

## Guidelines for the NVC-UK E-Group ('the Riseup Group')

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**Greetings!** These guidelines are to help you get clear if you want to join this E-group, and what to do next. There are 6 sections:

- A. **Purpose of this e-group:** what it's for
- B. **Membership of the group:** who it's for
- C. **Joining process:** how to join
- D. **Jargon buster:** definitions of terms you may come across
- E. **Decision making:** how the E-group makes decisions
- F. **Help!** : FAQs for using the group, including how to post your first message, what to do if your emails don't get through, and how to view past emails and shared documents.

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### A. PURPOSE OF THIS E-GROUP

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The purpose of the E-group is to enable **mutual support, cooperation** and **acknowledgment** of efforts and achievements in sharing NVC.

To achieve this purpose, members are invited to:

- Request and offer resources which support sharing NVC (educational materials, trainings, information etc).
- Make requests for collaboration.
- Share your NVC vision and your intentions for sharing NVC in the coming period (before deciding to do this, please connect first with how this contributes to the group as a whole and only share if you imagine it contributing to group needs such as celebration).
- Communicate where and how you are sharing NVC (when you imagine it might support the growth of NVC in the UK, learning, coordinating with other trainers and/or the potential for collaboration).
- Share other information about NVC which is relevant for group members.
- Make decisions about the E-Group and issues affecting NVC trainers and organisers in the UK.

The members of this E-Group make decisions about who the E-Group will recognise as a peer-accepted Independent Trainer (IT) – [See D. Jargon Buster below]

In order to maintain the focus of the group to support trust and safety in the group, and to keep email traffic to a level members enjoy, members are requested to:

- Seek empathy through existing support mechanisms rather than using this group.
- In case of an urgent need for empathy, please put a one-to-two line request to this E-Group asking for exactly what you want.
- Only use this group for its stated purpose.
- Communicate using words which are aligned with NVC practice (possibly taking time and responsibility to check out a communication with peers before posting).

Please see Section F: *Help!* for further guidance on appropriate use of the E-group.

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### B. MEMBERSHIP OF THE GROUP

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Anyone who fulfils all of the following criteria can be invited to join this E-group:

1. You are currently sharing\* NVC in the UK in accordance with CNVC's 'Guidelines for sharing NVC' - the current version of this document can be found at: <http://www.cnvc.org/node/6832>
2. You have identified someone on the list who is willing to invite and mentor you (see below).
3. You undertake to be mentored for one year.

\*By 'sharing NVC' we mean doing any of the following:

- Starting, organising or facilitating an NVC practice group.
- Offering public NVC introductions and talks.
- Organising, assisting in, running or co-running NVC trainings.
- Actively promoting your own or others' NVC workshops.
- Creating & sharing NVC promotional materials.
- Doing other things which clearly support and contribute to the vision of a world where everyone's needs matter.

### **Role of the mentor**

A mentor can be any person who is currently a member of this E-Group.

Your mentor:

- Supports you through the joining process detailed below.
- If there is any question about whether you are sharing NVC or not, decides with you if you fulfil the criteria for joining.
- Supports you with writing your first three emails to the E-group if wanted.
- Maintains awareness of your contribution and takes a mentoring role in your membership of this E-group during the first year.

*We recognise that further role clarification would be helpful for mentors.*

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## **C. JOINING PROCESS**

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### **Your Mentor:**

- Sends you these guidelines. You and your mentor have a dialogue to discuss anything which arises for you from reading these guidelines and to clarify your expectations of this group. Once you are in agreement with these guidelines, your mentor indicates that you can go ahead and join the group.
- Sends an email to the Administrator copied to the two Assistant Administrators (for email addresses - see top of document) requesting that the Administrator join you to the group. The email needs to include: (1) The name of the person wanting to join and the email address they wish to use for the group; (2) confirmation that they (the mentor) are willing to support you during your first year in line with these guidelines.

### **You:**

- Will receive an automated email response confirming your membership and requesting that you write a paragraph of introduction about yourself and your involvement with NVC.
- Send your introduction paragraph to the group by emailing it to [nvc-uk@lists.riseup.net](mailto:nvc-uk@lists.riseup.net).  
*Please don't reply directly to the invitation email from the E-Group.*
- Please mention the name of your mentor in this introduction.

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## **D. JARGON BUSTER**

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**'The NVC-UK E-Group'** = The internet based discussion group which you have been invited to join currently hosted by 'Rise Up' and often colloquially known as 'The Rise Up Group'. Referred to in this document as the 'E-Group'.

**The NVC-UK E-Group's email address** = [nvc-uk@lists.riseup.net](mailto:nvc-uk@lists.riseup.net) Please use only this email in any correspondence to this group.

**CNVC** = Centre for Nonviolent Communication (website: [www.cnvc.org](http://www.cnvc.org))

**CT** = Certified Trainer (by CNVC).

**IT** = Independent Trainer. These are: **1)** People who were approved to be ITs by this E-Group using a process that preceded the Robin Hood Procedure. **2)** People who have been approved to be ITs by this E-Group through the Robin Hood procedure (see definition below).

**PCT** = Previously Certified Trainer (by CNVC). Note: CTs are asked to renew their certification each year. Not everyone chooses to do this.

**www.nvc-uk.info website (aka 'The NVC-UK Info List')** = A website which is maintained by this E-Group, and which includes a list of UK-based CTs and ITs. If you are sharing NVC and want to join this list, we ask that you follow the procedures outlined in the document called '*The Robin Hood Procedure*' (see below).

**Robin Hood Procedure** = The process by which you can become a peer-accepted Independent Trainer as outlined in the document Robin Hood Procedure (link to it found at the bottom of the page on the website [www.nvc-uk.info](http://www.nvc-uk.info) ). Please ask your mentor if you would like more information about this. *Note:* As at October 2011, the IT acceptance process is under revision in a working group which includes Pat, Dorothy and Maria.

**The 'NVC-UK Network'** = This is a term which people sometimes use in this E-Group. Some use it to refer to members of this E-Group, whilst others use it to refer to any NVC enthusiasts within the UK. We recognise that this term needs further clarification.

**www.nvc-uk.com website (aka 'The Ning')** = This is a website, independent of this E-Group, created by a few E-Group members. It aims to support the spread of NVC in the UK and to support both NVC trainers and NVC enthusiasts in the UK.

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## **E. DECISION MAKING**

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There is currently no clearly agreed and defined process that everyone understands for making decisions within this E-Group.

We have found that decisions can be made by a process of 'willingness' Willingness means "Are you willing to live with this for this period of time?" It enables positive decisions and steps to be made, even if they are not totally perfect for every individual in the network whilst giving possibility for change and tweaking after the agreed trial time has lapsed if needed.

**If you want a decision made:**

These are decision making processes we suggest and/or have noticed people using in the past:

1. Creating a proposal with 2-4 other people from the E-Group then sending it to the E-Group and asking that if anyone objects, they get in touch within one or two weeks. This can prove effective for straightforward matters.

We suggest that a proposal is more likely to be received happily if it:

(a) is short

(b) contains:

- Brief observations which led to this proposal.
- At least one group need you imagine will be addressed by the proposal.
- A clearly worded, doable proposal with a trial time period. A suggestion that any member is invited to come forward with an amendment or alternative proposal after the trial time period, failing which, the original proposal stands [and that this new proposal contains these elements].

2. For more involved matters, people have requested somebody with 'conference calling' experience to organise a conference call. This was how the wording on [www.nvc-uk.info](http://www.nvc-uk.info) was agreed.

In the past Sociocracy was used as the process on conference calls. At the time of writing, as many people in the group are not familiar with this process, it is not clear if this is continuing or will be evolved or replaced.

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## **F.     HELP!**

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### **What can I do once I'm a member?**

Send and receive emails to and from the group.

Enter the member's area of this E-Group group to see a list of members and shared documents.

Be part of the decision making of this group.

### **How do I access the members section of this E-Group?**

Log in to <https://lists.riseup.net/www/info/nvc-uk>

**First time:** You will need to click on 'First Login?' and follow the instructions to create a password.

**Subsequent times:** After the first time you can simply enter your email address and password to log in.

### **What can I do on the members section of the NVC-UK Riseup group?**

Once logged in you can:

- **You can see a list of the other members in the group**  
Choose 'Review Members' from the list on the left hand side. This will bring up a list of members names and email addresses.
- **You can change your settings to receive a weekly digest of emails rather than receiving them individually when they come in.**  
To do this click on 'subscriber Options' and choose 'Digest' or 'Summary' in the drop down menu of 'Reception mode'. Click on 'help' to the right of this menu for more information about what the various options mean. Click 'Update'.
- **You can view any shared documents including this one and the 'Quality Proposal Document'.**  
Click on 'Shared Documents' and choose from the list of documents available by clicking on it.
- **You can view the archived list of posts to this group.**

- Click on 'Archives'
- **You can post an email to this group**  
Click on 'Post' and fill out form or send via your own email client as described below  
(How do I post my first message?)
- **You can unsubscribe yourself from this list.**  
Click on 'Unsubscribe'

**Can you give me some more help on what to send or not send to the whole list?**

Avoid advertising workshops one by one: consider instead using NVC-UK.com or CNVC.org. Sometimes people find themselves triggered or delighted or disappointed by things they see on the E-Group, and they want to respond by email. It can be very hard to achieve connection, understanding and agreement by email. Please first consider:

- Talking to a third person to work out some compassionate requests.
- Calling the person who wrote the post and asking for a time to talk together.

**How do I post my first message?**

Simply send an email to [nvc-uk@lists.riseup.net](mailto:nvc-uk@lists.riseup.net) with your message and a clear heading in the subject line. You can ask your mentor for more help on this.

**Who do I get in touch with if I have a problem?**

Please contact the current Administrator if you have a problem.  
Should s/he be away or unavailable, you could try the Assistant Administrator listed.  
(see top of document for names and email details).

**What do I do if someone writes a post that I don't like and I wish to challenge it?**

We suggest that you write directly to the sender only, not copying in the whole group.  
Additionally you could copy your email to your mentor or someone you know in the group who would be willing to support you.

**How do I unsubscribe?**

Send an email to [nvc-uk-unsubscribe@lists.riseup.net](mailto:nvc-uk-unsubscribe@lists.riseup.net) with 'Unsubscribe' in the Subject line or do it via the members section as outlined above.

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