



## MILSET EXPO-SCIENCES INTERNATIONAL

### MILSET REPRESENTATIVES - RESPONSIBILITIES

#### MILSET – EXECUTIVE COMMITTEE REPRESENTATIVE

- Act as a **full capacity member** on the Organising Committee;
- Participate in meetings, either face-to-face or online;
- Participate in mission(s) to the host city;
- Have full access to the Registration system;
  
- Has the authority to take decisions, in collaboration with MILSET President or General Secretary, without consulting the MILSET Executive Committee.
  
- Provide guidance to the Organising Committee and the ESI Director throughout the organisation process;
- Represent and ensure compliance with the MILSET mission and values; MILSET ESI Standards, MILSET Policies and best practices;
- Ensure that the Agreement is followed by both parties;
  
- Regularly monitor the financial situation and alignment with the Organising Committee budget;
- Follow up on actions and activities managed by the Organising Committee and receive regular reports or minutes of meetings; actions plan and schedule;
- Present regular reports and recommendations to the MILSET Executive Committee, to the MILSET Programmes Advisor and to the MILSET staff;
  
- Ensure that the ESI final schedule is approved by MILSET Executive Committee;
- Ensure that the Organising Committee implements all the activities listed in the schedule;
- Ensure that all the official documents are approved by the concerned persons;
- Review the content of the survey prepared by the MILSET Managing Director;
- Collaborate with the Managing Director and the MILSET Programmes Advisor for the preparation of MILSET report and recommendations.

#### MILSET MANAGING DIRECTOR

- Act as a **full capacity member** on the Organising Committee;
- Participate in meetings, either face-to-face or online;
- May be requested to participate in mission(s) to the host city;
- Have full access to the Registration system;



- Provide guidance to the Organising Committee and the ESI Director throughout the organisation process;
- Do the necessary follow-up with the MILSET Executive Committee representative, MILSET Programmes Advisor, Programmes Coordinators and MILSET Staff;
- Review, with the Organising Committee, the Actions Plan and the implementation feasibility of MILSET programmes and activities to be held during ESI;
- Ensure that the Organising Committee understand and comply with the implementation of MILSET programmes and activities;
  
- Transfer to the ESI Director all the pertinent documents related to the previous ESI;
- Obtain, from the Young Citizens Conferences and Leader Congress Coordinators, their inputs and needs related to the implementation of their programme during ESI;
- Prepare, after consultation with the MILSET Programmes Advisor, a draft scenario of the Cultural Night;
- Collaborate with the Organising Committee to the implementation of the Cultural Night program;
  
- Ensure compliance with the rules related to ratio and quota per country;
- Coordinate, with the Regional Offices, the accreditation of non-member organisations (except for those from the host country);
- Make monthly Registration regional reports (weekly during the high period of registration), do the follow-up on special cases; send reports to the regional offices, to the Treasurer and to the MILSET Executive Committee representative;
- Manage the requests of exceptions allowing payment of the registration fees in cash upon arrival, and obtain approval from the MILSET Treasurer;
- In collaboration with the Organising Committee and the MILSET Treasurer, ensure that a process is put in place to collect all outstanding registration fees during the ESI;
- Approve the final report related to the registration fees collected, including the portion allocated to MILSET;
  
- In collaboration with MILSET General Secretary, ensure appropriate arrangements for all MILSET and Regional MILSET meetings and activities to be held during ESI;
- Review, with the MILSET Communications Manager, the To-do List of actions to be put in place for the MILSET meetings and activities;
- Coordinate the selection of the juries for the MILSET awards;
- Ensure the registration process for the MILSET Executive Committee members and Staff;
- Ensure that the MILSET Executive Committee members' flights reservations are done on time and distribute the flights schedule to the Executive Committee;
- Prepare the President's Schedule of activities during ESI;
- Prepare notes for the President's speeches;
  
- Follow-up with the Organising Committee to receive the final report and recommendations;
- Prepare President's letters to be sent after ESI;
- Update, in collaboration with the MILSET Executive Committee Representative, the MILSET Programmes Advisor and the MILSET staff, the actual ESI Survey and send it to the participants at the latest 1 week after the end of ESI;



- In collaboration with the MILSET Programmes Advisor, analyse the ESI Survey results, coordinate the preparation of a report and recommendations;
- Prepare a MILSET report and recommendations, in consultation with the MILSET Executive Committee representative, the MILSET Programmes Director and all MILSET staff and programmes' coordinators;

## **MILSET COMMUNICATION MANAGER**

- Act as a **full capacity member** on the Organising Committee;
- **Act as a full capacity member** on all committees related to communication and promotion;
- Participate to meetings, either face-to-face or online;
- May be requested to participate to missions to the host city;
  
- Collaborate with the IT Coordinator upgrading the Registration system and to the training of the Organising Committee representatives
  
- Ensure compliance with the MILSET Branding Policy and the Data Protection Policy;
- Prepare and implement an international promotional campaign through MILSET website, social media and emails to the members;
- Approve the Organising Committee's National Promotional Plan;
- Approve all promotional materials and official documents produced by the Organising Committee;
- Ensure the visibility of MILSET in the Host Organisation's media campaign;
  
- Prepare, after consultation with the MILSET Executive Committee representative and the MILSET Managing Director, the draft scenarios of the Opening and Closing Ceremonies, and Gala Dinner; Collaborate with the Organising Committee to the implementation of those ceremonies;
- Coordinate, with the Organising Committee, the Gala Dinner invitations;
  
- Plan the needs and schedule for the official MILSET photo shooting;
- Prepare the Science Photo Contest materials to be sent to the Organising Committee for the SPC exhibit;
- Coordinate the production of trophies and certificates for the MILSET awards;
  
- Plan the setting up of MILSET banners;
- Plan the setting up of the MILSET YCC and Leader Congress banners;
- Plan the design of the YCC and Leader Congress certificates, to be printed by the Organising Committee;
  
- Send a general plan, material and examples to support the effective elaboration of the Participant Guide and ESI Final Report;
- Prepare a MILSET report and recommendations relevant to the concerned responsibilities.



## MILSET IT COORDINATOR

- Act as a **full capacity member** on the Organising Committee;
- **Act as a full capacity member** on all committees related to IT;
- Participate to meetings, either face-to-face or online;
- May be requested to participate to mission(s) to the host city;
  
- Update, implement and manage the ESI Registration system;
- Propose the accreditation procedure at the venue, based on the technical needs and features of the system;
- Request, from the Organising Committee, a list of their special needs to be implemented in the Registration System;
- Propose the registration fees payment process and implement, if requested;
- Update and upgrade the User Manual and the Administrative Manual;
- Train the concerned Organising Committee representatives and give continuous support;
  
- Ensure that the digital security measures implemented by the Organising Committees in their digital media, networks, and data control systems are correct;
- Support the coordination of any activity that requires the MILSET Registration System;
- Support virtual activities;
- Provide technical support or training for local systems and private networks;
- Act as link between end users and higher-level support;
- Monitor system and network performance;
- Prepare a MILSET report and recommendations relevant to the concerned responsibilities.

## MILSET TREASURER

- **Is not a member** of the Organising Committee;
  
- Analyse the Host Organisation Budget and Financial Report and make any recommendations to the MILSET Executive Committee;
- Membership Fees Payments – Regularly update the registration system;
- Approve the registration fees payment process;
- Receive regular reports for analysis and follow-up;
- Collect, during the registration period at ESI, the missing membership fees;
- Collect, together with the MILSET Managing Director, any missing registration fees.



---

### MILSET PROGRAMMES ADVISOR <sup>1</sup>

- **Is not a member** of the Organising Committee;
- Guide the implementation of MILSET programmes and activities by a closed contact with the MILSET Executive Committee Representative and the MILSET Managing Director, being those figures responsible for working directly with the ESI coordinator.
- Prepare, in collaboration with the MILSET Managing Director and the Programmes' Coordinators, an Actions Plan and recommendations for MILSET programmes and activities organised during ESI, including YCC, Leaders Congress and networking activities for youth and adults;
- Give inputs to the Managing Director for the preparation of the ESI survey; participate to the results' analysis and recommendations;
- Collaborate with the Managing Director for the preparation of a final report and recommendations.

### MILSET PROGRAMMES COORDINATORS<sup>2</sup>

- **Are not members** of the Organising Committee;
- Propose to the MILSET Programmes Advisor their Actions Plans for review;
- Provide to the MILSET Managing Director their technical requirements;
- Coordinate the preparation of their events;
- Coordinate the implementation of their events during ESI;
- Prepare a MILSET report and recommendations relevant with the concerned activities.

---

<sup>1</sup> MILSET Executive Committee member

<sup>2</sup> MILSET Volunteers or Staff: Young Citizens Conference & Leaders Congress