



**ASSOCIATION OF
FOREIGN AFFAIRS**

LUND • EST. 1935

Board Meeting Protocol

17:17-20:23 2017-12-07

Eden 222 A, Lund

The Board of 2017/18

Association of Foreign Affairs

Present: Ebba Coghlan, James Davies, Leon Klingborg, Maggie Huynh, Maximin Orsero, Anna Bernhardson, Jakob Granath, Soha Kadhim, Zigne Edström, Vide Wassberg, Joseph Aivalikli, Erik Helldén, Tilda Kajbjer, Eleonora Hallberg, Ellen Boije af Gennäs Erre, Julia Bergström, Tobias Adolfsson, Christopher Andersson, Mårten Randau, Glenn Lio.

1. Opening of the meeting

President Ebba Coghlan declares the meeting open at 17:17.

2. Election of Chair, Secretary, and Attesters of the meeting

Ebba Coghlan is elected Chair of the meeting

Leon Klingborg is elected Secretary of the meeting

Zigne Edström and Tilda Kajbjer are elected vote counters and attesters of the meeting. (17:17)

3. Approval of the Agenda (Attachment 1)

Proposal to amend the agenda by adding the point "Contact person for RW film festival" and to approve the agenda.

Passed by acclamation. (17:18)

4. Presidium reporting

President

- *Project Integration has had a meeting with the presidents. They will present themselves and their ideas at the next board meeting.*
- *A Board Workshop about leadership and cooperation will be held on the 10th of December by Michal Gieda.*
- *The Activity Committee will host Board Members and active members for a pre-party before the sitting on the 8th of December.*

UFS Representative

- *The UFS Forum Weekend will be held in Göteborg from the 17th to the 18th of February 2018.*
- *The money given to the presidents of UFS for their trip to Folk och Försvar in Sälen has been set to 5 000 SEK maximum.*
- *UFS wants statistics on participants on all UPF events in order to motivate why UFS should receive their grants. The Board wonders why it needs to be sent in so frequently.*
- *A trust survey with all UFS member associations about what we want from and think of UFS will be conducted in the near future.*
- *Organisation Developer, and Press Secretary are to be elected on the next UFS Board Meeting.*
- *A membership recruitment competition for UFS member associations will be held in February.*

Treasurer

- *Treasurer Tobias Adolfsson will have budget meetings with all the committees in the near future.*

Head of IT

- *Head of IT Christopher Andersson have set the goal of reaching 600 new members this semester, the current count is 562 new members.*
- *Work on the websites is continuing.*
- *Digging in the archive will continue.*

5. Committee reporting

Career Committee

- *The networking event went well.*
- *The participants of the Mentorship program are now set.*
- *An acceptance letter to participants of the Prep Course will be sent out next week.*
- *The Career Committee wants to organise more mingles like the one with the Australian Ambassador.*

Travel Committee

- *The Taiwan trip went well, travellers met with a lot of famous people, big institutions, and organisation including the following:
EU Representative Madeleine Majorenko, Ambassador on Home Assignment Abraham Wen-Shang Chu, Covestro, Democratic Progressive Party, Minister on Home Assignment Wan-Li Wang, Swedish Representative Henrik Persson, Former Vice President of the Parliament Yao, Eng-Chi, Nicaraguan Ambassador William M. Tapia, Marriage Equality Lawyer Victoria Hsu, Member of the Parliament Freddie Lim, Environmental Information Association, Ministry of Foreign Affairs, Bureau of Foreign Trade Trade, Ministry of Economic Affairs, Taiwan External Trade Development Council, and Environmental Protection Agency.*
- *An article connected to the Taiwan trip will be published in the next issue of the Perspective Magazine.*

- *The Taiwanese de facto ambassador is coming on the 11th of December, UPF Members will get the possibility of being a part of the visit.*

Radio Committee

- *The Brighter Future theme week is underway with one podcast every day of the week.*

Activity Committee

- *There will be a sittning on the 8th of December. Tickets for the dinner are already sold out. There will be a common middle-party for those who want. During the dinner Heads of Committees will present nominations for, and hand out, honorary prices to members of the committees.*
- *There will be a Musikhjälpen baking event with a small entrance fee going to Musikhjälpen on the 11th of December. At the event there will be a lottery where you can win the possibility of attending a dinner with a lecturer.*
- *There will be a movie night on the 12th of December where the movie The Fog of War will be shown.*

Webzine Committee

- *Six articles will be published this week under the Brighter Future theme.*
- *When promoting Facebook events the Webzine Committee needs help with getting receipts.*
- *Suggestion to have an article competition for UPF Members.*

Magazine Committee

- *The second issue of The Perspective Magazine of the working year, is now out.*
- *UPF has been approached by the organizers of the law event International Week who wants to have an article in the*

Magazine. President Ebba Coghlan will investigate the possibilities of a cooperation.

- *The Magazine Committee will conduct a survey to see what committee members think of the committee and will also investigate how many committee members will continue working the next semester.*

(Zigne Edström left the meeting at 18:07)

PR Committee

- *The Heads of PR reminds Board Members to help spread the word about the upcoming lecture and movie night.*
- *Pictures from the Networking Event will soon be out on social media.*
- *Guidelines for ordering PR material next semester will be presented after Christmas.*
- *The PR Committee is having a kick-out in the near future.*

(Zigne Edström enters the meeting at 18:10)

- *A Christmas Calendar on social media is ongoing.*

Lecture Committee

- *A lecture on the Catalanian independence movement will be held on the 13th of December.*
- *The lecturer for the Get Active Meeting on the 24th of January will be Johan von Schreeb who is a researcher and former member of Doctors Without Borders.*

6. The Belarus Trip/Exchange

An amount of 60 000 SEK has been granted by Forum Syd for the Belarus exchange project.

The Swedish Centre in Minsk will do the planning for when UPF

Members are in Minsk. UPF will plan for when Belarusian students come to Lund.

To honour the grant, we will need to do lectures, articles, and the like, on set topics.

Suggestion to have two people working on the exchange. Head of Travel Glenn Lio thinks the Travel Committee could be part of the project. Zigne Edström, Vide Wassberg and, Joseph Aivalikli express interest with helping out. The Election committee could be the ones appointing the ones going.

The Board Member Julia Bergström and other Board Members interested will have a meeting to divide the labour.

(Break at 18:27)

(Erik Helldén leaves the meeting during the break.)

(Chair Ebba Coghland declares the meeting open at 18:41)

7. Motions

a) Motion Crisis Group

(Attachment 2)

Member of the Crisis Group Zigne Edström present the motion to the Board.

Discussion in the board about the motion.

End of discussion. (19:02)

The authors of the motion decide to amend the motion by changing the last point to be added to “Social Gatherings” to: If participants of UPF events are required to provide personal information, they must be informed about the usage of this information, especially if it will be shared with a third party. This should be, at the very least, in written form, stated wherever the information will be collected.

Proposal to approve the following amendments to the Crisis and Risk Mitigation Policy document:

to add the following three points to “Social Gatherings”:

- If a sensitive topic of lecture is proposed, the presidents and the Crisis Group should be consulted before proceeding with the planning of the event. If necessary, further discussion with the Board should be considered.*
- If a speaker proposes stipulations outside of the usual practice of the association (such as increased security measures, closed marketing events, background checks, etc.), the presidents and the Crisis Group should be consulted before proceeding with the planning of the event.*
- If participants of UPF events are required to provide personal information, they must be informed about the usage of this information, especially if it will be shared with a third party. This should be, at the very least, in written form, stated wherever the information will be collected.*

to add the following point to “Travels”:

- If participants of UPF events are required to provide personal information, they must be informed about the usage of this information, especially if it will be shared with a third party. This should be, at the very least, in written form, stated wherever the information will be collected.*

and to add the following point to the “General Crisis Management Plan”:

- 7. Includes a summary in the relevant handover document(s) of how the crisis unfolded, how it was handled, and steps that should be taken to prevent it from reoccurring.*

Amended motion passed by acclamation. (19:05)

- b) Motion about “Lucia fundraising lecture” (Attachment 3)

Deputy Head of Lecture Elenora Hallberg present the motion to the Board.

Discussion in the Board about the motion.

Zigne Edström suggests the Board vote on the first point of the motion.

Anna Bernhardson second Zigne Edströms motion.

Proposal to allow the Lecture Committee to participate in the Lucia fundraising and to donate all the money raised on the Lucia lecture (including membership fees, entrance fees and other donations) to War Child Sweden.

Motion passed by acclamation. (19:16)

- c) Motion about UPF Merchandise (Attachment 4)

Board Member Anna Bernhardsson present the motion to the Board.

Discussion in the Board about the motion.

Glenn Lio, Tilda Kajbjer, Anna Bernhardson and, Christopher Andersson express their interest in working with the details of the merchandise.

(Christopher Andersson leaves the meeting at 19:39)

Board Member Anna Bernhardsson decides to amend her motion by changing the Proposal to: I propose that the meeting decides to order UPF merchandise in accordance with the UPF Environmental Policy.

Proposal to delegate the task of ordering UPF merchandise to Tilda, Glenn, Christopher and Anna, making sure that this is done in

*accordance with the UPF Environmental Policy.
Amended motion passed by acclamation. (19:41)*

(Break at 19:42)

(Chair Ebba Coghland declares the meeting open at 19:52)

8. Other points

(Jakob Granath leaves the meeting at 19:53)

a) Delegation EYE2018

UPF has received an email from UFS about the European Youth Event 2018. UFS has been granted enough money for 15 spots, an extra 5 spots are planned to be payed for by distributing the costs over the 20 people going. UPF will have 3 spots to distribute amongst our members. The events takes place from the 1st to 2nd of June.

(Jakob Granath enters the meeting at 19:59)

Discussion in the Board on the distribution of UPF's spots.

Suggestion to give Active UPF Members a first come first serve possibility to get one of the spots.

Proposal to delegate the task of informing UPF Members about the possibility to get a spot for EYE2018 to the Heads of PR.

Passed by acclamation. (20:05)

b) Board Christmas Party

Discussion in the Board about possible dates and nature of a Board Christmas Party.

Suggestion to have a poll on which date to have the Christmas Party.

c) Reporting regarding this year's Project: The Senior Collegium
The process of reaching out to old Board Members have begun.

d) UFS Statistics
The point was covered under Presidium Reporting.

e) Contact person RW

UPF has bought 50 tickets for the Raoul Wallenberg Film Festival to be sold to UPF members. This is in accordance with the cooperation agreement between the Raul Wallenberg Institute and UPF.

Tilda Kajbjer express interest in being the contact person from UPF to RWI regarding the festival.

Proposal to make Tilda Kajbjer the contact person of UPF for the RWI film festival.

Passed by acclamation. (20:22)

9. Confirmation of next board meeting

Ebba Coghlan proposes the next board meeting to be held on 18th of January.

Passed by acclamation. (20:22)

10. Meeting adjourned

Chair Ebba Coghlan declares the meeting adjourned at 20:23.

Leon Klingborg, Secretary

Ebba Coghlan, President

Zigne Edström, Attester

Tilda Kajbjer, Attester



ASSOCIATION OF FOREIGN AFFAIRS

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Board Meeting

2017-12-07, 17:00-20:30

Venue: Eden Room 222A

1. Opening of the meeting
2. Election of chair, secretary, attesters and vote counters of the meeting
3. Approval of the agenda
4. Presidium reporting (25)
5. Committee reporting (40)
6. The Belarus Trip/Exchange (20)
7. Motions (70)
 1. Motion Crisis Group
 2. Motion about "Lucia fundraising lecture"
 3. Motion about UPF Merchandise
8. Other points (15)
 1. Delegation to EYE2018
 2. Board Christmas Party
 3. Reporting regarding this year's Project: The Senior Collegium

4. UFS Statistics
9. Confirmation of next board meeting
10. Meeting adjourned

Attachment 2

Motion about updating the Crisis and Risk Mitigation Policy

Background

In connection to the lecture with Israel's Deputy Ambassador to Sweden, UPF failed to ensure:

- 1) that every member felt included, and
- 2) full transparency within the association.

The event did not comply with standard procedure and decisions were made in relation to security concerns. While several precautions were taken, the event still had unintended consequences for the members. The embassy demanded a closed event, limited marketing, and a list of members attending the event. The relevant decision makers were aware of the potential issues following such demands. For example, a further request for scanned IDs of several members by the Embassy was rejected by the association as it clearly was a violation of the members integrity.

Despite discussion around the event and precautions taken, UPF failed to ensure the inclusion of all its members as well as the association's policy of transparency. A member expressed deep concern that UPF had acted in a discriminatory and opaque way, and demanded an explanation. As the member was correct about the lack of transparency in relation to the event, the Crisis Management Group wants to prevent similar incidents in the future.

Purpose

The Crisis Management Group proposes that four points should be added to the Crisis and Risk Mitigation Policy to ensure that no member feels discriminated, and to be certain that steps are taken to ensure that similar incidents do not happen again.

Three points should be added to "Social Gatherings", to ensure that discussions take place in connection to:

1. a sensitive topic,
2. stipulations outside the usual practice for the association,
3. request made by a third party for personal information.

One point should be added to "General Crisis Management Plan", to ensure that similar incidents do not happen again.

Proposal

The Crisis Group proposes that the board decides to approve the following amendments to the Crisis and Risk Mitigation Policy document:

to add the following three points to “Social Gatherings”:

- If a sensitive topic of lecture is proposed, the presidents and the Crisis Group should be consulted before proceeding with the planning of the event. If necessary, further discussion with the Board should be considered.*
- If a speaker proposes stipulations outside of the usual practice of the association (such as increased security measures, closed marketing events, background checks, etc.), the presidents and the Crisis Group should be consulted before proceeding with the planning of the event.*
- If participants of UPF events are required to provide personal information, they must be informed about the usage of this information, especially if it will be shared with a third party. This should be, at the very least, in written form, stated wherever the information will be collected.*

to add the following point to “Travels”:

- If participants of UPF events are required to provide personal information, they must be informed about the usage of this information, especially if it will be shared with a third party. This should be, at the very least, in written form, stated wherever the information will be collected.*

and

to add the following point to the “General Crisis Management Plan”:

7. Includes a summary in the relevant handover document(s) of how the crisis unfolded, how it was handled, and steps that should be taken to prevent it from reoccurring.

*The Crisis Management Group
Glenn Lio, James Davies, and Zigne Edström*

Attachment 3



Motion about “Lucia fundraising lecture”

Background

On Lucia 13th of December, The Lecture Committee are planning to have a lecture on the Catalanian independence movement. This year, the organisation War Child Sweden has taken an initiative on a Lucia fundraising. Schools, companies and organisations are welcome to participate.

War Child Sweden is part of an international network with sister organisations in several countries. War Child was first established in Holland 1995, and was established in Sweden 2015. Their vision and dedication is to protect and support children and young people affected by war. They are active in 14 countries suffering from armed conflicts. By providing protection, education and psychosocial support they help children to recover from their experiences and give them the confidence and opportunity to build a brighter future for themselves. Among many prizes, War Child has been rewarded with the PWC Transparency Award three times in 10 years as the most transparent NGO.

Purpose

The Lecture Committee wants to participate in the Lucia fundraising organised by War Child Sweden, and asks of the Board’s permission to do so. All the donations raised on the lecture would be used in War Child’s work to help children affected by war.

Proposal

I propose that the board decides on one of the following options:

1. The Lecture Committee are allowed to participate in the Lucia fundraising. They will donate all the money raised on the Lucia lecture (including membership fees, entrance fees and other donations) to War Child Sweden.
2. The Lecture Committee are allowed to participate in the Lucia fundraising. They will *not* donate the membership fees or the entrance fees, but all other donations to War Child Sweden.

Eleonora Hallberg



Motion about UPF-merchandise

Background

UPF both host events, and attend events, representing our organization. I think that it would be really nice for our members, as well as board members that at these events, be able to wear a hoodie of a t-shirt with our logo on, showing what organization we're representing. Therefore, I propose to buy new merchandise for the organization. Proposedly we could have a bunch at the office, the organizations own, to lend out for events. The tote bags are also almost out, and we could use some more mugs!

Purpose

The purpose of the suggestion is, foremost concerning the hoodies/t-shirts, is for members to be able to represent UPF at events. Tote bags, mugs and hoodies/t-shirts with UPF-logo on is also a good way to create publicity for the organization.

Proposal

I propose that the meeting decided to order UPF merchandise, hoodies and/or t-shirts, mugs and tote bags.

Anna Bernhardsson