



ASSOCIATION OF FOREIGN AFFAIRS

LUND EST. 1935

Board Meeting 6

17:24-21:50

2020-12-17

Digital, Zoom.

The Board of 20/21

Association of Foreign Affairs, Lund

Present: Anna Mizser, Carl Cotton, Clara Karlsson Schedvin, Daniel Bergdal, Demi Bylon, Emma Baker, Frida Lindberg, Gabriella Gut, Hedda Carlsson, Henrietta Kulleborn, Karin Mizser, Kerime van Opijnen, Lovisa Lundin Ziegler, Maguette Fall, Maximilian Onkenhout, Miljaemilia Wala, Roja Moser, Soha Kadhim, Thea Sandin.

Absent: Agnieszka Gryz, Mara Glas, Victoria Becker.

Co-opted persons: Rebecca Edvardsson, Sofus Malte Petersen Rønberg, James Davies, Jette Strohschneider, Franziska Bold, Maria Acatrinei, Saia Said.

Thea Sandin entered the meeting late.

1. Opening of the meeting

President Soha Kadhim declares the meeting opened at 17:24.

2. Election of Chair of the meeting

Soha Kadhim is elected Chair of the meeting at 17:25.

3. Election of Secretary of the meeting

Carl Cotton is elected Secretary of the meeting at 17:26.

4. Election of Attesters and Vote Counters of the meeting

Miljaemilia Wala and Lovisa Lundin Ziegler are elected Vote Counters and Attesters of the meeting at 17:28.

5. Approval of the electoral roll

The Chairperson Soha Kadhim proposes to set the electoral roll to 18.

Passed by acclamation at 17:29.

6. Co-opted persons

Chairperson Soha Kadhim proposes that the board decide to co-opt Rebecca Edvardsson, Sofus Malte Petersen Rønberg, James Davies, Jette Strohschneider, Franziska Bold and Maria Acatrinei from point 1 to point 9 on the agenda, as well as Saia Said for the entire meeting.

Passed by acclamation at 17:30.

7. Approval of the Agenda

(Attachment 1)

Chairperson Soha Kadhim proposes to amend the agenda by removing point 12. Project of the Year and adding point 15.2 Fredsakademin.

Proposal to approve the amended agenda.

Passed by acclamation at 17:32.

8. Ratification of PC decision

Chairperson Soha Kadhim proposes that the board agrees to ratify the PC decision that took place through e-mail between 2nd and 4th of December (2/12-4/12). The PC decision revolved around the new Discrimination and Equal Treatment Policy. The proposal was centered around abolishing the requirement of having the Discrimination and Equal Treatment Persons being representatives from both the board, and from the active members. This due to the fact that both of the positions had already been marketed as open. Therefore we are unable to give one of the positions to a board member. This abolishment will only take place during the remainder of the operational year of 20/21.

Passed by acclamation at 17:34.

9. Election of trustees

(Attachment 2)

9.1. Chief Recruiter

Rebecca Edvardsson reads the nomination by the Election Committee of Jette Strohschneider as Chief Recruiter.

Jette Strohschneider introduces herself and speaks on why she is interested in the role.

The board then gets the opportunity to pose questions directly to Jette Strohschneider.

Jette Strohschneider is put into a waiting room whilst the board gets the opportunity to pose questions to the Election Committee.

All the co-opted persons join Jette Strohschneider in the waiting room so that the meeting only consists of board members able to participate in the electoral roll.

Chairperson Soha Kadhim proposes to elect Jette Strohschneider as the second Chief Recruiter for the remainder of the operational year of 20/21.

Elected through closed ballot voting at 17:51.

9.2. Discrimination Contact Person(s)

Both of the nominated candidates will firstly be interviewed by the board, and afterwards the votation process will commence on both of these candidates.

The first election is of Franziska Bold for the role as one of the Discrimination Contact Persons. Saia Said, who is nominated as well, is put into a waiting room.

Sofus Malte Petersen Rønberg reads the nomination by the Election Committee of Franziska Bold as one of the Discrimination Contact Persons.

Franziska Bold introduces herself and speaks on why she is interested in the role.

The board then gets the opportunity to pose questions directly to Franziska Bold.

Franziska Bold is put into the waiting room whilst the board gets the opportunity to pose questions to the Election Committee.

The second election is of Saia Said for the role as one of the Discrimination Contact Persons.

Saia Said joins the meeting again, and Franziska Bold stays in the waiting room. James Davies reads the nomination by the Election Committee of Saia Said as one of the Discrimination Contact Persons.

Saia Said introduces herself and speaks on why she is interested in the role.

The board then gets the opportunity to pose questions directly to Saia Said.

Saia Said joins Franziska Bold in the waiting room whilst the board gets the opportunity to pose questions to the Election Committee.

All the co-opted persons join Franziska Bold and Saia Said in the waiting room so that the meeting only consists of eligible voters.

Chairperson Soha Kadhim proposes to elect Franziska Bold as one of the Discrimination Contact Persons for the remainder of the operational year of 20/21.

Elected through closed ballot voting at 18:27.

Chairperson Soha Kadhim proposes to elect Saia Said as one of the Discrimination Contact Persons for the remainder of the operational year of 20/21.

Elected through closed ballot voting at 18:29.

(The Chairperson Soha Kadhim declares the meeting adjourned for a break at 18:30)

(The Chairperson Soha Kadhim declares the meeting re-opened at 18:42)

All the co-opted persons except for Saia Said leave the meeting. This does not affect the electoral roll which is still 18.

10. Presidium reporting

10.1. Presidents

- *Discussions have commenced on having theme weeks during the spring semester to create cohesion within the association. The workshop which was supposed to take place during December will instead take place during the spring. An evaluation will be sent out to the board members to get a general idea on how everyone thinks the operational year is going.*

10.2. Secretary

- *Working on trying to make Cardskipper compatible with the Senior Collegium group, so that the membership list of this group will be managed through Cardskipper.*

10.3. Treasurer

- *The work on grants is ongoing. Reimbursements are back on track after some difficulties.*

10.4. UFS-representative

- *Mara Glas is absent and can therefore not report to the meeting.*

11. Committee reporting

11.1. Webzine

- *Had an online hangout last week. Weekly articles are still coming out and both of the heads are very satisfied with these articles as well as the general atmosphere in the committee.*

11.2. Travel

- *Trying to adapt as well as possible to the pandemic. Satisfied with the difficult decisions that have been taken during the semester and that the committee seems keen on hanging around for next semester. Will hopefully travel abroad during the spring semester.*

11.3. PR

- *Currently recruiting to fill trustee positions within the PR-committee. The UPF-promo video is finished and approved by the board and the committee. Looking forward to filming more of these next semester. Board sweaters will hopefully be distributed in January.*

11.4. Pod&Radio

- *Have had the last of their events for this semester, and will be back broadcasting late January or early February.*

Thea Sandin joins the meeting at 19:05.

The electoral roll is updated to 19.

11.5. Magazine

- *Agnieszka Gryz and Victoria Becker are absent and can therefore not report to the meeting.*

11.6. Lecture

- *Presents statistics on the past semester. Very happy with the committee and the work that has been done. Five lectures have already been booked for the next semester.*

11.7. Career

- *Career Day went well, even though the digital platform that UF Uppsala bought struggled somewhat. The committee is excited and are working hard. The mentorship program is still in the application phase.*

11.8. Activity

- *Two study visits, a game night and a Netflix party have been organized since the last board meeting. All of these events were successful. Very satisfied with the adaptation they have made during the pandemic.*

(The Chairperson Soha Kadhim declares the meeting adjourned for a break at 19:23)

(The Chairperson Soha Kadhim declares the meeting re-opened at 19:33)

12. Project of the year

Due to the updated agenda, this point is no longer relevant.

13. RWI collaboration

Vice President Hedda Carlsson briefs the board on future collaborations with RWI. Due to the pandemic, the RWI film festival is cancelled. Instead the event will be spread out over several different theme days. So far four different events have been planned, all in the spring semester. The committee heads are asked whether or not they are interested in participating in any of these events.

Discussion and questions arise in regards to the situation, and touches upon different committees possibilities to merge events with the events proposed by RWI. Several different committees notify the board that they are interested in participating in the events proposed by RWI.

14. Motion(s)

14.1. About updating the Crisis and Risk Mitigation Policy

(Attachment 3, 3.1)

The motioneers propose that the board decides

To accept the updated Crisis and Risk Mitigation Policy in its entirety.

Roja Moser proposes to amend the motion as follows:

4.7 In case of social media crises

4. UPF as an association may not tag individuals in photos. This can only be done by personal/individual accounts. For example, UPF on social media cannot tag the individual Alex Andersson in UPF photos. A Head of PR may tag Alex Andersson in UPF photos through their personal social media account

to

4.7 In case of social media crises

4. UPF as an association may not tag private persons in photos on social media (Facebook, Instagram, Twitter, LinkedIn). This can only be done by personal/individual accounts. For example, UPF on social media cannot tag the private person Alex Andersson in UPF photos. A Head of PR may tag Alex Andersson in UPF photos through their personal social media account. UPF may tag individuals speaking at or co-hosting the event.

Maximilian Onkenhout brings up issues relating how to formulate several different points.

Chairperson Soha Kadhim gives response to the issues raised by Maximilian Onkenhout.

Saia Said suggests to include Hate Speech in the policy.

Hedda Carlsson brings up the question of whether or not the Crisis Group could be deemed responsible for determining safe spots for example during emergencies at UPF events. Hedda Carlsson also touches on the issue of whether or not the travel heads could be deemed responsible if one of the members violate Swedish law.

The Crisis Group gives response to the issues raised by Hedda Carlsson.

Maximilian Onkenhout propose an amendment to the Crisis Groups proposal from

4.5 In case of crises due to controversial topics

*2. If a member of the association would express something hostile, offensive or **provocative** during a speech, lecture or other activity, it is the responsibility of the board to reject this statement. This can be done through a statement on the association's social media platforms and website, depending on the severity of the statement.*

to

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*2. If a member of the association would express something hostile, offensive or **inappropriate** during a speech, lecture or other activity, it is the responsibility of the board to reject this statement. This can be done through a statement on the association's social media platforms and website, depending on the severity of the statement.*

Roja Moser raises a question in regards to IT crises and whether or not it should fall under the mandate of the Crisis Group.

Hedda Carlsson proposes an amendment to Crisis Groups proposal under 4.4, from:

1. CG is responsible for determining if the location you are at is safer than leaving. In case the location needs to be evacuated, make sure that people are exiting the area calmly.

2. Inform people where they can go to seek shelter.

to

1. CG is responsible for at the beginning of the year informing the board of where shelter could be seeked in the case of an emergency.

Henrietta Kulleborn proposes End of Debate.

Passed by acclamation at 20:25.

The motioneers agree to merge their motion with all of the proposed amendments.

Chairperson Soha Kadhim proposes that the board decides

To accept the amended and updated Crisis and Risk Mitigation Policy in its entirety.

Passed by acclamation at 20:27.

Chairperson Soha Kadhim proposes to prolong the meeting until 22:00, with the motivation that the following points are all important and should be dealt with before the semester ends.

Passed by acclamation at 20:29.

14.2. To adopt "mental health week" as project of the year

(Attachment 4)

Maximilian Onkenhout introduces the motion and speaks in favour of it.

Initially the motion is presented as the following:

We propose that the board decides to:

To approve Mental health week as UPFs project of the year.

Maximilian Onkenhout amends the original proposal to the following:

We propose that the board decides to:

"To approve The Mental Health Week to spread awareness and understanding of mental illness/health, to provide a social activity to combat the decline in social interaction because of the Covid-19 pandemic, to encourage physical exercise and mental training in order to enhance the well-being of our members as project of the year."

Different questions arise in regards to the motion, and board members argue against and in favour of it.

Thea Sandin leaves the meeting at 20:45.

The electoral roll is updated to 18.

Hedda Carlsson propose to amend the motion from

To approve The Mental Health Week to spread awareness and understanding of mental illness/health, to provide a social activity to combat the decline in social interaction because of the Covid-19 pandemic, to encourage physical exercise and mental training in order to enhance the well-being of our members as project of the year.

To

To approve The Mental Health Week to spread awareness and understanding of mental illness/health, as well as organize activities with the purpose of enhancing the mental and physical well-being of our members as project of the year.

Chairperson Soha Kadhim counter-proposes Hedda Carlssons proposal with the following:

To approve a Mental Health Month to spread awareness and understanding of mental illness/health, as well as organize activities with the purpose of enhancing the mental and physical well-being of our members as project of the year.

Roja Moser proposes End of Debate.

Passed by acclamation at 21:09.

Hedda Carlsson merges her proposal with the counter-proposal by Soha Kadhim.

Two different proposals are up for votation. The first proposal is the proposal presented by the motioneers. The second proposal is the counter-proposal by Chairperson Soha Kadhim.

Henrietta Kulleborn, Maximillian Onkenhout and Karin Mizser proposes that the board approve the following:

To approve The Mental Health Week to spread awareness and understanding of mental illness/health, to provide a social activity to combat the decline in social interaction because of the Covid-19 pandemic, to encourage physical exercise and mental training in order to enhance the well-being of our members as project of the year.

Rejected by acclamation at 21:15.

The counter-proposal by Soha Kadhim is up for votation next.

Soha Kadhim counter-proposes that the board approves the following:

To approve a Mental Health Month to spread awareness and understanding of mental illness/health, as well as organize activities with the purpose of enhancing the mental and physical well-being of our members as project of the year.

Passed by acclamation at 21:15.

(The Chairperson Soha Kadhim declares the meeting adjourned for a break at 21:15)

(The Chairperson Soha Kadhim declares the meeting re-opened at 21:20)

15. Other points

15.1. Skanör in February

Chairperson Soha Kadhim informs the board that the Skanör Trip in February has been cancelled due to the restrictions. The board needs to decide whether it would be a good idea to preliminary book Skanör for a later date.

Different opinions are presented by the board on whether or not it could be a good idea to preliminary book the Easter week. This would prolong the cancellation period and postpone the last date for cancelling the trip.

The board finds that it would be a good idea to do the above. The Chairperson Soha Kadhim will also look into other similar locations available during the spring semester.

Kerime van Opijnen leaves the meeting at 21:29.

The electoral roll is updated to 17.

Daniel Bergdal leaves the meeting at 21:30.

The electoral roll is updated to 16.

15.2. Fredsakademin

Fredsakademin has reached out to the association with a proposal to collaborate with them on a project they will work on during the spring semester. If successful, this might become a more longtime collaboration. The terms of the collaboration is up for discussion, and could be that UPF is co-hosting an event, or just using the association's social media channels to promote their events.

The board discusses the issue with Fredsakademin using Swedish as their official language, and whether or not they could be convinced to use English during a potential event instead.

The board concludes that it is problematic to officially promote or collaborate with an association where many of our members will not be able to participate due to language barriers. Instead UPF will promote the events in sub-channels and unofficially.

16. Confirmation of next board meeting

President Soha Kadhim informs the board that the next board meeting will be held on the 21st of January (21/1) at 17.00.

17. Meeting adjourned

Chairperson Soha Kadhim declares the meeting adjourned at 21:50.



Carl Cotton, Secretary



Soha Kadhim, Chair



Miljaemilia Wala, Attester



Lovisa Lundin Ziegler, Attester

Attachment 1

Board Meeting 6

2020-12-17, 17:00-21:00

Digital, Zoom

The Board 20/21

Association of Foreign
Affairs, Lund

1. Opening of the meeting
2. Election of Chair of the meeting
3. Election of Secretary of the meeting
4. Election of Attesters and Vote Counters of the meeting
5. Approval of the electoral roll
6. Co-opted persons
7. Approval of the Agenda
8. Ratification of PC decision
9. Election of trustees
 - 9.1.Chief Recruiter
 - 9.2.Discrimination Contact Person(s)
- 10.Presidium reporting
 - 10.1.Presidents
 - 10.2.Secretary
 - 10.3.Treasurer
 - 10.4.UFS-representative
- 11.Committee reporting
 - 11.1.Webzine
 - 11.2.Travel
 - 11.3.PR
 - 11.4.Pod&Radio
 - 11.5.Magazine
 - 11.6.Lecture
 - 11.7.Career

- 11.8.Activity
- 12. Project of the Year
- 13. RWI collaboration
- 14.Motion(s)
 - 14.1. About Updating the Crisis and Risk Mitigation Policy
 - 14.2.To adopt "mental health week" as project of the year
- 15.Other points
 - 15.1. Skanör in February
- 16.Confirmation of next board meeting
- 17.Meeting adjourned

Attachment 2

Dear board members,

We, the Election Committee, have nominated the following candidate for the position as Chief Recruiter for the spring term of 2021:

- *Jette Strohschneider*

We, the Election Committee, have nominated the following candidates for the position as Discrimination Contact Person(s) for the spring term of 2021:

- *Franziska Bold*

- *Saia Said*

There are no counter-candidates for either position.

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Rebecca Edvardsson

James Davies

Sofus Rønberg

UPF Election Committee

Attachment 3

Motion about Updating the Crisis and Risk Mitigation Policy

Background

The Crisis and Risk Mitigation Policy was implemented 2016 and has not been updated since. The unforeseen pandemic that has affected our association immensely during the past few months. Because of this, we have noticed that the current policy is in need of an amendment. This pandemic has shown us that acute decisions are at times required due to new restrictions/recommendations that are presented that get implemented a few days later. The current policy does not have any sections on how to handle pandemic/epidemic situations which could be beneficial to include in case this ever happens again.

Purpose

This policy aims to clarify the procedures concerning security and safety measures for the association's operations and when crises occur. Moreover, there are several other situations that may occur that are currently not included in the policy. As we are students where most of us have minimal to no experience of how to handle crises and other situations, it would be beneficial for the association in the long term to have plans in place for multiple what if scenarios that might be unlikely but are still something that can occur. This would be to ensure that we don't end up in the same uncertain space that we've been in these past few months. With several routines in place that would be binding guidelines for the board and crisis group (CG), it would in turn create transparency as well as consistency within the association's operations. Furthermore, it will hopefully give a better understanding of the mandates of the board and CG.

If there is something that should be taken into consideration after this current situation, it is that having proper guidelines is vital, not only for when a crisis does occur but also for how to work preemptively to keep our association working for the best interest of our members and our association's survival.

Proposal

We propose that the board decides

To accept the updated Crisis and Risk Mitigation Policy in its entirety.

Gabriella Gut, Soha Kadhim & Thea Sandin

Crisis Group 20/21

Attachment 3.1

Crisis and Risk Mitigation Policy

UPF aspires to be an organization that seeks to continuously develop and improve administrative and user responsibilities among the board and its members. We hope to achieve this by creating a thought through policy concerning security and safety measures for the association's operations.

With this policy we ensure that UPF has standard protocols and procedures in place that enable the organization to handle any eventualities.

Purpose

In the complex world we are living in, UPF recognizes the informational, administrative and security challenges faced by student organizations in modern day society. Thus, UPF recognizes the need for and its responsibility to create a crisis and risk mitigation policy in order to address as well as handle these challenges. The purpose of this crisis and risk mitigation policy will be to provide guidelines, standard protocols and procedures for UPF members and the board for situations and dilemmas relating to security. The aim is that this crisis and risk mitigation policy will work as a precautionary guideline that helps the board to navigate and act preemptively during as well as after any eventualities that might breach with the policy, laws, rules or UPF's directives.

1. Guidelines

1.1 General guidelines

UPF recognizes a crisis as a sudden, unplanned event or disturbance which may cause instability to the association's operations. Therefore, UPF provides the board with a policy that addresses their responsibilities and codes of conduct in case of a crisis.

This includes providing a framework of standard procedures some of which are generic (point 3), but also context-based (point 4) that concern the organization as a whole. Security related questions within these respective areas concern things such as responsibilities, ownership, sponsorship, safeguarding member information, etc.

Furthermore, our aim is that this will give clarity to the board and members about how

we aspire to operate as an organization and facilitate how we proceed and operate during our activities. Lastly, we highlight the importance of treating security related questions seriously and that our crisis and risk mitigation policy is something that we will always strive to reference during our operations.

1.2 Creating a crisis group

In order to make the policy work, a crisis group (CG) needs to be created and defined by the start of each operational year or in the need of replacing a member. The group should consist of 2-3 people from the board, of which one of the presidents should be a part of.

The crisis group should be known to the members in the same manner as promoting trustees and board members at the beginning of each operational year.

1.3 Definition of crisis

This policy makes a distinction between direct and indirect crisis.

1. Direct Crisis

Direct crises are situations that occurred during UPF operations either created by members of UPF or affecting members of UPF. This includes but is not limited to:

- Crime, theft and robbery

Everything that is forbidden under the Swedish law.

- Illness, accidents and in case of death

This can include but is not limited to mental wellness such as burnouts, stress due to participation in extracurricular UPF activities, and physical injuries sustained during a UPF event.

- Publication and media crisis

A social media or publications crisis is a situation that can have a negative effect on UPF's reputation. It can be something that

occurs offline and is then brought to social media or UPF's social media channels, or it can begin on social media channels, and then spread.

- Social and public events

If an event is cancelled last minute, which could result in members missing the information and showing up for the event. Another crisis that can occur during social and public events is if a member gets discriminated against or sexually harassed by another member.

- IT security crisis

If social media platforms linked to the association or website have been hacked, or have been used by someone unauthorized, or personal information of UPF members has been leaked.

- Sexual Harassment & Discrimination

Definitions for Sexual harassment and discrimination can be found in respective policies, Sexual Harassment Policy and Discrimination and Equal Treatment Policy.

2. Indirect Crisis

Indirect crises are situations that were not caused by members of UPF but affect the operations of the association. This includes but is not limited to:

- Environmental catastrophes

This could for example be fires, floods and storms.

- Pandemics & epidemics

The definition of pandemic and epidemic is taken from WHO. An epidemic is a disease that affects a large number of people within a community, population or region, while a pandemic is an epidemic that's spread over multiple countries or continents.

- Lockdowns and armed gunmen

The definition of a lockdown is an emergency situation in which people are not allowed to freely enter, leave, or move around in a building or area because of danger. This could include an armed gunman or a bomb threat for example.

1.4 Transparency

1. During the discussions and decisions, the CG should to the best extent always have transparency in mind, both towards the board and UPF members. The CG can be exempt from this if the situation requires discretion.

2. Pre-emptive steps

CG is responsible to follow this policy in case a risk has developed into a crisis.

2.1 Emergency information and supply kit

1. At the beginning of each operational year, before the operations properly start, the CG must inform the board of where supplies are stored and do a run-through of emergency exits and where the designated meet up spot is in case of emergency are located. If a CG has not been elected yet, this responsibility falls on the President.

2. Indirect crises, defined above are situations that can occur at any time. To be able to handle any situation, the UPF office should always have an emergency supply kit ready. This emergency supply kit must include but is not limited to:

- First aid kit
- Flashlight
- Battery run radio

- Batteries
- Fire extinguisher
- Map of emergency exits on the wall
- Matches
- Candles
- 2 bottles of water in the fridge

2.2 Insurance

The association is always in need of protecting goods from theft and accidents. It is therefore necessary for the association to have insurance for the office and the goods kept there. The insurance should at least include:

- Property insurance
- Recess insurance
- Legal protection insurance

3. Generic Crisis Management

3.1 Generic Crisis Management Plan

1. CG maps out the situation and the resources needed to solve the crisis.
2. Takes necessary acute action(s).
3. Gathers and informs the board (if necessary or possible depending on the situation) to plan for further action to handle the situation.
4. CG hands out tasks and delegate the work.
5. Collects and forwards information to the ones affected.
6. Gives feedback to the board about the situation's development.
7. Weighs the pros and cons of being transparent about how the situation is being handled.
8. No member of the board or trustee is allowed to answer questions, make statements, or engage with the media/journalist. All statements need to go through CG and Presidents. Once a decision of making a statement has been decided, the Heads of PR should be included in the process.

4. Context-based Crisis Management

4.1 In case of death

1. Call 112.
2. Contact the crisis group (CG) immediately for further instructions on how to proceed.
3. If a member dies during a UPF event, that event will, effective immediately, be cancelled and the premises will be cleared out in a calm matter.
4. The police or hospital will contact the closest family members of the deceased.
5. Once the police or hospital has confirmed the situation, the CG contacts the UPF members involved personally.
6. The CG is in charge of not spreading false rumours and anxiety to our members. The information is confirmed, correct and objective.
7. The CG is further responsible for making sure that the board does not spread false rumours or anxiety. All information regarding the situation should be diverted to the CG and/or Presidents.
8. After consulting with the family of the deceased, the CG decides if a public message should be published on upflund.se and/or social media.
9. The CG is in charge of inviting external crisis group professionals, i.e. "studentprästerna" to provide member support.

4.2 In case of pandemic/epidemic

1. UPF follows guidelines, recommendations and restrictions set by the Government and Folkhälsomyndigheten (FHM; English: The Swedish Health Agency)
2. The CG has the mandate to work preemptively to prevent spread of the virus. The preemptive work can include but is not limited to:
 - Set general guidelines for the general work of the association.
 - Set restrictions to make sure that the association follows regional/national restrictions and recommendations.
3. The CG can purchase relevant products and items required to handle crisis situations or products recommended by authorities to use for minimizing

spread of the virus.

4. The CG should aim to include the board to some extent for inputs regarding decisions that would affect their work. However, in acute situations an exception can be made where quick decisions can be taken, preferably together with the presidents, if deemed necessary.

4.3 In case of needing to make or release public statements

Before making any statements the CG and Presidents need to go through the following steps:

1. Make a clear assessment of the situation before making a statement.
2. Determine what the point of UPF making this statement is and if it is necessary.
3. Determine if making the statement an urgent matter or if it is possible to wait.
4. Weigh the pros, cons and potential risks of making the statement immediately, if at all.
5. Have a clear understanding of what will happen with the statement. Will it be published directly to the UPF website or social media channels or is the statement being given to external media outlets for them to use?
6. Determine how you will word the statement. Determine from what individual persons or signing name (for example UPF Board 20/21, Crisis Group or President) the statement will come from. Determine the email or social media channel the statement will come from.

4.4 In case of indirect crises/emergencies

1. CG is responsible for determining if the location you are at is safer than leaving. In case the location needs to be evacuated, make sure that people are exiting the area calmly.
2. Inform people where they can go to seek shelter.
3. Alarm the emergency authority to inform them of the situation on 112.
4. The CG should continuously keep themselves updated with the situation through:
 - P4 on the Swedish Radio
 - The website (<https://www.krisinformation.se/>). This is the channel responsible for communication during all crises.

- Calling 113 13 for information on the current situation.

4.5 In case of crises due to controversial topics

1. If a committee wants to invite a controversial speaker or create content about a controversial topic, the board should be notified beforehand and collectively discuss whether the speaker or topic is appropriate or not for the association. If the board decides that the speaker or topic is inappropriate by voting, the speaker will not be allowed to attend or the topic will not be allowed to be published.

2. If a member of the association would express something hostile, offensive or provocative during a speech, lecture or other activity, it is the responsibility of the board to reject this statement. This can be done through a statement on the

association's social media platforms and website, depending on the severity of the statement.

4.6 In case of publications crises

1. The committee heads in question must beforehand provide guidelines to their members as to how they expect them to write articles and produce podcasts and radio shows. They should also provide clarity as to what is in accordance with UPF's values and directives.

2. The heads/publishers are to know everything that is being said/written in the segments/articles, before they are being aired/published. The heads must also proofread and approve the article/segment before publishing.

3. The moment something has been published or aired, the legal publisher will have the individual responsibility for the published content.

4. If a committee member or host says/writes something that is not in line with UPF's bylaws, policies and/or commits slander, the heads should contact CG with the situation, and depending on the publication forum, make apologies on relevant social media platforms (for example Facebook, Instagram, Twitter, LinkedIn), in the next radio show (if specifically relevant to the Pod&Radio committee), on www.theperspective.se and on www.upflund.se.

5. It is the heads' duty to show solidarity and support to the member when their article, podcast or radio show is being criticized or facing negative comments

and/or publicity. The responsible committee heads should consult with the CG and thereafter respond to any criticism that is directed against the publication.

4.7 In case of social media crises

1. If copyrighted material is used in marketing by accident, the material shall be removed and deleted as quickly as possible. Request and use marketing material provided directly by the lecturer or event representative to avoid using copyrighted material accidentally or without permission. The filter “labelled for reuse with modification” must be used when searching for PR material on Google, and similar filters must be used when looking for material on websites such as Unsplash, Pexels or Flickr.
2. All social media platforms linked to the association shall be used with care and reflection. When making events with controversial lecturers or topics, the Heads of PR and President should always be contacted before posting a picture, message or public content. This is in order to reduce the risk of posting something that can be perceived as offensive or inappropriate.
3. UPF members should be notified or be made aware that photography and video will be taken at UPF events. If a member does not wish to be included in a photograph or video that is posted to social media, they can notify a member of the PR committee or board present at the event, or notify the event organizers before the event.
4. UPF as an association may not tag individuals in photos. This can only be done by personal/individual accounts. For example, UPF on social media cannot tag the individual Alex Andersson in UPF photos. A Head of PR may tag Alex Andersson in UPF photos through their personal social media account.
5. In the case of a person's image being posted to the association's social media without their permission, or if they do not like the image of themselves, they may write to info@upflund.se or through social media to request photos with their image or a specific photo with their image be taken down. This message should be included in the Facebook album of the event so members know who to contact in case of this.

4.8 In case of IT crises

1. If any of the platforms linked to the association have been hacked, or have been used by someone unauthorized, this shall be stated on the website as a statement of information.
2. In case the association's website is hacked or personal information of members has been leaked, all members should be notified by an informative email, explaining how the association should work to prevent this from occurring again.
3. To confirm a hack or breach of privacy in the website you can contact our webmaster and domain provider.

4.9 In case of crises during other activities

1. If any events are cancelled for any reasons, members shall be notified via email and applicable social media platforms as quickly as possible. If this is done last minute, someone from the event organization committee should be present when and where the event was meant to be held, in case members would show up there. If possible, the event should be rescheduled to the closest possible date.
2. If the last minute cancellation is due to the venue, the responsible organizing committee is responsible for finding another venue, and shall use this venue if possible. However, if the cancellation is done at the last minute, someone from the responsible committee should be present when and where the event was meant to be held, in case members would show up there. If no other venue is available, the event will be rescheduled to the closest possible date. Members shall be notified via email and applicable social media platforms as quickly as possible.

4.10 In case of crises during travels

1. All committee members going on international trips with UPF must have travel insurance that is valid for the entire duration of the trip. Before the trip, the members of the committee should provide a copy of their insurance to the heads.
2. If a member requires additional documents, such as visas, in order to enter a country, the responsibility lies with that specific member, not the heads, to make all the necessary arrangements.

3. Before travelling, the heads are responsible for compiling an emergency contact list, also known as an In Case of Emergency (ICE)-list. For every committee member going on the trip, there should be at least one phone number to call in case of emergency. This list must be shared with the CG.
4. The heads cannot hinder a committee member from doing physically demanding activities or activities that give an adrenaline rush, such as bungee jumping or white water rafting; participating in these activities is at their own discretion and risk. It is however the heads' duty to inform the members about this before going on the trip.
5. Before deciding the next travel destination, the heads of travel must consult with information provided by the Swedish Foreign Department. If the security situation of the country/region changes before the trip, the heads will act in accordance with the suggestions of the Swedish Foreign Department. If the security situation of the country/region changes during the trip, the heads will consult with the Swedish embassy or consulate in the country and act according to their suggestions.
6. In case of indirect crises, the Heads of Travel must consult with the Presidents and/or CG before deciding on the next travel destination.
7. Usage and purchase of illegal products and services in any form according to Swedish law, such as drugs, ivory, etc., are strictly forbidden as this violates international laws as well as UPF's directives and how we aspire to be as an organization. The heads are responsible for making it clear to the committee that no one in the committee, under any circumstances, will provide alcohol to anyone underage in Sweden or the country they are traveling to.
8. In the case of incarceration or hospitalization of a member, it is the heads' duty to call the ICE-number of the individual involved and the embassy or consulate relevant to the home country of the individual. Furthermore, the heads must contact the CG and inform them about the situation, whereafter the CG will act in accordance with the "General Crisis Management Plan" and/or "Routine in the case of death".

4.11 Routine in case of Sexual Harassment & Discrimination

1. Have a meeting with the contact persons.

- In case the contact persons cannot provide help, the CG has the option of contacting the police or other authorities on behalf of the person if they want it.
- 2. CG maps out the situation and the resources needed to respond to the crisis.
- 3. Book separate meetings with the individuals involved to map out the situation and the resources needed to respond to the crisis.
- 4. Takes necessary action(s) such as preparing contact information and resources that members can turn to for the individuals involved.
- 5. Gathers and informs the board (if necessary or possible depending on the situation) to plan for further action to handle the situation.
- 6. For potential sanctions related to sexual harassment follow point 5 in the Sexual Harassment Policy, and for potential sanctions related to discrimination follow point 6 in the Discrimination and Equal Treatment policy.

Attachment 4

Motion to adopt "Mental health week" as project of the year

Background:

The last couple of years UPF have strived to advance the organization forward, one of these initiatives is the project of the year. One important point with the project of the year is that it is something that every UPFs member can benefit from, which for us means that it should be something that is relevant for our current members. This previous year has brought many problems out of the shadows, one of which is mental health issues. Therefore do we think that

UPF should tackle these issues head on through Project of the year.

With a week dedicated only for mental health, UPF can help its members handle some of the unforeseen consequences of the pandemic and give them useful knowledge for their future life.

Mental health week schedule:

Mon: Start Off event, lecture (panel-discussion: mental health, physical health, structural effect of mental illness/ isolation)

- An kick-off event where we introduce what will be happening during the week in more detail and then move over to a panel discussion on different aspects of mental health/isolation ; the psychological, the physical, socialtal, how to spot mental illness and how to get better. If possible this will be done in person at for example Athen or some place similar. If the covid-19 restrictions are still in place this event will take place over zoom.

Tues: Social day

- Presenting our members with different options for social activity to partake in during the afternoon/evening. For example a game night, plant school, painting hang out, knitting club, short-stories book club, bonfire story club etc. We will facilitate at least three social activities but welcome people who want to organize their own thing (has to be approved in advance). All of these things are achievable over zoom if the covid restrictions are still in place.

Wed: Put your new knowledge in to practice

Utrikespolitiska Föreningen Lund (845003-0096 - Sandgatan 2, 223 50 Lund - Info@upflund.se

- A day with no booked events from us so you can get the time to implement what you learnt.

Thurs: Meditation and Yoga morning + workout afternoon

- Waking up with yoga and meditation: Hire a yoga and meditation instructor that will do a session for us (over zoom if needed)

- Having a collective goal that the association should run ca 150km together during the week. We will have a (excel) document where everyone can log their runs and encourage people to share on social media and tagging UPF. On Thursday we will (if possible with restrictions) organize a group run in the afternoon/evening.

Fri: continue working on your own development in an low key approach

Sat: continue working on your own development in an low key approach

Sun: Finale Grill event/zoom-sittning?

- Depending on the restrictions some sort of final social gathering to end the week in a splendid way.

Budget (Budgeted for 50 pers) :

Goodiebag start off event, lecture - 3500 kr (70 kr per bag)

Paying for the trainer/instructor - 600 kr

Food for the grill/sittning - 5000 kr (100 kr per portion)

Funding for the social day - 900 kr

Purpose:

In these trying times we think it would be a great investment for the board to focus on how to mentally cope with this new normal. For this generation and those to come we need to take a stand and to emphasize how important it is to prioritise yourself and your mental health.

Proposal:

We propose that the board decides to:

To approve Mental health week as UPFs project of the year

Henrietta Kulleborn, Head of Activity 20/21

Maximilian Onkenhout, Head of Pod&Radio 20/21
Karin Mizser, Head of Lecture 20/21