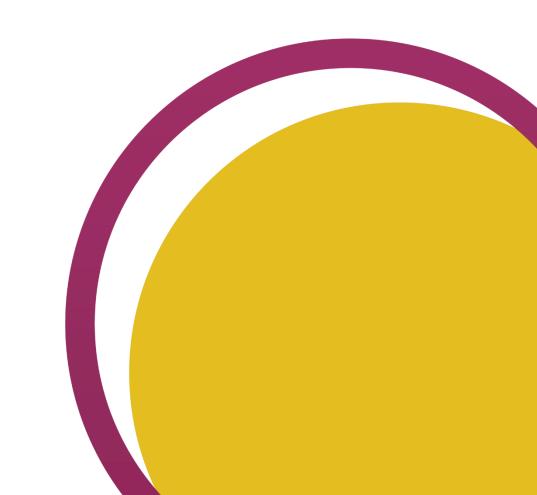


# Plan of Operations 2021-2022





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## Introduction

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

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

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

## The structure of the document

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

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

#### Recurring

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

## Goals/Focus areas

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





Not every chapter has secondary goals/focus areas.

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## 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.



# Chapter I - Education

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## Recurring:

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

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## In 2021/2022, Jönköping Student Union shall:

## Primary:

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

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### **Secondary:**

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



## **Chapter 2 – Work Environment**

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## **Recurring:**

- 97 Monitoring JU:s progress within the area of digitalisation from a work environment 98 perspective.
- Continuously monitor the work environment situation on each faculty through the committee WORC.
  - Continuously participate in JU: s Work Environment Committees meetings.

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## In 2021/2022, Jönköping Student Union shall:

## Primary goals:

- Implement a safety round per semester, per faculty, performed by WORC.
- Implement a structure of student safety representatives (studerandeskyddsombud).
- Investigate which factors in the education that cause unnecessary stress for the students.

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## **Secondary goals:**

- Investigate the issues with frequently changed schedules.
- Lobby for the implementation of 2 schedule free days between exams.
  - Lobby for the implementation of exams from not being held on weekends.

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

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#### 116 Event goals

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

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

## 121 **Recurring:**

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

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

## 127 **Primary:**

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

## 131 Secondary:

- Finish the equality policy for JSU and implement it.



# **Chapter 4 - Accommodation**

134135 Recurring:

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

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## In 2021/2022, Jönköping Student Union shall:

## **Primary:**

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

## 150 Secondary:

- Investigate the possibility of creating communities at student accommodations.

# Chapter 5 - Internationalisation and Integration

## 154 **Recurring:**

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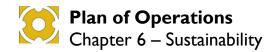
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- Continuously develop the integrations activities on campus both in the perspective of quality as well as quantity.
- Continuously have contact with JU: s International Office and participate in joint planning and executing the events with the same.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

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

## Primary:

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



# Chapter 6 - Sustainability

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## **Recurring:**

- Continuously work within the environmental certification issued by the company "Miljöstrategen" in accordance with the standards of "Svensk miljöbas".

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## In 2021/2022, Jönköping Student Union shall:

## 172 **Primary:**

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



## **Chapter 7 – Study Social**

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#### **Recurring:**

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

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## In 2021/2022, Jönköping Student Union shall:

### **Primary**

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

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## **Event goals:**

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



# **Chapter 8 - Service operations**

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211	Recurring:

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

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## In 2021/2022, Jönköping Student Union shall:

## **Primary**

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

# **Chapter 9 – Communication and Marketing**

## 229 Recurring:

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

## In 2021/2022, Jönköping Student Union shall:

## Primary:

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

## 252 Event goals:

- Plan and arrange Festive Friday one time per semester



# Chapter 10 - Organisation

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## **Recurring:**

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

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## In 2021/2022, Jönköping Student Union shall:

## 269 Primary:

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

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#### Secondary:

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



as missions.

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#### Chapter II - National Advocacy 283 284 **Recurring:** 285 Continue to actively participate in SFS meetings and represent JSU members opinions. 286 Continue to actively take part in and develop the collaboration in SIV (Studentkåren i 287 288 Väst/Student unions in the west.) 289 In 2021/2022, Jönköping Student Union shall: 290 **Primary** 291 292 Include more of the remunerated in the national advocacy work and collaborations where it's relevant. 293 - Actively share the information of possibilities to get involved in SFS:s committees as well 294





#### Chapter 12 - Collaboration 296 297 **Recurring:** 298 299 Collaborating with the existing partners according to the contracts. 300 Organise one collaborative activity for JSU and the student associations' boards per semester. 301 302 In 2021/2022, Jönköping Student Union shall: 303 **Primary:** 304 Investigate the possibilities to work with and lobby to the municipality. 305 Develop and implement a sponsor policy. 306 307 **Secondary:** 308 Investigate new ways of attracting sponsors following the policy. 309 Develop sponsor packages following the policy. 310