



efpsa

*European Federation of
Psychology Students' Associations*

ANNUAL REPORT

2012-2013

*Summary of a year of review, evaluation, development, and
creativity.*



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EFPSA in Brief

The European Federation of Psychology Students' Associations (EFPSA) was established in 1987 during the first International Congress of Psychology Students, which took place in Portugal. Since then the European Psychology Student Congresses have taken place every year. They united the EFPSA family and were the biggest student event of their kind, bringing together scientific enthusiasm and social experiences.

By 2013 EFPSA had grown to 32 member organizations. EFPSA has representatives from every Member Organisation. The Member Representatives constitute the legislative body of EFPSA who hold voting rights exercised during General Assemblies held at annual Congress and the annual Joint Executive Board & Member Representatives Meeting. EFPSA is managed by 7 people in the Board of Management, who are also in charge of structural planning and creating proposals for future development of the organisation. The Board of Management also coordinates the work of the Executive Board, which is a 20-30 people body responsible for implementing EFPSA services and activities.

What is Annual Report?

The Annual Report is written at the end of each mandate by the departing President and Vice President. It consists of the work that has been done during the mandate and the goals that have been accomplished

EFPSA services include the Journal of European Psychology Students (JEPS), the Junior Researcher Programme (JRP), the Training Office, Study Abroad and the Travel Network. EFPSA also organises public events, such as the Congress, Conference, European Summer School (ESS), Train the Trainers (TtT) Summer School and internal meetings for the Executive Board, Member Representatives and Board of Management.

Insight into the Mandate 2012/2013

by Presidential Team



Dear Psychology Students,

Dear Partners and Supporters,

Dear EFPSA Friends,

The mandate 2012-2013 has come to an end with the closure of work from previous mandates and new beginnings for the upcoming mandates. It is very important for us to acknowledge the contribution of all EFPSA volunteers, both those who were working for EFPSA in official capacities and are listed in the following list and those who were working with us because they genuinely support what we do (from their home member associations, in their status as alumnus, or as partner associations).

Throughout the mandate, the Presidential Team and rest of the Board of Management aimed to support all volunteers to come up with their own goals and reach their full potential with continuous motivational support. We did our best to achieve this and with this approach we had very fruitful results by the end of the mandate. This was also one more way to ensure that EFPSA is doing what students need EFPSA to do. Along with the evaluation of previous projects, the implementation of work prepared during our mandate and those before, we were able to keep EFPSA on its path of success.

At this point of our journey, all that is left to be said by us, is Thank You for the opportunity to work with you and for you.

People

On behalf of EFPSA, we would like to thank all our volunteers. This mandate would not have been possible without their contribution.

BOARD OF MANAGEMENT (BM)

Dalya Samur, President
Dimitrios Parperis, Vice President
Julia Ouzia, Secretary General
Peter Lewinski, Head of Finance
Chris Noone, Member Rep. Coordinator
Natalia Ciborowska, Marketing Officer
William Steel, Activities Officer



EXECUTIVE BOARD (EB)

Vedran Lesic, Immediate Past President
Ivan Flis, JEPS
Zorana Zupan, JEPS
Martin Vasilev, JEPS
Sarah Honolka, JEPS
Sina Verena Scherer, JEPS
Ezra Bottequin, JEPS
Pedro Almeida, JEPS
Yee Row Liew, JEPS
Spyridoula Chalari, Promotion Team
Nina Chrobot, Promotion Team
Kasia Ciechanowska, Promotion Team
Anna Oleszkiewicz, Promotion Team
Ines Ribeiro, Promotion Team

Ville Ritola, Member Coach
Steven Zwaenepoel, Observer Coach
Miriam Thiel, Study Abroad Coordinator
Ana Georgescu, Travel Network Team
Simon Bohak, Travel Network Team
Gizem Ceviker, EFPSA Day Coordinator
Andela Soskic, Finance Team
Maja Kurecic, Finance Team
Mitja Cernko, Finance Team
Adrian Oreskovic, Finance Team
Dmitry Poletaev, Webteam
Christophe Carlei, Webteam
Antea Britvic, EFPSA Office
Mandy van Pooij, EFPSA Office
Katarina Veselko, Training Office
Irina Buruiana, Training Office

Andreea Neascu, Training Office
Yesim Uzumcuoglu, Event
Coordinator
Alisia Muresan, Event Coordinator
Tilman Pfafflin, Event Coordinator
Irina Iancu, Event Coordinator
Desie van Toor, Event Coordinator
Maaïke Geurts, Event Coordinator
Lorenz Jager, European Summer
School

Ozlem Eylem, European Summer
School
Antoine Selim Bilgin, European
Summer School
Peter Edelsbrunner, European
Summer School
Luis Miguel Tojo, Junior Researcher
Programme
Kai Ruggeri, Junior Researcher
Programme

MEMBER ASSOCIATIONS' REPRESENTATIVES (MRS)

Raphaëla Rainer, Austria
Orxan Oruc, Azerbaijan
Katja Decremer, Belgium
Mariyan Vasev, Bulgaria
Iva Blazecki, Croatia
Kristyna Vackova, Czech Republic
Stine Kjøller Petersen, Denmark
Liis Lemsalu, Estonia
Annaleena Holopainen, Finland
Sonja Kugler, Germany
Ioanna-Nolia Lefa, Greece
Zsofia Vattay, Hungary
Owen Harney, Ireland
Rrezarta Arifi, Kosovo
Anastasija Kunavina, Latvia
Ringaile Slapsinskaite, Lithuania
Lucien Volkert, Luxembourg
Iris Wolters, Netherlands
Hilde Tellnes, Norway
Katarzyna Goderska, Poland
Joao Estanqueiro, Portugal

Bogdan Horatiu, Romania
Ana Odabasic, Serbia
Pia Smolcova, Slovakia
Masa Kafel, Slovenia
Sergi Arbos, Spain
Per Krakau, Sweden
Caroline Richter, Switzerland
Yesim Uzumcuoglu, Turkey
Rebecca Christainsen, United Kingdom

OBSERVER REPRESENTATIVES

Roxanne Bonnici, Malta



Strategic Planning

by Presidential Team 2012/13

EFPSA, as an organisation led and operated by students, always had to deal with the issues arising from frequent change of people in each post. This has never stopped us from reaching our goals. Through the years of experience, the organisation has developed a system of knowledge transfer to ensure that the experience gathered by our members stays and informs our next actions.

Taking this one step further, EFPSA has worked a lot during the last few years to set up our first Strategic Plan. It is especially important to note the effortful work of Presidential Team for the 2011/12 mandate, Vedran Lesic and Maaike Geurts. Through this Strategic Plan we aim to ensure that we stay focused and committed to our goals in a planned and measurable way. We also hope that this will allow for better evaluation of our work and informed decision-making for our future.

During this mandate we had the honour of initiating for the first time the implementation of the Strategic Plan, one to last for the next 5 years.

It is worth mentioning that this plan not only allows for an organisational way to reach our now clear and measurable goals but that it also introduces 'social impact' as a fundamental element of what we do. This plan is our first step towards organised and targeted social impact.

Alongside many of our volunteers, our Secretary General has written a job description for EFPSA's first Social Impact Officer and managed the knowledge transfer for the new position. We have high expectations for this position to be able to further EFPSA's engagement with and contribution to society. We expect this position to have a systematic impact on the entire structure of EFPSA and adapt the organisation to the new way of thinking that a long-term Strategic Plan brings.



Member Representation (MR)

NEW AND IMPROVED ROOKIE INTRODUCTION PACK

The Rookie Introduction Pack is a vital document for new MRs. It explains the history and structure of EFPSA and also how the MR team works. This new version contains fully up-to-date information in much more comprehensive detail than before.

EFPSA MEMBERSHIP PACK

The EFPSA Membership Pack is a vital document for potential observers. It is based on the Rookie Introduction Pack and likewise explains the history and structure of EFPSA. It also explains the process of becoming a member organisation of EFPSA.



INFORMATION GATHERING FROM MEMBER ORGANISATIONS

During several sessions at face-to-face meetings and in several online questionnaires, information was gathered regarding the Member Organisations (MOs). This included information about the events and services of the MOs, how MOs promote themselves, how MOs select MRs, the structure of MOs and the educational and professional information relevant to psychology in each MO's region.

SOCIAL MEETINGS

We established informal meetings which happened approximately once per month. These had a huge impact on team spirit and helped us stay connected to each other throughout the mandate.

PILOT OF SELECTION CRITERIA FOR CONGRESS SELECTION

In order to make congress participant selection more transparent and objective, it was suggested to create a method of selecting participants based on particular criteria. The MRs cooperated to design specific criteria, a more objective way of comparing participants based on specific and measurable points and a new application form to better elicit information related to the criteria. A pilot version of this was used by some MRs for Congress 2013.

Finance

*** 35.000 EURO GRANT RECEIVED! ***

Award of Youth in Action 4.1 Grant for 2013/14 ! We received a YiA 4.1 Grant - Support for bodies active at European level in the field of youth for €35'000 to cover EFPSA operational costs for years 2013/14, awarded by European Commission, EACEA, EU.



FINANCE UPDATING GRANTS DATABASE

We updated and added information to the Grants Database for the year 2012-2013 to keep an eye on the upcoming deadlines for the grants applications.

ASSEMBLING TWO DATABASES

Database of Psychology Faculties / Departments in Europe (>450 records) and Database of Psychology and related-studies in English in Europe (>1600 records). The database consists of contact details, geospatial data and degree information.

NEW PARTNERSHIP / SPONSORSHIP PORTFOLIO

We quantified the many successes of EFPSA. The Marketing Team presented them in a visual and appealing manner in our new Partnership Portfolio. In combination with database of psychology studies in Europe, it gives the new team the necessary tools to take off with contacting the potential sponsors.

APPLICATION FOR EYF GRANT A

We applied for €20,000 from European Youth Foundation, Council of Europe (CE): Grant A for EFPSA Congress in Turkey, 2013. **Decision:** declined.

We did not receive the grant but we received in-depth, feedback over the phone from the CE secretariat that was used for the internal guidelines for future grants' applications for EYF, CE.

APPLICATION FOR EYF GRANT B

We have applied for €2,000 from European Youth Foundation, Council of Europe: Grant B for "Awareness-raising campaign, to encourage psychology students of Europe towards Europe-wide cooperation through the European Federation of Psychology Students' Associations (EFPSA)".

Decision: declined.

Application for EYF Grant: International Activity for EFPSA TAT in 2014

We applied for €14,000 from European Youth Foundation, Council of Europe: International Activity Grant for Train Advanced Trainers (TAT) "Relationship Management in Training" to be held: 01 March – 09 March 2014 in Lithuania.

Decision: granted, results were announced around May/June '13.

Organisational Communication

INTERNAL COMMUNICATION

Internal Newsletter

Two high-quality internal newsletters were published that furthered volunteers' social engagement. This was particularly important in relation to keeping motivations high among the eighty volunteers over the twelve-months-long mandate.

BM Responsibility Transfer

Previously BM transition from one mandate to another was immediately effective after elections. We have improved this transition in the congress by giving a 3-day period for the official change.

In this 3-day period, the old BM continues regular responsibilities of their position. The new BM then have time to get used to their position. This change was applied to optimise Knowledge Transfer.

Virtual Communication Tools: SharePoint and Podio

We started our mandate with the hope to revive the less frequently used Sharepoint. Even though we did several creative campaigns, none of them was enough to motivate the teams. Therefore, we started to look for alternatives, such as Podio. We reached to an agreement with Podio in

PODIO

which EFPSA gets access to PODIO platform for the facilitation of its complex and extensive internal communication needs.

Congress Communication

Especially during the congress, the communication among the BM members and EBs can be a challenge. For BM members, to minimise these problems we invested in 8 walkie-

talkies. For EB members, 17 posters (one for each event, service and EFPSA Office) were created which were used on the opening day of Congress to showcase EFPSA activities and the positions.

EFPSA Hard Drive

To ensure the continuity for the future mandates, we have compiled all the documents on a Hard Drive that is personally handed to each newly elected President. This hard drive includes a wide variety of documents.



Organisational Communication (Continued)

EXTERNAL COMMUNICATION

New website

The new website not only rearranged all the information we had online but also provided a number of new tools for communicating our message better. The website also allows for easier back-end control making it possible for each team to take control of their content.

Privacy Policy

We developed a first version of EFPSA's Privacy Policy. With this, EFPSA complies with related legal requirements. This has also established a relation of trust with the people who collaborate with the organisation and sets a standard of ethics on the usage of personal information. The policy is comprehensive and covers a variety of subjects: visitors of the

website, users of our services, participants to our events, as well as our volunteers.

Events Crisis Management Guide

We have written a first Events Crisis Management Guide to support possible emergency situations that might occur during our Events. The guide is not a legal document and it functions as a basis on which the Board of Management and the Organising Committee will establish a functioning hierarchy and be better prepared to manage the unplanned problems that may potentially arise.

External News

We have added a section to our News Tab to promote the events that are organized by other organisations that

would be relevant for our website visitors.



Alumni

Task Force Alumni was established at the Congress 2012 in Denmark. Even though there have been several earlier attempts to bring the alumni together, it has never been resulted in a functional way.

Admittedly, not all of the goals of this task force were achieved; nevertheless by the end of the mandate an official alumni structure was established with an elected Alumni Board. This board is expected to regulate alumni activities and establish a long-lasting alumni network.

EVENTS

Activities

EVENT FINANCIAL PLANNING MANUAL

This document was written for Senior Coordinators and organisational committees of EFPSA events to provide them with information and support in financial planning of events, and to ensure that they work within the expectations of EFPSA's financial practices. The manual is to be used alongside the 'EFPSA annual event budget template'.

EVENT PROMOTION GUIDE

The Event Promotion Guide introduced practices and documents for use by event teams and MRs in relation to promoting EFPSA events & services, and distributing calls for participants. The aim was to make the job of promoting EFPSA events and services as effective and problem-free as possible for all involved by standardising the information teams provide to MRs.

TRAINER EVENTS

The TraC event happened for the first time. Here the EFPSA Trainers community had the chance to hold a meeting that helped members of the EFPSA Pool of Trainers, and graduates of all previous TtT cohorts, to discuss plans for the Community and generate ideas for the future.

CONFERENCE

The 1st EFPSA Conference preparations started from April 2012 for the event being planned for November 2013, in Amsterdam, the Netherlands. The event website was launched and promotional and sponsorship portfolios were published. The scientific theme –of Networking: From Neuron to Society was chosen.



Congress: Hosted between 21st and 28th April 2013 in Izmir, Turkey. Over three hundred students participated. Theme of 'Understanding Cultural Differences'. 27th edition.



Train the Trainers: Summer School Hosted 19-26 August 2012, Romania. 3rd edition.



European Summer School: Hosted 14-21 July 2012, in Vila Nova de Foz Côa, Portugal. The ESS brought together 40 students from twenty-six European nations, 40 students. 7th Edition.



JRP Conference: Hosted 15-17th August 2012, University of Cambridge, England, UK. All six research groups presented the outcomes of their research.



EB/MR Meeting: Hosted 20th to 27th October 2012, Basel & Mariastein

Services

STUDY ABROAD

Study Abroad Office followed a process of information gathering that successfully provided us with basic information from all Member Organisations. This information was published on the website, in an interactive manner, which allows psychology students to find information about studying in Europe.

JEPS - APA/EBSCO HOSTING.

The Editorial Team published the JEPS Infopack & Promotional Guide. This document provides insight and concise explanations for what activities JEPS engages in. It has been written specifically for MRs, and is complemented with potential promotional strategies to be implemented. It also contains useful statistics on the effectiveness of promotion undertaken previously. The JEPS Bulletin regularly posted edited blog posts twice per month. Moreover, JEPS entered into a formal partnership with EBSCO Publishing.

TRAVEL NETWORK

A Travel Network Newsletter was published - "The Traveller's Guide Through Psychology" in Winter 2012. The platform of the Travel Network has been maintained to provide opportunities of finding accommodation with a psychology student when travelling in Europe. In addition the Travel Network has maintained a Facebook group with a similar objective as its own platform. The use of the Network's platform by students looking for accommodation continued with the Network's Facebook group being crucial to this.

TRAINING OFFICE

The Training Office provided a comprehensive guide to training in EFPSA which included details of the Training Office's functions and role in EFPSA, the structure of the Trainers Pool, and descriptions of events related to the Training Office (e.g. TaT / TtT). The second half of the document shows how to manage detailed knowledge transfer. The same March 2013 document also saw the beginnings of updating the Training Office and TtT CVI with EPFSA logos and images. The official Trainers green colour scheme was voted upon and introduced.

External Relations

ESTABLISHED A GOOD WORKING RELATIONSHIP WITH IFISO

Our external relations officer has been heavily involved in the activities of the Informal Forum of International Student Organization (IFISO) over the past year ensuring the development of our external relations portfolio as well as opportunities for knowledge transfer among students NGOs.

STANDARDISATION OF EFPSA REPRESENTATIVES IN EFPA SCHEME



Our Secretary General has worked on developing a standardised process of

how EFPSA intends to support their representatives in EFPA's Boards, Standing Committees and Task Forces. This is essential in order to ensure a good working relationship with EFPA as well as an adequate care of our external volunteers.

HEAD OF FINANCE IN EFPA TF "RESOURCES"

The Head of Finance was a part of the European Federation of Psychologists' Associations Task Force "Resources,"

creating the following report: "P. Sardi, R. Mallows, O. Tunold & P. Lewinski (2013). *Report 2011-2013 of the EFPA Task Force: Resources*. The direct output of this Task Force is a proposal to create EFPA Task Force "EU calls" to be voted upon in EFPA Congress in Sweden, 2013.

Training and information day: EACEA, European Commission, Brussels, September 2012

We managed to have a Finance Team member present the Training and information day on the "2013 Call for proposals 4.1 (Support for bodies active at European level in the field of youth)"- it helped us to prepare the grant-winning YiA 4.1 application in November 2012.

RIGHT TO RESEARCH COALITION

The Member Representatives Coordinator and the Editor-in-Chief of JEPS attended the Right to Research Coalition General Assembly in Budapest in July 2012. The Right to Research Coalition promote an open scholarly publishing system based on the belief that no student should be denied access to the articles they need because their institution cannot afford the often high cost of access.

Marketing

ACTIVE USE OF SOCIAL MEDIA TOOLS

Social media tools of EFPSA were creatively used to increase the visibility of EFPSA as an organisation. Such as, on Facebook, the Board of Management members were introduced one by one to increase the familiarity with the people behind the organisation.

NEW PROMOTION MATERIALS

To enhance the marketing of EFPSA, new promotion materials were introduced and offered to Member Organisations and other interested people to purchase. These materials varied from posters to stickers and badges.

PROMOTION PACK

A promotion pack is prepared and placed in the lower end of the website. With one click, anyone who is interested in EFPSA can download all available promotion materials from our website.

CVI UPDATE

CVI Update has been a main concern for the organisation. Even though, in this mandate there have been some attempts to change it, the official update left for the next mandates. The analysis of what needs to be changed has been given to the upcoming mandate as a part of the Knowledge Transfer.



EFPSA DAY 2012

EFPSA Day was successfully held. The basic idea of the EFPSA Day is to spread the word about EFPSA and get as many Psychology students from all over Europe as possible familiar with EFPSA.

Financial Report*

The financial report is corrected in the following mandate (2013 - 2014). The report listed below is the updated version.

Profit and loss account EFPSA Mandate 2012/13 (Period: 09. March 2012- 07 March 2013)				
	Budget 2012	Account 2013	Budget 2012	Account 2013
Services	0.00	0.00		
Contributions to meetings and congresses	1,400.00	3,273.00		
EB&MR Travel support	0.00	0.00		
BM Travel support	1,250.00	1,550.00		
p-Team travel support	1,250.00	1,375.00		
EFPSA general promotion	360.00	182.00		
Administrative expenses	695.00	139.65		
Account management costs	0.00	30.52		
Training material	0.00	201.23		
Obligations	0.00	0.00		
Other expenses	0.00	0.00		
TOTAL EXPENSE	4,955.00	6,751.40		
Membership fees 2012/13 + late 2011/2012			3,672.00	3,769.95
EFPA support			1,240.00	1,240.00
Friends of EFPSA			400.00	0.00
Account yearly credit income			0.00	0.00
Sponsors			1,000.00	2,590.00
Foundations			0.00	0.00
Alumni Group			0.00	0.00
Other income			0.00	553.15
TOTAL INCOME			6,312.00	8,153.10
Difference		1401.7		
Balance 08. March 2013				
Total Funds (bank + cash)		4,562.63		
Debtors		2,541.97		
Total Assets		7,104.60		
Liabilities (Creditors)				50.00
Net Assets				7,054.60
Total Liabilities + Net Assets				7,104.60

Thanks to sponsors

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EFPSA CURRENT
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secretary @ efpsa .org

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