Global Assembly

Terms of Reference for Community Hosts

v1.2

1. About the Global Assembly

The Global Assembly is a new decision-making infrastructure that gives ordinary people a seat at the global governance table.

The purpose of this Terms of Reference is to clarify expectations and roles of Core Assembly Community Hosts.

2. Community Host

We define a <u>Community Host</u> as a trusted organization in a local community that brings people together around common activities and beliefs, such as cultural venues, sports clubs, co-working spaces, innovation hubs, urban centres, youth centres, faith-based institutions, educational institutions, public libraries, among others.

3. Values

The Global Assembly is guided by the following principles and values:

I.   **We build new decision-making infrastructure** - We believe that people need to have a seat at the global governance table. We are establishing a new decision-making body that activates and involves as many people as possible in defining and addressing the challenges we face.

II. **We trust in people -** We believe that our common global challenges require collective global solutions. When people can access the tools to meet, connect and come up with solutions together, they can and they do.

III. **We build empathy between people -** We believe that we make better decisions when we understand each other. When people communicate at a fundamental level beyond opinions and debate we can overcome polarisation and division and create mutual respect.

IV. **We focus on the means, not the ends -** We believe the most urgent challenge we face is not to propose solutions, but to come up with better ways of generating solutions together. We seek never to impose our own views, but create a platform for people to think, talk, listen, co-create and act together.

V. **We recognize our biases -** We believe that our values, experiences, contexts and identities influence our behaviours and perceptions and it is by actively surfacing and recognizing them that we can best serve others.

VI. **We emphasize learning in practice -** We believe that we don't have all the answers, so we share all our findings and mistakes so that we can learn together.

VII. **We are open -** We believe in making available all our documentation, data, source code, methods, and materials.

VIII. **We are independent -** We seek to understand and engage with existing power structures, while maintaining complete independence from them. Governments, funders and institutions have absolutely no influence over the process.

4. Responsibilities of Core Assembly Community Host

a. Attend training and coordination sessions

Community Hosts will be provided with training and mentorship sessions to support their engagement in the tasks below. Community Hosts commit to attending these sessions with relevant staff.

b. Recruitment of participants for the Core Assembly (Before September 8th)

The Community Host will recruit, using on-street or door-knocking methods, 4 to 6 potential participants in their local area who agree to participate in the Core Assembly. One participant from the pool of 4~6 potential participants will be selected for the Core Assembly using a random selection.

The pool of 4~6 potential participants should be divided equally between participants that present as men and women. The pool should also reflect the diversity within your local community. You should consider a diversity of ages, economic backgrounds and viewpoints on climate.

c. Translate and contextualize Core Assembly materials (Before September 20th)

1. The Community Host will organize a coworking session with at least 20 members of their local community to crowd-translate and contextualize information materials to be understandable and relevant in the local community.
2. Translating information materials into the community's language and contextualizing the materials to ensure that they are accessible and comprehensible to the participant. This work of contextualizing the information materials will depend on the needs of the participant. For example, if a participant is illiterate, then the materials will need to be spoken in an understandable dialect and recorded, for the participant to listen to the materials.
3. Additional documents to be translated and contextualized will include:
   a. Agenda for the Core Assembly
   b. Participant questionnaires
   c. One local press release

d. Hosting participants for the Core Assembly (September 25th~December 4th)

The Community Host will host one participant for the Core Assembly for 80 hours.
1. Provide access to a device and broadband internet connectivity, when needed.
2. Ensure that the participant signs their Participation Agreement.
3. Disperse the participant stipend of USD700 and provide GA Core Team with proof of payment
4. Providing a companion(s) for their participant who will
   a. Translate between participant's language and English during Core Assembly sessions.
   b. Support the participant with comprehension during the sessions and with the technical aspects of their engagement (access and use of devices, software and high-speed internet).
   c. Support the participant to have a safe and meaningful experience during sessions.
5. Translating reports produced during the Core Assembly for the participant and wider local community

e. Documentation, Reporting and Communications
1. The Community Host will respond to questionnaires on their progress.
2. Documentation of the participant's engagement in Core Assembly in the form of participant headshots, and photos of moments such as hosting set-up.
3. Translate and disseminate relevant social media posts from the Global Assembly account
4. Translate and disseminate key results of the Global Assembly, including a summary of the final report and final press release

5. Compensation

The Community Host will deliver the aforementioned tasks and be provided with a grant of USD3,500, of which US$700 will be disbursed to the participant for their participation stipend.

6. Timing and deliverables

The Community Host will be involved as an implementation partner over a 5 month period throughout the implementation of the Global Assembly process from August to December 2021.

The Community Host will be responsible for the payment of all taxes and obligations deriving from the legislation in force in the country where the organization is established.