



# ASSOCIATION OF FOREIGN AFFAIRS

LUND EST. 1935

## ANNUAL REPORT



## WORKING YEAR OF 2018/19

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# **1. Board Members and Trustee Positions**

## **1.1 The Board**

The board of the Association of Foreign Affairs (UPF) in Lund consists of 23 board members. The board for the working year of 2018/19 was elected at the Annual Election meeting on 12 May 2018. During the working year, the Association has had eight committees: Activity, Career, Lecture, Magazine, PR, Radio, Travel, and Webzine. The Presidium of the Association has consisted of a President, Vice President, Treasurer, Secretary, Representative to the Swedish Association of International Affairs (UFS), and Head of IT.

The Annual Election Meeting on 12 May 2018 elected the following board:

**President:** Michal Gieda

**Vice President:** Zigne Edström

**Treasurer:** Simon Leo

**Secretary:** Christopher Andersson

**UFS Representative:** Hannes Berggren

**Head of IT:** Erik Helldén

**Heads of the Activity Committee:** Nina Maria Lancelot and Louise Grönsund

**Heads of the Career Committee:** Endrit Bytyqi and Henrietta Tuomaila

**Heads of the Lecture Committee:** Jesper Olsson, Jonathan Garbe, and Andrew M. Niwagaba

**Heads of the Magazine Committee:** Isak Fritzson and Sofia Gjertsson

**Heads of the PR Committee:** Joel Ekström and Eric Hertz

**Heads of the Radio Committee:** Jonatan Klefbom and Olga Rudak

**Heads of the Travel Committee:** Colette Heefner and Matilda Wilhelmsson

**Heads of the Webzine Committee:** Signe Davidson and Timothy Parker

## **1.2 Trustees**

In accordance with § 3.6 in the association's by-laws, the board has the responsibility to elect at least one auditor and three members of the election committee as trustees. Three members of the election committee were elected at the Annual Election Meeting on 12 May 2018 for the working year of 2018/19. The position of auditor was left vacant for the board of 2018/19 to elect, and an auditor was elected at the Annual Meeting on 27 September 2018.

**Auditor:** Vacant

**Election Committee:** Tilda Kajbjer, Peg Magnusson, and Glenn Lio

**Sexual Harassment Contact Persons:** Joel Ekström and Linda Kivi, elected on 11 October 2018

## **1.3 Signing of the Association**

At the Statutory Board Meeting on 1 September 2018, President Michal Gieda and Treasurer Simon Leo were elected to sign for the Association, in accordance with the association's by-law § 6.2.

## **1.4 Vacancies and re-elections**

The board of 2018/19 was also given a mandate to elect an auditor at the Annual Election Meeting on 12 May 2018. The board announced the position vacant on 27 August 2018, and on the Annual Meeting 27 September 2018, the board elected Mårten Randau as Auditor.

During the working year, the Head of IT Erik Helldén and the Head of PR Eric Hertz resigned from their positions. At the board meeting on 13 December 2018, the board voted to elect Jacob Wollheim as Head of IT. At the board meeting on 17 January 2019, the board voted to elect Julia Vásquez Santiago as the second Head of PR.

During the working year, one member of the Election Committee, Glenn Lio, resigned from his position. The board announced the position vacant, and elected Kalle Andersson as Deputy Head of the Election Committee on 14 March 2019.

The election was open for all members, and the Election Committee was in charge of conducting interviews with all candidates as well as presenting their nominees at the board meetings. For the election of the third member of the Election Committee, former board member Ebba Coghlan took the role of interim Election Committee member.

## **2. The board's work**

### **2.1 Aims**

The following aims were presented in the operational plan for the working year of 2018/19:

- To provide a platform for people to help each other acknowledge, understand, and discuss the complexity of international affairs, where 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.
- To spread and promote discussion on global affairs to all corners of the world, by people from all backgrounds and experiences.
- To facilitate a welcoming and inclusive association, open for students of various fields of study from all over the world where a diversity of opinions and perspectives are allowed to be brought forward, as to inspire its members to understand different perspectives. The basis for participation must be interest, rather than expertise.
- To strive towards increasing its number of active members, but also expanding its membership base by making the association more open to various fields of study.
- To work towards empowering its members by increased transparency and accessibility.
- To further personal development by inspiring members to gain new experiences and test their skills in a safe environment, and to promote new ideas and inspire members to visualise their own visions by cultivating permission, creativity, and innovation.
- To 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. This was to be done by maintaining an open dialogue about the subjects of well-being and inclusion, and work towards implementing this culture throughout the association.
- To work 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.
- To keep the association's environmental impact to a minimum in all its operations by following, as well as regularly updating, its Environmental Policy, and by highlighting environmental issues as a topic within foreign affairs.
- 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.
- To keep the new Senior Collegium and Alumni Network active in order to connect current and former UPF members across generations.

## 2.2 Summary of Achievements

Since the beginning of the operational year, membership has been slowly increasing following the trend of 2017/18. Due to issues with a new membership system, the exact amount of members this working year has not been possible to register. However, the association has reached an estimate of around 900 members during 2018/19. The ambition to grow has continued to be pursued through various activities such as class visits, student fairs, as well as increased social media efforts to attract new members. On top of the bi-annual Get-active Meeting, a smaller get-active mingle was held before a Wednesday lecture in attempt to recruit active members during the operational year. Some committees have also seen an increase in active members during the year, such as the lecture and webzine committees. We have additionally worked to expand our membership base beyond the social sciences by visiting programmes at LTH, holding a collaborative event with TedX Lund as well as holding two lectures at the LTH campus.

We have worked to improve transparency within the association by making the board's work more available to members. The board meeting protocols have been posted on the website, although this was inconsistent at times. A regular publication of all relevant document can definitely be improved. The heads of committees were also urged to discuss the board meeting agenda at committee meetings, and to gather feedback and opinions from active members. We have additionally arranged two policy workshops where all members were invited to improve our current policies and work with developing new ones. Finally, a survey was sent out to gather members' feedback and opinions on UPFs operations, receiving over 100 responses, information which we used to improve our work.

A key aim was to provide a safe, comfortable and sustainable platform for engagement for our members. The board pursued this by continuing to work with the sexual harassment policy and spreading information on this topic. Two contact persons were elected in October 2018, and were made available to members via email as well as during monthly office hours. The contact persons also visited committee and board meetings to introduce themselves and the policy. Additionally, one workshop was held by two active members, Soha Kadhim and Vide Wassberg, touching upon gender relations and sustainable leadership, as well as one workshop on working environment, to bring these topics to discussion in the board's and active members' engagement.

The board has worked continuously to find new and innovative ways to improve our operations. We have, for instance, arranged two documentary film screenings on top of our weekly lecture series; the radio committee has increased their number of podcasts as well as developed a format of shorter podcasts; and the committees have begun implementing positions of responsibility in various forms. We have also, for the first time ever, initiated a Nordic Convention on International Affairs which was hosted here in Lund and attracted students from all over the Nordics to participate in a weekend full of activities.

Collaboration between committees has been strong this year, particularly between the media committees and the lecture committee through joint theme weeks. The radio and travel committees additionally held a podcast collaboration about each trip, which received positive feedback from members and from those involved. The media committees continued their annual media Olympics, and joint after-works have also been held. Finally, the activity committee arranged several intra-committee events such as bowling, playing pool, brunch and lunch. All in all we have provided numerous opportunities for our active members to get to know each other and to do work across committees, although there is always room for improvement.

A satisfactory diversity of perspectives and opinions has been reached through our various events and media content. Likewise, a good geographical spread of topics was also achieved. The increased levels of active members in the lecture and webzine committees, as well as the increased output of articles by the webzine, has allowed for a broader range of topics and viewpoints to be addressed.

The inclusion of trustee positions has somehow expanded since last year when the positions of an official photographer and a social media coordinator were implemented. This operational year the webzine committee chose to add three sub-editors to ease the workload on the Editors-in-chief, which has turned out to be effective. Additionally, a deputy head was elected for the same reason within the lecture committee, which also showed positive results. This has forced the board to discuss the possibility of adding further trustee positions and how they would be elected. We finally established that the election process as well as the responsibilities and privileges for committee specific trustee positions should be a decision left to the committees. However, this is something that might need further discussion and development.

In regard to policies, we have worked extensively with the crisis policy, electing a crisis group early during the semester. The environmental policy was taken into consideration during our events, travels and the topics we covered. Climate compensation has been carried out for each trip, although we failed to provide regular updates on this during board meetings as is necessary according to the policy. With regards to the senior collegium policy, the board did not elect a Managing Group for the operational year as stated in the policy, and the responsibility was left to the secretary alone. However, the secretary has worked with this by setting up an application link to the Senior Collegium as well as created a platform for it on LinkedIn.

Achievements not outlined in the operational plan include:

- Agreed to relocate our office to the 4<sup>th</sup> floor of AF
- Started a jubilee fund to use for UPFs 100<sup>th</sup> anniversary event in 2035
- Began the process of establishing SASNET as a new collaboration partner
- Accepted a template of privileges and responsibilities for trustee positions

## **2.3 Board Meetings and Annual Meetings**

The board was summoned for 14 board meetings and one statutory board meeting. Additionally, the association held one annual meeting and one annual election meeting.

1 September 2018: Statutory board meeting

1 September 2018: Board meeting

13 September 2018: Board meeting

27 September 2018: Annual meeting

18 October 2018: Board meeting

8 November 2018: Board meeting

29 November 2018: Board meeting

13 December 2018: Board meeting

17 January 2019: Board meeting

2 February 2019: Board meeting

21 February 2019: Board meeting

14 March 2019: Board meeting

4 April 2019: Board meeting

25 April 2019: Board meeting

11 May 2019: Annual election meeting

16 May 2019: Board meeting

4 July 2019: Board meeting

## **2.4 Projects**

### **NCIA**

On 18 October 2018, the board accepted a motion to initiate work on the first ever Nordic Convention on International Affairs (NCIA) as the official project of the board of 2018/19. A project group was formed with members from the four contributing organizations, UPF Lund, UF Malmö, International Debate CBS and UFS, and worked for 5 months to create a weekend convention which was held 25-26 May 2019.



Students from all over the Nordics were invited to participate in the weekend which consisted of several lectures, a career fair, as well as a gala dinner on Saturday. Lund's mayor Philip Sandberg and the head of the Raoul Wallenberg Institute Morten Kjaerum were invited as opening speakers. The convention consisted of several panel debates on security in the nordic region, the nordics in the world, and nordic involvement in the global climate challenge. The convention was closed with a lecture by Thomas Van Hare.

The project was successful and attracted over a hundred students. It also aimed to further strengthen the collaboration between UF associations and with IDCBS. Following an evaluation it was concluded that the convention should aim to continue as an annual event.

### **Project Integration**

While active during the previous year, the project saw little interest from the board and members to continue as a separate endeavour. Therefore, at the annual meeting on 27 September 2019, it was decided that the project was to be incorporated in operations of the career committee following a proposal from the board and one of the project coordinators. The main idea was to have the career committee's annual networking event as a platform for volunteer organisations working with improving integration to meet students.

### **Collaboration with Katedralskolan**

During 2017/18 a motion was accepted to establish a collaboration with the Katedralskolan high school in Lund, allowing students to become members in the association and working as ambassadors for UPF in their school. This project continued, albeit not as successfully as expected due to insufficient communication between the two parts. The project would thus require a more concrete structure and has the potential to develop.

### **Film festival**

This year, UPF has continued to work on the Human Rights Film Festival as part of our collaboration agreement with the Raoul Wallenberg Institute. Movie screenings were held for five days from 20-24 March 2019. This is a great event that we think UPF should continue with. However, communication and scheduling with RWI can be coordinated more effectively in the future.

### **Musikhjälpen**

A joint fundraiser was started with UFS and other UF associations across Sweden, with additional fundraising activities from UPF Lund through an event with fika, mingle and a quiz, as well as radio shows on the topic.

### **Belarus Exchange Project**

In the beginning of the working year, the board aimed to continue last year's exchange project with students in Belarus. The Board decided to give a mandate to James Rhys Davies to look into the possibility for funding. Unfortunately, no funding for the exchange project was found.

### **3. Economy**

#### **3.1 Report**

The finances of the Association of Foreign Affairs of the working year 2018/2019 were kept in good shape. In comparison with previous years the budget continues to grow, but at a reasonable pace in order to not grow too fast.

For the outcome of the revenues we can see that it outperformed the estimation. This is partly due to successful grant applications, where both the income from Folke Bernadotte Akademin (FBA) and Myndigheten för ungdoms- och civilsamhällesfrågor (MUCF) were higher than expected. We also signed new contracts with our three collaborations partners (ACE, CMES & RWI), and began the process of establishing a new lecture partnership for the next year with SASNET. The membership and entrance revenues went slightly under budget, but remain on a high level.

For the outcome of the expenses it went lower than expected. One of the reasons for this is our project, NCIA. It went with a surplus of 19 782,58 kr, instead of spending all incomes. For the committee specific expenses the sum of the outcome for the committee's expenses was approximately the same as the budget, with some variations. It should also be noted that instead of a specific post for climate compensation the committees have climate compensated within their own budget posts. In total, roughly 15.000 kr were used for climate compensation.

In total we ended up with a surplus of 55 827,74 kr, of which 19 782,58 kr is connected to the project Nordic Convention. This means that the organization went with a surplus of 36 045,18 kr of its normal operation. One challenge for the future years to come is to be more flexible on its expenses during the working year in order to decrease a potential surplus or a deficit. However, with the surplus the financial buffer has increased.

To conclude the financial part, the finances of UPF are strong. The association holds a solid level of common equity and is well prepared for the challenges that await in the future.

Please see attachment 1 for full budget report.

#### **3.2 Grants and financial support**

##### **Folkebernadotte Academy**

During the autumn 2018, the association continued the Folke Bernadotte theme "Between War and Peace", which was applied for by the board of 2017/18. The purpose of the theme was to spread knowledge and create debate on peacebuilding, threats to peace, and conflicts around the world today. During the autumn semester the association held four lectures connected to the grant theme, and produced four webzine articles, three radio shows, and one issue of the printed magazine on the topic.

For 2019, the association applied to the Folke Bernadotte grant “Stöd till civilsamhället” through the project “Towards A Safer Future”. The purpose of the theme chosen by the board of 2018/19 was to shed light on the security challenges the world faces today and in the future such as conflicts, climate change, anti-democratic forces and tensions, nuclear weapons, financial crises etc. The project aim was to spread knowledge but have a focus on giving youth the possibility to participate in problematizing yet solutions-oriented discussions, as well as to inspire and provide tools for the young leaders of the future.

During the spring, the association held five lectures and panel discussions on the theme “Towards a Safer Future”. It also approached the grant theme with a focus on women by producing one printed issue of the magazine on women and security, and held a theme week on the online webzine producing five articles. The radio committee also produced one live show and one podcast connected to the grant theme. In addition, the career committee held one seminar on international leadership and had a full day of study visits and seminars in Copenhagen as part of the grant’s subgoal of providing youths with tools to take part in the discussions on how to create a safer future. However, the Board of 2018/19 had to hand over part of the subgoal on international leadership, which in the grant application was supposed to be conducted during the first period of 2019. FBA was informed, and the remaining three seminars on international leadership were moved to the autumn semester of 2019.

For “Towards a Safer Future” the association received 106 000 SEK for 2019.

### **Forum Syd and MUCF**

The association has received grants from Forum Syd and MUCF through the Swedish Association of International Affairs (SAIA/UFS). Forum Syd, which is given out by SIDA, has funded activities and events related to questions about development. Both grants have given the association the possibility to perform a lot of our daily activities, and to pursue our vision of spreading knowledge and creating discussion on international affairs.

From Forum Syd the association received 40 522,58 SEK and from MUCF the association received 123 342,21 SEK.

### **Folkuniversitetet**

The association has submitted study circles to Folkuniversitet and thus received financial support. The support provided by Folkuniversitet allows the association to have weekly committee meetings and to put together its daily activities, produced material and events.

From Folkuniversitet the association received 2 362 SEK.

### **Collaboration partners**

The association has also received funding from its official collaboration partners; The Raoul Wallenberg Institute (RWI), The Center for Middle Eastern Studies (CMES), and the Center for East and South-East Asian Studies (ACE).

In accordance with the agreements, UPF Lund received 16 990 SEK from each collaboration partner.

### **Project related grants**

In addition to the grants and the financial support which allows for the association to have its regular activities, the board of 2018/19 also applied for additional financial support in order to complete this year's project and thus host the first ever Nordic Convention on International Affairs (NCIA). The association applied Akademiska Föreningens project fund to cover the speakers' travels, printed material and other expenses as well as funding from Lund Municipality for providing participants and speakers with food during the convention. The association also applied for Prins Carl Gustafs fund and received funding from Lund University to cover venue expenses.

UPF Lund received 25 000 SEK from the AF-project fund, 20 000 SEK from Lund municipally, 20 000 SEK from Prins Carl Gustafs fund, and 15 000 SEK from Lund University.

## **4. Presidium**

The goal of the presidium of 2018/19 was to continue working with the short and long-term development of the association. The presidium wanted to expand the association's current membership base as well as reach out to new potential collaboration partners locally, nationally, and internationally. The presidium also aimed to increase the internal cooperation within the association. The presidium also wanted to work with empowering the association's members by making the association increasingly visible, accessible, open and transparent. The aim was to put the focus on stress prevention, well-being, and the possibility for self-development for UPFs members. How the presidium has worked with the above-mentioned goals, as well as their position-specific goals, will be presented below.

Please note that the treasurer's report has been included under point 3.1.

### **4.1 Presidents**

The Presidents' aims for the working year of 2018/19 were the following:

- 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

### **Board Meetings, Annual Meetings and Other Activities**

The Presidents have summoned the board to board meetings every second to third week. The summons have been sent out 5 days in advance, and the board has been notified about motion deadlines and encouraged to spread the information about the board meetings to the association's active members. The protocols from the board meetings have been posted on the association's website, though somewhat irregularly. Making meeting agendas and protocols more accessible to the members is something that could be improved to increase transparency. The Presidents have also summoned the members to an annual meeting in September, and an annual election meeting in May, 14 days in advance in accordance with the by-laws. The summons, agenda, and attachments were sent out via email and made available on the website and on Facebook.

The Presidents have also planned and executed two full weekends in Skanör, where board members got the chance to get to know each other, discuss their work, and increase cooperation through a range of workshops and other activities. In addition to the work related to the above-mentioned goals, the Presidents have performed certain tasks as well as planned activities related to the general work of the association such as class visits, visits to student fairs, grant applications and reporting together with the treasurer, meetings with collaboration partners etc.

### **Vision-oriented work**

The Presidents have worked actively with creating short-term and long-term visions for the association and its committees. In the beginning of the working year the board were given the opportunity to work with visualising their ideas for the upcoming year, and encouraged to envision the association in the future. Half-way through the working year, the board received another opportunity to work together and discuss the results and the remaining work to reach their visions.

### **Workshops**

The Presidents have worked with providing board members with tools and knowledge to be able to visualize and execute their visions, develop their own leadership, and to lead the association and its committees in a safe working environment. One way to do this has been to prepare workshops for the board where board members could openly discuss different opportunities and challenges they face as board members and leaders, but also the opportunities and challenges the association faces as a whole. It has also been the aim that these workshops will ultimately empower the associations members by providing them with a professional, trusting, and safe environment to realise their own ideas for the association.

- Vision and Development workshop
  - During this workshop, the board members discussed the strengths and weaknesses of the association and then visualise their own vision for the association and their committees.

- Leadership workshop
  - During this workshop, the board members got to discuss what it means to be a good leader and what challenges and possibilities being a leader entails.
- Stress Prevention workshop
  - During this workshop Studentprästerne in Lund talked with the board members about stress, what causes stress, and how to handle stress in a sustainable way.
- Gender Relations and Sustainable Leadership Workshop
  - During this workshop two previous board members prepared a workshop to raise awareness among the board members about what gender norms follow them into their operations. The board members got to discuss what it means to be an inclusive leader and how to actively work against toxic gender norms. The workshop also aimed to raise topics such as sustainable leadership and stress prevention.
- Workshop about representing the association
  - This workshop discussed how board members in positions of influence should represent the association. It touched upon proper conduct in communication with members and other organisations and collaboration partners, as well as when facing feedback and criticism.
- Working Environment Workshop
  - During this workshop, the board members got to discuss different challenges to creating a safe, creative and open working environment. The board members got to discuss stress, conflict management, group dynamics, bullying, discrimination, and harassment, and how to deal with these challenges as leaders.

### **Individual talks and personal development**

In order to support the board members in their work and individual development, individual talks have been held on several occasions as well as joint talks with committee heads to discuss committee development and cooperation. The talks have also been done in accordance with the Stress Prevention Policy, as means to keep track of the board members workload and stress levels throughout the year.

### **Policies and By-Laws**

The Presidents have encouraged the members to work actively with the associations policies and by-laws. On two occasions, two workshops open for all of the associations members were held in order to, in a transparent and open way, discuss the policies and by-laws and look for improvements. By arranging these open forums for members to discuss, the aim was to empower the members and to encourage more involvement in the general work of the association.

## **4.2 Secretary**

The year of 2018–2019 has been a year of traditional Secretary work but also new things that have happened to the role. It has been interesting and rewarding to serve as the association's Secretary. There have been great discussions during the board meetings. I will in this text further elaborate on certain aspects of the Secretary work.

### **CoachHippo**

Our membership system was implemented last year, but this was the first time it was used in the organization this operational year. In the beginning, in the autumn, it was challenging to use the platform. Vital functions did not exist, many bugs existed in the program which made it very dysfunctional.

However, during the last two months, the program has developed. During the year, the design changed, and additional functions have been added to the program. If it continues at this rate, I would say that CoachHippo will be a very user-friendly platform for the association. Some issues still exist. As an example, old members are not deleted when their membership period expires.

### **Mailchimp**

I have been sending out weekly newsletters, membership surveys and annual meeting summons through Mailchimp. A thing that has been new for this operational year, is the personal text from the Secretary in the newsletters. I have received positive feedback for these, and I believe that it gives a face to the newsletters.

### **Senior Collegium**

During the last weeks, I have set up an application link for the Senior Collegium, through CoachHippo. Boards back to 14/15 have been informed about this link. When old board members sign up, they need to give their contact information, which board or boards they served and which position or positions they had. If members of the Senior Collegium want to nominate a member, they are urged to mail [alumni@upflund.se](mailto:alumni@upflund.se).

I have also set up a platform for the Senior Collegium on LinkedIn. When the Secretary accepts applicants, they receive an email to the link of the LinkedIn group.

## **4.3 Head of IT**

Since I started my position as Head of IT at the turn of this semester (Spring 2019) I've learned a great deal. Taking the wheel from my predecessor Erik Helldén was at times unnerving but in the end a very rewarding experience. The learning curve was steep and at times daunting and it did take me a couple of months to learn the ropes fully. Listed below are some of the notable changes and events that have taken part since I took charge as the Head of IT at UPF Lund during the latter half of operational year 2018/2019.

- Installed a plugin at [www.theperspective.se](http://www.theperspective.se) to enable visitors to listen to UPF Radio's podcast on said website.
- Introduced the new concept of "Past presentations" where past lecturers submit their powerpoint-slides to the association so we can easily share them with our members via [upflund.se/past-presentations/](http://upflund.se/past-presentations/).
- Taken the first steps to finalize the "Senior Collegium" along with secretary Christopher Andersson.
- Experience some phishing and potentially spear-phishing attempts.
- Taken the first steps to convert our websites from HTTP to HTTPS; a work I very much look forward to continue with my successor Olle Tolke.

Hindsight is 20/20 as the saying goes and there are of course some changes I would have made regarding my tenure as Head of IT.

- Publishing the protocols is something that gives our members insight and a sense of transparency. And the communications between myself and the secretary should have been better. To my knowledge Christopher had issues receiving the attesters signatures to finalize protocols, however I should've insisted that I could publish them unattested for the time being.
- The communication between PR and myself should've been better as well. The modus operandi was that something to the effect of me noticing an event that they had already published on Facebook and the me trying to publish something similar on [upflund.se](http://upflund.se)
- Lastly, regarding security I ought to have researched means of procuring two-factor authentication for our board-members G-suite accounts, initiated the research on above mentioned conversion from HTTP to HTTPS earlier also.

In final, I hope that my successor;

- Will have the opportunity to take on more responsibilities - both assigned from the board and new projects on his own initiative - both continuous and sporadic.
- Will experience the same creative freedom to further improve our online presence.
- Will always be comfortable to reach out to me if there is any issue or brainstorming at hand.

## 4.4 UFS Representative

For the operational year of 2018/2019, the UFS Representative set up three focus areas for his work of the year. The first focus area regarded his representational role and organisational development of UPF Lund. The second focus constituted developing the cooperation between UPF Lund and its current and potential partners. The third focus was on organisational development of UFS/SAIA.

### **Focus: Representational role and organisational development of UPF Lund**



To achieve this focus area, the representative strived to clearly inform the UPF board on current issues in UFS. He also met all UPF Lund's committees to talk about UFS and the opportunities to get involved and participate in UFS events. The representative also took hold of opportunities to engage UPF in UFS, such as the Young Media article competition. The view of UPF Lund was duly represented in the board of UFS. The representative also shared views on policy updating with the revising group started in the year. The group is strongly encouraged to continue the important work of updating UPF Lund's by-laws.

The goals set up were the following:

- 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**

Visits to IDCBS in Copenhagen and UF Malmö were carried out in the beginning of the board year. The representative early in the board year also sent in motions to both UPF Lund and UFS to start the project The Nordic Convention on International Affairs (NCIA). As the project leader, the representative worked to achieve the goals set up to increase Nordic partnerships. NCIA was a joint project by UPF Lund, IDCBS, UF Malmö and UFS which gathered over a hundred participants from student organisations from four Nordic countries.

The goals set up were the following:

- 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**

Efforts to ensure this area was to continuously be a voice for bilingualism and voice that UFS events must become cheaper. Important steps were taken in order to ensure that UFS events become cheaper, and the next year's UFS Representative is urged to continue the work on that. The representative worked to have increase transparency throughout the year, one example being sending in a motion to amend UFS' policy on publications, which passed. Including UFS in The Nordic Convention fulfilled the strive to increase UFS' cooperation with similar Nordic organisations.

The goals set up were the following:

- 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.

## **5. Committee Work**

### **5.1 Activity**

The purpose of the Activity Committee is to make members feel included and help them get to know other people in the organisation. To achieve this, we have organized different kinds of activities where members can socialize and meet members outside of their own committee. This operational year we have had two study visits, three sittnings and one ball, but we have also had smaller events such as pub-quizzes and potlucks.

#### **Sittnings**

This operational year we arranged three sittnings, at three different nations: Hallands Nation, Kristianstads Nation, and Östgöta Nation. We wanted to branch out and try different nations than we have done in the past, and we were very pleased with the results. All sittnings have been very well received by the members, but like previous years we had a lower attendance for the third sittning in late February. This is usually the sittning where the Activity Committee sells the least amount of tickets, and despite working hard to promote and market the event we did not manage to sell as many as we would have liked.

#### **Study visits**

We have arranged two study visits this operational year. During the fall semester we went to Copenhagen and visited the Embassy of Saudi Arabia and the Danish Refugee Council. We had a very high interest for the study visit, primarily from non-active members. It was very successful. In the spring semester we went on a longer study visit to Berlin, where we stayed for three nights. This visit was more expensive than our study visits usually are but was greatly appreciated by the people who attended. There were many more applicants than there were

spots, which implies that the visit was still considered financially accessible for many. In Berlin, we visited the German Parliament, Transparency International's headquarters and the German Ministry for Education. We hope that the success of this trip can inspire the Activity Committee to consider having longer study visits in the future, since it is possible to reach many interesting destinations by bus from Lund.

### **Ball**

The ball is very appreciated by many members and is our biggest event of the year. This operational year we organised the ball at Grand Hotel, as have been done the two previous years. Because the ball is our most expensive event of the year, it is unfortunately not accessible to all members. This year we sold fewer tickets than the previous year, which we believe is partly because of the prices of the tickets have increased. We have the event at Grand Hotel since it is appreciated by many to round up the academic year at a nicer venue than a nation, and having it at Akademiska Föreningen is more expensive. We tried to make it as cost-effective as possible, which is something we believe the Activity Committee should continue to strive for.

### **Pub quizzes**

This operational year we have held fewer pub-quizzes, in order to focus on other kinds of events. During the operational year, we organized two quizzes: one after the get active meeting in the fall semester at Wermlands nation, and another in conjunction with the release of the operational year's first issue of the Perspective Magazine at Kristianstads nation. We also had a small questionnaire during the EU-week at Östgöta nation, after the party-debate that the Lecture Committee organized.

### **Other events**

In order to include more members, we have also organized many smaller, non-alcoholic events. These events have also been cheaper than for example sittnings, which further increased our inclusiveness. These other events include two hikes, a badminton tournament, potlucks and a Eurovision Watch Party. During these smaller events we have also seen a large interest from non-active members, and they have been a good way to promote UPF's activities and make more people want to become active.

### **Intra-committee events**

We have had several intra-committee events this year, such as bowling, playing pool, brunch, and lunch. This year we also created a subcommittee for planning these events. Because of varying rates of attendance of the subcommittee, we ended up planning the events at meetings instead of delegating it to one group.

## **5.2 Career**

The vision of the Career Committee for the year 2018/19 has been to turn the Committee into a focal point for career opportunities in foreign affairs in Lund. Practically, this included

activities 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. In line with this vision, the career committee during this operational year organized an international networking event; 7 cycles of Prep-Courses; the Mentorship Program; and a study visit in Copenhagen. Additionally, one Breakfast Seminar with the theme *career in diplomacy* was organized during the autumn semester together with the Ruth Newman, a U.S. Diplomat.

## **Networking Event**

The main goal of this event was to bring in Lund different organizations and offer the chance to students to establish network with these organizations. The event offered the chance for the students to mingle with representatives of great organizations and discuss career advice and internship opportunities. There were several important questions that students had and sought answers during this event while communicating with the invited organizations. These questions included: what are the most common ways to start a career in your organization?; when do you open internship applications?; what is the recruiting process in your organization?; what makes a good candidate to join your organization?; what are the professional skills that one should possess to have higher chances to get a job in our organization?; what are the main principles of your organization? And other. For the 2018 Networking event, the career committee reached to bring in Lund 11 organizations and ensure the participation of around 130 participants. These organizations and institutions included: European Commission; Raoul Wallenberg Institute; UNICEF; EU-Career Ambassador for Lund University; Region Skåne; Global Warning System; AIESEC; Nordiska rådet; Nordisk jobbstart; IM, and Centralasiengruppen. This event has a great potential to be expanded and gain an international attention.

## **Prep Course Program**

Prep Course program consisted of 7 inspiring courses with successful figures from different organizations such as the UN, International IDEA, law, entrepreneurship, consultancy companies, and academia. The invited speakers for the Prep-Courses spoke about their career path, workplace and to share their personal experience, philosophy and advice. The speakers shared their reflections on lessons learned, particularly on leadership, from career path and on what kind of personal values and skills are important for a successful career in international organizations. The invited speakers for this year included:

1. Jean-Luc Marcelin, UNDP-Program Specialist on Partnership and Business Development, held a course on the 5th of February. Jean-Luc focused his lecture on his career (career path, workplace, philosophy, advice, and reflections on lessons learned) and linked his presentation with how he reached to create those entry points in different organizations during his career path.
2. Niklas Schmidt, CEO and Founder of NovoSpektion working on the 2030 Agenda, was the second speaker of the program who held his lecture on the 14th of February. Niklas talked about

his talk career path and combined the presentation with the theme of Competency Based Recruitment/Career Management.

3. Cecilia Safaee, founder of the NGO Futebol da Forca in Mozambique working on empowering girls' rights and opportunities through football, was the third speaker of the program on the 21st of February.

4. Andreas König, CEO and co-founder at Just Arrived, provided an inspiring workshop on the 5th of March. His presentation was focused on his career and the challenges that start-ups face, as well as tips to overcome these challenges.

5. Per Mickwitz, Director of the International Institute for Industrial Environmental Economics, held his course on the 26th of March. Per Mickwitz provided an interesting story and tips of his career path as a researcher and also on the success in academic life.

6. Armend Bekaj, Senior Program Officer at International IDEA, Stockholm, held his course on the 4th of April. Armend Bekaj talked about his career path and tried to connect it with the importance of having a strong drive which can help you overcome obstacles on your career path. Then he spoke about needed skills and competencies to work in an organization such as International IDEA.

7. Constance Thomas, Director of ILO's International Programme on the Elimination of Child Labour (IPEC), was the last speaker of the program. Constance spoke about her career path in the UN system and experience in different countries. This was followed with an explanation of her philosophy, advice and reflections on lessons learned).

### **Mentorship Programme**

The Mentorship Programme is organized in partnership with the Lund Diplomatic Club and allows the participants to learn from experts that are already working within the field of foreign affairs. The selected students are matched with a mentor that best fits the student's future aims in order to receive guidance and mentoring. The concept of the Mentorship Programme was not modified in any way during the operational year 2018/2019 and the goal was primarily to maintain its continuity. In total 15 mentees the Heads of Career included were matched with a mentor.

### **Study visit to Copenhagen with both of the programmes**

As a last activity executed by the Career Committee, we organized a study visit to Copenhagen. The main purpose of the visit was to provide more insight into different careers within foreign affairs through visits to the UN City, the Representation of the European Commission and the Australian Embassy in Copenhagen. The purpose of these visits was similar to that of the Prep Course sessions; to have the chance to hear experts from the field of foreign affairs to speak about their career path, workplace and to share their personal experience, philosophy and advice.

## 5.3 Lecture

### Lectures

For the working year of 2018/19 the lecture committee was very active. Thanks to our great committee members we arranged a total of 51 lectures on varying topics throughout the year. The goal for the year was to host a variety of topics, as well as lecturers. Hence the committee was actively striving to achieve both gender balance and a geographical range of origin among the lecturers. In terms of gender balance this was especially emphasized, in the end we hosted 57 male speakers (59%), and 40 female speakers (41%). In regard to the country of origin for the speakers we had a majority of the speakers from Europe, marking a future room for improvement in actively presenting a stage for non-western perspectives. We did however have at least a few lecturers from each continent, except for Oceania.

The topics for discussions covered international topics ranging from climate issues, to Swedish arms exports, to developments in Central Asia and political refugees from Nicaragua and North Korea. Overall, we feel proud of the range of topics presented to our audience.

A goal for the year was to try and extend the reach of UPF Lectures beyond the traditional base of people in social sciences. The key goal was to host a lecture on a topic perceived as relevant to the students of LTH at the LTH campus. This was achieved but in two different ways. Our lecture with a North Korean defector was held at Kårhusets Aula at the LTH campus, and our EU week ahead of the elections was marketed through Teknologkåren and with posters at the LTH campus.

As per usual we had a good collaboration with our collaboration partners at the Raoul Wallenberg Institute, the Center for Middle Eastern Studies, and the Center for East and Southeast Asian Studies. These collaborations resulted in, among others, lectures with European Commissioner Margrethe Vestager, on Water related conflicts in Yemen, and on digital surveillance by the Chinese state.

During the year we had the chance to try a few new concepts for our lectures. For example we screened documentaries with ensuing Q&A sessions with the directors of “In the name of Confucius” and “La Negociacion” respectively. The latter was actually the first screening on European soil. Further we had one lecture featuring a North Korean defector and refugee over video link, an interesting way of having a lecture without actually flying a lecturer in. We also hosted a Nicaraguan refugee for a very intimate talk where she had a chance to tell her personal story.

### Committee work

We started the operational year with only 2 committee members staying from last year. To the first committee meeting after the get-active however around 25 people came, full of ideas for potential lectures. We encouraged them to send invitations.

The size of the committee decreased quickly to around 15 people. They established contacts to potential lecturers. Moreover, people from outside the association approached us, offering to hold lectures. Whenever that happened, we asked the committee whether to accept the offer, which they always did. Only some weeks after beginning of the autumn semester the number of lecture projects currently planned reached the number of Wednesday evenings of both the autumn and the spring semester. Some committee members criticised both that and deficits in structure when setting up a venue for a lecture. The criticism together with our own analysis of the situation brought us to come up with ideas for how to make the lecture selection process more democratic and how to better organise the physical work.

Many of the contacts established did not lead to a lecture and some ideas were merged, which left us with way more free Wednesday evening slots than it looked like at some point during the autumn semester. The core of our new approach on how to decide which lectures to have became the election meetings. Those were scheduled some weeks in advanced. Prior to such meetings our committee members were encouraged to come up with lecture ideas that would be listed up. Also external suggestions for lectures were not directly confirmed or declined, but added to the list. At the election meetings all the ideas were presented and ranked by voting. Then project groups were formed to work on the ideas ranked highest. We had one election meeting during the autumn, and three during the fall semester. All Wednesday evening slots that were not promised to collaboration partners we tried to fill by this procedure. However, it happened that it became clear that certain Wednesday evening slots could not be filled by any project group. In such cases we looked for another way to fill them, usually by accepting some external suggestion. Also, certain thematic projects, as a Brexit lecture, the EU week or the NCIA were organised differently.

To structure the practical work that had to be done each week we started by formulating tasks. First, we just distributed them each week, later we defined responsibility posts, meaning that people were given the responsibility to ensure that the work would be done, either by doing it themselves or by finding someone else in the committee who could do it. We distributed the responsibility posts once in the autumn semester and redistributed them twice in the spring semester. Especially the first weeks after a redistribution that system worked out well.

For communication inside the committee we started by using a Facebook group, but moved to a Slack workspace at the end of the autumn semester.

The spring semester started with almost 40 people attending the committee meeting after the get-active lecture. Instead of having our weekly committee meetings at the office, we decided to have all our meetings at Eden. The size of the committee decreased more slowly than in the first semester, but again we ended up with around 15 active members.

Throughout the year we had some nice committee hang outs, most of them at someone's home. Also, prior to UPF sittnings and the ball, we arranged pre-parties.

## **Help from Committee Member Rebecca**

Due to Andrew leaving for a field study in Uganda in March, we asked the committee members if someone could step in helping us with our tasks as heads of the committee. Due to a tie in the election, Rebecca Edvardsson was selected by flipping a coin. Until the end of the semester she took a valuable role in organising the lecture and committee work.

## **5.4 Magazine**

This year, we as editors, have worked hard to make sure that the magazine remains relevant, diverse and provides education and debatable articles. We have done this through picking relevant and interesting themes to spark interest in both the writers and the readers. We have tried to think outside the box both when it comes to themes as well as with encouraging our writers to challenge themselves to write in new interesting ways and about unexplored topics.

We have unfortunately lost our layout team during the second semester due to school and finished studies. However, we are very happy with the layout of the magazine for our entire year. We have also changed illustrator which has been very successful, and we are constantly thinking about new ways to do layout as well as encouraging our writers to do their own layout. We have struggled with lack of access to InDesign and Photoshop for our members. This has made it less appealing for our members to do their own layouts and has put a lot more pressure on our layout weeks. However, that both heads have had access to the programmes has worked very well and we have had many members who have done their layout despite lacking access to the programmes and they seem to have enjoyed being part of every aspect of the process.

We have tried to make the committee where people can develop their skills in writing and layout and we believe that this has been successful. Looking at our final issue compared to the first one as well as taking into consideration the discussions during our committee meetings, each individual and the group as a whole has grown immensely in the past year. We have a general feeling that everyone is more comfortable with writing and are pushing themselves and trying new things on their own without as much encouragement from us heads which we see as something very positive.

We have also become a very close and friendly group within our committee, something we had as a goal a year ago. We have had many committee hang outs such as playing shuffle boards, taco/pizza-nights, after-works, park hang outs and not to mention, the media-olympics. Especially in the spring semester we have become a very close-knit group sharing many laughs and inside jokes, a group we will dearly miss next year. Thereby, we consider that we have met our goal in that the committee also should be a friendly and social environment. We hosted after works every Monday during the autumn semester, however, it became an unsustainable situation for us as heads and we tried to have the after works a bit more seldom during the spring semester, which worked out well as well.



We also had an aim to have at least one workshop during our operational year. During the autumn semester we had a workshop to which we invited both the webzine and the radio committees. This workshop was focused on journalistic writing and was with a journalist called Ylva M Andersson. The workshop was very successful and appreciated by those who joined. During the spring we had a mini-workshop where we tried to come up with a few new set formats for the magazine, in order to make it a bit more accessible. This was led by one of the heads and was only open for the magazine committee. However, the workshop went very well.

We have collaborated with the other media committees for theme-weeks, along with the release of some of our magazines. We have also had several guest articles from the webzine committee and we have also had a member taking part in radios – voices of UPF. Hence, we have kept a collaboration with the other media-committees going. We have also had many social events together such as pre-parties for sittings, after-works, and park hang outs which has been very much appreciated by our members. Though we have tried to mix being all media committees and only the magazine from time to time depending on what our committee members want.

## **5.5 PR**

Our vision for the operational year of 2018/2019 has been to create an environment that encourages creativity, collaboration and community within the committee, so that our members feel motivated to contribute in valuable ways. We wanted 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. The overall goal of the PR committee is to help UPF spread its brand and reach out with its products and activities.

Interconnectedness between committees has been worked on not mainly through activities together with other committees, but through conveying a sense of a unified UPF online. We have produced a weekly schedule at the start of every week (except a few holiday weeks) since that idea was introduced, where all UPF events (such as webzine releases, radio shows, lectures, social activities, travels, application deadlines etc.) have been marketed in a compact manner. We believe (and have received some feedback to back this up) that this has given the association a more unified appearance, and provided its members a neat overview of the week with UPF.

We have seen an increased interactivity on our content online, not least on Instagram, where we gained a lot of followers this year. We also see a continuous, although not huge, amount of interactivity on Facebook which helps us reach out further. A lot of webzine articles have seen lots of comments etc., which is one part of trying to achieve the feeling of UPF as an online platform for discussion.

We have continuously tried to make use of committee members feedback for what to improve and develop in the committee. After the 2018 fall semester we also sent out a PR committee survey, which we then used to improve the committee in the spring.

Our work with sub-committees has been a good way of making sure the work on specific tasks is effective. The groups we had were: Social Media Group (as backup and help for the Social Media Coordinator, as requested by the last person to hold this position), Merchandise group, Lecture group (with the task of browsing the webzine website in search of relevant articles to boost interest for lectures), Photoshop group and Film group. Delegating tasks has been easier when there has been a group dedicated to any specific task.

An overall thought on this year's PR committee is that we have seen some major changes take place, as one of the heads were replaced (due to exchange studies), the social media coordinator resigned (due to this person's possibility of another position in another association) and a lot of members coming and going during the year. The interest in the committee has been high, so there has not been any issue with finding dedicated and creative members, which we are very happy to see, and it's been a pleasure to work with so many talented people. The committee has had as many as 30 members over the year, with a constant core group of about 10-15. The many changes have however meant that some routines have needed more attention than intended, which caused other projects to receive less attention. Developing the positions of Social Media Coordinator and Photographer could for example have been helped by more concrete guidelines. The elected people contributed with fantastic content and put in a huge amount of work, but with better structure we could have improved further and limited the workload for these positions at the same time. The Film projects could also have needed some more attention - even if the Film group produced great content too, not least in regard to the many interview clips presenting all the committees prior to the applications for the Annual Election Meeting.

This year's PR budget has been spent to great extent on Facebook marketing, but also on two adobe creative cloud accounts, which has seemed to be a good amount for the work we have needed. Some money has also been used to produce posters, even if we, like last year's heads of PR, tried to limit our use of posters in order to reduce our environmental impact. We have had a budget of 14 000 SEK, which we surpassed. An estimated average spent on marketing for every Facebook event is 150 kr. For bigger lectures we have produced posters for an estimated average of 200-300 kr. The cost for Adobe Creative Cloud has been 195 kr/account, with a student discount.

## **5.6 Radio**

The Perspective Radio is UPF's Radio Committee. We live broadcast one one-hour show every month and publish ten-minute podcasts every week. Every show and podcast has a specific theme, which is tackled from various angles and perspectives. The editorial staff consists of around ten- fifteen people and is open to all members of the association. The purpose of the

radio shows and podcasts is to bring forward facts and stories and to make people interested in foreign affairs. The aim of the Radio Committee is to open up a forum for our members of the association to broadcast radio and produce audio materials and gain experience in journalistic work. We have tried to have an approach where we let the experts be experts and that we, as students, can present our own personal perspectives on the topics. Our material might contain interviews, news summaries, debates, discussions and other segments connecting to the theme of the show or a podcast. To fulfil our goals, we have had meetings every Monday, published 29 podcasts and broadcasted five live shows throughout the year. The content during the year has varied, but we have tried to have a broad range of themes, such as: “Universal Basic Income”, “The Perception of Charity” and “Towards a Safer Future”. We have also had two successful collaborations with Travel Committee that resulted in a series of travel reports from New York in the fall, and Georgia in spring. During the spring semester, we had a special project called “Voices of UPF” where we invited members of other committees of the association to record their own podcast on the topic of their choice. This project turned out to be very successful and has received a lot of attention and positive feedback. We have started a series of ‘Morning Live Shows’ – this format was meant to be more relaxed where committee members could discuss topics related to foreign affairs that they feel strongly about or are interested in in a more relaxed context. This format has proven to be very popular among the members and hopefully will be continued in the future.

## **Cooperation**

As heads of the committee we have the impression that we have had a very close cooperation with the other media committees, especially with the Webzine as we share the same online platform. During the operational year of 18/19 we have had two theme weeks together with the Webzine and the Magazine, one during the autumn and one during the spring. During the autumn the theme was ‘Heroes and Villains’ and we had a live show on the topic that we later also published as a podcast. In spring, together with other media committees we participated in the theme week called ‘Towards a Safer Future’. We held a live show and published it later as a podcast. We also worked closely with the IT committee this year as we have updated theperspective website to meet our requirements. With the help of the IT, we have restructured the page for radio and have installed a plugin that allows to listen to podcasts directly on the website. We have also collaborated very tightly with Travel Committee and have produced two series of travel reports: one in fall and one in spring. The travel reports featured interviews with Human Rights activist Ahmed Khan and representatives of NASDAQ. Lastly, we have improved our cooperation with PR Committee to give more visibility to the content we have produced.

## **Meetings, live shows and podcasts**

The committee met every Monday at 18:00 and broadcasted live shows on Thursday at 18:00. During the meetings we have discussed different topics and ideas for the podcasts, set deadlines, decided on working groups according to the topics. We have successfully managed to switch

from the format of live shows as the main format of the Radio Committee to podcasts that we published on the perspective website and also promoted via our social networks. The ideas for the podcasts have always been suggested by our members and we have tried to support them in their work. During the fall semester, we have experienced difficulties to motivate members to finish their material, but it hasn't been an issue in spring. We are very proud of the quality of all the materials that we have produced this operational year and of their diversity. We have also organised a few technical workshops for our members to learn how to work with audio materials and technique. We have also uploaded all the guidelines and explanations online so that our members could have access to them any time as well as i=encouraged them to get trax-cards to be able to go to radio studio at any point.

## **Members**

The committee started off with a rather small number of members in the autumn. A few more people joined during the semester and the majority were quite active yet not always motivated enough to produce their own materials. Yet, more people joined in spring and the committee meetings have become quite crowded, especially at the very beginning. They have all been very enthusiastic and willing to work both in groups and independently, which resulted in almost double the amount of podcasts. They have also suggested many ideas how to improve the work of the committee and to engage people in the work of the radio.

## **5.7 Travel**

### **Fall trip – New York, United States**

During our trip to New York we met with politicians, lawyers, people working with businesses and investments and other who simply just work to make the world a little bit better. Besides having our more professional meetings we also made sure to get close to the American culture. We started off our trip by staying at the family home of Head of Travel, Colette Heefner. Her wonderful parents made sure we all got to experience a proper thanksgiving celebration including traditional food, games and the NYC parade (on TV). This certainly gave us a good start on our trip. A few days into the trip some members of the group decided to go to see a game of American football, the NY Jets and New England Patriots were playing. Before heading into the stadium to get our seats we made sure to get in the mood for the game by joining in on a "tailgate party" which essentially is when you bring lots of foods and drinks and serves and eats them from back of you car in the parking lot before the game. Other experiences during the trip includes visiting an art gallery exhibition, seeing the Rockettes Christmas Show, eating at a proper American diner, taking a stroll through central park and having drinks at a rooftop bar. We certainly covered a lot of the things this wonderful city had to offer and those things we didn't have time for only gave us a reason to return!

Participants:

- Colette Heefner

- Matilda Wilhelmsson
- Isabella Mansour
- Jonna Lindberg
- Andreina Daza
- Alexandra Cooper
- Agnes Blom Petersson
- Conor McLaughlin
- Micaela Carhed
- Lisen Ehlén
- Maximilian Blasek
- Charlotte Bredberg

We met with the following organisations/people (in chronological order):

- Fernando Arias, radio correspondent for Swedish national radio
- Swedish Mission to the UN
- The Swedish American chamber of commerce
- New York Bar-association (lawyer association)
- Swedish Consulate
- World Bank, met with Björn Gillsäter
- Nasdaq
- European Union Representation to the UN
- Amed Khan, (had several positions within the US government and is now a philanthropist with a focus on aiding refugees)

### **Spring trip – Tbilisi, Georgia**

Georgia is a country and a democracy on the rise, that is something that all participants of the travel committees spring trip can agree to. Our trip was filled with meetings with all types of people and organizations. We started off the trip with a thorough lesson on Georgia's political and cultural history which gave us knowledge that we had great use for during the rest of the trip. During our trip we met with politicians, human rights activists, students, entrepreneurs and trail builders. Besides our official meetings we also had time to go on a 3-hour walking tour of Tbilisi guided by our amazing guide Sev. We took a whole day bus trip to the countryside and visited the religious capital Mtskheta, Gori (the hometown of the Russian dictator Stalin) and the 4000-year old settlement Uplistsikhe. We also had time for a proper Georgian sulfur bath and scrub. A very pleasant surprise was the Georgian food, we indulged in tonnes of Kachapuris, Khinkalis and Georgian salads with walnut dressing. To finish off the week we also went to have dinner with UF Malmö and got to see some traditional Georgian dancing. Another thing that we noted throughout the trip was the presence of young people on senior and leading positions within different organisations. Georgians share the belief that their country has a very bright future, one that includes EU-membership, and especially the young people are passionate visionaries that put down an amazing amount of work and passion into making this future become reality.

## Participants:

- Colette Heefner
- Matilda Wilhelmsson
- Sanjin Alagic
- Louise Grönsund
- James Rhys Davies
- Timothy Parker
- Josefin Stenquist
- Karolina Jennings
- Emma Lygnerud Boberg
- Mihai Patrascu
- Tristan Fleming-Froy
- Isabel Gråby
- Benjamin Johansson
- Abi Ahmadzadeh
- Maria Posth

## We met with the following organisations/people (in chronological order):

- Hans Gunnar Adén (previous Swedish ambassador to Georgia) together with an EU civil servant
- Sweden alumni network Georgia (we met both alumni but also newly accepted students to Lund University)
- Institute for Development of Freedom of Information
- Transparency International Georgia
- Human rights centre Georgia
- Delegation of the European Union to Georgia
- Transcaucasian trail
- Foreign ministry of Georgia, meeting with the Deputy Foreign Minister
- Good Morning Georgia and Neiron (two tech start-ups with swedish connections)
- Kvinna till kvinna
- United Nations Development Programme
- Young European Ambassadors
- Swedish embassy (together with UF Malmö)
- Anaklia Development Consortium, (we met former foreign minister Tedo Japaridze)
- Caucasus Environmental NGO Network

All in all, we have more than accomplished what we mentioned in the operational plan written in the beginning of our operational year. We have for both trips succeeded in making the committee members participate in an active way by for example booking meetings or coming up with activities. We also believe we have succeeded in making the trips diverse when it comes to the meetings we book. We've met with both politicians, students and NGOs. Something that we take a lot of pride in is our achievements in engaging the different media-committees in our trips. We've produced radio blogs, magazine articles and as usual updated our travel blog. This

has made it possible for us to share our experiences with the whole organization and improved the transparency of the work the travel committee does. We've also brought the UPF camera with us to both trips to be able to save and share some of the special moments/meetings we had. In our operational plan we also mentioned that we were interested in getting to know the specific culture of the countries we visit. This goal we have fully reached by doing a range of cultural activities besides our meetings.

## **5.8 Webzine**

### **Publishing**

The 2018/19 operational year has been the most productive on record for UPF's Webzine. The Perspective published 106 articles written by 59 different authors. The first article was published on October 2<sup>nd</sup>, 2018, and the last on June 4<sup>th</sup>, 2019, with an average of three articles being published per-week. The high level of articles published allowed for a comprehensive range of topics to be covered on issues such as climate change, conflict, gender equality, cyber security, and peace building. The diverse range of writers also allowed for articles to be published which reflects the broad range of viewpoints within the Webzine committee.

The committee also held four theme weeks on the topics of: Heroes and Villains; Thirty years since the cold war; Identity Politics; and Women, Peace and Security.

### **Sub-editors: expanding and streamlining the editorial team**

Given the high number of writers in the committee, the editorial team was expanded to include three subeditors. These subeditors were allocated articles to reduce the high workload of the editors, and were responsible for coordinating the editing of the article as well as coaching the writer if necessary. The editors remained responsible for publishing all articles. The subeditors were selected based on experience within the committee, and for having demonstrated a high level of competence and willingness within the committee.

At the beginning of the operational year, all operational documents were moved from podium to Google Documents. This allowed for more efficient management of the committee overall.

### **Graphic profile**

Another significant achievement has been the implementation of a graphic profile which is used for the promotion of articles on social media. This consists of a banner on the featured image of the article when promoted on Facebook and Instagram. This banner clearly showcases the authors name and was well received by committee members and UPF members alike. This improvement means that the editors now need a subscription to Adobe Creative Cloud, an expense which future editors may wish to have included in Webzine's budget.

### **A more social committee**

This operational year, a significant effort was also made to create a more social atmosphere within the committee and also more cooperation between the media committees. This was achieved by holding many social events outside of the weekly meetings occurring every Wednesday. These social events included pizza nights and board games with the webzine committee, and after-works and gatherings before sittings and the UPF Ball with all media committees.



## Attachment 4

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



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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](http://upflund.se) and [theperspective.se](http://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.