

Report title: CEO and Staff report	Author: CEO and staff
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Report description: Review of staff activities and plans for next quarter.	Item number: 3



Executive summary

**This is the new format for reports from the CEO and staff.
Reports will be divided into three sections:**

- 1. Staff reports for information**
- 2. Decisions requested**
- 3. A separate paper containing any confidential items..**

Document history

Written by CEO and staff.

- a. CEO
- b. Head of External Relations
- c. Programme Manager
- d. Volunteer Organiser
- e. GLAM Organiser
- f. Education Organiser
- g. Fundraising Manager
- h. Wales Manager
- i. Wikimania Organiser

a. CEO

Focus of last three months

- [Train the Trainers Tender](#) put out. This will be for a two year period from September 2014.
- Work on Five Year Plan - on agenda of Board meeting.
- Finishing new financial protocols - now approved by ARC. Being implemented.
- Berlin Executive Director's Meeting - report circulated by email.
- Reforming the Watercooler
- Managing the FDC bid
- Hosting the FDC team

Focus of next three months

- End of year financial reports - on agenda.
- End of year reports to FDC
- Preparing chapter for Wikimania - on agenda.
- Embedding new financial systems
- Supporting the employment of the Developer and the Open Coalition Programme manager.

b. Head of External Relations

Focus of last three months

- Work begun on booklets for GLAM, Wales and Annual Review
- Presented at two events in London and one in Scotland related to education, tech and open
- Developed the Open Coalition, including the recruitment process
- Developing an MOU with BBC (ongoing)
- Continued working on Free Knowledge Advocacy Group EU
- Virtual Learning Environment - will launch beta in March
- Ensuring we can cope with a tweet from Stephen Fry

Focus of next three months

- FKAGEU leading up to World Book and Copyright Day
- Open Coalition co-ordinator will be in post, managing the development
- VLE launch
- Finalising and launching the offline version of WP in Uganda with Ark Online
- Wikimania comms
- Developing partnerships such as BBC and public libraries
- Further raising the profile of WMUK in the wider world

c. Programme Manager

Focus of last three months

- Metrics and planning. Focus on the 2014-15 plan, reviewing targets and in particular specifying how the chapter will measure our achievements
- Support for civiEvents in preparation to use it in 2014-15 as a metrics tool
- Train the Trainer handover to Katie
- Continue overseeing the Wikimedians in Residence programme ([Natural History Museum](#) closing and reviewing; [National Library of Scotland](#) – continuing, extended; [Jisc Wikimedia Ambassador](#), continuing, reports [here](#); [Royal Society](#) – started 8 January; [York Museums Trust](#) – continuing, reports [here](#), Cancer Research UK, recruitment process in January-February)

Focus of next three months

- Planning/metrics - further work to adapt the strategy to 2014-15 activity plan
- working with Toni and Jonathan, and staff
- Event integration with civiCRM - enabling as many of our events as possible to be run from civiCRM
- Education & GLAM Organisers line management - annual reviews in March/April
- Wikimedians in Residence new applications - working on getting good quality applications for projects in 2014-15
- Wikimedians in Residence review - running an evaluation project which will inform how to best proceed with the programme
- Contributing to the Berlin Chapters conference in April, particularly metrics work

d. Volunteer Organiser

Focus of last three months

- Create initial version of Volunteer Portal in time for Stephen Fry tweet
- Support volunteer scholarships to European parliament for Wiki Loves Parliament
- Merging micro & macro grants into project grants
- Redesigning and rebranding the Members Newsletter as Wikimedia UK Newsletter
- Organising attendees for Train the Trainers Cardiff
- Arranged meeting of Volunteer Working Group
- Working with others to get CiviVolunteer & CiviBooking up and running
- Working with Emmanuel, managed the final redirection of the old wiki to the new one.

Focus of next three months

- Support scholarships to Zürich Hackathon 2014
- Meeting of and actions from Membership Working Group
- Arrange Train the Trainers Refresher & Train the Trainers International
- Train the Trainers Tender decisions
- Reporting of information from CiviVolunteer & CiviBooking
- Support Wikimania volunteers

e. GLAM Organiser

Focus of the last three months

- Supported successful outreach day at NMMT in Falmouth to GLAMs in Cornwall
- Mass upload tool - this is now in Beta test the first live run has happened.
- Organised a pair of photography training sessions [for taking photos in Museums](#)
- Started preparations for Wikimania including a [London Libraries page](#) that will relocate to the UK Wiki after Wikimania

Focus of next three months

- GLAM booklet
 - Support for Wikipedians in Residence
 - Mass upload tool will need publicity, case studies and marketing to UK GLAMs and Wikimedians
 - Preparations for the fringe of Wikimania which will include an event at London Zoo Library in mid August, and one or more museum trips on the 11th August
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f. Education Organiser

Focus of the last three months

- [2014 Activity Plan for University and Education Outreach](#)
- Organised Scholarship for EduWiki in Serbia. [Details here](#).
- Involved in preliminary planning for a fringe/hack event ahead of Wikimania (21-22 June) is underway. [Details here](#).
- Preliminary planning for EduWiki 2014 has started. See [plans for EduWiki 2014](#).
- *Outreach events organised/supported:* [TaPRA Wikipedia Workshop in London](#) + [UEA Wikipedia Workshop for PhD Students](#) + [Wikipedia Takes UCL](#)

Focus of next three months

- Participating in first meeting/workshops of the Wikipedia Education Cooperative in Prague (March)
 - [Student Presentations on Editing Wikipedia at the University of Hull in Scarborough](#)
 - Participating in [What I Know Is. A Research Symposium on Online Collaborative Knowledge Building](#) - University of Stirling
 - Supporting Scholarship recipient for EduWiki in Serbia.
 - *Planned outreach events organised/supported:* [TaPRA Wikipedia Workshop - Glasgow](#) + [Women's Art Library at Goldsmiths editing event](#)
 - Further planning and preparations for Wikimania Fringe/Hack event and EduWiki 2014.
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g. Fundraising Manager

Focus of the last three months

- Organising staff training and engagement with Civi CRM to ensure delivery of programme metrics
- Continuing work on database issues, including issues with membership records now resolved
- Scheduling and organising recruitment of Web Project Manager post (Advertised 24/02/14)
- Chasing up gift aid claim - a further £48,000 has been received in Feb 2013
- Production of Fundraising compliance overview report
- Work on anti bribery policy and complaints procedure

Focus of next three months

- Orchestration of data cleanse and wealth screening of charity's donor records
 - Review of security policies and updating our registration with the ICO
 - Small grant application to support programme team and begin planning for payroll giving campaign
 - Handover of membership services and input into 'Friends of Wikimedia' strategy as required
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h. Report by Wikipedia UK Manager (Wales)

Focus of the last three months

- 950 articles were created on SSSIs on the Welsh Wikipedia, 35 on the English WP. More than 1,258 images uploaded onto Commons Category:Living Paths.
- Ordnance Survey agreed to partner Wici Cymru / WMUK in a bid for 'Coastal Communities Fund' (CCF) funding.
- Training Coordinator appointed and Coleg Cymraeg (Welsh Federal University) - WiR appointed.
- Meetings held with: Nat. Lib. Wales, Aberystwyth, the People's Collection and the National Museum.
- Editathon arranged and held at Swansea Library. Edu Wiki and Train the Trainers held at Cardiff.
- WOW! (Will in Other Words – Shakespeare project) initiated, with a list of translations started.

December 2013

Main points for publication

- 950 articles were created on SSSIs on the Welsh Wikipedia, 35 on the English WP. 1,258 images uploaded onto Commons Category:Living Paths.
- Ordnance Survey agreed to partner Wici Cymru / WMUK in a bid for 'Coastal Communities Fund' (CCF) funding.
- Much preparation was done for the Train the Trainers event at Cardiff including translating the website and publicity.
- Evaluating Wikipedia' brochure finalised.
- On 20th December Aled and myself gave a presentation to 27 IT lecturers at Menai Llandrillo College.

January 2014

Main points for publication

- Training Coordinator: Aled Powell was offered the post for a period of 6 months. This post is financed by the Welsh Government and the OS.
- A bilingual A4 brochure to publicise the Living Paths Project / training prepared and about to be printed (5,500).
- GeoVation claim 2 was sent in.
- Meeting at Nat. Lib. Wales, Aberystwyth was held with representatives of the National Library, the People's Collection and the National Museum.
- Editathon arranged and held at Swansea Library.
- WOW! (Will in Other Words – Shakespeare project) initiated.

Focus of next three months

- Publication of bilingual A4 brochure to publicise the Living Paths Project / training (5,500).
- Training website will gather all matrix in accordance with WMUK / FDC guidelines.
- Training of around 50 groups.
- Support the two new appointees.

- Support Wiki Rhuthun.
- Oversee the translations of 4 more brochures (1 done).

Into the future

- Support both Training Coordinator and new WiR at Coleg
 - Finalise the National Library and Museum's Pilot scheme on Commons
 - Ensure training / trainees info is kept and accessible on WMUK matrix; also all WiR work at Coleg
 - Initiate Luma / WikiData and dbpedia workgroup for Wici Cymraeg
 - One day GLAM conference a high priority (discussions in place with a major institution) and also a possible second WiR.
 - Help setup Wiki Ruthin with local group
 - Number of articles on Wici Cymraeg goes up by 20% in the next two months
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i. Wikimania Organiser

Focus of the last three months

- Establishing a working relationship with the bid team and Ellie Young at the Foundation.
- Centralising documents and information relating to planning of the conference. Podio chosen at best format.
- Fundraising research and planning.
- Working with WMUK staff on ways they can assist and integrate their work and engage the UK volunteer community with the conference.
- Supporting the bid team in ad hoc tasks.

Focus of next three months

- Expand the bid team with new volunteers in planning roles.
- Continue fundraising.
- Continue promoting the conference internally within WMUK.
- Monitor and assist the conference registration process.
- Work more closely with Ellie Young on practical elements of conference delivery.
- Ensure that we have a core of volunteers that can assist at the event proper.
- Ensure that we are working within budget.

2. Decisions requested

There are no decisions requested from staff.