

ZERO WASTE COMMISSION

No.	NAME SURNAME	DUTY
1	Assoc. Prof. Dr. Sefa Ersan KAYA	Minister
2	Adem OKUR	Unit Coordinator
3	Lecturer Dr. Anıl MÜTEVELLİOĞLU	Member
4	Lecturer Emin Ergun SELCUK	Member
5	Lecturer Sadık ÖNAL	Member
6	Lecturer Mustafa DÖNGELOĞLU	Member
7	Lecturer Şaban YILMAZ	Member
8	Mehmet YALÇIN (Student)	Zero Waste Student Representative

Zero Waste Commission Job Descriptions:

1. Commission President

- To carry out the direction and management of the Commission.
- To ensure communication between the university senior management and the commission.
- To determine the agenda of the commission and manage the meetings.
- To coordinate and supervise the implementation of Commission decisions.
- To ensure that the prepared reports are presented to the senior management.

2. Unit Coordinator (Faculty/Vocational School Secretary)

- To ensure coordination of commission activities at the faculty or vocational school level.
- To coordinate between all academic, administrative, and student representatives in the unit.
- To make the necessary plans to make zero-waste policies applicable at the unit level.
- To ensure that all zero-waste activities carried out in the unit are recorded and reported.
- To ensure a regular flow of information with the University Zero Waste Coordination.
- Carry out correspondence on zero waste through the unit secretariat and follow up on official documents.
- To organize training, awareness, and information activities in the unit.
- To ensure that the decisions taken in the commission meetings are implemented in the unit and the results are reported.
- Organizing internal audit and observation activities when necessary and conveying the problems to the commission.

3. Members (Teaching Staff – Open departments with active teaching staff)

- To ensure that zero-waste practices are effectively implemented in its representative department.
- To organize awareness activities among department staff and students.
- Separate waste at the source and monitor recycling processes.
- To submit reports to the commission regarding the zero-waste activities carried out in the department.
- To develop studies that support zero-waste awareness in education and training activities.
- The Commission examines the agenda items and presents opinions and suggestions.
- Follows developments regarding zero waste practices and reports them to the commission.
- They convey the problems encountered in their unit or field to the commission.
- Supports the commission in the implementation of decisions.

- Contributes to the implementation of zero-waste initiatives throughout the university.
- It enables sharing good examples by comparing applications from different units.
- Takes part in reporting and data collection processes.
- Provides feedback by observing the implementation of the decisions taken by the Commission in the field.
- Takes an active role in training, information, and awareness-raising activities.
- Contributes to organizing events that will increase zero-waste awareness among staff.
- Provides suggestions for collaborations with institutions/organizations outside the university.
- Contributes to the decision-making processes of the Commission with the right to vote.

4. Zero Waste Student Representative

- To conduct studies to spread zero-waste awareness among students.
- Developing projects in collaboration with student societies and clubs.
- Organizing zero-waste themed events, campaigns, and social responsibility projects.
- To convey the suggestions and requests of the students to the commission.
- To ensure continuity in the election of new representatives to sustain the representative duty.

5. General Duties of the Commission

- To determine and update our university's zero-waste policies.
- To ensure that zero waste targets are included in strategic plans.
- Coordinating and monitoring the zero-waste activities of the units.
- To organize training, awareness, and information activities.
- Determine and report zero waste performance indicators.
- To ensure zero-waste practices are announced on the relevant university websites.