



# Work Plan 2018

## Introduction

The Swedish Federation of LGBTQIA+ students (SFQ) is the national federation for norm criticism and LGBTQIA+ perspectives in higher education, and provides support for local branches around the country's colleges and universities. SFQ works to strengthen the quality of education in higher education, for example by using norm criticism and queer perspectives to highlight how study environments and educational content is affected by hetero- and cisnormativity. The federation works to ensure that all students, regardless of gender identity, gender expressions and sexual orientation, have the same rights and opportunities in higher education. SFQ can also be a safe space for those seeking a community outside of cis- and hetero norms.

SFQ works to improve the study situation in higher education for the individual person. Knowledge of or fear of hetero-/cisnormative educational institutions with narrow-minded norm structures can discourage students from choosing a particular education, or getting a higher education at all. But cis- and heteronorms do not only affect norm breaking people; they also create a situation where all students do not have sufficient knowledge and skills to face reality and the diversity of people in it. The norms provide little scope for an inclusive way of thinking, which affects the quality of education. As workplace surveys show that several occupational groups consider themselves lacking sufficient skills to treat norm breaking people equally, SFQ works for getting institutions of higher education to introduce norm criticism in their activities in order to increase the quality of education and to create a focus on inclusive higher education.

## **Background to the 2018 work plan**

During the years 2016-2017 the federation has noted a number of administrative shortcomings which affect SFQ's work both internally and externally as well as when handing over to new boards. The work plan serves as a guide and inspiration for SFQ's upcoming work in 2018 and is an expression of the federation's visions and goals that are relevant to the work year. For the federal



board, the work plan constitutes a steering document for the upcoming work of the organization.

The major focus areas in 2018 are:

- To make the administrative work within the federation and between the federation and its local branches easier to manage.
- Work towards making SFQ more well known among the country's students and institutions.
- To increase the number of local branches so that more people have a safe space to turn to.

### **Focus point: Structuring dropbox**

The federation's digital archive - Dropbox - needs to be structured. Annually recurring tasks need to have a separate folder in the dropbox including manuals and templates. This means that the election committee and the application to MUCF will be added. In addition, there should be a folder for login details and manuals for various web tools used by the federation, such as mailchimp/newsletter, wikipedia, surftown/email, the website and twitter.

### **Focus point: Manuals**

#### **Manual for revision as well as application to MUCF**

In order to avoid misunderstandings between the current board and its adjusters and the financial auditor, there should be a manual for adjusting/auditing which states what is the tasks of the adjusters, the tasks of the financial auditor, as well as which documents and templates the board will provide to them for reporting to MUCF and before the Annual General Meeting. There should be a reference to this manual in the work calendar (årsklocka).

### **Focus point: Congress manual**

The board of 2018 shall create a manual for distribution of work regarding congress, this will be located in the folder Kongress in dropbox and be mentioned in the work calendar which explains when to do different tasks during the year.



## **Manual & templates for the election committee**

With the aim of facilitating the work of the election committee there should be complete templates with questions to base the work on, as well as an explanation of the roles in the board and how much time they spend on the board work on average. Currently there are templates from 2012 which can be used as a base. These templates should be available in a separate folder in dropbox, which can easily be emailed to the election committee when it is time for them to start their work.

## **Job description - board posts**

For clarity regarding responsibilities within the federal board, there should be a document explaining these posts. It should be the same document that the election committee is basing its work on. The documents shall be indicative but not binding, the current board shall have the opportunity to distribute tasks differently if needed.

## **Focus point: Impact work and an inclusive higher education**

### **Local branches**

One of SFQ's purposes is to gather and support local branches and individual members. The federal board shall ensure a good work environment for the federation's activists and provide support for local involvement.

- The federal board shall strive to visit all local branches.
- The federal board shall clarify the policy around the local branch fund and communicate to local branches how to apply for money from this fund.
- The federal board shall investigate the needs and willingness of members and those active in local branches to pursue further training and seek opportunities to offer this.

During 2018, SFQ will aim to further influence higher education institutions and expand their knowledge of norm criticism and lgbtqia+. One way to do this is through the local branches. In April and October 2017, SFQ organized local branch conferences in Umeå and Stockholm. The



vision in 2018 is to again organize two conferences, one of which is to be held in the southwestern parts of the country, for example Gothenburg.

During 2018, the federation will focus on exchanges of experience between existing local branches and to assist in starting new branches. In 2017, work began to develop a toolkit for local branches. This toolkit shall be easily accessible on the federation's website and be shared with existing local branches. During the autumn conference, there was a wish from the local branches to also have a joint facebook group to plan collaborations and events. This group was started after the conference and is run through the federation's facebook page. The board shall monitor the use of this group and review it together with the local branches during the fall conference. The federal board should also plan educational activities together with the local branches, for example a lecture on intersex by Amnesty. Such a lecture should be open to everyone and it would be beneficial to plan it together with the local branches in Stockholm.

### **Education institutions and other interested parties**

In the report *Avslöja heteronormen!* (2015) it appears students on a daily basis are marginalized and have to suffer violations based on e.g. their sexual orientation, gender identity and gender expression. It is revealed the school's equality documents do not ensure a safe environment for all students. It has come to light some people have chosen not to continue their studies because of violations. During the operation year 2018 SFQ shall if opportunity is given continue to educate people in higher education, such as equality counsel, staff and student unions, as well as work together with DO, MUCF and other governmental actors to spread knowledge.

## **Organization**

### **Office & storage**

Having an office as a working and meeting place was considered important in the operation plan 2016. The idea was to have a space for office and storage instead of renting a storage facility and having itinerant meeting places. Since it was hard to find such a place for a reasonable price the national board solved it by renting space in Open Lab at KTH and borrow storage space by Spektrum THS. This turned out to be unpractical since the national board is scattered over Sweden and the office was barely used and the national board depended on someone from Spektrum to open the storage. Therefore the national board 2017 decided to cancel the office space. The national board 2018 should as soon as possible obtain a new storage space which only SFQ has access to.



SFQ has previously been using a space at Shurgard on Vanadisvägen 4 in Stockholm, which is close to both public transportation and car rental.

### **Administration**

The national board shall oversee economical routines and ensure a good administration. The national board shall if possible hire support for administration, such as handling membership email systems, continuous economical work etc. For a while now the accounting has been done by M360 Ekonomi AB. Economical auditor is Tomas Berg on Focus Revision AB.

### **The Membership System - Membit**

The Local Branches are to be educated in how Membit works and how to acquire information about its own members. For simplicity's sake there should be a manual for the branches to use. There should also be a point about this on the local branch conferences along with information about the non disclosure agreement.

The national board should review the membership management and come up with a way to improve the current system, which might mean a change in the use of Membit, alternatively changing system. Additionally, in the beginning of 2018 the national board should write a newsletter to be sent to all members about how they can log in to the system themselves and adjust their information and pay for their membership.

### **National Board**

The national board shall during 2018 remunerate tasks so that it is possible for the people being paid to meet the demands of the work. During 2017 the majority of the meetings were held through the phone service Conference call, to make it easier for board members living all around Sweden. It is however important for the corporation within the board that face to face meetings are held, especially during the beginning of the year. A third of the meeting 2018 should therefore be physical. Local branch members in the area during a physical meeting should be given the possibility to participate. Members and local branches have the right to speak but not to vote at national board meetings.

### **The Congress**



The Congress is SFQ's highest executive organ and the formal possibility for members to influence SFQ's work. The Congress should be a meeting place and a possibility for as many members as possible to be inspired and have their voice heard. The national board should actively work to have representatives from a majority of the local branches participate. The Congress 2017 will be held in English. Depending on the results of this and if it is possible the language of the Congress will be decided in 2018.

### **Documents**

During 2017 SFQ's bylaws were translated to English. Other documents, such as core values, visions and policy documents shall be translated to English. SFQ should ensure there is a summary of all future projects, and if there is a possibility *Avslöja heteronormen!* and *Examen i rätt personnummer* should also be summarized in English.

The federations statutes should be reviewed with help from the comments made by legal advisor Elin Liljenblad (see the document *Statutes Comments E.Liljenblad* in dropbox) and eventual changes to be put forward as motions to the congress.

### **Collaboration with external organizations**

SFQ ought to continue developing collaborations with organizations that have similar focus areas. This enables us to exchange experiences, skills, and jointly engage in impact work. The most important focus should be on organizations working in higher education to increase SFQ's potential for influence. However, SFQ needs to increase its knowledge in certain areas, among others is the situation for people who are intersex and how SFQ as an organization can conduct inclusive work with this group in mind. With this in focus, the Board of 2017 has contacted Amnesty International who have the knowledge to teach about the situation for this group.

### **Focus issue: Work and communication**

During 2015, the federal board was divided into an internal group and an external group. Each group had a convener that coordinated with the other group. During 2016, this system was discontinued due to many resignations from the board. In 2017, working groups were established based on who wanted to be involved in what group and what individuals wanted to work on. To



complete the work in the 2018 business plan, the Board should divide themselves into working groups in the beginning of the year, based on the work that is to be carried out.

Since 2016, there has been an economic delegation, which regulates the groups' ability to make financial decisions. This shall be reviewed by the Board at the beginning of the year.

### **External communication**

It is important that SFQ members can keep up to date on what is happening in the federation. It is also important that information about the federation is readily available to those who seek it. For this, well-functioning communication channels such as newsletters, website, Facebook and twitter are needed. These tools should be updated continuously and developed to suit current needs. To maintain the knowledge about these channels, the board needs to see that manuals and login information is kept up to date in the Dropbox. In addition to information about the federation, SFQ's communication channels will also offer visibility to local branches. The majority of all information and communication should be in Swedish and English. The federal board shall actively translate the website and other communication channels into English. Since the congress 2016 the federation also have changed the logotype and added IA<sup>+</sup> to the name. Because of this the webpage need to be reviewed in order to make sure that the name and logotype are updated all over.

### **Focus issue: To make the organisation more known among students and academies**

#### **Marketing for recruiting members**

SFQ ought to regard the value of marketing. This marketing shall be practiced with the aim to increase the amount of paying and active members in ocal branches. The federation have been advertising in the Student Booklet for a while. This kind of marketing does not seem to acquire the goal of gaining members. Instead it seems that help from other organisations and active efforts from local branches as well as the national board is what leads to the desired results.

The national board are to update information materials about SFQ and how one can be active within the federation, this material is to be used by the local branches of SFQ in different contexts. During 2018 a generic digital information material ought to be distributed to student unions, student health



departments and student preasts as well as the federations local branches. This material should be fit to share on social media or printed in order to be placed on information boards at the academies.

### **Project**

From September 2016 until October 2017 the national board have been managing the project *Making Space*. The result of the project should be distributed during events and lectures as well as to eventual collaboration partners. The organisation ought to hold off on seeking new project ideas and should instead put time and effort into completing the focus issues of the year. The federation encourage local branches to initiate projects and might provide knowledge, support and feedback.

### **Meeting places**

For SFQ to be able to spread knowledge, inspire and activate students we need to meet them and be seen where they are: in the college and university environment. Beyond set places this is also festivals, exhibitions and organisation events, both physical and digital. Examples of set places are the local branches of SFQ, which are meeting places for knowledge and inspiration. Examples of temporary meeting places are pride festivals, which are important places to meet other organisations as well as existing and potential members. On those academies that have existing local branches it is their responsibility to be a meeting place, with help from the national board if needed. Academies without a local branch is the responsibility of the national board. SFQ will, together with active members, be represented at pride festivals during the year, and the national board will support local branches who wish to represent the federation at other local events, both those which specifically regards queer issues and events that might be interesting for SFQ because of other reasons.

During 2018 parts of the national board can travel to Almedalsveckan if the board finds it relevant and have the resources to do that.

### **International collaborations**

During 2018 SFQ will keep the membership in IGLYO (International Lesbian, Gay, Bisexual, Transgender, Queer and Intersex Youth and Student Organization), and ILGA (International Lesbian, Gay, Bisexual, Trans and Intersex Association). The board should sent at least one delegate to one international conference/training opportunity during the year. Preferably within any of the mentioned organisations.



The 17<sup>th</sup> of October 2017 a collaboration request was sent to us from the Italian based organisation CEIPES. This collaboration is to be carried out in accordance with the possibilities of the board. More information in the folder *Collaboration CEIPES* within the *Projekt* folder on dropbox.

### **Internal norm criticism**

The national board shall be watchful to norms within SFQ that might decrease and/or estrange persons who support the purpose of the federation and its values. Therefore the national board shall regard ideological uniformity (for example regarding party politics, bodyshape, urban culture, eating habits or other subcultural expressions) and visualize issues about integrity and safety by making consciuos the discussions and speech patterns within the board.

SFQ ought to discuss who the federation actually work for. In this process discussions are important and the federation must reflect on how we talk about the work and how well that corresponds with the purpose and values of SFQ.