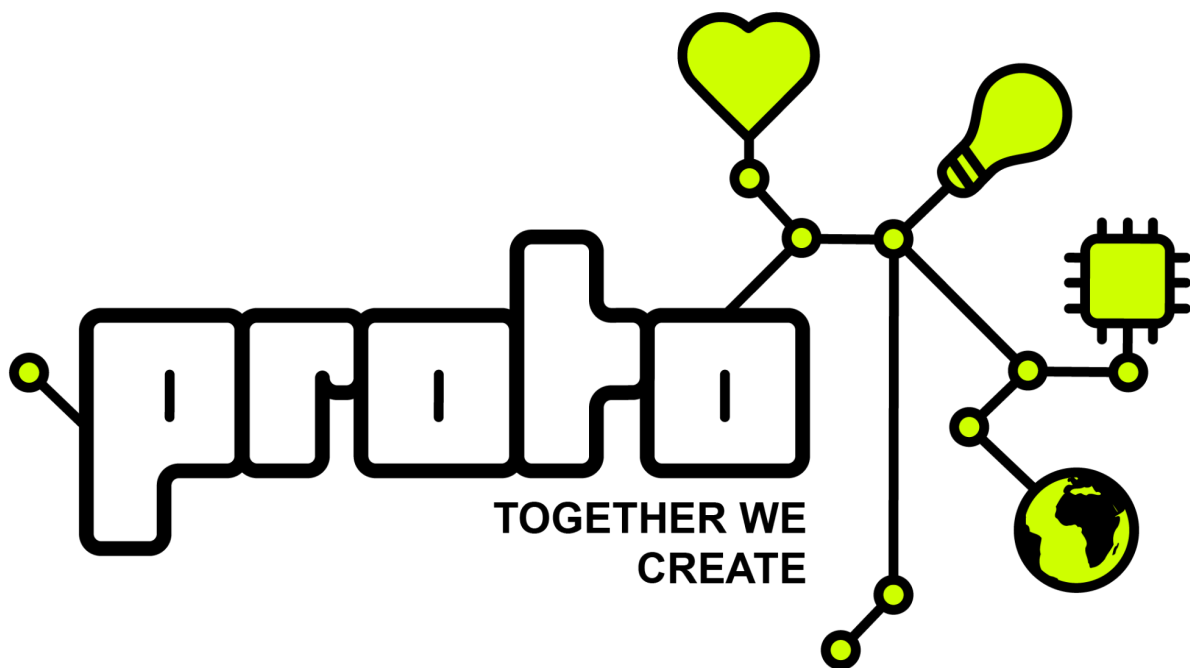# Study Association Proto
Policy Plan 2021 - 2022

Written by the 11th candidate board of S.A. Proto

Sarah Jansen, Chair
Ellis Dijkstra, Secretary and Officer of Internal Affairs
Martijn van Ooijen, Treasurer
Laura Schep, Officer of External Affairs
Louis van Maurik, Officer of Educational Affairs

1. Introduction

The last two years have been strange. Going from enjoying Proto, student life and actual practicals, to isolation and lockdowns. With vaccines being distributed and test for access events becoming more prominent, it is clear that slowly but surely everyday life will turn back to normal. But that raises the question; what is normal?

For all the second years, even for the third years, student life just is not as self-explanatory as it should be. Student life simply means sitting in your room behind a laptop screen for way too many students. This, of course, is not what "the most amazing time of your life" should look like.

This puts us in the extraordinary position of being able to introduce the physical student life to a lot of our current and upcoming association members. We want to experience everything student life has to offer together with everyone, as we ourselves are technically part of the aforementioned group that only experienced half a year of physical student life.

Furthermore, student life can come with being an active member of an association. And it is fair to say that Proto has its fair share of active members that all contribute to all the amazing things Proto organises. However, because of the lockdown, a lot of people who were first years in the academic year of 2020-2021 have not become active. And the ones that did become active members only organised events that were possible with all the measures in place.

To make sure that all the amazing activities and events still can be organised by and for our members in upcoming years, it is really important that information about how to organise such activities gets transferred to the new and upcoming active members. This is a major theme in our policy plan. For now, we mostly want to focus on getting Proto up and running again. If this has happened to our satisfaction, we will see if there is something we came across which we can and want to focus on.

We hope we can make the coming academic year an amazing one, where everyone has the opportunity to be active again. We would, however, like to ask your understanding regarding the fact that we have only had about seven months before COVID-19 broke loose. We definitely do not know everything about Proto and we will have a lot of questions. Luckily, we have you to help us out! We are always open for ideas, tips and feedback from our members. Unasked advice is welcome too, since we will not always be aware that we don't know certain things. We really look forward to working with you all!

Greetings,

Sarah Jansen
Ellis Dijkstra
Martijn van Ooijen
Laura Schep
Louis van Maurik

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2. Board members

Sarah Jansen

Hi! I'm Sarah Jansen, I am 20 years old at the moment and I am from Vriezenveen (a small village in Twente). I have nearly finished my second year at CreaTe. I have been active within Proto right from the beginning, when I was just chilling in Propolis as a fresh first year student and was asked to join the Dies committee. At that point I didn't even live in Enschede yet. This was my only committee for a while, after which I joined the Camp committee and Activity Committee Extraordinaire in my second year. Unfortunately, the COVID-19 situation prevented the planned activities of all the committees I was in. That is one of the reasons I wanted to do a board year; to be able to organise and attend a lot of fun activities. Other reasons for doing a board year are: stepping outside of my comfort zone, hopefully learning to be more confident with my soft skills, such as public speaking and picking up some personal projects. I hope to learn a lot during the coming year with Proto and to make everything run as smoothly as possible.

Ellis Dijkstra

Hello everyone, I'm Ellis Dijkstra! I turned 20 on the first day of the Kick-In and I've finished two years of CreaTe. I have been pretty active for Proto in my first year: I had a lot of committees under my belt and while two of them were helper committees, I still spent quite some hours in the week on Proto. Even though I was less active in my second year, I still enjoyed (and missed) the activism. I have always had a preference for the committees which organise bigger events, although a committee with smaller events shakes things up nicely. This realization made me decide to sign up for the biggest "committee" Proto has: board! I am currently the candidate Secretary and the candidate Officer of Internal Affairs, so you'll be seeing me around a lot. I'd like to try to get to know more people within the other study associations. There are a lot of associations which we barely see, and if we knew them a little better, we could try to organise activities or host drinks together. This would improve the interaction between the associations. I'm really looking forward to next year and I'd love to meet all of you in person soon. Fingers crossed!

Martijn van Ooijen

Hello there, I am Martijn van Ooijen, I am 20 years old and as of writing this I just finished my second year of CreaTe. I was born in Zwijndrecht (near Rotterdam) and grew up in Hoogeveen. Right before starting my study at the UT I moved to Enschede. After becoming a member of Proto during the Kick-In, I quite quickly joined the Culture Committee, which I have been a part of for two years now. Halfway through the first year I also joined the CampCo, of which I am still a member. I really enjoy these committees, it is simply great fun to be able to entertain others.

I really look forward to the challenge of being treasurer; since bookkeeping is completely new to me there will be a learning curve. Still, I am very curious about the inner workings of Proto and I feel that the monetary side is a very important part of that. A personal goal as treasurer is to be very open about the how and why of the financial side. I will try to get this across especially to the committee treasurers, so that they know why they have to do what they do. I would also like to work on developing the "introduction to treasurer" documents further, as they are still lacking in some places.

Lastly, I really miss being able to just chill in Protopolis. I hope to be able to welcome a lot of (semi) new people into Proto next year. It's bound to be fun!

Laura Schep

Hi! I'm Laura Schep. At this moment I am 19 years old and have just finished my second year of CreaTe. I was born in Eindhoven, but have lived in Weesp (near het Gooi) for the majority of my life (although I definitely wouldn't classify myself as a "Gooise kakker"). Anyways, I am very happy to have made the decision to come to Enschede after high school. During my first year at Proto, I have joined the Protography and CampCo, but I mainly hung around Protopolis a lot and was a frequent visitor of the MoADs. At CreaTe, I have been lucky to meet a large variety of good people and have gotten to know our lovely association.

I am excited to be the candidate Officer of External Affairs. With my function, I hope to show companies the awesomeness of Proto! The studies and all of its people really offer unique opportunities and experiences. By paying close attention to the personal connection that Proto has with companies, I hope to open their doors towards our members. I want to allow Proto members to get to know more companies and see the world beyond the walls of the university.

All in all, I can't wait to get started! I hope to see all of your faces again in Protopolis, with a coffee in one hand and a tosti in the other.

Louis van Maurik

Hello, I am Louis van Maurik. I am 20 years old and a second year CreaTe student. I grew up in Utrecht and moved to Enschede when I started studying. Although Enschede is a lot smaller than Utrecht, I think the city has something nice to offer. I like to party and because all clubs are in the same area, you don't have to walk much to meet with friends, which I think is really nice. Another thing about me is that I am a member of Luxovius, which is a fraternity that usually goes to Café Mood on Thursday nights. Although I like to party, I am a serious worker as well and like to learn. That's why I did some committees next to my study in my first and second year. Through these channels I became an active Proto member. As you can see, this resulted in me wanting to do a board year.

I hope to learn a lot from my board year. Next to all the practical skills you learn, I also want to develop myself personally. Two examples of those are handling criticism and handling the pressure you get with responsibilities. Finally, I want to say that I really like the studies CreaTe and ITech, and I am really passionate about them. However, I still believe that the studies can improve, as they always will. I hope that I will be able to use the feedback of students and communicate with staff members to improve the studies even further.

3. Board Task Division

3.1 Division of Functions and Vice Functions

Name	Function	Vice Function
Sarah Jansen	Chair	Officer of Internal Affairs
		Officer of External Affairs
Ellis Dijkstra	Secretary	Officer of Educational Affairs
	Officer of Internal Affairs	
Martijn van Ooijen	Treasurer	Secretary
Laura Schep	Officer of External Affairs	Chair
Louis van Maurik	Officer of Educational Affairs	Treasurer

3.2 Committee Responsibles

Sarah Jansen	Ellis Dijkstra	Martijn van Ooijen	Laura Schep	Louis van Maurik
Activity Committee Extraordinaire	Dies Committee	Audit Committee	Acquisitie Committee	EducaCie
Camp Committee	EEMCS Trip	Culture Committee	Alumni*	EmergenCie
DisCo	Foundation ICE*	DIYCie	ENTROPcY	Guild of Drafters
FishCie	Gala Committee	InteracCie	First Year Committee	SportCie
HYTTIOAOAc	GraphiCie	OmNomCom	Protography	TIPCie
ProtoTrip	Handyman Committee	pLAN	Symposium	
ProtOpeners	KICC			
Societies (all)	SkiTrip			

There is a board responsible to ensure proper communication

4. Action Plan

For the last year Proto has operated by keeping to the RIVM mandated COVID-19 measures. Since the actual state of these measures changes every month the actual measures taken within and around Protopolis need to be adjusted accordingly. This chapter is written as if all the measures are lifted, as that will be the situation we expect for the coming year. As long as the RIVM and/or the university keep regulations in place, Proto will follow these. For more information about the measures see the corresponding COVID-19 policy plan, which can be found on the Wiki.

4.1 Protopolis Policy

4.1.1 Opening Hours

See static policy plan.

4.1.2 ProtOpeners

Due to the COVID-19 situation with corresponding measures which persisted throughout the year, there have been no new additions to the ProtOpeners from the new second-year students. Since Protopolis will probably be open for everybody to come and chill again, new ProtOpeners might have to be recruited from a poule of less experienced Proto members. If we deem it possible to recruit new ProtOpener members, we will give them a tour on the duties and important places as a ProtOpener. We will also highlight the fact that a document with this information can also be found on the DokuWiki. For all ProtOpener shifts, we want to see if the admin rights that will be assigned to a scheduled ProtOpener can be automated. This way, the board cannot forget to give these rights to the ProtOpener in question.

There is also a selection of ProtOpeners which have not/rarely opened Protopolis before due to the pandemic, but are an official ProtOpener. The tour and explanation will be repeated for this group to make sure all current ProtOpeners know what is expected from them.

4.1.3 Cleaning

We aim to clean Protopolis once every month. A monthly cleaning is a good way to keep Protopolis tidy and representable as we expect a lot of people to start coming to the room again.

4.1.4 Keys

The code to the key locker in Protopolis will be changed at the beginning of every module and updated in the description of the WhatsApp group of the ProtOpeners.If a ProtOpener decides to leave or they are removed from the committee, they are removed from the WhatsApp group as well.

4.1.5 Mugs

After every mug clearance with a corresponding week to reclaim your own mug, as described in the static policy plan, a crate with remaining mugs will be left outside of the Protopolis for another week for members to maybe find a free mug or glass. It was noticed that quite a lot of members would take mugs or cups from this crate to take home or reuse as a mug for in the Protopolis, so we want to continue offering members this opportunity.

4.1.6 Alcohol in Protopolis

The regulations of the University set for activities will again be followed for drinking alcoholic beverages within the Protopolis. This policy states that it is not allowed to serve alcohol before 15:30. To help regulate alcohol consumption, it is not possible to purchase alcoholic beverages from the OmNomCom before 15:30.

4.2 Activity Policy

4.2.1 Committee Function Introduction

We will still give an introduction training for committee functions; however, we would like to slightly adjust the function training by including even more interactivity. An example for the secretary training would be adding a speed test on the typing skills and taking minutes out of an audio fragment from a meeting. We would like to keep the ideas from Board 9.0 (providing an empty budget plan and filling it in together and walking through an agenda and giving small examples on keeping committee members in check). We will refer to the "Committee 101"-page on the DokuWiki during each function introduction. Additionally, we would like to add the presentations to the DokuWiki, so you can easily look back on the presentation.

4.2.1.1 Committee Promotion Introduction

We would like to reintroduce the introduction for the Promotion function. It is currently absent, even though almost every committee that organises activities is in need of someone who controls the promotion. This function training would include showing how to request an Instagram post and poster from the GraphiCie. There will also be a focus on different ways to promote events other than messages, posts or posters, since alternative ways of promotion will stand out more. We would also like to explain how a promotion plan can be made to schedule a specific form of promotion on a specific day. This will not be of interest for every committee, since a lot of committees promote their activities only once, but if they later get the promotion function in a committee which does need this, they will already know it. On top of this, all the people who fulfill the Promotion function will be added to a WhatsApp group with a link to a promotion schedule (see 4.2.7) in the description.

4.2.1.2 Committee Logistics Introduction

There are only a few committees which have a Logistics function, but nevertheless, we think it would be worthwhile to start giving trainings for the Logistics position as well. They have an important role and there are few people who have experience with the function, so it is harder to find someone who has experience to explain it to them. The training would include examples of logistic schemes and tips and tricks about the content of a scheme. We would also like to add an overview of the important contacts and add this to the DokuWiki.

4.2.2 Committee Size

Due to a lack of new active committee members from last year, there are quite a few committees who have less members than ideally would be the case. In the case of a second online year, this problem will increase, since there will be two years of students who are not actively engaged in Proto. In either case, we will take the same point of view as Board 10.0, by trying to form full committees, but otherwise expect them to organise fewer activities so as not to increase their workload. For member acquisition, see 4.3.1.

4.2.3 Committee Communication

We would like to start meeting physically again - if all the committee members agree with this. Meeting physically gives everyone an equal opportunity to speak (they might be skipped because of bad microphones or disconnect because of Wi-Fi problems) and it makes it easier to concentrate on the meeting.

We will also keep making use of a half yearly committee evaluation, since this is a good point to improve possible mistakes. We would also like to start introducing half yearly evaluations for the helper committees, since the frustrations there can build as well and members could be asked why they are inactive. We would like to chair these meetings ourselves, so we can discuss learning goals, improvements and possible function changes.

4.2.4 Committee Members Budget

In the past years committees have been able to get a budget to be able to create committee clothing. Every year new clothing is made, often this clothing ends up staying in the closet once members leave said committee. Because of this we have decided to give committees the choice to either use this budget on committee clothing or on a team building activity. Committees that simply benefit too much from having committee clothing will get an extra, but smaller, budget which they can use on team building.

4.2.5 Activity Distribution

Although it is important to offer enough activities to satisfy our members, we value quality over quantity. We would like to organise a lot of activities, but we would like to offer a variety of activities in which a certain amount of effort is put. Of course, a low key activity here and there is fine, but this should not be the main type of activity. In order to keep track of this, we will create an overview in which we keep track of the committee, the amount of organised activities, the average number of participants and the label. We want to add this label in said overview (for example chilling, sports/active, games, etc.) to find a balance between the types of activities and not have one type of activity dominate the others. Whenever there is a correlation between a label and the amount of participants we would like to either give this committee more room to organise activities or more budget. We have already started working on a plan to distribute the activities throughout the year.

4.2.6 ProtoNight

We would like to give the space to committees to organise an activity of their liking. However, if we would like to organise an activity as a board, we will organise it most likely on ProtoNight. We aim to organise activities that can be used for the Professional Development course (such as workshops or lectures). If both the board has no inspiration and the committees do not have an event they can organise on said evening, we will not organise an activity, but Proto will stay open for people to work or hang out.

4.2.7 Event Promotion

The promotion schedule for WhatsApp that has been created in the past year will be continued in a similar manner. We will create a spreadsheet that contains the possible time slots to promote events. The person that handles the promotion within a committee is able to access that file and claim their timeslots. This will be explained to them during their function training, as mentioned in 4.2.1.1. Committee Promo Introduction.
We will make sure that the slots are equally divided between committees.

The upcoming activities will have an extra form of promotion through Instagram. More on this can be read below.

4.2.8 Social Media

For the upcoming year, the goal is to get more out of the social media channels that are owned by Proto.

The aim is to make a more active use of the LinkedIn page. Especially events that have happened in cooperation with companies will be promoted there in order to create a repertoire.

The Instagram account has grown in the past year, but still remains a channel for many more opportunities. We will be posting more photos and videos of members, the board, and the activities that are organised by the association. In the same way as with LinkedIn, company related activities will be posted to build a repertoire for Proto. At the start of the week, a post will be made that contains the upcoming activities and sign-up deadlines. This provides members with an easy overview of what is going on that week. This means that initially, there will be no individual promotion posts for activities. However this can be discussed for larger events on a case-to-case basis. Lastly, we will focus on promoting committees through Instagram at the start of the year. This will help to make members and external contacts more aware of the possibilities for activism within Proto.

The Facebook page of the organization will also remain active in the upcoming year. The page will contain the same posts as the Instagram account.

4.3 Member Policy

4.3.1 Member Acquisition

The bachelor Kick-In can continue physically this year, which means that there will be a sign-up moment planned during which members can sign up for Proto. Next to that, we will visit the first lecture of the first year students. We will also visit the first lecture of the second years, since they have not had a physical introduction to Proto yet. This will be the perfect opportunity to promote the association.

For the master students, a similar approach will be used: during the master-Kick In, there is a timeslot of one hour in which we can introduce the association and motivate the students to come to the ITech drink, where we will motivate them to sign up. We will also visit their first lecture to promote the association.

4.3.2 Board Accessibility

We want to try to be as much in the Protopolis and/or SmartXp as possible, especially since we expect a lot of people in the Protopolis who would like to meet their friends again.
We want to keep the Good Idea Board (both physical and online), since we think it is essential for members to be able to easily share their ideas. On top of this, we would like to organise at least one Good Idea Drink, and we want to reintroduce open board meetings every month, so members can easily check what we are up to.
In the first weekly newsletter and the welcome mail, when people have signed themselves up with Proto, we would also like to include a link to the year chats, the Instagram handle, and a link to the Discord server. A link to the "Proto 101"-file and to the board email addresses will be included as well.

4.3.3 Promoting active participation

In contrast to the previous years, we do not only have to motivate the first year to join committees; the second year is not (that) active either. In order to get the desired committee size (see 4.2.2), we will need to get members from both of these years interested in joining one or more committees. Various ideas are described throughout the document.

4.3.4 Active Members

We would like to thank the active members for their hard work with a few cards throughout the year and, of course, the active member activity. Members of Proto are classified as active once they are actively participating in one or more committees. Members who only joined societies are not considered active, unless an exception is made for a specific case.
Someone who is only a member of a supporting committee must meet a certain amount of activity within this committee, as defined below:
- EmergenCie, Guild of Drafters, Protography and Protopeners

The activism threshold for these committees will be set based on, respectively, the number of ERO-dependent activities, drinks or physical activities organised and the amount of available committee members.

- GraphiCie
  A GraphiCie member is considered active if they have made three designs in a year and have actively commented on the work of others.

4.3.5 International Students

We would like to get more active international students, both in committees and during activities. We suspect that the biggest problem is the habit of switching to Dutch when the group starts multiple small conversations among themselves, which leaves the international students with only one conversation to listen to, although they might not find it interesting. This will result in feeling left out. So we will try to encourage people to speak English.

4.3.6 Master Students

To make Proto a bit more familiar to the master students, we will visit the lecture of Foundations of ITech at the beginning of the year. There we are going to talk about Proto and tell them about the different committees and the InteracCie in specific. At the beginning of the year, we will organise a 'Meet-your-peers' drink, so the master students have a chance of meeting each other and the Proto (board) members as well.

4.3.7 Alumni

In this academic year we aim to host an Alumni talk, add an Alumni page to the website and to add an Alumni channel to the LinkedIn of Proto. This will be organised by the Alumni committee. These initiatives are to increase the involvement of the alumni with current members. Next to that, the webpage, containing alumni stories, will provide a better idea for current students about where they are going, but also for companies to get an idea of what CreaTe and ITech students are capable of.

4.4 Educational Policy

4.4.1 Informing the Students

The Officer of Educational Affairs will be responsible for informing students about what the board can do for them and what they can do with their study-related problems, questions and feedback. Next to the presentation that is given during the Kick-In, a small presentation about our study association will be given to the students by visiting lectures at the beginning of the year. Here we want to inform the students about what Proto can do for them, about study related matters and tell them via which channels they can contact us. We are planning to give such a presentation to the first and second years of CreaTe and at a lecture of 'Foundations of ITech' for the master ITech, as mentioned previously. Furthermore, the number of students that switch to CreaTe after the first module is increasing. In cooperation with Thea de Kluijver, the

study advisor, we will look at how we can involve those students more and introduce them to Proto as well.

4.4.2 Educational Communication

4.4.2.1 Educational Mail

Around the third week of each module, an email will be sent to first year, second year, third year and ITech students. This email will inform them about the upcoming studynights for the module, about upcoming lunches that are organised by the new CRITEEC (if there are any), where to find practice materials, and a reminder that it is highly encouraged to contact the Officer of Educational Affairs and/or the EducaCie with feedback and questions or to share summaries if applicable.

To stimulate students to give feedback, another mail will be sent at the end of the module. This email contains a short summary of the feedback given by students and what is done with the feedback. We hope that students are more motivated to give feedback if they also hear about what the study does with it. It also contains a reminder to enroll for the next module and to buy books (or any other materials if needed).

4.4.2.2 Canvas

It has been noticed that Canvas is often more effective as an educational communication tool as students expect study-related matters on this channel. Thus the Officer of Educational Affairs will continue encouraging teachers to promote educational events organised by Proto using Canvas.

4.4.3 Practice Material Database

On the DokuWiki, there is a database that contains practice materials, summaries and evaluations. The Officer of Educational Affairs will keep the database updated and will try to add more material. Summaries will be collected by staying in close contact with students and asking students if they agree with sharing their summaries. Practice materials will be collected by contacting teachers if they agree with putting the exam on the DokuWiki. Because practice materials also get put on Canvas, the Officer of Educational Affairs will ask the EducaCie to make a list of all practice materials at the end of each module. If the teachers agree with putting those materials on the DokuWiki, this will help in establishing a large collection of practice materials over the years. To make sure the DokuWiki does not get cluttered with outdated summaries and old practice materials, the Officer of Educational Affairs will work together with the EducaCie to check if all materials are still relevant.

4.4.4 Educational Materials

4.4.4.1 Book Sale

Unfortunately, IAPC will not facilitate the book sale during the academic year 2021-2022. Similarly to last year, the Officer of Educational Affairs will be responsible for facilitating the book sale in the name of Proto. This will be done via StudyStore (the distributor) and will make use of ABC (an online site where the book lists of the previous year is stored). Close collaboration with the module coordinators and teachers is needed to receive the correct book lists as early as possible. To make sure the Officer of Educational Affairs is on time, a schedule will be made at the beginning of each module, which will include deadlines for teachers to indicate which books are needed. It will also contain deadlines for the Officer of Educational Affairs to send this information to the right parties. This schedule will be included in a "How to Books"-guide that will be made. The aim of this document is to make a full guide on how StudyStore and ABC work, and on what to do if certain problems arise while ordering books.

4.4.4.2 Drawing Sets

The Officer of Educational Affairs is responsible for ordering the drawing sets. Because there were a lot of issues with the supplier from the previous year, we decided to order the drawing sets at Bertus Workel's, which is the supplier for Industrial Design Engineering. Furthermore, IAPC and Proto have some supplies left over from previous years. We will look into the possibility of buying the ones from IAPC for a lowerprice and using the stuff Proto already has paid for. This will hopefully reduce the price of the drawing set for the students.

4.4.5 CRITEEC

The CreaTe bachelor coordinator is looking for new members to join the CRITEEC (CreaTe and Interactive Technology Education Evaluation committee) next year. The CRITEEC will not be exactly shaped as it was before and may get a different name. Because there were communication problems between the CRITEEC and the EducaCie, the Officer of Educational Affairs will stay in close contact with the bachelor coordinator to see in which direction the panel is going. When there is a new evaluation panel, the Officer of Educational Affairs will also be responsible for keeping close contact with the members of the committee.

4.4.6 Education Committee

In earlier meetings with the program committee, it was discussed that the new CRITEEC will also take responsibility to evaluate the study on short term notice, next to evaluating whole modules. This was the responsibility of the EducaCie beforehand. Although multiple channels for feedback are not necessarily a bad thing, it may be that the EducaCie does the same work as a committee of the University. However, the EducaCie does have more members and has members from all years. Therefore, it would give a broader range of students a place to give feedback in a short time period. This is why we plan to let the EducaCie proceed in their way of working.

From evaluating the committee, it has been noticed that not all committee members know what happens with their feedback. Therefore, we want to involve the committee members more in the tasks of the Officer of Educational Affairs. An extra point will be added to the EducaCie agenda to give updates about what is and will be done with the feedback they gave.

Although the EducaCie's main purpose is to offer students another way to give feedback, the EducaCie has been responsible for organising study nights and minor and master markets where (previous) CreaTe students are invited to talk about their minors and masters. We plan on continuing to organise such events again with the EducaCie. However, it has been noticed that some people in the EducaCie joined the committee only to give feedback and do not want to be responsible for organising stuff. At the beginning of the year, the Officer of Educational Affairs will discuss with all committee members what they should expect to do for the committee. Furthermore, two new functions will be created within the committee: the study night responsible and the minor/master market responsible. This will hopefully result in a committee where all committee members are fully informed about the responsibilities they have.

The division of the committee (Y1/Y2 & Y3/ITech) that was made one year ago will be used again in the academic year of 2021-2022. This way, long meetings can be avoided and there will be enough time to discuss the problems the students are facing every year. To make sure there are enough people from ITech, the committee will be promoted during the presentation at the beginning of the year (see 4.4.1).

4.4.7 Study Nights

The Officer of Educational Affairs will strive to organise fully physical study nights in each module for CreaTe and ITech students with the help of EducaCie. The dates of the study nights will be chosen at the beginning of each module in cooperation with the teachers and module coordinators. We aim to have the appropriate teaching assistants present at all study nights.

4.5 External Policy

4.5.1 External Support

See static policy plan.

4.5.1.1 Financial Sponsorship

In order to provide financial health for Proto, a minimum of €7000 in sponsorship is needed. This amount is increased when compared to previous years in order to keep up with the growth of the association. See the budget plan for more details on the financial expectations. The personal goal the Officer of External Affairs has set is €8500.

4.5.1.2 Creative Sponsorship

Activities with a combination of financial and creative sponsorships will be actively pursued. In case of a big activity, the option of sponsorship can be offered to companies. The exact execution of these types of sponsorships will be discussed on a case-to-case basis.

4.5.1.3 Lunch Lectures

See static policy plan.

4.5.2 Member Discount

Proto offered a set of discounts for its members, yet these discounts were underutilised mainly because many members did not know they existed. At this moment, all of the discounts as mentioned on the website are outdated. In this year, the Officer of External Affairs will see if the general concept of a discount offer is still pertinent. If so, they will look for more relevant discounts together with the Acquisition Committee.

4.5.3 Acquisition Committee

The Acquisition Committee will need to acquire three or four new members on the committee market at the start of the year. In the past academic year, the committee has been quite inactive. The goal is to revive the committee and have them actively pursue companies again. Next to that, the committee will organise activities together with companies over the course of the year. This is to benefit members, but also to increase the personal connection between Proto and the companies.

4.5.4 Customer Relationship Management

This year, a new Customer Relationship Management (CRM) system will be implemented to keep track of the sponsorships and contact with companies. The software program of choice is Sponsit. By using this system, a clear database will be built which can be used for both the Acquisition Committee and the Officer of External Affairs of this and later years. It will provide more insight into current and previous contacts with companies.

4.5.5 External Publicity Policy

In cooperation with the associations Inter-Actief, Abacus and Scintilla, the aim is to organise four activities together with companies. These will likely be lunch lectures, workshops, or another form of creative sponsorships. The sponsorships achieved through this method will be divided between the associations based on the amount of participating members from each association.

4.6 Financial Policy

4.6.1 The Direct Withdrawal Limit
See static policy plan.

4.6.2 Saving for Lustrum Year
See static policy plan.

4.6.3 Usage of Surplus Sponsorship
See static policy plan.

4.6.4 Bookkeeping
See static policy plan.

4.8 Miscellaneous

4.8.1 Improving the board function-specific guides

During our candidate board period, we noticed that (parts of) board function specific guides were missing. Showing the ropes of the function can be hindered because of this. We want to focus on writing complete guides. This is especially important for the Treasurer function guide as it had quite a few gaps. For the Officer of Educational Affairs a section about the book sale would be helpful.

4.8.2 Societies

Due to the pandemic last year, promoting, accepting and maintaining societies were on the backburner. We want to actively promote societies again and re-install their ten week trial period. When new societies are formed, they will be made aware of the Societies section on the Wiki.
Existing societies will be reminded and pushed to actively work on activities to benefit Proto.

4.8.3 Mental health

As a board we would like to recognise and support the members of our association that are struggling with their mental well-being. Especially the social isolation and added stress due to the COVID-19 pandemic has weighed heavily on people's mental welfare.

An initiative has been set up by the Organisation of Study associations that involves all study associations within the university. A board responsible has been appointed to meet with this group. In this way we try to stay active regarding the subject of mental health within the association.

4.8.4 Committee file owner

Because there have been problems with a committee losing all of their documents due to the owner of the Google Drive folder deleting it, we think it is a good idea to appoint the board@proto.utwente.nl email as the owner of all the committee drives. Only the owner can delete files, this email does not change and it is passed to the following board(s) as well.

4.8.5 Foundation ICE

The study trip from the previous year could not continue because of COVID-19, but the trip has been postponed to the summer of 2022. There is a board responsible, who is only responsible to ensure proper communication between the two boards. The Foundation ICE has indicated that they are only in need of someone who can put things on the site for them, if necessary, and to have a dedicated someone with whom they have contact.

5. Committees

5.1 Forming Committees

We noticed that there is a certain threshold on the committee market which makes it harder for first or second year students to step towards one of the stalls and talk about the committee. We would still like to organise a physical committee market, but if the turn-out is less than expected, we would like to also host a Committee Drink. During this drink the students can get to know the various committees in a more low key way.

Because the second and third year students are not (really) active, there is a big information gap. A few committees that will therefore have an extra person in their committee, the "old fart". The committees that qualify for this are the committees with a lot of new members or the committees in which there is so much information that someone with experience comes in handy. These people are only required to give advice for the organization of certain activities and do not have to do any action points, unless they want to. On a case to case basis, these people will either attend all the meetings, a few of the meetings or be available on WhatsApp for questions.

5.2 Acquisition Committee

See 4.5.3.

5.3 Activity Committee Extraordinaire

The Activity Committee Extraordinaire has acquired a lot of new members from the First Year Committee and other members who have been active within Proto. Two ideas have already been planned, namely "Taskmaster", which has been postponed from last year, and an end of the year festival. There will only be one experienced ACE member left in this year's committee after the "Taskmaster" activity, who will make sure the committee will still run as it should after the new members take over.

5.4 Alumni

As mentioned in 4.3.7, the Alumni committee will work on adding an Alumni page to the Proto website, a LinkedIn channel and an Alumni talk. In order to do this, the committee will need members next to the board responsible. These members can either be alumni or students that are interested in organising activities for alumni. During the committee market we will look for two members that are motivated to work on this. Additionally, we will contact the current alumni in the WhatsApp group about the possibility of joining this committee.

5.5 Audit Committee

It is a difficult task to make the committee attractive for non-treasurers and to make them viable members of the committee. The Treasurer will work on a plan together with the Audit Committee to try and make it a little easier to introduce non-treasurers into the committee.

5.6 Camp Committee

The previous Camp Committee members were part of the committee for two consecutive years because of the cancelled 2020 camp. After camp 2021 we want to obtain a completely new committee (besides an old fart and/or board representative) through the committee market.

5.7 Culture Committee

The Culture Committee has been venturing into different kinds of activities, moving away from the standard Western holiday activities. This feels like a good trajectory for this committee, since the committee can be a lot more creative when thinking of new activities, as they are not bound by the standard holidays. The committee currently only has two members, both will be staying with the committee into next year, but at least two new members have to be found for this committee to continue.

5.8 Dies Committee

We would like to organise the Dies over a longer period of time (a week or two) to make the Dies less intimidating. The activities will still be organised around a theme, to create coherence.

5.9 Disco

The DisCo is allowed to organise two parties on their own accord. They receive a budget for this from Proto. Besides these parties, they function as a supporting committee to other committees. This means that if a committee or other external party wants to organise a party, they can contact the DisCo to help them in a collaboration. This can be done the same way as designs and drinks can be requested, for which the following conditions apply:
- A request must be made at least six weeks before the date of the event
- The funds for the event must come from the requesting party and must be at least €30
- A theme or general idea has to be presented by the requesting party

The Disco will then arrange the location and decoration of the party in question, promotion will lie with the requesting committee unless agreed otherwise.

5.10 DIYCie

5.10.1 DIYCie 1.0

At the moment there is a single DIYCie committee. They are currently working on two smaller workshops that will be held separately. Both are in the final part of the prototyping phase and could thus both be held in the first half of the academic year. However, motivation is very low within the committee. An in person work session will be planned, this session will be used as a motivation test. If it turns out that productivity and motivation is too low, this iteration of the committee will be canceled.

5.10.2 DIYCie 2.0

A new DIYCie will be set up in the coming year, seeking members at the second committee market. If everything goes to plan, this new DIYCie will not run parallel with the current committee, since the current one will be finished before the second committee market or the current committee has ceased to exist.

5.11 EducaCie

See 4.4.6.

5.12 EEMCS Trip

See static policy plan.

5.13 EmergenCie

At the start of the year, the current members in this committee will be asked if they want to stay in the committee and new members will be given the opportunity to join throughout the year if they have an ERO or first aid diploma. If the latter is the case, this new member will
be asked to complete the fire and evacuation ("brand en ontruiming") part of the ERO course before they can supervise events. The board responsible will help them with finding the place to take this part of the ERO training to make this process more friendly for new people. To make sure ERO certificates are still valid, they need to do a refresher course. Four people in the committee are already signed up for such a course. When new spots are available to do a refresher course, the board responsible will let the committee know as soon as possible.

5.14 ENTROPcY

In the same way as previous years, the ENTROPcY will help out with activities and committees that need extra help. The board responsible will make sure that they get notified in time when their help is needed. They will also organise their own activities this year.

5.15 First Year Committee

See static policy plan.

5.16 FishCie

We hope to revive FishCie's HABHAK (Have A Break, Have A Kibbeling) activity as a source to acquire money from. If this is not possible, Proto will have to fund the FishCie, to make sure they can still take care of the fish. We assume the cleaning will be able to return to what it was like before the restrictions on amounts of people in Protopolis were instated. The FishCie will probably be looking for one or two new members at the first committee market.

5.17 Gala Committee

The current gala-committee still has to organise the gala-diner they originally planned on the 20th of April; the new date will lie around Christmas 2021. None of these committee members would like to organise a "normal" gala on top of the gala-diner, so we will try to find a new committee on the first committee market. The normal gala will be organised with the balcony associations (Inter-*Actief*, Scintilla and Abacus).

5.18 GraphiCie

Since we noticed that communication between the GraphiCie is not always smooth, we want to organise a monthly mandatory meeting. There is also some interest among the members to design merchandise, for these people an additional meeting once a month will be held. We would also like to try to get the GraphiCie to get to know each other better through a team building (such as a poster design contest or Bob Ross evening) to spark active participation.

5.19 Guild of Drafters

Because there was a long period where there were no drinks, it may happen that some people do not really remember how to set up a drink. Therefore, all drafters will be offered a refresh course at the start of the year. Because most of the head drafters are getting somewhat older, it is handy to educate people who can already draft on how to set up a drink and add them to the list of head drafters. We plan on doing this at most drinks at the beginning of the year. This will hopefully reduce the workload on the TIPCie.

5.20 Handyman Committee

See static policy plan. We also aim to have a dedicated Chair and Secretary to keep the meetings more organised.

5.21 Have You Tried Turning It Off And On Again Committee

The Have You Tried Turning It Off And On Again committee currently has only one system administrator (sysadmin) left, who will be away for half a year. But within the committee there is interest in this role, so this will be alright. The committee is still working on future proofing and updating the systems in place. Next to that, the committee is continuing to document the current IT infrastructure to make sure the systems can be understood and kept running by newer members. The aim is to have this documentation result in a complete guide at the end of the academic year. Another thing they will be working on is fixing the ProTube as soon as possible. The goal the committee has set for themselves is within the first module.

5.22 InteracCie

The InteracCie is notoriously difficult to fill; the current committee consists of two members who will graduate halfway through next academic year. To get new ITech students familiar with the committee and Proto in general, the master Kick-In time-slot will be filled by a collaboration between the candidate board and the InteracCie. We will also highlight the committee during possible ITech drinks and other opportunities. If no new members join the committee, the board will organise drinks which we will advertise more to ITech students.

5.23 Kick-In Committee CreaTe

See static policy plan.

5.24 OmNomCom

The OmNomCom has been out of business for a year, so getting everything up and running again might prove difficult. The new committee will most likely need help from old committee members to start up, so a temporary "old fart" role will be needed. This has already been arranged. The committee would like to find one or two new members to pass the information and knowledge of the committee onto some 'fresher' people.

5.25 pLAN

The pLAN will continue on the trajectory set by Board 10.0. This includes keeping the committee size below the member limit, as found in the static policy plan (4.2.2), and focusing on bigger events. Some smaller events are still fun, but the bigger events do get Proto members more excited to join. Organizing bigger events also allows more room for creativity from the committee members, which is likely to increase their excitement too, allowing for a more active and fun committee. The committee will need to recruit new members at the first committee market, since only one member is staying with the committee next year.

5.26 Protography

During the first committee market, Protography will look for new members once again. The new members will get an explanation about how they can upload their photos to the website. This year, a chair will be appointed to the committee again. When needed, the chair will ask members of the committee to take photos at the events. In order to try and make the committee members more active, we will organise a team building activity.

5.27 ProtOpeners

See 4.1.2 of this document.

5.28 ProtoTrip

After last year, there was no committee. An entirely new committee will need to be formed during the first committee market. But old members will be asked for tips and if they want to join the committee agan, as a way to ensure some knowledge of how the trip is organised. The situation around travelling is still unsure for the coming year, so the committee has to give a go-no/go at least a month before the trip. The price of tickets change when buying in bulk and public transport ticket prices on location can change quite fast as well, which needs to be taken into account when creating the budget plan for the trip. The committee will be given the freedom to organise the best trip possible, while keeping in mind the affordability for participants.

5.29 SkiTrip

SkiTrip is an initiative from the 43th candidate board of Inter-*Actief*. However, no concrete plans have been made yet. This trip will be organised with a few other associations under the Organisation of Study associations.

5.30 SportCie

A lot of SportCie members will leave the committee next year. The ones staying, including the upcoming board responsible, did not organise the Batavierenrace or the StAf-tournament before (or not in the way it usually goes). Although both events are organised by third parties and Proto is only participating, it still may cause problems. Special attention will be given to this and if problems arise we will request help from previous SportCie members. Furthermore, we will contact one previous SportCie member at the beginning of the year to ask if there are certain aspects of those events that need to be done way beforehand and ask for general advice.

5.31 Symposium Committee

The Symposium Committee still needs two or three new members, who will be recruited during the first committee market. Afterwards, they will start working on a plan. Because the last

Symposium had to be cancelled, we will see if any of the previously required speakers still fit the new theme. If so, they can be asked to speak at the new Symposium.

5.32 TIPCie

The workload of the TIPCie was quite high in previous years. This was countered by giving certain drafters the title 'head drafter', which meant that some drafters could also be responsible during a drink and a TIPCie member would not have to be present. We want to continue this way of working (see 5.18). During the end of the academic year 2020-2021, drinks were allowed at the Waaier and the Vrijhof, if the organizing team followed certain rules. Those drinks demanded a lot of organizing work, which made the workload on the TIPCie quite high. We hope that next year normal drinks are possible again and that the TIPCie can follow the standard procedure again for organizing drinks. We plan on maintaining the weekly Monday afternoon drinks again and the monthly Friday afternoons drinks if it is allowed by the university. However, the TIPCie will evaluate every module if the number of drinks meets the demand for drinks and will adjust the amount of drink accordingly.

Furthermore, the clothing for our drafters are getting quite worn-out and are ready for replacement. Therefore, we will look into the possibility of getting new gilets for all drafters. The current plan is to have clothing that is in possession of the TIPCie and will be passed on each drink so the drafters for that drink can wear them. We want to make sure that all drafters have a fitting size to wear and do not want to exclude anyone. Therefore, we will only go through with this plan if all sizes can be bought with the budget we have decided to use.

6. Final words

Thank you for reading our policy plan!

We hope we were able to enlighten you with our goals for this coming year.
We anticipate an amazing time, full of great activities and we will try our best to make everything run as smoothly as possible.

Our special thanks goes out to our Candidate Board of Advisors, for supporting us with this document and the support we will be receiving from them throughout the year.

If you have any questions or would like to contact us, you can (hopefully) email us on board@proto.utwente.nl or come by the Protopolis if possible.