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# **IAPSS OPERATIONAL PLAN**

## **2005 - 2006**

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# I. General Introduction

To all readers of the IAPSS Operational Plan for the mandate 2005-2006,

An Operational plan (OP) is a document important to any such organization that has a profile of IAPSS. By composing this operational plan, the Executive Committee (ExCom) distinguished several significant goals we will work hard to accomplish during our mandate period. All objectives and activities are made with reference to the IAPSS strategic goals stated in the [Strategic Plan 2004-2008](#). In addition, with this OP we will present recognized priorities to be achieved within our mandate.

During our mandate, we will try to balance our efforts between **strengthening the existing structure**, and **creating and developing new projects**. We particularly focused on further deepening of the existing programs, projects and activities, as well as on increasing the **interaction** between the ExCom, its member associations and the other external actors.

We acknowledge the need for constant development and enhanced cooperation with other associations, since any organization that fails to increase the scope of its activities and accordingly increase in size risks stagnation and ultimate disintegration. *The ExCom emphasizes the importance of reaching more intensively to new member associations.*

After the thorough selection of projects we decided to leave out some of the programs listed in the Strategic Plan 2004-2008 and instead have initiated **5 Ad-hoc programs** that were not stated in the strategic plan. These measures were taken on recognized priorities and emerging needs of IAPSS, and introduced as a follow-up to the ExCom training in mid-October 2005.

Programs, projects and activities presented in this OP were all made in accordance with the **core values** and **common vision** of our organization. Our idea is to facilitate the interaction between the students of political science, both in formal and informal ways, through which we shall seek to build a community. **The most important issue** is to **secure financial resources** necessary for the functioning of IAPSS. This will be done through the fundraising campaign, closely linked to efforts for improving the image of IAPSS internationally through the **Public Relations campaign**.

The ExCom hopes that this OP will enable us to work with the full respect of principles of **stability, legitimacy** and **transparency**. We hope that IAPSS will continue to provide opportunities to our members to develop within it and recognize it as their own international student organization. By making the work of the ExCom as transparent as possible, we wish to keep close contact with our members and stimulate them to contribute to further development of IAPSS through their **initiatives and actions**.

The **overall aim of IAPSS** this year is to demonstrate that IAPSS is not only real in terms of its existence, but also realistic in terms of its expected achievements. By being well structured and organized, IAPSS will aspire to consolidate its network and present itself to both its members and the outside world exactly as it is - important international student organization with a great future.

[The Executive Committee 2005-2006](#)

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## II. Operational Objectives

### STRATEGIC GOAL A: Institutional Strengthening

#### Program A.1: Permanent Seat Program

*Operational Goal:* to assure the administrative framework for the existence and development of IAPSS.

*Karl Olav G. Sørensen*

Operational objective A.1.1: Ensure financial stability for the existence and development of the Permanent Seat for one IAPSS fiscal year.

Activities:

- a. Implement fundraising strategy; work towards international, national, local, public and private sponsor.
- b. Look into alternatives if Permanent Seat in Ljubljana is not financially sustainable.

Operational objective A.1.2: Assure maintenance and professional coordination of the ExCom office.

Activities:

- a. Create an administrative handbook for all ExCom members.
- b. Continuously make sure that equipment in office ensures an effective workplace for ExCom members.

Operational objective A.1.3: Encourage political science students to candidate for the IAPSS Executive Committee.

Activities:

- a. Call for candidates in January 2006.
- b. Stimulate and advocate for going to election as ExCom member through newsletter, webpage and other means of correspondence.

Operational objective A.1.4: Ensure the necessary conditions concerning living, studying and knowledge transfer of the future ExCom.

Activities:

- a. Ensure financial capability to support elected members of the ExCom to receive financial aid to housing, transport and coupons meals.
- b. Put effort in finding housing pre-arrival in Ljubljana.
- c. Assist the international office of the faculty in signing the contracts for the future ExCom.
- d. Maintain and develop a close relationship with other representatives of the faculty and the university.
- e. Transfer knowledge between old and new ExCom to sustain continuity by using and revising the current ExCom guide.
- f. To decide upon the way of transferring knowledge together with the future Excom 2006/07 after the elections.

## **Program A.2 Internal Organization Program** **COMPLETED 2004**

### **Program A.3: IAPSS Annual Conference Program**

*Operational Goal:* Organization of the IAPSS Annual Conference.

Operational objective A.3.1: Organization of the IAPSS Annual Conference in Amsterdam, the Netherlands in April 2006.

*Premium Association Member (PAM) Esmeralde Van Vliet*

Operational objective A.3.2: Initiating the preparations for the IAPSS Annual Conference 2007.

*PAM 2006/2007 and Nataša Žebovec*

Activities:

- a. Call for organizers for AC 2007 in January 2006.

### **Program A.4: IAPSS General Assembly Program**

*Operational Goal:* Organize the IAPSS General Assembly.

Operational Objective A.4.1: Organization of the IAPSS General Assembly in Amsterdam in April 2006.

*PAM Esmeralde van Vliet and Nataša Žebovec*

Activities:

- a. Develop the GA web-page.
- b. Ensure the logistical and human resources needed for the proceedings of the GA.
- c. Develop the GA agenda and ensure the timely availability of the necessary documents.
- d. Develop and implement Commissions at the GA.

Operational objective A.4.2: Initiating the preparations for the IAPSS General Assembly 2007.

*PAM 2006/2007 and Nataša Žebovec*

Activities:

- a. Call for organizers for GA 2007 in January 2006.

### **Program A.5: IAPSS Alumni Club Program**

*Operational Goal:* Ensure the development of the IAPSS Alumni Club.

Operational Objective A.5.1: To coordinate the initiation the IAPSS Alumni Club.

*Alessio Sanguinetti, Giuliano Gennaio and Giulia Giuliani*

Activities:

- a. Assist the launching of the Alumni Club
- b. Form a database for Alumni Members
- c. Assist the consolidation of the Network of the Alumni Members

## **STRATEGIC GOAL B: Development**

### **Program B.1: Regional Development Program COMPLETED 2004**

#### **Program B. 2: Regional Centers Program**

*Operational Goal:* to facilitate the contacts between political science students and other relevant actors in one region and offer opportunities for the full actualization of students in one region by implementing regional centers.

Operational Objective B.2.1: To further develop the IAPSS Regional Center for Central and Eastern Europe (Bucharest, Romania).

*Milena Marin and Giulia Giuliani*

Activities:

- a. Promote a good communication with the IAPSS Regional Centre for Central and Eastern Europe (Bucharest, Romania) giulia
- b. Favoring the discussion on the Statute of Bridges Network

Operational Objective B.2.2: To further stimulate the Regionalization of IAPSS.

*Giulia Giuliani*

Activities:

- a. Assist the construction of the IAPSS Regional Center for Latin America (Buenos Aires, Argentina).  
*Not available yet*
- b. Assist the construction of the IAPSS Regional Center for Western Africa (Lagos, Nigeria).  
*Augustine Nwaka*
- c. Assist the construction of the IAPSS Regional Center Eastern Africa (Nairobi, Kenya).  
*Boaz Adhengo*

#### **Program B.3: IAPSS Fund for Assistance**

*Operational Goal:* Establish the IAPSS Fund for Assistance.

Operational Objective B.3.1: To facilitate the participation of students from developing countries to the Annual Conference and General Assembly.

*PAM 2006/2007 and Nataša Žebovec*

Activities:

- a. Initiate searching for funds.

#### **Program B.4: Students for Students**

*Operational goal:* To mediate support from students for students in disadvantaged areas/situations (e.g.: providing books).

Operational Objective B.4.1: To stimulate the members and the Regional Centers to search for funds and / or host fundraising activities.

*Karl Olav G. Sørensen*

Activities:

- a. Write a strategy on raising funds for the program "Students for students" and provide it to all member associations.

## **STRATEGIC GOAL C: Research and Students**

### **Program C.1: POLITIKON— the IAPSS Journal of Political Science**

*Operational goal:* To continue and develop POLITIKON.

*Anca Oprisor*

Operational objective C.1.1: Print Issue 10 of POLITIKON—The IAPSS Journal of Political Science.

Activities:

- a. Find the necessary funds for printing.
- b. Make printing arrangements.

Operational Objective C.1.2: Publish Issue 11 of POLITIKON—the IAPSS Journal of Political Science.

Activities:

- a. Promote the new topic in order to attract submissions.
- b. Select the most valuable articles out of those submitted.
- c. Ensure attractive layout.
- d. Find the necessary funds for printing.
- e. Make the printing arrangements.

Operational Objective C.1.3: Start work on creating a large scale, viable distribution system.

Activities:

- a. Write a long term distribution strategy.
- b. Submit presentation letter and subscription form of POLITIKON to 20 universities in the world.
- c. Find institutions/ associations that would distribute POLITIKON in their internal networks. ( e.g.: IPSA)
- d. Encourage members to distribute the journal inside their associations.

Operational Objective C.1.4: Keeping the attained qualitative standards of POLITIKON.

Activities:

- a. Create a pool of permanent, professional reviewers.
- b. Ensure an objective, qualitative selection process.

Operational Objective C.1.5: Keeping up the number of submissions.

Activities:

- a. Promoting POLITIKON worldwide by means of mailing lists and other forms of correspondence.
- b. Encourage IAPSS members to write articles.

- c. Connect other IAPSS programs (such as Working Groups) with Politikon.
- d. Find incentives for authors, such as partnerships with international organizations.

Operational Objective C.1.6: Ensuring visibility of the Journal.

Activities:

- a. Create a special PR strategy for POLITIKON.
- b. Promote the Journal worldwide by all forms of correspondence, written or electronic (partners' websites, mailing lists etc).
- c. Encourage members to use POLITIKON and it's the name in all IAPSS related events or materials they create.
- d. Searching for local and international partnerships for the Journal.

Operational Objective C.1.7: Finding necessary funds to attain the proposed objectives.

Activities:

- a. Create fundraising strategy on a long and a short term.
- b. Find a POLITIKON unique selling point and offers for possible donors.
- c. Find and approach all possible sources of funds.
- d. Create a database with possible funding sources for current and future use.
- e. Search for partnerships with international and local associations.

### **Program C.2: IAPSS Working Groups Program**

*Operational goal:* Develop the program of common student research on an international level and increase activity in existing groups and get new groups founded.

Operational objective C.2.1: Raising the awareness of the IAPSS members concerning this project during this mandate.

*Raluca Teodor*

Activities:

- a. Promote IAPSS working groups on the website.
- b. Include news on the working groups in at least 2 newsletters.
- c. Informing the Contact Persons about this so that they can raise awareness among their members.

Operational objective C.2.2: Have at least six functional working groups in the period of the mandate.

*Anca Oprisor*

Activities:

- a. Activate non active existing groups.
- b. Search for coordinators for existing and future working groups.
- c. Create connections with other IAPSS programs such as Politikon and involve working group members in them.
- d. Create special events, like a conference dedicated to the contributors, in order to encourage people to participate.

### **Program C.3: IAPSS Annual Academic Conference Program**

*Operational Goal:* To coordinate the organization of IAPSS Annual Academic Conference.

Operational Objective C.3.1: To assist the organization of the Annual Academic Conference 2006.

*Anca Oprisor*

Activities:

- a. Launch a call for organizers of the AAC 2006 in November 2005.
- b. Revise existing criteria for selecting the organizers of AAC 2006.
- c. Ensure objective and efficient selection of the organizers.
- d. Assist the organizers in their tasks, other than by financial means.
- e. Promote the AAC both within and outside IAPSS.

## **STRATEGIC GOAL D: IAPSS in the World**

### **Program D.2: Polsci community**

*Operational Goal:* To contribute actively to the development of an international political science community.

Operational Objective D.1.1: To stimulate cooperation and common activities with Political Science Associations and Political Science Institutions.

*Bakar Berekashvili*

Activities:

- a. To create the database of major political science associations in the world.
- b. To contact minimum 15 major political science faculties/ departments/ associations/ institutions/ organizations not yet member of IAPSS.
- c. To propose them to be involved in IAPSS network, especially in concrete projects.
- d. To organize/ co-organize a major event in order to strenghten the relationship between IAPSS and the newly members/ partners.

### **Program D.3: Interdisciplinary world**

*Operational Goal:* To encourage interdisciplinary networking as a mean to promote communication and understanding between fields and cultures.

Operational Objective D.2.1: Facilitate relationships with similar international student organisations, in order to share knowledge and experience, thus creating conditions for development within IAPSS.

*Yvon Braam*

Activities:

- a. Attend IFISO meetings during the mandate 2005-2006
- b. Active participation in the IFISO network

## **STRATEGIC GOAL E: Non-Formal Education**

### **Program E.1: IAPSS Worldwide**

*Operational Goal:* IAPSS in all Political Science Schools

Operational Objective E.1.1: To make IAPSS more known in universities with existing members: "*Deepening*"

*Giulia Giuliani*

Activities:

- a. Reach these faculties with a PR campaign.
- b. Plan an IAPSS day in the faculty of every IAPSS association/associated member.

Operational Objective E.1.2: To recruit new members: "*Widening*"

*Tudor Trof*

Activities:

- a. Approaching possible members.
- b. Write and update a guide on the advantages of becoming an IAPSS member.
- c. Promote and distribute the guide.
- d. Plan an IAPSS day in at least 5 faculties with no IAPSS membership.

### **Program E.2: IAPSS Yellow Pages**

*Operational Goal:* to develop the IAPSS web page as a tool in providing users with useful political science information.

Operational Objective E.2.1: Develop program Yellow pages.

*Bakar Berekashvili*

Activities:

- a. To continue the creation and online publication of "*A Different View*".

*Giselle Quintenla*

Operational Objective E.2.2: To develop the Opportunity Center.

*Bakar Berekashvili*

Activities:

- a. Properly maintain the Opportunity Center.
- b. Search for opportunities and upload them on the web site.
- c. Ask for contribution from the members.

Operational Objective E.2.3: To develop the Jungle Book for Associations.

*Giulia Giuliani*

Activities:

- a. Make members aware of Jungle Book.
- b. Instruct members on how to use Wiki.
- c. Encourage them to upload information.

### **Program E.3: Student Exchange**

*Operational goal:* to facilitate access for political science students to a different educational system and to intercultural experiences.

Operational Objective E.3.1: To promote exchanges (Study visits, leisure visits...) between IAPSS association members.

*Venla Stodolsky*

Activities:

- a. To promote and encourage possibilities of exchange.
- b. To promote European youth program as possibility for funding.
- c. To assist members in the applications procedures to acquire funds on international level.

### **Program E.4: Twinning**

*Operational goal:* to stimulate study visits between local associations and by this ensure the exchange of knowledge among IAPSS Members.

Operational Objective E.4.1: To promote the program among the members.

*Raluca Teodor*

Activities:

- a. To create a twinning guide that would support associations in the implementation of the program.
- b. To promote the twinning.
- c. To create a web page for twinning on the web site.

Operational Objective E.4.2: To implement a pilot twinning.

*Raluca Teodor*

## **STRATEGIC GOAL F: Formal Education**

### **Program F.1: IAPSS Four Seasons University**

*Operational goal:* To develop the program.

*Giulia Giuliani*

Operational Objective F.1.1: Define the program.

Activities:

- a. To make the program description.

Operational Objective F.1.2: To create a guide for the program.

Activities:

- a. Write a Four Seasons University guide.

## **STRATEGIC GOAL G: Career**

### **Program G.1: Internship Program**

*Operational goal:* To develop the internship program.

Operational Objective G.1.1: To initiate the internship program.

*Venla Stodolsky*

Activities:

- a. Write the program.
- b. To ensure one internship for an IAPSS member at an international organization.
- c. To connect the program with the Opportunity Centre in view of sharing the internship sources.
- d. Create a data base with INGOs.
- e. Contact INGO.
- f. Launch a call for internship to the members.
- g. Assist the relationship between the member and the INGO.

### **Program G.2: IAPSS Internship Program**

*Operational goal:* To start a process with providing internship possibilities to IAPSS members.

Operational Objective G.2.1: To ensure one internship at IAPSS Permanent Seat.

*Nataša Žebovec*

Activities:

- a. Apply one volunteer through the European Activity Voluntary Service (EVS) within the European Youth Program until November.
- b. Assist the volunteer during the internship.
- c. Apply an EVS volunteer for the next mandate 2006/2007.

### **Program G.5: Job Related Activities**

*Operational goal:* to facilitate organized contact among political science students and possible employers.

Operational Objective: G.3.1: connect job possibilities with students

*Venla Stodolsky*

Activities:

- a. make the members aware of the possibility of online CV publication
- b. To create a CV database with at least 30 CVs.
- c. To search for possibilities of promoting the database among possible employers.

## IV. Ad Hoc Programs

### **Ad-hoc Program 1: Re-styling IAPSS**

*Operational goal AH1:* Re-style the IAPSS image to enhance its structure and concept to suit to requirement and needs of its members.

Operational Objective AH1.1: Distinguish IAPSS as a recognisable body for present and future members.

*Tudor Trof*

Activities:

- a. To specify the core values and activities of IAPSS.
- b. Make the core values visible by a PR campaign.
- c. To increase the IAPSS image in Slovenia by a PR campaign.

Operational Objective AH1.2: Redefine the IAPSS Mission and vision according to emerging needs of the Association.

*Karl Olav G. Sørensen*

Activities:

- a. Establish a think tank with the involvement of IAPSS members on redefining mission and vision.
- b. Stimulate the debate within the IAPSS community.
- c. Formulate a proposal for vision and mission change to present at the GA.

Operational Objective AH1.3: Redesigning the website, to make it user friendly and more attractive and navigable.

*Yvon Braam*

Activities:

- a. Appoint a webmaster.
- b. Change the website.
- c. Train an ExCom member on how to modify and upload info on the site, except the webmaster.

### **Ad-hoc Program 2: IAPSS financial resources**

*Operational goal:* Stimulate fundraising activities to provide essential resources for execution of IAPSS' projects.

*Yvon Braam*

Operational Objective AH2.1: Obtain funds necessary for sustainability of the permanent seat program.

Activities:

- a. Detect a target group who would potentially finance the IAPSS' permanent seat program.
- b. Address target groups with successful promotion and presentation of the program.
- c. Apply for the supplementary European Commission Grant.

Operational Objective AH2.2: Obtaining funds necessary for implementation of various projects and raising awareness among our members of these possibilities.

Activities:

- a. Create a database of accessible funds for realisation of projects.
- b. Stimulate the members to create a database of accessible funds for realisation of projects on the national level.

- c. Keep the ExCom updated on the calls for external financing of project proposals by local and international institutions.
- d. Regularly inform our members on the international calls for obtaining funds.
- e. Assist our members and facilitate the application process for appointed funds.
- f. ExCom members will devote their efforts and time to provide financial resources for IAPSS within their respective countries.

Operational Objective AH2.3: Shared dedication and involvement in activities related to fundraising.

Activities:

- a. Appoint a fundraising committee formed by members of IAPSS and ExCom.
- b. Compose a workable fundraising plan for the committee to pursue.
- c. Make the fundraising plan operational.

### **Ad-hoc Program 3: Balkan project**

*Operational goal:* Promotion of intercultural learning and understanding in the Balkan Region.

Operational Objective AH3.1: to connect students in the Balkan region.

*Giulia Giuliani*

Activities:

- a. Connect IAPSS members and other students of the region.
- b. Further implement joint projects among members of the region.

Operational Objective 3.2: Stimulate interdisciplinary and intercultural reasearch about the region.

*Anca Oprisor*

Activities:

- a. Start a working group on the Balkans.

### **Ad-hoc Program 4: Project student voice**

*Operational goal:* To empower European students to get involved in civil society.

*Karl Olav G. Sørensen*

Operational Objective 4.1: To access funds necessary to hold the training.

Activities:

- a. Apply for European Youth Foundation grant.
- b. Find other sources for funding the project.

Operational Objective 4.2.: Plan and organize the training.

Activities:

- a. Find local volunteers to help organizing the training.
- b. Make a time scheduele for the planning of the training.
- c. Call for- and select – applicants.
- d. Hold the the training.

## **AD HOC Program 5: Old, New, and Future Europe**

*Operational Goal AH5.1: Organization of the international IAPSS events Old, New, and Future Europe.*

Operational Objective AH5.1.1: Organization of the regional conference "Further European Enlargement" in Romania, Bucharest in April, 2006.

*Julia Calin and Nataša Žebovec*

Activities:

- a. Ensure the logistical and human resources needed for the organization of the conference.
- b. Develop and implement the conference program.
- c. Ensure the proper financial management.

Operational Objective AH5.1.2: Organization of the regional conference "Europe – Plurality of Identities" in Rome, Italy in May, 2006.

*Orlando Frasci and Nataša Žebovec*

Activities:

- a. Ensure the logistical and human resources needed for the organization of the conference.
- b. Develop and implement the program.
- c. Ensure the proper financial management.

Operational Objective AH5.1.3: Organization of the international conference "Europe in the World" in Ljubljana, Slovenia in May, 2006.

*Marina Ferfolja and Yvon Braam*

Activities:

- a. Ensure the logistical and human resources needed for the organization of the conference.
- b. Develop and implement the program.
- c. Ensure the proper financial management.

Operational Goal AH5.2: Coordination of three international IAPSS events within Old, New, and Future Europe.

*Nataša Žebovec*

Activities:

- a. Ensure the coherence among the three projects.
- b. Ensure the proper financial management of the projects.
- c. Develop the web-page.

## IV. Organizational Description

IAPSS staff:

No	Name	Association	Position	Contact	Comments
1	Yvon Braam	Machiavelli The Netherlands	Chairperson	<a href="mailto:yvon.braam@iapss.org">yvon.braam@iapss.org</a>	ExCom
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