

Guide to the Climate Action Buddies Working Group

*This document describes how the Climate Action Buddies is organised, how the different teams are structured, how decisions are made, and how **you** can join.*

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The basics: What is it and how did it come about

Climate Action Buddies (CAB) was started in November 2019 during the Conference of Parties 25 in Madrid. A small group of environmental youth activists met at different events and actions and decided to start this project. All of them shared the belief that personal relations are crucial to build lasting movements and act in solidarity with other people.

CAB offers a website via which environmental activists can sign up to a buddy programme. After filling in their information, they get randomly matched to a fellow activist who speaks the same language and lives on a different continent. The CAB working group provides various forms of support to help participants communicate with each other. See [the website](#) for more information on the programme.

The CAB working group

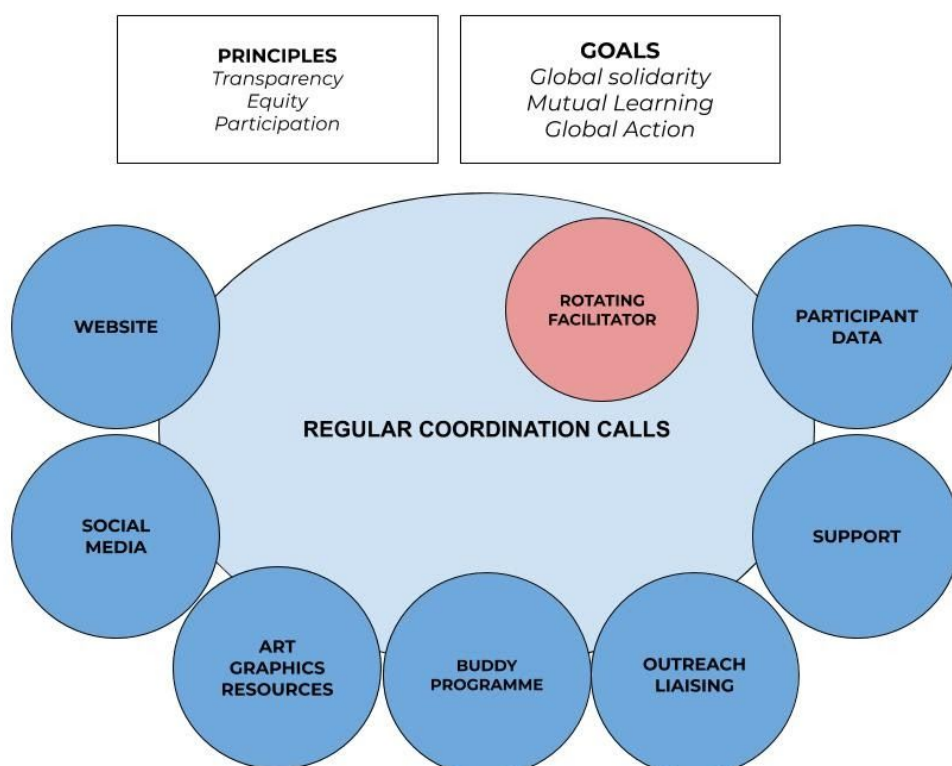
The CAB working group runs this project and makes all important decisions. In other words it is working towards achieving our three overarching goals:

Building global solidarity

Learning from other communities

Taking action together

The working group is guided by the three principles of transparency, equity, and participation that are spelled out in more detail below. Finally, it is divided into a number of work-streams that can be assigned to teams or individual people.



Decision making

For some defined issues, the teams have **full responsibility**, meaning that they can make decisions on their own as long as they keep the rest of the working group informed. For other issues, decisions are made in the regular (weekly) calls based on the principle of *consent*.

With *consent* we mean that anyone can make a proposal for an action (for example “let’s change our logo”). This proposal is accepted unless someone else voices an objection that is supported by arguments. Based on these arguments, another updated proposal should be developed. Decision making by consent requires trust in each other, because most proposals differ in one way or another from what someone else might think is the best way forward. In other words: proposals don’t need to be perfect but “good enough” to go ahead.

Facilitators

Ideally, every team has a facilitator who prepares the agenda, runs the meetings, checks up on action points, and makes sure the minutes of meetings are shared with the rest of the group. The facilitator should feel responsible that the tasks of the team are taken care of.

The work-streams

Buddy Programme

This is the heart of Climate Action Buddies. This team develops the programme for the CAB participants and always searches for ways to improve it with regards to our three main goals. This team tries to be inclusive in its processes, for example by setting up participatory processes to develop the content of the programme. In other words, its members pay particular attention to our working principles.

Concrete tasks of this team are:

- *Developing the monthly programme* that has a theme, a set of guiding questions for the buddies, and, if possible, a number of local and global events. For the organisation of local events, they work together with the Outreach & Liaising team.
- *Writing and sending the regular emails* on the first day of every month. Participants who just signed up or do not have a buddy yet should receive a different email than participants who already have a buddy.
- Continuously searching for ways to improve or make additions to the programme, for example by planning bigger projects like a collective social media campaign.

Art, Graphics, and Resources

This team creates graphics for the website and social-media platforms. It is also responsible for creating materials that glocal partners and participants can use to, for example, to spread the word about CAB in their communities or promote specific events. There are no limits to imagination here: good ideas for additional projects are always welcome.

Outreach & Liaising

This team builds partnerships by reaching out to people and groups that are part of activist networks and by exploring ways to collaborate with them. Typical actions that ambassadors or *glocal partners* can take are promoting CAB in their activist networks and communities; collaborating with the programme team in developing a monthly programme; setting up local events that add to the buddy experience of participants.

Support

The goal of this team is to support participants and make sure they feel comfortable. Some concrete tasks it carries out are:

- Managing the email and social media inboxes
- Improving the FAQ section on the website
- Proactively checking up on participants
- Collecting feedback from participants
- Communicating information on how to improve the “user experience” of participants to the rest of the working group

Participant Data

The responsibilities of this team/role are

- Ensuring that the participant data is safely managed.
- Answering any questions by team members, participants, or partners related to participant data (e.g. requests for deleting data).
- Organising participant data so that it is useful for the rest of the team, for example by creating sets of participants for more targeted communication.

Website

This team/role implements changes on the website and makes minor styling decisions related to the website independently.

Social Media

This team/role has two major tasks:

- Managing the facebook page of Climate Action Buddies
- Moderating the online-community that will probably convene in a facebook-group.

Getting involved with Climate Action Buddies

There are different ways to engage with CAB, depending on how much time and energy you want to put into it.

- Take a first step by signing up as a participant [here](#).
- You want to do more? Then why not get your friends and fellow activists involved in this project as well. Here are some promotion materials that you can use.
- That's still not enough? Then keep an eye open for the many opportunities to co-develop the monthly programmes with the CAB working group.
- Another opportunity to collaborate is to become a *glocal partner*. As a partner you build a local community around the buddy project by organising events or actions with the CAB participants from your area. You can also connect CAB to projects or movements you are already involved with.
- From time to time we search for new members for the working group. If that is the case, we will make an announcement in our regular emails to CAB participants, on the website and on our social media platforms (once they are up and running).
- We are super curious to talk about other ideas for collaboration. Just send us an email to www.climateactionbuddies.org

Working principles

This set of principles guide us in our work.

Transparency

Transparency is empowerment. Meaningful participation is only possible if all relevant information is easily accessible, especially to people who are new to the group.

Example Taking minutes during group calls and sharing them, together with concise summaries, with the rest of the group.

Equity

Everyone has a shared sense of responsibility to get work done.

Different people have different capacities to engage; they differ in experience, available time, personality, access to technology, and other aspects. With these differences in mind we make conscious efforts to allow everyone to contribute in a meaningful way.

Example “Step-up step-down”: People who are naturally inclined to take up much space, actively step-down. People who tend to be less involved are encouraged to actively take up more space.

Participation

Whenever possible, we open up our processes so that people from diverse backgrounds can participate in organising and developing CAB. Participation needs to be balanced with effectiveness though. Practical, organisational tasks don't need to be discussed in large groups.

Example 1: Setting-up processes like open online-workshops to develop the programme-theme of the following month.

Example 2: Organising works-streams like "Buddy Programme" in such a way that many people can meaningfully take part in it.