executive Committee (IEC). The decision to approve/decline the request will be made on a case-by-case basis and will depend on the availability of funds and the merit of the activity in relation to InterPore objectives, which can be found on the InterPore website.

A national meeting should be organized by the National Chapter at least every two years. This event will be advertised by InterPore (website and newsletter). The announcement and a report after the conference is provided by the NC's *communication officer* to InterPore.

National Chapter should take an active role in participating in InterPore elections (suggest candidates and mobilize members to vote) and promote the participation of their members in the InterPore annual conference. They should disseminate information about the InterPore annual conference and meeting.

### III. Recommended Organization & Activities

#### Organization

The Steering Committee should include a *members officer*, in charge of maintaining a list of NC members, recruiting new members, and establish links between academia and industry.

It is recommended that the SC is renewed regularly and is compliant with the Diversity Equality and Inclusiveness (DEI) policy of InterPore.

The SC should include at least two students who participate in all the meetings, ensure communication with the student community and encourage their activities in the Chapter and their participation in InterPore.

**The National Chapter may have its own website aside from the single webpage on the InterPore website. Cross references of the addresses of both this website and the InterPore National Chapter webpage should be made.**

#### Activities

A list of porous media research groups in the country should be prepared that includes members



contact information.

Efforts should be made to establish links among porous media researchers from academia and industry.

Information on the research performed in the country should be disseminated to the general InterPore community. This should include

- dissemination of the information related to the national porous media community through submissions to the InterPore Newsletter (conferences, workshops, courses, job offers, open PhD or postdoc positions, etc.);
- the publication of "research spotlights" in the InterPore Newsletter and the InterPore website (see <https://www.interpore.org/research/spotlight-list> for examples);
- a handbook of research activities, expertise, devices and equipment available in research groups and companies that are interested in sharing such information.

Effective participation in InterPore activities is strongly recommended. This includes:

- minisymposia proposals for the InterPore conference;
- suggestion of invited speakers at the InterPore conference;
- encourage Chapter members to nominate colleagues for InterPore awards;
- participate and encourage the participation in the InterPore conference.

National Chapters should disseminate information of their activities among the national porous media community and beyond.

National Chapters are invited to identify and recruit individual members as well as institutes and companies for institutional membership of InterPore.

National Chapters are invited to identify companies who might be interested in sponsoring and/or participating as exhibitors in events organized by the NC.

National Chapters should raise awareness about porous media as a research field among national scientific and funding organizations.

## IV. **Suggested Organization & Activities**

### Organization

Depending on the status of the National Chapter (registered or not in the country, financially self-managing or not) and the local laws, the Steering Committee should be extended to have other members to oversee/administer a specific task (e.g. a student or industry representative).

Additional committees may be formed such as a scientific committee, an advisory board, etc.

The formation of a student chapter is encouraged.

It is suggested that the Steering Committee includes members from industry



To enhance the connection between the Chapter community and InterPore, it is suggested that Chapters support InterPore financially if possible: fee discounts to attend events organized by the National Chapter, share of Chapter conference profit, inclusion of InterPore membership fees in the National Chapter Conference, etc.

### Activities

National Chapters may publish their own newsletter as frequently as desired by the NC.

A social media group may be formed to establish and maintain a social media presence and to facilitate contact among porous media researchers in the country.

A list of porous media companies in the country may be prepared. The communication officer should encourage companies to advertise on the InterPore website and to prepare a Research Spotlight for publication in the InterPore Newsletter.

Foster a NC network and encourage members to participate in the NC network.

Workshops and/or summer schools may be organized by National Chapters whenever they chose. An announcement of an event and a report after the event should be provided to InterPore for the website and/or in the newsletter.

National Chapters may propose to organize short courses that are held at the InterPore conference.

National Chapters are invited to provide input to WikiPore.org.

Chapter awards may be proposed in recognition of outstanding work carried out among a research group in the country. They may be given during a Chapter conference.

National Chapters are invited to increase participation of institutes and companies in the activities of InterPore.

It is suggested that National Chapters propose (or at least participate in the identification of) potential institutes and companies for sponsorships and exhibition at the InterPore annual conference.

**National Chapters that have been very active will receive an honorable mention during the InterPore annual meeting and will be awarded one free registration to the Annual Meeting. The Steering Committee of the NC can decide which member will use the free registration. The award will be decided by the NC Committee and attributed by the Executive Committee, based on annual reports of NC's according to the following criteria**

- Organization and activities among the recommended and suggested ones,
- Additional ones not listed as recommended or suggested,
- Chapters activities on a comparative basis.