



## **OPERATIONAL INDICATIONS FOR THE MANAGEMENT OF THE RUS TECHNICAL WORKING GROUP OF THE STUDENT COMMUNITY**

### **Appointment of the Members of the TWG**

The RUS Delegate appoints a maximum of two people from among the students of the Bachelor's and Master's degree courses or doctoral programs, through an email sent to the Organizational Secretariat and, in copy, to the Coordinator and Technical Tutor of the TWG.

The Organizational Secretariat inserts the names in the TWG mailing list, updates and publishes the lists of the people making up the TWG on the dedicated page of the website.

### **Composition of Commissions and Sub-tables**

The TWG organizes itself internally independently, identifying if necessary Commissions and Sub-tables and the people who coordinate them. The list of active Commissions, active Sub-tables and people with a role of coordination and operational support are indicated on the RUS website dedicated to the TWG.

All members of the TWG can participate in the Commissions and Sub-tables by signaling their will to the coordinators of the Commissions and Sub-tables and sharing the information of their inclusion in certain Commissions and Sub-tables with their RUS Delegate; the lists of people who participate are managed independently by each Commission and Sub-table, at the discretion of those who coordinate their activities.

It is the responsibility of the Coordinators of the Commissions and Sub-tables to keep the lists of the members of the Commissions and Sub-tables updated and to transmit them to the TWG Coordinator and to the RUS Organizational Secretariat, which will publish them on the RUS website.

### **Appointment/election for the coordination of Commissions and of the Sub-tables**

The figure of one or more Coordinators is identified from among the members of the Commissions and Sub-tables, if necessary through a vote, and they remain in office for 1 year, renewable only once.



Whenever a position remains unfilled, all members of the Commission or Sub-table are open to apply for the role of Coordinator. Members interested in a specific role must apply, with the limitation that each member may only hold one coordinating role.

In the event that the number of candidates for a role exceeds the number of places available, an electronic vote will be carried out that guarantees anonymity and transparency, with a voting link that will be sent to all members of the Commission or Sub-table. The results of the vote will be announced immediately after the counting of the votes.

For a vote to be valid, it is necessary that at least half plus one of the members of the Commission or Sub-table participate. In the event of a tie for a role, a runoff will be held between the candidates with equal votes.

## **Meetings**

### **Management of plenary meetings:**

The TWG meets whenever the Coordinator deems it necessary and in any case at least 2 times a year, one of which is in presence. The in-person meeting will be scheduled well in advance so that most members can attend.

The convocation and the subsequent minutes of the TWG plenary meeting are the responsibility of the TWG Coordinator (or the technical tutor) and are transmitted to the Organizational Secretariat, which will communicate them to the list of those who make up the TWG and in copy to the RUS Delegates and to the coordinators of the RUS WGs.

The TWG plenary meetings are attended by the members of the TWG and those whom the TWG Coordinator deems appropriate to invite. In plenary meetings, decisions will be taken by a majority of participants.

### **Management of the meetings of the Commissions and Sub-tables:**

The Committees and Sub-tables meet whenever the Coordinators of the Commissions and Sub-tables deem the need to do so, in electronic form.

The identification of the date, the convocation and the subsequent minutes of the meetings are the responsibility of the Coordinators of the Commissions and Sub-tables (or of the Operational Contacts) and are transmitted to those who make up the Commission or the Sub-table and in copy to the TWG Coordinator and the



TWG Technical Tutor.

Meetings will be convened via email at least 5 days before the meeting. In these meetings, decisions will be taken by the majority of participants. It is therefore essential that they are planned while trying to ensure the greatest possible participation of the members concerned (reported in the lists shared with the Organizational Secretariat). The coordinator of the Commission or Sub-table sends the report of the meeting to the TWG Coordinator so that they can give the go-ahead to any resolutions expressed in the document.

It is the responsibility of the Coordinators of the Commissions and Sub-tables (or of the operational contact persons) to keep track of attendance during meetings and of any justifications for absence received and to forward the summary file to the "Attendance Committee".

### **Member Participation Tracking**

TWG members are invited to actively participate in meetings, meetings and activities organized by the TWG.

Every six months, the "Attendance Committee" will forward to the RUS Coordinator of the TWG and to the Technical Tutor a summary file (e.g. Excel) indicating the attendance/absences of all members, accompanied by any comments, so that the Coordinator can report to the RUS Delegates any cases of inactivity (i.e. poor attendance at plenary and non-plenary meetings, and activities/Sub-tables) for appropriate information.

If a member of the TWG realizes that they are unable to keep the commitment made, they must promptly communicate this to both the other members of the TWG and to his or her RUS Delegate so that they can provide for a possible replacement and communication of the name of the new member to the RUS Organizational Secretariat.

### **Standing committees**

List of Standing Committees and their mandate:

- Internal and External Communication Commission - Mandate: maintains contact with the RUS Organizational Secretariat.
- Attendance Committee - Mandate: collects the attendance files from the committees and Sub-tables, draws up a summary file and transmits it to the



Committee and annually to the TWG Coordinator and the TWG Technical Tutor.