



## Going to School Commissioning Policy

### 1) Purpose

We desire to work with a wide range of creators, researchers, writers, and artists outside of full-time employment with **Going to School** as well. In keeping with that, we have enacted this 'Commission Policy' to ensure clarity of terms of engagement and processes to be followed while commissioning external parties for different kinds of work at **Going to School**.

### 2) Applicability

The terms of the policy apply to all persons **Going to School** commissions for only specific projects, and who are not employed full-time with **Going to School** or interning with us. The employees at **Going to School** are also responsible for upholding the terms of commissioning.

### 3) Definitions

1. **Employees:** All persons employed at **Going to School** on a part time or full-time basis.
2. **External Consultants:** All those commissioned or to be commissioned to work for **Going to School** on specific deliverables.
3. **Commissioned work:** Anything produced by the external consultant under terms of engagement with **Going to School**.

### 4) Types of commissioning

1. **Resource:** Multiformat resources including but not limited to books, manuals, podcasts, any form of illustration or artwork, videos, zines, which are either supported by or managed end-to-end by the external consultants.
2. **Facilitation:** Facilitation of pre-prepared content by **Going to School** or of original content prepared by the external consultants themselves.
3. **Research:** Research project involvement of varying degrees and at various stages by external consultants.
4. **Special Projects:** Consulting, innovation lab, or any other special projects where external consultants are engaged.

### 5) Process for selecting, onboarding, and working with an external consultant

1. **Identification of the project where an external consultant is required based on any of the following criteria:**
  - Subject matter expertise that the team doesn't have;
  - Lack of time working bandwidth within the team.
2. **Budgeting for the external consultant**
  - The budget for external consultants needs to be factored in advance into the budget for each project.
  - Only in rare circumstances may an external consultant be onboarded without being accounted for in the budget, with written approval from the CEO.



### 3. ***Selection of the external consultant***

- We prioritise external consultants that are alumni or otherwise community members of **Going to School**.
- In cases where requirements are not met by adhering to the above, we put out an open call for consultants with specific selection criteria, including but not limited to: subject matter expertise and lived experience.

### 4. ***Onboarding of the external consultant***

- The external consultant is only expected to complete their deliverables as per the terms of reference and doesn't need to participate in internal governance of **Going to School**. They are however expected to participate in all governance and administrative related responsibilities that accompany their role as a consultant on a project.
- The external consultant is invited to attend monthly townhalls if they like.
- The external consultant is assigned a point of contact within the team who is responsible for all communication and liaising with the external consultant.
- At the time of on-boarding, all consultants are to be sent an on-boarding email. The email will include specifics of their project, timelines they must adhere to, have a link to this policy, and a legal terms and conditions contract for formalising the working relationship and expressing an understanding of and acceptance of **Going to School** policies.
- In order to generate a contract for the relevant consultant please reach out to the Reporting Manager.

## 6) **Review, payments and work processes**

1. **Review:** The point of contact will work with the external consultant for reviews. Frequency and format of review meetings will be mutually decided. A minimum of two meetings is expected, regardless of the duration of engagement. Where needed we will bring in an external reviewer. Review necessarily includes: a written approval of the outline of the project after discussions, two rounds of iterations, and a final draft.
2. **Meetings:** Working together may mean a few meetings but **Going to School** will strive to follow a working pattern that works for the external consultant, within the scope of the nature of the project.
3. **Quality:** It is expected that the work submitted will be without errors and will require review more on the structure than substantive, subject-related content. In case the review is over and above what a general review entails, the point of contact may have a conversation with the external consultant to decide a way forward.
4. **Timelines:** An adherence to timelines is expected. In case of delays, advance notice of timelines, a minimum of 72 hours is expected at both ends. Furthermore, for delays, a proof of work may be requested by the point of contact or a proof of review may be requested by the external consultant.
5. **Payments:** Payments will be made on production of the final work. Advance payments can be made possible (of not more than 40%) where needed, but are liable to be returned if the project is not completed.



6. **Promotion of resources:** External consultants are expected to engage in promotion of resources as co-decided. Promotions can include content for posts on social media, Instagram Lives, in-person Q&A sessions, and so on.

#### 7) Ownership of commissioned works

1. All work in whatever form created by the external consultant within the scope of their employment will be owned by the company for which it is being created. This could either be **Going to School** and/or an external client for whom such work is being produced. This shall, without limitation, include any in progress works that are submitted to the company and the final works.
2. The external consultant will be free to share the complete work non-commercially as they like as long as it is cited and linked back to **Going to School**. **Going to School** is to be listed as the publisher within different formats of citation.

#### 8) Dissemination of work

1. **Going to School** aims to work towards creation of open access resources. In keeping with that, all resources will be available for free on our website, as far as possible. This excludes any resources whose nature is not digital and cannot be made available on our website or resources that are specifically created for fundraising purposes and hence exist behind a paywall. The external consultant will be informed of this before onboarding.
2. **Going to School** will sell physical copies of its resources to raise funds for its work. These funds will belong solely to **Going to School**.
3. **Going to School** may tie up with publishers to publish certain resources via them. In such cases, fees from the publishers will be discussed and shared with the external consultant. Royalties will be retained with **Going to School** for fundraising purposes.
4. **Going to School** will commit to ensuring that each resource created is made ready to publish, publish/facilitated, and disseminated widely in its commitment to the external consultant. The specific details of this will be outlined separately for each project.

#### 9) Legal terms that apply

1. Tax Deducted at Source (TDS): 10% TDS will apply to all payments made for commissioned work.
2. Nature of engagement: Commissioned work for specific projects does not qualify as full-time employment, and will be classified as consultancy.