



OWSD
GUATEMALA
Organization for Women in Science
for the Developing World

Operations Manual
Organization for Women in Science for the Developing World
Guatemala National Chapter
OWSD Guatemala NC

About the organization

The Organization for Women in Science for the Developing World ([OWSD](#)) is an international organization founded in 1987 and officially launched in 1993. It is based at the offices of The World Academy of Sciences ([TWAS](#)), in Trieste, Italy. It is a program unit of UNESCO.

OWSD is the first international forum to unite eminent women scientists from the developing and developed worlds with the objective of strengthening their role in the development process and promoting their representation in scientific and technological leadership. OWSD provides research training, career development and networking opportunities for women scientists throughout the developing world at different stages in their careers.

About the National OWSD Guatemala chapter

The [Guatemala OWSD National Chapter](#) is integrated by Guatemalan women scientists (residing within the national territory, as well as, abroad), members of the OWSD, who support the objectives and interests of the organization. The chapter promotes, facilitates, and encourages the participation of women in science, for knowledge to present solutions to the main challenges of the country. It works with different actors of the Guatemalan society and the international community. It also leads the spaces for incidence of scientific participation, as a bridge to bring science closer to Guatemalan society, establishing knowledge as a fundamental element in decision-making. The Chapter functions with horizontal and inclusive leadership, purposefully encouraging diversity in its structure.

Constitution

On March 12th, 2020, the OWSD Guatemala National Chapter (hereinafter OWSD-Guatemala) was established, becoming the thirty-fifth national chapter worldwide, the sixth in the Latin American and Caribbean region, and the first in Central America. The host institution of OWSD-Guatemala is the [Guatemala Academy of Medical, Physical and Natural Sciences](#). Its establishment was promoted by [Kleinsy Bonilla](#), [Antonethe Castaneda](#), [Pamela Pennington](#), [Susana Arrechea](#), [Bárbara Escobar](#), [Patricia Lucki](#) and [Karin Olmstead](#), with the support of the Friend of the Chapter [Efraín Bámaca-López](#). It should be noted that OWSD-Guatemala, was positioned as the largest and most active Chapter in Latin America since the second half of 2020. Likewise, it was consolidated in the context of the COVID-19 pandemic.



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Mission

Involve and promote the role of women scientists in Guatemala, fostering inclusion and opening spaces for participation of women in science in all sectors of the country.

Vision

The OWSD Guatemala community is the largest platform for interaction and collaborative construction teams among Guatemalan women in science and technology recognized as an engine of scientific activity in the country.

General objectives

- A. Increase and promote the participation of Guatemalan women in research, teaching, scientific and technological leadership, mainly in science, technology, engineering and mathematics careers.
- b. Promote the recognition of the scientific and technological achievements of Guatemalan women, in all fields where they develop and thereby promote the role as women scientists, for the empowerment of citizens and influence in decision-making based on scientific evidence.
- C. Promote collaboration and communication between women scientists and provide avenues of communication with scientists from around the world
- d. Provide support and knowledge in scholarships or economic opportunities to develop scientific projects and programs led by women.
- E. Promote the education of girls and young women in science, considering the multicultural approach of the country.
- F. Promote the participation of women scientists in the sustainable development of Guatemala.
- G. Increase understanding of the role of science and technology in the development of women.
- H. Promote the integral development of women.
- I. Support the participation of women in science and technology forums.

Specific objectives

- Promote the role as women scientists for the empowerment of citizens and influence in decision-making based on scientific knowledge.
- Promote and encourage scientific dissemination within the framework of climate change, sustainable development and risk management at any level of the Guatemalan population, facilitating; the information mechanisms of the Sustainable Development Goals for the social and scientific implementation within the framework of the inclusion of the different ethnic groups in Guatemala and the work from the territories.
- Motivate new generations of Guatemalans to study science, technology, engineering, arts and mathematics (STEAM) careers, through dynamic activities with the members of OWSD-Guatemala and activities that use the scientific method as a basis.
- Enhance the professional careers of future Guatemalan scientists and women who are in the early and mature stages of their scientific careers and who are part of OWSD-Guatemala.



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Membership:

To be a member of the Guatemala National Chapter, the interested person must request their membership by creating their username and filling out the [application form](#) on the OWSD international platform, it should be noted that the approval of the applications is carried out by the membership office of the Secretariat of the OWSD based in Italy.

The form must be completed in English, disabling page translation functions, otherwise the system will not recognize it.

Three types of membership:

Full: scientists and researchers with a master's or doctorate degree committed to the objectives of the OWSD. They are the only ones who can vote at the OWSD General Assemblies to elect members of the Executive Committee.

Affiliate: scientists and researchers with a bachelor's degree or equivalent, committed to the objectives of the OWSD.

Friends of OWSD: women and men who have a degree (or equivalent experience) in natural, social, arts and humanistic disciplines, who are interested in promoting the objectives of the OWSD and who are not eligible for the other categories. They can be from developed or developing countries.

Membership is free of charge. Participation is active in the OWSD-Guatemala and is carried out on a voluntary basis and without remuneration.

Benefits of integrating OWSD Guatemala:

In this [link](#) you can know more about the benefits of being part of this community, which is basically summarized in: contacting and relating to OWSD members at a national and international level, attending workshops and conferences, applying for scholarships, awards annually, receive information on various professional development opportunities, give and receive mentorship, and of course contribute to the transformation of the challenging reality of scientific research in Guatemala.

Code of ethics for participation in OWSD-Guatemala:

Each member of OWSD-Guatemala, who participates in chapter activities, must actively adhere to the principles of honorability, integrity, and responsibility and thereby enhance the Guatemalan scientific community, in response to the challenges and needs of the country. The OWSD-Guatemala **is a community configured by its members, it does not have its own legal personality and acts within the framework of action of the host Institution** [\(Guatemalan Academy of Medical, Physical and Natural Sciences of Guatemala\)](#).



OWSD-Guatemala National Executive Committee

The National Executive Committee directs and coordinates the activities of OWSD-Guatemala. It is integrated by scientists who represent different disciplines, seeking a balance between those who reside in Guatemala and outside the national territory. The [First Executive](#) Committee of the OWSD Guatemala was formed in parallel to the process of establishment of the Chapter considering the execution of its functions for the period 2020-2022, after two years the moment of the election of a new Executive Committee is established to the period 2022-2024 and successively for a duration of 2 years. **The members of the Committee do not receive remuneration or any type of economic compensation, they are volunteers as all members.**

Chair: This term is used to define the highest individual leadership within the Chapter that can be translated as Director or National Coordinator in Spanish, however the use of "President" will be avoided as this figure may be confused with the International Presidency. The Chair is responsible for jointly coordinating with the National Executive Committee all the activities carried out by the OWSD-Guatemala at the national and international level. Coordinates the National Executive Committee.

Vice-Chair: Responsible for monitoring the negotiation processes and strategic alliances of OWSD-Guatemala at the national and international level. In case of missing the Chair, the vice-chair will take the place while the replacement is coordinated. For the positions of Chair and Vice-chair it is necessary that one of them resides in Guatemala.

Secretary: Responsible for keeping all the official documentation of OWSD-Guatemala up-to-date and available, supports the Chair in communications with the different sectors where OWSD-Guatemala is involved in the national and international scope.

Treasury: Responsible for managing, together with the host institution, the administration and control of the funds. To manage them, OWSD-Guatemala must work together with the Academy of Medical, Physical and Natural Sciences of Guatemala. It is a requirement that the affiliate occupying this position resides in Guatemala and has training in Economic, Accounting and / or Administrative Sciences.

Responsible for Communication: Responsible for the management of social networks and other dissemination mechanisms, as well as being the link channel with the different national and international bodies that require timely information from OWSD-Guatemala.

Responsible for the articulation of the Chapter of other scientific communities: Responsible for articulating OWSD Guatemala with scientific communities in Guatemala. Preferably must be a member of the Academy of Medical, Physical and Natural Sciences, of the Sistema National Science and Technology Network, International Network of Scientists of Guatemala, and / or Guatemalan scientific associations.



Other members of the Executive Committee: It is integrated by high-level leadership scientists who are full members of the National Executive Committee.

Responsible for the Annual Operating Plan (AOP): Responsible for the design and review of the AOP, as well as the supervision of its compliance.

OWSD-Guatemala work teams

It is the collective working unit that structures the different themes for group activities developed by the members in compliance with the objectives of OWSD-Guatemala. Members and friends who integrates OWSD-Guatemala can actively participate in the teams. There are 10 permanent working teams, from which 4 are operational teams and 6 executing teams, according to the table below. Additionally, there are specific teams, which can be organize for particular processes, events or specific activities of temporary action. Each team is integrated by one or two coordinators, and sub-coordinators of initiatives or activities within each team. It will be ensured that the work teams have an Annual Operating Plan.

Table: NC OWSD Guatemala Work Teams

(4) Operational teams	(6) Executing teams	(3) Specific teams
1. New Memberships and Nominations.	5. STEAM for girls and boys.	-Annual report. -Annual National Summit - Central / Latin American / International OWSD Meetings
2. Digital Support and Data Analysis.	6. Scientific Mentoring.	
3. Design and Production of Materials	7. Scientific Diplomacy and Partnerships.	
4. Communication and Dissemination	8. Sustainable Development and the 2030 Agenda.	
	9. Citizen Participation and Science.	
	10. Women in Health.	

1. New memberships and nominations (awards, scholarships, backups):

Coordinator: [Mayra Alejandra Valey Turcios](#) (September 2020- present)

Team Description:

Our main goal is to incorporate the new members to OWSD, and nominate outstanding colleagues to different national and international recognitions. We also provide follow up and aid for scholarships, and other professional opportunities. We work with monthly growth targets, which we achieve with help from several campaigns to make OWSD known.



Some of our main tasks include:

- Provide aid and follow up to colleagues that for several reasons couldn't complete their online application.
- Disseminate OWSD within our communities (students and/or professionals) in order to achieve higher growth.
- Provide follow up to nominations from outstanding colleagues, and keep an eye on new recognition calls.
- Grow the OWSD's community of professionals.

2. Digital support and data analysis:

Coordinator: [Yuri Asucena Castro Estrada](#) (Mach 2020-present)

Team description:

The team's main goal is to produce and analyse data from the Chapter, and also to support and assess other teams in terms of technology. It started with Guatemala's Chapter for data generation, and with the support and assessment provided to group No. 6 for information management, regarding apprentices and mentors. It was established that the future work line needed to include topics of interest for the Chapter in order to generate data, and provide support and technological assessment to the different groups of work, according to the demand.

Some of the tasks from its origin include:

- Designing the National Chapter members' repository or database.
- Assessing the chapter regarding data management and analysis topics.
- Generating tables, graphs, and indicators related to the membership and work that is done by the Chapter.

The generated products include:

- Data governance proposal and work structure (OWSD2020)
- [Data update form for Guatemala OWSD's members](#)
- [OWSD Mentors' registration form](#)
- [Assessment registration form \(temporary\)](#)
- [Data visualization \(public\) of Guatemala's Chapter](#)
- [Data visualization \(administrative\) of Guatemala's Chapter](#)



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3. Design and production of materials:

Coordinator: [Yasmín Quintana](#) (March 2020-February 2021) [Vilma Porres](#) (February 2021 - present)

Team description:

The main goal is to give image to the chapter through audio-visual and visual materials. The team is in charge of designing and producing materials for the Chapter and its different teams of work to show several activities, goals and accomplishments of the Chapter and its members.

Some of the team's tasks include the following:

- Designing posters, audiograms, video templates, and other materials used for social media.
- Generating materials to visualize the Chapter and its members' accomplishments.
- Generating materials for permanent programs, book and article publications.

4. Communication and dissemination:

Coordinator: [Bárbara Escobar Anleu](#) (March 2020-February 2021) [Virginia Mosquera](#) (February 2021-present)

The communication team has four objectives and work lines:

1. Attract more members to OWSD-Guatemala's Chapter. This is determined through the number of members enrolled by social media, and the quantity of followers on the web.
2. Contribute to the visibility of the members' work. This is determined by the number of publications that are spread on social media, exposure of their profiles.
3. Support the dissemination of other OWSD-Guatemala teams' initiatives. This is determined by the number of publications spread on social media, about other team's activities.

5. Science, Technology, Reading, Engineering, Arts and Mathematics (STREAM) for girls and boys:

Coordinators: [Susana Arrechea](#) (March 2020- February 2021) [Pamela Pennington](#) (July 2020-present)

Team description:

The main goal is to design and develop inspiring activities, information and promoting topics in science, technology, reading, engineering, arts and mathematics (STREAM) in children, focusing especially on girls.



Our long-term goal is to create interest towards science in girls and boys from Guatemala, with the support of OWSD's female leadership, and scientists from the Scientific Academy, Guatemala's Scientists Network, and other scientific communities.

We identify strategic alliances in order to educate and communicate STREAM to girls and boys from Guatemala. Our short-term goal is to create pilot projects in several Guatemalan departments (states).

6. Scientific Mentoring:

Coordinators: [Susana Arrechea](#) (March-June 2020), Verónica Castro (July- September 2020) [Susana Alvarado](#) (July 2020-present) and [Marie André Destarac](#) (October 2020-present)

Team description:

We organize and operate the OWSD-Guatemala's *Scientific Mentoring Program*, which provides personalized counselling about scientific careers in several supporting areas and at three different stages: potential scientists (for students and high school graduates - last years of secondary school education in Guatemala-), trainee scientists (for college students getting an undergraduate, master/specialty or doctorate degree), and scientists in early stages of their academic careers. We also promote and maintain a link with high schools and higher education Guatemalan institutions, in order to raise interest towards scientific and technological careers.

7. Scientific Diplomacy and Alliances:

Coordinator: [Kleinsy Yudrani Bonilla Landaverry](#) (March 2020- present)

Team description:

We are responsible for: a) the Chapter's training in Scientific Diplomacy topics, b) the promotion and systematization of formalized alliances between the Chapter and national level external entities, and c) International Relations of the OWSD-Guatemala's Chapter.

Our activities include: internal training of the team: the subject matter is complex, which is why it's important to keep continuous training in the academic-scientific content's comprehension and the practice of scientific diplomacy. E.g. The Warsaw Science Diplomacy School, the TWAS-AAAS Science Diplomacy School in Italy, the Hub of Scientific Diplomacy in Barcelona and the focus in Latin America, web construction with relevant institutions/organizations: key actors mapping, Central American Parliament (PARLACEN), Economic Commission for Latin America and the Caribbean (CEPAL), Guatemala's Ministry of Foreign Affairs (MINEX), Central American University Superior Council (CSUCA), Alliances map: logo systematization, contact information and

collaboration details between OWSD-Guatemala and other institutions/ organizations or entities, and initiatives in general.

8. Climate Change, Risk mitigation, and Sustainable Development (2030 Agenda):

Coordinators: [Antonethe Castaneda](#) (April- July 2020) [Alejandra Carranza Jui](#) (July 2020-April 2021) [Alba Guerrero](#) (April 2021- present)

Team description:

The strategic plan includes building teams that are responsible for research development, dissemination, alliances, financing, and administration of the team in order to do the planned and documented activities.

Objectives:

- Research development: Research development or scientific opinion on the Climate Change topic.
- Participant development: Reinforce team members' research capabilities. Be specialized investigators and role models in their work areas or incidence spaces.
- Dissemination and communication: implement scientific dissemination mechanisms that promote communication about Climate Change for decision making in every level of Guatemala's society and scientific community. Enable the mechanisms and information of the Sustainable Development objectives in order to implement them socially and scientifically.
- Fieldwork.

9. Citizen participation and Science:

Coordinator: [Antonethe Castaneda](#) (March 2020-April 2021) [Alejandra Cabrera](#) (April-present)

Team description:

We are a team of scientific women that work in several sectors, our goal is to empower Guatemalan women through revalorization of their role in the input and transmission of scientific content in order to influence society by filling in key roles for decision making, by linking science with politics and citizenship in a democratic framework.

We promote integration in citizen action for research and science. We aspire to be a bridge to bring science together with a fundamental element in decision making. We promote decentralization of the generation and dissemination of scientific knowledge in Guatemala.

General Objectives:

- Boost our role as scientific women for citizenship empowerment in decision making, based on scientific knowledge.



- Involve citizenship in scientific activities in order to promote active contribution to research, through intellectual efforts, general knowledge, or its tools and resources for impact generation in decision making

10. Women in Health:

Coordinators: [Karin Olmstead](#) (March 2020 - May 2020) [Patricia Noemí Lucki](#) (March 2020-Present) [Ana Julia Amato](#) welcoming committee and secretary

Team description:

Vision: We are promoters and role models in public scientific and political activities that favor health and women from Guatemala and Central America.

Mission: Promote scientific women's role as advocates of actions related to health and women in Guatemala and Central America.

General objective: Educate, extend, disseminate, communicate and manage scientific topics focused on women and health in Guatemala.

Specific objectives:

- Prioritize topics for research, dissemination and communication
- Also for management in the public and academic environment
- Coordinate with institutions, and public and private entities, that work in the matter in order to optimize resources and increase visibility, by identifying initiatives for prioritization and support.

The topics to work on are the following: sexual and reproductive health, teenage pregnancy prevention, respectful childbirths, maternity, laboral integration and women's health, educational development, emotional and mental health, nutrition, etc.

Annual report (annual brief):

Coordinator: [Claudia Suseth Romero Alvarado](#) (May 2020- Present)

Team description:

The annual report of activities must be done as a progress and compilation mechanism of the work of Guatemalan female scientists, as a contribution to society and the impact that the work of OWSD-Guatemala's members has at national and international level. This report must be done during March of each year in Spanish/English, and shared through different national and international media. Additionally, it has to be transferred to OWSD's General Secretariat.



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OWSD-Guatemala's organizational mechanism:

Each team that constitutes OWSD-Guatemala works independently, provided that they are aligned with the objectives of OWSD-Guatemala. The different mechanisms of financing, multicultural integration, internal and external communication, alliances, event organizations, among other activities are found in this document.

Guatemala City, Guatemala February 2021

**National Executive Committee, OWSD-Guatemala
2020-2022**