



## CMA Member collaboration

We are all expected to be innovative in the way we go about our work, to do more with less and to achieve what often seems like the impossible. Our jobs can change quickly; we are required to learn new skills and to take on new tasks, often with little opportunity for additional training.

It makes sense to collaborate with fellow CMA members to tackle increasingly complex issues in a more efficient way.

Members of the CMA have always been great at collaboration; be it by attending a training/study day, networking at a CMA conference, sharing good practice through the Ranger magazine or simply responding to a CMA Facebook post or email sent around the membership.

The CMA has recognised this and has decided to build on your natural skills by offering this online collaboration tool, free to use for all CMA members. The CMA hopes that this additional benefit of membership proves itself to be very helpful in your day to day work, if not invaluable.

CMA Facebook remains a very effective and worthwhile tool, fully supported by CMA. Basecamp offers an additional platform where more detailed discussions can take place as we're aware that not all CMA members use Facebook.

## Basecamp

The tool CMA has adopted is called Basecamp.

Discussion topics are called 'projects'. CMA Basecamp has offered some projects to start you off. If you want to start another project or topic, simply contact [admin@countrysideassociation.org.uk](mailto:admin@countrysideassociation.org.uk). Projects can be general or very targeted eg. species specific

- Accreditation
- New Membership Categories
- Carbon Neutral CMA
- Climate Change
- Nature Recovery Network
- COVID-19 issues
- Biodiversity
- Livestock/Conservation Grazing
- Management Plans
- Visitor Management
- Volunteers
- Interpretation/Environmental Education
- Communications
- Natural Capital / Ecosystem Services
- Funding Programmes / Bid Writing
- Woodland Management
- Coastal/Marine Management
- Survey/Monitoring
- The Ranger magazine
- 25 Year Environment Plan

You are able to freely use Basecamp if you are a CMA member.

If you'd like to join in the discussions on CMA Basecamp, simply ask [admin@countysidemangement.org](mailto:admin@countysidemangement.org) to add you (give your preferred email address).

You will have full access to all projects to start with. If you want to leave certain projects, as perhaps the subject is of little relevance to you or your work, just click on "stop receiving emails' at the very bottom of the email. This will stop you receiving any further messages in response to this project but will allow you to still receive messages on others.

**New projects** will be set up periodically to address new areas of work or topical issues. Please contact [admin@countysidemangement.org.uk](mailto:admin@countysidemangement.org.uk) if you feel that something you are working on would benefit from Basecamp input and you would like to start a new project.

Once you have accepted the invitation to join, you will be able to communicate with colleagues, who have similar interests and passions. This will allow you, amongst other things, to:

- share common purposes and goals
- gain knowledge and understanding of colleagues skills, abilities and opinions
- have opportunities to learn from, and share experiences with, other members
- help resolve complex problems that you cannot resolve on your own

Basically, you will be able to "talk" to the rest of your CMA colleagues and, occasionally, other specialists who may be invited by admin to share alongside CMA members.

We appreciate that as you settle into using Basecamp you may need a tolerance for a high volume of information. To manage the flow of information you can choose one or more of the following:

1. read the email alert and answer, file or delete it as appropriate
2. divert all email alerts to a folder in your inbox and make a decision to view these once a week/fortnight – whatever suits you
3. Click 'stop receiving emails' as described above
4. do a quick scan of the email alert and make a conscious decision to log onto Basecamp once a week/fortnight – whatever suits you – to read through the discussions you have missed

**Things to remember:**

At the end of your comment, **if you are happy to**, please consider adding your full name (there may be a lot of 'Daves' and 'Debbies'), phone/email and possibly the area or site where you work / who you work for. This can often help put comments into context and is obviously necessary if you want people to contact you about a topic, outside of Basecamp.

Another important thing to remember is that this is a discussion forum tool, so when you post a comment or ask a query, it **goes to everyone who is signed up to that project**. For the more general CMA projects, this could be around 500+ colleagues, so **please word your contributions appropriately** and consider whether you want everyone to read or receive it. **Think before you post**. Use email if it is more appropriate to do so.

If you delete an email alert, and then regret doing so, you will be able to return to it, as it remains on Basecamp. This is true about all messages, documents, etc.

**Please do not copy and replicate anything externally from a post, without asking the permission of the original author.**

CMA Basecamp administrator (CMA Admin) will remove any comments that are felt to be inappropriate either in general or to a particular project. Please keep contributions professional and courteous. Basecamp is not a 'chit chat' email tool; ie if you want to add details of a regional meeting or training day, that's fine but to discuss the best coffee and biscuits to bring, please use email. Basecamp is a member-only discussion forum.

**To update your details** – if you go to **MY Info** in the top right hand corner of the page you can update your details - office number, mobile phone number etc. This will allow members to contact you outside of Basecamp if they want to discuss something in more detail over the phone or send an email that is specific to you.

**NOTE:**

There is a good 'Help' section which you can get to by clicking on the red 'Help' button in the top right-hand corner of the Basecamp home page. If you cannot find what you need here, drop an email to:

[admin@countysidemangement.org.uk](mailto:admin@countysidemangement.org.uk)

CMA will be happy to help.

Enjoy Basecamp!

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