



Board Meeting 4

17:19-20:52 2019-11-21

Eden 222A, Lund

The Board of 2019/20

Association of Foreign Affairs

Present: Soha Kadhim, Jesper Olsson, Olle Tolke, Benjamin Johansson, Cheryl Fung, Juliet Brickell, Moritz Neubauer, Fredrik Fahlman, Nasra Mahat, Emily Hsiang, Hedda Carlsson, Linda Kivi, Alejandro Guzman, Sanjin Alagic, Jacob Wollheim, Martina Divkovic, Jonna Lindberg

Absent: Jonatan Klefbom, Sofia Gjertsson, Rebecca Edvardsson, Dilshoda Mustafaeva, Micaela Carhed, Peg Magnusson

1. Opening of the meeting

President Jesper Olsson declares the meeting open at 17:19.

2. Election of Chair of the meeting

Jesper Olsson is elected Chair of the meeting at 17:19.

3. Election of Secretary of the meeting

Soha Kadhim is elected Secretary of the meeting at 17:20.

4. Election of Attesters of the meeting

Jonna Lindberg and Alejandro Guzman are elected Vote Counters and

Attesters of the meeting at 17:20.

5. Approval of the Agenda

(Attachment 1)

- Jacob Wollheim adds gym-locker as point number 11.1 under other points*
- Soha Kadhim adds Working group: Policies and By-laws update as point number 11.2 under other points.*
- Benjamin Johansson adds Monday purchase of magazines as point number 11.3 under other points*
- Jonna Lindberg adds Crisis Group as point number 11.4 under other points*

Proposal to approve the agenda with the amendments.

Passed by acclamation at 17:23.

6. Tabled discussions

6.1. Motion: "Making UPF more transparent"

(Attachment 2)

Secretary Soha Kadhim briefs the board about this motion. She further adds that since the motion got tabled at the last board meeting, it could be better to have the first event and open board meeting at the beginning of next semester and a follow up event at the end of the semester.

Jacob Wollheim thinks that we should have the event and that it is an attestant that we are serving our members.

Chair Jesper Olsson wants to point out that there might be elections at the next board meeting.

Alejandro Guzman thinks its good idea and a way to get people active and engage people for future positions but thinks it's better to have it at

the first board meeting next .

*Alejandro Guzman moves to amend the motion from the following
"12th of December" to "the first board meeting next year"*

Proposal to accept Alejandro Guzmans proposal

Passed by acclamation at 17:33.

Proposal to accept the motion.

Passed by acclamation at 17:34.

7. Presidium reporting

1. **Presidents**

- Mentions the cancelled get active mingle.
- Meet committees the upcoming weeks, if motions pass today they will be talking about the Chief Recruiter and Deputy Treasurer.
- UFS is creating a songbook, if we have songs we like and want to add to the songbook, let the presidents know.

2. **Secretary**

- Reminds the board to send in the information to events they want published in the Newsletter at the latest 18.00 on Sundays.

3. **Treasurer**

- Quarterly reports are done.
- Was at a meeting for orientation week, same events will be like it was this fall. Want us to send our events to International desk. Same thing for orientation weeks, email International desk with dates on when we have events. Recommends it if we want more active people in our committees.

Juliet Brickell mentions that she has contacted international desk

and that they said that they'll add our events in the schedule in the beginning of the semester if they find it interesting.

4. UFS-representative

- Mentions the statistics reporting, will send reminders when deadline approaching but does not want to chase people.
- The UFS board have taken 2 Per capsulam decision. First one was on whether to nominate Hannes Berggren & Sofia Brännström as representatives in the UN. The second decision was regarding prolonging the administrative's position to full-time.
- The UFS Annual meeting will take place this weekend. Jesper Olsson have voting right. Will bring up our Uppsala motion.

5. Head of IT

- Committee pictures are up. Have contacted committees for updating information. Will update in a few weeks.

8. Committee reporting

1. Activity

- Have had 3 events; Hike, Study visit and pub quiz, all of them were well attended.
- Have one problem with events and that is that a lot of people sign up and then do not show up. Because of that they are asking for suggestions on how to prevent this from happening in the future.
- Christmas/Holiday party on the 14th of December. The heads of committees should market it to their active members.
- It came to their the Heads of Activity's knowledge that there is a suggestion to receive special invitations to Samhällsvetarbalen and in return we give them special invitation. Hedda and

Micaela thinks that it is a good idea, and it is not a big deal to give them 10 spots for their entire board if our entire board gets an invitation to their ball. Hedda also mentions that their ball is hard to get tickets to.

Juliet Brickell suggested to take a deposit.

Sanjin Alagic thinks a symbolic deposit for the events is a good idea.

Jonna Lindberg suggests that one could take a fee and then use the money to pay for train tickets.

Olle Tolke seconds Juliets idea regarding deposit.

Benjamin Johansson suggests to prepare a list of reserves and have final confirmation days, if some people then drop out, or does not reply the reserves gets the spot if they confirm.

2. Career

- Fika with former president of Finland went great. People emailed them saying that it was their highlight in Lund.
- Monday 25th networking event. Starts 18:45, if you want to attend the pre-mingle there is a link on slack. Sign up.
- Saturday, 7th of December there will be a workshop about inclusion and leadership. Register for that, will send the link on slack later on.
- Career committee will have a seminar in December, Lyla Bashan - a diplomat in USA and have lived in various countries. Application process going on, there is 12 spots left.
- Mentorship program and Prep Course application process is currently open. Recommend to apply. Would like the committee

heads to promote at committee meetings.

Secretary Soha Kadhim asks if there will be a quota for board members or if all applications are considered equally.

Linda Kivi replies that it would be human resource students who reviews the applications and the ones who accept the students. Therefore there is no quota for applicants.

3. Lecture

- Received an email from a past lecturer, the lecturer gave praise to our association because it was smoothest payments made in his career.
- Main event for the lecture committee is the EU talk show on 5th December, big people from various totem poles in the EU sphere is coming. For that, lecture needs 2 volunteers that would be on the main stage as student ambassadors. They will be in charge of the Q&A. If interested, send an email to Lecture committee with a short motivation before Sunday, 24th of November. The student ambassadors is open to all members of the association.

Linda Kivi asks if the work of the student ambassadors would be in English.

Jacob Wollheim clarifies that it would be in English.

4. Magazine

- Working on the next issue. James Davies and Fredrik Fahlman had a meeting with the Armenian Ambassadors in Stockholm.

This meeting was the only interview that the Ambassador gave in Sweden.

- Next issue title is not set but would probably be something like "democracy and the threats..." ,
- In the next issue magazine wants to advertise for merchandise and lectures, if the heads are interested then the deadline is in 3 weeks (no specific date was given).
- Those magazines that are left in the office is for the international week.
- Wants to put magazines at big faculties because the association is under-represented at those places.

5. PR

- For the Christmas holiday special, send pictures with the committees to upload on social media.
- Reminding the board about UPF promotion video on 8th of December.
- PR has a new rule for all events. Once an event is uploaded on social media, the people responsible for the event has 3 days to make changes. This include but not limit to time, location, information in the description.
- Cheryl leaves on the 11th of December and Juliet 13th of December for Christmas. If anything needs to be done let them know, before they leave for Christmas break.

6. Radio

- Schedule is done, will start publishing them next week. It will thereafter be 2 episodes per week.
- Will send PR the schedule for the entire semester tonight.

- Next liveshow is next Thursday (28th of November).

(Chair Jesper Olsson adjourns the meeting for a 10 minute break at 18:29.)

(Chair Jesper Olsson declares the meeting re-opened at 18:45.)

Emily Hsiang left the meeting during the break.

7. Travel

- Got back from Taiwan last week.
- Had a hangout with pizza last Friday. Can highly recommend it for the other committees.
- London in a week, next Friday. Most meetings set up, few spots left but emails sent and its settled. Oxford on Tuesday and they are in contact with some professors. Rest of the meetings are in London.
- Will do the travel blogs after the trip and some podcasts for Radio.

8. Webzine

- Great turn outs at committee meetings - 20 - 25 people coming. 3 spots left this semester.
- Lærke Vinter Christiansen (Deputy), Emily and Nasra is trying to get together with the other media committees. Are currently waiting on replies.
- They have some committee members that wants to help out at the event on the 5th of December.

9. Motions

9.1 Chief Recruiters (Attachment 3)

Chair Jesper Olsson briefs the board about the motion.

Proposal to accept the motion

Passed by acclamation at 18:54.

9.2 Deputy Treasurer

(Attachment 4)

Benjamin Johansson briefs the board about the motion and mentions that he will be at an internship in New York. He further wants to make it clear that when he applied for treasurer it was known by the election committee that he will be away during the spring. However, he will be back to do the annual report at the end of the year.

Martina Divkovic is asking for a clarification about what the deputy would do.

Benjamin explains that the other alternative would be to electing.

The board discusses on whether to have a different title and what the By-laws says.

Proposal to take a five minute break so that the author of the motion can make changes.

Passed by acclamation at 19:02.

(Chair Jesper Olsson adjourns the meeting for a 5 minute break at 19:03.)

(Chair Jesper Olsson declares the meeting re-opened at 19:16.)

The old proposals were:

- **To** establish a new and temporary trusted position within UPF with the responsibility to oversee the regular economic administration of UPF during the spring semester of 2020. The responsibility would also include supporting the organization on

economic issues as well as participating in a consulting role in various projects if so is requested.

- **To** open up one position as Deputy Treasurer from January 1st 2020 to May 30th 2020.

- **To** have the board receive applications and elect a Deputy treasurer

- **The** Deputy Treasurer should work together with the presidium and the rest of the board, and with support from the regular Treasurer when so is necessary.

The new proposals:

- **To** establish a new trusted position within UPF with the responsibility to oversee the regular economic administration of UPF during the spring semester of 2020. The responsibility would also include supporting the organization on economic issues as well as participating in a consulting role in various projects if so is requested. The authority of the Interim Treasurer will be subordinate to that of the Treasurer.

- **To** open up one position as Interim Treasurer and Board Member from January 1st 2020 to June 30th 2020.

- **To** have The Board receive applications and elect an Interim Treasurer.

- **The** Interim Treasurer should work together with the presidium and the rest of The Board, and with support from regular Treasurer when so is necessary.

Proposal to accept the amendments according to the proposals mentioned above.

Passed by acclamation at 19:21.

Proposal to accept the motion.

Passed by acclamation at 19:21.

9.3 Foreign Correspondent Fund (Attachment 5, 6 & 7)

Moritz Neubauer briefs the board about the motion.

Chair Jesper Olsson suggests an amendment to the motions proposal B. He suggests that "To give a mandate to the Presidium to appoint the vacant external" should instead be "To have the board take a per capsulam decision for the election of the external candidate".

Fredrik Fahlman suggests a change in the criteria. Fredrik argues that a policy is a guideline and that it states that we should climate compensate. Therefore, he would like to include flights in what we would compensate. He further adds that some members from a certain countries would need to fly because of visa or passport complications.

Mortiz Neubauer explains that it was discussed, but think that flights should not be covered but explains that it is a good point to raise.

Jesper Olsson suggests to add "An assessment regarding travel should be made for each application in accordance to the Environmental Policy" in the Foreign Correspondent Fund: Rules and Regulations under "Decision and allocation".

Secretary Soha Kadhim believes that instead of using the different media committees email addresses, as stated in "Foreign Correspondent Fund: Rules and Regulations", we

should create a new email specifically for the Foreign Correspondent Fund. This would minimize complications when applying but also the fact that some members of the reference group will possess more information and "power" in some sense than the rest of the members. She further argues that it looks more professional to use one single email than three different ones.

Secretary Soha Kadhim suggests a change under Foreign Correspondent Fund: Rules and regulations, under "criteria for applications". From "The application can be handed in any time during the academic semester via email to magazine@upflund.se, webzine@upflund.se or radio@upflund.se" to "The application can be handed in any time during the academic semester via the Foreign Correspondent Funds reference groups email".

Proposal to accept "To have the board take a Per Capsulam decision once there is an external candidate".

Passed by acclamation at 19:35.

Proposal to remove "cost of flights cannot be covered" from Foreign Correspondent Fund: Rules and Regulations.

Passed by acclamation at 19:36.

Proposal to add flights in "train/bus tickets between Lund and the destination" under examples for refundable expenses.

Passed by acclamation at 19:36.

Proposal to add "An assessment regarding travel should be made for each application in according to the Environmental

Policy” in the Foreign Correspondent Fund: Rules and Regulations under ”Decision and allocation”.

Passed by acclamation at 19:37.

*Proposal to change the Foreign Correspondent Fund Rule and Regulations criteria for application **from** ”The application can be handed in any time during the academic semester via email to magazine@upflund.se, webzine@upflund.se or radio@upflund.se” to ”The application can be handed in any time during the academic semester via the Foreign Correspondent Funds reference groups email”.*

Passed by acclamation 19:37.

Proposal to accept the motion.

Passed by acclamation 19:38.

9. Election of Foreign Correspondent Fund Reference Group

Secretary Soha Kadhim nominates Fredrik Fahlman and Sanjin Alagic.

Nasra Mahat mentions that Emily Hsiang is interested and therefore nominates her.

Jacob Wollheim nominates Benjamin Johansson

Benjamin Johansson nominates Olle Tolke

Jesper Olsson nominates Moritz Neubauer

Cheryl Fung nominates herself.

Fredrik Fahlman proposes a 5 minute break for discussion.

Passed by acclamation at 19:43.

(Chair Jesper Olsson adjourns the meeting for a 5 minute break at 19:43.)

(Chair Jesper Olsson declares the meeting re-opened at 19:50.)

Moritz Neubauer and Sanjin Alagic withdraw their nominations.

Candidates available for election is Emily Hsiang, Olle Tolke, Cheryl Fung, Fredrik Fahlman and Benjamin Johansson.

Electoral roll 16 people.

Chair Jesper Olsson briefs the board that there will be a closed ballot vote and that board members should prioritize the candidates from most to least.

Proposal to take a break while the vote counters count the votes

Passed by acclamation at 19:52.

(Chair Jesper Olsson declares the meeting re-opened at 20:21.)

With 16 votes counted, Emily Hsiang, Olle Tolke, Cheryl Fung and Fredrik Fahlman are elected to the Foreign Correspondent Fund Reference Group.

10. Other points

11.1 Gym Locker

A point of information from Juliet Brickell. At a board meeting the board decided to delegate the mandate regarding all renovation and decoration topics to the renovation committee, therefore the

renovation committee will have the final say.

Moritz Neubauer argues that we need space.

Olle Tolke argues that we won't be able to use the coat hanger if the idea is to have the lockers in that corner.

11.2 Working group: Policies & By-Laws

Secretary Soha Kadhim informs the board about what the working group has done and what discussions the working group have had. Since not many applications were received, the working group decided to have a couple of open workshops throughout the process so that members can have a chance to have a say. The working group will also create an anonymous survey for current and former board members to try and figure out why people apply for the board, what they find/found difficult during their board year and what they find/found interesting etc. What they hope to gain is more in-depth knowledge and different aspects of what could be good to keep and/or good to change with the current structure. The Secretary lastly adds that the first workshop will be on the 9th of December at eden 222B.

Juliet Brickell wonders the time of the workshop.

Secretary Soha Kadhim replies that it will be from 17.00-19.00.

11.3 Magazines on Mondays

Benjamin clarifies this point and asks what the board thinks about continuing buying magazines. Benjamin suggests to stop buying magazines since no one buys them and is wondering if anyone is reading them, he thinks that in that case it would be better to use

that money to buy more fika.

Juliet Brickell agrees with Benjamin Johansson. She thinks that we should stop buying the magazines.

Jacob Wollheim mentions that he did not know that we have them.

Moritz Neubauer argues that all magazines can be found in libraries and therefore thinks it is underused at the office.

Olle Tolke mentions that it was discussed having a magazine stand in the office and in that way it would be more visible to everyone but that we haven't purchased a magazine stand and could therefore have been forgotten.

Martina Divkovic mentions that during their last committee meeting, Jonna Lindberg causally mentioned that we purchase magazines and active members in their committee showed an interest. She thinks that it has been forgotten because we do not mention or market it. Lastly adds that we should continue buying magazines and cut down on fika.

Fredrik Fahlman asks how many magazines we buy.

Martina Divkovic answers that we buy one per week.

Juliet Brickell says that the renovation committee wanted to buy a magazine rack but it is not a priority and therefore will not come any time soon.

Benjamin Johansson agrees with Martinas points and adds that if

we want to continue buying magazines, we need to do something differently. Thinks to not buy them at all is the best suggestion.

Mortiz Neubauer suggests that we instead of buying them weekly, we should buy one per month.

Linda Kivi does not think it is a good idea to cut fika budget.

Secretary Soha Kadhim agrees with Linda. Fika is a small thing we offer our members during committee meetings and give more to our members than buying magazines.

Jacob Wollheim asks why we have the magazines. The general idea is to work with the committee during meetings and not read magazines.

Benjamin Johansson explains that the thought is to have it for media committees during layout week.

Jacob Wollheim suggests in that case that one issue of the economist would be suffice. Would prefer to spend money on something else.

Olle Tolke asks how often active members use the office.

Martina Divkovic pushes for continuing buying magazines. She believes that it is a small cost and stop buying them will not result to that much more fika.

Secretary Soha Kadhim disagrees with Martina. It has been noticed by her that the fika bought on Mondays does not last until

Wednesdays when for example Lecture committee have their meetings. Soha further explains while the topic is discussed that the committees that have the first meetings should try and divide the fika and fruits better so that there is enough for everyone, i.e. help out and distribute it better.

Sanjin Alagic mentions that he have not read the magazines but personally, would rather put money on magazines than fika. He agrees with Soha that the fika should be distributed better and continue buying fika and magazines.

Moritz Neubauer explains that he does not want to get rid of the magazines but suggests that we need to make some changes. An example mentioned is that one could create a system where we can sign a magazine out and then make sure it's returned after one week.

Emily Hsiang re-entered the meeting at 20:41.

Benjamin Johansson does not think that it needs a formal process. It could be mentioned in the slack group that one can take them home and if they disappear then that is okay. Benjamin further suggests that people responsible for office hours can decide if they want to buy a magazine or not while buying the weekly fika.

Chair Jesper Olsson summarize the discussions. We should keep buying magazines but limit the buying, the office responsible decide themselves if they want to buy, or not. Lastly, Monday committees should start saving good fika (cookies and fruits) for other committees.

11.4 Crisis group

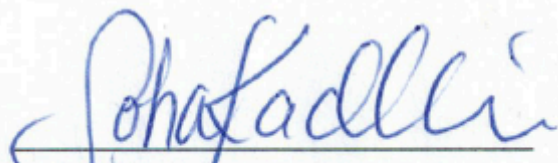
Jonna Lindberg explains the Crisis and Risk Mitigation Policy to the board

11. Confirmation of next board meeting

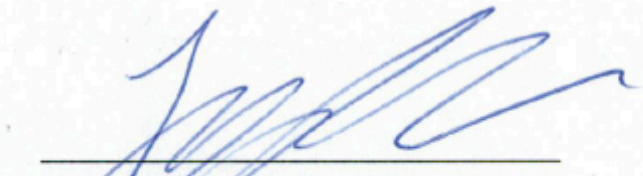
Chair Jesper Olsson proposes the next board meeting to be held on December 12th at 17:00 in Ed230.

12. Meeting adjourned

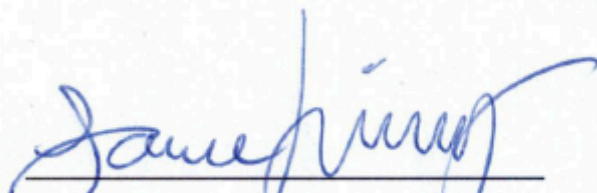
Chair Jesper Olsson declares the meeting adjourned at 20:52.



Soha Kadhim, Secretary



Jesper Olsson, President



Jonna Lindberg, Attester



Alejandro Guzman, Attester

Attachment 1



UPF Board Meeting Agenda
21st November 2019
Eden 222A, 17:00-21:00.

1. Opening of the meeting
2. Election of Chair of the meeting
3. Election of Secretary of the meeting
4. Election of attestors and vote counters.
5. Approval of the agenda
6. Tabled discussion
 - 6.1 Motion "Making UPF more transparent"
7. Presidium Reporting
 - 7.1 Presidents
 - 7.2 Secretary
 - 7.3 Treasurer

7.4 UFS Representative

7.5 Head of IT

8. Committee Reporting

8.1 Activity

8.2 Career

8.3 Lecture

8.4 Magazine

8.5 PR

8.6 Radio

8.7 Travel

8.8 Webzine

9. Motions

9.1 "Chief Recruiters"

9.2 "Deputy Treasurer"

9.3 "Foreign Correspondents Fund"

10. Election of Foreign Correspondents Fund Reference Group

11. Other Points

11.1 Gym lockers

11.2 Working group: Policies and By-Laws

11.3 Monday Purchase of Magazines

11.4 Crisis Group

12. Confirmation of next board meeting

13. Meeting adjourned

Attachment 2



Motion about “Making UPF more transparent”

Background

At the board meeting that took place on the 10th of October, board members that were present had a discussion regarding letting active members participate, or be present during board meetings. This was brought up due to the fact that active members were asking for the possibility to sit in and see how we conduct our board meetings. The first paragraph in our By-laws states that our value system is built on a firm belief of democracy, amongst other things. Since UPF Lund promotes itself as a democratic association who also strive towards transparency, I believe that The Board should, to our best abilities work to support this statement. If members are asking for such insight, I believe that it is our duty to give them that. Mostly because they are the ones who have the power to hold the board accountable for the work we do, and decisions we take. This is therefore something that should not be taken lightly.

The Board of 2017/2018 held a ‘UPF Lund transparency and Accountability Forum’ during their board year. This was done because the member surveys that year showed that some members wanted more insight into the board’s work while others were curious about how the association was run. After our last discussion, I noticed that this is still something our members are interested in.

Purpose

The purpose of this motion is to bring this topic up for discussion once again and to make sure that

we take actions regarding inviting curious members to a board meeting. Furthermore, and perhaps something that I believe is more important would be to try and create an event that takes place before the board meeting. The event will focus on creating a platform for our members where they can influence the association, whether it's by giving compliments on what they believe we are doing good and should continue doing but also if they have suggestions on what we could improve. Above all, the possibility to ask board members questions regarding our projects, decisions and the work we have done so far in a safe and open environment. My belief is that the earlier we start with this, the easier it is for us to work with improving the association's transparency and make sure that our members are happy with UPF.

Proposal

I propose that the board decides:

- To allocate at least an hour before a board meeting to an event that would focus on making the board's work transparent and including.*
- To have the board meeting after this event open to our members*
- To delegate the task of organizing and creating a format for this event to one (1) to three (3) board members, and additional active members if they are interested in helping out.*
- To have the first event on the 12th of December.*
- To have another follow up event during the spring of 2020.*

*Soha Kadhim,
UPF Secretary and Board Member 2019/2020.*

Attachment 3

Motion: Inception of Chief Recruiters as trusted position in UPF

Background

One of UPFs main sources of income is a grant from MUCF. This grant is distributed through UFS and is based on the number of members aged 16-25. Accordingly, it is important for UPF to recruit members, particularly those within this age span. One way to do so could be to recruit members at the local high-schools. Other possibilities would include recruitment by showcasing of UPF around campus, classroom visits during the semester, recruitment at student fairs etc. What the role could entail should however be open to input from the eventual appointees.

For years UPF has continued to add new tasks for the board to manage, instead this motion intends to create a new trusted position for this function in the association. The reason to do so is three-fold: The board members already handles as significant work-load, adding to it fits poorly with our stress-prevention policy. Further adding tasks to an already strained board likely also hurts quality and commitment to the new tasks. Finally, UPF is full of committed active members that should be given more opportunities to take on more responsibilities.

Purpose:

This motion aims to create a new trusted position within UPF with the responsibility to recruit new members. This is important for the associations continued growth and funding. The purpose of this motion is not to decide in detail what this position should entail, rather it lists a series of possible functions, allowing the eventual appointees to mould their own role together with the board.

Proposal:

To establish a new trusted position within UPF with the responsibility to recruit new members.

To open up two positions as Chief Recruiters with shared responsibility.

To have the board receive applications and elect Chief Recruiters.

The Chief Recruiters should report to the Board at least twice per semester about their activities.

The responsibility to define this new role falls on the Chief Recruiters in an ongoing discussion with the presidium and interested board members.

Jesper Olsson- President



Motion about inception of Deputy Treasurer as a temporary trusted position in UPF

Background

Although some tasks of the UPF treasurer can be fulfilled from abroad, some are dependent on physical presence. Budget, grant applications, annual accounts and economic strategy in general is primarily taken care of in the beginning and the end of the operational year, but many administrative tasks need to be handled on a regular basis. As the current treasurer of the organization will be out-of-office due to an academic exchange during the spring semester, there is a need for someone to temporarily handle the everyday administration and economic support to the rest of the organization.

The main duties that need to be managed include payment of bills, administration of reimbursements, keeping record of transactions, cash management, and support to the organization in financial and economic matters. Other responsibilities of the treasurer, including financial strategy and decision-making, review of economic routines, and all tasks which are related to initiation and finalization of the economic year can still be fulfilled by the regular treasurer and will not fall under the mandate of the deputy. The position would not be part of the board and it would not be signatory of the association. On the other hand, the deputy would be encouraged to attend board meetings to provide the perspective of the treasurer.

Purpose:

As stated above, some responsibilities of the treasurer cannot be fulfilled from abroad. In order to make sure that these are still met without an increased workload for the rest of the board this temporary position is expected to be valuable.

Proposal:

- *To establish a new and temporary trusted position within UPF with the responsibility to oversee the regular economic administration of UPF during the spring semester of 2020. The responsibility would also include supporting the*

organization on economic issues as well as participating in a consulting role in various projects if so is requested

- *To open up one position as Deputy Treasurer from January 1st 2020 to May 30th 2020*
- *To have the board receive applications and elect a Deputy Treasurer*
- *The Deputy Treasurer should work together with the presidium and the rest of the board, and with support from the regular treasurer when so is necessary*

*Benjamin Johansson
UPF Treasurer and Board Member 2019/2020*

*Jesper Olsson
President 2019/2020*



Motion about “Conditions for the Foreign Correspondent Fund”

Background

The board decided to set up a UPF-internal fund for supporting content creation on relevant topics during the operational year 2019/20. The Foreign Correspondent Fund (hereafter FCF) shall enable students to follow up on stories outside of Lund by supporting topic-specific travels.

The board decided on the budget but not the conditions and application process. On the 31st of October 2019, Sofia Gjertsson and Moritz Neubauer were appointed by the board to provide a draft on this issue after and a decision has been adjourned.

Furthermore, the board acknowledged the possibility of refunding expenses of applicants prior to the adjourned decision. This motion aims to finally implement the FCF.

Purpose

By making the decision to implement the rules and regulations according to the document “Foreign Correspondent Fund: Rules and Regulations” the FCF will become functional. After setting up the group deciding on the applications and refunds, the FCF will be made public to UPF members. With clear guidelines on the application process and the conditions, a fair and transparent allocation becomes possible.

Proposal

We propose to

- a) Elect the “Election and allocation group”*
- b) To give a mandate to the Presidium to appoint the vacant external position*
- c) To accept the proposed rules and regulations*

d) To incorporate the application form on the “The Perspective” website and make it public to UPF members

Sofia Gjertsson, UFS Representative

Moritz Neubauer, Head of the Magazine Committee



Foreign Correspondent Fund: Rules and Regulations

Criteria for applications:

- The applicant must be a member of UPF Lund.
- The purpose of the trip should be to produce a publication for UPF Lund in form of text, audio or video.
- In order to be valid, the official application template has to be used.
- The editors in the committee of UPF Lund who are responsible for publishing the produced content have to agree to this before the application is handed in. One editor-in-chief's name has to be attached to the application form.
- The application can be handed in any time during the academic semester via email to magazine@upflund.se, webzine@upflund.se or radio@upflund.se
- Costs of flights cannot be covered.

The application should include the following:

- Name
- Member of committee in UPF Lund
- Total sum applied for
- Which media channel(s) is intended to publish the material.
- Motivational paragraph that clearly states the purpose of the trip and a list of expected expenses to be covered by UPF Lund. Application should include an explanation to why event/interview requires local presence.

Decision and allocation:

The deciding group will come together after an application comes in. The group gives feedback within a week to the applicant about the UPF support. The deciding group consists out of one UPF media alumni and 4 UPF board-members. If possible, of the current board-members one should be part of the presidium, two heads of different media committees, and one other board members. The decision is made anonymous with a normal majority. There is no guarantee that UPF covers all expenses if an applicant gets accepted. However, UPF will let the applicant know what share of the cost could be covered.

Examples for refundable expenses:

- Train/ bus tickets between Lund and the destination
- Inner-city tickets at the destination if directly connected with the research
- Entry fees to conferences/events if necessary for the research
- Accomodation (only for the time necessary to do the research)

Attachment 7



Foreign Correspondent Fund Application

Name:

Email:

Active member of committee:

Destination of Travel:

Total sum applied for (in SEK):

Statement of Purpose/Motivation:

Expected Expenses/Budget:

Final product and contact person, editor-in-chief (what the final product is intended to be, which committee will publish, and which editor-in-chief is responsible):

Notes:

- 1) The applicant has to be a member of UPF Lund for at least 1 month before the date of application.
- 2) There is no guarantee that UPF covers all expenses if an applicant gets accepted. However, UPF will let the applicant know what share of the cost could be covered if in line with the rules and regulations (see document Foreign Correspondent Fund: Rules and Regulations)
- 3) Examples for refundable expenses are: Train/ bus tickets between Lund and the destination; Inner-city tickets at the destination if directly connected with the research; Entry fees to conferences/events if necessary for the research; Accommodation (only for the time necessary to do the research)