Chapters Development Toolkit
Greetings from WGH,

Thank you for your interest in establishing a chapter of Women in Global Health. This document is intended to give you an overview of the WGH chapter development process and provide you with relevant resources to fully establish your chapter.

We hope that this is useful to your chapter’s journey to launching and sustainability. There are several phases in the chapter development process listed in this toolkit. However, WGH acknowledges that this is not a linear process for all chapters in their development. Some chapters may achieve progress in other stages earlier on.

Some of these processes may be undertaken concurrently as well. The chapter development team, listed below is available to offer you any support you may require.

Sincerely,

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About Women in Global Health

WGH is an organization built on a global movement with the largest network of women and allies working to challenge power and privilege for gender equity in health. It is a US 501(c)(3) started in 2015 and has grown to include over 50,000 supporters in 90 countries and has 25 official chapters (soon to be 40), with a majority in low-and middle-income countries. There are also currently 37 pipeline chapters. Through our country-level presence, we build and strengthen in-country political commitment to gender equality in health systems and reinforce these commitments through collective grassroots action. The global team and its network of chapters drive change by mobilizing a diverse group of emerging women health leaders, by influencing existing global health leaders to commit to transforming their own institutions, and by holding these leaders accountable.

*WGH chapters have been established in Australia, Bangladesh, Benin, Bolivia, Brazil, Burkina Faso, Cameroon, Canada, Chile, China, Côte d’Ivoire, Egypt, Finland, Germany, Guinea, India, Ireland, Kenya, Malawi, Niger, Nigeria, Norway, Pakistan, Philippines, Portugal, Somalia, South Africa, Spain, Sweden, Switzerland, Togo, Uganda, UK, USA, Zambia and Zimbabwe.

Our Global Movement

*Updated August 2021
Through its chapters, Women in Global Health is:

- **A GLOBAL MOVEMENT**: We are a network of women and allies from across geographies and backgrounds, fighting for equity in global health for all genders.
- **A PLATFORM FOR ALL VOICES**: We elevate the voices and visibility of those affected by gender inequity in health, bringing to the forefront those who have been heard least.
- **A CATALYTIC FORCE**: We position, connect, and support women and their allies as agents of change, advocating for gender transformative policies and practices and holding leaders accountable to their commitments.
- **A STRATEGIC DISRUPTER**: We challenge power and privilege at all levels to transform the systems, structures, and norms that perpetuate gender inequality in health.
Our chapters mobilize, advocate, gather commitments, and hold leaders accountable. They are vibrant multi-sectoral ‘coalitions of coalitions’ with members from government, NGOs, women’s associations, academia, and frontline health workers who drive gender-transformative policy change. WGH chapters are deeply engaged in influencing the WGH policy agenda and WGH has in place mechanisms that allow chapters to participate in setting this agenda. We focus on creating change in...

We are building a women-led movement that puts underrepresented women first by...

**Mobilizing networks**  
...by connecting 100,000 individuals from every region of the world to fight for gender equality, building forefront those who have been heard least.

**Advocating for change**  
...with 500 leaders of health institutions to transform the systems, structures, and norms that perpetuate gender inequality in health.

**Garnering commitments**  
...from 50 global, regional, national, and local health institutions to bring forward equity in global health for all genders.

**Holding leaders accountable**  
...by reporting the number of health institutions that have implemented or improved their gender transformative policies and practices.

### The Leadership Team

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Chapter Highlights

In 2021, WGH chapters joined WGH’s informal delegation to World Health Assembly (35 signups) and Generation Equality Forum in Paris (200+ signups)

12 chapters have produced recognition lists of women in health, which feed into recruitment processes for speaking engagements, media interviews, and leadership roles.

WGH chapter members have also been working collectively to influence their governments’ policy and decision-making.

- The Minister of Health in Burkina Faso signed a letter signifying the Ministry’s commitment to ensuring gender equity in health leadership and systems in Burkina Faso. This was also a commitment to support Women in Global Health to advance women’s leadership.

- WGH Chile convened a group of 150 civil society leaders working with the President of the Senate to support the establishment of "Special COVID-19 Health Emergency Bonus" amounting to 300 USD, paid in a single installment and not subject to taxation.

- WGH India brought together women health workers and policy-makers by rolling out a 5-part virtual dialogue series to amplify the voices and concerns of frontline health workers during COVID-19, especially focusing on India’s ASHA workers and issues of un and underpaid work.

- WGH Somalia, in 2020, convened other NGOs and civil society organizations to successfully advocate for the Government of Somalia to disaggregate COVID-19 data by sex.

Thought leadership: WGH chapter members have gotten opportunities to speak at global high-level events with key stakeholders and decision-makers in health to share their experiences and knowledge on different health issues.
WGH chapter members have also been working collectively to influence other stakeholders in global health.

WGH Nigeria influenced two major health technology organizations to include gender as an essential part of their leadership initiative.

WGH Pakistan has been highlighting the challenges faced by women health workers, which are being integrated into federal and provincial training programs for the year 2021-22, as well as pandemic preparedness and responsive planning frameworks for gender-equitable leadership.

Taking up leadership roles within the movement and external roles as well

Examples of roles chapter members have taken up include: Editorial Board Members of PLOS Global Public Health and serving on the Gavi CSO steering committee.

Chapter collaboration: WGH chapters are a safe space to network and collectively organize for changes.

There are 3 regional affiliates: Francophone West Africa Initiative, Africa Hub, European Initiative, and a Latin America Initiative in the pipeline.

Ways of collaboration include mentorship to pipeline chapters, events, and joint publications. We also host monthly town hall meetings and bi-annual retreats.
Other examples of chapter activities

- In April 2020, WGH Finland organized a webinar, “COVID-19 DECODED” that explored the gendered impacts of the pandemic that had quickly taken pace globally. The chapter also procured seed funding from the Finnish Cultural Society and signed a memorandum of understanding with the UN Technology and Innovation Lab (UNTIL) to undertake further activities that support the COVID 50/50 Campaign and further women’s leadership in global health.
- WGH Malawi hosted an event themed, ‘A voice to lead a vision for future health care’ to commemorate International Day for Nurses in May 2021.
- WGH Germany has since grown significantly and in 2020 celebrated its 3rd Annual Network Meeting, where they announced a mentorship program and released the newest version of the Women in Global Health Germany List. The chapter has also hosted a series of events, including one at the World Health Assembly, a European Chapter meet and greet, and an event on Women in the Health Professions and has translated the paper into English. They also released a new position paper in 2020 on women in health positions.
- In 2020, WGH Somalia convened other CSOs and NGOs and organized webinars with female frontline health workers to discuss how COVID-19 affected the health services and specifically, sexual reproductive health and rights and distribution of resources such as personal protective equipment (PPE) which were not prioritized services.
- WGH Sweden established the Covid 50-50 taskforce and integrated COVID-19 work with the Sexual Reproductive Health and Rights consortium established in October 2020. The chapter also developed a video interviewing nurses and midwives on their experiences of working in a pandemic.
- In 2020, WGH Zambia convened a meet and greet which brought together stakeholders from civil society, including women’s organizations, academia, and high-level speakers from the Ministry of Health and Ministry of Gender, among others. This was a significant event for the chapter, as gendered issues during COVID-19 were brought front and center to health decision-makers in the country.
- WGH Portugal moderated a panel meeting about Strengthening the EU role on Global health organized by the Portuguese Health Ministry at the Global Health Conference in March 2021.
- WGH China launched a white paper on the health and wellbeing of women leaders in China in a conference in April 2021.
Section 1: BEING A PART OF WGH

To enable women from around the world to engage at national and global levels in policy development and leadership, WGH has catalyzed a global network of national chapters. Aside from being part of a vibrant global movement, creating a WGH Chapter has many other benefits:

- An opportunity, as part of a vibrant global movement, to influence health decision-making at national and global levels
- A platform to connect with women in global health in your community and identify opportunities to advance women’s leadership and gender equality
- An opportunity to bring visibility and recognition to women shaping global health programming, policy, and advocacy in your community
- The support of like-minded women committed to working for positive change in health
- New connections across issues and organizations working in global health in your community and globally
- Raising awareness to global health decision-making about the realities for women in global health from your perspective and having dialogues on gender, diversity, intersectionality, and power relations
- Advancing gender transformative leadership in global health organizations in your community
- Fostering exchange of knowledge and learning across diverse backgrounds - age, geography, race, discipline and other identities
- Gaining skills and expertise to practice gender transformative leadership, and apply a power and privilege lens in global health
- Collaborating with other WGH chapters to building the global WGH movement for collective action to achieve gender equality in global health leadership and therefore, better global health
Section 2: MEMBERSHIP

In addition to WGH chapters, WGH is supported by its members. Through the collaborative relationship between members and chapter leaders, members develop ownership of the chapter to increase support for and provide input on chapter goals and policies.

The number and diversity of WGH members further the impact of both WGH global and WGH local chapters as they take action to promote gender-transformative practices and policies. WGH members can choose to participate on 3 different levels of engagement:

- **Option 1:** Members have signed up to the [WGH Global mailing list](#).
- **Option 2:** In addition, members are participating in WGH Global events, signed up for the local chapter mailing list, and are active at the local chapter level.
- **Option 3:** In addition, members have signed the [WGH Chapter Manifesto](#), committed to adhering to the WGH values and mission, and participating in advocacy campaigns.
A sustainable WGH chapter begins with a strong core interest group formalizing a chapter and advocating for change aligned with the WGH mission at the local country level. Through the collaborative relationship between WGH and its large network of chapters, local WGH chapters create change by advocating for gender equity in health. To form a WGH chapter, interested members must first complete the following steps before applying as a chapter and enter the incubation phase:

- **Learn more about Women in Global Health**
  - Check out our [About Us](#)
  - Learn more about [Gender Transformative Leadership](#)
  - Read about WGH’s first chapters - [WGH Germany](#) [WGH Somalia](#)
- **Ensure there is no WGH National Chapter in your country**
  - If there is an existing chapter, work towards uniting to make one national chapter (Exceptions are made on a case by case basis)
- **Invite at least 4 - 5 Members to Form an Interest Group**
  - A sustainable WGH chapter begins with a strong core interest group and a host secretariat. Possible interest group members should share a passion for gender equity and are prominent in the global health landscape. We require an intergenerational, multi-disciplinary interest group.
  - Use our WGH Chapter Starter Kit to sensitize key leaders and get their support
  - Brainstorm with your interest group core objectives and strategic goals, as well as tangible outputs for the next year
- **Review our [Business and Industry Guidelines](#)**
- **Review the [Chapter Manifesto](#), which should be shared with all potential chapter members before they sign up**

Communicate Interest to WGH Chapter Development Manager, Mwende Muya (mwende.muya@womeningh.org) or Email [membership@womeningh.org](mailto:membership@womeningh.org) with the names, expertise, affiliated institutions, sector representation and contact information of the interest group members to receive preliminary feedback from WGH.
Schedule 1st Interest Group Meeting after Approval from WGH on the Interest Group Members

- Topics to Discuss During this 1st Meeting:
  - Understanding the WGH mission and its connection with impacting the local country context of gender equity health
  - Possible ways to engage as a chapter with WGH policy issues and fund sustainable chapter activities
  - Identifying a host institution.

Complete the WGH Chapter Interest Survey and WGH Chapter Application

N/B: There are several phases in the chapter development process listed in this toolkit. However, WGH acknowledges that this is not a linear process for all chapters in their development. Some chapters may achieve progress in other stages earlier on. Some of these processes may be undertaken at the same time as well.
Some recommendations as food for thought to support filling in the survey and chapter application are:

- **Core Team:** We encourage each core team to have four to 5 people, with defined leadership roles. As the chapter works on its leadership structure, include the following thematic leads: Communications, Resource Mobilization, M&E, and Policy and Research. While it is not a requirement to have all these roles at the onset of the chapter, please prioritize getting a Communications Lead.
- **Career Stages:** We encourage chapters to have intergenerational representation in chapter, senior career women, and engaging students and young professionals.
- **Multi-sectoral Stakeholder Groups:** We encourage chapters to reach out to relevant stakeholders from UN agencies and other multilateral organizations, governments, civil society, foundations, academia, and professional associations, and the private sector that are working on the global health and gender equality agenda in their countries/regions.
  - We also encourage chapters to engage with our global partners in the region by informing them of the formation of your chapter and inviting them to the launch (i.e., multilateral organizations, such as the 12 Global Action Plan (GAP) for Healthy Lives and Well-being for All agencies: Gavi, the Vaccine Alliance; the Global Financing Facility for Women, Children and Adolescents (the GFF); The Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund); the Joint United Nations Programme on HIV/AIDS (UNAIDS); United Nations Development Fund (UNDP); United Nations Population Fund (UNFPA); United Nations Children’s Fund (UNICEF); Unitaid; United Nations Entity for Gender Equality and the Empowerment of Women (UN Women); the World Bank Group; World Food Programme (WFP) and the World Health Organization (WHO)).
• **Gender, Diversity and Inclusion:** We encourage chapters to increase representation from women in health from multidisciplinary health professionals (e.g. nurses, midwives, researchers, implementers, or advocates) and cadres and people from diverse ethnic and cultural backgrounds in the chapter and its leadership. For the chapter leadership, there must be a clear director and the leadership must also be intergenerational. We also encourage that the top leadership positions in the chapter be held by women.

• **Chapter Goals & Objectives:**
  - For 2020 - 2025, we suggest you review the [WGH Strategic Plan](#) and align your activities as much as possible with these global priorities.
  - For 2021, we suggest linking the chapter’s objectives and activities to WGH’s global activities including [the Gender Equal Health and Care Work Force Initiative](#), the [Year of the Health and Care Workforce](#) (2021) and the [Generation Equality Forum](#) (2021).
  - In the context of the global pandemic, in 2020, WGH initiated a campaign [COVID 50/50](#), with 5 ASKS, we call for a gender-responsive approach to health security.
  - We encourage chapters to start by developing a list of women leaders in health in their country. Other key activities can be generating shadow reports, advocacy campaigns and activities to strengthen women’s leadership in health in the country.

• **Funding Resources:** WGH can provide an investment case and other sponsorship template letters to support fundraising efforts.

• **Chapter launch:** We encourage that chapters launch within one year of signing the MOU. Launch events can be tied to key international dates that focus on women’s rights or health e.g., International Women’s Day. The chapter development team is available to discuss ideas on launching and WGH chapters can also share their experiences on the same.
WGH Chapter Development Process

INITIATION
- Form a core group and define objectives
- Review initiation documents*
- Complete Chapter Interest Survey
- Connect with WGH
- Complete Chapter Application

FORMALIZATION
- Sign MOU
- Receive Chapter Development Toolkit
- Receive Chapter Comms Toolkit and branding resources
- Connect with WGH to plan next steps

STRATEGIC PLANNING
- Needs Assessment
- Review initiation Stakeholder Mapping
- Complete Chapter Mobilizing resources
- Identifying advisors
- Seeking a host institution

START UP ACTIVITIES
- Create a list of Women Leaders in Health in your country
- Paper on the Status of Women in Global Health in your country
- Membership drives and continued member engagement
- Thought leadership events
- Attend WGH monthly town hall meetings and bi-annual retreats
- Launch event

* WGH Chapter Manifesto, Business and Industry Guidelines and the Gender Transformative Leadership Brief
Section 4: OVERVIEW OF INCUBATION PHASE TIMELINE & MILESTONES

Once the chapter application is accepted by WGH, the interest group begins developing the chapter in the incubation phase. WGH assists each chapter throughout the incubation phase regarding capacity building and feedback on chapter development. Chapter policies and strategies should be in alignment with those of WGH, but based on the context of a chapter’s local country.

Since each chapter operates in varying capacities, the milestones within the incubation phase are completed based on each chapter’s priorities. At the end of the incubation phase, WGH chapters will become self-sustaining and begin working towards fulfilling chapter policies and goals through collaboration between governing leaders, stakeholders and chapter members.

Throughout the incubation phase, each WGH chapter addresses the following questions:

- From conversations with your local community, what issues can your chapter challenge power and privilege for gender equity in health?
- What policy topics does your chapter plan to work on to solve the identified issues that arise in your local country?
- Who is influential in your chapter’s local-global health landscape?
- How can these stakeholders be held accountable for gender equity in health?
- What local resources can your chapter utilize to fund and support the chapter towards self-sustainability?
- What types of activities will your chapter attend and host to increase awareness on the issues regarding gender equity in health?
- How will your chapter monitor the progress and effectiveness of the activities addressing the identified issues?
- How will you communicate and reach out to your community to expand chapter membership and participation in chapter activities?

The following sections of this toolkit include specific recommendations for completing milestones in areas of recruiting stakeholders and members, policy strategies, resource mobilization, and social media outreach that ultimately address the questions above.
Section 5: CHAPTER RESOURCES

Throughout the incubation phase, WGH chapters will have access to the following resources to assist with developing chapter policy goals and resource mobilization strategies. Some of these resources are developed by WGH Global to connect chapters within the WGH network through opportunities to learn from other chapters. Other resources are obtained by WGH Global through external partnerships, such as those with Pathfinder International and the Bill & Melinda Gates Foundation.

Resources for specific milestones within each stage will be included in the following sections corresponding to each stage.

- Monthly Chapter Townhall: A virtual meeting every month on the 1st Wednesday of the month to discuss updates regarding WGH Global and WGH Chapters.
- Cross-Chapter Learning Workshops: A virtual workshop with WGH chapters discussing and sharing experiences on topics related to chapter development. Some topics include governance structure, resource mobilization, communication, policy & advocacy, and event planning. These are in the pipeline.
- Access to a partnership that WGH has created specifically for chapter development.
- Chapter to chapter support.
- Regional affiliations/networking with other chapters.
- Fundraising support. e.g letter of support for funding applications, WGH can make introductions to potential patrons based on global relationships, WGH can review chapter proposals and also share sample proposals and when relevant WGH can co-apply for grants or WGH can apply on behalf of chapters.
Section 6: STAGES OF CHAPTER DEVELOPMENT

Stage 1: 1-3 months
- Signed MOU & access to WGH email address
- Receive chapter development toolkit and chapter communications toolkit
- Complete Needs Assessment Questionnaire
- Complete Stakeholder Mapping
- Expand Governance Structure

Stage 2: 3-6 months
- Begin Social Media Outreach from WGH Chapter handle
- Recruit & contextualize Stakeholders
- Analyze Needs Assessment Questionnaire
- Begin research on policy issues & resource mobilization strategies
- Begin identifying host institution

Stage 3: 6-9 months
- Continue Social Media Outreach
- Begin initial plans for launch event during stage four
- Continue & redefine research on policy issues & mobilization strategies

Stage 4: 9-12 months
- Complete Chapter launch event
- Recruit & educate Chapter members on WGH goals
- Finalize list of women leaders in local country
- Redefine policies & goals
- Begin to Build Membership Database

Stage 5: >12 months
- Well-Established Governance Structure with Term Limits for Leadership
- Board of Stakeholders & Advisors Participating in WGH Advocacy Campaigns
- Consistent & Reliable Communication Channels within WGH Chapter
- Sustainable Resource Mobilization Strategies to Receive Independent Funding
- Communication with 100 Members on the WGH Chapter Mailing List through Quarterly Newsletters
- Host at least 4 Formal WGH Chapter Activities Each Year
- Attend the Monthly WGH Chapter Townhall and bi-annual Chapter Retreats
- Members of the WGH WhatsApp Chapter & Extended Community Group
- Develop an Annual Report of Member Engagement, Chapter Activities, and Chapter Impact
Stage 1 (1-3 months)

The objective of this first stage is to formalize a chapter’s governance structure and plan for an evaluation of a chapter’s potential impact through needs assessment and stakeholder mapping.

- Sign Memorandum of Understanding (MoU)
- Access WGH Chapter Email Address i.e wghNationalChapter@womeningh.org
- Develop Needs Assessment Questionnaire
- Complete Stakeholder Mapping to Be Reviewed and Approved by WGH
  - When choosing stakeholders:
    - How much influence will each stakeholder have on the chapter?
    - How much does the chapter impact each stakeholder?
    - How can each stakeholder contribute to the chapter?
    - Is there a diverse representation of all key stakeholders?
      - Academia, NGOs, Health Worker Organizations (Community Health Workers, Nursing, Midwives, Physicians), Youth/Students, Government, Research, Private Sector
  - The stakeholder mapping must be approved by a member of WGH leadership and accepted prior to any outreach.
- Expand Chapter’s Governance Structure
  - Define committee roles with appropriate descriptions, specifications and time commitments for each position
    - Please use sample roles to identify and create a structure for your chapter. Co-leadership is encouraged and necessary thematic roles include: communications lead, MEL lead, Policy and Research lead and a Resource Mobilization lead
    - Chapters are recommended to create a governance structure specific to their local context as chapters differ in the number of roles within the governing structure and presence or absence of committees.
    - Chapters may choose whether or not to interview people for positions.
  - Create a list of potential chapter advisors or board members to contact regarding their interest in supporting the local WGH chapter.
    - All chapter advisors or board members must formalize their relations and commitment to the local WGH chapter by signing an official terms of reference (TOR).
Schedule a Call with WGH Global for Feedback and Approval of the following:

- Stakeholder Mapping
- Needs Assessment Questionnaire
- Chapter Governance Structure

Chapter governance best practices include:

- Term limit of no more than 2 years, with renewal up to two times, maxing at 6 years
- Having a Diversity and Inclusion coordinator to ensure that the chapter accommodated the voices of its members in decision making, implementation and in chapter activities/processes.
- Ensuring that there are shared roles amongst the chapter members
- Incorporating the intergenerational aspect in chapter leadership and chapter advisory teams

Recommended thematic leads include: a). Communications, b). Monitoring, Evaluation and Impact c). Resource Mobilization d). Policy and Research – please note it is not compulsory to have all these roles at the point of applying as these can be established as the chapter membership increases.
Stage 2 (3-6 months)

The objective of this second stage is to finalize a chapter’s stakeholders and home organization and begin research on policy issues and resource mobilization strategies that are pertinent to the sustainability of a chapter in mobilizing advocacy for change.

- **Contact** (sample letter) the Stakeholders and Host Institution After Approval by WGH Global to Support Chapter’s Goals and Strategies
  - All potential stakeholders and host institutions must be interviewed by a member of WGH Global leadership and accepted prior to any outreach.
  - The host institution must formalize their relations and commitment to the local WGH chapter by signing an official **memorandum of understanding (MoU)**.

- **Analyze the Information from the Needs Assessment Questionnaire**
  - How does the information from the target population influence the development of the chapter’s goals and policies?
  - How can this information influence chapter activities?

- **Begin to Research Local Country Policy Issues for the Chapter**
  - What is the national gender equity scene in terms of policies, leadership and health organizations?

- **Begin to Develop Resource Mobilization Strategies for a Sustainable Chapter**

- **Report** Completed & Planned Activities that the Chapter Hosts or Participates In

- **Schedule a Call with WGH for Feedback on the following:**
  - Update on Outreach to Stakeholders and Signing of MoU
  - Information from Needs Assessment Questionnaire
  - Research on Policy Issues
  - Resource Mobilization Strategies
Stage 3 (6-9 months)

The objective of this third stage is to expand a chapter’s support base and plan for an official chapter launch event. In addition, research from the previous stage on policy issues and resource mobilization strategies will continue as the chapter is closer to developing its goals and impact.

- **Begin Social Media Outreach following the Guidelines of the Communications Toolkit**
  - Create social media accounts on Twitter (most recommended), Facebook, Instagram and LinkedIn and other appropriate local platforms
  - Create a mailing list to distribute quarterly chapter newsletters to members and stakeholders

- **Plan the Date and Activity of the Official Chapter Launch Event. WGH leadership is happy to join/speak at launches and annual meeting events.**

- **Register launch event with WGH Global through the Editorial Calendar Submission Form for amplification through WGH’s owned media channels**

- **Continue to Research Local Country Policy Issues for the Chapter**

- **Continue to Develop Resource Mobilization Strategies for a Sustainable Chapter**

- **Report Completed & Planned Activities that the Chapter Hosts or Participates In**

- **Schedule a Call with WGH Global for Feedback on the Following:**
  - Planning Chapter Launch Event
  - Registering Chapter Launch Event
  - Research on Policy Issues and Resource Mobilization Strategies
Stage 4 (9-12 months)

The objective of this last stage is to complete the official chapter launch event, build chapter membership and refine chapter policies and goals, which will drive future formal activities and policy impact beyond the incubation phase.

- **Complete Official Chapter Launch Event**

- **Begin to Plan at least 2 Future Chapter Formal Activities.** Recommended activities include but are not limited to webinars, mentorship, shadow reports, campaigns and creating a list of Women Leaders in Health in the country.

- **Begin to Build Membership Database and Educate Members on WGH’s Goals and the Chapter’s Alignment with these Policies**
  - Members are strongly encouraged to sign up for the [WGH Global mailing list](#), the WGH chapter mailing list, and the [WGH Membership Manifesto](#).
  - At least 100 members should be signed up to the WGH chapter email list.

- **Finalize and Contact List of National Women Leaders to Further Chapter Support**

- **Refine Chapter Policies and Goals based on Input from Stakeholders & Members**

- **Report Completed & Planned Activities that the Chapter Hosts or Participates In**

- **Schedule a Call with WGH Global for Feedback on the Following:**
  - Update on Official Launch Event
  - Update on Chapter Membership
  - Refine Chapter Policies & Goals
Stage 5 (12+ months)

Congratulations!

Once chapters have reached this stage, they have completed the incubation phase of the WGH chapter development! At the end of the incubation phase, WGH chapters have demonstrated sustainable efforts and will continue to advocate for change at the local country level.

WGH chapters after the incubation phase consist of the following characteristics:

- Well-Established Governance Structure with Term Limits for Leadership
- Board of Stakeholders & Advisors Participating in WGH Advocacy Campaigns
- Consistent & Reliable Communication Channels within WGH Chapter
- Sustainable Resource Mobilization Strategies to Receive Independent Funding
- Completed an Official Chapter Launch Event
- Communication with 100 Members on the WGH Chapter Mailing List through Quarterly Newsletters
- Host at least 4 Formal WGH Chapter Activities Each Year
- Attend the Monthly WGH Chapter Townhall and bi-annual Chapter Retreats
- Members of the WGH WhatsApp Chapter & Extended Community Group
- Report WGH Chapter Activities to WGH
- Develop an Annual Report of Member Engagement, Chapter Activities, and Chapter Impact (Reporting bi-annual)
Section 7: INCUBATION PHASE RESOURCES

This section provides easy access to the wide variety of resources listed throughout the stages of the incubation phase. For more information regarding the purpose of each resource, please refer back to the corresponding stage.

- **Stage 1:**
  - WGH Chapter & WGH Global Memorandum of Understanding (MoU)
  - WGH Needs Assessment Questionnaire
  - WGH Stakeholder Mapping
  - WGH Governance Structure Committee Roles & Interview Template (Optional)
  - WGH Chapter & Advisory Board Members Terms of Reference (TOR)

- **Stage 2:**
  - WGH Patron Invitation Letter for Stakeholders
  - WGH Chapter & Host Institution Memorandum of Understanding (MoU)
  - WGH Chapter Monthly Activities Report Form

- **Stage 3:**
  - WGH Official Communications Toolkit
  - WGH Editorial Calendar Submission Form

- **Stage 4:**
  - WGH Global Mailing List
  - WGH Membership Manifesto

- **Stage 5:**
  - WGH Chapters Annual Report

JOIN THE MOVEMENT

Learn more: www.womeningh.org
Follow us: @WomeninGH #WomeninGH
Contact us: membership@womenigh.org