



**ASSOCIATION OF  
FOREIGN AFFAIRS**

LUND • EST. 1935

## **Board Meeting Protocol**

17:58-22:20 2018-02-22

Eden Room 222 A, Lund

The Board of 2017/18

Association of Foreign Affairs

Present: Ebba Coghlan, James Davies, Leon Klingborg, Christopher Andersson, Maximin Orsero, Lovisa Lundin Ziegler, Zigne Edström, Joseph Aivalikli, Tove Jörgenssen, Glenn Lio, Erik Helldén, Tilda Kajbjer, Eleonora Hallberg, Jonatan Pupp, Julia Bergström, Tobias Adolfsson, Ellen Boije af Gennäs Erre

### 1. Opening of the meeting

*President Ebba Coghlan declares the meeting open at 17:58.*

### 2. Election of Chair Secretary and Attesters and Vote Counters of the meeting

*Ebba Coghlan is elected chair of the meeting*

*Leon Klingborg is elected secretary of the meeting*

*Ellen Boije af Gennäs Erre and Christopher Andersson are elected Vote Counters and Attesters of the meeting. (17:59)*

### 3. Approval of the Agenda (Attachment 1)

*Proposal to amend the Agenda by adding the motion Business Cards, the Other points Belarus and Email Signatures and to approve the agenda.  
Passed by acclamation. (18:01)*

#### 4. Presidium reporting

##### Presidents

- Individual talks will be held with all Board members in the near future.
- Pub night about becoming Board member will be held.
- *The Presidents express appreciation and thankfulness for the work done on the Margot Wallström events.*
- The UFS Forum Weekend was appreciated.

##### Secretary

- Members registry will soon be implemented.
- *Secretary Leon Klingborg encourages Board Members to make sure that their membership has not expired.*

##### UFS Representative

- The motion on veto right for UFS member associations when it comes to publishing in UFS's name did not pass in the UFS board. The motion was submitted by UPF Lund and UF Uppsala.

The argumentation included the opinion that veto is undemocratic. It was suggested to, (1) make it mandatory to make a PC decision, or (2) to have a "three vote veto". These suggestions were also turned down.

Other suggestions included to have the writing of articles open to all members and to make the UFS president legally responsible (Editor-in-chief).

- The international committee of UFS is reaching out to the Finnish equivalence of UFS.
- An anti-corruption policy has been written by the UFS presidium, UPF might need to get such a policy as well.

- Communication advice has been sent from UFS to member associations.
- There is a suggestion to have more ways of informing and communicating with member associations than UFS Representatives.
- Forum syd grant applications need to be sent in soon, for us to be accepted it is important to send in statistics to UFS.
- Reimbursement for travel costs for members of the associations in Umeå and Luleå will be accounted for in next year's UFS budget.
- The UFS annual meeting will be held on the weekend of Lundakarnevalen, the 18<sup>th</sup> to the 20<sup>th</sup> of May, in Stockholm.
- It will soon be possible to apply for UFS presidium positions.

#### Treasurer

- The UFS Budget has been voted through and the MUCF grant is higher than expected.
- The Folke Bernadotte grant was lower than expected because of requested funds for the Travel Committee not being deemed legitimate.
- There is a suggestion to subsidize the Heads of Travel for their travel costs anyway but with other funds.
- There might be other ways for Travel to get money to subsidize travellers, it is for example possible to get money from the EU if you are invited by a Member of the European Parliament. These possibilities will be looked in to.

#### Head of IT

- The possibility to become a UPF Member on the website will be implemented soon.
- There is a suggestion to update the theme on the website but for this funding would be needed.
- There is a suggestion to create standardized email signatures for the Board.

*(Break at 18:36.)*

*(Chair Ebba Coghlan declares the meeting open at 18:45.)*

## 5. Committee reporting

### Career Committee

- The First Prep course went well.
- One person has been excluded from the mentorship program because of lack of membership of UPF.
- A couple of workshops on career opportunities are coming up.
- Work with the Convention is moving forward, Head of Career Maximin Orsero is working with the European Commission and Lund University. A lecture will have to be rescheduled to make room for the convention.

### Activity Committee

- There will be a sitting this Saturday, the 24<sup>th</sup> of February.
- It appears that it will not be possible to have a second sitting of the semester, which was suggested to be held during the environmental week. Other alternatives, like a pot luck dinner are being looked in to.
- There is a suggestion to have UPF yoga classes.
- The Activity Committee has started to contact the youth parties for the upcoming youth party debate.
- A moderator for the debate is being searched after.
- The Activity Committee is in the process of booking entertainment and photographers for the Ball.

### Magazine Committee

- The environmental theme week is coming up.
- Proofreading for the next issue of The Perspective Magazine will begin soon.

### Webzine Committee

- The Webzine Committee has started the publishing of articles for this semester.
- The diversity of the topics of upcoming articles is satisfactory.

### Travel Committee

- Participants for the trip to Brussels have been selected, as of now ten people are going.
- Replies from some of the organisations which will be visited in Brussels have come, amongst others the lobby firm Kreab are ready to receive UPF.
- Three more spots for the Brussels trip are possible to apply for.

### PR Committee

- The PR Committee have gotten many new members, they have therefore developed several new sub-committees.
- More than 45 000 people were reached on social media leading up to UPF's Margot Wallström events.
- Doc Lounge Lund will hold a film screening of the film "A Woman Captured" in cooperation with UPF on the 27<sup>th</sup> of March.
- UPF Members get free entrance to Doc Lounge movie screening "the girls of golden dawn".
- The PR Committee wants UPF to reach 6000 likes on facebook.

### Lecture Committee

- The founder of the NGO Futebol dá Força, Cecilia Safaee is an upcoming lecturer.

- Cecilia Malmström will hold a lecture but might not have time for a prep course.

#### Radio Committee

- A successful first show about the foreign statement has been broadcasted.
- The next show will be called “Blank spots” and will be about areas not normally covered in western media.
- The Perspective Radio Itunes page will soon be up and running.

#### 6. PR Guidelines

*President Ebba Coghlan speak to the board about the large amount of work which has historically been laid on the PR Committee and how harmful this can be, when not dealt with correctly by the Board.*

*The Heads of PR present the updated PR Guidelines to the Board.*

The PR Guidelines can be found on the Board Drive.

#### 7. Motions

- a) Motion Sexual Harassment (Attachment 2)

*Board Member Zigne Edström present the motion to the Board.*

*Discussion in the Board about the motion.*

*The Authors of the motion amend the motion in accordance with the attached amended Sexual Harassment Policy.*

(Attachment 3)

*(Break at 21:09)*

*(Chair Ebba Coghlan declares the Meeting open at 21:19)*

Decision:

*Proposal to approve the attached amended Sexual Harassment Policy.*

*Passed by acclamation. (21:50)*

b) Business Cards

*Board Member Glenn Lio present the Motion to the Board.*

*Discussion in the Board about the Motion.*

*The author of the motion amends the motion by changing the proposal to: "I propose to get impersonal UPF business cards for all relevant positions and allow those who wish to get personal business cards to get them on their own expense."*

*(Christopher Andersson leaves the meeting at 22:10.)*

Decision:

*Proposal to get impersonal UPF business cards for all relevant positions and allow those who wish to get personal business cards to get them on their own expense.*

*Passed by acclamation. (22:11)*

8. Other points

a) Annual Election Meeting

The Annual Election Meeting will be held on Saturday the 12<sup>th</sup> of May. The meeting will be held during the day.

b) RWI Human Rights Film Festival

UPF will buy 50 tickets to the festival which will then be sold to Members.

c) Collaboration Partners

To spread the risk of being limited in our activities by not getting specific grants, there is a suggestion to spread the risk by getting additional Collaboration Partners.

d) Office remarke

There is a suggestion to refresh the office, for example by repainting the walls.

e) Almedalen

Information about UFS's and UPF's trip to Almedalen will come next week.

f) Membership cards (suggestion from active member)

*Will be discussed on the 8<sup>th</sup> of March.*

g) Kick-out

A good place to have a Board kick-out on is being sought after.

This will be discussed further on the 8<sup>th</sup> of March.

*(Christopher Andersson enters the meeting at 22:17.)*

h) Email signatures

*Discussion in the Board about potential standardised email signatures for the Board.*

9. Confirmation of next board meeting

*President Ebba Coghlan informs the Board that the next Board Meeting will be held on the 8<sup>th</sup> of March.*

10. Meeting adjourned

*Chair Ebba Coghlan declares the meeting adjourned at 22:20.*

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Leon Klingborg, Secretary

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Ebba Coghlan, President

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Ellen Boije af Gennäs Erre, Attester

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Christopher Andersson, Attester

## Attachment 1



# ASSOCIATION OF FOREIGN AFFAIRS

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## Board Meeting

2018-02-22, 17 – 21:00

Venue: Eden Room 222A

1. Opening of the meeting
2. Election of chair, secretary, attesters and vote counters of the meeting
3. Approval of the agenda
4. Presidium reporting (25)
5. Committee reporting (40)
6. PR Communication Guidelines (15)
7. Motions (60)
  1. Motion Sexual Harassment
8. Other points (25)
  1. Annual Election Meeting
  2. RWI Human Rights Film Festival
  3. Collaboration Partners
  4. Office remake

5. Almedalen
6. Membership cards (suggestion from active member)
7. Kick-out
9. Confirmation of next board meeting
10. Meeting adjourned

## Attachment 2

# Motion - Sexual harassment policy

### Background

In the light of the metoo-movement, we have become aware of the lack of guidelines for the associations work against sexual harassment. In accordance with the values stated in our bylaws, UPF Lund should take an active stand against and highlight the zero-tolerance for sexual harassment. No workplace or association is completely safe from incidents of sexual harassment, and we need to recognize that includes UPF Lund. The association should work more proactively than it does today and take further steps towards ensuring a safe environment for all its members. Additionally, UPF Lund needs procedures in place to help the board navigate and act pre-emptively during and after an incident of sexual harassment.

### Purpose

The attached sexual harassment policy, if decided upon and implemented, would ensure that the association works proactively to prevent sexual harassments and that there are procedures in place if an incident of sexual harassment was to happen. UPF Lund should be committed to providing a safe and trusting environment for all its members. Through this policy, UPF Lund can show its members that any concern regarding or any incident of sexual harassment will be treated seriously.

### Proposal

*We propose that the board decides: to approve the attached Sexual Harassment Policy.*

*Tobias Adolfsson, Ebba Coghlan, James Davies, Zigne Edström, Ellen Erre, and Glenn Lio.*



# ASSOCIATION OF FOREIGN AFFAIRS

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## Sexual Harassment Policy

*The Association of Foreign Affairs in Lund (UPF) is committed to providing a safe and trusting environment for all its members, free from sexual harassment. UPF operates a zerotolerance policy for any form of sexual harassment and recognizes the need to work proactively to prevent sexual harassment as well as provide guidelines for how to address an incident after it has happened. This policy defines procedures for UPF to take in situations relating to sexual harassment.*

### **Purpose**

The Association of Foreign Affairs in Lund (UPF) does not tolerate acts of sexual harassment of any kind. UPF recognizes the need and its responsibility to work proactively to prevent sexual harassment

incidents from occurring at UPF activities and events as well as provide guidelines for how to address an incident after it has happened, in order to create a safe and trusting environment for all of its members. The purpose of this sexual harassment policy is to provide guidelines and define procedures for UPF to take in situations relating to sexual harassment, thereby helping the board navigate and act preemptively during and after any incidents.

## Guidelines

### 1. Definition of sexual harassment

1.1 Unwelcome actions including but not limited to the following are considered inappropriate and may, depending on the circumstances, in and of themselves meet the definition of sexual harassment.

1.1.1 Pressuring someone to participate in sexual acts to which they do not consent, or to which they cannot consent;

1.1.2 Unwelcome physical contact;

1.1.3 Touching or grabbing of a sexual nature;

1.1.4 Repeatedly standing too close to or brushing up against a person;

1.1.5 Unwelcome comments of a sexual nature;

1.1.6 Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via other medium;

1.1.7 Spreading rumours or commenting on a person's sex life, sexuality, or appearance;

1.1.8 Repeatedly asking a person to socialize when the person has said no or has indicated disinterest;

1.1.9 Giving gifts or leaving objects that are sexually suggestive;

1.1.10 Repeatedly making sexually suggestive gestures;

1.1.11 Staring or leering;

1.1.12 Making or posting sexually demeaning or offensive pictures or other materials;

1.1.13 Displaying pornographic or sexually explicit material.

### 2. Pre-emptive steps

2.1 At the beginning of each board year, two contact persons (one man and one woman) should be chosen. One person should be a board member and the other person should be an active member. Preferably, one individual should also be part of the crisis group. It is the president's responsibility to ensure this. Their contact information should be available on the association's website, and their roles and responsibilities should be communicated to the association's members.

2.1.1 The contact persons should be given an email address each, once they are elected. Through this email, members can communicate any complaints and/or concerns related to the content of this policy. It is the responsibility of

the contact persons to delete the content of their email inboxes at the end of the board year.

2.1.2 The contact persons should be available at the office once a month on a specific time.

2.1.3 The contact persons are responsible for providing information about this policy and for providing their contact information.

2.2 The president and the vice president are responsible for informing the board of the content and practicalities of this policy at the beginning of every board year.

2.3 The board members who are also committee heads, must inform their active members about this policy at the beginning of every semester.

2.4 Information about this policy and contact persons should be stated, in written form, in connection to every UPF social event.

### 3. Following allegations of sexual harassment, at least the following steps must be taken

3.1 The contact person(s) should offer a meeting with the person bringing the allegation.

3.2 The contact person(s) should contact the crisis group.

3.3 Meet with or contact the person who brings the allegations of sexual harassment.

3.3.1 At this meeting, the crisis group (and the president, if deemed necessary), will meet the person who has come forward, potentially together with a support person of his/her choice. The composition of people attending can be adjusted to what the person bringing the allegation feels comfortable with.

3.3.2 If the individual accused of the sexual harassment does not want to meet, the crisis group is to proceed in accordance with this policy based on the information provided by the person who brings the allegation.

3.4 Preferably meet with, or at the very least communicate with the person who has been accused of sexual harassment.

3.4.1 At the meeting the crisis group (and the president, if deemed necessary), will meet the accused individual(s), potentially with a support person of his/her choice. The composition of people attending can be adjusted to what the person bringing the allegation feels comfortable with.

3.4.2 If the individual accused of the sexual harassment does not want to meet, the crisis group is to proceed in accordance with this policy based on the information provided by the person who brings the allegation.

3.5 Following these meetings, the crisis group (along with the president, if deemed necessary), should try to establish what has happened, and based on this decide which of the actions outlined below should be taken.

3.6 The association, and especially the crisis group and/or president, must take action after every reported case of sexual harassment, and/or reported concern that a case of sexual

harassment has occurred during, or in connection to, the association's operations and/or activities.

#### 4. Potential sanctions following a sexual harassment incident

4.1 The crisis group, together with the presidents, have the authority to take the following measures on behalf of the board until the next board meeting.

4.1.1 Removal from a position of responsibility within a committee.

4.1.2 Removal from participation in a committee, a particular subgroup of a committee, or removal from all committee work.

4.1.3 Prohibition from participating in all UPF social events, or prohibition from participating in UPF social events where alcohol is served, even if the person is not a member of UPF.

4.1.4 Prohibition from participating in all UPF lectures and public events, even if the person is not a member of UPF.

4.1.5 The crisis group, together with the presidents, can decide for how long the abovementioned sanctions should be upheld.

4.2 The crisis group must initiate a discussion at the next board meeting about exclusion. If the matter concerns a board member, a discussion on whether or not an extra annual meeting should be called to exclude that board member.

4.2.1 According to § 2.5 of the association's bylaws, a member can only be excluded through a board decision.

4.2.2 The board, the president or the auditor, may call for an extra annual meeting to exclude a board member.

#### 5. Rules for conduct regarding allegations of sexual harassment

5.1 The identity of the persons involved in the sexual harassment, along with any specific details concerning the sexual harassment, should not be shared with individuals outside of the crisis group and the presidency, unless this is unavoidable or unless that person has explicitly given his/her consent to do so.

5.1.1 If the board decides to have a discussion and/or a vote concerning a potential exclusion of a member from the association, the details of the sexual harassment may be shared with the board, but only to the extent necessary to have an adequate discussion.

5.2 If one or more of the crisis group, or the president, are directly affected, or have especially close ties to the directly affected persons, they should reserve themselves from partaking in the process. If this is the case, a substitute individual should be chosen by the remainder of the crisis group at an ad hoc basis. If a member of the crisis group, or the president, does not reserve themselves, contrary to the opinion of the crisis group, the remaining of the crisis group may remove him/her from the process.

5.3 The authority to interpret this policy is held by the crisis group. If the crisis group are unsure about an interpretation, they may turn to the president for guidance. If, due to the reasons outlined above, one or more of the crisis group and/or the

president are unable to take part in this process, then their interpretative authority is passed on to whomever takes their place.

5.4 The crisis group and/or president must outline their actions, and the reasons for those actions, at the next board meeting.

5.4.1 If the crisis group and/or president decide not to take action, this must also be reported to the board.

5.4.2 Note that the identity of the persons involved should not be shared with the board, as outlined above, unless that person has explicitly given his/her consent to do so, or if it is deemed unavoidable.

5.5 The crisis group should direct the concerned individuals to and recommend the use of Studenthälsan or other equivalents following an incident.

5.6 The crisis group should direct the concerned individuals to, and recommend them to reach out to the police in an incident of sexual harassment, as well as provide their full support during this process.

## Attachment 4



### **Motion about “UPF Member Business Cards”**

*Motion about getting business cards for board members*

#### **Background**

As many of our work requires connect and network with people from the outside world to secure opportunities for our members and our organization. I believe it is important that we have our own personal business cards to give it back to these people. Especially at networking events and on study trips. I often receive business cards from different important people during UPF activities, but could not reciprocate.

#### **Purpose**

This will hopefully help them to remember us, and provide an open channel for them to contact us back if they wish to do so. Thus, will make it easier to secure opportunities for our members and organization.

#### **Proposal**

I propose to get UPF business cards for all relevant people with official UPF duties that will require them to make contact with the outside world.

*Glenn Lio*

*Head of Travel / Board Member*