

ORGANISATIONAL STRUCTURE OF BARCELONA EN COMÚ

PHASE D: AFTER THE MUNICIPAL ELECTIONS

INDEX

- [1.BACKGROUND](#)
- [2.PHASE D](#)
 - [2.1.NARRATIVE FOR THE NEW STAGE](#)
 - [2.2.WHAT DO WE WANT THE ORGANISATION TO DO?](#)
 - [2.3.GENERAL OVERVIEW OF THE PROPOSED ORGANISATIONAL MODEL](#)
- [3.INSTITUTIONAL AREAS](#)
 - [3.1.THE MUNICIPAL GROUP](#)
 - [3.2.DISTRICT COUNCILLORS](#)
- [4.BARCELONA EN COMÚ AREAS](#)
 - [4.1.THE “COMÚ”](#)
 - [4.2.THE PLENARY](#)
 - [4.3.THE POLITICAL COUNCIL](#)
 - [4.4.THE GENERAL COORINATION TEAM](#)
 - [4.5.TECHNICAL COMMITTEE, POLICY GROUP AND NEIGHBOURHOOD COORDINATION TEAMS](#)
 - [4.6.TECHNICAL COMMITTEES](#)
 - [4.7.POLICY GROUPS](#)
 - [4.8.NEIGHBOURHOOD GROUPS AND DISTRICT ASSEMBLIES](#)
 - [4.9.OTHER AREAS AND MECHANISMS FOR PARTICIPATION](#)
 - [4.10.GUARANTEE COMMITTEE \[see its transitional regime in annex 1 \]](#)
- [ANNEX 1. GUARANTEE COMMITTEE – TRANSITIONAL REGIME](#)

1. BACKGROUND

Part of the confluence agreement between different political forces in the citizen platform is the launch of “Phase C, Post-confluence”, which lasts between the start of the confluence until the municipal elections (see organizational chart and structure here: <https://barcelonaencomu.cat/sites/default/files/win-the-city-guide.pdf>).

After the municipal elections, there is a transition period towards a new structure and new ways of working for the organization: “Phase D”.

During this time, the Organisation Committee contacts and holds work sessions with other organisations and, above all, with groups and people who represent Barcelona En Comú, in order to analyse a variety of organisational models and identify **opportunities for improvement**, among which the following goals are key:

1. Adequately define the functions, mechanisms and makeup of the various work areas.
2. Set up channels of communication and clear mechanisms to coordinate accountability and proposals among the various areas.
3. Clarify which decisions will be made in each area and their general working dynamics.
4. Plan or prepare for decisions which may have to be taken in the future in order to work on them with adequate time.

2. PHASE D

2.1. NARRATIVE FOR THE NEW STAGE

Approximately one year ago, associations, political organisations and citizens decided to step up and take back politics and the city from a minority of privileged elites ...

With this challenge in mind, we have taken steps toward specific goals: to validate our citizen platform and consolidate our organisation, to agree on a code of ethics, to achieve a candidacy of confluence, to draw up an manifesto in a highly participatory way... and what was, from the beginning, the main goal: to win the elections.

Now we have won the elections and our group is leading the city council. We have, ahead of us, four years of a new great challenge: win back politics and the management of the city and expand citizen participation to **achieve a change in Barcelona** so that the city:

- Becomes a role model in the fight against inequality, a city where people have the **basic rights** to allow them to live a decent life,
- Drives a **changed urban model**, stopping privatisation, insecurity and segregation and promoting new, more cooperative and sustainable, economic, social and cultural practices,
- Becomes a city **to live in**, a more humane and kind city for all that cares for its inhabitants and its environment, and
- Progresses toward an **open democracy** in which collective intelligence finds its voice in decision-making, in the conceptualization and management of the city, putting an end to bad practices and generating less bureaucratic and more effective institutions to solve people’s concrete problems.

Yet again, we have **great challenges and little time**, but if we coordinate and work together, we will make it. This is why we will have to take specific steps: consolidate the new organisational

models and work teams, both at the city hall and within Barcelona En Comú (as a political-citizen organisation) draw up and approve key instruments collaboratively, at the city hall and/or in the districts to put into practice the actions of the municipal government (Municipal Action Plan, District Action Plans, Municipal Investment Plan, budgets, etc.), carry out, together with citizens, the actions that will enable change and evaluate them, etc.

And we mustn't forget that almost 40% of the electoral roll abstained and that, of this same electoral role, we achieved little more than 15% of the vote. That's why it is crucial to **expand the implication of citizens**, explain our actions in a transparent and understandable manner and generate support and a sense of affinity in everyone who loves Barcelona and wants to continue feeling proud of it, etc...

From the last paragraphs of our initial manifesto:

There's no magic formula to solve the difficulties we will come up against on the way. We will have to ask questions as we move forward, and we shouldn't be afraid to do so. Our most successful experiences show us that, if we organize around specific objectives and practices, we can reach goals that may have seemed impossible.

While the economic crisis has been tough, a historic opportunity has opened up that we can't and won't let pass by. We are living in an exceptional time that demands brave, creative initiatives. If we are able to imagine a different city, we will have the power to transform it.

2.2. WHAT DO WE WANT OUR ORGANISATION TO DO?

When designing the organisational structure of Barcelona En Comú for the coming years, we must think about what it is we want the organisation to do during this period. This will help us determine one organisational model or another. We want:

1. To make sure that the policies, the code of ethics, the emergency plan, the manifesto and other commitments undertaken by the organisation are pushed forward and carried out by the city council. This entails, on the one hand, support for our Municipal Group in the city council and, on the other, monitoring and holding them to account for their actions.
2. To guarantee and promote the connection between citizens (both organised and non-organised) and the city council in both directions. That is, contribute to channelling the issues, opinions and demands of the neighbourhoods toward the institution and facilitate the knowledge, monitoring and evaluation of the institution's activities by citizens.
3. To develop the process of democratic renewal driven by BComú. This specifically entails:
 - a) Promote and seek synergies with social movements, while respecting their independence, and
 - b) Achieving greater levels of empowerment of citizens, that is, enthusiastic and responsible people who proactively take the initiative to address collective issues.

2.3. GENERAL OVERVIEW OF THE PROPOSED ORGANISATIONAL MODEL

Institutional areas: The activity in the city council is structured around two large areas: the Municipal Group and the district councillors.

BComú areas: As a political-citizen organisation, BComú will be made up of eleven main permanent areas for participation and work, plus the guarantees committee:

- The “Comú”, open to all those registered with BComú
- The Plenary, open to all activists on the census of BComú
- The Political Council
- The Coordination Team: Executive Team and representatives of the community and Technical, Policy and Neighbourhood Coordination Teams
- The Policy Groups, representing the groups in BComú:
 - Technical Committee Coordination Team
 - Policy Group Coordination Team
 - Neighbourhood Coordination Team
- The BComú groups
 - Technical Committees
 - Policy Groups
 - Neighbourhood Groups and District Assemblies
- The “Comuns 1.0” and “SOMCOMUNS”, non-formal areas, and
- The Guarantees Committee.

Ad hoc work teams may also be created to develop specific projects, and these will be accountable to the decision making bodies.

It is noteworthy that all these bodies will be quota free, with all parties of the confluence dissolved into the organizational structure. Likewise, we note that membership of the organization will be based on two mechanisms:

1. The BComú register: anyone who carries out the registration and verification process.
2. The BComú census: anyone active in any area of the organisation.

This document formalises aspects of the organisation that are necessary for its proper functioning, especially regarding its structures and basic operation. There are other fundamental matters that will need to be developed during the day-to-day activity: information flows (to ensure information is relevant and meaningful, accessible, suitable in time and format...); organisational culture (discussion skills, group thinking, strategic planning, collective evaluation and collective learning); the areas and processes for accessible participation allowing any person to express their views adequately, regardless of their background and means; and communication policy (drawing up a communication plan, coordination of both an internal and external communication strategy, ensuring transversality across various areas in the creation of the plan, promote auditing systems - particularly in internal communication – and continued improvement of our corporate image, relationship with the media, etc.).

This organisational model is intended for a four year time span. The Organisation Committee will carry out follow-up, evaluation and improvement processes during that period, together with the other areas of the organisation. Once a year, an evaluation in the plenary will be carried out with proposals for improvement, if necessary.

3. INSTITUTIONAL AREAS

3.1. THE MUNICIPAL GROUP

The Municipal Group implements our institutional activity at the city council.

Functions

1. Positioning and decision making on municipal issues (political and administrative), in line with the decisions of the Plenary and the Coordination Team.
2. Implementation of the political strategy of BComú in the institutional sphere.
3. Follow up of city management: design, implementation and evaluation of public policy and programmes.
4. Coordination and follow up of neighbourhood policy with district councillors.
5. Coordination with the work and decision making areas of the BComú political movement.

Functioning

The Municipal Group organises itself based on the needs of institutional activity. However, the following must be ensured:

- A weekly meeting with four delegates from the General Coordination Team of BComú and guests whenever the political agenda demands it.
- Attendance (every two weeks, approximately) at the meetings of the General Coordination Team of BComú of the four selected people, who will inform on government activity and negotiations with other groups in city hall.
- Attendance at the Plenary, where they will inform on their activity at the city hall and supra-municipal institutions.
- Regular meetings (quarterly) to follow up on the manifesto, receive new proposals and prepare campaigns with the following areas and actors:
 - Policy groups: social movements and associations, BComú members of the policy group, city councillor responsible for the policy group.
 - Districts: social movements and district associations, district assembly BComú members, district councillors, city councillor responsible for the district.
 - Barcelona (annual): social movements and associations, BComú General Coordination Team, entire Municipal Group.

Composition

- City councillors, advisors and technical support personnel. They choose four representatives to attend the meetings of the BComú General Coordination Team (maintaining gender parity).
- Four delegates of the BComú General Coordination Team (maintaining gender parity).

3.2. DISTRICT COUNCILLORS

District councillors design institutional activity in the district in line with the political goals of BComú. Their district municipal group includes their teams and the city councillor responsible for the district. They define and promote, together with the district assembly, the policies to be implemented in each district.

Each group of district councillors must submit a progress report on their activity to the district assembly, to be amended and approved before being submitted to the Plenary.

District councillors coordinate their activity with the city councillors of the Municipal Group, with the various neighbourhood groups, with the General Coordination Team and with the Plenary. The mechanisms for this coordination need not be stipulated as each district adapts the mechanisms to their circumstances and the context. The General Coordination Team and the Plenary of BComú evaluates them at least once a year, without prejudice to evaluations in other areas. These evaluations may give rise to corrections or improvements if necessary.

4. BARCELONA EN COMÚ AREAS

4.1. THE “COMÚ”

The Assembly of the “Comú” (or Commons) is the highest decision-making body of BComú for particularly important issues for the organisation and the city. BComú will implement the mechanisms available to guarantee speaking and voting rights, with all the information necessary for all those registered, using both online and offline tools.

A meeting of the Comú will be called at least once a year, open to all –on registration– with the aim of sharing our goals and reviewing the activity carried out during the previous period.

The Comú’s main internal communication and participation tool will be the “Xarxa Social de BComú” (BComú Social Network). This tool will allow information to be socialised among the entire community and will promote individual and collective participation in the organisation. The Network will be programmed using open source software and the administration and control of the contents generated will be carried out by the organisation. Anyone who is registered will be able to sign up to the Network.

Functions

The following significant decisions for the organization must be approved by the Comú:

- Approval and amendment of the organisation's statutes
- Approval of the manifesto, after a participative debate
- Approval, by way of open and citizen-wide primaries, of the electoral ticket
- Approval or rejection of coalition agreements with other political actors
- Request to initiate the process to suspend elected representatives

A binding consultation may be put to the Comú regarding any matter considered particularly significant, and the Comú may propose citizen initiatives.

Operation

A **binding consultation** can be put to the Comú by:

- A simple majority of the Municipal Group or the General Coordination Team
- 15% of the people registered in the census of activists of BComú
- 15% of the people on the register of the Comú.

A **binding suspension consultation** can be put to the Comú by:

- An absolute majority of the Municipal Group or of the General Coordination Team
- 20% of the people registered in the census of activists of BComú
- 20% of the people on the register of the Comú.

A consultation on the suspension of elected representatives will be approved if it gains a qualified majority of 2/3 of the votes.

Citizen Initiatives Platform of BComú:

- Any person or group of people in the register BComú may post proposals to the general repository of this platform.
- Any proposals receiving the positive votes of 1% the people on the BComú register will be included in the section of citizen initiatives to be studied.
- The proposals to be studied receiving the positive votes of 5% will be circulated via email to the people on the register to make them known.
- If, within a maximum of three months, a proposal achieves the positive votes of 20%, it will enter a development phase during which the organisation will put in place a work group that must, together with the promoter, finalise the draft within one month. If there is no agreement between the two parties, both versions (the initial proposal and that of the work group) will be presented.
- After being presented, the proposal will be circulated and submitted for approval by the people on the register of BComú. The decision is made by simple majority and may only be modified by the same mechanism.

Composition

Anyone over 16 years of age with proven residence in the municipality of Barcelona and whose registration has verified in person can form part of the Comú. Members of political parties who

compete in elections against BComú may not be part of the Comú. Those who are part of the Comú have the right to speak and vote regarding the matters addressed without discrimination of any kind. In order to ensure this right, BComú will ensure accessibility, stimulate training, facilitate work-life balance and promote diversity.

Necessary mechanisms will be set up to update the register of BComú and the active status of those registered will be periodically verified.

4.2. THE PLENARY

The Plenary is the area where the organization's strategic decisions are made and is also the main area for accountability and internal transparency. Any activist of a BComú work group registered on the census may take part.

The Plenary is, above all, a place to make strategic decisions; however, it is supplemented by other areas that enable deeper and/or detailed deliberation on the issues on which decisions are to be made [see sections 4.3 and 4.9]

Functions

- Approval of important political decisions and strategic plans of BComú, both with regard to political-organisational activity and to municipal activity, in line with the principals, objectives and practices that govern the organisation.
- Approval of processes and reports on the accountability and internal transparency of the organisation and municipal activity.
- Carry out deliberation processes on these issues.
- Approve protocols for purchase of goods and contracting services and human resources policies.
- Approve the annual budget of the organisation, the settlement of account and the memorandum of the previous year.

Operation

- Meetings will be held at least every three months and there will be two mechanisms for convening them and setting the agenda:
 - Top down, on the Coordination Team's initiative, and
 - Bottom up, on the initiative of any area of BComú. This requires the explicit support of 20% of those on the activist census, or at least five work groups (neighbourhood groups, policy groups and/or technical committees).
- The plenary will be convened, with an agenda, with at least two weeks' notice, and, when necessary, any documents to be approved will be sent out at the same time.
- Both the agenda and the minutes – with the documents of the agreements – will be made public on the BComú website. Exceptionally, were confidentiality is necessary, it may be decided to postpone the publication of these documents until such time as confidentiality is no longer required.

Composition

- All persons registered on the BComú census may take part.
- Additionally, a number of people will work to ensure the meeting is well-organized:

- o A facilitating chair, made up of two members of the facilitating team and two members of the General Coordination Team, who guide the discussion and the taking of decisions.
- o The facilitating group (of the Organisation Committee), which is in charge, together with the General Coordination Team, of convening the meeting and defining the agenda and the methodology of the Plenary.
- o Policy representatives: the General Coordination Team appoints people necessary for each issue to present the document under discussion and clarify any doubts, before starting the debate. The presentation must be clear and precise enough to ensure that the debate is carried out with ease.
- o Four representatives of the Municipal Group and, once every six months, at least, all of the members of the Municipal Group, subject to their schedules.

4.3. POLITICAL COUNCIL

The Political Council is the body for political deliberation of BComú. It discusses the political and strategic plans of the organisation and municipal activity, and it is the area for broad and participative debate, which is not possible in the Plenary.

Functions

Discussing the political and strategic plans of BComú. It will be governed by the mandates of Comú and the Plenary of BComú. Its nature is deliberative and passes on its considerations to the Plenary and General Coordination Team.

Operation

Meetings of the Political Council will be held at least once every six weeks (month and a half) on the initiative of the Executive Team or at the request of at least 20% of its members. The Executive Team will coordinate the body and conduct the meetings.

Composition

- The General Coordination Team
- The Municipal Group, depending on their availability
- Ten district councillors (one councillor from each district)
- Sixty activists registered on the BComú census, who, therefore, participate more or less actively in some area of the organisation (neighbourhood, policy group or committee), maintaining gender parity (individual candidates elected by the register of BComú)

4.4. THE GENERAL COORDINATION TEAM

The General Coordination Team of BComú is the executive body and is where political and operational decisions of the organisation are made. Within the General Coordination Team, there is an Executive Team which carries out operational tasks and the permanent follow-up of the organisation's activity. At least two members of the Executive Team need to work full time to be able to take on the responsibilities of spokesperson and the day-to-day coordination of the organisation.

Functions

● Coordination

- Convening, providing content for and carrying out the BComú Plenary, taking into consideration the proposals of the various areas.
- Steering BComú politically and executively, making decisions on issues related to the mandate given by the Comú and the Plenary of BComú, and the proposals of each of the various groups.
- Ensuring overall consistency in the activities of BComú (strategy, roadmap, general schedule...), as well as in the coordination of the various groups.
- Following up on and providing support to the Municipal Group's work, promoting the coordination and complementarity between municipal-institutional activity and organisational activity.
- Being an area from which to interact with external social and political actors (political parties, social organisations and movements, etc.) complementing the work done by the various policy and neighbourhood groups.
- Analysing the situation of BComú and the economic, political and social climate.
- Promoting and ensuring communication, information and internal and external transparency of all the work areas of the organisation.
- Coordinating the internal and external communication strategy.

● Executive Team

- Representing BComú in public before the media.
- Liaising with other political and/or social actors in representation of BComú.
- Taking part in the Municipal Group to ensure the communication, coordination and link between the institutional area and the political-organisational area.
- Dealing with the operational management and functioning of the organisation and ensuring the drafting, approval, implementation and compliance with the protocols for purchasing, and contracting services, in line with BComú's human resource policies.
- Dealing with the management of human resources of the technical team of BComú (drafting of criteria and job descriptions depending on the organisation's needs, selection of personnel, management of teams, etc.)
- Dealing with contingencies and emergency situations.
- Being responsible for performance of actions regarding transparency and participation (publication of minutes on the website, manage protocols and necessary digital participation areas, etc.).
- Drawing up the annual operating budget and ensuring its compliance.
- Ensuring the implementation of transparency and accountability mechanisms, including at least one annual accountability report to be presented before the Plenary. This report includes, at least, the activities carried out, source of funds, Budget implementation, expenses and implementation of purchase, contracting of services and human resources protocols.

Operation

- Meetings of the entire General Coordination Team will be held at least once every two weeks and whenever one third of the members deem it appropriate.
- The Executive Team will meet at least once a week.
- The agenda and the minutes of the meetings of the Coordination Team will be published on the BComú website. Exceptionally, where confidentiality is necessary, it may be decided to postpone the publication of these documents until a specific date.
- Whenever possible, decisions will be taken by consensus after debate. In cases of urgency or where consensus is not possible, decisions may be taken by simple majority.
- The General Coordination team will submit an annual report on activities and results to the Plenary.

Composition

● **Coordination Team (forty members)**

- Executive Team: eight members, maintaining gender parity (teams elected by activists registered on the BComú census). The term of the members of the Executive Team is two years, with a possible renewal of the term.
- Ten members of the BComú community, maintaining gender parity (teams elected by those registered on the BComú census, candidates can be individuals or teams). The term of the representatives of the BComú community is two years, with a possible renewal of the term.
- Eighteen members elected by the BComú areas (technical committees, policy groups and neighbourhoods). The term of these members is one year. Each area chooses its representatives, maintaining gender parity:
 - Representatives of the Technical Committees: four sitting members and four substitutes
 - Representatives of the Policy Groups: four sitting members and four substitutes
 - Representatives of the Neighbourhood Groups: the ten male and ten female coordinators of each district are members and one per district may attend each meeting.
- Four delegates of the Municipal Group (maintaining gender parity). Furthermore, the mayor can always attend if she sees fit and is available.

● **Affiliated technical positions**

Depending on the organisation's needs and financial means, staff may be hired to take on the following posts: technical secretary, administration manager, communication, press and social network officer, participation and transparency officer. Others may be hired to fulfil specific tasks (2.0 network management, reception and secretariat, support for the Guarantees Committee, etc.).

Technical staff may take part in the General Coordination Team meeting depending on the matter at hand, but only hold the right to vote if they have also been elected as members.

The technical secretariat is appointed by the General Coordination Team and it will be responsible for organisational tasks of BComú.

The selection procedures for the dedicated technical staff must comply with transparency standards. These procedures will take into account the requirements necessary to deal with emergency situations.

4.5. TECHNICAL COMMITTEE, POLICY GROUP AND NEIGHBOURHOOD COORDINATION TEAMS

These three areas deal with the coordination of the Technical Committees, the Policy Group and Neighbourhood Coordination Teams, respectively. “Group” refers to the basic organisational units in each area: Committees, Policy Groups and Neighbourhood or District Assemblies.

Functions

- Decision-making in the corresponding area.
- Coordinating the activities of the respective groups of the area and ensuring the proper transfer of information between one group and another, and to and from the General Coordination Team (in both directions).
- Initial approval of the creation or modification of groups within their respective areas (this decision must be approved by the General Coordination Team and the Plenary).
- Submission of an annual report on activities and results including sufficiently detailed information on each of the three groups.
- Collecting the discussions and concerns of each neighbourhood group on the matters discussed by the General Coordination Team in order to pass on the information on behalf of the corresponding area Coordination Team.

Operation

- Meetings will be held as often as deemed necessary and whenever a third of the members or the Executive Team or General Coordination Team considers it necessary.
- Joint meetings of the three area coordination teams may also be called to deal with particularly important matters for the organisation.
- Both the agenda and the minutes of the meetings of the Coordination Team are made public on the BComú website. Exceptionally, where confidentiality is necessary, the corresponding area may decide to postpone the publication of these documents until a specific date.
- Whenever possible, decisions are taken by consensus after debate. In the case of emergency or where consensus is not possible, decisions may be taken by simple majority.

Composition

- The Coordination Team for each area is made up of the Coordinator of each of its respective groups.

General operation of each group

Each group decides its own procedure for on or off-line work in a way that enables it to fulfil its mandate while making sure not to overload its members with work or meetings.

General composition of each group

Positions

Each group (Technical Committee, Policy Group or Neighbourhood Group) has the following positions (or a coordinating team that takes on the tasks to ensure the functioning of the group and its relationship with its respective area Coordination Team):

1. Coordination Team: represents the group in its communication with other areas and groups in BComú and relays the mandates that arise, as well as having a global vision of the project and planning the follow up processes of the corresponding tasks.
2. Secretariat: deals with setting and notifying the agenda of meetings, takes minutes and ensures the internal communication of the group. They may take on tasks assigned them by the coordinator.
3. Speakers: give support to the coordinator and to the secretary and may take on tasks assigned by them.

Mechanism for the election of positions:

- By on-line or in person voting by activists registered on the census at the time of the election.
- Each group will create an *ad hoc* work group to establish the election process (schedule, presentation of candidates, voting mechanism, etc.).
- The candidates will be voted in for a two-year term which may be extended for one year.

Members

- Each group will have a census of people who actively take part in both the regular meetings and in carrying out planned tasks. This register will be updated on a regular basis; an update a week before each plenary meeting is mandatory.
- New additions and deregistration of people who take part in the day-to day work of the group must be formalised on request of one of the members of the group. Failing consensus, the decision is made by a vote of at least three quarters of the members of the group.

4.6. TECHNICAL COMMITTEES

These are the work areas that carry out technical tasks necessary for the functionality and enhancement of BComú as a political organisation. The technical committees act on the mandate of the “Comú” and the Plenary, as well as the directives set out by the Coordination Team and the Technical Committees Coordination Team.

Specific Functions

In order to meet current needs, the following Committees are proposed:

1. Communication, Campaigns and Social Networks: responsible for all tasks relating to external communication, campaigns for mobilising citizens and BComú and its activities, both in the media and on social networks. The people responsible for press and social networks and possible officers with responsibility in the field are also members of this committee. The committee creates *ad hoc* work groups for each campaign, including members of the various related Policy Groups, Neighbourhood Groups and the Municipal Group.
2. Logistics, Administration and Finances: responsible for giving support to the General Coordination Team in the administration, economic management and functionality of the organisation. It is in charge of the various financial protocols (cash, accountancy, inventory,

etc.), logistics (purchase of goods and services, events, local administration) and human resources (contracting, discharges, leaves of absence, etc.).

3. Organisation: responsible for ensuring the proper functioning of the organisation, and for detecting weaknesses and for making proposals for improvement, as well as providing opportunities for debate and decision-making, and carrying out mediation and arbitration processes in order to resolve any internal conflicts on request of the Guarantees Committee. It also includes a representative of the technical secretariat of the organisation.
4. Participation and Transparency: responsible for ensuring and promoting citizen participation, accountability and transparency of BComú's activity. It also includes those holding positions in the field involved.

4.7. POLICY GROUPS

These are the groups in BComú responsible for reflecting and innovating public policy and drawing up and implementing it. They are also where citizens can participate in the various policy proposals.

Specific functions

- Promoting the analysis, reflection-action, innovation and transversality of BComú public policy in the framework of the manifesto of the organisation, and the follow-up and control of the political activity in the City Council.
- Providing support for elected officials and technical municipal officers of BComú to ensure the quality and impact of municipal policy. Elected officials will attend the meetings of the policy group in as far as their schedule permits.
- Drawing up and circulating content, analysis and campaigns, while responding to the current situation at any given time and identifying matters of interest in their subject area.
- Promote the content and «experts» of BComú in order to foster confidence, capacity and knowledge. To do this they will have a broad and solid network of contacts with recognised experts in their field on all matters regarding the city, which is able to react swiftly and efficiently.
- Promoting exchange networks and areas and the implication of BComú activists in organizations, social movements and specialised organisations, as well as relationships with experts on various areas and the participation in recognised platforms while strengthening them and promoting their messages.
- Working on growing and consolidating the BComú community as well as civil society associations.
- Partaking and developing discussions and proposals in the Neighbourhood Groups and fostering intercommunication and exchange of knowledge and the joint creation of proposals and activities within BComú. To do this they will have to set up contacts between members of Policy Groups and the Neighbourhood Committees in order to launch, extend and deepen specific policies. The communication between the two areas must be easy and smooth.
- Participating in designing and setting up BComú social mobilisation campaigns.

4.8. NEIGHBOURHOOD GROUPS AND DISTRICT ASSEMBLIES

These are local assemblies that will enable BComú to grow and consolidate. Anyone can participate in them and they are autonomous and self-managing. They are structured on two complementary levels: neighbourhood groups and district assemblies. They are sovereign on matters that affect only their locality.

The role of the neighbourhood is vital during Phase D as it is one of the most important links with citizens, so the following goals must be pursued gradually:

1. Work to create a large majority of strong, empowered and responsive neighbourhoods able to work. A core of ten or twenty members is necessary in each neighbourhood to ensure the ability to boost the process and broaden the number of neighbourhood groups.
2. Undertake autonomous and self-managed work in the neighbourhoods on day-to-day matters in coordination with the district and the rest of the organisation.

Specific functions

- Working toward the growth and consolidation of the grassroots activists and supporters of BComú. Promoting the participation of organised and non-organised citizens.
- Actively and proactively participating in the institutional participation processes of the neighbourhood.
- Connecting with the social fabric of the neighbourhood in order to promote participation, accountability, transparency, follow-up and control of BComú's public policies, in line with the manifesto.
- Promoting social mobilisation and citizen participation to support the public policies implemented by the municipal government, in line with the manifesto.
- Working together with city councillors and district councillors to promote institutional policy, in line with political and organisational activity.
- Pushing forward the creation and reinforcement of BComú's neighbourhood policies by actively participating in the various coordination and decision-making areas of the organisation.
- Taking part in the discussions and proposals made to the Policy Groups, developing them and promoting interaction and exchange of knowledge and the joint design of proposals and activities for BComú.
- Taking part in the design and launching of BComú social mobilisation campaigns.
- Discussing and deciding on the political programme and actions that concern the neighbourhood.
- Discussing and arriving at a consensus on BComú's political situation to be contributed to the General Coordination Team via the Neighbourhood Coordination Team.
- Partaking in discussions and developing proposals made in the political policy groups; permanent contact needs to be maintained between the neighbourhood committees and the members of the policy groups in order to initiate, broaden and deepen specific policy in line with the theory and knowledge drawn up by the policy groups. The communication between the two areas should be easy and smooth.

Specific operation

- Neighbourhood groups and district assemblies of BComú are open and self-managed; citizen participation is individual. Both members of organisations and non-organised people are welcome.
- In order to function properly, a neighbourhood group needs a core of ten to twenty members to stimulate the activity and ensure its continuity and coordination with the other areas of BComú. Membership of the group is voluntary and individual; however, commitment and dedication to attend meetings and carrying out the tasks that are planned are necessary.
- Neighbourhood groups may have more frequent operational and executive meetings with the ten or twenty “core” members and other less frequent meetings to include citizens and social organisations.
- District councillors attend meetings of the neighbourhood core group (this task is distributed according to the number of neighbourhoods with an active BComú neighbourhood group) to ensure the information flow, the coordination and that the activity of the political-organisational activity of the neighbourhood complements the municipal activity.
- The city councillors and district councillors attend district coordination meetings, schedule permitting, at least once every two months if possible.
- A district coordination committee may be created to convene and galvanise the district assembly. The district coordination team is made up of at least the coordinators of each neighbourhood group and the district councillors.
- The District Assembly elects the representatives of the neighbourhood for the General Coordination Team (maintaining gender parity).
- Neighbourhood Groups and the District Assembly may create as many assemblies as they deem necessary.
- The Neighbourhood Groups may, together with the Participation and Transparency Committee and taking into consideration budget and technical limitations, convene consultations on matters regarding the neighbourhood.

4.9. OTHER AREAS AND PARTICIPATION MECHANISMS

Joint teams (committees, policy groups and neighbourhoods) are created to galvanise the operation of the following participation areas:

- **Comuns 1.0.** Volunteers for specific activities (events in public places, etc.).
- **SOMCOMUNS.** Cyberactivism group.

- **Welcome team:** Welcomes new activists to BComú, explains how it works and the organisational culture, guides them to join different groups and work areas, etc.

Other new technical joint areas (neighbourhoods, committees and policy groups) may be set up and formalised more or less permanently, depending on the needs of the moment in order to improve information flow, share experiences and strategies, provide mutual support, coordinate, discuss, propose and decide on ways of functioning in specific technical aspects, collectively and in a decentralized way.

Other areas may also be created (on or off-line):

- **To meet with the BComú community and with organised and non-organised citizens** facilitating information and debate on sectorial, neighbourhood, strategic matters, etc.
- **To rally and expand the BComú community:** these may be more social in character and enable activists to get to know each other better and can also be an entry point for new members wishing to join.

The General Coordination Team and the Plenary of BComú periodically evaluate these areas and mechanisms, at least once a year and without prejudice to evaluations in other areas. In any case, these evaluations may give rise to corrections or improvements, if necessary.

4.10. GARANTEES COMMITTEE [see annex I transitional regime]

The Guarantees Committee is the body in charge of ensuring the democratic functioning of BComú. It applies the principles of equal participation, justice and transparency to the political activity of the organisation, while protecting the rights of the members (activists and supporters).

The main duties of the Guarantees Committee are:

1. Ensuring that all internal election processes are carried out democratically.
2. Protecting the rights of the members (activists and supporters) and those of all citizens.
3. Settling disputes between members among themselves, between members and internal bodies and between internal bodies among themselves.
4. Ensuring compliance with the law, by laws, codes of ethics and internal rules and regulations, while complying with the principles of transparency and ethics in its political activity.

Functions

The Guarantees Committee exercises its functions further to the principles of authority, freedom, independence and objectivity. It submits an annual report on its activity to the Plenary of BComú.

Its main functions are:

- Supervising the election procedures for both internal and public office. In such case where it detects evidence of irregularity in an internal election process, it may annul the election and order a repeat election to be held.
- Ensuring compliance with the code of ethics and the regulations on incompatibility of office and supervising the assets and economic activity of public officials.
- Protecting the rights of the members and all citizens by deciding on open proceedings.
- Issuing non-binding reports on request by the bodies of BComú.

- Ensuring compliance with data protection and resolving contingencies in this matter.

Operation

- The Guarantees Committee acts on request by BComú members or bodies, ex officio at the request of a non-member and under its own initiative.
- Decisions are adopted collectively in a plenary meeting of the Guarantees Committee and resolutions must be duly reasoned and justified.
- The effects of the resolution are final, except where expressly stated in the statutes they may be appealed before the Plenary and repealed by absolute majority. They will be made public in compliance with the principles of transparency, while maintaining the limits of confidentiality and complying with the laws on data protection.

Composition

- The Guarantees Committee is made up of seven members (one president and six speakers over three examining areas). There must be gender parity among the members, at least two of the members must be lawyers and it must, as a whole, represent the intersectionality of the organisation in order to have sufficient moral authority to carry out its task.
- In order to be able to be part of the committee, a minimum of nine months on the census of BComú is necessary.
- Being a member of the committee is incompatible with any other office, either in BComú or in the Municipal Group.
- The election system of a member of the Guarantees Committee is by direct vote of the Plenary, in open lists. A member is voted in for a term of two years, with a possible extension by an extra term.

ANNEX 1. GUARANTEES COMMITTEE – TRANSITIONAL REGIME

PROVISIONAL GUARANTEES COMMITTEE

During the organisational transition, Barcelona En Comú undertakes to draw up and approve an internal organisation statute this year.

In this provisional phase, the Coordination Team and the Internal Organisation Committee have proposed the appointment of an Interim Guarantees Committee, to be approved by the Plenary, in order to solve any internal conflicts that may arise within the scope of activity and relationship between the areas of Barcelona En Comú.

The term of the Interim Guarantees Committee is transitional and will end when the elected Guarantees Committee takes office. It will submit a report on tasks carried out to the Plenary.

This phase D document includes a provisional coexistence code as a general framework for the guarantee for the democratic rights and obligations of the members (activists and supporters) of Barcelona En Comú; it will be further developed in the corresponding ethical regulation, disciplinary and penalty regime.

The Guarantees Committee is in charge or developing: a) the Coexistence Code, b) its internal regulation and c) the Ethical Regulation, Disciplinary and Penalty Regime. All three will be approved in the Plenary and published on the Barcelona En Comú website.

PROVISIONAL COEXISTENCE CODE

The Coexistence Code is a guide for all members of Barcelona En Comú to put into practice the values of the organisation. The aim of the Code is to embody our vision and our culture and is a starting point from which to construct a new way of doing politics jointly, consistently and efficiently.

All members of Barcelona En Comú have the right to be treated with dignity and respect, to participate in the work, participation and decision making areas (*in situ* or on line) of the organisation, to stand to participate as delegates or for election to internal representative office further to the regulations set out for each of the areas. Additionally, they may request protection from the Guarantees Committee, receive information from Barcelona En Comú and take part in online consultations.

Ethical values and principles:

1. Compliance with Law.
2. Compliance with the Code of Ethics and the internal regulations and protocols.
3. Democratic and ethical principles.
4. Respect, dignity and equality.
5. Protection of the rights of members and all citizens.
6. Transparency of finances, reliable financial information and accountability.
7. Confidentiality.
8. Conflict of interests and incompatibility of public office.
9. Protection of BComú assets and documents.
10. Data Protection.