

This document presents a series of guiding principles for your engagement in the Practical Impact Alliance community. The guidelines provide a structure for your participation and are intended to nurture the PIA culture established by our members to date and the PIA management team. Please review these carefully, and let us know if you have any questions or concerns.

I. PRACTICAL IMPACT ALLIANCE CULTURE

The Practical Impact Alliance prides itself in a culture of empathy and mutual respect. The success of our inaugural cohort of members was marked by their:

- Mutual respect for each other's ideas, time and resources
- Active participation in PIA activities
- Commitment to contribute sharable knowledge and resources
- Disposition to explore and engage in collaboration opportunities
- Honest and timely feedback for PIA's continuous improvement

We hope new members will both embrace and build on these hallmarks of successful participation.

II. MEMBER ENGAGEMENT

The Practical Impact Alliance is member-driven. The content and subject areas of the programming are determined by members based on their interests. For our community to achieve its goals of practical cross learning and collaborative action, members' participation should be consistent throughout the year, and in line with the guidelines below.

i. Representation

As our community grows, it is important to keep high levels of engagement and clear lines of communication with each individual member in order to maximize opportunities for learning and collaboration. To that end, PIA requires that each member organization respect the following representation guidelines:

Lead Representative: Each PIA member organization assigns one lead representative to be PIA's main contact. S/he is responsible for managing the overall relationship with the PIA management team, ensuring consistency and continuity of the member's engagement in PIA and coordinating communication among other participants from his/her organization.

Working Group Representation: It is expected that each member organization will have a representative on at least one working group. Though individuals may participate on as many working groups as they like, we recommend no more than two in order to maximize their engagement. Additionally, to keep the working groups balanced, we highly recommend that no more than two representatives from a single organization are assigned on the same working group.

Event Attendance: The PIA membership includes participation in two annual PIA events – the MIT Scaling Development Ventures conference and the PIA Co-design summit – for up to two representatives from each organization. It is expected that at least one representative from each PIA member organization will participate in the two in-person PIA annual events. If more than two representatives are interested in attending any of the events, prior authorization from the PIA management team is required.

ii. Working Group Participation

PIA Working Groups engage remotely throughout the year through web-based meetings and conference calls. Members should plan to participate in one 60 to 90 minute monthly meeting for each of their working groups.

MIT-Facilitated

An individual from within the MIT network will be assigned to each Working Group to act as a participant and a group facilitator. S/he will:

1. Maintain engagement and communication throughout the year, via email, web meetings, and conference calls.
2. Enlist relevant experts from MIT centers and MIT's external academic networks.
3. Capture knowledge shared and created within the Working Group and distill it into practical and actionable tools.

Member-Led

For each working group, one member (in most cases, the member who proposed the working group topic) will act as co-lead for the group with the MIT facilitator. The lead member of the working group will:

1. Set an example for active participation among group members.
2. Work with the MIT facilitator to define content and opportunities for external engagement.
3. Commit to testing and implementing working group outputs through his/her organization.

Member Participation

Members should actively participate in the working group discussions, share knowledge and experience on the case studies, propose case studies and speakers, and provide regular feedback to the group leads. It is highly recommended that members join via the Zoom platform, taking advantage of the video conferencing functionality that greatly enhances the experience. Members should avoid joining when phone or Internet connectivity is limited as this compromises the quality of their and others' participation.

Workload

Beyond facilitated sessions, members should expect to spend between one and four hours each month on each working group preparation and follow-ups particularly when they are the case study presenter.

iii. Student Engagement

PIA student engagement opportunities are designed to connect our members with the MIT student community for the benefit of both the students and the members. Whether it is a class project, a summer internship, or an innovation challenge, these opportunities are embedded in the MIT academic calendar and consequently have to adhere to certain deadlines. To participate in these opportunities, PIA members should submit their interest within the indicated deadlines. Student engagement is subject to student interest and availability for the project.

Student engagement submission deadlines:

- IDEAS Global Challenge: September 15th
- Summer Internships: December 1st
- Fall Class Projects: July 1st
- Spring Class Projects: December 1st

It is important to remember that these are learning opportunities for MIT students and hence each project's scope and expectations should be set accordingly and in consideration of the time and resources available. While MIT can provide staff and faculty oversight for some of these activities, participating PIA members are expected to assign a representative who has the time and capacity to serve as a liaison and mentor to the students for the duration of the project.

PIA membership fees cover the facilitation of these opportunities as well as student preparation and mentoring but any other expenses, including student travel, associated with these activities must either be covered by the PIA member or secured by the student.

III. CONFIDENTIALITY

The Practical Impact Alliance is fostering cross learning and knowledge capture not only for the benefit of the PIA community but also to advance the general knowledge around market driven solutions to poverty. Therefore, PIA members are advised to be mindful of their organizations' requirements for confidentiality when sharing their knowledge and experience. Information and documents shared within working group sessions are stored in a Basecamp account with access restricted to PIA members' staff and designated MIT staff. Access settings are visible within Basecamp to all members so they can monitor who has access to their information.

D-Lab staff engaged in knowledge capture activities are responsible for distilling the learning from working group sessions and other PIA activities into open-source tools and documents. Any mention of a PIA member by name or logo in knowledge outputs is subject to prior review and authorization from the member organization.

Any confidential information shared with D-Lab or MIT staff outside the scope of PIA engagement needs to be labeled as such and shared within the frame of an NDA signed with MIT.

QUESTIONS?

Contact Dana Gorodetsky dschwei@mit.edu.