



Agenda

Central Committee Meeting #6 – Monday, 17th October 2022

Time : 17:00 PM

Venue : PAR-Old Geology-B25 (Theatre 2) & Zoom

1. Procedural Matters

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome - Welcoming 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 #5

4. Proposals

- 4.1. ISA Appreciation Night and Winning House Dinner Proposal
- 4.2. Central Committee Merchandise Proposal
- 4.3. International Queer Film Night Adjusted Proposal/Budget
- 4.4. Buying Ipad Proposal
- 4.5. UMSU International Moores Proposal

5. Reports

- 5.1. PR/Visa Workshop Semester 2 2022 Report

6. Other Business

- 6.1. UMSU Credit Card
- 6.2. Send Budget per department to Treasurer
- 6.3. Resignation of Committee Member



6.4. In-person CCMs for next Semester 1 2023

6.5. UMSU International Office Bearers Honoraria and External Representation

7. Next Meeting



Unconfirmed Minutes
Central Committee Meeting #5 – Monday, 3rd October 2022

Time : 17:00 PM

Venue : PAR-Old Geology-B25 (Theatre 2) & Zoom

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance

- Attendance – 26 / 27 Members

1.4. Apologies

Late without Apologies

EXCO: Jaqueline MARSHIELA

Directors:

Officers:

Absent without Apologies

EXCO:

Directors:

Officers: Ayush Kumar YATI

Motion 1

Move that **Standing Orders** be adopted for **CCM #5** at **5:08 PM**

Mover : Richard HA

Secunder : Tarish KADAM

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for CCM #5** be adopted at **5:08PM**

Mover : Christopher PRAWIRA

Seconded : Yee Hang Shea LAW

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the **minutes of CCM #4** be accepted and confirmed as a true and accurate record.

Mover : Aryan

Seconded : Noa LEE

Motion Carried.

Motion 4

Move that the **Diwali Lights and Chai Proposal** be accepted.

Mover : Felice ALEXANDRA

Seconded : Rio FIERIS

Motion Carried.

Motion 5

Move that **Standing Orders** be suspended at **5:18 PM**

Mover : Khanh Chi LE

Seconded : Ella LEE

Motion Carried.

Motion 6

Move that **Standing Orders** be resumed at **5:23 PM**

Mover : Stephanie Daniella HARTONO

Seconded : Aurelia ISKANDAR

Motion Carried.

Motion 7

Move that the **Amendments to UMSUi Infringement Policy** be accepted.

Mover : Audrey CHEUNG

Secunder : Jaqueline MARSHIELA

Abstention(s) : Ojas CHOPRA

Motion Carried.

Motion 8

Move that the **Union Mart Report** be accepted.

Mover : Samson CHEUNG

Secunder : Geraldine CHANDRADINATA

Motion Carried.

Motion 9

Move that the **Meat and Greet Carnival Report** be accepted.

Mover : Ojas CHOPRA

Secunder : Felice ALEXANDRA

Motion Carried.

4. Other matters

- 4.1.1. Official Reprimand for Ojas CHOPRA
- 4.1.2. Official Reprimand for Ayush Kumar YATI
- 4.1.3. Gift Cards
- 4.1.4. Excel list of clubs provided to PnS
- 4.1.5. Update from President

Motion 10

Move that **Standing Orders** be suspended at **6:03 PM**

Mover : Elsa DAI

Secunder : Jodis TJUNTORO

Motion Carried.

Motion 11

Move that **CCM #5** be adjourned at **6:04PM**

Mover : Rio FIERIS

Secunder : Noa LEE

Motion Carried.

Prepared by,

Angeline Cassie GANILY
Secretary 2022/23
UMSU International



**ISA Appreciation Night and Winning House Dinner
(February & March 2022 Intake) Proposal**
Central Committee Meeting #6 – Monday 17th October 2022

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 with one another and with the committee members easily.

3. Event Details

Coordinators : Ella LEE, Jeslyn TANDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) Lam

Manpower : 4 Committee Members & 3 onshore ISAs (including coordinators which consists of 4 Committee Members)

4. Budget Breakdown

Event	Date (might change depending on the availabilities of venues)	Budget (AUD)
ISA Appreciation Night	November 30th 2022	\$5500.00
ISA Winning House Dinner	December 2nd 2022	\$850.00
Total		\$6,350.00

5. Events

5.1. Appreciation Night

- Date & Time : 17:30-20:30, November 30th 2022
- Venue : In person - to be decided (we are searching for venues that have been approved by UMSU and have enough space for our participants)
- Number of Attendees : 30 ISAs (including 3 ISAs helping the event) & 38 2022/23
(expected for the Committee Members
venue celebration)

5.1.1. Event Overview

This is a celebratory event for all ISAs in the February and March 2022 Intake who are 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			
04/10-30/11	Event Preparation	Come up with venue suggestions, themes, confirm the attendees	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
01/11	Contact the M&M department	Discuss with the M&M department about the design of certificates, medals, trophies and ordering merch.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
19/10	Microsoft form application for ISAs	Create Microsoft form for ISAs to apply for planning team	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP

			Wun Tung (Cherry) Lam
From 17/10	Contact UMSU	Submit the venue chosen through Basecamp to get UMSU's approval	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
Event Day			
16:30-17:30, November 30th 2022	Conduct ISA Appreciation Night in person	Coordinators and the ISA Planning Team go to the venue and prepare the event.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam ISAs
17:30-18:00, November 30th 2022	Event Commence	Graduating ISAs meet up at the venue and commence with introduction.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam ISAs
18:00-18:30, November 30th 2022	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, November 30th 2022	Dinner	All participants have their dinners.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam ISAs
19:30-20:00 November 30th 2022	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.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam ISAs

20:00-20:30, November 30th 2022	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Ella LEE Jeslyn TANDYAJAYA, Michele Avalo DJAP, Wun Tung (Cherry) Lam ISAs
Post Event			
December 7th 2022	Certificate Distribution (continue)	The HR department will send out the certificates to all ISAs through email.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP 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)
Graduation Gifts (Includes but not limited to certificates, medals, trophies, notebooks)	30	27	810.00
Games Preparation	-	-	100.00
Dinner	68	65	4,420.00
Miscellaneous	-	-	170.00
TOTAL			5500.00

5.2. Winning House Dinner

Date & Time : 18:00-20:00 December 2nd, 2022

Venue : In person - to be decided (we are searching for venues that have enough space for our participants)

Number of Attendees : 15 ISAs & 4 HR Members (expected)

5.2.1. Event Overview

This is a dinner for the winning house of the ISA February and March 2022 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			
04/10-02/12	Event Preparation	Come up with venue suggestions and confirm the attendees	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
From 17/10	Contact UMSU	Submit the venue chosen through Basecamp to get UMSU's approval	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
Event Day			
17:30-18:00 December 2nd 2022	Meet up	Coordinators go to the venue and check if there is any potential issue.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
18:00-18:30 December 2nd 2022	Commence and Mini Game Session (optional)	Participants will play some mini games to break the ice while waiting for the food.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam
18:30 December 2nd 2022	Dinner	All participants have their dinners.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo

			DJAP Wun Tung (Cherry) Lam
20:00 December 2nd 2022	Departure	The ISA Winning House Dinner is done and the coordinators say goodbyes to everyone.	Ella LEE Jeslyn TANDYAJAYA Michele Avalo DJAP Wun Tung (Cherry) Lam

5.2.3. Budget

A total of **\$750** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Dinner	19	40	760.00
Miscellaneous	-	-	90.00
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,

Ella LEE, Jeslyn TANDYAJAYA, Michelle Avalo DJAP, Wun Tung (Cherry) Lam
Human Resources Department
UMSU International 2022/23



Central Committee Merchandise Proposal

Central Committee Meeting #6 – Monday, 17th October 2022

1. Introduction

The Media and Marketing department (M&M) will be designing merchandise for the 2022-2023 UMSU International Central Committee. Specifically, varsity jackets and lanyards that include elements of UMSU International's branding (e.g. Glovey and UMSUi blue color) will be made for each committee member.

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 2022 - February 2023
Coordinators	: Christopher PRAWIRA, Noa LEE
Budget	: \$4700

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. Once the supplier receives the order and ships the merchandise, M&M will distribute it among the central committee members.

Color inspiration:



5. Event Timeline

Month	Activity	Descriptions	PIC
October/early November	Design process	<ul style="list-style-type: none"> • Begin design process • Find and communicate with supplier • Receive approval from Basecamp • Finalize design process • Receive sizes from all committee members for varsity jacket 	Christopher PRAWIRA, Noa LEE
Mid November/December	Ordering and shipping	<ul style="list-style-type: none"> • Send final order to supplier 	Christopher PRAWIRA, Noa LEE
January/February	Distribution of merchandise	<ul style="list-style-type: none"> • Receive shipment • Distribute to committee members! 	Christopher PRAWIRA, Noa LEE



6. Budget

A total of **\$4700** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Varsity Jacket	40	90	3600.00
Lanyards	100	2	200.00
Shipping			500.00
Miscellaneous			400.00
TOTAL			4700.00

7. Conclusion

This concludes our proposal for the Central Committee Merchandise Proposal 2022. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,

Christopher PRAWIRA and Noa LEE
Media and Marketing Department 2022/23
UMSU International



International Queer Film Night Adjusted Proposal/Budget

Central Committee Meeting #6 – Monday 17th October 2022

1. Introduction

The UMSU International Welfare Department intends to promote a safer and a more inclusive environment for queer identifying international students and allies. We aim to achieve this through setting up a comfortable and welcoming environment through the International Queer Film Night event. This will be an outdoor event to maximize the ambience and increase participation. This event will also aim to raise awareness for this often underrepresented demographic of students.

2. Objectives

This event aims to:

- To support International students and target the specific demographic of International queer identifying POC, and allies, allowing them to feel a sense of community and safety
- To help international students make friends and develop meaningful bonds
- To showcase UMSU International as a community of friendly and supportive OBs and ISAs that understand the International student demographic

3. Event Details

NEW Date	: Thursday 20th October (backup also 20th October)
Venue	: In person, North Court outdoor screening (backup venue due to weather contingency: Forum Theatre, Arts West)
Number of Attendees	: 300 people
Coordinators	: Felice ALEXANDRA, Ojas CHOPRA, Elsa DAI
Manpower	: 5 OBs and 15 ISAs
Budget	: \$6500

4. Event Overview

300 participants in person will come on campus to watch a number of international queer films (1 full-length movies and a selection of short films). We will be providing a variety of refreshments including ice cream, cotton candy, popcorn, and some beverages for the event.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	7/8/22	Meeting	Discussing, Filling in proposal	Elsa DAI, Ojas CHOPRA, Felice ALEXANDRA
	10/8/22	Contact UMSU	Reach out to UMSU Queer department to make sure we are not having event overlaps	Elsa DAI
	29/8/22	Contact university	Contact the University to get event locations approved	Elsa DAI
	29/8/22	Contact AV Melbourne and get quotes	Reach out to AV Melbourne to ask for screening, projection, and sound system hire. Get a quote and book.	Felice ALEXANDRA
	20/9/22	Prepare logistics and decor	Logistics needs to be purchased from an approved vendor for snacks and decors	Ojas CHOPRA
	25/9/22	Create ticketing and registration	Ticketing will be done through TryBooking. Promotional material will be published.	Elsa DAI, Ojas CHOPRA, Felice ALEXANDRA
	10/10/22	Event postponed	Due to extreme weather contingency	Elsa DAI
	10/10/22	Rescheduling event	Reschedule all vendors and contact CME, ISAs, and participants	Elsa DAI, Felice ALEXANDRA
	12/10/22	Contact external AV vendor	AV Melbourne no longer able to support our event	Elsa DAI
	14/10/22	Create feedback forms	Create feedback form surveys.	Ojas CHOPRA
	19/10/22	ISA Briefing	Briefing for ISA about event and SOPs	Elsa DAI, Ojas CHOPRA, Felice ALEXANDRA
Event Day				
	20/10/22	Set up	Set up decor, bean bags, popcorn machine, candy floss machine, and ice cream stand at the venue. Liaise with AV Melbourne to make sure the	Elsa DAI, Ojas CHOPRA, Felice ALEXANDRA



			screening and sound system is working.	
	20/10/22	Movie Screenings	The variety of movies are screened for the participants	Elsa DAI, Ojas CHOPRA, Felice ALEXANDRA

Pre-event

- Open ticketing and registrations (walk ins welcome)
- Emailing participants informing them about the location and time
- AV set up on outdoor venue

Event Day

Event Flow

Time	Activity	Details	PIC
6PM - 7PM	ISAs and OBs come to set up	Putting beanbags and setting up decor in North Court	Felice Alexandra, Ojas Chopra
7PM-8PM	Short film screening	We will be screening a selection of short international queer films for the first hour	Felice Alexandra, Ojas Chopra
8PM-9:00PM	Full film #1	Screening of the first international queer film	Felice Alexandra, Ojas Chopra, Elsa Dai
9:00PM-11PM	Full film #2	Screening of the second international queer film	Felice Alexandra, Ojas Chopra, Elsa Dai
11PM-12AM	Pack up	Decorations are removed from the vicinity, rubbish is cleaned up.	Felice Alexandra, Ojas Chopra, Elsa Dai

- Throughout the event, a marquee will be set up with the popcorn machine, ice cream, beverages, and candy floss. To be able to get these snacks and beverages, all participants are encouraged to scan the QR code and fill out the feedback form.



6. OLD Budget

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

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
AV Melbourne	1	\$2500	2500.00
Popcorn Machine (includ. popcorn)	1	\$200	200.00
Candy Floss Machine (includ. sugar)	1	\$300	300.00
Ice cream	200	\$1.50	300.00
Beverages	300	\$1.50	450.00
Decor	1	\$600	600.00
Miscellaneous	N/A	\$650	650.00
TOTAL			5000.00

7. REVISED Budget

A total of **\$6500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
External AV Vendor (Running Boards)	1	\$3850	3850.00
Popcorn Machine (includ. popcorn)	1	\$100	100.00
Candy Floss Machine (includ. sugar)	1	\$200	200.00
Ice cream	200	\$1.50	300.00
Beverages	300	\$1.50	450.00
Snacks	200	\$1	200.00
Decor	1	\$600	600.00
Film Rights	3	\$130	\$390
Miscellaneous	N/A	\$650	410.00
TOTAL			6500.00

An overall increase of \$1,500.

8. Conclusion

The Welfare department endeavors to provide support and enhance the sense of community for Queer identifying International students of the University of Melbourne. We recognise the importance of social and welfare support in a time where students feel largely disconnected, especially with 2022 being the first year physically on campus for many. We hope to provide an event targeting the specific demographic so that queer identifying international students and allies can meet new people and form meaningful connections to build their own support systems. We also hope that this event will be able to provide many insights and raise awareness towards the niche genre of films we are displaying.

Our event was unfortunately delayed by 1 week due to extreme weather contingency and flash flood warnings which made the original date unsuitable. The risks and hazards associated with the weather were ultimately out of our control. It is regrettable that our original internal supplied AV Melbourne is no longer able to assist our event however, we have found an external vendor which is significantly more expensive but also better quality.

We thank you all for your understanding. This concludes our proposal for the International Queer Film Night 2022. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Ojas CHOPRA

Felice ALEXANDRA

Elsa DAI

Welfare Department 2022/23

UMSU International

Buying Ipad Proposal

Central Committee Meeting #6 – Monday, 17th October 2022

1. Introduction

The CNS department feels the need to buy two ipad mini for the departmental work, as we have night market coming up in the next semester and we will start preparing for it from february onwards. It is easier to make layouts, notes etc on an ipad and the ipads that we currently have are not in very good condition. So, we are presenting a proposal to buy 2 new ipad minis.

2. Objectives

This event aims to:

- To buy new ipad minis for the CNS department to help the department work in an effective and efficient manner and everyone in our department can track the progress of the event, as all of us will have access to it.

3. Event Details

Date : Friday, 28th October 2022

Coordinators : Aryan GOSWAMI,
Trinh NGUYEN

Budget : \$1700

4. Event Overview

We will either order it online or go to JB hifi to buy it.

5. Budget

A total of **\$1700** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Ipad mini(6th gen) 64 GB	2	749	1498.00
Case for ipad	2	39.95	79.90
Screen protector for ipad	2	39.95	79.9
Miscellaneous			42.2
TOTAL			1700.00

6. Conclusion

This concludes our proposal for buying the ipad for the CNS department 2022. Please do not hesitate to contact the CNS Department should you have any queries.

Prepared by,

Aryan GOSWAMI
Director Cultural and Social Department 2022/23
UMSU International



UMSU International Moores Proposal

Central Committee Meeting #6 – Monday, 17th October 2022

1. Introduction and Objective

UMSU International is negotiating constitutional changes with the UMSU CEO for the UMSU constitution and required legal consultation which aims to:

1. Suggested changes to UMSU governance structure, which will better represent UMSU International's internal structure in UMSU organisational structure
2. Demarcate roles and responsibilities internal to the committee and external representation done by UMSU international executive office bearers.
3. Examine the legality and draft a regulation for Honoraria

Moores has been chosen as the preferred firm due to longstanding relations with UMSU and prior work on this matter. Due to the exigency of this matter money will come from UMSU International budget rather than the whole of the Union.

Moores has offered unlimited rounds of consultations upto a specific time which may further the scope of amendments.

2. Details

Coordinators : Sanskar Agarwal (President, UMSU International)
Angeline Cassie Ganily (Secretary, UMSU International)
Phoebe Churches (Interim CEO, UMSU)

Budget : \$9500

3. Budget

A total of **\$9500** has been allocated for this proposal, with the breakdown as listed below:

Details	Total Cost (AUD)
Consultation Fee	8,400
GST (10%)	840
Miscellaneous	260
TOTAL	9500

4. Conclusion

This concludes our proposal for the Umsu International Moores Proposal. Please do not hesitate to contact the President should you have any queries.

Prepared by,

**Sanskar AGARWAL (President)
Angeline Cassie GANILY (Secretary)
Executive Committee 2021/22
UMSU International**

PR/Visa Workshop Semester 2 2022 Report
 Central Committee Meeting #6 – Monday, 17th October 2022

1. Introduction

This report concludes the PR/Visa workshop which was held on the 16th September 2022 and had the following objectives:

- To offer international students information about the process and pathways of obtaining a Permanent Residency or other form of visas.
- To familiarise students with Australian migration policies & mechanisms.
- To clarify some questions that international students may have on visa options and/or migration mechanisms

2. Event Details

Date	: Friday, 16th September 2022 (3p.m. to 5p.m., Melbourne time)
Venue	: Zoom
Number of Attendees	: 70
Coordinators	: Rio Fieris
Manpower	: 1 Committee Member
Budget	: \$200

3. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	12 August 2022	Open Basecamp		Rio Fieris
4	15 August 2022	Contact the speaker (TBD)		Rio Fieris
5	26 August 2022	Ticket registration		Rio Fieris
6	29 August 2022	Get speaker contract		Rio Fieris
3-8	13 August 2022 - 15 September 2022	Preparation activities on Basecamp	Communications between departments	Rio Fieris



Event Day			
8	16 September 2022	PR/Visa Workshop	Rio Fieris
Post Event			
8-9	After 16 September 2022	Get feedback and do report	Rio Fieris and Robertus Indradjaja

4. Event Flow

Time	Activity
2.45pm to 3.00pm	Check internet connection and zoom link
3.00pm to 3.05pm	Introduction
3.05pm to 3.20pm	Information session - part 1
3.20pm to 3.40pm	Q&A session
3.40pm to 3.55pm	Information session - part 2
3.55pm to 4.15pm	Q&A session
4.15 pm -4.30 pm	Information session - part 3
4.30pm - 4.50 pm	Q&A session
4.50 pm	Wrap up workshop

5. Expenditure

	Allocated Budget	Actual Budget
Speaker fee	\$100	\$100
Student Incentives	\$50	\$50
Miscellaneous	\$50	-
Total	\$200	\$150
Surplus		\$50

6. Feedback and Suggestions

6.1 Publicity and Registration

Event registration was opened on the 9th of September 2022 (7 days before the workshop). 151 people registered for the event. This touched the bottom margin of our expectations. We believe this was due to timing issues as most assignments were due during the workshop week, causing the underwhelming number of registration. To increase the number of registrations, we recommend posting reminder stories on Instagram and Facebook. However, to maximise the benefit for International students who could not join us in this event, we have sent out the presentation slides to those who registered and also publicised it on UMSU Intl.'s website.

6.2 Attendance

The registration system was such that when students registered for the event their contact details were received and they were then given the zoom link. A total of 70 participants attended on the day. A reminder email was sent out to participants right before the event. To increase the number of attendees, we should adopt an automatic mailing system for the reminder email, so that those who register get a reminder email the day before the event.

6.3 Information Session and Q&A

The information session went smoothly and was very informative. For the Q and A portion of the event, we have utilised the Zoom Q&A webinar function. Students were told to post their questions by the host during the introduction. Students also expressed positive feedback on the Speaker (Mr. Yapit Japoetra). Throughout the process, we also attempted to filter personal and redundant questions and prioritised questions relative to the most recent information session. However, an issue regarding the Q&A session was the time constraint, we were only able to address around 70% of the questions as we wanted to stay true to our event timeline.

In future events, in order to facilitate more concerns from international students, we suggest splitting up the workshop into two parts – PR Workshop and Visa Workshop.

6.4 Presenter

Presenter was professional and received great feedback from participants. They were also very responsive prior to the workshop, which made communication very easy. We recommend this presenter be called again for future workshops.

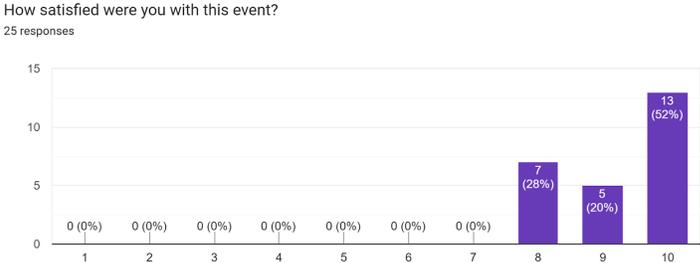
6.5 Feedback

Feedback from the participants was collected through a form, which was posted the form link in the Zoom chat, and also as an email which was sent after the workshop. As an incentive for participants to provide feedback, students entered a draw to win two gift vouchers (2 * \$25 Woolies). 25 of the 70 participants filled out the feedback form.

The responses were as follows:

- Event satisfaction

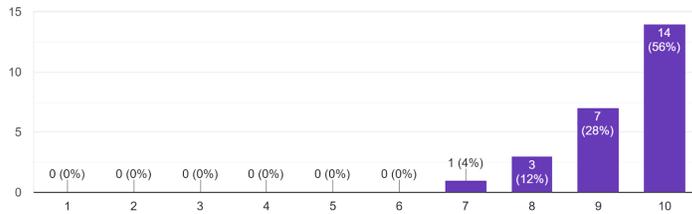
Participants were very satisfied with the event as the average satisfaction rating was 9.2.



- Event usefulness

All participants deemed the event to be useful, indicating that it is recommended to hold this event again in the future.

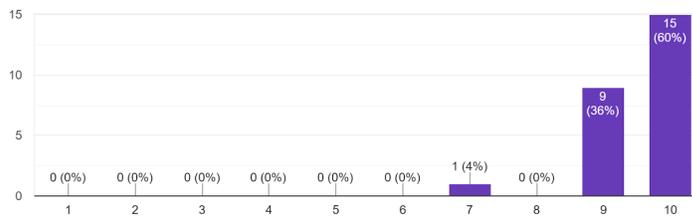
How useful was the event?
25 responses



- Speaker rating

The speaker had a rating of 9.5 from the participants, indicating that he was regarded very well and is recommended for future PR/Visa Workshops.

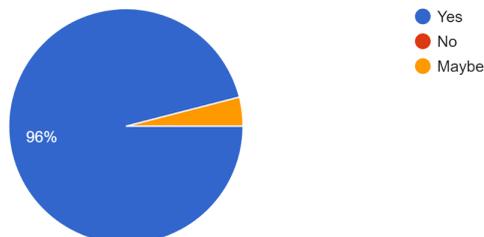
How would you rate the speaker from this workshop?
25 responses



- Event Recommendation

96% of participants say they would recommend the event and 0 responded with No.

Would you recommend this event to your friends?
25 responses



6.7 Suggestions

- For future events, definitely try to have it offline since it would be more engaging for participants. Question and answer sessions could also run more smoothly this way.
- It is possible to have two separate events, one focusing on PR and one on working visas. Another option would be to tell participants that times of when the PR session will start and when the working visa session will start. This is because some participants only come for one of the sessions. It would also make answering questions easier since they would be more focused on the topic.

6.8 Technical Difficulties

There were no technical difficulties in this online event.

3. Conclusion

This concludes the report for PR/Visa Workshop, Semester 2 2022. Overall the workshop had its flaws but overall, it went smoothly and received great feedback from the participants. Please feel free to approach the Education team should you have any queries or concerns.

**Prepared by,
Rio Fieris
Education Officer 2022/2023
UMSU International**



6. Other Business

- 6.1. UMSU Credit Card
- 6.2. Send Budget per department to Treasurer
- 6.3. Resignation of Committee Member
- 6.4. In-person CCMs for next Semester 1 2023
- 6.5. UMSU International Office Bearers Honoraria and External Representation

7. Next Meeting

eCCM #2

Date : TBA - Semester 2 2022

Venue : Zoom Meeting