



UV Robot

Endogenous Project Governance document

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Governance Policy Configuration

(Refer to Appendix - A, Governance Policies)

Project Name	_____	= UV Robot
Project Responsible	_____	= {project_responsible_name}
Start date	_____	1 st July
End date	_____	30 th August
Custodian Name	_____	= {custodian_name}
Exchange Firm Name		= {exchange_name}

{project_name} is a non-registered association of individuals who collaborate to ...[short description]...

{project_name} [URL to Project webpage](#) and its associated [URL to Contribution Accounting web page](#).

[URL to Project page on SENSORICA's NRP-VAS](#).

Custodian:

The custodian is a legal entity that acts as a trust for the OVN. [See more on the OVN wiki](#).

- [URL to {custodian_name} website](#)
- [URL to {custodian_agreement}](#) [[see template](#)]

Exchange firm:

The Exchange Firm is a legal entity that acts as an interface with the market for the Project. [See more on the OVN wiki](#).

- [URL to {exchange_name} website](#)
- [URL to {exchange_agreement}](#) [[template under development...](#)]

Registries:

- Project Affiliates list: [{provide URL}](#)

- Project contributions ledger: {provide URL}
- Project information database: {provide URL}

The above registries have been agreed to by the Project Affiliates.

Benefit redistribution:

- URL to {benefit_redistribution_equation}

Project Communication channels

channel	purpose/usage	
Sensorica Google Group	Communicate general interest content	{network_main_channel}
_____	Communicate Project-specific content	{project_channel}

The above communication channels have been agreed to by the Project Affiliates.

Resources:

- Shearables: The Project uses Sensorica's sharables as well as Affiliates' and Partners' resources that are only shared during the duration of the Project.
- IP: All deliverables from this Project are published with some open source licence.

List of all deliverables

1. Immaterial deliverables
2. Software and configurations, design files
3. All deliverables need to be accompanied by proper documentation
4. The Sponsor needs to be able to reproduce the work

Other parameters:

Parameter name	Definition	Parameter value
{contribution_min}		4 hours
{duration_inactive}	Duration for which an Affiliate does not contribute to the project.	4 days
{expelled_reputation_discount}	A reduction of benefits (mostly financial) in percentage of total benefits accumulated.	40%

{voting_period}	A duration during which voting on a proposition is allowed during a group decision making process.	24 hours
{CAS_logging_delay}	A maximum duration allowed between the time when a contribution is made and its recording into the NRP.	2 days
{CAS_late_penalty}	A reduction of a contribution in percentage applied to its units of measure (hours for time contributions, \$ for financial contributions, etc.).	10%
{quorum_deliverables}	Minimum number of Affiliates required for a collective decision making process or a collective action to be triggered.	2 Affiliates

Appendix A - Governance Policies

Definitions

NOTE: the [OVN wiki](#) is the official repository of definitions for any OVN project. Important terms that require a precise definition are linked to a page on the OVN wiki that describes them.

Endogenous Project of Sensorica

See more on projects on the [OVN wiki](#).

A project is considered an Endogenous Sensorica Project and can be referred to as a Sensorica Project only if at least all the following conditions are fulfilled.

1. The Project is initiated by at least one Sensorica Affiliate.
2. The Project develops within the Sensorica environment (thus it benefits from the Sensorica network's resources and tools, including from the Sensorica network's IT infrastructure and brand name).

- a. It has a page on the Sensorica's official website under the Projects section.
 - b. It is up-to-date documented within Sensorica's Content Management System, the *Project information database* registry.
 - c. It is planned using Sensorica's NRP and contributions to the project are logged in Sensorica's NRP as they happen.
3. Based on [collaborative entrepreneurship](#) models, using the [Endogenous Project methodology](#).

Please refer to the [Sensorica Montreal LabOnline Access Rules](#) for further information about the conditions of using the lab.

Please refer to the [\(S\) Rules about the use of SENSORICA brand](#) for further information if you want to stick the Sensorica brand on a project.

Activities and tools

- A [contribution](#) is an addition to a [value stream](#) of something recognized as being valuable by Active [Affiliates](#). It must be logged into [SENSORICA's NRP-VAS](#), which is the registry of all contributions.
- [NRP-CAS](#) or the network resource planning and contribution accounting system is a web-based tool used to capture contributions to the Project, in time, cash or physical resources (space, equipment, materials). You can find it at this address <http://nrp.sensorica.co/>

Relations

- An [Active Affiliate](#) is an individual who contributes to the Project and who has logged `{contribution_min}` worth of contributions into [SENSORICA's NRP-CAS](#).
- An [Inactive Affiliate](#) is an individual who has taken part to the initiative for at least five hours, who has not been contributing during the last `{duration_inactive}`, as seen into [SENSORICA's NRP-CAS](#). The Affiliate can regain the status of an Active Affiliate by contributing another minimum number of hours required as mentioned in the previous definition.
- An Observer is an individual who is not involved with the Project directly, but knows about it and can contribute indirectly to it, or an individual who contributes to the Project directly but refuses to log his/her contributions in the Sensorica's NRP-CAS

Custodian

- `{custodian_name}`, is a non-profit organization with the mission to foster the knowledge and participatory economy. It is providing services to open networks involved in social innovation, with a focus on [commons-based peer production](#): Custodianship and Fiscal sponsorship. Networks served by `{custodian_name}` are: [...], etc..

Exchange firm

- {exchange_name}, is a for-profit organisation with the mission of representing the Project's deliverables on the market. It is providing the following services to the Project: distribution (including billing), service and guaranty. Furthermore, it absorbs the legal liability of Project's deliverables.

Agreement among Affiliates on good faith collaboration

xxx described xxx - the intent is to make sure that everyone knows that the general intent is to collaborate, build potential, create value and share the benefits based on a fair distribution scheme. Anyone who derails from this agreement will see his/her reputation affected within the network, perhaps even see a Reputation case report written, accessible to the public (see past examples).

One of the worse case offenses, barring the most severe consequences, is when an affiliate has a secret side deal with an external partner or exploits the OVN with a hidden intent to monetize the project outside of the network, once the project is close to completion.

Inclusion and Expulsion

Affiliate joining the Project

An individual who joins the Project has access to all the information about the Project and to all the Project's activities. An individual who has made a contribution to the Project is an Active Affiliate and gains the right to Project governance and to the reward mechanism (revenue). An individual who hasn't contributed for {duration_inactive} to the Project is considered an Inactive Affiliate, retains his/her rights to benefits from past work, without the right to access governance processes.

Procedure: Anyone can join the Project, at any time, from anywhere in the world. Anyone who joins the Project must fill [this form](#).

Affiliate being rejected from the Project

We do not tolerate racism, sexism, ageism, violence (psychological or physical), abuse and vandalism. This will lead to expulsion.

The following cases can also lead to expulsion:

1. faking contributions to the Project,
2. showing a pattern for non respecting the rules stated in this Project Governance document that negatively impacts the Project's course,

3. undermine the social cohesion around the Project by being non collaborative or antisocial,
4. stealing or willingly destroying resources, physical or digital, associated with this Project,
5. Ad others...

Contributions and fluid equity for rejected individuals

For non-criminal offenses, the existing contributions will not be taken away from the expelled individual, however, any material damage will be recuperated from these contributions, if possible. The reputation score of the expelled individual will be reduced to {expelled_reputation_discount}, which will affect the fluid equity of the individual. The expelled individual cannot reintegrate back into this particular Project.

For criminal offenses, the contributions of the expelled individual will be transferred to SENSORICA's Custodian. The expelled individual can reintegrate the Project only after it has been recognized by the justice system as non guilty or after serving a sentence as prescribed by the justice system.

Procedure for rejection

An expulsion case must be documented and discussed among Active Affiliates.

The expulsion decision is made based on facts, related to the previously mentioned expulsion cases, decided by a voting among Active Affiliates, majority wins (50%+1).

Exchange Firm being accepted for the Project

...edit rule and procedure...

Exchange Firm being excluded from the Project

...edit rule and procedure...

Decision making

Affiliates in this Project have access to decision making.

Broad-scope decisions

The broadest scope is Project-level in this context, since this is a Project Governance Agreement. See more on [OVN structure](#).

These decisions concern the Project Governance (the subject matter of this document), the benefit redistribution, the `{custodian_agreement}` and the `{exchange_agreement}`.

All Affiliates are called to participate in broad-scope decision making.

Procedure: decision making process

Announce the initiative to ALL Affiliates (Active and Inactive) and engage them in a *consensus building process* (socialization of the decision drafting). When the formulation of the decision is mature enough, and when a `{quorum_deliverables}` of Affiliates is reached the proposition is submitted to a lazy democracy voting process, *majority vote 50%+1*. The lazy democracy voting process has a start date and an end date allowing `{voting_period}`, during which everyone can get support for or against the measure. Use [Loomio](#) to support the process and to record the decision.

Temporal aspects

Some decisions can be proposed with an expiry date. The implementation of the decision as an evaluation process attached to it, and it is meant to be revised at some future date. Active Affiliates can be part of the evaluation process, revision and adaptation of the decision.

If the group cannot make a decision we will include other trusted SENSORICA Affiliates to participate.

Incremental decision making and individual initiative

Anyone can take initiatives, or “take the lead”, but all initiatives need to be announced to the group, and if someone strongly opposes an initiative it is halted for a group discussion that can get resolved by a *consensus building process* followed by a *lazy democracy voting process* (majority rules). [\[1\]](#)

Planning

Overall Project planning

Project planning and decision making is driven by the Project's core group, who has key information about the Project.

Process for taking initiative outside of the scope of the relation with the core group

This is a SENSORICA Project. SENSORICA Affiliates have all the freedom to take initiative in the development of this Project. In order to make sure that the development is following the core group's vision (which is the source of most contributions), we need to go through a few steps.

1. **Exploration:** During Project meetings affiliates discuss tasks and priorities that can lead to an agreement on a new task, and on this task's general requirements. The core group needs to trigger an exploration stage, where different possibilities to tackle the task, as well as an estimation of the resources required to follow any one of these possibilities are detailed. If approved by the core group, this exploration step becomes a valid contribution to the project. The exploration step has a deliverable: a document with possibilities and estimates. This process must be documented in the project's main doc or development doc.
2. **Estimation and Decision:** A document that details the possibilities, possible deliverables, costs and other resources needed, and time to deliver is produced. The core group makes a decision about the path to follow and commits to support the initiative, to gather all the resources required.
3. **Development:** As soon as the trigger is released, SENSORICA Affiliates can now start developing. A process is created in the NRP-CAS where contributions are logged.
4. **Delivery:** The deliverable is accompanied with the proper documentation, which is cross-referenced in the Project's main doc or development doc.

Potential problems and how to deal with them

Scenario 1 : Suppose that the resources required for a new task that has been approved by the core group have been underestimated. Should Project Affiliates stop working on the task before new resources become available?

Resolution: If the task is not very time-critical, Active Affiliates can stop working on the task and communicate with the core group for more support, and restart their activities on the task when resources become available. SENSORICA Affiliates have total freedom to continue the work, gathering resources themselves.

Scenario 2 : Suppose that an Affiliate adds something new to an agreed upon task, after it has been approved by the core group and allocated a certain amount of resources.

Resolution: It is highly advised that this Affiliate reopens the discussion about the task with the core group in good feight. SENSORICA Affiliates have total freedom work on tasks that haven't been approved by the core group, knowing that they are taking a risk of not getting their log validated as a contribution for the Project.

Planning on the SENSORICA side

Active Affiliates have access to planning. The Project is open, anyone can join by filling **{this form}**. See more on [OVN structure](#).

The planning for the Project is handled by processes in the NRP-CAS. These processes are subject to change during the course of the Project, as needed, in a transparent manner, applying a mix of **consensus building** and **lazy democracy**.

Deliverables are defined in every process.

Any modification to this planning needs to go through the following process:

explain the process...

Content production

This needs development... see also [Collective Code Construction Contract](#)

Roles

[See more on roles](#)

Project Responsible

An Affiliate appointed by the core group and considered the main point of contact with Partners or other external stakeholders to discuss important issues about the Project. At the start of the Project this individual is **{project_responsible_name}**.

The Project Responsible has the responsibility to find a replacement in case he or she cannot fulfill his/her duties associated with this role. Failure to do so can jeopardize the Project and every participant's investment in it. A Project Responsible that fails to insure continuity of the Project loses its benefits for the Project (ex. all past contributions become invalide).

Reputation

Reputation scores must be applied to the {benefit_redistribution_equation}, at least 2 types: *commitment* and *behaving*.

Commitment is an objective dimension of reputation and is related to delivering something within the time the individual promises to deliver [note that the engagement is made by the individual based on his/her capacity to deliver].

Behaving is a subjective dimension of reputation, assigned by Active Affiliates. Cases [1] and [2] made us understand that a venture needs mechanisms of exclusion, and reputation linked to the {benefit_redistribution_equation} offers such mechanism.

Non publication

If this is an *open but non transparent Project* [\[see where this type of project came from\]](#)

- Anyone can participate by formally agreeing with this Governance document, by filling {this form}.
- Anyone who participates has full access to all the documentation produced by this project, but must agree to not publish documents placed in the {folder link}.

All documents about this Project will be released as [Creative Commons BY SA](#) on DATE.

Benefit Redistribution Algorithm

See more of [Benefit Redistribution Algorithms](#)

The Benefit Redistribution Algorithm is fully described in xxx. The parameters for the Revenue Redistribution Algorithm are described in xxx

Contribution logging

It is strongly encouraged to log **contributions** as they happen. At most, the group can tolerate bulk logging for this project is {CAS_logging_delay}. A penalty is applied to late logs: {CAS_late_penalty} is subtracted from the total and must be acknowledged by all **Active Affiliates**. [2].

A **contribution** is a claim for equity. It must be accompanied by a documented deliverable in Sensorica's NRP-VAS, apart from **contributions** in the role of **Coordination** and **Facilitation** which only require a detailed description of the activities with links to any deliverables. See deliverables by role below.

A deliverable must be verified by at least {quorum_deliverables} **Active Affiliates** knowledgeable in the domain and by the Project Responsible. Deliverables are described in the planning, with their desired characteristics. Only verified and accepted deliverables are rewarded financially.

Features to the Revenue Redistribution Algorithm

If someone receives payment from other sources to work on the Project in initiation or support roles, a % of the amount received will be subtracted from the xxx

Financial transactions

Financial transactions are made through the account of SENSORICA's Custodian. At the time of the agreement the Custodian is {custodian_name}. SENSORICA's Custodian agrees to manage funds for the {project_name} project according to the {custodian_agreement}.

Enactment of this Project Governance document

Procedure: The Agreement was enacted by responding to a group email to which this document and the detailed description of the value equation were attached.

NOTE: This agreement is only valid if all the initiators of the Project responded "Agree" to the said email. All the initiators of the Project that took part in this agreement are encouraged to save a copy of the said email for future reference, and not to delete the email from their email box.

All future Affiliates to the {project_name} project need to sign this Agreement if they want their contributions to be accounted for the redistribution of benefits.

Procedure: Signing of the agreement

This agreement can be signed by sending it to all the Affiliates with this document attached as a closed PDF file, being the only attached file to the email, and requesting a

reply back from every Affiliate with the mention “*I agree with the Value Equation Agreement included in the attached PDF document to this email*”. You must copy the following email custodian.sensorica@gmail.com

Future modifications of this Project Governance document

Access to the modification process of this agreement is granted to *Active Affiliates* and to *Inactive Affiliates* that still have a balance to recover from their past activities.

Procedure: modifying this agreement

A modification proposition must be sent to Affiliates with the proper justification and engage them in a *consensus building process* (socialization of the decision drafting). When the formulation of the decision is mature enough, and when a {quorum_deliverables} of Affiliates is reached the proposition is submitted to a lazy democracy voting process, *majority vote* 50%+1. The lazy democracy voting process has a start date and an end date, allowing {voting_period}, during which everyone can get support for or against the measure. Use [Loomio](#) to support the process and to record the decision.

NOTE: It is strongly recommended that the consensus building process is carried out in an open and transparent manner before the final proposition is submitted to the vote.

Background

This document was created by Tibi and communicated to ALL the *Affiliates* of the PV Characterization project on May 14th 2015, on the [SENSORICA general mailing list](#) with the subject line “PV characterization project - initiation” [[open message](#)]. All participants were invited to contribute to it. Other calls for participation were made subsequently.

The template was further improved at the time of the Spider rig project (August 2018), with input from Tim. The *Value Equation Agreement* doc was merged with this Project Governance doc. Sensorica was notified with [this message](#) [subject line: *Service-type Project Governance TEMPLATE - updated*] on the SENSORICA general mailing list.

Justifications for rules and norms

[1] Serge was acting alone for outreach and he was setting up dates for the course with potential customers without communicating with the group. Serge’s outreach approach was not well-planned, it didn’t lead anywhere and it presented a risk for the venture, since our reputation and the brand of our 3D course was on the line. We noticed that in order to give a course, we needed to orchestrate an outreach campaign very well, at least one week in advance, to have the critical number of students to the course, which was 10. Tibi sent an email to the group asking Serge to stop acting alone and in a non-planned and non-coherent way. Serge had a strong reaction to Tibi’s intervention, but he finally ceded to the pressure of other members of the group.

[2] Serge didn’t log the time he spent on setting up the course, he did his logging all at once, after the exchange event (i.e. after we got payed from the course). The preparations for the course took a few weeks, and during this time everyone forgot how things were done. Serge ended up entering the highest number of hours spent to prepare the course. Everyone else had a feeling that Serge overestimated his time contributions and that caused a bad atmosphere within the group. People decided to let it go, since Serge was not the most cooperative person within the group, with an explosive way of dealing with discussions that concerned his behavior. After the first event we decided to create a rule related to logging in order to avoid problems for the group in the future and to pass the entire responsibility of not logging in time to the individual who doesn’t do it.

[3] The notion of open but non transparent project was first implemented in the HEC-IGS case. See [main doc](#). [See agreement signed](#)

Todos

1. Make this template more generic to cover all types of projects, not just Service projects. Project type should be a parameter that one sets at the beginning of the doc. [Tibi, May 2019]
2. Get some inspiration from the [Open Credit governance](#)