

Participation Process

Purpose of the Process

The purpose of the process is firstly to enable Participants to have a transparent and clearly defined entry procedure. Secondly so that all Participants have clarity about who is entitled to use voting cards. Thirdly to encourage and support Participant engagement, and fourthly to enable a transparent and clearly defined exit.

Document content

1. Cover Sheet
2. Onboarding Procedure
3. Participating Procedure
4. Offboarding Procedure

Document cross references

- Decision Making Procedure
- Participant's Pledge
- Participant List
- Minutes
- List of borrowed group property

Date of ratification

9/5/2024

Version

V1.0

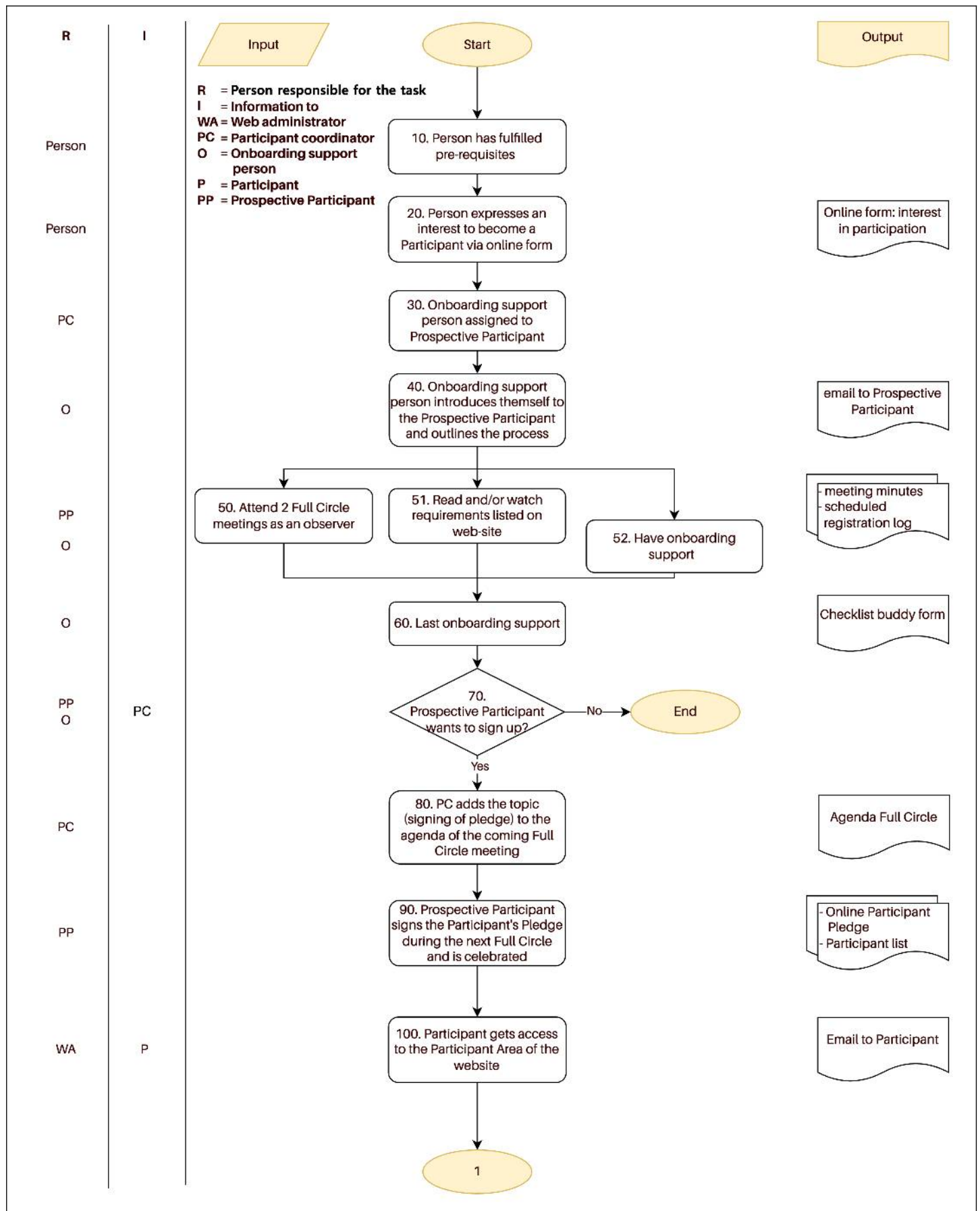
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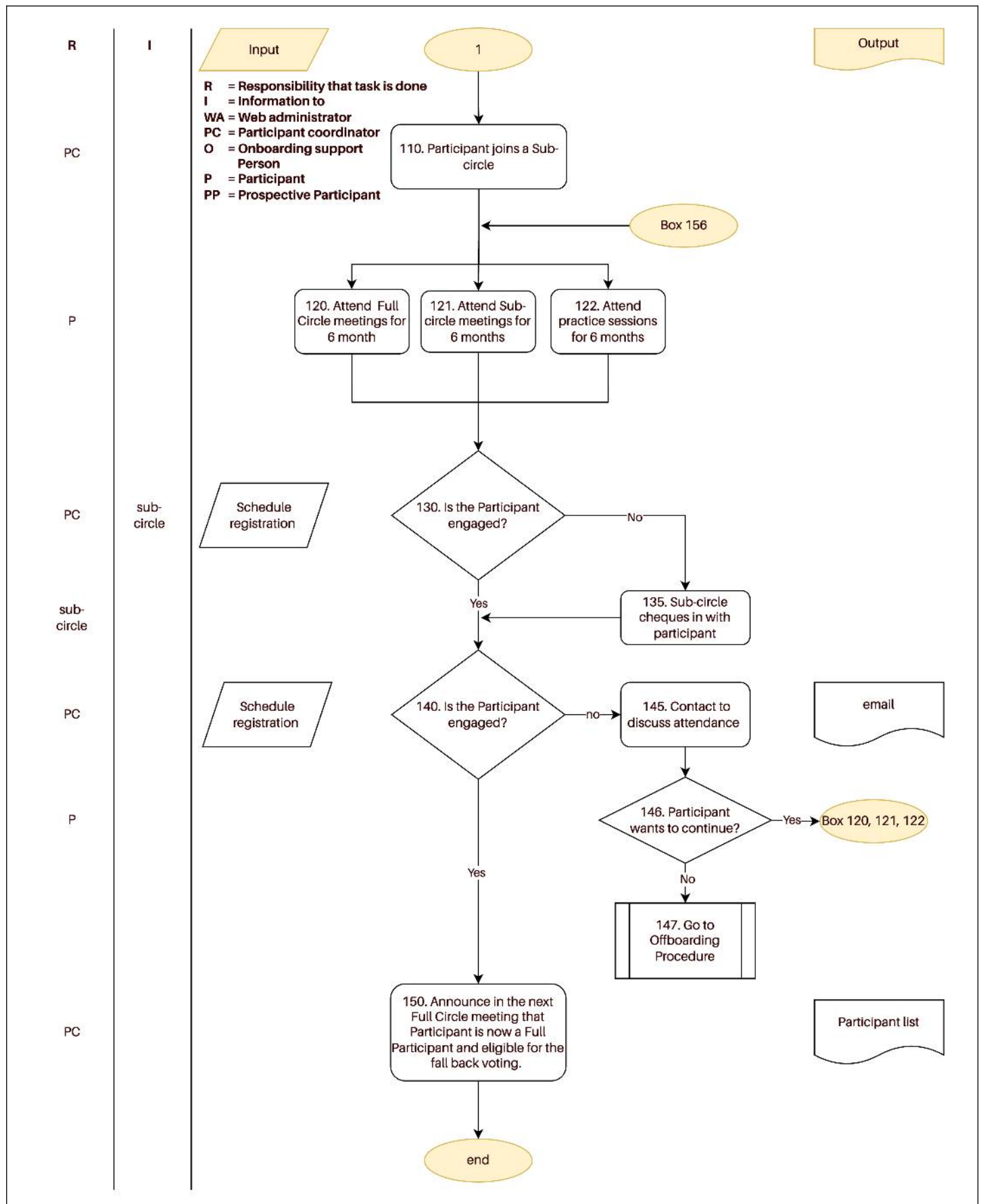
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Participation Process Onboarding Procedure



Participation Process Onboarding Procedure

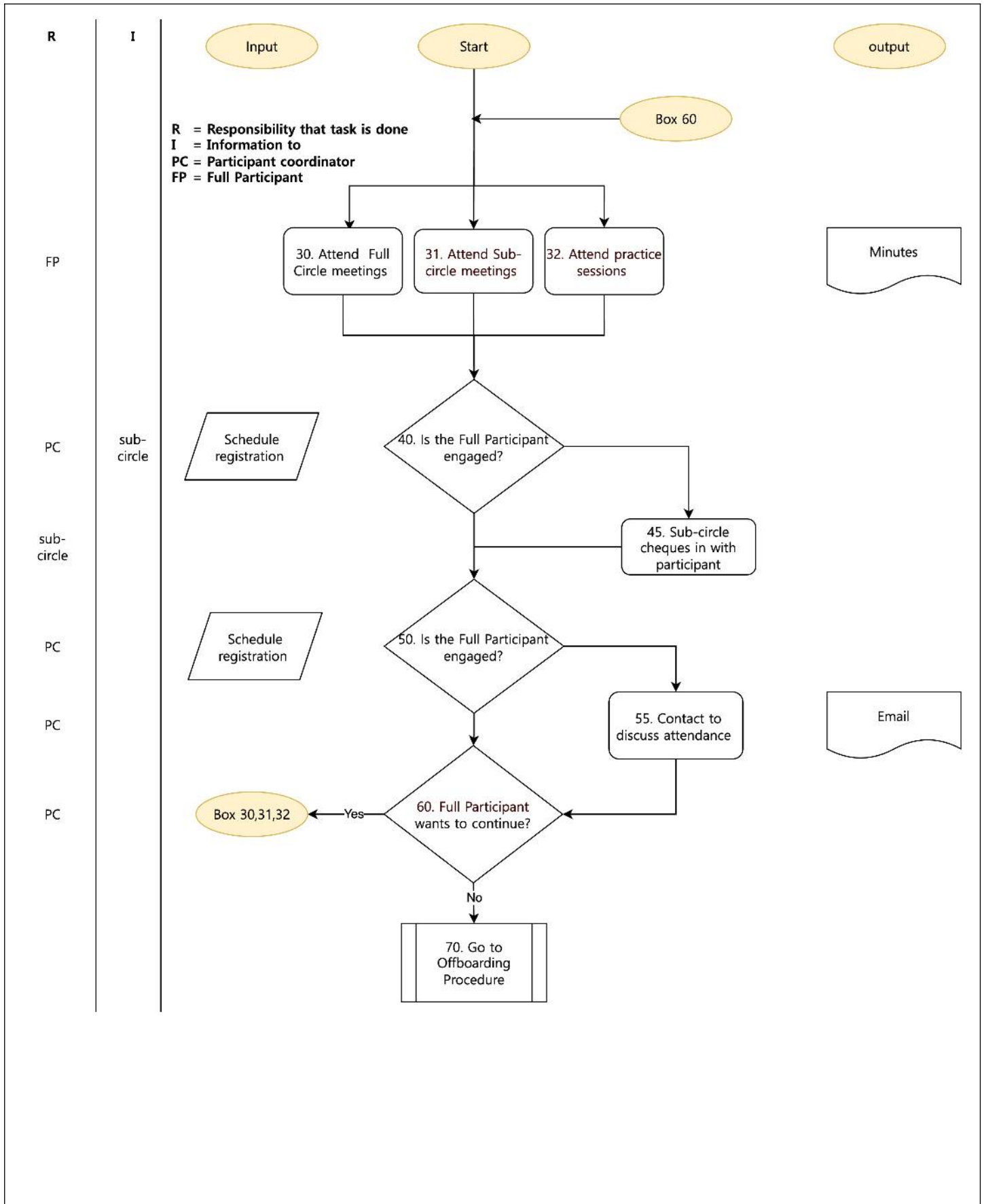


Participation Process Onboarding Procedure

FURTHER EXPLANATIONS

Box 10	<p>Pre-requisites for starting the Onboarding Procedure:</p> <ol style="list-style-type: none"> 1. Read the Vision Booklet 2. Read the Practice Guidelines 3. Watch the practice primer on youtube 4. Register for and attend all of the introductory practice sessions
Box 30	<p>The Participant Coordinator assigns an onboarding support persons to assist the onboarding of the prospective participant within two working days after receiving the online form.</p>
Box 40	<p>Within 5 working days of receiving the application, the onboarding support person contacts the Prospective Participant and shares the following information:</p> <ul style="list-style-type: none"> •That they are the contact person in case of questions •Time and access details to the Full Circle meetings •Walk Participants through the PPP's to ensure understanding •Information where to find the recommended book and media list <p>The onboarding support period ends automatically when the Prospective Participant signs the Participant Pledge.</p>
Box 130, 140	<p>See Participating Procedure Box 40, 50</p>
Box 145	<p>The PC contacts the Participants and Full Participants via email.</p> <p>A guide below for the email (not compulsory, edit to suit):</p> <p>Dear [applicant's name],</p> <p>I hope you're well. We noticed you didn't make it to our last three meetings. Your participation and input is valuable to all of us, and we would like to understand what is happening for you.</p> <p>Would you be willing to share the challenges you've faced in attending the meetings? Your insights would help us improve, and we would greatly appreciate it.</p> <p>As a group we are committed to accommodating your needs and would love to have a conversation with you to explore how we can continue collaborating.</p> <p>Please do respond to this email or give me a call, and I look forward to organizing a time for a more detailed discussion. Thank you for your understanding.</p> <p>Best regards, [Your Name] [Group Name/Position]</p> <p>Within a week of sending the email, the Participant Coordinator will reach out to the Participant/Full Participant (Zoom, phone or in person) in a gentle and curious way to understand the reasons behind the absence. He expresses curiosity about the Participant's perspective and is open to discovering any valuable insights that could benefit the group.</p>

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FURTHER EXPLANATIONS

Box 40, 50

Expectations for attendance of meetings and practice sessions:

1. Meeting apologies must be given in advance by email, to the participant coordinator for Full Circle meetings, and to the sub-circle email list for sub-circle meetings.
2. Attendance means being present at 75 % of Full Circle meetings and 75 % of sub-circle meetings (quarterly), and ensuring that participants avoid being absent from 3 consecutive meetings, without a prior written leave of absence.
3. Attendance of at least one practice session per week
4. If a Participant needs to be absent for a short period, that intention is to be notified in writing to the participant coordinator.
5. In the event the Participant requests a period of absence exceeding three months the participant coordinator will seek a decision from the Full Circle.
6. The 6 month participation requirement to achieve full participant-ship is not inclusive of periods of absence.

Participation Process Offboarding Procedure

