



IUSS

Scuola Universitaria Superiore Pavia

Guidelines for Scheduling Meetings in a Family-Friendly Organization

Comitato Unico di Garanzia CUG - Scuola Universitaria Superiore IUSS
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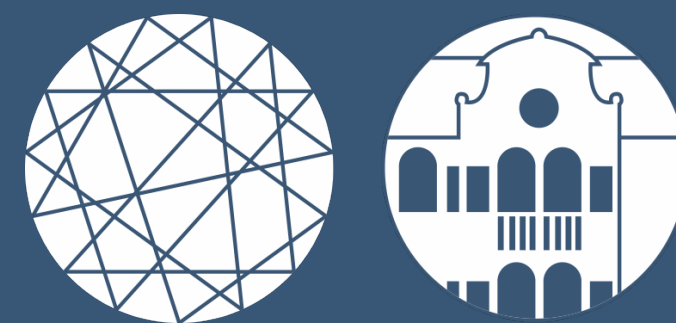
Introduction

In line with the 2022-2024 Gender Equality Plan and the 2022-2024 Three-Year Positive Action Plan, and to promote work-life balance, IUSS has set the objective of regulating meeting scheduling to make it compatible with a family-friendly organisation.

These guidelines have been drawn up in accordance with the smart working provisions for administrative staff, particularly with regard to the required availability hours when working remotely.

To organise and the schedule meetings within IUSS activities, it is recommended to adopt the following guidelines:

- Do not set a fixed date in advance. Instead, propose a range of possible dates (the use of digital scheduling tools, such as Doodle, is recommended);
- When selecting a date, give preference to the following time slots: Monday to Thursday from 09:30 a.m. to 12:00 p.m. and from 02:30 p.m. to 04:30 p.m., and Friday from 09:30 a.m. to 12:00 p.m.;
- Ensure that is possible to attend the meeting online.



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