

**Operational Plan for UPF Lund: The Association of Foreign Affairs,
the working year of 2019-2020.**



**ASSOCIATION OF
FOREIGN AFFAIRS**

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1. UPFs Mission.

UPF Lund - The Association of Foreign Affairs is a student run association aiming to spur debate on international topics. We are a politically and religiously unaffiliated organization. Our aim is to provide a platform for people to help each other acknowledge, understand, and discuss the complexity of international affairs. Not only the self-evident and mainstream issues should be represented, but rather a diversity of opinions and perspectives are equally brought forward as to let UPF's members grow and develop. UPF's role is to not only keep the knowledge we pursue to our own community, but to spread and promote discussion on global affairs to all corners of the world, by people from all backgrounds and experiences. We are also an organisation with several of core values as; democracy, equality, freedom, human rights, sustainability, transparency and peace, and those aspects should be raised and spread in all parts of the association.

2. An Association by and for the members.

The members, and the active members in particular are the life-blood of UPF. The members make the association and it is paramount for us to give back to them for their efforts. As a member of UPF you'll learn new useful skills by working together with others on our various projects, these skills are good compliments to the academic education in Lund. This experience is valuable in its own right, but its important to us to find additional ways to give back to the active members.

2.1 Giving back to the members

UPF should be an environment where our members can express their creativity and practice valuable skills. For the upcoming year we would like to develop new ways for the active members to take on more responsibility, and create better opportunities for them to try to realize their ideas and visions. One tangible way to achieve that is the inauguration of the Foreign Correspondents Fund'. This will be designated money that the active members can apply from to go abroad to produce media content on behalf of UPF. The specifics on a fair procedure for what projects are chosen will be delegated to the board.

A very important part of our plan for the year is to assign designated money in the budget for the committees to organize hangouts. The idea is partially to show appreciation, but also to increase financial availability to our events. In the same vein we aim to increase the funding for the Activity committee to make more events financially available and exciting.

2.2 Exposure and reputation

UPF is a well-known and respected organization in Lund, reputation is however a fresh commodity that needs maintenance. Our vision for the year is to build on this proud tradition but also find ways to further develop our activities and reach new audiences.

Marketing UPF and our events is a point of emphasis for the year, people who don't know about us doesn't have a chance to participate in our events and consume our media.

While we aim to maintain UPFs image as a serious operation and a great greenhouse for future professionals and leaders, and additional goal for the year is to lower the threshold for entry. Creating a welcoming environment where everyone can find a role to contribute is important to us.

Our ambition is to achieve the following goals for the year:

- Have at least 800 members at the end of our working year
- Introduce a “Foreign Correspondents Fund” allowing active members to apply for money for realizing their media production ideas abroad.
- Earmark money for committee hangout, ensuring that all members have financial availability to our committees social events.

3. Turning Policies into working ways

Over the years UPF Lund have drafted a multitude of admirable policies suggesting areas for our organization to take a leading normative role on societal issues. For example, the association has decided to work against sexual harassment, prevent stress, and reduce our climate impact. A point of emphasis for the upcoming year is to further develop how we turn the ambitions of these policies into action. Part of this challenge is to create a simple overview of what policies we have, and how they affect our operations, as well as making them available our members.

3.1 Stress Prevention

UPF is littered with conscientious and ambitious people, and the associations members work hard to make all our activities happen. With that in mind it’s important that we take care of each other and create a working environment that is sustainable over time. During the year we will continuously analyse and question our current working methods to see if there are possibilities of being more efficient and reduce the workload for all people involved. As good as our reputation is externally we should also work internally, within the board and within the committees. In the light of our Stress Prevention Policy we should strive to not always do our maximum, but to work in a way which is sustainable and which keeps our interest in the engagement. UPF should also encourage people rest and “log off” at times for a better working environment.

Apart from raising awareness a new idea for the year is to launch “UPF free weeks”, one week in the fall and one in the spring were we all take a complete break from UPF activities.

We aim to do the following:

- Devote a theme week of activities to raise awareness about stress and its prevention
- Introduce one “UPF free week” in the fall, and one in the spring completely free from UPF activities.

3.2 Sexual Harassment Prevention

UPF should be a welcoming environment free from sexual harassment. Overall the association aims to raise awareness and promote discussion on an important topic. This will be done by actively using our social media channels, devoting a themed week to this topic. The aim is to include the members in the production of content and activities for that week.

In previous years the positions as sexual harassment contact persons has been established. Having someone to turn to in the event of experiencing sexual harassment is paramount. The positions will be filled again this year and our ambition is to make the contact persons more visible to the members.

We aim to do the following:

- Devote a week to raising awareness about sexual harassment
- Elect two new sexual harassment contact persons
- Work actively to introduce the contact persons to the active members.

3.3 Environmental Impact

UPF should work actively to reduce our negative impact on the environment. This should be a consideration in all activities. For example, impacting the choice of material in our printed, our suggested means of travel for lecturers, planning of UPF travels etc. Further we will aim to develop our working ways and further assess our practices in order to make our operations more sustainable.

We aim to do the following:

- Devote a week of activities to environmental issues.
- Arrange digital lectures were the lecturer does not have to travel to Lund.
- Attempt to rethink and develop our working ways to reduce UPFs environmental impact.

4. Presidium

4.1 Presidents

4.1.1 UPF as a greenhouse for future professionals and leaders.

Whether our members are preparing for a working life in civil society, the public- or private sector they will all be working within an institutional context. UPF should function as a space where you can practice the skills you need to do so. Our aim is that the board and the active members alike will be given the chance to grow and develop by practicing leadership, teamwork, administration, creativity, communication and other skills that will carry over into the rest of our lives.

4.1.2 A more active budget process

In years past the budget process has leaned heavily on the solitary work of the treasurer and the presidents, often building on established levels of spending. We believe this can be improved by involving the rest of the board more in the budget process early in the semester, this was carried out by emphasizing this process from June on and holding a budget workshop in Skanör. The reason to do so is twofold: A developing association always needs to re-evaluate its operations to produce better outcomes, further practicing the process of negotiating financial priorities is in itself valuable to the board members. Finally, it is a way to make the association more democratic by including all the people elected by the members to represent them, in the association's financial priorities.

4.1.3. Investing in the future.

We are excited for the year ahead at the posts, but it is also important to remember that UPF will still be around long after we have left Lund. Accordingly, it is very important for us to keep the future in mind when we make decisions, and make sure that our actions create even better circumstances for our successors and beyond.

For example, the AF Building renovations have resulted in an opportunity for us to move into a new bigger, and better situated office on the fourth floor. It is our firm belief that this fresh start creates an obligation for us to furnish this new office in a way that will impact our working environment and the attractiveness of the association for years to come. It is therefore of the essence that we make sure to invest in the office so that it caters to the committees needs for years to come.

4.1.4 An Association with better memory

UPF Lund has been around since 1935 and its members have carried out an incredible amount of interesting activities. Yet as a student run association the turnover of active members is substantial. In this process interesting information and connections are often lost. Our aim for the year is to get better at collecting and storing data related to our activities. The ways to do this will be developed over the course of the year but the ambition is to improve the storage of data between operational years to the benefit of future boards and active members.

4.1.5 Carry out the project "War Over Reality"

For the upcoming year we will apply for a grant from the Folke Bernadotte Academy to carry out a project themed "War Over Reality". The project is meant to highlight how known dynamics of different world-views and incompatible narratives are amplified by contemporary digital developments. Improving our understanding of how this new landscape affects security politics on multiple levels is essential for our members and target audience.

4.2 Secretary

4.2.1 Newsletter

My goal is to make the newsletter more fun to read. Something that was done last year was to have a secretary section where we introduce the week in a more informal way. It was a nice way to start the newsletter and made more enjoyable to read and therefore something I plan on continuing doing. My aim is also to make sure that the newsletter is sent out on Mondays and not later than early afternoon. Looking at the reports from Mail-chimp (website we use for the weekly newsletter) shows that Monday afternoon has the highest open-rates.

4.2.2 Archive

When we moved offices in August, I realized that UPF have a lot of papers and folders dating back to 2004 with old protocols, operational plans etc. that is taking too much space. My goal is to try and digitalize as much as possible and make sure to archive every important paper that has not already been done. Digitalizing them will make it easier to access for future board-members.

4.2.3 Protocols

Make sure that the protocols are attested and uploaded on our website no later than 2 weeks after each board-meeting. Exceptions made for annual meetings since they have their own deadline of 8 days.

I will also look into the possibility to include more of important information and general discussions to the best extent possible so that our members can understand our protocols more, and not only what the board has decided. However, my aim is to still have our board-members comfortable discussing matters without being afraid to speak their mind freely.

4.2.4 CoachHippo

The Membership registry has become better and does not have as many "child-diseases". However, there is still issues with the registry. Members are receiving invoices even though they have paid. Some members registration date is not updated when they renew their membership etc. My goal is to make sure that there are no such problems and make more efficient and user-friendly once the operational year is over.

4.2.4.1 The Senior Collegium

There is now a LinkedIn group for the Senior Collegium as well as a registry. My aim is to try and make sure that there is at least 150 members in the registry in July 2020. When I stepped on there was 14 people in the Collegium and as of August 31 2019, there are 60 members.

4.3 Treasurer

My main visions for the year are:

- Ensuring that resources are allocated in accordance with the mission of the organization
- Ensuring that resources are allocated efficiently
- Maintaining transparency of accounting and budget
- Promoting active involvement of the board in the financial planning of the organization
- Advising and supporting the individual committees on financial matters
- Ensuring that the organization is sufficiently funded
- Reviewing economic administration and procedures

4.4. UFS Representative

The purpose/vision/goal of being the UFS Representative is to be the link between UPF Lund and the national board UFS as well as other UF organizations. Another aspect of being the UFS Representative is to spread knowledge among the members of UPF Lund about UFS, what UFS does, and specifically what opportunities UFS can provide for them. Another goal is to continue and develop the work UPF Lund started last year together with UF Malmö, International Debate CBS, and UFS to create the Nordic Convention on International Affairs. The NCIA was a success and is something I would like to see continue, with the support from UFS. Therefore, I'd like to set up a clear system for how the NCIA is going to proceed with a project group rather than putting extra pressure on one local board. Finally, I would like to focus more on member recruitment.

4.4.1. Being the link and informing UPF Lund's members about UFS and opportunities.

Visiting every committee in the beginning of each semester and informing about what UFS is. When there is an upcoming UFS event such as a Forum Weekend etc. to inform the board but also go out and inform in committees on what this actually entails and get people excited for the event. Inspire members to apply for positions within board, project groups, committees, and positions of trust within UFS. Duly represent UPF Lund's views in UFS and maintain the positive influence of UPF Lund in the national board.

4.4.2. (International) Collaboration

- Setting up a workshop or meeting with UF Malmö during the fall and try to have a get together with both our boards.
- Continuing working on the collaboration with IDCBS. Having one meeting with them on what we want to work on this year early in the fall.
- Look into working more on collaborations with other organisations both inside and outside Sweden.
- Work to make sure UPF Lund's committees are in contact with their peers in other UFS member organisations as well as with IDCBS

4.4.3. NCIA

- Have an evaluation meeting together with UPF Lund as well as UFS to work out how to proceed with the project.
- Ideally have the project in Copenhagen during April.
- Set up a sustainable way to continue the project. Containing a proper hand-over document and full reports of previous years. As well as a procedure to elect a project group to mainly work with it as well as deciding on how the convention will continue to move around the Nordics.

4.4.4. Development of UFS

- Work to ensure that the bilingual policy in UFS is followed.
- Strive to increase UFS' cooperation with similar Nordic organizations
- Work to develop the organization of UFS through increased transparency and efficiency

4.5. Head of IT

As the Head of IT, I am responsible for managing the two UPF websites upflund.se and theperspective.se. I work to ensure that they run as smoothly as possible and that they are kept up to date. In addition to this, I make sure that all relevant documents, such as meeting protocols, are uploaded on time.

Aside from the explicitly IT-related work, I will also work closely with the Secretary and the rest of the presidium with general administrative and organizational issues, such as grant applications and assisting the committees. I will also be involved in a project working with updating UPF's by-laws. Seeing as the position of Head of IT is relatively new, I would like to work to establish what it concretely can entail. For one, working to make sure that more information is accessible online and easily available for all members.

Lastly, there has been a discussion on whether we should create a new website, effectively merging the two existing ones. During the coming year, I would like to assemble a group from the board and members of the association and do a rapport on what changes we would like to see and why. What can be done on the existing two websites to accommodate these changes and what specifically requires a new website.

5 Committees

5.1 Activity

Our vision for the Activity Committee 19/20 is to achieve and maintain high attendance at all the events throughout the year, due to the fact that we saw a decrease in attendance and purchase of tickets to events last year we find this our most important goal. To achieve this we will work closely with the PR Committee, try and have different kinds of activities so that everyone is included and try our very best to make our events as attractive as possible- for example by having them on good dates, fun themes etc.

Another main goal for us this year is to strengthen the bonds between different committees and their members, through focusing on getting a lot of active members to all of our events. We would also like to arrange some activities only for active members, with the same intention. We would also like to have more intra committee events, so that the active members of our committee will get something back for helping us out and also so that we give them the chance to get to know each other properly.

5.2 Career

For the working year of 19/20 we want to:

- Educate, inspire and motivate the students. We want to make them aware of the different career possibilities that exist. We want to make them recognize their strengths, realize their own potential and broaden their visions.
- Invite more Lund/UPF alumni guest speakers. In that way we could be inspired by people who have had a similar background as a Lundastudent, and who have been successful and pursued an interesting career after their time in Lund/UPF.
- Include active members from many more fields of study. To have more of a broad approach, to include various different faculties.
- Involve the committee members more in the committee work on a higher level. We want them to feel like they have really contributed to some amazing work that they have done. We also want to show gratitude for their commitment.
- Have a highly encouraging, supportive and helpful atmosphere.

- Have a sense of community, a sense of belonging. The way to do it is for example to have more intra-committee social events, such as kick-offs och kick-outs. To balance out the more serious committee work with some fun social stuff.
- Have a Career blog - we have already started planning this in collaboration with some media team members. That would be mostly for the Prep Course.
- Have a Career LinkedIn-grupp.
- In addition to the Networking Event, Study Trip, Prep Course, Mentorship Programme and the Career Seminars, we would like to have some Career-related workshops.
- Cooperate more with the different committees.
- Cooperate with different organisations and associations.
- Be open to many new ideas!

5.3 Lecture

5.3.1 Reputation

Our goal is to be seen as more accessible by prospective students, without compromising our commitment to excellent lectures.

5.3.2 Diversity

Our objective is to bring awareness to a diverse range of topics, from a wide array of lecturers, from all over the world to our members. We will aim, this operational year, to explore topics that might not be covered in the popular media. We would also like for our lecturers to be equally as many men as woman, old and young, academics and practitioners, and people with first hand knowledge and experience.

5.3.3 Exposure

Our aim is to widen our audience, to reach more students from all faculties in Lund. This will include, but not be limited to reaching out to the students of LTH and the Medical Faculty, who have traditionally been very underrepresented in our Association. Along with being committed to the goals stated in our point regarding diversity above, we will work towards formulating partnerships with the student bodies of faculties mentioned above.

5.3.4 Committed active members

Our goal during this operational year is to continue our work to make the committee members engaged in the work within the committee with 'working groups', 'responsibility posts' and hosting both the lectures and lecturers. We will keep developing different roles within the committee to increase their sense of 'ownership' and purpose. We believe this will not only make our members more committed, inspired and driven but we also think this will also help with consistent attendance.

5.3.5 Environmental Impact

We will continue working in accordance of the high standards of UPF's environmental policies. We, together with our committee members, would like to be more innovative and try to find to new ways of reducing our overall environmental footprint.

5.3.6 Collaboration

We will continue having great relationships with our collaboration partners as well as exploring the possibility of new partnerships. We would also like to inform our committee more about our collaborators for more transparency and more efficient lecture work and effective work in the committee and the Association.

We would also want to collaborate with other committees within the Association more to get better and more content for our members.

5.4 Magazine

The UPF Magazine team offers a protected and diverse space for political discussion and journalistic training which leads to the publication of the magazine "The Perspective" in close collaboration with the other media channels.

5.4.1 Background and Outline

We want to further professionalize the profile of the UPF publication "The Perspective", and especially the magazine, according to its reputation and offer UPF members various perspectives. The print version of „The Perspective“ helps in the recruiting of paying members as well as in the external perception of UPF as a highly professional student organization. On the one hand, we want to present a variety of views and encourage discussion of political issues. The profile of the magazine is to be sharpened by debates that take a stand alongside the more neutral articles and enter into a discourse with the audience. On the other hand, we want to integrate the magazine further with other committees and cooperate better. The focus here is on making the articles more easily accessible, for example by publishing them online and providing links to other UPF Radio/Podcast or Webzine works. Our team stands above everything else. We want to establish the UPF Magazine committee as a diverse and protected space for political discourse that goes far beyond the publication of the print. On the one hand, we want to offer

members more learning opportunities through workshops and presentations of their articles. On the other hand, we want to strengthen social activities and leave responsibility to the members to a large extent. We want to link the magazine as a printed edition better with the radio and the webzine. On the one hand by joint discussions of the topics and on the other hand by linking further materials and the website. It is well known and journalistic work should not only be seen in the light of short term finances but longterm reputation of UPF. However, we support the idea of three issues plus a longer yearbook version.

5.4.2 Concrete measures:

Have saved space for collaboration articles with webzine and Radio/Podcast

Development of 4 issues of the magazine with a uniform layout, mainly based on the great work of our predecessors Isaac and Sophia.

Further development of content through more debates: controversial, justified, fair.

New category: "foreign correspondent" with short and illustrated articles.

Written as guest contributions (former/current) UPF members in the respective countries.

Seminar on journalistic writing with Professor von Lund University

Seminar for the layout of articles

Discussion evenings with presentation of the articles, combined with

Social (once per issue)

Regular social evenings every two weeks.

Promote upcoming events and lectures in the magazine

Publish articles of the printed version also online

5.5 PR committee

For the year 19/20, the PR committee would like to put more effort into building a dedicated committee, keep promoting and increasing the awareness of UPF among students in Lund. Specifically, it is important for us to make our active members in the committee to feel welcomed and create an easy way to communicate with them. This is to ensure the inclusiveness of the PR committee and avoid any chances for the members to miss any information from us. We also value the importance of making sure that the team's workload is divided fairly among members and no one will be working under pressure. Moreover, we will be creating more interactive and creative contents on our social media platforms, including series of promotional videos, posters and interactive posts on Instagram. We are aiming to shorten the distance between the students and UPF by enhancing the interactiveness of our messages. Merchandising will also be one of our main focuses in this year, as we believe it is a big part in promotion for the association. Sustainability of the merchandise will definitely be taken into consideration as well, for example using

environmentally-friendly materials when designing our soon-to-be launched merchandise - reusable coffee cups.

5.6 Radio Committee

As the heads of UPF Lund's radio committee for the 2019-2020 academic year, we would like to begin the year by continuing on the success of our predecessors, as well as introducing some new ideas. Our primary objective is to provide material that will allow for additional engagement between the committee and our listeners, as well as within the committee. We will of course be producing podcasts as our signature content, but we would like to develop and produce some additional content with the cooperation of our fellow committees. Our podcasts will contain more contributions from additional members to give an air of discussion and participation for our members. This would require a formation of smaller workings groups within the first weeks of each semester, to give our new members opportunities to develop production and public speaking skills, while our more experienced members will have opportunities to develop their leadership skills. Furthermore, we would like to try incorporating a Q&A session within our biweekly live shows, promoting the other committees of UPF as well. In addition to group shows, we have also been reaching out to the other committees to embark on collaborative projects, such as interviews from guests provided by the lecture & career committees, as well as some cameos from our fellow media committees (magazine and webzine). We are very much looking forward to another successful year as the heads of radio at UPF.

5.7 Travel

The Travel Committee is planning two trips this year with a theme surrounding the European Union. The autumn trip will be to London, the first country to leave the EU, while the spring trip will be to Croatia, the last to join. Our hope is to during these trips get a deeper understanding of what an EU-membership means for a country, it's pros and cons, as well as deepen our understanding of these specific countries, their politics, economics and culture. By choosing a theme to connect our two trips, we hope to make the work for our committee more cohesive for the whole year, as well as being able to offer several perspectives on a subject by having both trips relate to a specific topic. The EU and Brexit are also "hot topics" currently which we hope will increase interest for our committee and UPF.

5.8 Webzine

We at the Webzine committee want to hold on to the relaxed atmosphere that the Webzine is known for, help the writers to become excellent contributors and encourage growth. We want to embolden more debates and discussions about different topics, and uphold productivity and the number of members coming to the committee meeting.