

# Agenda: Board of the Student Union

Date: 2026-01-15

Place: Student Union Offices

Time: 16:57 - 19:53

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## 1. Meetings opening

The meeting opened at 16:57

## 2. Vote for meeting chairman

The board chose Niklas Korshøj as meeting chairman.

## 3. Vote for secretary

The board chose Daniel Andersson as secretary.

## 4. Vote for adjuster

The board chose Elvira Stenman as adjuster.




## 5. Attendance and voting rights.

The board confirms the attendance list with the following attendance:

Role	Name	Replacement
Chairman	Niklas Korshøj	
Vice Chairman	Elvira Stenman	
Treasurer	David Bengtsson	
Intro General	Noor Al-sanatee	
Labour Market Chairman	Vacant	
Event Chairman	Ludvig Falk Hanson	
Info Chairman	Daniel Andersson	
Marketing Chairman	Hanna Yining Fredriksson	
Chairman SköSex	Inga Mukose	
Chairman Safir	Lucas Töpel Friberg	
Chairman Skills	Hannes Karlsson	
Chairman Vitae	Teodora Damian	
Chairman Skösjuk	Bella Ohlsson	
Chairman HisTek	Moa Borgqvist	

13 of 13 members of the board were in attendance.

**Guests:** Joel Kindströmmer, Johanna Jansson och Arvid Gillström

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Voting count was set to 13.

## 6. Confirmation of the agenda

The agenda was confirmed with the addition of 10g, 10h, 10i and 11e.

## 7. Previous meeting protocol

No previous meeting protocols are waiting to be signed.

## 8. Reports

### 8a. Chairman

- Meeting with Next Skövde
- Meeting with Welcome House
- University Board meeting
- Held interviews for kanslist position
- Attended Committee for University Recruitment bylaws for the university (Beredningsgrupp för anställningsordning)
- Meeting with Näringslivsforum
- Digital Sneak Peak introduction
- Meeting with intro responsible at the University
- Attended two crisis meetings with the university
- Digital Introduction Sneak Peak lecture

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**8b. Vice chairman**

- Fixed stuff for christmas celebration
- Been to meeting with university boards
- Handled student errands
- Christmas at kb
- Answered ALOT of emails
- Educational meeting with educational officers
- Looked into stuff for the winter intro
- Rearranged the drive
- Rearranged the office and the conference room
- Looked true applications for the new kanslit post/held interviews
- Presented me to some off the section boards
- Handover with a section boardmember
- Meetings with different section board members
- Meeting with intro responsible
- Meeting about intro with Uni

**8c. Treasurer**

- Continued communications with Jobtop about the ovve order
- Attended meeting with Högskolestyrelsen
- Attended digitalisation workshop with the University

**8d. Intro General**

- Received handover
- Emailed marketing chairman about intro events
- Emailed Simon and Frida back and forth regarding buddies
- Sorted (?) out misunderstanding between Simon and sections regarding buddies...
- Changed passwords on everything

**8e. Labour market Chairman**

- Vacant :(

**8f. Event Chairman**

- Started planning for sis-sittning
- Attended meeting with Ingenium

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**8g. Info Chairman**

-

**8h. Marketing Chairman**

- Posted "Joint christmas celebration" in coordination with Inga.
- Took pictures of Ovve-wednesday.
- Attended the Christmas table.
- Became moral support while rearranging the office.
- Project "Studentkaren.se" has begun the planning phase.
- Posted Christmas celebration post on Instagram
- Had my handover
- Been looking into revising the marketing position
- Been looking into Akrylic stands for KS.go
- Guested SKILLS meeting twice.
- Contacted ESN regarding using our logo for marketing.
- Created a protocol for the next marketing forum.
- Discussed with Info chairman regarding updating the camera contract to english

**8i. Chairman SköSex**

- Planned and executed "Joint christmas celebration"
- Attended SiS christmas table

**8j. Chairman Safir**

- Had First boardmeeting
- Planning for upcoming Sittning

**8k. Chairman Skills**

- Had two board meetings
- Discussed the price of old ovves

**8l. Chairman Vitae**

- Had first boardmeeting
- Planned introduction week

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**8m. Chairman SköSjuk**

- Planned introduction week for the new students.
- Planned karaoke event at rådhuset for new students. Will soon be marketing.
- Designed for instagram marketing
- Had 2 board meetings.
- Had photos taken

**8n. Chairman HISTEK**

- Planned introduction week and done marketing
- Started up the new board

**9. Per Capsulam decision**

No Per Capsulam decisions were taken since the last meeting.

**10. Other/Information Points****10a. Winter intro and collaborations with other student associations**

**Background:** The Presidium wants to inform the ks board about previous collaborations with the university and another student boards in preparations for the winter intro 2026.

**10b. General rules for the Kansli**

**Background:** Niklas wanted the board to go through a little bit for the new ones about the general rules that we have at the kansli. Since there is a lot here, I'd be grateful if someone can help with filling in the gaps of the rules. (Maybe we should write all this down).

**Notes:** Arkiv: <https://arkiv.studentkaren.se/>. If the need to add points to the protocol is later than 24 hours before the meeting it is to be brought up to the chairman ahead of the addition. After 17 only the union engaged people are allowed in kansli but guests can be brought in but the person who brings them is responsible for them. The dishwasher is everyone's(all board members) responsibility, please keep it clean. The printer is only to be used for student union work and no private matters. At closing (17:00) make sure all doors are locked, windows closed and lights turned off. Close the barricaded window at the entrance and close the automatic opener.

**10c. Structure of Skövde Sexmästeri and Collaboration with Skösex**

**Background:** Skövde Sexmästeri is structured a bit differently compared to other sections, and all board positions have different titles, however these are the most important positions to know.

Sexmästare - sexmastare@skovdesexmasteri.se

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The Sexmästare is the chairman of Skövde Sexmästeri. Even though the title differs from other sections, the Sexmästare has the same responsibilities as a chairman in other section boards.

KG (Kårhusgeneral) - kgeneral@skovdesexmasteri.se

KG is responsible for KB (Kårhuset Boulogner) and everything related to the premises.

If a section would like to:

Book KB for a sitting or another event

Have the house open (for example during intro weeks to provide water or similar)

...they should contact KG to discuss availability and set a date.

Intro officer - intro.skovdesexmasteri@gmail.com

The Intro officer is not part of the board, but is responsible for coordinating intro-related events.

Evenemangsansvarig (Events officer) - evenemang.skovdesexmasteri@gmail.com

For event collaborations, sections should contact the Evenemangsansvarig.

This role is also not part of the board, but is responsible for planning and coordinating events together with other sections.

### Specific event types

#### Sittings

All information must be sent to KG in good time (at the latest the Wednesday before the sitting) and in a clear and complete format. Information such as number of guests, allergies, drink tickets.

This is necessary so that we know what is expected of us.

**For events requiring sound and/or lighting** (e.g. quizzes, performances) all relevant information must be sent to the Evenemangsansvarig no later than the Monday of the week before the event.


If we do not get the information in time, there is a risk that the event will be cancelled or not at the intended quality. We want collaborations to work well and be enjoyable for everyone this requires timely communication and mutual respect for each other's responsibilities.

## 10d. Forum chats

**Background:** Tell your boards to contact their respective "X"-chairman (eg. Marketing officers contact Marketing chairman etc) to be added to their own respective chats.

## 10e. Framtid

**Background:** Framtid is happening on the 5th of February, and with that they have some requests. The volunteer form(on instagram/webpage for Framtid) closes in 5 days(20th of January), so ask around if people can sign up.

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### 10f. Volunteers for Ingenium week

**Background:** Ludvig was at a meeting for Ingenium. On week 6, Ingenium is hosting a week for international guest students to learn about Swedish culture. They've asked for some volunteers to help guide these students on campus. They've also asked for a volunteer photographer for Tuesday and Thursday that week.

### 10g. KS-Overalls

**Background:** All members of KS are eligible for purchase of the red KS overall. The price is the same as for other overalls, and if you're interested you can talk to David and he'll help you.

[Arvid Gillström has left the meeting at 17:57]

[The meeting was adjourned at 17:57]

[The meeting was resumed at 18:06]

### 10h. Keeping the cellar storage tidy

**Background:** The next order is on the way, and will arrive soon. It's important that we keep the storage room in the basement tidy so that we have enough space to receive the order. There will be a lot of boxes, so please clear the area if your section hasn't done so yet.

### 10i. Student input on the University's digitalisation plan

**Background:** I [David] attended a workshop with the University personnel regarding the digitalisation plan for 2026-2030. As there was no meeting before the workshop, there was no proper opportunity to gather input from the rest of the student union. I talked to the people in charge, and they gave me some menti codes that people can use to send in their thoughts. Please share them with your boards and fill them in as soon as possible!

Codes:

[menti.com](https://www.menti.com)

5132 1341 (Vad innebär digitalisering för dig?)

1902 8009 (Fler frågor)

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## 11. Discussion Points

### 11a. Member meeting SFS

**Background:** During the 4-5th of February SFS have a member meeting in Uppsala. Do we want to send anyone, this is during the Framtid fair. The last day to decide is tomorrow, the 16th.

**Discussion:** This time around our student union should send a maximum of 2 members. The event is hosted in Swedish. Daniel Andersson is interested in going.

### 11b. SESUS

**Background:** Niklas have looked into the situation with SESUS, which is an organisation we joined last operational year, that provides money based on the amount of members we have and project support. However, we are already connected to another organisation doing the same thing, SERO.

This has caused an issue because we cannot take money from both organisations, as these report to Myndigheten för ungdoms- och civilsamhällesfrågor (MUCF; Swedish Agency for Youth and Civil Society). This means that they will see the Student Union appearing twice through our organisation number receiving governmental funds, which is not allowed and we would have to pick one to remain with.




Since we joined SESUS almost one year ago now, but have been with SERO for much longer and Safir has benefited greatly from SERO. The stance last year has been to leave SESUS. Niklas have done some research about the circumstances, and reached the conclusion that it will not be beneficial for the Student Union to create a new organisation number for Safir to keep both. This would lead to too much administrative work that we do not have the capacity to do right now. How does the board feel about the current stance? Since many members of the board are new, there will not be any decisions on leaving right now, but it must be done soon.

**Discussion:** Due to how integrated SERO is in SAFIRs inner workings and collaborations it could be troublesome and problematic for SAFIR to separate them. According to the bylaws we can only be with SERO and not SESUS at the same time and as such it would have to be brought to a stämma and voted on if we want to stay with SESUS even if it would break the bylaws. The point will be put on hold for the time being while SAFIR and Sköekon discuss inner workings amongst themselves and may bring forth a solution.

### 11c. Drivhuset Education for the new boards

**Background:** So we have an education for the new boards that will happen on the 29/1 17:00-18:00 in G216 and G217. There will be some videos and some material the week beforehand that I recommend the individual boards go through together before the 29th. The event on the 29th is mandatory for all boards. See it as a teambuilding event with some bonding.

The room is also booked for another hour afterwards (19:00), if we want to do some mingling together or have presentations about things. Niklas is open for suggestions on what we do for that, if anything.

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**Attachments:** A1. Teambuilding.pdf, A2. Student union - preparations workshop Drivhuset.

**Discussion:** Some boards are going to miss it due to being out of town on an event. Should not be an issue. Inga will check about moving the Skösex board meeting to the 25th and if that works then the KS meeting will be on the 26th of January. Mingle/info presentation on the last hour of the 29th for the boards.

### **11d. KS Teambuilding**

**Background:** Ludvig brings up if we in the KS board want a teambuilding event during the spring and what do we want to do in that case?

**Discussion:** Some suggested dates are at the end of march and in april. A suggested event is a pre-party for an open night at KB. A suggested date for a pre-party is the 6th of February and for Moa Borgqvist to host in their apartment in K18. The KS board wants more teambuildings during the spring term after this one.

[The meeting was adjourned at 18:54]

[The meeting was resumed at 19:06]

### **11e. Date for the spring annual meeting**

**Background:** The annual meeting needs to be decided as soon as possible so that the deadlines are set early on. According to the bylaws, it needs to take place in May. What potential dates do we want to set for the sections to discuss? Right now, we only have two dates as options: **2-3**, or **29-31**. The 8-10 is SFS FUM and Niklas will be gone for the week of 15-17th, unless you want to have it without the SiS President not present.

**Discussion:** the 2nd and 3rd are good options as they are after valborg and could act as a rest day sort of. No collision with the open nights of KB. Bring up to the different boards to check what dates work. Inga is going to check if the stämman can be held at KB like they used to be. The first deadline for the budget of the sections would then be the 1st of march.

## **12. Decision Points**

### **12a. Project Plan for Framtid**

**Background:** Johanna Jansson presents the project plan and the budget and expected income and goes through it for the KS board.

**Discussion:** The reason for an higher expected number in the green this year is due to an expectation of NEXT applying to Framtid this year but due to them not having to it could be a reason to lower the

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expected income for the event. Lucas mentions the possibility to have increased prices for those that pick locations during the fair.

**Attachment:** Project plan 2026.docx.pdf

**[Noor Al-sanatee abstains on this point due to bias]**

**Motion:** To approve the project plan of Framtid 2026 with the change of expected results.  
The board decided to **approve** the motion

### **12b. Hoodies for KS members**

**Background:** Do we want matching hoodies for all the members in KS?

**Discussion:** Not like the old white ones due to it not looking good. It could be paid for out of pocket by the board in order not to burden the budget with personalised hoodies of the KS board. Moa Borgqvist volunteers to do an example design for the next board meeting.




**Motion:** To postpone the decision until more info is presented.  
The board decided to **approve** the motion

## **13. Summary of assignments**

- Ask event officers if they want a meeting to kg explaining how to book kb
- Marketing officers contact hanna to be a part of the marketing forum
- Sections chairmen ask if their board members can help out with Framtid especially the night before (4th & 5th of February)
- Ask your boards if they want to help out volunteering on the ingenium winter school week, if so contact Elvira Stenman and she will guide you into the correct person from the university. Week 6 2nd to 6th of february.
- Check the basement storage and tidy it up for the ovve order coming up
- Ask your boards if they have any input on digitalisation, if they do answer the Menti codes
- Tell your boards about the obligatory drivhuset education.
- Ask your boards which date for the spring annual meeting suits them the best in May.

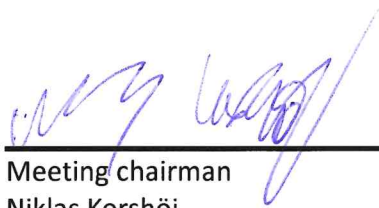
## **14. Next meeting**

2026-01-22 at 17:00

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**15. Closing of meeting**

Meeting closes at 19:53

Meeting chairman  
Niklas KorshøjSecretary  
Daniel AnderssonAdjuster  
Elvira Stenman

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### TEAM

#### Work process

- How do we organize our work together?
- Where, when and how do we meet?
- How do we communicate with each other between meetings?
- How do we share materials and information with each other?
- When, where and about what do we make joint decisions?

#### Social environment

- What do we expect from each other?
- How do we handle conflicts and disagreements?
- When and how do we ask for help?
- How do we support each other?

#### Vision & Goal

- What is our aim/goal with the project?
- What do we want to get out of our project?
- What feels exciting?
- What do we worry about?

#### Follow up

- How do we act if teamwork does not work?
- How do we reward each other for success?
- When and how do we evaluate whether we are on our way to a goal or fulfilling our purpose?

### CREATE A TEAM AGREEMENT

### EXTERNAL

#### Network

- How do we benefit from our existing network?
- How do we report the input we receive to the team?
- How do we document our networking and the input we receive?
- How do we contact the new people?
- How and with which people do we maintain contact?

#### Disposal

- How do we analyze the input we receive?
- How do we handle feedback from external parties?
- How do we handle it if team members interpret the response differently?
- How do we handle if the input we receive conflicts with our aims and objectives?

#### Interaktion

- What communication methods do we use?
- How do we handle non-responses?
- How do we present ourselves for our case?
- What is our purpose for contacting you?

TEAM

Work process

Social environment

Vision & Goal

Follow up

CREATE A TEAM  
AGREEMENT

EXTERNAL

Network

Disposal

Interaktion

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An empty rectangular box with a black border, intended for notes related to the 'Social environment' section.

An empty rectangular box with a black border, intended for notes related to the 'Vision & Goal' section.

An empty rectangular box with a black border, intended for notes related to the 'Follow up' section.

An empty rectangular box with a black border, intended for notes related to the 'Disposal' section.

An empty rectangular box with a black border, intended for notes related to the 'Interaktion' section.

An empty rectangular box with a black border, intended for notes related to the 'Network' section.

# Get Ready for the Workshop!

## January 29th, 17.00–18.00

### Welcome!

Before we meet for our short workshop on January 29th, you'll get a chance to prepare by watching a few short videos and exploring some practical tools.

These materials will help you reflect on how your section (or student group) can better understand who you're here for - and how to organize your work to create even more value for others.

**Start your preparations by watching the introduction [here](#).**

### 1. Who is your target group - and what do they need?

In the first video, you'll learn what a target group really is - and why it's not the same as a general group like "students" or "young people." You'll also get a simple method for identifying:

- A clear, specific target group
- Their needs, wishes and problems
- Which of those needs are most important to address first

**You can watch the video about target groups [here](#).**

### 2. The Partner Map: Resources, Motives and Collaborations

In the second video, you'll get an overview of the Partner Map – a tool to help your section reflect on:

- What resources you already have
- Why you're doing this (your motives)
- Who you could partner or collaborate with, and why

This tool is especially useful when planning new activities or projects within your section.

**You can watch the video about the partner map [here](#).**

### Recommended: Create a Team Agreement

Although we won't work with this during the workshop, I highly recommend that you create a simple team agreement (or group contract) within your section or working group.

It's a great way to strengthen collaboration and psychological safety in your team. Have a look at the model and consider giving it a try!

See you on January 29th!

Kind regards, Johanna Håkansson

Drivhuset Skaraborg

Follow us online!





# Framtid 2026

Framtid 2026

Operating Income	Budget
3980 Sponsorship	129 000,00 kr
Sponsorship from HIS	104 000,00 kr
Sponsorship from SIS	15 000,00 kr
3310 Fair & exhibitions	230 143,00 kr
Base package	91 000,00 kr
Gold package	136 000,00 kr
Add-ons	3 143,00 kr
<b>Total income</b>	<b>359 143,00 kr</b>

Operating Expenses	Budget
Raw materials and supplies	
4122 Food	50 273,00 kr
Breakfast	11 900,00 kr
Lunch	16 120,00 kr
Mingel	6 853,00 kr
Fika	15 400,00 kr

Other external costs	
5400 Consumables	
5900 Marketing	0,00 kr
5910 Profiling	0,00 kr
5915 Website	3 800,00 kr
6100 Office supplies	300,00 kr
6211 Mobilephone	1 500,00 kr
6231 Fika internal	0,00 kr
6232 Fika for volunteers and responsibilities	2 500,00 kr
6900 Lectures	0,00 kr
6910 Teambuilding	1 000,00 kr

Personal cost	
<b>Project leader</b>	<b>30 875,00 kr</b>
Financial manager	24 375,00 kr
Marketing manager	24 375,00 kr
Volunteer manager	24 375,00 kr
Total personal cost	104 000,00 kr
<b>Total expenses</b>	<b>267 373,00 kr</b>

9600

\*make 10kr on lunches, so 1240

Total income	359 143,00 kr
Total expenses	267 373,00 kr
<b>Net total</b>	<b>91 770,00 kr</b>

Add-ons:	Price	Amount	Total
Mingeldinner	89/st	77	6853
Lunch	130 kr/st	124	16120
Extra space	starting from 300 kr		
PR-promotion	599kr	2	1198
Items in goodie bags	299kr	5	1495
Job ad	150kr	3	450

Base package	Gold package
6 500,00 kr	8 500,00 kr
14	16
Breakfast	Breakfast
Basic space	Mingel
	Bigger space

+ 5 free gold for 5 gold for free for partners

mingel either at gatasalen or in G but G not good



## ***Karriärmässan Framtid 2026***

### **Project Plan**

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## Document history

Edition	Date	Comment
1		First draft
2		
3		

## 1 Base facts

### 1.1 Approval of the project plan, definitions and attachments

#### 1.1.1 Approval of the project plan

Project plan approved by:

Client:

Project manager:

.....  
Studentkåren i Skövde

.....  
Johanna Jansson, Project manager

Project owner:

.....  
Studentkåren i Skövde

Resource owner:

.....  
Studentkåren i Skövde

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**1.1.2 Attachments**

Attachment	Document name	Edition
1	Description of the Project Group	
2	Timeline	
3	Budget	
4	Salaries	
5		
6		

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## 1.2 Project Overview

### 1.2.1 Project Scope

Karriärmässan Framtid 2026 will take place in the G-building at the University of Skövde on the 5th of February at 10:00-15:00. The goal is to have around 60 exhibitors participate in the event, along with a main lecture and a few workshops. Furthermore, during the day, smaller activities and competitions will take place.

### 1.2.2 Connections with other organizations or projects

Karriärmässan Framtid 2026 is carried out on behalf of Studentkåren i Skövde, and is sponsored by the University of Skövde in order to hire a project manager. The project aims to create a meeting place for students and companies, and it will therefore involve around 60 companies. The guest lecturer gets booked through an external company and lunch catering is booked through Götasalen. Studentkåren i Skövde, along with its sections, have the possibility to influence the project in different ways, for example by suggesting companies to participate in the fair.

## 2 Background and Goals

### 2.1 Background

For students, it is important to meet local employers within their field of study in order to create a connection between their education and the labour market. For employers, it is essential to connect with relevant students to support their future talent needs. The purpose of Framtid 2026 is therefore to create a meeting place between the university and the business community, offering students and employers the opportunity to connect and thereby contribute to a more vibrant business sector in the city of Skövde and the Västra Götaland region.

### 2.2 Objectives

Qualitative objectives for before and during the fair day

- *Prepare the students*  
Through both physical and digital marketing we aim to ensure that students receive sufficient information regarding the fair and that it is posted in good time. They shall also be offered tools to successfully connect with the companies.
- *An experience*  
During the fair, there should be a positive and engaging atmosphere. It should be a fun day with fun activities and exciting meetings that contribute to the feeling of motivation to start one's career.

Qualitative objectives after the fair day

- *Positive feelings among the students*  
The thought of what might happen after graduation can feel heavy and scary, but after the fair we want the students to feel inspired and look forward to this time. Even if some students might leave the fair without a concrete plan, we hope that the fair will have provided them with an insight into what the future has to offer.
- *Positive feelings among the exhibitors*  
The companies should leave the fair feeling that they have been noticed by students and that they have been met with respect. By forming new contacts with students that can contribute to their operations, they should leave the fair with a positive outlook on students and new graduates, as well as the fair itself and thereby wish to return in the future.

### 2.2.1 Target groups and stakeholders

For Framtid 2026 there are two target groups:

- Students at the University of Skövde who are attending the fair
- Employers participating in Karriärmässan Framtid, with priority for companies in Skaraborg

The project also has a number of stakeholders:

- The University of Skövde
- Partners and sponsors
- The Student Union Board

Stakeholder model:



### 2.3 Goals:

Quantitative goals for Karriärmässan Framtid 2026 are as follows:

- 40 exhibitors
- 1500 visiting students
- At least one lecture/workshop
- 100 students attending the main lecture
- After the fair 90% of attending companies should express a desire to return next year
- After the fair 75% of students should express that they experienced the day to be valuable

#### 2.3.1 Project goal prioritizing

Assessment of how the project should be prioritized between achieving results, being ready on time, and staying within its cost framework:

1. **The results** are first priority, as the fair aims to fulfill a clear purpose, in order to further grow in the future. The project goals are result-oriented rather than financially oriented and therefore the result is given higher priority than the cost.

2. **The cost** of the fair is the second priority. The Student Union has originally budgeted for financial gain of 250,000 sek and the project aims to fulfill that, but not at the expense of the results. The project group aims to secure more sponsorships in order to achieve both good results and the financial goal.
3. **Timing** is also a priority as all material and planning needs to be done in a timely manner in order to achieve the goals and objectives that have been set up. Marketing, sign-up and material preparation needs to be done within the set timeframes.

### 3 Handover

The handover of this project should be done through communication between the current project leader and the new project leader for next year. This can be done through a physical or digital meeting.

The following must be compiled and prepared:

- A document with handover information based on the project plan and associated appendices
- A document for evaluation
- An updated timeplan
- Google Drive should be structured and cleared of unnecessary / irrelevant documents
- The website must be cleared of irrelevant information

## 4 Organisation

### 4.1 Project Organization

#### 4.1.1 Role holders in the project

There are the following role holders:

**Customer:** Studentkåren i Skövde

**Project Owner:** Studentkåren i Skövde

**Resource Owner:** Studentkåren i Skövde

**Board:** Kårstyrelsen i Studentkåren i Skövde

Important decisions regarding e.g budget and project plan are made by Kårstyrelsen i Studentkåren i Skövde.

**Project management:** Johanna Jansson, project leader.

Based on the decisions made by Kårstyrelsen, the project manager has a mandate to lead a project group and complete the project. The project manager receives a salary from the Student Union in Skövde through a grant from the University of Skövde.

**Project group:** Three roles were assigned to the project group and they have been appointed as follows

- Financial manager, Inga Mukose
- Graphic designer and marketing manager, Martina Murúa
- Volunteer manager, Noor Al-sanatee

Salary for these posts are defined and described in the attachment "Salaries". The project group is responsible for the *production* of the project.

**Reference groups:** Representatives from the sections, the labor market responsables, will be used as a reference group. The representatives are used to anchor different parts of the project in the users, i.e. the students who visit the fair.

Marketing responsables from the sections will also be asked to provide support in reaching out to students at the university and making them aware of the project.

## 4.2 Responsibilities

The project leader's responsibility is to make sure that the project is completed with the aim to reach the aforementioned goals. It is also the project leaders responsibility to:

- Prepare the, project plan and other governing documents and budget together with the economy responsible and present them to the Union Board for approval
- Update and revise the above-mentioned governing documents
- Make regular reconciliations with and report to the Union Board
- Recruit and lead a project group
- Be the Student Union in Skövde's face outwards towards exhibitors
- Support the project's marketing
- Write an evaluation to the Union Board after the end of the project
- Carry out a handover to the next project manager
- Manage the website

A detailed description of the other project group roles can be found in Attachment 1.

## 5 Anchoring and setting requirements

Collect requirements from relevant parts of the business and use the reference group to anchor the fulfillment of goals.

### *Sis*

The student union has budgeted for a financial result of 250,000 sek.

### *The companies*

Based on last year's evaluation from the companies, the following points have been highlighted and will be taken into account in Framtid 2026:

- The companies have requested a better lunch situation, they preferred when we used Götosalen over having to sit in the hallways/classroom. However, they thought the food was good.
- The responsables for the zones (Ansvariga) had not received adequate information and were contradicting each other. This year, focus should be on making information easily accessible and comprehensive.
- Information regarding monter space needs to be made clear. Exact measurements need to be provided.
- Improved communication between project leader and companies is a must
- Make sure everyone gets wifi access
- Look over the information provided during the morning information meeting, it should be necessary information such as safety routines etc.
- Provide information about the fair day earlier (times etc.)

### *Volunteers and responsables*

Based on last year's evaluation from the volunteers and responsables, the following points have been highlighted and will be taken into account in Framtid 2026:

- Recruit enough volunteers and make sure everyone gets to take a break
- Schedule responsables half day so they also get a chance to visit the fair
- Make it clear where the break room is and what food/snacks/drinks are for the volunteers (this was not clear last year, which led to a lot of leftover sandwiches).

- Improve descriptions for the different volunteer roles
- Host an information meeting for responsables on the fair day or the night before so they know what is expected and how to guide the volunteers
- Start preparations on time the day before so it does not have last into the night
- Make it clear that volunteers and responsables are invited to the mingle with the companies after the fair

## 6 Timeplan and resource needs

### 6.1 Project timeplan

Framtid 2026 will take place on February 5th 2026, and all planning and marketing should be done until then. Additionally, the evaluation and finishing work will also be done. A comprehensive timeplan can be found in Attachment 2.

### 6.2 Resource needs

#### 6.2.1 Resource, skills and equipment

##### *Space and locales*

- The G-building needs to be booked for the fair day (this has already been completed during the summer).
- Meeting room for the project group needs to be booked when needed
- Space for storing materials such as goodie bags, stickers etc.

##### *Volunteers and responsables*

The most important resource that is needed for the fair are people who can help out during the day. Recruitment should start at the end of 2025 and the goal is to recruit 50 volunteers and 20 responsables, including backup people.

##### *Other*

- Access to editing software for marketing (adobe, illustrator etc.)

#### 6.2.2 Education

##### *Project group*

The project group will not be offered any specific training, but will however be given access to all necessary information about the project, such as budget, project plan, and Google Drive. A team-building of some kind will be held after the project group is appointed.

##### *Fair hosts / responsables*

In order for the day of the fair to run as smoothly as possible, it is necessary for the fair hosts to have answers to all the most common questions and know how to solve logistical problems. Therefore, the fair hosts need a briefing on how the day will go, to learn all the details they need to know and to be given the opportunity to ask questions.

## 7 Working methods

### 7.1 Marketing plan

The project's official communication plan will be created depending on engagement from exhibitors. Until then a comprehensive communication plan can be found in the timeplan, Attachment 2.

## 7.2 Handling of documents

Documents that are important for the project group are available in the Google Drive that is connected to Framtid's Google account. All project group members will have access to the Drive. The Student Union board can be given access to all documents if requested.

## 7.3 Administrative routines

It is the project leader's responsibility to ensure that documents are updated and revised regularly. It is also the project leader's responsibility to regularly report the project's progress to the union board.

## 7.4 Billing

It is the project leader's responsibility to collect invoice information. The information that needs to be collected for billing is:

Name of the company  
Name of a contact person  
Organization Number  
Billing address

Once companies have been confirmed to attend the fair, they will be asked to fill in additional information, including the above billing information and whether they would like to add additional items to the package, such as lunch. After this, a booking agreement will be sent with specifications regarding their order.

In connection with this, it must be documented what each company is to be invoiced for and how much they are to pay. It is the project manager's responsibility to compile this information and submit complete invoicing documentation to the Economy Manager at the Student Union in Skövde within one week after the fair. Invoicing is to be done no later than the end of March, i.e. before the project manager's employment expires.

## 8 Risks

The following risks that can affect the goals and results have been identified:

- Low engagement from students
- Few companies within specific areas of education

## 9 Budget

A revised budget can be found in Attachment 3. More details regarding the calculations and some of the budget points are also available in Attachment 3, presented there in the following order:

- Monter space (*revenue*)
- Catering (*cost*)
- Profiling and printing materials, as well as contents for goodie bags (*cost*)
- Salaries (*cost*)



## 10 Follow-up

When the project is completed, the project manager must write a follow-up on the project, which to some extent will be based on the project plan's structure. Fair hosts and exhibitors will have the opportunity to make an evaluation of the fair. The follow-up will highlight what went well, what can be improved, and what may be good to think about next year.

Budget follow-up is done by the project manager before the employment expires. Should this not happen, the project manager makes a clear handover to the Union Chairman or the Labor Market Chairman of the Union Board.