

## Purpose of these procedures

The Pod Management Process provides a set of pod operational procedures. It covers how pods are created, forked, wound up, and how participants can join and leave pods. Because pods function reasonably autonomously within the project, some alignment of pod functioning is required while also leaving pods to express their own unique path.

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## Document cross references

- Participation Process
- Decision Making Procedure

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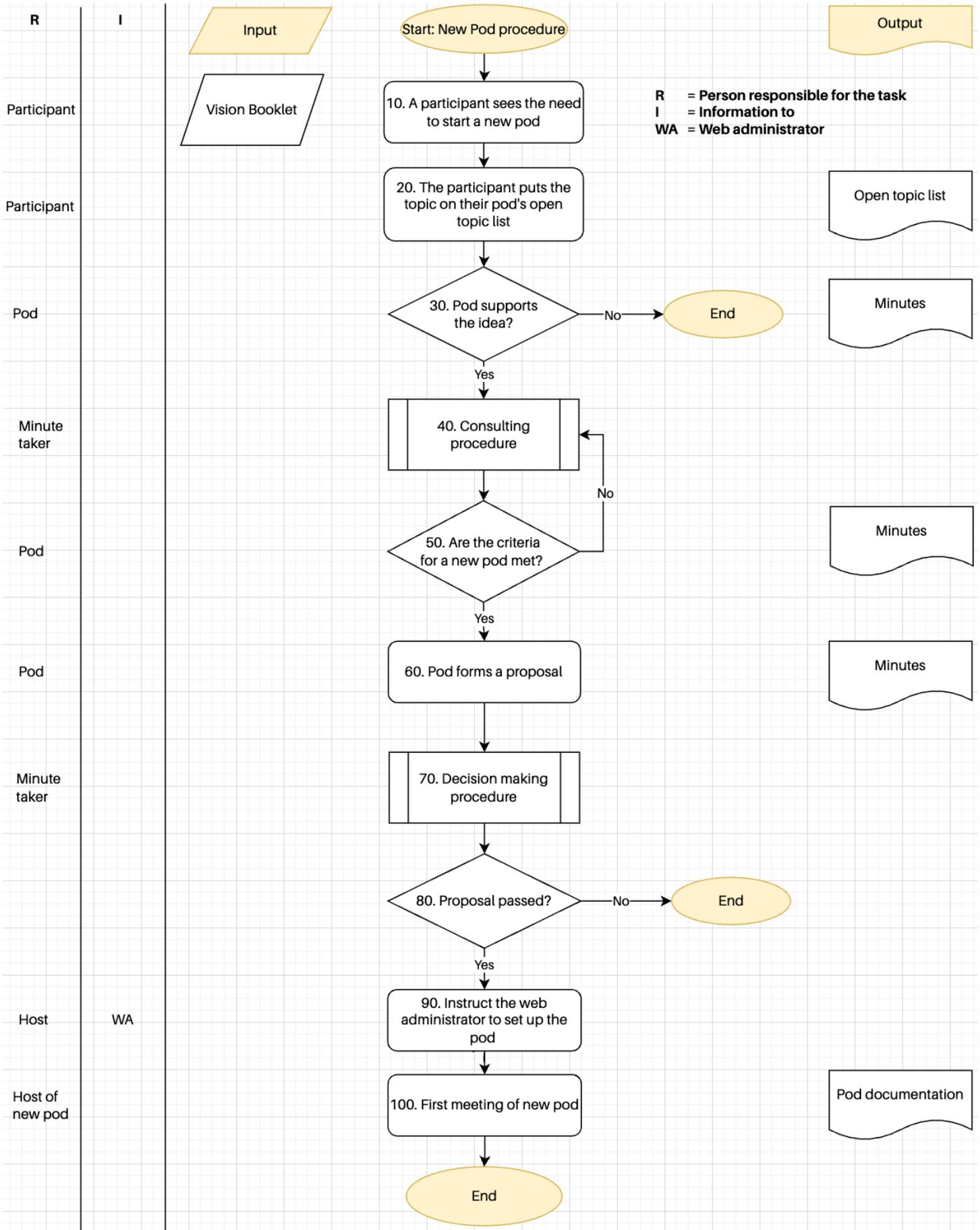
V1.0

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## Further explanations to the New Pod Procedure

Box 10, 20

The proposed pod's scope should fall within the overall scope outlined in the Vision Booklet.

Because there is currently no pod whose job it is to centrally oversee pods, the initiation of this procedure is designed to be flexible. Pods sharing related scope are often in the best position to create, wind up, or fork pods. However, any pod may initiate the procedure, while being sensitive to others pods own interests and needs.

Box 40

Required information for the consulting procedure:

1. Why start the new pod, what is the pod scope / domain / tasks
2. The names of people who are interested in joining the new pod
3. Is the initiator a Full Participant? If yes, does he/she want to join the new pod?

Consulting procedure feedback

- Full Participants and participants that have an interest in joining the new pod should say so
- If you think the new pod does not meet the criteria for a new pod, say why
- Ideas and thoughts concerning the scope

Box 50

Criteria:

At least 1 Full Participant plus at least one other Participant.

Scope overlap/conflicts (new Pod should not have same scope/topics as existing Pods, except for particular exceptions)

Box 60

The proposal must contain the proposed scope of the pod, the name of the Full Participant and the other participant who are willing to be the initial members of the new pod.

Box 90, 100

All pods shall have two hosts.

The tasks of the hosts are:

- Serve as zoom host during online meetings
- Schedule meeting zoom events
- Modify and upkeep pod documentation
- Interact with potential new pod members
- Managing new or departing pod members

The pod shall record which of the hosts have which tasks in the pod documentation.

The two hosts lean on each other if they can't do their assigned tasks.

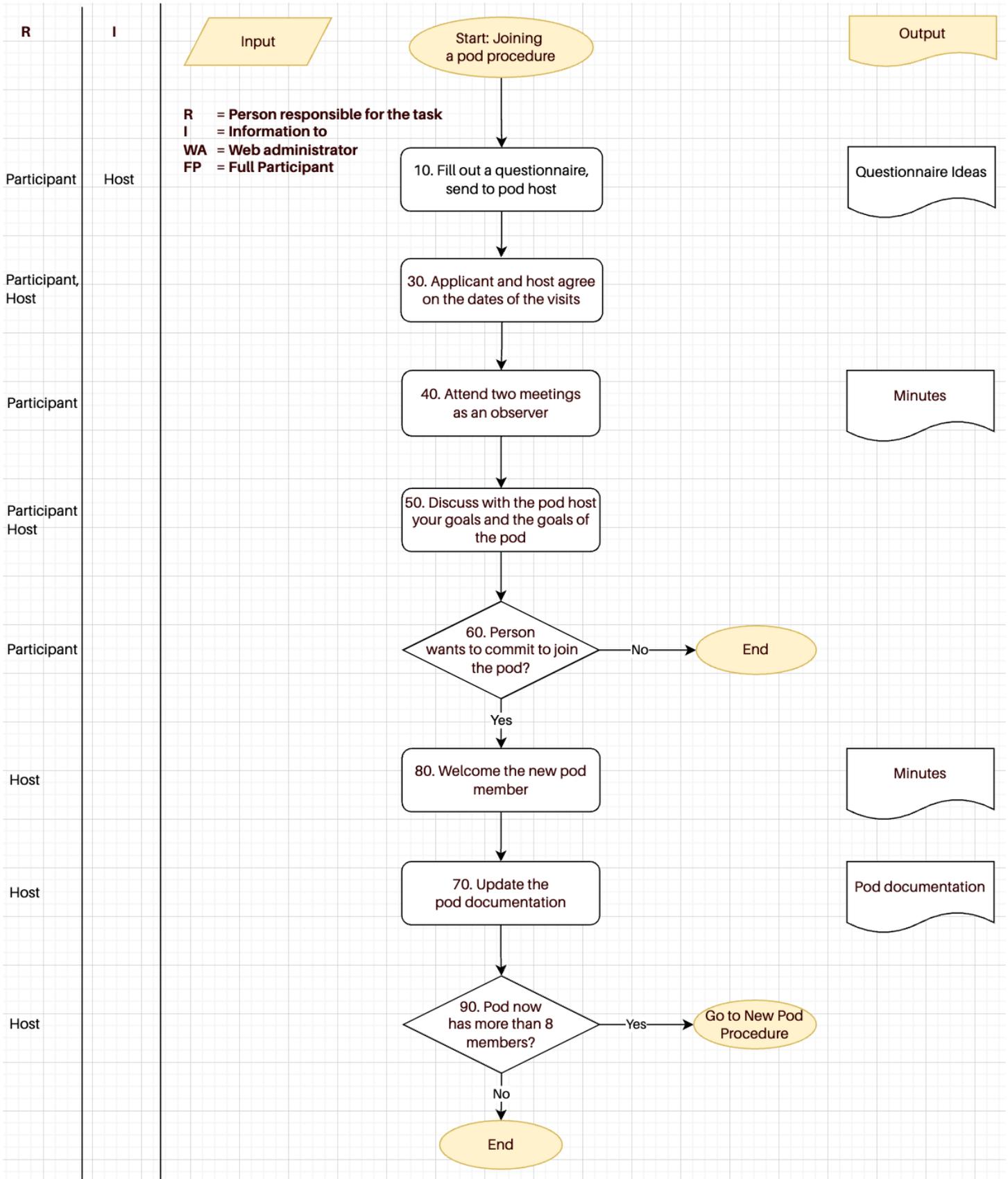
The priorities of the first meeting or two are:

1. To choose a name for the pod
2. To determine the pod meeting time
3. To assign roles

When considering the regular meeting times a pod should consider dispersing the meeting times to consider the needs of members of different time zones.

Minute Taker

- Responsibilities include documenting attendance, apologies, and the carding of the previous minutes and of proposals
- Documents the course of the meeting
- Initiating the online consulting procedure after the pod decided on them
- Initiating the online decision making procedure after the pod created a proposal
- Maintaining the open topics list



## Further explanations to the Joining a pod procedure

Box 10

Joining a pod is a self-select process, so transitional steps are utilised.

The purpose of the questionnaire is to help point out mutual alignment.  
Ideas for the questionnaire:

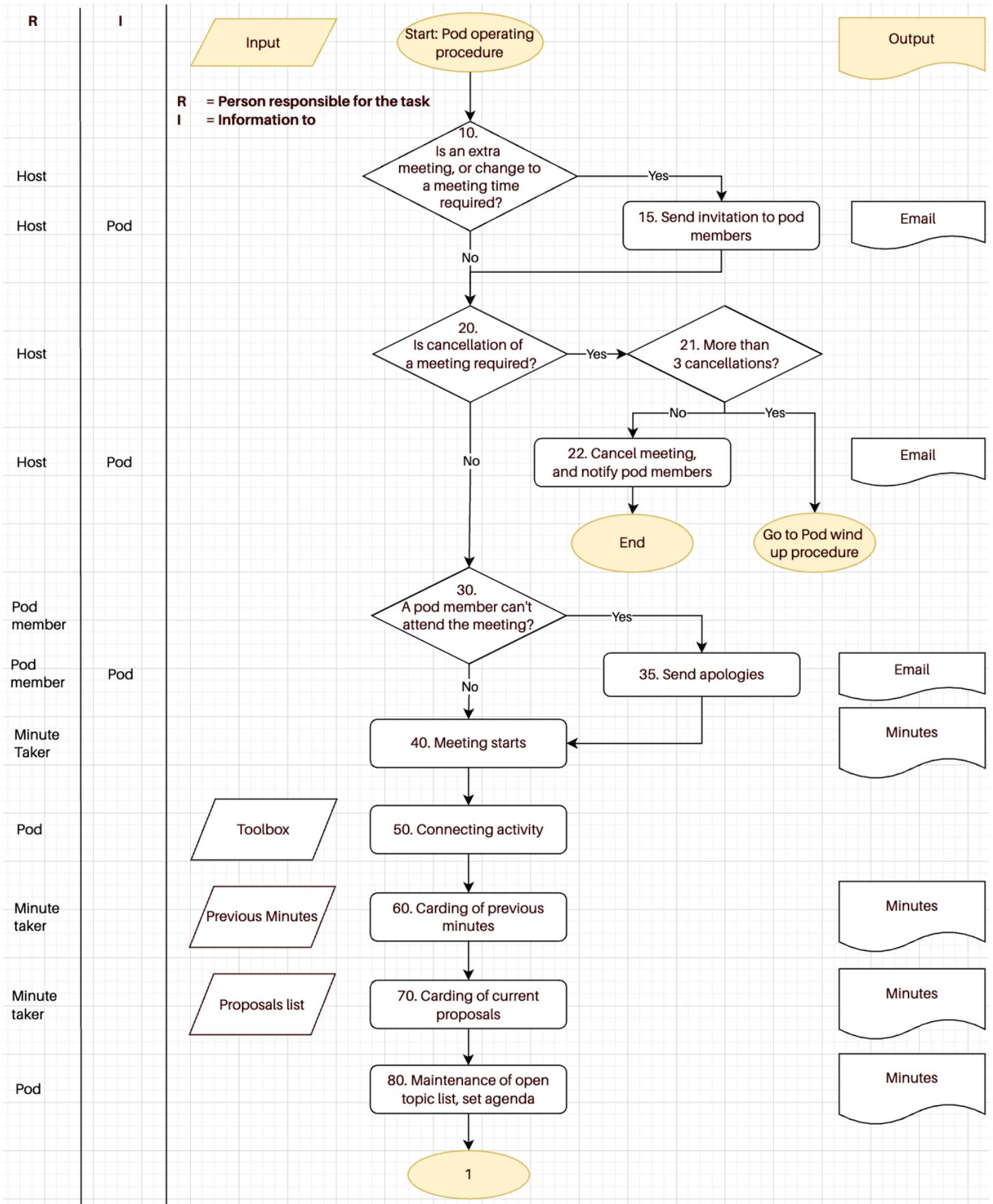
- Reasons you want to join the pod
- Skills you bring to the pod
- Which part of the scope are you interested in most?
- What would you like to learn in this pod?
- Is there a role you would like to take over?
- I can make the existing pod meeting times, or not

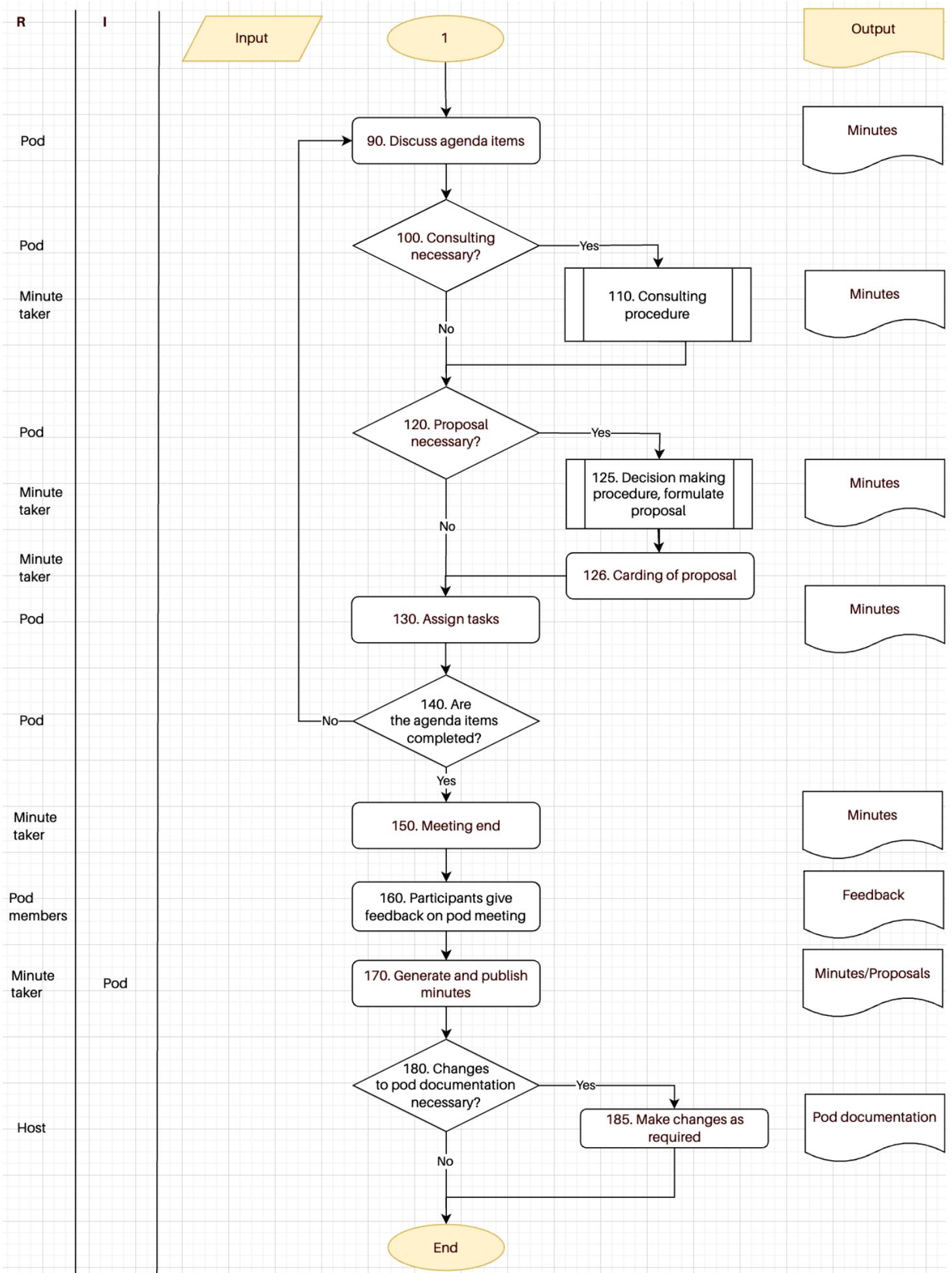
Box 40

By attending as an observer for two meetings, you get to see if the pod's culture is right for you, without disturbing the business part of their meeting agenda. You however may participate in the connecting / checkin part of the meeting. If you are already a member of another pod, this attendance is additional to your regular pod meetings.

Box 90

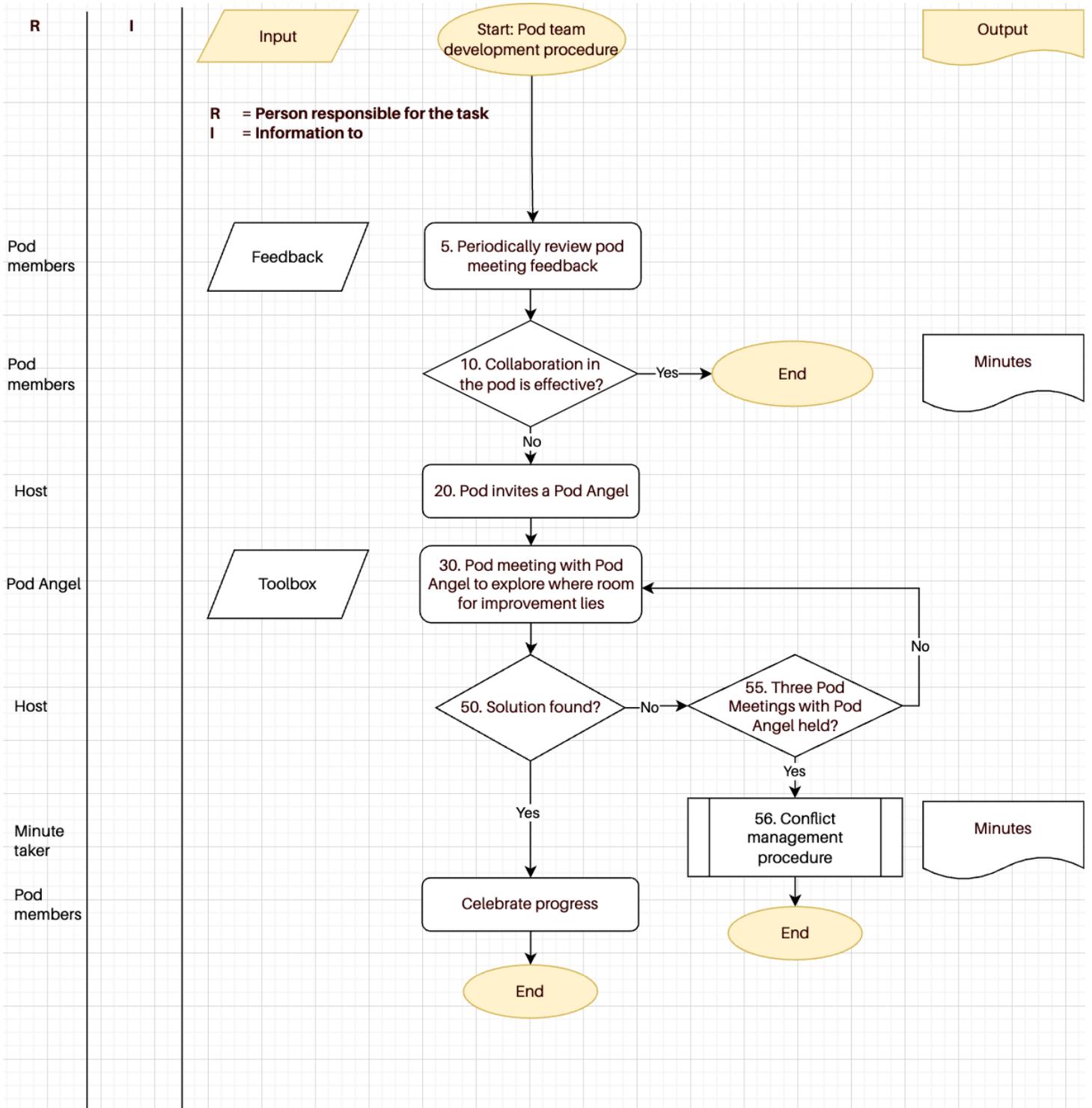
The recommended size of pods is 5-7. Should a pod reach 8 members in size, the pod should start to actively consider splitting the pod into two. Once the pod reaches 10 members, splitting the pod must become the priority.





## Further explanations to the Pod operating procedure

Box 10, 15	Both pod hosts together can decide to reschedule or initiate an extra meeting. Pod member's are to be given at least 3 days notice by email, or each pod member must be contacted individually by the host to arrange an earlier time.
Box 20, 21, 22	A pod meeting can only take place, when 2 or more members are present. Members are to be notified of meeting cancellations 24 hours or more prior to start. Box 21 means 3 consecutive meetings.
Box 35	Apologies to be supplied by email to the pods email list ideally 24hrs or more, before meeting begins.
Box 40	Preparedness. Meeting attendees should have read the minutes from the previous meeting, and the minutes of the other pods that have taken place in the last week. They should aim to be prepared to report on any tasks they undertook.
Box 70, 126	Proposals are all current proposals from all pods involved in the project. The method of recording proposals and carding are documented in the Decision-Making Procedure.
Box 160	Pod decides their own check out ritual.
Box 170	<p>The minute taker generates and publishes the minutes and ensures that they are approved during the following meeting (Box 20). The minute taker adds open topics and tasks that were established during the meeting to the minutes.</p> <p>The Pod minute taker should endeavour to make a fair record of the meeting. Any personal comments from the minute taker should be prefaced as such. Include a one paragraph summary of the discussion, and context for proposals.</p> <p>Minutes to be published as soon as practicable after pod meetings (while the matters are fresh in the mind). Preferably within 48 hours. If the minute taker is unclear about what to write, they should consult with other Participants. Once published, minutes are not to be altered or edited.</p> <p>Corrections of previous meetings are noted in the latter minutes. A complete sequentially ordered set of minutes for each Pod is to be maintained in a specified accessible location.</p>
Box 180	Pod documentation includes the pod scope/domain, a list of pod members, and any named roles including the hosts. Pods may only change their scope by using the decision-making procedure.



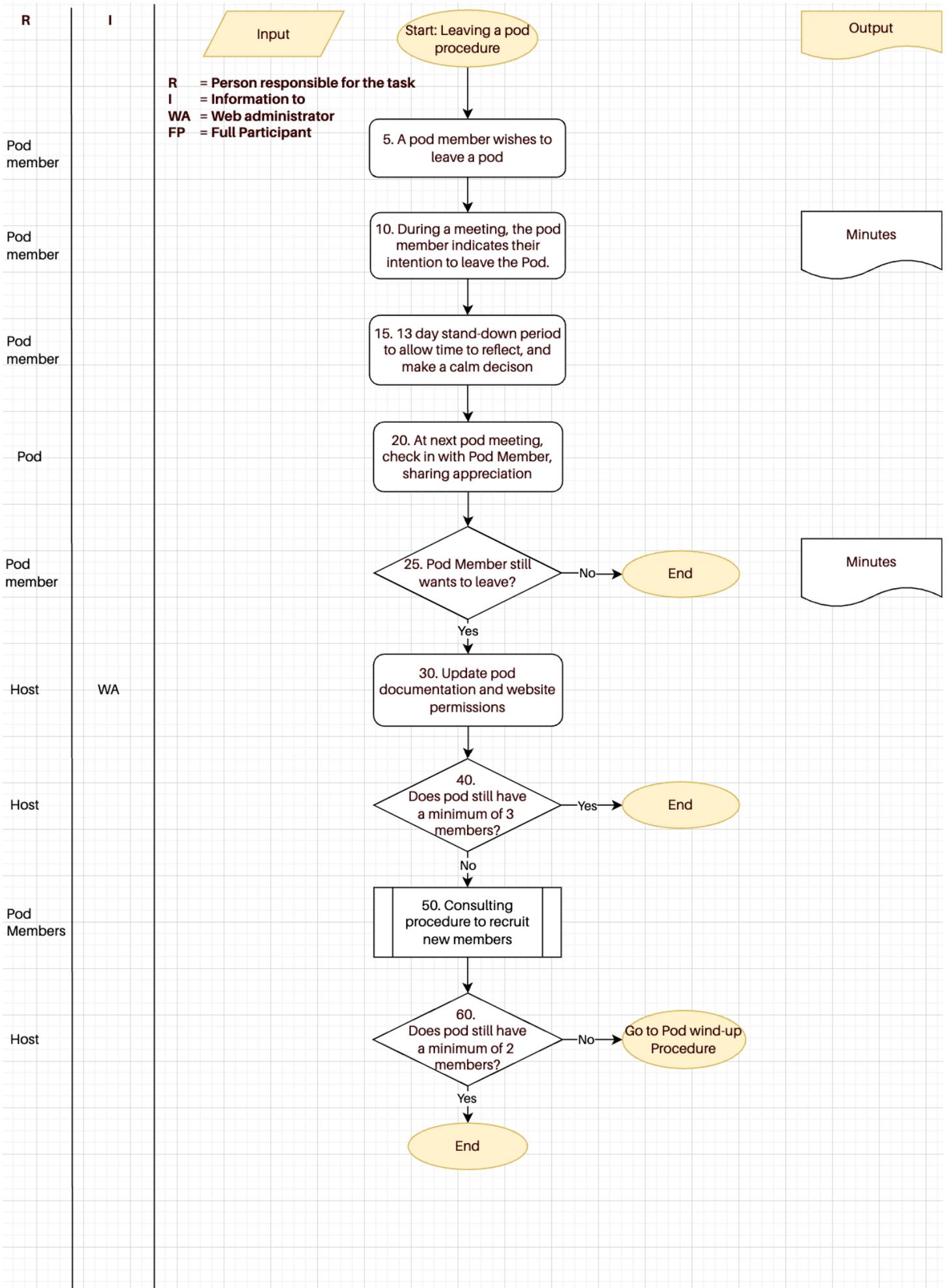
### Further explanations to the Pod team development procedure

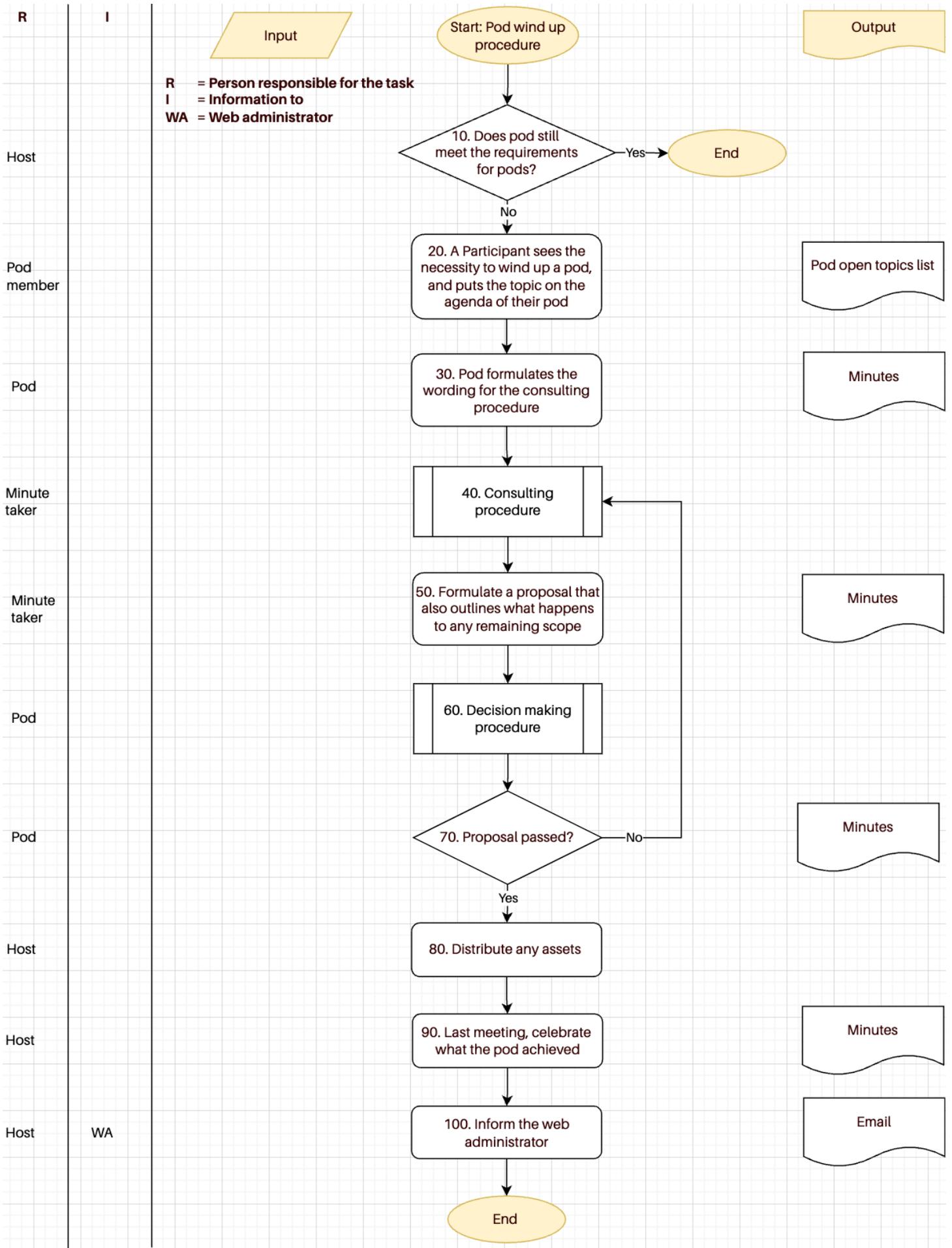
Box 5, 10

Measured by either the feedback review, or when two or more participants consider work is needed. Pods should carry out a review at least annually.

Box 20

A pod angel is selected from a list of participants that have volunteered to be a Pod Angel. Pod Angels are Full Participants that have experience in operation and pod development.





## Further explanations to the Pod wind up procedure

Box 10

Does the pod have enough pod members?  
Does the pod's scope have remaining tasks?  
Is the pod meeting its other obligations, meeting regularly, producing minutes, carrying out pod review / team development etc?

Box 20

Because there is no central body tasked with pod oversight, the process of initiating a pod wind up can be started by any participant. However, ideally, the pod itself will do this, or a pod with related scope, and obviously the initiator requires sensitivity to the pod's own needs and views. When in doubt, talk to all the people concerned before initiating the wind-up procedure.

Box 30

To start the consulting round the following information is to be provided:

- Reason why the pod should be wound up
- Specify what is proposed to happens with any remaining scope / tasks
- Suggested proposal wording

Box 80

Assets are distributed to other pods according to the distribution of the scope. If there are assets left, the slush pod decides what to do.

Box 100

The web-administrator closes the pod on the website, and archives files, minutes, email list archives, and any other material generated by the pod.