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Organizational structure (2023 – 2024)

This is the organisational structure of the Scientific Arab Forum Limited (trading as saf)

STEERING COMMITTEE

Role code	Role title	Role holder(s)	Role responsibilities
S-D	Director	Dr John S H Danial	- Chair annual steering committee meetings. - Chair annual general assembly meeting. - Prompt S-CSO-LS/PS/SS for nominations of new members, appoint nominees to saf membership and induct newly appointed members. - Oversee execution of strategic plan (set by S-CSO), and marketing and business plans (set by S-CBMO). - Prompt revision of strategic plan (set by S-CSO), and marketing and business plans (set by S-CBMO) when needed. - Prompt and set annual schedules for the following products: - Conferences (with the S-CSO-LS/PS/SS). - Lectures (with the S-CSO-LS/PS/SS). - Interviews (with the S-COO). - Consult CMs on urgent matters. - Amend organizational structure when needed. - Commission editors with the translation of documents produced by the steering committee and communicate those to the A-EM for publication. - Form organizational partnerships on agreement of the steering committee (or CMs when needed) following consultation with the S-COO.

S-CSO-LS CM	Steering committee member: Chief Scientific Officer in the Life Sciences and Core Member	Dr Mohamed El-Brolosy	- Design annual schedules and themes for the following products (and communicate those to the A-EM): - Conferences (with the S-D). - Lectures (with the S-D). - Nominate individuals for membership of saf to the S-D according to the rules set in the Strategic Plan (see **Strategic Plan**). - Advise the S-D on urgent matters. - Perform the above for the following research field(s): - Biology (including biophysics, biochemistry and chemical biology). - Medicine
S-CSO-PS	Steering committee member: Chief Scientific Officer in the Physical Sciences	Dr Elham Fadaly (Effective 1 Jan 2023)	- Design annual schedules and themes for the following products (and communicate those to the A-EM): - Conferences (with the S-D). - Lectures (with the S-D). - Nominate individuals for membership of saf to the S-D according to the rules set in the Strategic Plan (see **Strategic Plan**). - Perform the above for the following research field(s): - Chemistry (excluding biochemistry and chemical biology) - Computer Sciences - Engineering - Mathematics - Physics (excluding biophysics)

S-CSO-SS	Steering committee member: Chief Scientific Officer in the Social Sciences	Dr Mariam Makramalla	- Design annual schedules and themes for the following products (and communicate those to the A-EM): - Conferences (with the S-D). - Lectures (with the S-D). - Nominate individuals for membership of saf to the S-D according to the rules set in the Strategic Plan (see **Strategic Plan**). - Perform the above for the following research field(s): - Education
S-COO CM	Steering committee member: Chief Operations Officer and Core Member	Dr Doaa Megahd	- Prompt members (every quarter) to submit their suggested articles for simplification and translation by the editors. - Oversee production and publication of the following products (with the editors): - Articles - Interviews - Design annual schedules and themes for the following products (and communicate those to the A-EM): - Interviews (with the S-D). - Advise the S-D on organisational partnerships.
S-CSO	Steering committee member: Chief Strategy Officer	Dr Samuel Gabra	Produce or revise strategic plan (with the S-D).
S-CBMO	Steering committee member: Chief Business and Marketing Officer	Abdelhamid Yousef	Produce or revise marketing and business plans (with the S-D).
S-CIDO	Steering committee member: Chief Internal Development Officer	Dr Ola Sabet	TBC
S-CEMO	Steering committee member: Chief External Development Officer	Omar El Garwany	TBC

MEMBERS

Role code	Role title	Role holder(s)	Role responsibilities
M-FM-LS	Full member in the Life Sciences	Dr Ahmed Eltokhi Dr Aicha Massrali Dr Ali Elhakeem Dr Ali M Mahmoud Dr Amira Metwaly Dr Arwa Abugable Dr Basem Al-Shayeb Dr Doaa Megahd Dr Dina ElHarouni Dr Hadil El-Sammak Dr Martine Abboud Dr Mohamed El-Brolosy Dr Mohamed ElGhazaly Dr Mohamed Labib Dr Mohammad Khallaf Dr Mosab Awadelkareem Dr Omar Mossad Dr Omar Samir Dr Sara Hegy Dr Shady Saad Dr Ubbadah Sabbagh Abdelhamid Yousef Ahmed Al-Tohamy Aya Gomaa Bola Khalil Ebrahem Hamed Mohammad Ayoub Mohamed Emam Mohammed Shaaban Mohannad Dardiry Omar El Garwany Reem Hamed Salma Elnagar Shahenda Ramadan Yasmine Demerdash Zeina Habli	• (optional) Respond to quarterly prompts from the S-COO to submit scientific articles for simplification and translation by the E-SE-LS. • (optional) Participate in member interviews called for by the S-COO and carried out by the E-SI. • (optional) Participate in conferences scheduled and called for by the S-CSO-LS. • (optional) Suggest speakers of global standing to the S-CSO-LS to include in their annual schedule of lectures in the life sciences.

M-FM-PS	Full member in the Physical Sciences	Dr Andrew Habib Dr John S H Danial Dr Marwa Mahmoud Dr Mohamed Abobeih Dr Rana Haikal Dr Samer Henry Dr Samuel Gabra Heba Megahd Osama Sufyan	• (optional) Respond to quarterly prompts from the S-COO to submit scientific articles for simplification and translation by the E-SE-PS. • (optional) Participate in member interviews called for by the S-COO and carried out by the E-SI. • (optional) Participate in conferences scheduled and called for by the S-CSO-PS. • (optional) Suggest speakers of global standing to the S-CSO-PS to include in their annual schedule of lectures in the physical sciences.
M-FM-SS	Full member in the Social Sciences	Dr Mariam Makramalla	• (optional) Respond to quarterly prompts from the S-COO to submit scientific articles for simplification and translation by the E-SE-SS. • (optional) Participate in member interviews called for by the S-COO and carried out by the E-SI. • (optional) Participate in conferences scheduled and called for by the S-CSO-SS. • (optional) Suggest speakers of global standing to the S-CSO-SS to include in their annual schedule of lectures in the physical sciences.
M-AM-LS	Associate members in the Life Sciences	Alaa Rashwan Aliaa Ahmed Ali Anwar Asmaa Youssef Ethar Abuhashish Salma Fahem	• (optional) Respond to quarterly prompts from the S-COO to submit scientific articles for simplification and translation by the E-SE-LS. • (optional) Participate in member interviews called for by the S-COO and carried out by the E-SI.

Role code	Role title	Role holder(s)	Role responsibilities
M-AM-SS	Associate members in the Social Sciences	Ola Nasr	• (optional) Respond to quarterly prompts from the S-COO to submit scientific articles for simplification and translation by the E-SE-SS. • (optional) Participate in member interviews called for by the S-COO and carried out by the E-SI.

EDITORS

Role code	Role title	Role holder(s)	Role responsibilities
E-SE-LS E-SI	Scientific editor in the Life Sciences and Scientific Interviewer	Aliaa Ahmed	• Read, simplify and translate scientific articles submitted by the M-FM-LS and M-AM-LS according to the schedule set and agreed by the S-COO. • Send translated articles to the E-LE for linguistic editing as agreed with the E-LE and the S-COO. • Interview members of saf according to the annual schedule set by the S-COO.
E-SE-PS	Scientific editor in the Physical Sciences	Aliaa Ahmed	• Read, simplify and translate scientific articles submitted by the M-FM-PS and M-AM-PS according to the schedule set and agreed by the S-COO. • Send translated articles to the E-LE for linguistic editing as agreed with the E-LE and the S-COO.
E-SE-SS E-LE	Scientific editor in the Social Sciences and Linguistic Editor	Ola Nasr	• Read, simplify and translate scientific articles submitted by the M-FM-SS and M-AM-SS according to the schedule set and agreed by the S-COO. • Perform the linguistic editing of all translated articles sent by E-SE-LS and the E-SE-PS. • Send edited articles to the A-EM for publication. • Translate and linguistically edit grant proposals drafted by the F-GO. • Translate and linguistically edit documents and paragraphs produced by the steering committee.

ADMINISTRATION

Role code	Role title	Role holder(s)	Role responsibilities

A-EM	Communications and events manager	Dr John S H Danial (and Ola Nasr (temporary cover)	• Publish schedules communicated by the S-CSO-LS, S-CSO-PS. S-CSO-SS, S-COO for the following products on the website and social media platforms of saf:
			  o Conferences
			  o Lectures
			  o Interviews
			• Communicate the above schedules to relevant parties, including, but not limited to:
			  o Internal speakers (members)
			  o External speakers
			  o Attendees
			• Receive and collate application forms for the associate membership of saf as well as for attending the following products:
			  o Conferences
			  o Lectures
			  o Interviews
			• Communicate and publish translated documents produced by the steering committee internally and on the website of saf.
			• Publish edited articles sent by the E-LE on the website and social media platforms of saf.

FINANCE

Role code	Role title	Role holder(s)	Role responsibilities
F-GO	Grants officer	TBD	• Draft grant proposals under the supervision of the S-COO and the S-D. • Identify suitable grants to apply for on a periodic basis. • Liaise with the E-LE to get grant proposals translated and linguistically edited (if needed).