

Protocol for National WISTA Associations

Doc. PT-010-05

Revision: November 2019

General

1. The Women's International Shipping & Trading Association, Ltd. ("WISTA") is a worldwide networking organization for women at the management level in the maritime industry. WISTA pursues and supports, among other things, the creation of both national and international business relationships among WISTA members.
2. National WISTA Associations ("NWAs") are associations of women at the management level in various countries around the world that are involved in the maritime transportation business and related trades, and which are Members of WISTA. The purposes and objectives of WISTA and its NWAs are to:
 - a. Minimize the existing gender leadership gap in the maritime, trading, and logistics sectors;
 - b. Build a community among its members, facilitating the exchange of contacts, information, and experiences;
 - c. Promote the creation of business relationships among its members;
 - d. Facilitate the professional development of its members; and
 - e. Provide liaison with other related institutions and organizations worldwide.
3. The NWAs which constitute WISTA shall be known as WISTA _____ [add the name of the country], *e.g.*, WISTA Spain. Please see the *Press Protocol* for the naming conventions and an NWAs' responsibilities in this regard.
4. Individuals domiciled in countries where there is no NWA in existence may apply to join an NWA of their choice. Such individuals are also encouraged to consider establishing an NWA within their own country conforming to this Protocol. They should inform the WISTA International Executive Committee ("ExCo") of their intention to form an NWA in accordance with this Protocol and apply to the ExCo if there is sufficient interest in their country.
5. The ExCo, which runs the daily business of WISTA and is elected at the Annual General Meeting ("AGM") (three members in even number years and four members in odd number years) will assist with the formation of a new NWA and answer any questions that may arise. ExCo members are assigned geographic regions and the ExCo member for a particular region will be responsible for assisting any country interested in forming an NWA.

6. The WISTA organization includes the NWAs, ExCo, a General Assembly at the AGM, comprising three representatives from each NWA in good standing, a Nominations Committee, and *Ad Hoc* Committees as appointed by ExCo.
7. The benefits of WISTA include access to diversity resources around the world, supporting members and facilitating exchange of contacts and experiences, facilitating members' professional development and sharing knowledge.
8. WISTA's activities include an annual international conference organized by a different country each year, two international awards (WISTA Personality of the Year and WISTA Corporate Diversity), information on other NWAs through the website, providing opportunities for development of NWAs, and distribution of relevant industry news and information, among other activities.

Forming an NWA

9. To form an NWA, a minimum of ten individuals, an elected board, and a set of governing documents, such as rules, bylaws, a constitution and/or articles of association, in accordance with the laws of their country, are necessary. Efforts should be made to encourage professional diversity within the group. It is advisable to have at least one lawyer as a founding member to help ensure the NWA is formed in accordance with the laws of the particular country.
10. An employer's support of the NWA founding members and board members is important to the success of the NWA and that member's ability to participate in WISTA events nationally and internationally. Founding members must provide their resumes or biographies to ExCo, along with contact information. Founding members also must provide the names, companies, and titles of the first ten members.
11. ExCo's expectation is that new NWAs will grow every year, with the aim of reaching 25 members within three years. ExCo members will help and support the NWAs in their regions to reach their membership goals. ExCo's Regional Guidelines are attached as Annex I.
12. Once the governing documents are prepared, they should be submitted to ExCo in draft form. ExCo will review them for completeness and consistency with WISTA International's Articles of Association. Once approved, then the NWA should finalize their official registration or formation in accordance with the laws of their own country and submit a copy of the official documents to the ExCo, along with a confirmation that the NWA was formed in accordance with the laws of that country.
13. Once officially formed in accordance with the laws of their own country, the WISTA Treasurer will send a fee invoice to the NWA, including the annual membership fee (paid in advance for the first

year for ten members), the website set-up fee, and the annual website fee. The fees currently are:

- a. One-time website set-up fee: 200 Euros.
- b. Annual website fee per NWA: 150 Euros.
- c. Fee for the first ten members: 400 Euros (40 Euros/member).

14. Once officially formed and all fees are paid, ExCo will formally approve the new NWA. The new NWA will have the opportunity to present itself at the next AGM. NWAs are required to remain in compliance with the laws of their country.
15. Annual dues are assessed on each NWA member as of December 31 of each year. The NWA member fee is 40 Euros and is subject to change annually by a vote of the ExCo. The new NWA must pay these fees for ten members in advance and they will be credited to the following year. In the following year, the new NWA will only pay for new members that joined after it paid the annual fee for the ten members in the prior year. For example, an NWA that forms in October 2018, pays its annual fee for ten members in October 2018. If five new members join the NWA before the end of 2018, the new NWA will only pay for those five new members when the annual fee for 2018 is due on April 1, 2019, unless later agreed upon with the WISTA Treasurer for good cause.
16. A new NWA must be officially formed before July 1 to have voting rights at the WISTA International AGM that same year. NWAs that officially form on July 1 or after, will have rights to vote at the AGM the following year.
17. Activities of the NWAs commonly include liaising with ExCo, and organizing events and networking activities. Some suggestions include:
 - a. Becoming recognized as a partner in the maritime cluster, nationally and regionally;
 - b. Developing close cooperation with maritime organizations and associations, locally and regionally, and seeking membership and/or cooperation with these associations;
 - c. Identifying projects where the NWA can get involved to become known as an industry player; and
 - d. Working with the media to grow the NWA's profile. Please refer to the *WISTA Press Protocol*.
18. New NWAs should not be discouraged if there is not a lot of interest at the outset. As has been demonstrated over the years, NWAs commonly grow slowly and systematically. Please be patient and continue to communicate WISTA's mission and benefits.
19. Being recognized as a partner and participating in the maritime cluster, nationally, regionally and internationally will help grow the NWA's and WISTA's profile. Projects can be worked on jointly,

which could provide media attention. Consider banners, brochures, and exhibiting at a trade show, as well as joining WISTA's Social Media pages.

20. Expand your network and find advocates in the industry who have supported women in management positions, so they can help grow your NWA.
21. And, please review the attached Regional Guidelines and do not hesitate to contact ExCo or other NWAs if you have questions or need advice.

***Annex I – GUIDELINES FOR WISTA EXECUTIVE COMMITTEE MEMBERS IN MANAGING THE
NWAs IN THEIR REGIONS***

The WISTA International Executive Committee (ExCo) believes that WISTA’s objectives are more easily accomplished by more contact between WISTA International and its NWAs, and amongst the NWAs. To help further the objectives of WISTA, certain members of the ExCo have been assigned responsibility for various regions in the world and for liaising with the NWAs in those regions. The following guidelines are for the ExCo members when liaising with the NWAs within their regions. The ExCo member should:

- 1) Obtain primary and secondary contact persons that will respond promptly to emails from ExCo and others. The primary contact person will be the NWA President. A secondary contact person should be designated by the NWA President. If either contact person is on leave or holiday, they should assign another contact person.
- 2) Reach out to all NWAs in your region on at least a quarterly basis to see how things are going, what activities have taken place, and to see if the NWA needs any assistance. Inform each NWA that it is obligated to respond. These contacts can be done individually or as a group.
- 3) Help facilitate interactions amongst the NWAs. This can be done by email, telephone, or possibly through regional meetings.
- 4) Organise online meetings with Regional NWA Presidents at least twice a year, with a specific agenda. The meetings should take place in the months before the WISTA International AGM & Conference and WISTA International’s Mid-Term Board Meeting. The purpose of such online meetings will be the following:
 - a) ExCo Regional representative to provide an update on ExCo’s activities.
 - b) NWA Presidents to update the meeting participants of actions taken or being taken by the NWA, which promote WISTA’s mission and vision and participation in WISTA’s wider cooperations.
 - c) Discussion of challenges faced by their NWAs and exchange ideas, knowledge, and experiences on how to address these. Other NWAs may have faced similar situations.
 - d) Discussion of ideas on strengthening regional cooperation.
 - e) NWAs will also be asked ahead of time if they have any specific items they would want to add to that meeting’s agenda.

Minutes should be kept from this online meeting and circulated to ExCo and all the regional NWAs.

- 5) Develop an e-mail list for your region and share it with the NWAs in your region. This will help facilitate regional cooperation and possibly joint events, or gatherings at other regional maritime events.
- 6) Encourage your NWAs to consider hosting the ExCo Mid-Term Meeting or an International Conference.
- 7) Encourage your NWAs to think about succession planning and whether they may have members that

would be interested in serving on the WISTA International ExCo.

- 8) After each of your quarterly contacts, draft a short summary and share best practices, accomplishments, and ideas with your NWAs and ExCo, all with the goal of improving communications.