UBINODES

COMMUNICATION MANTRA

CONSISTENT, SECURE &
EFFICIENT COMMUNICATION

Table of Contents

What is this article about?

This comprehensive manual serves as our go-to resource for clients and Nodes, ensuring consistent, secure, and efficient communication across all situations. We draw from our extensive experience in overseeing global projects. It is updated as often as needed.

TL; DR.

The organization comprises individuals from diverse backgrounds—varying countries, religions, ages, and genders—where English often serves as a second or even third language. Internet accessibility differs among members. Despite these challenges, the organization undertakes intricate international marketing, and import/export projects involving high-value orders, navigating diverse laws, regulations, customs clearance, and both explicit and implicit rules.

Given the critical role of communication in the organization's success, there's a pressing need for a structured approach to ensure harmony and consistency. This approach must assist individuals in avoiding common mistakes and evolve in tandem with the organization's growth, harnessing IT tools to enhance efficiency and security rather than viewing technology as burdensome.

Our distributed nature, detailed in the Whitepaper, necessitates the formation of "Ad hoc teams" for each project. These teams operate with self-governance principles in a trustless and permissionless manner. Their responsibility lies in adhering to a predefined set of rules to maintain consistency across the entire organization.

1.
Dilemma.

1. Dilemma.

Around 90% of the issues we encounter stem from breakdowns in communication, highlighting the critical importance of ensuring clear understanding. As a distributed organization, our governance structure reflects this decentralization. Once roles and responsibilities are clearly outlined for tasks, projects, or within specific circles, individuals do not seek permission within their designated scope but autonomously make decisions, taking full accountability.

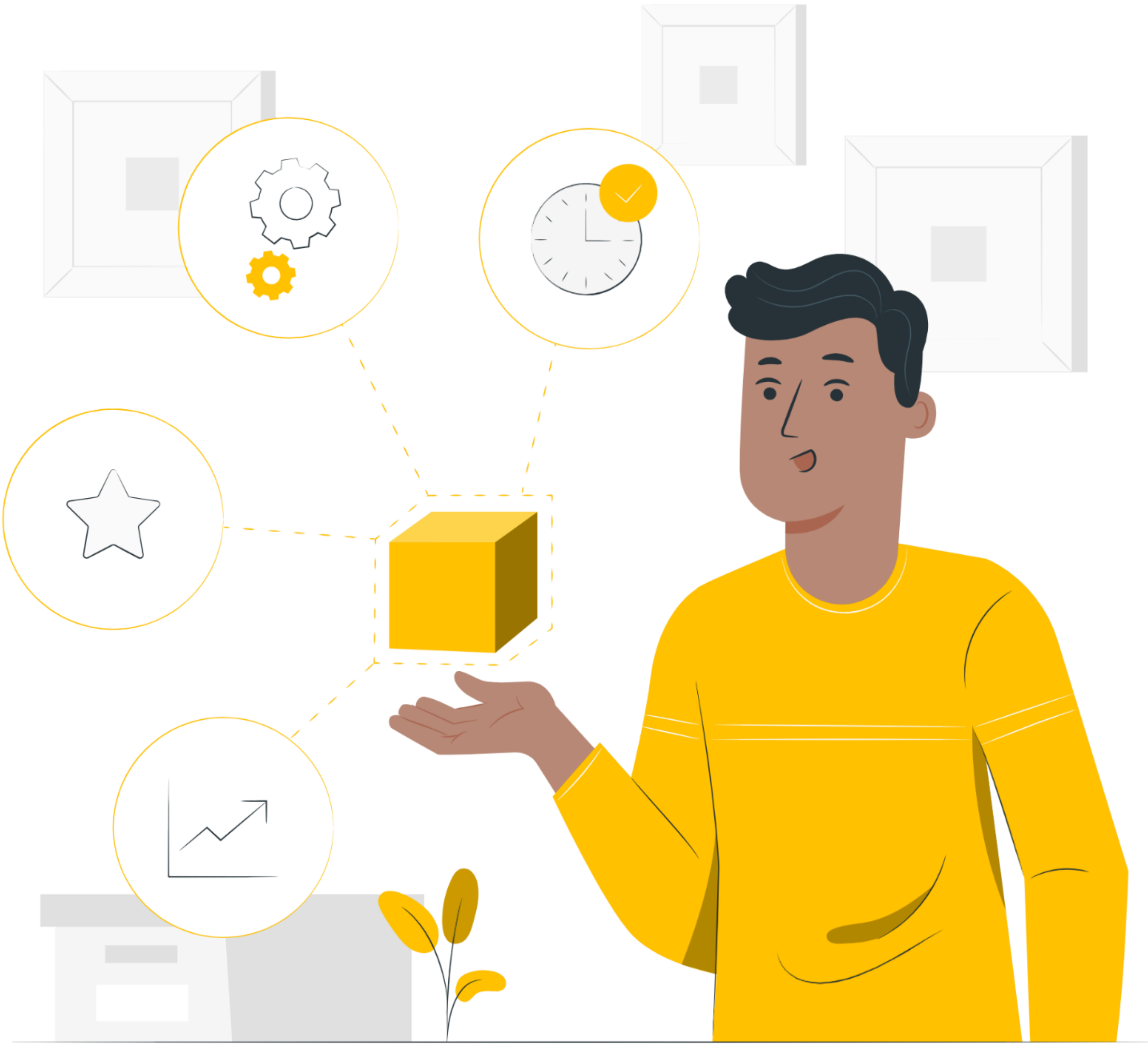
Clarity regarding roles and responsibilities is paramount for all participants, accessible to everyone at any given time. This forms the foundation of our communication mantra: ensuring that the rules governing our operations are understood and upheld regardless of location or circumstance.

In our decentralized governance model, several pivotal questions guide our approach:

- **What ongoing activities require our attention, and who is responsible for each?**
- **What expectations are reasonable between individuals, both in terms of delivery and reception?**
- **Who holds decision-making authority and within what boundaries?**
- **What decisions can be independently executed without convening a meeting?**
- **Which policies or limitations do we honor in our collaborative efforts?**
- **How can we adapt these answers as we learn more effective collaboration methods?**

In a rapidly evolving world, governance must seamlessly integrate into the organization's daily operations. Furthermore, frontline workers often possess valuable insights to drive continuous enhancements within their specific contexts and monitor outcomes on a day-to-day basis.

2.
Fundamentals.



2. Fundamentals.

2.1 Short-Term Memory:

- **Always Keep Memo Pads Handy:** It's crucial to have memo pads and pens readily available wherever you go. Our short-term memory can be fleeting, lasting less than a minute at times. When brilliant ideas or crucial details surface, like the perfect catchphrase or a deal-sealing agreement clause, jot them down immediately. By the time you reach your computer that idea might vanish forever. So, whether it's on your desk, in your car, beside your bed, or in your backpack or purse, ensure a memo pad is within reach. Don't hesitate to pull over if you're driving; those ideas are worth capturing before they slip away, even before the next traffic light.

2.2 Time Management:

- **Rely on External Timekeeping Methods:** Despite recent advancements in neuroscience revealing that no single neuron is responsible for measuring time, it's essential to rely on external timekeeping methods. Use a timer and adhere diligently to a set schedule. Consider setting alarms for appointments using an alarm wristwatch or other reliable devices to manage time effectively.

2.3 Sterile Environment:

- **Minimize Distractions:** Multitasking has been debunked by neuroscience, as outlined in Dr. Julia Shaw's book "The Memory Illusion." Achieving efficiency necessitates self-discipline, leading to a significant improvement in mental health.

- **Silence Notifications:** To enhance productivity and well-being, begin by silencing all notifications across devices. Research suggests that these notifications can linger in the brain's memory for up to three months, negatively impacting mental health.

- **Group and Prioritize Tasks:** Group tasks based on cognitive demands and required technology/software. Categorize tasks such as research, writing, video meetings, email responses, social media engagement, and accounting. Then, prioritize tasks based on their need for attention to detail and focus.

Task Prioritization and Scheduling:

- **Prioritize Tasks:** Choose tasks in order of priority. For instance, drafting a contract takes precedence over writing an article or conducting research. Similarly, preparing for a meeting ranks higher than contacting clients, responding to emails, or engaging in social media.

- **Schedule Tasks:** Precisely schedule tasks in your diary according to their priority level. Allocate sufficient time for each task based on its expected demands to prevent working under time pressure, which can lead to mistakes and inefficiency.

Breaks and Work Environment:

- **Scheduled Breaks:** Incorporate a 5-minute break every 25 minutes using a countdown timer to stand up, stretch, and get fresh air. This supports brain function and overall well-being.

- **Sterile Work Environment:** Create a distraction-free work environment where distractions like emails, calls, or social media are inaccessible. Disable notifications and, if possible, separate devices from your workspace. Consider using an emulator on your computer for social media, making it a work-related tool. Open communication software only during designated time slots.

Personalized Rules and Communication:

- **Establish Personalized Rules:** Establish personalized rules prioritizing mental health while boosting work efficiency. Commit to these rules for a week, adjusting them iteratively as needed.

- **Inform Others:** Inform others of your work approach; consider including a Post Scriptum in your email footer as an example of your work methodology.

Email Management:

- **Distraction-Free Workspace:** Avoid software with access to device notifications (e.g., Outlook on Windows, Gmail on Android). Disable all notification settings, including sounds, lock screen alerts, banners, and icons.

- **Scheduled Email Checks:** Restrict email checks to dedicated "email time" slots, such as between 11am - 12pm and 4pm - 5pm. Try not to respond to inbound emails on the same day. Urgent matters can be communicated via phone or secure apps.

- **Response Timeframe:** Expect email replies within 7 days; however, respond promptly if it's a follow-up to your own message.

- **Secure Communication Channels:** Consider using a Post Scriptum in your emails to communicate your preference for secure communication channels: "Email, originating from the 1970s, is an unsecured communication channel. For enhanced security, please refrain from using email and instead utilize encrypted apps. Visit our contact page for details on secure communication." This approach aims to create a secure and focused work environment while prioritizing secure communication channels for important interactions.

2.5 Rules for Video Meetings:

1. **Coordinate Time Zones:** Coordinate meetings using Coordinated Universal Time (UTC) to avoid confusion with time zones.

2. **Clarity in Availability:** Use clear language when sharing availability. For example, state "available from 1100 to 1700 UTC" instead of "1100 1700 UTC" to prevent misinterpretation.

3. **Planning Meetings:**

    - Use a shared document app to plan meetings and outline the agenda clearly, including:

        - Date, day, and time in UTC (24-hour format).
        - List of participants.
        - Specify the applications to be used.
        - Prerequisites for participants (e.g., reading materials, software installations, tasks, etc.).
        - Agenda topics with pre-submitted questions for discussion.
        - Outline a To-do list for the week during the meeting.

4. **Adhere to Schedule:** Strictly adhere to the schedule using a countdown timer and consider shorter, multiple 20-minute meetings rather than lengthy ones.

5. **New Topics:** Discuss new topics in subsequent meetings to ensure focus and time management.

6. **Follow-up Meetings:** Schedule follow-up meetings on the same day or the next, ensuring they fit into everyone's schedule.

Devices and Communication:

- **Optimal Devices:** For optimal performance, use a mobile device with 4G connectivity for audio/video applications such as Wire, Wickr, Olvid, Signal, Threema, etc.

- **Desktop Usage:** Use the desktop for screen sharing and office applications like Jitsi, Jami, Cryptpad, Resilio, etc., preferably connected to broadband.

- **Audio/Video Messaging App:** Keep your audio/video messaging app open on the desktop for easy text input and sharing clickable links. Initiate the call using the mobile device to ensure a backup communication channel in case of any breakdown, and to maximize available bandwidth capacity.

- **Earplugs with Microphone:** Additionally, use earplugs with a microphone to ensure clear communication with your audience.

For lighting and background:

- **Enhance Visibility:** Improve visibility by incorporating additional lighting positioned near the camera lens to ensure clear visibility for your audience.

Background:

- **Choose a Clean Background:** Opt for a clean and uncluttered background to minimize distractions for participants. Remove any items within the frame, including posters, office documents, and accessories, to maintain a focused and professional environment.

2.6 Rules for Files:

- **File Naming:** Use concise and descriptive names. Avoid generic terms like "Draft" and opt for relevant titles such as "Draft Article: Resilio."
- **Date Formatting:** Place the date at the beginning of your file's name for easy identification of the latest version or updates by team members. Use the format year/month/day, as exemplified by "2022 07 21 draft article Resilio."
- **Avoid Duplicates:**
    - **No Renaming:** Refrain from generating duplicate files by renaming existing ones with suffixes like "-updated" or "v2." Communicate changes to teammates through messaging apps instead.
    - **No Cross-Apps:** Avoid placing the same file in multiple apps to prevent confusion. Keep files organized within the most relevant and designated platform.

2.7 Rules for Communication Apps:

- **Use Case:** Nodes function as Ad-Hoc teams, with each task designating a lead node. Secured applications are used for communication, with dedicated groups established for each task or project for clarity, confidentiality, and ephemerality.
- **Communication Guidelines:**
    - **Use Chat Apps to:** Share updates on documents, brainstorm ideas in groups, but not for conducting complete briefings, debriefings, or project planning. Update information on documents should be properly documented in the relevant file.

Tips:

- When a chat group is formed for a particular project by the lead node, making a general announcement about the group's purpose helps inform participating nodes about the project's objectives. This reduces the chances of confusion among team members.

- To improve the readability of your posts, consider preparing them in a notepad and then copy/pasting. This allows for more elaborate formatting and ensures a clearer presentation.

2.8 Roles of a Witness.

- **Minimum Group Size:** Within every group, ensure a minimum of three individuals, even if a task involves only two Nodes. Include a third Node as a witness to quietly observe communication and intervene impartially if necessary.

Hashtags:

- **Organizational Practice:** We use secure applications for communication about various tasks and projects, involving people from diverse backgrounds, cultures, languages, and educational levels.
- **Hashtag Usage:** Hashtags (#) are used before each sentence to indicate the topic referenced in the thread. This practice evolved organically to efficiently follow conversations spanning multiple topics simultaneously. Before starting a sentence, incorporate a hashtag with a relevant keyword. For instance, "#Proofreading. blablabla."

2.9 Grammar:

- **Abbreviation Avoidance:** Avoid using SMS-like abbreviations such as "tis" or "cu" due to the diverse backgrounds and educational levels of Nodes. Communication should be straightforward and understandable in scholarly English.

Compartmentalization:

- **Distinct Compartments:** Organize everything into distinct compartments, including communication, data, and lives.
  - **Separate Apps:** Utilize separate apps for different purposes, such as one for clients, one for nodes, and another for new candidates.
  - **Synchronized Folders:** Establish synchronized folders for each specific Ad-Hoc team to share information on a need-to-know basis only.

2.10 Trustless and Permissionless:

- **Operational Model:** As a decentralized and distributed organization, we operate in a trustless and permissionless manner. All participants must adhere to and enforce a consistent set of rules. Identification and removal of any bad actors from the organization are imperative, and continuous training of new participants to meet Ubinodes' standards and procedures is essential.

2.11 No Reading Minds:

- **Communication Importance:** Avoid assuming that workmates can read your mind. Use communication apps to inform them about your actions, reasons, and whereabouts. Simply changing a file's name or stating a deadline doesn't guarantee that others will know. Use communication tools to keep your team informed.

2.12 Toxic People

Toxic individuals can infiltrate any community, posing a constant threat to its well-being. These individuals often join with toxic intentions, such as seeking attention or obtaining benefits without contributing effort. It is crucial to consistently verify credentials and work efforts. Maintain vigilance by keeping a detailed record of your work. If it appears that your contributions are lacking, seek opportunities to enhance your participation and monitor the progress of other members. Enhanced record-keeping facilitates the swift identification of toxic individuals. Promptly removing such individuals is advisable to safeguard the community.

2.13 Disconnection

Given Ubinodes' international operations running 24/7, the responsibility to disconnect from communications lies with the receiver. We recommend using Ubinodes-specific devices and applications that can be physically turned off. Recognize that differences in time, culture, and situations will impact response times. Therefore, cultivate patience and understanding when awaiting communication responses.

2.14 First Hour in the Morning

The first hour of the morning is vital for transforming our lives positively, prioritizing physical and mental well-being, ensuring clarity of mind, effective communication, and sound decision-making skills. Nodes are encouraged to structure the initial hour of each morning by avoiding the use of mobile phones, social media, or any electronic devices.

This involves purposefully resisting the impulse to engage in specific activities, constituting a form of 'action-based denial.' By deliberately restricting behavior, we sustain our dopamine circuits. Establishing a routine that refrains from using phones or scrolling through social media upon waking fosters powerful anchors for internal mechanisms. Redirecting this time towards progressive activities like preparing for the day, self-assessment, yoga, or stretching cultivates a sense of well-being.

Upon waking in the morning, you are in an optimal state to receive the mental download of the work your neurocircuitry performed overnight. Engaging in immediate sensory experiences, like scrolling through social media and responding to phone notifications, can potentially hinder your ability to think clearly for the rest of the day.

In a mere 30 minutes of scrolling on platforms like Instagram or TikTok, one can encounter ten thousand context switches. Therefore, the emphasis is on self-regulation. It's crucial to maintain consistent control over our enjoyment, especially when we realize we may be indulging a bit too frequently. Success, regardless of age, lies in the ability to establish internal buffers—individuals who can effectively regulate their relationship with pleasures.

3.
Teamwork.

3. Teamwork.

3.1 Time Difference

To effectively manage time differences when working with international contacts, adhere to the following guidelines:

Standardize on UTC: Use Coordinated Universal Time (UTC) as the standard for scheduling meetings and coordinating activities. Familiarize yourself with UTC to minimize confusion. Utilize websites like Time and Date for scheduling and converting time zones.

WorldClock for Windows: For Windows users, download the "classic" edition of WorldClock, which offers a live background feature displaying the time in various cities where you have contacts. This visual aid helps keep track of time differences. Avoid the newer ".net" version, which lacks this feature.

Specific Details: When communicating meeting times, provide specific details in the following format: Day - Date - Time (24-hour format). For example, "Monday - 2024-05-23 - 14:00 UTC." This eliminates ambiguity and ensures clarity.

Avoid Ambiguous Terms: Steer clear of terms like "tomorrow" or "next week," as these can be misinterpreted across different time zones. Instead, use explicit dates and times.

By implementing these practices, you can manage international collaborations more effectively, ensuring clear and accurate communication across different time zones.

3.2 Monday Briefing

Once a task begins, individuals may become engrossed in their own work, leading to distractions and confusion due to the influx of information. To address this, a formal process called "Monday briefings" is held once a week. These tactical meetings focus on ongoing operations, synchronize team members, and troubleshoot any difficulties impeding progress. The outcome is a clear understanding of projects and the next steps to be taken.

During these briefings, each participant shares any professional and personal situations that may impact the project or other participants' tasks. Subsequent communication throughout the week can then take place in chat rooms.

At the end of each week, a comprehensive analysis is conducted by all nodes, evaluating the completion status of weekly tasks, reasons for any incomplete tasks, identified problems, proposed solutions, and recommendations. The goal is to achieve a minimum of 70% coverage of the planned work, with the aim of ideally reaching 100%.

3.3 Lead Node

In our organization, each task is overseen by a lead node, who forms and represents the Ad-Hoc Team. It is important to note that "Lead Node" is a role within the organization rather than a position within a hierarchy. The lead node serves as the representative of the Ad-Hoc team, carrying additional accountability for the task at hand.

The lead node does NOT:

- Function as a supervisor, coach, or manager dictating tasks and overseeing others.
- Manage the members of the Ad-Hoc team, recognizing that team members may concurrently hold roles in various other Ad-Hoc teams, each with different lead nodes.
- Assume the responsibility of directing the team or addressing all tensions felt by team members.

The lead node IS:

- A participating node, sharing the same status as others in the project, emphasizing the distributed nature of power in our organization.
- Responsible for maintaining a perspective that aligns the Ad-Hoc team with the overarching purpose, strategy, and needs of its broader context.

- The representative of the Ad-Hoc team, articulating its purpose within the larger organizational environment.
- Tasked with creating a focused space where the circle's purpose can be fulfilled, excluding issues and concerns outside the circle's scope.
- Functions as an interface at the Ad-Hoc team's boundary, managing incoming information or requests on a need-to-know basis, and facilitating the flow of resources into the circle, directing them to the most crucial functions, roles, or tasks within the circle.
- In a newly formed Ad-Hoc team, the lead node assumes an entrepreneurial role, proactively constructing a framework to fulfill a specific purpose. This entails experimenting with various approaches, assessing their effectiveness, and adapting strategies as needed. These efforts are undertaken on behalf of the Ad-Hoc team and its defined purpose.

The lead node is responsible for:

- Identifying any lack of clarity within the circle regarding role responsibilities, work distribution, and decision-making, and actively working towards achieving clarity through the governance process.
- Structuring the governance of the Ad-Hoc team to articulate its purpose and fulfill its accountability.
- Assigning nodes to the Ad-Hoc team, continuously monitoring the fit, providing feedback for improvement, and reassigning roles to other nodes when beneficial for enhancing overall effectiveness.
- Allocating resources across various sub-tasks and roles within the Ad-Hoc team.
- Establishing priorities and strategies for the Ad-Hoc team to guide its actions.
- Defining metrics to measure the performance and outcomes of the Ad-Hoc team.

Examples: The lead node is tasked with:

- Establishing relevant shared file folders, documents, and chat app groups for efficient collaboration. All project-related documents are consolidated into a synchronized file folder, facilitating easy access. Once completed, files can be distributed to specific shared folders for each Ad-Hoc team.
- Enforcing Operational Security (OpSec) rules to maintain confidentiality and security.
- Crafting daily and weekly tasks with specific deadlines, encouraging brevity to enhance the productivity of participating nodes. Upon task completion, nodes

collaborating on the same project can provide constructive feedback to one another.

- Assigning roles and responsibilities within the Ad-Hoc team.
- Facilitating a smooth feedback loop and iterative process.
- Ensuring prompt processing of payments.
- Overseeing the Monday briefings for effective coordination.
- Initiating Digital Curation efforts to enhance organizational efficiency.

3.4 Roles and Responsibilities

Ensure there is no redundancy among nodes working on the same task. Clearly assign roles and responsibilities on a nominative basis. For each specific task, designate a lead node and associated participants from the Ad-Hoc team who collaborate to complete the task.

Interact with individuals by asking specific questions to confirm their understanding. Simply asking if they agree may lead to a generic "yes" response, so it's crucial to verify comprehension independently.

In a distributed organization, the managerial role is decentralized, with each node functioning independently at arm's length. Each node shares equal responsibility for:

- Identifying and eliminating constraints within the broader organization that hinder the Ad-Hoc team. In other words, actively seeking creative solutions to overcome obstacles.
- Understanding tensions communicated by Ad-Hoc team members and distinguishing those that are appropriate to address within the Ad-Hoc team.
- Offering visibility to the organization regarding the well-being of the Ad-Hoc team. This includes reporting on metrics or checklist items assigned to the entire Ad-Hoc team.

3.5 Timeframe

Specify explicit timeframes and clear deadlines for each task. Avoid using vague terms like "ASAP," as it lacks a defined timeframe and may result in pending or incomplete tasks. Providing precise deadlines enhances accountability and ensures tasks are completed within a specified timeframe.

3.6 Updates

When actively working on a project, do not assume the final product will convey everything. Consistently engage and update team members throughout the process. Regular communication ensures everyone stays informed and aligned as the project progresses.

3.7 Real-Time Editing and Conflicts

Simultaneous use of applications can lead to conflicts in data processing. For applications like WordPress and Resilio, it's crucial to establish a secure communication channel. This ensures that other nodes do not inadvertently create conflicts by working on the same document or page simultaneously. For Resilio, only nodes sharing the same Resilio should be on this communication channel, excluding all other nodes. In the case of WordPress, anyone with editor access to the website must be part of the channel to maintain effective communication.

Cryptpad vs. Resilio

We employ both Resilio and Cryptpad for collaboration, both of which provide end-to-end encryption. It's not a matter of choosing one over the other; rather, both are utilized simultaneously on the same projects. To optimize efficiency for your team, a clear understanding of the pros and cons of each platform is essential for strategic decision-making.

- **Resilio:** Provides decentralization and is particularly effective for collaborating on static files such as images, PDFs, and videos. It can also be used for text and spreadsheet tasks, especially when minimal simultaneous inputs are required. A fundamental principle is that a file should not be opened by two people simultaneously.
- **Cryptpad:** Offers real-time collaboration features, making it an excellent choice for tasks such as drafting articles and sharing task lists. However, it's not recommended for sharing static files, as each access requires downloading the files to your computer. For such purposes, Resilio is more suitable.

3.8 Ephemerality

- On communication apps, set an expiry time of one week for both groups and individuals.
- Once you've finished working with a file or folder, securely delete it using tools like BleachBit or Privazer.
- Avoid duplicating information to prevent confusion among colleagues. If you transition from an online document-sharing app like Cryptpad to a file

synchronization app like Resilio, cut/paste the content, then destroy the old files.

- In compliance with EU privacy and data retention laws, meticulously delete any trace once a project is completed, including chat rooms, sync keys, emails, files, folders, etc.
- Conduct a clean install of your operating system regularly, depending on your threat model. At least once every six months.
- Establish the use of a micro-cut paper shredder for all household documents, making it standard practice at home.

3.9 Sandboxing

Practice has consistently proven to be the most effective method for skill improvement, a rule that applies universally. In Ubinodes, like any other skill, tasks can be optimized through repetition. It is encouraged to explore every type of task in a risk-free environment before applying it to a professional situation. Begin by using pre-made guides when attempting new processes, gradually incorporating your own experiences over time to enhance efficiency. The goal is to elevate every task to the level of muscle memory, making it second nature.

3.10 Iterative Process

Creating projects extends beyond the initial creation and posting. Projects are continually reviewed and refined to ensure information remains relevant and up-to-date. Recognizing the dynamic nature of knowledge and information, our website visitors can be confident that our posts are consistently improving. This practice encourages repeat visits to our website, as updates are actively promoted on our Twitter feed to keep our audience informed of the latest developments.

3.11 Feedback Loop

As a member of our distributed organization, it is expected that you actively provide feedback on all aspects to contribute to process adjustments. Additionally, you are encouraged to take detailed notes during the onboarding process, as the information provided can be used to write articles, manuals, or update existing articles. Having memo pads readily available in all locations is recommended to facilitate effective note-taking. These notes will be valuable for creating articles, manuals, or updating existing content based on the knowledge acquired during onboarding.

3.12 Cut Loose After Going MIA for 48 Hours

Given the decentralized nature of our organization, composed of freelancers, instances of nodes going MIA (missing in action) during a task are not uncommon. Recognizing the need to avoid project delays due to such behavior, we have a protocol in place. In situations where a node does not communicate their temporary absence, it could be due to a lack of responsibility or reciprocity toward the team. However, higher priorities or unforeseen circumstances might also be contributing factors.

To address this, there is a 48-hour cut-loose procedure: if, after 48 business hours, a node remains unresponsive, they will be cut loose from the task, and someone else will be assigned the responsibility. If the missing node reappears later, the lead node will then manage the situation and determine the appropriate course of action.

3.13 Payments

Nodes are required to submit their invoices every Friday. Payments will be processed using the Ubinodes Token. This standardized procedure aims to streamline the invoicing and payment process within the organization.

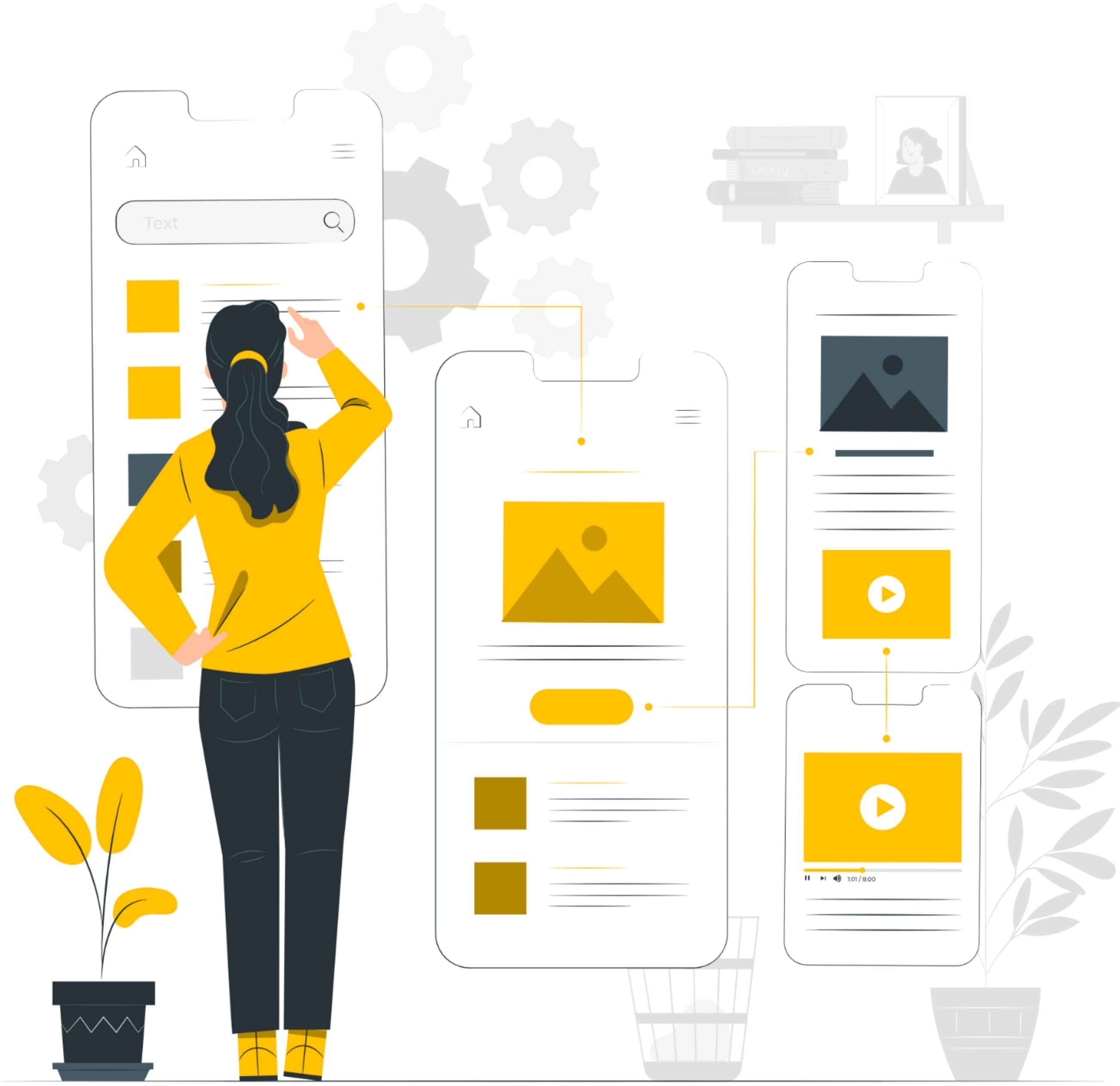
3.14 Monthly Review

We conduct a monthly review to collectively discuss:

- The success or failure rate of ongoing projects,
- Identification and discussion of redundant nodes and appropriate actions,
- Clean-up of files and documents in our folders, webmails, or other relevant platforms,
- Identification of areas that can be improved upon for enhanced efficiency,
- Management of Digital Curation Work, focusing on the organization's digital assets and their optimization.

These reviews serve as valuable sessions to reflect on our performance, address any challenges, and strategize for continuous improvement.

4.
Applications.



4. Applications.

Considering participants from diverse backgrounds and locations worldwide, our choice of applications prioritizes compatibility across devices. Therefore, we opt for applications that are cross-platform and preferably open-source or freemium. Additionally, we prioritize the use of secure communication apps to safeguard our interactions and data. This approach ensures that our tools are accessible and effective for all team members, regardless of their location or device preferences.

4.1 Linux, Windows, Mac

1. **LibreOffice:** To ensure compatibility with various office suites, it is recommended to save documents in the .odt (Open Document Text) format. This format is widely supported by different office software, promoting seamless collaboration and accessibility across various platforms.
2. **BleachBit:** To irretrievably delete data.
3. **Wickr Me:** Secure messaging. Free.

Differences between Wickr Me vs Pro:

- **Wickr Me:** The app doesn't require an email address, so it's important to use a password manager to store a strong and secure password, as recovery options may not be available. It supports only one-to-one audio-video calls, emphasizing the need for a secure and unique password for each user.
- **Wickr Pro:** Registering with your email provides the convenience of password recovery in case of a lost password, though it may come with less privacy and security compared to an email-free registration process. This method also allows for group audio-video calls, enhancing communication capabilities.

For initial communication, we use Wickr Me, primarily due to its free availability. It's important to note that individuals on the Me network cannot communicate with those on the Pro network unless the Pro account is on a paid plan. This distinction should be considered when using Wickr for communication within the organization.

4.2 Windows Only

1. **Privazer:** To irretrievably delete data.
2. **PhotoFiltre:** A useful tool for resizing and reducing the file size of images before publishing them online.

5. Prioritization.

5. Prioritization.

Given the tasks ahead for the day, how should you prioritize them? The straightforward answer is to prioritize based on financial impact, i.e., money.

In this order:

1. **Income Generation:**
    - Prioritize tasks that directly bring money into the organization. These tasks are the highest priority because they are the lifeblood of your organization.
2. **Enhancing the Money Stream:**
    - Focus on internal actions that facilitate the free and rapid flow of money within the organization. The tasks that contribute most effectively to the swift flow of money take precedence.

Rationale: Money serves as the lifeblood of your organization. Imagine having a fully functioning brain, a robust skeleton, a strong heart, and muscles ready for action. However, if the blood stream stops, everything comes to a halt. It's important to note that money isn't energy; that role is reserved for glucose.

- **Money Income:** Involves anything that brings money into the organization. The closer it is to bringing money in, the higher it ranks in the priority list.
- **Money Stream:** Encompasses internal actions that facilitate the free and rapid flow of money within the organization. The velocity of money assigns value to a currency, as currencies lack intrinsic value compared to money.

When prioritizing tasks, give precedence to "money income" activities, followed by "money stream" actions. Other tasks should be addressed thereafter.

In conclusion, responding to emails or using social media apps should be the last priority. It emphasizes the importance of using dedicated apps and devices for communication to shield yourself from distracting notifications.

Example in Order of Priority:

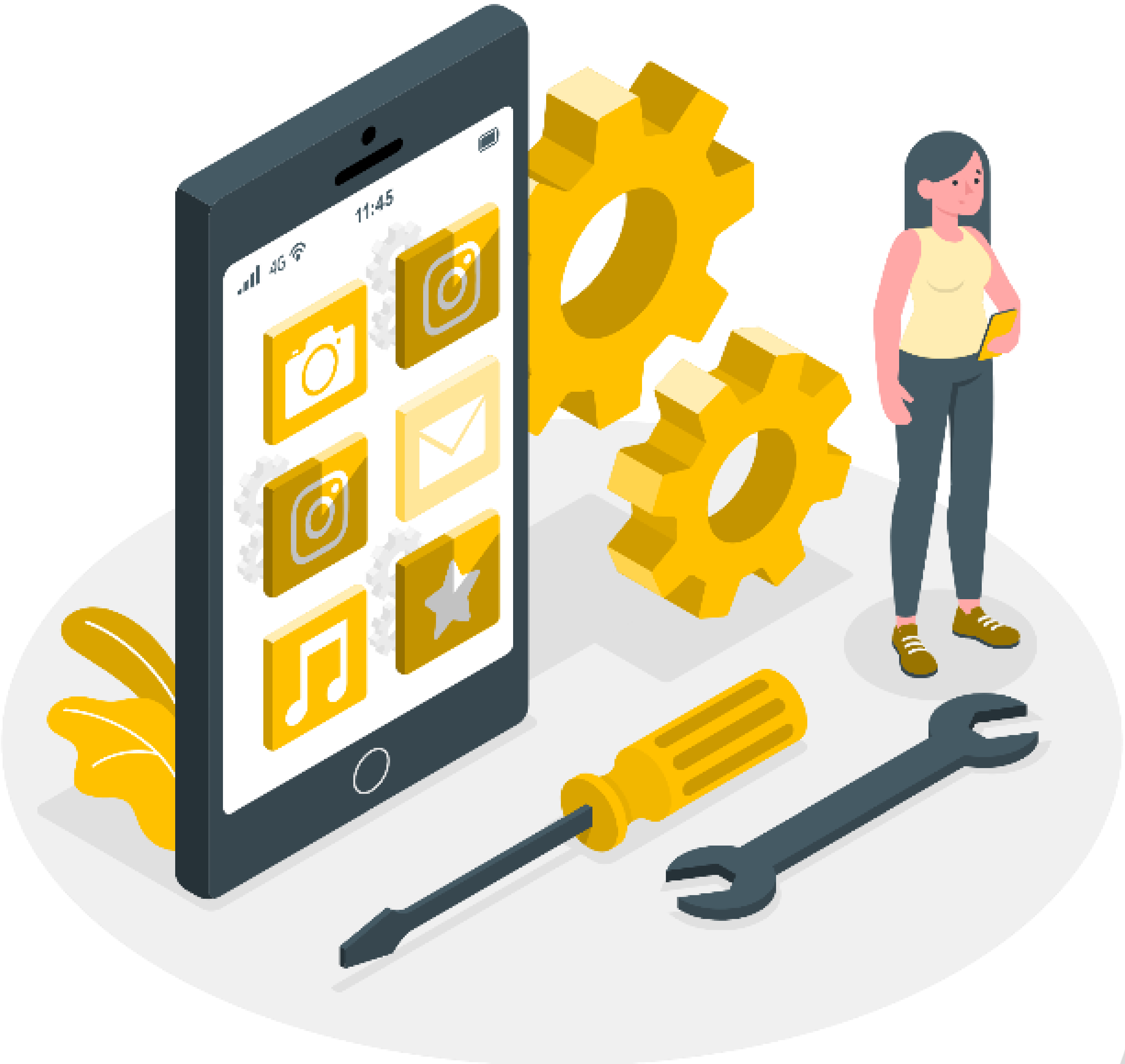
1. **Send an Invoice:**
    - Ensure the client has the necessary details for payment, whether it's bank account information, a crypto wallet address, or an online payment page for credit cards.
2. **Send the Completed Assignment to the Client:**
    - After sending an invoice, send the completed assignment.
3. **Multiple Assignments for the Day:**

- If all assignments are equal in importance, prioritize those most likely to be sent by the end of the day, followed by those due the next day, and so forth. Always complete assignments in the order they were received to maintain fairness and avoid prioritizing clients based solely on the speed of completion.

Example in Order of Priority Upon Receiving Money:

1. **Pay Other Nodes if an Ad-Hoc Team is Set Up:**
    - Ensure timely compensation for collaborators within Ad-Hoc teams.
2. **Pay Overhead Bills:**
    - Attend to essential operational expenses and overhead costs.
3. **Pay Suppliers:**
    - Fulfill financial obligations to external suppliers or service providers.
4. **Pay for Digital Curation Works:**
    - Allocate funds for digital curation efforts to enhance organizational assets.
5. **Donate Towards Sponsored Projects:**
    - Consider contributing to sponsored projects, aligning with the organization's philanthropic goals.

6.
Offboarding.



6. Offboarding.

In adherence to our agreements and European laws, we have established a comprehensive offboarding process designed to safeguard organizational and client data from potential misuse, including the threat of a corrupted judicial system. This process ensures that past stakeholders and their devices no longer pose a risk to the organization or our clients.

If a stakeholder anticipates an indefinite absence, they are required to complete the full offboarding process, applicable to nodes, clients, contractors, and others. If the individual returns at a later date, a quick review of stage 01 in the onboarding process will be conducted, and new IDs will be assigned.

This protocol encompasses applications and accounts associated with the organization in any capacity. If ongoing contact is necessary, stakeholders are encouraged to use new private accounts.

Offboarding Process:

1. **Accounts:**
    - Delete accounts for messaging apps (e.g., Wickr), social media apps (e.g., Twitter, LinkedIn), email accounts (e.g., Protonmail), online service accounts (e.g., Cryptpad), etc. This step ensures prevention of impersonation.
2. **Applications:**
    - Uninstall applications associated with deleted accounts. Note that some applications like Resilio are not linked to an account.
3. **Destruction:**
    - Irretrievably destroy all data on your computer, including files, folders, and the trash bin, using dedicated software such as BleachBit or Privazer.
    - If feasible, perform a clean OS install.
    - Conduct a low-level format of USB sticks to prevent forensic software from retrieving deleted data.
    - It's crucial not to retain any backups of the data.

This rigorous offboarding process provides a robust defense against potential threats and ensures the integrity of organizational and client data.