



ASSOCIATION OF FOREIGN AFFAIRS

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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 thought-through 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 sitting, 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".