



Meet UArctic: Roles and duties of Assembly representatives

22 November 2023

Introduction

- The **main role** of an Assembly Representative is to promote UArctic and its activities within their respective home institutions
- Goal of the session: To empower Assembly representatives for more active involvement within their member institutions

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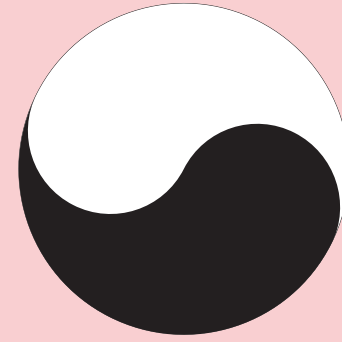
Representation on the Assembly of UArctic

- Members appoint 2 persons to represent their institution on the Assembly of UArctic.
- **Participation in Assembly Meetings:** Representatives attend UArctic Assembly meetings, which is the annual meeting of members. Assembly is the highest decision-making body of UArctic and the meetings also serve as a forum of consultation, networking and cooperation between all members. The Assembly meetings often involve discussing and voting on important matters related to UArctic's strategic direction, budget, and policies.

Networking and Collaboration

- Encouraging joint projects, research initiatives, educational programs that involve multiple UArctic member institutions
- Facilitating networking events, focus groups (north2north, Thematic Networks, other researchers)
- Ensuring that key UArctic messages and requests (nomination calls, notices for membership fee payment) are followed up
- Facilitating the expansion of UArctic contacts and networking
- Opportunity Sharing: share UArctic's funding calls, research collaborations, educational programs (share the Member Bulletin with relevant people)  UArctic

Networking and Collaboration



- Update your member profile
- Update your contact information
- Send news stories for UArctic news, social media and newsletter

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- Add northern-relevant courses and programs to the Study Catalogue
 - Share student experiences
 - Submit research facilities to the Research Infrastructure Catalogue

Student Engagement

- engaging students in UArctic activities, north2north exchange
- encouraging student participation in Arctic research projects, exchanges, or conferences
- sharing intern calls

Contact Lists

Issue: people not being aware of who is engaged with UArctic or what work is being done

Solution: internal contact sheets of those who do relevant research in the North and another one with those who are already doing their research under the umbrella of UArctic to keep track of who's who at the institution



Issue: When a new representative is put in place they don't know what is involved in taking on the representative role

Solution: A training kit or a step-by-step guide for the institution's next representative. Set up a transition meeting with UArctic

Promote

Present UArctic opportunities during:

- International days
- Staff meetings
- Exchange events

Present UArctic activities/persons on your website

Request information and promotional materials from us (north2north brochures, Member Guide)



Brainstorming

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Q&A and Discussion

Open the floor for questions, comments, discussions,
and experiences sharing

Thank you!