

Procedure for informing Facility Point on nominations and contacts update for Members of the EUSAIR Governing Board

Purpose

These guidelines outline the procedure for informing Facility Point on nominations and updating of contact information for members of the EUSAIR Governing Board.

This procedure ensures the efficient and accurate management of contact information for members of the EUSAIR Governing Board. Compliance with this procedure is essential to maintain transparency, communication, and efficient cooperation within the governance structures.

Completing the online form

The cornerstone of this process is the completion of the designated online form available on the EUSAIR webpage. To access the form “EUSAIR Governing Board –communication about membership or contact change”, please click on the link below:

[ONLINE FORM](#)

The online form is **password-protected**. To access it, please use the password: **EUSAIR**

The online form can be filled out and submitted by any authorised representative of the EUSAIR participating country or institution. Who and how is authorised to send information about nominations and contact updates is decided by the participating country or institution and is not part of this procedure.

Adding, removing, updating data

When there is a **new nomination** of a member of the EUSAIR Governing Board (e.g., a new National Coordinator or Pillar Coordinator), the designated form must be completed online. The form must be completed also in cases of **replacements, or the addition of new member(s) to the national delegation** or **simple contact change** (e.g. change of e-mail address or name of the institution).

In **case when only the removal of a member is required**, the country or institution should send an email to the EUSAIR Facility Point Lead Partner (eusair.point.mkrr@gov.si), indicating the individual to be removed. No form submission is necessary for removal requests.

Updating of documents and databases

Upon receipt of the updated contact information, EUSAIR Facility Point Lead Partner will review the submissions and update all databases and relevant documents:

- **Access to the EUSAIR Intranet and other relevant communication channels** will be provided to any new updated EUSAIR Governing Board member(s).
- In case of the National Coordinator and/or Pillar Coordinator change the [contacts published on the EUSAIR website](#) **will be updated** accordingly.
- The **updated contact table of EUSAIR Governing Board members** is available on the [EUSAIR intranet](#) and its updating is managed by Lead Partner of the EUSAIR Facility Point.
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Confirmation e-mail

Upon receipt of the completed form, EUSAIR Facility Point Lead Partner will send a **confirmation e-mail** to the person completing the form, respective National Coordinators and Facility Point Project Partner in copy.