



## ASSOCIATION OF FOREIGN AFFAIRS

LUND • EST. 1935

Separate Attachments for the Annual Meeting, which took place on the 24th of September  
2020

### Attachment 1

Electoral roll:

First Name	Surname	Entered	Left
Agnieszka	Gryz	Joined at 18:20	To end
Anna	Mizser	From start	To end
Benjamin	Johansson	From start	Left at 19:10
Carl	Cotton	From start	To end
Clara	Karlsson Schedvin	From start	To end
Daniel	Bergdal	From start	To end
Demi	Bylon	From start	To end
Emma	Liljeström	From start	To end
Frida	Lindberg	From start	To end
Gabriella	Gut	From start	To end
Hedda	Carlsson	From start	To end
Henrietta	Kulleborn	From start	To end
Jonatan	Klefbom	From start	Left at 19:01
Karin	Mizser	From start	To end
Kerime	van Opijnen	From start	To end
Lovisa	Lundin Ziegler	From start	To end
Magda	Andersson	From start	To end
Maguette	Fall	From start	To end
Mara	Glas	Joined at 17:37	To end
Maximilian	Onkenhout	From start	To end

Miljaemilia	Wala	From start	To end
Rebecca	Edvardsson	Joined at 19:50	Left at 21:16
Roja	Moser	From start	To end
Sofus Malte	Petersen Rönberg	From start	To end
Soha	Kadhim	From start	To end
Thea	Sandin	From start	To end
Victoria	Becker	Joined at 18:20	To end

## Attachment 2

Present but not eligible to participate in the electoral roll:

First Name	Surname	Entered	Left
James	Davies	From start	To end
Jonathan	Garbe	Joined at 17:50	Left at 18:57
Linnea	Svensson Rotberg	Joined at 18:24	To end
Maria	Florina Acatrinei	Joined at 19:56	To end

## Attachment 3

(The attachment numbers in the proposed agenda are not correct, and should be disregarded)

Meeting Agenda -  
Annual Meeting 2020  
2020-09-24, 17:00  
Digital, Zoom  
Association of Foreign  
Affairs, Lund

1. Opening of the meeting
2. Election of Secretary of the meeting
3. Election of Chair of the meeting
4. Election of Attesters and vote-counters of the meeting
5. Approval of the electoral roll
6. Approval of the Agenda (Attachment 1)
7. Consideration of whether the summons to the Annual Meeting were carried out in accordance with the By-laws
8. Annual report for the working year of 19/20 (Attachment 2)
9. Audit report for the working year of 19/20 (Attachment 3)
10. Discharge of responsibility for the previous board
11. Setting the budget for the working year of 20/21 (Attachment 4)
12. Setting the operational plan for the working year of 20/21 (Attachment 5)
13. Proposition:
  - 13.1. New Statutes (Attachment 6)
14. Election of members of the Election Committee
15. Election of Chief Recruiters
16. Consideration of motions
  - 16.1. Motion about having a sitting in December (Attachment 7)
17. Other points
18. Meeting adjourned

## Attachment 4

### ANNUAL REPORT

#### WORKING YEAR OF 2019/20

#### Table of Contents

1. Board Members and Trusted Positions	6
1.1 The Board	6
1.1.1 Annual Election Meeting	6
1.1.2 Vacancies and By-elections	7
1.1.2 By-elections due to Resignations	7
1.1.3. By-election of Interim Treasurer	7
1.2 Trusted Positions	8
1.2.1 Election Committee	8
1.2.2 Sexual Harassment Contact Persons (SHCP)	8
1.2.3 Crisis Group	8
1.2.4 Establishment of new trusted position: Chief Recruiters	9
1.3 Signing of the Association	9
2. The Work of the Board	10
2.1 Operational Plan	10

2.1.1 UPF's Mission	10
2.1.2 An Association by and for the members	10
2.1.3 Turning Policies into working ways	11
2.2 Evaluation of Operational Plan	13
2.2.1 UPF's Mission	13
2.2.2 An Association by and For the Members	13
2.2.3 Turning Policies into working ways	13
2.3 Annual meetings & Board meetings	14
2.4 Projects	15
2.4.1 FBA 2019 - Towards a Safer Future	15
2.4.2 FBA 2020 – War Over Reality	16
2.4.3 Forum Syd	19
2.4.4 Foreign Correspondent Fund	19
2.4.5 Project of the Year	20
2.4.6 Office Investments	20
2.4.7 Post-Corona Investments	21
3. Economic Report	22
3.1 General financial status of the organization	22
3.2. Follow-up on operational plan	22

3.3. Review of incomes and expenses	22
3.3.1 Expenses	22
3.3.2 Incomes	23
4. Presidium	25
4.1. Presidents Report	25
4.2. Secretary	30
4.3 UFS Representative	32
4.4. Head of IT	33
5. Committee Work	35
5.1 Activity Committee	35
5.2 Career Committee	37
5.3 Lecture Committee	39
5.4 Magazine Committee	41
5.5 PR Committee	43
5.6 Radio Committee	45
5.7 Travel Committee	46
6. Trusted Positions	49
6.1 Election Committee	49
6.2 Sexual Harassment Contact Persons	49

6.3 Crisis Group ..... 50

6.4 Chief Recruiters..... 51

Executive summary

While 2020 will likely live on in history as “the Corona year” due to the ongoing pandemic, UPF’s working year was shaped by so much more. We would especially like to thank the Board of 19/20, our elected trustees, as well as the all the amazing active members.

You made UPF happen!

We would also like to thank our collaboration partners for another year of fruitful co-operation. Our relationships with the Raoul Wallenberg Institute (RWI), Centre for East and South-East Asian Studies (ACE), and Centre for Middle-Eastern Studies (CMES) are essential to our organizations ability to put together a diverse and interesting schedule of activities during the operational year.

Further we feel fortunate to have welcomed two new collaboration partners to UPF’s activities this working year. New collaboration contracts were signed with Swedish South Asian Studies Network (SASNET) and Centre for European Studies (CFE), whose expertise and networks will be a tremendous resource to us.

We owe another thank you to the funders of our projects this operational year. UPF was granted money from the Folke Bernadotte Academy to carry out the project “Towards a Safer Future” in 2019, and “War over Reality” in 2020. Further we were funded by Forum Syd to organize a project on development together with the other UFS associations.

Finally, we would like to thank AF for literally offering our association a home, as well as great support.

Review of Novelties

In addition to regular activities of our activity, career, lecture, magazine, PR, radio, travel, and webzine committees, the operational year included a series of new initiatives that deserves mentioning.

This year we got access to our new office on the 4th floor of AF Building with an astonishing view over Lundagård. The summer months were by and large shaped by the move, with the presidium working hard to have the new office ready for the start of the academic year. We hope that the furnishing will benefit the working environment for many years to come.

A point of emphasis for the year was working on stress prevention and work-load management of the Board, highlighted by the introduction of a UPF Free Week each semester. This was a good step, but the issue at large remains a work in progress. Further we wanted to give back to the members this year by earmarking money for hangouts and creating a Foreign Correspondents Fund where active members could get trips to create media funded by UPF.

Another new feature this year was that the Board went on an exchange trip to visit UF Uppsala instead of a second kick-off in Skanör in January. This was a fun and productive

weekend that can hopefully start a tradition of closer collaboration with this sister organization.

The onset of the Covid-19 pandemic has obviously dominated the spring semester and meant a lot of changes like the cancellation of the ball, as well as on-site lectures and seminars. UPF has proven resilient and adaptable through this crisis, a special thanks goes out to the Crisis group and the Board for finding ways to cope in times of great uncertainty.

The pandemic does however pose a series of questions of strategic importance to UPF. When physical events are cancelled fewer people have proven willing to sign up as members, a circumstance that risk hurting both funding and our potential to host activities in the long term. The fact that our association is only ever as strong as our membership base will hold true even after the end of the pandemic.

Accordingly, recruitment is essential for UPF to remain a mainstay in student life. We hope that the establishment of the Chief Recruiters can be a stepping stone to reach more potential members, that earmarked money for hangouts can create further incentives to get involved, but at the end of the day maintaining a strong, positive organizational culture is an ongoing task for years to come. In this spirit we are excited to hand over the reins to a new board to make their own mark on UPF in 2020-2021.

## 1. Board Members and Trusted 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 operational year of 2019/20 was elected at the Annual Election meeting on 11 May 2019, together with different by-elections throughout the year.

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, Interim Treasurer, Secretary, Representative to the Swedish Association of International Affairs (UFS), and Head of IT.

#### 1.1.1 Annual Election Meeting

The Annual Election Meeting on 11 May 2019 elected the following board:

President: Jesper Olsson

Vice President: Jonatan Klefbom

Treasurer: Benjamin Johansson

Secretary: Soha Kadhim

UFS Representative: Sofia Gjertsson

Head of IT: Olle Tolke

Heads of the Activity Committee: Hedda Carlsson & one vacancy

Heads of the Career Committee: Linda Kivi & Jonatan Pupp

Heads of the Lecture Committee: Dilshoda Mustafaeva, Rebecca Edvardsson & Jacob Wollheim.

Heads of the Magazine Committee: Fredrik Fahlman & Moritz Neubauer.

Heads of the PR Committee: Juliet Brickell & one vacancy

Heads of the Radio Committee: Alejandro Guzman & Sanjin Alagic.

Heads of the Travel Committee: Jonna Lindberg & Martina Divkovic.

Heads of the Webzine Committee: Nasra Mahat & Emily Hsiang.

#### 1.1.2 Vacancies and By-elections

Two positions in the association were vacated at the Annual Election Meeting in May, these were Head of PR and Board Member, Head of Activity and Board Member. To have the entire board join at the kick-off in Skanör we decided to carry out the by-elections for the Board positions during the summer. After the application process, interviews, and nominations by the election committee, the Board elected Micaela Carhed as Head of Activity and Board member & Cheryl Fung as Head of PR and Board member by Per Capsulam decision on 16th of August 2019.

Head of the Activity Committee: Micaela Carhed

Head of the PR Committee: Cheryl Fung

#### 1.1.2 By-elections due to Resignations

During the year the Board had to carry out by-elections due to three resignations during the operational year. After Jonatan Pupp resigned the Board elected Peg Magnusson as Head of Career and Board Member at the Board Meeting on the 10th of October.

After Micaela Carhed resigned the Board elected Isabel Gråby as Head of Activity and Board Member at the Board Meeting on the 12th of December.

After his resignation the Board decided not to replace Jacob Wollheim for the remainder of the spring semester. Instead the Lecture Committee members elected Elias Mathiesen and Carl Cotton as Deputy Heads of their committee, they were however not part of the Board.

Head of Career: Peg Magnusson

Head of Activity: Isabel Gråby

#### 1.1.3. By-election of Interim Treasurer

Since the treasurer was accepted to an exchange semester in New York for the Spring semester the association needed to fill certain functions in his absence. While the treasurer could remain in contact with the board and remain involved with the financial planning, he could not handle the running tasks of administering invoices and reimbursements. Further, if the treasurer had resigned the associations funds would have been handled by the president alone for a few months before a replacement could be elected, elected as signatory of the firm, and gotten granted access following a physical visit to the bank in Lund. Accordingly, the board opened up applications to join the board as an interim treasurer, tasked with handling the everyday tasks associated with the treasurer role, while the treasurer remained signatory of

the firm. This led to the election of Mara Glas as Interim Treasurer at the Board Meeting on 12th of December 2019.

Interim Treasurer: Mara Glas

## 1.2 Trusted Positions

### 1.2.1 Election Committee

At the Annual Election Meeting on May 11th, 2019 Nina Lancelot was elected head of the Election Committee and Timothy Parker was elected member of the Election committee. The second position as member of the committee was vacated. At the Annual Meeting on September 19th, 2019 Emma Ehrenberg was elected as a member of the Election Committee through a by-election.

Head of the Election Committee: Nina Lancelot

Members of the Election Committee: Timothy Parker & Emma Ehrenberg.

### 1.2.2 Sexual Harassment Contact Persons (SHCP)

According to the Sexual Harassment Policy the Board elected two Sexual Harassment Contact Persons. At the Board Meeting on October 10th, 2019 Alejandro Guzman and Anastasia Qndt were elected to the positions.

SHCP (board member): Alejandro Guzman.

SHCP (non-board member): Anastasia Qndt.

### 1.2.3 Crisis Group

As part of the crisis- and risk mitigation policy the Board is asked to select a group that will handle urgent crisis if it emerges. At the Board Meeting on October 10th 2019 the Board decided to select Jesper Olsson, Jonna Lindberg, and Micaela Carhed to the Crisis Group. As Micaela resigned from the board she was not replaced until the Board Meeting on December 12th 2019 by Soha Kadim.

Crisis Group: Jesper Olsson, Jonna Lindberg, Micaela Carhed (fall semester, resigned from the board in December), Soha Kadim (spring semester).

### 1.2.4 Establishment of new trusted position: Chief Recruiters

An association is ultimately only as strong as its membership base, our activities are mainly restrained by the number of people willing to contribute. Number of members also influence the size of the MUCF grant, creating further incentive to develop our practices of membership recruitment. To develop this work a specialized trusted position was created during the year: The Chief Recruiters.

The position was new and accordingly lacked defined parameters, but the Boards idea was for them to specialize in recruitment at the fairs, at local high-schools, and in institutions at the university where we don't have a strong reach traditionally. The Recruiters themselves would also be tasked with developing a strategy for recruitment and define the role as we learned from their early experiences. The Board decided to elect Philipa Scholz and Sofus Malte Rønberg to the positions as Chief Recruiters at the Board Meeting on December 12th.

Chief Recruiters: Philipa Scholz & Sofus Malte Rønberg.

## 1.3 Signing of the Association

At the Statutory Board Meeting on August 27th 2019, President Jesper Olsson and Treasurer Benjamin Johansson were elected to sign for the Association, in accordance with the association's by-law § 6.2.

Signatories of the firm: Jesper Olsson, Benjamin Johansson.

## 2. The Work of the Board

### 2.1 Operational Plan

#### 2.1.1 UPF's 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 organization 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.

#### 2.1.2 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 it's important to us to find additional ways to give back to the active members.

##### 2.1.2.1 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.

##### 2.1.2.2 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 UPF's 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 800 members at the end of our working year
- Introduce a "Foreign Correspondent 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 committee's social events.

### 2.1.3 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.

#### 2.1.3.1 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 analyze 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.

- 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.

#### 2.1.3.2 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.

- 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.

#### 2.1.3.3 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. During the year we will strive to:

- 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 UPF's environmental impact.

## 2.2 Evaluation of Operational Plan

### 2.2.1 UPF's Mission

The board of 2019-2020 and all our active members have tried our best to be that platform for debate and exchanges of idea that association aspires to be.

An ever-ongoing work is to become more self-reflective and inclusive as an association. A work that future working years will have continue. On this topic the pandemic was a source of uncertainty, and in uncertain times people often fall back on stereotypes and divisive rhetoric, in this our team was challenged but by and large managed to find productive ways to handle difficult situations and remain true to our values.

### 2.2.2 An Association by and For the Members

At the beginning of the year we formulated three goals related to this point: having 800 members at the end of the year, create a foreign correspondents fund, and earmark "hangout" money for each committee.

Starting with the last point we did earmark 2000kr per committee for hangouts, while all committees did not spend it all, every committee organized at least one social activity for its members at UPF's expense. We believe this is good for financial inclusion and a nice way to give back to the members.

During the year we did create a Foreign Correspondents Fund and a fair process for application to ensure equal chances for all members, a special thanks goes out to Moritz Neubauer and Sofia Gjertsson for drafting the procedure and template for application. Throughout the year two trips, to Stockholm and Oxford respectively, by active members were funded to produce content for UPF. We had hoped for more applications, and likely would have received more if the Pandemic had not prevented travel during the spring. Overall, we hope that the Foreign Correspondents Fund could be developed in future years.

Sadly, the goal to have 800 members at the end of the year was not reached, instead the end of physical events has resulted in a sharp decline in number of members, a concern for the association going forward. A projection from before the pandemic would be that we were on pace for about 700-750 members at the conclusion of the academic year, that number could have been increased through recruitment at local high schools, a project that sadly also had to be postponed due to the Covid-19 pandemic.

### 2.2.3 Turning Policies into working ways

Another point of emphasis going into the year was improving the way our policies actually guide the associations work. A process that resulted in mixed results in terms of our goals in the operational plan.

Let us begin with the positives and point out that this year we had a “UPF free week” each semester to give active members a break and reduce stress, these weeks were also used to raise awareness on the link between stress and mental illness. We hope that this tradition can continue in future years. Further a goal was to do more digital lectures to lessen our environmental impact, ironically, we got plenty of practice during the spring semester as travel and large gatherings were both restricted due to the pandemic, hopefully the association can find ways to include this approach in the future. Finally, the association did elect two Sexual Harassment Contact Persons that was introduced in all committees' meetings.

In terms of deviations from the goals we did not arrange theme weeks on the subject of each policy, this simply to the fact that the board changed its view on the utility of such theme weeks and decided not to highlight the policies in those ways. Further there is still plenty of ways to develop the visibility of Sexual Harassment Contact Persons, as well as finding more environmentally sustainable working ways.

Some potential ways to improve going forward could be to broaden the scope of the Sexual Harassment Contact Persons' to focus on inclusion and diversity in more ways than just prevention of sexual harassment. The association like all other entities has room to grow in terms of inclusion of people of different genders, ethnicities, socio-economic backgrounds, and sexual orientations, and the Sexual Harassment Contact Person and the prevention policy could be a suitable platform to organize the work around these issues.

As for our environmental impact the choice of means of transportation should be a major point of emphasis, the same could be said about the poor recycling system at AF Building.

Finally, a good way to approach the issues could be to consider the policies before every decision the board makes, to ensure that the parameters of the policies has been part of the discussion.

### 2.3 Annual meetings & Board meetings

1st Board Meeting (Skanör) - August 27

Statutory Board Meeting - August 27th

Annual Meeting - September 19th

2nd Board Meeting - October 10th

3rd Board Meeting - October 31st

4th Board Meeting - November 21st  
5th Board Meeting - December 12th  
6th Board Meeting - January 16th  
7th Board Meeting - February 6th  
8th Board Meeting - February 27th  
9th Board Meeting - March 19th  
10th Board Meeting - April 16th  
11th Board Meeting - May 7th  
Annual Election Meeting - May 9th  
12th Board Meeting (Handover) - May 28th

## 2.4 Projects

### 2.4.1 FBA 2019 - Towards a Safer Future

During our operational year we were tasked with finishing the second half of the FBA funded project "Towards a Safer Future". Below is a list of the related activities. Number of achieved activities indicated numerically, number of planned activities beforehand indicated in (brackets). The main difference from the original plan was that one seminar was moved to an on-site study visit.

Magazine: 1 (1)

"The Diplomacy of Tomorrow"

Webzine: 4 (4)

"Clash in Catalonia: Explaining the background of the October protests" 118 readers.

"The Israeli Campaign Against Iran and Its Proxies" 275 readers.

"Analysis: The Next War In The Middle East Will Start This Week, And It Will Have Major Implications For The Region And Beyond" 1769 readers.

"Who Let the Drones Out? Or How Cheap Drones May Precipitate War with Iran" 192 readers.

Radio: Podcasts and live shows 3 (3)

Podcasts:

"Dancing for Freedom" 496 listeners.

"Integration or Return? A panel on Afghan Migrants and Returnees" 412 listeners.

Live show:

"Towards a Safer Future – live show" approximately 100 listeners.

Career: Seminars 4 (5), Study visits 1 (1).

Seminar Leaders:

Cecilia Safae

Tarja Halonen

Clara Löfvenhamn

Lyla Bashan

Study Visit:

Study Trip to Copenhagen.

Lecture: 3 (3)

“Hong Kong’s 2019 Protests in Historical Perspective”. Lecturer Sebastian Veg. 198 participants.

“Is the Free Internet Over?”. Lecturers Johan Axhamn, Ulrika Wennersten, Dominic Kis, Thorbjörn Öström. 87 participants.

“Experiences of Work on Foreign Policy, Diplomacy and Dialogue”. Lecturer Charlotta Sparre. 100 participants.

#### 2.4.2 FBA 2020 – War Over Reality

Our working year began with an application to FBA for a project in 2020. The project was named “War Over Reality” and was granted 110 000 SEK. The project approach issues of different and competing narratives, a topic especially relevant in times of social media and ‘fake news’.

Like most activities the FBA project was deeply impacted by the Covid-19 pandemic. At the time of writing, mainly the physical events have had to be adapted. While the magazine will still be printed in two issues on the subject, and the webzine articles and pods/radio part remain unaffected, lecture and career has had to adapt substantially. In regard to career they held one event before the onset of restrictions and were able to host the other event on climate change-narratives online.

Lecture was probably impacted the most as some lecturers did not want to participate using digital means. Still they were able to host 3 events. The big difference in outcome is likely on the financial side due to fewer on-site events, and attendance as fewer people have tuned in than for normal lectures so far.

Below is the current status of the FBA project as of the end of the Spring semester. Number of achieved activities indicated numerically, number of planned activities beforehand indicated in (brackets).

Magazine: 1 (1)

“Democracy Under Threat”

Webzine articles: 6 (5)

“Addressing Anti-Colonial Amnesia and Disregard: The Forgotten Soldiers of An Empire” by Nasra Mahat. 2001 views.

“Chinese Democracy: The Denial and Convenience of Religious Freedom in Communist China” by Lærke Vinther Christiansen. 189 views.

“The Shattering Of A Democratic Dream In The Gambia” by Karolina Boyoli. 157 views.

“An Exhausting December for Libya – Foreign Interferences and Unsuccessful Diplomacies” by Lorenzo Lombardi. 742 views.

“The Apolitical Facade of Sports” by Karolina Boyoli. 191 views.

“The Case Of Julian Assange: How The Wikileaks Founder’s Possible Extradition To The US Affects Press Freedom” by Victoria Becker. 430 views.

Radio pods and live shows: 3 (3)

Podcasts:

“Russian Activism: Online, Offline – Protest wherever you are”, 294 listeners.

“Right Wing Extremism in Germany – Turning a blind eye to a ticking time bomb?”, 343 listeners.

Live show:

“War Over Reality”, 129 listeners on the published version.

Career Seminars: 2 (2)

“Information war regarding climate change”. Seminar Leader: Fanny Jönsson.

“Seminar with Johan von Schreeb”. Seminar Leader: Johan von Schreeb.

Lectures: 3 (4)

“Privatization of armed forces” Lecturers Joakim Berntsson & Rikard Bengtsson.

Participants: 64

“Reagan, Congress, and Human Rights”: Contesting Morality in US Foreign Policy. Lecturer Rasmus Sinding Søndergaard. Participants: 35

“Undimmed Lights - The future of the United Nations” Lecturer Paolo Lembo. Participants: 100

Activities left for the fall semester:

Magazine: 1 issue.

Webzine: 4 articles.

Radio: 2 podcasts, 1 live show.

Career: 2 seminars.

Lecture: 4 lectures.

### 2.4.3 Forum Syd

In collaboration with the other associations tied to UFS we do annual project on the topic of development funded by Forum Syd. In 2019 this project helped fund an issue of the magazine, software for the layout of this magazine, 7 lectures, and ads related to these lectures.

The 2020 project has been affected by the Covid-19 pandemic, particularly for on-site events. Accordingly, the association has decided to reimburse Forum Syd for the lectures that could not be carried out as planned during the month of March, the ambition is to do lectures in the fall through digital means though. One issue of the Magazine was printed though under the title: “Development: The new decade”.

### 2.4.4 Foreign Correspondent Fund

This year we started a new project with the aim to improve the quality as well as offer exclusive media material to our members. In the approved budget a certain post of 8 000 SEK was dedicated to the project. The purpose of the project was to subsidize trips by members of UPF who want to contribute some of our media channels; magazine, radio or webzine. As The Perspective finds competition by mass media writing about and analyzing foreign affairs, it is very important to find ways of standing out. With the Foreign Correspondent Fund the association enables members to travel abroad to cover special events or to make interviews with people of interest.

On the Board Meeting on November 21th 2019 the Board passed a motion on Rules and Regulations which later was uploaded on our website. On the same meeting a reference group was elected to take decisions on applications. The group included four board members; Fredrik Fahlman, Cheryl Fung, Emily Hsiang, Olle Tolke. Later, previous Head of Magazine Isak Fritzon, was elected as the non-Board Member of the reference group.

During the year, two applications were sent in and both were passed by the reference group. One of them was a trip to Stockholm to interview the Armenian ambassador to Sweden which ended up in the magazine, and the other one was a travel to a two-days conference on international development in Oxford, which was recorded as a podcast. According to the fund's environmental aspect, only bus and train tickets were accepted as types of transport.

#### 2.4.5 Project of the Year

Upon the Board's decision on 27th February, which is "to agree to allow the PR committee, in coordination with the chief recruiters, to use "This Year's Project" budget, of 10 000 SEK, to spend on UPF merchandise and branding, including new mugs.", the project group has aimed to fully utilize the money and invest it in a long-term recruitment plan.

The heads of PR and the chief recruiters have decided to spend the money on the following items:

- 500 pens
- 500 stickers
- 500 flyers
- 6 t-shirts for recruiters and board members

To better distinguish UPF's representatives from those from other student societies or associations, we produced 6 t-shirts for our recruiters and board members to wear at different student fairs. The t-shirts are designed with a UPF logo at the front and the 8 committees at the back, in order to give potential recruits a simple and clear picture of the association.

This was also effective in increasing UPF Lund's presence and attractiveness having something that represents us to distribute to new students and potential members. In specific, we produced flyers and stickers for free distribution. The 2-page flyer was designed by the PR committee and it consists of information about the association and its social media accounts. It definitely provides an easy way for students who are interested in joining to learn more about UPF and its committees. The stickers are simple souvenirs that students can take home with and that could potentially increase the association's awareness at the same time.

Inspired by the exchange with the board of UF Uppsala, the heads of PR suggested the Board to invest in stationery gifts. Stationery is a necessity of an office, and it is also a nice gift to give out to guests and members. Therefore, the project group decided to produce pens with a UPF logo on it. These pens can be used on various occasions, such as given to lecturers as gifts etc.

#### 2.4.6 Office Investments

On the Board Meeting on October 10th 2019 the Board decided to form a project group for investments to the new office. The Board elected Vice President Jonatan Klefbom, Head of the PR Committee Juliet Brickell and Head of the Career Committee Linda Kivi to the group. In addition, Treasurer Benjamin Johansson also joined the group at a later stage to give an input on the investments. The decision was to delegate a mandate to the group to spend 25 000 SEK on furnituring the new office. This sum included the investments that had already been purchased by the Presidium before the start of the semester.

The project group started by investigating what investments were needed by the committees and then made up a list of priorities. During the autumn the group had a hard time to find time to meet up and cope with the task, therefore only some minor purchases were made such as a new fridge and a water boiler. In addition, two lockers for storage were donated to UPF and were brought to the office.

Due to the Corona crisis and that many events were cancelled in the spring, the group decided to hand over the mandate to a new project group focusing on post-corona investments. The total expenses for the Investment Group were about 23 000 SEK including the early purchases by the Presidium.

#### 2.4.7 Post-Corona Investments

As the pandemic and its restrictions led to the cancellation of lectures and seminars it became apparent that spending would go down substantially during the spring, and a surplus of more than 100 000kr was to be expected, the board decided to form a group tasked with using the surplus make long-term investments for UPF. A group was formed int board meeting on April 16th with the mandate to spend up to 50 000kr on things with long term benefit to UPF. The group contained Juliet Brickell, Jesper Olsson, Moritz Neubauer, Rebecca Edvardsson, Dilshoda Mustafaeva and Benjamin Johansson.

After taking input from the board and discussing priorities in a series of meetings the group did not spent their entire mandated sum but made investments in the following things: new furniture for the office catering to the needs of the association, merchandise to improve the association's visibility in the long term, a television for film screenings and presentations. The remaining surplus resources will be decided on by the new board.

### 3. Economic Report

#### 3.1 General financial status of the organization

The finances of the Association of Foreign Affairs of the working year 2019/2020 were kept in good shape. In comparison with previous years, the financial capacity has been growing substantially, allowing for increased budgets in some categories while others have mostly remained the same. This allowed a successful implementation of the intention to use bigger shares of the budget to finance internal projects with a long-term vision. This concerned our

office renovation, an association knowledge exchange between UPF Lund and UF Uppsala as well as the creation of the Foreign Correspondence Fund and the Project of the year which serves to support the committees' external work.

### 3.2. Follow-up on operational plan

In terms of the initially formulated visions for this operational year, it can be concluded that the present resources have been allocated in accordance with the organization's mission, thus having done so efficiently and with long-term focus. There has been a special focus set on enforcing transparency in accounting and budget decisions. This particularly concerns the active cooperation and consultation with each committee and the entire board before enforcing investment decisions. The onset of Covid-19, having changed some of the committees' work drastically, kept the treasury extensively involved in organizational restructuring in order to realize a smooth transition towards a more online-based outreach. As explained in more detail in 1.3, the treasury has successfully ensured a solid funding base through sustained grant allocations and collaborations. At the midpoint of the year of operation, incomes exceeded expenses by quite some margin. As the activities of the association were affected by the pandemic during the spring semester, this margin grew dramatically. The board took the opportunity to make further long-term investments, which decreased the surplus slightly.

The reviewing of the economic administration and related procedures, has worked particularly well, as to the simultaneous work of two active treasurers throughout the Spring semester.

### 3.3. Review of incomes and expenses

#### 3.3.1 Expenses

While having gone far under the budgeted spending in the lecture committee (due to Covid-19 mitigation measures), the magazine committee has used additional resources to produce a 4th and more amplified printed issue – in the form of a yearbook. This edition has been distributed to our members at no charge (contrary to initial plans), as a result of the beneficial economic situation.

As mentioned above, the office expense budget of anticipated 35,000 SEK, has been used according to plan, whilst partly using the MUCF grant to cover the expenses. Following the board's mandate, this year's founded "investment budget group" - consisting of different committee heads, the president and the treasurer- has therefore played a crucial role in actively leading the entire process from planning to final purchases.

If one single financial take away from the UPF year of 19/20 should be highlighted, it is that the spending in the organization continues to lag behind the incomes. A focus area for future boards should be to ensure resources go back to the members.

#### Project of the year:

Following this year's creation of the two chief-recruiter posts, the board decided to allocate the allocated 10,000 SEK to the purpose of member recruitment, by producing UPF Lund merchandise that is envisioned to increase the long-term visibility and outreach of the association. Hence, Chief-recruiter and lecture committee t-shirts, lecture cups, coffee mugs,

pens, bottles, stickers, etc. have been ordered of which some parts are being sold, while others are used for promotion purposes at student-association fairs and lectures.

Foreign Correspondence Fund (FCF):

The Foreign Correspondence Fund (FCF) which has been created by this year's board, provides financial support to the association's members interested in contributing further to the committees' external work. Thus, by compensating accrued travel costs - preferably by train or bus as in accordance with our environmental policy - members are able to travel to different destinations and report on various foreign-affairs related events and developments.

Therefore, this year the FCF has been used twice. Firstly, it has helped two members to attend the OxFID 2020 summit which is Europe's largest student-led development conference in Oxford. What followed was a podcast featuring five different high-ranked development practitioners elaborating on the chosen theme of private-public partnerships in development. As the travel involved flights from Copenhagen to London, the partial reimbursement followed the carbon compensation, resulting in a refund of 1726 SEK.

Furthermore, it funded a trip to Stockholm in order to interview the Foreign Minister of Armenia. The interview has then been used for the publication of two articles in the printed magazine. Costs involved 1040 SEK for a train ticket.

### 3.3.2 Incomes

Even more than last year, this year's membership and entrance revenues have been largely underscoring our expectations due to Covid-19 also impacting our organizations' operations and outreach. As most of the lectures and seminars had to be shifted online - as of March - the association has hardly received any further membership requests, apart from some renewals.

Concerning the association's funding, it becomes clear that initial estimates were clearly outperformed. This is partly due to successful grant applications, where both the income from Folke Bernadotte Akademin (FBA) and Myndigheten för ungdoms-och civilsamhällesfrågor (MUCF) turned out higher than expected. Furthermore, we established a new collaboration with CFE and SASNET as well as continuing cooperations with previous partners.

Folke Bernadotte Academy (FBA):

During the autumn 2019, the continuation of last year's theme, "Towards a Safer Future" served the purpose of shedding 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.

Starting this Spring semester, the association started working on its latest FBA project theme "War over Reality" for which it received 110 981 SEK from the grant.

The theme therefore centers on the rise of incompatible narratives and reality descriptions, especially in the context of digitization, and their impact on security politics.

Forum Syd and MUCF:

UPF Lund has received grants from Forum Syd and MUCF through the Swedish Association of International Affairs (SAIA/UFS). Forum Syd, which is financed by SIDA has been used to fund events and activities pertaining to development themes. MUCF, has been used to support the association's core workings. This refers to organizational expenses ensuring its operational continuity.

The association has received 40 000 SEK from Forum Syd and 155893,95 SEK from MUCF.

Collaboration partners:

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

Following the terms of the agreements, the association received 16 990 SEK from CMES and ACE. Furthermore, it received 24 000 SEK from its collaboration with RWI and 7 000 SEK from one of its new cooperations with the Swedish South Asian Studies Network (SASNET).

A further payment will be made in the beginning of next semester concerning our latest collaboration with the Center for European Studies (CFE) concerning 16 990 SEK.

---

#### 4. Presidium

##### 4.1. Presidents Report

###### Evaluation of Presidents Operational Plan

At the beginning of the year we formulated our goals for the year in the Operational Plan. The targets we had involved working to create an atmosphere where the Board members had room to grow and develop as leaders, make sure the Board was more involved in the budget process early in the year, make long term investments, improve the institutional memory, and carry out the FBA project "War over Reality".

In terms of room for board members to grow it is inherent in the roles as committee heads to practice leadership and organization, we also tried to encourage reflection on this in the individual talks and in private conversations. There was also an ambition at the beginning of the year to do workshops throughout the year on these topics, something that was not achieved since we decided to prioritize stress-prevention with the limited time we felt we could ask the Board to do extra UPF activities.

In terms of involving the Board in the budget process this was achieved by discussing the matter in summer talks ahead of the year as well as in Skanör. While everyone's exact wishes could not be accommodated, these talks involved more actors than in previous years, we hope that this discussion on how the association prioritizes its resources can continue. The budget also became a topic for debate later in the year due to Covid-19. The change in activities also meant a fundamental change in cost structure, and the board was involved in altering financial priorities.

Related to this point is the goal of making strategic long-term investments, a topic that became more central due to Covid-19. At the beginning of the year we moved into our new

office on the 4th floor of AF Building, and we made investments in new furniture that would suit the offices new lay-out as well as our needs. The idea here was to make investments this year that will benefit the association for years to come. During the summer months the presidium took on this work, but once the working year began the Board decided on the formation of an “office renovation group” that oversaw the furnishing. As it became evident that we were going to run a huge surplus due to reduced costs of events another group was formed and delegated the responsibility to invest up to 50 000 SEK on things that could be to the long-term benefit of the association. The entire amount was not spent in the end, but investments were made in further furnishing, technology, and merchandise to improve our visibility.

An inherent feature of a student association like UPF is the high level of turn-over of active members and trustees as people finish their studies, to counter this we have tried to emphasize the collection of statistics from events, something that for the most part has worked, especially in regard to the project grants. A key contribution to the storage of our conversations within the board must be attributed to the splendid work of our secretary Soha Kadim, who worked hard to make notes of discussions in the protocols from board meetings, something that also has improved transparency. Further a new role as Inspector was introduced in the new suggested statutes, it is our belief that the adoption of such a function could be a contributing factor to improving institutional memory simply through the memory of a person with insights over multiple working-years. In the spring semester we also emphasized the necessity of good handovers early.

Finally, we were granted money for the FBA project “War over Reality” in 2020. A project that will involve multiple committees in organizing events and producing media on the topic. The project in general, and its cost structure in particular, will be affected by the ongoing Covid-19 pandemic. After consulting with the relevant committees, it was decided that the events would still take place but be adapted to the circumstance. In practice this will mean that the media production carries on as planned, while events are moved to digital platforms.

#### Stress Prevention Within the Board

One of the main focuses this year was to target the issue of stress. Previous years this has been a big threat to the Board members’ well-being as well as the work of the whole association. Even the most basic tasks are hard to accomplish when the stress level is too high. To be engaged in a student organization can be challenging, but it should not be unmanageable duty.

The responsibility of this question mostly fell under the work of the Vice President Jonatan Klefbom, who organized two workshops on stress prevention, one in Skanör in August and one follow-up in November. Also, the Presidents had individual talks with all board members during the autumn in order to understand their working situation. Unfortunately, these meetings were cancelled during the spring due to the Covid-19 outbreak. Additionally, stress was a perspective that was regularly debated and taken into considerations when the Board or the Presidents took decisions.

A new idea that was put into place this year was the UPF Free Week. For one week during both semesters, the whole association paused its operation, where the Board and active members instead got vacation. To find times to rest is of highest importance in handling stress and people were encouraged to not do anything connected to their UPF work. People

found it hard to really let go of their duties, but overall many experienced a clear decrease of workload, which hopefully had a positive effect. The weeks were also promoted in our media channels to show our interest in this question, as well as encouraging other associations to do the same.

Even though the Board faced many problems due to stress, an environment was created where it was not only acceptable but also appreciated to bring up those issues. To be honest, similarly to many other associations in Lund, UPF although still has a long way to go in

handling the problem of stress. Several of times during the year the question of re-organizing the shape of the board was discussed, which possibly could result in reduced workload for everybody. However, such a change would need longer preparations and instead the ideas were passed on to the next Board.

It is hard to pinpoint a certain reason why people experience a high stress level within UPF, but one of the main ones is that most people set their own tasks, which often is an unrealistic amount of work when being a university student. Through the years UPF has involved many ambitious people with high expectations on themselves, who always try to expand and develop the association. A recommendation for future boards is to set a reasonable workload in the operational plan which also has space for unexpected challenges and “invisible work” such as preparation, administration and representation.

#### Operation of the Presidium

From the very start of the operational year the Presidium decided to have a close way of working. This was very appreciated by the President as July, August and September were quite hectic months. During this time UPF elected two new board members, furnished the new office, applied for the FBA grant, carried out the recruitment fairs, the Skanör weekend and the Annual Meeting. After this period, it became natural to meet up every week to update the others on your own work and to discuss questions that concerned the whole association.

When the Presidium meetings were set to a certain time of the week, also Board members were invited to participate. The meetings were often seen to be very efficient when responsibilities were given out and questions were prepared to the Board meetings, which raised the idea of decreasing the amount of Board members. A few suggestions were brought to the table and were later passed on to the next Board.

This style of working clearly improved the efficiency of UPF’s work, however one could question whether the Presidium got more power than what is stated in the current by-laws. “Efficiency versus democracy” is an important aspect to discuss, especially when UPF’s aim is to be a flat organization. On the other hand, the Presidents strongly believe that this decreased both the workload and the stress for many people which was a main target throughout the year.

Another positive outcome of having a close working Presidium was that the ones focusing on matters that concerned the whole association got updates from each other. This enabled us to make decisions with many aspects taken into consideration. In addition, one could argue that the power was distributed to even more people since some questions that previously

only have been dealt by the Presidents this year also got the influence of the Secretary, the Treasurer and the UFS representative.

### By-elections

Due to the high level of turnover on the board for various reasons, many by-elections were carried out. We would like to highlight the outstanding work of the Election Committee through this who essentially were occupied with some election throughout the entire working year, not just during the spring. These by-elections also raised long term considerations for UPF since the current by-laws are rather unspecific with instructions on this subject. The new suggested statutes are meant to help with this.

### New Collaboration Partners

During this operational year we successfully tied ourselves to two new collaboration partners. We are happy institutionalize our collaborations with the Centre for European Studies (CFE), and Swedish South Asian Studies Network (SASNET). This contributes to UPF long term by connecting to their impressive networks in their respective fields, while also ensuring the associations funding. This year we also signed a un-orthodox 18 month contract with our partners at the Raoul Wallenberg Institute (RWI) to match up the renewal of all collaboration contracts to January. Meaning that the board will negotiate contracts once they have more experience and better grasp of what the association can do.

### The Covid-19 Pandemic

The Presidents work was obviously impacted by the onset of the Covid-19 pandemic and its effect on life in general, and events in particular. The president was part of the crisis group in their intense work the first few weeks to adapt all activities, as well as manage the overall sense of insecurity that was evident for most people, including UPFs members. The President in collaboration with the Crisis Group and PR had to communicate with the members through the official channels, emphasizing the official guidelines and UPFs response in regard to activities.

See segment on crisis group for more reflections on the pandemic.

### The Uppsala-Collaboration

#### Preparations

Early on the autumn semester UPF reached out to UF Uppsala to ask for their interest in a collaboration weekend. The answer was positive, and two meetings were held between the presidiums, one online and one on the UFS Forum Weekend in Växjö. Later, the responsibility of organizing the collaboration was given to UPF's Vice President Jonatan Klefbom and UF Uppsala's President Johan Bergman. A motion for subsidizing the train tickets by 5000 SEK was sent to UFS and was accepted by their board.

#### How It Was Carried Out

The weekend itself was carried out in Uppsala between the 31th of January and 2nd of February. Everything started off with a get-to-know-each-other mingle at Snerikes Nation. A great way to establish new contacts and to get more confident among each other. During the whole weekend the Board got accommodation from someone in UF Uppsala.

The Saturday was divided into three sections. After having breakfast together, the knowledge exchange started with intra-committee/presidium meetings. This section ran for almost two hours and was finished by a small presentation from all groups. The afternoon began with a seminar with Peter Wallensteen, who is Senior Professor of Peace and Conflict Research at Uppsala University, and touched upon "Conflict Trends and Challenges". After presenting his thoughts, the floor was opened up for a Q&A session. The third and final section of the day was a discussion on organizational work. The focus was put on three main questions: organizational challenges, member recruitment and branding. The boards were divided into small groups which later presented their thoughts in front of the others.

When the formal parts were over, we had a dinner in UF's office (called Uffice). Our great toastmasters set the tone for a very successful sitting with many songs and the evening finished at Upplands Nation. Next morning the weekend was concluded back at Snerikes with a goodbye brunch.

#### Evaluation

Afterwards we conducted an evaluation with the Board and everyone from UPF Lund's side was very grateful. Especially the heads of the committees have praised the exchange of ideas with their equivalent positions. Everything from the accommodation to the workshops were highly appreciated. One thing though was that almost everyone wanted more time with the other board. However, that seems like great potential for future knowledge exchanges between Lund and Uppsala. Many ideas from the weekend were set into practice and the presidiums started to have a monthly catch ups that continued throughout the spring. An impression was that more people got an interest of the work of other associations of foreign affairs.

#### Annual Survey

UPF normally carries out an annual survey every year. This was scheduled to the spring, but which unfortunately had to be cancelled due to the out Covid-19 and the increased workload for the President's during March. Even though it was possible to make it later in the semester, the result would not have been very accurate as almost all of UPF's activity was paused.

#### 4.2. Secretary

##### Newsletter

Throughout the year I have been sending weekly newsletters and annual meeting summons through Mailchimp. Something I continued doing that my predecessor started was to write a personal text from the Secretary. This was something I appreciated and found fun to read as a member and my goal was to continue doing that. I have received positive feedback for these and people find them amusing. I believe that by doing this, it not only gives a face to the newsletters but also to the secretary that most often, like the rest of the presidium isn't known to our members and active members, and therefore one way of letting our members get to know the secretary a little bit better and on a more personal level.

##### Archive

My goal at the beginning of the operational year was to try and digitalize as much as possible and archive all important documents. Unfortunately, due to AF being renovated at

the beginning of the operational year, which lasted for longer than anticipated, and then the occurrence of the virus COVID-19, the Archive has not been accessible. The boxes are therefore, still in the office. Furthermore, I had the chance to go through the digital archive and compiled an archive for the Secretary with protocols, documents and other important material needed to get a better overview of the Associations history of important things, such as, decision making. Moreover, I noticed that there is an outdated "Archive" document with guidelines of how to archive our material. This was found quite late in the operational year, so currently trying to update it and create better routines and guidelines for how UPF should handle archive material.

### Protocols

Protocols is something I have put a lot of time and effort into this past year. My goal stepping on, was to work on the Association's transparency. My contribution to this was by writing a more detailed protocol than what has previously been done. I have received positive feedback for the protocols, and members of the board have appreciated having them detailed and informative because it helped them being caught up on the discussions we've had in the board when certain members weren't able to attend a certain board meeting. Another goal of mine was to have the protocols attested and made publish no later than two weeks after each board meeting. This has, at times, been found difficult to achieve due to various reasons. For one, when setting this goal, I didn't take other parties into consideration. Being dependent on attesters reading and attesting on time, was found more difficult and challenging than what I had anticipated it to be. Another obstacle was during the beginning of the operational year and how decisions were taken. This situation created a heavier workload and difficulty for me to finish the protocols within a reasonable time because it put much more workload on me to interpret discussions and suggestions that didn't always have a proper phrasing. I have

however, to my best abilities, always tried to make sure that the protocols are uploaded within a reasonable time.

### CoachHippo

When I stepped on, this registry was difficult to use and still had a lot of the "childhood disease" my predecessor warned me about. It was still dysfunctional and created a big stress momentum because of the bugs. A lot of members received invoices even though they paid for their membership. The latter, created a negative experience for quite a few members. Not to mention that they (CoachHippo) removed the support system and made it difficult for the local associations to get help fast. On another note, I have to admit that during the past months, the system has not been as problematic. I have received economic access on the website, which meant that I was been able to solve a lot of the issues I faced in the beginning, on my own. I have also gotten into a routine of deleting members more frequently, so that I don't have to delete around 150- 200 members manually. Lastly, I have with the help of the UFS administrator set an application link for Upper Secondary High School Students (High School Students), through CoachHippo. This category of membership has been discussed for several year and is beneficial for the Association to recruit members in that age to help increasing the MUCF grant money. Now that the application link and group is set up, the next Board of UPF can hopefully start recruiting High School Students.

### Senior Collegium

When the mandate period started on the 1st of July 2019, I had 14 members in the registry. My goal was to reach at least 150 members. As of 11th of May 2020, I have 156 members in the registry. Upon this, I have also started to compile a list of former board members and tried finding contact information to these members by looking them up online, or contacting them on social media (LinkedIn). The reason I started doing this, is because the former board had gotten rid of the "Senior Collegium" folder that was in the office that consisted of information to many former board members. The list with names is almost complete, only missing 13 board years. However, due to lack of digital storage, this will have to be completed once the archive is reopened. The LinkedIn group is slowly but steadily continuing to grow but it has fewer members than the registry on CoachHippo.

#### Working Group: Policies and By-laws

Took on the responsibility to create a working group that would revise the Association's policies and By-laws. The working group ended up deciding to focus on only revising the By-laws. We were able to finish and have a motion to replace the current By-laws with our suggested Statutes to the Annual Election Meeting that was held on May 9th. The new suggested document was passed with a few amendments. By creating this working group, UPF were able to take another step towards bettering the transparency and accountability of the association and its Board.

#### 4.3 UFS Representative

In the beginning of the operational year 2019/2020 the UFS Representative set out four main goals of the year. These four goals has been being the link and informing UPF Lund's members about UFS and opportunities surrounding this, international and national collaboration, the Nordic Convention on International Affairs 2020, and development of UFS.

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

The UFS Representative visited all committees in the beginning of the operational year, however, was unsuccessful in doing so again in January 2020 due to being abroad. The board and active members were invited and informed about both Forum Weekends way in advanced. We have also seen an interest from UPF Lund in applying for board positions in UFS as well as project groups such as the Almedalen project group and LSU's UN Youth Representatives. Many UPF Lund members have applied for a variety of positions and opportunities within UFS throughout the year. There has also been a positive attitude around discussing UFS this year and people seem to generally see UFS as a positive thing.

##### International and National Collaborations

The goal was to have a workshop together with UF Malmö and bring our boards closer together. The presidiums had several meetings and the UFS Representatives had more than that, however, we were unable to find a date that would work for both of us, hence, a workshop did not happen.

The aim was to continue collaborating with IDCBS, however, this organisation does no longer exist. Nevertheless, we have been in contact with IDKU and DUS, two other Danish similar organizations and have mainly collaborated on NCIA related things. Hopefully, this collaboration will grow over the years. We also started a collaboration with UF Uppsala which was also driven by UPF Lund's Vice President however, this is also a further national collaboration that we indent to keep going during the 2020/2021 operational year.

UFS Slack has been used to keep UPF Lund's committee heads in contact with peers in other UFS member organizations. This has been a platform that UFS and the UPF Lund Representative have promoted throughout the year and there has been a great increase in usage. For instance are the Lund and Uppsala presidiums having regular contact on this platform.

#### Nordic Convention on International Affairs 2020 (NCIA)

The initial planning for the NCIA 2020 went very well, the UFS was collaborating with UPF Lund, UF Malmö, IDKU, DUS, and FAIA, including then representatives from Sweden, Denmark, and Finland. The event was planned to be held in Copenhagen in the middle of April 2020 and venues were being booked, grants applied for, PR started, and then COVID-19 happened. Hence, due to quarantine and closed borders, we were unable to hold the NCIA in April 2020 in Copenhagen. Our initial idea was that the pandemic will calm down by fall and hence we planned to have the event physically in September 2020, Copenhagen. As things have now progressed and we know more about the reality of living during a pandemic we have decided to not try to have the NCIA 2020 be a physical event but rather an online event spread out over several days in late September of 2020. Hence, everything went according to plan until the pandemic came and hence this point has been unsuccessful. Nevertheless, we are optimistic for the future and the NCIA 2021 event, which we are already putting together a working group for.

#### Development of UFS

We have worked hard to make sure that the bilingual policy of the UFS is followed which it has been apart from a few occasions where documents were sent to the UFS from other organisations in Swedish and there was not enough time to translate them before a meeting. In these instances, the president of the UFS translated the documents orally during the meeting.

Transparency has been something the UFS has been getting better at throughout this year, presidents and vice presidents of the member associations now also receive the agenda for every UFS board meeting to make sure that they know what is going on and also if they have questions regarding a topic. The UFS administrator have also reached out to member associations treasurers and secretaries on various topics where their experience may be needed. Overall, the UFS has tried to be as transparent as possible during this operational year.

The UFS has deepened their collaboration with FAIA, and gotten two new collaboration partners in Denmark, IDKU and DUS. Furthermore, there is a Nordic presidents group where the president of the UFS meets with presidents from similar organisation all over the Nordics to discuss similarities, differences, and possible collaborations.

#### 4.4. Head of IT

For the operational year of 2019-2020 the Head of IT set up the following goals:

1. Managing the websites and updating them with current information
2. Working closely with the Presidium in managing more general administrative and organizational matters.

3. Clarifying the responsibilities of the Head of IT to provide a more thorough job description

4. Creating and managing a working group in charge of looking for improvements for the website and for looking into the possibilities of making a new website. The report of the Head of IT will be organized according to these four goals.

1.

Almost from the very beginning of the operational year it became clear that theperspective.se was to be managed by other people, primarily the Webzine and Radio Committees. For that reason, the Head of IT has had little to do with this website, aside from the occasional technical matter.

Regarding upflund.se, the Head of IT has worked to ensure that information on the website has been up to date to the best of his abilities. Certain functions of the website have proven to be more difficult to figure out than anticipated. Hence, the slow loading time of the website, as well as plugins for Facebook feeds and the like, have been left unresolved.

2.

Over the course of the operational year, the Head of IT has worked with the Presidium and organizational matters, including the organizations biggest grant application, by-laws reviewing, and being part of the Foreign Correspondent Fund working group. While the Head of IT wish he had been able to be of more use, he is happy with what he has been able to contribute with in this regard.

3.

As we now know, the Head of IT has no further need of a clear job description, seeing as the position has been removed from the Board and the Organization as a whole. Throughout this operational year, it grown on the Head of IT, as well as on others in the Presidium and the Board, that the responsibilities of this position might be more suited for the PR Committee. The reason being that 1. They will be able to work on the website as a group of people, instead of just one person without a committee as it has been since the creation of the position 2. As a committee they already have a budget post, and in order to make significant improvements to our website, money will have to be spent, and 3. PR already deals with many things connected with and similar to the work currently being done by the Head of IT. By placing PR in charge of these responsibilities, the idea is that work on the website can be coordinated more smoothly along our other PR channels.

The Head of IT looked into various potential solutions for this transition, debating whether the position could be a trustee position and discussed ideas with the current Heads of PR. The final solution was reached together with the President, the Heads of PR and approved by the Board.

4.

This is the main goal that was not fulfilled during this operational year. This has had to do with several factors. First and foremost, personal matters stood in the way of the Head of IT starting and managing this project. Secondly other work within the Head of IT's responsibilities proved to be more difficult and time consuming than originally anticipated. And finally, the primary interest of this Head of IT was not specifically IT related, but rather to

work more broadly and administrative and organizational matters, something he prioritized, as noted above.

## 5. Committee Work

### 5.1 Activity Committee

The purpose of the Activity Committee is to make members feel included and help the members to get to know other people in the organization. To achieve this, we have organized different kinds of activities where members can socialize and meet people outside of their own committees. This year the Activity Committee's work has been quite different due to the Corona pandemic that affected our work a lot during the spring semester. Despite this we have organized many events this operational year:

#### Sittnings

This operational year we arranged two sittnings, at two different nations: Östgöta Nation and Lunds Nation. The first sittning in the fall was to welcome everyone, and had the theme "Let's Celebrate". It was very successful! The second one was in the spring at Lunds nation's penthouse and had a 20's theme. We chose to make it a bit smaller and intimate than the first one and it was also very appreciated. The second sittning sold out very fast, probably a lot thanks to that we worked very closely with PR promoting it.

#### Holiday party

As a celebration at the end of the year we organized a holiday party in December. We were supposed to have a nobel sittning but all the nations were fully booked all of December as early as September. So we came up with this idea to rent a venue at AF and have a holiday party instead, something we had not heard anyone try previously. The party was supposed to be open to all active members and create opportunities for people to get to know members from other committees, but also affordable by using quite a large part of the committee budget. However it turned out to be very tricky renting a venue at AF, it is both very expensive and there are a lot of odd rules that were not very clearly stated. The event started with games at the venue and a music quiz with fika at the office. After that each committee had their own dinner arrangements and then came back to AF for an afterparty. It was not a very popular event, probably due to it being a completely new concept and because many members left Lund for the holidays already.

The Activity Committee arranged one study visit this year (we also began planning the second one, but had to abandon the planning due to corona). The study visit took place during the fall, we traveled to Copenhagen and visited the Institute for Futures Studies, a think tank, International Media Support, an NGO helping journalists around the world and the UN City where we got a tour and attended an event organized by UN Women called the State of Nordic Fathers, where we, among others, met the Icelandic President. It was a very appreciated study visit, as it had a wide range of topics on the agenda.

#### The ball

We were supposed to host our biggest event of the year, the annual ball, on the 25th of May 2020. The planning and organizing went really well, we were able to book quite a few great entertainment acts, which was possible because of our increased budget compared to the year before and secure a venue at the Grand Hotel. However due to Corona, we decided to cancel the ball, which was lucky as the regulations for events of more than 50 people kicked

in shortly after this decision. This was very disappointing for everyone, especially the sub-group who had planned it, but necessary nonetheless. We are really proud to have sold more tickets than ever before: 127! We did this by working extremely closely with PR marketing this event, using a lot of different strategies to reach out to as many people as possible, which we most certainly did! We hope the Activity Committee in the future preserves this strong collaboration with PR. Unfortunately, the medals had already been shipped when we cancelled, so due to this we experienced a budget deficit, however they will be used for the next ball.

#### The office ball

Since we could not organize a ball for the entire organization, we thought it could be fun to organize something for the board at the office. It was funded by the board members themselves, but us Heads of Activity organized it. We thought it was important to show some appreciation for the board, and it was really successful!

#### Pub quizzes

This operational year we have held two pub-quizzes, one at Wermlands Nation in conjunction with the first release of the Magazine which went well. The other one was at Kristianstad nation during orientation week, which was an attempt at attracting some of the new international students to UPF, although this was not very successful since only about 15 international students showed up. However a lot more people attended the quiz, as we opened it up for everyone who was at the venue and not just the students for orientation week.

#### Netflix party

Early in the spring we started planning a movie screening that was supposed to take place in a classroom/auditorium, but due to corona we had to cancel these plans. Instead we held two Netflix Party events, where members could watch movies together while practicing social distancing. The first event was published to active members as a test round, and the second was open to all members. We chose movies that were connected to politics in some way: "Sergio" and "American Factory". While watching the movie you were able to discuss it with the others who signed up and were watching it simultaneously, which was really fun! We ended up being around 5-10 people during these events. Movie screenings should definitely be something Activity continues to plan, and Netflix parties are great even post-corona!

#### Outdoors and Sports Events

In order to attract more members, we had the ambition to organize more cheap and non-alcoholic events. During the fall we organized a hike that was extremely successful, we had to make a waiting list as more people than we could manage wanted to join us. We planned to have another hike in the spring, however due to corona we thought it best not to plan a big hike since you usually travel by bus/train and it would expose people to meeting others they do not usually meet. We also planned and booked a skating session, as some members in our committee skated themselves and offered to help. However, the rink closed down early due to corona, which meant we had to cancel. We hope that next year's Activity Committee will continue doing these types of outdoor/sport activities.

#### Intra-committee Events

We have had several intra-committee events this year, such as a bike party and a taco night pre-corona, and a barbecue and a hangout with fika and games at a park post-corona. We mainly brainstormed ideas during meetings and then decided on what to do through polls in our Facebook group. These hangouts have been very popular in general, with about 10-20 people attending.

## 5.2 Career Committee

The vision of the Career Committee for the year 2019/2020 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; 3 cycles of Prep-Courses, and the Mentorship Program. Additionally, two seminars were held during the autumn semester that were related to the FBA grant. Firstly, we had a seminar with Tarja Halonen, the former president of Finland, and secondly, we organized a seminar with Lyla Bashan, an American diplomat and author. Moreover, during the autumn semester, we had an open workshop with Clara Löfvenhamn. The theme of the workshop was Women and Leadership. In the spring semester, however, we had two events connected to the FBA grant, with the theme of War Over Reality. We had an online seminar with Fanny Jönsson, the Communication Officer at Greenpeace. Additionally, we had a seminar with Johan von Schreeb, a specialist in Global Medicine and Co-founder of the Swedish Doctors Without Borders. We decided to include this seminar in our Prep Course.

### Networking Event

The main goal of this event was to bring in Lund different organizations and offer the chance to students to establish a network with them. The event offered the chance for the students to mingle with representatives of these 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, for instance: 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? For the 2019 UPF Networking Event, the career committee reached to bring in Lund 6 organizations and ensure the participation of around 140 participants. These organizations and institutions included: European Commission; Raoul Wallenberg Institute; The UN, AIESEC; Nordiska rådet; Engineers Without Borders. This event has a great potential to be expanded and gain international attention. We had some last-minute cancellations, hence the amount of the participants was lower than planned.

### Prep Course Program

Prep Course program consisted of 3 inspiring seminars with successful figures from different backgrounds. The invited speakers for the Prep Course Seminars 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.

However, due to the unexpected circumstances, namely COVID-19 pandemic, we only managed to organize three seminars, unfortunately. The invited speakers for this year included:

1. Felix Unogwu, who is the Project Manager at Pedagogical Inspiration. He is also on the Board of Education, and a Project Specialist in Malmö city's project on preventing youth radicalization.
2. Nellie Wartoft, the CEO of Tigerhall. Tigerhall is a knowledge-sharing platform where many of Asia's most successful people can share their knowledge to enable ambitious professionals to reach their career and life goals. Moreover, Wartoft has worked for Michael Page.
3. Johan von Schreeb, who is a famous Swedish surgeon and a specialist in Global Disaster Medicine. Additionally, he is a Co-founder of the Swedish Doctors Without Borders.

#### Mentorship Program

The Career Committee is responsible for the UPF Mentorship Program. It is organized in partnership with the Lund Diplomatic Club, and it allows the participants to learn from experts that already are working within the field of foreign affairs. The selected students are matched with a mentor that the best fits the student's future aims in order to receive guidance and mentoring. The concept of the Mentorship Program was not modified in any ways during the operational year 2019/2020 and the goal was primarily to maintain its continuity. In total, 11 mentors and 11 mentees were partaking in the Program.

#### Study Visit to Stockholm With Both of the Programs (cancelled due to COVID-19)

Our aim was to get the chance to hear experts from the field of foreign affairs speak about their career path, workplace and to share their personal experience, philosophy and advice, by travelling to the capital of Sweden. Unfortunately, we were not able to execute this trip due to the COVID-19 outbreak.

#### 5.3 Lecture Committee

##### Reputation

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

The result has been that we have gotten many new members, by being interactive with our audience during lectures, and promoting UPF in several faculties and through different channels and media platforms, as well as participation in two 'get active'-days. We have also entrusted our committee members to reach out to their own networks and thus grow the lecture committee even further.

##### 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.

Firstly, we have had lectures on various topics, from the suppression of Muslim minorities in Xinjiang to the role of women in the Indian protest movements, as well as many more. Many of lecturers have been women, and we have always actively looked to achieve an equal representation amongst our lecturers. In the same spirit, we have also promoted young voices, both practitioners and academics. Lastly, we have worked towards LGBT+ rights by collaborating with the SI-scholar network.

#### 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.

We have worked actively during 'get active' with reaching to all faculties on campus, and have had members from LTH and the Law Faculty, as well as our "typical" faculties of humanities and social sciences. However, we have still struggled with our outreach, and have not been able to reach our goals for the year with attracting students from the remaining faculties.

#### 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.

In the beginning of the working year, we created working groups, but unfortunately, they were delegated tasks too late in the semester, and unfortunately then, we didn't achieve the results we were hoping for. However, on our second term, we managed to form several dedicated working groups. They were actively engaged in our meetings, even when they went from physical to digital because of the global pandemic.

Regarding responsibility posts, we successfully created both one-time posts as well as

trustee positions for our organizational work. The one-time posts were intended for the weekly physical lectures, and were therefore severely affected by the digitalization of our lectures. Our main two trustee positions were the guest coordinator and PR-coordinator. The latter unfortunately turned out to not be very practical, however the guest coordinator was a great success.

We have continuously worked towards making committed and inspired members with a consistent attendance. This has resulted in amongst other things three dedicated and driven successors. Our members have shown great interest and energy, however, this has been deeply affected by the coronavirus pandemic, and affected both the working moral and participation.

#### 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.

Firstly, many of our lecturers have been from the local area of Lund/Malmö, and when the lecturers have been from further north in Sweden, they have mostly taken the train, and have not flown. As a result of the digitalization of our lectures, we have been able to host lecturers from Italy and the US with no carbon footprint.

#### 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.

This year has been a successful year for our collaborations, not only have we strengthened our relationships with our preexisting collaboration partners, but we have also collaborated closely with other student associations, such as LUPEF or AIESEC Lund. Unfortunately we have not been able to collaborate with other committees within the organization to the extent that we would have wanted to. This can however also be partially attributed to the aforementioned pandemic, which has made it increasingly difficult to coordinate and hold joint events, since physical lectures are no longer possible.

#### 5.4 Magazine Committee

Since becoming chief editors of The Perspective, we kept the recruitment process that our

predecessors introduced. We took applications, mainly from the Get Active event, and asked the applicants to fill out forms to see their level of journalistic knowledge, areas of interest, and time they were able to invest in writing articles for the magazine. We also contacted last year's team to find out who would like to continue. We then sat down together and recruited a team of twelve reporters.

Something we wanted to make different this year was the amount of interviews and first-hand

sources in the magazine. Therefore, we stressed this at our weekly meetings, and taught our writers the process of how to reach out to politicians, their press secretaries, professors, activists, and other people of interest. This included how to compose an interview request email, how to follow up, how to conduct a request per phone, and how to arrange the actual interview. We tried to find a good balance between a high and informative level of the magazine and an enjoyable team experience for the writers

Another change we implemented was the focus on journalistic writing. We included new writing guideline documents, showcasing different journalistic genres that the magazine entailed, and regularly gave writing advice at meetings - this included how to make interesting titles, short and concise preambles, how to finish an article, and using pictures that

are relevant to the story instead of stock photos.

Before and during every layout week, we also held InDesign workshops and seminars for our

writers, in conjunction with the weekly meetings and during the layout week. This was made to have them be able to independently design their own articles. This was exhausting for the first layout week, but greatly rewarding for the last.

After the first semester we recruited a sub-editor. Having a member that was keen to take extra responsibility by fully mastering InDesign, helping us with layout, and by being a native English speaker, made proofreading much more efficient. He would also help out during planning meetings and execution, as well as assisting us fully during layout week.

We made some changes to the design of the magazine. First, we tried to rebrand all media channels as a single "The Perspective" and connect it closer to UPF. Therefore, we placed the

logo prominently in the title and followed a consistent design over all issues. Also, it included adding a preview of prominent articles on the first page, categorizing the articles by continent on the content page, and advertising internal events, articles, podcasts, trips and high-profile lectures. While failing to do so with the first issue, we included one/several op-eds in the beginning of the other three issues. These included texts by prominent politicians on topics

relevant to Swedish/international students at Lund University with an interest in foreign affairs.

Since the beginning of our term, we decided to standardize the writing style in every article. This meant that the magazine was written both in British and American English, but that the two were not used interchangeably in the same article. Towards the end of our term, we decided to fully standardize the magazine and have it completely in British English. We also standardized the use of acronyms and how they are capitalized.

We also made extensive use of QR-codes throughout the year. This included shortened Webzine articles that were linked to the original, using them at the end of articles about certain organizations, events or similar, and linking them to official UPF happenings.

Furthermore, we started the UPF Yearbook: in the last issue of the magazine, each committee

had two pages to present themselves, the members and their work. This new tradition is both

nice for active members and valuable for showcasing during the upcoming new recruitment.

We fulfilled our stated duties of printing four issues, three connected to a theme via a grant, as well as included all collaborative ad partners.

Lastly, we increased the collaboration with the other media committees, had shared articles and published online.

#### 5.5 PR Committee

A main goal for PR in the 2019/2020 operational year was to build a dedicated committee, in order to help promote and increase the awareness of UPF among students in Lund. As the heads we wanted our members to feel welcome and included in as many activities as possible. Ensuring that the workload is evenly split between the members and making sure that each member has something fun to work on. Additionally, we wanted to create merchandise to help increase the awareness of the association, specifically focusing on reusable coffee-to-go cups.

During this year we have managed to not only achieve our operational goals but excel them. We had a small but dedicated committee that was very involved in promoting and helping out at various events held throughout the year. We created three trustee positions: Head photographer, head of event promotion and head of social media.

The head photographer was in charge of taking pictures at events and of the board members when needed. She led a team of photographer in the beginning of the operational year and was in charge of making sure that one of them was always present at lectures. The photographer's main responsibility was to take a group photo of the organizers and the speaker of the day, as required by the lecture committee.

The head of event promotion was in charge of making sure that once we, the heads of PR uploaded any events on Facebook, these were uploaded onto studentlund.se and LinkedIn.

This is to make sure these events are well promoted beforehand. She was also put in charge of communicating with other committees' heads about that week's publications and events, and thus creating our weekly schedules that we post on Facebook, Instagram, LinkedIn and Twitter every Monday.

Our head of social media was put in charge of making sure that all social media channels are up to date with the same and relevant information. She is also in charge of making sure that the perspective webzine, magazine and radio/podcast releases are shared on all social media channels, hereby increasing the website's reach.

Both the head of event promotion and social media were put in charge of tweeting as well as posting pictures and keeping our various social media channels up to date during the various lectures held throughout the year.

By creating the trustee positions in our committee, we were able to make our members feel more included in the association as they were given certain responsibilities over the year. We also created a comfortable environment for hosting our committee meetings and always made our members feel welcome.

Furthermore, concerning merchandise we exceeded our expectations. Not only did we produce UPF reusable coffee to go cups, but we have also ordered BPA free water bottles and pens. These are great ways to promote the association as they clearly highlight the UPF logo and peak people's interest. We approached Wayne's Coffee with a marketing plan and had a cooperation with them. By promoting Wayne's Coffee together with the reusable mugs on our own social media platforms, especially on Instagram, Wayne's Coffee sponsored us with 60 coffee coupons that allowed for customers who brought their UPF coffee mug to have a free coffee at the cafe. Product shots at Wayne's Coffee have helped in promoting the project and the product. Overall, the merchandise PR produced this year are long lasting as well as sustainable. These are important factors that we took into consideration when ordering merchandise for the association as we tried to avoid products that are fragile or short-lived. We have also, up until the start of corona, been successfully selling our coffee-to-go mugs, however, will be handing over some pieces to the 2020/2021 heads. The water bottles as well have been saved for the next PR heads, so they can kickstart sales and have some merchandise to promote the association with.

Additionally, we created lecture-specific coffee mugs and t-shirts, that will be used at lectures only. The t-shirts will increase attendee's awareness of whom they can approach with questions about a certain lecture. The lecture-specific coffee mugs were created so the office and lecture committee do not have to share their mugs. This allows for more overview of inventory as well as a nicer gift for the lecturers.

In the second term of the year we also started working together with our newly elected chief recruiters. As we were given the yearly project budget in order to create promotional specific merchandise, we decided on ordering t-shirts that the chief recruiters and board members could wear at the different fairs as well as when going to speak at high schools in order to recruit younger members. The t-shirts allow UPF board members to stand out, making it easier for the association to be sighted at the different student fairs in addition to making us more approachable. We also created flyers and stickers that will be given out at fairs, hereby making people more aware of the association as they have something that reminds them of

us. The stickers are also a nice promotional tool as these increase the associations visibility when being stuck on laptops for example.

Lastly, we have ordered board-specific t-shirts as well, as we found that this would be a nice gift and memory for the board to have.

Therefore we, Juliet and Cheryl, have found this to be a successful and fruitful operational year for PR as we have excelled our goals and have been receiving a lot of positive feedback when it comes to the social media presence of UPF Lund. We believe we have provided our members rooms to express their creativity and thoughts, and together we have turned these amazing ideas into physical projects. We are more than happy with our newly elected PR heads and are proud to say that they were two of our most active members hereby underlining the inclusiveness our committee members felt. Hopefully the success of this year's PR will provide a strong foundation for the future operation of the committee.

## 5.6 Radio Committee

The Radio Committee of UPF at Lund University is visible through its publication, The Perspective Radio. Our main productions are our weekly podcasts published every Thursday and biweekly live shows hosted through Radio AF. Podcasts are generally between 15-25 minutes in length, though we make exceptions for live shows and collaboration works that we choose to publish in conjunction with our normal podcasts. Live shows are broadcast on Radio AF's website, where we have an hour allotted for us every second Wednesdays from 18.00 to 19.00. UPF's Radio Committee had a consistent crew of around fifteen people, with additional people joining in for collaboration projects or to present a new topic. The Radio Committee's purpose has always been to introduce aspects of foreign affairs to the general student body within Lund University and abroad at every level imaginable, based on the knowledge, interest and expertise that our crew possesses. From personal stories on study trips on behalf of the association, to interviews with experts on policy making, the Radio Committee makes every effort to present balanced, factual and relatable content to remind our audience that the world of international relations affects all of us to an extent. With this in mind, we always welcome students to join our committee regardless of expertise or skill in audio production, as creating and managing audio content is a learning process from beginning to finish.

### Cooperation

As a committee, we have experienced unforeseen complications in collaborative works with the other committees of UPF over the course of this operational year. During the first semester, we began to work intensely with the Travel committee for the purpose of continuing our travel podcasts, in which two of our members were able to join the study trip to London and obtain interviews from people within the Swedish Embassy, Reuters, Swedish Radio (Sveriges Radio), and Chatham House. As a result of this cooperation between our

committee and the Travel committee, we were able to create a three-part series on the London trip. In addition, we collaborated with a different association, the Southeast Asian Studies

Network (SASNET), who allowed us to obtain access to record panel discussions on Afghanistan that they hosted in mid-October. The product of this work was an 80-minute-long special released in mid-December. During the second semester however, we encountered difficulties in collaborative endeavors due to the outbreak of the novel coronavirus (COVID-19), which led to mass cancellations and postponements of large gatherings. As such, all of our opportunities to continue working with the committees that deal with large events, such as Lecture, Career and Travel were lost to us. Fortunately, this has led to an increase in rapport between the committee heads and between our members out

of concern for the safety of all and has therefore forged a much closer knit group than before, with more ambitious ideas for the following year that we hope can be achieved.

#### Meetings & Audio Content

At the beginning of the operational year we received an exponentially higher amount of members than we expected - nearly forty-five, compared to about fifteen last year. This sudden increase in membership led to some difficulties that were further compounded by the scheduling we were given for both meeting times in the new office, as well as studio time at Radio AF. As a result, we lost a sizable fraction of the initial number of members within the first month, leaving us to approximately eighteen regular members. Due to these complications in even holding our weekly meetings, we did not accomplish a steady routine until mid-November, where our meetings were to be held on Tuesdays from 18.00-19.00, and

our live shows would be held every other Wednesday, from 18.00-19.00. True to our form in previous years, the ideas for topics that are featured in our podcasts originate from our members, who have complete creative control over their podcasts. As for the live shows, we generally decide on a general theme and allow our members to introduce anything that they find relevant and interesting. Featuring subjects like global environmental policy in our most popular series, Talking Greenish, or more obscure areas such as the exchanges of political prisoners in the Crimea and Donbas regions of Ukraine, we make every effort to cover as many topics as our members are interested in and give them our unconditional support. The greatest improvement we have made over the course of this year was create a new channel for our committee on Spotify to attract a larger audience in the future. Listed as UPF Lund, it is

on this channel that we hope to leave behind a launchpad for subsequent radio crews to create

and plan greater and more ambitious goals.

### 5.7 Travel Committee

Fall trip – London United Kingdom

In December 2019 the Committee went to London. This was in the midst of the Brexit storm, a very interesting time reshaping the European Union as we had come to know it. For that reason, we met with different organizations and people with expertise in relevant fields, affected by the different possible outcomes of the upcoming elections. We arrived on a Friday and had a full weekend to explore the multicultural city and what it has to offer, before our

first meeting on Monday morning. Living in the middle of Soho and its bustling streets we had a great opportunity to try food from all over the world in one location. During daytime we visited Shoreditch Market and Winter Wonderland in Hyde Park. We saw Olafur Eliasson's exhibition at Tate Modern, tried Fish and Chips and hung out at various pubs. During almost every evening we encountered different Christmas celebrations held by employers and private persons in bars and restaurants, an amazing and unique season to enjoy in the city. The

parliament was visited through a booked tour, as every MP was incredibly busy preparing for their elections. One of the days the entire group took a train to Oxford to explore the city and the university, where we also had a meeting booked in the afternoon. To get better insight we

went on a guided walking tour of one of the colleges (Trinity). After viewing the dining hall and chapel, we learnt about the history of the Bodleian library, saw the lantern that inspired the one described in Narnia by the Oxford alumni C.S. Lewis, and got a hint of hot-spots where other famous alumni might have been discussing their work. The schedule was brimming of meetings and leisure activities, the only problem was sleep, or the lack thereof.

Participants:

- Jonna Lindberg
- Martina Divcovic
- Andrea Schöldtz
- Thea Sandin
- Maguette Fall
- Sara Svensson
- Kilian Hoogenboom
- Sandra Jansson

- Maximillian Onkenhout
- Hanna Lyon
- Mara Glas
- Micaela Carhed
- Jessica Mancuso

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

- Chris Glaas – Morgan Stanley
- Will Dendy & Hanna Whelan – British Foreign and Commonwealth Office
- Reni Zhelyazkova - Chatham House
- Ralph Buckle - Institute of Economic Affairs, IEA
- Alasdair MacDonald & Gill Wells – Oxford University
- Swedish Embassy
- Filipa Fritz & Victor Nyden - Business Sweden
- Tom Finn - Thomson Reuters Foundation
- Anders Wickman – SEB
- Aparna Shirastava - Mercy Corps
- Griffin Carpenter - New Economics Foundation
- Emily Murrell - World Bank
- VJW International
- Professor Erik Berglöf - London School of Economics, LSEs
- Daniel Alling – Swedish Radio Correspondent, United Kingdom

Spring trip – Zagreb, Croatia

Due to Covid-19 the spring trip was cancelled. No further events took place during this semester with regards to domestic and foreign travel restrictions.

## 5.8 Webzine Committee

### Publishing

The 2019/2020 operational year is one of the most productive on record for UPF's Webzine. The Perspective Webzine published 52 articles written by 30 different authors. The first article was published on 5th October 2019. During the Autumn semester an average of 2-3 articles are published per week. The last article was published 11th May 2020, which during the Spring semester an average of 1 article is 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 Perspective Webzine also collaborated with The Perspective Magazine in publishing online-special articles.

Sub-editors: continuing the coaching of editorial team

Given the high number of writers in the committee, the editorial team was expanded to include three subeditors. The 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.

All operational documents were moved from podium to Google Documents. This allowed for more efficient management of the committee overall.

Social Events

Despite the corona pandemic outbreak, an effort was made to continue Webzine's social atmosphere. Weekly meetings and social events are quickly moved online. Within the committee and also more cooperation between the media committees: such as joint social activities between the media committees, and cross-committee publishing between Webzine and Magazine.

## 6. Trusted Positions

### 6.1 Election Committee

List of what has been done throughout the year:

- Interviewed and nominated Head of PR Committee for 19 / 20 operational year.
- Interviewed and nominated Head of Activity Committee for 19 / 20 operational year.
- Interviewed and nominated Election Committee member for 19 / 20 operational year.
- Interviewed and nominated replacement Head of Career Committee for 19/ 20 operational year.
- Interviewed and nominated replacement Head of Activity Committee for 19 / 20 operational year.
- Interviewed and nominated a new Board for the 20 / 21 operational year.
- Participated in the Annual Election Meeting.

### 6.2 Sexual Harassment Contact Persons

The role of Sexual Harassment Contact Person, or SHCP for short, has the primary purpose of ensuring that UPF is and remains a student organization devoid of any incidents regarding sexual harassment amongst its committees and board at all public and social gatherings/events during the course of each operational year. It is a role typically shared by

two people, one an active member and the latter a board member (preferably of opposite genders for the sake of equal access to help regardless of gender) that is voted on prior to the start of each operational year. The SHCP's are given a document that entails the organization's sexual harassment policy, which considers any and all accusations of sexual misconduct by its members with great severity. As an organization meant to be welcoming to all newcomers and returning members, UPF does not condone any sexual misconduct, and so the SHCP role is meant to be the intermediary between victims and the board to ensure that no one is ignored. Mode of Operation

Given the fact that the role of SHCP is voluntary and different individuals are selected every year, it is accepted by the board that every year subsequent SHCP teams are allowed to determine their own meeting times and hours, due to variations in academic scheduling. Therefore, in comparison to the previous year, this year's SHCP's agreed to hold office hours every second Tuesday of each month from 17.00-16.00 in order to give people a chance to meet with us in person to report incidents. In addition, we decided that having an official email solely for SHCP-related work would help avoid mixing up personal emails with important emails relevant to our work as SHCP's. Unfortunately, due to the coronavirus outbreak and the subsequent safety recommendations, UPF had to cancel several events which led to a lack of awareness about the organization's SHCP aspect.

#### Recommendations for Future Operational Years

In order to avoid becoming redundant and falling into obscurity from the organization, it is recommended that future boards decided upon later SHCP teams prior to the beginning of the semester. Perhaps having the board member who will take on the SHCP role can decide to do so during the initial board gathering in Skanör, in order to begin spreading awareness about the position at the first Get Active event of the fall semester. Once the second SHCP is elected, it would be great if the new SHCP's can make contact and communicate with Project Sex (P6) located inside the AF building on the third floor. It may be possible to share information in a more constructive and proactive manner.

#### 6.3 Crisis Group

The Crisis Group was tasked with handling UPF's adaptation to the emerging Covid-19 pandemic. As new regulations were rolled out to prevent spread UPF as hosts of many events had to stay up to date. The Crisis Group was tasked with following updates from the authorities, consulting with the Heads on their respective authorities, and handling communication to a worried membership base together with PR.

As restrictions got tighter over time it was decided together with the Board that all physical activities like lectures, committee meetings and the ball was to be suspended. For the remainder of the semester the majority of these activities were still carried out but transitioned to digital platforms.

Overall the transition to digital platforms, including for board meetings, worked out alright. The pandemic does however pose some very important questions to the association going forward, if we cannot host on-site events for an extended period of time we lose our primary platform for recruitment of new members. We hope that the new board can find ways to address this.

A key lesson from the early stages of the pandemic was the need to understand that UPF has many international students in our ranks that are well-connected elsewhere in the world. This meant that many of the internationals had vast networks in places hit before Sweden by the both the virus and the measures to fend it off. This produced two outcomes that are important for future boards to understand:

a) many of the international students were caught in limbo between the reactions at homes, and the different approach taken by Swedish authorities, creating more stress in regards to how to act.

b) In times of crisis it is very important that all perspectives are heard. While UPF's actions was, and should be, guided by Akademiska Föreningen, Lund University and

Swedish Authorities, it is important that other perspectives are acknowledged. There is of course a balancing act not to freak out, but there must be platforms to voice concerns for everybody's well-being.

Further a lot of the official in-depth information about the Swedish approach was communicated in Swedish, sometimes keeping non-Swedish speakers in the dark, relying on international medias interpretation of the approach for information. In this particular case the high level of mutual trust between the people and the authorities in Sweden was self-evident to most natives, but not to people with other experiences, and finding ways to communicate across different experiences is a key task for an association like UPF. This translated into the crisis group working to relay information from the authorities to board members, to make sure that as many as possible was in the loop on developments, which seemed to have a re-assuring effect.

## 6.4 Chief Recruiters

### Overview

This second semester was the first time the 2 roles of Co-Chief recruiter were implemented. The positions were filled by Sofus Rønberg and Philippa Scholz and were created with the aim of recruiting members into the organization, and relieving board members of work when it came to recruiting events. The role was open and flexible, molding to the needs of the organization.

### Description of Role

The role of Chief-Recruiter is to increase the member count of UPF. This is to be done by organizing and strategizing different public recruiting events, as well as working with the media team in order to increase online engagement to bring attention to the organization. Those elected should be passionate about foreign affairs and the organization and be willing to talk to large audiences, in meetings and to individuals.

### Events

- Student Association Fair (SAF)
- Hälsningsgillet
- Lecture visits
- Meetings with all active committees

## Other

By the start of the semester, the Chief Recruiters held meetings with all the organisation's committees in order to understand why active members did become active in the first place as well as why they have stayed. This has been made into a document, which will be used for recruitment on future fairs.

## Difficulties

Because of the current corona-restrictions, it has been hard to do the recruiting job properly. However, during the semester, there has been a focus on long-term recruitment, which can be implemented the following semester. Additionally, there has been a focus on how to make the role of the Chief Recruiters more integrated into the UPF structure. As the position is new, this is still an ongoing job. Going forward, Philippa will aid those taking over.

## High School Students

Again, due to COVID-19, plans were put on hold to recruit high school students. The plan going forward is to work with student representatives for UPF who are able to help facilitate events and know their school environment better.

Furthermore, there have been discussions for holding an interactive workshop for students so they are more invested and understand UPF better. This requires further meetings, discussion and communication with secondary schools.

## Going Forward:

- Detailed handover book is made.
- Philippa meets new co-chief recruiter.
- Communication with the media team over summer in order to engage with potential new members from new students.

## Attachment 5

### Independent Auditor's Report 2019–2020

Ludvika, Sweden, 2020-09-09

To the Annual Meeting of the Association of Foreign Affairs in Lund:

As becomes clear from the Annual Report the previous Board has put a great effort into making the operational year 2019/2020 a success. They deserve thanks for the time and the energy they have put into their commitment. Due to the covid-19 pandemic the spring semester looked much different from what anyone expected only half a year ago and different also from what the operational plan intended. However the Board's adaption to the new situation deserves appreciation.

After having read the Board meeting protocols I conclude that the Board has acted by and large within the framework of the association's by-laws. Deviations have been made with care and mostly preserving the intention of the by-laws or the statutes that were suggested at the last Annual Election Meeting to replace the former.

Also the association's finance was affected by the pandemic. For the last semester however that mostly meant budgeted expenses that turned out not to happen. The operational year was therefore concluded with an unexpected surplus.

I have gone through the books of the association and conclude that they are in line with what is described in the Annual Report. Also I have compared the books with the bank account statement and conclude that they coincide. I attach the Annual Report, the books and the bank account statement as they have been provided to me.

Taking all this into consideration I recommend the Annual Meeting

- to grant discharge from responsibility to the members of the Board of the operational year 2019/2020.

Yours sincerely

Jonathan Garbe

Auditor

## Attachment 6

Budget 20/21	
<b>Incomes</b>	
Entrance Revenues	0,00
Advertisement	57 970,00
Membership Revenues	0,00
UFS Grants	150 000,00
Other Revenues	112 612,00
<b>Total Income</b>	<b>320 582,00</b>
<b>Expenses</b>	
<b>Shared Expenses</b>	
Office Rent	28 742,00
Bank Expenses	2 000,00
Fika	10 000,00
Project	10 000,00
Office Expenses	10 840,00
Board Activities	25 000,00
Board trips	2 500,00
<b>Total Shared Expenses</b>	<b>89 082,00</b>
<b>Committees Expenses</b>	
Radio	6 500,00
PR	15 000,00
Magazine	86 500,00
Webzine	4 000,00
Lecture	61 500,00
Career	16 500,00
Activity	8 000,00
Travel	12 000,00
Presidium	1 000,00
Election	300,00
Cheif Recruiters	200,00
<b>Total Committees Expenses</b>	<b>211 500,00</b>
Other Expenses	20 000,00
<b>Total Expenses</b>	<b>320 582,00</b>
Difference	0,00

## Attachment 7

### UPF Lund Operational Plan 2020-2021

#### Table of content

1. Visions.....	2
2. Membership.....	2
3. Policies.....	2
3.1. Equality, Diversity and Equal Treatment Plan.....	2
4. Crisis.....	3
5. Presidium.....	3
5.1. Presidents.....	3
5.2. Treasurer.....	5
5.3. Secretary.....	5
5.4. UFS-Representative.....	7
6. Committees.....	8
6.1. Activity Committee.....	8
6.2. Career Committee.....	9
6.3. Lecture Committee.....	9
6.4. Magazine Committee.....	11
6.5. Pod&Radio Committee.....	13
6.6. PR Committee.....	14
6.7. Travel Committee.....	15
6.8. Webzine Committee.....	16

2

#### 1. Vision

The Association of Foreign Affairs (UPF Lund) is a large and influential organization. Our mission is to continue being influential as well as a leading organization that can contribute with distribution of information by acknowledging, understanding, and discussing topics within international affairs.

Our association should be a platform providing space for all students with an interest in foreign affairs, whether they have previous knowledge and experience or not. Furthermore, we strive to not only cover topics of self-evident and mainstream issues, but rather a diversity of opinions and perspectives should be brought forward to reflect the diversity.

## 2. Membership

The pandemic has affected our association in terms of membership base in a negative way. Therefore, one of our visions for this upcoming year is focusing on membership recruitment. We wish for the association to continue increasing the amount of members as well as active members, but more importantly increasing their possibilities to develop within and contribute to the purpose of the association. One way in which we have tried to increase our membership base is the recent removal of the membership fee, which was implemented at the Extra annual meeting on the 9th of September. On this note we will also continue focusing on the recruitment of high school students, and this will be the main focus of our two Chief Recruiters.

## 3. Policies

An overall vision for this upcoming year is to revise our current by-laws and make sure that they reflect how the association operates today. Our goal is therefore to create a working group that will look over and amend our current policies. Furthermore we wish to adapt new policies that would help create a more inclusive, transparent and democratic association.

### 3.1. Equality, Diversity and Equal Treatment plan

A goal for the upcoming year of operations is to create an equality plan which could be used to give our members proactive support. UPF does not currently have a concrete plan for how to handle situations where members are treated in a discriminatory way. This plan will help us ensure our members that we take these matters seriously and would hopefully, as previously mentioned, work as a support for our members. The plan would provide the Crisis Group, the Presidents as 3 well as the board as a whole with tools on how to handle situations where someone does not feel welcome in our association and ensure that we create an open and safe environment for all members.

## 4. Crisis

The COVID-19 pandemic has been a well mentioned crisis during the last few months and more specifically the negative effects it has had on individuals, communities as well as organizations. UPF has unfortunately not been immune to this. During the spring semester parts of our operations had to be put on pause, since it was difficult to organize activities in the way we used to. More importantly, it revealed new possibilities for how UPF can develop as an association and has taken us one step closer to the modern era - doing a lot more events digitally. Our vision for the upcoming year, in terms of the current situation, is that we as a board use our creativity to find solutions to the current problems of organizing events as we have previously done. We wish that committees continue organizing events in creative ways and to be an influential organization in this area as well. With that in mind, our mission is to create a strategy for the upcoming operational year that would enable UPF to continue working even if COVID-19 continues being an issue for a longer period of time. This strategy would work as a policy document for how the board and each committee should work during the upcoming year of operations.

## 5. Presidium

The presidium of 2020-2021 puts great value in working with the development of the association. To not only keep on doing all the great things UPF already does, but to also see

new possibilities and ways to further spread interest and knowledge on foreign affairs. This should be done by encouraging the board to be visionary and provide the board members with the knowledge and tools necessary to accomplish these improvements.

## 5.1. Presidents

### Unity and Inclusiveness

Something we want to put emphasis on this year is the unity and inclusiveness within the board.

We believe that making improvements in this area will enable a more inclusive and welcoming environment in the association as a whole. Our overall goal is to create a community where every member feels included. UPF consists of eight different committees but is still only one organization. This year we want to improve the connections between the different committees and improve the already existing community for all of our active members. Upon this we will encourage all board members to try their best to create connections between committees. Furthermore, we want all board members to consciously work towards inclusivity in the organization as a whole. To make sure that inclusivity is always considered in the committees' operations and to be more inclusive towards all of our members. We also want to ensure that all board members feel that they are an equally important part of UPF. To try to achieve these goals we have set up some basic rules for all board members to follow during this year, specifically for improving the inclusivity and unity within the board and the association as a whole. Moreover, we had a workshop on "basic principles and values" with the board, in which we set up some ground rules of how we should strive to treat each other during the upcoming year. Some of these rules' purpose is to make sure that no one on the board feels excluded.

### Stress prevention

Another goal for the upcoming year is to make sure that we have a sustainable working environment within the board. To enable this we will keep an open dialogue with the board about when we are or are not working in a sustainable way and how we can improve our ways. We will keep close contact with all board members individually to allow us to detect high stress levels in early stages. Furthermore, we will encourage committee heads to create trustee positions within their committees to take some workload off themselves and enable more sustainable working habits.

### Visibility and competence development

Our goal is to provide the board with tools and knowledge to their work by arranging workshops for the board. A vision is to make the board more visible towards the members, which we feel is especially important in times where we can't have in-person meetings and activities. At least not to the same extent as normal situations. Lastly, we want to make sure that our members know that they can influence the board and the work we do in the association. This can be done with creating discussion nights, workshops on writing motions and having an event in connection to a board meeting where members have the possibility to ask board members questions. This of course would be in line with the recommendations set by the authorities.

## 5.2. Treasurer

During the operational year of 20/21 I as the treasurer want to ensure that our resources are allocated in accordance with the mission of the organization and fulfill the different projects we have taken on. In addition to that I want to make sure that resources are allocated efficiently. As well as maintaining transparency with accounting and the budget. My original vision for the budget was to involve the board in the process, but because of different reasons that goal will not be met in the same capacity. However, I want to involve the board in future financial planning for the organization if the financial resources would change during the operational year. Furthermore, I want to support the individual committees with their financial matters and help them understand their budget and their expectations to fulfill appointed projects. Throughout the year I want to ensure that the organization is sufficiently funded and is not affected by COVID-19 too much regarding the finances. This operational year's budget is therefore more restrictive to not jeopardize the organization finances in the future. With this reviewing the economic administration and its procedures will be important to see if there are any areas where improvement is needed and if there are any other financial support we can explore, as well as keeping our already existing contracts. Transparency will be a keyword for my responsibilities as well as inclusion and involvement. I strive to update the board with our quarterly reports, both regarding individual committees spendings and the association as a whole. In order to fulfill our projects I will push committees to both fill in the statistics document as well as trying to spend all the money that they have been appointed to the specific project. I will therefore work together with the committees in a consulting role regarding their finances and keep the budget and the accounting organised and transparent to make it understandable and easily accessible. Finally I will attempt to identify and solve any potential challenges or problems connected to the organization's payments and finances.

### 5.3. Secretary

#### Newsletter

I am planning to continue on the same path as my predecessor when it comes to the newsletter. The secretary section is something I enjoyed greatly last year, and my aim is to keep evolving this to become even more relaxed and personal. Hopefully these brief and casual insights into the secretary's work and the association's different events will result in a closer relationship between the active members and the administrative parts of the board.

#### Archive

I am planning to evaluate the archive situation during the initial parts of the autumn semester, and afterwards decide if there exists a realistic way for us to digitalize the archive. This is however something which I feel should not be prioritized, since the actual members probably have very little use for a digital archive.

#### Protocols

I am hoping to find a middle ground between having protocols with only the most notable and necessary facts, and protocols with too much information where the important parts are lost in between less important discussions. I am hoping to do this by briefly summarizing the problem or area of discussion on each point, and then go into detail when it comes to the votation and results. It goes without saying that I will also strive to have the protocols attested and uploaded as soon as possible after each board meeting.

## Cardskipper

Cardskipper is the name of the new membership system implemented during the summer of 2020. When writing this the general picture of the new system is that it is a great improvement in comparison to the old system. During the year I will make sure to keep evaluating the system, and when possible, making necessary changes and improvements.

## The Senior Collegium

I am hoping to continue with the extensive work my predecessor put into the UPF alumni network. I am hoping to achieve this by creating a group within the board with the purpose of expanding the network as much as possible, since there are plenty of possibilities for all the committees to use the network in their committee work. In an ideal situation, mentors for the career mentorship program, lecturers for the lecture committee, and people to interview for the media committees, could all be found in the Senior Collegium in the future.

## Approachability

During the year I am also planning to experiment with different ways of becoming more approachable, for example by actively participating in committee meetings and different events.

Since the presidium has no natural way of meeting the active members, I feel like it is important for us to make sure that we show up at as many events as possible so that the active members can get to know us.

## 5.4. UFS Representative

The equal 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. Therefore, a constant vision and focus should be centered in the spreading of knowledge among the members of UPF Lund about UFS, what UFS does, and specifically what opportunities UFS can provide for them.

Concrete goals for the upcoming operational year of 20/21:

Firstly, I envision being the link and informing UPF Lund's members about UFS and opportunities. This implies that before UFS events such as Forum Weekends etc., the board will be informed about multiple advantages following their participation in terms of committee and board work as well as in a personal sense. This shall also lay the foundation for having a good number of (board) members support and attend this year's online NCIA and having more board members attend the Forum Weekend. Also, the goal should be to inspire members to apply for positions within board, project groups, committees, and positions of trust within UFS. On the other hand, I strive to duly represent UPF Lund's views in UFS and maintain the positive influence of UPF Lund in the national board.

Lastly, I will work towards ensuring that UPF Lund's committees are in contact with their peers in other UFS member organizations. In this matter, in order to create greater sense of proximity, I aim at helping bridge communication regarding knowledge exchanges as well as

information diffusion on grants, collaborations, membership recruitment, operational structures through a well-established network connecting all MA's.

Furthermore, by becoming part of the long-term income force, I strive to assure further stable, international sources of funding for UFS and subsequently UPF Lund in order to make up for

future decreases in MUCF related funding due to lacking memberships. This I envision by applying for at least 2 international grants that contain funding for UFS and its MA's as well as providing access to international networking opportunities with other associations and organizations in order to enlarge prospects for future cooperation in association events and committee work of UPF (lecture, career, radio, magazine, webzine, etc.) Also, my engagement in UFS finances shall assure a further reduction of the UFS deficit while find other forms of more stable funding as for instance through collaborations and event specific funding which will decrease costs of UFS and its members attending the venues. In order to achieve a healthy and balanced economy, I will contribute in the writing of an economic plan for SAIA which maps out how the economy over the coming three years will show positive numbers. This shall be complemented by a concrete 1, 2, 3 grant plan which, if possible, is implementable by the end of the year, otherwise by the end of the operational year.

Lastly, I will work towards a reliable development of UFS, hereby ensuring that the bilingual policy is followed. This also implies enhancing further internal progress driven by increased transparency and efficiency. Altogether, this will also require planning for and realizing a state of financial and inter- associational stability inside UFS.

## 6. Committees

We wish to encourage innovative ideas about how the committee work can be developed while building on the work already done during the previous working years. Our ambition is to create a better connection and cohesion between all committees since this provides a red thread in all of UPF's productions, an opportunity for members to try out a variety of activities within UPF and hopefully will inspire members to continue their engagement with the association. Committee specific goals and visions are presented below.

### 6.1. Activity Committee

Our vision for the working year 20/21 is to have, as much as possible, the operations of the activity committee running as usual. At the end of the last working year when the Covid-19 pandemic hit, the activity committee lost a lot of its active members due to the loss of in-person committee meetings. This led to a strong decrease in the activity committee's output, such as quizzes, viewing parties and other events. If this trend continues we are worried that that could mean the end of the activity committee, since we are nothing without our active members. Therefore our main goal this year is to try to have, with the limits imposed on us, as normal of an operational year as possible. We also hope that our events will provide a chance for all our members to engage in social activities while social distancing. This will benefit the association as a whole since it will ensure the continuous flow of members which is also crucial for the longevity of UPF.

To achieve this we will strive towards organizing the same amount of events as during the previous operational years. However, taking into account the ongoing situation with the pandemic, there will have to be some adjustments to the events organized by the activity

committee. Our idea for some possible adjustments is to decrease the number of attendees and to create more virtual events

## 6.2. Career Committee

As the Heads of the UPF Career Committee for the operational year 20/21, we want to do our best to adapt our events to the special circumstances caused by the current global pandemic. We want to make sure that all our committee members and guests are involved in organizing and hosting ambitious and inclusive career-related events and, at the same time, make sure to keep everyone's health and safety as our top priority. In practice, this means, for example, hosting the Networking Event completely online and making sure that the participants still have a great opportunity to get informed about and connect with different organizations. Furthermore, one of our goals during this operational year is to be more 'down to earth' and make our activities better reflect the needs of university students when it comes to their careers. To reach this goal, we plan to invite younger speakers who are likely to have fresh perspectives on what it takes to take the first steps in one's career today. Additionally, we wish to broaden the committee's view on what an 'international career' entails and step away from a narrow perspective that would allow us to only invite politicians and diplomats. Additionally, we want to make the atmosphere in our committee as inclusive as possible and encourage all our committee members to take their own initiatives to invite speakers or come up with their own new ideas. We also want to include the participants of the Prep-course to the process of planning possible themes that will be covered during the course. We want to give the participants an opportunity to tell the kind of career topics they are interested to learn about as well as give ideas who to invite. Finally, we also consider mental health an important aspect of everyone's future careers and therefore wish to incorporate the topic more into our activities.

## 6.3. Lecture Committee

### Reputation

Our goal is to be seen as more accessible by prospective students, without compromising our commitment to excellent lectures. We want to communicate a welcoming atmosphere where knowledge and inspiration are in focus.

### 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 diverse in both the lecturers and the subjects themselves.

### 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 organisations that are relevant for these students.

### 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 think this will also help with consistent attendance.

We aim to sustain a wide interest in foreign affairs during a time of disarray and to be a place for members to engage in while there is uncertainty in the world. For a more inviting environment, we will host more social gatherings, that of course are in accordance with the restrictions made by the Swedish authorities.

#### Environmental Impact

We will continue working in accordance with the high standards of the Association's environmental policies. The climate issue is an important question at all times. We, together with our committee members, would like to be more innovative and try to find new ways of reducing our overall environmental footprint.

#### 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.

#### 6.4. Magazine Committee

Giving the opportunity to be in charge of The Perspective magazine over the course of the next academic year, we have taken a lot of time to carefully lay out our shared visions and goals, putting in writing how we aim to implement sustainable changes which could be kept up after we leave our positions. Please find more detailed information below.

In the upcoming operational year, one of our main goals is that we would like to change the layout of The Perspective, as we consider visual identification as a crucial incentive for the recipients. In the past, we have received comments regarding the look of the magazine; according to some of them, the magazine did not appear attractive due to its flashy, "high school" look. We like the way our predecessors steered the magazine towards more serious journalism and we intend to keep the bar high in terms of substantive content. However, if we want the UPF members to appreciate the subject matter, we need to encourage them to open the magazine in the first place. By creating a visually appealing product with great journalistic content, we could widen our audience and target readers outside Lund University's student body, too. We also intend to facilitate the cross-committee collaboration through workshops (InDesign, Photography, Unconscious Bias) and social events (e.g. release parties). We would especially like to establish closer cooperation with the following committees:

Pod&Radio

Promoting the magazines through live shows and/or podcasts relating to specific articles/key features. Such cooperation would allow us to explore the leading theme in more depth and make The Perspective more coherent. We are aware that our predecessors have already pioneered the usage of QR codes. However, we noticed that many of them directed the readers to outside sources that have expired over the past few months. We would like to alter this approach and use the QR codes exclusively for The Perspective content. This way, we would gain control over their accessibility and become more interactive.

#### Webzine

We would like to give our team an opportunity to see their work published online. We do not want to interfere with webzine's space, however, we believe we could establish a format that would suit both committees. It could be a separate tab or a weekly column (e.g. Magazine Monday) with the Magazine's key features.

#### PR

Collaborative projects such as websites, workshops, establishing relations with the photographer if needed to while working on an article. Since the PR committee does not produce its own 'original content' in the way the above-mentioned committees do, we are keen to make some space for their input in terms of layout and pictures. However, we do not intend to impose such a solution, but rather pursue it if the PR committee "feels like it".

We strongly believe that The Perspective lacks visibility - both digitally and physically. Here are some ideas for enhancing the promotion process:

- Distributing stickers with QR codes connected to The Perspective's PDF version;
- Creating a checklist/map of the stands for hard copies;
- Updating magazine's PDF version on The Perspective website;
- Creating Facebook events for the premiere of the magazine - not necessarily a social event,

but rather an information hub regarding how people can receive a copy (e.g. that members will receive it by mail, but it will also be available for pick-up in Eden/elsewhere);

- Reaching out to the International Office, as well as our partner institutions, who could feature the information about the magazine release in their social media.

Moreover, we intend to establish a fixed editorial structure consisting of 2 layout designers, 2 subeditors, and 10-12 writers. We strive to create a committee consisting of roughly 16 people with clearly distinguished areas of responsibility. Moreover, we aim to facilitate transparency among the members, so every one of us has access to essential information such as contact, schedule, guidelines, and budget.

Lastly, but surely not least, we aim to create a safe, welcoming and inclusive space in which members can educate themselves, foster discussion, elevate their writing skills and contribute their individual ideas and goals for The Perspective Magazine of 20/21. After all, the more you know, the more you grow.

#### 6.5. Pod&Radio Committee

One of our favourite things from last year's committee work was the welcoming and fun atmosphere among the group, this is most definitely something we want to bring with us into this year. With a great atmosphere we felt that we were more productive and not afraid to ask for help and clarification when we needed it. To achieve this we will have kick-offs and kick-outs each semester and aim to have hangouts after our committee meetings from time to time. To clarify and better reflect what we do in our committee we wish to officially change the name of the committee to Pod&Radio instead of just Radio. With this comes the legal aspect and here we need to make sure that we have the legal rights to publish podcasts and radio under this new name.

When it comes to producing radio and podcasts, we learned from last year that it takes some time to get started in the fall when we have many new members. With this in mind, we aim to start publishing pods in the end of October or the start of November. Depending on the number of active members we gain the number of pods we are able to produce will vary, we hope that we will be able to publish one podcast each week. However, if we are unable to achieve this, we want to publish one every other week and alternate with the weeks where we produce live radio shows at the minimum. Regarding the live-shows we want them to become a more regular thing and to promote them a bit more in UPF:s channels as well as to make them more open for members outside the Pod&Radio committee to join. To create a more unified brand we also want to create an official intro and outro for our podcast, since we already have an intro for the live radio shows. To avoid making the required production for the FBA grant and other commitments feel like a burden, we aim to instead create theme weeks, preferably together with other committees, where we focus on these subjects together as a committee and organization. Through this we hope to minimize the pressure that this requirement otherwise might create and also to make this a fun event for the organization to broadcast and publish. We would also like to see more produced podcasts to involve an interview with an expert regarding relevant subjects. As a student association to one of Sweden's largest universities access to for example professors can be done with relative ease and is something that we should take advantage of. Lastly we really want to utilize Spotify and all the data which is available there. Today we have 52 followers on our podcast channel and we would like to have reached at least 75 followers by the end of this operational year. To ensure this, we wish to update the perspective website together with the other media committees both to ensure it is a website we can be proud of and to ensure that it reflects our committee and our productions in an accurate way. We also want to look into promoting our Spotify channel more on the perspective website and the upflund website. With higher levels of data available we wish to analyze it and see if we can use it to increase our listeners and followers through this.

## 6.6. PR Committee

### Social Media Followers

For the operational year of 2020/21, the PR Committee strives to increase the overall amount of followers or likes across all of our social media channels. Specifically:

- Instagram: 1065 followers (as of 09/05/2020), increase to 1500 followers
- Facebook: 7298 likes, 7519 followed (as of 09/05/2020), increase to 8500 followers
- Twitter: 923 (as of 09/05/2020), increase to 1000 followers (as well as comment and be

more engaged with other institutions' posts)

- LinkedIn: 589 followers (as of 09/05/2020), increase to 600 followers

- YouTube: 44 followers (as of 09/05/2020), increase to 50 followers and put out at least 1 more video on this channel.

Another goal pertaining to the Association's social media presence is to get verified on both Instagram and Twitter. Since this is independent of follower count, it should be achievable.

#### Website

We would like to maintain and update the website throughout the year and have it become secure (<https://>). We will potentially look into establishing an IT Trustee position for someone in the PR committee as well.

#### Video projects

In order to further promote the Association online this year, we will create an updated UPF Board 20/21 promotional video to use for recruitment purposes during the 20/21 operational year.

#### Merchandise

With regards to merchandise, we aim to make a profit selling the water bottles and coffee to go cups. We would like to re-introduce the black tote bags as well. Alongside this, we will be thinking of a new product to sell, possibly to launch in the spring semester. Furthermore, we would like to continue last year's idea of having personalised board shirts with the members' names on the back as well as hoodies or sweaters for the board members with their position or committee name printed on the back.

#### Committee Meetings

We are looking to hold a committee meeting at least once every 2 weeks in person or online depending on what we have to talk about and how our weekly schedules look. We hope for at least 5 active members who consistently show up for committee meetings. Following that, we would like to introduce PR Committee Trustee positions in the spring (maybe around February, well before the ball in April) depending on our active members. These positions could include social media, photography, and IT. We also would like to have at least 4 committee outings hang outs; one in the fall, winter, spring, as well as a kick-out in summer.

#### Inter-committee Collaborations

We want to establish a shared monthly plan calendar between committees or have access to committee planning calendars so that we can know what events are upcoming as well as to increase transparency between committees.

#### Inter-institutional Collaborations

For example the spring RWI Film Fest; we would like to be a part of it again and attend to promote UPF with a table.

#### 6.7. Travel Committee

The Travel Committee will organise at least two study trips this operational year. The destinations will be chosen in consideration of the current pandemic situation. The location

chosen will be of political or cultural interest so that the members will be able to get a deepened understanding of the functioning of the region both locally and internationally. The aim of the Travel Committee is also to make sure that the trip is held within an inclusive and welcoming environment. Moreover the committee wants to organize at least one trip without having to travel by plane. For the committee, we intend to have more activities before going on the trip to strengthen the group climate and make every member comfortable with the idea of travelling together. This will also be emphasised during the trip with some mandatory dinners to underline that every member is there with UPF.

To share the trip with other members of UPF, the Travel Committee plan on using social media more often and film or take pictures during the different activities if possible. And, we also hope to render a report in the form of a podcast to share with the other members of the association. The travel blog will be updated more frequently after the trip to report to the entire association what has been done during the trip as well.

Finally, the Travel Committee hopes to create more partnerships with other committees for various specific topics like for instance social media, podcasting or networking. This will be done both for the sake of our committee members, so that they are well equipped to handle social media, podcast and blog reporting during the trip, but also for the sake of a more unified association where our members are in contact with several committees.

#### 6.8. Webzine Committee

Having better/more workshops/introductions for incoming students into Webzine is one of our most important visions. A concrete goal for this could be: organising at least 2 workshops for new writers at the beginning of the semester which are separate from the regular meeting; improving or expanding the existing writers guide; ensuring the first meetings centre around welcoming and introducing new members rather than starting to write immediately. Increased workshops would help keep writers on board past their first few meetings as they can feel that they have gotten the appropriate knowledge on how to write. This is important because many new writers tend to feel lost or intimidated by just being thrown head first into their first article.

Another vision we have is better cooperation between committees and improved communication. Especially cooperation between the three media outlets; Webzine, Magazine and Radio is important for us! We envisage for example: coordinating topics that we write and talk about (maybe just during theme weeks so that it doesn't become restrictive); organizing workshops and/or introductions at the beginning of the year together; or also working together with Lecture to do deep dives into topics of particular lectures, or interviews with speakers in an article or podcast.

We would also like to see The Perspective expand its reach. It would be nice to see larger parts of society take part of the great work and content that this association produces. Our role could be to make people interested in, and aware of, issues of foreign policy. To be educational in a sense, but also to inspire action and involvement. We can try to reach out to other media outlets (not student run) to reach other people, or to get our facebook page more following by working together with PR and also by improving our website.

One thing that the webzine has so far been very good at is having a diversity of content as well as of writers' backgrounds. This is something we want to maintain and build on in the

future. We want everyone to feel very welcome in our committee and able to tell their stories, no matter their background.

## Attachment 8

### Motion about adopting a new Statutes

#### Background

The Board of 18/19 started the process of revising the Association's Bylaws and policies, but were unable to finish their work. The Board of 19/20, therefore, decided to continue the work.

At the first board meeting of the year, held in Skanör in August, the Board decided to delegate the responsibility to a working group that would consist of board members, active members, and previous board members. The Board of 19/20 decided to give the Secretary the responsibility for this working group. The initial goal was to revise as many steering documents as possible. However, the working group decided to mainly focus on the current Bylaws. To get different perspectives and be including in the process, both the previous Board and the current working group held workshops for members interested in contributing, or learning more about the Bylaws and policies of UPF. Furthermore, we marketed the working group through posts on social media to contact the Secretary if anyone was interested in joining. In addition, the Board was encouraged to give inputs on what they felt was lacking. The first draft was sent to the Presidents for input, and once the inputs were given, the group updated the document accordingly. A second draft was sent to the current sitting board and a few former board members for further inputs and comments on what needed to be clarified, changed, added, or removed. The members, and former members who received the document were given approx. 16 days to read through and give additional suggestions. After the deadline, the group updated the document according to the comments we found reasonable, and provided arguments when we decided not to make changes according to the comments. Lastly, the week of the Annual Election meeting there will be discussion square(s) where members of the Association can ask questions.

#### Purpose

The purpose behind the new suggestion of Bylaws (here Statutes) is to have a steering document that is up to date and better suits the way our Association works today. We continue expanding the operations of the Association without having proper guidelines on certain procedures, which, at times, creates uncertainties and inconsistency. Furthermore, the purpose is to continue developing and making sure that we become a more transparent Association where members can easily understand how UPF operates and what is expected of the Board. Subsequently, also making it easier to hold the Board accountable for its work and decisions. The current Bylaws of UPF (see attachment: UPF By-laws) was lastly updated briefly in 2017 in conjunction with changes made to the Board structure. Before that, it was briefly updated in 2008. While revising the Bylaws and comparing it to the operations UPF conducts today, the working group noticed that the Bylaws lack proper guidelines,

structure and transparency. Therefore, the group decided to redo the whole document (See attachment: UPF Statutes).

The major changes made compared to the current Bylaws are:

- A clearer structure that makes it easier to find relevant information.
- More detailed information on how to conduct the Association's operation to create a better transparency within the association. This was mainly done through:
  - o Defining the different categories of memberships and the rights that comes with each category.
  - o Set deadlines for when summons, protocols, agendas and documents should be sent out to the Board, and made public to the members.
  - o Procedure for by-elections since this is something that has started to occur more frequently compared to previous years.
- Added a Rules of procedures where we defined important words and phrases used in meeting formalia.
- Defined a hierarchy for steering documents in case of perceived contradiction.
- Changed the Election Committee's name to the Nominating Committee, since their job is to nominate candidates for positions and not elect them.
- Made sure that policies are binding and not perceived as guidelines.
- Gave the Board the power to overrule a President's interpretation if the Board feels that the President has made a wrongful interpretation.
- Added a section on regulating and defining an Inspector position.
- Added a regulation in the Statutes for Rules and Regulation.

#### Proposal

We propose that the Annual Meeting decides

To replace the current UPF Bylaws, and accept the attached document "UPF Statutes".

---

Soha Kadhim, Zigne Edström,

UPF Secretary 19/20 UPF Vice President 18/19

## Attachment 8.1

### UPF STATUTES

The Association of Foreign Affairs Lund

Utrikespolitiska Föreningen Lund (UPF Lund)

Established in first reading at the Annual Election Meeting on May 9th 2020

### Content

1. PURPOSE AND ORGANIZATION	3
2. MEMBERS	4
3. RULES OF PROCEDURE	6
4. ANNUAL MEETINGS	7
5. THE BOARD	11
6. THE NOMINATING COMMITTEE	16
7. THE ANNUAL REPORT	17
8. AUDITING	17
9. THE INSPECTOR	18
10. SENIOR COLLEGIUM	18
11. INTERPRETATION AND AMENDMENT OF STATUTES	19
12. DISBANDMENT OF THE ASSOCIATION	19

#### 1. Purpose and organization

§ 1.1 Purpose The Association of Foreign Affairs/Utrikespolitiska Föreningen Lund (UPF Lund) is a politically and religiously unaffiliated student association with the purpose of conducting activities to spread knowledge and encourage debate on issues concerning international affairs. UPF's value system is built on a firm belief in democracy, human rights, equality, freedom, justice, and sustainability. UPF should strive to uphold the above mentioned values in all its operations.

§ 1.2 Organization The Association of Foreign Affairs consist of:

1. The Annual Meetings,
2. The Board,
3. The Nominating Committee,
4. Trustee positions,
5. Additional Members,
6. Auditor(s), and
7. Inspector

§ 1.3 Operational year The Association of Foreign Affairs' operational and fiscal year stretches from the 1st of July until the 30th of June.

§ 1.4 Financial responsibility The Board manages the Association's funds and other assets.

§ 1.5 Signatories The Association of Foreign Affairs' Board have the right to sign the firm. The President and The Treasurer are individually signatory for the Association.

§ 1.6 Steering documents

§ 1.6.1 Hierarchy The Association's steering documents have the following hierarchy.

1. Statutes,
2. Rules and Regulations,
3. Policies, and
4. Additional steering documents.

All steering documents are binding. If the documents are deemed contradictory, what is stated in a document with a higher hierarchal status is applied.

§ 1.6.1 Amendments Amendments to the steering documents demands the following decisions:

Amendments to the Statutes require two (2) decisions, with identical wording, at two (2) consecutive Annual Meetings, during two (2) separate operational years. The decisions are taken by a qualified majority.

Amendments to Rules and Regulations require a decision by the Annual Meetings. The decision is taken by a simple majority. Acceptance of, or amendments to policies require a decision by the Board or the Annual Meetings.

,

## 2. Members

§ 2.1 Member of UPF is a member of Akademiska Föreningen (AF) and adopts AF:s policies. UPF is also a member of the Swedish Association of International Affairs (UFS).

§ 2.2 Membership Any individual showing an interest in UPF is entitled to apply for a membership. Any individual who has paid the membership fee, as established at the Annual Meeting, or has been appointed an honorary member, is a member of the Association.

A membership can be denied in the case of exceptional circumstances. This includes, but is not limited to; if the applicant has been previously excluded from the Association.

§ 2.3 Membership fee The membership fee is established at the Annual Meeting.

The fee must be paid in full when signing up, thereby providing the person membership for a year (365 days).

§ 2.4 Refund of membership fee Memberships are nonrefundable.

§ 2.5 Ordinary membership An ordinary member is a member who is also a member of AF.

§ 2.6 Support Membership Individuals who are not members of AF can become supporting members of UPF. However, members who are enrolled at Lund University are required to have an AF membership.

§ 2.7 Honorary Member The title honorary member can be given to anyone without the qualifications for ordinary membership, as stated in §2.5. It is usually given because of their (public) achievements, contributions or particular interest in the Association and its purposes, as stated in §1.1. An honorary membership lasts a lifetime.

§ 2.7.1 Electing honorary members An honorary member is recommended by any member, and is appointed at the Annual Meeting or at a regular board meeting. The decision requires a simple majority at the Annual Meeting, and a qualified majority at the Board Meeting. If such a majority is not attained, the matter shall not be mentioned in the minutes.

§ 2.8 Active members An active member of UPF is an ordinary member whom is a committee member, part of a working group, holds a trustee position, or anything equivalent.

§ 2.9 Trustee position A member who holds a trustee position is a member of UPF who has been elected either by one of the Annual Meetings, the Board, or the Committee to carry out specific duties within the Association. To become eligible for election, the member has to be an ordinary member of the Association. This does not apply for the auditor(s).

§ 2.10 Membership for upper secondary Members recruited from upper secondary schools can attend all lectures. They cannot become active members of UPF.

§ 2.11 New membership categories New membership categories are decided at the Annual Meeting in conjunction with the setting of the membership fee, §4.7 point 11.

§ 2.12 The rights of a member Ordinary members have the exclusive right to:

1. Vote at the Annual Meetings,
2. Candidate for positions of trust, and
3. Send in motions to board meetings and Annual Meetings

§ 2.13 Excluding a member Any member who acts contrary to the purposes of the Association as defined in §1.1, or in any other way harms the Association, can be excluded by a decision of the Board. The decision has to be taken with a qualified majority.

3. Rules of Procedure

§ 3.1 Application The regulations in this chapter should be followed by all bodies of the Association, unless otherwise is stated.

§3.2 Voting At meetings, all ordinary members present have one vote.

Power of attorney may not be used. Protocol of votes should be used if a member of the body moves for it.

§ 3.3 Definition of majority A simple majority is reached by more than half of the casted votes. A qualified majority requires two-thirds of the present members at the meeting with a voting right. A blank vote is to be counted as an abstained vote. Unless otherwise is stated, decisions are made with a simple majority.

§ 3.4 Bias A person who is about to vote is considered biased if the matter concerns themselves or someone whom they have an intimate, related, or close relation with, or if the matter can be expected to result in clear benefit or damage to themselves or that person. Each member of a body who is eligible to vote is responsible for the announcement of bias and must abstain from voting.

§ 3.7 Reservation A member, who does not agree with a decision, have the right to make a reservation. The member is then freed of responsibility for this decision. Reservations should be handed in to the Secretary of the meeting before the signing of the protocol is done.

§ 3.8 Note in the protocol Any member of the Association has the right to leave a note in the protocol.

#### 4. Annual Meetings

§ 4.1 Annual meetings The Annual Meetings are the Annual Meeting, the Annual Election Meeting, or the extra Annual Meeting. The Annual Meetings are the highest decision making body of the Association of Foreign Affairs in Lund.

§. 4.2 Time of the annual meetings An Annual Meeting and an Annual Election Meeting are to be held annually. The Annual Election Meeting shall be held in the spring, between the 1st of April and the 31st of May. The Annual Election Meeting shall however not be held between the 28th of April and the 1st of May. The Annual Meeting shall be held in the autumn, between the 15th of September and the 15th of October.

§ 4.3 Summons The summons to the Annual Meetings shall be issued at least fifteen (15) business days prior to the meeting.

§ 4.4 Protocol A protocol shall be kept of the Annual Meetings. The protocol should be sent to the attestors ten (10) business days after the Annual meetings. The attestors should be given ten (10) business days to attest the protocol. The attested protocol must be made public no later than twenty-five (25) business days after the Annual Meetings. When attested and made public, the protocol shall also be archived.

§ 4.5 Meeting presidium The meeting presidium consists of the Chair of the meeting and Secretary of the meeting and shall to the extent possible not be held by board members at Annual Meetings. If it is not possible to find suitable individuals outside the Board, the President and the Secretary may take the roles.

§ 4.6 General agenda The Annual Meetings must address and record in the minutes the following issues:

1. Election of the Secretary of the Annual Meetings.

2. Election of Chair of the Annual Meetings.
3. Election of two Attesters and vote-counters.
4. Approval of the electoral roll.
5. Approval of the agenda.
6. Consideration of whether the summons to the Annual Meetings were carried out in accordance with the Statutes.
7. Other issues, mentioned in the summons.

§ 4.7 Annual meeting agenda The Annual Meeting held during the autumn must also address the following issues:

8. The annual report from the past year of operations.
9. The audit report on the Board's administration for the past year of operations.
10. The previous Board's discharge of responsibility.
11. Setting of the membership fee for the upcoming year.
12. A decision on the Board's proposition of the budget for the upcoming year.
13. A decision on the Board's proposition of the operational plan for the upcoming year.
14. A decision on additional Board proposals, if any.
15. A decision on motions, if any.

§ 4.8 Annual election meeting agenda The Annual Election Meeting must also address the following issues:

8. Election of the Association's President for the upcoming year of operations.
9. Election of the Association's Vice President for the upcoming year of operations.
10. Election of the Association's Secretary for the upcoming year of operations.
11. Election of the Association's Treasurer for the upcoming year of operations.
12. Election of the Association's representative to the Swedish Association of International Affairs (UFS) for the upcoming year of operations.
13. Election of the Association's Head of a Committee and Board Member, and potential Head of a Committee and Deputy Board Member for the upcoming year of operations.
14. Election of one (1) to two (2) auditors for the upcoming year of operations.
15. Election of three (3) to five (5) members of the Nominating Committee for the upcoming year of operations, where one (1) should be elected as Chairperson of the Nominating Committee and two (2) as alternate members of the Nominating Committee for the upcoming year of operations.
16. Election of at least one (1) Sexual Harassment Contact Person for the upcoming year of operations.
17. Election of other trustee positions within the Association for the upcoming year of operations.

§4.9 Additional positions An additional permanent board position requires a qualified decision by the Annual Meetings.

#### § 4.10 Elections

§ 4.10.1 Eligible for Election Only an ordinary member of the Association, nominated by the Nominating Committee, registered as a counter candidate, or registered as a candidate for a vacant position, can be elected Board Member, Deputy Board Member, or trustee as defined in §2.9.

§ 4.10.2 Counter-candidate A counter candidate is a member who either candidates against the Nominating Committee's nomination for the position or who candidates for a vacant position before the deadline set for counter-candidacies. A candidate wishing to counter-candidate shall inform the Nominating Committee of its decision no later than five (5) business days prior to the Annual Election Meeting.

§ 4.10.3 Vacant positions A position is considered a vacant position if, after the deadline stated in §4.10.2, there is no counter-candidate for a position nor a registered candidate for a vacant position. If there is a vacant position at the Annual Election Meeting, a member can move for a free nomination. The Annual Election Meeting can by a simple majority open up the vacant position for free nominations.

§ 4.11 Limitations The post as President, the Vice President, the Secretary or the Treasury cannot be held by the same individual.

§ 4.12 Motions Motions can be submitted by any members to the Annual Meetings to take a decision on a limited issue. Motions may only be repealed by a decision taken by a simple majority. Motions for the Annual Meetings shall be submitted in written form at least ten (10) business days prior to the meeting. An issue not addressed in the meeting agenda cannot be subject to decision.

§ 4.13 Propositions from the Board Propositions from the Board shall go through a board decision before being submitted to the Annual Meetings.

#### § 4.14 Voting procedures

§ 4.14.1 Right to vote Members who have paid the membership fee at least ten (10) business days prior to the Annual Meetings have a right to vote at the Annual Meetings. In case of renewing a membership, the renewal must be acquired at least five (5) business days prior to the Annual Meetings.

§ 4.14.2 Counted votes Unless otherwise requested by any member of the meeting, voting shall be carried out by acclamation. In the case of a ballot vote, blank votes are to be counted as an abstained vote and discarded votes shall not be counted.

§ 4.14.3 Deciding votes Decisions are taken with a simple majority unless otherwise stated. In the case of a draw, the matter should be decided by the flip of a coin.

§ 4.15 Disorder If the Chair of the meeting finds that a speaker, who has been called to order, is still abusing its right of free speech, the chair of the meeting may deprive the

individual its right to speak. If disorder occurs and it cannot be averted by the chair, the chair may adjourn the meeting.

#### § 4.16 Extra Annual Meeting

§ 4.16.1 Decision An extra Annual Meeting shall be held if requested by:

1. The President,
2. The Board,
3. The Auditor, or
4. Fifty (50) ordinary members of The Association of Foreign Affairs.

The request shall be written and submitted to the President, or the Auditor. If the Board is requesting an Extra Annual Meeting, a simple majority is required.

§ 4.16.2 Scheduling The meeting shall be held no later than twenty-five (25) business days after the request has been submitted. Extra Annual Meetings shall not be held between the 1st of June and the 31st of August, nor on the last of April, or during other official Swedish holidays.

§ 4.16.3 Summons A summon to the Extra Annual Meetings shall be issued following the same procedure of the regular Annual Meetings.

§ 4.16.4 Issues Extra Annual Meetings can only handle the issues that were stated in the written request.

#### 5. The Board

§ 5.1 Board members The Board consists of:

1. The Presidium, and
2. Additional board members.

§ 5.2 Election of board members That which is stated by the Annual Meeting shall apply to the elections of the Board. In case of vacancies or permanently appointed additional board positions, the procedures stated in

§5.15.2 are to be followed.

§ 5.3 Rights of board members All board members have the right to vote at board meetings.

§ 5.4 Responsibilities of board members Board members are obliged to fulfill the responsibilities of maintaining and ensuring the operations of the Association.

§ 5.5 Restructuring of the Board The Board may temporarily appoint additional board positions. The Board should follow the procedures stated in

§5.15.2 when electing new board members.

§ 5.6 The Presidium The presidium is chosen by the Annual Election Meeting and can consist of:

1. President
2. Vice President

3. Secretary

4. Treasurer

5. UFS-Representative

Members of the Presidium are board members.

§ 5.7 Definition of Head of Committee A Head of a Committee and Board Member is a board member with voting rights at board meetings. A Head of a Committee and Deputy Board Member does not have voting rights at board meetings unless the ordinary board member is not present. Head of a Committee and Board Member, and Head of a Committee and Deputy Board Member are equally responsible for carrying out the duties as Heads of a Committee.

§ 5.8 Board meetings

§ 5.8.1 Meetings The Board should, when possible, meet once every three weeks or when the President calls for a meeting. During the year of operations, the Board must meet at least eight (8) times.

§ 5.8.2 Summons The President shall summon the board members to the meeting no later than ten (10) business days prior to the meeting.

§ 5.8.3 Motions Motions to a board meeting can be submitted by any member. It should be submitted to the President at least seven (7) business days prior to the meeting. Motions may only be repealed by a decision taken by a simple majority.

§ 5.8.4 Agenda and attachments Agenda and attachments shall be established by the President and the Secretary. The documents shall be made available to the Board no later than five (5) business days prior to the meeting.

§ 5.8.5 Made public for members The date of the meeting and the deadline for the submission of motions shall be made public to the members of the Association no later than ten (10) business days prior to the meeting. The agenda and attachments shall be made public to the members no later than five (5) business days prior to the meeting.

§ 5.8.6 Protocol A protocol shall be kept of board meetings. The protocol should be sent to the attestors ten (10) business days after the board meeting. The attestors should be given five (5) business days to attest the protocol. The attested the protocol must be made public no later than twenty (20) business days after the board meeting. When attested and made public, the protocol shall also be archived.

§ 5.8.7 Voting Board members have one vote at the board meeting. Heads of Committees and Deputy Board Members receive a voting right in the absence of the Head of Committee and Board Member.

§ 5.8.8 Extra board meetings The President may under pressing circumstances summon the Board to an extra board meeting no later than three (3) business days prior to the meeting. Agenda and attachments shall be sent to the Board and made public no later than twenty-four (24) hours prior to the meeting.

§ 5.9 Formalities

§ 5.9.1 Per Capsulam In urgent matters the Board can make decisions Per Capsulam. These decisions must then be ratified on the following board meeting. A Per Capsulam decision is a decision made outside an ordinary meeting. Per Capsulam decisions shall only be used when a decision cannot wait until the next meeting. A simple majority is required for a decision Per Capsulam.

§ 5.9.2 Quorum The Board is eligible to take a decision when at least half of the board Members with the right to vote are present.

§ 5.9.3 Co-opted The Board can decide to co-opt people to a board meeting. The co-opted people have the right to be present and to speak. Co-opted people do not have the right to vote, nor the right to move.

§ 5.10 Propositions from the Board Propositions from the Board shall be executed in accordance with §4.13.

§ 5.11 Hand-over The Board is responsible for conducting a hand-over to the following board to facilitate continuity in the Association.

§ 5.12 Post specifications

§5.12.1 The President The President shall:

1. Represent the Association and carry out its purpose.
2. Lead the Association and the Board.
3. Lead and send out a summons for board meetings.
4. Send out summons for Annual Meetings.
5. Ensure that the work of the Association complies with the Statutes, Rules and Regulations, policies, and other steering documents, and that decisions are executed in due order.
6. Educate board members about the Statutes and other steering documents.
7. Make sure an annual report is composed in accordance to §8.1.
8. Consider requests and complaints from members.

§ 5.12.2 The Vice President The Vice President shall:

1. Assist the President in carrying out the duties stated in §5.12.1.
2. In the case of the President's absence; take their place in executing the duties stated in §5.12.1.

§ 5.12.3 The Secretary The Secretary shall:

1. Write and archive protocols from each board meeting.
2. Ensure that protocols are made public in accordance with §4.4 and §5.8.6.
3. Administer the membership registry, newsletter, and the Senior Collegium.

4. Ensure that the year of operations is documented and archived in the AF's archive and/or in another suitable place.

§ 5.12.4 The Treasurer The Treasurer shall:

1. Manage the Association's funds, assess finances, and close the accounts at the end of the operational year.
2. Administer a budget proposition, and in cooperation with the Board present a budget proposition to the Annual Meeting.

§ 5.12.5 UFS Representative The Representative to the Swedish Association of 15 International Affairs (UFS) shall:

1. Represent the Association and its members in the Board of the Swedish Association of International Affairs.
2. Work in accordance with the standpoints of the Board and the interests of the Association's members.
3. Continuously communicate information from UFS to the Association and the Board.

§ 5.12.6 Additional board members The other members of the Board shall perform their position-specific duties and the duties of being a board member.

§ 5.13 Deputy board member The Deputy Board Member shall in the absence of the ordinary board member carry out their board duties.

§ 5.14 Resignation Board members can resign by informing the President of this decision. The resignation takes place effective immediately, or upon a later date in agreement with the President.

§ 5.15 By-elections

§5.15.1 Mandate If a board member resigns during the operational year, the Board may appoint a replacement that will hold the position until the end of the operational year.

§ 5.15.2 Procedure The by-election should follow the following procedure:

1. The decision to appoint a replacement shall be decided at a board meeting.
2. Announcement of vacant position shall be issued to the members of the Association at least twenty (20) business days prior to the board meeting.
3. The nominating procedure is carried out by the Nominating Committee.
4. The nomination shall be made public no later than five (5) business days prior to the board meeting.
5. The decision must be taken with a qualified majority, and be made public to the members no later than five (5) business days after the board meeting.
6. The Nominating Committee

§ 6.1 Election The Nominating Committee is elected by the Annual Election Meeting and takes office when the operational year starts.

§ 6.2 Description The Nominating Committee is an independent body responsible for nominating candidates for positions of trust.

§ 6.3 Composition The Nominating Committee should consist of five (5) members and two (2) alternate members. The Chairperson of the Committee has summoning duties and the tiebreaking vote.

§ 6.4 Quorum The Nominating Committee must consist of at least three (3) members to be able to fulfill its duties. The majority of the committee members cannot be previous board members. Sitting board members cannot serve in the Nominating Committee.

§ 6.5 Resignation If the Chairperson of the Nominating Committee resigns, the individual shall do so by informing the President of this decision. The Nominating Committee then decides who should take on the responsibilities as Chairperson of Nominating Committee. Alternate members take the vacant spot after the resignation. If there are no alternates, the Nominating Committee is responsible for recruiting a new member and have the decision ratified by the Board.

§ 6.6 Restrictions A member of the Nominating Committee cannot apply for other positions of trust within the Association. If a member of the Nominating Committee is subject to election of any other position, the member must resign from its responsibilities within the Nominating Committee before the election process starts.

§ 6.7 Nominations The Nominating Committee nominates candidates for all positions listed in §4.8 points 8-16. The Nominating Committee can also, if needed, nominate candidates falling under §4.8 point 17. The nominations shall be made public for the members of the Association at least ten (10) business days prior to the Annual Election Meeting.

§ 6.8 Documents The Nominating Committee shall in connection to the nominations write a document of their working procedure during the election period. The document should include, but is not limited to;

1. Methods and procedures used,
2. Critical and ethical reflections, and
3. Other relevant information

§ 6.9 Additional responsibilities The Nominating Committee has the responsibility to;

1. Keep protocols of their meetings,
  2. Provide hand-over documents for successors, and
  3. Respect the privacy of candidates and members of the Association to the best of their abilities
7. The Annual Report

§ 7.1 Content The Annual Report shall include, but is not limited to:

1. Information concerning the Association's activities during the past operational year,
2. Information about the amount of board meetings held during the operational year,
3. A register of all board members and their areas of responsibility during the operational year,
4. Information regarding the number of members of the Association at the end of the year of operations, and

5. A financial report.

§7.2 Deadline The Annual Report must be submitted to the Auditor(s) before the end of the operational year (June 30th).

8. Auditing

§ 8.1 Post specification The auditor shall review the Board's administration and account for the last operational and fiscal year. The audit report is to be presented at the Annual Meeting and to be submitted to the President no later than ten (10) business days prior to the Annual Meeting.

§ 8.2 Limitations The Auditor shall refrain from being active in the Association's daily operations.

§ 8.2 The Auditors rights The auditor has the right to access all of the Association's accounts, Annual Meeting and board meeting protocols as well as other documents relevant to the activities of the Association. Relevant documents, such as protocols and quarterly reports shall be sent to the auditor as soon as they are finished. The Auditor has the right to comment on matters falling under §4.7 points 8-10.

9. The Inspector

§ 9.1 Description The Association of Foreign Affairs Lund has one

Inspector. The Inspector is tasked with paying attention to and supporting the Associations operations and related context.

§ 9.2 Election The Inspector is elected at the Annual Election Meeting for a period of two years. The position does not have to be announced, and the election is prepared by the Board of the Association. If the Inspector resigns or passes away, their position can be filled by the Board, via by-election until the next Annual Election Meeting.

10. Senior Collegium

§ 10.1 The Senior Collegium Former board members, deputy board members, trustees elected at the Annual Meetings, or honorary members are automatically members of the Senior Collegium.

§ 10.2 Right to nominate Only members of the Senior Collegium have the right to nominate a member to the Senior Collegium. To nominate a member to the Senior Collegium, the member shall write a short nomination and include contact information to the nominated candidate. This shall be sent to the Secretary ten (10) business days prior to the last board meeting of the operational year.

§ 10.3 Applying to the Senior Collegium Active members who feel like they have contributed in an extraordinary way to UPF can apply to become a member of the Senior Collegium when their time in the Association is coming, or have come, to an end. An application should be sent to the Secretary using the same procedure as stated in

§10.2.

§ 10.4 Decision The current sitting Board shall at the end of each operational year decide upon the nominations for the Senior Collegium.

11. Interpretation and Amendment

§ 11.1 Interpretation The authority to interpret the Statutes, Rules and Regulations, policies, and other steering documents is held by the President. The President has the responsibility to inform the Board of interpretations made, and the Board holds the power to overrule the President's interpretation by a simple majority.

§ 11.2 Amendments Amendment of the Statutes may only be made by two (2) decisions with identical wording (exceptions are made for editorial changes) in two (2) consecutive Annual Meetings during two (2) separate operational years. At least one of the Annual Meetings must be a regular Annual Meeting. The decision is taken by a qualified majority.

## 12. Disbandment of the Association

§ 12.1 Decision of disbandment The Association can be disbanded through two (2) decisions with identical wording (exceptions are made for editorial changes) in two consecutive Annual Meetings during two separate operational years. At least one of the Annual Meetings must be a regular Annual Meeting. The decision is taken by a qualified majority. Disbandment cannot take place if at least five (5) members wish to continue the activities of the Association.

§ 12.2 Remaining assets The Annual Meeting taking the second decision on disbanding the association decides where any remaining assets will go. The decision is taken by a qualified majority.

§ 12.3 Archive In case of disbandment the Association's archive material shall be passed on to the archive of AF.

UPF Historical Background 85 years has passed since the Association of Foreign Affairs, by students referred to as UPF, once started. Since then the association has greatly contributed to knowledge and awareness on issues of foreign affairs and through its operations created a platform for discussion and debate in a politically and religiously independent fashion. Although these by-laws have been updated to better lead and describe the work of the association today. To not lose track of the long history of UPF the following brief text is to be kept together with the by-laws, although the current board is always welcomed to update the text after a board decision.

1935 - A collection of 40 students and teachers from Lund University decided to create a forum to discuss the international events occurring around them "An association nonpolitically established to pursue educational and study activities in international affairs". There was only one committee in the association, the lecture committee.

1940 - On April 20th the association decides to put all the activities on hold due to the "uncertain situation in the rest of Europe" Second World War - As opposed(!) to the rest of Lund and its students life, the association took an active stand, together with Lundagård, against Germany and had a pro-British profile.

1942 - The PR committee was established and the first UPF posters were printed

1951 - The newly established travel committee went on their first journey, it went to Paris by train. - Utrikespolitiska Föreningen (UF) was merged with FN-föreningen Studentföreningen i Lund för Mellanfolkligt Samarbete (SLMS) that dated back to 1949. Which lead to a change in names to Organ för upplysning om utrikespolitik och FN, The United Nations Student

Association. This also included a membership in Studentförbundet för Mellanfolkligt Samarbete (SFMS).

1953 - SFMS changed their name to Sveriges Studenters FN-förbund (SSFN) and became a part of the International Student Movement for the United Nations (ISMUN).

1963 - The first magazine was printed, under the name Utrikesnytt, 5 years later this would change to Utrikespolitisk Aspekt and become free for all members. Later on the name was changed again, this time to Utrikesperspektiv.

1967 - UF became UPF.

1972 - SSFN changed name to Utrikespolitiska föreningarnas FN- förbund (UFFN).

1981 – The first “Sexmästare” (Head of activity) was elected but it took until 1996 until the post was accompanied by a committee, the one that we today call the activity committee.

1984 - UPF withdraws from UFFN and instead had a trial period as a local association for Svenska Röda Korset.

1986 - The annual meeting decided not to continue the deal with Svenska Röda Korset and then became an independent student organisation.

1997 – The Radio Committee arises, back then the radio shows were broadcasted on Sundays. - On April 20th UPF and the associations on foreign affairs in Gothenburg, Umeå, Uppsala and Växjö together created the association Sveriges Utrikespolitiska Föreningar. An association for cooperation amongst all associations on foreign affairs in Sweden.

2000 – Due to the huge amount of active members in the magazine committee the webzine committee was created to publish articles online under the same name as the magazine, Utrikesperspektiv. Later on the name would change to Tellus for a while, but then change back again.

2007- Utrikespolitiska Förbundet Sverige (UFS) / Swedish Association of International Affairs (UFS) accepted new by-laws an active corporation association between the associations of foreign affairs in Sweden.

2010 - The association hosts a 75 years anniversary by hosting a ball.

2015 – The Association celebrates 80 years with a grand anniversary including a ball in the AF building and a lecture symposium.

2016 - When the board of 2016-2017 starts its year of operation and these by-laws are written the association also enters its first year with all activities in English, this due to the decisions to not have any Swedish articles in the magazine and to give the prep course, hosted by the career committee, in English.

2017 – The activity committee organizes and hosts the first UPF annual ball at Grand Hotel. During this year, Utrikesperspektiv changed name to The Perspective.

2020 – The Association turns 85 years. Planned on celebrating with the annual ball. - The pandemic COVID-19 (SARS-CoV-2) hit Lund. All of UPFs events were cancelled until further notice. In conjunction with this, UPF held its first digital board meeting, and continued having digital board meetings from March and onwards. UPF also held its first digital Annual Election Meeting in May.

## Attachment 9

Motion about having a sittning in December

Background & Purpose

Sittnings are a great way to get to know people in UPF outside one's own committee. They have also been a central element for the activity committee's operations.

The activity committee has usually organized two sittnings per semester. This semester we have cancelled our initial plans of organizing a sittning in October due to the evolving uncertainties associated with the current situation. However, we think that it is important for the activity committee in particular and for UPF in general, to allow the activity committee to organize one in-person sittning this semester.

Proposal

Therefore, we propose that the annual meeting decides

To allow the activity committee to organize a sittning in December accordingly to the changing limitations and recommendations imposed by Covid-19

Heads of activity 2020/2021

Henrietta Kulleborn & Miljaemilia Wala