

17:00-20: 2017-08-31

Björckska Rummet, Lund

The Board of 2017/18

Association of Foreign Affairs

Present: Ebba Coghlan, James Davies, Leon Klingborg, Maggie Huynh, Zigne Edström, Vide Wassberg, Miximin Orsero, Julia Bergström, Tobias Adolfsson, Christopher Andersson, Ellen Erre, Mårten Randau, Glenn Lio, Jonatan Pupp, Eleonor Hallberg, Jakob Granath, Tilda Kajbjer, Joseph Aivalikli, Christopher Fletcher Sandersjö, Erik Helldén, Tove Jörgensen, Hanna Kanon.

Soha Kadhim entered the meeting late.

1. Opening of the meeting

President Ebba Coghlan declares the meeting open at 17:21.

2. Election of chair, secretary, attesters, and vote counters of the meeting.

(Soha enters the meeting at 17:22)

Ebba Coghlan is elected chair of the meeting. (17:24)

Leon Klingborg is elected secretary of the meeting. (17:24)

Julia Bergström and Tobias Adolfson are elected vote counters and attesters of the meeting. (17:24)

3. Approval of the agenda

(Attachment 1)

Proposal to approve the agenda. (17:24)

Passed by acclamation. (17:24)

4. Presidium reporting

President

- *UPF will be participating at Hällsningsgillet tomorrow.*
- *Board members have been tasked with answering questions about their visions regarding UPF. The purpose is to define our goals as a board and to make it possible to follow up on the results at the end of the year of operations.*
- *There is a schedule for all the board's coming board meetings.*
- *The weekend with the board at Skanör will be next week, during our stay a board meeting will be held. President Ebba Coghlan stresses how the weekend is important for the process of board members getting to know each other.*
- *The Folk och försvar workshop will be this Sunday, members who were not successful candidating during this year's annual election meeting and board members are invited.*
- *The annual meeting will be held on the 28th of September.*
- *Communication will soon be done through an app called slack rather than through facebook. Slack will also be used for communication with UFS and its member associations.*
- *Office Guards will be appointed from the board by a rotating schedule each week. The Office Guards will be in charge of cleaning and receiving the public on our office hours.*

Secretary

- *Secretary Leon Klingborg will be showing how to sign up new members.*

Head of IT

- *Minor changes to the website have been done.*

UFS Representative

- *There is a list of grants that we can apply for which UFS Representative Julia Bergström has put together.*
- *Work description for the UFS Administrator is being drafted. Julia Bergström summarizes the description to the board.*
- *There is a proposition from UF Malmö to do a joint workshop about teambuilding and potential collaboration with UPF.*
- *UFS is nominating the former UFS president Rosaline Marbinah to the LSU board. Julia Bergström voted for her nomination since there were no other candidates.*
- *All board members will be connected with their counterparts in the other UPF member associations through slack.*

- *There is a policy competition with the British embassy which all members can take part in, the prize will be a mentorship with the ambassador.*
- *The UFS convention coming up.*

Treasurer

- *The budget is being created, it seems we will have a good amount of funds this year. To get more money than your predecessors got last year you have to motivate your proposal.*
- *At Skanör we will get more information on which partners UPF have and where UPF gets its money.*

(Break at 18:01)

(Ebba Coghlan declares the meeting open at 18:13)

5. Policy documents and by-laws

Ebba Coghlan briefly presents the content of the by-laws, the Stress Prevention Policy, the Environmental Policy and the Crisis Mitigation Policy. (Attachment 2, 3, 4, 5)

A crisis group is to be elected from the board.

6. Motions

No motions.

7. Committee reporting

Activity Committee

- *There is a pub night after the Get Active Meeting on the 13th of September.*
- *There is a sittning being planned, the date is yet to be decided.*
- *The ball will be held the 5th of May.*

Discussion in the board about possible ways of participating in Lundakarnevalen.

PR Committee

- *We are getting close to 5 000 likes on Facebook!*
- *Heads of the PR Committee Tilda Kajbjer and Erik Helldén are planning on having specific positions within their committee.*
- *Events are going to be advertised, decision on how often will be made when the budget has been adopted.*

Magazine Committee

- *Some of the writers from last year will continue writing.*
- *Magazine needs to secure patent on their new name.*
- *Editors-in-Chief of The Perspective Magazine Zigne Edström and Vide Wassberg suggest having a return address on the magazines so that we can see who is getting the magazine and who is not. There is a problem with members not receiving their magazine which we need to address.*

Career Committee

- *Just like last year the Career Committee will have two programmes running in parallel: the mentorship and the prep-course.*
- *During the fall the Career Committee will start providing career-boosting events that are open to all members.*
- *The prep-course will get expanded so that some of the seminars will be accessible by all board members and so that some will be followed by a lecture in collaboration with the Lecture Committee.*

Webzine Committee

- *The heads are getting started with writing new articles and are going to repost old articles.*

Lecture committee

- *First lecture will be held on the 6th of September.*
- *Julia Bergström have found a replacement for Anders Kompass from UN-city Copenhagen for the lecture on the Get Active meeting.*

Travel Committee

- *The heads of the Travel Committee Glenn Lio and Tove Jörgensen are still deciding on the destination for this semesters travel.*
- *The heads want to let committee members arrange shorter trips.*
- *Board members will have to apply to get to join the travel, just as regular members, but there will be a specific quota reserved for board members.*

Radio Committee

- *The Editors-in-Chief of the Perspective Radio Hanna Kanon and Christopher Fletcher Sandersjöo will get started with broadcasting when the committee is in place.*

8. Other points

- a) *The archive, ChristopherAndersson proposes to go through parts of the archive to get to know more about the history of UPF.*

9. Confirmation of next board meeting

Ebba Coghlan proposes the next board meeting be held on September 9th, an exact time has not been set.

Passed by acclamation. (19:05)

10. Meeting adjourned

Ebba Coghlan declares the meeting adjourned at 19:08.

Leon Klingborg, Secretary

Ebba Coghlan, President

Julia Bergström, Attester

Tobias Adolfson, Attester



Board meeting

2017-08-31, 17.00-20.00

Venue: Björckska rummet, AF-borgen

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
5. Policy documents and by-laws
6. Motions
7. Committee reporting
8. Other points
9. Confirmation of next board meeting
10. Meeting adjourned



ASSOCIATION OF FOREIGN AFFAIRS

LUND EST. 1935

Crisis and Risk Mitigation Policy

UPF aspires to be an organization that seeks to continuously develop and improve administrative and user responsibilities among the board and its members. We hope to achieve this by creating a thoughtthrough policy concerning security and safety measures for the association's operations. With this policy we will make sure that UPF has standard protocols and procedures in place that enable the organization to handle any eventualities.

Purpose

In the complex world we are living in, UPF recognizes the informational, administrative and security challenges faced by student organizations in modern day society. Thus, UPF recognizes the need and its responsibility to create a crisis and risk mitigation policy in order to address as well as handle these challenges. The purpose of this crisis and risk mitigation policy will be to provide guidelines, standard protocols and procedures for UPF members and the board to situations and dilemmas relating to security. Our aim is that this crisis and risk mitigation policy will work as a precautionary guideline that helps the board to navigate and act preemptively during as well as after any eventualities that might breach with the policy, laws, rules or UPF's directives.

Crisis Group

In order to make the policy work, a crisis group (CG) needs to be created and defined by the start of each operational year or in the need of replacing a member. The group should consist of 2-3 people from the board, of which one of the presidents should be a part of. The CG's role is to take the first action when a crisis occurs and to follow the crisis and risk mitigation policy. The CG is responsible to take action when a risk has developed into a crisis, defined in this policy as "general crisis management plan". It is also the CG's responsibility to have all personal information of the board members stored both online and at the office, in case of a crisis. The list of information should be updated each semester.

General guidelines

UPF recognizes a crisis as a sudden, unplanned event or disturbance which may cause instability to the association's operations. Therefore, UPF provides the board with a policy that addresses their responsibilities and codes of conduct in case of a crisis. This includes providing a framework of standard procedures which of some are context-based (p. 4-5), but also generic ones (p. 3) that concerns the organization as a whole. Security related questions within these respective areas concern things such as responsibilities, ownership, sponsorship, safeguarding member information etc. Furthermore, our aim is that this will give clarity to the board and members about how we aspire to operate as an organization and facilitate how we proceed and operate during our activities. Lastly, we highlight the importance of treating security related questions seriously and that our crisis and risk mitigation policy is something that we will always keep in mind during our operations.

Generic Crisis Management

Usage of Crisis and Risk Mitigation Policy

The Crisis and Risk Mitigation Policy is made for our members and is to be used in situations concerning:

- Crime, theft and robbery
- Illness, accidents and in case of death
- Publications and media crisis
- Social and public events
- IT crisis
- Travels

General Crisis Management Plan

1. Crisis Group maps out the situation and the resources needed to solve it.
2. Takes necessary acute action(s).
3. Gathers and informs the board (if possible) to plan for further plans to solve the situation.
4. Crisis group hands out tasks and delegate the work.
5. Collects and forwards information to the ones affected.
6. Gives feedback to the board about the situation's development.

Insurance

The Association is always in need of protecting goods from theft and accidents. It is therefore necessary for the Association to have an insurance for the office and the goods kept there. The insurance should at least include:

- Property insurance
- Recess insurance
- Legal protection insurance

Routine in Case of Death

The person informed about the circumstance contacts the crisis group (CG).

1. The police or hospital will contact the closest family members of the deceased.
2. Once the police or hospital has confirmed the situation, the CG contacts involved members personally.
3. The CG is in charge of not spreading false rumours and anxiety to our members. The information is confirmed, correct and objective.
4. After consulting with the family of the deceased, the CG decides if a public message should be published on upflund.se.
5. The CG is in charge of inviting external crisis group professionals, i.e. "studentprästerna" to provide member support.

Context-based Crisis Management

Publications

- The committee heads in question must beforehand provide guidelines to their members as to how they expect them to write articles and produce radio shows. They should also provide clarity as to what is in accordance with UPF:s values and directives.
- The heads/publishers are to know everything that is being said/written in the segments/articles, before they are being aired/published. The heads must also proofread and approve the article/segment before publication.
- The moment something has been published or aired, the heads will, together with the writer/producer, claim responsibility for the finished product.
- If a committee member or host says something that is not in line with UPF:s bylaws, policies and/or commits slander, the heads will, depending on the publication forum, make apologies on Facebook, Twitter, Utrikesperspektiv.se, upflund.se and/or in the next radio show.
- It is the heads' duty to show solidarity and support to the member when his/her article or radio show is being criticized or facing negative comments and/or publicity. The responsible committee heads should consult with the crisis group and thereafter respond to any criticism that is directed against the publication.

Social Media

- If copyrighted material is used in marketing by accident, the material shall be removed and deleted as quickly as possible. The filter "labelled for reuse with modification" must always be used when searching for PR-material on Google, and similar filters should be used on webpages like Flickr, Tumblr etc.
- All social media accounts linked to the association shall be used with care and reflection. It is always wise to consult with another board member, preferably Head of PR, before posting a picture, message or similar. This is in order to reduce the risk of posting something that can be perceived as offensive or inappropriate.
- In case any of the social media accounts linked to the association has been hacked, or if it has been used by someone unauthorized, this shall be stated on the website. In case the association's website is hacked, or personal information of members has been leaked, all members should be notified by an informative e-mail, explaining how the association should work to prevent this from occurring again.

Social Gatherings

- If a lecture, pub night or other activity is cancelled for any reason, this shall be stated on our social media accounts as quickly as possible. If this is done last minute, someone from the responsible committee must be present when and where the activity was meant to be held, in case members would show up. If possible, the activity should be rescheduled to closest possible date.
- If a member of the association would express something hostile, offensive or provocative during a speech, lecture or other activity, it is the responsibility of the board to reject this statement. This can be done by a verbal response or a message on social media, depending on the severity of the statement.
- If there is a last minute cancellation of venue for a sittning, pub night or other activity, the responsible committee shall use another venue if possible. If no other venue is available, the activity will be

rescheduled to the closest possible date. Members shall be notified via Instagram, Twitter and on the potential Facebook event.

- If a committee wants to invite a controversial speaker to an event, the board should be notified beforehand and collectively discuss whether the speaker is appropriate or not for the association. If the board decides that the speaker is inappropriate by voting, the speaker will not be allowed to attend.

Travels

- All committee members going on international trips with UPF must have travel insurance. Before the trip, all members must confirm this by sending a copy of their insurance to the board member(s) responsible for the trip.
- Before travelling, the heads are responsible of compiling an emergency contact list, also known as an In Case of Emergency (ICE)-list. For every committee member going on the trip, there should be at least one phone number to call in case of emergency.
- If a member requires additional documents, such as visas, in order to enter a country, the responsibility lies with that specific member, not the heads, to make all the necessary arrangements.
- The heads cannot hinder a committee member from doing physically challenging or adrenalin rushing activities, such as bungee-jump, wild-water-rafting and similar activities; however, it is at their own discretion and risk. It is the heads' duty to inform the members about this before going on the trip.
- Before deciding the next travel destination, the heads of travel must consult with information provided by the Swedish Foreign Department. If the security situation of the country/region changes before the trip, the heads will act in accordance with the suggestions of the Swedish Foreign Department. If the security situation of the country/region changes during the trip, the heads will consult with the Swedish embassy or consulate in the country and act according to their suggestions.
- Usage of illegal products and services in any form, such as ivory, drugs etc., are strictly forbidden as this violates international laws as well as UPF's directives and how we aspire to be as an organization. The heads will not, under any circumstances, provide alcohol to anyone underage in Sweden or elsewhere.
- In the case of incarceration or hospitalization of a member, it is the heads' duty and responsibility to call the ICE-number of the person in question and/or the closest embassy or consulate. Furthermore, the heads must contact the crisis group and inform them about the situation, whereafter the CG will act in accordance with the "General Crisis Management Plan" and/or "Routine in the case of death".



STRESS PREVENTION POLICY **Utrikespolitiska föreningen, Lund**

As an old and established student association with several committees working actively to spread knowledge of and encourage debate on foreign affairs, it is important to ensure that the working environment within UPF Lund is a healthy one. Much of the work done by the association, as well as the communication between its board members and active members, is done through the use of electronic and mobile devices. As these mediums are a natural part of our everyday lives, it is important to specify the expected workload of the active members of our association, in order for the members to be able to “leave work” after a certain time of day. In order to reduce stress levels among all active members of the association, the following measures are to be taken by the board members:

- Respect the working hours of the association, which are from 7 AM to 8 PM Monday through Friday and 10 AM to 6 PM on Saturday and Sunday. All work related communication and spreading of information through social media, mobile devices and email is to be done during these working hours, unless a special situation occurs for which contact cannot be postponed until the next working day. What constitutes as a special situation is to be determined by the Presidency in the beginning of each working year. It is the responsibility of the Presidency to ensure that the board members respect the working hours, and the responsibility of the committee heads to ensure that working hours are implemented within their respective committees.
- Actively work to separate private life and work life in any way that they find suitable, for instance limiting work related communication through formats other than email, creating email accounts specific to each board position etc.
- At least once a year arrange a board workshop that wholly, or in part, touches upon the subject of stress prevention. It is the responsibility of the Presidency to ensure that the workshop takes place and the responsibility of the committee heads to further useful information on stress prevention to the active members of their respective committees.
- The Presidency is to carry out individual talks with the board members after half of the working year has passed to ensure that the stress level among the board members is as low as possible. The Presidency is to give suggestions on how to reduce the stress level of any board member who shows a need for it.
- Keeping an on-going discussion on how to reduce stress within the board, for instance by the Presidency inquiring about the stress levels of the board members during board meetings.

- Whenever needed, the Presidency will take active measures to ensure an open and pleasant working environment for the board by arranging social gatherings and ensuring conflict resolution between board members who show a need for it. The committee heads are to do the same for the active members of their respective committees.
- Whenever they see the need for it, add to this document.



ENVIRONMENTAL POLICY

Utrikespolitiska Föreningen, Lund

The UPF Environmental Policy in Short

UPF does not want to be a part of destroying the planet. Therefore our vision is a minimal environmental impact. We hope to achieve this by always choosing the sustainable option when it comes to transportation, accommodation, eating and purchasing. At the same time we make sure to minimize waste by being resource effective, not using disposable items and recycling.

Lastly we want environmental challenges and climate change to be considered obvious topics within foreign affairs, by covering related topics we make sure to contribute to that.

Purpose

As an Association of Foreign Affairs UPF recognises the environmental challenge the world faces. The development of climate change will have a large scale impact on development of the global future. Our aim is that no one should have to suffer the tremendous consequences and exaggerated global warming would imply. Therefore UPF is ready to take its responsibility in caring for our planet. As a polluter we are not very large, but since every contribution matters we commit to minimizing our environmental impact on a local and global level as much as possible. Furthermore the environment, and especially climate change, is a highly relevant issue within foreign affairs and as a forum for debate on just that we recognize our responsibility to cover environment related topics to spread knowledge and discussion on the topic.

Structure

UPF as an organisation changes from year to year as members change, therefore this environmental policy is structured to do the same. Although the purpose and the general guidelines in this document are written to withstand time. The general guidelines are to be considered by every member, in every aspect of UPFs operation. "Vision" clarifies the purpose and goal within every category. "In practise" shows the most recent approach to reaching the vision, however this approach can be changed as we gain new perspectives and when new members and their ideas join the association. Preferably this category should be developed with every new board. The president of the UPF board is ultimately responsible for making sure that the environmental policy is followed.

General guidelines

According to Swedish law all businesses and organisations are obliged to accumulate the knowledge needed to protect the environment against any hurt or inconvenience caused by them. Due to this UPF aims to understand the consequences of its actions. In all our operations we aim to minimize our environmental impact. This includes reducing our waste by avoiding disposable items and recycling. Furthermore, we aim to use as much carbon neutral transportation as possible for ourselves and externally invited people. We treat the local nature with care and respect when at home or away. With us, at all times, is the importance of treating climate change as a serious issue within foreign affairs.

The office Vision

UPF aspires to have an office furnished with sustainable materials and decorations. The office should also be used in such a way that no unnecessary harm to the environment is done. Waste should be avoided and any inevitable waste should be recycled.

In practice the current board chooses to achieve this by

- We turn off lights, computers and other electrical objects when not using them.
- We keep the heating at minimum levels and try to influence AFborgen to choose electricity that is environmentally marked.

- We recycle and push AFborgen to start offering recycling.
- We use porcelain mugs, glasses etc instead of disposable items
- We buy organic and sustainable FIKA e.g. coffee, tea, cookies and fruit.
- Any new purchases to the office is done with a sustainability aspect in mind
- We producing almost no waste, by for example using a tea pot instead of tea bags ● We use utilities that are in the office carefully

UPF events

Vision

During events arranged by UPF to minimize impact on the environment is a natural part of the planning. Furthermore the participants during an event do all take responsibility to act in a way that does not harm the environment.

In practice the current board chooses to achieve this by

- We make every day actions that contribute to reducing our environmental impact such as turning off lights and electronics when we leave a room and remove chargers from outlets when not charging.
- We recycle at our events and therefore choose event locations where this is possible. For example during the Kickoff we tend to choose Studentgården in Skanör as venue.
- We do not print agendas or other documents if this is not considered the more environmental friendly option
- The food cooked and/or served during an UPF event is preferably vegetarian and organic.
- When traveling within Sweden UPF always take the train, if travelling by other means of transportation climate compensation is conducted.
- We keep social events and gatherings within bikeable distance from the UPF office.

Committee specific environmental statements

Presidency

Vision

The presidency, here defined as President, Vice President, Secretary, Treasurer and UFSrepresentative, has the main responsibility for UPFs operation and therefore also for the environmental impact that comes from it. Therefore the presidency takes the environmental impact into account when strategically planning for the future. That the climate change and environmental concerns the world faces is a topic of foreign affairs is something that the presidency makes sure to emphasise.

In practice the current board chooses to achieve this by

- The presidency makes sure the environmental policy (this document) is followed by the members
- The presidency looks for improvements of the environmental policy to raise the ambitions and make sure it is up to date.
- To board meetings the fika and coffee is organic and the mugs used are not disposable.
- When planning events such as the kickoff the commitments under the category *Events* are considered.
- The presidency makes sure UPFs money are handled in a sustainable way
- The presidency works to digitize as much as possible of UPFs archive and documents to avoid unnecessary usage of paper

UPF in UFS/SAIA

Vision

UPF Lund should be a driving force in developing SAIA's environmental commitments and by doing so making sure all Associations of Foreign Affairs do the same. Therefore the UFSrepresentative always encourages ambition in this field within SAIA and the other member associations.

In practice the current board chooses to achieve this by

- The UFSrepresentative makes sure environmental aspects are considered when new documents, policies etc are developed
- The UFSrepresentative encourages all forms of environmental commitments such as ambitious environmental policies, themes on environmental/climate related topics and buying organic fika
- On behalf of UPF Lund the UFSrepresentative should make sure that the environmental policy of SAIA/UFS is ambitious and up to date.

The Travel Committee

Vision

The travel committee wants to show members of UPF different countries, cultures and aspects on foreign affairs where of which one is climate change and environmental issues. Therefore environmental organisations or organisations who deal with environmental issues locally or nationally are a natural part of the study visits that are conducted during a trip. This should be done at the same time as the climate/environmental impacts from the trip are minimized. This is achieved by travelling in a sustainable way when abroad, in regards to transportation, accommodation, activities etc. The transportation to the other country should have low or no environmental impact.

In practice the current board chooses to achieve this by

- If the country is in reasonable distance to get there by train, this is the transportation chosen.

- All committee members climate compensate for the carbon dioxide produced by their flying, in which way this is done is up to each committee member although climate compensation through Naturskyddsföreningen or planting trees are recommended.
- When abroad the travel committee strives to always choose the most environmentally friendly transportation.
- When choosing accommodation their environmental commitments are considered
- Committee members act responsibly with regards to the environment and sustainability when abroad, this includes turning lights off, not using unnecessary amount of water, not contributing to waste on streets etc.
- When travelling with UPF purchases of souvenirs that harm the environment or animals are forbidden, such as ivory, corals etc.
- When planning a trip environmental organizations are researched and contacted to get a better understanding of possible study visits with an environmental focus.

The Lecture Committee

Vision

Lecture considers the general guidelines when it comes to commitments. To minimize waste from lectures and getting the lecturer to Lund in a sustainable way are two main focus areas. Furthermore less meat should be eaten during dinners with the lecturers.

In practice the current board chooses to achieve this by ● Book train before flights for lecturers if possible.

- Climate compensate trips.
- Recycle waste after committee meetings.
- Try to use less paper cups for coffee for the premingle and do not use plastic mugs at all
- The heads of lecture prefer vegetarian food to meat during lecture dinners.

The Career Committee

Vision

To minimize their carbon footprint and limit their negative impact on the climate. This is done by making sure committee meeting are environmentally friendly when it comes to transportation, food, fika and waste. The consumption of meat should decrease and the organic food/fika increase.

In practice the current board chooses to achieve this by

- Ensure that as many speakers and guests as possible are traveling to the committee by train.
- The heads of the committee prefer vegetarian dishes when dining with the guest/lecturer.
- Request organic cookies and coffee as well as reusable mugs or paper mugs for the committee's meetings.
- Limit paper handouts and instead handle the communication electronically.

The Activity Committee

Vision

Activity, just as the general guidelines, wants to include the environment as a part of the interpretation of foreign affairs. Furthermore the activities arranged by the committee should be as environmentally friendly as possible. At sittings environmentally friendly food should be served and in cooperation with nations it should be settled that they are as environmentally friendly as they can be. This can be done by considering environmental certifications such as *Nationsgodan* or *KRAV*.

In practice the current board chooses to achieve this by

- Vegetarian food for everyone at sittings is standard practice, although exceptions can be made with good motivation.
- Activity has environment as one theme during discussion nights, if these are held.
- Activity tries to host events at Wermland, since it is certified by KRAV
- Activity, just as the rest of UPF, choose train instead of flight within Sweden and if flying is a part of a study trip the flight is climate compensated.

The Magazine Committee

Vision

The largest ecological concern of the magazine committee is the printing process. This academic year we are set to print a total of 3000 magazines; a number that will continue to climb if membership increases in coming years. Not only does this use a lot of paper, the printer ink and energy requirements for such a load is massive. Magazine therefore strives to make sure that the environmental aspects of the printing is minimized. Furthermore the magazine strives to cover a varied range of topics, where the environment and sustainability is one.

In practice the current board chooses to achieve this by

- Our printer, Trydells Tryckeri carries the Swan label and is ISO 140001 certified. While their website does not discuss this in too much detail, there is an interview available with the environmental director of Trydells under this link (page 12 in the pdf file) <http://lib.hpublication.com/publication/cc3b110a/?p=12>. Even with such a good record, it is inevitable that the printing process has an environmental impact. It could be worth exploring other printer services in Skåne (and the rest of Sweden) to find out if there are more environmental printers out there. Ones that use more recycled materials, do more bulk printing (Trydell's seems to do more individual task based print jobs) and addresses concerns of fossil fuel use. As a final note, it should be mentioned that this course of action should not be taken on lightly. We have a working deal with a very affordable provider right now, and finding a new service could take time. If future boards would choose to explore this option, it would require careful consideration to avoid any unnecessary setbacks on the magazine work itself. Changing the service could in the worst case lead to changes in layout format, reduction in printing quality, rising printing costs, or delayed delivery time.

- Magazine has writers from a variety of disciplines to get coverage on environmental topics.

The PR Committee

Vision

The PR committee does not have a very big environmental impact. This does not make the PR committee stop trying to reduce the environmental impact even further. Focus is on decreasing the impact from posters and during committee meetings.

In practice the current board chooses to achieve this by

- Keep the number of posters relatively low.
- Focus on the important things, such as fika. By making tea in a teapot instead of using tea bags the committee reduces its waste.

The Webzine committee

Vision

Webzine aims to cover topics related to sustainability and environmental impact. This will spur a discussion with our contributors on the topic every semester which is crucial to show and uphold the association's environmental values.

In practice the current board chooses to achieve this by

- Webzine has a goal to publish at least one article per semester on the theme of sustainability and environmental impact.
- Webzine encourages its writers to cover more topics related to sustainability and environmental impact.
- Fika is organic and makes sure that the committee members know why.
- Do not use disposable items in the UPF office nor at social events outside it
- Engage in recycling through AF, should UPF be given access to more than the "general waste" bins.

The Radio Committee

Vision

Although radios environmental impact probably is one of the smallest within the organisation the radio committee wants to make sure to contribute all it can.

In practice the current board chooses to achieve this by

- We use laptops instead of paper printouts as scripts for our radio shows
- We make sure to produce shows concerning the environment