# Working Group Policy

- *Draft 1: 2023-10-05, Jonathan, Ted*
- *Draft 2: 2024-04-08, Martin Owens, René*

## Introduction

Inkscape is a project of volunteers, all contributing their talents towards the goal of building a best-in-class vector graphics software. In order to better organize and recognize the importance of contributions to the project this policy describes how Working Groups (WG) are established and how their duties and privileges are defined and run.

## Requirements

In order to be a working group, these conditions must be met:

- **Members.** WG consists of at least three active project members. WGs take care to retire members that are clearly inactive.
- **Charter.** A document detailing the purpose of the WG; why it exists, tasks delegated to it by the PLC and how it operates.
- **Website subpage.** The WG should have a subpage on the inkscape.org web page, listing members and presenting the charter.
- **Meetings.** The WG should have regular meetings or meetups (at least quarterly, but more often is highly recommended) that are posted in a manner that allows interested parties to attend. Ideally WGs will also post minutes to help those who can't attend.
- **Contact.** There should be a person designated by the WG, which can change at any time, that the PLC can reach out to if there are things that come up in the WG's domain. If for some reason the contact becomes unavailable for more than 4 weeks, it is the responsibility of the WG to choose a successor.
- **Reporting.** The WG is expected to report its activity to the PLC at least every three months to the PLC's mailing list via email.
- **Participating in project-wide discussions.** It is also encouraged to send a representative (which may or may not be the contact) to the PLC's monthly status meeting to report on the WG's activity and answer questions, as we consider this meeting an important coordination opportunity within the project.
- **Persistence.** If the requirements are not met for a sustained period of time, the PLC may dissolve the WG.

## Abilities

- **Make decisions on behalf of the project.** The PLC can delegate tasks to a WG. This transfer of responsibility can be the core rationale for a WG and is then specified within the charter of the WG. Within these limits, the WG is tasked with deciding or delivering for the entire project. Inkscape members are required to seek the WG out to help make decisions with things in its purview.
- **Request Budget.** WGs can request a budget to help the mission of their WG. This can range from purchasing stickers or required tools to running WG meetup events. This budget is part of the PLC's annual financial planning. Any expense from this budget only requires the approval

of one PLC member (that is not themselves a member of the group) instead of a regular PLC vote. Any budget that has not been spent during the year will be transferred back to general project resources.

## Resources

These resources are created for each working group upon its founding.

- **Website Page.** The team will be listed on the website with other working groups.
- **Chat Room.** A place for talking instantly with other members.
- **Mailing List.** An email list for sending announcements or discussing in long form.
- **Calendar.** The working group can use the website calendar to record when it's meetings are.

## How to build a Working Group:

- Get some friends together and decide what you want to work on! Your WG should not have conflicting or overlapping purpose with another existing WG.
- Talk to one of the webmasters and get a group setup on the website for all the members.
- Draft a charter (template attached) and select a contact.
- Have a meeting or two, invite others!
- Reach out to a member of the PLC and ask them to vote to endorse your WG.
- Make a difference for millions of users all over the world.

# Charter Template

**Name of the Working group:** Development team

**Purpose / Delegation / Additional Responsiblities:**

- Coordination between developers
- Technical decision making
- Informing the Documentation team about new or changed features
- point of contact for vulnerability reporting
- planning and creating releases,
- Maintaining developer-facing documentation, including Getting Started resources
- onboarding new developers who want to contribute

**Meetings and communication:** approx. weekly meeting as video call, announced at least a week prior on the project calendar; regular communication via chat.inkscape.org in #team_devel

**Decision making process:** by consensus of a quorum of 3 or more people

**Membership criterion:** Initial members: X, Y, Z. New members are confirmed by at least two current members. After a year of inactivity, members can be removed.