THE WELLBEING PROJECT
CO-CREATION GOVERNING DOCUMENT - Version 24

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This Governing Document serves as the framework that informs the functioning, roles and responsibilities of the Co-Creation Team, the Co-Creator Institutions, the Project Team, the Advisory Group and all other groups formally created through this document. It is a living document and continues to evolve on an ongoing basis as the Wellbeing Project develops. As a consequence, several parts of the document remain works in progress. Changes to this document are only made with the unanimous approval of all voting members of the Co-Creation Team.

SYNERGOS
Building trust works

Georgetown
University

The
Wellbeing
Project

skoll

IMPACT
HUB

PORTICUS

A spirit of promise is calling us inward, to see ourselves clearly, to heal what needs healing, and bring harmony back to the earth. We feel it in the depth of our nature and rise to the call of life's urge to evolve. We are pathfinders, caregivers, weavers of dreams, pilgrims on a journey to discover the self.

From every walk of life, every faith, race and culture the sounds of our footsteps are heard. Inspired by the ones who traveled before us, we press on for the ones yet to follow. Moved by an ancient vision of a more compassionate world, we seek wellbeing for all of creation, for love and justice, peace and truth, to thrive and enliven us all.

We have learned that the light which ignites the stars is the same light that flows through all things. We are sparks in the body of a mighty creation, born to imagine what once seemed impossible. Together we cast a rainbow of hope, kindling thoughts and ideas to quicken, unfold and transform.

From deep, deep within, we know we belong to this dream that is wanting to be. Adventure with us and with patient resolve, we will heal our own hearts to bring health to the whole. We are warriors, advocates, lovers of truth. We are changemakers, story tellers, bringers of beauty. We commit ourselves to being well and at peace for this vast, most mysterious world.

Declaration, Wellbeing Summit 2022

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PART 1 - VISION, MISSION, AND STRATEGY

1. Vision:

In process

2. Mission:

Catalyzing a culture of inner wellbeing for all changemakers.

These are our working definitions of the words of this mission:

Catalyzing: Encouraging and accelerating. We do so with a humble attitude, a welcoming approach, and respect for what others are doing. We recognise that our role evolves over time.

A Culture: The shared ideas, attitudes, customs, and practices that bring people together. It is constantly evolving. We hold this spaciously, inviting and fostering inclusivity.

Inner Wellbeing: An ongoing personal journey towards wholeness and connection. It is a journey of inner work that entails healing, personal development and ultimately integration of self. We embrace the many and varied pathways to inner wellbeing.

All Changemakers: All those working in any capacity to effect social and environmental change for the good of all. We believe that the inner wellbeing of changemakers enables the flourishing of self and society.

3. Overview

The Wellbeing Project is co-created with Ashoka, Georgetown University, Impact Hub, Porticus, the Skoll Foundation and the Synergos Institute. We choose to work as a collaborative co-creation convinced that with deep mutual trust and bringing our different capacities we can unleash the kind of imagination and creativity that can rapidly and powerfully catalyze a culture of inner wellbeing for all changemakers.

We aspire to see a social change culture that is more human centered, to enable the extraordinary collaboration and innovation we need to address our great social and environmental challenges, and to build a better world for us all.

In the 20th century, the souls of our great movements drew on the inner journeys of their leaders, who through their inner journeys developed new solutions and pathways that built bridges, and led changes that were expressions of our most fundamental human virtues and qualities. The critical difference now is that, because of the breadth of the challenges we face, all changemakers matter.

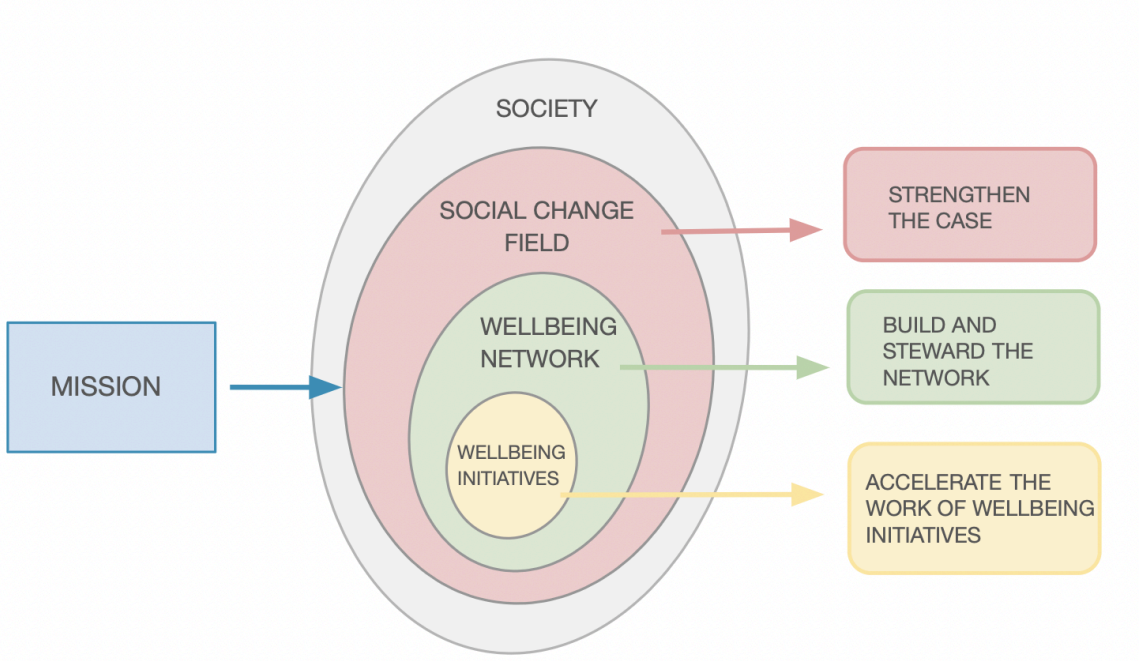
The Project is focused on empowering the broader Wellbeing Community: the diverse people and institutions that together are bringing to life a culture of inner wellbeing for all changemakers and through them enhancing the lives of the millions of people they touch.

We see The Project coming to a "chrysalis" moment transitioning from our current model to a completely new one that reflects the evolving maturity and the increasingly widespread ownership of this cultural shift. With this in mind, our collective intention is to shepherd the Project through this transition, highlighted by the gathering of the wider community in Bilbao, Spain.

- The 2022 Summit was an exciting moment of camaraderie and common mission. A diverse gathering of people from around the world who share a common passion and interest in the connection and interrelationship between personal, organizational and societal wellbeing.
- Following the Summit we received waves of feedback: a truly global network has come to life, and a request to The Wellbeing Project to continue to build, strengthen and accelerate the network.
- A collective harvesting of the feedback led to the emergence of a new strategic direction, a Network Approach.

4. Strategy: A Network Approach

The Project's strategy will involve work at three levels:



- Strengthen the Case: Continue to contribute evidence and content that connects inner wellbeing to systems change.
- Build + Steward the Network: Adopting network oriented thinking and approaches to our work to achieve a culture shift in the field.
- Accelerate the work of Wellbeing Initiatives: Provide resources to locally-led and culturally relevant inner wellbeing initiatives in the sector to bring a global movement to life.

The next Summit is planned for 2025. At and after the Summit we anticipate another moment of transition.

PART 2 - THE CO-CREATION

1. The Co-Creation Team

Members of the Co-Creation Team are personally passionate about and committed to the vision and purpose of the Wellbeing Project. They bring enthusiasm, capacity, and intention in support of the project. They represent institutions aligned with the vision of the project and they are the lead for their institution's engagement.

The stated intentions and pillars of the project emerge from a collective sense of what's needed in the field of social change. In addition, each Co-Creator Institution has its own unique contributions in relation to the project.

Roles and Responsibilities:

- The ongoing strategic development of the project.
- The consideration of strategic choices in relation to each project pillar and the project overall.
- Receiving updates on the activities of the project, including each project pillar.
- Awareness of the project's budget and resourcing.
- Co-authoring and approving revisions to this Governing Document.
- Identifying a new Project Lead or Project Co-leads, on a temporary or permanent basis, if for whatever reason the Project Lead is unable to fulfill his responsibilities.

Cultural commitments :

- To hold paramount the inner personal experience of each individual's journey towards greater inner wellbeing.
- To maintain the confidentiality of all sensitive personal and organizational information of all participants in the Project.
- To recognise each individual voice as important.
- To engage in collaborative and respectful relationships.
- To learning and considered reflection.
- To sharing the Project's learnings broadly and accessibly.

Membership:

- Project Co-Leads
- One or two representatives of each Co-Creator Institution:
    - Ashoka
    - Georgetown University
    - Impact Hub
    - Porticus
    - Skoll Foundation
    - Synergos Institute
- Co-Creation Team Advisors

Guests to Co-Creation Team Meetings:

- Members of the Project Team or other third party persons may be invited to attend meetings as guests from time to time by the Project Lead in consultation with other members of the Co-Creation Team.

Activities include:

- Participation in Co-Creation Team meetings, which will be held approximately every three months. Based on the Project's needs and at the discretion of the Project Lead, meetings may occur more frequently.
    - Agendas will be developed by the Project Lead in association with the Co-creation Team members.
    - Minutes of the meetings will be prepared by Peter Mortifee; draft minutes will be circulated shortly after each meeting and again immediately in advance of the subsequent co-creation team meeting for review. The minutes would then be approved during the meeting.
- Governance Committee
    - Members: Project lead (Aaron); non-voting advisors (Bill and Peter)
    - Role: To advise and support the full Co-Creation team around issues pertaining to governance and structure relating to the Project, including supporting the ongoing process of revising this evolving governing document.
- Smaller working group calls as needed.
- An in-person gathering as deemed desirable or necessary by the Co-creation Team. Each member of the Co-Creation Team will be responsible for their own travel expenses.

Voting and Decision-making:

- Voting is as follows:
    - Each Co-Creator Institution has one vote.
    - The Project Leads have one vote.
    - The Co-Creation Team Advisors are non-voting.
- The Co-Creation Team may pass a consent resolution without a meeting if all the voting members consent to the resolution in writing or by email or any other electronic means. The resolution will be acknowledged in the next subsequent meeting of the Co-Creation Team and recorded in that meeting's minutes.
- Unanimous approval is necessary to:
    - Make changes to this Governing Document;
    - Accept new Co-Creator Institutions to the Project and the Co-Creation Team.
- From time to time, in consideration of other strategic issues, if consensus is not achieved it may be necessary to vote to reach a decision. Strategic level decisions include those that could have a significant impact on the direction and/or health of the Project. Such a decision would be made by majority vote.
- If a Co-Creator Institution is not represented at a meeting of the Co-Creation Team its vote may be conveyed in writing to the Project Lead.
- A Co-Creator Institution must have a representative on the Co-Creation team in order to exercise its voting rights.

Issue resolution:

From time to time issues may come up that challenge the working environment or alignment of the Co-Creation Team. Assistance may be sought in the form of an external mediator to assist the Co-Creation Team to address challenging issues. The mediator would be agreed upon by all parties involved. This process of issue resolution would be initiated by the Project Lead.

2. Co-Creator Institution Engagement and Responsibilities

The Co-Creator Institutions are:

- Ashoka
- Georgetown University
- Impact Hub
- Porticus
- The Skoll Foundation
- The Synergos Institute.

Each institution participates and contributes as an equal; each is given equal consideration.

Representation on the Co-Creation Team:

Those person(s) representing the Co-creator Institutions on the Co-Creation Team will be determined by the institution, in collaboration with and with the concurrence of the Project Lead. New team members will participate in an appropriate onboarding process that includes:

- Engagement with the Governing Document and research materials
- Meetings with each of the members of the Co-Creation Team.
- Orientation sessions with the Governance Committee and members of the Project Team.
- Participation in some of the Project's meetings / retreats / cohort programming to have a deeper appreciation for the scope and nature of the work.

Implementation:

Co-Creator Institutions can participate in one or both of the following ways:

- Managing and delivering the implementation of various aspects of the project, as defined from time to time, in accordance with commitments made to the Project.
- Providing input and assistance on any aspect of the project, at the request of the Project Lead and the Project Team.

When a Co-Creator Institution is managing an aspect of the project:

- They will work closely with the Project Team on day to day implementation and integration across the project.
- They will bring strategic issues to the Co-Creation Team for consideration and input.

Community building:

Co-Creator Institutions will engage their community of wonderful people and experts that could bring value to different aspects of the Project.

Resources:

Each Co-Creator Institution commits to bringing their capacity and resources (financial and otherwise) based on their desired manner to participate and the Project's needs. Co-creator Institutions also engage members of their networks to assist with the fundraising and resourcing for the Project.

Participation in a cohort (Inner Development program):

To ensure that there is a shared sense of inner work amongst Co-Creator Institutions:

- Each Co-Creator Institution will have one representative participate in a cohort, by attending all three retreats. For reasons of continuity as well as to experience the evolution of the cohort over the eighteen months of the program, the same representative will participate in all three retreats.
- Each cohort will have two spaces available for Co-Creator Institutions representatives' participation.
- Co-Creator Institutions are responsible for the costs associated with their representatives participating and attending the retreats.

3. Project Partners

Each Project Partner is an institution with whom the Project is partnering either programmatically, culturally or for finance and delivery. Each partner is managing and implementing, or providing substantial input and assistance aligned to the mission of the Project. Each commits significant expertise, resources and engagement to advance the Project's mission.

4. Project Team

The Project Team has developed its own Internal Guide ('How We Work') that, aligned with and guided by the Project's Governing Document, enables practical day to day implementation of the Project. The Guide is a living document that:

- Describes the various groups comprising the Project community;
- Provides reference points for the Project Team to guide the execution of the Project's mission both in terms of individual contributions and collective impact;
- Clarifies the responsibility, accountability, and decision-making processes within the Project Team.

Members:

The broader membership of the team is updated regularly to the website.

Team Responsibilities include:

- Ongoing management of the budget and resourcing.
- Implementation of different aspects of the Project.
- The coherent integration of the various aspects of the Project.
- Supporting the day to day work of all aspects of the Project.
- Coordinating Project activities overall - including maintaining a calendar of major activities / meetings.
- Fundraising for various aspects of the Project.
- Consulting with Co-creator and Partner representatives when project communications and marketing involve information internal to them.

Team Salaries:

Project Team salaries will be in keeping with social change sector norms.

Extended Project Team:

From time to time, the Project Team may engage people to work on specific aspects of the project in a limited yet dedicated way. These individuals, while not members of the Project Team, are acknowledged as part of the Extended Project Team.

Expert Guides:

Expert Guides are individuals who in different ways support the Project Team in integral aspects of the Project. They have significant experience and bring this to bear as part of ongoing work and committees of the Wellbeing Project.

5. Advisory Council

The Advisory Council is made up of individuals from diverse communities and networks that are enthusiastic about the advancement of the Wellbeing Project.

Membership:

The membership of the Advisory Council is updated regularly to the website.

Additions to the Advisory Council:

- Additions to the Advisory Council can be suggested by different members of the group, or by members of the Co-Creation Team or by members of the Project Team.
- The Chairperson will facilitate the process of decision making for new members.
- The decision will be jointly made by the Chairperson of the Advisory Council and the Project Lead.

6. Stakeholder Communities

Core communities of the Project who are engaged regularly in work specific to their community as well who more generally inform the strategic direction of the Project. The stakeholder

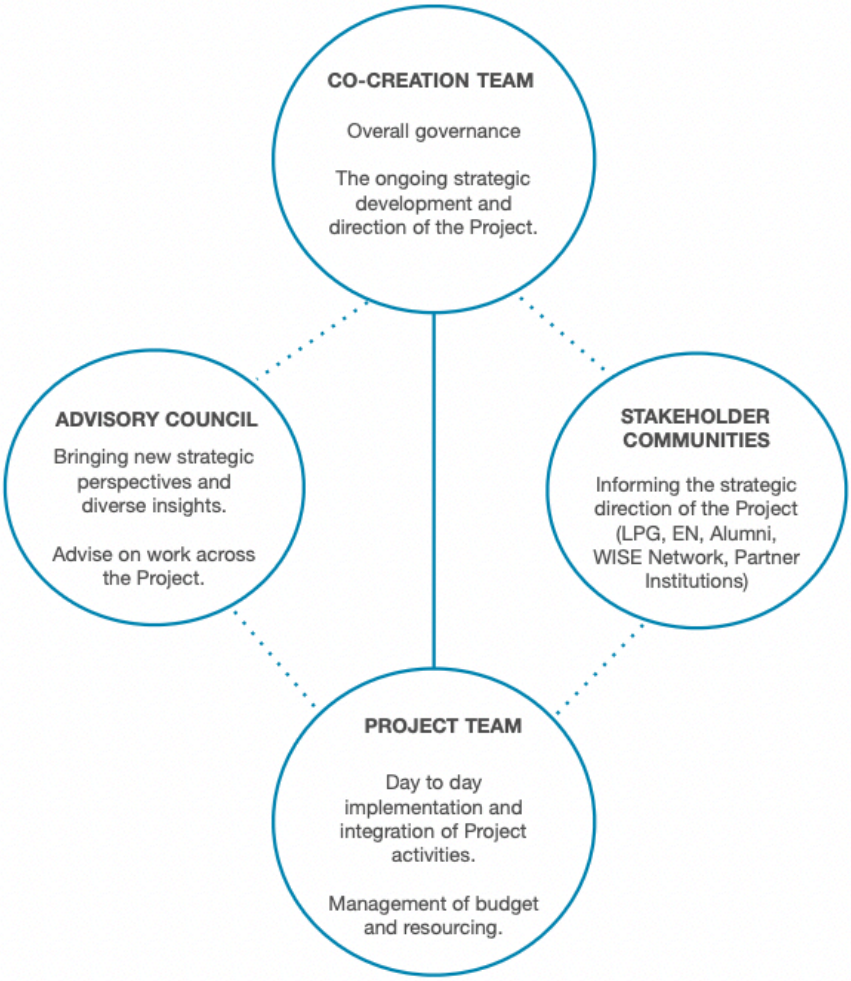
communities of the Project include: the Learning Partner Group, the Ecosystem Network, the WISE Network, the various Project Partners, the Wellbeing Welldoing Network, all of which are defined elsewhere in this document, and the Alumni.

Alumni

Upon completing the Inner Development Program, the Participants become alumni: a key constituency of the Project community. As alumni, they have the opportunity if they choose to further advance the mission of the Project in a number of different ways, including:

- Sharing publicly their personal insights and experiences of exploring wellbeing.
- In consultation with the Project Team, as a member of the Project Team or in another mutually agreed upon way.
- Initiating or participating in other wellbeing related ventures.

8. Functional Diagram



9. Management of Project Data and Reports

i) Confidential Personal Data:

Sharing deeply personal information requires courage and involves vulnerability. We recognise how important it is to each person that what they share is held with care, trust and safety. Many participants in the Project undertake an inner journey that includes deeply personal sharing. We are committed to establishing and maintaining the high level of trust and safety which is integral to properly supporting that journey.

The Project Team and the Research Team collect and maintain data, including confidential personal data, to better serve the Project's objectives. The Project undertakes to do so with care and sensitivity including:

- Carefully managing access to confidential data.
- Ensuring secure storage of confidential data.
- Practicing careful custodianship of the overall data set.

Pursuant to these principles, the Project is committed to meeting all the GDPR and the French requirements on data and confidentiality. We will require all members of the Project to sign confidentiality agreements.

The Project will manage confidential personal data as follows:

For the Inner Development Program:

a. Collection and Storage of Participant Data:

The Inner Development Program ('IDP') team (the Dean, the Project Lead and the IDP coordinator) and the Research Team collect Participant Data in two forms:

- Participant-provided data: original material which is provided directly by the participants in any format or manner. This data is collected through applications, surveys, and interviews.
- Participant-related data: private data which is collected by the Project about participants in any type of format or manner. This private data includes small group call notes, facilitator notes, webinar recordings, Whatsapp group chats, Facebook group activity, the Dean's notes, emails, and research team observations.

The IDP team will store Participant Data in an encrypted storage facility. The Research team will store Participant Data on an independent (not connected to the internet) and secure computer, and/or an encrypted storage facility.

b. Access to Participant Data:

Only members of the Project team that have been approved by the Project Lead will

have access to Participant Data, subject to the team's confidentiality agreement. Only members of the Research Team that have been approved by the lead researcher, Nora F. Murphy, will have access to Participant Data, subject to a data confidentiality and data use agreement.

The Project is giving each participant access to a confidential, encrypted folder containing the unaltered participant-provided data, which will be updated as new data is provided.

c. Participant Data and the Project Closing:

The Project team will make its best effort to secure a repository for the Participant Data with the intention of supporting further ongoing research into the connection between inner development and social change. Such a repository would need to meet substantial requirements in terms of confidentiality, storage, financial resources, and access. The repository would at a minimum need to meet the Project's current storage guidelines. Prior to any conveyance of Participant Data, participants will be notified of the proposed arrangement and invited to voice any concerns. However, if an appropriate repository cannot be found, all Project data will be destroyed within a timeline approved by the Co-creation Team.

For Other Project Pillars:

From time to time, individuals participating in other pillars of the Project may share confidential personal data. This data will be identified as such by the Project Team, who will then ensure that it is managed in a way that is consistent with the way Inner Development Program Participant Data is managed.

Moreover from time to time, work outside the Inner Development Program may lead to the collection of confidential personal data. If this is foreseen, the Project will put in place a protocol similar to the Inner Development Program to manage all such confidential data.

ii) Research and Evaluation Reports:

The Research Team provides Research and Evaluation Updates, Memos and Briefs (the "Reports") to the Co-creation Team and Project Team. These Reports are then used as the basis for a set of Research Reports prepared for members of the Learning Partner Group and the Ecosystem Network.

In advance of the Research Reports being released to the Ecosystem Network, the Project will provide the Reports to the relevant Inner Development Program alumni. They will be given a two-week period to provide feedback specifically about their quotes, for accuracy and/or inclusion in the Report.

Reports distributed to the Learning Partner Group and the Ecosystem Network will be considered confidential until such time as those Reports are made public on the Wellbeing

Project website. The Report will be marked ‘confidential’ and will include a watermark.

Decisions of the Co-creation Team relating to the maintenance and distribution of all Reports will be retained in Appendix B of the Governing Document. When there is a change in the distribution status of a Report it will be accordingly updated in Appendix B.

10. Project Finances

The Project is committed to the highest standards of financial accountability. This section expresses the financial agreements and policies of the Project. The Project is also committed to providing the appropriate financial information to the Co-creation Team for the purposes of planning and to support strategic oversight and decision making.

Fiduciary responsibility:

The funds and support made available for the Project comes in two forms: in-kind support that is provided by Co-creation Institutions or Partners, and funding provided directly to the Project (‘Project expenses’).

Expenses incurred by a Co-Creator Institution or Partner in carrying out their in-kind commitments to the Wellbeing Project are their fiduciary responsibility and are included in their organizational budgets, financial controls, and accountability structures.

Fiduciary responsibility for the budget or expenses of the Project itself lies with The Wellbeing Project. Co-Creator Institutions do not have fiduciary responsibility for the budget or expenses of the Project.

Resourcing:

The Project Team is responsible for ensuring that appropriate resources are available for all aspects of the Project.

In recognition of the emergent nature of the Project, further resourcing may be necessary for any aspect of the Project. This may arise for a number of reasons including, for instance, further work on existing pillars or to lay the groundwork for what may emerge beyond the project. The Project Team will work with the Co-Creator Institutions on the resourcing/fundraising for the Project to ensure that the Project’s objectives are being met.

From time to time, the Project is approached for substantive support (beyond very limited assistance). In that case, an initiative would need to be considered and approved by the Project and Co-creation teams. We will always consider alignment with the Project’s raison d’etre and values. In all situations, the Project would look to take a supportive role to the emerging initiative’s leadership, with awareness and respect for our resources and capacity.

Accountability and transparency:

The use of all Project funds will be audited annually.

A senior member of the Project Team will be appointed to participate in an advisory body or other appropriate body for each Finance and Delivery Partner.

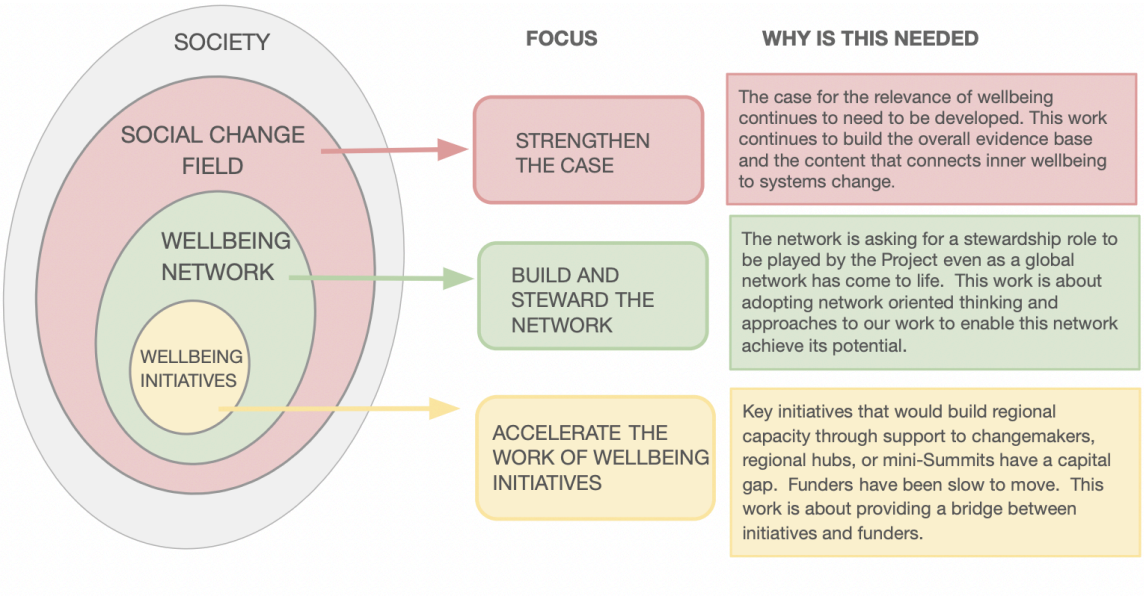
Audit reports provided by Finance and Delivery Partners will be available to all members of the Co-creation Team in their shared folder as they are received.

To support the strategic oversight and decision making of the Co-creation Team, the Project Team will annually provide the Co-creation Team with a financial summary and a projected budget. This financial report will include a review and confirmation of audited financial reports from Finance and Delivery Partners. The salary structure of Project Team members will also be included.

PART 3 - OUR STRATEGIC FRAMEWORK

We have adopted a strategy that puts a network approach at the heart of our work as a field catalyst and network orchestrator. The work of the Project will be undertaken at three different levels: the social change field, the wellbeing network, and wellbeing initiatives.

What are our focus areas and why are they needed ?



The initiatives in each focus area: