Terms of Reference and guidelines: Kampala Initiative community tools
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1. Introduction, general remarks, references

The Kampala Initiative (KI) is set up and defined as “a democratic civil society space and structure (alliance, community) of independent, critical-thinking activists and organizations across Southern and Northern boundaries. Within this space, the critique of aid shall lead to formulating, promoting, disseminating and seeking political traction for a new, broadly shared civil society narrative on cooperation and solidarity within and beyond aid.” (website).

The Terms of Reference for some core community tools of the KI shall help to keep this civil society space and community at the same time vivid, democratic, and relevant. The current document was drafted and adopted by the Steering Group of the Kampala Initiative and published on the Kampala Initiative website on 18 March 2020. KI members/partners are welcome to contribute to the further shaping and sharpening of the KI community tools by proposing amendments to these initial ToR.

See also, for further guidance:
- KI Work plan 2020 (available by the end of March 2020)
- KI Governance basics (available by the end of March 2020)

2. “Beyond aid” mailing list as community forum

Within the Kampala Initiative, the “Beyond aid” mailing list is the core instrument for a series of interrelated communication tasks:
- Community forum for direct, “horizontal” interaction among all members
- Communication channel for updates, announcements and calls by the KI steering group, secretariat and working groups
- Platform for moderated discussions (see below, section 3)

This section of the ToR focuses on the use of “Beyond aid” as a community forum

Basics
1. The “Beyond aid” mailing list is the community forum of the Kampala Initiative
2. The mailing list is accessible to formal Kampala Initiative members (as representatives of institutions or individuals who have signed the Kampala Declaration) and to others interested in joining and using this civil society space by subscribing to the mailing list.
3. The mailing list is set up as a Google group:
   https://groups.google.com/forum/#!aboutgroup/beyond-aid
4. Subscription to the mailing list can be done directly on the indicated website or by requesting the KI secretariat to do so (see form for signing the Kampala Initiative)

5. Except for the regulations below, there are no restrictions or further expectations related to joining the community via subscribing to the “Beyond aid” mailing list.

**Moderation rules and regulations: How to contribute to “Beyond Aid”**

6. The mailing list of the Kampala Initiative shall be used as a community forum to promote and enable horizontal interaction between the members.

7. A simple leaflet with guidance on how to actively use the Beyond Aid mailing list is available on the KI website.

8. All subscribers are similarly welcome to use the mailing list to raise issues, engage in discussions, make announcements and share information.

9. All contributions shall be related to the overall topic of the Kampala Initiative of challenging and transforming ‘aid’.

10. No SPAM, please, in particular no business proposals or calls for financial support etc.

11. Do NOT “reply to all” unless you are certain that the message is relevant for all subscribers.

12. Kindly be considerate of other subscribers in your email communications and in the number of messages sent to the mailing list.

13. Be aware that “Beyond Aid” is not a closed forum of a small in-crowd, but that the list of subscribers is rather big and diverse, and that nobody is easily expelled from the conversation.

14. For any sensitive information (e.g. strategizing on a particular advocacy process), we recommend to use or set up a more specific and protected space within or beyond the Kampala Initiative (see below, section 3).

15. Follow basic netiquette principles: Don't defame or insult anyone or any organisation. Don't post anything that could be considered intolerant of a person's race, culture, appearance, gender, sexual preference, religion or age. Don't be obscene and don't use foul language, etc.

**Mailing list moderators and moderator's privileges**

16. The mailing list is administered, managed and technically moderated by the KI Secretariat. The moderation is mainly intended to exclude posts with inappropriate language, adverts for commercial items, and unnecessary replies to all (“Noted/Thank you/Well received”). See moderation rules above.

17. All initial contributions by all subscribers are moderated. For trusted contributors, direct posting can be allowed (by changing the individual settings).

18. The moderators (KI Secretariat) have the right to reject and or discard any message that does not fulfil the content criteria listed above with/without notice to the contributor.

19. The moderators have the right to temporarily block or permanently remove subscribers who repeatedly or severely violate the moderation rules from the mailing list. If a subscriber disagrees with a moderation decision he/she is invited to submit an enquiry to the secretariat or, in a next step, a complaint to the steering group of the Kampala Initiative.

3. Moderated thematic discussions

In addition to using the “Beyond aid” mailing list informally as a community space, all formal members (institutions or individuals having signed the Kampala Declaration) and thematic working groups of the Kampala Initiative are welcome to initiate and host a formal thematic discussion through the mailing list. Such discussions are structured, moderated and limited in time.
Just replying to a particular contribution on the “Beyond aid” mailing list (or continuing the conversation by replying to a reply) is not considered being a formal “moderated discussion” as outlined in this section. Such informal interaction on “Beyond aid” is always possible and most welcome.

Moderated thematic discussions can allow initiating a thematic conversation in a semi-formal and semi-protected space, in view of testing a position or analysis, benefiting of the knowledge and experience of the community and may-be preparing the ground for a more structured and more engaging activity within or outside the space provided by the KI. The initiation of a thematic discussion may also be inspired by a webinar (see section 4) or planned by the webinar organizers from the beginning to provide a structured space to continue and deepen the conversation.

For the initiators of a moderated thematic discussion, there are no further expectations or commitments beyond the ones outlined below.

**Basics**

1. Thematic discussions and webinars are coordinated and managed by the programme group of the Kampala Initiative.
2. A simple leaflet with guidance on how to propose and set up thematic discussions is available on the KI website.
3. All thematic discussions shall be related to the overall topic of the Kampala Initiative of challenging and transforming ‘aid’.
4. Moderated thematic discussions are launched by the initiators/hosts with a welcome message that needs to include the following:
   - a clear topic/title (“Thematic discussion: NN”)
   - a welcome message
   - an introduction to the topic, with references as adequate
   - an introduction on the objectives and expected outcome of the discussion
   - an outline of the proposed structure of the discussion (set of leading questions, timeframe).
   - an initial question to launch the discussion
   - name of the content moderator(s)
   - a contact for enquiries (name and address)
   - an instruction that any enquiries or technical questions (and not contributions to the discussion) shall be sent directly to the indicated contact address
5. A moderated thematic discussion shall be open for a limited time only, normally between one and two weeks and then be formally closed by the host, with a short report on its main outcomes and, if adequate, providing perspectives and directions for a continued conversation.
6. The programming and sequencing of the moderated thematic discussion is part of the mandate of the “Beyond aid” programme group. At any specific moment, there shall be no more than two ongoing moderated thematic discussions (and preferably only one).
7. A documentation of current and past moderated thematic discussions will be posted on the KI website.

**How to propose and initiate/host a moderated discussion**

8. To initiate a moderated discussion on “Beyond aid”, you need to have a formal “go ahead” by the “Beyond aid” programme group, based on a proposal submitted.
9. Calls for proposals of moderated thematic discussions will be regularly issued by the KI secretariat, in coordination with the programme group. KI members are also welcome to directly submit a proposal to the secretariat or programme group on a rolling basis, in-between such calls for proposals. Contacts are available on the website.
10. The proposal for a moderated discussion needs to include an outline that corresponds with the content of the “welcome message” as outlined above (item 2).
11. Content moderation (leading step by step through a discussion, e.g. with digests and new questions or other steering input) is to be done by the initiators and hosts of a discussion, and not the formal moderators.


In October and November 2019, the “Kampala Initiative” was launched with a series of four public webinars, each focused on a case that illustrates challenges in aid, with a focus on possible solutions to advance solidarity and cooperation.

In 2020, the series of webinars will be continued. All formal members (institutions or individuals having signed the Kampala Declaration) and sub-groups of the Kampala Initiative are welcome to propose topics and then initiate, organize and implement a webinar.

Within the field of “Challenging realities of ‘aid’”, Kampala Initiative webinars are expected to be the main instrument for introducing a new topic and for attracting the attention of a broad audience (within and beyond the KI membership) to a particular case or process that needs civil society attention and maybe action. For the initiators and organizer of a webinar, there are no further expectations and commitments beyond the one outlined below.

All webinars are expected to explicitly refer to one or a set of the focal topics of the Kampala initiative:

- Aid stabilizing or overcoming an unfair global trade regime?
- Aid and its actors distorting or supporting national health policies, systems, processes?
- Representation and voice(s) of civil society in global fora, initiatives and processes
- From aid to “global solidarity beyond aid”

Kampala Initiative webinars are a public “flagship activity” of the Kampala Initiative. This requires that they fulfil some basic quality standards (content, technical, visuals, moderation). All KI webinars need to include a summary presentation of the Kampala Initiative and how to join it. These elements are controlled and provided by the programme team.

Basics: Webinars
1. Kampala initiative webinars and moderated discussions are coordinated and managed by the programme team of the Kampala Initiative. The ToR for the programme team are specified in the “Governance basics” document of the KI.
2. A simple leaflet with guidance on webinars is available on the Kampala Initiative website
3. Possible content of Kampala Initiative webinars: see above.
4. Kampala initiative webinars are formally hosted by the MMI Secretariat and run on the “zoom” platform (annual subscription by MMI).
5. The timely planning (programme, speakers, input) and the content moderation is part of the tasks of the initiators and organizers of a webinar, in cooperation with the programme team.
6. All Kampala Initiative webinars are public, with the only restriction of having a maximum capacity of 100 participants.
7. The promotion of the series of KI webinars and of any particular webinar shall be done jointly by the organizers, the programme team and the secretariat, in a coordinated effort.
8. All KI initiative webinars will be documented on a dedicated page of the KI website
9. It is up to the organizers of a webinar to define the specific objectives and expected outcome for
the webinar and, if adequate, already plan a set up follow-up activities, starting from providing a
simple contact address or URL to organizing a moderated discussion and setting up an informal
team or formal KI working group

10. The programming and sequencing of Kampala Initiative webinars is part of the mandate of the
programme team.

**How to propose and organize a KI webinar**

11. To initiate and organize a KI webinar, you need to have a formal “go ahead” by the “Beyond aid”
webinar team, based on a proposal submitted.

12. The proposal shall include at least the following elements
   - a clear topic/title
   - an introduction to the topic, with references as adequate
   - an introduction on the objectives and expected outcome of the webinar
   - an outline of the proposed structure (speakers, discussions, timeframe, totally 75 Minutes).
   - a contact for enquiries (name and address)

13. Webinar moderation (leading step by step through a webinar, e.g. with digests and new questions
or other steering input) is to be done by the organizers.

14. Calls for proposals for KI webinars will be regularly issued by the KI secretariat, in coordination
with the programme team. KI members are also welcome to directly submit a proposal to the
secretariat or programme team on a rolling basis, in-between such calls for proposals. Contacts
are available on the website.

**5. Protected spaces for informal or formal subteams**

To set up protected ad hoc spaces for specifically sensitive conversations within an informal group (e.g. in
the follow-up of a webinar) or more formal work spaces for formal working groups or task teams of the
Kampala Initiative, the secretariat can provide some limited support, upon request. As a general rule,
members are expected to have the technical instruments, skills and capacity available to set up such
protected spaces or informal subteams independently.

Contact for enquiries:

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