



## reports to 5th week council michaelmas 2005

**Emma Norris**

**President**

College Inequality has begun to come together now; as you know, in the past few weeks I've been talking to various people about how to run the campaign more effectively this year. We have agreed that we will produce a cross-college questionnaire aimed at quantifying the levels of academic provision, quality of accommodation and price of living at all colleges. The questions are being drawn up at the moment, using examples from similar CR-organised initiatives. Once this data has been gathered, we will, in consultation with common rooms representatives, write a 'minimum standards charter' aimed at securing minimum standards across the entire university.

Socially Responsible Investment has continued to go well; we organised a very well attended talk with Paul Kingsnorth (author of 'One No, Many Yeses') and someone from the Campaign Against the Arms Trade (the group responsible for finding the investment figures for Oxford colleges). On Wednesday this week we had a 'walking tour' of unethical colleges, drawing attention to their investments in the arms trade.

As you may have read, the University has just begun a partnership with QinetiQ, a large weapons manufacturer, so our work continues. We're working towards a paper to University Council that will ask the University to start investing ethically.

I've done some work on the problem of SKY subscription fees; as you may know, SKY are refusing to let common rooms switch off their subscriptions in the vacation, meaning the amount common rooms have to pay is over doubled. SKY have told me that whilst they are unwilling to have Oxford colleges subscribe centrally (because they have different postcodes, so will need different licenses), they might be willing to offer some kind of percentage discount to each common room instead. I'm continuing talks with them, and also looking at how halls of residence in schools subscribe to SKY.

I've had quite a few enquires from JCRs about how OUSU affiliation fees are calculated. I've explained the format to all those who've asked; it's a bit laborious for a Council report, but I'll make sure there are a few paper copies of the affiliation calculation around Council for people to look at. Any questions then don't hesitate to get in touch.

We're finally getting going on the OSSL work; the University's commercial arm is being quite helpful with legal advice where and when it can, meaning we won't have to pay for professional lawyers.

There has been the usual internal work; OSSL, the Executive and Standing Committee have all met. One of the fruits of this has been the tidying of the office – the downstairs is now quite pristine, with an office for part-time executive, an office for non-permanent staff like the Returning Officer, and a side office for the Entz Manager in the Business room. The 'chill-out zone' and the Meetings Room are completely clear and available for use. Constitutional Review has also met – no doubt this sounds very boring, but is helpful for getting a lot of the inconsistencies in our 'rules' sorted out. Expect motions related to this next term.

A couple of national student issues have come up – more is being said about lifting the cap on top-up fees in 2009, and some Student Unions are starting to get going on this. Charlyne and I are going to find out more and start Oxford's work on a possible future campaign. The JCRs presidents have been talking about the possibility of regional weighting in Oxford, and enquiries are being made with local MPs about how to go about beginning lobbying. It's been pointed out (by

the President of Greyfriars – thankyou!) that those studying for the LPC in Oxford get a weighted funding, so this should add to our case.

Think that's it for now.. Please tell students to remember to vote in the elections next Thursday.

Emma x

**Chris Allan**

**V-P (Finance)**

The past two weeks have seen OUSU's commercial services run smoothly, and we managed to put out two editions of the Oxford Student without a single threat of injunction. Oxide 87.9 has been broadcasting over FM very successfully, which has really helped the station to continue to strengthen its brand. Zoo is also going well, and I'm working with the VP(Welfare etc) to ensure that Zoo nights are as safe as possible, eg raising awareness of drink-spiking.

The Women's Handbook has gone to the printers, and will soon be delivered to all Women in the University (although the credit for this goes to Ellie and Rich Hardiman rather than myself).

The Oxford and Cambridge Careers Handbook has now been delivered to most colleges, with the rest to follow next week.

In terms of OUSU's finances, I shall be presenting accounts for several of our projects to 7th week council, and a more in-depth update of our financial situation and any necessary budget amendments coming next term after we've had a chance to go through all the figures.

**Aidan Randle-Conde  
Opportunities**

**Vice-President (Welfare and Equal**

Report to Council  
5<sup>th</sup> week of Michaelmas Term  
Two thousand and five

Was completely rewritten  
And has been sent out  
Offices still need work  
But they are much tidier  
This should help us all

Report in haikus  
For the VP (Graduates)  
Read and enjoy it

Have gone poster mad  
In all the colours I know  
For your noticeboards

Elections are soon  
I chaired one of the hustings  
I hope it was fair

Casework continues  
Though not as much as before  
I think this is good

Don't forget to vote  
Ponder elections  
And referendum

World AIDS Day is near  
This should be quite exciting  
Get involved- it's great!

CR Presidents  
Had listening skills training  
(well, those who turned up!)

The Harassment Codes  
College Inequality  
I'm working on both

Equal Opps campaigns  
Are now fully off the ground  
With brand new Ch-Chairs

Accommodation  
Is important to us all  
Sorry for delays

Rough Guide to Welfare

Eight Eight Four Six One

Welfare at OUSU dot org  
Get in touch for more

**Ellie Cumbo**

**V-P (Women)**

The Wear It Pink Party for Breast Cancer Campaign, held on Friday of 3<sup>rd</sup> Week after Council, was a great success and made in excess of £700. Women's Campaign provided Pink Party Bags containing official BCC information on checking yourself, as well as balloons, sweets and glitter, but the main focus of the evening itself was a relaxing atmosphere and good music, plus a glut of pink balloons, pink lighting and a glitter ball, and a lot of rosé wine. This was a well-attended event which seemed to be much appreciated by the guests, so I think next year's Women's Campaign and RAG will have a strong foundation to build on if they work together again.

In Women's Campaign on Monday of 4<sup>th</sup> Week, we were very pleased to welcome Maria Koryakina of Oriol as our third Co-Chair for Women's Campaign, after a contested election and a lively hust from both candidates. The rest of the meeting involved discussion of resources for student parents, harassment procedures, attitudes of Governing Bodies and the possibility of an event in support of Amnesty International's campaign against women being trafficked into Britain for the sex trade. Several students have come to Women's Campaign, or to me directly, asking for us to get involved with this, so I am hoping we can stage a speaker event or debate early next term, perhaps jointly with another society.

The big campaign of this term is, as you just might have spotted, the Finals Gap. Our survey has been sent round Women's List and Prelist, as has the link to the online version, <http://www.surveymonkey.com/s.asp?u=744161487446>

It's not the catchiest web address, but I hope you're still able to keep plugging it to your Common Rooms – to date, we've had about two hundred responses, but I'd ideally like to get over a thousand in the limited time left. The closing date is the same as the elections, Thursday of 6<sup>th</sup> Week.

Promoting Choice has a very clear sense of direction, but this is sadly not matched by any real technological skill, so our Vera Drake showing was cancelled owing to the complexities of the Magdalen Fim Auditorium, which decided not to produce any sound when the DVD was played. We'll be rescheduling for 8<sup>th</sup> Week, and are planning a Speaker Event with a representative from Abortion Rights next week.

In Women's Campaign this week, we discussed plans for the rest of term, including the possibility of holding the Reclaim the Night March in 8<sup>th</sup> Week, jointly with the Ruskin and Oxford Brookes. Also, based on the spate of recent attacks on students, a Women's Officer proposed a Guide to Personal Safety in Oxford, to be produced by each college with relevant Contact Details, but with OUSU supplying the more general content on the Nightbus, the police and other such resources. This is, of course, an issue that affects both male and female students very much, so Aidan and I have agreed to work on it together, and we're urging Welfare Officers and Women's Officers to start thinking about it as a team.

This week I have also officially registered myself as the Oxford organiser for VDay's College Campaign 2006. VDay is an organised response to violence against women, an international campaign but also one in which individual colleges and Universities may participate, as Durham, Hull, Leeds, Lancaster, Bristol, Queen Mary, Liverpool, Sussex, Plymouth and many others already are. The College Campaign involves putting on a production of Eve Ensler's The Vagina Monologues on or around Valentine's Day, and donating 90% of the profits to local organisations whose work is specifically geared towards ending violence against women. The other 10% go to VDay itself for the overarching campaign. VDay formally insist that anyone who seeks to be involved in College Campaign productions must be included, and no-one may be turned away, so this should provide an excellent opportunity to involve a large number of Oxford students in the work of Women's Campaign, and hence in OUSU as a whole. Oxford as a whole has never participated before, but the idea was brought to Women's Campaign directly by a graduate

student, and supported by the other members of the Campaign, and so I look forward to making it happen.

I remain concerned that, although attendance of Women's Campaign from ordinary students is higher than ever before, only a handful of Women's Officers turn up. I don't think this sends the best of messages to the other women who attend, and it's a link in the democratic chain that we just can't afford to do without. Undergraduate colleges are doing particularly badly on this front, with our best contributions at the moment coming from graduate colleges and MCRs. I hope this will change when next term's flyer campaign starts, and when the Women's Handbook comes out, but in the meantime, please mention to your Women's Officer that there are resources, services and events being put together that your college is currently missing out on. With their involvement, I think Women's Campaign could reach even higher levels of dynamicity, as the quality of current debate is very high indeed.

**Oliver Russell**

**V-P (Graduates)**

A considerable amount of the last two weeks has been taken up with being the last Sabbatical officer left standing on Elections Committee but I have still found ample time for the following:

1) University Committees. Last Friday Charlyne and myself attended EPSC. In addition to the Burgess Report and National Student Survey which are both on the table today, we discussed at length the results of the Postgraduate Course Experience Questionnaire which is now in the public domain and so if people are interested in the headline figures they can ask me. In addition we received the Robertson Report on Taught Postgraduate Courses which was looking at addressing the concerns people in the university had voiced over PGT's. In general it concluded that the fears were unfounded.

On Monday Emma, Dan and myself attended University Council which focussed mainly on the technical concerns over the proposed Osney Mead Repository for the Bodelian Library.

On Tuesday I attended the Graduate Committee of the Conference of Colleges. Here we discuss the Robertson Report from a College perspective and I also raised some of the concerns I had received from students about the lack of proper induction for PGCE, clinical medicine and BCL students coming to Oxford from Undergraduate courses elsewhere. We also continued discussion about Academic Assistantships to aid Graduate funding.

This morning (Friday) I will have attended the Information and Communications Technology Strategy Steering Group Work Force D (Users) so you can ask me about that if you like. I will also have attended (so my apologies if I am late) the University Club Management Committee.

2) Casework

I have continued to deal with a few, but very weighty, items of casework concerning Graduate students in serious dispute with their College, Department or Examinations.

3) Executive Committees

The International Students Committee has reached the stage when it has been launched on an unsuspecting maillist with our plans for the year. If you would like to join the mailing list then email [graduates@ousu.org](mailto:graduates@ousu.org).

**Charlyne Pullen**

**V-P (Access & Academic Affairs)**

I think I could quite feasibly call this the policy fortnight for my job. The five motions I'm taking to Council represent requests from Target Schools, the Oxford Colleges Admissions Office from HEFCE and Academic Affairs Committee, and from the University. To further this I have held relatively successful policy discussions in both Target Schools and Academic Affairs Committee as well as Exec. I have discussed the NSS with the student liaison officer from HEFCE, and discussed the Burgess Report and other matters of policy with the University. In the past fortnight, I have

attended the Conference of Colleges Senior Tutors' Committee, Education Policy and Standards Committee, and the Committee for the Language Centre with the University. I have fulfilled my council mandate and written a short summary of the OUSU Library Survey from Trinity Term 05, if anyone wishes to see it, feel free to email me and I can send it to you. Further to that, if anyone has any questions about the proposals in the Burgess Report please ask me during the discussion on the motion, I apologise for not sending out information earlier but we were only asked by the University to comment on Friday.

Last Thursday I attended a meeting of the Aldwych Group. This is the meeting for all Student Union sabbatical officers (President and VP Education) within the Russell Group, and it was held at King's College London. This was very useful, in terms of other Unions' views on the NSS as well as meeting again the representative from HEFCE and discussing other issues coming up at other Student Unions.

Target Schools organisation is beginning, with events being organised for 9<sup>th</sup> week Hilary Term. Our problem with funding will hopefully be solved by a fully costed budget I am working on and negotiations with the Oxford Colleges Admissions Office, although this cannot take place until December. As Target Schools decided not to produce a Target Schools Handbook this year and defer to the Alternative Prospectus, it will be more able to negotiate over Christmas with OCAO.

Finally the defeat of the Terrorism Bill in Parliament yesterday allows Oxford and other Universities to maintain their freedom of speech and freedom of written material without government censorship. As the bill returns to the drawing board, I hope universities in general are able to have a greater say over this hidden part of the proposed legislation.

**Hannah Stoddart**

**V-P (Charities and Community)**

RAG

Wear It Pink raised £700, bungee raised over £1000, last Eclectric raised £200, Bonfire night raised £70

Poetry slam was delayed until Thursday 10th Nov - I'll give verbal report in council.

World Aids Day - I'll be working closely with Aiden on this and we aim to have a huge event at Love Bar on Thursday 1st

Nominations for charities close this Friday - posters and emails have gone out, so hopefully we'll get lots of nominations.

Pants - loads of orders, these should be out by the end of term.

COMMUNITY

Meeting with Jennifer Noon regarding continued HEFCE funding through HEACF (Higer Education Active Community Fund). They still haven't given any clearer idea of how much money they will be able to provide.

On a more exciting note, Jennifer Noon has expressed interest in looking into providing funding for someone to process Criminal Record Bureau Forms for students. I will liaise with her about this over the next few weeks.

Tower Hamlets Primary School project

There are 7 volunteers who will be visiting the school early next week - the project has been delayed by students not being able to spare time for the introductory session, but this should be rectified by next week

#### Future Outlook

Alternative Careers and Volunteering Fair Committee has been established with an editor for the guide. I and a member of the committee attended a drinks evening with members of the One World Oxford Trust in London last Monday, and got some good contacts for speakers.

## **Freshers' Fair and ReFreshers Fair 2005 Report**

Over 9000 people in 3 days. 50 Commercial Organisations. Over 360 Clubs and Societies. The Biggest Freshers' Fair and ReFreshers' Fair.....

### **Appointment**

We were appointed in Hilary term, the same time as last years Fair Organizers (FOs). This is a helpful time to allow the organizers the Easter vacation to prepare for the Trinity term where a considerable amount of time can be spent on the Fair. This allowed for discussions and meetings of organizers and other parties, including last year's organizers for their advice and suggestions. The Freshers' Fair Committee should probably meet late in Hilary term and certainly before Trinity term to make key decisions on the pricing structure, division of responsibilities etc. The most pertinent decision to be made is whether prices will increase for colleges and for stalls respectively as well as the provision for which jobs will be done by the Vice President Finance and Business Manager. There has always been the perennial problem of the exact work and time commitment involved. The job can most comfortably be executed by two people, although as years progress it may become possible to have just one organizer with an assistant of some kind.

Please see the appendix for the approx time and work commitment.

### **Application for Stalls**

Developed with the previous Business Manager the online booking form, which was made available on the [www.oxfordhandbook.com](http://www.oxfordhandbook.com) website was a very useful asset. This proved to be a highly effective way to organize bookings, in particular the prior agreement of stallholder regulations before proceeding to booking stalls. The current booking form allows the ability for quick communication between the Freshers' Fair Organizers and Stallholders for any problems. We would recommend that, like the stallholder regulations, the rest of the booking form is not made open to option. This would prevent the problem of inadequate or incomplete booking entries. The potential ability for an external online booking form should perhaps be investigated, but this would facilitate a fixed rather than working definition of an external organization that has not occurred before. Although this is a gray area (we dispensed with any middle definition and all were external organizations) consultation should be sought between the BM and the FO. There is always perennial confusion over the distinction between 'external' and 'commercial' organizations but the distinction is really up to the discretion of the current incumbents, although clarification is always useful. A possible idea may be to state that an external organization is run for and by students exclusively. There should probably also be two price structures, one for University departments and the other for anyone else, within the External Organization distinction. This is in effect what occurred this year however; it might be better again to clarify things early on within the categorization of an external organization. Such a clarification would mean that it would not be particularly clear whether the Armed Services units, for example, are really student societies although they clearly contain students as their main composite element (some of their literature is provided by the MOD Careers department suggesting a more corporate element for example). The use of the online form for the first time was a major success and we recommend that it be revised in future years for improvements. A consideration may be to include the completion of the booking form in its entirety and make it compulsory; some current elements in the booking form remain optional. This would make certain important information available such as alternative contacts for societies easier (in the end this did not prove a huge problem this year) as well as other useful information for the clubs and societies officer such as contact information.

We used a variety of different software over the course of the Fair, the majority being Microsoft Excel and Filemaker Pro (this latter software was used for labels and other 'mass' tasks). Either fully integrating the use of the Filemaker Pro with the rest of the Fair, in Excel, or adapting another spreadsheet program or keep with this year's current mix. The relevant excel

spreadsheets exist on the OUSU server and this should necessitate a much smoother run with Fair. As last year, one or two societies claimed that they had very little knowledge of the booking arrangements for Fair, this is a perennial problem and its improvement is probably limited. We recommend the usual flyer or email (since we have last years email contact information). In reality, this will probably be of limited affect because of the high turnover oxford societies and thus the use of advertising in the Oxford Student and on other media is probably of much greater effectiveness. Such publicity should be done in a co-ordinated fashion, ie. more than one consecutive publication of the Paper. However, this should be something considered by the FO's on a yearly basis.

### **Literature and regulations**

Literature was requested to allow sufficient time for clubs/societies to produce it. However, some societies, the large ones in particular tend to produce literature much earlier. Although small in number, this created a problem in adherence to the stall regulations regarding advertising; this was dealt with on a case-by-case basis. A early reminder of the sending of literature with later reminders as time nears Fair; although some societies did not get permission until the day of Fair for literature distribution (as a note, with the use of the gmail account we cut down on paper usage with electronic copies of literature being requested in preference to mailed copies, and probably worth keeping in the future). It is important that this arrangement is kept tight and that enforcement is not forgotten from clubs and societies. This is a matter of vigilance on the part of stewards (esp. Senior Stewards) as well as the FOs themselves. For instance, one society was discovered of distributing literature without permission, in one case with explicit prohibition regarding certain material and we were forced to remove the relevant literature. It is important that vigilance be kept on all societies, although some may warrant more attention than others due to previous experience.

### **Email**

This year added complexity occurred with the gmail and one of the FOs personal account being used which led to some confusion at times; this was because of the original forwarding of the [fair@ousu.org](mailto:fair@ousu.org) account before the setting up of the gmail account. Although easily solved, for ease of use and running always use one email account and have the [fair@ousu.org](mailto:fair@ousu.org) account forward to the [ousufair@gmail.com](mailto:ousufair@gmail.com) account.

### **Prices**

Prices were kept the same as last year. Although another service to students in giving one additional (free) day in ReFreshers Fair it is important that we do not institutionally forget to occasionally review prices in line with inflation and other factors. This is the remit of the VPF and the Fair Organizing Team to decide on a yearly basis. The same point regards the distinction of externals and other organizations with to prices, which necessarily differ from clubs and societies.

### **Information Technology and Office Space**

We commandeered the Executive Office for the duration of the summer vacation for use as CentCom for the organization of Fair. This proved highly desirable as we had access to a phone, computer and space for the Fair related stuff. Freshers' Fair stuff still currently exists in the Exec. Office and it is recommended that things such as badge holders be kept for future years in a safe location instead of the yearly replacement of such items, which so easily could be avoided. Information Technology was thus not a problem this year and if a similar arrangement can be made in years to come this is to be welcomed.

### **Stewards**

In years gone by the recruitment of stewards has proved to be a problem, we therefore started the recruitment relatively soon by emailing CR Presidents individually as well as by Pres. list as in

previous years. The incentives of the free t-shirt, free lunch, and free ZOO ticket seemed to be incentive enough as we managed to get between 25-30 stewards a session. We recommend that this area be constantly thought about and improved, for instance, we were going to have a free BBQ and drinks steward social (thanks to Rob) after the final day of Fair, however due to lack of suitable venues and space this unfortunately fell through at the last minute. We pioneered the concept of Senior Stewards, the FOs team plus senior OUSU executive officers. Recognizable by their distinct passes they were available to aid the Organizers in the running of the day. On the day, the stewards were brilliant and provided an invaluable source of help and support, particularly on Clear up.

### **Society breaches of Regulations**

There were some breaches of Literature, either concerning advertising or unauthorized distribution of literature. These were dealt on a case-by-case basis before and during Fair. We sent out the stallholder regulations with every email and we recommend this be continued in the future. As usual, there were the usual problems of breaches or attempted breaches of regulations and these were dealt with by Stewards and the FO's or Senior Stewards as needs be. This year we punished a number of societies for their failure to adhere to the regulations, although such a move has not been undertaken properly for a couple of years it was felt that rules without enforcement was disadvantageous to their future viability, their enforcement concerned the non-compliance regarding the cleaning up after Fair. The stallholder regulations are there to ensure an enjoyable, safe, smooth running and effective Freshers Fair and ReFreshers' Fair for students. An area that perhaps may be in need of clarification concerns the use of 'tall' displays in Freshers' Fair. Although most were easily solved, in consultation with the Exam Schools staff, meaning that the Health and Safety Officer had no problems with this aspect of the Fair some improvement may be needed. An additional clause stating that all displays are subject to approval on Health and Safety grounds and non-compliance could mean the removal of said displays from Fair or something along similar lines could be considered.

### **Stallholder passes**

We followed last year's example of one type of stallholder pass for the entire three-day period. These were arranged for collection for the Monday and Tuesday of 0<sup>th</sup> Week and the overwhelming majority was collected, the remainders were left at the back of Exam Schools with the necessary sign in sheet to record pass collection. The biggest task is to 'create' the badge holders and arrange them in a useful manner for distribution. We recommend the arrangement of this year of having multiple opportunities for their collection, this year on the Monday and Tuesday of 0<sup>th</sup> Week in the morning and evening of both days. This seemed to be quite an effective manner of distributing badge holders. We also made sure that stallholders signed the stallholder regulations at the request of the VPF. Although useful, it may be possible to rid the FO's of this completely with a better-arranged online form next year where agreement of the regulations would have to be done online and state their position in the society etc before proceeding to the booking form.

### **Ticketing**

Although there was one instance of a college with multiple enquiries concerning tickets, the directing of letters and future enquiries to the College Secretary or equivalent seemed enough to prevent confusion regarding tickets. Although the timing was later in previous years this enabled us to get a more accurate idea of numbers, there were a few colleges whose numbers changed and facilitated a change in the number of tickets close to the beginning of Fair. We made sure that the tickets were personally distributed to all the colleges, bar three smaller colleges or PPHs. This meant that ensured delivery of tickets and a more prompt delivery of tickets to Colleges, we recommend that this continues in the future. Although there seemed to be a problem with some College Secretaries being less than efficient in distribution of tickets, which we discovered during

Fair itself, most were very co-operative and helpful. A follow up reminder about ticket distribution may be an idea, although probably not appreciated by the overwhelming majority of Secretaries who were helpful and extremely co-operative (one offering some very useful suggestions). This is a recurring problem and requires a ready oversight by FOs to ensure that delivery and distribution are as effective as possible. The use of Senior Stewards on the door was particularly useful to adjudicate on the door and use their discretion with regard to entrance to Fair. The debate about introducing a Bod Card system seems as fraught with the difficulties of the paper ticketing system. A move to Bod cards would mean that the additional safeguard of the ticket for use as entry would be lost. Thus, there is a very good argument for its continual existence, merely as additional safeguard (Bod card distribution suffers from the same fate as paper tickets). It also seems that the relevant details would not be readily available to us and there are some data protection issues and the problem of institutions that attend Fair but without bod cards, such as WISC and OXLIP, necessitating paper tickets in some form anyway. It may be worth investigating but we doubt it. We instituted the recommendation of the last entry time, and recommend that this should be maintained in future. This made it clear to students to avoid disappointment and allowed students to make sensible decisions about their attendance at Fair.

College allocations should occur in early Trinity with the issue of allocations occurring in late Trinity or as soon as possible after this time. Tickets need to be printed in -2nd week and distributed to colleges no later than one week before the Fair to allow troubleshooting of any problems that do arise.

### **Queuing and Flow**

For Health and Safety reasons, we allocated sessions to colleges according to their timetables. The biggest problem with this is the fact that some Freshers have compulsory inductions, although students turning up with the 'wrong' ticket were not turned away from Fair. Nevertheless it may be better that liaison is made with colleges or faculties earlier on and discover when compulsory sessions exist. This would enable a further indication of how many students this applies to and special arrangements may be made in further liaison with College Secretaries. This would make a more effective flow timetable although this will not prevent students who sleep in or miss their session for some other reason turning up randomly. Queues were kept around the bloc along Merton Street, with stewards keeping order. Although at one point snaking around to the back of Exam Schools and the Stallholders entrance this was short-lived and occurred at around the busiest part of the day. As usual, the entrance of Freshers Fair saw its eclectic selection of the Stunt Factory, some socialist party and G and Ds. We were forced at one point to call the authorities to move them on and their presence seemed to be enough to avoid the thronging and consequent health and safety issues around the entrance/exit to Freshers Fair, constant vigilance must occur to prevent thronging etc. This year we kept flow the same after consultation with Exam Schools staff that revealed that this was the best arrangement. We had very few problems – if needed you may restrict entry when North and South Schools become crowded, and good stewarding ensured that everyone continued to move through Schools. The problem of the data collection, which in previous years had restricted flow somewhat, was solved with the use of stewards and the Head porter team effectively allowing reasonable free movement of the queue. Negotiating with Oxfordshire County Council about the issues concerning queuing on Merton Street may be of use but more important liaison with University Officials and the Police with regard to the consequent health and safety issues at the entrance and exit to Fair.

### **Entertainment**

We pioneered the use of extensive Entz at this years Freshers' Fair with performances of Judo by the Judo Club, Juggling and Singing by Out of the Blue during the three day Fair, in either of two performance areas. This necessitated the provision of special performance passes but is otherwise an excellent way of allowing groups to showcase their activities and also allow a more pleasant experience of Fair. We recommend the continuance of such a policy in future and its

improvement. We also had the Oxide Radio station perform for all three days at Freshers' Fair with a Radio One DJ performing one Saturday afternoon. Such entertainment seemed to have a positive response.

### **ReFreshers' Fair**

This was a success and justifies itself in terms of the numbers and positive responses we received. Although thinking that 9am was perhaps a little more than hopeful as an opening time we had a queue begin even at this early time. The day went very smoothly and after two days 'practice' seemed not to stretch the capacities of the FOs and everyone else too much, apart from the lack of sleep. We would urge that this is continued in future years and that improved publicity attracts even more students to Fair, a potential market being Graduates (although many only attend for a year this remains an untapped potential as many study for longer).

### **Other Operational Issues.**

On the Thursday we started running out of Freshers' Bags due to the popularity of the day because of the problem of students turning up on a different day from their ticket (which although not a problem is an area of improvement as stated above). We therefore arranged for the delivery of the remainder of the Freshers' Bags during Fair. Once we ran out, we arranged for a scheme of marking tickets for a later collection of the Freshers' bags the next day or the Saturday. We were however able to unload the 3500 bags from the delivery van in around eight minutes, with minimum disruption to the flow and queue and then were able to distribute the bags to Freshers' on their departure. It is recommended that arrangements be made for slightly later opening times for Exam Schools, although the Exam Schools Staff were as helpful and accommodating as ever, a further clarification would aid end-of-day clear and preparation for the next day. The clean up operation was apparently one of the quickest they have ever done, and this year we had to aid Staff to rearrange for lectures and a large Speech event the following day. Thanks go to the Sab Team and Stewards for all their hard work.

This report has not been intended as the final word by any means about the Freshers' Fair and ReFreshers' Fair but as a communication of some of the problems and successes of this year. Some problems have relatively straightforward solutions and we hope that we have intimated these, others are less easy to solve and are difficult to do since they are dependent upon the FO's being aware and responsive to some of the many challenges that will necessarily arise out of a job that involves so many different variables. Rob Vance achieved the long anticipated sponsorship of Freshers' Fair and ReFreshers' Fair with Deutsche Bank and many thanks should be extended to him for securing this. This meant that the prices could be held for Freshers Fair and that we were able to offer a successful, popular and value for money event for the students of Oxford. Many thanks to both Chris Allan and Rob Vance for all their excellent and hard work, always a joy to work with their quick wit and competence was of a great aid though the mammoth task that Fair is. Hope the rest of year as smooth as Fair!

*Further, we suggest that in the job description a note of warning that the ability to be competent with Microsoft Word, Microsoft Excel, File Maker Pro, and Quark/In Design desirable being the software most often used.*

With Huge Thanks to: Rob Vance, Chris Allan, Helen B, Alice W, Lorna S, Iain Simpson, Dan Finley, Matt Foster, Naz, for all their work to make the Fair so successful and smooth-running, All the Stewards, the Vice-Chancellor and Pro-Vice Chancellor Education, the Senior and Junior Proctors and Assessor for their interest, Maria, Gill, Sue and Barbara, Cheung and Rob, Rachel Pearson, the OUSU Sab team, Judo Club, Juggling Club, Out of the Blue, Oxide Radio, Park End

and Radio One DJ, Exam Schools Staff, and anyone else we may have neglected to mention apologies and many thanks.....

Appendix:

Tasks	Start Date	Duration	Operative	Notes
Set up Online Booking system	May/June	1 day	FO	
Advertise for Bookings	May/June	1/2 day	FO	
Letter to College Secretaries and others for tickets	May/June	1 day	FO	
Ticket time chase up	May-July	approx 2 days	FO	continuous over the period
Ticket time allocation	May/June	1 day	FO	
Cheque for stall holders collation and chase up	May/June-Sept	approx two weeks	FO	continuous over period
Write to College Secretaries - allocated times	July	1 day	FO	
Write to JCR/MCR Presidents - allocated times	July	1 day with above	FO	
Email Societies (completed applications)	August	1 day	FO	
Recruits Stewards (JCR Lists)	July-Sept	approx a	FO	
Steward Briefings/Pack	Before Oct	2 Days	FO	
Stewards emails and chase up	Summer	approx 4 days	FO	
Publicity (college letters etc)	Summer	2 Days	FO	
Design Tickets	Summer	1 Day	FO	
Design Steward Passes	Summer	4 hours	FO	
Design Stallholder Passes	Summer	4 hours	FO	
Badge holder sort out	Before Oct	1 -2 days	FO	put stewards badge bits into holders
Invitations to VIPs	Mid Sept	4 Hours	FO	write and send out etc
Map Plan - Meet Thomas, Flow	Mid Sept	4 Days	FO	ongoing over period from Sept to D-day
Steward T-Shirts	July	1 Day	FO/VPF/BM	design and order them
Mail Coll Secs - FF Info, Tickets	July	2 days	FO	distribute them by hand ideally
Fresher's Bags Stuffed	Before Oct	outsourced	VPF/BM	
OUSU Display Boards	Mid Aug	1 hour	FO/Pres.	numbers then quotes then order them
Marquee	August	4 hours	FO/VPF	find out requirements and order it
Walky-talkies	August	2 hours	FO	
Exit Checking Form	Sept	2 Hours	FO	design it, print and photocopy
Final Map Of Ex School (photocopies)	Sept	4 Hours	FO	photocopies and lots of it
Desk Labels print out	Sept	1/2 to 1 day	FO	
Final Details email to Externals and Clubs/socs	Sept	1 day	FO	chase up bounced emails etc
Press Release	Sept	1 Hour	FO	
Stewards Final Details	End Sept	2 Days	FO	
Final Checks	End Sept	2 Days	FO	of details for schools, marquee etc etc
Badge distribution	Early Oct	2 days	FO	
Exam School Setup	0th	1 Day	FO	
Electrical Inspection sort out	0th	1/2-1 day	FO	done by electrician
Stewards Meeting	0th	2 hours + 1 day prep.	FO	plus preparation
Stall Setup (Commercial + Normal)	0th	2 Days	FO	
Report and loose ends	1st	2 days	FO	chase cheques and the like

NB: Day is based on a normal office hour day from 10am-5pm

This list is by no means exhaustive

Items such as answering thousands emails etc can not really be estimated plus these are estimates some can be done quicker with help/aid by others