MEMORANDUM

To: E2E VIV Project Team Members

From: Susan, OVF

Date: Nov. 10, 2013

Re: Project Update: Organization, Compensation, Actions, and Talking Points

Attachments: E2E_VIV_OrgChart (worksheet) and Talking Points (document)

Dear Team members,

I would like to take this opportunity to thank you personally for your interest in participating in the End-to-End Verifiable Internet Voting Project: Specification and Feasibility Assessment Study (E2E VIV Project). In addition, I welcome you to the project team. The grant agreement was signed by OVF on Friday of last week and soon Omidyar's Democracy Fund will make the project publicly known and visible on their website.

The timeline for the project is now through May 2015. The bulk of the research work will be done during 2014, with the time prior spent on planning, recruitment and organization, as well as communications, public relations and event coordination.

ACTION: We anticipate a working Kickoff Meeting from <u>29 – 31 January 2014</u> in Washington, D.C. <u>Please save those dates</u>.

During the past weeks since we first heard the news of the project approval, I have spoken with nearly all team members individually over the phone. I have valued these discussions greatly – thank you all. My intent was first to emphasize how I appreciate, and I believe the entire team will appreciate, your participation, and to explain a bit more about how we hope to organize the project.

With the welcome administrative assistance of Dr. Judy Murray, a Research Consultant to OVF, the most essential organizational and planning tasks have begun. Judy will help us to ensure the project runs efficiently, in addition to supporting us in editing, writing and document integration, and possibly more.

Although it is still in early stages and our team may continue to grow, it would help us now if you would <u>confirm the aspects of the project that you would like to be involved in and the level of your commitment to those tasks</u>, which comprise the project. You will find an org chart attached. We have not put names in on these tasks right now.

We've broken the project down into relevant tasks and the roles within them. The **Team Captain** role is for you if you will assume responsibility for execution to completion of any particular task. As Team Captain, you will determine how to approach the task, the planning

stages, the execution and the documenting/reporting. There may be more than one Team Captain and responsibilities may be divided. Team Captains will need to collaborate on the determination of the critical path. We will then coordinate and publish a timeline.

Not all team member slots need to be filled, but we hope that at least two people indicate interest to work on each task so that they are properly staffed.

ACTION: Please let me knowhow you would place yourself on the chart - the position/s you would like to take – as many or as few as those are.

We would also like to enquire if you will be participating in this important project on a pro bono basis, or a modified pro bono basis.

We have a budget of $250,000. With this, across so many people and tasks, it is harder than it seems. We want to make sure that *no one pays out of pocket* for travel or hotel when needed, and that we can have at least one meeting at the beginning and one meeting at the end of the project. For usability testing, there may also be travel costs involved.

Certain roles / people, depending on their employment situation and time estimated to spend on the project, must be compensated.

It has been suggested that we try to include more people who are each paid less money, but with paid expert writer/s to support them, than fewer people paid more money. This may very well be possible for most participants in the technical area, although I do expect some exceptions. The determination is not yet made.

ACTION: Please confirm back to me how you foresee being compensated, and any other budget related needs or thoughts.

Once we have heard from everyone about their participation options and remuneration, we will confirm your team assignment, and team roster including contact details for all team members. We will then work with you to develop a more detailed description of the tasks associated with your team. However, you and your team members are the specialists in this field and we will defer to you to establish the parameters of your work.

You will also find here the first draft of our **E2E VIV Talking Points document**. This will be very useful to us in the next weeks as this project becomes public. We will need to coordinate a meeting with EVN to discuss/present the project and answer questions. If any of you would like to assist in that, please let me know immediately.

ACTION: Please edit in track changes and return to Judy and me – we will incorporate the edits and re-issue the document.

Once again, I thank you all for your interest in participating in this exciting project!