

# Other — Using the Web for Treaty Work

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## Deborah Radford

Deborah Radford works mainly on resources for the Auckland Workers Educational Association. She is a relative newbie to ICT, but an enthusiastic adopter of useful tools.

Auckland Workers Educational Association relies on a smoothly functioning virtual office – we have a base but work from different places. Some of the benefits are:

- less travel equals less stress (Auckland); easy to work nationally and internationally
- minimal office space/rent
- working in one's chosen environment
- increased participation by all e.g., in decision-making, setting agendas and work priorities
- greater efficiency and preparedness for meetings
- can access files from the 'cloud' e.g., when something forgotten, having last minute thoughts
- generally save on space and don't clutter up emails with attachments
- easier to see all communication on a topic
- everyone is working off same copy of a piece of work
- we know where to find things
- easy to learn: all team members can initiate use any tool and let others know
- users can acquire basic skills in Drupal reasonably quickly

These are some of the tools we use to maintain our virtual office. All, except for Basecamp, are free tools.

### Basecamp

<http://www.basecamphq.com/>

A virtual office for different projects and project teams - useful for working on Treaty resource with a designer currently living in London.

### Writeboard

<http://www.writeboard.com/>

A single 'board' for quick collaboration

### Wordpress

<http://treatyapplication.wordpress.com/>

A site set up for developing a community of practice

### Skype

<http://www.skype.com/>

For free over-the-Internet calls, including group calls; and a messaging system quicker and more immediate than email. Saves the organisation on business call rates. Also able to share files in real time.

### Wikispaces

<http://www.wikispaces.com/>

A way to pool information and have the information kept current by different users. Great potential for collaborating on Treaty 'content' projects

### Meeting Wizard

<http://www.meetingwizard.com/>

A brilliant way of organising meetings – cuts out the email traffic and tracking of who said what.

### Google personal

<http://www.google.co.nz/>

With a free Google account you can access lots of Google tools

### Google team

<http://www.google.com/apps/edu/index.html>

For a group with same email address e.g awea.org.nz – to share and collaborate on files and calendars.

### Drupal Content Management System software

For an example of how we are using it for Treaty work: Six hour Treaty course activity sample

<http://www.trc.org.nz/example1>

This activity is an early draft - made available as an example of what Drupal can support

We are developing Drupal sites for community organisations on request and hosting these on our server. We also offer support and training while getting started.

For what Drupal is:

<http://drupal.org/about>

### AWEA Drupal sites

Main organisation site:

<http://awea.org.nz/>

Treaty-related sites:

<http://www.treatyeducators.org.nz>

<http://www.trc.org.nz/>

<http://www.ttw.treatyeducators.org.nz>

Other Education sites:

<http://culturematters.org.nz/>

<http://www.ace4manukau.org.nz/>

<http://www.tkom.org.nz/>

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