## Making the best of your AGM time –
A note for Working Groups and Incubators
(18 April 2018)

What is a Working Group?

➢ A Working Group (WG) is the basic unit through which the GYA activities are conducted. Incubator groups are WGs in the making (see below).

➢ Every GYA member is encouraged to join at least one WG.

➢ Members are free to join more than one WG.

➢ Each WG typically has two co-leads, who are selected by the members of the group during the AGM. The co-leads can be existing or new members.

➢ WGs are broadly grouped under the focal themes of the GYA: Science and Society; Research Environment; Science Education and Outreach.

➢ There are several WGs under each theme, and new ideas can be initiated by members in the form of Incubator groups. These typically run for 1 year and can then be "graduated" to WG status.
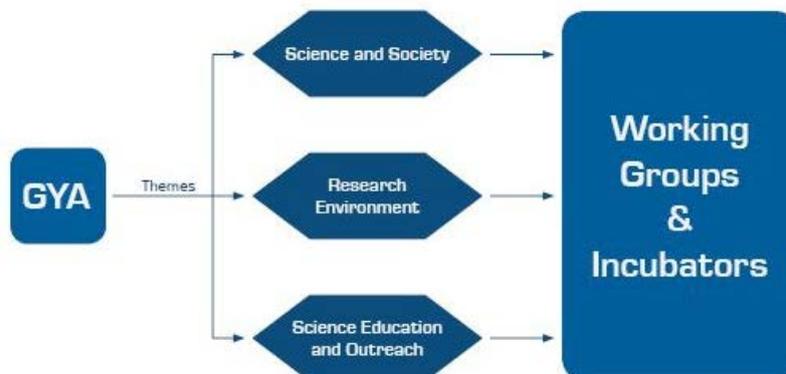
For details, please visit the GYA activities website.

The EC and Office are currently developing comprehensive WG Guidelines that will contain all the necessary information for setting up, running and wrapping up of WGs. These will be circulated before the AGM 2018.

For now, here are a few tips for you before the AGM:

Maximising your time at the AGM

The AGM is planned to provide ample time for the WGs and Incubators to meet and brainstorm over issues of common interest, to analyse the ups and downs of the past year

and to plan their activities for the coming months. However, the AGM is also the time for many other activities and for cross talk between WGs, for members to join and leave groups and for restructuring of the groups. Often, at the end of the AGM, members leave feeling that there wasn't enough time to discuss everything and to make concrete plans for the future. In spite of the efficient e-communication that we are all adept at using, sometimes gaps remain, and at times, these can evolve into rifts that are unbridgeable through virtual meetings. Here are some tips to help the members with these issues.

1. Plan early

➢ WG base funding for each year is allocated in January; so groups need to plan well ahead and group members should communicate their plans to the co-leads early on. However, requests for new Incubators or WG top-up funding can be submitted to the Office in December and in June, so any new ideas your group will develop at the AGM need not wait for several months. If you need more time after the AGM to develop an Incubator proposal, these can also be submitted at the December call.

➢ WG and existing Incubator members should start communicating among themselves to let others in the group know that you will be attending the AGM. Co-leads should make sure to collect reports on all activities by the group members during the past year. Please remember that it is as much the responsibility of the members to provide this information to the WG co-leads, as it is the responsibility of the co-leads to collect this information and feed back to Office for website update prior to the AGM. Collecting this information and keeping your group's site on the GYA website as up-to-date as possible not only helps the WG members to assess themselves and judge WG progress, but also helps new GYA members to decide which groups they would like to join.

➢ Start discussing new ideas, plans for workshops etc. among yourselves about a month ahead of the AGM, so that at the AGM, you can work on concrete plans. This will also help to attract new members to your group.

➢ The Buddy programme offers a great platform to interact with new GYA members. Join the programme by volunteering before the meeting and engage with the new members and tell them about the activities of your group.

2. Mingle well

➢ While the WG time at the AGM is meant for group members to engage with each other, there is enough time during the AGM for interactions with other GYA members. Make the best use of time for such interactions and exchange ideas, not just with your own WG, but with others. You may want to join other WGs or Incubators at this time.

➢ The resources of the GYA are limited, and so we have to find innovative ways of utilising the resources in order to maximise the output. WGs can collaborate to work towards a common or complimentary goal. This way, resources can be pooled or shared for the benefit of multiple WGs. Try to brainstorm about how you can engage with other WGs for the benefit of all participating parties.

➢ Use the GYA Intranet and mailing list to connect with members and participate in ongoing discussions.

3. Got a new idea? Consider starting an Incubator group

➢ Incubator groups are nascent ideas that need to be tried out before being given shape as a full-fledged WG.

➢ A group of members can propose an Incubator group. These should be independent of existing WGs.
➢ Incubators can be proposed at the AGM (they are often the result of spontaneous discussion among members), or later.
➢ If you already have an idea for an Incubator, no need to wait until the AGM! Instead, send a message to all members with your idea to gauge interest and start a conversation that can be continued at the AGM. The best way to send this communication is by posting a message on the Opportunities Forum on the GYA Intranet which is shared with all members once a week.
➢ Funding for Incubator groups is allocated twice a year, in January and July – so watch out for the Calls that will go out to all GYA members! Currently, Incubator base funding is 750 euros for a 12-months period.
➢ For all your questions relating to Incubator groups, you can also contact GYA Project Officer Anna-Maria at the Office (anna-maria.gramatte@globalyoungacademy.net).
➢ The WG Guidelines will contain more detailed information on this, so we encourage you to read this when distributed.

4. Showcase your WG
At the AGM
➢ This time, we will be organising a WG Fair which will be an opportunity for all groups to showcase their activities. It will be a great way to share your recent activities and outcomes of your work with other GYA members and to attract new members to your group.
➢ In addition, there will be a short 1-slide presentation by each group on the final day of the AGM, where groups will briefly present their plans for the next 12 months. Office will provide you with a slide template.
Throughout the Year
➢ Each WG is provided a site on the GYA website to share details about their aims, activities and achievements. It is the responsibility of WG members to keep this page well populated with the support from GYA Office.
➢ Create your own Facebook page and highlight your activities, member achievements etc. through this page. Connect with the GYA Facebook page.
➢ Create your own Twitter handle and stay connected with the world. Also connect your WG to the GYA Twitter account.
➢ Have one or two dedicated members who manage the social media presence of your WG.
➢ Use lots of images to showcase your activities.
➢ Prepare reports, white papers etc. to make your voices heard.
➢ Connect with the young academies and senior academies across the world through the virtual space and engage in dialogues wherever possible. Participate in discussions in various forums to make your presence felt.
➢ Always let the Office know about your activities, so that we can support your public relations activities.
➢ Inform the Office of any social media accounts set up so we can follow and support.

Note for New GYA Members
• At the AGM 2018, try to interact with as many WGs as possible and decide which of these you would like to join.

- Don't just listen to the presentations by the WGs, also talk to their members to find out what they have been doing and what their plans are.
- Remember, you could be the next co-lead of a WG!
- You could start an Incubator group if you get a few members interested in your idea. So, start brainstorming!
- If you are on social media, don't forget to connect with the GYA and your WGs.
- Join the GYA Intranet and engage with members.

Engage with the Office and EC

➢ Often, members plan and execute events and then find it difficult to get their bills reimbursed by the GYA Office. This is why it is important to engage with the Office BEFORE an event. At the Office, Project Officer Anna-Maria (anna-maria.gramatte@globalyoungacademy.net) is taking care of WGs and IPs.

➢ If you have further doubts, you can ask your co-leads to help, or engage with the EC.

➢ If you are planning to conduct an event, get in touch with the Office at the early conceptualising stage so that you can be best supported. At the end, prepare a report of your event, add some nice photos, and send them to the Office through your co-leads. Office will then put on the GYA website and include in the newsletter. Also remember, we have a dedicated press officer at the Office, who can also assist with publicity before, during and after an event.

➢ The WG Manual will contain more detailed information on this, so we encourage you to read this when distributed.

Your contacts at the Office:

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Funding for WGs

➢ Base funding for each WG is typically allocated at the beginning of a calendar year. Currently, base funding is 1,500 euros in a calendar year. To qualify for base funding, WGs have to submit a report about their activities to the Office.

➢ In addition, WGs can request top-up funding for particularly timely activities, e.g. the publication of a final WG report. Top-up funding is allocated on a competitive basis.

➢ The WG Manual will contain more detailed information on this, so we encourage you to read this when distributed.