

ArchEE Project Planning

June 2015

Cluster Name	- Decision Making & Governance		
Purpose	- Propose and refine a governance and decision-making model		
Team Members	- Kara et al.		
Deliverables	<ul style="list-style-type: none"> - By-laws - Organizational structure - Accountability plan (risk management, M&E) - Communications plan 		
Assumptions	<ul style="list-style-type: none"> - Not-for-profit, open-access model - Demonstrated independence from vested interests with dominating agendas - Likely organizational structure: Board of Trustees, Chief Executive, staff: fundraising officer, operations & finance officer, communications & development officer, human resources officer, special project lead - Begin with building own database with intention to bring in partner databases. - There will be incremental development phases: demonstration, initial build, enhancement/expansion 		
Resources	<ul style="list-style-type: none"> - Lawyers - Accountants - 		
Responsibilities	<ul style="list-style-type: none"> - Reporting on Budget and Accountability - Convening cluster groups - Appointing staff 		
Interdependencies with other clusters	- All		
Task	Deliverable	Who	When
Decide if ArchEE should be registered in the U.S. (Delaware, California?) <i>Or EU? UK? Where is best fit?</i>	- Filing	- Governance	- 6 months
Develop timeline and structure for founding organization phase, the stabilization phase, and then the governance phase	- Organizational development plan	- Governance	- 3 months
Define firewall between	- Bylaws	- Governance	- 3 months

funders and governance, e.g., funders do not serve on board of trustees, rules for entertaining ideas from funders	- Conflict of interest statements		- 6 months
Work with Funding group to decide how governance accommodates but remains independent from funding sources	- Bylaws (see above)	-	-
Convene a working group to find preliminary funding	- Development strategy	- Finance and communications	- 6 months
Work with funding group to hire development officer	-	-	-
Work with IT to decide which IT structures are in-house, outsourced, collaborated	-	-	-
Work with IT to ensure quality assurance	-	-	-
Convene check-ins for clusters	- Conference call	- Governance	- ongoing
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