INTERNATIONAL YOUTH CLIMATE PODCAST

Welcome,
With this document, you are invited to help with the pink fluffy international FridaysForFuture/ScoolStrike4Climate Podcast.
We try to organize this podcast with humans around the world.

Cause we have this variety of humans, we sadly do need a lot of structure in this podcast. This is the reason, why we do only accepting people, who do read the full document. And wrote us back, what we ask them to, in the document!

In the following Document you will read over

- Guidelines for working
- The differed trees – you can work in
- other Chats, you will find on our platform
- The Basic Structure of the Podcast
- The Composition of each Episode
- The Decision system
- Timetable
- Platform for working
- Graphics for explanation
- Next steps

Guidelines - so we won't sink in chaos <3

1. Only write in English
2. Be polite and use smiles (seams friendly)
3. We are an podcast that is about science. We only work with sciences and we do not state our own opinion!
4. Only write in the general chats and in your Tree Chat! Do not write in other chats
5. Your nickname in the Server needs to be your first Name and your Tree in break its behind
6. Be online at least once a day and check your Tree Chat as well as the important announcement chats
7. Each week, fill in the doc, if u have capitate for working that week, so your team knows, if it can count on you
8. Do TC and protocol them, every time
9. If you have Critics, please submit it to the critic teams, and do not try to discuss it with all directly.
10. If you have questions – ask
11. Have fun

The different Trees – you can work in

There are differed Trees you can work in. Each Tree has differed Tasks.
There are few important thinks to know.
1. You cannot choose more than 3 Trees
2. If you choose to be Orga you cannot be in any other team

3. Trees are "Concept or Speaker" , Teams are "redaction or technic"
4. Please only write in your Tree chat, even if you can see the Team chats!

Redaction

Concept
- Choose the topic each week
- Structure the episodes
- Find Main topics, going over 3 to 5 episodes. The topic of each episode and giving ideas of sup topics of the episode.
- They always need to find out, what might be interesting, that the audience might not know
- They need to discuss what episode makes science when
- Ask the audience and podcast team for podcast ideas

Time: From Saturday to Saturday

content author
- Need to find sub topics of each episodes
- Search for facts and trustworthy sources
- Need to write with scientists
- Write the episodes content

Time: From Sunday to Sunday

layout
- Need to find the best order of the subtopics in the script
- Need to check if information's are doubling
- Writing Transitions (Moderation) between all parts
- If sentence are to complicated, changing it into easy ones

Time: Monday to Wednesday

facts check
- Check if each information has a source given
- Check if the sources are trustworthy
- Check if numbers are copied correct
- If u feel like, this might be a wired facts, research another sources

Time: Monday to Wednesday

english correction
- Correct grammar and spelling mistakes in the script

Time: Monday to Wednesday

Technic

speaker
- Only people with a good Microphone can record (Headphones or headsets as well as inbuild microphones are not allowed)
- You will need to read out the English striped
- Pls export the recorded part in .wav
- If you need a program for recording, use audacity, it is free

Time: Wednesday and Thursday

editor of speech

- Audio need to be edited.
- Background noises, breathing and slip of the tong need to be cut out
- If u do not have a program yet, download audacity

Time: Wednesday and Thursday

mixing
- All parts need to be put together
- Demo calls etc need to be added

Time: Friday

over checking
- If everything is finished. Listen to it. Mark mistake etc.

Time: Friday

other

promotion
- Strategies about how to promote the podcast
- Plainng of special actions
- Cooperation
- Explanations Videos and Pictures
- Planning the content on Social Media
- Writing texts for social media
- Writing the Press
- Creative Ideas
- Note! Being in this team, does not mean, taking care about the social Media Accounts!

Do not have a special time window, all the time, there is work to do, deadlines can varies from project to project

illustrator
- Getting the tasks from the promotion team
- Creating the Pictures and Videos for the website
- As well as for social media
- You need to have experience in Adobe Photoshop or other design programs

Do not have a special time window, all the time, there is work to do, deadlines can varies from project to project

outside technic
- Taking care about the website
- Taking are of technical features

Do not have a special time window, all the time, there is work to do, deadlines can varies from project to project

Website Team
- Writing Texts
- Taking care of new structures
- Giving Ideas for new features
- Staying in Contact with the outside technic team

law check
- When someone is needed, cause we can have problems to know what we need and what we are aloud to do

critics
- Creates a GoogleDoc where people can write down critics concerning the structure or a person
- This team only collects the critics
- They themselves searching for more ideas to develop the podcast
- They are not allowed to state their own opinions on critics someone else submit
- They do not work on improvements! But tell the Orga the critics! The orga then rework the hole thing. With the new thing, the critics will try to find mistakes gin
- They do not work on improvements, so they can have an natural eye on the system.

Do not have a special time window, all the time, there is work to do, deadlines can varies from project to project

firefighter
- help every team, if help is needed

Do not have a special time window, all the time, there is work to do, deadlines can varies from project to project

Protokoll
- Will protocol all the chats, so everyone know what is going on
- Since no one beside the orga have the capacity to read all the chats

Do not have a special time window, all the time, there is work to do, deadlines can varies from project to project

Orga
- Most time consuming
- Will need to read every chat
- Will need to help everywhere
- Has an overview of the hole projects, need to keep in mind the differed timelines
- Need to always work out improvements
- Will have weekly Tcs with the Team Leaders
- Will open all the documents and over check everything
- Kind of will be the helpful mommy and daddies who care about everything and giving out their helping hand

Chats for all - no Teams:

Important
-> Basic important information, like this document
announcements
-> New decisions, etc. will be posted here

documents
-> all posted documents, The Google Cloud the DocOfTheDocs, etc. can be found in here

new episodes

-> Posting every time a new episode is online

support

-> If there is a problem with the server etc if you want o cance trees and so one, write in here

poll overview

-> If the teams need to make a server decision, all information can be found here as well protocols

general
all in

all questions and everything about the podcast which is not directly team organization can be written and read from everybody

connection to other teams

questions from other teams

ideas

all new ideas can be put here or in the google form

homework support

Cause all will do a way to less for school and a way to much for the pink fluffy podcast, here you can ask everyone for homework help, presentation, etc

gossip

Just offtopic, cause it will be happing... a lot xd

LangueConer

Everyone can insee the langue corner. It is there to translate promotion texts in there own langue and to send out the announcement of the different episode out to there country.

Aka asks the leader to post it on their social media story, send out the promotion text on WhatsApp to share, that everyone should listen, etc.

Pls only translate in this chat!

Basic Structure of the Podcast:

1. The podcast is 30 to 45 minutes long
2. It will be releast every Friday at 23:00 CET
3. It will be an inormitive podcast based on scienents. We do not state our opinion, but presend facts
4. Since it is an informative podcast, we are trying to work with scientist and only using trustworthy sorces.
5. Social Media Accs are Instagram, Twitter and Facebook. Nickname @youthclimatepodcast
6. We uplod on Youtube, Spotify, Itunes, Deezer and soundcloud (We try do get a wider range trough)

Composition of this pink fluffy podcast

- Into 10 sec. to 30. sec
- O-Tone (Demo Call)
-News (general climate political decisions, successes, and failure of companies and governments)
- O- Ton 2 (Demo-Call)
------ 5min to 15 min gone ----
- Topics
----- 15min to 30 min gone -----
-News concerning FFF S4C
-Poetry Slam/Speach
-Outra
----- 5min to 15min gone ----

Decision System:

Having TC with more than 20 people is nearly impossible. This is why we do have a system that everything works fine.

1. First of all, pls choose two leaders in your team.
   a. These leaders do not have the power of decision!
2. But they do need to know who is working on what and need to bring you all together.
   a. They create the doodle for the TC and try to motivate everyone.
   b. The need to have an eye on the work of the time, so everything works out in time.
   c. They need to be elected from 2/3 of the team.
   d. And they can only be downvoted from 2/3 of the team.
   e. They can leave this position every time.
   f. The team can aswell always downvote a leader if necessary.
   g. But there always need to be 2 leaders per team!
   h. If you want to rotate leader, keep them for a special period of time or have them till they want to change is the decision of every team themselves. But pls note it down.
3. The leaders have a weekly TC to talk to the other teams and the orga.
   a. The Orga will present new ideas to the leaders.
   b. The leaders bring this idea in the Team TC, and they decided if it is ok.
   c. The leader will select the team opinion in the voting form.
   d. IMPORTANT, the leader has no own power an is in every way just the mouthpiece of the team.
4. No critics and all ideas will be discussed in the leader TC if not directly wanted from a tree or the orga.

5. The normal way would be to submit anymos (if wanted) the idea or critics to the critic's tree. They collect everything, and with their own critics they bring it to the orga.
6. The orga try to build up new systems and take them to the leader TC.
7. The Orga cannot decide anything! They just develop improvements.
8. If there is a massive discussion, the Orga open a Document, and everyone can wrote down Pro&Con arguments! But we NEVER discuss in Chats, since this can get personal

Timetable

Since we will release the podcast weekly, the teams need to work delayed. Pls note that one episode will be workout for around 3 weeks, and every week you will work on a new episode.
As well we did not meet the timetable yet, this is a process

3 Weeks before release (b.r.)
Saturday 4 weeks b.r till 3 Weeks b.r. -> Concept team chooses topic
MSunday 3 week b.r. till Sunday 2 week b.r -> Author content team writes the script

2 Weeks b.r.
Monday to Friday -> Layout team, factcheck and English correction work on the text
Friday, Saturday -> overview of the text from the author team

1 Week b.r.
Monday to Sunday -> social media and illustrator start to promote the episode
Mondays to Wednesday -> Recording of the script
Thursday to Friday -> correction of the recordings
Friday -> put together corrector

Week of release
Friday 23:00 CET release date
Saturday -> EVERYONE is promoting via Facebook and WhatsApp groups the podcast episode

Platform

We use the platform discord to communicate!
In the following, all steps, to come to our server will be explained.

Discord is a free platform you can download on every computer as well as on tablets and phones. It is a communicating platform where you can have several chats in one group. Through this every group has their own chat!
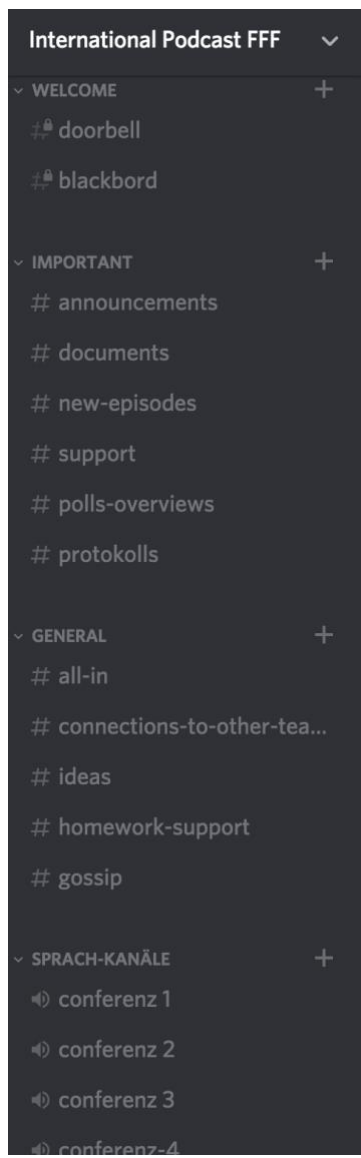
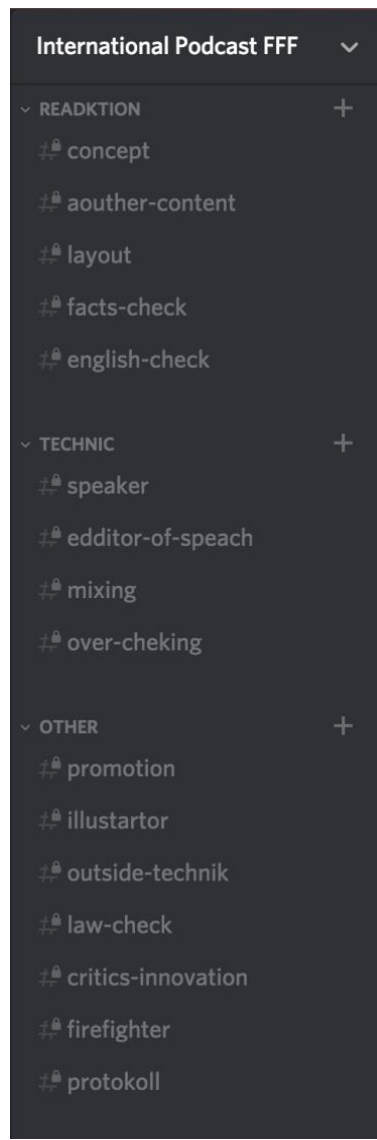To downlod this app pls go to https://discordapp.com/download

You will come in a chat called "doorbell"
Please tell us there you name and in which Tree you want to work! (author, illustrator, editor of speech, orga etc)

The differed Chats

International Podcast FFF ⌄

WELCOME +
#🔒 doorbell
#🔒 blackbord

IMPORTANT +
announcements
documents
new-episodes
support
polls-overviews
protokolls

GENERAL +
all-in
connections-to-other-tea...
ideas
homework-support
gossip

SPRACH-KANÄLE +
🔊 conferenz 1
🔊 conferenz 2
🔊 conferenz 3
🔊 conferenz-4

Decision System – IMPORTANT TO **READ**

International Podcast FFF ⌄

READKTION +
#🔒 concept
#🔒 aouther-content
#🔒 layout
#🔒 facts-check
#🔒 english-check

TECHNIC +
#🔒 speaker
#🔒 edditor-of-speach
#🔒 mixing
#🔒 over-cheking

OTHER +
#🔒 promotion
#🔒 illustartor
#🔒 outside-technik
#🔒 law-check
#🔒 critics-innovation
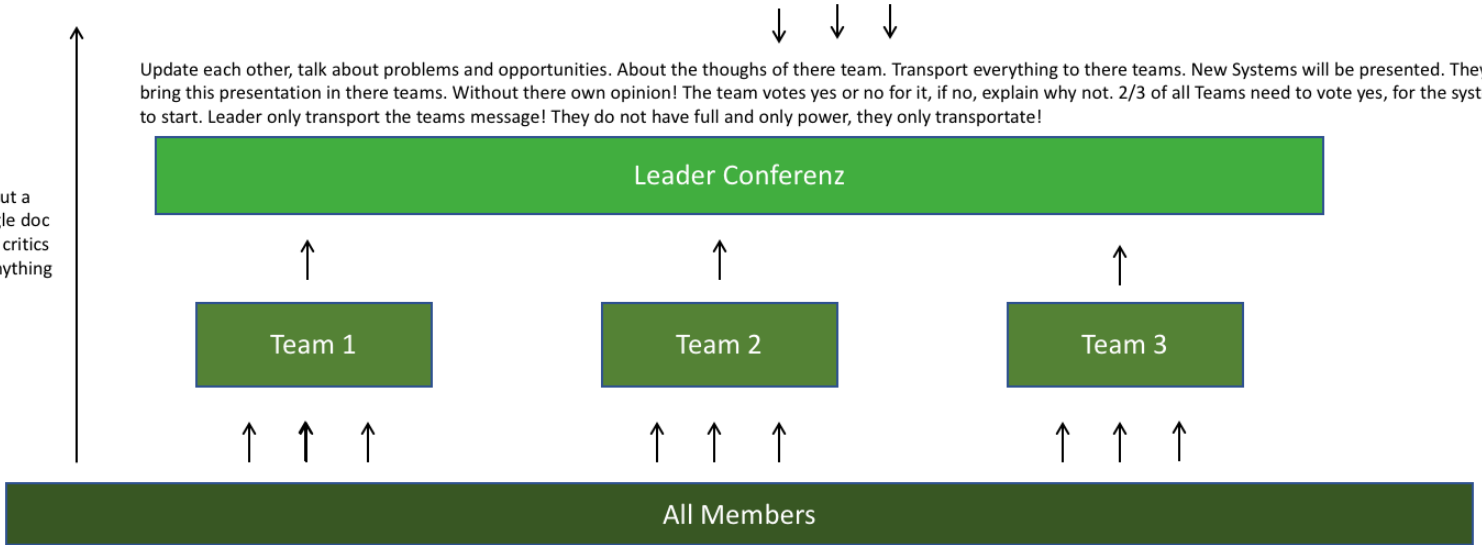#🔒 firefighter
#🔒 protokoll

Look on mistakes, problem and opportunities on everything. Team members can as well submit new ideas to this team. They will as well be transported from the critic team to the orga

Create new systems etc. brings in ideas, control the teams, if they are working, timemanagement outside work etc. They cannot decide anything! Beside the two leaders in the leader conferenz. Everything needs to be legalized through the TeamVotings. Everything needs to be transported to the weekly leader TC

Innuvation - Critics Team	→	Organisation Team

↓   ↓   ↓

Update each other, talk about problems and opportunities. About the thoughs of there team. Transport everything to there teams. New Systems will be presented. They bring this presentation in there teams. Without there own opinion! The team votes yes or no for it, if no, explain why not. 2/3 of all Teams need to vote yes, for the system to start. Leader only transport the teams message! They do not have full and only power, they only transportate!
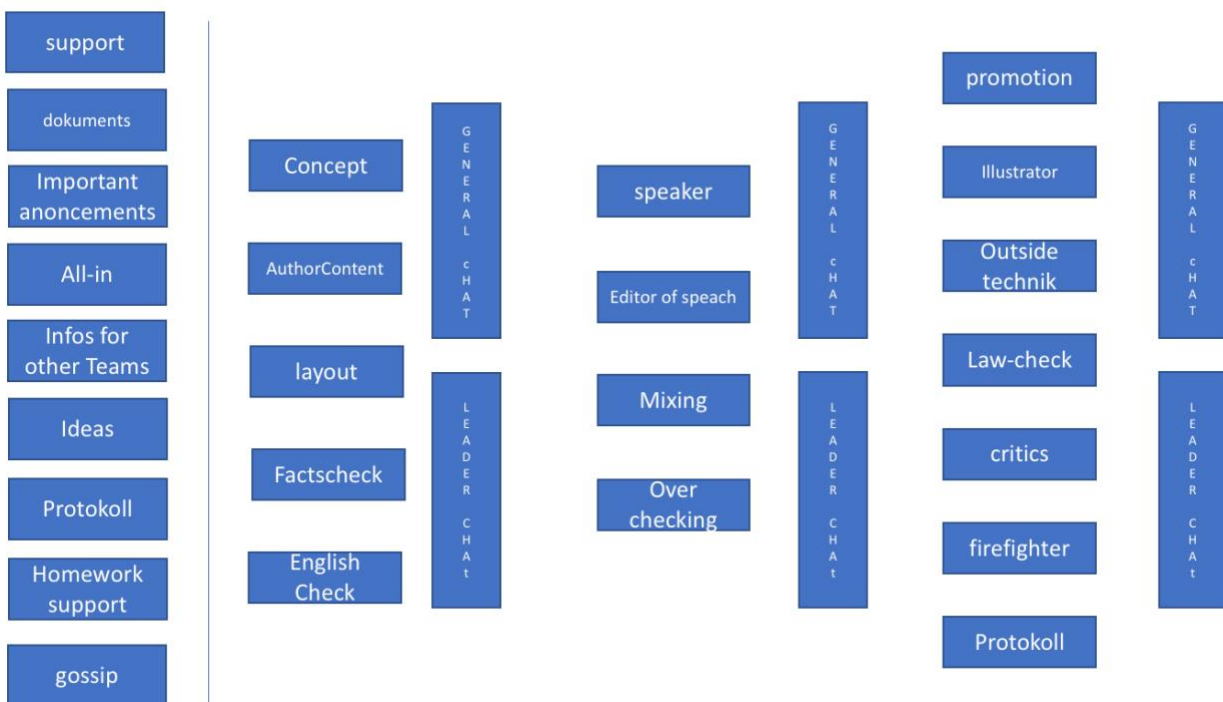
Fill out a google doc with critics of anything

Leader Conferenz

Team 1	Team 2	Team 3

↑ ↑ ↑   ↑ ↑ ↑   ↑ ↑ ↑

All Members

All Chats etc put together on a graphi

Next Steps:
1. Here is a lollypop for you, since you read till here. **give lollypop**

support

dokuments

Important anoncements

All-in

Infos for other Teams

Ideas

Protokoll

Homework support

gossip

Concept

AuthorContent

layout

Factscheck

English Check

GENERAL CHAT

LEADER CHAt

speaker

Editor of speach

Mixing

Over checking

GENERAL CHAT

LEADER CHAt

promotion

Illustrator

Outside technik

Law-check

critics

firefighter

Protokoll

GENERAL CHAT

LEADER CHAt

2. Second of all, pls write us that you did read till here, since we only accepting those who did.
3. Then you will get a link to our platform!
4. Sleep a night over the different Trees. As soon as you come to our platform, you will need to choose one to three
5. Please put ur datils in the Doc
6. Follow Dynos and Annys Steps to see the full sever

See you there
Lots of love
The International Podcast Team