

**2020 Plan of Action**

Student Representative Council | University of Pretoria

**Office of The Presidency**

**David Kabwa (President)**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| **Acclimating students to the UP climate** | Feedback from students after each quarter | The purpose of this initiative is to better acclimate students to the University of Pretoria climate.  This entails assisting students to better understand University Policies and protocol parameters.  Additionally it also entails ensuring that students have a better understanding administrative processes in place so that students may be better equipped to assist one another. | Working with the Constitutional Tribunal and the SDAP to set up workshops  Working with the Academic Sub-Council to better inform students within faculties  Working with the Residence Sub-Council to better inform students within residences | SRC President  SRC Deputy President  SRC Secretary  SRC Deputy Secretary  SRC Treasurer  SRC Study Finance  SRC Office of Academics  SRC Office Residence Affairs  SRC Transformation and Student Success | University of Pretoria Policy Briefs  Fact Finder  Department of University Relations | Feedback from the Student Forum Each Quarter | 3rd of February to 27th of June |
| **Reimagining institutional culture** | Feedback from Statutory Committees  Feedback from the general students | The purpose of this initiative is to foster a culture that better emphasises communication and consensus while also encouraging the contestation of ideas.  Among proposed plans are assisting students to consider the mental aspects involved in leadership.  The Office of the President Seeks to Partner with the International Youth Fellowship (IYF) for this purpose.  This will entail building local and international relationships to grow in collaboration and encouragement.  Moreoever, this will also entail engaging with institutional policy and protocol. | Engaging within Statutory Committees  Working Closely with Societies  Working Closely with SRC Sub-Structures | This will be a collaborative effort between all offices in the SRC  SRC President will oversee logistical arrangements for the initiatives with the IYF  SRC Deputy President will oversee implantation of the IYF initiative | Statutory Committees  Fact Finder  Department of University Relations  SRC Substructures | Feedback from the Student Forum Each Quarter | Ongoing throughout the year |
| **Early Intervention Initiatives** | Number of student responses to the early intervention initiatives | The purpose of this initiative is to put measure in place to assist students as early as possible.  Some of these measures will be preventative while others be to quell grievances that arise on a yearly basis by addressing them earlier.  An example of this will be establishing support groups to assist students to cope with mental wellness issues far earlier in the course of the year.  This will also entail ensuring that SRC sub-structures are also fully aware of interventions that are in place to assist. | Getting Students to Get SADAG Training Sooner  Organising Logistical Arrangements earlier in the year  Working with the Academic Sub-Council before and during appeals periods | This will be a collaborative effort between all offices in the SRC | Student Health Services  Student Support Services  SADAG Material  Policy and Protocol Briefs | Feedback from the Student Forum Each Quarter | 3rd of February to 18th of October |
| **Cross Campus Collaborations** | Feedback from the general student body each quarter | This initiative will serve to build on the growing inclusivity across all campuses of the University of Pretoria  Moreover, this also serves to ensure that the SRC is involved in initiatives across all campuses of the University of Pretoria or collaborates closely with Sub-structures to ensure that events that are held on the various campuses become a success. | Booking Venues on various campuses for events to take place there  Incorporating Plans within the Academic Sub-Council into the SRC plans to accommodate Faculty Houses not based in Hatfield | SRC President  SRC Office of Day Students and External Campus Affairs  SRC Office of Academics  SRC Office of Residences  SRC Student Culture  SRC RAG  SRC Student Sport | Transportation  University of Pretoria Facilities  University of Pretoria “UP Way” Material | Feedback from the Student Forum Each Quarter | Ongoing throughout the year |
| **Fundraising campaigns** | Funds raised at the end of each semester | The purpose of the fundraising initiatives is to raise funds for in order to contribute towards the alleviation of students issues.  These will be student issues such has financial exclusions and student hunger.  Moreover, the intention will be to implement as many feasible mechanisms of funding as possible.  This will include possible initiatives such as the “Can Do Campaign” “Technilogical Raffle” or any other programmes suggested that can assist students. | Begin seeking crowd funding and sponsorship opportunities  Communication with the Student Body to get them on board with fundraising activities | SRC President  SRC Deputy President  SRC Secretary  SRC Deputy Secretary  SRC Treasurer  SRC Study Finance Officer  SRC Societies Officer | Department of University Relations  Department of Study Finances  SRC-Sub Structures | Feedback from the Student Forum Each Quarter | 3rd of February to 18th of October |
| **Inter-Varsity Relations** | Feedback forms from engagements  Implementable solutions picked retrofitted from other institutions | The purpose of this initiative will be to collaborate with other institutions in order to find out alternative methods to address student issues.  In addition to this, the intention is foster better relations with student leaders from other institutions that would mutually beneficial to both of our students. | Begin digital and physical benchmarking of other institutions to find out how to best engage | SRC President  SRC Secretary  SRC Day Students and External Campus Affairs  SRC Post and International Student Affairs | Transportation  University of Pretoria Facilities  UP Promotional Material | Feedback from the Student Forum Each Quarter | Ongoing throughout the year |

**Mpho Mehlomakulu (Deputy President)**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| **Ensure that the Office of the President is functional and that the President is assisted**                    **Ensure a work ethic amongst SRC Members** | All tasks are up to date and students reached  Keep SRC members accountable to their POA’s | UP – to - Day | * Do a weekly review of the Presidents duties and cover where there is slack * Do a follow up for all the students who have come in and respond to them within three days * Ensure that the preparations of Presidential events are in place   Ensure that SRC member submit reports and attend to cases.  Ensure SRC members keep to their POA’s | **SRC Deputy President**  **SRC President  SRC Secretary** | * **Computer** * **Telephone** * **Diary** | * Constantly check in on Office of SRC President * Do a weekly task Review   **Weekly reminders** | Ongoing |
| **Ensure that the CSG is upheld amongst structures** | Be informed about CSG and keeping structure accountable | #Listen2YourRights #ItStartsWithMe |  | **SRC Deputy President** | **Chair disciplinary hearings ,**  **Have a dropbox for complaints**  **Make contact details available and visible.** | Constantly checking email address and drop box and responding within a week. | March till November |
| **Ensure that SRC members are well acquainted with the CSG** | All SRC members must be informed about the CSG. | #Listen2YourRights #ItStartsWithMe | SRC members are to educate themselves on the CSG to know how to use it and prepare them for forums | **SRC Deputy President** | **CSG booklets** | SRC CSG tabled and discussed throughout the year in SRC meetings | February till December |
| **Have an audio version of the CSG** | Record CSG into MP3 and made avail on USB’s for first years and on click up for made available to all students. | #Listen2YourRights | Recording the CSG and making it digital makes it easier to share with students and reaches a larger number of students educating them about their rights. | **SRC Deputy President, STUKU, Con Tri, Music Department** | **Music studio (Music Department), Constitutional Tribunal, SRC President, STUKU, Students** | Record three / five sessions each month.  Make the first available as a test run | March till November |
| **Amendment of SRC Code of Conduct and making it more visible** | Review and add to ensure that SRC is serving adequately and with discipline | SRC Deputy President & task force | All SRC members must be acquainted and informed about the Code of Conduct or any amendments done and made into small booklets. | **SRC Deputy President** | **SRC Officials** |  |  |
| **SRC Food drive Challenge** | Challenging the SRC OF 2020 to rise 500 cans or 500 sanitary pads every month | SRC 500 p/m challenge | The SRC making a visible contribution towards assisting students | SRC RAG Officer and all SRC Members | **UP SRC** | Consistancy from all SRC Members | From February until August 2020 |
| **Institutionalize SRC Study Finance AID** | Have a recognised SRC Finance AID towards Registration Pledges, Save the Semester, Textbooks etc. | Create a working Study Finance AID system that recognised and dispense funds accordingly. | Work together with Study Finance to create a Policy that’ll help institutionalise the AID | SRC Study Finance  SRC Deputy President  DSA |  | Table it at the Council and Senate to UP management for approval | February till November |
| Fund Raising & Student Life - (**Target is 2.5 Million**) | | | | | | | |
| **Register an SRC NGO** | To have a fully register non – Profit that’ll be used to go into the market place looking for funds for the **SRC Study Finance AID & Save the Semester & Sanitary Drives** |  | Approach corporate companies to partner  Approach private  Approach and partner with other NGO’s  Approach and partner with Churches  Approach and Partner with Government entities | SRC Deputy President  SRC President  SRC Study Finance  DSA  UP Enterprise  SRC Deputy Secretary  Enactus  Kaone Consultants | **SRC member will be the board members that determine the direction of NGO in collaboration with DSA & UP mangement** |  | March 2020 - Ongoing |
| **SRC NGO Partners Appreciation Lunch** | Give a breakdown of what happened through the year and appreciation |  | Approach Alders or Pure Café’  Approach music students for live band  Do quotation for gifts | UP SRC  DSA  UP management  All Partner representatives | **Pure Café’ or Adlers**  **Live band**  **Appreciation gifts** | Keep relation  Send invitations 4 months before event | October/ November 2020 |
| **SRC DP -Varsity Derby** | An intervasity event that will encourage a more UP community through sports. Allowing students to engage with students from other universities in a fun and engaging manner. UP and NWU Vaal event. | * Obstacle course * E-sport * Fast-5 netball * General knowledge quiz * Touch rugby * 7-aside soccer   Basketball | Planning the event and liaising with those from NWU Vaal, thus leading to an effective implementation of the event. | Nomafu Ngubane and Student Sport EC. With the help of NWU co-ordinators  SRC Deputy President | Sport Campus Venues, Piazza on main Campus and funding for marketing. |  | 25 July 2020 (To be confirmed) |
| **SRC DP Concert - United Varsity Concert** | Collaboration of Ovuwa, Camerata’s and UP Symphony in doing a concert with ticket sales from R 80 – R150(Normal tickets)  VIP (R 200) | #OneSoundSihlangene | Bring together the biggest Music Groups on campus to help raise funds and propel the culture of unity in UP. All funds will be going into the SRC Study Finance AID | SRC Deputy President  OVUWA  Camerata  UP Symphony  Music Department  Tuks FM  UP Management  SRC Marketing  SRC STUKU Ex officio  STUKU  Famous Artist | **Aula**  **Piazza**  **Campus screens**  **Posters**  **Rehearsal Space**  **UP Marketing and Relations**  **UP Management** |  | August / September 2020 |
| **SRC DP with Iconic Africa Seminar** | Exploring Black ideas and black minds inviting influencers that are unknown but impacting Africa.  Business Seminar setting | #IconicAfrica | Working together with Kaone Consultants to host a talk, engagements on African ideas and pioneers. Touch on real issues of race, identity, social entrepreneurship, entrepreneurship etc. | SRC Deputy President  SRC Marketing  Kaone Consultants (**Mrs. Katleho Assis**)  Albert Luthuli Centre (**Dr. Wilim Fourie**)  Centre for Contexual Ministry (**Prof. Stephan de Beer**)  DSA (**Dr. Madiba**)  UP enterprise  Absa  STUKU  TUKS FM | **Albert Luthuli Centre or Sanlam Auditorium**  **Or SRC Chambers** |  | May 2020 |
| Student concerns | | | | | | | |
| **Monthly Sanitary Pad distribution** | Help raise 500 pads per month | SRC 500 p/m challenge | The SRC making a visible contribution towards assisting students | SRC RAG Officer and all SRC Members  Work with Ubuntu Box  Anathi NGO  Sanitary Drive registered societies | **UP SRC** | Consistancy from all SRC Members | From February until August 2020 |
| **Monthly Food pack distribution** | Help raise 500 canned food per month | SRC 500 p/m challenge | The SRC making a visible contribution towards assisting students | SRC RAG Officer and all SRC Members  Work with Ubuntu Box  Anathi NGO  Sanitary Drive registered societies | **UP SRC** | Consistancy from all SRC Members | From February until August 2020 |
| Anti – Suicide Campaign #Bophelo(Life)\_Initiative – “Your life matter) | | | | | | | |
| **Weekly motivational notes hand outs** | Striving against suicide within our university because the life of students matter. | Bophelo Initiative | To encourage first years through their first year to help them cope  To ensure that there is a support structure for senior students  To fight against the scourge of suicide | SRC Deputy President  SRC Secretary & Deputy Secretary  SRC Facilities  SRC Day & External campus  SRC Residences  Residence HC  DSA  Student Wellness | **UP SRC** |  | March 2020 – ongoing |
| **Monthly SMS Motivation towards student wellness** | Striving against suicide within our university because the life of students matter. | Bophelo Initiative | To encourage first years through their first year to help them cope  To ensure that there is a support structure for senior students  To fight against the scourge of suicide | SRC Deputy President  SRC Secretary & Deputy Secretary  SRC Facilities  SRC Day & External campus  SRC Residences  Residence HC  DSA  Student Wellness | **UP SRC** |  | March 2020 – ongoing |
| **Support groups in all Residences (including accredited off campus accommodations)** | Striving against suicide within our university because the life of students matter. | Bophelo Initiative | To encourage first years through their first year to help them cope  To ensure that there is a support structure for senior students  To fight against the scourge of suicide | SRC Deputy President  SRC Secretary & Deputy Secretary  SRC Facilities  SRC Day & External campus  SRC Residences  Residence HC  DSA  Student Wellness  STARS Mentorship Programme | **UP SRC** |  | March 2020 – ongoing |
| **Ensure visibility and accessibility of office of President on all campus** | Striving against suicide within our university because the life of students matter. | Bophelo Initiative | To encourage first years through their first year to help them cope  To ensure that there is a support structure for senior students  To fight against the scourge of suicide | SRC Deputy President  SRC Marketing  SRC Secretary & Deputy Secretary  SRC Facilities  SRC Day & External campus  SRC Residences  Residence HC  DSA  Student Wellness | **UP SRC** |  | March 2020 – ongoing |
| **Messages from the SRC on the campus screens and monthly posters** | Striving against suicide within our university because the life of students matter. | Bophelo Initiative | To encourage first years through their first year to help them cope  To ensure that there is a support structure for senior students  To fight against the scourge of suicide | SRC Deputy President  SRC Marketing  SRC Secretary & Deputy Secretary  SRC Facilities  SRC Day & External campus  SRC Residences  Residence HC  DSA  Student Wellness | **UP SRC** |  | March 2020 – ongoing |
| Revision of Policies | | | | | | | |
| **Review Library operational hours Policy (Ensure that a lab is open until the late hours)** | Have level three open for the use of computers till 00:00 running throughout the year | #Listen2YourRights #ItStartsWithMe | Advocate for the library hours particularly the computer labs to be extended for students without laptops or access to WIFI | SRC Deputy President  IT Services  Library Services |  |  | March till November 2020 |
| **Review clinic operational hours Policy   & Ensure all campus clinics are functional serving students** | Clinics to open for a minimum of 6 hours on external campus’ each day as main campus. | #Listen2YourRights #ItStartsWithMe | Advocate for the clinic operational hours to be extended to 24hrs, so students can get medical assistance at any time they require it  Students in the faculty of health who are near completion of their degrees can work and acquire needed experience by working at the clinic  Ensure the proper maintenance of clinics at all UP Campuses so they are in good order | SRC Deputy President  Health Faculty EC/Chairperson  DSA  UP Senate  Health Services  Day Students and External campuses affairs officer |  |  | March till November 2020 |
| **Review of All constitutions of DSA structures (Faculties, Day houses etc) to insure inclusivity** | Ensure that there are equal treatment and opportunities for all students and that there is no discrimination in the Constitutions. | #Listen2YourRights #ItStartsWithMe | Ensure that students are well acquainted with the constitutions and are more included in the EC’s and decision making processes in their respective faculties  Engage the EC officers of societies so they are also equipped to be leaders and are involved/included in the decision making processes as they are leaders in the institution | SRC Deputy President  DSA  Transformation and Student success officer  Faculty houses EC’s  Day Houses EC’s  Societies EC’s |  |  |  |
| **Review Policies against religious Societies and create a religious council** | There is a need for religion but most of all religious organisation that are communicating. | #Kaofela\_WeAreOne | Create a platform where all religious organisations (leaders) can meet and discuss ways to impact the students and discuss issues affecting students within their different religions. | SRC Deputy President  Theology House committee  Office of the Dean  Religious Societies  CMF  Religious councils | **SRC Chambers**  **Theology 2- 10** |  | March – ongoing  May 2020 (Meeting)  August( Meeting) |
| **SRC Deputy President Task Force will be comprised of 4 members that will help make all of this prossibe** | | | | | | | |

**Office of the Secretary**

**Ryan Haines (Secretary)**

Secretary POA for 2020

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| **Co-ordinate the day-to-day management of SRC operations and activities in an effective and efficient manner [s23(4)(a) of CSG]** |  | **Residences & Accommodation** | Implementing a contingency plan that provides for the **temporary accommodation** of students during the registration period. This plan should extend to **feeding** of the said students. | SRC Residences 1; SRC Residences 2 | Refer to the Plans of Action of the said portfolios. |  | December 2019 - January 2020 |
|  | **Study Finances** | A standardized **Study Aid Plan (**that sets out the requirements for qualification, maximum funding to be awarded to students etc.) should be drafted. **Refer to the 2019 SRC Secretary Year Report**. | SRC Study Finances | Refer to the Plans of Action of the said portfolios. |  | December 2019 - January 2020 |
|  | **Transformation** | SRC Gmail Accounts should be suffixed with **@up.ac.za**, replacing @tuks.co.za (no longer relevant). Every SRC member should have a **proper email signature**.  I would furthermore like to purchase **djembes** (to be held and stored by the DSA in the Roosmaryn Building). This may be used during benchmarking activities and other similar engagements. | SRC Transformation and the Director for the Department of Student Affairs | Expertise and skills in the designing of email signatures and addresses.  A quotation. Transportation of the said equipment. |  | January – February 2020  March 2020 |
|  | **Constitution for Student Governance & Other Policies** | Constitute a **Law Reform Committee** (in conjunction with the Chief Justice) for the purpose of the discussion and drafting of provisional constitutional amendments. The committee has already been established and an introductory meeting was held on the 20th of November 2019. | SRC Deputy President; Chief Justice of the Constitutional Tribunal |  |  | Continuous |
|  | **Other** |  | Secretary & Deputy Secretary |  |  | Continuous |
| **Efficient and effective minute taking of all (1) SRC meetings; (2) SRC Executive Committee meetings as well as (3) any other meeting that sufficiently merits a need for such [s23(4)(b) part 1]** |  | Refining the agenda template in pursuant to themeeting procedure (as embedded in the 2019 **Meeting Procedure document**). Hardcopy versions of Minutes should be kept record of by **printing** out and **filing** such, as soon as reasonably possible after meetings. |  | Secretary & Deputy Secretary | 2019 Meeting Procedure document; 2019 SRC Agenda template |  | January 2020  Meeting Minutes should be uploaded to the web page on a regular basis to ensure transparency and accountability (**either weekly ot monthly**). |
| **Efficient and effective distribution of any applicable administrative documentation to the student body (i.e. minutes etc.) [s23(4)(b) part 2]** | This pertains to the (effective) communication of any relevant SRC decision making or any other applicable administrative content with the student body. | Ensuring that all platforms for communication are **readily available** for utilization. This includes access to the SRC ClickUP page and the SRC webpage. | Uploading any applicable administrative documentation to the SRC webpage, relevant social media platforms and the SRC **ClickUP Page**. | Secretary; Deputy Secretary & Marketing, Multimedia and Communications |  |  | Continuous |
| **Ensuring the involvement and inclusivity of ALL portfolios, ultimately accountability** |  | Portfolio specific reporting during SRC meetings should take place on a regular basis as determined by the Secretary and the Deputy Secretary.  **SRC Newsletter** | As part of my term, one of the primary initiatives that I would like to implement is a News Letter. This could either be included in Perdeby or disbursed otherwise. | Secretary; Deputy Secretary  Perdeby. |  | The reports will allow for accountability of each portfolio to follow through with their POAs.  Dregeana Newsletter. I would like to consult expertise in the drafting and publishing of such a document. | TBC  March 2020 |
| **Increase SRC’s AVAILABILITY and ACCESSIBILITY by upholding the image and values of the SRC.** |  | **SRC Office Notices**. Refer to the 2019 SRC Secretary Year Report.  **SRC Business Cards**.  **An official SRC Apology Gmail Account** &  **SRC Attendance Register** (specifically designed for ‘ordinary SRC meetings’).  I have drafted a standard **SRC Letterhead**. | Notices will ensure transparency and accountability. Stricter control and monitoring should be exercised over office hour attendance.  Business cards should be issued to the SRC by commencement of the registration period. Each SRC member should be provided with **at least 100 business cards** to avert depletion and having to reorder.  It has been created to ensure more effective (stricter) control over the attendance and ultimate visibility of the Student Representative Council.  This letterhead may be utilized for the purpose of hardcopy communication with students. |  |  |  | January  January  Continuous |

**Deputy Secretary POA [Draft]**

**Office of Secretary**

**Lerato Ndlovu (Deputy Secretary)**

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| **Strategic**  **objectives/**  **Objectives** | **Measure/ Indicator** | **Initiative** | **Task/Actions** | **Responsible** | **Resources** | **Target Dates** |
| SRC Accountability |  | Student Forums and publishing of quarterly reports | * Meant to be a platform for SRC to account on their activities for the quarter. | * SRC Deputy Secretary to initiate the programme. * The Whole SRC should be in attendance. * During lockdown the SRC will continues to publish reports and account to students. Students submit their questions and SRC responds. * When Covid-19 lock down regulations ease up, student forums will be hosted on campus |  | Last Week of every quarter. |
|  | Rotational office hours on external campuses | * All SRC members must ensure they spend at least an hour of office time on external campuses every week when lockdown regulations have been eased * During lockdown, SRC members conduct their office hours virtually. * Ensuring SRC members attend virtual even | * SRC Secretary * SRC Deputy Secretary * SRC External campuses officer |  | Every week, continuously once Covid-19 regulations allot for contact classes to continue |
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| Student Well-being and success |  | Entrepreneurs day | * A day for student entrepreneurs to come showcase and sell their products. * The SRC will sell the stalls in hopes to raise money for student debt. | * SRC Deputy Secretary to organise it * Collaboration with SRC Treasurer, STUKU Officer | * Will be held at Aula grass or Student Centre * Tents/ Gazeebos for shade * Tables for the stalls * Advertising (flyers/posters) | Date to be confirmed dependent on Covid-19 regulations |
|  | Thupello Driving Academy Agreement for Licences | * Identify highly disadvantaged students to get an opportunity to obtain their licence | * Led by the SRC Deputy Secretary * Selection Team: |  |  |
|  | Partnership with Immployment Connect for Mentorship and training | * The programme is aimed at affording students an opportunity at receiving quality mentorship from professionals in their fields. For some of the students this mentorship could potentially lead to employment | * SRC Deputy Secretary |  | * Continuous from August 2020 |
| Increasing accessibility and visibility of SRC |  | Informal meetings with Residence officers and Accredited accommodation leaders.  This is to ensure the wellbeing of students in these accommodations. | * Frequent informal meetings with accredited accommodations * SRC Deputy Secretary to schedule and facilitate the meetings * Residence officers to have these meetings to ensure that UP students in these accommodations are well | * Residence officers ( 1 and 2) * SRC Deputy Secretary |  | * As frequently as possibility |
|  |  | Ensuring that SRC members attend virtual events of different structures | * The purpose of this is to maintain visibility of SRC but moreover, ensure that the SRC continues to be active and participate with the student body even during the covid-19 lockdown. | * All SRC members to be involved. |  | * Continuous. |
| Administration |  | SRC Minutes | * Effectively assist SRC Secretary in compiling and | * SRC Secretary * SRC Deputy Secretary |  | * For weekly executive and src meetings |
|  | Co-ordinate the day-to-day management of SRC operations and activities in an effective and efficient manner [s23(4)(a) of CSG] | * Working with the Secretary to fulfil the POA of Secretary office as per CSG section 23 subsection 5 | * SRC Secretary and Deputy |  | Continuous |

**Office of the Treasury**

**Shaheen Deonarain (SRC Treasurer General)**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| **Budgets** | **Comprehensive budget planning for the SRC 2020** | **Outline the funds for the SRC as well as student serving structures whose sole focus is on the benefit of students** | * **Draw and distribute budget** * **Keep a comprehensive track on usage** | * **SRC Treasurer** * **ToonBank** | * **Previous budgets** * **The incumbent treasurer** | **Sufficient money allocated for all portfolios to perform duties with enough resources for contingency use** | **February** |
| **Draining Cost Centres** | **Cleared cost centres of All student serving bodies** | **Track, recollected all unused funds in the cost centres of structures for redirecting** | * **Drain societies cost centres** | * **SRC Treasurer** * **TookBank** | * **Previous Budgets** | **Drained cost centres, ready for new dispensations** | **March** |
| **Societies Week** | **The distribution and registration of societies in a fast-effective way** | **Distribute funds to cost centres and facilitate a process that provides funding to societies in the quickest and most effective way** | * **Reassign unused cost centres** * **Register new societies to cost centres** * **Keep in constant communication with Toonbank should any problems arise** | * **SRC Treasurer** * **Societies Office** * **Toonbank** | * **Previous budgets** * **Toonbank cost centres** | **Payments processed orderly and in time** | **A month after Societies week ends**  **(April)** |
| **Treasure’s Committee** | **Strengthen relations between Houses and the SRC** | **Liaise with Treasurer of Day and Faculty Houses** | * **Frequent meetings** * **WhatsApp group/Email when necessary** | * **SRC Treasurer** * **DSA Staff** | * **Data** * **Budgets** | **A working committee and better relation between SRC and other structures** | **April** |
| **Project Pool** | **Efficiently run project pool to better student outreach** | **Functional and well-coordinated project pool which runs in an ethical and clean way** | * **Manage the process of application, approval and running of the Project Pool** | * **SRC Treasurer/SRC President** * **DSA Staff** | * **Previous project pool Data** | **Well-coordinated project pool** | **April /September** |
| **Auditing /Quarterly Year Budget** | **Performance based budgeting of all student serving sub bodies** | **Retracing payments to ensure they match with the budgets and are used for the purpose they were stated to be used for** | * **Balance budgets with costs and POA** * **Measure Cost-centres** | * **SRC Executive** | * **UP SRC POA** * **ToonBank** * **Societies Constitution** | **Revised, need specific budgets** | **July** |
| **Financial wellness program** | **Provide solutions and ideas to be better with personal financials** | **Enlighten the students on better managing of their funds (particularly first year students)** | **Emphasise need on being careful with personal finances** | * **SRC External Campuses** * **SRC Academics** * **SRC MMC** | * **Posters** * **ClickUP** * **Website** * **Pamphlets** | **Campuses wide awareness of responsible use of funds** | **February /March** |
| **SNAPP/Food Drive** | **Help the fight against student hunger** | **Start a food drive and reserve money for the SNAP Programme** | **Invest fundraised money and food to feed the student populous** | * **SRC RAG** * **DSA Staff** * **SRC MMC** | * **Posters** * **Funds** | **Better resourced SNAPP** | **Each end of semester** |
| **Contingency reserve** | **Use retained finances/raised money to invest in welfare programs** | **Keep students well being up around examtime to ensure stuents fly @UP** | **Have different programs from sponsoring mental health awareness to academic issues** | * **SRC DSA** | * **Posters** * **Funds** * **Sponsors** | **Well kept students who are then physically and mentally able to write exams** | **June//November Exams** |
| **Pledges** | **Challenge staff members as well as willing students to pledge their salaries to students’ needs** |  | * **Draft Proposal** * **Distribution of proposal** * **Means of Collection** | * **DSA** * **HR** * **UP Executive** * **Deans** | * **Collection medium** | **Money raised to the Study Aid coffers** | **Once per semester** |
| **Financial transparency** | **Setting up a page on the Up portal that has all SRC finances** | **A tab where students can read all expenses and upcoming expenses** | * **Talk to Management about setting up the Webpage** * **Upload all financial information which students should have** | * **SRC Treasurer** * **IT department** * **DSA** | * **Previous budgets** |  | **April** |

**Office of** **Marketing, Media and Communications**

**Gerald Mokwena ( Marketing, Media and Communications )**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| **Increased**  **Communication** | ⦁ Increasing  communication from  students and  active  interaction  with the  students. | Effective  communication by  the SRC using all  forms of  communique | Following up on the  creation or the  establishment of the  new ClickUp Module  ⦁ Establishing the SRC  YouTube Channel  ⦁ Communicating with  Marketing officers of  all Faculty Houses,  Day Houses or Special  committee. | SRC Marke\_ng,  Media &  Communica\_ons  officer  SRC President | Smart devices  would be the  resources, camera  and a computer  Venue | Access for all social  media accounts  ⦁ Increasing  communication  availability with  structures around  all University of  Pretoria Campuses. | Throughout the  year |
| Availability | Available SRC  Members in all  University of  Pretoria  Campuses | Explain in visible and  practical examples  about what exactly is  UP SRC | To include the  external campuses  when drafting office  hours | SRC President  ⦁ SRC Day Students  & External  Campus Affairs  ⦁ SRC Secretary  ⦁ SRC Marketing,  Media &  Communications | Transport  ⦁ Gazebo  ⦁ Venue  ⦁ Digital Camera |  | Ongoing through  the year |

**Office of Study Finance**

**Name: Thulaganyo Kola**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| Address Financial Unsuitability | The success of this objective can be measured by an increased number of students who will be able to see their results at the end of the semester. | 1. Advertise monthly bursary opportunities. | The promotion of different bursary opportunities will be done through our various social media platforms, the different faculty house click up pages and by the notice board in front of the SRC Study Finance office. | The office of the Study Finance will work with the office of the Marketing, Media and Communications. | The only resources which will be needed is the contacts of all faculty chairpersons, so they can help in advertising the different funding opportunities. | New bursary opportunities need to be up monthly, if there are any in that month | Continuous |
|  |  | 2. Advertise on- campus student job opportunities. | This initiative will be done so that students may be able to acquire jobs that will help them pay off their historical debt or be in a better financial position | The office of the Study Finance will work with the office of the Marketing, Media and Communications. | An SRC click up page will be pertinent in establishing this |  | Continuous |
|  |  | 3. Ensure the office assists in NSFAS appeals processes | Students will be able to approach the office of Study Finance to be assisted in drafting proper appeal letters and motivations and be directed on proper supporting documents. This will also include being assisted to appeal through the university | Study Finance officer | Information from student Accounts and Financial Aid |  | Continuous |
|  |  | 4. Ensure that every student who approaches the office of the study finance officer – has applied for financial aid and has submitted the correct documentation | Assisting in ensuring everyone has correctly applied for financial aid and declared their need so that they may be assisted. | Study Finance Officer and the entire SRC. | Information on what is needed to apply for financial aid | More students on financial aid | Continuous |
| Addressing historical debt during registration period | Ensuring more students are able to register irrespective of the historical debt which they have acquired | The office of Study Finance in conjunction with the Financial Aid Office will be helping students with historical debts in respective means to ensure their blocks are lifted and they are able to register. This is based on the premise that the students will have to be eligible for the funding criteria set. | Students who have applied for financial aid and then further apply through the SRC will have their applications reviewed and funding eligibility will be assessed. | Study Finance Officer, SRC President and SRC Secretary. | Funding from financial aid | The increase in students being able to have their blocks lifted | January- February |
| Addressing need in Study Material |  | Students will be assisted with study material need based on the set application process and the premise that they need to return the study material they were assisted with. | Students will have to approach the Study Finance office to be assisted with the study material they need. | Study Finance Officer | SRC library collection, Study Finance budget |  | Continuous |
| “ Finance 101” event |  | Financial seminar in partnership with ABSA to financially train student to be more savvy with their money. | This event will include financial advisors from the bank- who will offer financial advice to students. Be it res students being savvy with their meal allowances, bursary students with their allowances and private accommodation students dealing with budgeting their monthly rental expenses | The SRC Study Finance Officer | ABSA Partnership |  | Once a semester |
| Fundraising | An injection in the SRC Study Aid Fund to enable the SRC to assist more students | 1. SRC as a “Brand Influencer” | The SRC through the office of the Marketing, Media and Communication officer can partner with different brands to use our social media platforms and our student base contact to engage the brand to the student and in return receive an injection to the SRC Study Aid Fund | SRC Study Finance Officer and office of the Media, Marketing and Communications officer | Social media base | Connecting to different student friendly brands | Continuous |
|  |  | 2. Sponsorship Letters | The SRC in its capacity, can approach different businesses which has UP relations and ask them to sponsor the SRC Study Aid Fund | The entire SRC | The Department of University Relations can assist us in doing so | Continuously approaching different businesses | Continuous |
|  |  | 3. SRC Gala Dinner | The SRC will host a Gala Dinner and invite different businesses and corporate stakeholders to engage in a fundraising Gala Dinner to raise money for the SRC Study Aid Fund | The entire SRC | The DUR and DSA |  | April 2019 |

**Office of Transformation and Student Success**

**Thabisile Zama Mtshali (Transformation and Student Success Officer)**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| 1. **Reimagining institutional culture** | 1. Realization of an inclusive and conducive university space which prioritizes marginalised bodies. 2. Creating a social and cultural atmosphere which allows for active interaction amongst the students and for the inclusion of all students. 3. Prioritising student success and providing means to obtain the best results from students. 4. Creation of a healthy res culture and addressing the needs of res students | **1. Seminar on the LGBTQIA+ community and awareness week.**   1. **Seminar on disability and the needs of disability unit students, and awareness week.** 2. **GBV Seminar and Awareness week** 3. **Imbizo** 4. **Social Fridays** 5. **Notes and Summaries Exchange.** 6. **Second hand book drive.** 7. **Student Feeder Programmes.** 8. **Student Business Empowerment** 9. **Sub-council** 10. **Res culture Awareness** | * 1. Gender neutrality march   2. Pride march   3. LGBTQI+ Fashion extravaganza   4. Collaborations with UP&OUT society.   5. #IAmAbled competition   6. March for the creation of a university space which is inclusive of students who are living with disabilities.   7. Collaborations with the disability unit.   8. Seminar on GBV and Sexual Harassment Policy   9. Self-defence courses in collaboration with faculty houses.   10. Pepper spray and whistle distributions.   11. Collaborations with transformation officer and CSA&G.   12. Conduct an Imbizo at the beginning of each quarter so as to gain a comprehensive understanding of the students’ needs and thus give feedback during the student forum on how far along the SRC has managed to deal with such needs.   13. Create an Imbizo council which will be responsible for conducting the Imbizo and taking down minutes.   14. Indigenous games, Board games and other games.   15. Book Exchanges.   16. Cultural Picnic and expo.   17. Caffeine Café.   18. Africa Day.   19. Sharing of google drives from different faculties which contain notes and summaries for students to access and obtain study materials.   20. Collaboration with Academics portfolio and all faculty house academics officers.   21. Collection and exchange of second hand textbooks   22. Collaboration with Study finance portfolio and faculty houses.   23. A Meal A Day Scheme (to run from May)   24. Save The Semester (During exams in collaboration with the deputy secretary).   25. Entrepreneurship and Market Stalls (In collaboration with ENACTUS and other entrepreneurship societies)   26. Student Companies Empowerment.   27. Establishment of a transformation sub-council in terms of the CSA&G.   11.1. Mr&Miss Day Pageant.  11.2. Day meets res competition day.  11.3. Residences mass meeting  11.4. Collaborations with residences porfolios  11.5. Challenge res policy (in collaboration with the Deputy President and the Residences officers). | SRC  Transformation and Student Success Officer | 1. Booking of venues. 2. Organising snacks and light refreshments. 3. Organising thank you gifts for all speakers at relevant seminars. 4. Organising Water for the marches and obtaining approval. 5. Obtaining printing credits and creating relevant media in the form if videos. 6. Organising furniture for outdoor programmes. 7. Purchase board games and other necessary things. |  | * Subcouncil must be established by end of February * All other initiatives must have been completed by wend of November. |

**Office of Post Graduate and International Student Affairs**

**Lindani Mgoduka**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| Implementing Effective academic and student Support to International students. | Implementing measures within my office to work remotely and assist International students abroad till their return to campus. This will also be supplementing my involvement with postgraduate students matter who are both at home and university. | Getting International students to participate in various society e.g. day houses, STUKU, RAG and Students societies.  This will underwrite innovative thought also advocacy based on philosophical revolutionary thought of my SRC office, as promised in my 2020 SRC election Campaigning manifesto. Though my officer assumes the needs and objective of Postgraduate and International students, it also encompasses the desires and intentions of the **University of Pretoria Students community** holistically. All **recommended challenges** of the students are outlined in greater details below but also the documents contain projected **Plan of Action** for 2020 and beyond | Reopen and operate fully during my office hours, availability in my office.. | Postgraduate and International Students Representative | PPE |  | 31 August 2020 |
| Involve international & postgraduate students with potential local recruiters, tuition sponsors and building connection with prospective students. | Negotiate possible rebates from the University as to assist in solidarity with the current world financial state. Link up International and Postgraduate students with local and world education funders, potential internships, and bursary. | The pandemic, politics and economic changes in any country has had huge impact on student decision to pursue their destination, to graduation. I aspire to find available sponsors that will cater both domestically and international student body. | Involve community engagement University of Pretoria, ICD, other University agencies and Embassies. | My office |  |  | Ongoing |
| Task Team & Students society | Host regular consultative meeting with postgraduate and international student’s society, this will involve the src postgraduate & International task team. |  | Operational Plan Marketing | My Office | My office, UPI, Various Postgraduate and international Student Societies. |  | 21 September to October 20 |
| Increasing internal and external visibility and improving communication | Working to build ISASA and Visibility to other Campuses. | Increasing Uniformity in how international student affairs across universities are handled while checking up on progress on International students. | Reinforce relation and Increase communication with ISASA | Postgraduate and International students Rep | Transportation and SRC Marketing Rep |  | On going |
| Closed Embassies & DHA | Seek and communicate national and international Covid-19 regulations and processes. | Engage relevant policies and government departments regarding visa and study renewals. | Consult and seek assistance from IDC, DIRCO and Ministerial Embassies. Consult and link students with these institutions and communicate relevant information. | Postgraduate and International student’s office | Postgraduate and International Student Rep |  | Ongoing till December. |
| Assist at least two or four students currently registered students who would have suffered financial due Covid-19 pandemic. | Work with the office of SRC Students finance, UPI, and ICD to gather and gazed a qualification criteria. | To curb financial challenges faced by Postgraduate and International who cannot register for their academic year due to funding. This resonate the objective of Ubuntu which is one of the UPSRC 2020. | Seeking possible collaborates or sponsorship to supplement my planned budget. | Postgraduate and International students Rep . | Finances |  | Throughout the year |
| Collaboration with the office of Transformation and Students Success (TSS). | **Working together with the office of TSS ad other SRC offices assist students engage nutritionally during the second semester examination season.** | Students Success | Exam drive | Finances | October |  | On going |

**Office of Day Student and External Campus Affairs**

**Lemogang Mochoari**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| **Day student integration** |  | Create sports teams | * Speak to sponsors * Speak to sports office * Establish teams * Get coach | \*Student Sport | Student sports council; possibly day houses |  | Dependant on sports seasons |
| **Food options for students** |  | Vending machine at South Campus |  | Facilities |  |  | Installation and check that it is restocked weekly (or as the case may be). |
| **Safety for day students** |  | Ensure accessibility and safety for art students who have to work late | Have security posted to assist | \*Facilities | Manpower in the form of a security official |  | Ongoing |
| **Inclusion of day student needs (Prinshof)** |  | Food availability at the start of the year & possible parking accessibility |  | Facilities |  |  |  |
| **Day House financial assistance** |  | To enable more accessibility, arrange to have treasures of both day- and faculty houses to have sponsorships requested to secure funding and have a bit more allocated to day houses |  | Academics  Societies  Treasurer | Day houses and faculty houses |  |  |
| **Mentorship programme (including facilitation thereof)** |  | Ensure some or other mentorship programme is available across all campuses |  | \*Societies | May include the assistance of STARS mentorship programme |  | Ongoing |
| **Transport access (Mamelodi)** |  | Get one or two more buses to come in between the current buses scheduled |  |  | Cornelia Basson |  | Ongoing |
| **Transport** |  | Continuation of the previous holder of the office |  |  | Hatfield CID |  | Exam Season |
| **Inclusion of external campuses** |  | Host FLY@Up events on other campuses |  | Academics | Faculty houses |  | Ongoing |
|  |  | Have atleast one programme specific event at each campus (excl. main) |  |  |  |  |  |
| **Ensure constant communication between day houses and external campuses** |  | Have meetings with the chairs of the day houses and external campuses as well as vice chairs for day houses |  |  | Day houses and External Campuses |  | bi-monthly |
| **Study initiatives** |  | Ensure the success of students by hosting actual study tips and skills on all campuses |  |  | Partnerships with academic societies, etc. |  | A month before each exam period |
| **Counselling** |  | Ensure a safe space for students |  | \* Transformation and Student Success | Partnership with Student Wellness; Peer Counselling; Crossroads@UP and Wesley Britz |  | Ongoing |

**Office of Facilities, Safety & Security**

**Bianca Robinson (Facilities, Safety and Security Officer)**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| **Reimagining institutional culture** | A positive change in campus culture at the end of the year. | Create a reformed, conducive institutional culture | * Revisit the CSG to identify amendments and additions that may be deemed necessary. * create more platform for the inclusion of societies, residences and day students to provide input | UP 2020 SRC  UP Department Of Student Affairs  Management | UP Constitution For Student Governance  Student sub-structure input |  | Throughout |
| **Create a safer environment around all campuses** | End of year campus safety report indicating a decrease in campus crimes | Implementation of panic buttons in and around campus “hotspots”  ***(Use of the CASI APP)*** | * do research on places who have already implemented this initiative (*e.g., The Jolly Roger Hatfield)* * ask students to identify areas they feel it most necessary (i.e. the library) * Find the best company to outsource the project to, or include CID. * launch panic buttons (most viable to start with only a few) * test on Hatfield before implementing on other campus | Dept. of Security.  Outsourced Security company  And/or  Hatfield CID | Security Software and technology provided by contracted security company | Research  Company profiling  Implementation of tester  Full implementation  Project success  External campuses | 03/07/2020- start of 2021 Academic year |
| **Creating a safer environment II**  **(to follow through into 2021)** | Decrease in reported campus crimes on annual report | 1. Green Route App | Green Route App:   * Follow up on plans made by Jacobus & team. * Implement the app. | Jacobus and team.  Hatfield CID. |  | The launch and success of this application for the upcoming year | Green Route App:  TBC |
| **Creating a safer environment: security guards** | Security visibility & productivity in and around campus | Extending the green route as well as security visibility (**especially necessary during lockdown period as less students are in the Hatfield area)** | Green Route:   * Make students (especially first years) aware of the green route and its use. * Extend the green route by at least 2,5km into the following streets: Lunnon; Roper; South; Duxbury. * All of which should be communicated on green route app.   Security Visibility:   * addition of more security booths situated by turnstiles (to be used especially after 9pm) | Dept. of Security Services. | Additional security officers for after hours.  Security booths. |  | 30/05/2020 |
| **Creating a safer environment: community forum** | Greater awareness and involvement in crime related issues in/around campus | The joining and creating of security forums in order to stay informed and proactively combat crime. | * Get as many students/organisations to join the existing community forum in order to take part in proactive crime watch and night surveillance * Create a forum specifically for private accommodation in order to stay in the loop and combat student issues outside of UP residences. | SRC office of Facilities.  Hatfield CID & Brooklyn SAPS.  Private Accommodation with special mention to *Elim Church.* | Open channels of communication.  WhatsApp groups. |  | Throughout. |
| **Load Shedding precautionary measures**  **(to follow through for 2021)** |  | To ensure that safety of students is not compromised during the hours of load shedding. (this refers to the outside areas not run by generators) | * Highlight key walkway paths that are used after normal campus hours. * Find the best suppliers. * install solar powered lights around these walkways so students do not have to walk in the dark to/from the library | Dept. of Facilities.  SRC office of Facilities.  Outsourced lighting company. | Solar powered lamps |  | 2021 |
| **Provision for water facilities**  **(to follow through for 2021)** |  | A memorandum for additional water drinking facilities to be added around campus. | * Identify key areas in which these facilities may be lacking and should be placed. * Add extra drinking taps in these areas. | Dept. of Facilities | Drinking taps |  | 2021 |
| **Upgrade of Library Study Centre and Labs** |  | As the library is the most frequently used building by students on campus, it is important that it stays in the best shape- thus an upgrade would suffice. | Library Computer Labs:   * an extension of computer lab hours must be implemented (at least by two hours) * Need for increased security in the facility and the availability of tuks IT.   Library Study Centre:   * revamp of the study centre toilet facilities (dire condition currently) * fixing of broken plug points * adjustment of air-conditioning | Dept. of Facilities.  Dept. of Security Services.  Tuks IT.  Library Services. | Additional security.  New plug points & bathroom renovation material. | Implementation of extended computer lab hours.  Fixing of plug points.  Bathroom revamp. | 01/06/2020  (before the beginning of June exams)  2021 |
| **Bus Routes** |  |  | Continue with SRC 2019 bus schedule plans during exam time as it was effective and helped keep students safe after hours | Overtake planning from Jacobus & team. |  |  | **(dependent on Level 1 university examination decision)** |
| **Safety of Female Students** | A zero end of year report on GBV cases as well as female-related crimes. | Keep Our Girls Safe. | After the rise of awareness around the risk of female students at university, it is important that money be put aside to partake in various campaigns such as *Keep A Girl Safe* etc. this money can also be used towards pepper sprays, self-defence classes, etc. | SRC office of Facilities, Safety & Security. |  |  | Throughout |
| **LAPTOP COMMITTEE** | | | | | | | |
| **Assist students in receiving laptops** | All students who have approached the laptop committee during the time of online learning |  | Assist students in completing their application correctly as well as sending the link for them to submit it directly to the team in charge.  The laptop committee works directly with UP’S Laptop Loan team to ensure students get helped.  The laptop committee also assist students in appealing their rejected/ignored laptop loan applications. | UP Laptop Loan Initiative | Loaned devices from the institution. |  | Quarter 2- end of 2020 academic year |

**Office of Societies**

**Hannah Le Roux (Societies)**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| **Creating a more efficient means of communication between all societies** |  | Have one WhatsApp group containing all heads of committees in which information regarding funds etc. can be received. Moreover, scheduled meetings with all heads of committees to be communicated early in the new academic year in order to confer on a regular basis and allow for information and suggestions to reach my office. | Set up WhatsApp group once all societies have been registered. | Societies officer | Electronic means of communication |  | Early March |
| **More oversight into society AGM meetings** |  | To setup a societies sub-committee in which members sit in on AGM meetings to ensure quorum is being met and proper administrative measures are put in place as to prevent fraud and poor practice from committee and society heads which ultimately affects the funding these societies receive | Once the number of registered societies have been determined, societies will have to submit the date of their first meeting and this date will have to be approved with the societies sub-committee member who will sit in on this meeting | Societies officer and relevant societies sub-committee member | Societies sub-committee |  | Early March |
| **Better access to funding for all societies in a timeous manner** |  | More efficient allocation of society funds in a timeous manner | A meeting should be set up in which the societies officer and the treasurer meet with Toonbank to discuss how funds will be allocated to societies and when such funds can be expected | Societies member and the office of the treasurer | Toonbank |  | Early March |
| **Training for societies and heads of societies** | To allow for more efficient and informed management of society affairs | Societies should be trained before finds are allocated in order for society heads to properly administer these funds and record the use of these funds in a diligent and transparent manner | Set up training days for portfolios such as chairperson, treasurer etc, facilitated and overseen by the DSA and various members forming part of the societies sub-committee | Societies member, societies sub-committee and DSA | DSA training guidelines |  | Early March |

**Office of RAG and Ex-Officio**

**Name: Lebohang Masiteng**

**(Drafted in conjuction with the RAG Chairperson, Siphesihle Mayisela, and RAG EC)**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| **Get more students involved in RAG activities** | Marketing Food Drive and looking for sponsors. | Zero Hunger Initiative | This is when I would like to lobby all the leadership structures to start working with us towards the food drive.  Marketing the food drive on our social media and setting the challenge to beat our target of the previous year in terms of the amount of food that was raised. | **SRC Rag**  **Rag EC Members** | **University of**  **Pretoria of Pretoria** | Constantly looking  for sponsors | February until August 2020 |
| **Working with communities around us** | Workshop and sanitary drive at Mamelodi | Community out reach workshop | This workshop will happen at a high school in Mamelodi and it will also include a workshop focusing on sexual health, access to chronic disease or illness resources and legal resource to health and medical rights breach. | Myself and NADEL SC UP | **University of**  **Pretoria of Pretoria and SRC** | Sponsors and resources | March and July 2020 |
| **Empowering RAG EC with matters of the constitution of**  **our structure** | Constitution review | UP RAG Constitution review | All EC members will be encouraged to know the constitution during the beginning of the year but when it is time for amendments I will work with the judge from ConTri and the chairperson to better understand and look at our constitution prior to having it approved by the SRC | Myself, Con Tri judge and all EC members | **Constitutional Tribunal and UP RAG** | All EC Members need to take the effort to look at the constitution and understand it | August 2020 |
| **SRC Food drive Challenge** | Challenging the SRC OF 2020 to rise 500 cans or 500 sanitary pads every month | SRC 500 p/m challenge | The SRC making a visible contribution towards assisting students | Myself and all SRC Members | **UP SRC** | Consistancy from all SRC Members | From February until August 2020 |

Nomafu Ngubane (Student Sport Ex-Officio Office)

SPORT

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| **Strategic Goal** | **Indicator** | **Initiative** | **Tasks** | **Responsible** | **Resource** | **Target Date** |
| E-Sport Tournament | Encouraging and ensuring a more inclusive and diverse sports community at UP. Ensuring that the UP community we serve still receives participatory events, even if they are online. | * Fifa |  | Nomafu Ngubane and the Student Sport EC. | Online platforms (Instagram and facebook) | 22 August 2020- 23 August 2020 |
| “Life of a…” online series | Letting students know more about the athletes that form part of Tuks Sports. | * ESport * Rowing * Cheerleaders * Golf | Assist TuksSport in marketing more of their clubs. | Nomafu Ngubane, Student Sport EC and TuksSport. | Instagram | September- end of Student Sport Term |
| Nutritional online planning | An online event that will aim at assisting students in planning a healthy balanced diet |  | Planning and implementing the event. Liaising with nutritionists. | Nomafu Ngubane and Student Sport EC. With the help of NWU co-ordinators. | Social media | To be confirmed |
| Student Sport Social media events | Having a more engaging online platform/presence. |  | Planning, implementing and managing Student Sport events, for all students to enjoy online. | Nomafu Ngubane and Student Sport EC. | Social media | Varying dates for the varying events.  (TBC) |
| Kahoot online quiz | To engage students in a fun sport event. |  |  | Nomafu Ngubane | * Kahoot * Zoom/Google meet) | October (TBC) |

**Office of Residences**

**Lara Thom and Sibo Chamane**

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| Strategic Obective | Initiative tasks or actions | Responsible individuals | Milestone monitors | Target date |
| Meal Plan | On the back of the previous sub council, we will have to revisit the food crisis within the residences. We will have to critically engage with food prices as well as educate resident students about the meal account management.  Additionally we will promote independent food drives within each residence to appease the crisis. | * TuksRes Food management (led by Peter Martins) * Residence Subcouncils * House Committee members | 1. Making sure that throughout the year meal accounts are monitored and individuals at risk for hunger later in the year are identified. 2. Ensuring that viable options are pitched by subcouncil. | Throughout the year |
| Well-being | This is an ongoing issue and would revolve around the continued support of the TuksRes wellbeing programme or “wokeundonsa”. This is facilitated by the Wellbeing HC member and any wellbeing issues are dealt with by the Primaria and the Vice-Wellbeing as well as being referred to House Parents or Counselling services if needs be.  We would like to become more aware of on-campus mechanisms which are in place such as counselling and trauma reporting mechanisms to ensure that all House Committees are aware of and follow correct university procedures. | * The TuksRes wellbeing division headed by Bes Liebenberg. * The HC as a whole but most specifically the wellbeing HC and Primaria. * House Parents of respective residences. | 1. Ensuring that first years are well adapted for the university environment and that their transition is as seamless as residences can make it. 2. Academic performance as an indicator of at risk individuals which can be specifically assisted after the first semester examinations. 3. Assisting in correct referral of individuals of personal problems to relevant university structures. | Most prominently in high pressure times – just before examinations.  Monitoring throughout the year |
| Academic success | Hand-in-hand with wellbeing this will be ensured by giving motivations to perform well academically such as residence of the year and the marks which are needed in order to get back into a UP residence. We will try to ensure that residences are known as spaces for academic excellence   * May be able to force an academic week setting out study methods, stress management techniques etc. in every residence. | * Academic HC members] * Mentors within residences | 1. Academic performance after the first semester which determines the likelihood of getting back into residence. 2. Year-end best overall academic residence | * June/July |
| Transformation | This is a continued effort in all residences. Transformation and inclusivity should be included in each and every house committee portfolio and something which is accepted.   * May be able to include a “best cultural evening” as criteria for residence of the year which would improve inclusivity as well as education about each culture within individual residences | * All members of the HC to be monitored by the transformation officers within the SRC | 1. Potentially cultural residence of the year | Ongoing |
| Residence exposure | We would like to facilitate a larger visibility of the good things that residences do. Often only negative aspects of residence life is shown so we would like to showcase our positive approaches and success stories | Primarias and chairs will be responsible for reporting their successes to Sibo and Lara.  Lara and Sibo will discuss how to best make residences more visible. | * Success stories coming to the attention of the SRC | All year |
| Relationships with the greater UP | We want to facilitate better relationships between TuksRes and the DSA and address tensions which have historically risen. This will be done on an informal basis. |  |  |  |

**2020 PLAN OF ACTION**

**OFFICE OF ACADEMICS**

**Lorrainga Mothokwa (Academics Officer)**

**Namatai Ruswa (Academic Officer)**

**Office of Academics**

**Lorrainga Mothokwa (Academics Officer)**

**Namatai Ruswa (Academics Officer)**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| 1. Increase awareness of Academic Procedures | Ensure students are aware of the University’s Academic Procedures such as “Academic Resources.” | Provide Faculty Houses with the Academics office hours for assistance regarding academic issues. | Availability during the set office hours to assist students | Namatai and Lorrainga | Posters and ClickUP Notifications | Students being more informed | Throughout the year |
| 1. Easier access to University Resources | Decrease in complaints linked to issues of resource access | Ensure the new system of the Guardian Bus Route continues during exam time to assist students arrive home safely at night. | Speak to University Management about continuing the system. | Namatai, Lorrainga and Bianca Robinson (Facilities, Safety and Security) | Communication with University Management | Feedback from students after the June Exams | June/July and Nov/Dec |
| 1. Aim to transform university policies to better accommodate issues caused by the lockdown. | Creating a greater familiarity among the student body about policies set in place to protect them regarding academic issues. | Advocate for the waiving of academic exclusions and the protection of students’ academics who are disadvantaged by the lockdown. | Liaise with management, Fly@UP and the Deputy Deans: Teaching and Learning about measures in place to help students who are academically struggling. | Namatai and Lorrainga and Academics Task team which consists of Lemogang Mochoari 9Day Students and External Campus Affairs), Thabisile Mtshali (Transformation and Student Success) and Lindani Mgoduka (Post-graduate and International Students) | Communicate with University Management and relevant structures. | Feedback from Statutory Committee Meetings | Throughout the year |
| 1. Know the challenges students face in the different faculties. | Fostering a greater sense of the dynamics among the different Faculties | Regular meetings with the academic sub-council | •Meet the sub-council a minimum twice a semester  •Get a briefing from the different Chairpersons of the difficulties their students face in the relevant faculties. | Namatai and Lorrainga | Solutions presented by the whole SRC during SRC meetings. | Positive feedback from the Academic Sub-Council | Throughout the year |
| 1. Promote student work readiness skills | Foster a greater sense of student engagement with the work readiness program. | Aim to make students  aware of the work  readiness programme | Promote the work readiness programmes in the different faculties | Namatai and Lorrainga | Posters, Faculty Student Advisors | Higher level of completion in the work readiness programme | Feb/March |
| 1. Foster an all-inclusive Student life | Ensure students interact more holistically as opposed to interacting in pockets. | Encourage Faculty Houses and other Student Life Structures to have collaborative events with each other, ensure that faculty houses host transformative events. | •Ensure that all Student Life Structures adhere to the transformation goals of the University.  •Ensure that each Structure hosts events that are inclusive.  •Encourage collaboration between structures. | Namatai and Lorrainga | Discuss in Academic sub-council meetings. | Attendance at SRC Events | Throughout the year. |
| 1. Implement student and academic support | Smoother communication between the SRC and Faculty Houses | Assist students with academic related issues.  Ensure that Faculty Houses provide information with who to contact for student support and to follow up on students. | •Respond to students emails timeously.  •Compile a data document of students who required academic assistance.  •Ensure that mental health is one of the main focuses.  •Encourage the use of support structures such as FSA’s, and Fly@UP. | Namatai and Lorrainga | Discuss in academic sub-council meetings and follow up in every meeting. | Better Feedback from the Academic Sub-Council | Throughout the year |
| 1. Fundraising for students | Involvement of Faculty Houses in Fundraising events such as SRC Solidarity Fund. | Encourage faculty houses to contribute towards the SRC Solidarity Fund which aims to assist day students and international students with fiscal issues caused by the lockdown. | Ensure that the Solidarity Fund helps as many students as possible. | David Kabwa (President)  Mpho Mehlomakulu (Deputy President)  Lerato Ndlovu (Deputy Secretary)  Shaheen Deonarian (Treasurer)  Lorrainga Mothokwa (Academics)  Namatai Ruswa (Academics) | Faculty House Chairpersons and Day House Chairpersons. | All fund will go towards helping students with food and essentials etc. | Throughout lockdown. |
| 1. Follow-ups/Feedback on previous queries or issues SRC had to deal with | Continual channels of communication from the SRC | Whenever issues are raised by Faculty Chairpersons concerning their faculties, feedback and updates must be communicated to chairpersons regarding every issue or concern raised. | •Ensure all queries are written down, discussed, and dealt with as soon as possible. | Namatai and Lorrainga | Feedback-Occurs during Academic- sub-council meetings and if necessary emails to the faculty chairpersons.  Discussion of issues- In SRC Meetings | Feedback at student forums | In Academic Sub-council meetings |
| 1. Mental Health Wellness programmes | Collaboration with DSA and various student health facilities to provide efficient and sufficient platforms to assist and protects students’ mental health wellness. | Ensure that students are aware of the communication channels in place for mental health wellness. | Ensure that students are sufficiently aware of the means in place to protect them.  Discussion on how to take care of your mental health and ensuring academic success. | Namatai and Lorrainga | Posters, ClickUp notifications etc.  Virtual discussion with invited speakers. | Students being well informed as well as positive feedback at student forums and Academic Sub-Council. | Throughout the year |
| 1. Increase awareness of the Students Complaints protocol | Ensure that students know how to escalate issue they face within the university. | Ensure distribution of the Students Complaints Protocol document. | Have the document shared by the different student structures. | Namatai and Lorrainga | Posters, ClickUP and social media. | Students being more informed | Throughout the year |

**Office of Student Culture**

**Nyasha Chinembiri**

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| **Strategic objectives/ Objectives** | **Measure/ Indicator** | **Initiative** | **Tasks/ Actions** | **Responsible** | **Resources** | **Monitor Milestones** | **Target Dates** |
| No hunger campaign | The SRC would have developed their own pantry that allows them to distribute food | This is an initiative headed by the STUKU Ex-officio. The STUKU team will be collecting non-perishable food at all our big events; Insync, UP got talent, Step it Up and UP Acapella. This food will be given to the RAG office for distribution | -Advertising the campaign  -Collecting the food at the events  -Storing the food on behalf of the RAG Office | SRC STUDENT CULTURE  SRC RAG | -Boxes to collect the food  -Storage facilities | -INSYNC  On the day of Insync we should start collecting food  -UP Got Talent  More donations should be coming in  -Step it UP | 1st of February  8th of February  5th of May |
| SRC LOGO | The SRC logo should include all three languages of the University | The STUKU ex-officio will be redesigning the SRC logo so that it includes the three official languages of the University of Pretoria. This initiative is aimed at targeting the image of the SRC and allowing for a more inclusive | -Meeting with the DUR  -Redesign the logo | -SRC STUDENT CULTURE |  |  | Date to be confirmed |
| Inclusion of faculty houses | The SRC ex-officio would like to develop a faculty house sub-council | The faculty house sub-council will be created for the purpose of catering to the needs of faculty houses. The STUKU EC will elect one person to be the head of the sub-council. That person will serve as the liaison between the faculty houses and STUKU. | -The STUKU EC will elect the head of the faculty house sub-council  -Creating the sub-council group | SRC STUDENT CULTURE | N/A |  | 29TH of February |
| External culture | The SRC ex-officio would like to ensure that the people who participate in external culture activities do not allow these activities to hinder their academic performance | The SRC ex-officio would like to partner with Stars Mentorship. At the beginning of Stepit UP and UP Acapella season, each residence needs to have an hour-long session regarding time management. All residences are obligated to have this session otherwise they are not allowed to participate. | -Have a meeting with Stars Mentorship  -Communicate the information to the residences  -Ensure that each residence has had the session in order for them to be eligible to perform. | SRC STUDENT CULTURE |  |  |  |