

Grupo de Apoyo al Proceso (GAP) del FSM

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An international support team of the World Social Forum, polycentric and multicultural, managed by a group of Civil Society Organizations (CSOs) who co-fund the project and endorse the WSF principles, serving the global WSF process.

Tasks

Communication	<ul style="list-style-type: none">- management of mailing lists- management of openfsm or another digital working space- maintaining the institutional website of the WSF- managing the secretariat of IC meetings- offering translation services for internal communication- hiring social media officers- hiring press officers- creating/managing database of WSF contacts- preparing and sending a newsletter for all WSF participants- online visualization of WSF events/calendar- preparing material and publications on the WSF in many languages
Methodology	<ul style="list-style-type: none">- training/mentoring local organizing committees on methodology to organize SF events- producing and spreading tutorials/videos on WSF methodology

	<ul style="list-style-type: none"> - opening discussion forums/events of the methodology
Expansion	<ul style="list-style-type: none"> - organizing tours and meetings (during WSF events or other CSOs mobilization) worldwide to explain the WSF history and methodology and inviting new CSOs and social movements to join - receiving inputs and strategic directions by the IC members on selection of CSOs to meet, and inviting IC members to join the most significant meetings
Resources	<ul style="list-style-type: none"> - fundraising to give sustainability to the GAP - fundraising for the Solidarity Fund of the IC - training and supporting volunteers to take part in GAP activities
Evaluation and Monitoring	<ul style="list-style-type: none"> - support the realization of a baseline study of the WSF process - proposing indicators to evaluate changes in the process due to the action of GAP and of the IC - monitoring progress and having an internal evaluation meeting every 6 months, to review its action and correct mistakes - submitting monitoring reports to the IC every 6 months

Structure

- Staff hired by hosting CSOs
- Min two part-time staff members per office, salaries covered through the project
- Office provided by the hosting CSOs, some costs covered through the project

- CSOs should guarantee to host the local GAP office for minimum 2 years and a maximum of 5 years, afterwards other CSOs should take on the task
- At least one office in each of these 6 regions: Latin America, North America, Europe, MENA, Africa, Asia
- Identification of possible hosting CSOs through an open call, asking each to co-fund minimum 25% of the staff and office costs

Relation with the International Council (IC)

- Staff members must relate to 4 Commissions of the IC to be re-activated on the following areas (directly linked to the tasks described above): Communication, Methodology, Expansion, Resources
- Staff members can proceed autonomously implementing assigned tasks in the initial Action Plan, but need to respect directions given by the IC Commissions, which take decisions by consensus

Funding

- Min. Target: 200.000 EUR per year
- Project applicants: consortium of the hosting CSOs, to be identified before applying for funds
- Donors to be approached, applying for funding for 2 years: CCFD (France), Karibu Foundation (Norway), Edge Funders (USA, Europe), Oxfam NOVIB (Netherlands), Bread for the World (Germany), Fondazione Banca Etica (Italy) and others [we need to work on a more complete list, possibly from all continents]
- Co-funding from the hosting CSOs for minimum 25% of the office and staff costs, also through local donors
- After the first 2 years, sustainability of the GAP should be guaranteed through its own fundraising capacity