SUPPORT FOR GOVERNING BODIES AND DOCUMENT MANAGEMENT OFFICE (OGD)

SISSA

WHAT WE DO

- Support governing, oversight and advisory bodies
- Support the Director and Secretary General
- Manage elections and appointments of collegiate bodies
- Manage protocol, records and archives
- Act as secretariat for transparency, anti-corruption and ethics matters (Ethics Committe and Corruption Prevention and Transparency Officer)
- Support workspace allocation

WHEN TO CONTACT US

- For board documents, certified extracts, terms of office or candidacies
- For appointments with the Director/Secretary General or official visits
- To book the Sala Consiliare or Big Meeting Room
- For protocol registration, records, archives or Titulus workflows
- For updates to the 'Regulations' page on the website

INFORMATION TO INCLUDE

- Type of request; contact person; short description; deadline

CONTACT & USEFUL LINKS

- **General contacts:** organi@sissa.it | segreteriadirezione@sissa.it
- **Protocol:** titulus-protocollo@sissa.it (for internal users only)
- **Records/archive:** protocollo@sissa.it
- **Ethics:** ethics@sissa.it
- **Amministrazione Trasparente:** trasparenza@sissa.it
- **Workspace:** desk.management@sissa.it
- General organisation | Transparency Portal – General administrative acts | Titulus | U-Sign

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SISSA

PEOPLE & ROOMS

Head of office

- Alice Padoan - *room 713*

- Claudia Bombonato - *room 716*
- Isabella Brumati - *room A7 Secretary of Direction*
- Amanda Colombo - *room A7 Secretary of Direction*
- Nicole D'Eliso - *room A7 Secretary of Direction*
- Silvia Pontel - *room 716*