



Board Meeting 8

17:00-20:40 2020-02-27

Eden 222A, Lund

The Board of 2019/20

Association of Foreign Affairs

Present: Soha Kadhim, Olle Tolke, Fredrik Fahlman, Moritz Neubauer, Hedda Carlsson, Isabel Gråby, Linda Kivi, Rebecca Edvardsson, Emily Hsiang, Sanjin Alagic, Alejandro Guzman, Cheryl Fung, Juliet Brickell, Dilshoda Mustafaeva, Mara Glas, Martina Divkovic, Jonatan Klefbom, Jesper Olsson.

Absent: Sofia Gjertsson, Jonna Lindberg, Peg Magnusson, Nasra Mahat, Benjamin Johansson.

Non board members: Timothy James Parker & Nina Maria Lancelot are present up until point 6 "election committee - reporting on upcoming election process".

1. Opening of the meeting

President Jesper Olsson declares the meeting open at 17:18.

2. Election of Chair of the meeting

Jesper Olsson is elected Chair of the meeting at 17:18.

3. Election of Secretary of the meeting

Soha Kadhim is elected Secretary of the meeting at 17:19.

4. Election of Attesters of the meeting

Mara Glas and Moritz Neubauer are elected Vote Counters and Attesters of the meeting at 17:19.

5. Approval of the Agenda

(Attachment 1)

Chair Jesper Olsson moves to add a "Center for European Studies (CFE) contract" under other points as a new point 11.1.

Olle moves to add "Head of IT" under other points as the new 11.2.

Proposal to approve the agenda with the suggested amendments.

Passed by acclamation at 17:20.

6. Election Committee - Reporting on upcoming election process

Nina Maria Lancelot and Timothy James Parker informs the board that there will be changes in the application process. That unlike previous years, curriculum vitae (CV:s) will not be collected, this means that they will only require personal letters. This decision was taken to open up to more members since not everyone have CVs. They further inform that if someone is applying to become head of a media committee, the applicant can add an attached file with relevant material for extra merit but that this is not mandatory.

They continue informing that they will need to update three documents whereas the first would be board specifications. These have not been updated since 2015 and is therefore in probable need of amendments. They would also like to makes these public for our members so the applicants can see what the positions entail. Secondly, they are also planning on updating the interview questions so if any board member has questions they think is good to ask a candidate, contact the election committee. Lastly, they would like to update the competence profile. If any board member has suggestions of what could be good to include for a position, send it to the election committee on slack.

Timothy James Parker further mentions the recruitment and that it is the board members responsibility to actively look for people to replace them. So if you have someone in mind for a position, you can make a formal recommendation. He also adds that the committee heads should think about combinations and not only about who would be good for a position. That it is important to think about whether they can work together or not.

Nina Maria Lancelot informs that the election committee will go around to the committees and talk about the election process to make it less intimidating

Jonathan Klefbom mentions that it's good that we as board members motivate out active members by telling them to apply and not only send in a formal recommendation.

Chair Jesper Olsson adds that when do get the profiles and suggest amendments, that we should think about what the job actually requires and not just about what skills you possess that you think is beneficial for the position.

Nina Maria Lancelot ends the discussion with mentioning that the board should also think about the challenges that one have faced in the respective position and let the election committee know so that they could ask questions on how they would have solved the issue.

Timothy James Parker & Nina Maria Lancelot left the meeting at 17:27.

7. Office hours

Jonathan informs the board that the schedule has been sent out to the board on slack and thinks that it is good if we discuss how we will work with office hours from now on. That the board needs to look at and see if there is anything that needs to be changed. He lastly asks the board on how we can do office hours more attractive. To use the same resource as now but make it more attractive and asks if it would be better to have Friday fika instead.

Linda Kivi mentions that the Career committee has wondered why we do not have Friday fika instead of Monday office hours and therefore thinks that a Friday fika is a cozy idea.

Sanjin Alagic agrees and adds that we do not need 2 hours to clean and therefore suggests to have office hours for 2,5 hours where the first 30 minutes could be to buying fika and clean and then the remaining time to the fika.

Secretary Soha Kadhim adds that it is still good to have a time at the beginning of the week since all our committee meetings are from Monday to Wednesday and if we buy fruits and fika on Fridays the fruits will become bad over the weekend or until Wednesday committees have their meetings and would get even worse fika than

what they get now.

Hedda Carlsson agrees with Soha Kadhim and suggests that we should split them up. To clean and buy fika on the Monday and then have a Friday fika with the only focus being to have a cozy time. She also adds that it might be nicer for our members if they come to the office when someone is not cleaning and doing chores.

Jonathan Klefbom asks if there is anyone who is for continuing having it on Mondays.

Moritz Neubauer replies that he thinks we need both because, as Soha Kadhim mentioned, we cannot buy the fika on Fridays since fruits won't last the next week for those who have their meetings after Monday but that having office hours on Mondays is not optimal because the times are bad.

Rebecca Edvardsson wants the board take into consideration that this would then mean that we will have another UPF day.

Sanjin Alagic asks the board if we actually do have fruits since he never sees them when they have committee meetings on Wednesdays. He suggests that we could purchase the fika another day if we do not have enough and that Monday fika sounds better but to change the times because Monday early afternoon is a time where a lot of students have their classes and that a little later in the afternoon would be more suitable.

Soha Kadhim replies that she agrees with Sanjin Alagics last input, and that most students she knows always have something around the time we have office hours. But that later in the afternoon would not work on Mondays since we have committee meetings then and that perhaps having it on Thursday afternoon or Friday afternoon is a better alternative.

Linda Kivi adds that the fika does not have happen every single week but instead every other week.

Jonathan Klefbom summarizes the discussion that many people are positive towards having fika and that we could to start with continue having office hours and try to figure out how to solve Fika Fridays, or

another day for active members to just mingle/hang out at the office.

Juliet Brickell enters the meeting at 17:37.

Jesper Olsson suggests we could continue doing it like we do now and perhaps try it on Fridays and maybe have active members organize the fika and be responsible if they are interested.

Sanjin Alagic thinks it is a good idea and to have the fika a little later in the afternoon because he believes that more people would show up and explains that he personally would not show up if its during the same times as office hours since he has classes during the day.

Alejandro Guzman mention, if he is not mistaken, that the UFS administrator uses the office on Thursdays regarding having the open fika for our members on Thursdays.

Secretary Soha Kadhim replies that this is not something that she was aware of since it is not in the office schedule on drive but that this should not stop us from working and doing the things we want to do for our members. She further adds that the office is first for foremost for UPF Lund and its members. So if this is something we want to do on Thursday afternoons then we need to find another solution for the UFS administrator.

Secretary Soha Kadhim also mentions while the board is on the topic of office hours, that it has come to her knowledge that the stamp and papers for our membership sign ups are not available to the board and that they are not in their right place, that they switch places every week and that board members do not know where they are. She therefore would like to remind the board that these should be put back to their right place after one has used them and that they should be out during office hours in case someone comes by and would like to be a member.

Chair Jesper Olsson explains that the stamp and paper should be, together with the cashboxes, in the safety box and asks the board if they all have access to it. When he notices that the majority of the board does not have the code to the safety box, he mentions that this will be given to all as soon as possible.

8. Presidium reporting

1. Presidents

- Have met the Vice President of Lund Debate Society regarding possible collaboration. The collaboration will have a format where they bring their members to our lectures and then use it topic the following week for a debate.
- Have also met with LUPEF regarding possible collaborations and mentions that there are some natural collaborations between our associations and therefore encourages the board to reach out to them with possible collaborations. The collaboration that the presidents discussed mostly was the election watch party in November for the US election, they also discussed that election committees do an important job and is therefore good to have an education for them.
- Reminds the board to not forget the Uppsala trip evaluation.
- Wants the board to send the documents they received when they had handovers as soon as possible.
- UPF free week 6-12th of April.
- Looking into the possibility to elect a Stress Contact Person (SCP). They mention that the SCP is not supposed to have all the answers and knowledge about stress but should be someone you can open up to and talk to about your feeling. Some sort of support for board members and active members. Can advise on whether one can do themselves or need to meet a psychiatrist.
- On Sunday, the 15th of March from 18.00 the board will have a hangout in the office. At this hangout we will talk about stress, how we feel amongst other things. We will also buy pizza and Peg Magnusson will be in charge of the talk.
- The travel committee will be divided this year. Martina is in charge of the Zagreb trip and will go on that one alone and an idea is to have another extra project that isn't decided yet.

Secretary Soha Kadhim mentions that if they are interested in having a joint education for the election committees in the respective associations, she has contact information to an educator that is really good. The person costs quite a lot but is definitely worth it if we are willing to pay.

Sanjin Alagic mentions that he thinks that the collaboration with Lund debate society is a good idea. Regarding having a stress contact person who would not have any knowledge and should give suggestions on whether one should seek professional help,

he thinks that this is a terrible idea. That it is not good to advice someone when they don't have any knowledge and that person would not be able to do anything that is legitimate.

Jonatan Klefbom wonders if that part is taken out, will Sanjin then think it can be good?

Sanjin Alagic replies that could be fine.

Secretary Soha Kadhim suggests that something we can try doing first is having a "feelings" round before we start each board meeting. This could help the board members understand each other better and have more understanding if someone for example is having a more harsh tone during the meeting when discussing something or if someone is stressed etc. She further adds that this is something many organizations do and could help board members understand each other better.

Mara Glas answers that she would appreciate that. Good to know more about each other and know how people cope with stress and it will help us understand each other better.

Linda Kivi agrees. She adds that it might take a little longer but still thinks it's worth it.

2. Secretary

- Does not have anything to report on for this meeting.

3. Treasurer

- The reimbursements for the brunch in Uppsala has been made but mentions that she still needs the board members to fill in the rest of the reimbursement form so that she can do the accounting.

4. UFS-representative.

(Attachment 2)

- Not present at the meeting but did submit a document. See attachment 2.

Moritz Neubauer asks if the Nordic Convention on International Affairs is for board members only or if it is open to all members.

Chair Jesper Olsson replies that it is for everyone and is good if the heads of committees could promote this to their active members.

5. Head of IT

- By-Laws working group were planning to have a survey done for the board today. Since Soha Kadhim is no longer responsible for the working group, and two other people have dropped out, this has made him the only one left in the working group. Which also means that he will keep it minimal and only work with by-laws and the problems with the current one. The Survey and re-organizing the associations structure will be put on hold for now, it might come at a later on but not certain for now. With that said, he opens up to board members and asks if anyone would like to join. He finally adds that he will still get support from Soha who will work with this from home and therefore means that there will not be frequent meetings.

9. Committee reporting

1. Activity

- Releasing the ball event today, press attend immediately and share the event as well. The tickets will be released for the public the following week.
- They have booked a band, a DJ and another surprise entertainment. They have also booked photographers and waltz lessons that will probably be in collaboration with LUPEF.
- The ball will not be vegetarian because the vegetarian menu is not good at all. They decided that if people are going to pay 900kr for a ball then they should be able to choose what to eat. Especially if the vegetarian option isn't good at all.
- Invited guests will receive their invitation today (27th of February)
- They have their back to the 20s sittning in one week.
- Will have an ice skating event in the end of march.

Peg Magnusson and Fredrik Fahlman are interested in hosting pre drinks before the sittning next week.

(Chair Jesper Olsson adjourns the meeting for a 10 minute break at 18:20)

(Chair Jesper Olsson declares the meeting re-opened at 18:37)

Cheryl Fung left the meeting during the break.

Ball tickets- one with the yearbook and one without.

Medals for the ball. Have not ordered medals for the ball

2. Career

- Will have an event with the European Parliament on the 5th of March. It is open for everyone but there is a mandatory sign up. Link is in the event on facebook.

3. Lecture

Have two events coming up. First is a panel on the 4th of March. The topic is private military companies. The second one is on the 12th of March with Stefan Ingves. Share the event and invite friends since this is going to be in the Main university building they need more people to fill the auditorium.

Moritz Neuabuer adds that it's good to push for this to get more LUSEM students in to the association.

4. Magazine

- Just finished the third issue. Everything went really good.
- Director of SIDA contributed to the last issue.
- Still looking for ways to distribute the last issue since it's not included for in the membership
- Preparing a guideline for the last issue, most important deadlines is 26th of March. Need to have this deadline for the layout.

5. PR

- Just launched the ball event
- Application period for the next years board is opening soon. Want to promote it like last year so will film short videos.
- Reminds people that they are writing their thesis. If anyone wants them to do something there is a minimum of two weeks and if anything comes up less than two weeks before the launch of the event or marketing of something they will not make it, period. They will not make any exceptions at all so good to keep that in mind.

6. Radio

- Second liveshow. Have a steady cast for the liveshow. Will start promoting the live-shows and start advertising the live-

shows in addition to the podcast.

- Have a committee who loves to do everything. Last meeting people were trying to push themselves faster on the schedule.
- Sanjin "Stefan Ingves secretary was really cute".

7. Travel

- As the presidents mentioned, Martina is going to Zagreb on her own. She mentions that nobody from the committees have signed up yet so could be good to promote it more, if they don't get enough applications, they will push up the deadline.

8. Webzine

- Have steadily been publishing 1 article per week.
- Currently grooming their active members so that they become more active and hopefully join the next board.

(Chair Jesper Olsson adjourns the meeting for a 10 minute break at 19:10)

(Chair Jesper Olsson declares the meeting re-opened at 19:20)

Martina Divkovic left the meeting during the break

10. Motions

10.1 Coffee Mugs Motion

(Attachment 3)

Juliet Brickell presents the motion. She also adds that with the suggestion given by The Secretary Soha Kadhim to the writers of the motion in private, they have made some small changes from the previously submitted motion. For example what budget post to use and they added an example of estimated price.

Jonathan Klefbom comments that it is a good motion and proposal. He further adds that he thinks that it is better to decide on a specific amount right now since it is good to set a limit. He also mentions that the project budget post has 10 000 kr so there is room for more.

Moritz Neuabauer explains that the example is just the minimum price and amount.

Rebecca Edvardsson says that it is a great proposal and a good project of the year. However regarding the costs, it would be better to set a maximum amount.

Chair Jesper Olsson explains that they will need to discuss merchandise with the Chief Recruiters since they are also planning on asking for some of the project money to buy merchandise as well.

Secretary Soha Kadhim mentions that she was gonna say the same thing as Jesper Olsson. She asks how time sensitive is the motion and buying of the mugs are. In case this motion can be tabled so that they can discuss this together with the chief recruiters or if we should decide today and then have them discuss on how to divide the money.

Jonatan Klefbom answers that it is good to vote on it now and decide that this years project will be about buying merchandise together with chief recruiters.

Sanjin Alagic wants someone to clarify whether we need them for personal use or if we need them because we want to sell them. He asks because he has gotten many questions from members who would like to buy a mug. So could be good to have in mind to order extra so that some members can buy them too.

(Chair Jesper Olsson adjourns the meeting for a 5 minute break at 19:33)

(Chair Jesper Olsson declares the meeting re-opened at 19:39)

Jonatan Klefbom moves to make an amendment to the motion. His suggestion is that *"We propose that, on Thursday 27th of February 2020, the board decides:*

To agree to allow the PR committee, in coordination with the chief recruiters, to use "This year's project" budget, of 10 000 SEK, to spend on UPF merchandise and branding, including new mugs."

The writers of the motion would like incorpriotate their motion together with Jonatan Klefbomss proposal

Proposal to accept the suggested amendment "We propose that, on Thursday 27th of February 2020, the board decides:

To agree to allow the PR committee, in coordination with the chief recruiters, to use "This year's project" budget, of 10 000 SEK, to

spend on UPF merchandise and branding, including new mugs.”

Passed by acclamation 19:40.

11. Other points

11.1 CFE contract

(Attachment 4)

Chair Jesper Olsson presents the agreement they have drafted so far but have not signed and asks the board for input.

Rebecca Edvardsson mentions that the agreements end paragraph ”responsible of lectures” needs to be more clarified that we are responsible of the cost of venue, marketing, organization of the event on site and that CFE is responsible for the cost of travel and accommodation for the lecturers. The reason it needs clarifying is because there has been problems with previous agreements

Soha Kadhim mentions that the agreements collaboration time can’t be from the first of January since we are in February and you cannot sign an agreement that apply retroactively. That the collaboration this year should start from the day when you sign the collaboration agreement and if they want it to start from the 1 st of January they need to sign a new agreement at the end of the year , that will start being valid from first of January until the end of december.

Jonatan mentions other events during the year and that it could be other events that CFE approves. If CFE arrange anything it would only be for lecture. If radio does something, will CFE still be responsible for the costs for that or only lecture.

Dilshoda Mustafaeva enters the meeting at 19:40.

Chair Jesper Olsson mentions that the second lecture in the last point should be events instead to cover more ground.

Rebecca Edvardsson would also like to add that in terms of venues, that might be an unnecessary cost for us since Center for European studies can for example book eden, Lux etc for free and we can’t. She also adds that it could perhaps be good take this up with them so that they cover that part in stead of UPF.

Chair Jesper Olsson replies that this could be problematic since it could be a dealbreaker for them.

Fredrik Fahlman asks how much it costs us to rent the venues such as palaestra, Eden and Lux.

Rebecca Edvardsson answers that Palaestra costs us approximately 1300 kr an hour.

Dilshoda Mustafaeva adds that Eden is more close to 2000 kr while Café Athen is free.

Moritz Neubauer suggests that we could put an option that UPF can be responsible a venue unless CFE can book a venue for free.

Dilshoda Mustafaeva wants to add from lectures point of view that it could be good if its stated that they book the venue. Communication would be much more clearer and less stressful. To clarify, Dilshoda wants us to put it point black that CFE is responsible for booking venue.

Secretary Soha Kadhim mentions that the discussions are now going in circles and therefore suggests end of debate. She adds that by the looks of it, the board is on the same side regarding what should be changed in the collaboration agreement and therefore, there is no need to continue discussing the matter.

Proposal to end the debate.

Passed by acclamation 20:00

Dilshoda Mustafaeva would like the collaboration agreement ti say that CFE is firstly responsible for booking venues. If they do not accept this, then the matter should be brought up at another board meeting. She further mentions that we have good stance and that we are big organization who can pull students and researchers but also that we have a high value and shouldn't underestimate ourselves and go for what we want and not settle for less.

Chair Jesper Olsson suggests that we adjourn the meeting for a small break so that board members can help re-drafting the new collaboration agreement to present to CFE with the suggestions

given by the board members.

(Chair Jesper Olsson adjourns the meeting for a 5 minute break at 20:05)

(Chair Jesper Olsson re-opens the meeting at 20:25)

Jesper Olsson presents the new suggestion that UPF will send to CFE and adds that he will incorporate his suggestion, attachment 4, with the suggestions mentioned during the discussion, see attachment 5. This means that the board will only vote on the fifth attachment.

Proposal to accept the amended version.

Passed by acclamation at 20:27.

11.2 Head of IT

Olle Tolke presents this point to the board and mentions that there is a suggestion scrap the Head of IT as a board position and make it a trustee position under the PR committee instead. Have a community were they work with similar things.

Secretary Soha Kadhim replies that she thinks that this is an excellent idea.

Emily Hsiang wonders how removing the Head of IT would affect the presidium and the grant applications.

Chair Jesper Olsson replies that Olle Tolke contributed a lot for it this autumn.

Olle Tolke adds that it would still be manageable and mentions that it was not like that the full presidium was fully invested with the grant applications and without a Head of IT there are other people who could help out instead. He also mentions that the Head of IT does not have a natural position in the board and that his focus this year has been on the organizational work rather than the IT work this year because that is what he is interested in.

Chair Jesper Olsson mentions that this is a good thing to take a decision on.

Chair Jesper Olsson moves that the board decides to "terminate the position as Head of IT as a board position by not opening it up for election at the Annual Election Meeting in May. And to integrate the position as a trusted position in the PR committee, under a new name".

Proposal to "terminate the position as Head of IT as a board position by not opening it up for election at the Annual Election Meeting in May. And to integrate the position as a trusted position in the PR committee, under a new name".

Rebecca Edvardsson suggests an amendment and moves to "terminate the position as Head of IT as a board position by not opening it up for election at the Annual Election Meeting in May. And to integrate the position as a new trusted position in the PR committee."

Jesper Olsson withdraws his suggestion.

Proposal to approve Rebeccas Edvardssons suggestion.


Passed by acclamation at 20:30.

12. Confirmation of next board meeting

President Jesper Olsson informs that the next board meeting is to be held on March 19th at 17:00, Eden 222A.

13. Meeting adjourned

Chair Jesper Olsson declares the meeting adjourned at 20:40.



Solha Kadhim, Secretary



Jesper Olsson, President



Mara Glas, Attester



Moritz Neubauer, Attester



UPF Board Meeting Agenda

27th February 2020

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. Election Committee- Reporting on upcoming election process.
7. Office Hours
8. Presidium Reporting
 1. Presidents
 2. Secretary
 3. Treasurer
 4. UFS Representative
 5. Head of IT
9. Committee Reporting
 1. Activity
 2. Career
 3. Lecture
 4. Magazine
 5. PR
 6. Radio
 7. Travel
 8. Webzine
10. Motions

9.1. Coffee Mugs Motion

11. Other Points
12. Confirmation of next board meeting
13. Meeting adjourned

Attachment 2

UFS Report 250220

Marhaba everyone, kifkun?! Hope you are doing well. Life in Beirut is progressing, and I've really come to enjoy living here. Recently in UFS we had a board meeting where some interesting things were brought up.

1. Maybe most important was the talk about the MUCF grant. With the issue being that for some reason (probably a mistake by our previous administrator) the incorrect amounts of members from UF Uppsala was given to MUCF. Leading to that they did not receive as much money as they normally do. As you all know, Uppsala is the biggest UF association with over 1000 member, however, only around 500 were sent into MUCF. Due to some other unfortunate circumstances they did not receive their FBA grant this year which of course puts them in a very difficult situation. As you know, in order to get MUCF money 60% of the members need to be under 26. This is something that UF Göteborg and UF Örebro have failed to achieve. We discussed on the latest board meeting if we should distribute the money that was originally going to UF Göteborg (if they had met their target) between all member associations depending on size or if we should give the Göteborg money to Uppsala. We talked long about this and we came to the conclusion that the issue was not UF Uppsala's fault and if anything similar would happen to our association we would be very grateful for the support of the other associations. Hence, we voted through (unanimous vote) to give UF Göteborg's money to UF Uppsala. The amount of 21481,71 SEK will be given to Uppsala. Which in total would mean that Uppsala gets 158 582 SEK, UPF Lund gets 174 037 SEK. I found this to be the most fair and reasonable solution. If you would like to know more then please contact me.

The UFS has been granted the total sum of 1.233.339 SEK. From that amount the UFS will distribute among the 11 association an amount of 821.737 SEK (60% of the total grant) as MUCF requires. The remaining 411.602 SEK are to stay in the UFS board. The funds will be paid out to the UFS from MUCF in two equal parts - The first half was received on January 2020, the other half is expected to arrive in June/July 2020.

2. Furthermore, as I have previously mentioned, it the current board who write the operational goal, work plan, and budget for the board year 2020/2021. Due to the current large deficit of UFS budget for year 2019/2020 – roughly 150 000 SEK in deficit – I joined the group who will make the new budget. In the group is also the rep from UF Uppsala (which I think is great since we have similar opinions about this) Sakke (pres), Amandah (vice), and of course Rafael (treasurer). We will hopefully have our first meeting this week so after that I will know more.

3. If you haven't seen it already, the application to join the UFS board are now open and can be found on the UFS website. This is for the positions as communicator, treasurer, secretary, vice president, and president. If you are interested and want to

know more, let me know and I can talk to you about it or put you in contact with the relevant person. Also, please share this to your committees!

4. The Electoral Meeting has been set to be held in Uppsala 16 th -17 th of May (I think – mixing up dates now and again).

5. Sakke informed me that there is a “Europaforum” in Helsingborg happening soon and that we might be interested in participating – he will send me the details and I’ll share them with you.

6. Lastly – NCIA. It looks like it’s actually going to happen?! Here is what is up

- The event is live!! I have invited all of you, please click interested or attending.

- The tickets will be available within the next couple of weeks (preliminary price is 150 DKK – roughly 210 SEK which is the same as last year).

- I am currently a bit over worked with this as I’m now both planning the entire event, doing the PR and planning the sittning (they want to have a classic Swedish sittning). So I would like to ask you guys if ANYONE can spare a bit of time and just help me a bit with the sittning. I have only planned one sittning in my life and I have to admit – I’m at a bit of a loss. Please let me know if this is something you are interested in. It could simply be to help me put together a songbook. Hehe

I’ll be moving to the mountains outside Beirut this weekend, which is fun but a bit time consuming. I will do my best to reply as fast as I can but with 3h blackouts every day + the move I may be a bit slow. Just so you know. See you next month! Sorry for the long update.

Sofia



Motion about paying for UPF Coffee cups for PR Magazine collaboration from the “Project of the Year” budget post

Background

Merchandising is an important part of UPF’s public relations strategy. By producing different materials with the UPF logo that our members (or anyone else) can purchase, we reach many audiences and make our association known. In addition, our products are always useful (bags, mugs, sweat-shirts, pens, etc.) and help make the lives of those who buy them easier while promoting UPF.

We have not yet discussed which mugs specifically we would order but we will be using the website UF Uppsala suggested and have already ordered from. We would use a part of the budget post “Project of the Year”, as we do not not of other proposals on that post so far. Since The UPF-branded mugs are something that can always be used, therefore the future boards of UPF will also benefit from this.

Purpose

The purpose of this proposal is to use money from the budget post “Project of the Year” to pay for coffee mugs. The reason for it is that if using money from its own budget, the PR Committee budget would remain really low and that could be an obstacle to purchase other PR-specific products or services that the committee might need.

The reasons behind this proposal are as follows:

1) Even though is managed by the PR Committee, merchandising is something that benefits the organization as a whole and has a great potential to be used by other committees (for example, it

can be given as a gift to the speakers of our lectures and to the guests of the career-related seminars and workshops, it can be used in UPF's travels to promote the association abroad, also in events organized by the Activity Committee, etc.)

2) We need some extra marketing tools for selling the yearbook magazine since we do not know if members would actually buy it otherwise - which would leave UPF with uncovered printing costs. Therefore we would like to combine the sales of the 'yearbook' magazine with a free mug !

3) Mugs are always useful. We would order bigger ones than the ones we have so they look nicer and can also be sold on the side or given to future lecturer's.

4) It's always a good idea to have some spare merchandise :)

5) Over the year, a recognisable number of mugs broke at events or the kitchen - a replacement would help for future events/ activities.

An example of what could be ordered can be found here: <https://medtryck.com/stengodsmuggar/mercurius>

Costs: There is a minimum order of 72 mugs, 27 SEK (per mug) + 25 SEK (logo per mug) would end up to a total cost position of $72 \cdot 27 + 72 \cdot 25 = 1944 + 1800 = 3744$ SEK - **THIS IS AN EXAMPLE**

Proposal

We propose that, on Thursday 27th of February 2020, the board decides:

To agree to allow us to use a part of the "Project of the Year" budget to produce coffee mugs with UPF logo due to the reasons mentioned in this motion. The board shall agree on a minimum amount of 4000 SEK or a higher amount.

Juliet Brickell, Cheryl Fung, Moritz Neubauer and Fredrik Fahlman

UPF's Heads of Public Relations and Magazine



Agreement

Lund 2020/--/--

Hereby an agreement between the Centre for European Studies at Lund University (CFE), and The Association of Foreign Affairs (UPF Lund) (845003-0096) is drawn, with the purpose to promote CFE and to spread information about international affairs in the field of European Studies.

Duration

The agreement lasts for a year, from 1st of January 2020 to 31st of December 2020.

As a collaboration partner, CFE receives the following benefits:

- A one page ad in the Perspective magazine
- A logo on theperspective.se
- A logo on UPFs website
- A description of CFE on UPFs website
- A logo in UPFs newsletter
- The possibility to share information through UPFs newsletter
- Collaboration on at least one lecture per year. For this lecture UPF are responsible for booking a venue, marketing, organization of the event on site, while CFE arranges travel and accommodation for lecturers. Further CFE are entitled to send a list in advance of people from the institution who can attend the lecture for free.

Cost

16 990 SEK

Jesper Olsson

Utrikespolitiska föreningen Lund

Name

Centre for European Studies.



Agreement

Lund 2020/03/03

Hereby an agreement between the Centre for European Studies at Lund University (CFE), and The Association of Foreign Affairs (UPF Lund) (845003-0096) is drawn, with the purpose to promote CFE and to spread information about international affairs in the field of European Studies.

Duration

The agreement lasts from 3rd of March 2020 to 31st of December 2020.

As a collaboration partner, CFE receives the following benefits:

- A one page ad in the Perspective magazine
- A logo on theperspective.se
- A logo on UPFs website
- A description of CFE on UPFs website
- A logo in UPFs newsletter
- The possibility to share information through UPFs newsletter & the Events and opportunities group.
- Collaboration on one event per year.

For this event UPF is responsible for marketing and the logistics of the event on site. This includes potential costs for said responsibilities.

CFE are responsible for travel, accommodation, and booking a venue. This includes potential costs for said responsibilities.

Furthermore, CFE are entitled to send a list in advance of people from the institution who can attend the lecture for free.

Further collaborations are encouraged, the responsibilities and/or costs for such events will be discussed on a case to case basis.

Cost

16 990 SEK

Jesper Olsson

Utrikespolitiska föreningen Lund

Jörgen Hettne

Centre for European Studies.