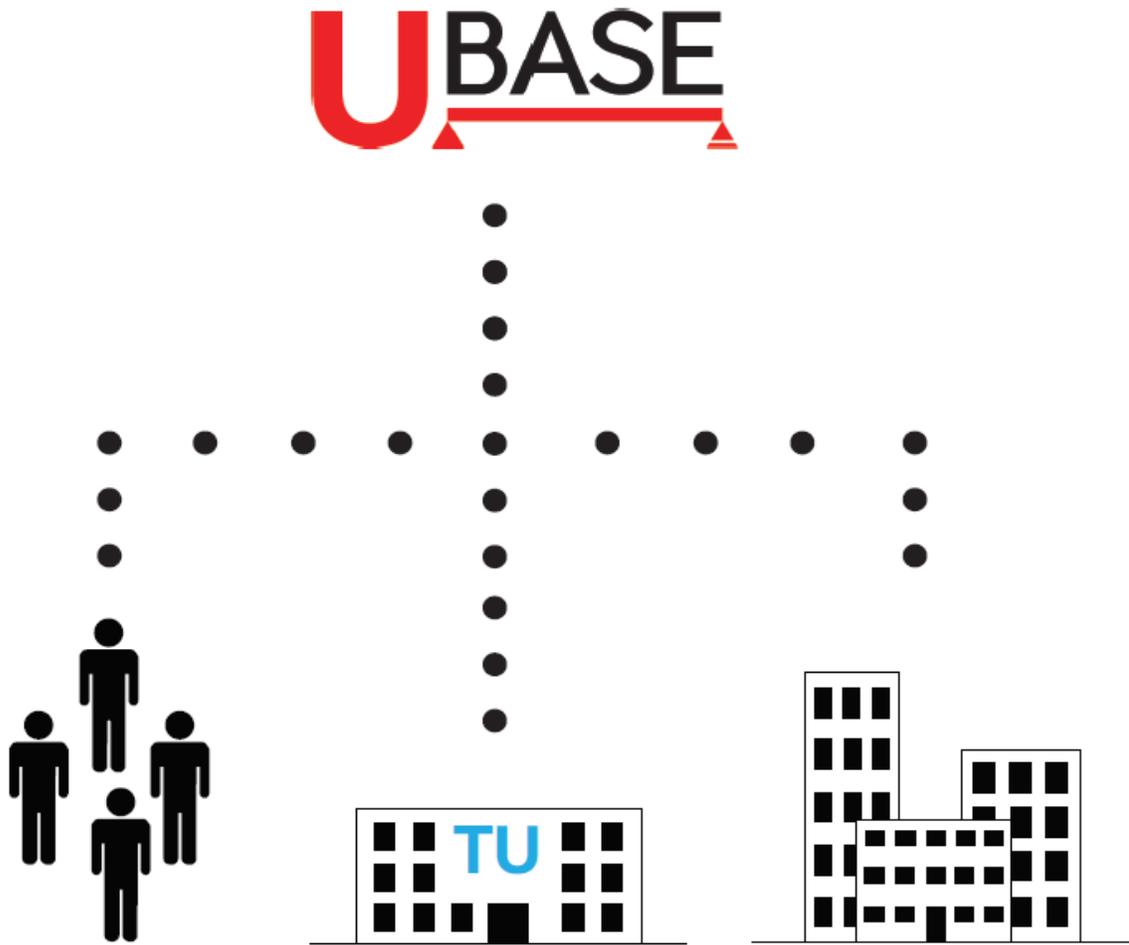


Policy plan 2020-2021



I. Table of contents

1.	Table of contents	2
2.	Introduction	4
2.1	Short-term policy	4
2.2	Long-term policy and other policy documents	4
3.	Connecting U to students	5
3.1	Philosophy	6
3.2	Members	6
3.3	Alumni	8
3.4	The BASE	9
4.	Connecting U to education	10
4.1	Introduction	11
4.2	Communication of changes in the educational system	11
4.3	Aiding students next to their studies	13
4.4	Improving current evaluation system	14
5.	Connecting U to companies	15
5.1	Introduction	16
5.2	Acquisition	16
5.3	Partner page and Networking.	17
5.4	Company dinner	18
5.5	Companies & committees	19
5.6	Company contact protocol	20
5.7	Partner structure & partnership packages	21
6.	Organisation	22
6.1	Introduction	23
6.2	Finances	23
6.3	Sustainable association	25
6.4	Privacy Statement	26
7.	Promotion	27
7.1	Members	27
7.2	Committees	27
7.3	Promotion materials	28
7.4	Promotion strategy	29

8. Committees	30
8.1 General committee policy	30
8.2 Action committee	31
8.3 Education committee	32
8.4 Concrete canoe race committee	33
8.5 Media committee	34
8.6 Study tour committee	35
8.7 U-Profiel committee	37
8.8 Value of design committee	38
9. Contact details	39

2. Introduction

2.1 Short-term policy

This policy plan is a document with all goals, means and changes that board 2020-2021 (from now on referred to as: board) is planning to bring into reality during the academic year 2020-2021 (from now on referred to as: year). It is meant for anybody interested in how this board is aiming to operate, improve and/or change U-BASE. During the first General Member Meeting the policy plan will be presented in a summarized manner to all attendees. Also, during the year this document will serve as a guideline for the board and at the end of the year this document will help set up the evaluation. Below the board members are listed.

- | | | |
|------------------|---|------------------------------|
| ● Romée van Es | – | President |
| ● Laura Āboltiņa | – | Internal Affairs |
| ● Victor Ghering | – | Treasurer |
| ● Paul Mako | – | Education |
| ● Joep Knuppe | – | External Relations |
| ● Cristina Roman | – | Promotion & Public Relations |

Committees form an integral part of U-BASE and are of major importance. They are stand-alone, self-organised entities within the association under the supervision of the board. Within each committee at least one board member will be fulfilling the position of Qualitate Qua (QQ). This function is to create a link between committees and the board for proper cooperation. Also ensuring high quality, good performance and compliance with the board/policy plan is the responsibility of a QQ. Below the QQs per committee are listed.

- | | | |
|-----------------------------|---|--------------------|
| ● Action Committee | – | Romée and Joep |
| ● Education committee | – | Paul |
| ● Study Tour Committee | – | Cristina and Laura |
| ● U-Profiel Committee | – | Victor |
| ● Value of Design Committee | – | Laura |

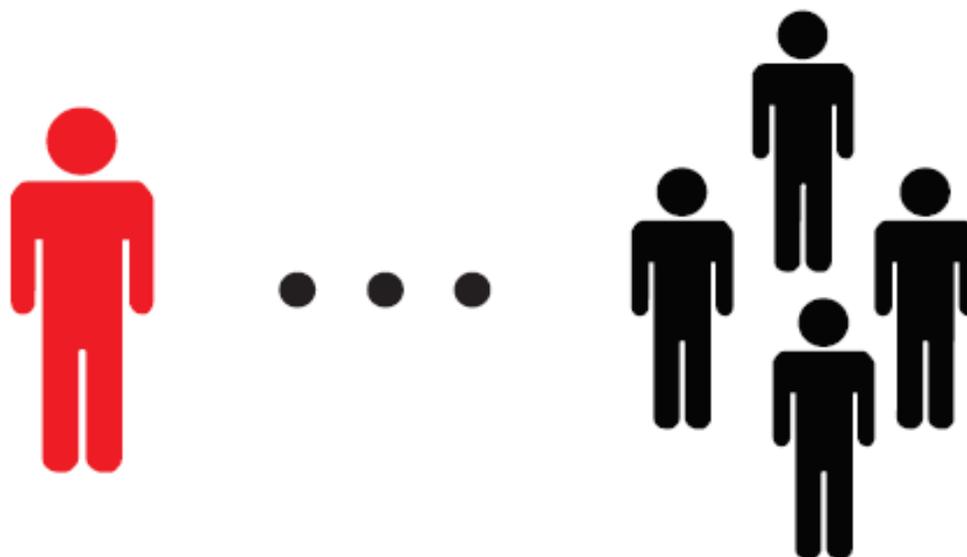
At last, there is also an Audit Committee which consists of old active members, old board members and at least two board members. Although it has no legal rights, the committee checks financial transactions of the association and quarterly meetings are used for long-term policy, general reviewing and 'sanity' checking upon big matters/plans/changes being made by the board.

2.2 Long-term policy and other policy documents

Besides this document that addresses the yearly policy of the board, there is also a separate long-term policy plan that discusses policies on the long term which should be incorporated in the yearly policies.

Accompanied to this policy, U-BASE also has a leftover money policy, internal rules, and a privacy statement.

3. Connecting U to students



3.1 Philosophy

U-BASE is an open and approachable association created by students for students and unites them together to improve their overall experience at the university. All Building and Structural Engineering, and Bridging program students should be aware of the existence of U-BASE and what the association has to offer. In an ideal situation, every member is involved and willing to put in their time and energy to maintain and improve the association. Therefore, it must be made sure that members feel appreciated so that they stay motivated. To achieve this the policy plan highlights ways to encourage students to not only become a member, but also to become and stay active.

3.2 Members

3.2.1 Current situation

During the year 2020, U-BASE reached a total of 402 members, ranging from Bridging programs (BP) to Building Engineering (BE) & Structural Engineering (SE) and from Dutch students to international students. The main moment of the year when new members join the organization is during the Introduction Days, where U-BASE organizes a range of different online and offline activities as well as promoting some upcoming activities. Members pay a fee of 10 euros per year for subscription and their bank account information is requested to make this an automatic payment, as well as future payments for events and turfs from the BASE. Statistics regarding the growth of U-BASE in 2020 can be seen in the table below.

Total number students starting BE and SE 2020/2021	162
Total number of new U-BASE members subscribing during ID	112
% new students joining U-BASE	69.1%
Total number of U-BASE members before the new study year	285

	Total Number of Members	New Members					
		Number	% Dutch	% International	% Bridging programs *	% Building Engineering*	% Structural Engineering*
2020	402	117	61.5 % (72)	38.5 % (45)	3.4 % (4)	19.7 % (23)	75.2 % (88)

**remaining percentage of students is formed by bachelor, pre-masters and other tracks*

3.2.2 Goals

Maintain the number of active members

Active members are the core of U-BASE, everything that is done is done for and because of them. To grow as an association, the number of active members needs to at least remain the same as last year to be more attractive to possible sponsors and to be able to remain the dimensions of the events. Due to Covid-19 we aim to pursue last year's participation.

Increase the number of Dutch members

Even though U-BASE is an international association, maintaining the number of Dutch members is important for the long-term growth of the association. Dutch students are more likely to become active alumni or friends and facilitate the connection to some major sponsoring companies. However, establishing a fair amount of active Dutch members has proven to be hard. The goal is to encourage Dutch students to join and make them interested in joining U-BASE committees.

Availability

U-BASE's goal is to support students and always be available for them when it is needed. This year safety measures due to Covid-19 allow students to be present in the faculty only one day per week, on Thursdays. Such a time constrain makes this one day very important to maintain a good relationship with the students and answer their questions. The goal is to use all the opportunities to access the faculty when students are there.

3.2.3 Means

Maintain the number of active members

- Every quarter we aim to organise at least 4 events, ranging from a variety of different activities like social, professional development and education.
- Explore possibility to organise a U-BASE party as one of the social events.
- Explore the possibility of sports practices at the X considering student preferred activities.
- Organize an appealing Committee Interest Drinks event, to engage more members into the committees since they are more likely to become active members.
- Keep the BASE clean and organized for people to hangout (valid when we will be allowed to be in the BASE)

Increase the number of Dutch members

- Making U-BASE a known organization to bachelor and bridging students, so that when they transition into their master program they already know of its existence. This increase can be achieved by promotion at bachelor graduation events (the BEP talk), by promotion via the bridging program WhatsApp group and by promoting during the introduction for the bridging program students on the first day of the academic year.
- Actively reaching out to Dutch students during the Introduction days and the period afterwards to ask if they want to join a committee.

Availability

- Hosting office open office hours in room 1.59.
- Go to as many on campus lectures as possible to be visible

3.3 Alumni

3.3.1 Current situation

Being a 5 year old association, U-BASE doesn't have many alumni and friends. After graduation members have the opportunity to join the alumni network or become a friend. Starting from 2016, at the beginning of the year, an alumni event has been organized to thank the alumni as well as maintaining the U-BASE spirit among old members.

With the new website, the process of asking students to become Alumni when they graduate has been automated. This saves a lot of work, however the possibilities for Alumni for using the website could be extended.

3.3.2 Goals

The main goal is to increase the number of active alumni members and make the U-BASE experience more appealing after graduation. Active alumni should increase the number of friends as well.

3.3.3 Means

Alumni Event

- A big alumni event will be organized inviting all existing alumni members. The event will be advertised with sufficient time and promotion so that members can make travelling arrangements or schedule an online event if Covid-19 measures will not allow an offline event.
- The event will focus on connecting alumni members both between each other and with the current activities happening within U-BASE, a presentation on last year's achievements will be given as well as an overview of big events during the year at which they can attend.

Graduating and contact information

- Graduating students should be approached and informed about the alumni network.
- Graduation presentations should be advertised in the BASE and the website so that current members can attend the presentations.
- Students who graduated should be approached and asked for their correct personal information and be invited as a friend.
- As a show of gratitude for the active participation within U-BASE, all graduating active members that notify any member of the board about their upcoming graduation will receive a graduation gift – wine and beer opener. Active members will be defined as members who were part of a committee or a board. If any old board member is invited to a fellow active member graduation, they are encouraged to notify the current board and hand out the gift themselves.

Creating an active alumni database

- Keeping track of alumni members who still want to be involved with U-BASE. This can be done by sending them the alumni newsletter and (if becoming a friend) U-Profiel.
- By engaging active alumni could potentially lead to friends, connections with companies or maintain their active status.
- To make the U-BASE experience after graduation more appealing, map the current possibilities Alumni have on the website and make a plan on how to improve this. Feedback from current Alumni can be used to discover what can be improved.

3.4 The BASE

3.4.1 Current situation

The BASE is the meeting point of our association, the place where members go to have a break from studying and have a coffee. The free coffee card can be found here as well as some paid drinks, fruits and snacks. To have a break there is a couch, table, and darts board. The BASE is also used for board and committees working area; however, personal studying is not ideal.

3.5.2 Goals

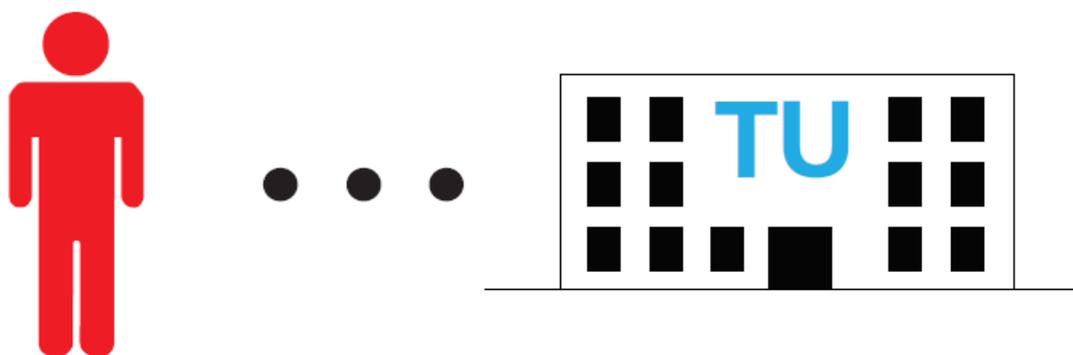
The BASE is an important part of U-BASE identity, which is why it should always have a relaxed and inviting atmosphere. The main goal is that all members should know its location, always feel welcome and it should be their first choice to have a break.

3.5.3 Means

- Introduction to the BASE should be done during Introduction Days, so that all new members know its location.
- Provide appealing (fresh) fruit and snacks, with a wide variety to reach more people.
- The free coffee card should always be available during working hours to everyone.
- The door to the BASE should always be open during lecture hours.
- A board member should be present at the BASE the most as possible, their time in the BASE can be used to work on U-BASE pending work. Personal studying should not be encouraged to be done in the BASE given that a more relaxed ambience is expected.
- English should always be the main language in the BASE.

* This section will be relevant when we will be allowed to use the BASE again.

4. Connecting U to education



4.1 Introduction

We believe education should always be treated as an integral part of the association. Students should have the feeling that the association is there to help them by giving useful information related to their studies and convey complaints and comments about education to the professors and the faculty. Both students and professors should regard U-BASE as reliable and trustworthy. In that sense both the association and the professors can cooperate and become closer partners in the continuous effort to improve the education of our university.

4.2 Communication of changes in the educational system

4.2.1 Current situation

There is currently a tumultuous environment in the faculty of CEG. This is mostly due to the Covid-19 crisis which casts a fair amount of uncertainty on the proposed method of education. With that, there have also been some other significant changes: a shortage of Concrete Structures staff, an appointment of new Master Coordinators for the Structural Engineering track, an on-going restructuring of a portion of the Building Engineering track coursework, and a pending removal of the annotation certificates.

Regarding the Covid-19 crisis, this will require active monitoring and efficient communication on our part as a board. These changes could include: social distancing requirements, format of administration of lectures, tests, and labs, conduct for research in the faculty, permission to be in the TU and at what times. As it stands, we have the answers to these questions, but things may change if the situation regarding the virus improves or worsens.

A majority of lecturers and a professor of the Concrete Structures specialization have retired or left their position. This has caused challenges for students following that specific specialization. The courses related to the specialization will have to be given by other people in the teaching staff, and master theses cannot be chaired by professors in the specialization itself anymore. This will require extra attention from U-BASE.

With the appointment of new Master Coordinators for the Structural Engineering track, U-BASE will have to help ensure that students will know who to contact for graduation related matters, and that the coordinators are given opportunities to introduce themselves to the students. U-BASE should act as a facilitator of this transition in as many ways as possible. Quick and effective communication will be a key factor.

The Building Engineering track coursework will be undergoing a restructuring of awarded credits, and some classes will be removed from the available courses. This is due to many factors related to interdepartmental relations, but all that is essential for U-BASE is for the association to communicate how these changes will affect the students and to guide the affected students towards the right decisions.

Last year, TU Delft made a university-wide decision to remove annotation certificates. Incoming students will hear about these annotations and will most likely grow confused on how and why it changed. Due to the annotations being valid in themselves, U-BASE should again fulfil the role of communication in regard to this removal of the annotation certificates and how and what the students should do if they are interested in annotation-specific courses.

4.2.2 Goals

- Provide the faculty with appropriate feedback on the changes in the educational system to accommodate the Covid-19 crisis and explain the changes being made to both current and new students.
- Create a healthy relationship between the students and the new Master Coordinators for the Structural Engineering track.
- Ensure that change in awarded credits and the study environment does not negatively affect students study progress.
- Ensure that students in the Concrete Structures specialization are able to follow their respective courses and are able to complete a Master Thesis with a topic closely connected to their specialization.

4.2.3 Means

- Closely working together with the faculty to bring out updates on these issues to the students that are doing the Master program (not only the U-BASE members). These updates should be given within two non-exam weeks of publication. This delay is necessary to be able to provide fitting visuals.
 - These updates would be especially relevant for ongoing issues of concern (Concrete Structures specialization, Annotations, and Covid-19 measures)
 - Updates of small items would be done through WhatsApp, larger items done in a more formal method (website announcement, email, etc.)
- Inviting Master Coordinators to events relevant to their function (such as “How to Start Your Master”), and helping their faces become familiar for the students.
- Gathering information from the students (with Education Committee) about educational issues and handing them over to the faculty. This will be done in an event that is held once every start of the quarter (this event is also mentioned in the Education Committee section)
- Keeping students engaged in this feedback loop by showing the changes that are being made because of the input. We will mainly do this via the U-BASE's promotional channels, and potentially an article in U-Profiel.

4.3 Aiding students next to their studies

4.3.1 Current situation

The educational side of U-BASE is currently disconnected from the actual association. A lot of the activities connecting U to Education are happening behind the scenes (apart from the CCB's). The events that are happening on this side of U-BASE are also not clear for students that are not part of the association. We want to bring more educational events to the members of U-BASE and update on what is going on behind the scenes. This will be especially important due to the Covid-19 crisis.

4.3.2 Goals

- Supply students with educational turf.
- Supply students with a “goody bag” on arrival to welcome them
- Pursue opportunities for “company swag” that could provide school supplies to students for a discounted price/free (Specifically notebooks are of interest)
- Provide an option for eating at the faculty during exam weeks (if Covid-19 measures allow).
- Organize educational workshops to help people with their studies, e.g. tutorials on software.
- Inform current and new students about the educational side of U-BASE.
- Offer weekly office hours (as long as we cannot access the BASE)

4.3.3 Means

- The proposed idea of “goody bag” and “company swag” would hopefully be coordinated with our sponsors to set-up a win-win situation. This is advantageous because we can avoid financial risk.
- Together with buying food and drinks that can be bought from the BASE, we also want to buy educational materials such as notebooks and pens. These items will be sold for a low price, only to break even with the cost of the items. We will make sure not to sell things that students can already easily obtain.
- There are possibilities in hosting workshops for members of U-BASE. Some software is difficult to get a hang of, and a small introduction can help a lot. We are talking about software like Maple, MATLAB, Mathcad, LaTeX, Photoshop, and Grasshopper. Another direction for workshops could be more on the social side, like debating and how to give a good presentation. One talk to be given per quarter.
 - These workshops would be focused on content with directly applicable educational value. Due to this intrinsic nature of these workshops, they are to be given by people on the side of education (professors, researchers, students, etc.).
 - Workshops for software or skills with a clear connection to industry could be given by companies for example. This would be handled by External Affairs.

4.4 Improving current evaluation system

4.4.1 Current situation

Organization of the course evaluation has been successful over the last four years. We have received many positive comments from both students and teachers, expressing the desire for us to continue with this system of evaluation (separate meetings with both students and teachers for a selected set of courses).

The Team of Education Quality is now requesting that we evaluate as many courses as we possibly can. The information they receive from the U-BASE evaluations is very helpful to the department. They do not wish for us to conduct evaluations that would be unneeded, but we should establish which courses we believe are not needed. To combat some of the issues that were present in last year's evaluations the proposed plan is to include the Team of Education Quality members into the meetings.

There is also a proposal to attempt to evaluate Master's theses. This plan is still being developed, but there could be many benefits from creating a system that could evaluate how Master's theses are being conducted and hopefully set-up the framework to increase the average quality of Master's theses while simultaneously helping the students flourish.

With respect to Covid-19, we must ensure that the quality of education is acceptable and be very vocal with the students that they should communicate with U-BASE when there is a problem. Waiting until the end of the quarter would be less ideal.

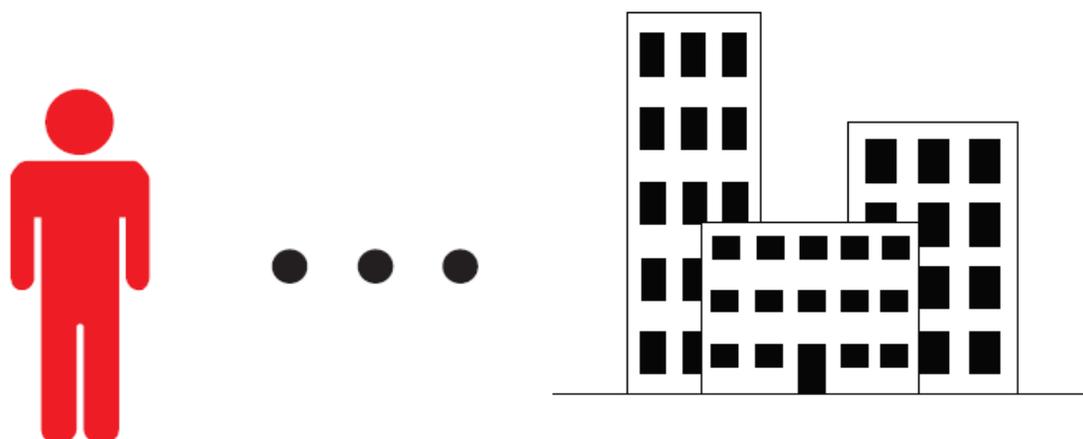
4.4.2 Goals

- Continue to utilize the evaluation system used last year
- Divide the courses into manageable groups that can be evaluated at the same time
- Try to create groups of students that are representative of the student body
- Quickly communicate with students about current study conditions

4.4.3 Means

- Utilize the evaluation system with two groups: 2nd year Structural students and 2nd year Building students in Q1 for Q4 classes. The meetings will take place around the 4th week of the quarter.
- Concurrently organize two groups made up of 1st year Structural students and 1st year Building students respectively. This group will evaluate the courses of Q1-Q4.
- After conducting the evaluation of Q1-Q3, in the following 1-2 weeks, we will arrange meetings with professors.
- These meetings will be grouped per year and per Master track. In the meetings we will discuss the comments made by the students.
- The meetings will be attended by the Commissioner of Education, the Chairman of the Education Committee, and if possible, a member of the Team of Education Quality.
- The goal is to cover all courses that need review. This is to be done with a reasonable group of students.
- For courses where there is a small number of students, separate measures need to be taken to ensure that those students also are heard.
- Surveys will not be used, but a more informal review of these courses could be done. The proposed idea is to attempt to do a "live" evaluation where an education committee member would attend one of the last lectures to these small courses. Anonymous feedback would be collected, in a "Slido" fashion.

5. Connecting U to companies



5.1 Introduction

Partner companies are a vital part of U-BASE. With their help and necessary funds, we are able to organize great events and activities, these events and activities improve the bond between members of U-BASE and thus are an important part for our association. Moreover, do these activities provide our members great networking opportunities. Therefore, a great part of our focus is to maintain our relations with the current partners while also finding new partners.

Every member of U-BASE should be able to identify themselves with one or more of our partners. In this way they are able to set up a relevant network with professionals. This means U-BASE must acquire partners that employ both Building and Structural engineers.

5.2 Acquisition

5.2.1 Current situation

Acquisition is extremely important for U-BASE. Acquisition is not only of huge financial significance; it also enables the members of U-BASE to get in contact with possible future employers. With founding U-BASE by the merge of U-Dispuut, Betondispuut and CST-Dispuut the scope has been broadened and the partners of U-BASE must since then represent all students from Building and Structural Engineering.

5.2.2 Goals

One of the main goals for this year is to keep in contact with our current partners and review the contracts from the past years to learn what we have achieved so far and understand what we can do better in the future. We want to give our largest contributors the first chances to do activities with us and we want to attract new partners for website packages. U-BASE has built a solid foundation in the past lustrum but now it's time to renew to keep developing as an association.

The acquired acquisition should be enough to cover the expenses of U-BASE. Large effort may be required to maintain current partners and acquire new partners during this difficult time due Covid-19.

5.2.3 Means

- Keep in contact with current partners, by sending an introductory mail in the beginning of the academic year and visit those companies first, before contacting possible new partners.
- Finish contacting the current partners before the end of October 2020.
- Evaluate all contracts and fit the contracts of the largest sponsors to the capacity, this means that the amount of activities we can do, will be fitted with those partners.
- Sell our association as something valuable to the companies since we offer them a link to the students.
- Inform and invite partners about interesting activities of U-BASE, e.g. Value of Design and Company Dinner.
- Visit the Staalbouwdag and Betondag (online), since a lot of (partner)companies go to these events.
- Approach possible new partners, after having contact with our current partners, do that before December 2020.
- Keep track of the general year planning to prevent too many events. However, the website packages can be signed in larger amounts.
- All contracts should be available on Google Drive and a hard copy saved at the BASE of each form of contract (not signed, single signed, double signed).

5.3 Partner page and Networking.

5.3.1 Current situation

One of the main parts of the Master study at the TU Delft is a graduation project, and for some of the students an internship as well. Therefore, U-BASE provides a platform for students to get to know companies. Most information about partners is published on our website and sometimes on several promotion boards at the faculty. The online information about partners and their thesis opportunities can be found on a certain page (named: Career) on www.u-base.org. Unfortunately, the information is not always up to date and the amount is rather low. Some information is even only in Dutch while we are an international association. Furthermore, it is not clear today who all of U-BASE's partners are. Some of our partners have a better position on our website because of their contract, but there are even partners who do not have a position at all. In addition, the platform is unknown or unused by most of the students.

5.3.2 Goals

We want to make sure that Master students who need information about graduation projects, internships or other company related information, know that U-BASE offers this sort of information and where they can find it. We should provide a high quality, up-to-date platform, with information about companies like, who they are, their market sectors, capabilities, subjects you can possibly do for graduation etc. This platform has to be developed. We want to create a functional page which can be found easily, and we want to make sure that all students know of its existence.

- Give partners sufficient exposure throughout the year to all members depending on their contract
- Create a functional page
- Look into the possibilities to add networking information to the partner page
- Organize a multicompany-event for networking

5.3.3 Means

- Contact partner companies about the idea to add networking information.
- Ask partners to provide U-BASE with new up to date company information.
- The networking page will be accessible by member only after a login.
- Make our partners better known to our members by creating an overview of all the partners at the BASE with an improved sustainable partner board.
- Make sure students know about our partners and possibilities for internships & graduation by promoting through email and WhatsApp.
- Look into the possibilities for the multi-company event like a speed date event or a drink.
- Make sure graduation and internship topics are renewed frequently. This entails also reminding companies about the platform (the ones with a Website Plus package), by asking them for new information. New internships and graduation topics can be communicated through our channels.

5.4 Company dinner

5.4.1 Current situation

The idea of a Company Dinner has been introduced by the first board of U-BASE and since then it has been a yearly event. Last year in 2020 six companies were contracted to participate in the company dinner but due to Covid-19 only four companies joined the event with 24 participants.

5.4.2 Goals

The goal is to create and offer a setting in which students can have informal contact with the companies of their interest. Students will get to know some companies and what they have to offer. This must create value for students to decide to do an internship or graduation work at such a company. In addition, it will generate some extra income during the year. Arrange companies from different sectors, as well as engineering firms, consultancy firms and contractors.

5.4.3 Means

- Try to organize this dinner in which the Covid-19 measures are taken in hand.
- Contact both current, potential new partners and last year's partners for their interest in the Company Dinner. By doing this we may attract new partners for the association.
- Make a planning and white book for organizing a Company Dinner.
- Be careful with the amount of companies as there are only three courses and students can therefore only pick three.
- Think about organizing a second company dinner, or another company event; last year they ran a Marathon, maybe this year another sports event, or Company Speed Date sessions.

5.5 Companies & committees

5.5.1 Current situation

At this moment, the information about partners is controlled by the External Relations commissioner. When committees need to find acquisition they need to search for other companies than our partners, if they want to use our partners, they need to ask the External if that is possible. Unfortunately, this does not always work very well.

Besides having contact with companies done by the committees there is not a very good connection between the company related activities and education. The external relations commissioner provides the Action Committee with the companies they need to contact, and the committee will then arrange the lectures and excursions, the education committee is not involved in this.

5.5.2 Goals

- Create a better system for committees to contact companies.
- Keep better track on partners and sponsors contacted by different committees.
- Create a better connection between company related activities and education. This might also increase the number of participants of lunch lectures and excursions.
- Support committees with info about which companies they can or cannot contact and help them on how to approach a company.

5.5.3 Means

- Let the Action Committee strive to concurrent couple education with the topics of company related events.
- Explicitly request the companies to tune the subject of the excursion/lunch lecture to the courses given in the specific quarter.
- Request companies to use English whenever possible so international students can join.
- Inform all committees in the beginning about the company contact protocol.
- Give the committee members responsible for acquisition a short training, in which you explain them how to approach a company and how to document contact-information.

5.6 Company contact protocol

5.6.1 Current Situation

Current situation

Committees are responsible for rounding up their own budgets, for instance by getting sponsors. To get these sponsors, committee members can contact companies by e-mail or phone or approach them during an event like the “Concreteday” (*betondag*). Contacting companies that are already a partner is not allowed, since we do not want to bother them, and they are already giving a lot of money to us. It is also important to make sure a company is not contacted more than once every two weeks, because also companies that are not our partners should not feel bothered by us. Currently, checking whether a company can be contacted by a committee always goes via the external, which takes a lot of time and still is not a perfect system.

5.6.2 Goals

Improve the company contact protocol created by the External commissioner of 2020. Make sure that every external of the committees will always have an updated insight on the companies they can approach. This will be much more efficient so that companies can be contacted quicker, which might result in higher budgets. This new system will mean that every sponsor contact will be documented, which can be useful for more focussed contacting of sponsors in the future. For instance, when a company addresses their interest in a committee, but their budget for this year is already made up, the company can be contacted next year again.

5.6.3 Means

- Create a document on a shared drive that is accessible and attachable for every commissioner of external affairs of every U-BASE committee.
- Aim to not use a payed software, since there are sufficient options in Google Drive or other free software.
- Document all relevant data in terms of contacted companies and partners. This includes: whether the company is one of our partners, when the company is contacted, what committee contacted the company, if they asked for an e-mail, if they addressed any interest in other committees or for the future, if in the end the company decided to sponsor the committee.
- Meet with all commissioners of external affairs at the beginning of the academic year to explain the importance and use of the company contact protocol.
- Meet again with all commissioners of external affairs to check on the use of the protocol and ask for feedback after Q2.

5.7 Partner structure & partnership packages

5.7.1 Current situation

Information on the Drive is up to date, there is an overview of the current partners, old partners, contracts, obligations, old contacts, and finances. But this information is a bit unclear and difficult to understand. It is also not clear whether our contracts comply with legalities. Next to that, do contracts nowadays have to be made in an error prone way, every time an old doc's file is updated, and a lot of human errors can be made. Furthermore, where partnership packages made in the first year of U-BASE and they have only been slightly adapted ever since, they are personalized for most of our partners.

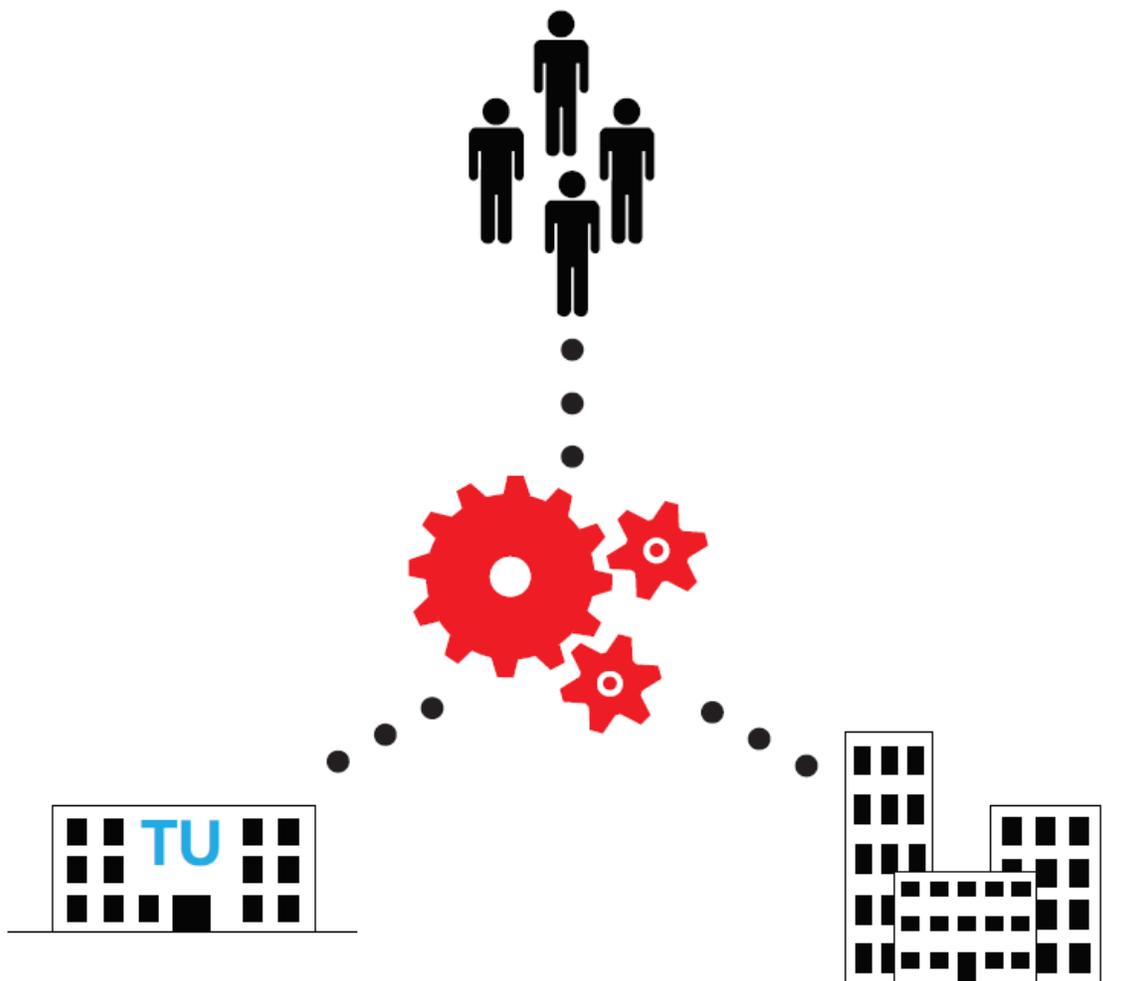
5.7.2 Goals

- Have an overview of the acquisition activities at any given time.
- Prizes of sponsor packages must be fair and equally distributed.
- Develop and renew the partnership packages.
- Implement Covid19, due to the virus there are a lot of uncertainties.
- Create a new way for making contracts with an easy to fill in template.
- Examine the legality of the contracts by a contacting an legal counsellor.
- Promote and sell the online partner platform.
- It should be clear what the current state of a certain contract is (not signed, single signed, double signed).

5.7.3 Means

- Make an overview of all partners in a general file. This should also include (old) partners, from the Betondispuut, U-Dispuut and CST-dispuut. Also implement information of last year here.
- Make sure the file is always a complete document which can be found in the Google Drive.
- Use old information about partner contracts to create better understanding in our partners by sorting them on their contributions (over the last years) and value for education etc.
- Come up with new ideas, possible things to do while holding on to the regulations of Covid-19.
- Store hard copies of contracts in a folder at the BASE as backup.
- Be consistent in prices. There has to be room for some negotiations, but it should be fair to other companies. Communicate with the committees about this as well.
- Make strict contracts with clear conditions, e.g. if a lunch lecture is cancelled one day in advance and the lunch has already been ordered, the company must cover these costs.

6. Organisation



6.1 Introduction

Having an efficient and professional organization is one of the key elements to build and maintain a good foundation for the association. This is necessary in order to make sure that U-BASE remains a steady association for many more years. The work done by U-Dispuut, Betondispuut, and CST Dispuut laid a good foundation to start from, and the first boards of U-BASE took that and created a great association with more active members every year. Each board should strive to maintain and improve all of the qualities that make U-BASE so appealing and successful, and this chapter of the policy plan will focus on how the current board will ensure a good organisation of the association.

6.2 Finances

6.2.1 Current situation

Keeping track of the finances is done in the bookkeeping software E-boekhouden and in separate excel overview budgets. The budgets are based on a dedicated excel template, which is used by the treasurer of every year (and committee treasurers). In previous years, it has become apparent that not all committee treasurers worked with the template as intended. This required some adjustments from the board treasurer on committee budgets, which is something to try to avoid.

When keeping track of all finances, every treasurer does things slightly differently in their year, which is not necessarily a problem if this helps them in staying organised. However, what should not be different through the years, is the use of E-boekhouden by the board treasurer. Discrepancies here can cause problems and it can be unclear as of what a treasurer from previous years did.

Keeping track of member payments and which member has to pay what amount, involves a lot of manual administration. Because so much manual work is taken up by this, it may introduce potential mistakes, leading to a loss of income. This should be prevented.

U-BASE has grown exponentially and every year, U-BASE's cashflow becomes bigger. Therefore, the question is raised if the financial structure is future proof and whether or not it should be revised. Also, it is not clear if U-BASE does everything 100% as it should do according to the law. Because of these growing member numbers, cashflows are also ever increasing. However, some events have not had increased participant numbers whilst receiving an expanding budget over the years. An example is the ST committee

COVID-19 has created a lot of uncertainties for all parties involved with U-BASE. The number of new members and the willingness of companies and the university to sponsor the association is all different from previous years.

6.2.2 Goals

- Improve financial organisation
- Keep a fair and proportionate budget allocation
- Streamline financial transfer between different board years and committees
- Future proofing the financial side of U-BASE
- Check if everything goes according to legislation.

6.2.3 Means

Bookkeeping Manual

A manual of the e-boekhouden.nl software was planned to have started and will be continued in order to ensure consistency in using the software over the different board years. This is to provide clarity and

Policy plan 2020-2021 (last revised: 06-10-2020)

overview in the software and that different treasurers will do the bookkeeping in the same way. Also, the whitepaper will be revised and made even more into a manual.

Budget template update and manual

In order to streamline the process of new (committee) treasurers getting acquainted with budgeting, the current templates will be updated and provided with a short, step-by-step manual.

Provisions revision

Since U-BASE is an ever-growing organization, the provisions of the upcoming years will have to be revised. For example, it turned out that the Lustrum committee actually has a small budget. Other events with growing participant numbers, have not seen growing budget allocations.

On the other hand, some budgets are ever increasing, whereas their number of participants is not. This is unfair to previous years and other committees/activities which actually do have increasing participation numbers.

Therefore, it will be investigated whether some budgets need more money, simply because U-BASE is growing, whilst other budgets (with fixed participant numbers) should be frozen. A document will be made with the results of this and in which decisions about the budget will be written down.

Saving the finances

A drive with the 7-year history has been created. This should be maintained, but it should be investigated if it can be stored in a sperate place (drive) from all other files to minimize risk of tempering or loss. A second reason for look for an external storage space for the history is the increasing lack of storage on the general drive currently.

Future proofing the finances

In order to cope with future uncertainties (such as number of new members and amount of sponsor money) the equity of U-BASE is going to be increased. Now COVID restrictions are impacting the budgets drastically, this amount could be revised. This is to be discussed with the Audit Committee.

Legislation

U-BASE is becoming bigger and bigger and every year more money is being spent. With this the risks will also become larger. Therefore, we will look into insurances to cover these risks. (see paragraph 6.8)

Secondly, the legislation around a 'stichting' should be continued to be monitored.

6.3 Sustainable association

6.3.1 Current situation

Meetings are paperless, U-Profiel is printed on sustainable paper, one-time use wooden cutlery is used in the BASE, reusable cutlery is used at events. Different waste bins are available in the BASE. Vegetarian food is present at events but is mainly for the vegetarian people. At the last study tour (2019) U-BASE offered to double a CO2 compensation if participants were willing to pay for compensation.

6.3.2 Goals

The main goal is to act as sustainable as possible, without opposing the problem to students aggressively or let the quality of the events be affected. The specific actions that U-BASE takes towards a more sustainable operation will hopefully incentivize students towards a more conscious use of resources.

6.3.3 Means

General measures

Continue with measures taken in previous years, such as:

- Paperless meetings
- A preference for reusable items and as least as possible one-time use supplies and plastic waste
- Offer season fruit in the BASE (once the BASE opens)
- Reduce the amount of meat at events. In addition to this we will make the vegetarian option the default option.
- The transport needs of U-BASE should be as environmentally friendly as possible

Board

The board especially should act within these guidelines and talk about the reasons why it incorporates this policy within U-BASE. It should make it a topic on the faculty, if not on the TU Delft. This can be done by putting it on the agenda of the chairs meetings which are held a few times a year. By questioning what other associations are doing regarding this topic, the board can broaden its vision and incorporate more ideas or even work together on a more sustainable future.

Committees

Since committees form the heart of U-BASE, they should involve in discussions regarding sustainability. Committees should be supported in being creative themselves regarding sustainability. This is made possible by offering a possibility to obtain a subsidy for more sustainable alternatives. All committees should consider the previously mentioned general means.

6.4 Privacy Statement

6.4.1 Current situation

The board of 2019-2020 set up a clear privacy statement and started implementing most of the rules stated in this document. Data storage on the website is handled automatically and according to the rules. However, it is not sure if there is still information on the drive that should have been deleted already.

6.4.2 Goals

Make sure that the privacy statement is fully implemented, i.e. make sure there is are no unnecessary data left on the drive by the end of the academic year 2020-2021.

6.4.3 Means

- Go through the drive of previous board and delete all unnecessary personal data.
- After each event for which collected personal data is collected, either by the board or by committees, delete everything that is not necessary later.

7. Promotion

7.1 Members

Current situation

U-BASE offers different types of activities throughout the year, which all promote the association in various ways. The Introduction Days are the first interaction with U-BASE for the new master students. It is a major event when U-BASE gets most subscribing members. Following the Introduction Days are the Committee Interest Drinks. At this event all the committees within U-BASE present themselves and recruit interested new members to join their committee. These committees are the essence of U-BASE and they work together to achieve different goals for the association. Lastly, the Monthly Members Drinks are monthly events for all members to gather and socialize.

Goals

The above events are quite effective in their intended purposes. The goal is to successfully implement them and execute them to keep an active interest in both new and existing members.

Means

- Promote Introduction Days through PS bachelor association to make third-year bachelor students aware of the event and become familiar with U-BASE.
- Promote these events through U-BASE website and social media.
- Keep an outgoing approach and actively engage with members so that the new students feel welcomed.
- Have active/past members present and share their experiences during committee interest drinks. This helps the members get a good idea of what to expect from each committee.
- Present in a standard format the expected workload, expectations from each committee during the Committee Interest Drinks.
- Actively promote about events on the website, WhatsApp group and Instagram.
- Maintain and promote an updated calendar for all members to keep them aware of all activities.

7.2 Committees

Current situation

Committees organize their own activities, such as the coffee and cake break (Education Committee) and lunch lectures (Action Committee). In addition, the committees are responsible for promoting their events individually. To keep the look of the association, this is usually done on using U-BASE house style templates.

Goals

- Keep the association promotion in U-BASE house style to maintain consistency and high-quality standards in promoting events.
- Improve the interaction with Media Committee and of this with other committees by assisting with promotion materials.

Means

- The commissioner of promotion is responsible for promoting events on the website and social media platforms (WhatsApp, Facebook, Instagram, Linked In).
- Engage Media Committee to handle the U-BASE house style templates.

7.3 Promotion materials

Current situation

U-BASE has some material used to promote the brand among members, alumni, and partners.

Goals

- Members should be aware of the material available for purchase at the BASE.
- All members data should be up to date.

Means

- Merchandise.
- Gifts.
- U-BASE house-style.
- Business cards

7.3.1 Merchandise

Merchandise is a great way to promote the association. Having the logo printed on all different items gives a boost to the branding of U-BASE. For this purpose, U-BASE currently has some items for sale available at the BASE. The following articles are for display:

- U-BASE ties.
- U-BASE pins.
- U-BASE reusable coffee cups.
- U-BASE reusable water bottles

During this academic year (2020-2021) due to the decrease of time spent by students at the university, it can be possible to reserve the merchandise through the website and then pick it up at a selected date at the BASE or previously stated location depending on the COVID-19 measures present at the time.

7.3.2 Gifts

During certain events, the U-BASE brand is promoted through gifts for members. For graduates, that were actively involved, there is a small U-BASE gift. This is a package which includes a bottle opener and a piece for pouring wine. Active members will receive this from the board of U-BASE after their graduation presentation.

For U-BASE members, Christmas cards will be sent before the Christmas break.

7.3.3 U-BASE house style

Having a house style is important to keep a consistent layout in promotion. Gill Sans MT Pro is our standard font type and the colour code for U-BASE red is #E21718 (RGB 226,23,24).

The U-BASE house style must always be taken into account. While the commissioner of Promotion will be responsible for maintaining consistency in promotion, the Media committee will help in creating standard formats for different promotion for committees.

7.3.4 Business cards

Business cards are important for the promotion of U-BASE with companies or people from outside the university area.

Two sets of business cards will be handled. One general template that can be used by any of the members of the board by filling in their names, position, and contact details. The second one containing the contact information of the external relations commissioner, being the person that maintains active contact with companies.

7.4 Promotion strategy

The website is the main channel which is the place for members to enrol and find all the information regarding U-BASE activities and news. In addition, other social media are used to promote U-BASE activities such as WhatsApp, Facebook, and Instagram. Also, posters are hanged throughout the faculty.

Each promotion channel has its own target audience and thus serves its own purpose. Every social medium has a different timeframe when to start. This is further developed in the Public Relations and Promotion Whitepaper.

Alternatively, lecture pitches can be given, depending on the urgency of the activity or its relevance to the students and lecturers.

However, during this academic year (2020-2021) the main means of promotion will be digital. Due to the COVID-19 crisis students will have their education mainly online and thus U-BASE promotion and activities will happen online. For this reason, it is crucial to maintain active the website where information can be promoted and shared with old and new members of U-BASE. The public calendar will also be of importance to remind the members about upcoming events.

Considering the case that events could happen less frequently, promote study tips or education related topics on social media to keep members engaged on U-BASE.

8. Committees

8.1 General committee policy

Committees are the heart of the association since many activities are being handled or organised by them, under supervision of the board.

8.1.1 Current Situation

There are 7 committees that can be joined by interested members. Because of Covid-19, the last year's Value of Design committee continues this year until the new edition of VOD.

- Action Committee
- Education committee
- Concrete Canoe Race Committee
- Media Committee
- Study Tour Committee
- U-Profiel Committee
- Value of Design committee

In general, each committee starts in Q2 and ends after Q4, where each year every committee starts fresh. Except the U-Profiel committee, which is a continuous committee with joining and leaving members throughout the year, and Action, which continues in Q1 of the next year. This year, due to Covid-19, some of the committees might work differently from other years.

8.1.2 Goals

It is important to have active, motivated, and well-performing committees to ensure the high-quality U-BASE always has been delivering. Although Covid-19 has an effect on certain committees, the goal is to keep the amount of committee spots more or less the same and to still organise an interesting mix of events.

8.1.3 Means

- Continuous year planning. The planning of events should be regularly checked to evenly distribute all events and prevent clashes. Also, the planning should comply with the General U-BASE Year Planning by cooperating with the President of U-BASE.
- Continuous budgeting. The treasurer is responsible for the distribution of the assigned budget from the board among all events. The budget needs to be regularly checked to prevent an overrun. Also, the budget should be regularly checked with the Treasurer of U-BASE.
- Mandate committee clothing to increase the visibility of the committee
- To ensure a high-quality, preparations should start on time, especially when external partners are involved.
- To start committees efficiently and preventing reinventing the committee tasks/workflow there should be a white paper available for each committee which gets improved yearly based on experiences (good and bad ones).
- Committee members should state their own goals and responsibilities besides the ones (in)directly imposed by the board. This will ensure that the committee will be motivated, and new ideas can be developed.
- To make sure events can happen, U-BASE must be flexible in terms of what it organises and have an online option ready if offline is cancelled.

8.2 Action committee

8.2.1 Current situation

The Action Committee is one of the major committees within U-BASE. It is responsible for organising a wide variety of events in name of the association. Fully organising these events include promotion, contact with companies and budgeting. This year, due to Covid-19, some of the events that are normally organised, might not take place.

8.2.2 Goals

The Action Committee has two main goals covering both the business and the social aspect of U-BASE:

1. Connect students to companies. This goal can be achieved through cooperative events with partner companies such as lunch lectures, workshops, or excursions.
2. Connect students to students. Creating a strong bond between students is beneficial for the social wellbeing. This goal can be achieved by social events such as sports, pub quiz, dinners, etc.

The ideal situation is to organise attractive, interesting, and unique activities that are planned well with respect to the lecture scheme. It requires structured preparations, a proper distribution in time and a proper balance between too less and too many activities. In this manner it will keep the members of U-BASE active (willing to commit to U-BASE and motivated to regularly join activities).

From experience, it is proposed that every quarter the following events are being organised: one excursion, two lunch lectures, one major social activity and one minor social activity. Even with the Covid-19 situation this goal stays, but we will not be too hard on ourselves if we cannot reach it.

From traditions the major social activities in the second and fourth quarter are fixed, the ChristmUs dinner and U-BASE Table Tennis Tournament (UTT) respectively. In 'normal' years, the committee can execute the events to their own likings, but it is not allowed to change the roots of the event. However, this year there are chances that these events cannot take place due to Covid-19. The committee then needs to think of other possibilities.

8.2.3 Means

- An effective promotional system should be established to reach as many students as possible. In practise this will require close cooperation of the Commissioner of Promotion of the board and the Media Committee.
- Active role on the contents involving external partners. The committee should actively ask for i.e. speakers, (alternative) topics for lunch lectures, construction phase of projects to ensure the events will be interesting to attend and are on the same level with student's knowledge.
- Coordination and cooperation with the Study Tour Committee for lunch lectures and excursions, if the Study Tour takes place this year.
- Start the year with a brainstorm for different activities that would be allowed within the rules around Covid-19.
- If a traditional event such as the ChristmUs dinner cannot take place, the committee decides together with the board what other events they could organise.

8.3 Education committee

8.3.1 Current situation

With the Education Committee being run for three years now, we have evaluated almost all the courses in Building and Structural Engineering at least once in the last three years. Courses that traditionally needed more attention have been evaluated once every year. This trend will continue, especially with the sharp transition into full-online instruction for many classes.

Next to the evaluations, organizing the CCB's are the biggest task of the Education Committee. Last year the CCB's were harder to organize due to Covid-19 disrupting the quarter and forcing everyone to work from home. As an association, we hope to be proactive and find ways to organize these CCB's even amongst the social distancing regulations. These CCB's would hopefully be held on the day that the students are in the faculty or done remotely.

For two years now, the Committee has organised a lecture titled "How to Start Your Thesis". This talk will also be given this upcoming year. The new Master Coordinators for the Structural Engineering track will need to be helped in understanding what they should present.

The last essential concern of the Education Committee is to keep the Collegerama recordings up to date, which the Committee will continue to do. With Covid-19 this is especially important because we do not want students relying on 5+ year old lectures or being told to "study from the book".

8.3.2 Goals

1. Continue to collect feedback and ensure that old feedback from previous years is being applied. Connected to this, the feedback for the teaching staff should be specific.
2. Investigate options of evaluating the Master's Thesis process.
3. Promote the Education committee to the department and association, as a whole. Make sure that everyone knows what is done by the committee.
4. Have at least one CCB per quarter. This is to be done in-person on the day the students are allowed in the faculty, or if not possible virtual.

8.3.3 Means

- All meetings on evaluation of a course should have a point of the agenda concerning past evaluations. This is to ensure that we have accountability.
- After the evaluations of Q1-Q3 (which is in the middle of Q4), a closing lunch will be organised to get input from professors on how to improve as an Education Committee.
- At the start of Q1, there will be a lunch to evaluate Q4 courses. Every Committee member will host a smaller discussion about specific courses, general course planning etc.
- Compose an in-depth article at the end of Q2 to be included in U-Profiel. This article will be focused on a certain aspect of the Education Committee and will be decided in Q1. Most likely it will pertain to Covid-19 related issues.
- Updates to the educational process will be added to the Newsletter.
- Try to have a fair representation of students in their 2nd year of their Master's in the Education Committee. This will ease the process when starting out.
- Meetings to be held virtually until Covid-19 measures are relaxed

8.4 Concrete canoe race committee

8.4.1 Current situation

The participation of U-BASE as a representant of both the association and TU Delft at the BetonKanoRace (BKR) was introduced in the academic year 2015-2016. Ever since there has been a committee every year participating with one canoe. Acquiring the knowledge and experience required is a process that takes years, however, in this process U-BASE has managed to gain 5 prizes, including last year's best quality and 3rd place on the mix 100 m race. Last year 2019-2020 the race could unfortunately not continue due to Covid-19, and at this moment it is still not sure if we as a committee are able to do tests and work in the StevinLabs.

8.4.2 Goals (still under construction due to uncertainties and few registrations)

Creating a new design for the futures canoes.

For many years the same Canoe mould is used for casting the canoes. To be able to compete in the future editions in speed and design we need to have a new mould. To order a new mould, a new design has to be made. Last year a beginning was made with a parametric design and the goal is to continue this project and finish it in this committee.

Find a permanent spot for the canoes

Storing the canoes in the laboratory has been a problem in the last years. In order to store old and future canoes, a permanent spot where the canoes can be kept in their frames needs to be established. This has been a challenge last year, but we will continue to search for such a space.

Possibly work on the planning to host the BKR (betonkanorace) in 2022

If we are not able to do any tests and research to the concrete mixtures, we possible can work on writing a proposal to host the race in 2022.

8.4.3 Means

- Use of the canoe of the 2019/2020 committee to compete in the race of 2021 which can be competitive in the best quality category and be fast for the canoeing races.
- Have 2 positions within the committee in charge of the parametric design of the new canoe (mould)
- Form a committee with 9 members including with the following positions: Chairman, Treasurer, Chief of External Relations, Chief of Logistics, Chief of Manufacturing, 3 Chiefs of Design (2 Mix Designers and Frame Designer) and QQ. (used to be like this but due few registrations this is not possible)
- Contact lab personnel as well as concrete section professors in order to establish a permanent spot where the canoes can be stored during the year.

8.5 Media committee

8.5.1 Current situation

The media committee is the newest committee of U-BASE and has successfully completed two years. It is responsible for taking pictures and videos on all events that U-BASE has throughout the year. The committee later sorts and compiles the pictures and videos into slideshows and recap videos to present them on the U-BASE website and other social media platforms for all members and companies to see. The committee is a valuable asset in helping the promotion and appeal of U-BASE.

8.5.2 Goals

- Make the media committee more approachable to other committees in developing their promotional material both for printing and digital formats for posting online.
- Make sure at least one member is present at a every U-BASE event.
- Back-end team should be able to operate Adobe or other professional post-processing software.
- Set a clear schedule for post-processing pictures and videos to upload pictures on the website no later than two weeks after each event.

8.5.3 Means

- The front-end team will comprise of members who are responsible to be present on all U-BASE activities to take pictures and videos.
- The back-end team will comprise of members who are responsible for sorting out and post-processing pictures and videos to be presented on the website and social media platforms.
- QQ will maintain a ledger and distribute the work equally amongst all members of the committee.
- QQ will establish (with accordance of the committee members) two schedules: one for the front-end-team and another for the back-end-team.
- Deadlines will be set as per the priority of events for sorting out the media and respective publishing of the event. In general, this process should not take longer than two weeks, unless specified otherwise by the person in charge.
- The committee will have brainstorming sessions to come up with new creative templates to achieve the consistent promotion of U-BASE.
- Shooting photos or videos on either the U-BASE camera, personal camera, or phone.
- Assign one committee to each member of the Media Committee to have direct communication and knowledge of things that need to be promoted (to be decided in accordance with members). In the event of a committee not having an assigned media member; the QQ of the media committee should be contacted by other committees in order to promote their events. The QQ will assign a media committee member for the task and check the material before posting it online.

Since the Media Committee mainly focuses on covering U-BASE events, this academic year (2020-2021) the committee will have to adapt to the different ideas and activities planned by other committees or by the board. It will be crucial to have good communication with other committees to be able to promote U-BASE in the best way. Thus, starting this year the media committee members will have assigned a committee of their choice which they will keep close contact with to be aware of their needs in regard to promotional material.

8.6 Study tour committee

8.6.1 Current situation

Each year the study tour committee organizes a two weeklong trip to a location outside of Europe, with the intension of visiting different construction projects, companies and universities while exploring different cultures. Last year this trip did not take a place due to Covid-19.

The trip is partly sponsored by external companies and the U-BASE budget, so the remaining cost is covered by the participants. The average number of participants chosen for the trip each year is 26 including the current board, the organizing committee, and a professor from the faculty.

8.6.2 Goals

Plan and execute a successful trip

The location of the study trip is chosen based on the amount of opportunities a city has to offer in terms of civil engineering projects, cultural activities, and social activities. A successful trip will be considered one in which participants get to absorb the essence of the city and the civil engineering opportunities that they have to offer, while getting everyone back home safe. In order to guarantee the success of the trip the committee will do an in-depth research of all possible locations, considering for example safety, easy transportation, daily cost/expenses.

Evenly redistribute the left-over money

The budget of the study tour is divided into three categories, allocated U-BASE budget, external sponsors, and payment from participants. The committee's responsibility is to create an estimate of the full cost of the trip, as accurate as possible with room for unforeseen eventualities. Usually, after the trip is finalized there is left-over money mainly coming from the allocation of the unforeseen reservation. The goal is to fairly redistribute the left-over money. A separate leftover money policy exists where the exact rules for this redistribution can be found.

Reward U-BASE participation on the selection criteria

One of the main goals as an association is to have as many active members as possible, and the best way to encourage this is by rewarding active members. The selection criteria for the participants of the study tour will be divided into two categories, U-BASE participation and motivation letter. All members will be encouraged to apply and have a fair chance to join the trip, however, a higher weigh will be given to U-BASE participation, in order to comply with the general goal of the association.

Adjustment to Covid-19

To avoid the situation that happened last year (2019/2020) due to Covid-19 when the trip was cancelled, two destination scenarios should be created. One being the primary destination to a country outside a Europe that committee members pick based on what was described in 8.6.2 point one. Second, being a backup trip in Europe to a country that at the moment complies with the safety measures imposed with the TU Delft.

8.6.3 Means

Plan and execute a successful trip

- The research for the optimal destination will start in Q1, where all the committees desired destinations will be explored and narrowed down to a list of top 5.
- The final location will be chosen in early Q2.
- By the beginning of Q3 the plane tickets should be reserved. And reservation of accommodation should be in progress.

- When Q4 starts participants should be already chosen. Final details like a clear schedule and communication with TU Delft should be arranged.

Evenly redistribute the left-over money

The process for handling left-over money is described fully in the “Left over money policy”. In this section a brief explanation on the main aspects for leftover money in relation to the Study Tour is stated.

- Have a very in-depth research at the costs of each specific section from the trip, such that the left-over money is reduced to only the unforeseen reservation.
- The left-over money will be divided into the four main categories based on the percentage of the budget that they represented.
- The left-over money from the U-BASE budget and external sponsors will go back to the association.
- The left-over money from University Funds and payment from participants will go back to the U-BASE fund and can be used to organize reunion events.

Reward U-BASE participation on the selection criteria

- The selection criteria will be divided into U-BASE participation and motivation letter, U-BASE participation will have a weigh of 65% and motivation letter 35%.
- Motivation letter will be graded anonymously by committee members.
- U-BASE participation will be assessed by the board, where a point system including participation in events and committees will be implemented.

Adjustment to Covid-19

- In the event of cancellation due to Covid-19 have a clear plan on how to inform students and aim to give back as much as possible of total amount that was already paid. This would highly depend on the stage in which the trip is cancelled.
- Cancellation option needs to be arranged whenever a large purchase is made.
- Contracts with the sponsoring companies should include a section on how their investment will be managed in the case of a cancellation. If possible, state before the signing of a contract an alternative activity that would suit both U-BASE and the company.

8.7 U-Profiel committee

8.7.1 Current situation

The U-Profiel is a magazine that publishes three times a year. It is not only a link between U-BASE and its members but also between U-BASE and its sponsors, contributors, and alumni. The magazine informs about activities of U-BASE by the committees and contains articles and advertisements by companies. There has been an edition using sustainable recycled paper. This leads towards the sustainable goal of U-BASE.

During COVID-19, it is extra important to keep all U-BASE stakeholders involved. The U-Profiel has a key role in this aim. Therefore, it is key to keep the quality of the articles up to standard.

8.7.2 Goals

U-Profiel is one of the most important promotional tools for U-BASE.

- Use more original sources for media
- Evaluate the sustainable edition
 - Have at least one article per edition focus on sustainability
 - Promote the online issuing of the magazine for those who are fine with it
- Maintain the quality of U-Profiel, so it remains a suitable promotion tool.

8.7.3 Means

- The U-Profiel is an ongoing committee, so the quality is maintained.
- Use more original pictures from members of U-BASE for the magazine, also in now activities are online and off-campus
- Minimum of three editions should be published a year.
- Hold photo contests for new cover pictures and promote talents in U-BASE.
- Credit the photos used in the magazine.
- Advertisements of companies in the U-Profiel as stated in the contract with the companies. Commissioner of External Relations of the board provides the advertisements
- Increase the interaction with Media committee for high-quality pictures and maintaining a database of images either on the website or in a drive.
 - Have one person involved with both committees who is up to date on the required photos for the magazine
- Maintain a database of articles to avoid repeated articles

8.8 Value of design committee

8.8.1 Current situation

The Value of Design symposium (VoD) is a prestigious symposium that aims to provide Civil Engineering and Architecture students with insight in the relationships between engineering and architecture. The quality of the symposium and well-established name in the field of construction adds to its appeal and attracts not only students but businesses as well. The last editions have taken place bi-annually.

In a year 2019/2020 VoD symposium did not take place as planned due to Covid-19. Video presentation of two main speakers was held online.

The start-up of the VoD has always been proven to be difficult. Every board should reserve an amount of money for the upcoming VoD, which can be used as a start capital for the committee. The full amount of financial resources gained through sponsoring is available for funding the symposium. If the VoD committee has attained an amount of sponsoring higher than the estimated initial budget, the board will request a maximum of 50% of these extra resources to be granted to U-BASE. Remaining resources will be added to the central financial savings account of U-BASE.

8.8.2 Goals

After cancellation of symposium in May, previous Value of Design committee keeps working for additional half of a year to realise smaller version of symposium on 1st of December. Speakers only from the Netherlands will be invited to ensure that no Covid-19 restrictions with other countries can affect this event.

When looking into symposium that will take place in two years: U-BASE aspires to provide a prestigious symposium, which is viewed as the flagship event of the association. Through providing an abundantly promoted, high-quality symposium, U-BASE aims to attract a broad audience with students from both the faculty of Civil Engineering and the faculty of Architecture. Besides students, businesspeople and TU employees should attend the event. This diversity will give U-BASE a prestigious status. In total, the aim should be at least 300 paying visitors. The symposium should have, besides a varied audience, a varied stage. This involves international speakers and female speakers. Besides that, the symposium should also aim to do varying events like a debate or workshops beside speakers.

Various discussions have been taken place over the years about collaborating with other student associations, but the conclusion is to keep the symposium as a U-BASE event. In this manner, the symposium is kept closely related to U-BASE. Also, it's important not to forget that the main sponsor is Arcadis, so there could be consequences. Involving committee members from Architecture is a hard job, but it has succeeded before and should be tried to prevent tunnel vision.

8.8.3 Means

- Focus on significant/interesting speakers.
- Collaboration with Architecture will enhance promotion at this faculty. Involving students from the faculty of Architecture is aimed for (one or two of the members).
- Committee members should be motivated, aware and available for a long period.
- Invite partners of the association and ask them to promote or maybe join the event.
- U-BASE should be highly visible at the event as the host.
- For the startup, only 1 QQ is needed, for the year of the event, 2 QQ's are recommended.
- Should avoid situation that all of the committee members are Dutch.

9. Contact details

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