

Plan of Operations and Budget 2017

Introduction

The SULF doctoral candidate association, (SDF), is a section within Swedish University Teachers and Researchers, (SULF), which has the mandate to monitor section-related issues. According to the SDF statutes, the Board is tasked to:

- Protect and monitor section members' interests in accordance with SULF statutes and decisions of the Congress or the central union Board
- Conduct membership recruitment
- Carry out advocacy and publicise the activities of the section
- Act as preparatory body for the union Board in section issues
- Keep the union Board informed about the activities of the section

In addition to the statutes, the SDF Plan of Operations is based on the SULF Congress period operational focus, which in turn is based on Vision 2030. The three priority areas for 2016-2018 include employment and careers, education and professional influence. The Plan of Operations is put into practice through the Mission Statement, which SULF and SDF divide into the following four target areas:

- Membership activities
- Recruitment
- Board activities
- Advocacy and opinion-building

Focus for 2017

Of SULF's three priority areas, SDF will, during the financial year 2016/2017, place extra focus on employment and career paths as this is the most important for our members. Vision 2030 states that:

"Working conditions and career paths are equal and support the overall objective of the free search for new knowledge. This means that jobs must be secure, that recruitment is transparent and that it is easy to exchange ideas and experiences and periodically work at other universities in Sweden or abroad, or in other sectors."

Some of the most common problems that doctoral candidates contact us or the SULF helpline about are linked to particular conditions of employment, such as salary, supervisor problems, what happens if you do not finish in time, how unemployment insurance works and what it means to come to Sweden as a doctoral candidate. As far as career paths are concerned, it is important for SDF to continue working for foreign doctoral candidates' opportunities for permanent residency and citizenship in order to be able to stay and work in Sweden after graduation, as well as affording women and men equal opportunities to make a successful academic career.

Membership activities

The overall objectives of SDF membership activities are to:

- Provide relevant information for members about issues concerning doctoral candidates
- Disseminate information to members about SULF and SDF operations
- Provide advice and support for members on union and professional issues

These objectives will be achieved by the following activities:

Newsletter. Send out an e-mail membership newsletter 2 to 3 times per term in English.

Contact Day. Arrange a contact day for (potentially) interested doctoral candidates in April-June. The day will be held in English and be themed. If possible, the Contact Day will also be podcasted. The day will be marketed to members and all local associations must be aware of the event.

AGM. Organise an annual general meeting of representatives at SULF HQ in October or November.

SULF Day. Promote SULF Day on 5 October. The content of the day to be determined by the current Board, but must reflect this year's theme.

Facebook. Regularly update and market our Facebook page with information linked to membership activities, such as the internal SULF website and upcoming events.

Recruitment

The overall objectives of recruitment to SDF are to:

- Increase the number of doctoral candidate members of SULF
- Recruit union officials who are doctoral candidates

These objectives will be achieved by the following activities:

Local recruitment. Visit two local associations at the universities where the membership level among doctoral candidates is low in order to discuss how the local association can reach out to, and support, doctoral candidates.

SULF activities for doctoral candidates. Collaborate with SULF Central Board so that SULF activities for doctoral candidates develop well. SULF, in its Plan of Operations for 2016/2017, stated that it intends to profile itself clearly as a union for doctoral candidates, and that this will be achieved through increased cooperation with SDF.

Benefits. Discuss with the SULF Central Board and/or the SULF HQ how SULF can clarify the advantages for doctoral candidates and discuss possible need for new benefits for different target groups, such as doctoral candidates on stipends.

Information material. Begin work on a starter kit for newly-registered doctoral candidates of foreign origin. Will be available on SULF website.

The Nominations Committee. See to that the Nominations Committee together with SULF and/or previous Nominations Committees write an internal document with guidelines for 1 August 2017 which clarifies the SDF Nominations Committee mandate and contains advice for successful committee work. This document shall be presented at the AGM in 2017. The SDF board shall invite the Nomination Committee to the annual contact day and at least one board meeting during 2017 and should also ask SULF to give support and education to the Nomination Committee.

Language. Strive to provide information and materials about SULF/SDF in both English and Swedish when possible.

Facebook. Regularly update and market our Facebook page with information related to recruitment, information such as membership benefits and local SULF events.

Board activities

The overall objectives of the SDF Board of Directors are in accordance with Section 13 of the SDF Statutes as follows:

- To conduct business in accordance with the section's purpose and take decisions in the matters specified in the section charter.
- To execute decisions taken by the union representatives
- To keep records of cases taken up and decisions made
- To prepare matters to be presented to the representatives' meeting and draw up draft Plan of Operations Budget.

An active and well-qualified Board is required in order to achieve this. These objectives will be achieved by the following activities:

Handover to 2018 Chair and Board. Submit spoken and written information to the forthcoming Chair and perform an evaluation at the final Board meeting to identify what works well and what can be improved for the future Board.

Board meetings. Hold 6-8 board meetings up to the 2017 AGM and produce Minutes of these meetings. At least two Board meetings should cover two consecutive days.

Board training. Undergo the internet-based basic union course (for the board members who understand Swedish).

The Chair will, in accordance with the Board's needs and interests, invite lecturers/trainers in connection with Board meetings for educational purposes.

Leave of absence for trade union duties. Work to clarify the rules that apply for leave of absence for those elected to central trade union positions in SDF by reviewing SULF information on leave for national elected positions.

Contact SUHF regarding their recommendations from 2007 on leave for Chair and Deputy Chair and for a discussion of whether these must be updated.

Facebook. Regularly update and market our Facebook page with information related to Board activities, such as what the current board operations.

Advocacy and opinion-building

Close cooperation between SDF, the Central Board and the SULF HQ is a prerequisite for effective and fruitful work for doctoral candidates. SDF must also work with doctoral candidates involved in the local union and with SULF local associations. Likewise, it is important that SDF works with other organisations on issues specific to doctoral candidates. The overall objectives of the SDF advocacy and public opinion-building activities are to:

- Engage in advocacy and raise awareness of the section's activity by being active in the research policy debate
- Contribute information when requested
- Act as a preparatory body for the Central Board on section issues
- Keep the Board informed on Section activities

These objectives will be achieved by the following activities:

Published material. Publish at least two opinion articles or letters during the year.

Saco Student Council. Collaborate with the Saco Student Council and attend their members' council and chair network to contribute a doctoral candidate perspective.

SFS-DK. Meet the SFS-DK Chair or Board at least once to discuss collaboration on common issues.

Online visibility. Improve SDF's webpage and the overall online visibility.

Social media strategy. Complete an internal strategy concerning how SDF can work with social media, focusing on Facebook.

Video recording. Buying a tripod for mobile phones and a microphone that can be used for shorter video recordings.

Citizenship, residency and registration. Continue efforts to improve foreign doctoral candidates' opportunities for citizenship, residency and registration. Contact the Swedish Migration Board regarding their form where they ask the question "When are you planning to leave Sweden?" And work on opportunities to rephrase this question. Based on the outcome of the meeting with the Swedish Migration Board, continue to work for residence permits that stretch for more than one year.

Highlight the problem of when the doctoral candidates are not issued with a personal registration number and the implications of this.

Facebook. Regularly update and market our Facebook page with information related to advocacy and opinion-building activities, such as the debate articles for which SDF is co-author.

Budget

Target area	Activity	Cost
Membership activities	Newsletter	0
	Contact Day	28 000
	AGM	15 000
	SULF Day	2 000
	Facebook	500
	Total: 45 500	
Recruitment	Local recruitment	6 000
	SULF activities for doctoral candidates	2 000
	Benefits	2 000
	Information material	5 000
	Nominations Committee	5 000
	Language	0
	Facebook	1 000
Total: 21 000		
Board	Handover	0
	Board meetings	60 000
	Board training	8 000
	Leave of absence for union elected positions	0
	Facebook	500
	Total: 68 500	
Advocacy and opinion-building	Publications	0
	Saco Student Council	11 000
	SFS-DK	5 000
	Online visibility	0
	Social Media strategy	0
	Video recordings	1 500
	Citizenship, residence permits and registration (covered by other activities)	0
	Facebook	1 000
Total: 18 500		
	Total:	153 500