



## **ASSOCIATION OF FOREIGN AFFAIRS**

LUND • EST. 1935

# **Operational plan 2018-2019**

## **1. Vision**

The Association of Foreign Affairs (UPF) strives to take part in improving the world and finding creative solutions to collective challenges, by providing 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 UPFs 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.

## **2. Inclusiveness**

UPF must be a welcoming and inclusive association, open for students of various fields of study from all over the world. Interest, rather than expertise, should be the basis on which new members are welcomed to participate. UPF should always aim towards being an open-minded association where a diversity of opinions and perspectives are allowed to be brought forward, as to inspire its members to understand different perspectives. UPF should provide its members with numerous opportunities to participate, and use various means to introduce its members to discussions on foreign affairs. The association should recognise its members' diversity of approaches to foreign affairs, and work with finding new ways to promote discussion and debate.

### **3. Membership**

UPF should strive towards increasing its number of active members, but also expand its membership base by making the association more open to various fields of study. The association should also work towards empowering its members by increased transparency and accessibility. In addition, UPF should promote personal development by inspiring members to gain new experiences and test their skills in a safe environment. The association should promote new ideas and inspire members to visualise their own visions by cultivating permission, creativity, and innovation.

### **4. Stress prevention**

UPF must work proactively with stress prevention through the Stress Prevention Policy, as well as ensure that members care for each other's well-being, and respect each other's differences. The association should strive towards maintaining an open dialogue about the subjects of well-being and inclusion, and work towards implementing this culture throughout the association.

### **5. Zero tolerance policy against sexual harassment and discrimination**

During the operational year of 2018/2019 UPF aims to continue working proactively against sexual harassment and discrimination within the association by following, as well as updating, its Sexual Harassment Policy document, but also through highlighting and promoting a discussion on the issue of sexual harassment and discrimination in organizations.

### **6. Environmental responsibility**

UPF wants to keep the associations environmental impact to a minimum in all its operations by following, as well as regularly updating, its Environmental Policy. Furthermore, UPF should continue its work with highlighting environmental issues as a topic within foreign affairs, and use its various platforms to spread knowledge and promote discussion on solutions to the climate related challenges ahead.

### **7. Crisis management**

UPF aims to continue working with its Crisis and Risk Mitigation Policy during its operational year of 2018/2019, and to work with the policy as a precautionary guideline that assists the board in navigating and acting preemptively during the year, as well as after any eventualities. The association also aims to update and develop the policy when needed.

## **8. Senior Collegium**

UPF aims to keep the new Senior Collegium and Alumni Network active in order to connect current and former UPF members across generations.

## **9. Committees**

### **9.1 Presidium**

The presidium of 2018/2019 puts great value in working with the development of the association. The presidium aims to expand the associations current membership base by attracting and welcoming members from various fields of study, by reaching out to new potential collaboration partners at Lund University, and by expanding collaborations nationally and internationally. In addition, the presidium will work towards increasing internal cooperation and developing a more joint association.

The presidium will also work towards empowering the association's members. The presidium aims to expand the number of active members and work to enable them to influence the associations operations. The presidium will strive towards broadening the associations perspectives, making the association more visible and accessible, as well as increasing openness and transparency within the association. Focus will also be put on stress prevention, well-being and the possibility of self-development within UPF.

**The presidium should accomplish the following:**

#### **9.1.1 Presidents**

- Summon the board to board meetings
- Provide tools and knowledge to give members the possibility to achieve their goals and visions
- Work with committee specific visions
- Promote teamwork and cooperation between the committees and members
- Work with leadership development
- Focus on the long-term development of the association
- Work towards making the board and the association more visible, accessible and transparent
- Work actively with trust, empathy and support within the board and the association
- Work proactively with stress prevention
- Ensure that the association works actively with its policies and values

### **9.1.2 UFS Representative**

Focus: Representational role and organisational development of UPF Lund.

- Clearly inform and involve the UPF board on UFS issues to ensure their influence in UFS and their benefit of the national organisation.
- Work towards ensuring that the board nominates articles from our magazine and webzine to be published on ufsverige.org.
- Meet all committees of UPF Lund to discuss UFS its opportunities.
- Work to have UPF Lund's members applying for project groups, committee positions as well as positions of trust within UFS.
- Work towards having a good number of members to the Convention and towards having at least half the board members attend the Forum Weekend.
- Duly represent UPF Lund's views in UFS and maintain the positive influence of UPF Lund in the national board.
- Work to develop the organisation of UPF Lund through viewing and editing its policy documents in an inclusive way.

Focus: developing the cooperation between UPF Lund and its current and potential partners

- Look in to possible new Nordic partners for UPF Lund.
- Deepen the cooperation with IDCBS through holding joint events or meetings.
- Strive to hold a sort of forum day with IDCBS and other possible Nordic partners.
- Strive to increase the cooperation with UFS member organisations close to Lund by keeping in contact and facilitating possibilities for joint events with UPF Lund.
- Work to make sure UPF Lund's committees are in contact with their peers in other UFS member organisations as well as with IDCBS.

Focus: organisational development of UFS

- Work to ensure that the bilingual policy in UFS is followed
- Consider the possibility of internships opportunities via UFS
- Strive to increase UFS' cooperation with similar Nordic organisations
- Work to develop the organisation of UFS through increased transparency and efficiency

### **9.1.3 Treasurer**

- Keep the budget and the accounting organised and transparent.
- Work together with the committees, in a consulting role regarding their finances. To increase economical awareness and to get the committees more engaged and involved in their expenses.
- Attempt to identify and solve any potential challenges or problems connected to the organisation's payments and finances

### **9.1.4 Secretary**

- *Archive*: Make sure that all the protocols and policy documents are easily accessed on the website, and make old information from the archives publicly accessible
- *Newsletter*: Make sure that the newsletter is sent out on Sundays 8 pm., with information of the organization's and its partners' operations the upcoming week.
- *Membership registry*: Make the membership registry efficient and erase the "child-diseases" as soon as possible. Make sure that the people who should have access to the information in the registry have it, and that they can access the relevant information.
- *Helping hand*: Be a resource to the rest of the board and the organization's members.

### **9.1.5 Head of IT**

- As the Head of IT, it is my responsibility to manage our websites [theperspective.se](http://theperspective.se) and [upflund.se](http://upflund.se) and make sure that they are running smoothly, looking good and are easily accessible. Seeing as the previous head of IT made a lot of changes to the websites last year, I will mostly focus on making smaller design changes.
- In addition, the role entails important administrative work. I will work closely with the secretary to manage the databases and membership system. Since we changed the membership system last year, my goal is to make it run as smoothly as possible.
- Lastly, since the position is quite new, there is room for me to explore what the position should be in the future. Overall, I think that the Head of IT should be in charge of digitalizing the organisation. Specifically, this means that I want to make more of the organisation's content available online. For example, this could mean making lectures available online (on YouTube for example), which is something that we have talked about for years within the organization. My goal is to build a smaller committee of around 4-5 people that work together to examine what can be done in order to achieve this goal.

## **9.2 Committees**

### **9.2.1 Activity**

Vision for the Activity Committee 18/19: The Activity Committee should keep being a platform for members from all over the association to get to know each other and meet in more relaxed settings. We want to keep diversifying our events, so that we offer something for everyone. One way of doing this is to work more closely with other committees and hosting events for them. Naturally, we'd like to organize even more events, which will likely come as a result of us organizing a wider range of activities and events. The committee should also find new and better ways to market

our events, so that more people know about them and can attend.

The Activity Committee has the following key goals:

- Work more on inter-committee events and cooperations between us and other committees.
- Become better at marketing ourselves and our events.
- Survey the association to find out what kind of events our members are interested in.
- Continue to delegate responsibility to the active members in the committee, both to make them more involved and to reduce stress for the committee heads.

### **9.2.2 Lecture**

The general vision of the lecture committee will be to arrange weekly lectures with good a range of subjects and speakers. The ambition is to present the members with a diverse set of lecturers and topics that will seek to be representative of the world we live in.

A point of emphasis for the lecture committee for the upcoming year is to reach new members beyond traditional base in the social sciences. Specifically targeting the LTH by arranging lectures on subjects pertaining to engineering, preferably in collaboration with their student unions.

Finally, the committee has the ambition to formulate operative directions to clarify what issues will be decided on by the whole committee, and what mandate the Heads wield between each other and in relation to the committee members.

Hence our key goals are to:

- Maintain the tradition of weekly lectures.
- Make sure that the lecturers are diverse in terms of geographical, and topical range, as well as gender equal.
- Arrange lectures relevant to engineering students on the LTH campus.
- Build a foundation of active members that enjoy the work and atmosphere of the committee.
- Formulate operative directions in regard to responsibilities between the heads and the committee members.

### **9.2.3 Career**

Our vision for the Career Committee is to turn the Committee into a focal point for career opportunities in foreign affairs in Lund. Practically this means a place where students are able to attend high-quality workshops; network with various organizations for internship/work opportunities; and a place where they could meet highly-achieved lecturers.

Thereby the career committee should accomplish the following:

- Conduct 10 cycles of Prep-course workshop.
- Implement the Mentorship Program.
- Organize the Networking event.
- Conduct cycles of skills-based workshops.
- Attract active members to the career committee to help to organize the networking event and the skills-based workshops.
- Integrate the aims of Project Integration.

#### **9.2.4 Radio**

- Better promotion of the radio committee.
- Get all the UPF members to know that the radio exists and what we do.
- Reach out with our material to our listeners.
- Change the format of how to broadcast.
- Do less one-hour-live-shows and more podcasts.
- Upload our material on iTunes/Facebook/theperspective.se. Try to make the webpage a mix of articles and radio podcasts.
- Work closer to other committees, for example lecture and travel. But also have cooperation and hang outs with the other media committees.
- Publish in average 10 minutes of radio every week.
- Have at least one meeting every week and try to be efficient to decrease the workload for everybody.
- Develop a structured plan and calendar for radio publications.
- Get name tags and visit cards.
- Create a buzz around the radio committee.

#### **9.2.5 Webzine**

The Webzine Committee (theperspective.se) for 2018 / 2019 academic year seeks to build on the work of previous committees, and also develop in certain areas. The Webzine aims to:

- Continue the popularity of Webzine so that the committee continues to have a large and consistent number of active members, which allows the perspective.se to publish two to three articles per week.
- Promote and market articles on social media (especially Facebook, Instagram), and continue to promote articles in weekly UPF newsletters and on the UPF website.
- Continue to use Webzine meetings and social media groups to inform committee members about the other UPF activities in an inclusive and welcoming manner.
- Provide committee members with the knowledge and resources to improve and develop their writing skills, which can be accomplished primarily through workshops and collaborative events.

The Webzine Committee seeks to develop in these areas:

- Build group and social cohesion through more frequent social events, both within Webzine, and with the Radio and Magazine (Media Committees). In essence, make Webzine a place not only to write articles, but to make friends. This can be achieved by having a ‘social hang out’ every third week after meetings, open to all media committee members.
- Develop the diversity of our content through collaborations with all committees, but particularly with the Radio, Magazine, and Lecture Committees. These could include:
  - Interviews with lecture guests.
  - Turn webzine articles into podcasts.
  - Encourage and help members to achieve the publication of different types of content.
- We seek to further develop the level of discussion around international affairs through stimulating and structured discussion in weekly meetings.
- Further develop the visual presentation of content by designing graphics highlighting the authors name and content title.
- Allow enthusiastic writers to write articles which are 2000 words in length if they desire.
- The webzine will handle all article communication through email.

### **9.2.6 Magazine**

Our vision for the Perspective Magazine is to ensure that the magazine is relevant, diverse and provides educational and debatable articles. The Perspective will aim to have a storytelling and appealing layout. The committee should be a place where members can develop skills within writing and layout, but also a friendly social environment. The Perspective should also aim to be a widely discussed magazine among UPF’s members.

The magazine should accomplish the following:

- Creating an appealing layout and writing different types of text on a broad spectrum of topics. We want the magazine to be a source of not only information but also an inspirational platform for debate and learning. As editors we aim to push for more creative ways to write and layout our articles.
- We want to create an active social environment within the committee by arranging social events that are not related to the committee’s work. We hope this will make the committees members feel more comfortable with each other both inside and outside the office. We aim to host afterworks every Monday as well as other social events for the members. We also aim to have at least one workshop during our operational year.

- We want to continue developing the previous editors in chiefs work by cooperating with the other media committees both within our work but also to host combined social events. This will lead to learning from other committees as well as members getting to know members outside of their operational committee.

### **9.2.7 Travel**

The Travel Committee will organize study trips to at least two destinations, one further in distance from Sweden and one closer. Each trip will take place in a location of political interest during which time members will immerse in local culture to gain a sincere understanding of the unique aspects of the region. The Travel Committee will structure the trips to be as inclusive as possible, taking into account relative expense of the destination, possible visa restrictions and overall accessibility.

The Travel Committee aims to accomplish the following:

- Plan the base of each trip by setting a general timeframe and budget, particularly by researching flights, accommodation and potential travel grants.
- Encourage all members to actively participate in the more detailed planning of the trip, primarily by reaching out to and booking meetings at organizations of their interest. Members will ideally take the lead on their initiatives and plan each of their visits from start to finish.
- Committee heads should be supportive and offer help and guidance in booking the meetings, if needed.
- Visit offices and organizations that represent a broad spectrum of society in order to enhance our understanding of political and cultural topics.
- Choose relevant locations to visit and make an effort to visit destinations that haven't been visited before or in a long time.
- Involve the different media committees before trip departure and post trip return by encouraging the promotion of the travel and documenting and reporting the return.
- Keep in good contact with each of the institutions we visit to hold on to a positive relationship for future networking purposes.

### **9.2.8 PR**

Our vision is that by creating an environment that encourages creativity, collaboration and community our team members will have a positive experience and contribute in valuable ways. We want to convey the feeling of a unified UPF, and also a UPF that is a platform for discussions on foreign affairs online, and not just in lecture halls. By increasing engagement online we are spreading our brand across multiple platforms with the hope of targeting those who don't know about UPF at all and those who don't yet know the possible options for becoming involved. In conjunction with this, by developing our committee to enhance the UPF experience, we are developing

another valuable avenue of information - word of mouth. The overall goal of the PR committee is to help UPF spread its brand.

- We want to improve the interconnectedness of UPFs committees, this could be done with more events with our active members, and active members of other committees.
- We want to see increased shares/likes/comments to help boost our posts of articles/lectures/events/radio etc, because even if we have a large group of followers, we do not see the equal amount of interactivity with our content on fb.
- Using previous members thoughts to improve the committee. Communication and transparency in this way will create an inclusive and open environment.
- Optimise the way we work with sub-committees - to use meetings effectively and delegate tasks to a greater extent and thus reduce individual stress.