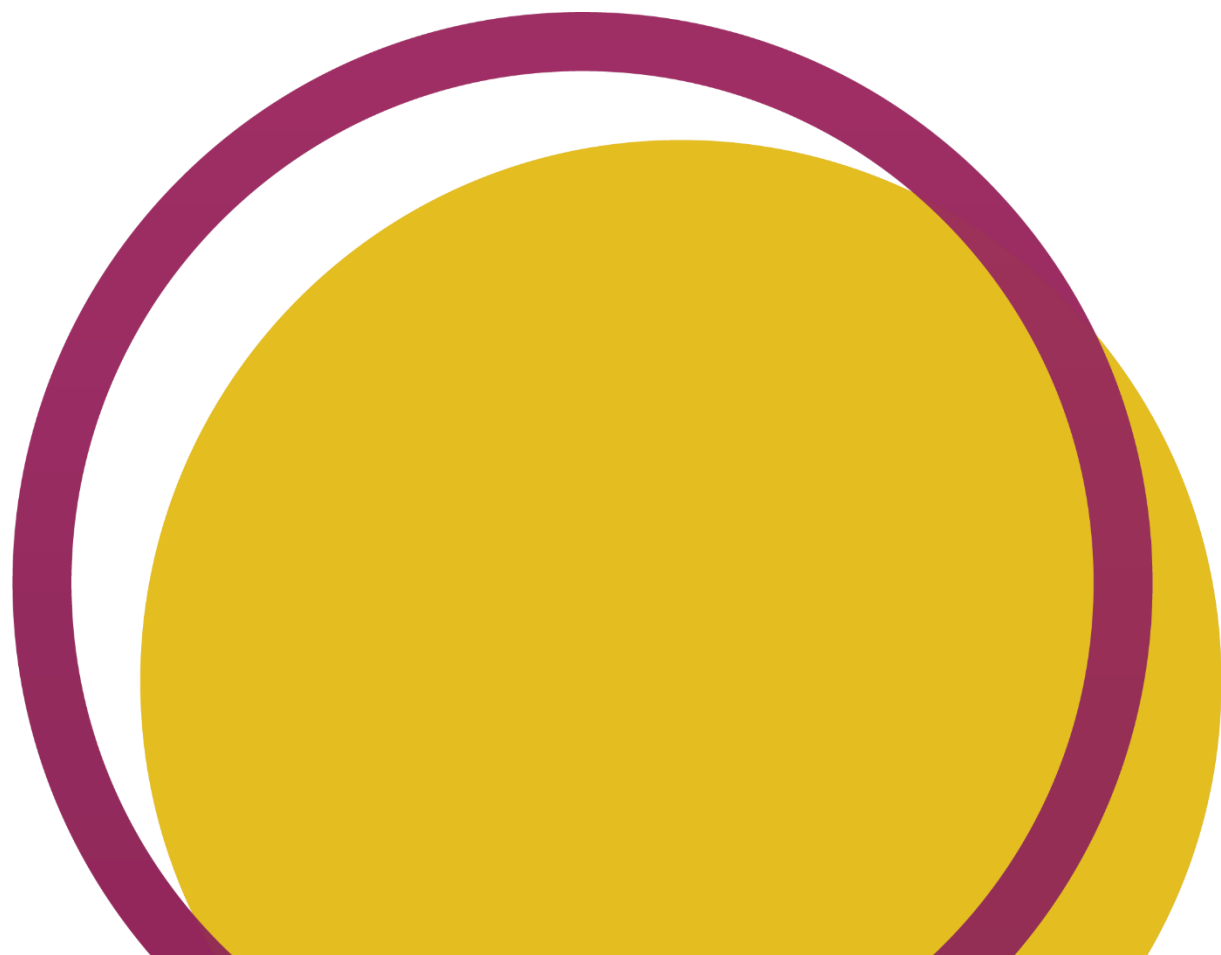


Plan of Operations

2023-2024





2	TABLE OF CONTENTS	
3	Introduction	2
4	What is the Plan of operation based on?	2
5	Purpose	2
6	Basic Principle.....	3
7	The structure of the document	3
8	Chapter 1 – Education	4
9	Chapter 2 – Work Environment	5
10	Chapter 3 - Equal Opportunities and Harassment.....	6
11	Chapter 4 - Accommodation.....	7
12	Chapter 5 – Integration.....	8
13	Chapter 6 - Sustainability.....	9
14	Chapter 7 – Study Social	10
15	Chapter 8 – Service operations	11
16	Chapter 9 – Communication and Marketing	12
17	Chapter 10 – Organisation	14
18	Chapter 11 – National Advocacy	15
19	Chapter 12 – Collaboration	16
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Introduction

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

The JSU Board is tasked with actualising the Plan of Operations and is 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 consider these 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 frameworks, budget and other resources available.

What is the Plan of operation based on?

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

Purpose

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

Included

Stands for:

- that all students shall be included in the development of 1) their education and 2) conditions impacting the education.
- that all students shall feel that they are a part of the student community and have meaningful leisure time, whether this means finding new friends, just having fun or developing skills for the future.

Supported

Stands for:

- that all students shall know and feel that the student union has their back when it comes to 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).



Chapter I – Education

Purpose:

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

Recurring:

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

In 2023/2024, Jönköping Student Union shall:

Primary:

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

Secondary:

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



Chapter 2 – Work Environment

Purpose:

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

Recurring:

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

In 2023/2024, Jönköping Student Union shall:

Primary:

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

Secondary goals:

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



Chapter 3 - Equal Opportunities and Harassment

Purpose:

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

Recurring:

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

In 2023/2024, Jönköping Student Union shall:

Primary:

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

Secondary:

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



Chapter 4 - Accommodation

Purpose:

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

Recurring:

- Participate in meetings with the municipality regarding accommodation questions.
- Continuously have contact with the JU accommodation office.
- Continuously handle accommodation cases from students.

In 2023/2024, Jönköping Student Union shall:

Primary:

- Specify which areas within the accommodation question are relevant for the union to work with and investigate how the union can make a difference within these areas.
- Evaluate the possibility to implement a student accommodation representative committee that work closely with JU accommodation office.
- Investigate the possibility to collaborate with Hyresgästföreningen to offer students legal counselling and education within the Swedish accommodation system.



Chapter 5 – Integration

Purpose:

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

Recurring:

- Continuously develop the integrations activities on campus both from the perspective of quality as well as quantity.
- Continuously have contact with JU: s International Office and participate in joint planning and executing events together.
- Continue to offer a variation of integration programmes.
- Continuously have contact with and collaborate with the international committee under each student association when possible.

In 2023/2024 Jönköping Student Union shall:

Primary:

- Continue implementing the findings of the investigation as to how the union can work with integration from a strategic perspective.
- Continue implementing the findings of the investigation as to what information international students are lacking and provide it collaborating with JU.
- Promote integration within all sub-organisations with an emphasis on the operational language of JSU.



Chapter 6 - Sustainability

Purpose:

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

Recurring:

- Continuously work within the environmental certification issued by the company “Miljöstrategen” by the standards of “Svensk miljöbas”.
- Continuously work by the environmental certification.

In 2023/2024, Jönköping Student Union shall:

Primary:

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



Chapter 7 – Study Social

Purpose:

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

Recurring:

- 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.

In 2023/2024, Jönköping Student Union shall:

Primary:

- 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.



Chapter 8 – Service operations

Purpose:

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

Recurring:

- 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 that are sold in the service venues.

In 2023/2024, Jönköping Student Union shall:

Primary

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

Secondary

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



Chapter 9 – Communication and Marketing

Purpose:

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

Recurring:

- Work with the communication from a strategic perspective with a focus on how channels (social media, web, etc), the content and the methods can be developed for more effective communication.
- Coordinate and execute the different communications projects which include project leading, production of photos, video and other graphical material, and publishing digitally and physically.
- Collaborate with relevant departments at JU, foremost the communication department.
- 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.
- Continuously show the video explaining how the different student influence functions work and how a student can impact the student's life.

In 2023/2024, Jönköping Student Union shall:

Primary:

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



334 **Secondary:**

- 335 – Improve the JSU app to be more updated with the Union and all associations' events and
336 campaigns.

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Chapter 10 – Organisation

Purpose:

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

Recurring:

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

In 2023/2024, Jönköping Student Union shall:

Primary:

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

Secondary:

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



Chapter II – National Advocacy

Purpose:

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

Recurring:

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

In 2023/2024, Jönköping Student Union shall:

Primary:

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

Secondary:

- Clarify on the webpage what JSU Rep.



Chapter 12 – Collaboration

Purpose

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

Recurring:

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

In 2023/2024, Jönköping Student Union shall:

Primary:

- Implement the sponsor policy.
- Create and implement a routine to visit the student association boards regularly.

Secondary:

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



Signatures after Annual Meeting

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Meeting chairperson

Meeting chairperson

Meeting Secretary

Meeting Adjuster

Meeting Adjuster

JSU President