

Plan of Operations

2021-2022





| | | |
|----|---|-----------|
| 1 | TABLE OF CONTENTS | |
| 2 | Introduction | 2 |
| 3 | The structure of the document | 2 |
| 4 | Chapter 1 – Education | 4 |
| 5 | Chapter 2 – Work Environment | 5 |
| 6 | Chapter 3 - Equal Opportunities and Harassment..... | 6 |
| 7 | Chapter 4 - Accommodation..... | 7 |
| 8 | Chapter 5 – Internationalisation and Integration | 8 |
| 9 | Chapter 6 - Sustainability..... | 9 |
| 10 | Chapter 7 – Study Social | 10 |
| 11 | Chapter 8 – Service operations | 11 |
| 12 | Chapter 9 – Communication and Marketing | 12 |
| 13 | Chapter 10 – Organisation | 13 |
| 14 | Chapter 11 – National Advocacy | 14 |
| 15 | Chapter 12 – Collaboration | 15 |
| 16 | | |



17 **Introduction**

18
19 The purpose of this document is to give instructions on which operations shall be conducted during the
20 operational year of 2021/2022 for Jönköping Student Union (JSU) and is established by the Annual
21 General Meeting. The board is entitled to interpret the goals if there are any uncertainties.

22
23 The JSU Board is tasked with actualising the Plan of Operations and are responsible for delegating who
24 in the organisation shall carry out the recurring activities as well as the goals, and in some cases how. Other
25 documents may give the JSU board information on who shall carry out the goals and shall take these into
26 consideration when delegating.

27
28 The Plan of Operations must be adapted to the current circumstance affecting JSU, such as political climate
29 both locally and nationally, other steering frame works, budget and other resources available.

30

31 **The structure of the document**

32
33 The Plan of Operations consists of 12 chapters where each chapter can be divided into three different
34 categories. The Plan of Operations has its base in the Letter of Opinion and is from that, developed to
35 cover the whole organisation and adapted to the current condition in as well as outside JSU as an
36 organisation. The Plan of operations shall describe what operations shall be conducted during the
37 operational year and to the largest extent possible, leave flexibility on *how* and *who* shall ensure that
38 the goals are reached.

39

40 The different chapters do not fully correspond to only one remunerated or one employee. Most of the
41 chapters have a remunerated or employee who is the main responsible but it's important to remember
42 that the Plan of operation only describes what JSU as an organisation shall do within different areas.

43

44 **Recurring**

45 Each chapter starts with a list of recurring activities which has the purpose of giving the members
46 insight in the operations performed which are conducted continuously throughout a year and which
47 are conducted to uphold the organisation in its current form.

48

49 **Goals/Focus areas**

50 Each chapter then describes the specific goals or focus areas which the organisation shall have during
51 the year. This part is divided into primary and secondary goal/focus areas and this division
52 communicates which goals/focus areas shall be prioritized during the year. The aim is to achieve the
53 goals within the year and may be completed at different points during the year. Some points under this
54 category can't be achieved within one year, however, JSU as an organisation has limited resources and
55 will need to choose which areas to focus on. This situation is mostly applicable within the Student
56 questions.



57 Not every chapter has secondary goals/focus areas.

58

59 **Event goals**

60 Event goals are the third category and is not used under every chapter. Some areas have no events

61 connect to the area and are therefore not applicable under those chapters. The event goals shall

62 communicate which events JSU expects to accomplish during the year.



63 **Chapter I – Education**

64

65 **Recurring:**

- 66 - Continue managing student cases.
- 67 - Continue being a support function for the education committees.
- 68 - Offer an education for the education committees each semester.
- 69 - Participate in the development of JU's cyclical quality assurance system.
- 70 - Representation in the different education councils and committees.
- 71 - Monitor JU's progress within the area of digitalisation from an educational perspective.

72

73

74 **In 2021/2022, Jönköping Student Union shall:**

75 **Primary:**

- 76 - Develop the education and handover process of the newly founded Student Pool.
- 77 - Finish the Project: Course Development.
- 78 - Lobby for that all education committees shall have access to the course evaluations from their
- 79 faculty.
- 80 - Ensure equal opportunities for representation in decision making bodies on all faculties.
- 81 - Follow up on the process of anonymous exams which are said to be implemented in the
- 82 autumn semester of 2021.
- 83 - Follow up on the faculty transcending questions in the course evaluations.

84

85

86

87 **Secondary:**

- 88 - Initiate Project: Program Evaluations.
- 89 - Develop how the union can increase the awareness of the importance of participation in
- 90 quality assurance with the aim of collaborating with the student associations and JU.
- 91 - Lobby for clearer and faculty transcending definitions of mandatory elements and that
- 92 these shall reward credits.
- 93 - Follow-up on the process of making old exams easily accessible for all students.



94 **Chapter 2 – Work Environment**

95

96 **Recurring:**

97 - Monitoring JU:s progress within the area of digitalisation from a work environment
98 perspective.

99 - Continuously monitor the work environment situation on each faculty through the
100 committee WORC.

101 - Continuously participate in JU: s Work Environment Committees meetings.

102

103 **In 2021/2022, Jönköping Student Union shall:**

104 **Primary goals:**

105 - Implement a safety round per semester, per faculty, performed by WORC.

106 - Implement a structure of student safety representatives (studerandeskyddsombud).

107 - Investigate which factors in the education that cause unnecessary stress for the students.

108

109 **Secondary goals:**

110 - Investigate the issues with frequently changed schedules.

111 - Lobby for the implementation of 2 schedule free days between exams.

112 - Lobby for the implementation of exams from not being held on weekends.

113

114 - Lobby to make all study locations be available to all students.

115

116 **Event goals**

117 - Arrange a Health Week during the autumn and at minimum a Health Day during the spring.

118



119 **Chapter 3 - Equal Opportunities and Harassment**

120

121 **Recurring:**

- 122 - Continuously participate in the forum at JU for equal opportunities.
- 123 - Continuously monitor the situation at each faculty from an equal opportunity perspective
- 124 through the committee EQO.

125

126 **In 2021/2022, Jönköping Student Union shall:**

127 **Primary:**

- 128 - Lobby to improve the reporting system at JU for discrimination and harassment.
- 129 - Investigate and develop how the kick-off's can become more inclusive.

130

131 **Secondary:**

- 132 - Finish the equality policy for JSU and implement it.



133 **Chapter 4 - Accommodation**

134

135 **Recurring:**

- 136 - Participate in meetings with the municipality regarding accommodation questions.
- 137 - Continuously have contact with JU accommodation office.
- 138 - Continuously handle accommodation cases from students.
- 139 - Continuously monitor the number of admitted students and map possible scenarios in
- 140 relation to the accommodation situation.

141

142 **In 2021/2022, Jönköping Student Union shall:**

143 **Primary:**

- 144 - Specify which areas within the accommodation question are relevant for the union to work
- 145 with.
- 146 - Investigate the possibility to collaborate with Hyresgästföreningen with the aim of offering
- 147 students legal counselling and education within the Swedish accommodation system.
- 148 - Follow-up on the new information system for the accommodation guarantee from
- 149 accommodation office at JU.

150 **Secondary:**

- 151 - Investigate the possibility of creating communities at student accommodations.



152 **Chapter 5 – Internationalisation and Integration**

153

154 **Recurring:**

- 155 - Continuously develop the integrations activities on campus both in the perspective of
156 quality as well as quantity.
- 157 - Continuously have contact with JU: s International Office and participate in joint planning
158 and executing the events with the same.
- 159 - Continue to offer the integrations programmes currently existing.

160

161 **In 2021/2022 Jönköping Student Union shall:**

162 **Primary:**

- 163 - Investigate how the union can work with integration from a strategic perspective.
- 164 - Develop the collaboration with the international committee under each student association.



165 **Chapter 6 - Sustainability**

166

167 **Recurring:**

- 168 - Continuously work within the environmental certification issued by the company
169 “Miljöstrategen” in accordance with the standards of “Svensk miljöbas”.

170

171 **In 2021/2022, Jönköping Student Union shall:**

172 **Primary:**

- 173 - Investigate how the union can work with sustainability in a strategic way.



174 **Chapter 7 – Study Social**

175

176 **Recurring:**

- 177 - The production of events results in recurring activities such as, drawing up schedules and
178 run sheets and executing them, bookings, contact with partners and suppliers, managing
179 the project team.
- 180 - Monitor the situation regarding the use of campus arena during kick-offs for sittnings.
- 181 - Continuously assisting the suborganisations which includes regular contact with all the
182 suborganisations, assisting them in for example bookings, their democratic structures,
183 developments of their activities and other administrative work.
- 184 - Offer one internal board education each semester for the new board members in interest
185 associations.
- 186 - Continuously have contact with partner companies regarding national as well as
187 international trips.

188

189 **In 2021/2022, Jönköping Student Union shall:**

190 **Primary**

- 191 - Create and implement a process for how events are planned, executed, and evaluated.
- 192 - Clarify for the members of the Union and participants of the Kick-Off Festival that it is
193 arranged by the Union.
- 194 - Clarify for members and participants in events arranged by the Union that the Union is the
195 organiser.
- 196 - Work to secure the survival of the suborganisations and assist them in scaling up their
197 operations to the same level as before the outbreak of covid-19.
- 198 - Offer a range of trips according to the developing situation and when possible, offer the same
199 range of trips as before the outbreak of covid-19.

200

201

202 **Event goals:**

- 203 - Coordinate the autumn and spring kick-off` s.
- 204 - Plan the Kick-Off Festival 2022
- 205 - Arrange a Valborg event
- 206 - Arrange Colour run.
- 207 - Co-plan the welcome fairs with JU.
- 208 - Arrange recruitment events- and opportunities for suborganisations twice per year.



209 **Chapter 8 – Service operations**

210

211 **Recurring:**

- 212 - Continuously work to uphold a good work environment for volunteers and personnel within
213 the service venues.
- 214 - Continuously follow-up and actively work with the financial state of the service venues.
- 215 - Continuously follow-up on and develop the supplier contracts tied to the service venues.
- 216 - Continuously order and produce products which are sold in the service venues.
- 217 - Continuously work in accordance with the environmental certification.

218

219

220 **In 2021/2022, Jönköping Student Union shall:**

221 **Primary**

- 222 - Step by step, scale up to the same level of operations as before the outbreak of covid-19.
- 223 - Investigate the possibility of placing parts, or all, of the service operations in a limited
224 liability company (aktiebolag).
- 225 - Investigate and if possible, implement an alternative to the system of free water and soda at
226 Akademien.



227 **Chapter 9 – Communication and Marketing**

228

229 **Recurring:**

- 230 - Continuously work with, lead, and develop the JSU Studio.
- 231 - Continuously review and develop the communication steering frameworks, including the
- 232 communication plans for different parts of the organisation.
- 233 - In charge of the communication around the kick-offs, the unions own event, the Annual
- 234 Meeting and for the service operations.
- 235 - Continuously prepare and execute the different communications projects which include,
- 236 scheduling, project leading, photo, video, social medias, physical marketing, editing of
- 237 material and publishing.
- 238 - Continuously develop and keep the webpage updated.
- 239 - Continuously collaborate with relevant departments at JU, foremost the communication
- 240 department.
- 241 - Continuously develop and manage the social media accounts which includes coordinating
- 242 the content from the union together with suborganisations and creating the content for the
- 243 union.

244

245 **In 2021/2022, Jönköping Student Union shall:**

246 **Primary:**

- 247 - Develop a yearly plan of communication with the aim to broaden the knowledge of the
- 248 Student Unions purpose and operations among the members.
- 249 - Develop a yearly recruitment plan for the elected representatives.
- 250 - Implement and develop the student union app.

251

252 **Event goals:**

- 253 - Plan and arrange Festive Friday one time per semester



254 **Chapter 10 – Organisation**

255

256 **Recurring:**

- 257 - Continuously uphold and improve the work environment for volunteers,
258 remunerated and personnel.
- 259 - Continuously follow-up and actively work with the financial as well as
260 organisational state of the union.
- 261 - Continuously work to ensure the membership fee is paid by all students.
- 262 - Continuously work in accordance with the environmental certification.
- 263 - Continuously update and develop the steering documents.
- 264 - Continuously offer the services in Student Service which include, answering
265 students' questions and helping them, order and offer material needed in their
266 studies.

267

268 **In 2021/2022, Jönköping Student Union shall:**

269 **Primary:**

- 270 - Develop the internal organisation according to the plan set by the board.
- 271 - Develop a handover process for the presidium which is not dependent on the
272 presidium.
- 273 - Follow-up on the budget structure and develop it further where needed.
- 274 - Follow-up on the economic reports and develop the structure further where
275 needed.
- 276 - Develop and implement an organisational Annual Wheel.

277

278 **Secondary:**

- 279 - Investigate on how JU communicates about the mandatory membership in the
280 union.
- 281 - Perform an inventory of policies.
- 282 - Investigate the possibility to offer Union merchandise in Student Service.



283 **Chapter II – National Advocacy**

284

285 **Recurring:**

- 286 - Continue to actively participate in SFS meetings and represent JSU members opinions.
287 - Continue to actively take part in and develop the collaboration in SIV (Studentkåren i
288 Väst/Student unions in the west.)

289

290 **In 2021/2022, Jönköping Student Union shall:**

291 **Primary**

- 292 - Include more of the remunerated in the national advocacy work and collaborations
293 where it's relevant.
294 - Actively share the information of possibilities to get involved in SFS:s committees as well
295 as missions.



296 **Chapter 12 – Collaboration**

297

298 **Recurring:**

- 299 - Collaborating with the existing partners according to the contracts.
- 300 - Organise one collaborative activity for JSU and the student associations' boards
- 301 per semester.

302

303 **In 2021/2022, Jönköping Student Union shall:**

304 **Primary:**

- 305 - Investigate the possibilities to work with and lobby to the municipality.
- 306 - Develop and implement a sponsor policy.

307

308 **Secondary:**

- 309 - Investigate new ways of attracting sponsors following the policy.
- 310 - Develop sponsor packages following the policy.