



ACCORD PROJECT
EMPLOYMENT AND SERVICES WORKING GROUP CHARTER

1. Background

a. Description and Goals

- i. The purpose of the Accord Employment and Services Working Group is to produce the standards and open source tools required to support new approaches to utilizing human capital with smart legal contracts. Essential to this goal is to integrate employment, freelance, compensation, benefits, and other types of work-related contracts with the data underlying the provision of the services.

b. Potential areas of focus and issues to address:

- i. connecting contract milestones to payments using external sources of data or shared platforms;
- ii. bringing visibility to compliance with a wide variety of service level agreements;
- iii. use of digital markers to prevent scope creep;
- iv. automating invoicing of services contracts and associated credits and reimbursements from service credits;
- v. automating disbursement of equity-based compensation according to vesting schedules, bonus arrangements, and meeting performance goals;
- vi. incorporate the use the scope of documents as indicated by a distributed ledger to determine compliance with non-disclosure provisions;
- vii. use of indoor GPS to monitor employee and contractor movement and give permission to access facilities according to terms of agreement;
- viii. integrating application or augmented reality instructions and analytics into job specifications to assist workers.

2. Governance

a. Organization

- i. Chair
 - TBA
- ii. Members
 - TBA

b. Decisionmaking

- i. The Chair shall be responsible for carrying out the activities of the Working Group.

- ii. The Chair and each member have equal voting rights unless otherwise agreed or indicated by Accord Project rules.
- iii. The Chair may establish groups or committees of members subject to approval by the Accord Steering Committee, including a management committee made of the only members entitled to vote.
- iv. Proposals for deliverables, the establishment of sub-groups and committees, and other activities, are to be made by the Chair and voted on by members, and documented and stored appropriately in the Accord Project's Confluence space (see below).
- v. A quorum of 50% or greater (including the Chair) of members entitled to vote is required for any vote.
- vi. Any tie breaking vote, where needed, may be made by the Chair.
- vii. Any modifications to this Charter relating to governance may be made by the Chair subject to approval of the Accord Steering Committee.

c. Regular Working Group Meetings

- i. Meetings will take place at least every two months. The date for the next meeting will be set at the previous meeting.
- ii. Various methods of meeting (e.g. video conferencing, in-person) may be used by a given Working Group. Multiple methods of meeting may be used, as determined by the WG. For example, a Working Group may have an in-person meeting every two months supplemented by conference calls.
- iii. Eligibility to participate: only Working Group members (including a proxy if an organizational member), or others as pre-approved by the Chair.
- iv. Agenda and logistical information (e.g. dial-in information) to be distributed by email at least one week in advance by the Chair and based on prior consultation with Working Group members.

d. Infrastructure and Communications

- i. [WG Website](#)
- ii. [Slack](#)
- iii. Confluence
- iv. Conference Calls

e. Events

- i. Conferences, meetups, and outward facing events intended to include participation by non-members of the Accord Project to be determined by Accord Steering Committee and Working Group Chair in consultation with Working Group members.

3. Deliverables

a. Documents

- i. Primers
- ii. Problems
- iii. Standards
- iv. Workflow diagrams
- v. Surveys and studies
- vi. Reports and analysis

b. Code and Technology

- i. Technical Specifications
- ii. Software
 - Source code (Github)
 - Code-free software for use by non-technical members
- i.