

Guidelines for ECSA working groups

Introduction

These guidelines provide practical support for ECSA working groups. They were initiated by the ECSA working group on empowerment, inclusiveness & equity (EIE WG). They are a living document, which will be modified by all working groups and ECSA headquarters. We look forward to your contributions!

How to start a new working group

1. Check if you are an ECSA member. All working group chairs should hold an ECSA membership; participants of a working group can be non-members.
2. Get people involved, for example through ECSA-all internal [mailing list](#).
3. Present your ideas for a working group at the ECSA general assembly, at which ECSA members will vote on whether to approve its formation.
4. Create a page on ECSA website that contains: the working group name; a short description, with the group's aims and background; the names of the chairs and working group members; an activity plan; and details of how interested people can get involved.

ECSA headquarters can support you with these steps. For all questions, please contact ecs-admin@mf.n.berlin

Basic principles

- You are invited (and expected) to attend a steering committee meeting, organized by ECSA headquarters every two months.
- At each ECSA general assembly, you will be asked to present past activities to the ECSA members, and future plans for your working group to approve for the coming year.
- You will be asked to set up a working group meeting at the yearly ECSA general assembly; facilities will be provided by ECSA.
- At the beginning of each year, you will be asked to provide a one-page summary of your activities for the ECSA annual report.

These are the minimum expectations for working groups. You are welcome to adapt and add to them, depending on what works for you and your members.

Structure

- Create a [mailing list](#) for all working group members; ECSA headquarters can help with this.

- Create an access point for documentation, e.g. a folder on Google Drive.
- Maintain a living document on your project's description, and an activity plan (see, as an example, [this document](#)).
- Hold regular online meetings and keep minutes which are understandable to people outside of your working group (see, as an example, [this document](#)).
- Write a code of conduct (this is an example from [Mozilla Open Leaders](#)).
- License the documents you are creating (e.g. CC BY 4.0 by ECSA Working Group [...]); this link has more [on licensing](#).

Engagement

- Hold **working group meetings** in cooperation with ECSA projects and other working groups, and make them accessible for **remote attendance**. ECSA headquarters has a conference call system available for this..
- **Share news** on your work, and issue calls for contributions, through the ECSA-all mailing list (ecsa-all@listserv.dfn.de); contact ecsa-admin@mfn.berlin to contribute to the bimonthly ECSA newsletter.
- Encourage working groups members to **form subgroups** and **create sub-projects** that they lead themselves (the EIE WG calls these [cooperation projects](#)).
- Think about how **contributors can evolve** to fulfil different roles, for example learning more about the topic, contributing to a collection of guidelines, becoming a co-host of monthly online meetings; Mozilla calls this [contributor pathways](#).
- **Acknowledge contributions** by working groups members and partners in suitable ways (e.g. a continuously updated list of members and partners on the ECSA website page).
- **Share your experiences** with other working group chairs by contributing to this document, writing a post for the [ECSA steering committee](#) on Basecamp, or presenting at a steering committee meeting.
- Think about and consult your members on how to make your **online calls even more interesting to attend**. For example, the EIE WG introduced short input talks by practitioners and researchers in the topic area they are concerned with; they have a round of shared introductions each time; and switch on cameras during online meetings.
- Specify multiple **channels for feedback** and inputs by working group members. For example, the EIE WG has a feedback section at the end of the minutes each time; and members are encouraged to email the chairs; contribute in documents and to the website page; and after online meetings, people are invited to stay on to share their feedback verbally.

How to contribute to this document

This is a living document to support ECSA working groups. Please add any experience you want to share here. It is our aim to keep this collection readable, so please keep suggestions short (e.g. similar to the bullet points above) and share links to more substantial descriptions or examples. Please include your name next to the point(s) you contribute, so people can contact you for more information.

Resources

- Introduction to Working Open by Mozilla
<https://openmatt.org/2011/04/06/how-to-work-open/>
- Mozilla Open Leadership framework – starter on explaining concept, has templates, references <https://mozilla.github.io/open-leadership-framework/framework/>
- Open Leadership Training Series – access to some basic instruction material that can get you a long way <https://mozilla.github.io/open-leadership-training-series/>
- Open Leadership 101 – free online introductory course
<https://mozilla.teachable.com/p/open-leadership-101>
- Mozilla Open Leaders programme – mentoring
<https://foundation.mozilla.org/de/opportunity/mozilla-open-leaders/>
- Case study by Claudia Göbel to initiate this line of work at ECSA: Inclusiveness & Equity in Citizen Science - Building a community of practice at the European Citizen Science Association
https://docs.google.com/document/d/1OV1SyaPhUwue7NAEBIrPxFHRxQVsxpZHjo_sG8iLHUc/edit?usp=sharing
- The material in this guideline is adapted from the [Mozilla Open Leadership Series](#).

Any questions or feedback?

Contact ECSA at: ecsa-admin@mf.n.berlin