



**OCCUPY KINGSTON: Open Source Action Centre Report
for City of Kingston City Council**

EXECUTIVE SUMMARY

Open Source Action Centre is a non-profit community technology co-op centre. The primary goals of Open Source Action Centre are to provide technology to those who need it, while

reducing the environmental impact of waste electronics. It serves all people regardless of race, national or ethnic origin, colour, religion, sex, sexual orientation, age, mental or physical disability. Open Source Action Centre's products and services cater to many such as low-income individuals, computer hobbyists, non-profit organisations, IT professionals, waste management companies, as well as environmentally-conscious consumers. Open Source Action Centre 's operational model was adapted from the highly successful model of the Open Source Action Centre organization, founded in Portland, Oregon in 2000.

The Open Source Action Centre model differs significantly from other non-profit technology groups in the following aspects:

- It directly involves the recipient of a free computer in the process of evaluating, dismantling, and refurbishing the computer, providing valuable experience and empowerment to the volunteer while helping to support Open Source Action Centre's operations.
- Open Source Action Centre's use of Free and Open Source software (F.L.O.S.S) enables the use of cutting-edge software and operating systems without the cost or encumbrance of proprietary licenses, while extending the life of older hardware with more efficient, more stable software.
- By offering educational courses and opportunities for skill-sharing, Open Source Action Centre enables volunteers and computer recipients to remain involved in Open Source Action Centre's operations and community, contributing to the success and growth of the organisation.
- Open Source Action Centre takes a sophisticated view of technological issues and community needs; it cultivates an international perspective through alliances with organizations such as the Basel Action Network, while maintaining robust connections with regional environmental, industry and local community networks. This enables Open Source Action Centre to raise its profile, manoeuvre in the marketplace more effectively, and bolster its appeal to a wide citizen base.

OBJECTIVE

The objective of Open Source Action Centre is to reduce downstream e-waste through the refurbishment/reuse of donated computer technology. Equipment for reuse will be available at low or no cost to both less class-privileged students and Kingston community members. We would create new systems, software, networks and devices for community and activist groups of Kingston to use as tools in their fights against oppression.

If e-waste is to be salvaged for scrap, we will ensure that the entire recycling stream is socially and ethically responsible.

Open Source Action Centre will be a resource for training/experience in, but not limited to: computer repair, free/libre/open-source software (FLOSS) , peer-to-peer, occupy philosophy, media and communication movement, direct action and e-waste recycling, non-profit management, unionized grievance management and collective decision-making.

Reducing environmental impact of e-waste

We dispose of equipment in an ethical and environmentally responsible manner. We're a reuse and recycling centre, and a large part of our mission is environmental.

Reuse is the most desirable fate for old electronics. Finding a new home for an existing piece of technology generally requires less energy and produces fewer pollutants than any method of recycling.

Recycling regionally and ethically is the next-best fate for old electronics. We recycle as locally as possible to minimize transportation, and so that we can build relationships with recyclers and have confidence in their methods. We prefer to recycle in Ontario when we can, but will use other Canadian and American recyclers when we must.

Furthermore, these skills and services will be available through a grass-roots, non-hierarchical and non-profit co-op organization. We offer these skills to Kingston community and activist groups. We will work with other community and activist groups to help make Kingston a sustainable and living community.

We are a working research center for decentralization technologies using open source permaculture and technology to work together for providing basic needs and self replicating the entire operation at low costs.

Lastly, Open Source Action Centre will be a safe space where anti-oppression is incorporated into the organizational culture. We provide a place for people to share technology in a way that is environmentally sensitive and socially progressive. We believe in transparency, accountability, and sustainability.

MISSION STATEMENT

- To mitigate the environmental racism perpetrated by commodity culture and capitalist economy through the re-use and recycling of information technology;
- to reduce the digital divide by providing accessible IT equipment and training in a non-hierarchical and autonomous context
- to use renewable energy and follow the principles of sustainability.
- to implement the Kingston Meshnet.
- to implement the Kingston Open Source Ecology Community Project.

Mandate

Open Source Action Centre is a nonprofit community organisation that reduces the environmental impact of waste electronics by reusing and recycling donated technology. Through community engagement we provide education, job skills training, Internet access

and free or low cost computers to the public.

Principles

Dispose of equipment in an ethical and environmentally responsible manner

We are a reuse and recycling center; a large part of our mission is environmental.

Reuse

We think reuse is often the most conserving form of recycling. It usually involves less energy expenditure and potential pollutants that arise during manufacturing and transport. It also reduces consumption and the harvest of virgin materials.

Recycling regionally and ethically

We recycle as locally as possible, so that we can hold those recyclers accountable, and so that fuel is not wasted in transport. We prefer to recycle in BC when we can, and we don't want to send materials outside Canada or the US. These countries' environmental restrictions and worker protections tend to hold recyclers more responsible than recyclers in poorer countries. We absolutely refuse to send materials to a non-OECD country, in accordance with the Basel Convention. As a last resort for materials that cannot be recycled locally, we might send equipment to OECD countries, only using recyclers that can document sustainable processes. This sort of thought process and accountability - evaluating options and choosing the one that's the least harmful (and the most helpful) for people and the environment - is important to us.

Use Free and Open source software and promote the Free Software philosophy

We use free and open source software wherever possible, and promote the free software philosophy in other ways, such as transparent collaboration with others. The free software philosophy, with its emphasis on mutual assistance and freedom, is important to what we

are; all of our software, documentation, and policies are open to whoever wants to avoid reinventing the wheels we've made.

Provide low and no-cost computer training and technology to our community

We believe that empowering people is an essential part of equipping them. Rather than just dropping free hardware on folks, we want to educate them, and facilitate their self-sufficiency. We also want to involve them in creating a community where they can circulate their knowledge and empower others.

Run in a non-hierarchical way which is transparent and open to all program participants

Our volunteers help shape Open Source Action Centre and determine our priorities and practices. We operate using a form of consensus, and we are currently developing our governance structure. Our meetings and mailing list archives are open to the public. Our staff is a collective -- there's no boss.

IMPACT

The information technology revolution has had manifold benefits, but it has also given rise to two serious problems.

First, computers manufactured today have a very short life-cycle, due in part to the exponential increase in computer technologies and the corresponding escalation of software dependencies. In general, the benign phase of this cycle facilitates and makes possible the lifestyles of privileged populations in the developed world. The more harmful phases of the electronics life-cycle, manufacturing and end-of-life processing, become the environmental and social burden of less privileged populations in the developing world.

Second, at the same time as computer technology is advancing, its uptake and adoption within society has become more and more pervasive. Consequently, not having sufficient skills or resources to access this technology has become a greater and greater barrier to

employment, communication and active citizenship. This is the 'digital divide' within the Canadian population.

The concept behind Open Source Action Centre is to use these two problems to solve each other. The key is that many computers that would be obsolete on a new-computer market can still work great for the average user. The demands of word processing and web browsing application software are not increasing at the same rate as those of high-end gaming applications or next-generation proprietary operating systems. By running these applications on an open-source system we can create a more stable environment that uses less system resources and without licensing fees. With this strategy the large volume of previous-generation computers, earlier a liability, now become candidates for re-use. This becomes our resource through which to address the digital divide.

For its supply Open Source Action Centre depends on private and commercial donations of used computer equipment. Open Source Action Centre volunteers sort this supply into stuff we can use and damaged or obsolete equipment bound for End of Life processing. We sell this scrap to environmentally responsible recyclers here in Ontario, this brings us a little bit of revenue. Open Source Action Centre volunteers will take the working stuff and re-assemble useful, performing systems. These new systems will get an operating system and a full application-software suite installed, then they are ready for use! These computers are available at an affordable price that helps offset some of our costs, usually between \$10.00-\$50.00.

We use free and open source software wherever possible, and promote the free software philosophy in other ways, such as transparent collaboration with others. The free software philosophy, with its emphasis on mutual assistance and freedom, is important to what we are; all of our software, documentation, and policies are open to whoever wants to avoid reinventing the wheels we've made.

OPERATIONS

We encourage active participation from everywhere within the organization, whether it is from a volunteer, and paid member of staff, or a member of the board of directors.

We operate using the consensus form of decision making. We have monthly General Assemblies, where the general public is welcome to attend. As we are a co-operative, no one is “in charge” of Open Source Action Centre. We are run by a series of working committees, who facilitate, organize and communicate the basic day-to-day operations. These committees are work groups and act as affinity groups and can be formed at any General Assembly. Each committee is fluid, and co-op members and volunteers can both join any committee.

All of the resulting meeting minutes are available for anyone to review, along with all of our other organizational materials. For more information on the operations of Open Source Action Centre, please see the By-Laws and Constitution.

Materials Intake

Open Source Action Centre's operations rely on a steady supply of hardware donations from which the stock of reuse computers is built. There is a very large supply of unwanted and/or obsolete equipment in the Kingston area. All computer-related hardware is accepted, working or not, of any age, there is no charge.

Donations are accepted either on a small scale or in large batches, including corporate/commercial donations. Open Source Action Centre actively searches out new sources of hardware donations.

Open Source Action Centre will run hardware drives to accept donations at locations around Kingston. It has also solicits hardware donations from computer stores, manufacturers and related businesses. Contact with environmentally-conscious

organisations, such as green architecture firms, has been particularly fruitful. Longer-term plans include corporate contributions from telecommunications providers, increased solicitation from hardware manufacturers, and increased alliances with charitable associations and foundations, such as the Rotary Club and YWCA.

Donations are brought to the receiving area of Open Source Action Centre's workshop, where they are processed as follows: - Donation is itemized - Cash donations are accepted. - A receipt is provided if requested. - Data is immediately destroyed in front of donors if requested; otherwise hard drives are segregated in preparation for data destruction. No warranty is offered or implied; donors are encouraged to wipe their own data if they have significant data concerns, or to contact Open Source Action Centre to arrange onsite data-wiping in advance. - Donated items are transferred to the relevant evaluation or recycling areas.

Production

Donated stock is converted into refurbished computers through our build program. Hardware moves through the following stations:

1. Evaluation 1 (Eval 1): Computers are initially assessed. Disk drives and cards removed and placed in sorted bins for later use in recycled systems; hard drives sent to data destruction. This is an initial evaluation; very old computers (processors slower than 600Mhz) are sent to disassembly.
2. Evaluation 2 (Eval 2): Computers are hooked up to a testing station with working monitor and keyboard and powered on to determine processor speed and memory. Very old or nonfunctioning computers sent to disassembly.
3. Disassembly: hardware not suitable for reuse is disassembled into its component parts (metal case, power supply, motherboard, etc.); these parts are stored in large boxes for later recycling.
4. Monitor test: Monitors are hooked up to a testing station, where they display a test pattern for one hour before being certified as operational.

5. Data destruction: disk drives are erased using DBAN, a software program that erases data using US Department of Defense standards.
6. Build: new systems are assembled using sanitized disk drives, RAM, video cards, network cards, CD drives, monitors, keyboards, and mice. The most up-to-date version of Ubuntu GNU/Linux is installed with Free and Open Source software applications including Internet browser, office software, graphics editors, and many other applications. Currently installation is CD-ROM based, but network-based installation is planned for the future.

Service and Support

Users who are interested in learning more about Free and Open Source software and how to use it effectively are encouraged to attend Open Source Action Centre's weekly "Windowsless Wednesday/Skill share" workshop series. Open Source Action Centre volunteers provide instruction and answer questions. Attendees at these workshops are encouraged to stay involved at Open Source Action Centre and help instruct less experienced future attendees. This event also provides people opportunities to install GNU/Linux, upgrade their computer with hardware from the thrift store and have it installed for free.

Management and Organization

Open Source Action Centre is democratically run in a non-hierarchical way that is open and transparent to all participants in its programs. Its volunteers help shape Open Source Action Centre and determine its priorities and practices.

Open Source Action Centre operates using a form of consensus; while decisions may occasionally take longer to make, they tend to be more efficient in the long term, bestowing more agility and participation in implementation, requiring less revisiting, and leading to higher investiture in decisions.

It is a highly structured model, with guidelines and formats for managing meetings, facilitating discussions, resolving conflict, and reaching decisions. Thus, general membership sets overall policy and vision, and a number of working groups involving both staff and volunteers develop and maintain its programs.

Open Source Action Centre's ability to reflect and respond to community concerns is therefore innovative, resourceful and profound.

Board of Directors

Open Source Action Centre has a Board of Directors, who are three in number and unremunerated. They provide for the legal and financial oversight of the business and affairs of Open Source Action Centre, and exercise all the powers of Open Source Action Centre as provided by the law and Articles of Incorporation. Directors are subject to restrictions imposed by the Act, the Articles of Incorporation, and Open Source Action Centre Bylaws. Open Source Action Centre currently has an interim board; new directors will be chosen by the Community Council at the Open Source Action Centre Annual General Meeting in October 2012.

As a consensus-based, initiative-based organization, Open Source Action Centre's leadership is defined by core volunteers who take an active role. They come from a diverse background and bring a wide variety of skills and experience.

Open Source Action Centre's core volunteers include:

Open Source Action Centre Community Council

The Open Source Action Centre Community Council is assembled from members of the Open Source Action Centre community. The function of the Council is to provide general guidance and vision to Open Source Action Centre. This includes both short term and long

term vision and goals. The Council normally meets on a monthly basis, at the Monthly General Meeting, and meets to elect members to the Board at least once per year. The Council does not have the authority to act for or on behalf of the Board.

During Monthly General Meetings, individuals volunteer to undertake certain roles, in order to facilitate the consensus process:

- *Facilitator* – facilitates the consensus decision making process, keeps order
- *Regulator* – assists the Facilitator, keeps a Speakers List, ensures that everyone is heard
- *Scribe* – takes meeting minutes
- *Minutes checker* – checks meeting minutes
- *Presenters* - speak on particular topics

Workgroups

Open Source Action Centre policies and implementation are generally handled by focused workgroups. These groups meet regularly, and also communicate within their own mailing lists. When topics are controversial, relate to other workgroups or to Open Source Action Centre as a whole, the topics are brought to the General Council for discussion. Meeting minutes and mailing list archives are open to the public.

There are 11 work groups, or committees, within Open Source Action Centre:

- Governance: Bylaws, policy and governance structure
- Communications: Public relations, fund raising, outreach, event coordination
- Education: Developing curriculum and teaching skills; designing and facilitating workshops
- Volunteer Coordination: Organising and scheduling volunteers, overseeing communication with Adoption and Build volunteers, maintaining positive and

supportive environment for volunteers

- Content: Website development and public content, administration of mailing lists and wikis
- Systems Administration: web and server administration, information security
- Hardware Grants: Hardware Grant application evaluation and coordination
- OHS: Occupational Health and Safety Operations: Open Source Action Centre facility operations and logistics, accessibility
- Software: Database, distributions (software versions), development
- Recycling: Auditing prospective materials handlers and recycling partners, materials optimization
- Human Resources: staffing, conflict resolution, employment policies, employee/volunteer evaluation.



Staff Selection

Staff are nominated by the General Membership and affirmed by consensus therein, subject to approval by the Board of Directors. Starting wages are equal for all employees as set by the Human Resources workgroup, and are also subject to approval by the Board of Directors. Training takes place on the job, via shadowing and informal apprenticeship. Staff and volunteers are encouraged to both peer-teach and pursue the development of new skills.

Duties

Key responsibilities are articulated within workgroups or by staff; their implementation is undertaken by self-selected individuals. Workgroups may also call on individuals outside their groups for assistance. Contentious issues are taken by workgroups to the General Membership and the Board of Directors for further discussion.

Incentives

Reward for staff and volunteers often comes in the form of personal empowerment and palpable positive impact on peers. Open Source Action Centre staff and core make efforts to recognize individual contributions with praise, while coordinating social and community celebrating events such as movie nights and BBQs.

PRODUCTS & SERVICES

Open Source Action Centre's primary service is offering free or low-cost computer hardware to the citizens of Kingston. In addition, Open Source Action Centre offers a range of free educational programs and courses to develop technological skills from beginners to professionals. All of these products and services are offered in an inclusive, safe, and

welcoming space without discrimination based on income level, ability, gender, orientation, background, or any other factor. While Open Source Action Centre is occasionally able to offer high-end systems, most items are at least 2 years old; however, they are still sufficient for the average user's needs, such as word processing, Internet, entertainment and so on.

Outlined as follows are the key services Open Source Action Centre provides:

Computer Recycling

Computer donations are Open Source Action Centre's exclusive source for computer hardware, for both equipment provided to the community and for Open Source Action Centre's own infrastructure. Open Source Action Centre's central location offers downtown business, local residents, and those served by Kingston's transit network easy access to computer recycling.

Besides donations, the recycling program has a revenue stream. As part of the recycling process, non-repairable and obsolete equipment is broken down into base materials, such as steel, aluminium, and copper. These commodities will be sold to recycling partners. Open Source Action Centre aims to recycle as locally as possible, in conjunction with organisations maintaining the best possible environmental practices.

Computer Adoption

Open Source Action Centre's Adoption program allows individuals to receive their own computer system in exchange for work in Open Source Action Centre's shop. During their time at Open Source Action Centre, volunteers work in three basic areas: receiving, recycling and testing. In receiving, they learn to identify hardware and become familiar with the use of the mouse and keyboard by testing them. In recycling, volunteers learn how computer components fit together.

Testing teaches volunteers how to insert and remove components from computers, and

how to run diagnostic software. After completing 24 hours of work, volunteers receive their computer and participate in an introductory class on computer use. Technical support is made available to them on an ongoing basis.

Computer Building

This program is Open Source Action Centre's most technically demanding. As the name suggests, the Build program creates all the computers needed for Open Source Action Centre's other programs. Volunteers are taught how to build computers working exclusively with used parts. The tested hardware is assembled into standardized desktop computers that are then loaded with Free/Open Source operating systems and applications software. Each system passes a quality control test before it is released to an adopter or non-profit. In exchange for the more detailed training necessary to begin this work, volunteers in the Build program agree to complete six computer systems. After completing six systems, volunteers are invited to keep the sixth computer for themselves. The remaining five computers are distributed into the community through the Adoption and Hardware Grants programs.

Computer Education

The education program's motto is: "If we give someone their first computer, we need to teach them how to use it." Introductory classes on computer use form the core of a curriculum that includes computer building, GNU/Linux command line basics and advanced computer programming languages such as Perl and Python. Open Source Action Centre's classes are taught by experienced volunteers. The teachers work together to organise classes and curricula to support each of Open Source Action Centre's program areas. Education is ongoing for volunteers, from the moment they enter Open Source Action Centre's doors to long after they receive their computer systems and have them set up in their homes. Taking classes, volunteering time, and gaining hands-on experience with computers are all excellent resume building skills for those looking to increase their chances for employment. Courses take place at Open Source Action Centre's on-site

computer lab.

Computer Lab

Open Source Action Centre will aim to have a 14-workstation computer lab; in addition to Open Source Action Centre's own educational programs, the lab is available for use free of charge by local groups or teachers wanting to hold workshops. The computer lab provides free Internet access and use of open source software applications to the public during operating hours. Open Source Action Centre also provides a free local wifi hotspot for volunteers. On a regular basis warm, organic meals will be provided by local groups such as Kingston Coalition Against Poverty and Loving Spoonful.

Computer Hardware Grants

While Open Source Action Centre's first priority is building and supporting the systems for distribution to volunteers through the Adoption program, extra systems and other hardware are granted to other non-profits and social change organizations in the Greater Kingston Regional District. The grant request process is simple and involves filling out an online form. A non-profit may also choose to sponsor an individual who is unable to participate in the Adoption Program.

Future Planned Services

Open Source Action Centre has a number of services currently under development:

On-site Immediate Data Destruction Open Source Action Centre already preforms on-site data destruction as part of its donation intake process. Open Source Action Centre is investigating expanding this aspect of its services and determining a fee scale.

Data Retrieval Open Source Action Centre is investigating a data retrieval service for individuals who require low-cost assistance with damaged hard drives.

Field Trips Open Source Action Centre has been approached by schools and university professors to allow tours and field trips of its facility.

Tricycle Pick-up

Open Source Action Centre offers Tricycle pickups in the Downtown and East Kingston areas via Shift Urban Cargo Delivery. This human powered pickup service is very efficient for small to medium pickups while being sensitive to the environmental impact of all parts of the recycling chain. Larger pickups and pickups which are outside of Shift's area are done with a truck where.

Computer Thrift Store

If Open Source Action Centre receives more equipment than can be redistributed efficiently. In addition, equipment donated does not necessarily arrive in equal amounts (i.e. approximately 10 good keyboards are donated for every usable computer). Thus, surplus equipment and other donations that have some retail value, but do not meet program requirements, may be sold through the Open Source Action Centre Computer Thrift Store.

Such a store allows individuals to purchase cheap computers if they cannot participate in our other programs; moreover, it fills an important niche for computer hobbyists and clientèle in the manufacturing industry, both of whom require rare older parts no longer available in stores. By selling surplus equipment, Open Source Action Centre will work toward putting working, usable equipment back into circulation. The Open Source Action Centre store also sells various products such as t-shirts, mugs, stickers, and craft items made from recycled computer parts. The thrift store would be a vital part of the Open Source Action Centre financial strategy for self-sufficiency.

Hardware sold in the thrift store is provided as-is with no warranty and no liability, with the option of a trade-in within 30 days if the hardware fails unexpectedly. Non-profit and

volunteers who have received computers through the grant, adoption, or build programs are offered continuing technical support so long as the computers are still running the original Free and Open Source software.

DATA DESTRUCTION POLICY

We encourage all Information Technology users to take responsibility for their own information security. If you have confidential information or security concerns we advise that you do your own removal or wipe before drop-off. [DBAN](#) is recommended free software for this.

Data destruction is widely misunderstood and misrepresented. Many companies offer certificates of destruction to their customers. Such certificates can be considered weak assurances of what actually happens to data. From transport to final destruction, your hard drive can pass through a "chain of custody," leaving it vulnerable at any one point. It may even disappear overseas, only to end up in compromising places. [Source](#).

Out of respect for your information security, donated hard drives are kept in secure storage until either sanitized or destroyed.

Open Source Action Centre promotes the use of encrypted e-mail, don't trust Google, [contact us](#) for more info!

VOLUNTEERS

Open Source Action Centre is always in need of volunteers, regardless of your skill-set or lack thereof. We need people working on hardware, software, distribution and procurement, we will train you!

Our volunteers share knowledge and get free computers, while making their communities healthier, cleaner places. In our Adoption Program, volunteers donate 32 hours of their time and receive a free computer. No experience is required!

Volunteer Internships

Volunteer internships represent longer-term commitments with more specialized responsibilities. Have a look at the available internships, or suggest your own.

Volunteer perks

- Training, experience, and new skills
- Meet a new community of interesting people
- A free computer (after 24 hours of service)
- 40% discount on most items in the thrift store

Getting Started

All volunteers are required to complete an orientation before they start volunteering. No experience is required.

Orientations happen 3 times per week at Open Source Action Centre:

- Wednesday at 4pm
- Saturday at 2pm or 4pm

The orientation is about an hour long. You don't need to phone ahead for an orientation; just show up. Please arrive on time so that you don't interrupt the tour for others. It's good to give yourself an extra few minutes to find Open Source Action Centre the first time.

Computer recycling is labour-intensive business, since computers must be manually disassembled. Open Source Action Centre's volunteer programs attract a large base of volunteers which provides a low-cost labour force that other organizations cannot match. Open Source Action Centre's day-to-day operations are run by its coordinators and a small core group of dedicated volunteers, with a casual volunteer workforce currently numbering about 4300 individuals registered in the Open Source Action Centre database.

Open Source Action Centre volunteers have the option of organizing a Shop Charter under the Industrial Workers of the World, a international union. This would allow for a grievance procedure to be implemented as a supplement to what is outlined in the By-laws, as well as prepare procedures in the chance Open Source Action Centre is able to evolve from

volunteers to paid staff. Union membership is not mandatory, as there is no “boss” at Open Source Action Centre.

Many volunteers donate their time because they strongly identify with Open Source Action Centre's mission and want it to succeed, or because they value the experience and enjoy the activities they participate in. Others volunteer as part of the adoption program, where they receive a computer in exchange for 24 hours of work in the shop, or as part of the build program, where they receive a computer after building six computers.

A network of thousands of dedicated volunteer software developers in the Free and Open Source community develop and maintain the software used by Open Source Action Centre.

RECYCLING AND DISPOSAL

The Open Source Action Centre is in the process of registering as an official Ontario Electronic Stewardship Certified E-waste collection point and refurbishment centre. Computers that are deemed obsolete or broken are demanufactured and separated into their basic components by volunteers. Open Source Action Centre then finds a local industrial recycler to process the materials. As an e-Steward, Open Source Action Centre only works with companies that we are confident are handling the materials in an environmentally responsible manner. A storage bin will be provided by Scott Environmental Group.

Obsolete monitors , Circuit boards and processors and terminals, Aluminum, motors, wires and cables, printers, optical drives, speakers, and other copper bearing material are processed by Scott Environmental Group or KIMCO .

Plastic is sent to the Kingston Area Recycling Centre.

Steel is sold to KIMCO.

How We Choose Our Recyclers

Open Source Action Centre consistently works to make sure its industrial recyclers process e-waste in an environmentally responsible way. At times, we have turned down recyclers who've offered additional profit in order to uphold this value. We require the following of our e-waste vendors:

- Vendors may not ship overseas any material considered hazardous by The Basel Action Network. All processing of these materials must occur in North America.
- Vendors may not send to the landfill material that could be recycled. Some material may be landfilled if there is no recycling process available, or if the only alternative would be burning it for fuel, which is less desirable than landfilling.
- Vendors may not use prison labor in any part of their process.
- Vendors are allowed to ship out of the country only material that is considered a commodity, as in clean steel, plastic, or copper.
- Vendors must be open to an audit of their processes, or provide results from a recent audit.

MARKETING PLAN

Market Definition and Opportunity

Open Source Action Centre will direct its efforts to serving citizens, businesses, and non-profit organizations in Kingston, in both the disposal of unwanted old computers, and in providing refurbished computers for free or at low cost.

Open Source Action Centre has determined that the most effective way to market is through high-profile Internet and media exposure, direct engagement of the public at community events, engagement of the student population through on-campus student clubs, building alliances with other non-profit organisations, and networking with local technology enthusiasts and industry professionals.

Open Source Action Centre's primary target markets are as follows:

- People in need of free or low-cost computers (students, low-income families)
- Environmentally conscious citizens and businesses, interested in reuse and/or responsible recycling
- Citizens and businesses who wish to dispose of surplus computer equipment and may or may not be environmentally conscious
- People in need of specialized or esoteric parts and equipment (e.g. hobbyists, machinists, film industry) .

Marketing Strategy

Open Source Action Centre's primary marketing strategies include community outreach, media, engagement with the IT sector, and environmental activism.

Community outreach

The Open Source Action Centre model is designed to directly engage the community. Open Source Action Centre's volunteers are active at a number of community events, such as festivals, eco-fairs, and trade shows. At these events, Open Source Action Centre volunteers directly engage citizens, many of whom fit Open Source Action Centre's target demographic of environmentally conscious citizens. Open Source Action Centre's hardware grant program for other non-profits increases Open Source Action Centre's visibility among community leaders, who in turn spread awareness about Open Source Action Centre to the general public. In addition, due to it's birth in the Occupy Movement, Open Source Action Centre's membership is quite diverse, from a variety of backgrounds, and are thus able to reach a number of different communities.

Media

Through Occupy Kingston, The Open Source Action Centre has already generated a lot of public and media interest due to its direct engagement with the community. Open Source Action Centre is increasingly known as an organization that represents the community's best interests.

Open Source Action Centre receives extensive exposure through on-line media sources, which will be discussed in the next section.

IT sector and Web Presence

Open Source Action Centre's advocacy of Free and Open Source software and refurbishment and redistribution to the community makes Open Source Action Centre popular among the software development community. Open Source Action Centre maintains relationships with technology professionals who influence purchasing and disposal decisions at both their respective companies and among the general public. Also, the IT sector perceives Open Source Action Centre as an extension of the IT community, and professionals gravitate toward Open Source Action Centre as an avenue through which to express social, environmental and philanthropic spirit.

Open Source Action Centre is closely allied with industry professionals through such organizations as the Kingston Linux User's Group (KingstonLUG), composed mostly of Linux professionals; the Linux Foundation, The Free Software Foundation, Open Source Ecology and Sustainable Kingston.

These groups provide Open Source Action Centre with search engine optimization strategies, volunteers, hardware donations, software expertise, and potential thrift store sales. People affiliated with these groups will regularly blog about Open Source Action Centre's activities, again raising its profile and Google ranking.

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Activism

The Occupy movement is an international protest movement which is primarily directed against economic and social inequality. The first Occupy protest to receive wide coverage was Occupy Wall Street in New York City's Zuccotti Park, which began on September 17, 2011. By October 9, Occupy protests had taken place or were ongoing in over 95 cities across 82 countries, and over 600 communities in the United States. As of January 22 the Meetup page "Occupy Together" listed 2,818 occupy communities worldwide. On October 15th, Occupy Kingston began our encampment in Confederation Basin, in front of City Hall

Occupy Wall Street was initiated by the Canadian activist group Adbusters, and partly inspired by the Arab Spring, especially Cairo's Tahrir Square protests, and the Spanish Indignants. The movement commonly uses the slogan We are the 99%, the #Occupy hashtag format, and organizes through websites such as "Occupy Together". According to the Washington Post, the movement, which has been described as a "democratic awakening" by Cornel West, is difficult to distill to a few demands.

Just after midnight on November 9 in London, Ontario, police evicted protesters from the city's Victoria Park, becoming the first forced evictions in Canada. On the afternoon of November 11 in Halifax, Nova Scotia, and later on the night of November 14, authorities forcefully closed down camps around the world in cities such as New York, Oakland and Zurich. Occupy protestors immediately regrouped and vowed to continue their protests, often returning to the cleared sites. On November 24, Edinburgh City Council became the first governmental body in the world to grant the Occupy movement official recognition. On December 6th, City of Kingston City Council voted to evict Occupy Kingston in a 6-7 vote.

A worldwide poll conducted in January 2012 found that around 40% of respondents were familiar with the movement, and that just over twice as many were sympathetic to the Occupy movement compared to those with an unfavorable view

The Basel Action Network (BAN) is the world expert on the transnational movement of hazardous waste, particularly computer waste; they have been instrumental in raising global awareness of this trade and also in working with governments and industry to reform toxic abuse in developing nations. We are seeking BAN's support of Open Source Action Centre's activities.

Open Source Action Centre is well-positioned to comment on these issues and will continue to advocate transparency, responsible recycling and particularly re-use. For those citizens who agree with the environmental advantages of re-use, and expect their e-waste to be disposed of responsibly, Open Source Action Centre will be the obvious choice.

Insurance, Liability, Regulations

- Open Source Action Centre will have third party Liability Insurance (\$2,000,000 with \$1000 deductible is the norm); and Directors liability Insurance.
- All goods and services are offered without warranty nor liability, on an as-is basis.
- Open Source Action Centre's staff will be covered by Workers' Compensation Board (WCB) regulations, subject to the Workers Compensation Act (WCA), Occupational Health and Safety Regulations and associated guidelines.
- Open Source Action Centre's safety procedures are designed and implemented by our Occupational Health and Safety workgroup. A culture of safety-consciousness and prevention is promoted. Volunteers participate in a mandatory safety orientation before they may begin work.
- Open Source Action Centre will adhere to all municipal, provincial and federal laws relating to waste management and recycling.
- Open Source Action Centre will be incorporated under Ontario's Society's Act.
- Open Source Action Centre is also committed to the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, as well as its Amendment. Principles include not shipping to non-OECD countries and not using

prison labour.

THE KINGSTON MESHNET

The Kingston MeshNet Project is a initiative by the Open Source Action Centre. The goal of this initiative is to create a versatile, decentralized network built on secure protocols for routing traffic over private mesh or public internetworks independent of a central supporting infrastructure. Using existing open source, peer-to-peer and other technologies, we would install a network of server's across Kingston. These server's would be located in the offices and buildings of community groups, organizations and individuals. Pirate boxes, router stations, VPN's, Peer-to-Peer and TOR will be key features of the Kingston Meshnet. Access to the Kingston Meshnet would be provided free with a BlackBox.

The Kingston MeshNet Project is based on and worked in solidarity with the Meshnet Project and FreedomBox Foundation.

Recent events around the world have demonstrated the importance of the free flow of information in regards to human rights and the free exercise thereof. Unfortunately, existing infrastructure is susceptible to a number of critical flaws that render it vulnerable to disruption. This project hopes to supplement the current infrastructure to create a secure, independent network that can operate under any condition including natural disaster or general failure of existing infrastructure.

Project Components:

In order to accomplish the creation of such a behemoth task, it will be divided into multiple segments, and as a completely open source project, individuals can contribute to and supplement whatever field they feel most comfortable in. The following are the major segments of this project:

Networking

CJDNS has been selected as the main Networking component - development in this branch should be within this scope. This section is divided into three components as listed:

Inter-Mesh Networking

This component will handle all of the methods of inter-node communication. Wired, wireless 802.1x, or other infrastructure considerations will need to be made and applied as an infrastructure that the mesh nodes can operate upon. This component is responsible for ensuring that regardless of medium of transmission, the core components are interoperable and can be used to route traffic over a large distance (> 1km)

Intra-Mesh Networking

This component handles all intra-node communication, including but not limited to the assignment of node addresses, communication reliability and security, error checking, and translation with a common network stack. This is the layer that creates the nodes other layers communicate with and is closely related to the Inter-Mesh component, and will need to be OS independent.

Client/Server Development

The final aspect of the networking branch will be the development of client/server methods for accessing the networking components. This can include independent hardware (Router firmware) or software for the major Operating Systems, including Windows, Linux Distros, or Mac OS.

GUI

The GUI component will be responsible for tying all of the other aspects of the project together in an easy to use, OS independent control structure that users can access configurable aspects of the program(s) through. If the GUI isn't easy to use and intuitive, it doesn't matter how good the rest of the project is, it won't reach public penetration. The GUI team will involve creating the GUI's for Windows, major flavors of Linux, and Mac, as components become available. This component is contingent on the Client/Server component

Documentation

Documentation, both at the user level and technical level, will need to be available in both concise and complete formats - at varying levels of user understanding. Walkthroughs, how-tos, and other user-friendly documentation will increase the chances of the project being successfully adopted by the general community.

User-level documentation

An FAQ or website should be maintained offering step-by-step guidance on how to set up the components that are publicly available. It should be written at the most user-friendly level and should avoid technical jargon at all costs. Make it facebook-user friendly, with little technical know how required to get set up and running.

Technical documentation

This documentation should be detailed and include proper maintainer and engineering-level details of classes and methods used to accomplish tasks within the system. This should be written as a technical reference for new programmers or contributors to quickly get caught up to speed. This section could also include the current bug list, technical assignments, or other backbone-level documentation required to keep the project stable.

OPEN SOURCE KINGSTON PROJECT



The Global Village Construction Set (GVCS) is an open technological platform that allows for the easy fabrication of the 50 different Industrial Machines that it takes to build a small civilization with modern comforts.

From the OSE Founder, last updated Feb. 2011:

Open Source Ecology (OSE) is a movement dedicated to the collaborative development of tools that enable open access to the best practices of economic production – to promote harmony between humans and their natural life support systems, and to remove material scarcity from determining the course of human relations, globally and locally. OSE aims to create harmonious coexistence between natural and human ecosystems (if we assume these are separate), towards land stewardship, resilience, and improvement of the human condition. OSE is pursuing the creation of an open society, where everybody's needs are met, and where everybody has access to information, material productivity, and just governance systems – such that human creativity is unleashed, for all peoples.

An Open Source Ecology Community (OSEC) is any community that follows the principles of Open Source Ecology. An OSE community may be described best as an enterprise community of economically-interdependent stakeholders, specialized in their respective areas of production, and combining to a complete or nearly complete package of local, resilient production ability.

The baseline for such production is complete production capacity for these infrastructures based on local resources:

- Food
- Energy
- Housing
- Fuel
- Land transportation vehicles
- Fabrication capacity
- Significant portion of raw materials production, including rubber, ceramics, glass, metal, plastics, fiber, and cementitious building materials

Proposed Strategy v1

- Building tools for local self-sufficiency.
- Becoming familiar with neighbors and local community.
- Participate in local government, organizations, and groups.
- Educate people about independence/decentralization/resilience and other topics.
- As the local communities do, the larger region does, because the larger region is made of those local communities.
- Person by person, community by community, everyone becomes more independent and wealthy through the true value of pleasant human life.

Open Source – we freely publish our 3d designs, schematics, instructional videos, budgets, and product manuals on our open source wiki and we harness open collaboration with technical contributors.

Low-Cost – The cost of making or buying our machines are, on average, 8x cheaper than buying from an Industrial Manufacturer, including an average labor cost of \$15 hour for a GVCS fabricator.

Modular – Motors, parts, assemblies, and power units can interchange, where units can grouped together to diversify the functionality that is achievable from a small set of units.

User-Serviceable – Design-for-disassembly allows the user to take apart, maintain, and fix tools readily without the need to rely on expensive repairmen.

DIY – (do-it-yourself) The user gains control of designing, producing, and modifying the GVCS tool set.

Closed Loop Manufacturing – Metal is an essential component of advanced civilization, and our platform allows for recycling metal into virgin feedstock for producing further GVCS technologies – thereby allowing for cradle-to-cradle manufacturing cycles

High Performance – Performance standards must match or exceed those of industrial counterparts for the GVCS to be viable.

Flexible Fabrication – It has been demonstrated that the flexible use of generalized machinery in appropriate-scale production is a viable alternative to centralized production.

Distributive Economics – We encourage the replication of enterprises that derive from the GVCS platform as a route to truly free enterprise – along the ideals of Jeffersonian democracy.

Industrial Efficiency – In order to provide a viable choice for a resilient lifestyle, the GVCS platform matches or exceeds productivity standards of industrial counterparts.