ACTIVISM IN A BOX

A TOOLKIT for German-African Civil Society Collaboration

To facilitate creative exchanges between German and African social activists.

Partnership with Africa Foundation e.V.

Africa and Germany
Building the future together

Financially supported by
BMZ Federal Ministry for Economic Cooperation and Development

ACTIVISM IN A BOX

A TOOLKIT FOR GERMAN-AFRICAN CIVIL SOCIETY COLLABORATION

To facilitate creative exchanges between German and African social activists.

Includes a complete 8-WEEK COLLABORATION TUTORIAL! Just check out the cards and start!

HERE'S WHAT YOU WILL FIND WHEN YOU OPEN THE BOX:

➜ **25 cards** packed with useful information for making transnational collaboration efficient and effective!

➜ **Guidelines** for collaboration using the COMENGA approach.

➜ **8-WEEK-TUTORIAL** (Step-by-step instructions).

➜ A collection of **DIGITAL TOOLS** for planning and implementing your projects.

Are you a socially and politically engaged individual who is curious about partners working in the same field of work in Germany or in an African country respectively?

Do you want to learn and discover new ways of thinking and acting to expand your horizons?

Would you like to be part of exciting networks all over the world and increase your intercultural experiences?

CARD 1

PDF

http://tiny.cc/zw5xfx

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Write a collaborative mission statement
Clarify your main points

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Be inspired for action
Prepare an implementation plan
Act and change the world

Unit 7

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Think about specific goals and measures
Define tasks and responsibilities

What is in it?

- ✓ Instructions
- ✓ Guiding questions
- ✓ Methodological suggestions
- ✓ Inspirations
- ✓ Showcased examples
- ✓ Activity cards/spaces for notes

CARD 2

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ABOUT

CHAPTER 1

UNIT 1

The TOOLKIT s key aims:

- ❍ Connect CSOs from Germany and Africa
- ❍ Simplify information exchange by providing tools and techniques;
- ❍ Assist in building confidence and trust between partners
- ❍ Kick-start joint projects
- ❍ Spread best-practice examples

What is the German-African Civil Society Collaboration TOOLKIT all about?

This TOOLKIT offers a collection of information, action guidelines and showcased examples which can be used to increase German and African exchange and collaboration in the field of civil society engagement based on the COMENGA approach.

Who is the TOOLKIT for?

The COMENGA Toolkit is designed for activists and volunteers working in similar areas of social work who are interested in overseas partnerships. Additionally, it might be also ideal for employees of small and medium-sized CSOs who are looking to expand their networks. Give us feedback about your usage

What is the benefit?

Taking part in a transnational collaboration allows you to gain new knowledge about intercultural networking, new forms of activism, local sources of information generation and innovative forms of tackling social issues. You will meet exciting personalities, come to understand their social activism, and become part of a growing intercontinental network. And who knows…besides inspiring ideas for your own work you might make new friends!

LEARN MORE ABOUT THE TOOLKIT'S FRAMEWORK

1) Understand the TOOLKIT's ONLINE-OFFLINE STRUCTURE

You'll find two versions

Besides the paper edition, digital versions are available for free online:

❶ PDF copy

- ✓ open for editing, making a copy etc.
- ✓ cost-effective personal printouts

❷ HTML copy

- ✓ additional + updatable information
- ✓ showcased examples + stories
- ✓ extended and updated list of links
- ✓ interactive options for uploading, commenting on + adding content

2) Understand the TOOLKIT's NAVIGATION SYSTEM

Follow the colours: each chapter has been assigned a particular colour. A side bar will help you guide you in searching through your stack of cards.

Follow the number code
located at the upper corner of each card.

Follow the cross-references:

The idea of the TOOLKIT is to help you work and learn on an individual level. The main chapters are arranged in a chronological order. Some information will overlap and crosscut throughout the chapters.

Links to other Chapters and Units - for example to the Unit on File Sharing in the Digital Tools Chapter are marked like this:
FILE SHARING [3] [9]

Get more information and multimedia options by visiting the COMENGA Website [www.comenga.net/en/network]. **Three options will allow you access:**

1. Type the permalink into your browser.
2. Open the pdf copy (download link) and find further information by clicking and following the relevant links.
3. For smartphone users, a QR-Code is available on the back of each card for direct access.

3) Understand the Licensing Agreement of the TOOLKIT

This TOOLKIT operates under a CC BY-NC-ND Licence, allowing others to download this work and share it with others as long as the Partnership with Africa Foundation is credited. You may not make any changes to the content of this toolkit or use it for commercial purposes. .

You can view the full legal code here
https://creativecommons.org/licenses/by-nc-nd/4.0/legalcode

CHAPTER 1

UNIT 2

INTRO-DUCING: COMENGA

FORGE EXCITING GERMAN-AFRICAN PEER COLLABORATION

COMENGA is an education and civic engagement programme run by the Partnership with Africa Foundation. The Programme is financially supported by the German Federal Ministry for Economic Cooperation and Development (BMZ). COMENGA's overall objective is to address and connect individuals, groups and networks on both continents. By facilitating new exchanges, we seek to enhance mutual understanding and to help change the prevailing perceptions that are all too often informed by prejudice and misunderstanding. Ultimately, the Partnership with Africa Foundation wants to forge new ties, kick-off mutually beneficial collaboration projects, establish a broad German-African civil society network, spread contemporary perceptions of life in Germany & in African countries and inspire people to create long-lasting friendships.

COMENGA is active in the following FOCUS AREAS:

- ➜ Schools
- ➜ Business
- ➜ Civil Society
- ➜ Sports
- ➜ Higher Education
- ➜ Media
- ➜ Arts and Culture
- ➜ Vocational and Youth Training
- ➜ Early Childhood Education

Learn more about COMENGA at www.comenga.net

COMENGA
Stiftung Partnerschaft mit Afrika e.V.

CARD 3

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CORE VALUES OF THE PARTNERSHIP WITH AFRICA FOUNDATION

At heart of all German-African partnerships that will be initiated within the COMENGA Programme are **the core values** that inform the mission of the Partnership with Africa Foundation which stipulate that:

1. all partners treat themselves as peers and equals.
2. share similar values, and agree to share information and best practices.
3. the partners veto powers are distributed equally when it comes to consultation, participation and decisions-making.
4. each party shall have full responsibility for activities and duties carried out by itself, and on its behalf.

THE COLLABORATORS SHOULD KEEP IN MIND THAT:

- ✓ Their partnership is a dynamic process.
- ✓ It is important to stay focused on individual goals and objectives.
- ✓ A focus on material resource transfer can be detrimental to the partnership.
- ✓ Unwillingness to embrace (cultural) differences might create unnecessary friction.
- ✓ Perfect equality is unattainable; the partners contribute different capacities and resources.
- ✓ Stereotyping could still occur in some form or another and would have to be critically reflected upon.

BASED ON THESE PRINCIPLES, THE PARTIES INVOLVED AGREE TO THE FOLLOWING POINTS:

- ✓ To act in good faith with respect to each other's strength and values.
- ✓ Confidentiality – parties, their representatives and their personnel shall not, either during or after the collaboration, disclose information relating to the planned undertakings by both parties or about each other's operations without the consent of the other party.
- ✓ To learn about the goals, objectives, visions and activities of peer CSOs.
- ✓ To be willing to contribute their individual abilities, capacities and resources to the partnership.
- ✓ To give due recognition and appreciation to the value of immaterial/ intangible resources of their partners.
- ✓ To be open to regular communication and exchange of ideas and demonstrate readiness to embrace the diversity that comes with it!

TIPP!
LEARN MORE ABOUT COMENGA
www.comenga.net

CHAPTER 1

UNIT 3

INTRO-DUCING: THE 8-WEEK-TUTORIAL

STEP BY STEP

The purpose of the TOOLKIT is to act as a comprehensive tutorial and as an instrument to facilitate German-African collaboration. [4]

The 8-WEEK-TUTORIAL will show you how to get in touch with a German or African counterpart and guide your first collaboration attempts step by step within an 8-Week timeframe. A well-ordered set of instructions and recommendations combined with many helpful tools, showcased examples and checklists will show you how to manage the particular stages of your German-African exchange. It will start with the first 'hello', guide you through a lively discussion of your respective experiences, fields of activism, values and ideas and will conclude with a common action plan – such as a "Facebook" campaign or a small photo exhibition shown in each country among many other ideas.. The possibilities are endless.

The modular package includes clear information about working methods and an effective use of multi media tools. At the same time, is flexible enough to allow incorporation of individual thoughts and creativity on how to collaborate!

This modular system is flexible enough to incorporate your own individual thoughts on how to collaborate. Through the use of alternative options, the toolkit offers enough room for your own ideas and creativity.

CARD 4

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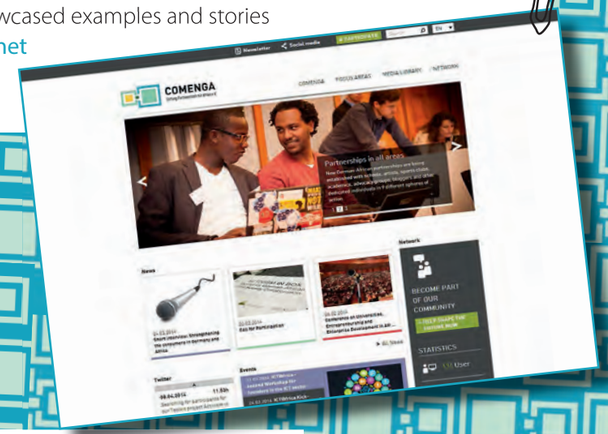
WHAT YOU NEED TO BRING INTO THE EXCHANGE:

- Interest and curiosity for learning and working together;
- Time: plan in 10 weeks from inception to conclusion with an estimate of around 2 hours per week working time;
- English skills – but don't be too daunted; many things can be communicated in pictures, gestures and simple wording;
- Access to the internet;
- Willingness to regularly communicate and exchange ideas;
- Contribution of your abilities, capacities and resources to the partnership;
- Readiness to engage in a dynamic partnership process.

GET AN OVERVIEW OF WHAT TO EXPECT

- ✓ Study the 8-WEEK-TUTORIAL in CHAPTER 4
- ✓ Note all upcoming questions and/or …
  … ask a colleague or a friend for help
  … use the contact form on the COMENGA NETWORK website http://www.comenga.net/en/network
- ✓ Browse COMENGA'S WEBSITE and BLOG for more information, showcased examples and stories www.comenga.net



KEEP IN MIND THAT …

… stereotypes still exist in some form or another and have to be critically reflected upon.

… unwillingness to embrace (cultural) differences might create unnecessary friction.

… perfect equality is unattainable; partners contribute different capacities and resources.

CHAPTER 2

DIGITAL TOOLS

DISCOVER USE + MEANING

Due to the geographical distance between German and African collaborators, an awareness and sensitivity to communication methods and channels are crucial. CHAPTER 2 reflects on the use of different media channels that are available, how they work, along with their purposes, strengths and weaknesses. You will also find a well-ordered kit with detailed information about each digital tool.

Chapter 4 will help you to ...

... learn more about the basic principles of communication: written/oral, audio/video, synchronous/asynchronous.

... find the best communication channels for your partnership.

... discover new digital tools, share, collaborate and innovate your activism.

... analyse, prepare and improve technical conditions and deal with challenges.

CARD 5

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http://tiny.cc/yj8xfx

SHORT REFLECTION ON COLLABORATION + COMMUNICATION

A good communication strategy is important for making the most out of a digital encounter. Therefore, it is helpful to take a moment to reflect on the media setting carefully. A mixture of different media channels will be useful. Each channel is equipped with particular strengths: while some of them may support lively chatting and allow for a more personal interaction, others might be more useful for structuring one's thoughts and for fostering broader and more in depth discussions.

There are three basic principles, which help to understand the different effects media channels can have:

ORAL or WRITTEN: To hear each other's voices make the communication very personal and committed – discover your colleague's enthusiasm, laughter or restraint. On the other hand, written communication is more often formal and helps you to keep a record of the collaboration process.

SYNCHRON or ASYNCHRON: Using live chat is a lively experience and lets you experience the way in which your collaboration partner structures his/her thoughts and ideas. On the other hand, choosing Email will give you more time to structure your thoughts before you discuss complex issues.

AUDIO or VIDEO: Even a complex story can be told and listened to without pictures when it is properly recorded. On the other hand, once you have had a look at your partners face, office or surroundings, a personal connection can grow quickly.

DIGITAL TOOLS COLLECTION

The DIGITAL TOOLS COLLECTION listed on the following cards offers you a helpful overview and insight of the various features in the context of successful collaboration communication.

1 WEB VIDEO CONFERENCING
2 MESSAGING VIA MOBILE PHONE (SMS)
3 TEXT CHAT VIA INTERNET
4 VIDEO MESSAGE
5 EMAIL
6 PHONE
7 MINDMAPPING
8 COLLABORATIVE WRITING/ETHERPAD
9 FILE SHARING
10 BLOG/STORYTELLING
11 PROJECT PLANNING
12 DECISION-MAKING
13 SCHEDULING APPOINTMENTS

IT'S UP TO YOU!

The internet offers endless possibilities for turning transnational collaboration into successful joint projects ... Perhaps you may also want to experiment with Geo-Information Services, Podcasts or newly created Smartphone Apps. We are curious to hear from you about which digital tools you have used to get your message across or to turn an idea into practice!

WEB VIDEO CONFERENCING

CHAPTER 2

TOOL 1

In the context of intercultural exchange, web video call services offer an excellent way of exchange. Video calls enable you to hold real time meetings, talks, and presentations. There are several commercial and cost-free providers for Web Video Call services. Skype might be the most popular, credible and cost-free solution.

STRENGHTS + WEAKNESSES

+ WEB VIDEO CONFERENCING allows for a more nuanced communication: think of face impressions and gestures.

+ While having a video call, one can integrate several other formats such as handwritten drawings, maps, one can show physical objects, send files and written information.

- WEB VIDEO CONFERENCING requires a fast and reliable internet connection. Otherwise sound and video is susceptible to interference.

RECCOMENDATION

In general:
Skype **www.skype.com**

For Facebook Users:
FB-Videocalling
www.facebook.com/videocalling

For Google users:
Google HANGOUT
http://www.google.com/tools/dlpage/hangoutplugin
No limit of conference participants!

GETTING SKYPE STARTED

❶ **Installation Skype-Software**:
go to the Skype Website **www.skype.com**
click the Download-Button
Chose your operating system

❷ **Create an Account**:
Open Skype and register
Create user name, a Skype Name and a password

❸ **Contact your partner**
Find the Skype-Account of your partner in the Skype Cosmos (full name or Skype-Name)
Arrange a fixed time appointment with your partner for the live-chat.

Try doodle for SCHEDULING APPOINTMENTS[2][12].

TIPP!
You can also watch the Skype-Video-Tutorial on **https://vimeo.com/26008354**

CARD 6

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http://tiny.cc/lm8xfx

MESSAGING VIA MOBILE PHONE (SMS)

Text messaging or texting refers to sending electronic messages between two or more mobile phones, or fixed or portable devices over a phone network. In both Germany and in African countries using SMS is very popular: companies use text messages to provide alerts, infotainment, news, updates, mobile billing, and even banking services.

When a good internet connection is available, services such as WhatsApp and Facebook-Messenger have often replaced SMS to exchange text messages. For more information on this look at TEXT CHAT [2][3]

STRENGHTS + WEAKNESSES

- (+) A text message is easy to write and is usually received in real time.
- (+) Independence of having internet access.
- (-) International phone calls are usually very costly – try to find a cheap solution!
- (-) The message contains a restricted number of written characters.

HOW TO SET IT UP

❶ **Clarify the cost conditions** in advance (Flatrate, prepaid card or credits) and to what extent both partners are willing to use text message services.

❷ **Share mobile number –** don't forget the international country code!

CARD 7

PDF

http://tiny.cc/9ueyfx

TEXT CHAT

CHAPTER 2

TOOL 3

Online chats offer a real-time transmission of text messages from sender to receiver. Chat messages are generally short in order to enable other participants to respond quickly. Via shorthand, you can type as fast as spoken words and even express feelings using emoticons. Thereby, a feeling similar to a spoken conversation is created, which distinguishes chatting from other text-based online communication forms such as email or blogs.

STRENGHTS + WEAKNESSES

(+) The instant and informal character of text chats and the option of group-chats might be an interesting aspect to open up the partnership expe-rience to colleagues and team members.

(-) Other data, such as pictures, PDFs, audio and video can be added, commented on.

HOW TO SET IT UP

Find an agreement with your partner and chose a service:

Regular Computer Programmes

Skype (see also [2][1])

FB-Chat

google HANGOUT

Apps for smartphones + Tablets

Recommended:

Telegram (safe, cheap and fast)

WhatsApp (commonly used)

Viber

Line

RECCOMENDATION

Telegram is a messaging app similar to WhatsApp with a focus on speed and security. It's superfast, simple and free. You can create group chats with up to 200 people and share videos of up to 1GB, send multiple photos from the web, and forward any media you receive in an instant. All your messages are in the cloud, so you can easily access them from any of your devices. For maximum privacy, secret chats feature end-to-end encryption.

CARD 8

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http://tiny.cc/byeyfx

VIDEO MESSAGE

CHAPTER 2

TOOL 4

To enrich your partnership experience we would like to recommend VIDEO MESSAGE as an innovative and intensive collaboration tool. A message can be easily recorded using a smartphone or a computer with an integrated webcam. The recorded message can then be transmitted via internet or other digital means (see FILE SHARING [2][9]). It is open to a variety of possibilities in terms of subject matter, style, length and levels of quality.

Use short video sequence ….

… to communicate with your partner using gestures, pictures, visual props and a smile!

… to visually and orally present topics and activities based on mind maps, slides and posters

… provide an inside look into your work space and environment, featuring places, and people!

CARD 9

http://tiny.cc/wzeyfx

REQUIREMENTS

- ❍ Smartphone or computer
- ❍ (integrated) camera
- ❍ Internet access

HOW TO SET IT UP

Video messages require two fundamental steps:

❶ **Create a video file**

Organise and sketch your thoughts before starting.
Check camera setup, light and quality.
Record and save a copy.

❷ **Get your video to your collaboration partner**

Attach a video file to an EMAIL [2][5]
Send it via TEXT CHAT [2][3]
Use a FILE SHARING [2][9] too

If you're planning a more complex message, consider first creating a simple STORYBOARD.

TIPP!

Consider creating a more professional video in order to achieve a greater level of clarity and understanding. You can use a handheld digital camera or even a smartphone to record your message. Experiment with different perspectives, visual props and with other people.

CHAPTER 2

TOOL 5

E-MAIL

Digital messaging via Email is one of the most popular channels worldwide although new messaging tools are arising and replacing it in some contexts.

STRENGHTS + WEAKNESSES

(+) Inexpensive.

(+) Transfer files (10MB is consi dered safe for the maximum size of an email) such as pictures or text documents as an attachment.
For larger file transfer think of FILES HARING [2][9]

(+) Dialogues via Emails are not simultaneous; this is conducive for subjects and planning processes which need detailed coordination.

(+) High reliability – Email messages rarely get lost such as text chats.

(-) Email communication can pile up to the extent where it becomes difficult to keep track of all the different conversations.

(-) Information overload: Many people receive lots of Emails every day ; for an informal and lively communication mode, other channels such as WEB VIDEO CALL [2][1] or TEXT CHAT [2][3] may be better.

(-) The size limit of attachments should be taken seriously especially if the internet has low bandwidth - for alternatives FILE SHARING TOOLS [2][9] might help.

CARD 10

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STRENGHTS + WEAKNESSES

(+) Oral communication is often perceived to be more personal and the agreements made therein to be more binding.

(+) The use of a cell phone or smart phone is very popular in both African countries and in Germany.

(-) International phone calls are often associated with high costs. However, one can often choose a cheaper service from other providers.

(-) Due to devices and transmission technology the quality of sound can be unsatisfactory.

(-) The time of the phone call may be inopportune for the partner. Try to fix dates for phone calls ahead!

CHAPTER 2

TOOL 6

6 PHONE

To minimise the costs of calling, choosing a cheaper provider might be worthwhile – there are several business models supporting long-distance calls:

- Call by Call
  (with or without registration)
- VoIP-(Voice over IP)
- Calling- / Prepaid Cards

MIND MAPPING

CHAPTER 2

TOOL 7

A well-structured mind map says more than a thousand words. Structure your thoughts, visualize connections between different layers of a complex process or project, draw project overviews and/or proposals by creating hand-written paper-based mind maps. Alternatively go digital and take advantage of easy to use and self-explanatory mindmapping software.

REQUIREMENTS

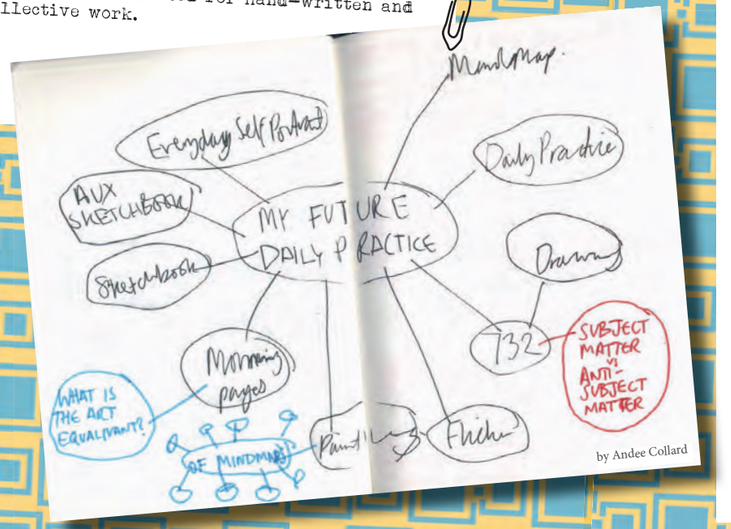
- Computer + Mind-Mapping Software (e.g. Freemind)

OR

- Paper + pen

HOW TO DRAW A MIND MAP

MIND MAPS aim at the visual structuring of particular associations and aspects by means of sorting. A term that serves as a starting point is written down in the middle of a large sheet of paper or screen. Around this central term, the subordinate aspects can be grouped and connected with lines. This method is well suited for hand-written and collective work.



STRENGHTS + WEAKNESSES

- (+) Easy and fun way to start with..
- (+) Gives an overview.
- (+) Shows connections.
- (+) Written information.
- (-) Too much detail can make it confusing.

RECCOMENDATION

The simple open source software **Free-Mind** (powered by Wikimedia) offers many possibilities for structuring, sorting and exporting (as SWF or PDF files). More than being a tool for gathering ideas, it also allows for mind maps to be used in the organization of the project, as knowledge stores or for purposes of presentation.

Learn More:
http://de.wikipedia.org/wiki/Freemind

Download:
http://freemind.sourceforge.net/wiki/index.php/Download

Quick Online Solutions (No Downloads required):

Text 2 Map:
http://text2mindmap.com

Bubble Us:

http://bubble.us

CARD 11

PDF

http://tiny.cc/q3eyfx

COLLABORA-TIVE WRITING/ ETHERPAD

CHAPTER 2

TOOL 8

Using ETHERPADS is an excellent and very simple way of collaborative writing.

This tool offers as a web-based collaborative real-time editor, allowing authors to simultaneously edit a text document, and see all of the participants' edits in real-time, with the ability to display each author's text in their own colour. There is usually also a TEXT CHAT in the sidebar to allow for direct communication.

REQUIREMENTS

- Computer/Browser (e.g. Firefox)
- Reliable internet connection

STRENGHTS + WEAKNESSES

(+) Free and easy to use for simultaneous collaboration.	(-) Less features for structuring texts than common word-editing software like Word or Open Office.
(+) Time saving, because you don't need to send around new versions of the document.	(-) Time saving, because you don't need to send around new versions of the document.

RECCOMENDATION

Here you can use free ETHERPADS in a safe way without having to install any software:

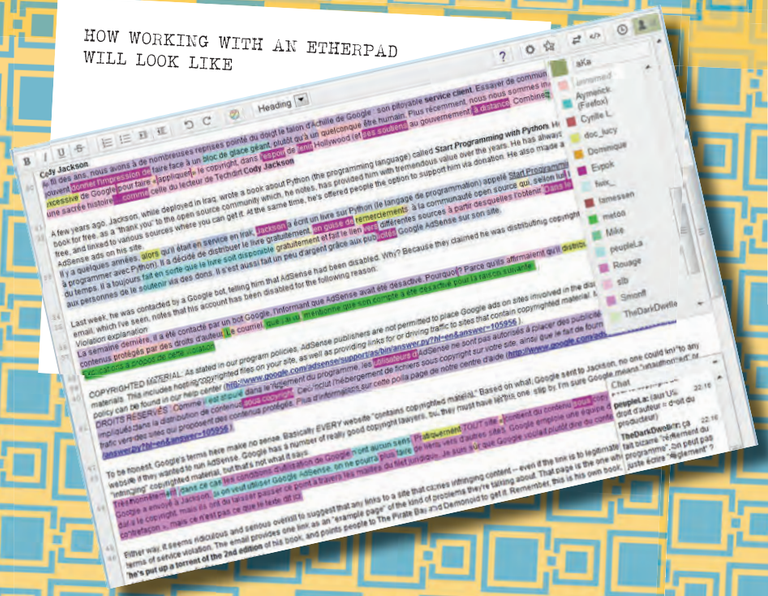
http://etherpad.wikimedia.org

https://etherpad.mozilla.org

For google-Users:
https://drive.google.com

For Apple-Users:
iWork for iCloud https://www.icloud.com

HOW WORKING WITH AN ETHERPAD WILL LOOK LIKE



CARD 12

PDF

http://tiny.cc/56eyfx

FILE SHARING

CHAPTER 2

TOOL 9

Planning and managing a civil society activity often requires transferring large amounts of data such as graphics or video files. There are several services to store and share on the web for free.

STRENGHTS + WEAKNESSES

- (+) You can create a shared folder, that and your team have equal access to.
- (+) Accessibility via website, tablet and smartphone.
- (+) A program can be installed on your computer and the data is permanently acces sible online.
- (+) You can share data in the Dropbox via download-links.
- (−) Requires the creation of an account.
- (−) Seeing as the data in the shared folder is always synchronized, data within the folder can be altered without your consent.
- (−) Limit of 2GB of Data (can be upgraded for additional costs).
- (−) Other data, such as pictures, PDFs, audio and video can be added, commented on.

RECCOMENDATION

www.dropbox.com - a credible and secure service that offers 2 GB for free – work with your team like you're using a single computer. Everything's automatically private, so you control who sees what.

ALTERNATIVES

For google-users:
GOOGLE DRIVE **https://drive.google.com**
Same features as DROPBOX for GOOGLE account users with up to 15 GB of free storage.

WETRANSFER **https://www.wetransfer.com**
Simple sharing of single files (of up to 2 GB) without registration.

HOW TO SET IT UP

1. Register and create an account – there is no advertisement on the website.
2. Upload any file you want.
3. Create a shared folder and add other people to it. Files in the shared folder will appear in their Dropbox just as they appear in yours.

CARD 13

PDF

http://tiny.cc/v8eyfx

BLOG/STORY-TELLING

CHAPTER 2

TOOL 10

You can use BLOGS to keep your partners and the wider public informed about the progress of your project and provide transparent documentation. You may also think of it as STORY-TELLING. A well-presented story easily raises further interest and expands your support base.

STRENGHTS + WEAKNESSES

- (+) Extremely useful for increasing the visibility of your collaboration.
- (+) Share texts, photos, videos and links to other websites easily.
- (+) Gather feedback.
- (-) Requires a lot of time, creativity and a good communication strategy.
- (-) You need to upload texts and photos throughout the duration of your projects, because external viewers will not distin guish between what's on your blog and what happens behind the scenes.

TIPP!

Keep in mind that your story of collaboration must be found in the sheer endless World Wide Web. Think about promoting your messages and experiences using social media such as **Facebook** and **Twitter** and post a short teaser when new blog entries go online. This way you can get attention for your projects throughout your networks of interested people.

RECCOMENDATION

Popular Blog-Services (for free):

Tumblr – (**https://www.tumblr.com**) allows users a short-form blog. Much of the website's features are accessed from the "dashboard" interface, where the option to post content and posts of followed blogs appear. Your blog will be hosted under the subdomain of tumblr.com eg. [yourname.tumblr.com].

WordPress (**http://wordpress.com**) - web hosting service provider powered by the open source WordPress software. It provides free blog hosting for registered users. Your blog will appear under a domain like yourblog.wordpress.com.

Blogger (**https://www.blogger.com**) - a blog-publishing service hosted by Google that allows private or multi-user blogs with time-stamped entries. Your blog will appear under the subdomain of blogger.com.

CARD 14

PDF

http://tiny.cc/phn2fx

CHAPTER 2

TOOL 11

PROJECT PLANNING

www.trello.com

Trello is a collaboration tool that organizes your projects into simple TO DO lists. It tells you what is being worked on, who is working on what, and the stage of the process. Trello uses virtual cards for each task/step/idea. Several kinds of information (deadlines, checklists, attachments, comments, …) can be created.

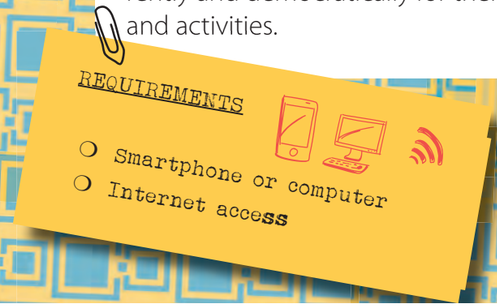
CHAPTER 2

TOOL 12

SCHEDULING APPOINTMENTS

www.doodle.com

For the ease of finding common dates, the online tool doodle.com is well suited. Doodle enables users to establish a "poll" (a tabular display of possible available time slots), invite participants, and enable them to vote transparently and democratically for their preferred meeting times and activities.



STRENGHTS + WEAKNESSES

- (+) Cost free.
- (+) Participants do not have to register.
- (+) No advertisement will appear.
- (+) Comments can give more details for the planning process
- (-) Scheduling query requires email-address of the poll administrator.

CARD 15

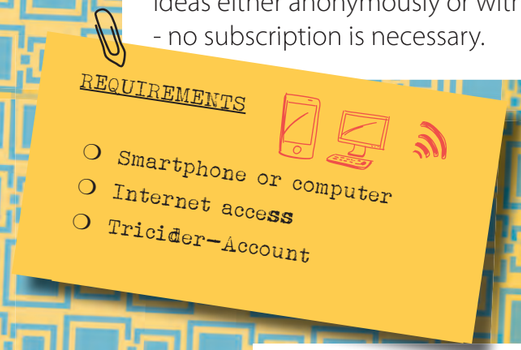
PDF

http://tiny.cc/fgo2fx

DECISION-MAKING

www.tricider.com

Tricider is an intuitive, creative and free web tool that helps make brainstorming and group decisions easier. You can use this tool to vote on the wording of project titles, campaign ideas or other issues where you need a democratic decision-making process. Everyone can propose ideas either anonymously or with his/her name - no subscription is necessary.



REQUIRED STEPS

1. Ask a question.
2. Add details and ideas.
3. Invite participants and share the link.
4. Review and collect the results

WHAT ARE THE MOST USEFUL ONLINE TOOLS FOR YOUR WORK?

HAVE YOU COME ACCROSS OTHER DIGITAL TOOLS THAT YOU WOULD LIKE TO SHARE WITH YOUR PARTNER OR THE COMENGA TEAM?

OTHER COMMENTS / NOTES:

PDF

http://tiny.cc/zno2fx

CHAPTER 3

8-WEEK TUTORIAL

LEARN WHAT'S IN STORE

In CHAPTER 3 you will find a tutorial on how to get to know a German or African counterpart within eight weeks. This easy step-by-step guide will show you an effective, yet simple way of achieving German-African collaboration. At the same there is plenty of room for your own ideas and creativity!

The package includes:

- ❍ **Seven units** with detailed instructions of how to arrange different stages of your collaboration (beginning with the first 'Hello' and ending with a common plan of action).
- ❍ Clear information about working methods and the use of media formats (via references to CHAPTER 2 - DIGITAL TOOLS).
- ❍ A **modular system**, including numerous examples and alternative options, which is flexible enough to include your own methods and ideas of how to collaborate.

Purpose of this unit:

- ✓ Understand what the 8-week tutorial entails.
- ✓ Gain an overview of what will happen during these eight weeks.
- ✓ Personal preparation prior to starting/commencing the programme

CARD 17

PDF

http://tiny.cc/8tk5fx

CONTENT

UNIT 1
PREPARE + SHARE
START THE COLLABORATION
- ❍ Find a counterpart: help, hints & links
- ❍ Exchange contact details
- ❍ Determine your counterpart´s preferred means of exchange + communication

UNIT 2
MEET + GREET
SAY HELLO AND HAVE A CHAT
- ❍ Meet each other online for the first time
- ❍ Share something personal
- ❍ Minimalize fear of contact

UNIT 3
LET'S TALK ABOUT OUR WORK
- ❍ Create an overview of your work
- ❍ Share it with your partner + discuss
- ❍ Identify similarities + differences

UNIT 4
DEEPER DISCOURSE
- ❍ Dig deeper into the subject matter
- ❍ Identify overlaps + gaps

UNIT 5
FIND A COMMON MESSAGE
- ❍ Identify shared values, principles and objectives in your respective work
- ❍ Clarify your main points
- ❍ Write a collaborative mission statement

UNIT 6
CREATE AN ACTION PLAN
- ❍ Be inspired for action
- ❍ Prepare an implementation plan
- ❍ Act and change the world

UNIT 7
BRING YOUR PROJECT INTO SHAPE
- ❍ Specific goals and concrete meausres
- ❍ Tasks and responsibilities
- ❍ Last preparations

QUESTIONS TO BE CLARIFIED

❍ Who will take part? Think of the person who will take part in the 8-WEEK-TUTORIAL: Is it you? Or do you have a team member, colleague or friend from your organisation in mind? Is there a possibility to match up multiple counterparts simultaneously?

❍ What about requirements and resources? These exciting eight weeks ahead will require a couple of extra hours of personal attention. Is this timeframe realistic? Can you (or the participating person) afford this time investment?

❍ What about the language barriers? Do you feel comfortable enough communicating in English? Don't be too critical of yourself: your counterpart is likely to be a non-native speaker as well!

❍ You can also consider alternatives: is there a language that you prefer to use (French, Portuguese, etc.) and a possibility to find a partner with the same preference?

Start right here to sort your thoughts, find answers and new ideas.

PREPARE + SHARE

CHAPTER 3

UNIT 1

START THE COLLABORATION

If communication and media channels are properly set up, a promising exchange is easy to achieve. This unit should be realized at the beginning of the 8- WEEK-TUTORIAL. It will prepare the groundwork for a communication that is as trouble-free as possible in order to start a dialogue with your partner.

This Unit consists of 3 Modules:

1. FIND AN OVERSEAS PARTNER
   How to establish the first contact (using an Email template)?
2. INSTRUCTION AND EXAMPLE for filling in the form sheet and sharing your contact details.
3. PLAN THE COLLABORATION
   How to come to an agreement about means of communication? How to manage the collaboration process?

Purpose of this unit:

✓ Prepare the groundwork for successful communication.

✓ Identify available technical resources and define your partner´s communication preferences and capabilities.

✓ Share basic information about who you are, what you do and get a first impression about your partner.

CARD 18

PDF

http://tiny.cc/lyk5fx

FINDING AN OVERSEAS PARTNER

If you have not found a partner yet, you can browse the COMENGA's online network **www.comenga.net/en/network**

If you have found a suitable person or organisation, do not hesitate to start your German-African collaboration. Just send a short email – preferably with the digital TOOLKIT version as an attached file.

The following wording suggestion can help you make such a query for partnership:

CHAPTER 3 UNIT 1

Dear _____ (name),

My name is _____ (name) and I'm working on _____ (describe your initiative/ type of activism) in the field of _____.

As a participant of the Activism in a Box –TOOLKIT for German-African Civil Society Collaboration I would like to ask if you (or a person linked to your network) would be interested in partnering with me. COMENGA's 8-WEEK-TUTORIAL is a step-by-step collaboration guide which aims to foster partnership between social activists working in similar fields in Germany and in African countries, in order to promote learning, sharing, discovering and participation in joint projects.

The TOOLKIT is attached as a PDF file that will give you detailed information about this project. Or you can visit the programme's website: www.comenga.net/en

Thank you for your time. I look forward to hearing from you.

Warm regards,

_____

PLANNING THE COLLABORATION

After receiving confirmation from your new partner, you should then clarify some basics for a successful collaboration process:

❶ BECOME PART OF CEOMENGA: Register on the COMENGA Website (**www.comenga.net/en/network/**) and download a Memorandum of Understanding template from the "Manuals and Tools" Section.

❷ Print and sign the MEMORANDUM OF UNDERSTANDING. Take a picture and share it with your partner.
www.comenga.net/mou

❸ Find AGREEMENTS covering these aspects:

❍ Which means of communication would work best for both parties, taking into account technical infrastructure and environment? Are you going to use email as the main form of communication between you and your partner? Or do you prefer to coordinate short correspondence via cell phone and text messaging? Learn about and increase your awareness of differences and challenges in the use and availability of various media tools the basic principles (written/oral, audio/video, synchronous/asynchronous) and possible technical issues in CHAPTER (2).

❍ To what extent should/will you use the COMENGA TOOLKIT and the 8-WEEK-TUTORIAL be used as a guideline for your collaboration? When would it take place? At which point in your collaboration will you apply the guidelines? Should it be shorter/longer? Should additional persons be involved (team members, volunteers, colleagues)?

_____

_____

_____

_____

_____

ACTIVITY CARD

CHAPTER 3

UNIT 1

CONTACT DETAILS OF YOUR PARTNER

Name

Location

Focus

Organisation/Initiative

Website/Blog

E-Mail

Phone Number

(mobile)

Postal Address

Skype

Facebook

Google+

LinkedIn

STATEMENT OF PURPOSE

Note the main points of your partner's work, projects, partners, etc.

CARD 19

PDF

http://tiny.cc/t1k5fx

MEET+ GREET

CHAPTER 3

UNIT 2

SAY HELLO AND HAVE A CHAT

Through a personal conversation, you can get to know one another in a quick and informal manner. This unit should be realized in the first week of the collaboration process. It is designed to support you in the process of getting to know your partner.

Optionally you can choose:

MY TYPICAL DAY or FIVE PIECES

Purpose of this unit:

- ✓ Meet each other online for the first time.
- ✓ Share something personal.
- ✓ Minimalize fear of contact.

CARD 20

PDF

http://tiny.cc/hfl5fx

MY TYPICAL DAY

Storytelling helps to build a personal understanding of your partner's routine. Give your collaboration partner an impression of your everyday life as a social activist.

Imagine your story as an exciting movie and draw a story board.

OR

Try to describe the purpose of your work in TEN words: e.g. Student Exchange, Change Perceptions, Save the World, Education, Campaigns.

FIVE PIECES

- ✓ Choose five typical objects that make up part of everyday life. Think of items at work (e.g., your computer) and at home (e.g., your favourite cup), your clothes (e.g., your beloved hat), favourite food, etc.
- ✓ Take a photo, draw a picture or show your items live during the video chat with your partner.
- ✓ Tell him/her where, when and why you use it, why you love it, etc.

CHAPTER 3

UNIT 3

LET'S TALK ABOUT OUR WORK

This unit will lead you and your partner to a better understanding of each other's work so you can discover your shared interests. Here's what's involved:

1. **VISUALIZE THE CONTEXT OF YOUR WORK**
2. **PRESENT + EXPLAIN IT TO YOUR PARTNER**
3. **COMPARE YOUR ACTIVISM METHODS**

Purpose of this unit:

- Find the most effective way to show your partner what the important aspects of your activism are.
- Better understand how your partner is going about his/her social work (under which conditions, what kind of expertise, infrastructure, etc.).
- Discover as German-African partners, where the similarities and differences of your work lie (issues, environment, networks, etc.).

CARD 21

PDF

http://tiny.cc/6ml5fx

1. VISUALIZE THE CONTEXT OF YOUR WORK

Create a visual overview of the context of your activities. Create a map of your involvement. Use the idea of mind mapping and sketching to help explain your social activism. You may find the following collection of techniques and tools useful in helping you build your individual **MINDMAP** [2][7].

2. PRESENT + EXPLAIN TO YOUR PARTNER

Share your visual overview (as a PDF, **MINDMAP** [2][7], etc.) with your partner. There are different options for sharing your mind map. Here are some ideas:

- Make a picture file (.jpg, .png, .gif) and send it via **EMAIL** [2][5] | **TEXT CHAT** [2][3] or use **FILE SHARING** [2][9].
- Create a **VIDEOMESSAGE** [2][4] or present your poster via **WEBVIDEOCALL** [2][1].
- Initiate a dialogue: ask, comment, and explain until the ideas are clear, using **TEXT CHAT** [2][3] | **WEBVIDEOCALL** [2][1] | **PHONE** [2][6].

3. COMPARE YOUR ACTIVISM METHODS

- Find a platform like **ETHERPAD** [2][8] | **MINDMAP** [2][7] that suits both of you.
- Compare and identify similarities, overlaps and differences while keeping in mind the requirements of your work, along with political, social and cultural environments.
- Write down your ideas and, if desired, create a new **MINDMAP** [2][7] to highlight connections and shared values.

(1) GUIDING QUESTIONS – HOW TO CREATE CLARITY

- What is the social issue behind your efforts?

  _____

- Name two basic values that guide your activities. What drives you?

  _____

- Tell something about your personal motivation. Which projects and activities have you recently carried out?

  _____

- How do you work? Sketch some main strategies used for your work.

  _____

- With whom do you work? Consider colleagues, partners, networks, etc.

  _____

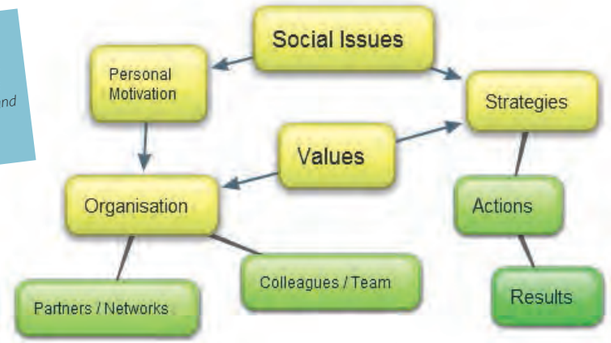
- What are you currently working on?

  _____

FORMAT – HOW TO MAKE IT VISUAL

- Keep it simple. All you need is a sheet of paper and a marker! To give you some structural ideas, look at the example shown below or just start here ...

HINT: *If you want to share your map with your partner as a scan or photo, use clear handwriting and simple structure.*



Use digital tools. There are many online resources available to help you to better structure your ideas. Try out **MINDMAP** [2][7].

DEEPER DISCOURSE

CHAPTER 3

UNIT 4

DELVING INTO A MORE COMPLEX EXCHANGE

By now, you should have a broad overview of what your partner is working on as well as his/her work strategies. To create a common project plan, a more in-depth discourse of your topics and objectives is needed. This unit supports you by employing the methodological tool of "reverse-problema", which uses a series of questions to guide you through collective problem solving. Here are the steps:

1. PRESENT A CHALLENGE TO WORK ON
   Pick a pressing issue, sketch it and pass it over.
2. FIND A SOLUTION FOR YOUR PARTNER'S ISSUE
   Receive a problema-draft from your partner and think it over.
3. DISCUSS
   Present your ideas, discuss your opinions, mark pros and cons.
4. CONCLUSION
   Design a joint plan!

Purpose of this unit:

- Familiarize yourself with your partner's field of work while working out a joint plan.
- Identify shared values, principles and objectives of your work.
- Try to find out how your respective local issues might be connected.

CARD 22

PDF

http://tiny.cc/kql5fx

1. PRESENT A CHALLENGE TO WORK ON

Decide upon a single topic that you would like to work on together. This could be a single case of advocacy, a problem concerning public awareness, lack of funds or difficulties in co-operating with local public authorities. Have a look at the results of the previous **UNIT** [3][3] to get some inspiration from your partner. Always take into account that change/action should take place in both local fields of action and not just on one side!

There are many ways in which reciprocation can help solve problems through fresh ideas that are generated from exposure to diverse cultural and personal backgrounds. Try to describe your issue or challenge briefly in the field below.
Or use **ETHERPAD** [2][8] or **VIDEOMESSAGE** [2][4] .

2. FIND A SOLUTION FOR YOUR PARTNER'S ISSUES

After exchanging the challenges, issues or topics that you would like to work on, ask precise questions and paraphrase the presented issue to make sure that you understand what kind of solution your partner is looking for.

Think about, write down or discuss ideas with your team, friends, family, or others and note the central comments and themes you want to share with your overseas partner to help him/her with his/her problem.

3. DISCUSS

Exchange issue descriptions with your partner and prepare feedback/reflection, using **MINDMAP** [2][7] or **ETHERPAD** [2][8]. The following questions might be helpful:

➜ Did I understand correctly my partner's thoughts and suggestions to the issue I presented?

➜ Were my partner's suggestions helpful? Which aspects are the most interesting?

➜ Did anything new or unexpected come out of this exchange?

➜ How can we try to collaboratively work on the issues presented?

4. CONCLUSION

Discuss your respective feedback by using

WEBVIDEOCALL [2][1] or **PHONE** [2][6]

Collect your thoughts and perceptions in your COLLABORATION PLATFORM:

MINDMAP [2][7] or **ETHERPAD** [2][8].

Keep the exchange going until you and your partner have an idea of what you want to work on. This might take a couple of days or even up to two weeks. It is important that you and your partner feel comfortable with the topic and approach you are choosing. Once you have decided on a topic or issue that you would like to work on, move on to the next unit.

CHAPTER 3

UNIT 5

FIND A COMMON MESSAGE

PREPARE THE GROUNDWORK FOR GERMAN-AFRICAN ACTIVISM

Now that you have decided on a topic or issue that you want to work on together, it is the time to formulate a common message. Together with your partner, you will now sort your collected results, highlight the main findings, and transform them into a strong mission statement. This unit will help you through an even more in-depth brainstorming and decision-making process. It should take place in the fourth week of the collaboration process at the latest.

The following steps are useful:

1. WRITE A MISSION STATEMENT
2. CLARIFY YOUR MAIN POINTS

CARD 23

PDF

http://tiny.cc/fvl5fx

1. WRITE A MISSION STATEMENT

Analyse your collected results: Take a look at your COLLABORATION PLATFORM, mind maps, emails, video-messages, posters and handwritten notes from the previous cards. By now, you should have a good collection of thoughts, experiences and findings....

Piece it all together and begin writing your common MISSION STATEMENT for effective public action. The following questions might help you:

Why not start digital and use a collaborative writing tool: **ETHERPAD** 2][8].

- Who are we and what are the shared values and objectives of our partnership?

_____

- What demands do we have?

_____

- What do we want to change? What difference do we want to make?

_____

- What grievances would we like to draw attention to?

_____

- What positive aspects and developments in our working field do we want to highlight?

_____

- Who do we want to support, protect or stand up for through our work?

_____

- What are the particular strengths of our German-African Partnership?

_____

- What are we planning for the future?

_____

2. CLARIFY YOUR MAIN POINTS

To polish the ideas of the particular shared interests between you and your German-African Partnership, it is helpful to write down a short statement of your main points.

[nav -> #4.x] [Chat, E-Mail, SMS] ->Activity card

(1) WRITE DOWN SEVERAL INTUITIVE THOUGHTS AND WORDING SUGGESTIONS:

_____

_____

_____

(2) SHARE THEM WITH YOUR PARTNER AND RECEIVE HIS/HER SUGGESTIONS FOR A MISSION STATEMENT. -> Use **DECISION-MAKING** [2][13] OR **ETHERPAD** [2][8].

(3) COMMENT, ADD, COMBINE, AND/OR EDIT TO FURTHER CLARIFY WORDING IN A REGULAR EXCHANGE. -> Use collaborative writing on an **ETHERPAD** [2][8].

(4) ORGANIZE FINAL AGREEMENT OR VOTE.

-> Initiate a dialogue: ask, comment, explain until ideas are clear. You can use **TEXT CHAT** [2][1] | **WEBVIDEOCALL** [2][1] | **PHONE** [2][6] .

Involve more expertise, e.g. your colleagues, other team members, partners, etc. and use **DECISION-MAKING** [2][13] to come to a final agreement.

CHAPTER 3

UNIT 6

CREATE AN ACTION PLAN

PRESENT YOUR SHARED VALUES TO THE WORLD

Let the German-African Civil Society Collaboration become a real force for change! Change your environment, reach the public, and spread the word! This unit will help you increase your creativity, come up with an idea, transform it into a plan of action and guide you through implementation.

The following points are useful:

1. **INSPIRATION KIT**
2. **ANOTHER BRAINSTORMING SESSION**
3. **PROJECT PLANNING**

Purpose of this unit:
- Turn collaboration into action.
- Strengthen your visibility as an African-German Partnership.

CARD 24

PDF

http://tiny.cc/uyl5fx

1. INSPIRATION KIT

The Inspiration kit can help you generate some ideas for a final action plan for your 8-week collaboration. Just scroll down the following list… Spread the word.

- ❍ Inspire Action!
  Start a social media campaign on Facebook, Twitter, Website, QR-Codes, etc.
- ❍ Market your message!
  Create posters, T-shirts, stickers, stencils, etc.
- ❍ Initiate a dialogue!
  Plan an event to present more information about your issues, initiate a discussion, allow insights, put on an exhibition, etc.
- ❍ Explain and clarify to others!
  Publish a blogpost, article, interview, video message, podcast, etc.
- ❍ Make your voice heard!
  Organize a flash mob or a petition
- ❍ Come up with a big project!
  Draft a concept paper, create a fundraising strategy, find international partners, etc.

ANY FURTHER IDEAS?

_____

_____

_____

2. ANOTHER BRAINSTORMING SESSION

The main question: How to launch our message?

_____

_____

_____

Helpful steps:

(1) Have a look at the INSPIRATION KIT – note your ideas:

_____

_____

_____

(2) Collect further ideas - involve your team and/or additional person **MINDMAP** [2][7] | **DECISION-MAKING** [2][13]

_____

_____

_____

3. PROJECT PLANNING

(1) Broadly evaluate your resources, upcoming tasks and costs.

Material resources _____

Man power/time _____

Room rental _____

Catering _____

Transport _____

(2) Select the best ideas, discuss them and choose a plan of action, using **DECISION-MAKING** [2][13] and **ETHERPAD** [2][8].

_____

_____

_____

(3) What will be your overall aim(s):

_____

(4) What would be your means of achieving the aim(s):

_____

CHAPTER 3

UNIT 7

BRING YOUR PROJECT INTO SHAPE

FINALIZE YOUR PLANS

You have managed to come up with a brilliant idea for a German-African project. Beside your own confidence in the success of your project idea, you will need some numbers, dates and facts to also convince the head of your team, board members or potential funding partners.

Your overall aim(s) should be clear. All you need to think about now are:

1. **SPECIFIC GOALS AND CONCRETE MEASURES**
2. **TASKS + RESPONSIBILITIES**
3. **LAST PREPARATIONS**

Purpose of this unit:
- Sketch out a project proposal / concept paper.
- Convince others to invest energy, time and ressources in your plans.

CARD 25

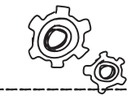
PDF

http://tiny.cc/4015fx

1. SPECIFIC AIMS AND CONCRETE MEASURES

❍ Shape your brilliant ideas into a realistic project. What tangible results (outputs) do you want to achieve?

❍ Specify and define your concrete measures and list the steps



2. TASKS AND RESPONSIBILITIES

❍ List your activities in a table, work out a realistic sequencing and determine responsibilities

Activities	Time frame	Responsibility	Costs/inputs	Results

3. LAST PREPARATIONS (Useful: **PROJECT PLANNING** [2][11] **MINDMAP** [2][7] **ETHERPAD** [2][8])

❍ Budget planning: carefully calculate the needed funds for every activity.

❍ Solve any resource problems: think of supporters, sponsors, non-material support:

❍ Make up your mind about how to communicate your project to the world:

❍ Keep in mind to draw up an evaluation concept. How can your success be measured (your results are achieved when...)