WMUK plans for Wikimania 2014

Please note this is a working document

What is Wikimania?

Wikimania is an event to discuss open knowledge, specifically around Wikipedia and related projects. In practice, it is different every time it is held. Wikimania 2014 will be the biggest ever and has a focus in engaging the 'Open' communities that is ambitious and novel. It will not be as insular as the past and will offer great opportunities for our movement to open itself up.

The impact of this will be global and at heart this is an event for all the Wikimedia community. It is not 'ours' alone. However the Foundation regard us a their partner in its organisation and are supporting us to get the most from the event.

We have established close working relationships with the Foundation organising team and the volunteer organisers. We all have slightly different but, hopefully, complementary agendas. We aim to support these other agenda while creating as much value for the chapter as possible.

Where are we?

The venue is booked and will be wonderful. The Barbican is an excellent venue and from our visits we know that it will provide all that we need in terms of accommodation, catering and, we are assured. excellent wifi.
A major hotel in the area has been block booked.
There has been a very large response to the request for papers/presentations, including many from the WMUK orbit.
A team of three full time staff have been recruited until the end of August to deliver the WMUK offer.

What are our strategic ambitions and how can we achieve them?

- That the Chapter enhances its reputation for innovation competence and achievement
- That the Chapter fully involves its wider community so that they feel ownership and develop as active volunteers into the future
- That what we do complements and enhances our planned programme
- That our programme at WIkimania 14 allows us to build and develop through reflective practice.
- That there is a lasting legacy for the chapter once the conference is over.

Our Activity Measures Plan has some simple metrics relating to the event, to capture the chapter's targets relating to the event. They were not intended as targets for the conference itself:
- We are perceived as the go-to organisation by UK GLAM, educational, and other organisations who need support or advice for the release of educational Open Content:
  - Sum of reputation ratings of organisations that we are working in partnership with, or were working with no more than than two years ago increased by 5%
- We have a thriving community of WMUK volunteers:
  - Subscriptions to the Friends of Wikimedia UK Newsletter reach 420
  - We have 250 recorded volunteers
  - Increases in numbers of leading volunteers, activity units and leading volunteer activity units
- A thriving set of other Wikimedia communities:
  - At least 7 jointly held activities or events with other chapters or groups including those that increase the diversity of contributors or upskill existing community members

These are cautious but sought to prove that the chapter engaged with many people and got a benefit from the conference. At the same time, what we can do is much wider, and needs to be captured. This is discussed 'Overview of the programme' below.

Partnerships

- That through engagement with fellow 'open' organisations who can really participate we build allies.
- That through the engagement of UK institutions with whom we have worked and others that we can work with in the future we build opportunities for our future programmes.
- That through positive media representation of what we do we build interest in our work.
- That we build appeal within the UK attracting more contributors and volunteers.

Resources

How do we do it all?

Stuart Prior, paid for by the Foundation, is working full time from the office to act as liaison between the Foundation organisers, the volunteer organisers and the chapter.
Katherine Bavage is working alongside the Foundation fundraising team to support their efforts and ensure UK links in the future.
Stevie Benton will increasingly be working to support the public relations coverage for Wikimania
But staff capacity is a finite resource, so we are hiring three people to work on the WMUK element of Wikimania in order to support volunteers and staff to deliver our programme before, at and after Wikimania.

A fully costed budget will be presented to the June Board detailing the expected costs. This will be in excess of the £10K already identified. Probably approaching £35K

Being sensitive

What we do needs to be alongside and supportive of the Foundation and organising volunteers' ambitions

Key documents: Wikimania Sponsorship Pack

Wikimania team's 'Overview' document - Confidential.

Joseph Seddon has been acting as a liaison with Ed and James. This has been a useful communications channel.

Overview of WMUK programme Initials key
CK: Chris Keating
CM / CDM: Chris McKenna
DC: Daria Cybulska
FT: Fabian Tompsett
HM / HJM: Harry Mitchell
JC: Jonathan Cardy
JD: Jon Davies
JSTC: John Cummings
KB: Katherine Bavage
KC / KTC: Katie Chan
RO: Robin Owain
RN: Richard Neville
RS: Richard Symonds
SB: Stevie Benton
SP: Stuart Prior

TS: Toni Sant

To integrate into the document:
Budget spreadsheet
notes below

notes to include:
goals for engaging with the community:

- improving knowledge and confidence about Wikimania within the community
- improve the wikimania wiki
- improve the article on the barbican
- come to wikimania
- volunteer for wikimania
- write self-guided walk leaflets around a particular theme (see self-guided walk theme ideas document)
- compile shows and exhibitions in London

questions about the community village:
- who is eligible to be at the community village?
- Community Village will be in the main arrival area by the lifts and outdoor space.
- how many organisations will want a stall at the open village?
  what can the barbican provide? tables, power sockets, chairs, how many of each?
- how much space is available?
- enough space for an open village?
- what support can WMUK provide for people in the community village before the event? WMUK office as a delivery address? Provide a format for tables and printer

Work area	Lead	Goals	Specific actions See also Timetable	Notes	How does this relate to our annual plan?	Specific SMART metrics for this work	Estimated costs	Legacy
External relations		**Overarching ambition To build positive media relations in the UK and worldwide**			The key element here is (but there are also others): ● **G3** Reduce barriers to accessing Open Knowledge ○ → There is increased awareness of the benefits of Open Knowledge	20 Media organisations attending	From core WMUK budget.	WMUK becomes the go to place for the media based in the UK.
	SB/ JSTC	● Vast opportunity for outreach and promotion ● Big editing challenge to tie in with conference, perhaps through a media partner ● Great chance to promote WMUK internally (to rest of movement) ● Build relationships with press organisations before	● In January [SB] met the PR groups working on Wikimania to get a better idea of the timelines involved and in order to explore the	● Needs to be properly planned in advance - requires long lead times ● Please also see entries in grid below ● Press launch 19th May. ● Meeting with City of London PR	● **G3** Reduce barriers to accessing Open Knowledge ○ → There is increased awareness of the benefits of Open Knowledge	50 positive media items about Wikimania	From core WMUK budget.	Media portfolio for Wikimania including analysis and lessons learnt

		the event ● Make plans for high profile visitors	opportunities more fully	arranged and leading to cooperation.				
		● Merchandise, booklets, banners - lots of design and print required	● SB and Wikimania team to coordinate and manage		● **G3** Reduce barriers to accessing Open Knowledge ○ → There is increased awareness of the benefits of Open Knowledge ● **G5** Develop, support, and engage with other Wikimedia and Open Knowledge communities ○ → Wikimedia communities are skilled and capable.		£4500 printed materials. £2000 for banners etc for WMUK	Lots of these materials can be re-used and re-purposed after the event. Associated design costs assimilated by Wikimania.
	KC	● Share what we have learned about training trainers with other WIkimedia groups	Train the Trainers International event 4-5 August.	12 places available. Event page and booking page needs creating	● **G5** Develop, support, and engage with other Wikimedia and Open Knowledge communities ○ → Wikimedia communities are skilled and capable.	All 12 places filled, equating to 24 activity units in G5.3. Capture which chapters they are from. Feedback forms from the participants with quantitative and qualitative information - to assess whether they gained relevant skills. 95% positive response	From core WMUK budget.	Follow up Feb 2015 to see how they used the skills.
	JD/CK	● Share what we have learned about good governance.	International governance workshop - the repeat.	Demand is such that we will run the workshop again. 7th August. 20 places	● **G5** Develop, support, and engage with other Wikimedia and Open Knowledge communities ○ → **A thriving set of other Wikimedia communities** Less importantly: ● G2b Use effective and high quality governance and resource management processes ○ → We have effective and high quality governance and resource management processes, and are recognised for such within the Wikimedia movement and the UK charity sector.	Count no. of participants for the workshop - activity units for G5.3. Feedback form with quantitative and qualitative information. G2b.1 (recognition for governance) could be assessed via the feedback form from the participants	£2000	WMUK cements its reputation for developing good governance and becomes the centre of excellence. Follow up Feb 2015
GLAM		**Overarching ambition:** **To cement relationships with existing partnerships and build**		Need to record any new relationships, or projects with existing contacts	● **G1** Develop Open Knowledge ○ → We are perceived as the go-to organisation by UK GLAM, educational, and other	No. of new contacts No. of sustained contacts	From core WMUK budget.	Follow up Oct 2014 = No. sustained contacts

		the foundations for future ones			organisations who need support or advice for the development of open knowledge. ● **G3** Reduce barriers to accessing Open Knowledge ○ → There is increased awareness of the benefits of Open Knowledge.	[need specific numbers]		
	KC	Promote GLAM programme, Wikimedians in Residence and WMUK's role in the sector	Video for Wikimania about WMUK GLAM programme.	Being produced for Wikimania by community volunteers in July.	Quote from RockDrum: The purpose of this project is to create a short film documenting the Galleries, Libraries, Museums and Archives (GLAM) efforts in the United Kingdom, to be used for promotional efforts by both GLAM and Wikimedia UK. In addition to its use as an outreach tool, this film also serves as a celebration of the work of the volunteers who have worked hard over the past four years to open up the cultural heritage held by the UK's cultural institutions. This aligns with strategic goals G2a, G3.2 and G5.	Ideally we'd want to capture how many GLAM representatives have seen the video at Wikimania. [is this possible if shown in public spaces?] X number of other videos inspired.	From core WMUK budget.	Available on line Hits
	JC/JS TC	There is a GLAM track and a big opportunity to promote GLAM in the UK through the fringe program of Wikimania. We want to get across four mutually supporting messages. 1. These events are enjoyable - at least if you are the sort of person who enjoys writing an encyclopaedia - and UK based editors who attend Wikimania should sign up to the mailing list so they can come to more things like these. 2. GLAM is a way to engage with experts and improve editor skills and resources in ways that improve the quality of Wikipedia. 3. The UK has more than its fair share of GLAM resources and Wikimedia UK has ways of tapping into	Several GLAM contacts and WIRs were approached re making presentations at Wikimania Waterloo 200 Culture 24, YMT, Fae re the mass upload tool , John Byrne re CRUK, Edward Hands re London GLAMs , John Cummings re Natural History museum. We have several other UK GLAM presentations submitted, including from Andy Mabbett Have already started talking to GLAM partners about having an event in this quarter, followed by		● **G3** Reduce barriers to accessing Open Knowledge ○ → There is increased awareness of the benefits of Open Knowledge. ● **G2a.1** We have a thriving community of WMUK volunteers.	Capture what GLAM institutions delivered talks at Wikimania, ideally capture attendance. Wikimania Fringe events, No. and attendance	From core WMUK budget.	Feb 2015, review of increase in volunteering

		that for the benefit of the whole Wikimedia movement - not just the UK.	one in August. Library list which is innovative others are already joining in with or praising and which can be migrated back to our own wiki afterwards. Also the Global library which to be charitable currently looks like it has failed to be noticed.					
	JC / JSTC / CDM	We want to have several GLAM themed events in the fringe programme.	Events at London Zoo and Pietrie Museum planned for 12 August. Wiki takes London is a combined mop up for Wiki Loves monuments and anything else in London that can be used to illustrate a Wikipedia article.		● **G3** Reduce barriers to accessing Open Knowledge ○ → There is increased awareness of the benefits of Open Knowledge. ● **G2a.1** We have a thriving community of WMUK volunteers.	No of GLAM frings events	From core WMUK budget.	Feb 2015, review of increase in volunteering
	JC / HJM / CDM / FT / JSTC	Big opportunity to get other UK editors to start attending real life events such as meetups and editathons. If Wikimania succeeds in recruiting a new bunch of volunteers and or attendees then it is important that we integrate them with the community and get them to join in with meetups etc and sign up to the mailing list.	HJM, CDM, JSTC working with community members to instigate new meetups.	See also Meetups document	● **G3** Reduce barriers to accessing Open Knowledge ○ → There is increased awareness of the benefits of Open Knowledge. ● **G2a.1** We have a thriving community of WMUK volunteers.	Increased number of people at meetups and editathons. Increased number of events in a wider geographical distribution. Increased number of mailing list subscribers.		Feb 2015? review increase in attendee numbers at meetups and events. December 2014? review increase in mailing list subscribers.
	JSTC	Free Culture Weekend https://docs.google.com/document/d/1yXFINRxl3cfTuScHehKecHGknr4VMzK4hmwQGqAiN9A/edit?usp=sharing			● **G1** Develop Open Knowledge ○ → We are perceived as the go-to organisation by UK GLAM, educational, and other organisations who need support or advice for the development of open knowledge. ● **G3.1** Access to Wikimedia projects is increasingly available to all, irrespective of personal characteristics, background or situation.	Capture Free Culture hack attendance	From core WMUK budget.	Greater cooperation between open organisations

					● **G3.2** There is increased awareness of the benefits of open knowledge. ● **G3.3** Legislative and institutional changes favour the release of open knowledge.			

Education	FT / TS	**Overarching ambition**
		To cement relationships with existing partnerships and build the foundations for future ones.
					● **G1** Develop Open Knowledge
					  ○ → We are perceived as the go-to organisation by UK GLAM, educational, and other organisations who need support or advice for the development of open knowledge.
					
					● **G3** Reduce barriers to accessing Open Knowledge
					  ○ → There is increased awareness of the benefits of Open Knowledge.
					
					● **G5.4** Open Knowledge communities with missions similar to our own are thriving.
						No. of new contacts
						No. of sustained contacts
						
						Capture volunteers being involved - UK and international
							From core WMUK budget.	==Cement relationships with existing partnerships and build the foundations for future ones with X new organisations==

	TS	● Raise the (inter?) national profile of WMUK's support in the Education Sector by highlighting some of the projects/activities we support.
		
		● Provide an opportunity for UK-based educators engaged with Wiki*edia to exchange ideas with other educators doing similar projects in other parts of the world - starting with the Future of Education Workshop in June
		
		● Use this high-profile International event to raise awareness for our national ongoing events, especially EduWiki, but also WMUK's support opportunities/options for the Education sector
			● Future of Education Workshop in June
			● EDUwiki in October - programme to be in place ahead of Wikimania
			● Network with other WM chapters to share best practice on Education project and ideas for future projects.
			● Participate in panels/presentations to enable greater visibility of activities and enhanced networking opportunities
				1. scope to showcase what we already do in the UK (in the wider context of the global movement) and ensure that we attract the appropriate people to the event to engage with WMUK (so we can support them) after Wikimania moves on. The main way WMUK is doing this is through engagement with the Wiki*media Education Cooperative, to ensure a joined up effort and discourage the sort of fragmentation that makes great individual projects disappear and/or not get the recognition/support they need/deserve.
				
				2. opportunity to engage with the Wiki Education Cooperative of which we are a founding member. It's likely that the Coop will be
					● **G1** Develop Open Knowledge
					  ○ → We are perceived as the go-to organisation by UK GLAM, educational, and other organisations who need support or advice for the development of open knowledge.
					
					● **G3** Reduce barriers to accessing Open Knowledge
					  ○ → There is increased awareness of the benefits of Open Knowledge.
					
					● **G5.4** Open Knowledge communities with missions similar to our own are thriving.
					● **G5** Develop, support, and engage with other Wikimedia and Open Knowledge communities
					  ○ → A thriving set of other Wikimedia communities
						No. of new contacts
						No. of sustained contacts
						
						No. of people attending "Hackathon" Education Stream - note particularly if people are UK or international
						
						Participation in Wikimedia Education Co-operative
						
						Count no. of people involved in the activities - volunteer engagement
								EduWiki Conference 31 October 2014

				launched at Wikimania; there are also two panels planned from the Co-op at Wikimania, with WMUK involvement - one is about the formation of the co-op, while the other is about wikimetrics in education See https://wikimania2014.wikimedia.org/wiki/Submissions/Wikipedia_in_Education:_by_the_numbers AND https://wikimania2014.wikimedia.org/wiki/Submissions/Wikipedia_Education_Cooperative_Panel				
	TS & FT	Build capacity and awareness of education programmes ahead Eduwiki 2014	Future of Education Workshop in June	Organised jointly between WM Foundation, Wiki Education Foundation and WMUK staff and volunteers.	● **G5.4** Open Knowledge communities with missions similar to our own are thriving. ● **G1** Develop Open Knowledge ○ → We are perceived as the go-to organisation by UK GLAM, educational, and other organisations who need support or advice for the development of open knowledge.	Attendance at Future of Education Workshop - note particularly if people are UK or international Capture organisations involved	From core WMUK budget.	X new partnerships developed
General	JSTC	Other organisations who should attend	JSTC to contact		● **G1** Develop Open Knowledge ○ → We are perceived as the go-to organisation by UK GLAM, educational, and other organisations who need support or advice for the development of open knowledge.	Capture the names of the organisations that have attended		?
Fundraising		**Overarching ambition:** **To build the basis for future funding streams.**			● **G2b** Use effective and high quality governance and resource management processes. ○ → We ensure a stable, sustainable and diverse funding stream.	Measure Increase in funds raised in UK	£3000	Develop
	KB		● Hold Major Donor event as a fringe with	Have discussed legacy relationships with event partners with WMF	● **G2b** Use effective and high quality governance and resource management processes.	Could sign up new donors or members	From core WMUK budget.	To have a list of potential funders to approach to

			speaker ● Use case studies arising from Hackathons/Press coverage to create a simultaneous direct mail campaign ● Link payroll giving presentations and corporate invitations to Wikimania legacy fund	Delivery of event and direct mail to coincide will be the main focus 2014 'Case for Support' for the Charity will be focused on a 'legacy fund' called 'Develop Wikimania' aimed at funding outreach in the London tech community and supportive events	○ → We ensure a stable, sustainable and diverse funding stream.			support WMUK projects.
UK Community	KT DC FT CM JSTC	**Overarching ambition** **To build confidence within the community that they are part of Wikimania and that the chapter is theirs.**			● **G2a** Develop, involve and engage WMUK volunteers ○ We have a thriving community of WMUK volunteers. ○ WMUK volunteers are highly diverse. ○ WMUK volunteers are skilled and capable.	Big scope for measurement here! Need to keep logs of what do volunteers do for the event. **Here are the metrics needed across the Community and Volunteering sections:** *Number of activity units *Number of leading activity units *Proportion of activity units attributable to women *Activity units in activities to encourage other diversity or minority engagement *Activity units in training sessions and editathons (total count, including people being trained) All meet-ups to be attended with a focused presentation on Wikimania and getting involved. Volunteer blogs: Why I am looking forward to WM		
	KC	● That the WMUK community	Attend Meet-ups and	This has conspicuously not	● **G2a** Develop, involve and engage WMUK	That thirty WMUK members	See below.	

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	and JC	become closely involved in the WMUK plans at Wikimania.
		● One of our support temps deals directly with the community through water cooler, lists, meetups etc.
			help develop more meet ups
			
			Fabian to deal with Water Cooler, lists and meetups will be split up
				happened yet. Need for diplomacy.	volunteers
					  ○ → We have a thriving community of WMUK volunteers.
					  ○ → WMUK volunteers are highly diverse.
					  ○ → WMUK volunteers are skilled and capable.
						play a direct role in Wikimania.
						
						All Wikimeets to be attended, all active members to be directly contacted.		

Volunteering		**Overarching ambition** **This is an unrepeatable chance to engage our community, whatever their special interests, and develop more volunteers**						

	KC	● Reach out to UK based Wikimedia editors that do not usually interact with Wikimedia UK.
		● Reach out to the wider UK (more specially Greater London) volunteer community that we could turn into either Wikimedia editors and or Wikimedia UK volunteers.
		●
		● Gain significant amount of signups to our Friends of Wikimedia UK Newsletters.
		● Increase number of company members.
		● Running tours / promoting photography competition to take place in September
		● Volunteer recruitment
		
		● The UK community feel engaged with this year conference
		  ○ London meetups attendees
		  ○ Existing WMUK volunteers
		  ○ General wikis editors
		● Offer 20 scholarships to existing UK Wikimedia volunteers, to include a range of support from travelling expenses,
			Attend Meetups, geo-tags
			
			Work with Hera Hussain
			
			Volunteering sign up page operating
			
			Scholarship applications
					● **G2a.1** We have a thriving community of WMUK volunteers.
					
					● **G2a.2** WMUK volunteers are highly diverse.
					
					● **G2a.3** WMUK volunteers are skilled and capable.
					
					● **G5.1** A thriving set of other Wikimedia communities
					● **G5.2** An increased diversity of Wikimedia contributors
					● **G5.3** Wikimedia communities are skilled and capable.
						Measure:
						
						*Number of activity units
						*Number of leading activity units
						*Proportion of activity units attributable to women
						*Activity units in activities to encourage other diversity or minority engagement
						*Activity units in training sessions and editathons (total count, including people being trained)
						
						* Recruit 90 volunteers for Wikimania from both within and outwith the existing Wikimedia community
						
						* 30 new members signed up directly from Wikimania
						
						Champions:
						● GLAM
						● Edu
						● Training for Trainers (TfT)
						● Disability
						● WiR
						● Commons
						● Wikivoyage
						● Wikinews
						● Wikiversity
						● Wikispecies
						● Wikiquote
						● Wikisource
						● Wiktionary
						● Small languages (all single-language projects)
							£2000 travel and expenses. £500 venue hire for training. £1000 volunteer party.	30 of recruited volunteers will engage further with Wikimedia UK after Wikimania

		accommodation, and conference registration fee. ● Support the attendance of all volunteers in terms of travelling expenses ● Volunteers feel appreciated for contributing their time and efforts ● Before, at, and following the event it may be useful to identify 'project-champions' among Board members, staff members and Community members who have appropriate specialisms in any one of the various sessions (formal or informal) that will comprise Wikimania 2014. These champions should be contactable, and may take a lead on particular areas.				[Robin]		
Relationship building		**Overarching ambition** **There is no shortage of demand for partnerships but Wikimania can help reinforce those we have and offer new opportunities for the future. Scalability through additional funding will be possible.**			● **G1** Develop Open Knowledge ○ → We are perceived as the go-to organisation by UK GLAM, educational, and other organisations who need support or advice for the development of Open Knowledge.	Total count of the organisations engaged with - as above in the document (GLAM, Edu, etc)]		
	DC	● Contact building and raising profile of the chapter (by promoting the projects we have done so far and explaining what can be done, more high impact partners will want to work with us) ● Linking with smaller chapters that we may support later in the year	Train the Trainers International to share what we have learned with other Wikimedia groups.	● Making sure Education and GLAM programmes take the conference into consideration throughout the year of activities (contribute to conference content; good attendance at the relevant pre-hackathons) ● Assisting in working on the legacy of the conference	● **G1** Develop Open Knowledge ○ → We are perceived as the go-to organisation by UK GLAM, educational, and other organisations who need support or advice for the development of Open Knowledge.	[track: who what when where and why we met them] Schedule of specific interest areas at WMUK desk(s) depending on capacity.		
	JSTC	● Building bridges between Wikimedia UK and other	Keep list of contacts	Wikimania is a unique opportunity to engage with	● **G3.2** There is increased awareness of the benefits of open knowledge.	Community Village and social activities		Open Coalition goals are furthered

		chapters and other open organisations by involving them more in Wikimania.		other open groups, only a very small group of open organisations who can afford to hire The Barbican. Fringe and main WIkimania events could support the Open Coalition project goals.	● **G3.3** Legislative and institutional changes favour the release of open knowledge. ● **G4.1** There are robust and efficient tools readily available to enable the creation, curation and dissemination of open knowledge. ● **G4.2** There are robust and efficient tools readily available to allow WMUK - and related organisations - to support our own programmes and to enable us to effectively record impact measures. ● **G5** Develop, support, and engage with other Wikimedia and open knowledge communities		Creating a connected service for institutions wanting to be more open e.g digitisation and uploading the content to Wikimedia Commons
Administration		**Overarching ambition** **To be seen to have played a key and competent role in the delivery of Wikimania 14**			● **G2.2** Use effective and high quality governance and resource management processes ○ → We have effective and high quality governance and resource management processes, and are recognised for such within the Wikimedia movement and the UK charity sector. ○ → We have high quality systems to measure our impact as an organisation.	Collect all Data as per this list	
	JD	Three temporary staff in post from May 6th to end of AUgust (after discussion with Chair) to deliver the programme.skills.		Ideally from within movement to give them head start but with good organisational skills. In post by start of May., achieved with three excellent WIkimedians in post.	**All of the strategic points above and below**	As per all of the plan	£20,000 salary. £3000 staff costs. £1350 equipment	Staff employed (Fabian Tompsett, Chris McKenna, John Cummings), started 6 May 2014.
	RS/R N	● <u>Meeting</u> other staff from the WMF and other chapters to discuss issues face-to-face ● Learnings from other chapters, WMF ● Ensuring that the <u>office</u> is open a space for valued attendees who need space to work during the conference	Establish schedule for Office activities and Rota for key holders	The majority of this is packed quite heavily around Wikimania, with little else during the rest of the year.	● **G5** Develop, support, and engage with other Wikimedia and Open Knowledge communities ● **G2a** Develop, involve and engage WMUK volunteers + some operational considerations	Keeping the log of office visitors and their contact details is key for G5 and G2a. 600 contacts at Wikimania signing up to the friends newsletter - e.g. a stall in the Chapter's Village, extra-conference activities	£500 entertaining guests.	● Chapter seen as well-prepare d for hosting large events. ● Wikimedian s who are in the UK see the chapter

		● Ensuring that, if key attendees wish to <u>visit the WMUK office</u>, that they have the ability to do so in a controlled fashion which brings them back to Wikimania when complete ● Ensuring that volunteer expenses are processed especially quickly (probably the bulk of the work) ● Working with the Wikimania team to ensure that printing facilities etc are adequate on-site	Identify process for paying expenses with timetable of availability. Assessing demand and what printing is considered appropriate			Creating a sophisticated database detailing volunteers. volunteering opportunities and matching the two against each other. New staff account established to expedite small payments.		as a natural place to attend/visit. ● Smaller chapters see WMUK as something to aspire to, ● Usually critical volunteers see WMUK in a much better light
	*	● Ensuring that plans are available for Wikimedians who have "emergencies" eg flight delays etc ● Ensuring that funds are available at a moment's notice for any contingency purchases that are required. ● Assisting with the tasks of the Office Manager and other staff as necessary ● Assisting with promoting Wikimedia UK's grants programmes (when not needed elsewhere)	Set up Rota for emergency hot-line (24/7 for duration of Wikimania?) Provide briefing material/session for everyone on this Rota. Protocols for spending contingency funds	Richard N's work will largely be supporting other staff in theirs: he will act as a general supportive resource during the conference, allowing us an extra resource which can be 'deployed' as needed.	not directly applicable - operations	n/a		* The long-term objectives of other staff are supported *A reputation for organisational ability is established with other chapters and the Foundation * The Grants programme continues to develop, with more knowledge about the relatively simple WMUK grants process.

Wales		**Overarching ambition**
		To demonstrate the particular strength of the Welsh Culture and the success of the work carried out by WMUK.
					● **G1** Develop Open Knowledge
					● **G2** As a volunteer-led organisation, ensuring effective use of the resources available to us:
					  ○ **G2.1** Develop, involve and engage WMUK volunteers
					  ○ **G2.2** Use effective and high quality governance and resource management processes
					● **G3** Reduce barriers to accessing Open Knowledge
					● **G4** Encourage and support technological innovation
					● **G5** Develop, support, and engage with other Wikimedia communities
						The main function of Wiki Cymru being present at the conference will be showcasing what the project has delivered. I suppose this could inspire other chapters to follow suit, so the key metric is to see how many presentations have been delivered by Wiki Cymru, to match **G5.1 A thriving set of other Wikimedia communities**
						- DC		

	RO	The "Cascading Wiki-skills" approach to training and accreditation. Submission made: https://wikimania2014.wikimedia.org/wiki/Submissions/Living_Paths_Project Look at any other material that needs to be produced in Welsh and any sessions that could be run in Welsh.		Opted for a general presentation, which will inform as to our position in August together with achievements / targets. This is an opportunity to show a successful project to an international audience, supporting them in their development.	● G5 Develop, support, and engage with other Wikimedia and Open Knowledge communities ○ → A thriving set of other Wikimedia communities	Capture the number of participants		
	MH	Profile WMUK Welsh language work	A report on the Welsh language Federal "Coleg" WiR: Marc Haynes.		● G5 Develop, support, and engage with other Wikimedia and Open Knowledge communities ○ → A thriving set of other Wikimedia communities	Capture the number of participants		
Wikimania website	JSTC, FT, CM, ES	**Making the Wikimania 2014 website a more useful and informative place**	Engage volunteers to work on it		● G2a Develop, involve and engage WMUK volunteers. ● G5 Develop, support, and engage with other Wikimedia and open knowledge communities.			
Content		**Overarching ambition That the work of WMUK and its partners is in the foreground of the content at Wikimania 14**			● **G3** Reduce barriers to accessing Open Knowledge ○ → There is increased awareness of the benefits of Open Knowledge. ● **G5** Develop, support, and engage with other Wikimedia and Open Knowledge communities ○ → A thriving set of other Wikimedia communities	Capture contacts made with organisations Capture all presentations from WMUK that were delivered with other organisations, and other chapters.		
	All	We need to encourage all our trustees, staff and members who are making submissions to put their *Affiliation, if any (organisation, company etc.)* as WMUK, or better still Wikimedia UK	Collate submissions by WMUK members	would be done by now				When final schedule is published (May or June 2014?), check whether trustees, staff and members giving talks are listed as affiliated with WMUK.

		Financial contingency.	To cover any unexpected items.			£ 3,000	
Budgeting		Total anticipated budgets				Already allocated in WMUK budget	£10,000	
						Extra requested to be drawn from reserves.	£30,850	
						TOTAL BUDGET SPECIFICALLY FOR WIKIMANIA	£48,550	
						Estimate of amount spent from Wikimania UK core budget e.g. GLAM outreach	£22,280	
						TOTAL	£63,310	