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Teenage Office Manual



Office for Small Decision Making (OfSDM)
Office Manual 08.07.2022
Second Office Meeting
Almost all Office Members in attendance
Transcription made by the Chief Secretary
Plan B, Amsterdam

The Office for Small Decision Making has been given the unique opportunity to set their Office and use the vacant space of Plan B during the month of September.

Unfortunately, due to budget cuts the OfSDM will only be able to occupy the current premises for a total of three days and three days only, with a number of ad hoc additional hours.

Due to the exceptional character of such a short-term instalment, the Office members instigators do not get any remuneration to conduct proper job interviews to hire more Office staffs. Having the opportunity not to pay only a few Office members, the OfSDM concluded that any temporary employee working on the base of free volunteering are welcome to call themselves Office members. Therefore, any client of the Office can assume corporate status when participating in any Office activities during Office hours.

The following Office Rules have been discussed, argued on and decided with the small decision making method of the OfSDM: All Office Rules have been discussed argued, decided, but also determined, mentioned, confirmed or negated amongst ALL of the OfSDM members. As to not confuse clients between CORPORATE and PRIVATE all the Office Rules are reassessed, edited and presented as one Office Voice. When the opinions of the Office members diverge or meet on any point, their commonalities or points of discordances unite in one statement, become the Office Rules. This document aims to create emphasis on the multiplicity of a collective space in which small decisions are constantly being made, challenged, over-ruled and abandoned towards, not what one could find to be the greater good, but what all will agree to be constant change. It aims, and often fails, to create a cohesive collectivity. We often fail to recognise that there is no simple way towards collectivity. One way to turn this failure into success is to embrace, study and assess the motion within collective decision-making. As such we invite all Office members and potential clients to partake in research with the Office into the nature of Small Decision Making.

All information that has been stroked out, has remained in the hereby disclosed Office rules as to remain accessible to clients and members. The Office wants to guarantee full transparency of the OfSDM's Small Decision Making process. This being said, the striped off information have been disregarded by the Office members and are now irrelevant to the present Office Rules' status of activity.



ARTICLE I——TIMELINE

The Office's preproduction period will be short and intense.

There will be an opening and two weekends, during which the Office will operate, run by members and clients as required by Plan.

The OfSDM will only be open outside of Office hours starting 5PM.

The Office members will not start to work at or for the Office before the framed work mentioned above has started.

Do not work towards an end.
The end is conclusion of work.
Time restrictions have a health value.

The opening will be on the 9th of September.

The Office will be open on the weekends of the 16th and the 23rd of september.

Sunday is FREE DECISION MAKING-day.



ARTICLE II—ATTITUDE

II.a STANCE ATTITUDE

When located in Amsterdam, Members will embrace local Dutch working obsession while also trying to challenge it by adopting a Spanish stance: to sit.

At the OfSDM to sit is to work. To sit outside and do nothing, can also be regarded as work. This could enable employees to think of time in a different way.

II.b GROWTH ATTITUDE

The Office doesn't necessarily aim to produce stuff constantly and improve itself.

The Office has no economic aim, nor mercantile ambitions.

II.c CHARACTER ATTITUDE

Dare to be judged.

Dare to be rejected.

Do not fear exposure.

II.d COLLECTIVE ATTITUDE

Let go together.

For it to be collective, one needs to belong to the work of all.

A gesture for collectivity is acknowledging the other.

Acknowledge everyone's time.

Acknowledge the person that comes after you. Do not leave your colleagues without any toilet paper to scrub their genitals and asshole.

The ghost realm is everyone's, even if no one sees you, act like you would when everyone's around.



ARTICLE III—SMALL CHAIRS

The collection of small chairs one can find in the premises of the Office has been donated by artist CARMEN GRAY to the OfSDM in June 2022.

As to guarantee that this collection would live up to its full collective potential, office members have tried to frame with as much accuracy as possible all the small decisions that could be made in relation to the small chairs prior to meeting clients prior to entering office hours.

The small chairs of the OfSDM have a bratty attitude.

III.a BEFORE OFFICE HOURS

The donation of the small chair collection has an artistic transactional value: donated to the Office like some artists donate their collection to museums.

Their authenticity is presented, then the office proceeds to vulgarise them: sit on them, drink beers on them, have a discussion and make small decisions.

The hunt for the OfSDM small chairs and how they have been transported has been recorded.

The collecting of small chairs is a small way to grow big in any space.

~~Interview with CARMEN GRAY to know more about her narrative in relation to the Small Chair Collection. Our benefactor's story. The Office wants to avoid making the collection unrelatable to clients and frame it in relation to the OfSDM.~~

III.b DURING OFFICE HOURS

The small chairs will be showcased during OfSDM operation hours, activated by Office members and clients.

The small chairs will be picked up from the wall and put in the space and used by the Office members and clients.

As proof of authenticity, the small chairs will all have a civil registration tag attached to them.

CARMEN GRAY's motivation gathering the small chairs and donating them will only be made available members and clients as a brochure, leaflet, booklet or other printed media. The origin story of the Small Chair Collection by CARMEN GRAY focuses on the small decisions that have led to their gathering.

~~The small chairs are the space of the OfSDM.~~

The display of the small chair collection in Plan B creates a specific space: that of the OfSDM.

~~Who holds a small chair, assigns the chair or assumes the chair's identity.~~

~~Clients will temporarily assume the identity of the chair they have picked up.~~

~~Small chair names are assigned within a group. The output is not forced. Each group has the agency to assign a new name or change an already existing name to the small chairs.~~

~~Clients will discuss collectively with the Office members and other clients the name they deem fit to the chair they have picked.~~

~~Clients have to submit names for the small chairs, at the end of the day clients and the Office members will decide collectively what should be the small chair(s') name.~~

The small chairs remain at the disposition of the Office members and clients. Always changing, always moving.

The small chairs are stored on the walls for practical reasons, but are not assigned one specific spot.

The chairs are a prop for the office.

The small chairs facilitate decision-making as it can host a group of individuals.

The small chairs are a support to the conversation taking place at the Office.

The small chair collection has to be in use at all times.

Devices will hold the chairs.

The small chairs will be hung on the wall available for members and clients to put in the space and use.

In order to grab a small chair hung out of reach, one should step on another small chair.

III.c AFTER OFFICE HOURS

Clients will determine the destination of the small chairs as they are donated to them. A way to reflect on the question: “what happens when collectivity ends?”. Spreading the collection is the only way for the collection to survive.

~~Sharing the small chair obsession is like sharing any other obsession. It is a way to have more members and clients spotting them. It creates a community around that new awareness. It broadens the area of things that one thinks about.~~

AGREED UPON WITH THE ARTIST

In order to establish the value of the collection, artist CARMEN GRAY will communicate the following information to the Chief Secretary to guarantee proof of authenticity tags can be produced: extremely out of context names, size, weight, year of acquisition and original location of the find.

A detailed inventory of the collection will be delivered by artist Carmen Gray with all the collection items.

The only condition given by artist Carmen Gray to the OfSDM is the following:

“Each small chair will be scattered amongst clients and office members at the occasion of the office’s dissolution.”

Place and Date,

Signature Carmen Gray,



ARTICLE IV——GRAPHICS

~~One or more stack of papers can be found in the office with the same print as a symbol for Small Decision Making.~~

A graphic image to start with.

~~There will be some big stuff. Such as big posters and big excerpts or office members conversations. Or else, a list of small decisions to be made as conversation starters.~~

~~See *Inventory of Small Decisions to-be-made*~~

~~There is a logo on the façade.~~

~~There is a logo that repeats itself allover the façade.~~



ARTICLE V——IMAGERY

The Office will take photos during the opening hours of the OfSDM.

The Office will film the ongoing activities taking place during the opening hours of the OfSDM.

There are no projections allowed. TV or projectors are too many devices.

The Office has only printed matters. And small chairs. And some ready-mades.



ARTICLE VI—ARCHIVE

During every meeting of the OfSDM the Office members are being recorded. Their meeting will be transcribed by the Chief Secretary, tempered with, re-edited, updated and published to be part of the OfSDM space.

Some documents on display in the OfSDM are brought in by Office members and come from their private archives.

A video of someone sitting on a small chair has everything: a small chair, struggle and an ass.

~~The OfSDM's archive will be displayed as a poster.~~

~~The OfSDM's archive will be displayed as a calendar.~~

~~Archive all the questions, the email or group chat regarding small decisions to be made.~~

~~Different devices display the archive.~~

The archive archive in process is fully transparent.

The words are the words, they can be read in many ways, but the archive puts everything together.

It just hangs out in your head.

~~The archive will be block of A4 papers which the pages can be ripped off.~~

~~Mark the small chairs and the movement of the small chairs with really nice tape and take pictures of them.~~

The archive will be multiple A3 “poster” which can be ripped off. Depending how the blocks are being tempered with, the archive becomes a different conversation.



ARTICLE VII—MEETING PROTOCOL

~~Prepare a list of small-decision-making discussions.~~

Have a group chat for the OfSDM.

~~Feel fried.~~

~~Get a falafel on Dapperstraat.~~

Meet at Plan B.

The Office members will not communicate in writing,
nor exchange letters.

All communication will be done through online platforms
or IRL situations.

~~No small decision will be made individually, all small decisions will
be made collectively.~~

Each meeting will be recorded using any kind of sound recording
device and saving.

Office members will not be on their phone during a meeting, as to
guarantee one's focus on the discussion taking place.

Make a list of potential small decisions to make together. See List of
Small Decisions to-be-made

Small decision making is ongoing. It happens before the meeting,
during the meeting and continues afterwards.

Being together leads to thinking together, without necessarily working.



ARTICLE VIII—POLITICS

The politics of the OfSDM are beyond the Office's small reach, but accessible to anyone's small concerns that are big realities. One can think about politics by themselves, collectively or chose not to engage with it. Small responsibilities are encouraged in a big way. Your small awareness supports big ideas.

The Office Rules tried to gather the comments made by Office Members during the meetings without judgement. The OfSDM stands at such by the following: some statements are sentimental, others factual and all are valid.

There is a “no land” generation, where “small chair owners” are daydreamers in a generation of no-landers. They are not turned to the future, where the possession of a Small Chair Collection would be unrealistic.

The OfSDM is a way to slow down the pace. Against the spectacular and bombastic of today.

The OfSDM is to be small in a big way.

Being small can be a (very big) political step.

Everyone is invited to join the OfSDM.

Not everyone must attend the OfSDM.

The OfSDM is committed to make the Office's neighbourhood relevant to the Office's social network.

The OfSDM does not take responsibility for the lack of accessibility other communities might experience trying to access the corporate field within which the Office finds itself. Physically, office members can host any kind of community from another field origin.

The Office is non-conformist and privileged.

The OfSDM does not support any kind of emotional labour added to the Office members' work load that is not disclosed nor included in their job description.

Making an Office for small decisions as an Office that doesn't seem important is an act of resistance.

The Office does not judge, but speculate on the necessity of individual progression and individual ability.

There is a need to enter circuits that are in necessity

The OfSDM challenges the impossibility for collectivisation.

Being together brings up the potential and the capacity unionise.

When together at the Office we can make things happen.

Small Decisions Making can be a matter of survival.

~~Things can only be fixed collectively. Do not attempt to fix any problem, private or corporate, individually.~~

Take the decision to make decisions together.

All small decisions to be made are good decisions.

All small urgencies are relevant.



ARTICLE IX—THE SPACE OF THE OFFICE

The OFSDM is a space that is private to the Office members and clients. It facilitates conversations between them within small decision making. For it is not banal to make the effort to get together and invite members and clients to discuss topics that acknowledge the other.

The Office is a space for experimentation.

It aims to avoid extreme labor. The space will not be rehearsed. It is a space that can evolve while being activated live.

~~Let the tape marking the movement of the small chairs in the space accumulate.~~

The concept behind the creation of the Office Space is to set a stage for things to happen.

The space is full of excerpts and quotes.

~~A reading place in the bathroom.~~

~~The whole Office covered with a list (see *Inventory of Small Decisions to-be-made*).~~

~~The list will be projected from the inside to the outside, on a van parked in front.~~

Monumental text on the wall.

Do not remove the whole history of Plan B in posters.

In order not to pile up dust in the Office, Office members and clients hack routines as to create new narratives in the space and keep it clean. Do not let the dust set.



ARTICLE X—LANGUAGE

X.a OFFICE COMMUNICATION CONVENTIONS

When asked questions such as “How are you?” or “What’s up?”, replies such as “good” or “fine” are prohibited from the working space. As from now on, Office members will only be able to use the word “busy” in order to reassess the context of the Office. When occurring that they be in a break, one can say “not in service” which will also indicate to one’s colleague that they should address their issue to the person on their working time.

Emotional status is not relevant nor interesting to others within the working space.

To reply to another member that you are “surviving” or “still alive” can only be used in case of emergency, as it might cause distress to other members and should not be pronounced lightly.

X.b OFFICE DISCUSSIONAL BEHAVIOUR

In the Office, the only status is a working status.

Keep it professional.

The idea of and overarching word “everyone” is broad and problematic.

X.c TO CONVERSE IN THE OFFICE

Have a conversation with each other.

Conversations can be curated, but we can also just let them happen.

X.d TO READ IN THE OFFICE

Always wonder: How do you get clients to read text in the Office?

You may not read the whole text, but you read something, congratulations!

You made it to the next line.

Use subtitles: it gives the impression that there was something before and there will be something after. So you wait. You stay.



XI.a ADVERTISEMENT

XI.b EXTERNAL TO INTERNAL COMMUNICATION

XI.c IDENTITY

The OfSDM is a rehabilitation Office where one can work towards Small Decision Making and attract new Office members once one was reformed.

The Office is an Office FOR small decision making, not an Office OF small decisions. The Office is not a storage unit, but an active space of action and discussion.

XII.d THE OFFICE MEMBER

The Office member is not responsible for the social change within their field, meaning the kind of client they attract to the Office and manage to have a discussion with as to make small decisions.

The Office member is responsible in the manner in which they will welcome any network stranger to their field.

The Office member is not a social worker.

The Office member is not a messiah.

The Office member is not a problem solver, but raises issues, and researches ways of handling them as equals with clients.