Roles in the workflow

The administrative workflow of each procedure involves two types of user roles, which differ in their ability to influence the course of the procedure itself. In the first case, roles have at least one step within their competence in the advancement of the procedure: by working on the procedure, they can determine its next state. These are the so-called active roles in the workflow. In the second case, roles are not actively involved in the progression of the workflow. However, these roles still receive notifications and/or documentation from the system and are referred to as inactive roles in the workflow.

ACTIVE ROLES IN THE WORKFLOW

Requester: This is the person who initiates the procedure by proposing an invitation for a Seminar and/or Scientific Collaboration. The requester can be anyone who has valid and active INFN AAI credentials.

Guest: This is the person who is invited to carry out the requested scientific activity. The guest can be anyone who meets the requirements and qualifications necessary for the assignment.

Tutor: This role serves as a reference person for the guest. The tutor provides support to the guest regarding organizational and welcoming matters. Additionally, the tutor acts as the liaison between the guest and the Seminar Office. The current system configuration requires the tutor to be the same person as the requester of the procedure.

Funds Manager: In cases where financial coverage is required, this is the person responsible for deciding on proposed expenses charged to their own funds.

Seminar Office: This is the individual or group of individuals responsible for administratively processing every invitation request for scientific activities. The Seminar Office evaluates the data entered during the request phase, verifies the actual availability of approved financial coverage, ensures compliance with current regulations and the INFN rules. The Seminar Office is also responsible for properly formulating the invitation letter, handling protocol operations, and requesting and collecting all the necessary documentation to finalize each procedure.

Seminar Manager: This role decides whether a request for a Seminar/Scientific Collaboration is admissible or not. Usually, this role is performed by the Director, but it could also be delegated to someone else.

Director: This is the Director of the INFN Structure where the procedure takes place. The Director is involved during the digital signing of documents for procedures that have been authorized by the Seminar Manager.

NON-ACTIVE ROLES IN THE WORKFLOW

Director's Office: Prior to the arrival of each guest, this role receives a notification with all the relevant information about the person. In cases required by current regulations, it becomes active to carry out the office's functions, such as checks related to the visa of foreign guests, notifications to the competent police authorities, etc.

Scientific Secretariat: This profile allows the holder to view attachments containing the personal data of the guest, such as ID documents, Tax Identification Number, Tax Classification, etc.

Controlled Areas Manager: If access to restricted areas or environments subject to access control has been requested for the guest, this role receives a notification from the system regarding the locations under its responsibility.