IUPAP Administrative Office in Trieste



Stefano Fantoni

(IUPAP Secretary General for Administrative Affairs, FIT President)





The "Trieste Science System"

ICTP TWAS

- ✓ More than 150,000 physicists have visited ICTP from all over the world
- ✓ Trieste is the city with the highest density of researchers in Europe
- ✓ Trieste was the European City of Science 2020
- ✓ Hosts the National synchrotron radiation facility (Elettra)
- ✓ The largest national Science Park





The Trieste International Foundation for Scientific Progress and Freedom (FIT)

- <u>Created in 1988 by Abdus Salam</u> to promote and support the development, freedom and dissemination of science, and its peaceful applications.
- FIT is a <u>private-law</u> entity regulated by statute and bylaws. Its legal status is <u>recognized by the Italian Ministry of Education</u> (with *no restriction on any country, Taiwan included*).
- Members: most Trieste-based scientific institutions, including ICTP, SISSA,
 TWAS, University of Trieste, the "Elettra" synchrotron radiation facility, etc.
- FIT has organized ESOF2020, Trieste European City of Science, and is now in charge of A Laboratory on quantitative sustainability (TLQS)
- FIT has signed on 2021 MoU with IUPAP, extended to 2026

FIT and IUPAP



In 2024 IUPAP moved its administrative offices at the first floor of *SottoStazione Elettrica* (SSE) building of **Porto Vecchio.**

IUPAP events held in Trieste:

2021: General Assembly

2022: IUPAP Centenary (with EC&CC and GA)





IUPAP team in Trieste

Stefano Fantoni *Secretary General for Admin Affairs* **Sandro Scandolo** *Deputy Secretary General*

Gabriella Marra IUPAP Secretary



Ariella Kranjek FIT Secretary



Francesca Zavino IUPAP Communication



Contacts:

<u>secretariat@iupap.org</u> (all administrative matters) <u>communication@iupap.org</u> (Web updates, newsletter, etc.)



FIT and IUPAP: Main activities 2024

- Work side by side with the General Secretary for Legal and Financial Affairs;
- Support to IUPAP official meetings;
- Support to all processes related to Conferences and Awards;
- Database preparation, invoicing, dues, payments, assistance in analyzing statements and all administrative matters;
- IDSSD preliminary support administration;
- Matters related to possible corporate members (BSBF2024) and to sustainability research (TLQS)
- COMMUNICATION (Sandro Scandolo)
 (website, newsletter, social media management)





TWO «KEEP AT HAND» SLIDES for administration

Early Career Scientist Prize

information needed by IUPAP Secretariat

o medals:

names of the awardees and the year of the prize. Name, address and a phone number for the delivery

bank details for the 1000 CHF monetary prize:

Name and surname of the payee address of the payee email of the payee Name of Bank Address of Bank Country of Bank Swift of Bank/ ABA number Account number IBAN

- o for the **news on the website**, send an email to Francesca Zavino on communication@iupap.org sending her a photo, the motivation for the prize and a short bio.
- Certificate is filled and printed autonomously by the Commission (template sent by secretariat)



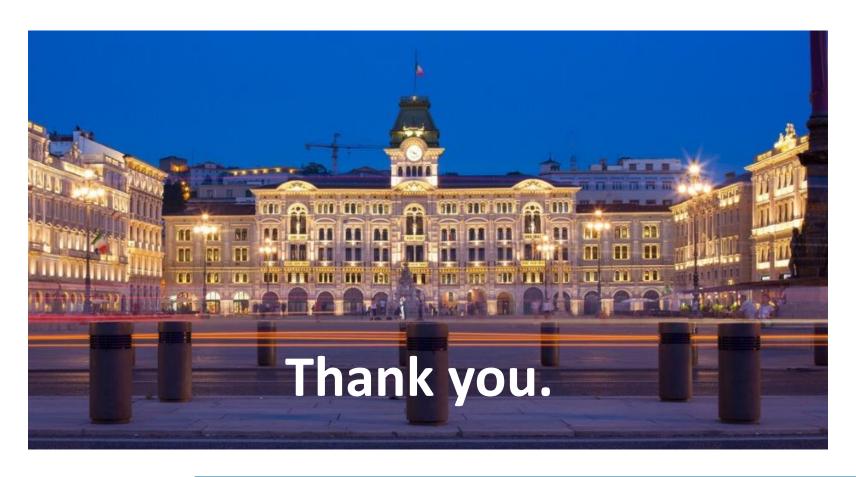
Claims for reimbursements

Reimbursement of expenses are managed sending the IUPAP claim form (provided by Secretariat)

Suggestions to fasten the process:

- Follow instructions in the claim form and provide receipts and/or invoices related to the expenses
- Always provide all bank details needed in the claim
- Indicate the <u>preferred currency</u> for the reimbursement. All conversions are made centrally at the moment of the reimbursement according to the date of the expense.

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FONDAZIONE INTERNAZIONALE TRIESTE

per il Progresso e la Libertà delle Scienze