

Rules of procedure for the SFS committee for international issues, Komit

The purpose of the rules of procedure is to clarify the task of the SFS committee for international issues, hereinafter referred to as Komit, and the committee's role vis-à-vis the SFS Board. The Board decides on the Rules of procedure on the basis of proposals put forward by Komit or on the Board's own initiative.

Purpose

Komit has both an advisory and representative function. Komit is partly an advisory body to the SFS Presidium and the board of SFS on international issues within higher education on both a national and an international level. Komit is also allowed to represent SFS on relevant advocacy work in relation to international issues in higher education and it is intended to inspire commitment and raise levels of expertise within the student movement. Komit answers to the board of SFS.

Komit members' task is to represent SFS internationally at formal events organised by the European Students' Union (ESU) and Nordiskt Ordförandemöte (NOM), as well as in informal contexts related to the international work. Members also participate, as far as they are able, at relevant conferences of interest to Komit and in other national activities focusing on international issues.

Composition

Komit consists of three members, a chairperson and a political secretary. The members' terms of office are one and two years, from July to June. At least two members must be elected each year. Each year, at least one member is elected for two years. The Board may increase the number of members if necessary.

Appointment

Komit is appointed by the board of SFS. Selection of candidates is carried out in a group with a chairperson with international responsibility, a Board member and a member from Komit. In the event of a tied vote on the proposals for candidate(s), the decision will be made by drawing lots instead. The Board decides on appointments during the spring term, after proposals have been put forward by the selection committee.

Nominations must be put forward by a member student union, a member of a member student union or a Board member. Contact details must be given for the person nominated. A presentation of the nominated person in the form of a personal letter stating the reasons why the person is interested in the assignment is also required. A

CV must be attached which describes the formal merits in the form of work experience, education and other merits relevant in the context.

If the above criteria are not met, the application may be considered incomplete and will be removed from the selection process. After the nominations have been received, interviews with the nominees are held and a proposal is submitted to the Board.

Dismissal

In cases where a member wants to be dismissed from their position, this is to be accepted by the board of SFS at the next board meeting. The committee should be asked about the need for a fill-in election but decided upon by the board of SFS.

Expectations and responsibilities

SFS' international work is extensive and time-consuming, with a certain length of time spent abroad. The board of SFS expects Komit to:

- prioritise and plan its activities for the year on the basis of the committee's budget.
- provide regular feedback to the Board.
- monitor and pursue matters relating to ESU and NOM.
- monitor and pursue matters of an international nature at national, European and international level.
- refer matters of importance or matters in which there is any ambiguity to the Board for discussion.
- Raise important issues or concerns for discussion with the board of SFS.
- SQC is involved in matters relating to quality assurance work
- SFS-DK is involved in matters relating to research, third-cycle education or the situation of postgraduate students whenever relevant.

The board of SFS expects Komit members to:

- actively participate in both Komit meetings and activities between meetings.
- take an interest in student and education issues at international level.
- distribute areas of responsibility within Komit among them.
- have knowledge of or interest in familiarising themselves with international factual issues.
- be aware of and comply with aspects of SFS' established guidelines and views that are relevant to the assignment.
- whenever necessary, have the ability to put in an average of up to five (5) hours' work a week in addition to their international participation
- keep up-to-date with current events within SFS by reading Board documents, for example.



Komit can expect the following from the board of SFS:

- to have the Board's confidence in international affairs.
- to receive regular feedback.
- to have international experience regularly sought from Komit by the Board.
- to be permitted to access Board documents relevant to Komit's work.
- to be able to provide input to the Board's proposals regarding budgets, operational plans and other proposals relating to international activities.

International participation

After discussion within Komit, decisions are made regarding who will attend each meeting, ultimately decided by the responsible presidial. The assessment must take into account active participation during the financial year, specific areas of expertise linked to the work in question, topics at conferences and any decision points. At these meetings, at least two members of Komit should participate. It is important to ensure the right conditions for creating a sustainable work situation and good opportunities for influence during the ESU Board Meeting. Newly elected members should be prioritised at the beginning of their term. This, to be able to understand how ESU works as quickly as possible and to be able to contribute to ESU's decision-making meetings. Primarily, the committee members participate in the meetings. If necessary, the responsible presidial can attend. Special reasons must be present for the participation of the secretary.

Internal work

Several meetings need to be held during the financial year. In addition to those listed above, regular status meetings should be held with contact via email or other digital channels. Komit itself decides whether there is any need for more detailed guidelines.

Expenses

For travel to and from meetings and conferences, SFS will cover expenses directly related to the trip and the assignment, such as travel costs and meals during the trip. In case of uncertainties, the operational coordinator will assess whether compensation should be provided. Travel should be booked as far in advance as possible to keep travel costs down. Participants should follow SFS policies and instructions for meetings and travel during trips and meetings. The committee's budget details should be clarified in consultation with SFS operational coordinator and/or SFS presidency.