

# Plan of Operations

## 2023-2024





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22 **Introduction**

23

24 The purpose of this document is to give instructions on which operations shall be conducted as well as  
25 which operations are prioritized during the operational year of 2023/2024 for Jönköping Student  
26 Union (JSU) and is established by the Annual General Meeting. The board has the right to interpret the  
27 goals if there are any uncertainties.

28

29 The JSU Board is tasked with actualising the Plan of Operations and is responsible for delegating *who* in  
30 the organisation shall carry out the recurring activities as well as the goals, and in some cases *how*. Other  
31 documents may give the JSU board information on who shall carry out the goals and shall consider these  
32 when delegating.

33

34 The Plan of Operations must be adapted to the current circumstance affecting JSU, such as political climate  
35 both locally and nationally, other steering frameworks, budget and other resources available.

36

37 **What is the Plan of operation based on?**

38

39 The Plan of Operations has its base in the purpose statement of JSU as written in the By-laws and is  
40 for clarity's sake included in this document with an elaboration on what the purpose means. Each  
41 area's purpose, recurring activity, and goal shall in some way contribute to the overall purpose.

42

43 **Purpose**

44

45 "The student union's purpose is to work towards and create conditions for students studying at JU  
46 where they are included, supported, and safe in their student life. "

47

48 *Included*

49 Stands for:

50 - that all students shall be included in the development of 1) their education and 2) conditions  
51 impacting the education.

52 - that all students shall feel that they are a part of the student community and have meaningful  
53 leisure time, whether this means finding new friends, just having fun or developing skills for  
54 the future.

55 *Supported*

56 Stands for:

57 - that all students shall know and feel that the student union has their back when it comes to  
58 voicing their opinions as well as supporting them in their issues related to education.



59 *Safe*

60 Stands for:

- 61 - that no student shall be afraid of reprisals when they voice their opinion.
- 62 - that the study environment, as well as the social environment, is a place where every student
- 63 can participate without being discriminated, bullied, or harassed in any way.

## 64 **Basic Principle**

65 JSU's operations are based on one basic principle which is that the union is run by students, for  
66 students.

67

68 This means that what can be done by students, either volunteer or remunerated, should be done by  
69 students. It also means that each student must take one's responsibility and contribute to the student  
70 life if there is to be one; whether that means answering a course survey, being part of a study social  
71 group, being a part of one of the boards or apply for one of the remunerated positions.

72

## 73 **The structure of this document**

74

75 The Plan of Operations consists of 12 chapters and each chapter can be divided into three different  
76 categories. The Plan of operations shall describe *what* operations shall be conducted during the  
77 operational year and to the largest extent possible, leave flexibility on *how* and *who* shall ensure that  
78 the goals are reached.

79

## 80 **Purpose of the individual areas**

81 Each chapter has a section that describes the purpose of the area.

82

## 83 **Recurring**

84 Each chapter has a list of recurring activities which has the purpose of giving the members insight into  
85 the operations performed which are conducted continuously throughout a year and which are  
86 conducted to uphold the organisation in its current form.

87

## 88 **Goals/Focus areas**

89 Each chapter then describes the specific goals or focus areas that the organisation shall work for or  
90 focus on during the year. This part is divided into primary and secondary goals/focus areas and this  
91 division communicates which goals/focus areas shall be prioritized during the year. Not every chapter  
92 has secondary goals/focus areas.

93 The aim is to achieve the goals within the year and might be completed at different points during the  
94 year. However, some points under this category can't be achieved within one year and as JSU, like any  
95 organisation, has limited resources, there is a need to choose which areas to focus on and the same



- 96 goal might be kept for another year. This situation is mostly applicable to the student questions
- 97 (chapters 1-5).



### 98 **Chapter 1 – Education**

99

#### 100 **Purpose:**

101 The purpose of this area is to work towards that each student receives the highest quality education  
102 possible and that individual students, as well as student representatives, have a good opportunity to  
103 impact the development of their education.

#### 104 **Recurring:**

- 105 - Continue managing student cases.
- 106 - Continue being a support function for the education committees.
- 107 - Offer one education for the education committees each semester.
- 108 - Participate in JU's cyclical quality assurance system.
- 109 - Represent in the different education councils and committees.
- 110 - Monitor JU's progress within the area of digitalisation from an educational perspective.
- 111 - Closely follow the development of "EDUCATE" to ensure that JU continuously improves  
112 teachers' pedagogy abilities.

113

114

#### 115 **In 2023/2024, Jönköping Student Union shall:**

#### 116 **Primary:**

- 117 - Continue lobbying for JU to develop the feedback routines after a course survey to the students  
118 who made the survey.
- 119 - Continue working for the conclusions of the report "Project: Course Development" to be  
120 implemented both at JU and JSU.
- 121 - Continue investigating the possibility of implementing a Studentombudman at the union and if  
122 beneficial, implement the position as soon as possible.
- 123 - Investigate how JSU systematically can work with QAR.
- 124 - Investigate how the union can support the student associations with the issues surrounding  
125 internships and work with internship issues on its own.

#### 126 **Secondary:**

- 127 - Lobby for a faculty transcending definition where mandatory elements must reward credits.
- 128 - Investigate how JU works with program evaluations.



129 **Chapter 2 – Work Environment**

130

131 **Purpose:**

132 The purpose of this area is to work towards that all students have the best conditions possible to  
133 succeed in their studies, which includes how the education is structured, students' health, and the  
134 physical as well as psychosocial work environment.

135 **Recurring:**

- 136 - Continuously monitor the work environment situation at each faculty through the  
137 committee WORC.
- 138 - Continuously participate in JU's Work Environment Committees meetings.

139

140 **In 2023/2024, Jönköping Student Union shall:**

141 **Primary:**

- 142 - Work for the development of the group room system.
- 143 - Work for more pleasant physical work environments in relation to the interior at each facility.
- 144 - Investigate how correcting exams on time can be improved and if possible, lobby for a change.
- 145 - Continue to implement a safety round per semester, per faculty, where representatives are  
146 participating in safety rounds performed by WORC.
- 147 - Continue to implement a structure of student safety representatives  
148 (studerandeskyddsombud).
- 149 - Evaluate the collected data from the work environment survey, conducted during spring 2023.

150

151

152 **Secondary goals:**

- 153 - Lobby against frequently changed schedules.
- 154 - Lobby for the implementation of 2 scheduled free days between exams.
- 155 - Lobby for the implementation of exams not being held on weekends.
- 156 - Lobby for the implementation of exams not being held on weekends.
- 157 - Work for a more standardized structure in Canvas.
- 158 - Work for a more standardized structure in Canvas.
- 159 - Work for implementing an annual health and wellness event.

160



### 161 **Chapter 3 - Equal Opportunities and Harassment**

162

#### 163 **Purpose:**

164 The purpose of this area is to work towards that all students can participate with equal opportunities in  
165 their education as well as their study social life and that no students are discriminated, bullied, or  
166 harassed in educational or study social contexts.

#### 167 **Recurring:**

- 168 - Continuously participate in the forum at JU for equal opportunities.
- 169 - Continuously monitor the situation at each faculty from an equal opportunity perspective  
170 through the committee EQO.

#### 171 **In 2023/2024, Jönköping Student Union shall:**

#### 172 **Primary:**

- 173 - Continue developing the reporting system at JU for discrimination and harassment.
- 174 - Follow-up with JU as well as JSU actions following the implementation of the Code of  
175 Conduct.
- 176 - Work on a way to educate all involved students on cultural differences, equal opportunities  
177 and harassment, and implement education.
- 178 - Continue implementing and evaluating actions and routines to enhance the safety of  
179 Akademien from a students' perspective.
- 180 - Continue implementing and evaluating actions and routines to enhance the safety of the  
181 Kick-Offs.
- 182 - Work towards international students having equal opportunities to impact their educations  
183 as national students do.
- 184 - Work for equal opportunities for representation in decision-making bodies at all faculties.

185

#### 186 **Secondary:**

- 187 - Investigate how recruitment processes to all involvements within the union can become  
188 more objective and if possible, implement action against relationship biased recruitment.
- 189 - Continue developing the inclusivity work within Kick-offs and all other events created by  
190 the Union.





191 **Chapter 4 - Accommodation**

192

193 **Purpose:**

194 The purpose of this area is to work towards that all students have affordable student accommodation  
195 with a good living standard.

196

197 **Recurring:**

198 - Participate in meetings with the municipality regarding accommodation questions.

199 - Continuously have contact with the JU accommodation office.

200 - Continuously handle accommodation cases from students.

201 **In 2023/2024, Jönköping Student Union shall:**

202 **Primary:**

203 - Specify which areas within the accommodation question are relevant for the union to work  
204 with and investigate how the union can make a difference within these areas.

205 - Evaluate the possibility to implement a student accommodation representative committee  
206 that work closely with JU accommodation office.

207 — Investigate the possibility to collaborate with Hyresgästföreningen to offer students legal  
208 counselling and education within the Swedish accommodation system.



209 **Chapter 5 – Integration**

210

211 **Purpose:**

212 The purpose of this area is to work for integration between national and international students and that  
213 international students feel welcomed and included in the student community.

214 **Recurring:**

215 - Continuously develop the integrations activities on campus both from the perspective of  
216 quality as well as quantity.

217 - Continuously have contact with JU: s International Office and participate in joint planning  
218 and executing events together.

219 - Continue to offer a variation of integration programmes.

220 - Continuously have contact with and collaborate with the international committee under  
221 each student association when possible.

222

223 **In 2023/2024 Jönköping Student Union shall:**

224 **Primary:**

225 - Continue implementing the findings of the investigation as to how the union can work with  
226 integration from a strategic perspective.

227 - Continue implementing the findings of the investigation as to what information  
228 international students are lacking and provide it collaborating with JU.

229 - Promote integration within all sub-organisations with an emphasis on the operational  
230 language of JSU.



231 **Chapter 6 - Sustainability**

232 **Purpose:**

233 The purpose of this area is to work towards that JSU as well as JU are as sustainable as possible  
234 following their economic conditions.

235

236 **Recurring:**

- 237 - Continuously improve and reinforce the JSU Sustainability Policy which highlights clear
- 238 sustainability goals based on the 17 SDG's.
- 239 - Actively improve the recognition of environmental, social, and financial sustainability to
- 240 further develop goals.
- 241 - Consider all aspects of sustainability when hosting events.

242 **In 2023/2024, Jönköping Student Union shall:**

243 **Primary:**

- 244 - Start mapping out what the greatest sustainability challenges are within the organization to
- 245 facilitate further improvements.



### 246 **Chapter 7 – Study Social**

247  
248

#### **Purpose:**

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The purpose of this area is to support the students in the process of creating the study social life they want.

253

#### **Recurring:**

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- Coordinate Autumn and spring Kick Off.
- Arrange Kick Off Festival during the autumn Kick Off.
- The production and coordination of events result in recurring activities such as drawing up schedules, run sheets and executing them, bookings, contact with partners and suppliers and managing the project team.
- Continuously assisting the sub-organisations which includes regular contact with all the sub-organisations, assisting them with for example bookings, their democratic structures, developments of their activities and other administrative work.
- Co-plan the welcome fairs with JU.
- Continuously have contact with partner companies regarding national as well as international trips.
- Continuously work for that all students know the union can help with starting a new sub-organisation or arranging a one-time event.
- Arrange an annual Valborg event.
- Continue promoting collaboration between sub-organisations.

270

#### **In 2023/2024, Jönköping Student Union shall:**

271

#### **Primary:**

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273  
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276  
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278

- Offer one internal board education each semester for the new board members in sub-organisations on request.
- Strive to arrange opportunities and support sub-organisations for their events and recruitments.
- Continue developing the system where sub organisations receive regular updates about their account at the union both in terms of cost and income.
- Arrange one bigger event during the autumn semester.



279 **Chapter 8 – Service operations**

280

281 **Purpose:**

282 The purpose of the service operations is to provide service venues for the study-social life and to  
283 provide student-friendly prices on food, drinks, and inventory.

284

285 **Recurring:**

- 286 - Continuously work to uphold a good work environment for volunteers and personnel within  
287 the service venues.
- 288 - Continuously follow up and actively work with the financial state of the service venues.
- 289 - Continuously follow up on and develop the supplier contracts tied to the service venues.
- 290 - Continuously order and produce products that are sold in the service venues.

291

292

293 **In 2023/2024, Jönköping Student Union shall:**

294 **Primary**

295

- 296 - Create a forum to gather students' opinions regarding how the Service Operations offerings  
297 are perceived and what changes they wish to see implemented.

298 **Secondary**

- 299 - Evaluate and if needed, improve the physical appearance of AKA and RIO.



### 300 **Chapter 9 – Communication and Marketing**

301

#### 302 **Purpose:**

303 The purpose of this area is to ensure that members and the union can effectively communicate with  
304 each other.

#### 305 **Recurring:**

- 306 - Work with the communication from a strategic perspective with a focus on how channels  
307 (social media, web, etc), the content and the methods can be developed for more effective  
308 communication.
- 309 - Coordinate and execute the different communications projects which include project  
310 leading, production of photos, video and other graphical material, and publishing digitally  
311 and physically.
- 312 - Collaborate with relevant departments at JU, foremost the communication department.
- 313 - Clarify for the members of the Union and participants of the Kick-Off Festival that it is  
314 arranged by the Union.
- 315 - Clarify for members and participants in events arranged by the Union that the Union is the  
316 organiser.
- 317 - Continuously show the video explaining how the different student influence functions  
318 work and how a student can impact the student's life.

319

#### 320 **In 2023/2024, Jönköping Student Union shall:**

#### 321 **Primary:**

- 322 - Develop how the union informs students about student questions and core operations.
- 323 - Develop how the union communicates and invites students to give input on the union's  
324 operations.
- 325 - Continue developing how the union internally coordinates external communication.
- 326 - Coordinate communications and marketing efforts with the student association in the  
327 "communications group" and evaluate the collaboration continuously.
- 328 - Create an introduction video about the union and ensure that it is shown at all roll calls.
- 329 - Follow up with the performance of the JSU Marketing team in relation to promoting JSU  
330 events, such as Annual General Meeting, Valborg, and Kick-offs.

331

#### 332 **Secondary:**

- 333 - Improve the JSU app to be more updated with the Union and all associations' events and  
334 campaigns.



335 **Chapter 10 – Organisation**

336

337 **Purpose:**

338 The purpose of this area is to ensure volunteers and remunerated have the support they need to execute  
339 their tasks and fulfil the goals set by the annual meeting.

340 **Recurring:**

- 341 - Uphold and improve the work environment for volunteers, remunerated as well  
342 as employees.
- 343 - Follow-up and actively work with the financial as well as organisational state of  
344 the union.
- 345 - Work to ensure the membership fee is paid by all students.
- 346 - Update and develop the steering documents.
- 347 - Offer the services in Student Service which include answering students'  
348 questions and helping them, as well as ordering and offering material needed in  
349 their studies.
- 350 - Implement the “Annual Timeplan” and evaluate the need for adjustments.
- 351 - Investigate how JU communicates about the mandatory membership of the  
352 union and if necessary, lobby for improved communication.

353

354 **In 2023/2024, Jönköping Student Union shall:**

355 **Primary:**

- 356 - Create a system for managing the distribution negotiation of the membership  
357 fee between the student associations and the union.
- 358 - Start to develop a handover process for the presidium which is not dependent  
359 on the presidium.
- 360 - Investigate the possibility of having bi-annual general meetings, instead of an annual  
361 general meeting.
- 362 - Investigate the distribution of the membership fee between the student association and the  
363 union.

364

365 **Secondary:**

- 366 - Develop a structure for how events are planned, executed, and evaluated.
- 367 - Continue investigating the organisational support to the remunerated and if  
368 beneficial, develop it.



### 369 **Chapter II – National Advocacy**

370

#### 371 **Purpose:**

372 The purpose of this area is to ensure that the voices of the students studying at JU are represented  
373 and heard on a national level.

374

#### 375 **Recurring:**

- 376 - Continue to actively participate in SFS meetings and represent JSU members' opinions.
- 377 - Continue developing a handover document for JSU Rep.

378

#### 379 **In 2023/2024, Jönköping Student Union shall:**

#### 380 **Primary:**

- 381 - Actively share the information of possibilities to get involved in SFS' committees as well  
382 as missions.
- 383 - Re-establish the committee with a president, board representative, and members.

384

#### 385 **Secondary:**

- 386 - Clarify on the webpage what JSU Rep.





## 387 **Chapter 12 – Collaboration**

388

### 389 **Purpose**

390 The purpose of this area is to seek out and uphold necessary collaborations as well as add value to the  
391 student life.

### 392 **Recurring:**

- 393 - Organise one collaborative activity for JSU and the student associations' boards  
394 per semester.
- 395 - Collaborate with the existing partners according to the contracts.
- 396 - Continue to actively take part in and develop the collaboration in SIV (Studentkårer i  
397 Väst/Student unions in the west.)
- 398 - Continue collaborations with the municipality.
- 399 - Continue engaging in forums where the union and the student associations can together  
400 share experiences and coordinate around questions.

401

### 402 **In 2023/2024, Jönköping Student Union shall:**

#### 403 **Primary:**

- 404 - Implement the sponsor policy.
- 405 - Create and implement a routine to visit the student association boards regularly.
- 406 - Discuss with Länstrafiken and investigate the possibility to reduce the prices for students, as  
407 well as alternative ways for students to identify themselves without the Mecenat app.

408

#### 409 **Secondary:**

- 410 - Work with JU to provide and promote career opportunities for students.