



SCIENCE FOR ALL

WAYS OF WORKING

Ways of Working

This document outlines how people involved with ‘Science for All’ will work together in 2020. It recognises many people are volunteering their time and aims to balance efficiency with achieving great things. **This document has been approved by the Science for All Steering Committee and is regularly reviewed at least once a year.**

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Our Values - summary

'Science for All' is founded on core values – these are:

1. We are not-for-profit – our motivation is not profit but working for all life on earth
2. We value the freedom to ask any question, using the scientific method wherever possible
3. We support the principles of democracy, the 'rule of law' and evidence-informed policy wherever we can
4. We are transparent and accountable
5. We include as many people as we can as best we can in every aspect of our work
6. We know that science means knowledge, and knowledge takes many forms

For a more detailed version, see section ['Our Values'](#).

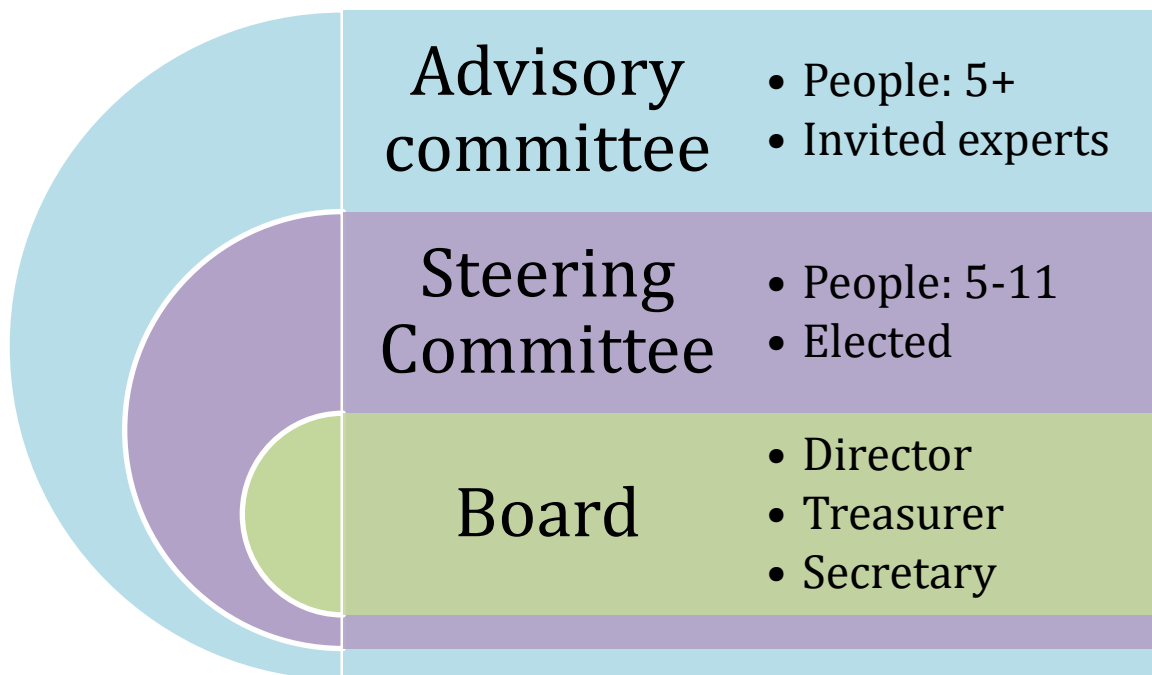
What are we doing?

'Science for All' is a not-for-profit organisation that supports everyone in the world to get involved in shaping the future of human knowledge.

Here is a [one page summary of who we are and what we are doing](#). See the section 'Planning' for more information.

Overview: Who are we?

This diagram is an overview of the different people involved and the groups they are in. The table summarises the accountabilities of those groups. 'Science for All' aspires to be a 'horizontal organisation' – sharing as much power as possible through organisational democracy. This structure is expected to evolve over time.



Tasks of each group

| Group | Tasks | Status |
|---|---|---|
| Director | <ul style="list-style-type: none"> Co-ordinate all tasks Oversee projects Ensure accountabilities are met and ways of working are appropriate and reviewed regularly. Managing partnerships, strategy and long-term planning. | Board members, legally required, volunteers |
| Treasurer | <ul style="list-style-type: none"> Managing funding, spending and reporting (Treasurer) | |
| Secretary | <ul style="list-style-type: none"> Overseeing work of Director and Treasurer | |
| Steering committee Number: 5-11 Decision quorum: 3 | <ul style="list-style-type: none"> Work to support and guide the agreed actions of the organisation Assigned formal tasks with accountabilities to time and outputs See 'Terms of reference' for more information | Volunteers |
| Advisory Committee Number: 5-11 | <ul style="list-style-type: none"> Work to advise the Steering Committee and Board Provide independent advice to inform Steering Committee decisions | Volunteers |

The Board

The 'Science for All' Board is a legal Board, consisting of the Director, Treasurer and Secretary. It is the only structure in this document legally required for the organisation. The quorum for a decision is two votes. The Board is responsible for ensuring that the Steering Committee and Advisory Committee act within the 'Values' of Science for All. Legal company structure details are laid out in our formal constitution document [here](#).

| Member name | Details |
|----------------|--|
| Jack Nunn | Email: Jack.Nunn@ScienceForAll.World Twitter: @JackNunn |
| Emma Claire | Title: Treasurer Email: Treasurer@ScienceForAll.World |
| Alicia Merrick | Title: Secretary Email: admin@@ScienceForAll.World |

Steering Committee – Terms of Reference

The ‘Steering Committee’ exists to formally oversee the Board, scrutinise decisions and guide the organisation. The Director, Treasurer and Secretary part of the committee. The group exists to work to support the agreed actions of the organisation ‘Science for All’ and ensure it is acting within the ‘Values’ of the ‘Science for All’. If any members leave, a nomination and election process will take place, overseen by the Board. Any changes to this terms of reference must be approved by the Board.

Membership of Steering Committee

Membership is as following – in addition to the Board members listed above.

| Member name |
|--------------------|
| Thijs Vlijmen |
| Alicia Dimovski |
| Michael Johannesen |

Advisory Committee – Terms of Reference

The Advisory Committee works to advise the Steering Committee and Board in areas where members can provide independent expert advice to inform decisions. There is no upward limit on members, with membership encouraged from diverse disciplines including health, environment, education and international development. There is no minimum requirement for membership, other than receiving occasional email updates or invitations to provide advice. Membership of this committee does not exclude individuals from any other committees or working groups, although discussions in this committee may be flagged as private or confidential, according to our ‘Values’ statement. Members may chose to be listed in the public domain as members of their committee, or opt to be privately listed. Membership is by invitation from the Board, with members suggested by anyone.

Organisational Communication

Communication is central to every aspect of any organisation. This section summarises a number of ways that Science for All communicates, with each group required to refine and co-create their own communication practices:

- **Loomio:** The main forum **for discussion and decision making** is the Science for All hosted version of Loomio.
- **Shared documents:** When appropriate, these will be used for co-writing/ editing and commenting. All documents are hosted on our Google Suite account.
- **Chat** - Informal conversations take place on private ‘Whatsapp’ groups
- **Trello** – this free platform can be used **for project planning and task management** and members will need to join specific ‘boards’ (even the people who make Loomio use Trello)
- **Personal email:** This can be used if people need some privacy to discuss matters. To encourage transparency and openness, ideally any private email would be around personal issues (for example, a reason someone can’t commit time), rather than starting side discussions about issues in Loomio.
- **Video calls** – these will be organised when possible to include face to face communication and discussion into our communication practice.

This way of working will be reviewed regularly by the committee (at least every 6 months).

According to our Values, 'Science for All' seeks to balance transparency and accountability with privacy. In addition, we recognise that some discussions are more effective and honest if they are 'closed', and facilitated within a trusted platform. Accordingly, communication within the Steering Group and Advisory Group is private between members and is only reviewed by the Board. Formal decisions made (by vote) in each group will be shared in an annual report for transparency, with names not attributed and discussion remaining confidential unless agreed by individual members. All information is available under our self-managed 'Freedom of Information and Transparency Policy' which we have in order to remain accountable.

Rhythm of commitment

For the organisation to function, we require:

- **Each Steering Committee member to spend at least 30 minutes a week** reading discussions, commenting or voting
- **Voice/video meetings will be scheduled when required**, no more than once a month – minimum recommended at least every 8 weeks. 1 week's notice will be given where possible.

Other groups

| | | |
|----------------------------------|---|--|
| Volunteer co-ordinator | <ul style="list-style-type: none"> ● Accountable to the Steering committee, the Volunteer Co-ordinator will manage the process of recruiting, selecting and managing volunteers. ● Tasks will be assigned by the Volunteer Co-ordinator, with oversight by the Steering committee. ● Paid time will be pre-approved with the Steering committee | Time paid as specialist |
| Event facilitators | <ul style="list-style-type: none"> ● Responsible for facilitating events, according to the training provided by 'Science for All' (Note: organisation of events is a separate task to 'facilitating' and these tasks are paid at a 'generalist' rate) | Time paid as a specialist |
| Volunteers and placements | <ul style="list-style-type: none"> ● Formally invited to be volunteers and interns, with an agreed process for advertising, selecting and signing agreements ● All volunteers and interns will be for time-limited periods, with a minimum of a one year review ● Volunteers and interns will be supported and managed by the volunteer co-ordinator | Formal volunteers with signed agreements |
| Working groups | <p>These will be established when required for specific tasks or projects and will be overseen by the Steering Committee. Working group membership will be by invitation of the Steering Group and some discussions may not be public domain (when appropriate). Working groups include:</p> <ul style="list-style-type: none"> ● 'Project working group' which decides how Science for All will support proposed projects ● 'Funding working group' which plans funding for projects and activities. ● 'IT and data management group' (see section 'IT and data management') ● Evaluation and impact working group – collecting and analysing evaluation and impact data | Mixture of volunteers and paid specialists |
| Members | <ul style="list-style-type: none"> ● Responsible for holding Steering Committee accountable to agreed actions | Informal at present, unless we |

| | | |
|-----------------------------------|--|--|
| | <ul style="list-style-type: none"> • May be assigned informal tasks, but are not formal volunteers | form an organisation requiring 'membership'. |
| Contributors | <ul style="list-style-type: none"> • Volunteer time to share ideas, contribute and improve the work of 'Science for All' – this includes people on the 'Campfires and Science' Facebook groups and Loomio discussions | Volunteers with no fixed time commitment. |
| Supporters and subscribers | <ul style="list-style-type: none"> • Anyone who is interested in our work, has donated, is subscribed to our newsletter or interacts on social media. | |

Organisational support contacts

| Type of support | Contact |
|------------------------------|--|
| IT and technical support | Jason.Hamilton@scienceforall.world |
| Admin including remuneration | admin@scienceforall.world |

Volunteers and student placements

This is a summary of the ways we work with our volunteers and placements.

| | What 'Science for All' will offer | What will be expected |
|---|---|---|
| <p>Volunteers –will be given specific tasks, with the position reviewed at least annually. A volunteer will be required to commit at least 10 hours (for example 1 hour a week for 3 months) and will be supported in a number of ways.</p> | <ul style="list-style-type: none"> ● A transparent recruitment process, with everyone welcome to apply ● A formal signed agreement, stating relevant boundaries, expectations and support ● Relevant training ● Where possible, we will endeavour to support with aligning your tasks with your long-term career goals ● Paid expenses – when pre-approved ● Offered opportunities to be paid for specific tasks when possible (agreed in advance with the Steering committee) ● A written reference on request from the Director, Jack Nunn | <ul style="list-style-type: none"> ● Fulfil the tasks assigned to the best of their abilities. ● Share ideas, dreams, passions and enthusiasm ● Act within the boundaries described in the volunteer agreement |
| <p>Placements – will be given specific projects to manage or more complex areas of work to oversee, supported by volunteers. The position will be time-limited. A placement will be expected to commit a minimum of 30 hours (for example 3 hours a week for 3 months) and will be given a minimum of 1 hour of one to one time with their Supervisor a month.</p> | | |

Support for volunteers and student placements

Volunteers

| Support area | Accountable for the following |
|------------------------------|--|
| Key contact | <ul style="list-style-type: none"> ● Support with navigating organisational documents, governance and structures (using the 'Ways of working' document) ● Assigning tasks (within agreed task areas) ● Referring student placement to other appropriate support (buddy/general support) |
| General and personal support | <p>A person who can help with:</p> <ul style="list-style-type: none"> ● Offering Emotional and other kinds of support that are not 'practical' ● Supporting with any conflict resolution, should it arise. Read this for more information. |
| Buddy | Each student placement will be assigned a 'buddy' - this is another student placement they can seek informal support from |

Student placements

| Support area | Accountable for the following |
|------------------------------|--|
| Formal supervision (Jack) | <ul style="list-style-type: none"> • Ensuring effective support is in place • Monthly one to one contact hours (if needed) • Ensuring that the student placement understands the task areas and the 'big picture' • Writing final report and references (if asked) |
| Key contact | <ul style="list-style-type: none"> • Support with navigating organisational documents, governance and structures (using the 'Ways of working' document) • Assigning tasks (within agreed task areas) • Referring student placement to other appropriate support (buddy/general support) |
| General and personal support | <p>A person who can help with:</p> <ul style="list-style-type: none"> • Offering emotional and other kinds of support that are not 'practical' • Supporting with any conflict resolution, should it arise. Read this for more information. |
| Buddy | Each student placement will be assigned a 'buddy' - this is another student placement they can seek informal support from |

Suggested communication practice

In addition to agreed one-to-one time for student placements, the following communication practice is recommended.

| Placement | General question | Technical question or idea | General support |
|-----------------------|---|---|---|
| Wild DNA | <ol style="list-style-type: none"> 1. Buddy 2. Key Contact 3. If neither sure, share on Loomio/whatsapp/Slack | <ol style="list-style-type: none"> 1. Key Contact 2. Saloni to elevate to Andrew, or share on Loomio/whatsapp/Slack | <ol style="list-style-type: none"> 1. Buddy 2. General support contact 3. If not resolved, Jack (Director) |
| Communications | <ol style="list-style-type: none"> 4. Buddy 5. Key Contact 6. If neither sure, contact Jack 7. If Jack agrees, share on Loomio/whatsapp/Slack | <ol style="list-style-type: none"> 1. Key Contact 2. If Key contact agrees, contact Jack 3. If Jack agrees, share on Loomio/Whatsapp/Slack | |

Volunteer and Interns Co-ordinator

Volunteers and interns will be managed by the 'Volunteer and Interns Co-ordinator'. There will be a limited payroll budget for the co-ordinator at the 'specialist rate', which has been approved by the the Steering Committee and is regularly reviewed.

It is estimated that each volunteer and intern will require a 180 minutes of management per week minimum.

Volunteer application process

All applications to become a volunteer or intern should be made via the application form (questions below).

The process for accepting volunteers and interns will be managed by the Steering Committee and will respect the privacy of applicants by not sharing any personal information beyond this committee.

All applicants will be contacted to let them know the outcome of the application.

Volunteer application process – questions for online form

1. Name
2. Email
3. Phone number
4. Why are you interested in volunteering for 'Science for All'?
5. What kind of tasks would you like to be involved in? (list options, including 'other')
6. Do you have any specific skills or knowledge that you think would be helpful?
7. Do you have any skills or knowledge you would like to develop, or any specific experience you would like to gain?
8. On average, how many hours a week can you commit to volunteering your time?
9. Do you envisage your time commitment to 'Science for All' to be ongoing, or to finish by a certain date?
10. Would you like to apply to be a volunteer or an intern? Over a 3 month period, volunteers are expected to commit at least 10 hours, with interns expected to commit at least 30 hours.
11. If there are opportunities for paid work, would you be interested in being offered remuneration for your time?
12. Please attach a CV
13. Please attach a copy of photo ID (for example driver's license, passport or student ID)
14. Please provide us with the contact details of someone who you are happy for us to contact as a reference
15. If you have a 'Working with Children Check' please attach this (if you do not have one, don't worry – this will not count against your selection – we are asking so we have a record of who has one)
16. Is there any other information you would like to share?

Volunteer agreement

The purpose of this agreement is to articulate how 'Science for All' will work with volunteers. Where possible it is written in plain English. The document 'Ways of working' describes how 'Science for All' is governed and contains additional information relevant to this agreement, including our values. Please ensure you have read these before signing the document.

Date:

Parties

(a) Science for All, 8 La Trobe St., Melbourne VIC, Victoria, 3000

(b) [insert volunteer name], [insert address],

General

The volunteer agrees to provide services as a volunteer to Science for All on the terms and conditions set out in this agreement. This letter outlines the terms of agreement between 'Science for All' and the named volunteer.

This agreement covers ongoing volunteering activity taking place from [insert date]. Volunteering activity includes, but is not limited to:

Supporting 'Science for All' projects, collecting and analysing data, educating the public and other relevant tasks.

Safety and Supervision

We confirm that prior to your employees commencing the activities we will:

1. Advise you of any risks, and of the safety procedures, relevant to the activities; and
2. Conduct appropriate information session and training for volunteers; and
3. Take all reasonably practicable steps to ensure that the workplace is safe and without risks to health and safety.

We will also supervise, manage and co-ordinate the activities and provide a safe working environment for volunteers.

When appropriate, we will request that individuals have a 'Working with Children' check.

Insurance

The Royal Society of Victoria have agreed to indemnify 'Science for All' organisation if any volunteers are injured while engaging in the activities (subject to rights to recover damages to the extent of our liability at common law or in statute, for example, where the injury has been caused or contributed to by negligence or breach of statute of our organisation or our employees, contractors or volunteers)

We confirm that our organisation has in place insurance that covers injury to or by volunteers, and public liability insurance.

Communication

Contact persons for the Agreement shall be Jack Nunn, Director of 'Science for All'. Communication will be by email, phone or Loomio – as per the 'Ways of working' document.

Engagement

- (a) Science for All and the named volunteer agree that the engagement is a volunteer one only. This is not an employment relationship at any time for any purpose. Any payment for work will be agreed separately to this agreement.
- (b) The volunteer will receive no payment for performing any work during the engagement and will not for any purpose become an employee of 'Science for All' as a result.
- (c) The volunteer acknowledges that as a result, the volunteer is not entitled to any of the payments or benefits that 'Science for All' provides to its employees.
- (d) The volunteer will perform volunteering engagements no more than [insert hours] from [insert dates]

Volunteer obligations and acknowledgements

The volunteer agrees and acknowledges the volunteer's obligation to:

- (a) work within the rules, policies and facilities of Science for All;
- (b) accept and abide by all reasonable and lawful directions given by managers regarding role description and customer service whilst a volunteer at Science for All;
- (c) refrain from any conduct that would adversely reflect on Science for All;
- (d) not engage in any activity which is incompatible with the aims, objectives and values of Science for All;
- (e) comply with any and all legislation, codes or guidelines, in whatever form, that are applicable to the volunteer; and
- (f) report actual or risk of any threat, injury, accident or property damage or the volunteer witnesses or is aware of immediately.

The volunteer acknowledges that:

- (a) except where limited by law, Science for All reserves the right to conduct background checks on the volunteer as necessary to ensure suitability for the role, and the Volunteer consents to these checks being

Definitions

'Science for All' shares all work openly and in the public domain. According to our values, we are sometimes obligated to maintain confidentiality in some contexts. Please note this section is not written using plain English – if you do not understand it and wish for further clarification, please contact info@scienceforall.world.

Confidential information includes:

- (a) all information acquired or developed by the volunteer in the course of his/her engagement;
- (b) all the information designated as confidential by 'Science for All' or otherwise imparted in circumstances of confidence by 'Science for All' to the volunteer ;
and

- (c) trade secrets and any other material or information classifiable in law or equity as confidential information;

but does not include

- (a) any information that was lawfully known to or in the Volunteer 's possession or control without restriction prior to the Volunteer 's engagement; or
- (b) any information that is in the public domain, other than as a result of a breach of this agreement or other obligation of confidence.

Intellectual Property means all present and future right, title and interest in and to inventions, know-how, patents, registered and unregistered trade marks, service marks, registered and unregistered designs, copyrights, circuit layouts, domain names, internet addresses, computer programs, confidential information, trade secrets, trade or business names and brand names. Intellectual Property Rights are the rights to the Intellectual Property.

Interpretation of definitions:

In this agreement, unless the context otherwise requires:

- (a) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under, that legislation or legislative provision;
- (b) the singular includes the plural and vice versa;
- (c) a reference to an individual or person includes a corporation, partnership, joint venture, association, authority, trust, state or government and vice versa;
- (d) a reference to any gender includes all genders;
- (e) a reference to a clause is to a clause of this agreement;
- (f) where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning; and
- (g) where an expression is defined anywhere in this agreement, it has the same meaning throughout.

Volunteer declarations

The named volunteer declares that he/she is legally entitled to be a volunteer.

Confidentiality

Unless the Volunteer has previous written consent from Science for All, the Volunteer:

- (a) must at all times during the Internship and thereafter keep confidential all Confidential Information;
- (b) must at all times store all Confidential Information safely and securely;
- (c) must not discuss sensitive information with members of the public, other volunteers, staff members or other companies;
- (d) must not use information gained in the course of the Internship to cause harm or detriment to Science for All, any person or body;
- (e) shall not remove the confidential information from the premises of Science for All; and

(f) must immediately notify Science for All in writing of any actual, threatened or suspected unauthorised disclosure of any Confidential Information.

Termination

This Volunteer Agreement can be terminated immediately by the Volunteer or Science for All on the giving of written notice

Indemnity

The volunteer hereby indemnifies and unconditionally releases Science for All and its officers, employees and agents from any loss suffered as a result of a breach of this agreement or for any disclosure of the Confidential Information by a person provided with the Confidential Information by the Volunteer.

Jurisdiction

This agreement is governed by the laws of Australia.

Signatures

This agreement is signed on the [insert date]:

Please note, it is now 2019 and most people do not need to print and sign documents. For the purposes of 'signing' 'Science for All' gives consent for people to include an electronic signature, electronic image of a signature, or attach the document to an email saying 'Please take this email to be the signature of [insert name]' in order to fulfil the requirement for a signature. You may also sign this form using an online form.

Yours sincerely

Jack Nunn, Director of 'Science for All'

Volunteer tasks

Tasks that need completing will be shared on the Loomio discussion [‘Task Sharing’](#). Volunteers will indicate if they would like to complete a task and respond accordingly (in some cases this can be multiple people). Please note - all tasks are voluntary and not paid, unless explicitly stated.

Reimbursement and Remuneration

‘Science for All’ has values which state ‘We include everyone we can as best we can in every aspect of our work’. In order to include people and not exclude them, we need to make sure people’s time is valued and that they can afford to be involved. While we have limited resources, we will ensure they are spent appropriately and transparently on making sure that we can include as many people as we can.

Remuneration – logging time and paying people

‘Science for All’ aspires to be a horizontal organisation and to value everyone’s time equally. However, as we are still establishing our organisation and are operating on limited funding, we are dividing our remuneration rates into ‘specialist’ and ‘generalist’ in order to value the time of specialists, at a rate that is fair – while still paying ‘generalists’ at a rate which is as high as possible and above the ‘living wage’ hourly rate. Both ‘specialists’ and ‘generalists’ will have a ‘working agreement’ document approved before any work begins.

It may be necessary to employ external specialists and organisations for specific tasks (such as web design). Any decision to do this is discussed and approved by the Steering Committee prior to appointment. Where appropriate, ‘Science for All’ may initiate a tendering process.

| Category | Description | Documentation | Hourly rate |
|---------------------|---|----------------------------|-----------------------------------|
| Specialist | Typical tasks include facilitating events and managing volunteers. | Approved working agreement | \$100 |
| Generalist | Typical tasks include organising events (emailing and calling people to finalise details) and other kinds of administration. | | \$50 |
| External specialist | Typical tasks which external specialists will be paid for include web design, creating specialist media and other tasks that ‘Science for All’s specialists cannot complete | Approved quotation | Rate agreed by Steering Committee |

Logging hours and tasks

Everyone is required to log their hours in the shared spreadsheet [‘Science for All - Shared Work Log’](#) (please note this can be viewed and edited by all ‘Science for All’ staff and volunteers – but it is not public).

This shared document is the centralised place for everyone to log their hours (paid and unpaid). All paid work must be approved in writing in advance (usually via email or Loomio). This document will be used to check invoices. It is everyone's responsibility to keep their own tab up to date. Copying and pasting from this document can be used to generate invoices and help everyone keep track of outstanding payments.

Logging unpaid (volunteer) hours will also help future reporting and will mean that everyone’s hours can be viewed by everyone else in the spirit of transparency.

Reimbursement

Volunteers and those with an approved working agreement with ‘Science for All’ may wish to request reimbursement for expenses such as materials and travel. Any reimbursement **must be agreed in advance of purchase** or travel date and will only be approved afterwards at the discretion of the Treasurer (for example, an emergency purchase of marshmallows).

The process is as follows:

1. Request a reimbursement in advance using [this Loomio forum](#) (you'll need to create an account)
2. Once approved, [use the expenses claim form](#) to claim an expense
3. Once this has been processed, 'Science for All' will transfer the funds

This process will be reviewed regularly to ensure it is efficient.

Car mileage will be paid at a rate recommended by the [ATO](#) and reviewed annually.

Committee Reimbursement and Remuneration

At present, members of the Board, Steering Committee and Advisory Board are volunteering their time and will follow the same process as other volunteers and interns when submitting expenses and for remuneration – see section '[Reimbursement and Remuneration](#)'.

However, the Steering Committee will have the additional tasks of:

- Overseeing expenses claims submitted [via an online form](#) (responses are shared privately only with the Steering Committee). The Treasurer and Director will approve all claims or consult with the committee if appropriate
- Approving when to pay people to complete tasks and at which rate. For example 'Person A will be paid X number of hours at admin rate upon completions of specific tasks by a specific date'

Final decisions will be made by the Treasurer if the vote is split.

Note: Members of the Steering Committee may claim expenses and also work for the organisation, but this work will be pre-approved and in the capacity of an external contractor (who will invoice 'Science for All'), not as an employee and not in the voluntary capacity of the a committee member. If members of the Steering Committee are paid for their time, this will be transparent and publicly reported.

Evaluating and Reporting

'Science for All' has the core value of 'supporting transparent decision making, reporting and evaluation' – which includes using those tools on ourselves.

We will:

- Attempt to measure the impact of all of our activities
- Report on grants and other funding sources, donations or 'in-kind' assistance
- Create an annual report shared in the public domain, summarising our activities, spending and any impacts
- Publish all data and any peer-reviewed papers as Open Access and, where possible, under a Creative Commons licence

Where possible we will use Standardised Data on Initiatives – STARDIT to report our projects.

IT and data management

The information technology and data of 'Science for All is managed by the 'IT and data management group', which is a small group of people who have access to all 'Science for All' data and have signed formal agreements to support IT and data management, and to agree to act within relevant data protection laws and within our values. Membership includes the Board and Jason Hamilton.

The tasks of the group include:

- Ongoing monitoring and response to IT and data management issues causing interruption to service

- Regular secure back up of data
- Ongoing maintenance, including updating certificates
- Advice on setting up new services

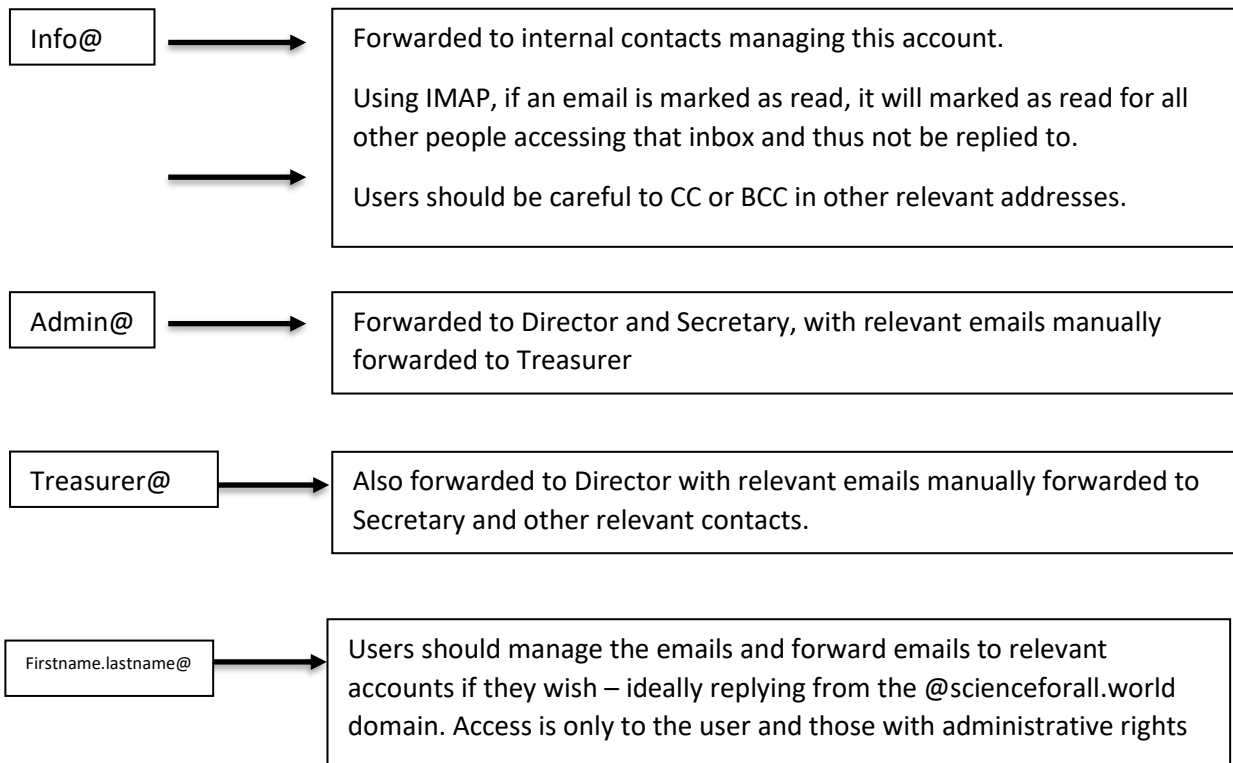
Information and technology management is overseen by the Director. An agreement of support has been made with Jason Hamilton for him to be the IT Support person, paid to be 'on call' regarding ongoing monitoring and response to issues causing interruption to service or the applications.

Google suite

'Science for All' has transitioned to using Google Suite to manage the organisation. The Director and IT Support will have administrative access over all other accounts.

Emails

Emails will be managed using Google servers, with accounts set up for each individual and auto-forwarding as follows:



Signatures

Here is a suggested email signature –

Title, *Science for All*

Visit: ScienceForAll.World

Facebook: [Science for All](#) and [Campfires and Science](#)

Twitter: [@yourhandle](#), [@scifall](#) [@campfirescience](#)

Instagram: [@scienceforall.world](#) [@Campfiresandscience](#)

Email: your.email@scienceforall.world

Loomio

We use the open-source software Loomio, which is hosted on our servers (provided by Amazon Web Services). Visit: <https://loomio.scienceforall.world/>

Legal

As of the data of this document, 'Science for All' as an independent organisation, under Auspices of the Royal Society of Victoria. The legal constitution of Science for All can be found [here](#). 'Science for All' is a not-for-profit organisation (ABN: 37636063351, ACN: 636063351) operating under the Auspices of the Royal Society of Victoria (ABN: 62 145 872 663, ACN: A9576).

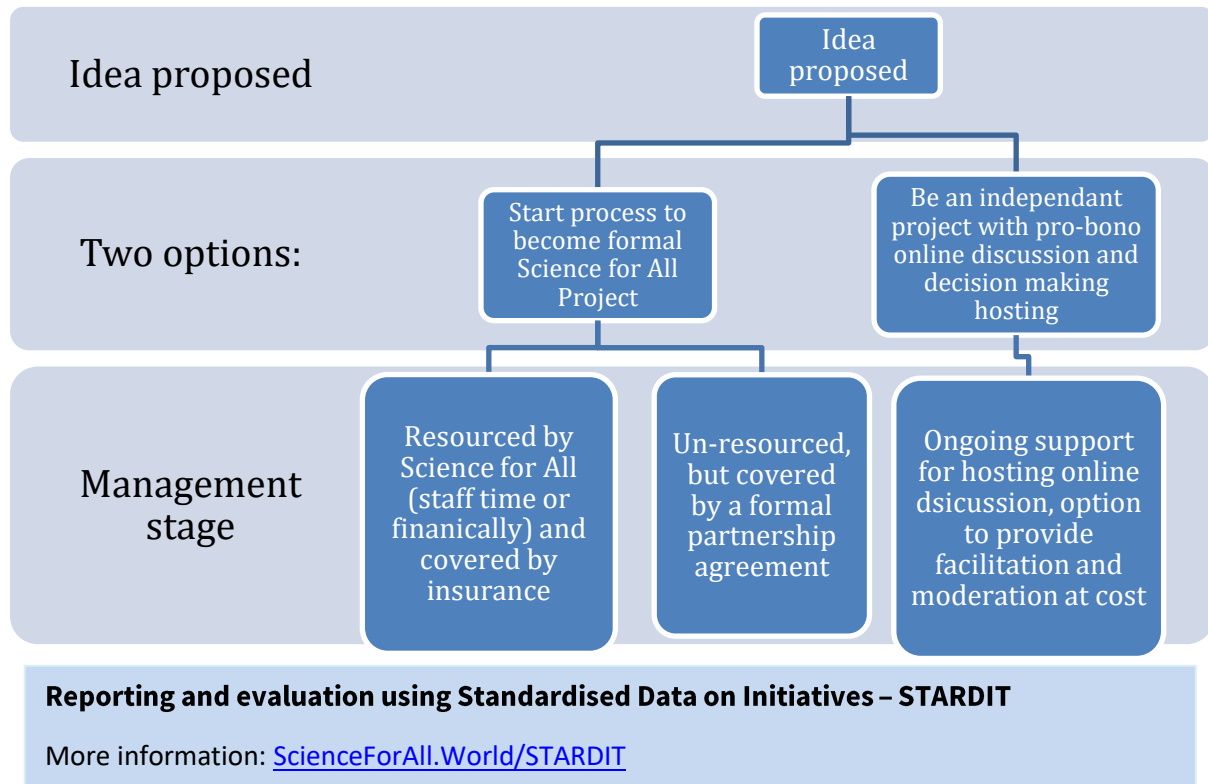
Legal support

A working group 'Law for All' (@scifall_law) has [been established on Loomio](#)– the primary task of this group will be to offer expert legal information (not advice) to 'Science for All' and associated projects. The secondary task will be to support partner organisations around the world with navigating the law. This will be an ongoing project.

Kinds of Project Support

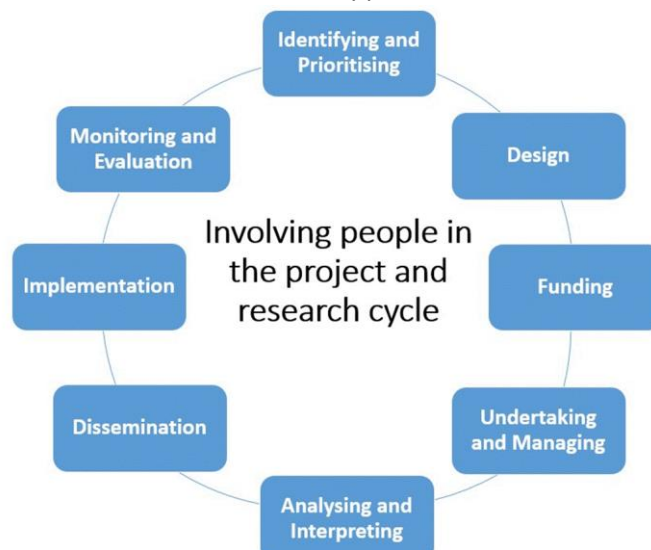
Science for All can support projects in different ways, with support changing depending on the stage of the project. The aim is that Science for All can act as an ‘incubator’ for ideas, helping projects develop and supporting partner organisations where appropriate. Similarly, Science for All can offer our support to projects with partner organisations either pro-bono, or with partner organisations committing funding where appropriate, in line with our ‘Values’ statement.

Overview: How Science for All can support ideas and project



Project Planning

Deciding what ‘Science for All’ does, and how it does it is a complex job. Where possible, these decisions will be made transparently. At the moment, we use [Loomio](#) to decide and plan all aspects of our work, with anyone welcome to join these discussions. These Loomio forums are run privately, for free, on our own servers (which we pay Amazon Web Services to run). We will base out support on trying to support the co-creation process at every stage of the project (including research) cycle. At each stage below, Science for All can offer support.



Examples of project support

This table below gives examples of the kind of projects that Science for All could support, the resources required and how decisions about resource allocation can be made.

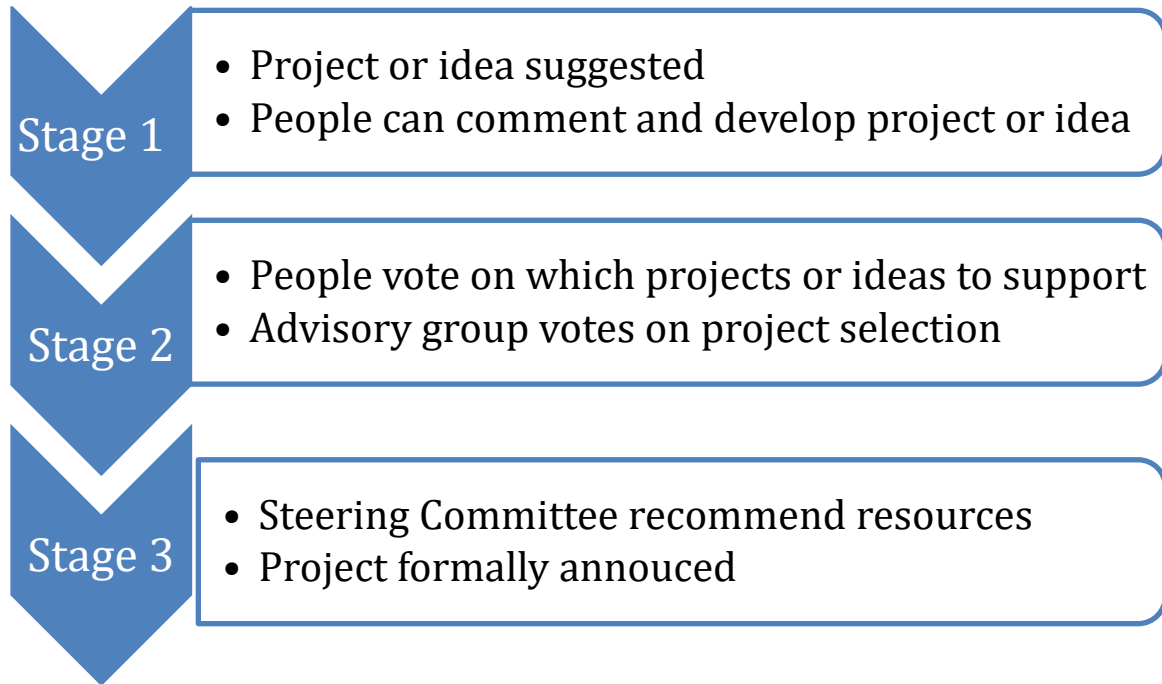
| Kind of support | Resources required | Resource allocation |
|--|---|---|
| Online discussion and decision making hosting | Minimal – creation of ‘Terms of Reference’ and active monitoring to ensure discussion aligns with organisational values | Can be offered pro-bono by Director, without approval from Steering Committee |
| STARDIT reporting | Moderate – creating STARDIT reports can range from 1 hour to days and should be done in partnership where possible | Can be offered pro-bono by Director, without approval from Steering Committee |
| Online discussion moderation and facilitation | Moderate – formal moderation and facilitation can be intensive and may be time-limited or ongoing | Pro-bono support, grant funding or direct funding by Science for All agreed by Steering Committee. Funding from partner organisations agreed by Steering Committee and Board, overseen by Advisory Group and reported transparently in public domain. |
| Project design | Intensive – designing projects requires input from multiple stakeholders (people with a ‘stake’ or interest in the project). Decision making may be done using Loomio | |
| Project management and governance | Intensive – managing projects requires input from multiple stakeholders and may have significant ongoing time-commitments. Decision making may be done using Loomio | |
| Project evaluation and reporting | Intensive – evaluation needs to be planned in advance. It requires standardised data collection, analysis and writing up. Formatting, dissemination and formal reporting also require considerable time. | |
| Online learning event design, delivery and evaluation | Intensive – designing, delivering and evaluating learning events is intensive and requires careful resource planning. | |
| Face to face learning event design, delivery and evaluation | | |
| Team building and away days | Intensive – designing, delivering and evaluating away days and team building events is intensive and requires careful planning, risk assessment and partnership working | |
| Organising volunteer support for activities (e.g. habitat restoration) | Intensive – involving our volunteers in supporting activities requires careful planning (including risk assessment, active management and evaluation). | |

Resource allocation and funding at stages of the cycle

While people's time is always required for any project, currency (fiat or crypto) is only sometimes required. This process has been co-designed with Science for All staff, volunteers and supporters in order to ensure it is fair, rigorous, transparent and effective.

Identifying and prioritising ideas

Science for All can support multiple projects in a number of ways. Like all organisations, our resources (people's time and organisational budget) are limited. We will identify, prioritise and plan our projects in a transparent way, with the public able to influence this process at a number of stages.



Stage: Identifying and prioritising in detail

Stage 1: Idea or project suggested and incubated

- Project or idea suggested using a number of channels (including but not limited to online forms, social media polls, face to face and online discussions)
- Ideas are collated (at an agreed regular interval) and people can comment and develop project or idea using a specific 'Idea Incubator' Loomio discussion. Some projects might be given a 'Sub-group' in the 'Idea Incubator' before being given their own Loomio group.

Stage 2: Idea or project appraised and co-designed

- People vote on which projects or ideas to support – this will be a public domain vote using Loomio, it will take place as often as recommended by the Steering Committee
- The 'Funding Working Group' discuss project to see how it might be supported. The 'Funding Working Group' will meet monthly and anyone is invited to participate in this working group. Meeting notes will be shared online with decision making transparently reported.
- Advisory group consulted on project selection and asked to assess feasibility, ethics and other potential issues or opportunities.
- Once these issues and opportunities have been explored, the idea can proceed to Stage 3

Stage 3: Idea or project given resources (and possible funding)

- Resource allocation for the project is suggested by the Director to the Steering Committee
- Steering Committee recommends formal resource allocation
- Board signs off on project, project formally announced

Stage: Undertaking and managing in detail

Once the kind of project support has been agreed, Science for All will support as agreed, which will include regular assessments and evaluations of the project (as agreed in the project planning process). This stage should also seek to involve the public and other stakeholders (people with a 'stake' in the outcome of the project) in co-designing every aspect, including the design, management, evaluation and implementation (applying the learning in practice).

Stages: Analysing and interpreting and Dissemination

Project should seek to involve as many people as practicable in analysing data and interpreting it. All data from Science for All projects is licensed under Creative Commons and shared in the public domain. Project led by partner organisations are encouraged to be transparent about data at the start of the project and share as much as they can.

Stages: Implementation and Monitoring and Evaluation

Projects should use the 'Standardised Data on Initiatives – STARDIT' tool to report each stage of the process, including implementation and evaluation. As well as ensuring the project achieved what it was intended to, involving the public and other stakeholders in evaluating the project, measuring outcomes and assessing the efficiency and effectiveness of the project is vital to ensure that learning from the project can inform the design of future projects. Science for All can offer all projects support in using the STARDIT tool, as outlined in the section ['Examples of project support'](#).

Freedom of information and transparency policy

'Science for All' aspires to be as transparent as possible. We have a voluntary 'Freedom of Information and Transparency' policy, which is:

'We will release as much information as possible into the public domain, anything else will be released at request and after internal review to ensure it does not breach privacy or organisational independence'.

All email communications, financial arrangement and in-kind donations are logged centrally. These are available for viewing by the Steering Committee. The Steering Committee will review any freedom of information requests and ensure that any information released does not breach privacy – or release sensitive information (such as redacted sites on threatened species) or in any other way contradict the 'Values' of 'Science for All'. All freedom of information requests made to us will be logged in the public domain, and redacted accordingly if requested.

Science for All is interested in hearing from other organisations around the world about creating an international code of conduct for freedom of information requests.

Conduct and behaviour

Science for All is committed to creating and sustaining a positive and supportive working environment for everyone involved. We aspire that everyone is equally valued and respected, and members are encouraged to develop their skills and knowledge by being involved with Science for All. As an organisation which aims to be inclusive in offering anyone a chance to be involved in creating new knowledge, we value the diversity of our community. We are committed to providing a fair, positive, and mutually supportive experience.

In order to provide a fair and transparent code of conduct, Science for All acknowledges the following rights for everyone involved:

To be treated with respect and dignity
To be treated fairly with regard to all procedures, assessments and choices
To be encouraged to reach one's full potential

These rights carry responsibilities and we require everyone to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, education, position, previous experience, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Dealing with discrimination

We perceive bullying, harassment and victimisation of any individual as contradictory to our aspirations for a supportive working environment and will not be tolerated. Agreeing to abide by these guidelines means you acknowledge a violation of the guidelines will result in a transparent process which may result in exclusion from certain activities – either online or face to face.

Be Considerate

Examples of inconsiderate behaviour in general include:

- Using offensive language
- Talking over or interrupting other people in a group conversation discussion
- Inappropriate language – for example offensive language used in domain discussions

Be Respectful

Treat one everyone respectfully and with courtesy. Everyone can make a valuable contribution and creating a positive and welcoming environment for open discussion is at the core of good questioning. Polite discussion and courteous disagreement is welcome, offensive behaviour and discourteous communication is not acceptable. Disagreement, debate and constructive criticism is often how progress is made and are a necessary part of doing complex work in a team. Be sure to **separate the person from the ideas they are sharing**, and if necessary, challenge the ideas not the person. If you feel someone has not been respectful, Science for All has a process for handling this – if you are not sure who to speak to please email info@scienceforall.world

Be Safe

Science for All works in many environments, including wilderness areas and laboratory, each with their own risks. Please ensure you are always following the safety advice of those accountable for your safety, and work to ensure everyone around you understands and acts in a safe way.

Be Collaborative

Science for All is a community which depends on collaboration and working together. Collaboration accelerates and improves the quality of our projects and helps grow the knowledge of all involved. Collaboration includes sharing results, data and ideas in an open and transparent way. When you disagree, consult others. Disagreements, both political and technical are inevitable.

When you are unsure, ask for help – let people at Science for All know if you feel there is no one you can ask. Asking questions is central to creating new knowledge and all questions are encouraged. Those who are asked should be responsive and helpful.

Be Open

Communication is critical in any working relationship. Being open to discuss your time and any other boundaries you might have, what ever they are (personal, financial). Science for All will always work to support everyone as best we can to be involved.

Science for All worked closely with Bioquistive and have adapted our conduct and behaviour statement to ensure it aligns with the Bioquistive statement.

Our Values

'Science for All' is founded on core values. These are:

1. We are not-for-profit – working for all life on earth

- We value outcomes that everyone is involved in creating – including ones which could be measured in biodiversity, happiness indexes and often – are currently immeasurable.
- We recognise the need to be inclusive, and therefore, to pay people for their time, skills and expertise. When we work in economic structures, we do so only to support our values, not to make profit at the expense of others.
- We do not seek to impose our values (or other values such as economic outcome measures) on any life on earth.
- We value human rights, but also note that 'rights' don't start and end with humans – we seek to explore what 'working for all life on earth' means in any way possible.

2. We value the freedom to ask any question, using the scientific method wherever possible

- Asking a question can be the most simple, most profound or the most complex thing we can do as a species. Questions like 'why?' and 'why not?' are powerful.
- The freedom to ask the questions is essential, and we hope to support people everywhere to ask any question they feel is important.
- Some questions can be answered using the 'scientific method' – which essentially seeks to build our knowledge by asking questions, making observations about the available reality and using this to make predictions. If the predictions can be tested – or are repeatable – others can verify results. We value this method of asking questions, 'peer review', sharing open data and results – new knowledge, for free, for everyone.
- We recognise the limits of the scientific method and that some things can never be 'known' or 'peer reviewed'.

3. We support the principles of democracy, the 'rule of law' and evidence-informed policy wherever we can

- We support the United Nation's statement on democracy, including that 'democracy is a universal value' and that the principles of 'democracy, development and respect for all human rights and fundamental freedoms are interdependent and mutually reinforcing'¹.
- We also accept that there is no single model of democracy and that democracy does not belong to any country or region. To uphold human rights and for 'the maintenance of peace', we agree that people require 'media freedom' in order to 'seek, receive and impart information'¹
- We support decisions and policies which are informed by evidence, preferably created from open data, shared freely and peer-reviewed by those who are collectively defined as experts. We do not support decisions or policy which appears to be informed by real or perceived conflicting or competing interests. We do not align with any political 'parties' or ideologies, and will only work with elected representatives to help uphold the values articulated in this document.
- We recognise 'law' and 'lore' as forms of knowledge which must evolve and interact with reality and language. We support universal access to this kind of knowledge. We believe the purpose and enforcement of these laws must be collectively decided in the interests of all life on earth. We support the principle of the rule of law, which implies that every person is subject to the law, including people who are lawmakers, law enforcement officials, elected representatives and judges. However, we recognise that that are often multiple, sometimes competing or conflicting systems of 'law' and 'lore', and concepts of 'property'. We will always be guided transparently and collectively when navigating any conflicts or competing interests.

4. We are transparent and accountable

- We support transparent decision making, reporting and evaluation.

¹ http://www.un.org/en/ga/search/view_doc.asp?symbol=A/RES/64/155

- We aspire to be as transparent as possible. We will always publicly disclose any funding or ‘in kind’ donations. Partnership with organisations will always align with these values.
 - We recognise that real or perceived conflicting or competing interests can damage trust, and we will do everything we can to avoid any doubt in regards to the motives of our actions being anything other than aligned with our values.
 - We accept that some things may have to be confidential (for example, storing confidential personal information to align with privacy laws) and we will always work transparently, inviting everyone to be involved in helping us get the balance right between privacy and transparency as the world evolves with new technologies.
 - We expect and encourage others to hold us to account, to make sure we do what we say we do, and act as we say we do. Transparency is the best tool to enable this.
 - We will always try to understand the effect or impact of our actions – and work openly with anyone who can help us improve how we are measuring this. This will help ensure we are doing things the best way we can.
- 5. We include everyone we can as best we can in every aspect of our work**
- ‘Organisations’ are people working together towards a shared goal or purpose – and everyone is welcome to get involved.
 - We will be transparent about who is involved, how we are supporting people to stay involved, how we are working to involve new people and will always welcome ideas about how we can improve this.
 - Ensuring we are inclusive and do not knowingly ‘exclude’ anyone is central to our way of working
- 6. We know that science means knowledge, and knowledge takes many forms**
- We recognise that knowledge takes many forms – this includes people who are subject area experts, people with personal experience, people with traditional, indigenous or local knowledge, artists – and those with big dreams and big ideas
 - Linguistic labels like ‘knowledge’, ‘skills’, ‘expert’, ‘artist’, ‘patient’ and ‘citizen’ can be both helpful and unhelpful. Wherever possible we will include people in helping us define what we mean when we use these words.
 - Some things are knowable, some things are not – we work to explore the limits of what knowledge means – with everyone, for all life on earth.

Immutable values

While these values will evolve, we will keep an immutable record of our values. They will always be shared in the public domain on the ‘Science for All’ website, and [regularly archived](#) on the ‘Internet Archive’ for future reference.

Our values will be reviewed annually – with a process for involving the public, with final approval going to a vote in the Steering Committee. This review process may change over time but will always require and invite public scrutiny.

References

1. United Nations. *Universal Declaration of Human Rights*.; 1948. http://www.ohchr.org/EN/UDHR/Documents/UDHR_Translations/eng.pdf. Accessed February 5, 2018.