

## **The Seven Steps to Creating a Regional Chapter**

1. Identify a group of parliamentarians in your region who are interested in starting a Regional Chapter. Approximately 6-12 members covering most countries or sub-regions should do, but each region can decide. They should constitute themselves as an Interim Steering Committee (ISC) for the chapter. Please advise the Global Secretariat that a Regional Chapter is being created.
2. Each of ISC members should recruit a network within their country or sub-region to bring the total number of members to 30 or more. In this way, an informal network exists and the work of creating a Regional Chapter can be more broadly shared. There should be representation from across the political spectrum.
3. Identify an NGO, or other organization, that is willing to act as the secretariat. A respected multi-lateral organisation can be particularly helpful to carrying out a regional chapter's program. For example, some National Chapters have successfully established a relationship with a Transparency International National Chapter.
4. The ISC then prepares a draft regional constitution. Ensure that the Global Secretariat receives a copy. For your reference, the Secretariat also maintains a generic draft at the following web site link:  
[http://www.gopacnetwork.org/Docs/Regional%20Chapter%20Constitution\\_EN.pdf](http://www.gopacnetwork.org/Docs/Regional%20Chapter%20Constitution_EN.pdf)
5. It is useful to have an initiating event, inviting broad participation of regional parliamentarians to formally create the organization, establish an interim Board of Directors, and discuss priorities.
6. At that event, the Interim Board of Directors should discuss incorporation, formal secretariat support, and a program of activities to address the anti-corruption plan of action discussed. The ISC should create a Regional Workplan, and identify the Global Task Forces that each National Chapter wants to focus on for next year. Important: A Regional chapter should be registered in one of the member countries.
7. Find funds to carry out initial activities, incorporate, and begin delivering results. In some cases the GOPAC Secretariat can advise on finding funding and other matters.