

Evaluation Board Member trainings 2016 - 2019

Jan 5, 2020 Frans Grijzenhout / Tim-Moritz Hector

Scope and objectives

- The objective of the Boards Member trainings is to support Wikimedia affiliates by improving the skills and competences of their board members by organizing trainings for recently elected board members.
- The trainings will help board members to better understand the governance role of the board and their responsibilities and contribute to the quality and effectiveness of the board.
- The trainings shall improve the international Wikimedia network of individual board members, establish cross-board relations leading towards more cooperation and knowledge sharing between boards.

Core curriculum

- Board member transition phases (person oriented)
- Board (member) tasks (subject oriented)
- The interaction and cooperation with ED and staff (subject & person oriented)
- Roles of a board member, roles of EDs and staff members
- Strategic planning (subject oriented)
- How to establish good governance (subject and person oriented)
- Bylaws and regulations (subject oriented)
- Personal skills and competences (person oriented)

Source: Appendix 1 Overview of subjects and trainers of the Board Member trainings from 2016 - 2019.

The process and organization

- A small project team takes care of the training. Composition: Tim Moritz Hector (former Chair of the Board of WMDE), Frans Grijzenhout (Chair of the Board of WMNL), Mattias Blomgren (Chair of the Board of WMSE) and Wojciech Pędzich (Secretary of the Board of WMPO, new). Former members are Michael Maggs (Chair of the Board of WMUK, 1 yr), Emeric Vallespi (former Chair of the Board of WMFR, 2 yrs). Logistical and administrative support was given by Cornelius Kibelka (Program and Engagement Coordinator for the Wikimedia Summit, WMDE) in the last four years.
- The board member trainings are supervised by the chairpersons meetings. Decisions on the scope of the training and the target group are prepared by the project team and presented for approval to the chairpersons meeting.
- Trainers are found among experienced Wikimedians from different Wikimedia affiliates. The project team selects board or staff members with ample Wikimedia background and knowledge about the subject.
- The trainer for the sessions on personal competences was usually hired from outside the movement for two reasons: (1) It is hard to find a Wikimedia volunteer for these personal sessions, and (2) it is more secure for the participants, as during these sessions sometimes very personal issues can pop-up.
- The call for participants goes via the chairpersons of the affiliates. They select a suitable candidate (one per affiliate only). The proposed candidates are discussed and approved by the project team.

| Time table | Activity |
|---------------|---|
| May | Collect feedback previous training. Write closing report. |
| June | Define scope and target group for the next training |
| July / August | Ensure support from chairpersons (meeting during Wikimania) |
| October | Write project brief, including draft program, finance, logistics |
| November | Approach trainers |
| December | Schedule program after trainers have confirmed participation |
| | Organize logistics & outreach (Meta, maillist) |
| January | Invitation to participants (via the chairpersons of the affiliates) |
| February | Subscription + selection participants |
| | Provide instruction and feedback to trainers |
| April | Actual training |
| Mai | Evaluation and completion of documentation (on meta) |

Participants 2016 - 2019 from:

- Europe 24
- North America 6
- Asia 5
- South America 3
- Africa 3
- Other 3 (international positions)

Source: Appendix 2: Detailed list of participants 2016 - 2019

Impact of the trainings

It is hard to say if the scope and objectives are reached for every participant. But we do know that:

- Participants are asked to fill in a short questionnaire at the end of the training. The outcome has always been very positive. Participants also leave personal notes about the issues that were most important for them, that helps us to improve the next training.
- In 10 cases another board member from the same affiliate was attending the training one or two years later, on recommendation of the earlier participant.
- About 15 participants progressed in later years from a position as a general board member to key functions like chairperson, secretary or even treasurer.
- In 3 cases we have been asked by participants to help their affiliate with governance issues (Norway, South Africa, Belgium). We have also been requested by former participants to 'replay' particular parts of the training during regional conferences, especially in the CEE region.
- The board member trainings were the main source of inspiration for the chairpersons trainings that have now been organized twice (Prague 2018 and Paris 2019).

Finance

Starting points:

Travel and accommodation costs are borne by the affiliates of the participants.

A fee was charged to the participants/reimbursed by the affiliates to cover the costs for venue and catering.

Trainers are Wikimedia volunteers. Most volunteers can claim their travel and accommodation expenses by their own affiliate.

The trainer for the sessions on personal skills and competences has to be paid from a supportive budget.

This leads to a low overall budget, but one should bare in mind that the costs for travel and accommodation are not shown in this budget.

See also: Appendix 3: Draft budget board member training 2020

Challenges

Up to 2019 the trainings were organized immediately before or after the WM Summit in Berlin. This had the advantage of cost efficiency and it gave the participants the opportunity to meet the wider Wikimedia movement (remember they were all recently elected for their local board). However the WM summit participants policy changed. Attendance is allowed only to 1 board member per affiliate. And Affiliates tend to send their most experienced board member.

In 2017 and 2018 the AffCom made a financial contribution to the training. But for the 2019 training we received notice from Affcom that they were willing to support the training, but only under the condition that we broadened the focus group to board members of both chapters and user groups. We pleaded for a more focussed approach and explained to them that broadening the target group will lead to a training that is of less value for board members from chapters with staff, being the focus of the 2019 training. We believe that these board members have specific training needs (the presence of staff at an affiliate fundamentally changes the role of the board) that can best be addressed in a more homogeneous group. We also reminded the members of the AffCom that the 2018 training that they did fund, was exclusively focussed on board members from user groups.

There is an upcoming interest in governance training issues from affiliates from areas that are hard for us to cover, like South East Asia and Africa.

Given these challenges the project team decided to postpone the preparations for the 2020 training and decided to consult with WMF.

Links

- [Board Member Support - Meta](#) (Documentation of the sessions)
- <https://docs.google.com/document/d/1sAIJ7TMHa1DcEBbtTX5Bvvlfp3-NUbxexcgcTByjk4M/e/dit?usp=sharing> (Evaluation Board Member Training 2019)

Appendices

1. Overview of subjects and trainers of the Board Member trainings from 2016 - 2019
2. Detailed list of participants 2016 - 2019
3. Draft budget board member training 2020

Appendix 1 Overview of subjects and trainers of the Board Member trainings from 2016 - 2019

| | 2016 | 2017 | 2018 | 2019 | |
|---|---|---|--|---|--|
| 1 | <p>Into international relations</p> <p><i>Nicole Ebber</i> WMDE</p> | <p>Board member transition</p> <p><i>Moritz Rahm</i> WMDE</p> | <p>How to communicate effectively with different stakeholders</p> <p><i>Rémy Gerbet / Pierre-Yves Beaudouin</i> WMFR</p> | <p>My task as a board member</p> <p><i>Tim Moritz Hector</i> WMDE</p> | |
| 2 | <p>Board tasks</p> <p><i>Frans Grijzenhout</i> WMNL</p> | <p>Strategic planning</p> <p><i>Sandra Rientjes</i> WMNL</p> | <p>How to reap the benefits of forward planning</p> <p><i>Astrid Carlsen</i> WMNO</p> | <p>Strategic planning and monitoring from a board member perspective</p> <p><i>Frans Grijzenhout</i> WMNL</p> | |
| 3 | <p>Task of Board / Task of ED</p> <p><i>Ana-Maria Stuth</i> Akademie für Ehrenamtlichkeit</p> | <p>Leadership</p> <p><i>Andreas Knoth and Nicola Kriesel - Socius</i></p> | <p>How to establish good governance</p> <p><i>Ana-Maria Stuth - Akademie für Ehrenamtlichkeit</i></p> | <p>The Interaction and Cooperation with ED and staff</p> <p><i>Chris Keating</i> WMUK <i>Sandra Rientjes</i> WMNL</p> | |
| 4 | <p>How to fulfill tasks (personally)</p> <p><i>Anna Troberg</i> WMSE</p> | <p>Participatory management</p> <p><i>Edouard Hue</i> WMFR</p> | | <p>Bylaws, regulations & protocols</p> <p><i>Lukas Mezger</i> WMDE</p> | |
| 5 | <p>Conflict of Interest</p> <p><i>Asaf Bartov</i> WMF</p> | <p>Beyond bylaws</p> <p><i>Lukas Mezger</i> WMDE</p> | <p>Conflict management</p> <p><i>Asaf Bartov</i> WMF</p> | <p>Personal skills and competences</p> <p><i>Ralph Piotrowski</i> Socius</p> | |

Appendix 2 Detailed list of participants 2016 - 2019

- Rehman Abubakr, Sri Lanka
- Jean-Philippe Béland, Canada
- Jaroslaw Blaszczyk, Poland
- Xabier Cañas Yarza, Basque (Spain)
- Ryu Cheol, Korea
- Florencia Claes, Spain
- Oscar Costero, Venezuela
- Ana Cravo, Portugal
- Sabria David, Germany
- Kelly Doyle, US-DC
- Elsa Dunbals, Sweden
- Guro Faller, Norway
- Robert Fernandez, US-DC
- Jorge Gemetto, Uruguay
- Satdeep Gill, Affiliations Committee
- Mark A. Hershberger, Wikimedia Stakeholders
- Eduard Hue, France
- Sven-Erik Johnson, Sweden
- Lizzy Jongma, Netherlands
- Richard Knipel, US-NYC
- Eva Lepik, Finland
- Lorenzo Losa Italy
- Coenraad Loubser, South Africa
- Saverio G. Malatesta, Italy
- Tamas Meszoly, Hungary
- Habib Mhenni, Tunisia
- Geert van Pamel, Belgium
- Wojciech Pędzich, Poland
- Juan Quintero Santacruz, Uruguay
- Neko Rama, Switzerland
- Biyanto Rebin, Indonesia
- Toni Ristovski, Shared Knowledge (Macedonia)
- Benoit Rochon, Canada
- Elena Sanz, Spain
- Lionel Scheepmans, Belgium
- Bobby Shabangu, South Africa
- Miljan Simonović, Serbia
- Nahid Soltan, Bangladesh
- Brit Stakston, Sweden
- Abhishek Suryawansh, New England (US)
- Doug Taylor, Wiki Project Med
- Ihor Turzhansky, Ukraine
- Maksym Tsizh, Ukraine
- Shih-Ching Yang, Taiwan

Appendix 3 Draft budget board member training 2020

| The maximum number of participants = 12 | | | | |
|---|------------------------|--------------------------|----------|-------------|
| The expected number of trainers = 6 (5 Wikimedians, 1 professional trainers) | | | | |
| Participants from APG chapters pay for their own travel costs and accommodation | | | | |
| Trainers from WM affiliates pay for their own travel costs and accommodation. | | | | |
| Expenses | | | | |
| | | | € | € |
| | Catering | Attendees + trainers | 18 x 60 | 1080 |
| | Dinner | | 18 x 35 | 630 |
| | Venue | WM Affiliate Office | | 0 |
| | Fee trainers | Trainers (professional) | 1 x 1500 | 1500 |
| | | Trainers (WM volunteers) | | 0 |
| | Travel costs trainers | | 6 x 200 | 1200 |
| | Accommodation trainers | | 6 x 250 | 1500 |
| | Buffer | | | 200 |
| Total expenses | | | | 6110 |
| | | | | |
| Income | Catering fee | Attendees | 12 x 75 | 900 |
| | | | | |
| Deficit | | | | 5210 |