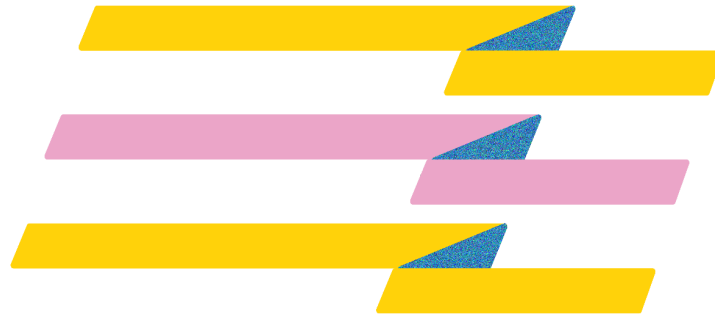




DRAFT

WORKGROUP STARTUP BLUEPRINT

How To Build a Workgroup,
A Field Guide





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Status: Draft, requesting public input

Parent document: [NDC GrassRoots Processes](#).

Overview

The NDC is not a top-down hierarchy. It is a grassroots-powered bottoms-up process which fluidly becomes an autonomous hierarchical model that governs how funds are distributed to the community.

Workgroups are collectives of people who want to explore, plan, build and in most cases, execute on a business focus, problem or innovation opportunity. Workgroups support the governance of NEAR. Workgroups are core to the LEAN “Startup” model within the Constellations (decentralized verticals) that represent NEAR.

Broadly speaking, we have seen Workgroups fall into these three categories:

- Supporting a Grassroots DAO in solving a defined problem (*e.g. KYC Workgroup supports the GWG in solving how KYC could be done in a more decentralized way*)
 - **Outcome: Core contributors get individual bounties from the DAO they support**
- A group of people coming together to build a new community of like minded, with the intent of forming a new Grassroots DAO to distribute funds amongst their community projects
 - **Outcome: A new GDAO gets funds from the CT and passes it on to projects**
- A group of people coming together to build a new community of like minded, with the intent of forming one or more new projects, helping each other building cool stuff
 - **Outcome: New projects are funded from one or more GDAOs**

This is a blueprint guide for all community members who want to start, run or simply understand how Workgroups function to support the NDC Movement.

For more information on how Workgroups fit into the NDC Ecosystem of Grassroots DAOs and NDC Houses, and what the growth path for a Workgroup might be, see [NDC GrassRoots Processes](#).



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1. Guiding Principles To Build By

As the NDC movement has evolved we've learned something crucial: **We Are Community**. In other words, we're in this together, we're building together and we're governing together. Because of this reality, we have some values to share for your consideration as you develop a workgroup.

Insights Over Ego

Listen to, and for, the key insights of the issues you are addressing and not to prove your workgroup is right. If you do, you'll be heading towards the goal of knowledge for the ecosystem, and not the ego of any one person or the group. Success for the NDC looks like learning more, rather than being "right". This is the superpower needed to make decentralization work.

Be Realistic About The Goal

You don't need to fix the entire ecosystem! Focus on the problem at hand, be pragmatic, plan for success though you don't have to exist as a group forever. If you do choose to develop into a full legal entity, pace yourself and work together towards that goal. But at all times, be pragmatic.

Diversify Your Team By Personality

Balance personalities: A Type "A" Hammer, a few introverts, a dreamer, a listener and a curator. The most successful workgroups have a lot of voices, insights and personality factors. A workgroup is also a place to explore, so the more people with different perspectives, experiences, tone and passions, the better. Just be sure to listen first, comment second.

Decentralize From The Beginning

Ok, this is a tough one. You need to centralize your activities to make sure you actually get something done, though have a goal to decentralize down the road. Why? Because decentralization is an aim, and not a final destination. We are creating what decentralization means to NEAR, so you too are part of that journey.



In your charter, describe how you might get there. You'll be leading as you go and this will contribute to a much bigger goal. Focus on decentralizing the core decisions first, e.g. for a Grassroots DAO decentralize the funds allocation decisions first. Then keep decentralizing as much as possible, step by step.

Charter Process Rules Of The Road: The Process Is Also An Outcome

The ecosystem is a place of documents! Tons of content gets pushed a day, and governance creates even more. So, your charter, which is your manifesto rolled into a legal document rolled into your brand, is a crucially important document. Therefore, manage it with care!

We suggest that you have active shares with the community for feedback, and two KEY suggestions – have a DATE for all responses to get collected by, and do NOT “reject” ideas (in the comments of the doc or in the forum). Leave them, read them, think about them as a group (no one person should accept or reject) then give feedback BACK as a group to the community (with a compilation of the suggestions). Again, this is a learning process, and a charter is a living, breathing document.

Radical Transparency

This is another hard one. As humans we tend to want to take the fastest route to a decision, which is often a 1:1 chat, which is by definition not a public chat. Many of us also often shy away from making statements in public forums for various reasons, such as thinking “it’s a dumb question” or not wanting the accountability that comes with a public comment. But transparency is key, and we have learned in NDC that there are many benefits that come with it. One is that people think before they type, and choose their words more carefully. Another is inclusivity and fostering trust.

So please make every effort to keep your workgroup discussions public. Open telegram channels that are publicly posted are ideal. Conversations on Twitter Spaces, Google Meet, Youtube Live etc should be broadcast ahead of time and posted on the community calendar. Provide plenty of open Q&A opportunities in your meetings. Avoid using sidebars, private calls, chats or emails, or closed TG Groups without invite links as much as possible.

How To Communicate When In Conflict

When communicating in Telegram Groups, on the Forum or in your Workgroup, it's best to keep the mindset of a civil servant and remain civil. If conflicts arise in the group there is always a way to reconcile conflicts. Follow the Code of Conduct. We have an emerging Transparency Workgroup, a Truth and Reconciliation WorkGroup, we have Workgroup Guides, and always each other to help reduce conflict and take a civil approach.



If people violate the Code of Conduct which has been agreed to within NDC, a person will be warned by the Mods and can be asked to take a pause, or leave a workgroup. So, collaborate with this in mind, that a Workgroup is not a closed loop, it's an extension of your role in the ecosystem, and as such your words are meant to build, not tear anyone down.

(More is offered on this topic in the “processing feedback” further down in this document).



2. How To Start A Workgroup On Near

Forming a workgroup is a permissionless process on NEAR. Workgroups focus on providing value to grow and sustain the ecosystem in a specific area. They start with a community-driven approach focused on making a positive change.

There are no formal requirements to start a Workgroup. However, for a workgroup to be considered for funding from the Grassroots DAOs or from GWG with money from the Community Treasury, they require:

1. A charter, legal entity
2. KYC/AML processes
3. Three core contributors with a minimum of six months of ecosystem experience each
4. Must be open, transparent, and contributing to the public good of NDC

Workgroup Charter

Each workgroup should have a charter outlining purpose, value, and operational structure.

- A charter template is here: [DAO/Node/Project Charter Template](#).
- Here is an example Charter: [GWG Charter](#)

The Charter should focus on creating a decentralization and sustainability engine for a specific vertical or segment. The charter should align with NDC Core Principles and encompass the necessary areas to foster decentralization and sustainability.

NDC Core Principles

1. **Inclusiveness**
(Non Infringement or Bias)
2. **Adaptability** (Antifragile)
3. **Transparency** (Openness)
4. **Contribution & Reputation 1st then Rewards** (Ecosystem 1st)
5. **Declaration of Conflicts**
(Anti-Cartel)
6. **Collective Decision Making**
(Voting)
7. **Freedom to be Yourself**
(Censorship Resistance)
8. **Commons for Everyone** (Safe Spaces)



Workgroup Goal:

To create a charter to create a vibrant decentralized and sustainable ecosystem:

- Councils of Advisors
- Decentralization Strategy
- Transparency Strategy
- Sustainability Mechanism
- Inclusivity Strategy (w/ Safe Spaces)
- Funding Limits & Reputation
- Budget
- Multi-Faceted Funding Strategy
 - (hackathons, community voting, outcome-based bounties, RFPs, Equity Investment, etc...)

Once the charter is drafted they will open it up for collaboration, comment and review.

KYC

Participants in a workgroup who wish to get bounties for their contribution must go through a KYC process before becoming eligible for a bounty payout. Please contact the GWG for more details about this process.



It is not required that volunteers in a workgroup go through KYC. It is not allowed for one member to claim the bounty of someone other than themselves.

If your workgroup intends to form or spin off one or more projects that will apply for funds to their own treasury, then they need to also form a DAO in which all of the Trustees and Council members have gone through KYC. (This is also the recommended path if your workgroup has members who wish to get paid bounties but do not wish to go through KYC.)

In case your Workgroup wishes to become a Grassroots DAO then there are one more requirement - that you need to create a legal entity for your DAO.

GWG Guides

When you decide to create a Workgroup you won't do it alone. A Governance Working Group (GWG) Guide will be with you for your crucial start-up process.

A guide will help you with the key things you will need: support you in your meetings as a listener and curator (of ideas and themes), support your draft development of your charter, give you insights into how other workgroups problem-solved, and help you connect through the constellations to help connect the dots. When you have your process in place the Guide will leave the process, and return upon request for Quarterly check-ins.

To get a GWG Guide assigned, please contact Sarah at whatsarahsees@gmail.com or Kaz at kazanderdad@gmail.com

Drafting Process

Google docs is the most accessible format for charters and processes at this time. We have tested the govforum and github and the general community at large prefers Google Docs.

The GWG is working on creating an on-chain version named NEARDocs that we plan to have in BETA by the end of Q2 '23.

To keep the workstream moving towards formation, a Charter drafting process should be adopted to foster the most community input while moving the draft forward in releases. You can find a template drafting process here: [GWG Document Drafting Process](#) - which should also be used for any other significant documents that the Working Group produces.



Storming

The Storming is the community jamming on a specific topic. Fast-moving dialogs with many ideas, sometimes in conflict.

The Storm is structured chaos and also offers a chance for insights and connection that only a fast moving group can bring out. If approached with kindness and clarity, the storm can offer you a way to bounce ideas around, hear new points of view and change any “stuck” perspectives. Swarms tend to happen in bursts and can be very helpful to create energy around ideas.

Jam Sessions (Meetings)

As a workgroup finds its cadence and has at least three core contributors it's time to start weekly jam session calls on Google Meet or Zoom. Meetings can be placed on the NDC Public Calendar to provide more visibility and should be announced.

Meetings can be announce by the NDC Mods

Processing Feedback

During the charter process every workgroup should be open to questions and feedback from the Community. It can be both a rewarding and challenging process. Here are a few tips for processing feedback:

1. Comments should be objective. If a comment is speculative, compulsory or just rude no response is needed. The comment can be closed with feedback requesting objective feedback to be made
2. Comments ***should never be deleted*** (*this will help avoid issues of transparency, allegations, or bias*)
3. If a comment is a duplicate and it has already been answered, simply comment “duplicate see above/below”.

Note: Comments should NEVER be deleted - only closed - to avoid issues with transparency and allegations of bias.

Workgroup Goals

- Deliver positive outcomes that add value to the ecosystem
- Listening is a key contribution of every workgroup.
- Taking feedback, responding, and adapting.
- A purpose of listening, understanding, reflecting, documenting, and proposing solutions based on community input and feedback.



- Ecosystem first, keep politics and fighting aside

Workgroup Formation

Telegram Group

It is recommended that each workgroup associated with the NDC follow a specific telegram server format. This ensures that individuals that join the workgroup channel can easily find information regarding the NDC movement:


1. Name: NDC <WG Name> WG
2. Enable Topics
3. Create Topics (and any others)
 - General
 - Drafts
 - Community Guidelines
 - About NDC

Announcement

Every workgroup should be announced on NEARSocial / Discovery and on the NDC Community Hub as this combination provides the best visibility to the formation of the workgroup and allows for core contributors, contributors, community and advisors to join.

You can ask the NDC Mods for help with the announcement, or you can make it yourself.

Create an announcement with this template:

 Announcing the <Name> Workgroup

Description: <brief description of purpose>

Core Contributors: <list names and link profile>

Jam Session Date/Time (In UTC)

How to Join: <private telegram link>

#ndc #workgroup

(note tags on NEARSocial now are automatic categories that can be navigated)





3. Important Workgroup Principles & Concepts

Membership

Is on a first-come, first-served basis.

Whoever raises their hand, has the necessary skills, jumps in, and adds value by delivering, has the ability to join the workgroup while contributor onboarding is open.

Workgroups should accept members on a meritocracy basis. Seek out members with deep experience or relevant and applicable skills.

The workgroup can decide to close contributor onboarding at any time once it believes it has enough core contributors. (Note however, that this does NOT mean it should be less transparent, nor receive less community feedback.)

Levels

The default membership levels of a workgroup are:

Core Contributor

Core Contributors are involved in the day-to-day of the workgroup and are responsible for key deliverables and workgroups.

Contributor

Contributors are just as vital and contribute to specific areas or tasks of the workgroup to complete its mission.

Workgroups may have other roles or contribution levels as defined in their charter.

Bounties

Workgroups are focused on contributing to a positive change in the ecosystem and, by default, do not have a bounty structure.



Once a workgroup has evolved to have 15+ active members contributing and has achieved outcomes and deliverables such as a charter, it can ask for funding and can define a bounty structure for its contributors.

Workgroups and bounties on NEAR are structured with outcome-based bounties that ensure the delivery of objectives while rewarding the contribution. This avoids issues with an upfront payment and avoids non-delivery, grifters, and rent-seeking.

It is a good practice to initiate conversations very early on with the entity that the Workgroup is supporting or that you are most aligned with (i.e. GWG or one of the Grassroots DAOs or one of the NDC Houses). Funding is not automatically provided, so it's a good idea to ensure early on that you have the support of an entity that intends to support you, or that there is a path to future funding being allocated.

Community Pulse

Is the power of the governance process. Establishing ways for the community to provide feedback and taking pulse checks with polls creates the best model for decentralized governance. Community Pulse is best taken in a setting that provides the most visibility. The Governance Working Group has created EasyPoll on NEARSocial: [EasyPoll on NEARSocial](#). Polls can also be held in workgroup Telegram channels.

Roles

Workgroup roles are generally speaking part-time roles, unless specifically defined as a full-time recurring bounty.

Champion / Driver

A workgroup can have a Champion/Driver who believes in the purpose and outcomes the workgroup will deliver and will be the front figure of the workgroup.

What is a Champion? Champions are leaders in the community that oversee a working group or initiative that they feel passionate about or have expertise. They are responsible for the overall delivery, it does not mean they have to do all the work. Their mission is to be the voice for the working group, recruit individuals interested in helping and generally ensure that the working group delivers its objectives. It generally is a part-time role.



Project Manager / Coordinator

Every workgroup needs a coordinator to help keep track of objectives, actions, timelines. The Champion/Drive may facilitate this role or another core contributor.

Curator

A storm is fantastic for drawing out community voices, ideas and feedback, but it must be curated. Curators go through the storm chat and objectively draw out ideas, feedback, criticisms, and lessons learned. They then forward the messages to lessons and feedback and to open questions. The superpower of curators is “active listening” – the listener does not just comment, but seeks to find the connections, the themes and patterns of issues that can then be clearly communicated to the group (verbally and written).

Notetaker/Intern

Taking notes, actions and issues is a vital part of a functioning workgroup. Notes should be published in the workgroup and then publicly for those that could not make the meeting to review. This role can be facilitated by the curator role as well.

Drafter / Editor / Framework Builder

These builders are great at taking curated information and creating architecture and structure. They draft a base governance framework for community input. In addition to reviewing for grammatical errors, context alignment, and gaps. Editors also add additional detail and new topics to the draft.

Providers

It's only natural for vendors or providers to join a workgroup with a desire to provide their services. In some cases the service meets the needs and in others a multi-vendor approach is better, with the last option being for a new solution to be created that meets the specific needs. Providers can play a critical role in the workgroup by sharing their expertise, lessons learned, or by helping find key resources.

Advisors

In addition to the champion, there may be experts that are more than happy to provide their expertise to the workgroup, but prefer to remain in the background and have a cadence of infrequent meetings ranging between once every three weeks. They can provide objective feedback on drafts, operational efficiency and key insights/lessons learned.

