



About Working Groups:

Working Groups (WGs) are collectives of U of A students and community members who work together on an issue that falls within the APIRG mandate. They come to us with their ideas and passion for change. Their focus may be on research, events, actions, publications, or other diverse activities. Working Groups are generally considered to have long-term goals and timelines that continue beyond the current academic school year, even if their memberships transition over the years.

This document must be read and signed by both the Main and Financial contacts for the Working Group, before any disbursements of APIRG funds are made and/or services offered.

Please check off each section as you read through the terms. By signing this agreement with APIRG, the Working Group and its members agree to the following:

1. **Working Group Terms of Reference** (Appendix A)

2. **Memorandum of Understanding on the Alberta Public Interest Research Group (APIRG)'s position on Civil Disobedience** (Appendix B)

3. **APIRG Basis of Unity and Statement of Values** (Appendix C)

3. Funds Disbursements

The WG agrees to spend APIRG funds based on the amount and conditions of the grant outlined in their APIRG **Letter of Acceptance** from the APIRG Board.

Disbursements are provided following the submission of an expense reimbursement claims form, accompanied by an original receipt.

The WG understands that they will be required to submit a new Application during regular APIRG funding rounds in order to request new funds. Emergency requests may be brought to the attention of the Working Group and Volunteer Coordinator.



4. Financial Reporting & Responsibility

The WG will choose a primary financial contact person, who must read and agree to the following:

Financial Requirements (Appendix D)

Services APIRG Provides to Working Groups (Appendix E)

Honoraria Policy (Appendix F)

Capital Purchasing Agreement (Appendix G)

APIRG Ethical Purchasing Policy (Appendix H)

Note: this policy is understood to be a guideline and may be waived in some situations.

5. Regular Communication With APIRG

The WG Main contact person will provide the APIRG Working Group and Volunteer Coordinator with updated contact information, especially when information changes for the main contact or financial contact persons, or for the group as a whole.

The WG Main and Financial contact persons will communicate with the APIRG Working Group and Volunteer Coordinator, as per the **Terms of Reference** (Appendix A).

Working Groups often hold periodic meetings. Whenever possible, the WG will provide APIRG with a copy of the meeting minutes, especially in relation to financial decisions.

6. Annual Reporting

The WG main contact person and financial person will each submit an end of term report to APIRG upon request. Please use our Evaluation Form (APPENDIX I) and Year End Working Group Financial Statement (APPENDIX J)



7. Acknowledgement of APIRG Support

Working Groups represent the diversity of our membership, and often introduce people to the organization. Through their activities WGs provide invaluable outreach on campus and abroad, acting as ambassadors for APIRG. APIRG values the skills and resources that our WG members bring to the organization. We strive to promote our WGs and in exchange, look for support from them. In this way, we ask that Working Groups acknowledge APIRG support in a variety of ways:

- The APIRG logo will be displayed on all literature, on-line forums or promotional materials produced by the WG, ideally *with prior approval from APIRG staff*.
- APIRG will be given verbal acknowledgement at all events and activities.
- APIRG Board representatives will be given the opportunity to be present at events/activities (ie. invitations or tickets).
- Promote APIRG, during tabling events, U of A Orientation Week and Week of Welcome, and/or other appropriate events. *WGs will be provided with adequate information, resources and training in order to do so.*
- The WG will provide APIRG with copies of posters, buttons, promotional materials, media coverage or any other resources related to WG events, activities and projects for the APIRG library.
- You may be requested to do a presentation, workshop or training session for the APIRG Board, staff and other APIRG members.
- You may be requested to present at the APIRG Annual General Meeting or other event.
- We encourage our WG members to attend events and workshops hosted by APIRG, as we encourage our Board and members to attend events hosted by Working Groups!

8. Non-Compliance with Agreement

- We understand that the APIRG Board reserves the right to review the status of any WG that fails to adhere to these requirements, and that this may result in the removal of said WG from active status and the loss of access to APIRG funds.



9. Signatures

We (the undersigned) agree to the Working Group Agreement and the related Appendices

On behalf of (name of Working Group) _____

Main Contact:

Name _____ (print) _____ (sign)

Phone _____ email _____

University of Alberta Student (yes or no) _____

Signed this day of _____, 20

Financial Contact:

Name _____ (print) _____ (sign)

Phone _____ email _____

University of Alberta Student (yes or no) _____

Signed this day of _____, 20

Signed on behalf of the APIRG Board of Directors

Name _____ (print) _____ (sign)

Signed this day of _____, 20



APPENDIX A

Working Group Terms of Reference

A: APIRG Working Group, Board and Staff Responsibilities

1. APIRG adheres to a basis of unity and statement of values (Appendix C) that informs our funding decisions and partnerships, and all Working Groups must conduct themselves in accordance with the basis of unity and statement of values in order to receive funding.
2. It is the responsibility of the APIRG Board to approve WG funds and support, as well as to ensure that WGs are provided with tools to support their operation. The Board also oversees the operations of the APIRG staff in relation to Working Groups.
3. Although it is not the responsibility of APIRG to control the organizational aspects of WGs, the APIRG Board strongly encourages the use of a consensus model and an anti-oppressive framework and approach. We are here to offer organizational support for your group. APIRG Board, staff and office resources are available to assist all WGs.
4. APIRG staff, specifically the Working Group and Programming Coordinator, is responsible for the following:
 - Providing a familiar and constant face at APIRG.
 - Assistance with access to APIRG office resources and in kind services, as well as fulfilling other requests of the group.
 - Acting as conduit to the APIRG Board, including advocating for WGs at APIRG Board meetings or placing requested items on the meeting agenda, as well as providing the Board with important WG updates.
 - Collecting current WG information, events and meetings, as well as



Alberta Public Interest Research Group Working Group Agreement
posting them to the APIRG website and social media, or Assisting
WGs with their internal operations, if requested and approved by the
APIRG Board.

- Networking WGs with each other, and with community groups.
- Coordination of WG applications, proposals review, WG Agreements, WG policy updates.
- Coordinating the APIRG WG Orientation Meeting, and following up on training and workshop requests made by WGs.

B: Working Group Active Status and Access to Funds:

1. Working Groups will be considered active for 12 months from the date of approval, or until their final report is submitted and Dissolution Form signed, provided they are in compliance with the terms of this Agreement. Working Groups will be considered inactive after 12 months from the date of approval as specified on the acceptance letter. Approval is contingent on the signing of this WG Agreement.
2. In compliance with the WG Agreement, the WG agrees to update the APIRG WG and Programming Coordinator at least once every 4 months (once per term). This update should consist of the following:
 - A financial activity update (may consist of emailing the updated spreadsheet)
 - An activities update, including advance notice of WG events, news and meeting dates to be posted to social media and the APIRG Newsletter by APIRG Staff.
 - A notice of planned absence or decrease in activities.



3. At the end of this 12-month period, *and if no extension of term is requested* (see item 5 below), the remaining funds will be reabsorbed into the general APIRG Budget and the WG will no longer have direct claim to that money.

4. A WG may request an academic term extension of active status. This request must be made before the end of the group's term of active status. The Board will consider granting the extension without funding based on the group's past level of WG activity and past level of adherence to the Agreement.

5. WGs are required to fill out a new Working Group Application Form during regular funding rounds for all new funding requests. This is to ensure that the mandate, goals, budget and membership of the group are still in keeping with the APIRG mandate.



C: Working Group Dissolution

The APIRG Board and WG Coordinator reserve the right to dissolve a Working Group that is not in compliance with the Working Group Agreement

The process for WG dissolution is as follows:

- If the WG does not report to the WG Coordinator within the 4 month period they will receive a notice by email and/or by phone.
- If no report or contact is made within two weeks after the notice the WG will be automatically dissolved, and its members will be notified.
- If a WG is in violation of the WG agreement, they may be immediately dissolved by the APIRG Board at the Board's discretion.



APPENDIX B

Memorandum of Understanding on the Alberta Public Interest Research Group (APIRG)’s position on Civil Disobedience

Made Between APIRG and _____
(print name of group or individual)

APIRG members; APIRG working groups; organizations receiving APIRG funding, and other individuals associated with APIRG.

I, (print name) _____

on behalf of (group or individual) _____

hereby represent to APIRG that I/we understand(s) and undertake(s) to abide by the provisions of this agreement.

I/WE, AS AN APIRG FUNDED AND SUPPORTED INDIVIDUAL OR GROUP UNDERTAKE TO ENSURE THAT:

1. APIRG’s name or logo will not be used or associated with a civil disobedience event that the group or individual is affiliated with.
2. I/we will not directly or indirectly imply that APIRG has lent any financial or other support to the civil disobedience event at issue.
3. Financial support, grants, sponsorship or funding received from APIRG to support individuals or organizations affiliated with APIRG will not be used in any way to fund acts, activities or actions of civil disobedience. APIRG funds will only be used for the **legal** activities promoted, organized, and carried out by the individual or group.

SIGNED _____

ON (yy/mm/dd) _____

ON BEHALF OF _____

SIGNATURE (witness on behalf of APIRG)



Alberta Public Interest Research Group Working Group Agreement

APIRG Basis of Unity and Statement of Values

Basis of unity

We believe the way to create positive social change is to provide individuals with the information and tools they need to become active citizens and to participate effectively in their communities.

Statement of Values

APIRG considers an equitable environment to be a part of positive social change. We acknowledge that social change is achievable and see social awareness as a valuable facet of the public interest. We see anti-oppression as a process that acknowledges the existence of systemic oppression (including, but not limited to, racism, sexism, homophobia, transphobia, classism, and ableism). Through practices and policies, we seek to actively identify, challenge and address oppression wherever it exists, in all its various forms, and to actively encourage opportunities for social awareness and change. Further, we recognize and respect that systems of oppression interact in different ways and affect each person differently.

Passed 2007-Aug-22



Financial Requirements for APIRG Working Groups

APIRG's funding comes from students at the University of Alberta. We strive to be financially accountable for every dollar we spend, and that includes money spent by working groups. We need your group to choose a primary financial contact person who will be expected to be fiscally responsible in the following ways:

- They are expected to have current knowledge pertaining to the WG's financial matters, and to be in communication with the rest of the group in regards to finances. Presenting Financial statements at regular Board meetings is a good way to do this.
- They will provide the APIRG office with receipts for items purchased with APIRG funds, for purchases corresponding to the list of expenditures approved in the Letter of Acceptance.
- They will maintain an up-to-date spreadsheet of expenditures and activities during the funding year. This should be submitted once per term, as mentioned in the Terms and Agreement.
- They will submit an annual financial report based on the original budget, including an explanation of any deviations.
- They will read and agree to the Agreement and Terms of Reference, which explain the means by which the group maintains active status.
- The WG Financial Coordinator understands that they will be required to submit a new Application during regular APIRG funding rounds in order to request new funds, using a budget template.

APPENDIX E

Services APIRG provides To Working Groups:

The primary focus of the Alberta Public Interest Research Group (APIRG) is to provide support and resources to student and community working groups. Students and community members may form Working Groups to address social, environmental, or community-based issues. New applications are accepted at the beginning of each Fall and Winter academic terms. Current dates can be found at the APIRG website: www.apirg.org.

- Access to free or low-cost meeting space, room bookings on the U of A campus.
- Assistance recruiting members and finding volunteers for events.
- Assistance promoting events, volunteer opportunities or recruiting members on our weekly events newsletter social media, and office poster board.
- Access to the APIRG resource library, and the opportunity to order in relevant materials.
- Photocopying at the APIRG office.
 - One package (500 sheets) of new post-consumer paper
- Button Maker by advance request: 200 free buttons per WG
- Access to Anti-Oppression, Consensus, and other trainings for WG facilitation.

Please book time in advance for large amounts of printing or photocopying. The button maker must also be requested in advance.

APPENDIX F

APIRG Honoraria Policy

Definition:

An *honorarium* is a voluntary payment that is provided to a person for a service(s) where fees are not legally or traditionally required, to compensate work done by an individual that exceeds that which could be reasonably expected of a volunteer, in terms of time commitment or expertise, regardless of whether such work is normally recognized within our economic system. Typically, honoraria includes substantial labour and/or art on behalf of or for a group outside of a typical employment relationship.

The conditions upon which a request for honoraria may be accepted include the following:

- a. The request is made prior to the work taking place
- b. The honorarium recipient is named in the request
- c. The honorarium is less than the price of contracting the work out or employing a worker to do it. Honorarium must not be paid in lieu of typically expected employment work.
- d. The individual or group requesting the honorarium agrees to produce a receipt for the honorarium. Upon receipt of funds, the honorarium recipient must sign a Receipt of Funds form.
- e. Honoraria must not exceed a payment for \$500 within the APIRG Fiscal year.

APPENDIX H

Ethical Purchasing Policy

Purpose

The purpose of the policy is to:

- a) Promote good labour and environmental standards in the supply chains of APIRG
- b) To protect APIRG's reputation

APIRG's policy is to seek to purchase goods and services which:

1. Are produced and delivered under conditions that do not involve the abuse or exploitation of any persons;
2. Have the least negative impact on the environment.

Such considerations will form part of the evaluation and selection criteria for all goods and services purchased by APIRG.

Guidelines for Purchasing

Whenever Possible:

a) APIRG will purchase items that are locally produced or second-hand, and/or recycled. Also whenever possible, when purchasing foodstuffs, APIRG will purchase organic, non-genetically modified produce and products.

b) APIRG will purchase goods that are made in Canada by union labour.

c) APIRG will purchase items of apparel, and for office supply, administration, and products for use in APIRG events and programming, from responsible and ethical manufacturers who operate in accordance with established codes of corporate conduct regarding wages, workplace health and safety, forced labor, child labor, and freedom of association, as embodied in United Nations (U.N.) and International Labor Organization (I.L.O.) conventions.

d) An APIRG representative shall submit a series of questions to retailers on such items designed to determine the manufacturing facilities in which the products under consideration are made, to ascertain working conditions at these manufacturing facilities, and to demonstrate that working conditions are of concern in APIRGs purchasing decisions.

APPENDIX I

Working Group Evaluation Form

As per your working group agreement, please complete the following form and return it to APIRG before the end of the semester.

Section A - Group Information

- 1) Name of group:
- 2) Semester (e.g. Winter 2020):
- 3) Number of members:
- 4) Main contact person:
- 5) Financial contact person:

Section B - Evaluation Questions

- 1) What activities did you undertake and how did they help meet the group's goals and objectives?
- 2) What worked (and didn't work) in terms of planning and running your group?
- 3) What results do you see coming from your activities? (i.e. increased awareness, public participation, new initiatives, the crumbling of the Empire, etc.?)
- 4) What could you do differently next semester?
- 5) What additional knowledge would have helped to more efficiently achieve your goal?
- 6) Has your group's mandate, goals or activities changed? If so, how?
- 7) Which APIRG services and resources did your group access? Which of these did you find most useful?
- 8) What additional support from APIRG would have been useful to help you meet your goals and objectives?
- 9) How do you plan to apply what you've learned this year to future projects and activities?
- 10) What are your plans for the coming semester?
- 11) Do you have any additional comments?

Section C - Supporting Documents

Please attach the following to this evaluation form

- 1) Completed financial statement form
- 2) Copies of all promotional materials related to group activities
- 3) Photos, press clippings and other publicity related to the group
- 4) A financial report based on the original budget and APIRG Letter of Acceptance
 - i. A written explanation of any deviations or expansions from the original budget
 - ii. A written description of successes, including fundraising efforts and challenges.
 - iii. A summary of other sources of funding
 - iv. A summary of funds to be carried over beyond the end of the fiscal year (April 30), and a brief description of what the group plans to spend further funds on
 - v. Future plans for funding, including APIRG and outside resources.