

# Fabo Charter

Version 3.0 (November 2019)

## NAME

The name of the network initiative is "Fabo".

## COORDINATION GROUP

[name], DanChurchAid  
[name], ACT Alliance  
[name], Member  
[name], Member  
Head of Fabo Learning Lab

## HOST ORGANISATION

DanChurchAid, Meldahlsgade 3, 1613 Copenhagen

## FABO LEARNING LAB

Head of Fabo Learning Lab, Simon Skårhøj, ssk@dca.dk, DanChurchAid

## CONTACT

info@fabo.org

## 1. PURPOSE

1.1. The purpose of Fabo is to empower tomorrow's change makers, whether individuals or organisations, to participate responsibly and effectively in social change.

This empowerment comes from strengthening individual competences, cultivating peer-to-peer learning and supporting primarily civil society organisations (CSOs) with effective learning processes - including customizable learning resources, learning technology, learning design methodologies and cross-organisational collaboration.

All Members of Fabo are guided by International Human Rights as an overall reference frame for social change.

Fabo seeks to contribute to the UN 2030 Agenda and the Sustainable Development Goals, especially to goal 17 on global partnerships for sustainable development.

## 2. ACTIVITIES

This section describes core Fabo activities:

2.1. Learn - build learning opportunities:

2.1.1. Build and facilitate analogue, digital and blended learning activities.

- 2.1.2. Promote and cultivate communities of practice within and across Members.
- 2.1.3. Build a repository of open learning resources, templates and customisable, off-the-shelf courses that can easily be utilised in Member organisations.

#### 2.2. Tech - integrate learning technology:

- 2.2.1. Utilise the digital learning platform fabo.org, the Fabo app and other tools to facilitate and manage learning processes. The learning platform has different learning spaces for different users and Member organisations:
  - Space for the individual learner (managed by the individual).
  - Space for each Member organisation (edited by the Member).
  - Space for a network of organisations (edited by the network organisation).
  - Space for the whole Fabo network (edited by the Fabo Learning Lab).
- 2.2.2. Each Member has its own landing page and can create its own learning sites with learning resources and activities. The Member decides who can access the created learning sites. The Member can also invite users from own and other organisations to register on any specific learning site. The invited users can then choose to accept or decline the invitation.
- 2.2.3. The responsibility for content on a specific learning site rests solely with the Member who is responsible for the site. The content must not infringe upon any existing copyrights and must not be of any inappropriate character (cf. Article 1. Purpose and article 3. Principles). The Fabo Learning Lab reserves the right to review any site on fabo.org and hide, delete or change settings on any inappropriate or copyright infringing content. Such intervention will be conducted in dialogue with the involved parties.

#### 2.3. Design - build effective learning designs

- 2.3.1. Facilitate a global community of practice on learning and capacity development focusing on improving learning methodologies, including basic guidelines and performance support resources.
- 2.3.2. Support and promote innovative and learning organisations by advancing methodologies and learning strategies, cultivating communities of practice, exploring new technologies, and contributing to knowledge and research on organisational learning and capacity strengthening.

#### 2.4. Share - cultivate co-creation

- 2.4.1. Co-creation Space – develop shared learning content across Members and contribute to the further development of Fabo.
- 2.4.2. Access to the learning capacity within the Fabo Learning Lab with regards to learning design and development of learning content and activities, incl. video productions and interactive visual content. Potential support can be arranged based on available capacity and coverage of costs.
- 2.4.3. Access to the Fabo Summit, which is the general assembly for Fabo Members.

### 3. PRINCIPLES

The Fabo network is guided by a set of principles for interaction between Members and for learning activities.

- 3.1. Collaborative - we pursue synergies, co-creation and exchange across organisational and network boundaries whenever possible.
- 3.2. Responsible - our interactions should be transparent and accountable. Any content and resources on fabo.org should follow the principles of do-no-harm and intention with the purpose of Fabo.
- 3.3. Respectful - we respect the differences of Fabo Members.

## 4. MEMBERSHIP

- 4.1. A Fabo Member is either an organisational entity or a network of organisations.
- 4.2. Individuals can participate by creating a free user-account and hereby join the global Fabo Community. Individuals cannot be a Fabo Member.
- 4.3. The Fabo Learning Lab approves new Members based on guidelines developed by the Coordination Group. Membership is obtained when the Member has signed the “Fabo Charter” including relevant annexes and paid the membership fee.
- 4.4. Fabo is primarily funded through membership fees and project-based contributions. Funds from external donors can also supplement income. The intention is to reduce the financial barrier for membership and thus ease access for more CSOs.
- 4.5. Membership copyrights, creative common license and Data Protection (GDPR)
  - 4.5.1. Per default, each Member holds copyright over all content and source files produced by itself for itself.
  - 4.5.2. To drive collaboration, Creative Commons licenses are applied when possible to increase sharing of learning content and resources, e.g. the license: “Attribution, Non-commercial, Share-Alike” (CC-BY-NC-SA). Firstly, this license states that other organisations can use a learning product for any purpose (within conditions explained below) and make derivatives of it. Secondly, the publisher of the original learning product must be acknowledged in any reproduced or derived product (*attribution*). Thirdly, the organisation that uses the learning product cannot earn any financial profit from the reproduced or derived product (*non-commercial*). Lastly, the reproduced or derived product must be shared with same level of detail and under the same CC-license as was made available for the organisation in the original production (*share-alike*).
  - 4.5.3. Data Protection. The Fabo platform, fabo.org, and all data on it is stored on DCA’s server. The server is secure and fully GDPR-compliant. All Members adhere to the GDRP Arrangement annexed to this Charter to ensure that all parties are held responsible for how the user data they have access to is handled and processed. See Annex 1, “Fabo GDPR Arrangement” and Annex 2, “Fabo User-agreement”.
- 4.6. If a Member has acted in contravention of this Fabo Charter, the Coordination Group can exclude the Member. The membership fee will not be refunded in this case.
- 4.7. Termination of membership must be done in writing to [info@fabo.org](mailto:info@fabo.org) with 3 months’ notice. The membership fee will not be refunded for that year. The leaving Member has the right to

download content from fabo.org, which the Member has produced or contributed to financially. The responsibility to download content rests with the Member and shall be completed within three months from the date of termination.

## 5. Fabo Summit

- 5.1. The Fabo Summit is a gathering for the Fabo Members with the aim to discuss the direction of the initiative and identify potential synergies. The Fabo Summit is the General Assembly for the Initiative. The Fabo Summit is held annually and can be conducted online to lower the cost of participation and to limit CO<sub>2</sub> emission.
- 5.2. To be entitled to vote at the Fabo Summit, a Fabo Member must have signed the Fabo Charter prior to the Fabo Summit and paid the membership fee. Individual Fabo community participants can generally participate in the Fabo Summit as observers but cannot vote.
- 5.3. Notice of the Fabo Summit shall be made in writing by the Coordination Group no later than four weeks, preferable eight weeks, before the Fabo Summit. The invitation will be sent electronically to all Members and a provisional agenda for the Fabo Summit must be enclosed.
- 5.4. The agenda of the Fabo Summit should as a minimum contain:
  - 5.4.1. Selection of moderator(s) and notetaker(s)
  - 5.4.2. Approval of the Fabo Summit agenda
  - 5.4.3. Narrative and financial report from the Coordination Group on the past year and discussion thereof. In addition, report on membership status.
  - 5.4.4. Report from the Coordination Group on ongoing and planned activities and discussion thereof.
  - 5.4.5. Proposals received
  - 5.4.6. Election of two Coordination Group Members and chair:
    - 1.4.6.1. Coordination Group Members are elected for two years. One is elected per year.
    - 1.4.6.2. Members can run for the board in absentia through a power of attorney
    - 1.4.6.3. Election of Chair for the Coordination Group (for the following 1 year)
  - 5.4.7. Any other business
- 5.5. The Fabo Summit's voting is headed by the moderator.
- 5.6. Each Member has one vote.
- 5.7. Members can through a power of attorney transfer their voting eligibility to a person of their choice.
- 5.8. Decisions on amendments to the articles of the Charter shall be adopted at the Fabo Summit by at least 2/3 majority of the Members present.
- 5.9. Other Fabo Summit resolutions are adopted by a simple majority of the Members present.
- 5.10. However, resolutions to dissolve the Initiative shall be adopted with 3/4 majority of the Members present (potentially online), at two consecutive Fabo Summits.

## 6. COORDINATION GROUP

- 6.1. The role of the Coordination Group is to discuss and coordinate the activities and overall direction of Fabo. The Coordination Group acts as an important sounding board for the Fabo Learning Lab.
- 6.2. The Coordination Group can adjust the Fabo membership fee tiers.
- 6.3. The Coordination Group consists of 5 Members, including
- 1 Member appointed by DanChurchAid as initiative lead and Host Organisation for fabo.org and the Fabo Learning Lab
  - 1 Member appointed by ACT Alliance as founding Member
  - 2 Members elected at the Fabo Summit
  - Head of Fabo Learning Lab (appointed by DanChurchAid as juridical entity)
- 6.4. The Head of the Fabo Learning Lab is responsible for calling the Coordination Group meetings as per agreed schedule. The agenda must be shared one week in advance.
- 6.5. Decision making in the Coordination Group:
- 6.4.1. Quorum is when four (4) out of five (5) Members of the Coordination Group is present.
- 6.4.2. All decisions are made with simple majority of the present Members; however, it should strive to include minority opinions to emphasise an inclusive approach.
- 6.4.3. Decision making is not limited to meetings where the Coordination Group is physically present. Decisions may as well be taken via e-mail or other chosen media.

## 7. Fabo Learning Lab

- 7.1. The Fabo Learning Lab is hosted and lead by DanChurchAid (DCA) as the juridical entity. DCA owns the technical system behind fabo.org, which is utilized by Fabo. DCA's obligation is only related to the fabo.org platform and DCA's learning sites. DCA cannot be held responsible for any content on fabo.org that is not on DCA's own learning sites.
- 7.2. The Fabo Learning Lab is responsible for leading and coordinating the day-to-day initiative activities and act as secretariat for Fabo.
- 7.3. The Fabo Learning Lab consist of specialised learning professionals, who can support the development of learning projects and learning content.
- 7.4. Members of Fabo will be able to utilize the Fabo Learning Lab as a support unit for technical, methodological and didactical assistance, as well as for development and facilitation of courses and other learning content. Potential support can be arranged based on available capacity and coverage of costs.

## 8. LANGUAGE, GOVERNING LAW AND DISPUTE RESOLUTION

- 1.1. The ruling language of this Charter is English.
- 1.2. This Charter shall be governed by and construed in accordance with the relevant laws of Denmark.
- 1.3. All disputes shall be settled amicably in negotiations. In case of failure to reach agreement, the matter shall be finally settled by a relevant Court of Denmark.

## 9. Annexes

Annex 1: Fabo GDPR Agreement

Annex 2: Fabo User-agreement

Annex 3: Fabo Agreement (used for specific learning projects or individual Member needs)

## 10. Signatures

For [ORGANISATION]

Date: / 20

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Name:

Title:

For Fabo Network Initiative

Date: / 20

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Name: Simon Skårhøj

Title: Head of Fabo Learning Lab