



Agenda

Central Committee Meeting #5 – Monday, 2nd October 2023

Time : 17:30

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome - Welcome Co-Opted Officers
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1. CCM #4

4. Proposals

- 4.1. SWOTSNACC Proposal
- 4.2. Exam Pack Giveaway Proposal
- 4.3. Central Committee Varsity Jacket Proposal
- 4.4. ISA Appreciation Night and Winning House Dinner (February & March 2023 Intake) Proposal

5. Reports

- 5.1. Meet and Greet Carnival 2023 Report
- 5.2. International Hangout Report
- 5.3. International Week Report
- 5.4. President's September 2023 Monthly Report



6. Other Business

- 6.1. Committee Photoshoot
- 6.2. UMSU Intl Award
- 6.3. Bonding Dinner #2
- 6.4. CCM Attendance and Etiquette
- 6.5. Student ID checks for International Brekkie

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #4 – Monday, 11th September 2023

Time : 17:30

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 27/31 members

Absent with Apologies

Directors: Aksh BATRA, Tanveen KAUR

Officers: Yashvi NARULA, Asawari Sahebrao SIRSAT

Late with No Apologies

Directors: Cynthia WANG

Motion 1

Move that Standing Orders be adopted for CCM #4 at 5:36PM.

Mover : Jeslyn TANDYAJAYA

Secunder : Sol KWON

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #4 be adopted at 5:38PM.

Mover : Christopher MINN

Secunder : Christie DEANDRIA



CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #3 be accepted and confirmed as a true and accurate record.

Mover : Soudaphone SITTHIXAY (Planet)

Seconder : Wun Tung LUM (Cherry)

Motion Carried.

Motion 4

Move that the International Queer Film Night 2023 Proposal be accepted.

Mover : Nikita GOYAL

Seconder : Chenxi SONG (Vicky)

Motion Carried.

Motion 5

Move that the Get Certified Proposal be accepted.

Mover : Coby CHEUNG

Seconder : Yuxuan LIU (Linda)

Motion carried.

Motion 6

Move that the Central Committee Bonding Dinner #2 Proposal be accepted.

Mover : Hiranmayi RAMESH

Seconder : Yuen Jie NG (Jason)

Motion carried.

Motion 7

Move that the International Student Career Networking Report be accepted.

Mover : Zijia ZHOU (Gia)

Seconders : Angelina PENG

Motion carried.

4. Other matters

4.1. Vote of Confidence for President

4.2. Marquees

4.3. Co-Options

4.4. Bonding Camp

Motion 8

Move that the Vote of Confidence for President be accepted.

Mover : Christian VALERIAN

Seconders : Yuxuan LIU (Linda)

Motion carried.

Motion 9

Move that Standing Orders for CCM #4 be suspended at 6:07PM.

Mover : Ying Yu CHEN (Danielle)

Seconders : Andrea MAKATITA

Motion carried.

Motion 10

Move that CCM #4 be adjourned at 6:07PM.

Mover : Rachel ZHOU

Seconders : Shifa NATHANI



Motion carried.

Prepared by,

**Yhi Zhen LIM (Ethan)
General Secretary 2023/24
UMSU International**



SWOTSNACC Proposal

Central Committee Meeting #5 - Monday, 2nd October, 2023

1. Introduction

SWOTSNACC is scheduled to span across three days during the week of SWOTVAC, aiming to offer inviting study environments, as well as a diverse selection of snacks and refreshments, in order to alleviate the stress international and local students face when seeking a comfortable place to study during the SWOTVAC period.

We are committed to ensuring that the responsibilities of participating officers are kept to a minimum. This recognizes that all officers involved will have demanding study schedules throughout the week. Their tasks will primarily involve registration, setting up, and packing up refreshments and cleaning up the room.

2. Objectives

This event aims to provide welcoming study spaces for students to study during SWOTVAC.

3. Event Details

Date	: Tuesday, 24th October 2023; Wednesday, 25th October 2023; Thursday, 26th October 2023 [Duration: 3 days]
Venue	: PAR-Sidney Myer-115, PAR-Sidney Myer-116, PAR-Sidney Myer-117
Number of Attendees	: 40-50 students per day
Coordinators	: Gia ZHOU, Rachel ZHOU
Manpower	: 6 Committee Members and 18 ISAs
Budget	: \$1345

4. Event Overview

The event will simply involve students getting access to study spaces on campus to prepare for exams. To ensure that they can study well, we will make sure to keep the area quiet while also providing an assortment of refreshments for the students.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
9	19 September 2023	Room booking	Rooms at Sidney Myer have been booked	Natasya
10	2 October 2023	Proposal	Present the proposal at CCM	Rachel
11	9 October 2023	Allocation of ISAs	Getting ISAs from HR and setup the time slots	Rachel
12	16 October 2023	Purchasing refreshments	Ordering snacks and drinks from CME	Gia
Event Day (Repeat for 25th & 26th October)				
SV	24 October 2023	Setup	Bring snacks, drinks, dispensers, tables to arts west	Gia, Rachel
SV	24 October 2023	Study sessions	Give out food and drinks, study if nothing is happening	Gia, Rachel
SV	24 October 2023	Feedback	Ask students to fill out feedback form	Gia, Rachel
SV	24 October 2023	Cleanup	Bring remaining snacks, drinks and also return dispenser to international lounge	Gia, Rachel
Post Event				
-	27th October 2023	ISA Hours	Send ISA hours to HR	Rachel
-	27th October 2023	Reimbursement	Reimburse money spent for snacks, drinks, etc.	Gia
-	3rd November 2023	Report	Complete Swotsnacc report	Gia

Pre-event

Purchasing snacks and drinks might be combined with purchasing goods for exam pack giveaway; this is not confirmed.

Event Flow

Time	Activity	Details
9.30 a.m. - 10.00 a.m.	Setup	Set up. First OBs/ISAs arrive with food and drinks. QR code and appliances are set up etc.
10.00 a.m. - 14.00 p.m.	Study sessions	Study session commences. Notes: <ul style="list-style-type: none"> • Students will be advised to converse minimally during the event. • If food or drinks run out it is the responsibility of the OB in charge to replenish them (this will be unlikely). • At 1.55 pm, OBs will signal the end of the event.
10.00 a.m. - 14.00 p.m.	Feedback	Ask participants throughout the event to fill in feedback form.
14.00 p.m. - 14.30 p.m.	Cleanup	Pack up. <ul style="list-style-type: none"> • Present OBs/ISAs will clear any remaining snacks and refreshments and return hot water dispensers to the lounge. • Wipe the tables used.

6. Budget

A total of \$1285 have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Snacks and drinks (estimated per person)	150	7	1050
Transportation	1	25	25
Rubbish bins	1	60	60
Miscellaneous	3	70	210
TOTAL			1345

7. Conclusion

This concludes our proposal for SWOTSNACC Semester 2, 2023. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Rachel ZHOU and Gia ZHOU
Education Department 2023/24
UMSU International



Exam Pack Giveaway Proposal

Central Committee Meeting #5 – 2nd October, 2023

1. Introduction

Exam Pack Giveaway (EPG) is an event aimed to boost the morale and the overall well-being of Unimelb students before the stressful SWOTVAC and examination period. This event is open to all University of Melbourne students: which includes undergraduate, graduate, honours, study abroad and PhD students. Exam pack items will consist of necessities such as pens and notebooks as well as snacks to fuel the brain.

The Exam Pack Giveaway will be conducted in the same manner as the previous EPG, where items are displayed and students are allowed to collect one of each item that they want. We are highly encouraging all students to bring their own bag through our Facebook event information page and Instagram. This will minimize the waste produced by students and also maximize our outreach as students do not need to collect items they do not want and reduce the amount of excessive bags owned by students.

2. Objectives

- To provide a platform for Umsu International to reach out to university students by promoting the services provided by Umsu International
- To motivate students by giving out freebies and enlightening their mood for exam preparation
- To boost the physical welfare of students by providing snacks and beverages

3. Event Details

Date	: Wednesday 25th October [11:00 AM - 15:00 PM]
Venue	: Concrete Lawn
Number of Attendees	: 600 students
Coordinators	: Robertus INDRADJAJA, Danielle CHEN
Manpower	: 8 OBs & 12 ISAs (2 shifts)
Budget	: \$ 7100

4. Event Overview

Exam Pack Giveaway is an event where students are able to come and get a variety of items for free, which include a range of snacks and drinks, and stationery items. The intent of this event is to alleviate some stress created by impending exams and assessments by providing students.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
8		Venue booking	- Booked Concrete Lawn through CME	Danielle CHEN
9		Contact sponsors	- Reach out to sponsors to ask for event support/sponsorship	Robertus INDRADJAJ A, Cynthia WANG
9		Request ticketing	- Ask CME to do ticketing	Robertus INDRADJAJ A
9		Event planning	- Write proposal and finalising event details	Danielle CHEN, Robertus INDRADJAJ A
10		Logistics	- Send finalized item list to Treasurer to order and get delivered	Danielle CHEN, Robertus INDRADJAJ A
10		Open bookings	- Open registrations for event	Robertus INDRADJAJ A
11		Request ISAs	- Ask HR for ISAs	Danielle CHEN
12		Collect stock	- Remain present on campus to receive delivery of all EPG giveaway materials. Collect items that cannot be delivered	Robertus INDRADJAJ A
12		Feedback forms	- Create feedback forms for the event	Danielle CHEN



Event Day				
	25/10	Run event	<ul style="list-style-type: none"> - Set up tables and marquees - Give out items to students 	Robertus INDRADJAJ A
	25/10	Pack up	<ul style="list-style-type: none"> - Put away equipment and throw out rubbish 	Robertus INDRADJAJ A

Pre-event

- Open bookings
- Create feedback form
- Order items for giveaway

Event Day

Event Flow

Time	Activity	Details	PIC
10 - 11AM	ISAs and OBs come to set up	2 x Marquee, tables, chairs, and banners	Robertus INDRADJAJA
11AM - 3PM	EPG	Event will be run between 11am -3pm	Robertus INDRADJAJA
3 - 4PM	Pack up	Clean up rubbish, returning equipment, and collecting leftover items and storing them.	Robertus INDRADJAJA

Post-event

- Collect feedback

6. Budget

The total allocated budget for this event is \$7100

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Notebooks	600	\$1	600.00
Sticky Notes	600	\$0.5	300.00
Pen	600	\$1	600.00

Snacks	600	\$4	2400.00
Noodles	1200	\$1	1200.00
Highlighter	600	\$1	600.00
Coffee/Tea	600	\$0.5	300.00
Transport	1	\$100	100.00
Miscellaneous	N/A	\$1000	1000.00
TOTAL			7100.00

7. Conclusion

The Welfare department understands the stressful examination period and empathizes with the struggles that students may go through during these hard times. We would like to provide support and connect with them through giving out exam packs to all Unimelb students. We hope to enhance students' well-being and prepare them for upcoming exams by providing necessities to students and boosting their mental strength.

This concludes our proposal for the Exam Pack Giveaway. Please do not hesitate to approach the Welfare Department for any enquiries or suggestions regarding this proposal.

Prepared by,

**Danielle CHEN
Robertus INDRADJAJA**

**Welfare Department 2023/24
UMSU International**



Central Committee Varsity Jackets Proposal

Central Committee Meeting #5 – Monday, 2nd October 2023

1. Introduction

The Media and Marketing department (M&M) will be designing varsity jackets that include elements of UMSU International's branding (e.g., Glovey, UMSUi light blue) for the committee members of the 2023-2024 UMSU International Central Committee.

2. Objectives

This event aims to:

- Easily identify central committee members (e.g. during event days and committee photoshoots)
- Increase awareness of UMSU International
- Foster a sense of unity and togetherness amongst central committee members

3. Event Details

Date	: October, 2023 – December, 2023
Coordinators	: Madeline SUTANTO, Christie DEANDRIA
Budget	: \$5650

4. Event Overview

M&M will design the merchandise, get approval from relevant parties (i.e. CME), then put in the order through our supplier (Fashion Clubwear). Once the supplier receives the order and ships the merchandise, M&M will distribute it among the central committee members.

Design(s):



5. Event Timeline

Month	Activity	Descriptions	PIC
Early October	Design process	<ul style="list-style-type: none"> • Begin design process • Communicate with supplier • Receive approval from CME • Finalize design process • Receive sizes from all committee members for varsity jacket 	Madeline SUTANTO, Christie DEANDRIA
Mid-October	Ordering and shipping	<ul style="list-style-type: none"> • Send final order to supplier 	Madeline SUTANTO, Christie DEANDRIA
Late November/ Early December	Distribution of merchandise	<ul style="list-style-type: none"> • Receive shipment from supplier • Distribute to committee members! 	Madeline SUTANTO, Christie DEANDRIA

6. Budget

A total of **\$5650** located for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Varsity Jacket	50	95	4750
Shipping			500
Miscellaneous			400
TOTAL			5650.00



7. Conclusion

This concludes our proposal for the Central Committee Varsity Jacket Proposal 2023. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,

**Madeline SUTANTO and Christie DEANDRIA
Media and Marketing Department 2023/24
UMSU International**



**ISA Appreciation Night and Winning House Dinner
(February & March 2023 Intake) Proposal**
Central Committee Meeting #5 – Monday 2nd October 2023

1. Introduction

The International Student Ambassador (ISA) Appreciation Night and Winning House Dinner are conducted to celebrate graduating ISAs by inviting them to dinner. This is a reward and appreciation from the Human Resources (HR) department for their help and volunteer effort throughout their terms. Moreover, it opens a space for more meaningful interactions between ISAs and the committee members, which they may not have been able to do in the past.

The ISA Program has introduced the house point system to motivate them to increase volunteer effort and connect with more people. At the end of an ISA term, the house (Otterstone, Voxwood, or Grymberg) having the highest point will be invited to a dinner by the HR department to celebrate the achievement.

2. Objectives

This event aims to:

- Celebrate with the graduating ISAs upon the end of their terms
- Reward the graduating ISAs as an expression of our gratitude
- Create an environment where different ISAs can interact easily with one another and the committee members.

3. Event Details

Coordinators : Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO

Manpower : 4 Committee Members & 3 onshore ISAs

4. Budget Breakdown

Event	Date (might change depending on the availabilities of venues)	Budget (AUD)
ISA Appreciation Night	October 23rd, 2023	\$5500.00
ISA Winning House Dinner	October 26th, 2023	\$850.00
Total		\$6350.00

5. Events

5.1. Appreciation Night

- Date & Time : 18:00-20:30, October 23rd, 2023
- Venue : In person - to be decided (we are searching for venues that have enough space for our participants)
- Number of Attendees : 32 ISAs (excluding committee members but including 3 ISAs helping the event) & 21 2023/24 Committee Members (expected for the venue celebration)

5.1.1. Event Overview

This is a celebratory event for all ISAs in the February and March 2023 Intake who have graduated, while providing an environment for them to interact with others and all the committee members.

5.1.2 Event Timeline

Date & Time	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
12/9-22/10	Event Preparation	Come up with venue suggestions, and themes, confirm the attendees	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
	Contact the M&M department	Discuss with the M&M department about the design of certificates, medals, trophies, and ordering merch.	
	Google form application for ISAs	Create a google form for ISAs to apply for the planning team	
	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval and request for attendance and deposit assistance	
2/10-8/10	Confirm Attendance	Send out the attendance form to confirm the number of participants	
Event Day			
17:00-17:30, 23rd October	Conduct ISA Appreciation Night in person	Coordinators and the ISA Planning Team go to the venue and prepare the event.	Wun Tung (Cherry) LAM, Tam LUONG,

2023			Gurshan SINGH, Kayven Claus SATRIO, ISAs
17:30-18:00, 23rd October 2023	Event Commence	Graduating ISAs meet up at the venue and commence with an introduction.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
18:00-18:30, 23rd October 2023	Games	Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.	ISAs
18:30-19:30, 23rd October 2023	Dinner	All participants have their dinners.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
19:30-20:00 23rd October 2023	Certificate & Prize Distribution	Handing out certificates and goodie bags to onshore graduated ISAs, as well as announcing the top 5 ISAs and the winning house.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
20:00-20:30 23rd October 2023	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Post Event			
24th October 2023	Certificate Distribution (continue)	The HR department will send out the certificates to all ISAs through email.	Wun Tung (Cherry) LAM

5.1.3. Budget

A total of **\$5500** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
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Graduation Gifts (Includes but not limited to certificates, medals, trophies, notebooks)	45	20	900.00
Games Preparation	1	100	100.00
Dinner	62	65	4,030.00
Miscellaneous	-	-	470.00
TOTAL			5500.00

5.2. Winning House Dinner

- Date & Time : 18:00-20:00, 26th October, 2023
- Venue : In person - to be decided (we are searching for venues that have enough space for our participants)
- Number of Attendees : 12 ISAs & 5 HR Members (expected)

5.2.1. Event Overview

This is a dinner for the winning house of the ISA February and March 2023 Intake to celebrate their achievement and interact with house members in person.

5.2.2 Event Timeline

Date & Time (Week #)	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
12/9-22/10	Event Preparation	Come up with venue suggestions and confirm the attendees	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
From 2/10	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Event Day			
17:30-18:00 26th October, 2023	Meet up	Coordinators go to the venue and check if there is any potential issue.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus

			SATRIO
18:30-20:00 26th October, 2023	Dinner	All participants have their dinners.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
20:00 26th October, 2023	Departure	The ISA Winning House Dinner is done and the coordinators say goodbyes to everyone.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO

5.2.3. Budget

A total of **\$850** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Dinner	17	50	850.00
Miscellaneous	-	-	
TOTAL			850.00

6. Conclusion

This concludes our proposal for the ISA Appreciation Night and Winning House Dinner (February & March Intake) Proposal. Please do not hesitate to contact the HR Department should you have any queries.

Prepared by,

Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Human Resources Department
UMSU International 2023/24

Meat and Greet Carnival 2023 Report

Central Committee Meeting #5 – Monday, 2nd October, 2023

1. Introduction

This report summarises the Meat and Greet Carnival 2023, which covers the period of 18th September 2023. During this event, HR, P&S and C&S worked alongside to bring the Meat and Greet Carnival to life. This event gave students the chance to socialise and make new connections, providing a safe, engaging platform for students to enjoy fun games, food release stress. The event consisted of the Meat and Greet and Mini Carnival games, providing a range of different activities for students to engage in.

2. Event Details

Date	: Monday, 18th September, 2023 [(11am - 2pm (AEDT))]
Venue	: Amphitheater & Market Hall
Number of Attendees	: 713 attendees (for Meat and Greet) & 320 (for carnival)
Coordinators	: Christian VALERIAN, Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Aksh BATRA, Tam LUONG, Angelina PENG, Shifa NATHANI, Sol KWON
Manpower	: 26 Committee Members & 69 ISAs (including coordinators which consists of 9 Committee Members)
Budget	: \$5,000 (\$3,400 from HR; \$1,600 from Cultural and Social)

3. Event Overview

3.1 Meat and Greet

The Meat and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbeques, fairy floss, popcorn and drinks.

3.2 Mini Carnival

Mini Carnival will help new students familiarise themselves with the campus, and for current students to enjoy on-campus activities. This fun and engaging event held by the Cultural and Social Department will give students the chance to socialise, make new connections, play carnival games and win prizes.

4. Event Timeline

4.1 Meat and Greet

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	4th August 2023	Venue Booking	Book AMPHITHEATRE	Cherry LAM
4	14th August 2023	Proposal	Creating Proposal and Presenting in CCM	Cherry LAM, Cynthia WANG
4	14th August 2023	Teamwork	Communicate with CME regarding the event details	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
4-5	14th August - 25th September 2023	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Tam LUONG
3-8	7th August - 15th September 2022	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Woolworths	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
Event Day				
9	19th September 2023	Pick up	Pick up Halal Meat	Cynthia WANG, Angelina PENG
9	19th September 2023	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
Post Event				
9-10	20th September - 2nd October 2023	Report	Writing the Report	Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG

10	3rd October 2022	Present Report in CCM	Presenting the Report	Cherry LAM, Cynthia WANG
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4.2 Mini Carnival

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	14th August 2022	Proposal	Creating Proposal and Presenting in CCM	Christian
6	1st September 2022	ISA Sign Ups with HR	Coordinating ISA signups with the HR Department	Christian
7	5th September 2022	Purchasing Prizes	Checking the current stock of merchandise and buying higher valued prizes	Sol, Shifa, Aksh
8	11th September 2022	Allocation of ISAs/OBs	Allocating the ISAs and OBs into their roles	Sol, Shifa
8	11th September 2022	Creating briefing materials	Creating slidedeck/document outlining how the event will work and what each role's job is	Sol, Shifa, Aksh
8	13th September 2022	Briefing	Briefing all ISAs and OBs about the event rundown and what their roles are	Sol, Shifa
	14th August 2022	Proposal	Creating Proposal and Presenting in CCM	Christian
8	14th September 2022	Trial Run	A short run through of the event to test all planned games	Shifa, Sol, Christian
	September 20	Buying refreshers	Buying refreshers (drink and snack for game masters and coordinators)	Christian, Sol Shifa
Event Day				
	September 18	Taking attendance of game masters	Taking attendance of ISAs and OBs	Sol, Shifa, Aksh
Post Event				
	September 19	Send ISA hours to HR	Record and report ISAs hours	Sol, Shifa
	September 22	Report	Prepare report and present at next CCM	Sol, Shifa

Event Day

The Amphitheatre and Market Hall was booked for this event, the Mini Carnival is held in the Market Hall and the Meet & Greet is located at the Amphitheatre.



Event Flow for Meat and Greet

Time	Activity/ Details	PIC
9 am - 11 pm	Set up/ Collecting Order	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
11 pm - 2 pm	Cooking/ Distributing free foods & drinks	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG
2 pm - 3 pm	Clean up	Jeslyn TANDYAJAYA, Cherry LAM, Cynthia WANG, Tam LUONG, Angelina PENG

Event Flow for Carnival Games

Time (AEST)	Activity	Details
10:00AM - 11:00AM	Set Up begins	Marquees, tables and games are set up in respective booths.
11:00AM - 2:00PM	Carnival	Students are able to freely roam, play games, socialise, get prizes and have refreshments.
2:00PM - 3:00PM	Clean Up	Tables were put back in the store and the game stalls are cleaned up

5. Reflections

Meat & Greet

- The Coles order was delivered on Thursday. However, we recognised that there are moulds appearing on the surface of some of the Coles brand bread. We would suggest having the order being delivered on the day before the event or ordering bread from another brand.
- The vegan vendor is nice and approachable. However, the vegan sausages do not taste as well as expected. Therefore, we would suggest purchasing vegan options from another vendor.
- The UMSU fairy floss did not work properly and there are a large amount of consumables remaining after the event.
- The fairy floss machine hired from the external vendor (Eltham Party) arrived a day earlier (14th September) than the expected the dropoff date (15th September) and has yet to be picked up (booked pickup date was 19th September)
- Due to the high number of students and their preferences, more beef sausages, less chicken sausages should be ordered, and fish options should also be considered in the future events.

Mini Carnival

- We had a good number of people (320) participating in our event - the venue was quite crowded throughout the event
- Participants seem to enjoy the games and the prizes - good verbal feedbacks and witnessed them enjoying (especially the prizes)
- Some of the games turned out to be harder to score in than the trial run as the logistics were changed on the day depending on the venue (Example: in ball pong it was close to impossible to get a 80 so we reduced it to 40 at the end)
- Set up took longer than we thought but once everything was sorted, the event went smoothly
- Changing the number of stamps for the prize (1→2) made people participate on more games which was a good improvisation to make
- Games became more popular after lunchtime (around 12-2pm), as ISAs and OBs invited their friends/people from the BBQ to join.
- Connect 4 equipment from UMSU is broken - needed to improvise

Reflection on each game

- Soda toss
 - One of the most popular games
 - Need to have a fix distance for the participants to stand from
- Cup Pong
 - Had to change the winning score to 80→40, as it was too hard
 - Should set up a barrier so the balls won't go everywhere
 - Coke can knock down Improvise made: mini game included by making the participants build the can up in 30 secs → reduced the work for ISA and OB to set the cans up each time
 - Changed rules from 2 throws → 2 hits → 3 hits as we barely had winners

- Pencil in the bottle
 - Some leaned on the wall to make it easier → need to set clear rule for this
- Flicking bottle cap
 - Some weren't flicking the cap from the line but were using their hands to slide the cap inside the circle → need to be strict on "flicking" not sliding (too easy)
- Music game
 - People who weren't familiar with the music found it a bit hard
- Connect 4
 - Improvise made by changing the game to tic tac to and we had good amount of participants playing
- In general, all of the games went pretty smoothly after some improvisation being made and had most of the prizes given out at the end - difficulty of the games were pretty manageable overall for people to win a prize
- Each game had similar popularity (similar length of line)

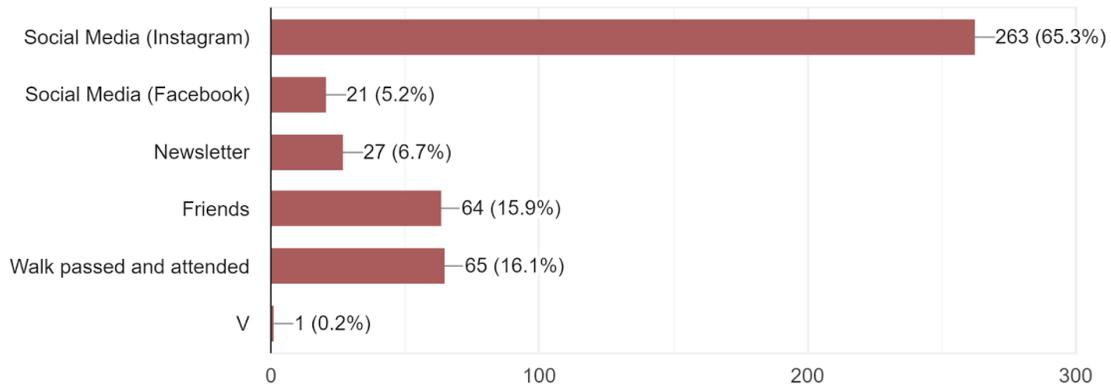
6. Feedback

Among 713 participants, 403 filled in the feedback form:

- Event Recognition
 - Around 70% participants know about Meet and Greet through social media (Instagram and FaceBook).

How did you know about the event?

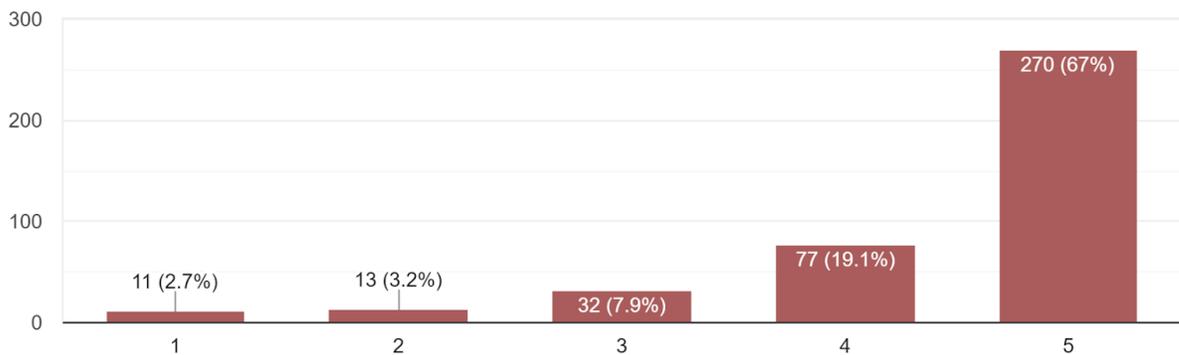
403 responses



- Event Satisfaction
 - 270 students rated 5 and 77 students rated 4 which indicate the majority enjoyed the event

Did you enjoy the event?

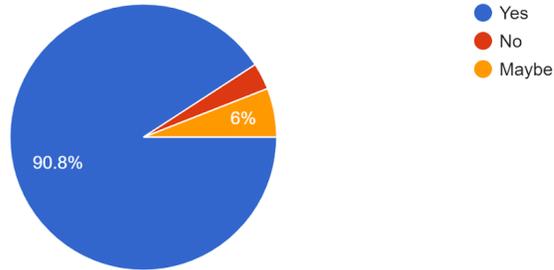
403 responses



- Returning Participants
- 90.8% of the participants claimed that they will rejoin a similar event in the future.

Would you join a similar event in the future?

403 responses

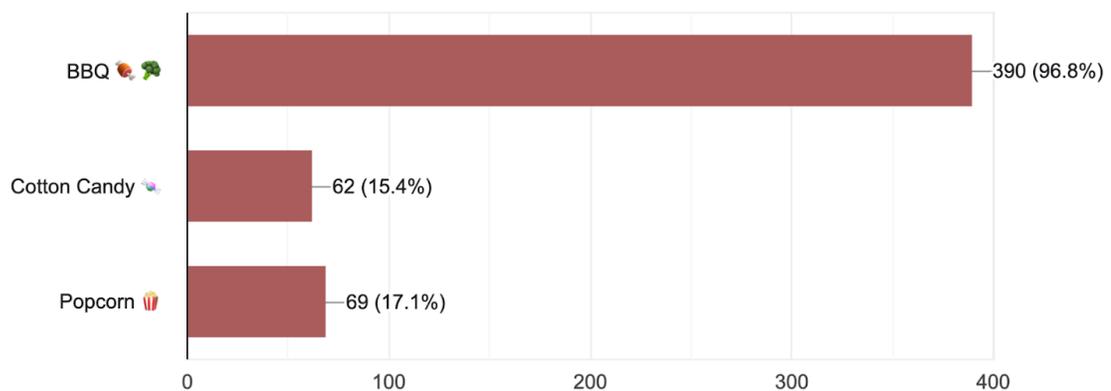


- **Food Options**

- 390 participants had BBQ, 62 had cotton candy and 69 had popcorn.
- This question design could not identify how many people only got the BBQ, cotton candy and/or popcorn or all 3 options. Future events should consider how to get the number of participants for each of the options
- Beef sausages ran out faster so people were a little hesitant to try chicken sausages and vegan options
- Students prefer vegan schnitzels more than the sausages

What did you have for today?

403 responses



- **Other Feedback and Suggestions from Participants**

Positive feedback

- There are a variety of food options for people with different eating habits
- The event was amazing

Improvements

- The beef sausages ran out too fast and the sausages ran out before 2pm
- The line was too long for the event, people can work more efficiently
- Have separate lines for different food options so the queue could be shorter

7. Suggestions

General Suggestions

- We noticed that the event preparation time needs to be longer, and hence, we will recommend that future events start at either 11:30 or 12:00 to prevent participants from waiting too long.
- Queue management should be improved in order to get a specific number of each type of food. Feedback forms shall also be placed near the exit of cotton candy and popcorn pickup points so that participants who are only interested in grabbing these items can also fill in the feedback form.
- Confirm the dates for the Fairy floss machine as external vendors tend to get the pickup and drop off dates wrong.

7.1 Meat and Greet

Vegan Food Provider

- The vegan food options did not taste well. It is suggested that new vendors should be considered in the future Meat and Greet event.

Grilling Food

- It is recommended in future barbecue events to take out and grill small amounts of food first, ideally 45 minutes before the event starts and keep the remaining ones in the fridge for backups. So that it will have better hygiene practices and reduce food safety concerns.

Coles Order

- The orders should be delivered a day before the event starts so as to minimise the possibility of the bread getting moulded.

Madina Halal Meat

- The orders were not ready on time and the hygiene of the factory is not satisfactory. New vendors can be considered in the future events.

7.2 Mini Carnival

- More squishmallows and soft toys - the most popular prize
- Prepare a feedback form and ask people to fill it at the prize stall
- We should allocate more set up time (1.5 hrs - 2 hrs) for enough trial runs to decide on the rules of the games - we changed the rules multiple times for some games which weren't fair to others
- We should've set rules beforehand for how many times someone can attempt a game
More communication in general in terms of setting up and what equipment is assigned so it's easier to manage on event day
- Music = rent a speaker next time
- Have back up ISAs ready to come in incase of sick calls because we had to get an OB to come help us instead
- Have extra ISAs on standby so we have substitutes when the ISAs volunteering go to get food - e.g 2 ISAs per booth

8. Budget

A total of **\$3400.00** have been allocated for this event, and the total actual expenditure for this event is **\$2107.54** with the breakdown as listed below:

Event	Allocated Budget (AUD)	Total Actual Cost (AUD)
Meat & Greet	\$3,400.00	\$2829.69
Mini Carnival	\$1,600.00	\$1205.50
Total	\$5,000.00	\$4035.19
Surplus / Deficit		\$964.81

8.1 Meat and Greet

A total of **\$3,400** have been allocated for this event, and the total actual expenditure is **\$2829.69** with the breakdown as listed below:

Items	Total Cost (AUD)	Total Actual Cost (AUD)
UMSU BBQ Hire and Trestle Table	950.00	315.00
Coles Orders	330.00	426.85
Drinks	320.00	526.09

Food Product - Halal Meat	400.00	304.75
Food Product - Vegan Options	500.00	475.00
Popcorn Machine (from UMSU)	150.00	126.00
Cotton Candy Machine	350.00	344.00
Miscellaneous	400.00	312.00
TOTAL	3400.00	2829.69
Surplus / Deficit		570.31

8.2 Mini Carnival

A total of **\$1,600** have been allocated for this event, and the total actual expenditure is **\$1,205.50** with the breakdown as listed below:

Items	Allocated Budget (AUD)	Total Actual Cost (AUD)
Carnival Prizes (Soft toys, and bottles x 127)	1000.00	972.00
Game Logistics	300.00	233.00
Miscellaneous	300.00	0.00
TOTAL	1,600.00	1,205.00
Surplus		395.00

9. Conclusion

We would like to thank all the committee members who helped out in the event. Meat & Greet Carnival was successful and the collaboration between HR, P&S and C&S departments was smooth and delightful.

This concludes our report for the Meat and Greet Carnival Report 2023. Please do not hesitate to contact the HR, P&S and C&S Departments should you have any queries.

Prepared by,

Christian VALERIAN, Aksh BATRA, Shifa NATHANI, Sol KWON, Cherry LAM, Tam LUONG, Cynthia WANG, Angelina PENG

**Cultural and Social VP, Director and Officer 2023/24,
Human Resources Director and Officer 2023/24,**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU** INTL *Care for, Act for, Stand for International Students*

Partnership and Sponsorship Director and Officer 2023/24
UMSU International



International Hangout Report

Central Committee Meeting 5 – Monday, 02nd October 2023

1. Introduction

This report summarises the International Hangout 2023, which covers the period of 8th September 2023. The event was held to understand the experiences of Graduate Students at The University of Melbourne and also to receive feedback from them on areas of improvement and how Umsu International can help with the same.

2. Event Details

Date	: Friday, 08th September 2023 [11 a.m. - 4 p.m. AEST]
Venue	: Amphitheatre (First Half) and Market Hall (Second Half)
Number of Attendees	: 500 - 600 students
Coordinators	: Hiranmayi Ramesh, Asawari Sirsat and Yhi Zhen Lim
Manpower	: 3 Committee Members & 12 ISAs (including coordinators which consists of 3 Committee Members and 12 ISAs)
Budget	: \$4700

3. Event Overview

The International Hangout event was hosted to provide a platform for Graduate students to share their university experience with the Umsu International Graduate Department. It also welcomed Undergraduate students to share their expectations about what they would like to experience if they decide to pursue Graduate education at The University of Melbourne. The event location was initially set as the Amphitheatre. However one day prior to the event, Market Hall was booked as an additional venue owing to the weather conditions predicted on the day of the event. On event day, students were asked to share their feedback by scanning a QR code to fill a digital feedback form and then were directed to collect their free Gelatos and coffee. The event had a very good turnout with more than 500+ students turning up for the event throughout the day. Weather conditions posed a hassle and the venue was shifted two to three times owing to various challenges like availability, booking time limits etc.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	31th July	Initial planning	Initial draft of approach + details Rough budget estimates	Hiranmayi and Ethan
2	7th August	Vendor Reachout	New vendor reachout and proposal request.	Hiranmayi and Asawari
3	14th August	Teamwork	Creation of activities on Teamwork and briefing respective departments on the tasks needed	Ethan and Hiranmayi
4	21st August	Vendor Finalisation	Vendor finalisation and budget confirmation	Hiranmayi and Asawari
5	28th August	Proposal	Present the proposal at CCM 3	Hiranmayi

Event Day				
6	8th September 11:00 AM - 04:00 PM	International Hangout	<p>Pre-event setup including vendor setup, water and electricity supply setup activities</p> <p>Main event starts at 11 AM. Students entering Amphitheatre will be asked to fill up a survey to share their experience about Graduate life. Followed by a free serve of coffee and gelato. Promotion of UMSU International through brand posters on coffee and gelato cart leading to more followers for socials. ISAs and coordinators on crowd control.</p> <p>Event packdown by 4 PM followed by cleanup</p>	All Coordinators (OBs and ISAs)
Post Event				
7	29th September	Report	Write up report w Feedback + suggestions for future committee	Hiranmayi Ramesh
8	02nd October	Presentation	Presenting the outcome of the event along with feedback, reflections and suggestions for next International Hangout at CCM#5	Hiranmayi Ramesh

Pre-event

- Owing to predicated weather conditions, a day prior to the event, Market Hall was booked as an additional backup venue (to be used if weather conditions become extreme)
- ISA briefing was done online and guideline documents were shared explaining queue direction and management, QR code scanning for feedback form etc.

Event Day

- An hour prior to the event, the venue was changed to Market Hall and same was communicated through all social media platforms
- ISAs and all OBs helping out on event day were briefed and all people arriving to the Amphitheatre for the event were effectively redirected to the Market Hall
- Posters printed out were put up outside the venue i.e. Market Hall as an additional measure to help people navigate to the new venue easily

Event Flow

Time	Activity	Details	PIC
10 am to 10.30 am	Pre-event setup	<ul style="list-style-type: none"> - Electricity and potable water being set up - ISA assembling and briefing - Venue change and setup 	Hiranmayi Ramesh, Asawari Sirsat and Yhi Zhen Lim
10.30 am to 11 am	Vendor Set-up on site	Hareruya Pantry and The Cart Co arrive and start setting up for event	All OBs
11 am to 2 pm	Event Time	Coffee being served and gelato being scooped. All coordinators and ISAs crowd control. Survey forms being scanned and responses collected.	All Coordinators
2 pm to 2.15 pm	Venue Change	Change of venue from Market Hall to Sheltered spots in and around Amphitheatre	All Coordinators
2.15 pm to 3.40 pm	Event Time	Coffee being served and gelato being scooped. All coordinators and ISAs crowd control. Survey forms being scanned and responses collected.	All Coordinators
3.45 pm to	Clean-up	Help vendors clean-up	Hiranmayi Ramesh and

4.15 pm		and tidy the venue	Asawari Sirsat
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5. Reflections

Attendance

- The turnout was greater than 500 people (around the range of 550 - 600)
- Around 500 responses were collected through the digital feedback form
- Despite various unprecedented issues like weather conditions, venue changes on event day, food running out earlier than expected, the turnout was around the expected range and the event received great response from all students

6. Feedback

- 499 responses were collected using the feedback form
- Of the 499 responses, 61.9% (309 responses) were Undergraduate, 36.9% (184 responses) were Graduate and 0.6% (3 responses) were PhD students
- Majority of the services requested by Graduate students involved topics around affordable food, affordable housing, mental health services, career and networking events and financial aids/assistance related support
- Undergraduate students interested in pursuing Masters suggested for improvements in areas related to information sharing related to Graduate pathways, social events to better network with fellow students and career related support internal and external to the University

7. Suggestions

- Very important - please have a backup venue booked as weather conditions may turn out anyway on the day of the event
- Better vendor negotiations - in terms of availability of flavours, stock etc. (We ran out of 3 of the 4 flavours of gelato and had to serve just one flavour for last two hours)
- Innovative engagement methods to collect feedback from International Graduate students (feedback form generated lot of responses but people were more focused on completing it to get food and majority were not inclined to provide quality feedback)
- Better marquee setup (especially in terms of weights and stuff) to handle weather conditions in case event has to be kept outside
- Double check about stakeholders for electricity setup as no one turned up on event day
- Bins were ordered but were not available on event day (though it did not cause an issue as people walked away with the food and did not hangout much at the event space)

8. Budget

A total of **\$5000** have been allocated for this event, and the total actual expenditure for this event is **\$4700** with the breakdown as listed below:



Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Hareruya Pantry Gelato Cart	1	2600.00	2600.00	2600.00
The Cart Co. Coffee Cart	1	2100.00	2100.00	2100.00
TOTAL			4700.00	4700.00
Surplus/ Deficit				300.00

9. Conclusion

This concludes our report for the International Hangout Event 2023. Please do not hesitate to contact the Graduate Department should you have any queries.

Prepared by,

**Hiranmayi Ramesh
Graduate Department 2023/24
UMSU International**

International Week Report

Central Committee Meeting #5– Monday 2nd October 2023

1. Introduction

This report summarizes the International Week 2023, which covers the period of 5th and 6th September 2023. International Week is a vibrant and immersive event that unites university students from different backgrounds to celebrate the richness of our global diversity. Attendees had the opportunity to foster cross-cultural understanding and community building by engaging in a wide array of activities like cultural games, performances, and interactive experiences (passport).

2. Event Details

Date	: Tuesday, 5th September 2023 [12pm-3pm] & Wednesday, 6th September 2023 [12pm-3pm]
Venue	: Concrete Lawn
Number of Attendees	: 500+
Coordinators	: Christian VALERIAN, Christopher MINN, Jason Yuen Jie NG, Yashvi NARULA, Chenxi SONG
Manpower	: 16 OBs & 60 ISAs (including coordinators which consists of 6 OBs)
Budget	: \$35,000

3. Event Overview

International Week involved around 350 participants, which included all walk ins. Overall, the event had a lower turn up than expected on Day 1, but a good turn up of participants on Day 2 with very positive responses.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	31 July	Initial Planning and Contacting Resources	Initial Planning and logistics (Venue Decision)	Christian
	7 August		Enquired about passport design and production with MnM, Teamwork Request,	Jason, Christopher

			Venue Layout Creation	
	8 August		Briefed AVM on Plan, Club Collaboration Logistics, Photobooth Enquiring, Budget Estimating	Jason, Christopher, Christian, Yashvi
	11 August		Teamwork for Electrical + Vehicles + Bins and Meeting Logistics Sorting with JJ, Risk Assessment and Food Handling Safety Certificates created and requested	Jason, Christopher
	14 August		Passport Design Created, PFD Food Booking, Reaching out to Student Clubs for Collaboration	Christopher, Yashvi, Chenxi
	21 August		ISA and OB Roles Determined for D-Day and Outlined, HR Department Contacted, Passport Printing Request Processed	Chenxi, Christopher, Jason, Christian
	22 August		Performances for Brazilian Samba and Taiko Drums Enquired and Followed Up	Jason
	23 August		Confirmation of Clubs and Societies, Briefed Clubs	Christopher
	28 August		Invoices for Food Vendors Processed, Briefing for ISAs and OBs Created, Materials and Equipment for D-Day Purchased, Games Sorted	Yashvi, Chenxi, Christian
	31 August		Arrival of Passport Booklets and additional informing of ISAs	Jason, Christopher
	4 September		Feedback Form Created, Bump In and Setting up for Event	Yashvi, Jason, Christopher, Shifa, Christian, Aksh
Event Day				
	5 September	Day 1 International Week	Participants come in and play games in the different booths to collect stamps to win prizes in the end	Christopher, Jason, Yashvi, Christian + ISAs and OBs
	6 September	Day 2 International Week	Participants come in and play games in the different booths to collect stamps to win prizes in the end	Christopher, Jason, Chenxi, Christian + ISAs and OBs



Post Event				
	6-7 September	Pack Down	Returning Materials and Equipment to Storages	Christopher, Jason + ISAs and OBs

Pre-event

- AV Melbourne was contacted to negotiate whether the days that we planned the event to be on worked with their schedule
- A site visit was done to determine the spacing for where booths will be and to create a layout
- Clubs were contacted for performances and booths and were informed about their responsibilities
- Enquiries were done with professional performances and utilities such as photobooth
- Food Vendors were contacted and invoices processed for D-Day
- Passports were designed and printed

Event Day

- The event day consisted of 3 clubs on Day 1 and 4 clubs on Day 2 handing out freebies, snacks, and stamps to be collected
- End of the event day included prizes to be collected

Event Flow

Time	Activity	Details	PIC
5 September 10:15am - 12pm	Set Up	ISAs, OBs, and Coordinators Set Up Booths and Posters on Venue	Christopher, Yashvi, Christian + ISAs and OBs
12pm - 3pm	International Week Event	Clubs came for Set Up and for event, ISAs were stationed to their roles, Performances were done	Christopher, Yasvhi, Christian, Jason + ISAs and OBs
3pm - 4pm	Pack Down	Post Event Cleaning Up and moving materials back to lounge	Christopher, Jason, Christian + ISAs and OBs
6 September 10:15am - 12pm	Set Up	ISAs, OBs, and Coordinators Set Up Booths and Posters on Venue	Christopher, Jason + ISAs and OBs

12pm - 3pm	International Week Event	Clubs came for Set Up and for event, ISAs were stationed to their roles, Performances were done	Christopher, Jason, Chenxi Christian + ISAs and OBs
3pm - 4pm	Pack Down	Post Event Cleaning Up and moving materials back to lounge	Christopher, Jason + ISAs and OBs

Post Event

- Pack Down was done on the event day with ISAs and OBs
- Additional pack down was also done the day after, moving equipment to UMSU Storage

5. Reflections

Attendance

- Turn up was lower than expected on Day 1 with around 100+
 - This may partly be due to poor weather conditions on Day 1 and low publicity as well as clashing priorities (MST & Assignments)
- Turn up was good and expected on Day 2 with 300+

6. Feedback

<https://docs.google.com/forms/d/14ZF3GLNghbzb1pDp6dhEldqEZlCJNMKP4Pig1wIaWDM/edit>

- We had a total of 23 responses from the feedback form.
- On a scale of 10, 47.8% of the participants gave 10/10.
- Around 95.7% of the participants responded that they would want to attend an event similar to International Week 2023.
- Favorite part of the event: Photo Booth, games, passport, stalls.
- Suggestions for improvement: More stalls, More prizes, Venue should be have been Market Hall, More free food.

7. Suggestions

- Do on Week 6 or 8 as Week 7 has many MST and club AGM which would interfere with the planning of this event
- Get the Market hall booked as early as possible, else Concrete lawn is fine however compact the event closer to capture the crowd
- If possible make it 3days long
- Ensure publicity on the event happens 1-2days before the event
- Have more hired/club performances present
- If planning to use vendors again, ensure clear communication about pre-purchased food and set aside an officer to be in charge.

8. Budget

A total of **\$35,000.00** have been allocated for this event, and the total actual expenditure for this event is **\$19,022.88** with the breakdown as listed below:

Items	Quantity	Unit Cost	Total Actual Cost	Allocated Budget
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		(AUD)	(AUD)	(AUD)
AV Melbourne Logistics		10000	2982.50	10000.00
Food distribution	50+41	(50*10=500)+ [41*12=500+ 10% GST]	1050.00	3000.00
Interactive World map equipment, Decorations, stamps + inks		255.00	234.20	255.00
12 page A5 Passport Booklet	1000	870 + 87	957.00	3000.00
Lion Dance (APE)		1400	0.00	1400.00
Taiko Drummers (Taikokoro)	2 performers	780 + 10% GST	600.00	858.00
Brazilian Samba Show (EDC)	3 performers	899	899.00	899.00
Photo Booth (Shutterbooth)	1 photobooth	750	1500.00	1500.00
Club Expenses	7 clubs	680	4760.00	8160.00
Rewards/Prizes	47	6pack = 22 4pack = 15	985.00	2000.00
Other expenses (UMSU eqp + security)		1208	2905.18	1208.00
Miscellaneous		2000	2000.00	2000.00
TOTAL			19022.88	35000.00
Surplus				15977.12

9. Conclusion

This concludes our report for the International Week Report 2023. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Christopher MINN, Jason Yuen Jie NG, Yashvi NARULA, Chenxi SONG
Cultural and Social Department 2023/24
UMSU International



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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President's September 2023 Monthly Report

Central Committee Meeting #5 – 2nd October, 2023

This is a monthly report that summarizes the work done by the President and nominated members as external representatives of UMSU International to represent international students with the University.

Period Poverty Free Hygiene Product Update

The vending machine project which aims to alleviate period poverty on campus by providing free hygiene products at select locations around campus, with 8 in total being installed, has been an ongoing project that I have taken over from the previous President Sanskar Agarwal.

Currently, the vending machines are in the process of being fixed as last time, the vending machine supplier made a mistake and installed machines that were not capable of providing a zero-cost option, which made the products come at a cost of \$1. I've made amendments to this by contacting the person responsible for overseeing this project. I will continue to ask for updates and will provide a brief update once everything is finalised, which I'm planning for it to be before the end of this year.

Once finalised, my vision is to launch a social media campaign across our social networks to promote the initiative to the student body, as well as compiling a report of how effective it is about 3 to 6 months into the vending machines' operations.

University Website Portal Improvements

Following up from the previous Elected Representatives meeting, where the most important work that UMSU International puts forward is presented to the university and we work directly with higher-ups in the university to ensure outcomes for international students, I've been added into a working group and put into contact with the team that works on the university's website portal for students.

My goal for the involvement in this project is to improve the accessibility of the university website portal for students whose English abilities are not excellent, catering specifically to newcomers to the university. In addition, the improvements I'm suggesting to the university will improve the quality of life of the portal such as reducing the stigma and difficulty to access health appointment bookings, project room bookers, making the subject handbook directly accessible from the landing page and providing clear requirements for special consideration for students with foreign language documentation.

Relationship with UMSU and CME Events

At the start of my term as President, although we had a working relationship with UMSU CME, there was still quite a bit of friction carried over from the previous committee and from issues that arose in the past. One of the first commitments I wanted to make was actively aggregating all the feedback from the UMSU International Committee, compiling it and having multiple discussions and meetings

with CME in an effort to improve the user experience on our end, but also improving our working relationship with them.

The CME Events team has listened very positively to our constructive feedback, and has committed to working towards key changes that hopefully the UMSU International has seen fruits of already. These include a more transparent communication line, improvement on the wording of requests and requirements in the events, reducing redundant tasks and sub-tasks to simplify the workflow just to name a few.

I'm hoping that moving forward, we can continue to build rapport and send feedback regularly to CME, and receive feedback from them as well as to ensure that making an event is as easy as possible for our committee.

As for UMSU, as part of my presidency, we are obliged to work together well with UMSU to ensure that our events as UMSU International remain unchanged and operate smoothly. This is more true than ever given the recent UMSU elections and I will continue my best efforts to put UMSU International first when participating in any and all organisational meetings within UMSU to the UMSU President, General Secretary, CEO and all other related parties.

Relationship with University

Since taking up the role of President, I've been tasked with continuing to build the relationship with key stakeholders from the university itself, like Tim Brabazon, the Director of Student Success, and Pip Nicholson from the Office of the Provost. These are still going strong, with continual efforts made to continue working closely with them to ensure the best outcomes for international students and UMSU International's standing with the university.

In addition to that, as you all may have noticed, we're also continuing our commitment to working with other stakeholders from the university as well that overlook specific projects that are essential to our mission here. A notable example is Renee from the Health Promotion Program who has helped us with the Safe Sex Packages, and our inclusion in the R U OK? Day event. I'd like to give much appreciation for the Education and Welfare team for continuing to work closely with Renee as it greatly helps our reputation and increases the quality of our events.

Currently, I'm working with the Pro Vice Chancellor of Students and Education Jamie Evans on a newly formed committee focusing on improving student connections. On the agenda currently is improvements and a review of programs designed to help orient students particularly in first year, which includes but is not limited to the Melbourne Peer Mentoring Program (MPMP) and Academic Advising. Because everyone here is a student and is at least first year, if you had any comments or suggestions for these programs please message me with anything that you might have as soon as possible.

This concludes the President's report for September 2023. Please feel free to contact me if you have any queries or suggestions.

Prepared by,



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 *Care for, Act for, Stand for International Students*

Richard Ha
President 2023/24
UMSU International



6. Other Business

- 6.1. Committee Photoshoot
- 6.2. UMSU Intl Award
- 6.3. Bonding Dinner #2
- 6.4. CCM Attendance and Etiquette
- 6.5. Student ID checks for International Brekkie

7. Next Meeting

CCM #6

Date : Monday, 16th October 2023 (17:30)

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)