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Chapter's Structure and Regulations

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Institutional Benefits for Chapters

Triple Helix Association Chapters are entitled to the following institutional benefits, subject to the provisions of the Chapter Handbook, these regulations, and the approval of the Triple Helix Association Board when applicable:

- **Recognition:** Chapters will be certified by the Triple Helix Association and recognized as part of its international community of researchers, practitioners, institutions, and innovation actors. Chapters have the right to attend and speak at the General Assembly, as well as the right to vote and eligibility for the Triple Helix Association Board, according to the applicable membership rules.
- **Visibility:** Chapters may increase their visibility through the Triple Helix Association website, the promotion of Chapter initiatives, the display of banners at Triple Helix Association conferences, and the use of the Triple Helix Association logo on their institutional websites and communication materials, in accordance with the Association's branding guidelines. Chapters may also have the opportunity to deliver a brief presentation to highlight their initiatives during webinars promoted by the Triple Helix Association.
- **Networking:** Chapters will have access to information on innovation-related events, projects, publications, and opportunities. Chapters may also promote their initiatives to the Triple Helix Association members' directory, subject to the Association's communication rules and approval procedures.
- **Access to research findings and resources:** Chapters and their members will have access to Triple Helix Association scientific publications, including the Triple Helix Journal, as well as resources such as guidelines, tools, and other materials made available by the Association.
- **Contribution to international scientific publications:** Chapters may contribute to papers, books, journal publications, Special Issues, and other scientific outputs in the Triple Helix Association research domains. Chapters may also contribute to the Triple

Helix Association Newsletter, with the understanding that the Association reserves discretion over the selection, editing, and publication of content.

- **Specialized events:** Chapters may organize local, national, and international events related to Triple Helix interactions, including conferences, forums, innovation summits, seminars, workshops, and webinars, provided that such activities are aligned with the Triple Helix Association mission and principles.
- **Triple Helix Association Annual Conference and other events:** Chapters may participate in round tables and poster promotion opportunities during the Triple Helix Association Annual Conference, subject to the conference programme and organizational guidelines.
- **Sponsorship:** Chapters may sponsor Triple Helix Association events, awards, publications, and other initiatives, subject to the Association's sponsorship rules and approval.
- **Special Interest Groups:** Chapters may propose the establishment of new Special Interest Groups, subject to prior review and approval by the Triple Helix Association.

These institutional benefits are implemented through the Chapter rights listed in the following section and remain subject to the corresponding obligations, conditions, and approval procedures established in these regulations.

Chapter Rights and Obligations

Rights

Triple Helix Association Chapters have the following rights:

- To be recognized as national representations of the Triple Helix Association, according to the provisions of the Chapter Handbook and these regulations.
- To use Triple Helix Association branding materials to promote Chapter activities, provided that such use follows the Association's branding guidelines and is previously approved when required.
- To attend and speak at the Triple Helix Association General Assembly.
- To vote and be eligible for the Triple Helix Association Board, according to the applicable membership rules.
- To have the Chapter's name, logo, and institutional information displayed on the Triple Helix Association website, subject to the Association's communication standards.
- To promote Chapter activities, events, projects, publications, and other initiatives through Triple Helix Association communication channels, subject to prior approval.
- To access Triple Helix Association publications, resources, guidelines, tools, and other materials made available to members.
- To contribute to Triple Helix Association publications, including books, scientific journals, Special Issues, newsletters, and other outputs, subject to the editorial and approval procedures of the Association.
- To participate in Triple Helix Association events, including the Annual Conference, webinars, round tables, poster sessions, and other activities, subject to the rules of each event.
- To propose and organize activities aligned with the Triple Helix Association mission and principles.

- To propose new Special Interest Groups, subject to prior review and approval by the Triple Helix Association.
- To submit proposals to host Triple Helix Association conferences or other events, according to the procedures established by the Association.
- To collaborate with other Chapters, members, institutions, and innovation actors within the Triple Helix Association network.

Obligations

Triple Helix Association Chapters have the following obligations:

- To maintain an active Platinum Membership as the hosting organization of the Chapter throughout the entire period for which Chapter status has been granted.
- To maintain at least 10 active Triple Helix Association members from at least 2 different organizations.
- Organizations from low-income and lower-middle-income countries, according to the World Bank country income classification, may submit an application to host a Chapter starting from the Silver Membership level, subject to prior approval by the Triple Helix Association Board.
- To promote Triple Helix Association membership among institutions, researchers, practitioners, public organizations, private organizations, and other relevant actors in their national context.
- If the Chapter has a pre-existing membership base, to ensure that such members are duly informed about the Triple Helix Association membership opportunity and receive the information needed to voluntarily subscribe to the Association.
- To prepare and submit an initial 2-year action plan, including planned activities, membership development strategy, expected benefits to the local, regional, national, and international community, and a tentative calendar of events.
- To include in the initial 2-year action plan a strategy to attract at least 20% new members per year.

- To prepare an annual activity plan and submit it for approval by the Triple Helix Association Board.
- To ensure that all Chapter activities are aligned with the Triple Helix Association mission, principles, and institutional guidelines.
- To inform the Triple Helix Association Board and request approval for new activities not included in the approved annual plan.
- To organize at least one national event per year to promote networking, knowledge exchange, and interaction among Chapter members and the broader Triple Helix community.
- To stimulate interaction between universities, industry, government, and other innovation actors.
- To conduct, promote, and disseminate studies, reports, analyses, and scientific findings related to Triple Helix interactions.
- To contribute to the development of the Triple Helix Association knowledge base and scientific publications.
- To ensure communication and visibility of Chapter activities through appropriate channels, including websites, newsletters, brochures, social media, and other institutional communication tools.
- To submit periodic reports on Chapter activities, membership development, events, publications, partnerships, and other relevant outcomes.
- To ensure the proper use of the Triple Helix Association name, logo, and institutional image.
- To act with integrity, transparency, and ethics in all Chapter activities, decisions, and institutional relations.

Application and Approval Process

The creation of a Triple Helix Association Chapter starts with an application submitted by a hosting organization interested in advancing research, knowledge exchange, and practical achievements related to university-industry-government interactions.

Applications may be submitted by universities, affiliated units, research institutions, business schools, public organizations, private organizations, or other institutions aligned with the Triple Helix Association mission.

To apply for the creation of a Chapter, the hosting organization must submit a written application by e-mail to info@triplehelixassociation.org.

The application must include the following information:

- a) Address and contact details of the applicant and of the person who will hold the legal representation of the applying organization.
- b) Identification of the hosting organization and confirmation of its applicable Triple Helix Association membership category.
- c) Description of the proposed Chapter structure, including the Chapter leader, secretary, officers, number of members, and participating organizations.
- d) Evidence that the Chapter has at least 10 members, individual or organizational, from at least 2 different organizations at inception.
- e) Chapter mission, aligned with the Triple Helix Association mission and with the role of the Chapter as a national hub for research, innovation, and knowledge exchange.
- f) SWOT Analysis assessing the benefits, risks, opportunities, and viability of creating the Chapter in the country.
- g) Overview of planned activities for an initial 2-year period.
- h) Strategy to attract at least 20% new members per year.
- i) Tentative calendar of events and activities.

- j) Mapping of organizations, scholars, practitioners, public institutions, private organizations, and other actors related to Triple Helix interactions in the country.
- k) Budget required to implement the proposed activities and possible sources of funding.
- l) Description of the expected benefits of the Chapter to the local, regional, national, and international community, as well as to the Triple Helix Association.

When several institutions in the same country are interested in participating in the Chapter, representatives of these institutions must form a National Steering Committee. The National Steering Committee will be responsible for supporting the Chapter structure and for selecting the Chapter leader, according to these regulations and subject to approval by the Triple Helix Association Board.

The Triple Helix Association Board will evaluate the application and may request revisions, additional information, or adjustments before approval. The Board will reply within 60 days after receiving a complete application, providing its decision, recommendations, and guidelines for operationalizing Chapter activities.

The Board will notify the applicant of the evaluation outcome. Once approved, the new Triple Helix Association Chapter will be announced through the official communication channels of the Association.

Regional Coordination

Triple Helix Association Chapters are primarily established as national hubs hosted by eligible organizations and approved by the Triple Helix Association Board.

The Triple Helix Association Board may establish regional coordination mechanisms among Chapters when considered appropriate. These mechanisms may include regional meetings, workshops, summits, joint projects, or other forms of collaboration between Chapters from the same region or from different regions.

Any regional structure, role, event, or coordination mechanism must be previously approved by the Triple Helix Association Board.

Regional coordination shall not replace the national character of each Chapter, nor shall it create automatic financial, governance, or representation rights unless expressly approved by the Triple Helix Association Board.

Financial arrangements related to regional events, sponsorships, partnerships, or other activities shall be defined on a case-by-case basis and require prior approval by the Triple Helix Association Board.

Functions of the National Steering Committee

When several institutions in the same country are interested in participating in a Chapter, representatives of these institutions must form a National Steering Committee.

The National Steering Committee shall have the following functions:

- To support the creation, organization, and development of the Chapter.
- To select the Chapter leader, subject to the approval of the Triple Helix Association Board.
- To support the definition of the Chapter's mission, activities, annual plan, and membership development strategy.
- To ensure that the Chapter's activities are aligned with the Triple Helix Association mission, principles, and institutional guidelines.
- To monitor the implementation of the Chapter's annual plan.
- To support the Chapter in reaching its membership, research, publication, and event goals.
- To meet in case the Chapter does not reach its annual objectives and to define an updated action plan.
- To promote collaboration among universities, industry, government, and other innovation actors in the country.
- To support communication between the Chapter and the Triple Helix Association.
- To verify that all members act with integrity, transparency, and ethics in all activities and decisions related to the Chapter.

The National Steering Committee shall consist of at least 3 members representing participating organizations. The committee members shall be elected or appointed for a period of 2 years, with no more than 2 consecutive terms allowed.

The committee shall meet at least once every quarter, or whenever necessary due to the urgency or relevance of a matter.

Notice of meetings, including date, time, and format, shall be given to all committee members at least 7 days in advance.

Meetings may be held in person or through electronic means.

Decisions shall be made by majority vote of the members present and voting. Abstentions shall not be considered as votes.

The National Steering Committee may adopt internal rules for the conduct of its meetings and activities, provided that such rules are consistent with the Chapter Handbook, these regulations, and the decisions of the Triple Helix Association Board.

Administrative Aspects of the Chapters

The administrative structure of Triple Helix Association Chapters shall include, at minimum, a Chapter leader, a Chapter secretary, and an adequate number of officers to coordinate Chapter activities.

Additional collaborators, working groups, committees, or project teams may be created when necessary to support the implementation of Chapter activities.

The Chapter leadership shall establish internal procedures for the functioning of the Chapter, provided that such procedures are aligned with the Chapter Handbook, these regulations, and the Triple Helix Association mission and principles.

The Chapter shall maintain organized records of its activities, members, events, reports, communication materials, budget information, and other documents relevant to its operation.

The Chapter shall report its activities periodically to the Triple Helix Association management team and to the Triple Helix Association Board when requested.

Chapter Leader

The Chapter leader is responsible for representing the Chapter and coordinating its activities in alignment with the Triple Helix Association mission, principles, and regulations.

The functions of the Chapter leader include, but are not limited to:

- a) Represent the Chapter in institutional, academic, professional, and public activities related to its mission.
- b) Act as the main point of contact between the Chapter and the Triple Helix Association.
- c) Attend meetings convened by the Triple Helix Association when requested.
- d) Attend the Triple Helix Association General Assembly and present updates on the Chapter's activities when requested.
- e) Promote the visibility and recognition of the Triple Helix Association in the Chapter's country.
- f) Stimulate knowledge production related to Triple Helix interactions.
- g) Promote knowledge exchange and dissemination among universities, industry, government, and other innovation actors.
- h) Promote participation in the Triple Helix Journal, Special Issues, books, newsletters, and other scientific publications related to the Triple Helix Association.
- i) Support actions to expand Triple Helix Association participation and membership in the Chapter's country.
- j) Organize at least one national event per year to promote networking and knowledge exchange among Chapter members and the broader Triple Helix community.
- k) Coordinate the preparation and implementation of the Chapter's annual plan.
- l) Submit the Chapter's annual plan to the Triple Helix Association Board for approval.
- m) Inform the Triple Helix Association Board about new activities not included in the approved annual plan and request approval when necessary.

- n) Coordinate the preparation of the Chapter's budget and report on costs and expenses related to Chapter operations.
- o) Supervise the proper use of the Triple Helix Association name, logo, and institutional image.
- p) Report on the activities promoted by the Chapter.
- q) Promote collaboration between senior and early-career researchers.
- r) Encourage the development of joint projects involving Triple Helix actors.
- s) Support the creation of partnerships with public institutions, private organizations, research institutions, universities, and other relevant actors.
- t) Ensure that the Chapter acts with integrity, transparency, and ethics in all its activities.

Chapter Secretary

The Chapter secretary supports the Chapter leader in the coordination, documentation, and administrative organization of Chapter activities.

The functions of the Chapter secretary include, but are not limited to:

- a) Support the implementation of decisions and agreements approved by the Chapter leadership or the National Steering Committee.
- b) Assist the Chapter leader in the preparation and monitoring of the annual plan.
- c) Organize Chapter meetings, events, and internal records.
- d) Prepare minutes, reports, and other documents related to Chapter activities.
- e) Maintain the Chapter's files, archives, membership information, activity records, and institutional documents.
- f) Support communication between the Chapter, its members, and the Triple Helix Association.
- g) Assist the Chapter leader in preparing reports to the Triple Helix Association.
- h) Monitor the implementation of Chapter activities and deadlines.
- i) Support the proper use of the Triple Helix Association name, logo, and communication materials.
- j) Assume temporary coordination functions when delegated by the Chapter leader or when necessary for justified reasons.

Chapter Officers

Chapter officers support the implementation of Chapter activities, projects, events, communication, and membership development.

The functions of Chapter officers include, but are not limited to:

- a) Support the Chapter leader and Chapter secretary in the implementation of the annual plan.
- b) Promote Chapter activities, projects, publications, and events.
- c) Support communication with Chapter members and relevant stakeholders.
- d) Contribute to the organization of events, meetings, webinars, workshops, seminars, and other Chapter activities.
- e) Support the development of partnerships with universities, industry, government, and other innovation actors.
- f) Suggest new activities aligned with the Triple Helix Association mission and principles.
- g) Carry out tasks assigned by the Chapter leader or the National Steering Committee.
- h) Act with integrity, transparency, and ethics in all Chapter activities.

Activities Promoted by a Chapter

Triple Helix Association Chapters may promote activities aligned with the Association's mission, principles, and research domains.

Chapter activities may include:

- Stimulating interaction between Triple Helix actors and other innovation actors to foster research, innovation, economic competitiveness, and growth.
- Conducting and disseminating studies, reports, analyses, and scientific findings related to Triple Helix interactions.
- Organizing forums, seminars, workshops, webinars, innovation summits, conferences, and other meetings of scientific or practical interest.
- Promoting international exchanges of scholars, researchers, students, practitioners, and institutional representatives.
- Supporting the education of students, scholars, and practitioners.
- Preparing and implementing joint projects involving universities, industry, government, and other innovation actors.
- Seeking funding from regional, national, or international agencies to support Chapter activities.
- Promoting communication and visibility of Chapter activities through websites, newsletters, brochures, social media, and other channels.
- Supporting publications, Special Issues, books, newsletters, and other outputs related to the Triple Helix Association.

All activities must be included in the annual plan approved by the Triple Helix Association Board. New activities not included in the approved annual plan must be informed to the Board for approval.

Relations Between the Triple Helix Association and Chapters

Triple Helix Association Chapters are national representations of the Triple Helix Association.

Chapters that host Triple Helix Association annual conferences or other official events shall collaborate with the Association in the organization, communication, and implementation of these activities.

The Triple Helix Association management team shall act as the focal point for communication with Chapters, without prejudice to the authority of the Triple Helix Association Board.

Chapter leaders and the Triple Helix Association shall maintain regular communication and cooperation for mutual benefit.

Chapters may propose and organize their own activities, provided that such activities are aligned with the Triple Helix Association mission, principles, annual plan, and approval procedures.

Chapters shall organize at least one national event per year to promote networking among their members and the broader Triple Helix community.

Financial Arrangements

The hosting organization is responsible for ensuring the financial viability of the Chapter and for providing the necessary support for its activities.

The hosting organization must maintain the applicable organisational membership throughout the Chapter mandate. The membership is valid for 12 months from the payment date and must be renewed on the corresponding anniversary date. Applications approved during the year follow this rolling 12-month membership period, and membership fees are not calculated on a pro rata basis.

The Chapter may seek funding from institutional partners, public agencies, private organizations, sponsorships, grants, or other lawful sources, provided that such funding is aligned with the Triple Helix Association mission and principles.

Any financial arrangement involving the Triple Helix Association name, logo, institutional channels, events, sponsorships, memberships, publications, or other assets must be previously approved by the Triple Helix Association Board.

Revenue-sharing arrangements related to events, sponsorships, memberships, or other Chapter activities are not automatic and shall be defined on a case-by-case basis, subject to prior approval by the Triple Helix Association Board.

Chapters must keep appropriate records of income, expenses, sponsorships, and other financial information related to their activities and shall provide such information to the Triple Helix Association when requested.

Use of the Triple Helix Association Name, Logo, and Communication Channels

Chapters may use the Triple Helix Association name and logo to promote approved Chapter activities and to indicate their affiliation with the Association.

The use of the Triple Helix Association name, logo, and visual identity must follow the Association's branding guidelines and may require prior approval by the Triple Helix Association management team or Board.

Chapters shall not use the Triple Helix Association name, logo, or institutional image for activities, events, publications, partnerships, sponsorships, or communications that have not been approved or are not aligned with the Association's mission and principles.

Communication of Chapter activities through Triple Helix Association channels, including website, newsletter, social media, mailing lists, and other institutional channels, is subject to review and approval by the Association.

The Triple Helix Association reserves the right to edit, reject, postpone, or remove content submitted by Chapters for publication or dissemination through its official channels.

Expiration of the Chapter Title and Mandate

The Triple Helix Association Chapter title and mandate are granted for an initial 2-year period and may be renewed for subsequent 2-year periods, subject to evaluation and approval by the Triple Helix Association Board and the continued maintenance of an active Platinum Membership, or another membership category previously approved by the Board under the applicable exception.

During the 2-year period, the Chapter's progress may be assessed by the Triple Helix Association management team and the Triple Helix Association Board. The assessment may consider:

- a) Maintenance of the applicable Triple Helix Association membership category.
- b) Maintenance of at least 10 active Triple Helix Association members from at least 2 different organizations.
- c) Implementation of the approved annual plan.
- d) Organization of at least one national event per year.
- e) Progress in attracting new members.
- f) Contribution to Triple Helix Association publications, activities, projects, and events.
- g) Communication and visibility of Chapter activities.
- h) Compliance with the Chapter Handbook, these regulations, and the decisions of the Triple Helix Association Board.
- i) Proper use of the Triple Helix Association name, logo, and institutional image.
- j) Submission of reports and information requested by the Triple Helix Association.

The Chapter title and mandate may expire or be terminated in the following cases:

- a) Upon dissolution of the legal person or organization representing the Chapter.
- b) Upon written request for termination submitted by the Chapter to the Triple Helix Association Board.
- c) Upon decision of the Triple Helix Association Board, if the Chapter does not maintain the applicable membership category or minimum membership requirements.

- d) Upon decision of the Triple Helix Association Board, if the Chapter does not demonstrate a satisfactory level of activity during its 2-year mandate.
- e) Upon decision of the Triple Helix Association Board, if the Chapter does not comply with the Chapter Handbook, these regulations, or the Association's institutional guidelines.
- f) Upon decision of the Triple Helix Association Board, if the Chapter misuses the Triple Helix Association name, logo, institutional image, or representation rights.
- g) Upon decision of the Triple Helix Association Board, if the Chapter acts in a way that may harm the reputation, integrity, or mission of the Triple Helix Association.

If the hosting organization is dissolved or no longer able to host the Chapter, and if there are other eligible member institutions in the country, the Triple Helix Association Board may authorize the National Steering Committee or the remaining participating institutions to propose a new hosting organization and Chapter leader.

Termination of the Chapter mandate does not entail the return of membership fees paid for the current fiscal year.

Termination of the Chapter mandate ends any right of representation of the Triple Helix Association by the Chapter, its leaders, officers, committees, or hosting organization.

Review and Amendments

These regulations may be reviewed and amended by the Triple Helix Association Board when necessary.

Any amendment shall be aligned with the Triple Helix Association mission, the Chapter Handbook, and the institutional interests of the Association.

In case of conflict between these regulations and the Chapter Handbook, the most recent document approved by the Triple Helix Association Board shall prevail.