

Terms of Reference (ToR) for the Points Of Contact (POC)

Once your application to be a Point of Contact (POC) of UNISEC-Global approved, you become a UNISEC-Global representative in your region. POC has to understand and follow the following guiding principle:

(1) Explore the possibilities to establish a Local Chapter (LC)

POC from regions without Local Chapter is expected to work toward establishing the UNISEC-Local. This can be done through introductory seminars about UNISEC-Global activities to the universities/institutes which are interested in space engineering activities.

(2) Information Clearinghouse

As a first contact person in his/her region/country to receive related information from Secretary-General and others, POC is expected to take necessary actions including forwarding it to appropriate persons for such actions.

(3) Participation in UNISEC-GLOBAL Annual Meeting

It is highly recommended that both the POC and the student representative attend the UNISEC-GLOBAL annual meeting.

(4) Fund Raising

POC is expected to make an effort in conducting fund raising activities for covering the travel cost for local activities and for local representative(s) who will participate in the above Meeting.

(5) Reporting and Advising

POC is expected to report related information to the Secretary-General in return for the above (2). And to give advice to the Secretary-General about the above Meeting and other related matters, if necessary.

(6) Finding Student Representative for Annual Meeting

POC is expected to find and recommend to the Secretary-General proper student representative(s) of his/her region for attending the UNISEC-Global Annual Meeting.

(7) Disseminations and Announcement

POC is expected to help UNISEC-Global to disseminate the information and make announcements about UNISEC-Global-led events, both technical and social events.

(8) Compensation

The responsibilities of the POC are mostly of academic nature. Therefore, there is no monetary compensation due to the appointments as well as to the activities under the name of such position.

(9) Termination of Duties

POC can either resign or be dismissed at any time. The resignation shall be made in a written form to the Secretary-General. The dismissal shall be effective if the UNISEC-GLOBAL's Steering Committee would approve by majority vote and be reported to POC in question by the Secretary-General immediately.