

A Guide for the Establishment and Maintenance of ISSUP National Chapters



Version 4.0
October 2025



Welcome to ISSUP

ISSUP is an international network that unites, connects and shares knowledge across the substance use prevention, treatment and recovery support workforce.

One of ISSUP's key areas of work are National Chapters, which make a unique contribution to deliver ISSUP's mission within their countries. National Chapters grow and support ISSUP members by providing professionalisation opportunities, networking and knowledge exchange.

This document contains information on what is required for establishing a National Chapter, and how to operate as one.

We hope it provides enough information in an accessible and user-friendly way, to inform readers about what it means to be an ISSUP National Chapter.

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

The **National Chapter Guidelines** focus on a key 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 areas of work, including:

- ✓ What is ISSUP and what is a National Chapter
- ✓ Criteria for establishing a National Chapter
- ✓ The National Chapter application process
- ✓ Ethics and funding of National Chapters
- ✓ ISSUP membership
- ✓ Training and training opportunities
- ✓ Building relationships and collaboration with national and international partner organisations
- ✓ Governance of a National Chapters
- ✓ The operation of a National Chapter
- ✓ The National Chapters Advisory Committee
- ✓ Final key points to note



What is ISSUP?

ISSUP, the International Society of Substance Use Professionals, was formally established in 2016. ISSUP's aim is to make the work of our members as impactful, accessible and effective as possible. We do this by making it easier to discover and share evidence-based knowledge, best practice, training and networking opportunities. ISSUP is funded by the US Department of State's Bureau of International Narcotics and Law Enforcement Affairs (INL).

ISSUP is a membership organisation and we encourage all who are interested in our mission, vision and objectives to join. Membership is free and is designed to suit everyone from experienced professionals to students, volunteers or anyone with an active interest in the field. By becoming a member, you will join an international network of substance use prevention, treatment and recovery support professionals undertaking and promoting high-quality, ethical practice for the benefit of all. To join ISSUP, visit www.issup.net/membership/apply

ISSUP works in cooperation with key international organisations including the United National Office on Drugs and Crime (UNODC), the World Health Organisation (WHO), Colombo Plan, the Organisation of American States (OAS/CICAD), the European Drugs Agency (EUDA), the International Consortium of Universities for Drug Demand Reduction (ICUDDR), the Centre for Credentialing & Accreditation (CCA), the International Technology Transfer Centre (ITTC) and the African Union Commission (AUC). For more details on ISSUP's partners, visit <https://www.issup.net/about-issup/partners>

ISSUP works under 4 main strands:

- ✓ **Digital:** the ISSUP website; news and social media; networking and membership benefits.
- ✓ **Training:** access training, resources and other professional development opportunities to the prevention, treatment and recovery support workforce.
- ✓ **National Chapters:** promotes ISSUP's mission in their respective countries and by acting as national ambassadors, they advance ISSUP's global mission to professionalise the workforce.
- ✓ **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.

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.

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 to professionalise the workforce by acting as the national focal point for prevention, treatment and recovery support. 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 prevention, treatment and recovery workforce.

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

- ✓ Coordination and support to local networks of organisations working in prevention, treatment and recovery support.
- ✓ Establishment of strong links with major stakeholders working in prevention, treatment and recovery support including government, national and international agencies.
- ✓ Collaboration on research, training, webinars, events and practice with other National Chapters.
- ✓ Share information, news, research and events with the international prevention, treatment and recovery support community through ISSUP's website and online communications.
- ✓ Access to important learning, research, news and information from other countries.
- ✓ Training the national workforce.
- ✓ Becoming a member of the international ISSUP family.

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 prevention, treatment and recovery support work 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 prevention, treatment and recovery support.
- 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.

To learn more about our existing National Chapters, please visit www.issup.net/national-chapters



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 prevention, treatment and recovery support workforce in a country.
- ✓ **Be a consortium** which can consist of 2 or more organisations, and usually involves civil society organisations, academic institutions, government agencies and other entities at all levels, in the prevention, treatment and recovery support field.
- ✓ **Be an entity** (ie. academic institution) that is well-placed and wants to undertake the mission of engaging the prevention, treatment and recovery support workforce in a country.
- ✓ **If none of the above apply**, there is also an option to partner with a governmental entity that is well-placed to engage the prevention, treatment and recovery support workforce in a country.

The Applicant must also:

- ✓ Be a credible and reputable organisation working in the field of, or related to, prevention, treatment and recovery support.
- ✓ Show positive links with national organisations and institutions working in the field.
- ✓ Have positive relationships with the government and/or other international organisations working in the prevention, treatment and recovery support field.
- ✓ Have an ethical operation in policy and practice.
- ✓ Committed to high-quality, ethical, evidence-based policy and practice and the professionalisation of the prevention, treatment and recovery support workforce.
- ✓ Provide clear details on 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 an ISSUP 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 for formal 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 term of a National Chapters Agreement is usually **3 years** and is signed by both ISSUP and the host organisation (and in the case of a consortium, the lead organisation). This outlines the obligations for all parties and principles regarding programmes and activities, membership, intellectual property, confidential information, relationship guidance and information on termination, expiry or surrender. The Agreement is governed by the law of England and Wales.

The National Chapter is also expected to outline a clear governance structure for its operation (please refer to the Governance section) and full details are expected to be provided at formal registration stage.



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 2 or more organisations.

In addition, ISSUP sometimes advertises our intention to establish a National Chapter in a particular country. This is advertised via the ISSUP newsletter and social media channels.

Once you become a National Chapter, you will be part of a global prevention, treatment and recovery support 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.

Once a potential new National Chapter has been accepted, they will be asked to provide:

- A registration form to identify those involved in representing the National Chapter
- A Work Plan for the ensuing year
- A "launch event" proposal
- Provide content for the dedicated National Chapter website
- Signing of a National Chapters Agreement outlining the roles and responsibilities of the Chapter.

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



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 funding and sustainability of a National Chapter is the sole responsibility of the host organisation and/or consortium. It is important that the host organisation or consortium have the human and financial resources to support the basic function of the National Chapter.

However, ISSUP welcomes the opportunity to assist the National Chapter with their fundraising efforts. Please note that 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 (refer to the ISSUP National Chapters Sustainability Guide and the ISSUP Code of Ethics for more guidance).

It is important to note that while ISSUP is a membership organisation, we do not expect or allow National Chapters to charge a membership fee.

National Chapters Sustainability Guide

The ISSUP National Chapters Sustainability Guide offers National Chapters a variety of fundraising ideas for their smooth operability and functionality as a Chapter.

The fundraising modalities outlined in this guide are not guaranteed options for National Chapter financing but are opportunities worth exploring. They include small project funds in prevention, treatment and recovery support, 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.

This document is usually shared once a National Chapter is formally established.



ISSUP Code of Ethics

ISSUP's Values and Code of Ethics are to be followed and respected by all National Chapters in all aspects of their professional conduct. By following ISSUP's Code of Ethics, National Chapters demonstrate their willingness and commitment to adhere to the values and principles that define professionalism and ethical 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.

Any ISSUP member found to be in conflict with our Values and Code of Ethics will be informed and potentially removed as a member.

ISSUP membership is NOT evidence of ethical practice. Membership is open to all; the merit of individual workers is not assessed by ISSUP. It is recommended to refer to national licensing requirements to ensure the professionalism of individuals.

By following ISSUP's Code of Ethics, ISSUP members demonstrate 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 Code of Practice

The National Chapters Code of Practice has been produced in order to create an effective, efficient, and seamless collaborative framework for a quality of practice among ISSUP, our National Chapters, partners, and stakeholders.

This includes but is not limited to:

- **Integrity:** ISSUP National Chapter Directors and affiliated trainers are expected to fulfil their responsibilities with the utmost good faith and loyalty.
- **Management of Funds & Resources:** ISSUP National Chapter Directors are to ensure the rational use of ISSUP funds/resources in line with the guidelines prescribed by our funders.
- **Meeting Etiquette:** In as much as ISSUP would like to meet more on a face-to-face level, online meetings remain a core aspect of the ISSUP work structure. ISSUP encourages connectedness, a mutual sense of respect and a strong sense of camaraderie.
- **Communication:** National Chapter communications should be in line with the mission of ISSUP in helping to professionalise the prevention, treatment and recovery support workforce by helping them to understand and apply evidence-based, high quality and ethical practice.
- **Facilitation:** Facilitation of others to undertake work or to being trained, or to work positively and willingly with National Chapter staff, concerns the way the National Chapter representatives interact with others. A National Chapter is about people, not just the organisation.

ISSUP recognises its National Chapters as an extension of its internal workforce and an integral part of delivering ISSUP's mission around the world and reflect important expectations on everyone within ISSUP.

The full National Chapters Code of Practice document will be shared during the formal establishment phase of the National Chapter.



National Chapters and Membership

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

Membership is **free** and offered at 4 to suit everyone from experienced professionals to students, volunteers, or anyone with an active interest in this field. You can [read more about who ISSUP is for here](#).

What ISSUP Offers

ISSUP's membership structure is designed to enable members to maintain relevant knowledge and experience, to access opportunities for training and a range of tools for networking and sharing knowledge across the international prevention, treatment and recovery support workforce.

ISSUP membership will enable you to:

- ✓ Take courses (face-to-face and online) developed by our partners and gain qualifications through the ISSUP Professional Development Hub.
- ✓ Create your own member profile and share your work, projects, and events via our website.
- ✓ Join regional and topic focused discussion groups.
- ✓ Receive our twice monthly 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 a Code of Ethics.
- ✓ Get information and resources for students and early career professionals.

Membership Criteria and Levels

ISSUP offers 4 membership categories:

- Student membership
- Regular membership
- Professional membership
- Drug Demand Reduction Professional membership

To learn more about the criteria for each membership category, as well as how to apply for ISSUP membership, visit <https://www.issup.net/membership/apply>



Contacting Members

Once a National Chapter is formally established, ISSUP will contact relevant members to inform them that a National Chapter is now operating in their country. If they are 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.

Full training will be provided to the National Chapter on how to contact members via the ISSUP website, plus guidance on the requirements of data protection.

Further details can be found in the National Chapters Website Guidelines and the National Chapters Data Protection Guide, which are provided when a National Chapter is formally established.



National Chapters and Training

In many cases, 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 prevention, treatment and recovery support. This may also involve delivery of training through events, conferences and workshops. In order to be identified as a formal training provider of the Universal Curricula trainings, a National Chapter 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 certain criteria and wish to provide training in the prevention, treatment and/or recovery fields can become a Training Provider. They may include the following:

- Training organisations
- Colleges and universities
- Organisations working in the field of prevention, treatment and/or recovery support that conduct training events (e.g. 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.
- The opportunity to post training events on the ISSUP Website.
- The use of CCA'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>



Universal Curricula

The Universal prevention, treatment and recovery curricula provide training programmes for those wishing to develop their professional knowledge, skills and competence in addressing substance use prevention and delivering treatment services to individuals and their families. To learn more, visit <https://www.issup.net/training/introduction-upc-and-utc>

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. 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 such as webinars at the global level and in supporting its National Chapters to be in a position to run their own online events through ISSUP. To learn more about ISSUP's online events, visit <https://www.issup.net/training/issup-webinars>

Conferences & Events

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 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 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. To learn more about INEP, visit <https://www.issup.net/training/ineplusplus>

Investing in Evidence-Based Prevention (IEP)

ISSUP also offers an Investing Evidence-Based Prevention (IEP) workshop. This initiative is a targeted workshop designed to empower funders, policymakers, and decision-makers with the knowledge and tools needed to make informed, strategic investments in substance use prevention. Grounded in the latest scientific evidence and international best practice, the workshop supports participants in



moving beyond assumptions or short-term trends. It helps them critically assess proposals and allocate resources effectively. Whether operating at a local, national, or international level, participants gain a shared language, clear decision-making frameworks, and real-world strategies to ensure their prevention efforts are evidence-based, cost-effective, and contextually appropriate.

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 plays a unique role within the substance use prevention, treatment and recovery support fields by providing a focal point for information and access to professional development opportunities.

ISSUP collaborates with major international agencies working in the drugs field. They have played a significant role in both supporting the initial establishment and continued operation of ISSUP. For more information about our partners, visit <https://www.issup.net/about-issup/partners>

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 recommends that National Chapters establish a Memorandum of Understanding (MoU) between themselves and 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 and social media channels.

Each 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: ie. the [International Narcotics Control Board](#) (INCB) and the [United Nations Office on Drugs and Crime](#) (UNODC).

Membership in the VNGOC

To learn more about why National Chapters should join the VNGCO – and how to join – visit <https://vngoc.org>.



National Chapter Governance

The National Chapter is expected to have a clear governance structure in place by formal establishment. Details of who is part of the structure must be provided on the registration form. This will play a guidance/supervisory role over the day-to-day management of the National Chapter. The structure should be fairly constituted across all prevention, treatment and recovery support disciplines, with adequate representation from key stakeholders in the country.

Management of the National Chapter

National Chapter Director

The National Chapter Director serves as a focal point 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 Directors is mostly **a 3-year term**.

ISSUP recognises the independence of each National Chapter and does not wish to impose leaders on them. However, ISSUP plays a role of an observer in the selection of a Director with the aim of identifying any potential conflicts of interest with ISSUP or ISSUP's funding partners.

During the 3-year term, any potential changes to the National Chapter Director must be discussed with the Regional National Chapters Coordinator before these are implemented.

National Chapter Advisory Board

In the case of a single host organisation, 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. If a consortium is in place, all partners will sign an MOU and these partners will constitute the Advisory Board.

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

A review of the performance of the Advisory Board and National Chapter Director will take place at the end of the 3-year term by the Regional National Chapters Coordinator, and if the agreement is renewed for a further 3 years, a further governance structure must be provided.



Operation of a National Chapter

Once a National Chapter is formally established, the focus moves to the general operation. Below is an outline of the ISSUP resources available to support National Chapters.

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

National Chapters are required to submit annual work plans that will be formally reviewed on a 6-monthly basis. A Work Plan template will be provided by the Regional National Chapters Coordinator at a suitable time.

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 Regional National Chapters Coordinator.

Key Documents

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

- ***Buddy Programme Guide***: Designed to support newly established National Chapters in implementing effective operational models, with another National Chapter acting as a mentor.
- ***Consortium Model Guide***: Explains how the ISSUP National Chapter consortium model works and provides examples of how to implement activities.
- ***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.
- ***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.
- ***ISSUP Code of Ethics***: This sets forth the values, ethical principles, and ethical standards of ISSUP as an organisation and membership network.



- **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.
- **National Chapters Code of Practice:** Establishes an effective, efficient, and seamless collaborative framework for a quality engagement amongst ISSUP, National Chapters, partners, and stakeholders.
- **National Chapter Website Guidelines:** Designed to assist National Chapters to develop their website.
- **Organogram:** A document which consists of the contact details for each National Chapter, created to encourage communication between National Chapters.
- **Social Media Guide:** Advises National Chapters on how to approach social media in promoting their work and engagement with members.
- **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.
- **Toolkits:** Provides a simple overview of key National Chapter activities and guidance on how to implement them.
- **What Does a National Chapter Do?** Brochure
- **Work Plan & Report Form:** Outlines a list of proposed activities within the thematic pillars of ISSUP's work

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 the Regional National Chapters Coordinator.

And Finally . . .

A dedicated Regional National Chapters Coordinator from ISSUP will be the main point of contact for the National Chapter. They are 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 encourages communication with the wider ISSUP team where necessary.



National Chapters Advisory Committee

The National Chapter Advisory Committee was created in 2021 with the overall goal of promoting the inclusion of National Chapters in decision-making discussions at the level of the ISSUP Global team.

The specific objectives of the Committee include:

- ✓ To review and comment on the National Chapter operation and to advise on how to improve the impact and effectiveness of the National Chapters activity and work
- ✓ To provide ideas on how the communications and activities with respect to ISSUP's National Chapters can be developed or improved
- ✓ To communicate issues, questions, and concerns about the operation of the National Chapters
- ✓ To provide feedback to the ISSUP Global team on how their operation might be improved
- ✓ To provide a regular review of the operation of ISSUP's National Chapters that can be shared with the ISSUP Board
- ✓ To serve as a point of contact for the ISSUP Board and for the ISSUP Global National Chapter team

For further information, please visit: <https://www.issup.net/national-chapters/issup-national-chapters-advisory-committee>



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 these guidelines are 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 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 (e.g. 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 prevention, treatment and recovery support 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 prevention, treatment and recovery support fields.
- ✓ Collaborate with other organisations, institutions and governments who share the same aims and principles of ISSUP to support the shared objective of a professional 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, UTC or URC training unless it is undertaken by qualified and recognised trainers who have received training themselves in these curricula and have been given “training provider” status.



- ❖ **National Chapters don't focus on just one area of the prevention, treatment and/or recovery support fields.** 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 prevention, treatment and/or recovery support who become their members.** The National Chapter should seek 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-

