



GMA 27-02-2020  
All documents

# Agenda General Member Assembly



**Date:** February 27<sup>th</sup>, 2020

**Time:** 14:00

**Location:** RA 4237

1. Opening
2. Setting Agenda
3. Notifications
  - a. OS-board
    - i. Constitution Drink
  - b. OS-committees
  - c. Study Associations
  - d. Student Union
  - e. University Council parties
    - i. Succession
  - f. Other
4. Minutes
  - a. Minutes GMA 19-12-2019
    - i. Document 20200202
5. To do list

Number	Action point	Deadline
<b>GMA Nov. 01</b>	<b>All associations:</b> Discuss with your boards and Kick-In committees on how you plan to reach the goals that are set by the UT	<b>Feb. 27<sup>th</sup></b>

6. Secretarial Half-year Report – *for approval*
  - a. Document 20200203
7. Financial Half-year Report – *for approval*
  - a. Document 20200204
8. Alcohol Policy – *presenting*
  - a. Document 20200205
9. Year Planning – *presenting*
  - a. Document 20200206
10. Board Change – *for approval*
  - a. Dis-Charging Ramon Oppers
  - b. Charging Ruben Bos
11. Charging UTEA Committee member
12. OS projects besides Policy Plan 19-20
13. Third FocOS group
14. Upcoming topics
15. A.O.B.

- 16. To-do list resumé
  - 17. Closing
-

## Minutes GMA Organisation of Study associations

Date, time: 19 December 2019, 14:00

Location: CR 3H



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<b>Present</b>	Jana Bergmann (OSb 2019-II) Niels Roosenschoon (OSb 2019-II) Ramon Oppers (OSb 2019-II) Daniela van Meggelen (OSb 2019-II) Daan Peters (OSb 2019-II) Rik Seelen (OSb 2019-II) Ruben Bos (cOSb 2020-I) Daan Kampherbeek (Activism grants Committee) Anouk van Daatselaar (Study Tour Committee) Sjoerd Bruggenwirth (Student Union) Laura Harks (De Ambitieuze Student) Wouter Bolhuis (De Ambitieuze Student) Ivo Bruijl (UReka) Linda ten Klooster (W.S.G. Abacus) Imke Nijenbanning (S.V. Arago) Jelle von Mil (S.V. Arago) Ward Huijskes (S.A. Astatine) Klára Latta (S.A. Atlantis) Marnix Botter (S.A. Communiqué) Mira Kumar (S.A. Communiqué) Marit Lambers (ConcepT) Dagmar Tjalsma (S.G. Daedalus) Maarten Smit (S.G. Daedalus CB) Layla Islam (Dimensie) Kevin Witlox (I.C.T.S.V. Inter-Actief) Joep van Manen (W.S.G. Isaac Newton) Seija van Lochem (S.V. Paradoks) Maartje Huveneers (S.A. Proto) Lars Essenstam (E.T.S.V. Scintilla) Merel Ensink (Sirius) Alina Ritter (S.V. Stress) Florian Helfrich (W.T.S. Ideefiks) Ryan Wakamiya (Komma) Rolf van Kleef (Stichting Inter-Actief Personal Computing) Jamie Jellema (Stichting Inter-Actief Personal Computing) Ruben Uineken (Supervisory Board Student Union) Thyne, Saturk, Rick (University Innovation Fellows)
<b>Chair</b>	Jana Bergmann (OSb 2019-II)
<b>Secretary</b>	Niels Roosenschoon (OSb 2019-II)



## 1 Opening

*Jana (OSb) opens this General Members Assembly.*

14:02

## 2 Setting the agenda

Jana (OSb): An extra agenda point dealing with the evaluation of OS keg survey will be addressed this meeting.

*The agenda is adopted without changes.*

## 3 Notifications

Niels (OSb):

- Alembic authorises Paradoks to speak and vote on their behalf.

### 10 3.1 OS board

- OS Candidate board-member

Jana (OSb): The association which the delivers the ET representative alters each year. This year it was the turn of Newton to deliver a candidate board member. Ruben (cOSb): Hello everybody. I am Ruben currently I am the internal affairs of Newton and I will succeed Ramon. That's it.

- Alumni Discussion – status

Daan (OSb): There were a lot of comments on what people are planning and what they are doing. We heard a lot about how alumni associations are organized and how they organize events. From the Alumni office, Arianne Colenbrander was also there, she helped by providing some extra ideas. The minutes will be sent next week.

- Influx of students - status

Jana (OSb): We will come back to this after the vacation. Then I will have more information.

- Update ERO courses

Jana (OSb): A new document showing who is eligible for the courses can now be found on the OS website under important document.

### 3.2 OS committees

### 3.3 Study associations

Dagmar (Daedalus): I brought someone who wants to introduce himself.

Maarten (CB Daedalus): I am Maarten the kandi chairman of SG Daedalus. I met some of you already otherwise we will still plan a coffeetate.

Kevin (Inter-Actief): You all know the drill: Tonight, 17:30, chairman outing. Be there or be square.

### 3.4 Student Union

Sjoerd (SU): We are working on the activism recognitions. We are cooperating with the UT and Serve (behind Canvas etc.) to introduce edubadges. These are online certificates that act as an extension to the physical ones, moreover they will likely also be for part time boards. This is still an ongoing project.

- Update on Activism Recognition



### 3.5 University Council parties

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Ivo (UREka): First an update on the University Council. The University Council accepted the budget with an interesting commitment concerning student influx. The Executive Board is committed to identify instruments that can be used to influence increasing student number and safe guard a well balanced student population related to the UT vision and mission in the coming year.

45

Also, UReka will organise a well-being event after the holiday. It will take place on the 15th of January, at 19:30 at the Vestingbar. If you want to let your voice be heard, be there. The first round of drinks is on UReka.

Laura (DAS): DAS posed questions regarding the national debate about English as the primary language of the UT and the role of dutch at the university. This discussion will be continued next meeting. We will keep you up to date about that. Next to ER we will talk about the long-term strategic housing plan. Also we will the discuss the effect of the large influx of students on the facilities of the UT.

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Kevin (Inter-Actief): A while ago UReka send an email about making an inventory of study places. Is there any update on that?

55

Ivo (UREka): Not yet, we are still discussing that with various parties.

Dagmar (Daedalus): Can you keep us up to date about the discussions concerning the influx of students?

Ivo (UREka): Yes I will, I will also stay in contact with Jana about this.

Rolf (IAPC): I also have a "candidate" chairman with me.

60

Jaimie (IAPC): Hello, I am the new chairman of IAPC.

### 3.6 Other attendees

UIF: We are working on a new CampusApp. Currently the app is aimed at new students to welcome them and to give them information. We want to change the app to an app which is useful to all students. It should contain events of the UT, web-room-booking, as well as integrate events from study/sports/culture associations. In short, it should provide a good overview of everything that is going on at campus.

65

We also made a survey to see what exactly students want/need. We already spread it through our channels. Our question to you as associations is to spread this survey among your students. We want to get around 500 responses to have sufficient data on what students want. What are your thoughts?

70

Marit (ConcepT): Can you send a link? And what is the deadline?

UIF: Not really a deadline but propably around a week after the holiday.

Ryan (Komma): Good idea, what would the feed include other than events?

UIF: Mostly events but maybe also UT news. Actually anything useful, we are not sure yet but we hope to get that from the questionnaire.

75

Maartje (Proto): You already mention that there are a lot of different sources from the university, are you gonna incorporate things like canvas and schedule so you have less apps?

UIF: Timetable is already included, canvas is difficult but we will see what we can do.

Jana (OSb): Who are you in contact with within the UT?

80

UIF: Innovation Fellows and communication and marketing

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### 4 Minutes

4.1 Minutes GMA 28-11-2019 (Document 20191202)

Niels (OSb): First of all the date, I will change that.

85 Dagmar (Daedalus): Three question marks what is it?

Kevin (Inter-Actief): Just study trips judging from the context.

*The minutes of the GMA of 28-11-2019 are approved.*

Decision

### 5 To-do list

Number	Action point	Status
GMA Nov.01	<b>All associations</b> Discuss with your boards and kick-in committees on how you plan to reach the goals that are set by the UT	ongoing
GMA Nov.02	<b>OSb 2019-II</b> Contact the KIC about the correct tables	fulfilled

### 6 SRC Budget 2019 – for approval

90 Jana (OSb): This was already send. comments form SRC?

Anouk (SRC): There are two changes. The amount of participant from Newton should be different. There was also something about Stress. I think Niels knows more?

Niels (OSb): The subsidy they were eligible for was changed from high level to mid.

Marit (ConcepT): The name of out trip is not in there yet.

95 Lars (Scintilla): The document states 2019 instead of 2020.

6.1 Document 20191203

*Document 20191203 is approved.*

Decision

### 7 Distribution Activism Grants Category 1-4, 2019 – for approval

100 Jana (OSb): This proved to be a little more difficult than we thought. In the beginning we got a relatively high level of grants, but not everything is final yet so the current distribution is made based on 200 grants. This might still change to 220 or even 240 meaning that each symposium, study trip and business course will receive an extra grant. Any questions?

Marit (ConcepT): From some of the names I cannot tell what it is about.

Merel (Sirius): We went to the European Parliament so I would say that is also educational.

105 Jana (OSb): There are more requirements than that. However, if you think you deserve to be in the category, you can send objections.

Alina (Stress): Maybe it is an idea for next year to have a more elaborate document on these type of decisions so the future chairmen can understand. So they can advise their committees beforehand.

110 Jana (OSb): It should already be very clear, but I will try to make it clearer still.

Daan (ABC): The requirements for category 1-2-3, are quite clear. The proofs however are not always written clearly or towards the requirements. If that is done better, they are easier to assess. However if you feel like the model needs to be changed that can be done by the GMA.



Jana (OSb): I will give some examples: Astatine has a week-long trip to different cities in Europe during which they visit companies, Stress organised a big business course, the trip of Daedalus has high percentage of business activities next to the education as well. So like I said, it is not just about education. 115

Marit (ConceptT): I think that Milanocom is vague so then maybe the name could be changed to the type of trip instead, for example Europe- or business trip.

Ryan (Komma): there is no formalized way to make the proofs. What do the documents entail? 120

Jana (OSb): The proofs were sent in November; there is no formalized form. This is difficult as each trip has a different format.

Ryan (Komma): Maybe the ABC could make an overview so other associations know what the trip is about.

Jana (OSb): That would increase the workload of the committee, and I am not really sure if it is useful. (to ABC) Do you think it would make sense? 125

Daan (ABC): I think it could be useful.

Jana (OSb): Do you agree to put make a table showing which requirements were met by each activity?

Kevin (Inter-Actief): I do not agree with increasing the workload of the ABC. The activism model is quite clear. It has three categories concerning what type of trip a trip can be. Just state what it is according to these categories and it is clear. 130

Mira (Communiqué): Providing that proof is maybe a bit too transparent. It is still kind of your own information which you do not want to give away to other associations. So I am not sure about that. I also think if people want more information they can send you an email for more info. 135

Jana (OSb): Yes, you can always do that. Some associations do that already.

Dagmar (Daedalus): Can you give an indication on when there is a decision on this? (about giving more grants to an activity with a more educational value). And are we as Daedalus included in the discussion? 140

Jana (OSb): Only if the proof is still not clear.

Dagmar (Daedalus): Should I send more then?

Jana (OSb): Only if we ask.

7.1 Document 20191204

## 8 Inventory Activism Grants Category 1-3, 2020 – for approval 145

Jana (OSb): We can discuss this now but we will probably still get more grants. We do have to make a decision if we want to give every event another grant or first the larger ones like ONCS etc. 2 grants and then the rest one.

Joep (Newton): Is it an idea to give the extra grants to the symposium committees?

Jana (OSb): That is only possible if all symposium grants can be increased by one. The same goes for the Europe trips. 150

Jana (OSb): We have two different proposals that I want to vote between:

Option A: Fill up category 4 giving Ideefiks 6 grants and granting every other association following the priority list 1 grant until no grants are left.



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- 155 Option B: Granting Ideefiks 6, Alembic and Arago each 2 because they had larger activities with a national impact and then filling up each activity with 1 grant until no grants are left.

So lets choose between the two proposals.

Ward (Astatine): Why would Arago en Alembic get 2 extra grants and not just 1 extra grant.

- 160 Jana (OSb): In my opinion both Arago and Alembic should both get an extra grant for their efforts. Although if there are not enough then Arago would receive just one because Alembic has a higher workload than Arago.

Dagmar (Daedalus): If you give an extra grant to Arago will there still be enough to give everyone else one as well?

Maartje (Proto): Can't you just give all study trips one extra grant then?

- 165 Jana (OSb): In theory yes, but that is only possible if we can give every study trip another grant otherwise it is not fair.

Dagmar (Daedalus): Just go through the list, give Arago 2 add then see what is left.

Vote:

Proposal A:

- 170 11 votes

Proposal B:

4 votes

Blank:

2

### 175 *Proposal A is chosen*

**Decision**

8.1 Document 20191205

Jana (OSb): This does not have a lot of impact on what you guys will receive. But a quick summary of what you should know: If we get 486 grants, all categories are filled, and the Stress study tour was adjusted to a middle size one. This was done in accordance with Stress.

- 180 Are there any objections about the proposed distribution?

Dagmar (Daedalus): What exactly was going on with Stress or did I miss that?

Jana (OSb): There was a discussion about whether it is a large or a middle study tour because they did not have enough working days it was then decided to change it to a mid size study tour.

- 185 Seija (Paradoks): Will an overview of the projected grants be sent later?

Jana (OSb): It will be sent to you and uploaded on the website once it is final.

*Document 20191205 is approved.*

**Decision**

## 9 Finances KIOSK 2019 – for approval

Jana (OSb): Daniela, can you give us an update please?

- 190 Daniela (OSb): On the total overview, the costs for fruit and water should be about 30 euros less. Furthermore, regarding the invoice we had to pay to the KIC. We have paid 30 euros more



than we should (as you can see in the second overview), but we are still talking to the KIC about this.

Jana (OSb): Any questions?

Maartje (Proto): Why did the fruit and water cost less?

195

Daniela (OSb): Because of satiegeld.

9.1 Document 20191206

**Decision** *Document 20191206 is approved.*

## 10 Charging UTEA Committee 2020

**Decision** *Jeanine ter Horst, Laura Janssen, Danique Lummen are charged into the UTEA committee of 200 2020*

## 11 Facility Market February

Jana (OSb): We tried to fill in for all associations during the facility market this summer. We will do that again during the winter kick-in, so if you have documents or information you would like us to tell the students, please send it to us.

205

Layla (Dimensie): Is what we send to you more for you as a backup or is it a slideshow?

Jana (OSb): It is more for us, so it should also be understandable for us. We will still remind you later to send information.

## 12 Third FocOS Group

Jana (OSb): The GMA of January will be changed to a FocOS group. It will be about mental 210 health. We will be giving information about dealing with mental health problems. Also, we are trying to arrange a large room so other board members can join as well. Do you like that idea?

## 13 OS kegs

Ramon (OSb): I made a graph of the last five years. I added up all kegs that associations put in. The amount of was kegs associations threw in during activities was not distributed equally 215 of all associations. This also was the main reason to do the survey.

13 associations filled in the survey. Please fill it in if you have not done that yet! So far the results were almost 50/50 so your opinion matters!

Layla (Dimensie): Is it also considered in this overview of kegs thrown in that maybe not all associations were present? Because if an association is not there then it's logical that they don't 220 throw in a keg.

Ramon (OSb): No I did not do that, I just added all the kegs together.

## 14 Upcoming topics

## 15 Any other business

Marit (ConcepT): I have a question about the distribution of grants. When total amount of 225 grants is know, will the current version of the division be made final?

Jana (OSb): Yes, but the only difficult part is category 4. So that will still be up for discussion if people find mistakes.

Marit (ConcepT): Could you provide us with a time frame?

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230 Ramon (OSb): The 6th of January the distribution over all umbrellas has to be known. So then we know the final result of how many grants we get.

Jana (OSb): Then hopefully within a week the committee can make any adjustments if needed.

Sjoerd (SU): This afternoon I got an email from ISO, the profiling fund of the UT will be looked at. This also means that the amount you guys get from the profiling fund will be evaluated.

235 Do people have problems with the profiling fund? (additional criteria, etc) Please let me now.

Kevin (Inter-Actief): What exactly is this?

Sjoerd (SU): The entire FOBOS policy. You can also receive grants because of being involved in high level sports/culture, or because you are sick for a long time.

Layla (Dimensie): Where can we find documents about this?

240 Sjoerd (SU): Those are posted on the UT website. If you think the amount of money people get is way too low or the rules are too vague then we can discuss this.

### 16 To-do's and decisions resume

#### 16.1 To-do's

Number	Action point	Deadline
GMA Nov.01	<b>All associations</b> Discuss with your boards and kick-in committees on how you plan to reach the goals that are set by the UT	a.s.a.p.

#### 16.2 Decisions

- 245
- **GMA Oct.01** The minutes of the GMA of 28-11-2019 are approved. (page 4)
  - **GMA Oct.02** Document 20191203 is approved. (page 4)
  - **GMA Oct.03** Proposal A is chosen (page 6)
  - **GMA Oct.04** Document 20191205 is approved. (page 6)
  - **GMA Oct.05** Document 20191206 is approved. (page 7)
- 250
- **GMA Oct.06** Jeanine ter Horst, Laura Janssen, Danique Lummen are charged into the UTEA committee of 2020 (page 7)

### 17 Closing

*Jana (OSb) closes this General Members Assembly.*

14:54

# Secretarial Half-year Report 2019-2020

## Introduction

Half a year has already passed where the board has enjoyed getting to know each other and getting to know the associations. During these six months, most of the policy plan has been realised. The first two FocOS groups were held where interesting insights were shared about how to deal with alumni and the increasing influx of students. More effort has put into the visual identity of OS, to let others know what we actually do as an umbrella. Opinions on the current keg system at OS events have been gathered and evaluated.

All in all, the board loved to represent all the study associations for the past half a year and is looking forward to do so for the upcoming six months. This time, with a new ET representative, who brings new positive motivation to the group.

In this report, the board reflects on the policy plan that was made at the beginning of the academic year.

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# Structure of the Board

Function	Name
Chair	Jana Bergmann
Secretary & Treasurer	Niels Roosenschoon
Faculty Representative ET (CTW)	Ramon Oppers
Faculty Representative EEMCS (EWI)	Daniela van Meggelen
Faculty Representative BMS	Daan Peters
Faculty Representative S&T (TNW)	Rik Seelen

## 1. Reconstruction

Many structures that are prevailing within the sector study are already quite progressive compared to other umbrellas. Nevertheless, the Board of 2019-2020 thinks that it is important to further advance each aspect that shows potential for further improvements. Therefore, the faculty pre-meetings and ICOS meetings, as well as the visual identity, with focus on the website, have undergone and will undergo subsequently explained changes and updates. Furthermore, the Board has created an elaborate year planning which is accessible to all study association boards through the OS website.

### 1.1 Pre-Meetings

The Board wants to standardize their meetings so that they have a unified structure.

**Reason:** During the last year(s), the standard form of pre-meetings slowly disappeared. This had led to an inconsistency in discussed topics which led to less information sharing than desirable.

**Status:** All conducted meetings are standardized up to the point that is possible; meaning that OS-wide agenda-points are all discussed in the same manner. This is done by cross-checking the agenda's of the faculty representatives and discussing the 'to-be-discussed' agenda-points in our own board meetings. In the coming month(s) we will re-evaluate the standard agenda with the new ET board members to see if points should be changed.

### 1.2 ICOS

The Board aims to enhance the potential of monthly ICOS meetings with respect to its structure and level of engagement.

**Reason:** During the academic year of 2018-2019 board members criticised that due to the imbalance between the need to discuss certain matters related to internationalization

and the density of meetings, the usefulness of ICOS meetings decreased over the year. During the last two ICOS meeting of 2018-2019, that issue was discussed and put to a vote, which lead to the decision to continue the ICOS meetings but reducing the number of meetings.

**Status:** During three meetings which took place in September, November and January, the participating boards had the chance to share their experiences and concerns and discuss specific issues. To make the aim of ICOS more concrete, four main pillars have been chosen to be relevant for the rest of the year. The main focus will be on the organization of a culture fair, in which the majority of study associations will take part. Besides that, ICOS will try to provide constructive feedback for the Kick-In, support the Student Union with a potential strengthening of the Buddy system and together with UReka will look into opportunities of a minor dedicated to learning the Dutch language. Finally, a meeting will be organized to discuss the content of an advising document for the use of ICOS in upcoming year(s).

### 1.3 Visual Identity

The Board wants to focus more on the (social) media so associations and their members have more insight in what OS can do.

**Reason:** The website is currently functional, but not well-known, both outside of and within the sector study, although it is a very central platform to place information relevant for all study associations. Furthermore, it is not always clear to associations what OS exactly is doing and how they can provide aid for them.

**Status:** As Facebook's popularity is decreasing, especially amongst the new students, we have created an Instagram account. On both Instagram and Facebook, we will post relevant topics and events where OS is present. Lastly, we would like to remind the associations and other OS-related parties that you can ask us to post and share information about study-related events or happenings. We will look into options to be more active on social media during the second half of the year.

### 1.4 Year Planning

At the beginning of the academic year, study association boards will be given an indication of the approximate time frame in which GMA topics will arise and events will take place.

**Reason:** Currently, the OS websites presents important dates of events, GMAs and other momentums. It delivers a good overview about upcoming OS activities and conveys the dates of certain brother activities that can be valuable for fellow study association boards. The Board of 2019 - 2020 would like to additionally inform about upcoming GMA -, FocOs group- (see Policy Point 2.) and pre-meeting topics.

**Status:** The year planning has been created in the beginning of the academic year, sent to all associations and uploaded on the website. Most dates remained accurate and changes have been announced during GMAs or via email contact. For the second half of

the year, the planning will be updated and adjusted at least once. The usefulness of such a planning will be evaluated at the end of the year.

## 2. FocOS Group

One focus group session will be organized per module to discuss matters that concern many or all associations more in-depth than it can be done during the OS GMAs.

**Reason:** Usually all topics that concern several associations can be either discussed during the pre-meetings or during the OS GMAs. However, both momentums are usually limited in time, to discuss urgent matters and therefore do not leave a lot of space for elaborate discussions. Additionally, during the OS GMAs a rather formal atmosphere is prevailing, which might keep Board members from speaking up or diving deeper into certain discussions. The atmosphere during the pre-meetings is less official but is limited in the sense of diversity of associations. Within each faculty, different problems might occur but also solutions for or ideas about specific topics might vary.

**Status:** The first 2 FocOS Group sessions have been organized. These were about Alumni and the Influx of students. In the sub-chapters, these sessions are further elaborated on.

### 2.1 Sustainability

Organise a moment to discuss the possibilities for a more sustainable association.

**Reason:** Sustainability is a hot topic nowadays. Last year, some study associations felt the need to discuss certain topics about sustainability during the OS GMA. Therefore, it is assumed that there is a need to discuss 'sustainability' in a more extensive way.

**Status:** The sustainability FocOS Group session did not take place yet. The prevailing idea is to make it take place in March and combine it with a small workshop/presentation provided by the student association Sustain. A survey has been send out on behalf of OS and Sustain to prepare for that session. The two boards are currently discussing potentially concrete plans for a feasible structure and execution.

### 2.2 Mental Health

The Board wants to spread awareness for the Red Desk (SACC), psychologists, and other forms of mental support.

**Reason:** As the pressure on students is only increasing and the burnout rates are higher than ever, it is very important to make them aware of the possibilities of mental support that are present here at university.

**Status:** At the moment of writing, the first steps for organizing this FocOS session have been taken. An e-mail is send to the SACC (the Student Affairs Coaching & Counselling), where also the Student Psychologists are working. The session is planned to be organized in April, and will contain 2 different subtopics. The first topic is: "What can



*we do as a Board, if someone from our Board has struggles?” The second topic is: “What can we do as a Board, if we see a member of our association has struggles?”*

## 2.3. Alumni

Initiate discussions with respect to alumni (associations) across different faculties.

**Reason:** Many boards are facing struggles to get in touch with Alumni or at least prompting those alumni to remain active. At the same time, the university and faculties are expecting the study associations to bridge the gap between alumni, current students and the programme.

**Status:** Due to some miscommunication, the minutes were distributed quite late. Nevertheless, we think that it was a nice opportunity for the associations to learn from each other. An additional benefit was the presence of Arianne Colenbrander from the alumni office. Both the study associations and the alumni office were able to learn from each other.

## 2.4. Influx of students

Gather data about the influx of students and present the outcome to the study associations.

**Reason:** For years has the influx of students not only affected, the student life and study atmosphere within the university, but also at other academic institutions of the Netherlands. The number of students in the coming years is expected to increase further and thereby the associated consequences (inefficient room scheduling, insufficient student housing, overcrowded campus facilities). It is not the task of study associations to regulate this influx but due to the fact of being directly affected by it, they might have to adjust to the circumstances.

**Status:** The FocOS Group session dedicated to the discussion of the Influx of students has taken place. Representatives of UReka and DAS have attended that session to inform the University Councils and brought the topic up to the Executive Board in written and verbal form. Furthermore, after study association boards and independent students have been asked for input, employees of relevant departments, such as the University Council, several positions within CES and SAS, several positions within Marketing and Communications including the Alumni Office, several positions within Campus and Facility Management and each faculty, have been inquired and the information gathered in a document which is being presented to the Executive Board. Two meetings have already taken place to discuss the matter with members of the Executive Board and another one is taking place to discuss more concrete steps, which could be taken on the short term and on the long term. We will continue collaborating with the Student Union and the University Councils on this topic, also with respect to the effect of internationalization of the UT.

## 2.5. Attention towards smaller associations within OS

The Board wants to include and engage the smaller associations within OS more.

**Reason:** These associations are often more on the background and possibly forgotten by other associations whenever big activities are being organised. As they are also a significant part of OS, the Board wants to focus on them to integrate with other associations and be more actively present.

**Status:** Smaller boards, especially within the BMS faculty, have proven to be a challenge to integrate, due to their board members often being part-time. As their time is limited, it is understandable that they are not as active as other boards in the many events there are. However, these associations should not be forgotten. We are focusing on representing these associations as good as possible during for example discussions with the Student Union about activism grants and recognition. The Focus Group aiming at finding solutions to integrate those associations, as well as looking into ways to facilitate the ET faculty to connect with others more easily after their board change in February will still take place at a later stage in the year.

## 3. Integration

Working together, you can achieve a lot more. That is why it is very important for the boards of different study associations to get to know each other. To achieve this, The Board is taking a look at how OS can accommodate the networking amongst brother associations.

### 3.1 OS-Cup - Restructuring

Make the OS-Cup (visible on the OS website under “Important Documents”) more open and likable to all associations.

**Reason:** The OS-cup is a way to stimulate integration by handing out points for doing things with or at other associations. While the goal of this competition is clear and very nice, not every association participates actively in this.

**Status:** Associations have been quite active in showing the Board what they are doing to gain OS points. These are mostly for fun and social activities, but some other (more serious) topics are also being participated in. It is not certain whether the OS-cup actually invited board members to do certain activities more, but it is nice to see how much the board members and their associations are integrating with each other.

## 3.2 OS - Kegs

The “Throw in a keg”-system will be evaluated on, to see what most associations prefer.

**Reason:** During the past years, during the OS activities, OS throws in a keg first, and afterwards other boards can throw in a keg. According to our opinion, this could lead to high financial costs for smaller boards, while they are ‘forced’ or at least feel they are ‘forced’ to throw in a keg as boards. Another problem that appears is that there are associations that do not throw in a keg often, so they only ‘profit’ from the kegs of other associations.

**Status:** First, an investigation of the “thrown-in kegs” in the last years is made. The anonymous division is shown in figure 3.1. This is the division of all the kegs thrown in over the last 5 years. However, there is no factor used to compare with attendance of associations. As can be seen, there is a lot of difference between different associations.

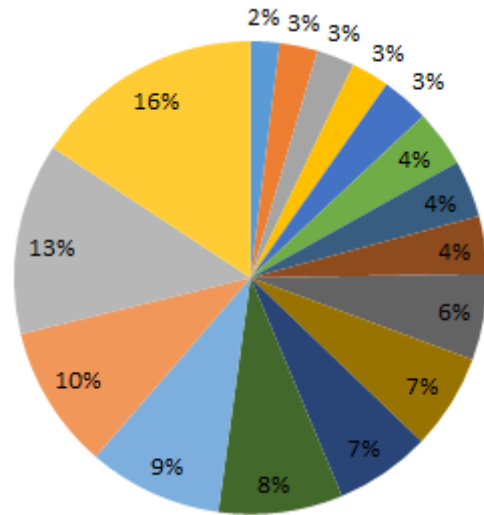


Figure 3.1 Division of kegs during the last 5 years

In order to investigate if the current system is still appropriate, a survey is send around all associations. 14 associations did fill in this survey and the result is that the majority of the associations is in favor of this system (57%). Therefore, it is decided **to not change** the system. However, a very useful remark is that Boards should inform their Candidate-Boards about the system, so that expectations become clearer.

## 4. Representation

Study associations are there to represent the students. OS is there to represent all study associations. This is especially important for the new students.

### 4.1 Freshmen

The Board will be serving as an information source representing all study associations towards freshmen.

**Reason:** Most of the time it is impractical to let all study associations be present at an informative event for students. Letting OS be there instead, The Board can represent all study associations as every faculty has their representative and have one central point of contact.

**Status:** OS was present on the facility market of both, the normal Kick-In, as well as the Winter Kick-In, to represent all study associations. In case of the latter, the board also requested all study associations to provide them with some information about their

association so that OS can represent them even better. It works well in the sense that new students have one central spot to go to, instead of 19 different stands. For board members, it is also nice that they don't have to stay at the event for a whole day to answer only a few questions. It seems like a more efficient system.

## Committees and Responsibilities

Committee	Responsible Board Member
Activism Grants Committee (AC)	Jana Bergmann
Alcohol Umbrella Committee	Ramon Oppers
Audit Committee	Niels Roosenschoon
Convention of Education Officers (CEO)	Daan Peters
External Affairs Assembly (EA)	Rik Seelen
Internationalisation Committee (ICOS)	Jana Bergmann
Kick-In Organisation of Study Associations Committee (KIOSK)	Daniela van Meggelen
Study trip Committee (SC)	Niels Roosenschoon
University of Twente Educational Award (UTEA)	Rik Seelen

Responsibility	Responsible Board Member
BHV/IVA	Daan Peters
FOBOS	Ramon Oppers, Niels Roosenschoon
GalOS	Daniela van Meggelen
ICT/Website	Daniela van Meggelen
Student Union Meetings	Jana Bergmann
Umbrella Meetings	Daan Peters, Jana Bergmann

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**Document 20200204 Erratum**

Semi-Annual Financial Report 2019-2020

Organisation of Study associations

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This document illustrates the state of affairs of the OS after the first half year of 2019-2020. This overview represents the time frame from the 1<sup>st</sup> of August, 2019 until 31<sup>st</sup> of January, 2020.

## 1. Balance sheet 01-08-2019

Below, the balance sheet of the Organisation of Study associations at the 1<sup>st</sup> of August 2019 is shown.

Balance Sheet 01-08-2019			
Assets		Liabilities	
Rabobank bank account	€ 426.58	Equity	€ 5,754.49
Rabobank savings account	€ 57,103.85		
		General SRC Reserve	€ 9,796.45
		SRC 2019 Reserve	€ 41,445.00
Debtors	€ -	Creditors	€ 9.01
Stock	€ 1,147.90		
To receive amounts	€ 1,093.50	To be payed amounts	€ 1,103.32
		Provisions	€ 900.00
		Board initiatives	€ 763.56
Total	€ 59,771.83	Total	€ 59,771.83

## 2. Balance sheet 31-01-2020

Below, the balance sheet at the 31<sup>st</sup> of January 2020 is shown.

Balance Sheet 31-01-2020			
Assets		Liabilities	
Rabobank bank account	€ 432.52	Equity	€ 5,754.49
Rabobank savings account	€ 51,388.85		
		General SRC Reserve	€ 9,796.45
		SRC 2019 Reserve	€ 38,057.83
		SRC 2020 Reserve	€ -4,692.00
Debtors	€ 695.12	Creditors	€ 4,864.17
Stock	€ 1,047.37		
To receive amounts	€ 71.54	To be payed amounts	€ 260.00
		Provisions	€ 500.00
		Board initiatives	€ 502.35
		Result	€ -1,407.89
<b>Total</b>	<b>€ 53,635.40</b>	<b>Total</b>	<b>€ 53,635.40</b>

### 2.1. Debtors

Debtors as of 31-01-2020			
Debtor	Amount	Since	Status (19-02-2020)
Astatine 1 keg OS BBQ 2019	€ 83.14	30-01-20	Contacted
Student Union 1 keg OS BBQ 2019	€ 83.14	30-01-20	Contacted
Sirius 1/2 keg OS BBQ 2019	€ 41.57	30-01-20	Contacted
Dimensie 1/2 keg OS BBQ 2019	€ 41.57	30-01-20	Contacted
Komma 1 keg OS BBQ 2019	€ 83.14	30-01-20	Contacted
Stress 1 keg OS BBQ 2019	€ 83.14	30-01-20	Contacted
Paradoks 1/2 keg OS BBQ 2019	€ 41.57	30-01-20	Contacted
Inter-Actief 2 keg OS BBQ 2019	€ 166.28	30-01-20	Contacted
Communique 1/2 keg OS BBQ 2019	€ 41.57	30-01-20	Contacted
Osborne transfer dinner 2019	€ 30.00	13-11-19	Partially paid
<b>Total</b>	<b>€ 695.12</b>		

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## 2.2. Stock

Stock			
Stock item	Amount	Current value	
Board ties	58	€	769.72
OS Hourglasses	75	€	277.65
<b>Total</b>		€	1,047.37

## 2.3. To receive amounts

To receive amounts			
Description	Amount		
Unknown Association 1/2 keg OS BBQ 2020	€	41.54	
Too high invoice KIOSK 2019	€	30.00	
<b>Total</b>	€	71.54	

½ keg is unaccounted for. It is, right now, unknown who offered the keg however this will most likely be found out before the end of the year. The small difference in price with the other kegs mentioned under 2.1 *Debtors* is most likely due to rounding errors.

The invoice for KIOSK 2019 was €30 too high. After contacting the Kick-In committee it was decided that this amount will therefore be subtracted from the invoice of KIOSK 2020.

## 2.4. Creditors

Creditors				
Creditors	Amount		Since	Status (19-02-2020)
Study Tour committee-drink	€	147.17	02-12-19	Paid
SRC Newton 2020 part 1	€	4,692.00	28-01-20	Paid
OS Prom lights photobooth	€	25.00	07-11-19	In contact
<b>Total</b>	€	4,864.17		

## 2.5. To be paid amounts

To be paid amounts	
Description	Amount
Estimated costs Codices CantOS	€ 100.00
Arago tent OS BBQ	€ 30.00
Benches Astatine	€ 30.00
OS GMA drink December	€ 100.00
<b>Total</b>	€ 260.00

## 2.6. Provisions

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Provisions	
Description	Amount
KIOSK 2020	€ 500.00
<b>Total</b>	<b>€ 500.00</b>



### 3. Preliminary result 2019-2020

This table illustrates the expenses until Q2, the prognosis for Q3 and Q4, as well as the expected result of 19-20.

Budget Organisation of Study Associations 2019-2020			Result until Q2		Prognosis Q3 and Q4		Prognosed result 19-20	
Description	Debet	Credit	Debet	Credit	Debet	Credit	Debet	Credit
<u>Organisation</u>			<u>Organisation</u>		<u>Organisation</u>		<u>Organisation</u>	
Telephone and printing costs	€ 25.00	€ -	€ -	€ -	€ 25.00	€ -	€ 25.00	€ -
Bank charges	€ 150.00	€ -	€ 58.03	€ -	€ 91.97	€ -	€ 150.00	€ -
Book contract	€ -	€ 5,000.00	€ -	€ -	€ -	€ 5,000.00	€ -	€ 5,000.00
Accounting software	€ 137.94	€ -	€ -	€ -	€ 137.94	€ -	€ 137.94	€ -
Server	€ 6.40	€ -	€ -	€ -	€ 6.40	€ -	€ 6.40	€ -
Board liability insurance	€ 60.50	€ -	€ 60.50	€ -	€ -	€ -	€ 60.50	€ -
Interest	€ -	€ 2.30	€ -	€ 5.00	€ -	€ -	€ -	€ 5.00
Board transfer	€ 150.00	€ -	€ -	€ -	€ 150.00	€ -	€ 150.00	€ -
Room inventory	€ 20.00	€ -	€ -	€ -	€ 20.00	€ -	€ 20.00	€ -
<b>Sub total</b>	<b>€ 549.84</b>	<b>€ 5,002.30</b>	<b>€ 118.53</b>	<b>€ 5.00</b>	<b>€ 431.31</b>	<b>€ 5,000.00</b>	<b>€ 549.84</b>	<b>€ 5,005.00</b>
<u>GMA</u>			<u>GMA</u>		<u>GMA</u>		<u>GMA</u>	
Theme Activities	€ 200.00	€ -	€ -	€ -	€ 200.00	€ -	€ 200.00	€ -
Drinks	€ 800.00	€ -	€ 251.00	€ -	€ 400.00	€ -	€ 651.00	€ -
Constitution drinks	€ 1,000.00	€ -	€ 642.75	€ -	€ 357.25	€ -	€ 1,000.00	€ -
<b>Sub total</b>	<b>€ 2,000.00</b>	<b>€ -</b>	<b>€ 893.75</b>	<b>€ -</b>	<b>€ 957.25</b>	<b>€ -</b>	<b>€ 1,851.00</b>	<b>€ -</b>
<u>Activities</u>			<u>Activities</u>		<u>Activities</u>		<u>Activities</u>	
New year activity	€ 800.00	€ -	€ -	€ -	€ 800.00	€ -	€ 800.00	€ -
KIOSK 2020	€ 500.00	€ -	€ 54.02	€ -	€ 462.47	€ -	€ 516.49	€ -
End of the year-BBQ	€ 1,200.00	€ -	€ -	€ -	€ 1,300.00	€ -	€ 1,300.00	€ -
Faculty activities	€ 400.00	€ -	€ -	€ -	€ 400.00	€ -	€ 400.00	€ -
OS Prom	€ 255.00	€ -	€ 246.06	€ -	€ 8.94	€ -	€ 255.00	€ -
OS Cup	€ 50.00	€ -	€ -	€ -	€ 50.00	€ -	€ 50.00	€ -
<b>Sub total</b>	<b>€ 3,205.00</b>	<b>€ -</b>	<b>€ 300.08</b>	<b>€ -</b>	<b>€ 3,021.41</b>	<b>€ -</b>	<b>€ 3,321.49</b>	<b>€ -</b>
<u>Representation</u>			<u>Representation</u>		<u>Representation</u>		<u>Representation</u>	
Representation	€ 200.00	€ -	€ 64.14	€ -	€ 135.86	€ -	€ 200.00	€ -
Casks activities	€ 250.00	€ -	€ -	€ -	€ 250.00	€ -	€ 250.00	€ -
Presents	€ 127.46	€ -	€ 36.39	€ -	€ 113.61	€ -	€ 150.00	€ -
<b>Sub total</b>	<b>€ 577.46</b>	<b>€ -</b>	<b>€ 100.53</b>	<b>€ -</b>	<b>€ 499.47</b>	<b>€ -</b>	<b>€ 600.00</b>	<b>€ -</b>
<u>Contribution</u>			<u>Contribution</u>		<u>Contribution</u>		<u>Contribution</u>	
Members	€ -	€ 1,330.00	€ -	€ -	€ -	€ 1,330.00	€ -	€ 1,330.00
<b>Subtotaal</b>	<b>€ -</b>	<b>€ 1,330.00</b>	<b>€ -</b>	<b>€ -</b>	<b>€ -</b>	<b>€ 1,330.00</b>	<b>€ -</b>	<b>€ 1,330.00</b>
<u>Extraordinary incomes and expenses</u>			<u>Extraordinary incomes and expenses</u>		<u>Extraordinary incomes and expenses</u>		<u>Extraordinary incomes and expenses</u>	
Unforeseen income	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
Unforeseen expenses	€ -	€ -	€ -	€ -	€ -	€ -	€ -	€ -
<b>Sub total</b>	<b>€ -</b>	<b>€ -</b>	<b>€ -</b>	<b>€ -</b>	<b>€ -</b>	<b>€ -</b>	<b>€ -</b>	<b>€ -</b>
<b>Result</b>	<b>€ -</b>	<b>€ -</b>	<b>€ -</b>	<b>€ 1,407.89</b>	<b>€ 1,420.56</b>	<b>€ -</b>	<b>€ 12.67</b>	<b>€ -</b>
<b>Total</b>	<b>€ 6,332.30</b>	<b>€ 6,332.30</b>	<b>€ 1,412.89</b>	<b>€ 1,412.89</b>	<b>€ 6,330.00</b>	<b>€ 6,330.00</b>	<b>€ 6,335.00</b>	<b>€ 6,335.00</b>

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## 3.1 Organisation

### 3.1.1 Interest

The interest turned out higher than anticipated but the total amount is still negligible.

## 3.2 GMA

### 3.2.1 Drinks

Since the GMA of January was cancelled there was no GMA drink. Subsequently, it is expected that by the end of the year this item will be €100 lower. Also, the drink of November was cheaper than expected.

## 3.3 Activities

### 3.3.1 KIOSK 2020

This item turned out slightly higher than budgeted.

### 3.2.2 End of the year-BBQ

Since it is expected that the after *GMA Drinks* item will turn out lower, it was decided to raise the money available for the end of the year-BBQ.

### 3.2.2 Faculty Activities

So far two out of four faculty outings have been organized, neither was invoiced before the 31<sup>st</sup> of January however, explaining that up until Q2 €0 has been used.

## 3.4 Representation

### 3.3.1 Casks activities

€250 is expected to be used in the second half of the year. This is meant for extra kegs during the second constitution drink of the year since the costs for the first constitution drink were higher than anticipated.

# Alcohol at the University of Twente

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20/02/2020

## Cause

Annually, student associations organise a number of activities where (light) alcoholic drinks are served. Most of these activities take place in reception room. Every event in which (light) alcoholic drinks are served carries certain risks. The associations and the University of Twente want to take a number of measures to guarantee the safety of these activities. That's why this note was drawn up.

## Reception room

### Current situation

In several buildings on the UT there are reception rooms with a terrace for student associations:

- two rooms in the Horst;
  - Terrace: Jaknikker Field behind the Horst
- three rooms in the Zilverling;
  - Terrace: R&D square
- one room in Carré;
  - Terrace: Nano Hofje at Carré
- one room in Technohal;
  - Terrace: To be determined

In the appendix, you can find the map which indicates the reception room and terraces.

The associations use these spaces as a meeting place and to organise drinks and parties. The terraces can be used by all student associations. Drinks take place about daily, parties about once a month. The associations report their activities via the UT's activity report. During the activities, they also ensure that there are sufficient in-house emergency responders present. The associations have a lot of experience in organising activities. The knowledge is always transferred from the experienced members to the new members. As a result, the organisation follows a 'best practice' that has been refined over the years.

## Catering license

We have a Catering Industry license and must adhere to the agreements set out in the administrative regulations.

## Risks

Although the activities generally go well, the situation involves a number of risks:

- Insufficient distinction is now made between high-risk and low-risk activities, which means that in the case of high-risk activities the extra measures that are desirable are not always taken.

- We have an alcohol license. Within the reception room, the rules must be followed. It can be difficult to check whether all bar volunteers are aware of and comply with the rules in a practical sense.

This document has been drawn up to deal with these risks.

## Alcohol guidelines

### Instruction and responsibilities

With the activities, it is important to have a clear division of responsibility. That is why the relevant responsibilities are listed:

- In all cases, the student association is responsible for the activities in the reception area and must ensure that they take place in a safe and responsible manner. The student association is represented by the board members. The space can be made available for activities in which the association is not involved, these activities must then fall within the objective of the student association. If the space is rented or made available for activities in which the association is not involved, it is the responsibility of the association to ensure that users of the space know what conditions and rules (including with regard to security) they must comply with;
- Emergency response persons are present in accordance with the Campus & Facility Management guidelines, in order to ensure that in the event of an emergency first aid is provided or the correct measures are taken (eg evacuation);
- Tappers should keep an eye on whether the consumption of alcohol by visitors remains within the limits and whether there is any undesirable behaviour.

Associations that wish to serve alcohol are obliged to adhere to the agreements and guidelines in the administrative regulations and this note. In this way, we can clarify tasks and responsibilities during the different (types of) events. Agreements on, for example, appointing a head coordinator for a risk event ensure that all those responsible for the activity itself know what their role is and what is expected of them. A lead coordinator doesn't have to be a bar volunteer. This person will in any case act as a contact person with the security and is announced when registering for the event. In addition, the UT can show the municipality that the associations are aware of their responsibility for organising safe activities and that they are seriously committed to doing so. Twice a year, after the board changes, the directors' student association is informed about the agreements regarding reception room (see below in this memorandum). This is done during the monthly OS meetings.

In addition, it is important that the people behind the tap learn to recognise difficult customers and / or situations and how they can deal with this. The Responsible Alcohol Donation (IVA) course is intended for this. This is, in fact, part of the training for the social hygiene diploma. IVA is specially designed for volunteers in the hospitality industry at the sports hall and / or swimming pool, where light alcoholic drinks are served. It provides tools for how a good tapper behaves and what he/she watches. The instrument was developed by NOC \* NSF to digitally obtain the certificate through their website.

The digital IVA is free of charge, but it is not satisfactory because it does not contain effective training and is too theoretical in nature. That is why the UT has chosen to have the BHV trainer at the UT (and trained IVA trainer) give practical IVA courses. The intention is that these training courses are offered at least twice a year. The training is organized in close consultation with the development cooperation.

## High and low risk activities

Not all activities are of the same nature and therefore also have a different level of risk.

The risk of an activity is in fact determined by three factors:

- Number of participants/presence: with a large number of attendees, it is difficult for tappers to keep track of how much alcohol each attendee consumes. Often one person gets several drinks, which are divided into a group. In addition, a large group of people is more difficult to keep an eye on than a small group;
- Free provision of alcoholic beverages or free provision of alcoholic drinks to participants in a (paid) activity: the risk of excessive alcohol consumption is higher because the inhibiting factor of a limited financial budget does not play a role;
- The consumption of alcohol is stimulated by a competitive element. As a result, there is an increased risk of excessive consumption.

Annex 1 describes a number of measures to limit the risks in high-risk activities, such as the establishment of agreements, tasks and responsibilities and the training of tappers. In addition, the HR-health, safety and environment expert draws up a recommendation for each drinks room, which includes the maximum number of visitors for the drinks room in question (which will be referred to later in this document) and other safety recommendations. It is clear that if an activity meets one or more of the following characteristics, it is a high-risk activity:

- An (expected) number of participants of 100 or more;
- Unlimited distribution of alcohol during (part of) the activity;
- The consumption of alcohol is stimulated by means of a competitive element.

Although these risk factors are a good indication for determining whether an activity has a high or low risk, there are always activities where it is difficult to determine which category they fall into. Activities may be wrongly referred to as risk activities, or risk activities are not recognised as such. That is why the OS will prepare two lists together with the events office: a black list with activities that always have a high risk and a white list for activities that always have a low risk. The lists are evaluated annually by the OS and the event office (and adjusted where necessary). If activities are organised that are not on one of the lists, these are categorised in consultation with the events office using the above guidelines. If the organisation hosting the activity is of the opinion that the categorisation is incorrect, this can be discussed with the OS board. The latter ultimately decides whether there is an exception or not.

## Appointments for drinks areas UT

In concrete terms, this can be translated into the following agreements with the associations:

- The student association is responsible for the activities in the drinks area and must ensure that they take place in a safe and responsible manner. This also applies if the room is rented or made available for activities in which the association is not involved;
- Associations shall follow the guidelines set out in Appendix 1;
- The OS, together with the student associations and/or advisory committees and the safety expert of HR-VGM, draws up a black and white list with regard to risk events. The list will be discussed twice a year during the monthly OS ALV after the board changes.
- In the case of high-risk activities, the student association takes extra measures to ensure that the activity runs safely. This can be done in advance with the HR-VGM events office and safety expert; this can be done using the online application form.
- If it is unclear whether an activity has a high or low risk (e.g. in the case of a new type of activity), the association concerned shall contact the events office in advance;
- Drinks, parties and other activities in the drinks areas and/or terraces are registered via: <https://www.utwente.nl/campus/organisatie/bijeenkomst-melden/>
- To ensure that student associations are familiar with this guideline, this is briefly discussed twice a year (at the start of the academic year and in the event of a change of board) with the Student Association Consultation and student association boards. The monthly OS meetings offer a good time for this;

### **In addition, the UT arranges the following:**

- Twice a year, in consultation with the OS, HR-VGM organises an IVA training course for tappers. The standard information is supplemented by exercises in dealing with difficult customers/situations.
- The UT has nominated employees as managers for the permit so that the UT can supervise compliance with the rules. These managers can be found on the permit and can be reached via the security of the buildings at the UT.
- Safety expert, events office and student associations made an inventory of the meeting rooms on 16 July 2013. On this basis, the safety expert gave advice on the maximum number of visitors per room:
  - Carré C5251 and C5247 room: 143 people (without separate furniture 215 people)
  - Zilverling E104: 80 people (without separate furniture 121 people)
  - Zilverling E108 room: 81 people (122 people without separate furniture)
  - Horst C009 room: 99 people (without separate furniture 149 people Horst C011: 113 people (without separate furniture 169 people)
  - **Room Technohal**

The safety expert's report is attached in Appendix 2.

# Appendix 1

## Guidelines for associations:

- For association activities, no alcohol is served before 3:30 pm. This rule does not apply to domestic or private matters (graduation drinks, receptions, etc.);
- During association activities in reception rooms, no alcoholic beverage may be consumed that you have brought along;
- The dispensing of alcoholic beverages by bar staff should not take place when the person dispensing the beverages is under the influence of alcohol.
- Associations do not serve mildly alcoholic beverages to people under the legal minimum age. Strong alcoholic beverages are not served by associations. In case of doubt, the tapper must ask for proof of identity.
- Definition of mild alcoholic drink: alcoholic beverage: alcoholic beverage from 0.5% to 15%, such as beer and wine, premix drinks in bottles or cans of around 5% and light shooters of around 10%. Port, sherry and vermouth are also included, although they often contain more than 15% alcohol.
- Definition of alcoholic beverage: alcoholic beverage of 15% or more, such as spirits shooters of around 20% and other spirits of 15% or more, such as gin, rum, whiskey, cognac, liqueurs, regardless of the way in which it is served. Note: A unit of spirits (e.g. rum) served with a bottle of cola or mixed in a glass is therefore considered a strong drink. The ratio of spirits to the added cola does not play a role in this.
- An association that provides alcoholic beverages is obliged to indicate the age limits visibly and legibly in the reception area.
- Prohibition of persons who have visibly drunk too much or who are clearly under the influence of other psychotropic substances
- A registration list of tappers who have followed the Responsible Alcohol Serving Instructions (IVA) must be present.
- Indirect distribution to young people is not permitted. In other words, no mild alcoholic beverage for the elderly, when beverage is intended for young people under the legal minimum age. The bar volunteer can only be held responsible if it is clear to him that the drink is ultimately intended for someone younger than the legal minimum age (in the case of mild alcoholic beverages).
- At times when alcohol is served, all tappers present must be in possession of a UT-approved IVA-certificate and registered as such;
- As soon as a tapper in training (co-tapper) is working and does not yet have a UT-tested IVA-certificate, he or she must have complied with a so-called IVA "click-course". The link to this course can be found on the website of the OS.
- For risk activities, one main coordinator is appointed who remains sober throughout the entire activity. This person is actively involved with the monitoring task and ensures the transfer of knowledge between any different tapping teams and emergency response teams. If necessary, it is the task of this head coordinator to remove individuals who behave irresponsibly from an activity. The university's security can be called in for any help with this.
- The lead coordinator, tappers and emergency response team members present will remain sober during the activity;

- In the case of activities in reception areas where a large number of visitors is expected, the association concerned will provide an access policy so that the maximum number of visitors will not be exceeded.
- In principle, associations and organisations cannot apply for a catering licence at the University of Twente themselves. If they do wish to do so, they must contact the Facility Management Department in order to process any applications in consultation with them and through them.

## Appendix 2

### Maximum number of visitors per reception area

On 16 July 2013, the reception areas were visited to get an idea of the net m<sup>2</sup> surface area of the reception during drinks. This document specifies the maximum occupancy rate of the various reception areas.

#### Starting point

For the calculation of the number of persons that may be present in a room, the width of the exit is important, and the net surface area is important. Per linear metre of output width, 90 people may be present. If the door turns in the opposite direction to the direction of escape, then the number is 25. In the case of separate furniture, 2 persons per m<sup>2</sup> is also the rule. If there is no separate furniture, 3 persons per m<sup>2</sup> may be assumed.

#### Findings:

Carré

Area C5251 and C5247

Exit width is: 2.75 m

Net surface area is 71.83

Separate furniture.

$71.83 \times 2 = 143$  people (If all the separate furniture has been removed,  $71.83 \times 3 = 215$  people may be present).

EDU Café:

Area E104:

Exit width is: 4 m (sliding door)

Net surface area is 40.44 m<sup>2</sup>

Separate furniture.

$40.44 \times 2 = 80$  people (If all the separate furniture has been removed,  $40.44 \times 3 = 121$  people may be present).

Area E108:

Exit width is: 4 m (sliding door)

Net surface area is 42.82 m<sup>2</sup>

Separate furniture.

$42.82 \times 2 = 85$  people (If all the separate furniture has been removed,  $42.82 \times 3 = 128$  people may be present).

Horst:

Area C009

Exit width is: 2,40 m

Net surface area is 49,9

m<sup>2</sup> Separate furniture.

Area C011

Exit width is: 2,40 m

Net surface area is 56,51

m<sup>2</sup> Separate furniture.



49.9 x 2 = 99 people (If all the separate furniture has been removed, 49.9 x 3 = 149 people may be present).	56.51 x 2 = 113 people (If all the separate furniture has been removed, 56.51 x 3 = 169 people may be present).
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# Year planning

## Introduction

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The masterpiece in front of you is meant to give you some orientation on the relevant topics and accordingly important dates over the academic year of 2019 – 2020. Please be aware that those dates (months) are preliminary announcements. This document does not obligate the OS or other parties to host an event on a specific date or talk about a certain topic at a specific time. An exception are the dates that literally announce a 'deadline'. The information you can find in is supposed to ease your scheduling and preparations. Most dates at this point are based on 'Research and Estimation', don't pin us down on it and rather double-check with other sources for yourself, if you want to have certainty. We are very happy to receive suggestions on dates/topics that need to be included in this document and we will try to update it as often as possible. This might not remain as a layout/platform.

*If you encounter risks or side-effects, please contact your physician or pharmacy!*

They probably cannot help you, but would be fun, to hear that you asked healthcare entities for advice regarding this document.

## FocOS groups/Workshops

23<sup>rd</sup> of March

- **Sustainability**
  - Collaborating with Sustain

March/April

- **YER Workshop**
  - Development trainings (details still to be determined)

April/May

- **Mental Health**
  - Well being and issues within study associations
  - Might be combined with a workshop and/or presentation

May/June

- **Better integration of associations**
  - Small associations
  - Part-time boards
  - Faculty ET

## ICOS meetings

Initial decision was to have 5 meetings but the ICOS representatives prefer to schedule monthly meetings and cancel whenever not enough topics are relevant to be discussed. A written evaluation will be made by the OS Chairwoman on the relevance and progress of the ICOS meetings until latest the end of July.

Forecasted meeting dates:

*These dates can still be changed or cancelled*

- 04-03 Walk along
- 10-03 Cultural Fair planning and Buddy system discussion
- 19-03 Kick-In feedback session
- 31-03 Cultural Fair planning
- 14-04 Cultural Fair planning
- 28-04 Cultural Fair planning
- May Cultural Festival + Fair
- 26-05 Cultural Fair Evaluation and Language Minor discussion
- 23-06 Input for Evaluation Document and Candidate Boards

## OS GMA's

### Dates

Remember that we always have our After-Drinks and Chairmen-Outings after 16.00h 😊

- 26-03
- 30-04
- 28-05
- 02-07
- 03-09 (still uncertain)

### GMA Topics relevant per month

Month	Topic/Actions	Deadlines
Mar.	<ul style="list-style-type: none"><li>➤ Gathering Agenda-points 4<sup>th</sup> FocOS Group</li><li>➤ Updated Alcohol Policy Document</li></ul>	<ul style="list-style-type: none"><li>➤ 1<sup>st</sup> April</li><li>➤ -</li></ul>
Apr.	<ul style="list-style-type: none"><li>➤ Proposal for Activism Grants Model</li></ul>	<ul style="list-style-type: none"><li>➤ 1<sup>st</sup> June</li><li>➤ 30<sup>th</sup> June</li></ul>

	➤ Updated Alcohol Policy Document (if not discussed in March)	
May	➤ Introduction Study Association Candidate Boards ➤ Announcing OS Candidate Board ➤ Charging new KIOSK Committee	➤ - ➤ 1 <sup>st</sup> July ➤ -
Jul.	➤ <b>No GMA in June</b> ➤ SRC Actuals ➤ Introduction Study Association Candidate Boards ➤ Evaluating and Dis-charge UTEA ➤ Presenting Extra Activism Grants (when given) ➤ Presenting Evaluation of ICOS (when given) ➤ Announcing OS Candidate Board (if not done in May)	➤ - ➤ 2 <sup>nd</sup> July ➤ - ➤ - ➤ 2 <sup>nd</sup> July ➤ 2 <sup>nd</sup> July ➤ 2 <sup>nd</sup> July ➤ 2 <sup>nd</sup> July
Sep.	➤ Board Change ➤ Evaluating on 2019-2020 ➤ Planning 2002-2021 ➤ Charging Committees	➤ 24 <sup>th</sup> Sep. ➤ 24 <sup>th</sup> Sep. ➤ 24 <sup>th</sup> Sep. ➤ -

## Other Important dates

- 16<sup>th</sup> April – CantOS
- April – OS Board interest lunch
- May – OS Board Solicitation moments
- June – UTEA finals
- June/July – OS End-of-year BBQ
- May/June – Candidate Board Announcement

## To be scheduled

- Activities with OS board per Faculty (only S&T still needs to happen)
- Coffee dates with OS board per Study Association (some associations are still left)

## Important dates - SU

- 23<sup>rd</sup>/24<sup>th</sup> April – Create tomorrow
- 1<sup>st</sup>/2<sup>nd</sup> May – Batavierenrace
- May – Second Participant Council Meeting

- 29<sup>th</sup> May – Board Dinner
- 5<sup>th</sup>-7<sup>th</sup> June – Grand Dutch National Championship
- 18<sup>th</sup> March – 4<sup>th</sup> Breakfast Session with Thom Palstra (Student Housing)?
- 15<sup>th</sup> April – 5<sup>th</sup> Breakfast Session with Thom Palstra (Activism)?

## Important dates – Others

- 12<sup>th</sup> March – Master Open Days
- 13<sup>th</sup>/ 14<sup>th</sup> March – Bachelor Open Days
- March/April – ATLAS Insight Day and TechMed Series
- 1<sup>st</sup>-3<sup>rd</sup> July – Design 4Health Amsterdam 2020

## Final words

It is a blast to work with you guys, never forget the OS-Board loves you, even when nobody else does. But we don't even have to tell you that, because it is pretty **Obvious**.

Also, keep your agendas updated and switch your socks if they got wet 😊

