

Procedure for informing Facility Point about nominations and updating contacts for Members of the EUSAIR Thematic Steering Groups

Purpose

These guidelines outline the procedure for informing Facility Point on nominations and updating of contact information for members in EUSAIR Thematic Steering Groups.

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

EUSAIR Facility Point Project Partners supporting the respective Pillar are technically managing the TSG contacts for their Pillar Coordinators.

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 Thematic Steering Groups members - communication about membership or contact change”, please click on the link below:



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 an EUSAIR Thematic Steering Group, the designated form must be completed online. The form must be completed also in cases of **replacements** 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 e-mail 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, this information will be forwarded via e-mail to EUSAIR Facility Point Project Partner managing the contacts of a certain Thematic Steering Group. They will review the submissions and update all databases and relevant documents:

- The **contact table of EUSAIR Thematic Steering Group members** is managed by Facility Point Project Partner. A dedicated template for the table is provided by Facility Point Lead Partner. If any information is missing or is unclear from the submitted form, Facility Point Project Partner contacts the person who filled in the form for clarifications.
- The **updated contact table has to be published on the EUSAIR intranet** under the respective Thematic Steering Group folder "TSG members". The contact table is managed by the Facility Point Project Partner regularly.
- Facility Point Lead Partner will grant **access to the EUSAIR Intranet** to any new updated EUSAIR Thematic Steering Group member(s).

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, Pillar Coordinators and Facility Point Project Partner in copy.