Uchaguzi Who Does What

This is a chart Uchaguzi team & community members, tasks and locations. A full schedule will be created for the Elections Day. This list of Roles and Responsibilities is to aid planning for the deployment with the Uchaguzi Digital Teams and Uchaguzi Community Working Groups



STAFF Role	Responsibility	MAIN LEAD	Location	Backup
Project Lead	Lead Uchaguzi project	Daudi Were	Nairobi	
Development Lead	Lead Uchaguzi Technology	Linda Kamau	Nairobi	
Communications Director	Manage Media and Communications Plan	Rebecca Wanjiku	Nairobi	
Deployment planning, Community and Training	Manage community outreach and lead training for deployment	Heather Leson	Toronto/DC	Rob
Community Training	Support Community outreach and training	Angela Odour	Nairobi	Heather
Deployment planning, Support Uchaguzi project	Training, Geolocation, Technology	Rob Baker	DC	Heather
Design Uchaguzi	Design and Implement UI for Uchaguzi	Jepchumba	SA	Brandon
Research Uchaguzi project	Review Uchaguzi deployment and provide research	Rhoda	Nairobi	
Development - QA	Lead QA project for Uchaguzi	Sharon	Nairobi	
Admin Support	Support Daudi and Angela	Debra	Nairobi	
Sysadmin, Security and Backend Management	Monitor servers make sure tech lead doesn't think about servers	Robbie	global	
Emergency Desk Operator	Manage and coordinate on Critical and Urgent matters	Erik Hersman	Nairobi	

The following is a list of Community Uchaguzi roles to be filled. Location pertains to where you will be during the election:

Community Working groups - Pre election planning groups

Community	Name	Responsibility	Location	Back-up	Digital ?	In Nairobi?	In DC?
Role							

Analysis and Research Working Group Lead	Leo	Lead the Local Analysis and Research Working Group	Nairobi	Juliana Rotich	x	
Local Community Outreach/Tran slation Working Group Lead	Angie and Daudi	Lead the Local Community Outreach (including translation) Working Group	Nairobi	Heather/Rob (Virtually)	×	
Technology Community Working Group Lead	Linda	Lead the Technology Community working group	Nairobi	Sharon	×	
Social Media Working Group	Rebecca Wanjiku	Lead the Social Media Outreach Working Group	Nairobi	Jep/Erik (virtually)		
UMATI Working Group	Angela C./Kagonya	Lead the Umati Working Group	Nairobi	Angela C. /Kagonya	x	

Digital Teams - Activated during elections

Community Role	Name	Responsibility	Location	Back-up	Digital ?	In Nairobi?	In DC?
Media Monitoring		Monitoring citizen reports via different social media streams, in turn, creating reports					
Nairobi co-lead	Limo Taboi						
Global co-lead	Leesa						
Translation		Translating rep orts(including those created out of tweets/SMS) fr om local languages to English.					
Nairobi co-lead	Debra Ojuka/Paul Warambo						

Global co-lead	not filled	This is generally a local task with Translators without Borders leading (Paul Warambo). We would love a hand if someone is up for the task			
Technology		Maintenance of https://ucha guzi.co.ke for the duration of election monitoring.			
Nairobi co-lead	Linda Kamau				
Global co-lead	David Kobia				
Reports		Report approval and editing			
Nairobi co-lead	Anne Salim,				
Global co-lead	Heather Leson, Jus Mackinnnon				
Verification		Information triangulation and verification of reports, working close with community and Nairobi teams			
Nairobi co-lead	Angela Oduor, Mel Mbugua				
Global co-lead	Heather Leson	This is mainly a Kenyan driven task.			×
Geolocation		Tagging reports that have not been geolocated to specific locations.			
Nairobi co-lead	Accadius Sabwa				

Global co-lead	Rob Baker				
Analysis and Research		Provide Uchaguzi team with twice daily reports - type of reports to be determined at Community working group sessions. Review online datasets and provide data vis infographics and sensemaking			
Nairobi co-lead	Leo Mutuku				
Global co-lead	Catherine Dempsey				
SMS		Handle all incoming SMS messages into the platform, including determination of origin i.e location. In charge of report creation from SMSes received, their geolocation and categorisation.			
Nairobi co-lead	Mark Kamau				
Global co-lead	ОМ				

Additional Teams

Community Role	Name	Responsibility	Location	Back-up	Digital ?	In Nairobi?	In DC?
Emergency Desk Operator Support	Erik Hersman	Work with Daudi and verification team to manage urgent and critical reports.				х	
Nairobi co-lead							

Global co-lead	Heather Leson/ Rob Baker				х
Uchaguzi Volunteer Cooordinator					
Nairobi co-lead	Nekesa Were	Coordinate all volunteers in Nairobi. Ensure that training, code of conduct and scheduling is complete. Coordinate food, breaks, questions and human awesome support			
Global co-lead	Heather Leson/ Leesa	Coordinate all volunteers NOT in Nairobi. Ensure that training, code of conduct and scheduling is complete. Coordinate food, breaks, questions and human awesome support			
Project runner - Nairobi	x8	Project runners will assist the core team with delegated tasks. Daudi, Juliana, Rebecca and Angela should each be assigned 2 project runners to assist with the communication workflow in the ihub.			

Key Master	Nekesa Were	Verify all and provide access. Once people complete training, agree to the code of conduct, then can be scheduled and given tool access by team. This person verifies and coordinates.		x	heather
Social Media Outreach	Rebecca W.	Sharing uchaguzi situation room updates via social media i.e twitter/faceboo k/Blog			