



Agenda

Central Committee Meeting #1 – Friday, 6th August 2021

Time : 16:30

Venue : Zoom

1. Procedural Matters

- 1.1. Acknowledgment of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Confirmation of Previous Minutes

- 2.1. eCCM #6

3. Matters Arising from Previous Minutes

4. Proposals

- 4.1. Accommodation Project 2021 Proposal
- 4.2. Home, Connected Semester 2 2021 Proposal
- 4.3. Peer Support Network Semester 2 2021 Proposal
- 4.4. ISA September Intake + Induction Semester 2 2021 Proposal
- 4.5. Meet & Greet Semester 2 2021 Proposal
- 4.6. PR/Visa Workshop 1 Semester 2 2021 Proposal
- 4.7. Office Bearers 2020/21 Appreciation Event 2021 Proposal

5. Reports

- 5.1. ISA July Intake + Induction 2021 Report

6. Other Business

7. Next Meeting

Unconfirmed Minutes

Emergency Central Committee Meeting #6 – Friday 9th July 2021

Time : 16:30

Venue : Zoom

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owner

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 19 members

Late with Apologies

EXCO: -

Directors: -

Officers: Aaron Herbert JOHANNES, Akshaya RAMAKRISHNAN

Motion 1

Move that Standing Orders be adopted for eCCM #6 at 16:35.

Mover : Angela Elizabeth DJAJA

Seconder : Riddhi AGARWAL

CARRIED without contention.

2. Adoption of Agenda

Motion 2

Move that the Agenda for eCCM #6 be adopted at 16:37.

Mover : Jason LI WAN PO

Secunder : Huiting (Whitney) CHEN

CARRIED without contention.

3. Matters Arising from Previous Minutes

4. Confirmation of Previous Minutes

Motion 3

Move that the minutes of eCCM #5 be accepted and confirmed as a true and accurate record.

Mover : Kezia Rebecca PRANATA

Secunder : Hiu Chun (Adrian) SO

Motion Carried.

Motion 4

Move that International Student Lounge 2021 Proposal 2021 be accepted.

Mover : Abigail Rafa HARTONO

Secunder : Stefan Armando MARBUN

Motion carried.

Motion 5

Move that the Orientation Semester 2 - WinterFest 2021 Proposal 2021 be accepted.

Mover : Thao (Meadow) NGUYEN

Secunder : Akshaya RAMAKRISHNAN

Motion carried.

Motion 7

Move that Mental Health Day 2021 Report 2021 be accepted.

Mover : Anthony NGADIYOTO



Seconder : Putri SHAFIRA

Motion carried.

Motion 8

Move that How to C.H.E.F. (Cooking Healthy Easy Food) Report 2021 be accepted.

Mover : Aaron Herbert JOHANNES

Seconder : Jet Yee (Cecilia) LEE

Motion carried.

5. Other matters

Motion 9

Move that Standing Orders for eCCM #6 be suspended at 18:10.

Mover : Angela Elizabeth DJAJA

Seconder : Huiting (Whitney) CHEN

Motion carried.

Motion 8

Move that eCCM #6 be adjourned at 18:12.

Mover : Steven HADINATA

Seconder : Eric SHI

Motion carried.

Prepared by,

**Chaital Vasta
Secretary 2021/22
UMSU International**

Accommodation Project 2021 Proposal

Central Committee Meeting #1 – Friday 6th August 2021

1. Introduction

International students who plan to study in Australia often don't have a good idea on what student accommodations are available to them and are in close proximity to the university. The university website does have some information on university accommodations but it does not have the full range of accommodations available in Melbourne. Furthermore, navigating through the different student accommodation websites and comparing them to find the right accommodation may be inconvenient for some students.

Therefore, we would like to start providing international students with complete information, increasing informed decision making and supporting students in their pre-return planning before borders reopen.

2. Objectives

This event aims to:

- Provide incoming international students with thorough information about the accommodation options that are available to them.
- Initiate and maintain partnerships with the accommodation providers which may also potentially be sponsors in the future.

3. Project Details

Date	: Ongoing Project, started Tuesday, 23 rd March 2020
Coordinators	: Evelyn Kiantoro & Nadine Chandra (+ Incoming Welfare Department who is going to be in charge of this project)
Manpower	: 5 OBs (2 Welfare, 2 P&S, 1 M&C)
Budget	: -

4. Project Overview

Features of the accommodation that we would like to have on the UMSUI website (under the Accommodation section):

- Complete information about the accommodations that are available for international students
- Appropriate comparison points between accommodation options
- Honest reviews from international students

Task Allocation

This project involves Welfare, Partnership & Sponsorship, and Media & Communications Departments, with the task allocations listed below:

Activity	Details	PIC
Outline the points of information to be collected	Determine what information is going to be presented on the website.	Evelyn Kiantoro Eric Shi Putri Shafira
Prepare partnership proposals to accommodation	To be done later for further partnership or sponsorship purposes	Evelyn Kiantoro Nadine Chandra
Contacting the Accommodation Providers	Contact accommodation providers regarding future collaborations and send partnership proposals.	Nadine Chandra Emma Yan
Compiling information	Collecting information from accommodation providers regarding their accommodations (accommodation features, photos and videos, others).	Evelyn Kiantoro + incoming welfare
Upload information	Upload information collected on the UMSUI website.	Stefan Armando Marbun Joshua Dubar

Accommodation Providers

Some accommodation providers have been contacted and the welfare department has gathered some information (information updates available [here](#)). These are the list of the accommodation providers expected to partner with UMSUI:

Accommodation Providers	Location
University Square	81-85 Barry St, Melbourne VIC 3053, Australia
Student Village Melbourne	108-128 Leicester St, Carlton VIC 3053, Australia
Journal Student Living	18 Leicester St, Carlton VIC 3053, Australia
UniLodge	480 Elizabeth St, Melbourne VIC 3000, Australia
Iglu	229 Franklin St, Melbourne VIC 3000, Australia
Atira	247 Peel St, North Melbourne VIC 3051, Australia
Urbanest	105 Berkeley St, Carlton VIC 3053, Australia
Scape	551 Swanston St, Carlton VIC 3053, Australia

5. Project Timeline

This is an ongoing project, but we are expecting to have the information up on our website at least at the end of August. More information will be added in the future.

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
4 - NT	23rd March - 6th April 2021	Preliminary discussion	Surveyed students on the information that they are looking for in finding accommodation.	Evelyn Kiantoro
NT	6th April 2021	Information Gathering	Initiate contact with the accommodation providers & drafted information provided.	Evelyn Kiantoro
1	31 st July 2021 - 15 th August 2021	Follow up	Follow up with the accommodation providers and engage P&S into the project to maintain communication & liaise for potential sponsorships.	Evelyn Kiantoro Nadine Chandra Emma Yan
Event Day				
3	16th August - 20 th August 2021	Compile all the gathered information	Compile everything into one folder for M&C to upload on UMSUI website	Evelyn Kiantoro Nadine Chandra
5	Friday, 27 th August 2021	Information uploaded on UMSUI website	M&C to upload all the information featuring the accommodations	Stefan Armando Marbun
Post Event				
6	30 th August 2021 - ongoing	Gather students' reviews	To gather student reviews, publish the accommodation section and include gimmick for students in writing reviews for the accommodation they've reviewed	M&C Dept
6	30 th August 2021 - ongoing	Updating the content	Maintain communication with accommodation providers & ensure the information on UMSUI is up-to-date	Nadine Chandra M&C Dept

Pre-event

- We have not collected information on accommodations that are available on the university website to prevent overlapping of information.

Post Event

- Since this is an ongoing project, we would like to keep the content up-to-date by maintaining communication with accommodation providers and gain the latest information.
- We would also like to gather students' reviews as much as possible in the future.
- All the progress of the project will be visible to everyone on the accommodation section in UMSUI website.

6. Budget

This project **does not require any budget**, but potentially gaining sponsors for UMSUI, such as discounts for international students for the accommodation & maybe accommodation merchandises for the Exam Pack Giveaway or any Festival Events (e.g. Winterfest or Summerfest).

7. Conclusion

This concludes our proposal for the Accommodation Project Proposal 2021. Please do not hesitate to contact the Welfare Department or Partnership and Sponsorship Department should you have any queries.

Prepared by,

Evelyn Kiantoro, Eric Shi & Putri Shafira
Welfare Department 2020/21
UMSU International

Home, Connected Semester 2 2021 Proposal

Central Committee Meeting #1 – Friday 6th August 2021

1. Introduction

Due to the existing government restrictions all over the world in response to the Covid-19 coronavirus, some students have not been able to enter Australia, or in some countries, is currently under lockdown. Not only does this strip the students of the chance to make new connections during their university period, but it also pushes students into long periods at home or away from home without physical contact, which can be detrimental to one's health, both physically and mentally. Furthermore, several first year and second year students have not even gotten the chance to experience the Melbourne culture. Hence, to help students reconnect with the community, as well as have a break from studies, the Cultural & Social Department has decided to create a series of events called **Home, Connected** centred around providing students the opportunity to socialise, have fun and get a taste of Melbourne.

2. Objectives

This event aims to:

- To break the monotony by engaging students with activities that challenge one's mind and body.
- To help students in distant countries close the distance and reconnect with the university community.
- To allow students who are longing to know more about Melbourne to explore the city virtually and learn about new cultures along the way.

3. Budget Breakdown

Event	Date	Budget (\$)
Mini CarniVirtual	Monday, 16th August 2021	\$300.00
Escape Room	Saturday, 21st August 2021	\$350.00
Explore Melbourne	Sunday, 22nd August 2021	\$300.00
Total		\$950.00

4. Events

4.1. Mini CarniVirtual

Date	: Monday, 16 th August 2021 (5:30pm - Melbourne time)
Venue	: Online via Zoom
Number of Attendees	: 40-50 attendees
Coordinators	: Jocelyn WONG, Elsa PUTRI
Manpower	: 2 OBs & 20 ISAs (including coordinators which consists of 2 OBs and 4 ISAs Planning Team)
Budget	: \$300

4.1.1. Event Overview

Mini CarniVirtual is an online carnival event which aims to give existing students a break from academics while also welcoming the new students. It is an opportunity for the students to have fun, relax & also meet others. Students will be given the option to choose out of different games and to compete with each other, to earn tokens for a chance to be able to win prizes.

4.1.2. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	05/08/2021	Games Preparation	Conduct a meeting with the ISAs planning team (4 ISAs) to design the games.	Jocelyn, Elsa
3	13/08/2021	Event Trial Run	Conduct a trial run and briefing with the ISAs to ensure the event can run smoothly. Allocate ISAs to play and host the games respectively.	Jocelyn, Elsa
Event Day				

4	16/08/2021	Event Day	Final briefing with the ISAs at 5pm. Event starts at 5:30pm and ends at 7:30pm.	Jocelyn, Elsa
Post Event				
4	17/08/2021 - 18/08/2021	Prizes Distribution	Prizes will be distributed to all the winners	Jocelyn, Elsa

Pre-event

- The main focus will be on the game planning preparations as well as marketing. Before the event, we will be working closely with the HR department in order to set up an ISA planning team for the game and event planning purposes. We will also be working with the Media and Communications department for social media advertisements and Facebook event pages. The cultural and social department will be participating in creating a sign-up form (which will contain participants details, engage potential participants' interest and fulfil the number of attendees), the game planning (choosing the most suitable games out of all the options), preparing materials needed for the games (including game instructions documents for the ISAs and a document to keep track of the participants' scores) and conducting a trial run (includes ISAs and the required OBs).

Event Day

- On the day of the event, the first 30 minutes will be allocated to brief ISAs involved, as well as to set the breakout rooms. ISAs will then be allocated to the breakout rooms that they are in charge of to prepare for the games. Once the participants are in, OBs in charge and ISAs planning team are to take attendance and explain the game instructions. One breakout room represents one booth and each breakout room will be conducting one game. Some general game ideas include tongue twisters, skribbl.io and quiz games etc. (games will be confirmed after meeting with ISAs planning team). Participants can choose which breakout rooms they would like to go by clicking the breakout rooms button in Zoom. Participants are to leave the breakout room once the game is done, and can enter another breakout room by clicking the breakout rooms button by themselves. Tokens will be given if they can finish the given tasks. There will be 2 ISAs in each breakout room,

one hosting the game and one counting and updating the numbers of tokens that the participants get. A Google Excel to keep track of participants' tokens will be constantly updated by the ISAs in charge of each game. There will be 2 ISAs in the main room, one helping to allocate participants into the breakout rooms if they need help and one updating the leaderboard which will be shown in the main room. Participants can go back to the main room at any time to check the token numbers on the leaderboard. After the game session is finished, online feedback forms will be given to participants. Results will be announced and the 5 participants with the most tokens will be declared as the winners. The 5 winners of the lucky draw will also be announced (participants will only be eligible to participate in the lucky draw if they get a certain number of tokens).

Event Flow

Time	Activity	Details	PIC
5:00 pm - 5:30 pm	Final Briefing and Creating Breakout Rooms	ISAs will be given a final briefing and a reminder. Games slides and all other materials will be checked to ensure they are working properly. Breakout rooms will be created and renamed as the games' titles. ISAs in charge of each game will be allocated into each breakout room to prepare for the games.	
5:30 pm - 5:45 pm	Introduction, Attendance, Game Instructions and Allocation	Introduce and explain the game instructions to the participants. Attendance will be taken. Participants will choose to go to the breakout room they want.	
5:45 pm - 7:15 pm	Games Session	Participants will be playing different games in different breakout rooms. Tokens will be given if they can finish the given tasks. Numbers of tokens that the participants get will be constantly updated in Google Excel.	

7:15 pm - 7:30 pm	Feedback and Results Announcement	Online form will be given to the participants for feedback. Five participants with the most tokens will be declared as the winners. The five winners of the lucky draw will also be announced.	
7:30 pm - 7:45 pm	Debrief	Feedbacks (from OBs and the feedback forms) will be given to the whole team.	

Post Event

- After the event, a time will be allocated for prize distribution among the top 5 game winners as well as 5 lucky draws winners. A photo time will follow for documentation purposes. After participants have left, the OBs and ISAs will get together for a quick debrief for feedback by them (what went successfully and what did not and could be improved), as well as those received from the feedback forms. A report will be drafted for future event-planning purposes.

4.1.3. Budget

A total of **\$300** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Prizes for top 5 winners	5	30	150.00
Prizes for lucky draw winners	5	10	50.00
Miscellaneous	-	-	100.00
TOTAL			300.00

4.2. Escape Room

Date	: Saturday, 21 st August 2021 (5:30pm - 7:30pm AEST)
Venue	: Online, Zoom
Number of Attendees	: 50-60 participants
Coordinators	: Anson SO, Michelle CHENG
Manpower	: 2 OBs & 14-16 ISAs (including coordinators which consists of 2 OBs and 4 ISAs Planning Team)
Budget	: \$350

4.2.1. Event Overview

This is an online event which aims to give students a break from their studies and form friendships. It includes a series of puzzles/challenges to be solved. Groups are competing against each other on their finishing time, and they have a chance to win vouchers if they finish top two.

4.2.2. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	6/08/2021 (2pm aest)	Meeting with coordinators	Have a meeting with the coordinating team (Anson, Michelle & 4 ISAs) to design the 8 mini games. Each ISA will design 2 mini-games.	Anson, Michelle
3	14/08/2021	Test run with planning team	Test running the game with the 4 coordinators to see if there is anything to be improved upon	Anson, Michelle
3	18/08/2021	Send out confirmation emails	Send out confirmation emails to participants to gauge how many	Anson, Michelle



			participants might attend on the actual day.	
3	19/08/2021 (7:30pm)	Test run with all the ISAs	Test running the game with 18-20 ISAs to see if there is anything to be improved upon	Anson, Michelle
Event Day				
4	21/08/2021	Game running	Final briefing with the ISAs at 5 pm. Event starts at 5:30 pm and ends at 7:30pm.	Anson, Michelle
Post Event				
4	22/08/2021	Prize distribution	Distributing vouchers to the winning teams via email	Anson, Michelle

Pre-event

The main focus will be on the game planning preparations as well as marketing. Before the event, we will be working closely with the HR department in order to set up an ISA planning team for the game and event planning purposes. We will also be working with the Media and Communications department in order to create social media advertisements and the facebook event page. The cultural and social department will be creating a sign-up form which will contain participants details, engage potential participants' interest and fulfil the number of attendees. The participants can sign up in groups. The cultural and social department will be participating in the game planning (choosing the most suitable games out of all the options), preparing materials needed for the games (including game instructions documents for the ISAs and a Google sheets document to keep track of the participants' progress and time). We will also create another google sheet for the group allocation & allow the ISAs to fill it in when they are in the breakout rooms. Conducting a trial run (includes ISAs and the required OBs).

Event Day

On the day of the event, the first 30 minutes will be allocated to brief ISAs involved, as well as to set the breakout rooms, with one ISA paired with 3 to 4 participants. Once the participants are in the Zoom call, OBs in charge will fill in participants details (name, email, student ID) in a google sheet. [what we are playing]. A Google sheet would be used to monitor the progress of each breakout room. As the participants move through each task, the ISA can highlight the column associated with the task. After the game session is finished, online feedback forms will be given to participants. Results will be announced during the Zoom meeting and the two fastest teams would be declared winners, and an electronic voucher would be sent to the winners.

Event Flow

Time	Activity	Details	PIC
5:00pm-5:30pm	ISA & OB briefing	all volunteers shall be given a final briefing and make sure that all the slides / links are working perfectly. Each volunteer will be assigned a breakout room number. The volunteers are to add "Host" before their names.	
5:30pm-5:45pm	Introduction	Taking attendance; Allocating participants into different groups and Zoom breakout rooms. ISA hosts are named "HOST_[First name]" Have the participants rename themselves to "Team Name_First Name" if they signed up as a group and "Individual_First Name" if they signed up individually.	
5:45pm-5:50pm	Debriefing participants	ISA will be telling participants the rules and general guide of the whole game, instructions based on a google doc.	
5:50pm-7:20pm	Game starts	Each ISA would be allocated to a group of 3 to 4 participants. The ISAs would take	

		participants through the game via Google slides As it gets closer to 7:20 pm, ISA may give participants more hints on the puzzles	
7:20pm-7:30pm	Game ends	If participants cannot finish in time, they would be forced back to the main room. Feed-back forms are handed out to participants on Google form Announcement of winners Promotions of future UMSU INTL events	

Post Event

After the event finishes, OB, ISA and participants may stay around to discuss the good and bad about the event., so that we can note that for later events. Vouchers are also distributed after the event.

4.2.3. Budget

A total of **\$350** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Visa Gift Cards	12	20	240.00
Miscellaneous	-	-	110.00
TOTAL			350.00

4.3. Explore Melbourne

Date : Sunday, 22nd August 2021 (2pm - Melbourne time)

Venue : Online via Zoom

Number of Attendees : 30-50 attendees

Coordinators : Arshia ARORA, Zifei MENG

Manpower : 4 OBs & 10 ISAs (including coordinators which consists of 2 OBs and 3 ISAs Planning Team)

Budget : \$ 300

4.3.1. Event Overview

Explore Melbourne is an online event which aims to give students stuck overseas an opportunity to explore the main attractions around Melbourne CBD and the University of Melbourne campus. This would be guided by a virtual tour, trivia as well as games. This is aimed to create a sense of inclusive community for international students.

4.3.2. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	9/07/2021-15/07/2021	Virtual Tour Preparation	Have the Media and Communications Department pair up with OBs and ISAs to go around the destination stops in Melbourne and film and edit videos.	
4	17/07/2021	Trivia Night and Game Preparation	Conducting a team meeting to put together trivia night questions as well as prepare required tools for the pictictionary game	



4	20/07/2021	Event Trial Run	Conduct a trial run with the whole team (OBs and ISAs) and to troubleshoot any potential issues	
Event Day				
4	22/07/2021	Explore Melbourne (Virtual Tour, Trivia as well as Pictionary)	Conduct the event in accordance to the event flow (as shown below). Would involve prize distribution of gift cards as well. As well distribution of feedback forms.	
Post Event				
5	23/07/2021 - 25/07/2021	Prize Distribution	Sending out the gift cards to all winning participants.	
5	24/07/2021 -26/07-2021	Feedback Analysis	Analysing feedback and creating a report for further similar events to look back on	

Pre-event

- Before the event, preparations and marketing will be the main focus. During this time we will be working with the HR department in order to get the required number of ISAs and we will also be working with the Media and Communications department for filming our Virtual tour and promoting our event on social media. Along this the cultural and social department would be putting together the questionnaire for our trivia segment, setting a list of destinations for the event and conducting a trial run (with the whole team which includes ISAs and the required OBs) and to handle any last minute issues that may have arised and to make sure it doesn't occur during the event.

Event Day

- During the event, we will be moving according to the event flow. Opening up with a virtual tour of the most sought after tourist and student destinations, followed by a trivia based on the tour and a pictionary where students will be trying to make their teammates guess the relevant melbourne destination by drawing. The winning person of the trivia as well as the winning team in the pictionary round will each win visa gift cards. At the end of the segment

we could even ask the voted MVP from the pictionary team to decide upon a fun activity for all the other members of the team to do.(which should not take more than 2 minutes - this activity could include something like a funny pose or a funny dialogue and so on and so forth), this could help end the event on a lighter note!

Event Flow

Time	Activity	Details	PIC
2:00 pm- 2:45 pm	Introductions and Virtual Tour	Introduction about the program will be made, after which we will shortly commence the virtual tour which will have brief commentaries attached with it. During this time, the hosts will try to make it interactive with the participants.	
2:45pm-3:00pm	Trivia	Based on the virtual tour shown to the participants, they will be quizzed by a short 10 minute trivia activity.	
3:00pm-3:20pm	Pictionary	We will be arranging breakout rooms with around 5 participants and a host allocated in each room. In each breakout room, the host will conduct pictionary with all of the clues pointing towards the attractions shown in the tour. If one student guesses correctly, one point is awarded for each correct answer.	
3:20pm-3:30pm	Announcing winning team and closing remarks	Closing Statement will be made and the team with the most points in the pictionary round and the participant who won the trivia will be declared as winners and will each receive a visa gift card as their prize.	

Post Event

- After the event, the coordinators would get together for a quick debrief and discuss what went wrong and right based on feedback forms received and draft a report. This is done in order to make sure we can incorporate any relevant points for our further events. We would also be handling prize distribution during this time frame.

4.3.3. Budget

A total of \$ 300 have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Visa Gift Cards	6	20	120.00
Miscellaneous (Marketing, Travel, Emergency or last minute costs)	-	-	180.00
TOTAL			300.00

5. Conclusion

The Cultural & Social department hopes to motivate students and remind them that they are still a part of our university's student community in this stressful time. We believe that while students are stuck at home, no matter which country they are in, they should have the University Experience and stay engaged with the community. This concludes our proposal. Please feel free to approach anybody from the Cultural & Social team should you have any questions or suggestions.

Prepared by,

Anson SO, Arshia ARORA, Elsa PUTRI, Jocelyn WONG, Michelle CHENG and Sophia MENG
Cultural and Social Department 2021/22
UMSU International



Peer Support Network Semester 2 2021 Proposal

Central Committee Meeting #1 – Friday 6th August 2021

1. Introduction

Peer Support Network consists of sessions led by peer support leaders where students can have a discussion about certain topics, including questions and concerns about the university.

2. Objectives

This event aims to give a platform for students to receive support, advice, and tips from their peers.

3. Event Details

Date	: Week 3 - Week 12
Venue	: Online
Number of Attendees	: 50
Coordinators	: Teresa Tamika TJAHJADI, Zheng (Liz) ZENG
Manpower	: 2 OBs & 2 Peer support leaders per session
Budget	: \$555

4. Event Overview

The Peer Support Network is designed as a safe space to help foster peer-to-peer support and community building among International students. This event will be held as online/on zoom sessions where Peer Leaders and participants can come together to share the ups and downs throughout the semester, to bond over common passions and interests, and to tackle any issues the students may encounter during study/work/life.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	27 July 2021	Setting up Basecamp	- Filling out the Start a Project! form	Zheng (Liz) Zeng
	27 July 2021	Contacting previous Peer Support Leaders	- Reaching out to previous Peer Support Leaders regarding their willingness and availability in continuing to be this term's Peer Support Leaders	Teresa Tamika Tjahjadi, Zheng (Liz) Zeng
	30 July 2021	Establish schedules and PICs for sessions	- Creating a schedule along with Peer Support Leaders based on their availability - Determining PICs for every session	Teresa Tamika Tjahjadi



	30 July 2021	Creating registration form	- Creating Microsoft Form to collect interest from students	Zheng (Liz) Zeng
	30 July 2021	Prepare Mental Health First Aid training	- Ensuring that the existing peer support leaders have gotten their mental health first aid training	Teresa Tamika Tjahjadi
Event Day				
3-12	Every Wednesday from 11 Aug 2021 onwards; Every Friday from 13 Aug 2021 onwards	Monitoring the weekly sessions	- Giving the peer support leaders weekly topics to be discussed in the session - Communicating with the peer leaders to ensure an untroubled session	Teresa Tamika Tjahjadi, Zheng (Liz) Zeng
	23 August 2021	Recruit new peer support leaders, if necessary	- If attendance is high, recruiting new peer support leaders through the ISA program	Teresa Tamika Tjahjadi, Zheng (Liz) Zeng, HR Department (Hermione To)
Post Event				
12 onwards	25 October 2021	Giving out prizes for Peer Support Leaders	- Giving out merchandise (1 tote bag + 1 notebook) and a voucher for offline peer leaders - Giving out vouchers for overseas peer leaders	Teresa Tamika Tjahjadi, Zheng (Liz) Zeng
	25 October 2021	Reporting back to the department		Teresa Tamika Tjahjadi, Zheng (Liz) Zeng

Pre-event

1. [Registration form](#)

The form includes participants' contact details, their preferences for weekly/fortnightly sessions, and the topics they would like to focus on.

2. Publicity

- Publicity artwork from previous PSN is used and has been approved by UMSU
- Publicity of the regular sessions should be up at least 1 week before the sessions and may need to be boosted throughout the event.

**Event Day**

- OBs are to closely monitor the progress of each session and provide assistance to the Peer Leaders when needed.

Event Flow*

**please refer to the Event Timeline*

The event runs every Wednesday and/or Friday (6-7 pm AEST) - depending on the participants' & PL's availability. No set time interval is allocated to each task to allow for greater flexibility.

Time	Activity	Details	PIC
	Ice breaker	Participants and Peer leaders introduce themselves	Teresa Tamika TIAHJADI Zheng (Liz) ZENG
	Topic briefing	Peer Leaders give a brief presentation on the set topic for each week	
	Group Discussion	Participants interact with Peer Leaders by asking questions, having small group discussions etc.	
	Wrap up	Peer Leaders summarise the key take-away message and conclude the session	

Post Event

- Distribution of incentives for peer support leaders in a form of merchandise and voucher (for on-campus peer leaders) and a voucher for overseas peer leaders

6. Budget

A total of **\$550** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Mental Health First Aid Training	5	55	275.00
Prizes for Overseas Peer Leaders	3	40	120.00
Prizes for On-campus Peer Leaders	5	20	100.00
Miscellaneous			60.00
TOTAL			555.00

7. Conclusion

This concludes our proposal for the Peer Support Network Proposal 2021. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Teresa Tamika TIAHJADI, Zheng (Liz) ZENG
Welfare Department 2021/22
UMSU International

ISA Recruitment September Intake 2021 Proposal

Central Committee Meeting #1 - Friday 6th August 2021

1. Introduction

The ISA Semester 2 2021 Recruitment was divided into two parts: July Selection and September Selection (refer to the ISA Recruitment July Intake 2021 Report). We are now aiming to start our September intake of ISAs, the process of which consists of the ISA application, interview and selection. The coordinators will consist of the Human Resources Department members.

2. Aim

- To continue recruiting and conducting selection of the new batch of International Student Ambassadors (ISAs) for Semester 2, 2021.
- We wish to get 45-50 ISAs out of around 150 applications for the September Intake.

3. Event Flow

Date (Time)	Activity
23 August - 29 August (12 pm AEST)	Open ISA application
30 August - 3 September	Application selection and send out interview emails to successful candidates
4 September - 12 September	Interviews
13 September (3 pm AEST)	Back up interview date; Interview Selection; Send final result back to candidates
13 September - 14 September	Receive reply from ISAs and join the ISA Program Facebook Group
18 September (4-6 pm AEST)	Big Day Out (September Intake)

4. Budget

We do not intend to use any money for this event.

5. Conclusion

This concludes our proposal. Please feel free to approach us if you have any questions or suggestions.

Prepared by,

Hermione Wing Laam To
Human Resources Director 2021/2022
UMSU International



Meat and Greet Semester 2 2021 Proposal

Central Committee Meeting #1 – Friday, 6th August 2021

1. Introduction

The Meat and Greet will serve as a publicity event for Office Bearers and International Student Ambassadors to introduce UMSU International to students at the University of Melbourne by giving out free barbeques and drinks. Throughout the whole semester, there will be two Meat and Greet in total. The team in charge of organising this event will consist of members of both the Human Resources department and the Media & Communications department.

Coordinators (Human Resources Department): Hermione To, Spencer Le

Coordinators (Media & Communications Department): Feline Fenecia, Kimie Megan

Dates (For Semester 2, 2021):

Week 7	8 th Sep
Week 10	6 th Oct

Time: 10am - 3pm (Actual event time: 12pm - 2pm)

Venue: North Court

Number of Attendees (every week): 10 current ISAs, 6 Office Bearers

2. Aim

- Introduce UMSU International to students at the University of Melbourne
- Give out free barbeques and drinks

3. Event Flow

TIME	ACTIVITY
10am - 12 pm	Set up/ Collecting Orders
12 pm - 2 pm	Cooking/ Distributing Free Food and Drinks
2 pm - 3 pm	Clean up



4. Budget

Expenses (For one Meat and Greet)	
Item	Amount (\$)
BBQ Hire and Trestle Table - UMSU	217
Coles Delivery	160
Food Product (Halal Meat and Vegan Options)	550
Car Rental	100
Miscellaneous	200
Total Expenses (For one Meat and Greet)	1227
Total Expenses (Throughout the whole semester)	2454

5. Conclusion

This concludes our proposal. Please feel free to approach us if you have suggestions or questions.

Prepared by,

Hermione Wing Laam To
Human Resources Director 2021/2022
UMSU International



PR/Visa Workshop #1 Semester 2 2021 Proposal

Central Committee Meeting 1 -Friday, 6th August 2021

1. Introduction

The following are the details for the workshop:

Date	: Wednesday, 20th August 2021
Venue	: Online (via <i>Zoom</i>)
Time	: 4:00 - 6:00 pm AEST
Target Participants	150

2. Objectives

- To provide international students with insight into the process and pathways of obtaining a Permanent Residency or other form of visas.
- To familiarise students with Australian migration policies & mechanisms.
- To address queries that final year/graduating students may have on visa options and/or migration mechanisms.

3. Overview

The workshop will be a PR/Visa information session with a speaker (same as previous workshops) who will discuss Australian migration policy and possible pathways in obtaining Permanent Residency/working visas. After each section of the workshop, the speaker will take questions from students.

The workshop particularly aims mainly to help third-year or graduating students. The targeted number of participants is 150, therefore registrations are capped to 200. Interested students will have to sign up through a *try booking* link to confirm their attendance. Students who signed up will obtain the event zoom link emailed prior to the workshop.

1. Event Flow

Time	Activity
3:45pm - 4:00pm	IT preparation: check internet connection and zoom link
4:00pm - 4:05pm	Introduction
4:05pm - 4:20pm	Information session - part 1
4:20pm - 4:40pm	Q&A session
4:40pm - 4:55pm	Information session - part 2
4:55pm - 5:15pm	Q&A session
5:15 pm - 5:30 pm	Information session - part 3
5:30pm - 5:50 pm	Q&A session
5:50 pm	Wrap up

2. Task Delegations

Task	Person in charge
Event coordinators	Jegath Krishnamurthy & Matthew Kuncheria
M&C liaison and publicity	Jegath Krishnamurthy
Appreciation gift for Speaker	Anthony Ngadiyoto

3. Timeline

Date	Task
July 28th - August 4th	<ul style="list-style-type: none"> Contact possible speakers
August 5th - August 9th	<ul style="list-style-type: none"> Speaker confirmation and approval Liaise with the Media and Communication department in finalising the publicity material Agreement signed between Speaker and UMSU Remind speaker about the T&C
August 10th	<ul style="list-style-type: none"> Beginning of publicity Accept online registration
August 18th/20th	<ul style="list-style-type: none"> Event day

4. Budget

The budget for this event will be **AUD\$200**. The following is the breakdown of the budget:

Items	Price
Appreciation gift for the speaker	\$50
Incentive for Feedback	\$50
Miscellaneous	\$100
TOTAL	\$200

1. Conclusion

This concludes the proposal for PR/Visa Workshop #1 - Semester 2 2021. Please feel free to approach the Education team should you have any queries or concerns.

Prepared by,

Jegath Ratchaka Ram Krishnamurthy
Education Officer
UMSU International 2021/2022



UMSU International Office Bearers 2020/21 Appreciation Events Proposal

Central Committee Meeting #1 – Friday 6th August 2021

1. Introduction

The members of UMSU International Committee 2020/2021 have overcome a very difficult term, constantly interchanging both the facilitation of offline and online events and support. This has required immense flexibility and perseverance. As a means to show appreciation to all of the UMSU International Committee Members 2020/2021, we have decided to fairly provide compensation for all of the Office Bearers.

Due to the uncertainty of the current situation, The appreciation events that have been traditionally held by UMSU, such as the OB Farewell Trip and the Appreciation Lunch have been reworked, and instead we have decided to give out Australian Post Gift Cards by Mastercard that would be accessible to everyone from anywhere. Ensuring that committee members both onshore and overseas are recognized for their efforts and contributions.

Additionally, a certificate will be distributed to all Office Bearers that have been working until the end of the term.

2. Objectives

This event aims to acknowledge on behalf of UMSU International towards the 35 members of Office Bearers (OBs) on their contribution and sacrifice for the sake of International Students throughout the term of 2020/21.

3. Event Details

OB Appreciation

Date	: As soon as the proposal passed and should be anytime before the commencement of Annual General Meeting 2021
Coordinators	: Rachel Anya AW, Putri SHAFIRA, Kezia Rebecca PRANATA, Xin Yee (Elisha) CHUNG, Stefan Armando MARBUN
Budget	: \$26,900

4. Lists of UMSU International Central Committee

These are the list of names* of UMSU International committee members who are receiving the certificates.

**Names to be confirmed and match with the University record*

First (& Middle) Name	Surname	Position in UMSUI
Rachel Anya	AW	President
Putri	SHAFIRA	Education & Welfare Vice President
Kezia Rebecca	PRANATA	Cultural & Social Vice President
Haolan	LIANG	Secretary
Anthony	NGADIYOTO	Education Director
Eric	SHI	Welfare Director
Angela Elizabeth	DJAJA	Cultural & Social Director
Stefan Armando	MARBUN	Media & Communications Director
Xin Yee	CHUNG	Human Resource Director
Mohammed	GOLWALA	Partnership & Sponsorship Director
Tianyi	ZHANG	Education Officer
Buhle	NDLOVU	Education Officer
Cheng Hwee	SOH	Education Officer
Sophia Marguerite	YAP	Education Officer
Christine	Moore	Welfare Officer
Cecilia Jet Yee	Lee	Welfare Officer
Huiting	CHEN	Welfare Officer
Abigail Rafa	HARTONO	Welfare Officer
Evelyn	KIANTORO	Welfare Officer
Riddhi	AGARWAL	Welfare Officer
Aaron Herbert	JOHANNES	Cultural & Social Officer
Akshaya	RAMAKRISHNAN	Cultural & Social Officer
Andi	Xu	Cultural & Social Officer

Hiu Chun Adrian	SO	Cultural & Social Officer
Boheng	DUAN	Cultural & Social Officer
Jason	LI WAN PO	Cultural & Social Officer
Shuet Yi	LEE	Cultural & Social Officer
Danielle	LEE	Cultural & Social Officer
Joshua	DUBAR	Media & Communications Officer
Thao	NGUYEN	Media & Communications Officer
Alea	YOUNG	Media & Communications Officer
Steven	HADINATA	Human Resource Officer
Hai Thong	NGUYEN	Human Resource Officer
Mona	NOHARA	Partnership & Sponsorship

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
9 - NT	4 th May - 25 th June 2021	Preliminary Discussion		Rachel Anya AW Putri SHAFIRA Kezia Rebecca PRANATA
NT - 1	22 nd - 27 th July 2021	Drafting Proposal		Putri SHAFIRA Kezia Rebecca PRANATA
2	Friday, 6 th August 2021	Passing the proposal on CCM #1 Semester 2 (2021)		Rachel Anya AW Putri SHAFIRA Kezia Rebecca PRANATA
3 - 5	9 th - 23 rd August 2021	Certificate Signing		Rachel Anya AW Stefan Armando MARBUN
4	16 th - 20 th August 2021	Gift Cards Purchase		Rachel Anya AW Kezia Rebecca PRANATA
5	23 rd - 27 th August 2021	Gift Card Distributions	Physical card will be sent and distributed by HR Director	Kezia Rebecca PRANATA Xin Yee (Elisha) CHUNG
6	Friday, 3 rd September 2021	Reporting back to CCM	Will be reported back on CCM 3 by the incoming EXCO (TBC)	Rachel Anya AW Mohan KWATRA

6. Budget

A total budget of **\$26,900** is allocated for this event, with the breakdown as listed below:

Calculation Basis

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
OB Meal Subsidy* *Based on the number of CCM held throughout the year (12 CCMs with 34 OBs)	408	20	8,160.00
OB Camp* *For OBs who did not attend the OB Camp	14	331.4355	4,640.00
OB Appreciation Event (Supposedly Lunch & Trip)	34	400	13,600.00
TOTAL			26,400

As per calculation basis above, for OBs who:

- Attended the OB camp, which are 20 OBs will get the OB Meal Subsidy + OB Appreciation Event, which means, per person will receive **\$640** (\$240 + \$400)
- Did not attend the OB camp, which are 14 OBs will get the OB Meal Subsidy + OB Appreciation Event + OB Camp, which means per person will receive **\$970***
*Rounded from \$971.4355 (\$240 + \$400 + \$331.4355)

Therefore, the total budget breakdown:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
OBs who attended OB Camp <ul style="list-style-type: none"> • OB Subsidy • OB Appreciation Event 	20	\$640	12,800.00
OBs who did not attend OB Camp <ul style="list-style-type: none"> • OB Subsidy • OB Camp • OB Appreciation Event 	14	\$970 (rounded from \$971.4355)	13,580.00
Card purchase price <ul style="list-style-type: none"> • \$500 (20+14) • \$140 (20) • \$470 (14) 	68	5.41	368.00 (rounded from 367.88)
GST	68	0.54	37.00 (rounded from 36.72)
Miscellaneous (Delivery Fee, etc)			115.00
OB Certificates	34		
TOTAL			26,900.00

7. Distribution Method

We have decided to use Australia Post's Gift Card by Mastercard

(for more information, please visit:

<https://auspost.com.au/money-insurance/buy-gift-cards/auspost-gift-card>)

Since they do not ship internationally, and for the sake of keeping distribution as simple as possible, we have decided to send all the gift cards to one address (the HR Director as she is currently in Melbourne). Shipping of the gift cards (i.e. any additional shipping costs) will be settled by each individual OBs.

8. Conclusion

This concludes our proposal for the UMSU International Office Bearers 2020/2021 Appreciation Events Proposal 2021. Please do not hesitate to contact any of the Executive Members should you have any queries.

Prepared by,

Rachel Anya AW, Putri SHAFIRA, Kezia Rebecca PRANATA
Executive Committee 2020/21
UMSU International

ISA Recruitment July Intake 2021 Report

Central Committee Meeting #1 - Friday, 6th August 2021

1. Introduction

The International Student Ambassador (ISA) Application for Semester 2, 2021 is divided into two intakes: one in July and one in late August or early September (due to the COVID situation in Victoria). The plan is from the previous Human Resource (HR) department, which the current one continues to proceed with. The purpose of the July selection is to support the current ISAs with the upcoming events before and around the start of new semester, while the August intake is for events afterwards.

Regarding the July selection, the process consists of the ISA application, interview and selection. The team in charge of organising this event has consisted of the current and upcoming HR department members.

2. Objectives

- To recruit and conduct selection of the new batch of International Student Ambassadors (ISAs) for Semester 2, 2021.
- To gain manpower for events conducted before the start of Semester 2, 2021 (e.g. Amazing Race Winterfest)

3. Event Timeline

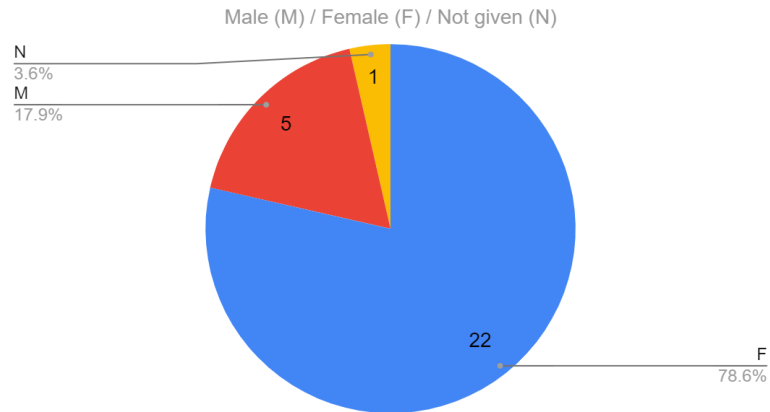
Date (2021)	Activity
26 June - 5 July	Opened ISA Application
5 July	Application closed, first selection, and interview emails sent out
12 July - 14 July	Interviews
14 July	Final selection
15 July - 16 July	Result emails sent back to candidates
20 July	Big Day Out (July Intake)

4. Application Results and Statistics

From 42 candidates during the interview process, we recruited a total of 28 ISAs for the July term. Here are the statistics of the 28 ISAs:

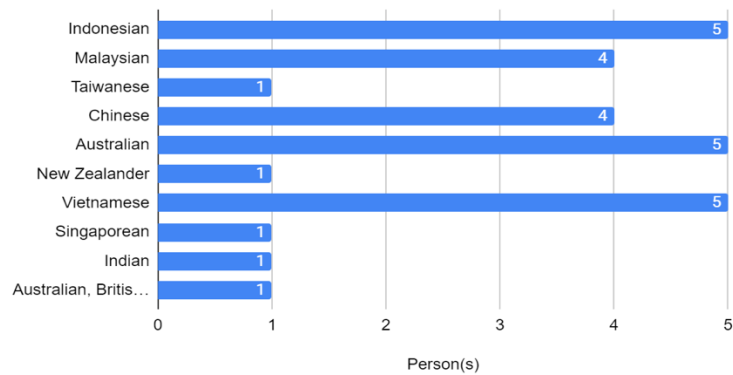
a) Gender

Count of Gender in ISA Program (July 2021 Intake)



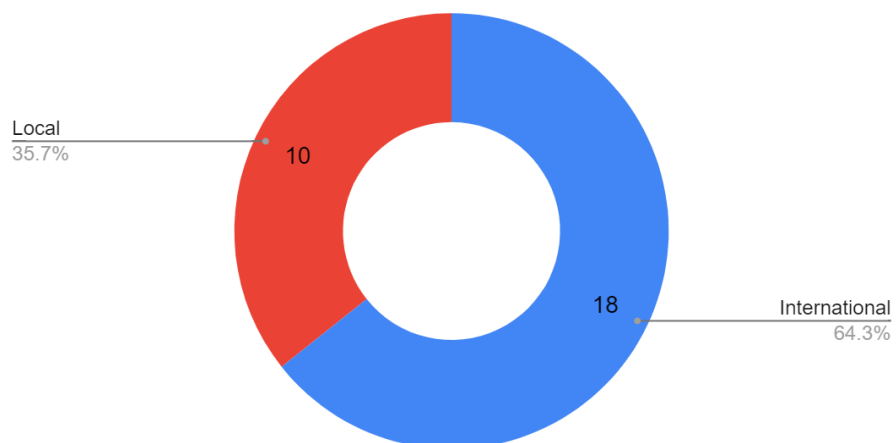
b) Nationality

Count of Nationality of ISAs (July 2021 Intake)



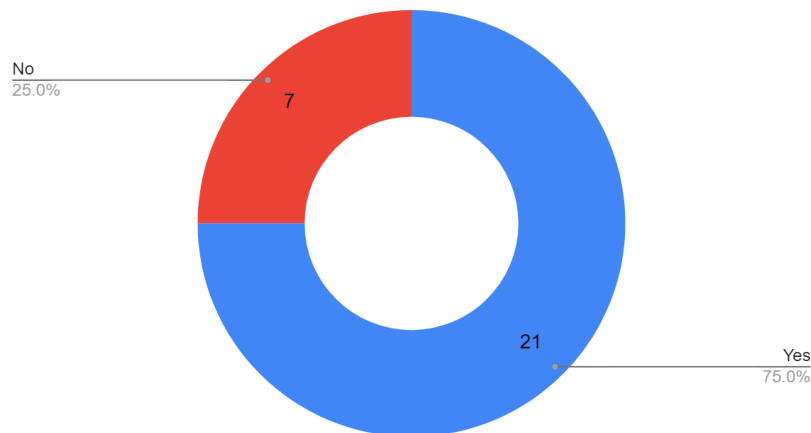
c) Student Status (Local/International Student)

Local and International Students in ISA Program (July 2021 Intake)



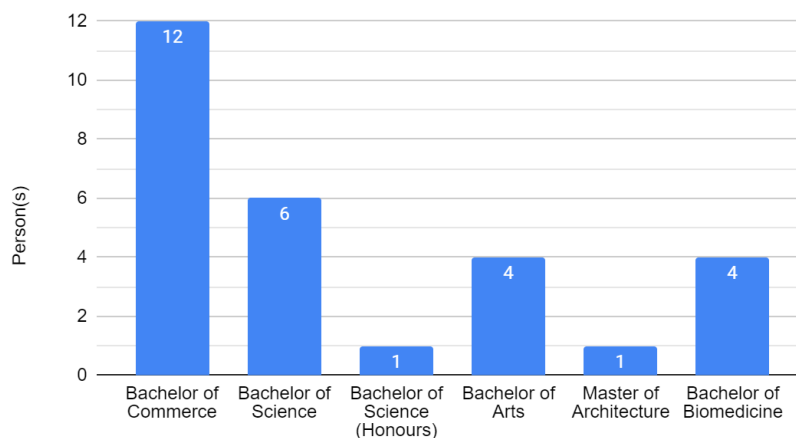
d) Onshore/Offshore

Count of Onshore ISAs (July Intake 2021)



e) Course Title

Count of Course Title of ISAs (July 2021 Intake)



5. Expenditure

The budget allocated for the event was \$0 and no money was spent on this event.

6. Conclusion

This concludes our report for the ISA Recruitment July 2021 Intake. Please do not hesitate to approach us if you have any questions or suggestions.

Prepared by,

Hermione Wing Laam To & Vu Hoang Le (Spencer)
Human Resources Director & Officer 2021/2022
UMSU International

6. Other Business

-

7. Next Meeting

Date : Friday 20th August 2021 (16:30)

Venue : Zoom