Carpentries Users Guide Documentation

Authors

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ザ・カーペントリーズ は国際的な研究者に基礎付けるのコーディングとデータサイエンスのためにスキルをもらって教えます。 ソフトウィーアカーペントリ とか データカーペントリ とか ライブラリーカーペントリ　のレッスンを使ってワークショップがあります。 ワークショップの主催者、インストラクター、学習者は、 行動規範 に従う準備をする必要があります。

第 1 章

カーペントリーズの行動規範

1.1 カーペントリーズの行動規範

1.1.1 行動規範 (概要版)

以下は、カーペントリーズの行動規範の要約です。 行動規範の詳細は、下記をお読みください。

詳細については、以下を確認してください。(訳注: 下記リンクはまだ日本語翻訳できていません。):

- インシデント対応ガイドライン
- インシデント対応ガイドライン
- インシデント対応業務
- 一時停止ガイドライン

私たちは、生い立ちや身元に関係なく、すべての人々に歓迎的で支援的な環境を提供することに専念しています。このコミュニティに参加することで、参加者はカーペントリーズの行動規範を遵守し、行動規範のインシデントを解決するための手順を受け入れることに同意することになります。排除、脅迫、または不快感を引き起こす行動は、いかなる形態のものも行動規範の違反となります。 ポジティブでプロフェッショナルな学習環境を育むために、すべてのプラットフォームとイベントで次のような行動をとることをお勧めします:

- 歓迎的で一部の人に限定しない言葉を使う
- さまざまな視点や経験を尊重する
- 建設的な批判を円満に受け入れる
- コミュニティに最適なものを重視する
- 他のコミュニティメンバーに対して礼儀と敬意を示す

誰かが行動規範に違反していると思われる場合は、このフォームを記入しカーペントリーズの行動規範委員会に報告してください。委員会は状況に対処するための適切な措置を講じます。

1.1.2 行動規範 (詳細版)

パート 1. イントロダクション

カーペントリーズはコミュニティ主導のプロジェクトです。私たちは、コミュニティのすべての人の関わりを大切にしています。私たちは、学び、教え、貢献するための友好的で敬意のある場所を作ることに尽力しています。私たちのイベントやコミュニケーションへのすべての参加者は、他の人に敬意と礼儀を示すことが求められます。

何が求められているかを明確にするために、カーペントリーズの活動に参加するすべての人は、行動規範に準拠する必要があります。この行動規範は、ワークショップ、メーリングリスト、GitHub、Slack、Twitter などのオンラインフォーラムを含む (しかしこれらに限定されない) カーペントリーズが管理するすべてのスペースに適用されます。ワークショップの主催者は、行動規範の施行を支援することが求められます。

カーペントリーズの行動規範委員会は、行動規範を施行する責任があります。委員会には coc@carpentries.org に電子メールを送ることで連絡できます。すべての報告は行動規範委員会によってレビューされ、機密が保持されます。

パート 2. カーペントリーズの行動規範

カーペントリーズは、生い立ちや身元に関係なく、すべての人々に歓迎的で支援的な環境を提供することに専念しています。そのため、教師や学習者を軽視したり、他人を排除したり、脅迫したり、不快感を与えたりするような行動は容認しません。私たちは、性同一性と表現、性的指向、身体の障害、外見、体の大きさ、市民権、国籍、民族的または社会的出身、妊娠、家族的なステータス、熟練度のステータス、遺伝情報、宗教もしくは信仰 (またはその欠如)、国家の少数派民族の一員、財産、年齢、教育、社会-経済的なステータス、技術的選択、そして経験レベルを含む (しかしこれらに限定されない) 特性に基づく差別または嫌がらせを容認しません。

カーペントリーズの活動に参加するすべての人は、この行動規範に準拠する必要があります。この行動規範は、ワークショップ、メーリングリスト、GitHub、Slack、Twitter などのオンラインフォーラムを含む (しかしこれらに限定されない) カーペントリーズが管理するすべてのスペースに適用されます。ワークショップの主催者は、行動規範の施行を支援することが求められます。Âă 参加者は、参加することにより、カーペントリーズが行動規範のインシデントを解決する手順に同意したことを示します。これには、個人情報の保存と処理が含まれる場合があります。

パート 2.1 求められる行動

私たちのイベントやコミュニケーションのすべての参加者は、他の人に敬意と礼儀を示すことが求められます。 すべてのやり取りは、プラットフォームに関係なく、オンラインまたは対面でプロフェッショナルである必要があります。 ポジティブでプロフェッショナルな学習環境を育むために、カーペントリーズのすべてのイベントとプラットフォームで次のような行動をとることをお勧めします。

- 歓迎的で一部の人に限定しない言葉を使う
- さまざまな視点や経験を尊重する
- 建設的な批判を円満に受け入れる
- コミュニティに最適なものを重視する

- 他のコミュニティメンバーに対して礼儀と敬意を示す

注: 詳細な推奨事項については、4 つのソーシャルルールを参照してください。(訳注: 4 つのソーシャルルールはまだ翻訳していません)

パート 2.2 容認できない行動

カーペントリーズのイベント/プラットフォームの参加者による容認できない行動の例は次のとおりです:

- 特定のグループのメンバーシップに基づいて人々を除外する効果のある書面または口頭のコメント
- ストーカー行為、フォロー、脅迫などを通じて、誰かの安全を恐れさせる
- 他人に対する暴力的な脅迫や言葉遣い
- 性的または暴力的な画像の表示
- 歓迎されない性的注意
- 合意に基づかない、または歓迎されない物理的接触
- 話し合い、イベント、コミュニケーションの継続した妨害
- 侮辱したり悪口を言う
- 性差別主義者、人種差別主義者、同性愛嫌悪、トランスジェンダー嫌悪、障害者差別、または排他的なジョーク
- 過度の罵倒
- 暴力、自殺、または自傷行為への扇動
- 停止を求められた後も、誰かとのやり取り (写真撮影や録音を含む) を起こし続ける
- 同意なしのプライベートコミュニケーションの公開

パート 2.3 容認できない行動の結果

不適切な行動をやめるよう要求された参加者は、直ちに従うことが求められます。 これは、オンラインまたは対面でのすべてのカーペントリーズのイベントおよびプラットフォームに適用されます。 参加者がこの行動規範に違反する行動をとった場合、主催者は違反者に警告するか、イベントまたはプラットフォームを離れるように依頼するか (返金は行われません)、またカーペントリーズの行動規範委員会に行動規範違反を調査し、適切な制裁を課すように手配する可能性があります。

1.1.3 更新履歴

- Âă
- Âă
- Âă
- Âă
- Âă
- Âă

1.1.4 この書類の情報

Âă

1.2 行動規範インシデント対応ガイドライン

行動規範インシデントの報告方法に関する情報は、行動規範インシデント報告ガイドライン にまとめられています。

以下のチェックリストは、行動規範委員会に報告する__前__に、行動規範インシデントの可能性をはらんでいる間にコミュニティメンバー (ワークショップの主催者、 インストラクター、ヘルパーなど）が実行できる手順の概要を示しています。行動規範を気兼ねなく実施するほど経験があったりやトレーニングを受けているわけでもなく、困難な状況に遭遇することもあるかもしれません。これらのガイドラインは、インシデント中に他のコミュニティメンバーとあなた自身を支援するのに役立つことを目的としています。

すべてのカーペントリーズのコミュニティメンバーは、行動規範を実施する権限があり、必要だと判断したら、気兼ねなく実施できることになっています。

理想的には、どんな場合でも私たち全員がインシデントを静めることができます。しかし、実際には、各自の経験とインシデントが起こった環境によって、取れる対策が変わることがあります。以下は、あなたが被害者を支援できる方法と、インシデントの最中または直後にあなたが取れるインシデントに対する手段です。

可能であれば、第三者から観察しているのではなく、状況が更に悪化しないように積極的に行動を取ってください。不適切なことが起こっているのを見つけたら、声を上げてください。あなたが介入することには抵抗があるけれども、他の誰かがそうすべきだと感じた場合は、ワークショップの主催者またはインストラクターに直接レポートするか、行動規範インシデントレポートフォームを介して行動規範委員会にレポートしてください。

1.2.1 早急な応答

インシデントへの最初の対応は非常に重要であり、カーペントリーズコミュニティの基調を定めます。インシデントの重大度や詳細によっては、迅速な対応が必要になる場合があります。インシデントが物理的な危険を伴う場合、または誰かの安全に対する脅威 (例えば、暴力の脅威) を伴う場合、コミュニティメンバーは、安全を守るために直ちに行動して差し支えありません -- そしてそうすべきです --。これには、緊急または危機の際の頼みとなる援助への連絡が含まれる場合があります。

1.2.2 インシデントの進行中

対面またはオンラインでインシデントが進行中の場合、コミュニティメンバー (ワークショップの主催者、インストラクター、ヘルパー) はすぐに行動し、状況を落ち着かせるためにコミュニティメンバーが利用できるいかなるツールを用いても構いません。コミュニティメンバー個人ががすぐに行動する状況では、できるだけ早くワークショップの主催者に通知し、インシデントから 24 時間以内にレビューのために行動規範委員会にその行動をレポートする必要があります。即時対応が必要な場合は、即時対応チェックリストをご覧ください。

1.2.3 インシデントに対応するためのチェックリスト

即時対応チェックリスト

- インシデントに即座に対応するために、ファーストレスポンダー (法執行機関など) が必要かどうかを見積ります。もし必要そうなら、レポーター（被害者）にあなたと一緒にいて、適切な緊急応答番号に電話をかけるように頼んでください。
- 参加者の安全に対する一般的な脅威がある場合は、世間に認められた緊急対応番号に連絡してください。
- 個人が身体的に安全である場合は、レポーター（被害者）の要求があった場合にのみ法執行機関または警備員に連絡してください
- インシデントを報告する法的義務があるかどうかを含めて、インシデントの処理に関する地域のガイドラインに従ってください。

対面イベントチェックリスト (カーペントリーズのワークショップ, CarpentryCon, CarpentryConnect, カーペントリーズのインストラクターのトレーニング)

- 参加者の安全を確保します。
- そうでない場合は、**即時対応チェックリスト**を参照してください。
- レポーターの話を聞き、できるだけ多くの詳細を書き留めてください。
- 行動規範インシデントレポートフォームを介してインシデントを報告するようにレポーター（被害者）に依頼してください。レポーター（被害者）があなたにレポートを完成させてほしいと望む場合、レポーター（被害者）の助けを借りてレポートを完成させてください。

- ワークショップの主催者に、インシデントが発生したこと、およびインシデントレポートフォームを介してレポートが送信されたことを通知します。インシデントがワークショップの主催者に関係している場合は、インシデントレポートフォームを介して行動規範委員会に直接インシデントをレポートしてください。

オンラインイベントとコミュニケーションチャネルのチェックリスト (ティーチングデモ、コミュニティの議論、カーペントリーズのインストラクターのトレーニング、Slack チャンネル、TopicBox)

- イベントの主催者/会議の進行役に問題があったことを通知し、インシデントレポートフォームを介してレポートを送信します。
- インシデントがイベント主催者/会議の進行役に関係している場合は、インシデントレポートフォームに記入してください。機密保持とコミュニティでの経験が最優先事項ですのでご安心ください。

コミュニティメンバーがオンラインイベントを介して行動規範に違反した場合、行動規範委員会は短期の一時停止を制定でき、行動規範委員会が報告された調査を終了するまで、すべてのカーペントリーズのコミュニケーションチャネルに対する報告された人の権限を一時的に止めることができます。

報告された人は、しばしば動揺したり、自己防衛したり、報告を否定したりします。その人にインシデントに関する追加の詳細を提供することを許してあげてください。ただし、次の点に注意してください:

- 誰かを傷つけるつもりがなかったかどうかは関係ありません; その行動はやはり参加者に悪影響を及ぼしました。
- 報告された人を安心させたり許したりするのはあなたの仕事ではありません。
- 報告された人がレポーターまたは影響を受けた人に謝罪することを許可しないでください。多くの場合、謝罪は、影響を受けた人ではなく、報告された人の感情を中心にしています。あなたはその謝罪を受け入れてそれを伝えても構いませんが、それがレポーター（被害者）に悪影響を与えると思うならあなたはそうする必要はありません。

1.3 行動規範インシデント報告ガイドライン

1.3.1 行動規範インシデントの可能性があるものの報告の仕方

カーペントリーズのワークショップ、対面イベント、またはオンラインイベントやコミュニケーションチャンネルのいずれかに参加していて、誰かが身の危険にさらされていると思われた場合は、ワークショップの主催者、インストラクター、または別のコミュニティメンバーに依頼し、適切な緊急対応要員（警察、危機ホットラインなど）に連絡してください。カーペントリーズのワークショップや対面イベントの前に、イベント主催者は緊急連絡先番号と現地での手順を決める必要があります。

カーペントリーズのイベント中またはカーペントリーズのオンラインスペースで誰かが行動規範に違反したと思われる場合は、報告してください。インシデントがカーペントリーズの管理下にある場所で起こったかどうかわからない場合でも、インシデントを報告するようお願いします。行動規範インシデントレポートフォームの全ての項目

に記入し、レポートを提出することをお勧めします。フォームは匿名で記入することも、連絡先情報を含めることもできます。

行動規範インシデントレポートを提出する

行動規範委員会は、すべてのインシデントレポートを真剣に受け止め、施行ガイドラインに従ってすべてのレポートをレビューします。レポートはレビューを保証しますが、必ずしも何らかのアクションが行われるわけではありません。

1.3.2 代替の連絡先

他の方法でお問い合わせをご希望の場合は、coc@carpentries.org 宛ての e メールがすべての行動規範委員会のメンバーの目に入るようになっています。行動規範委員会への報告に不安がある場合は、カーペントリーズの指定オンブズマンである Cam Macdonell に confidential@carpentries.org でインシデントを報告することもできます。

カーペントリーズのエグゼクティブディレクター (Kari L. Jordan) には、電話 +1-407-476-6131 または e メール kariljordan@carpentries.org で連絡できます。

1.3.3 守秘義務

匿名でインシデントを報告することを歓迎します。ただし、インシデントレポートの進捗状況について誰かにフォローアップしてもらうことを望まれる場合は、連絡先情報を提供していただく必要があります。

すべての報告は秘密に保たれ、その詳細は行動規範委員会のメンバーとのみ共有されます。行動規範委員会のメンバーが報告に関与している場合、メンバーは進行中の会話から身を引くように求められ、施行の決定がなされた後は報告にアクセスできなくなります。解決措置には、行動規範委員会からのそのメンバーの削除も含まれる場合があります。

まれに、行動規範委員会がコミュニティメンバーのメンバーシップを一時的に止める場合があります。このような場合、コミュニティへの将来の危害を防ぐために、執行評議会とカーペントリーズコアチームに通知され、カーペントリーズコアチームの即時対応チェックリストが採用されます。

一部のインシデントは 1 対 1 のやり取りで発生し、詳細は匿名化されていますが、報告された人は誰が報告したかを推測できる場合があります。報復や個人の安全について懸念がある場合は、レポートでそれらの懸念を注記してください。コミュニティメンバーの安全を守りながらサポートできるように、インシデントを報告することをお勧めします。匿名化されたいくつかのレポートをある行動のパターンにまとめ、そのパターンに対して措置を取る場合もあり得ます。

行動規範委員会は、インシデントとそれに対して取られた措置について公の声明を出すべきであると決定する場合があります。その場合、すべてのレポーターと被報告者の身元は、それらの個人が行動規範委員会に別段の指示をしない限り、秘密にされます。

1.3.4 レポートデータ

レポートは最小限の詳細で匿名で提出できます。あなたが詳細を書けない場合でも、我々はインシデントが発生したものとしてそれを意識します。ですが、私たちが行動できる範囲は、あなたから提供される情報の量に依ります。

コミュニティメンバーがカーペントリーズコミュニティへの参加を一時的に止められた場合、インシデントに関する情報が関連するカーペントリーズの担当者に伝達される場合があります。その場合、期間限定停止チェックリストが用いられます。

1.3.5 レポーターのフォローアップ

行動規範インシデントレポートフォームの手順に従ってレビューとフォローアップを行います。

1.4 Code of Conduct Incident Response Procedure and Enforcement Guidelines

This document outlines the Incident Response Procedure and Enforcement Guidelines followed by The Carpentries Code of Conduct Committee (CoCc) once an incident report is received through the incident report form or other channels. These guidelines are used when the CoCc reviews and resolves incidents to ensure consistency, transparency, and fairness. The Carpentries has access to legal support through our fiscal sponsor, Community Initiatives, should there be a need.

The CoC committee will attempt to ensure your safety and help with any immediate needs, particularly at in-person events. The incident reporter(s) will receive an email from the Code of Conduct committee acknowledging receipt of an incident report within 24 hours of the form submission, and we aim for the same response time through other channels.

If there is an ongoing incident or a threat to physical safety, the committee ' s immediate priority will be to protect everyone involved. This means we may delay an "official" response until we believe that the situation has ended and that everyone is physically safe.

The committee will make all efforts to meet within two business days to review the incident and determine next steps. Once the committee has a complete account of the events, they will make a decision as to how to respond. Examples of possible incident responses are outlined in The Carpentries Enforcement Guidelines. The committee will respond within one week to the original reporter with either a resolution or an explanation of why the situation is not yet resolved.

Once the committee has determined its resolution, the original reporter will be contacted to let them know what action (if any) will be taken. The committee will take into account feedback from the reporter on the appropriateness of its response but may decide not to act on that feedback.

Finally, the Chair of the Code of Conduct Committee and Executive Council Liaison will write up a transparency

report for incidents reported through the incident report form or other channels. Names of the reporter and any persons involved in the incident will not be included unless the resolution results in a termed suspension. The Executive Council may choose to make a public report of the incident while maintaining anonymity of those involved.

1.4.1 Terminology

- **Reporter**: Person reporting an incident.
- **Reportee**: Person being reported.
- **Incident Response Group (IRG)**: Group of people who work on a specific incident. There will be a minimum of three people from the CoC committee on each IRG.
- **Incident Response Lead (IRL)**: Person on the CoC committee heading the IRG. This person is appointed on a per-incident basis by the IRG.

1.4.2 Incident Response Procedure for The Carpentries Code of Conduct Committee

The following is a summary of the steps the Code of Conduct Committee takes when responding to an incident reported via the incident report form. More detailed information is also provided below the summary.

- If there is a need for an immediate response (physical danger, disruption in a workshop, ongoing online conversation) communicated through any channel, the CoCc can activate the Termed Suspension Checklist.
- For non-immediate responses submitted via the incident report form, an auto-generated email is sent to the Code of Conduct committee that a report has been received.
- An auto-response is sent to the reporter acknowledging that the incident report was received via the secure form.
- The first person on the Code of Conduct committee to see the report reviews it and provides an initial response to the reporter within 24 hours of the report being submitted or immediately, if safety is an issue.
- This response will include a timeline of what to expect as the Code of Conduct committee works to provide a resolution.
- The first person on the Code of Conduct committee to see the report completes an incident data collection form to share with the CoC Committee.
- A minimum of three members of the Code of Conduct Committee (the Incident Response Group (IRG)) meet to discuss the incident. The incident report document is shared with the IRG prior to this meeting.
- An Incident Response Lead (IRL) is appointed by the IRG.
- The IRG determines if the incident occurred in a Carpentries space and is therefore appropriate to review.

- The IRG reviews all of the information included in the incident report and determines whether more information is needed. If so, that information is requested from the reporter.
- The IRL contacts the reportee(s) to set up a meeting, if necessary. At least two IRG members should be present at the meeting with the reportee(s).
- An optional meeting with the reporter takes place to obtain more information. At least two members of the IRG should be present at the meeting.
- After further collection and review of information, if needed, the IRG determines a resolution. Possible *resolutions* are located in this documentation and include, but are not limited to, a private reprimand, public reprimand, and termed suspension.
- The IRL updates the reporter and solicits feedback on the resolution. Feedback may or may not be used to update the resolution.
- The IRL updates the reportee(s).
- The Core Team Liaison determines whether the Termed Suspension Checklist should be employed or other actions taken.
- Essential personnel are notified to implement any actions. Report details remain confidential.
- Decisions and outcomes are logged on the private Code of Conduct Committee GitHub repository.
- The Chair of the Code of Conduct Committee and Executive Council Liaison write up a transparency report.

1.4.3 Report Acknowledgement

When a report is received, any one of the Code of Conduct committee members will reply to the reporter to confirm receipt. This reply will be sent within 24 hours of the incident being reported, and the CoCc will strive to respond much more quickly than that.

For details about what the incident report should contain, see the Incident Reporting Guidelines. If a report does not contain enough information, the committee will attempt to obtain all relevant information to resolve the incident. The committee is empowered to act on the behalf of The Carpentries in contacting any individuals involved, unless this is not requested by the reporter. **Protecting the safety of the reporter is the priority in any incident report or review.** The committee is also empowered to act if any of its members become aware of ongoing behaviour that, taken as a whole over a long time period, is inappropriate.

1.4.4 Incident Response Assessment

Upon receiving a report of an incident, at least three members of the CoCc will form the Incident Response Group (IRG). The IRG will meet to:

- Assign an Incident Response Lead (IRL).
- Review report documentation to determine the content and context of the incident.
- Consult documentation of past incidents for patterns of behaviour (if available and applicable).
- Discuss appropriate resolutions to the incident.
- Determine the follow up actions for the reportee, reporter and anyone else named in the report who may have been impacted.

The deliberations of the incident response assessment will be stored in the Code of Conduct Committee ' s private GitHub repository.

The committee will aim to have a resolution agreed upon within one week of receipt of the incident response form. In the event that a resolution cannot be determined in that time, the IRL will respond to the reporter(s) with an update and projected timeline for resolution.

1.4.5 Following up with the Reportee

When following up with the reportee, the CoCc representatives will:

- Explain that an incident was reported that involves the reportee.
- In this explanation, the focus will be on the impact of their behaviour, not their intent.
- Reiterate the Code of Conduct and that their behaviour was deemed inappropriate.
- Provide concrete examples of how they can improve their behaviour.
- Give them the opportunity to state their view of the incident.
- Remind them of the consequences of their behaviour, or future consequences if the behaviour is repeated.
- Explain the possible resolutions that may be enforced should the CoCc determine there is a breach.

1.4.6 Resolutions

The committee must agree on a resolution by the majority of all members investigating the incident in question. If the committee cannot reach a majority decision and deadlocks for over one week, they will turn the matter over to the Executive Council for resolution.

What follows are examples of possible resolutions to an incident report. This list is not comprehensive, and The Carpentries Code of Conduct Committee reserves the right to take any action it deems necessary to resolve an incident. Possible resolutions to an incident include:

- Nothing, if the Code of Conduct committee determined there was no breach in the Code of Conduct.
- A private verbal reprimand from the committee to the individual(s) involved.
- This conversation may happen in person, over video conference call, or by phone.
- The IRL will write a short report of the conversation to be shared with the reportee for verification purposes and then shared with the CoCc and maintained on record in the private GitHub repository.
- A private emailed reprimand from the committee to the individual(s) involved.
- The IRL will deliver a reprimand to the individual(s) over email, cc'ing the Code of Conduct Committee.
- Requiring that the reportee avoid any interaction with, and physical proximity to, another person for the remainder of The Carpentries event.
- Refusal of alcoholic beverage purchases by the reportee at Carpentries events.
- Ending a talk that violates the Code of Conduct early.
- Not publishing the video or slides of a talk that violated the Code of Conduct.
- Not allowing a speaker who violated the Code of Conduct to give (further) talks at Carpentries workshops or events now or in the future.
- Requiring that the reportee not volunteer for future Carpentries events either indefinitely or for a certain time period determined by the CoCc.
- Requiring that the reportee refund any travel grant funding they received.
- Requiring that the reportee immediately leave an event and not return.
- Immediately ending any volunteer responsibilities and privileges the reportee holds.
- A public announcement of an incident, ideally in the same venue that the violation occurred (i.e. on the listserv for a listserv violation; GitHub for a GitHub violation, etc.).
- The CoCc may choose to publish this message elsewhere for posterity.

- An imposed suspension (i.e. asking someone to "take a week off" from a listserv or The Carpentries ' GitHub repos).
- The IRL will communicate this suspension to the reportee. They will be asked to take this suspension voluntarily, but if they do not agree, then a temporary ban may be imposed to enforce this suspension.
- A permanent or temporary ban from some or all Carpentries spaces (listservs, GitHub, in-person events including workshops, etc).
- The CoC committee will maintain records of all such bans so that they may be reviewed in the future, extended to new Carpentries communication forums, or otherwise maintained.
- Assistance to the complainant with a report to other bodies, for example, institutional offices or appropriate law enforcement agencies.

Once a resolution is agreed upon, but before it is enacted, the IRL will contact the reporter and any other affected parties to explain the proposed resolution. The IRL will ask if this resolution is acceptable and must note feedback for the record. However, the CoC committee is not required to act on this feedback.

1.4.7 Appeal Process

Any individual(s) involved in a Code of Conduct report handled by CoC committee (CoCc) has the right to appeal a decision made by the committee. An appeal can be made directly to the CoCc (email: coc@carpentries.org) or to the ombudsperson (email: confidential@carpentries.org) by sending an email with subject line **Code of Conduct Incident Appeal**.

The email should include documentation related to the incident to support the appeal. The said documentation may include, but does not have to be limited to:

- Information from the reportee justifying reasoning for the appeal.
- Letters of support from community members.
- Statements from other individuals involved in the incident to support the appeal.

Appeals can be requested up to 30 days after a resolution has been determined.

1.4.8 Accountability

The CoC committee will submit a report to The Carpentries Executive Council and The Carpentries Executive Director in the event of an ongoing resolution, such as a termed suspension or ban.

The CoC committee will never publicly discuss the details of an incident; any public statements will be made by The Carpentries Executive Council.

At the end of every quarter, the Executive Council will publish an aggregated count of the incidents the Code of Conduct Committee reviewed, indicating how many reports it received, how many incidents it investigated independently, how many times it acted unilaterally, and, for each of these, under which part of the Code of Conduct the incident was classified.

1.4.9 Conflicts of Interest

In the event of any conflict of interest (a committee member, their family member, or someone with whom the committee member has a close academic or employment relationship is involved in a complaint), the committee member must immediately notify the other members and recuse themselves if necessary.

In the case that a CoCc member is involved in a report, the member will be asked to recuse themselves from ongoing conversations, and they will not have access to reports after the enforcement decision has been made. Resolution action may also include removal of that member from the Code of Conduct committee.

1.5 行動規範一時停止ガイドライン

1.5.1 The Carpentries Termed Suspension Checklist

As a part of their enforcement options, The Carpentries Code of Conduct (CoC) committee can place a community member in Termed Suspension, where the community member is removed from all Carpentries engagement for a period of time.

The goal of a Termed Suspension is to 1) limit a person's participation in virtual and in-person Carpentries spaces for a set time to create a safe space for the community, and 2) to give time and opportunity for the individual to review their response to the incident and demonstrate immediate, ongoing, and demonstrable changes as evaluated by the CoC committee before possible reinstatement.

In most cases, a Termed Suspension will only be enacted after an incident has been reviewed by the CoC committee and a resolution is reached. However, in severe situations, in particular where there is active harassment, the CoC committee may enact an immediate short-term Termed Suspension while an incident is under review.

If there is a decision for a Termed Suspension, the following checklist is followed by the appropriate personnel to enact the Termed Suspension. In accordance with CoC confidentiality guidelines, only essential personnel will be involved in implementation of these actions.

1.5.2 Online Communication and Communities

Revoke access from the following communication channels and communities:

- Email lists on TopicBox
- Email lists on Google Groups including but not limited to:
  - Library Carpentry Governance Group
  - Library Carpentry Maintainer Onboarding
  - Code of Conduct Committee
  - Carpentries Mentoring Groups
- Twitter:
  - @datacarpentry
  - @swcarpentry
  - @libcarpentry
  - @thecarpentries
- Blogs
  - Data Carpentry
  - Software Carpentry
  - Library Carpentry
  - The Carpentries
- GitHub (including but not limited to carpentries, datacarpentry, swcarpentry, librarycarpentry, data-lessons, carpentrieslab)
- Gitter - Library Carpentry Lobby
- Slack
- Facebook
- LinkedIn Carpentries and LinkedIn Instructors

Additionally, the community member will not be allowed to attend community discussions.

1.5.3 Teaching Workshops

The suspended member will, for the duration of their suspension:

- Be asked not to sign up for workshops on the Instructor Spreadsheet.
- Not be able to participate as a helper at any workshops.
- Be removed from Eventbrite login access.
- Not be allowed to plan self-organised workshops.
- Not be allowed to request or host centrally coordinated workshops.
- Not be listed as an instructor on the “ Instructors ” webpage.
- Be removed from the instructors email list.

1.5.4 Organising Workshops

If the suspended member is a Regional Coordinator or serves in another role whereby they organise workshops for The Carpentries, for the duration of their suspension they will not have access to:

- LastPass
- AMY
- Regional Email
- Asana
- HelpScout
- Zoom
- Regional Coordinators Slack Channel
- Regional Coordinators Email List

1.5.5 Instructor Training

The suspended member will, for the duration of their suspension, be removed from the “ Our Trainers ” web page. Additionally, the suspended member will not be allowed to:

- Teach Instructor Training or lead teaching demonstration sessions. The Deputy Director of Instructor Training (DDIT) will check the teaching demo Etherpad to ensure that the suspended member is not signed up to lead teaching demonstrations and will find a replacement Trainer as needed.

- Join Trainer meetings. The DDIT will check the meeting Etherpad, and if the suspended member is signed up to attend, will email them if needed to confirm they will not be in attendance.
- Post pull requests (PRs), issues, or comments to the Instructor Training GitHub repository. Write or administrative access to repositories will be removed for the duration of the suspension.
- Post to the Trainers Slack channel or mailing lists. The suspended member will be removed from these lists for the duration of their suspension.
- Participate in review of applications for open instructor training or Trainer training. Participate as a learner in instructor training.

1.5.6 Trainer Training

The suspended member will not be allowed to participate in Trainer Training (if they are currently enrolled) and will not be accepted for Trainer Training (if they apply during the suspension period). Additionally, they will not be allowed to shadow a current Carpentries Trainer. They may apply or reapply for future rounds of Trainer Training.

1.5.7 Member Organisation and Local Activities

The suspended member shall not be involved in officially branded Carpentries workshops or activities at the member or local site for the duration of the suspension. We expect the suspended member to assert that they will be able to carry out this suspension accordingly and to notify the CoC committee if this suspension will interfere with their expected employment duties.

If the suspension does affect employment duties or the suspended member is the key contact for a member site, the member will work with The Carpentries Executive Director to determine a course of action.

1.5.8 Lesson Development and Maintenance

The suspended member will not be allowed to post PRs, issues, or comments to any repository in the carpentries, including but not limited to datacarpentry, swcarpentry, library carpentry, data-lessons, and carpentrieslab organisations. Administrative or write privileges to repositories in these organisations will be removed for the duration of the suspension.

If the suspended member is a Maintainer, their name will be removed from the lessons page and they will not appear on the Maintainers page for the duration of their suspension.

1.5.9 Executive Council

If the suspended member is a member of the Executive Council, they will not participate in Executive Council responsibilities and will be removed from the Executive Council repositories and list of Executive Council members on the website for the duration of their suspension. The Executive Council will review the CoC incident to determine if a suspension will affect their long term position on the Executive Council.

1.5.10 Committees, Task Forces, and Other Interactions

Involvement in all committees, communities, and task forces (African Task Force, Carpentries en LatinoAmÃl'rica, etc.) will be suspended.

1.5.11 Other Interactions

- The suspended members ability to sign in to AMY to manage their own profile or other tasks will be revoked for the duration of their suspension.

1.6 Membership Agreement for the Code of Conduct (CoC) Committee

This document describes the responsibilities that the members of the Code of Conduct committee (CoCc) must agree to meet in order to fulfill the requirements of their roles on the committee.

> *The committee is what turns a code of conduct from a written document into meaningful action.*Valerie Aurora, FrameShift Consulting

1.6.1 Core Membership Agreement:

The main purpose of the CoCc is to: establish, maintain and uphold the Code of Conduct; educate members of the community of policies and behaviors that can help create a more inclusive and welcoming environment; and protect all members from harm in community spaces.

In order to uphold the CoC, the CoCc members will:

- support the objectives and mission of The Carpentries by abiding by its CoC and other policies and procedures.
- learn about the Code of Conduct and reporting guidelines, and as CoC advocates, bring awareness of it into any Community spaces that they are part of.

- understand and be comfortable to act on CoC related reports as per the enforcement guidelines put in place for the relevant community spaces.
- actively help develop and maintain existing and new documents to facilitate the work of the CoCc.
- avoid *conflicts of interest* [1] when processing CoC related reports. Failure to declare a conflict of interest may be considered a breach of the CoC.
- maintain the confidentiality of any reported incidents, the identity of persons involved and discussions that take place within the committee.
- not make any comments about any matters that they have been informed of as part of their duties as a CoCc member unless authorized to do so.
- hold themselves accountable for their responsibilities as trustees and understand that they are expected to follow through on their commitments.
- respect and promote diversity, equity, and inclusion in the community and act in the best interests of the Carpentries community impartially, putting aside any individual affiliations such as organizations or other Carpentries committees, and personal biases.

1.6.2 Further Roles and Responsibilities:

In addition to the core membership agreement, CoCc members will be required to:

- support the committee chair and the designated Core Team liaison in collective decision making. In order to do so, they will prepare fully for meetings, which will include reading reports and related documents carefully, querying anything they do not understand, thinking through issues before meetings and completing any tasks assigned to them.
- attend in the order of 75% of all *CoCc Business meetings* [2]. In these meetings, CoCc members will actively engage in discussion, voting and contributing in a constructive way, listening carefully, challenging sensitively and avoiding conflict.
- promptly respond to emails, or, if they realize they will be out of touch for a while, inform the committee chair.
- participate in any training that is organized to support the work of the committee, and to responsibly use any technical solutions that the CoCc is asked to use in order to maintain the security and privacy of personal information conveyed to the committee.

[1] Note on *Conflicts of Interest*:

A conflict of interest is a situation where a member of the CoCc could be perceived to not act in the interest of the Carpentries and the members of the community. Such situations can, for instance, occur when the members have close ties with one of the parties in a CoC incident (e.g. family relationships, close friendships, business ties, or even personal considerations). Such conflicts of interest may make it difficult to fulfill their duties impartially.

If any member of the committee happens to face a conflict of interest while handling a case, they are expected to:

- inform the chair of the CoCc and/or the full committee of the conflict of interest,
- not be involved in the case, and if required, temporarily leave their position as a CoCc member to avoid any bias.

[2] Note on the *CoCc Meetings*:

The committee conducts two types of meetings:

- **Business meetings**: these are meetings where we discuss the status of current documents, issues brought to us by the community and other CoC related matters.
- **Incident report related meetings**: in these meetings those that have volunteered to decide the course of action for a reported incident meet and discuss the situation. To decide on an issue, a minimum of 3 members must participate, thus not all members need to participate in every case.

Onboarding of new committee members:

New committee members will be included in committee discussions only after they have fulfilled the onboarding requirements specified by the CoCc and The Carpentries Executive Council.

Leaving the Committee:

- If a CoCc member wishes to leave the committee at any time, they will inform the Committee chair in advance (giving enough notice to hand-over their responsibility) in writing, stating their reasons for leaving.
- Breach of any part of the CoC by any CoCc member may result in a fair procedure being put in motion that may result in them being asked to resign from the CoCc. Should this happen they will be given the opportunity to be heard. In the event they are asked to resign from the committee, they will accept the majority decision of the committee in this matter and resign at the earliest opportunity.

1.6.3 Relevant information:

- CoC committee: https://carpentries.org/coc-ctte
- CoC Handbook Documentation

1.6.4 References:

- This document is largely based on "The Code of Good Governance, DIY Committee Guide, 2016" http://www.diycommitteeguide.org/download/example-code-of-conduct-volunteer-now
- How to Respond to Code of Conduct Reports, Valerie Aurora and Mary Gardiner, 2018

1.7 Code of Conduct Committee Governance

1.7.1 Membership

Any voting member of the Carpentries community, as defined in The Carpentries bylaws, may express their interest to volunteer to sit on the Code of Conduct Committee (CoCc) (the Committee). The Committee will onboard its members on a yearly basis through open calls and from available volunteers. The Executive Council (EC) will be notified about any new members. New members will undergo an application and onboarding process before they are officially seated on the Committee.

1.7.2 Onboarding and training

The onboarding process is determined by the Committee, and the EC will be notified about this process. New members are not immediately seated on the Committee, and thus not included in issue resolution, until after onboarding is completed.

The current onboarding process involves reading assignments in The Carpentries Code of Conduct documents and selected chapters from How to respond to Code of Conduct Reports (by Valerie Aurora, based on a short guide written by Mary Gardiner). Additionally, incident response training will be organised for the new and existing members to ensure they can confidently serve on the committee.

1.7.3 Administration

The Committee consists of a minimum of five members; approximately 10 is recommended. The Committee, in addition, has a liaison from the Carpentries Core Team and a liaison from the EC. The liaisons have the responsibility of informing the CoCc of anything that is relevant from their respective groups. They are also responsible for conveying issues and updates to their respective groups from the CoCc that are relevant for them while respecting the confidentiality requirements of the Committee.

The Committee has two chairs - a Governance Chair and an Incident Response Chair. These individuals are responsible for guiding the Committee ' s work.

1.7.4 Voting

The CoCc participates in two types of voting - votes about incidents and those not about incidents (e.g. business, policy, administrative matters).

Non-incident voting

For non-incident related matters, the Committee passes votes with a simple majority of the non-liaison members, with the Governance Chair breaking any ties. The Carpentries Core Team and Executive Council liaisons do not vote on motions, but are welcome to provide feedback and insight.Quorum in meetings is more than 50% of the non-liaison CoCc members.

Incident voting

For incident related matters, the liaisons to the CoCc will abstain from voting, unless their vote is needed to ensure that an incident or other need can be responded to in a timely manner according to the Incident Response Guidelines. The Incidence Response Lead of the Incident Response group will make this decision and indicate that a liaison vote will be necessary to resolve the incident.

Should the Executive Council liaison participate in a CoCc vote, and that resolution is appealed before the Executive Council, the liaison member will abstain from that appeal vote.

1.7.5 Terms of office

The expected term of office for each Committee member is one to three years, however, members may remain longer if continuity of the Committee is a concern. During their time on the Committee, members may temporarily withdraw from Committee work for up to 3 months provided they inform the Governance Chair in writing. If the members are unavailable for longer than 3 months, they will be asked to take a leave from the Committee. They may volunteer to rejoin when they are available again following the onboarding procedure described earlier in the document. This will

allow us to maintain privacy for the reports that will be handled in their absence and create an opportunity for new members to join the Committee.

The Chairs are expected to sit for approximately one year. New Chairs are selected from among those who have been on the Committee for at least one year. One of the available members can volunteer to be elected to take on the role of a Chair.

1.7.6 Main duties of the position holders

All members of the CoCc must read, understand and abide by the membership agreement. In addition to the roles and responsibilities outlined in the membership agreement (e.g. engaging in GitHub issues and reviewing transparency reports), committee officers have the duties outlined below.

Chairs ' roles

- The CoCc utilises two Chair positions, Governance Chair and Incident Response Chair, who share leadership and operational responsibilities. Both the Chairs will share the following responsibilities:
- Keep an overview of the ongoing work in the Committee
- Draft and review new policies with other members of the Committee
- Assign Committee related tasks to the Committee members fairly
- Help and support other members in using tools and approaches effective for the Committee ' s work
- Plan training scheduled for Committee members and other stakeholders of CoC enforcement on a yearly basis
- Communicate CoCc activities on via the Carpentries communications channels

Specific roles of the Governance Chair

- Schedule and chair business meetings quarterly
- Collect agenda points from Committee members for the business meetings
- Write, update, and maintain the business meeting minutes for the committee
- Co-edit and co-release transparency reports in collaboration with the EC liaison and Committee members
- Identify gaps in the current Code of Conduct, specifically governance, and raise them to the Committee

Specific roles of Incident Response Chair

- Monitor channels where the CoCc receives incident reports
- Organise incident response meetings for any new CoC incident report, and establish the Incident Response Group
- Support the Incident Response Group in documenting the incident -handling process, and in coordination with the Governance Chair, assist the Incident Response Group in communicating with the reporter and reportee
- Identify gaps in the current Code of Conduct, specifically in the incident reporting and incident-handling aspects, and raise them to the Committee

Core Team Liaison

- Represent the CoCc in any relevant communication with the Core Team
- Relay information to the Core Team members when required
- Intervene in any communication or potential incident in Carpentries online spaces that may lead to a CoC incident
- Notify and request a review from the Carpentries Executive Director regarding any public communication from the CoCc, when needed

EC Liaison

- Represent the CoCc in any relevant communication with the EC
- Relay information to the EC members when required
- Co-edit and co-release transparency reports with the Incident Response Chair
- Notify, and request a review if needed, from EC regarding any public communication from CoC committee

Incident Response Group ' s roles and responsibilities

- An Incident Response Group of a minimum of 3 people are convened for any reported incident
- An Incident Response Lead is selected in the Incident Response Group to ensure accountability of the report handling
- The Core Team liaison will create a collaborative document for each case and share with the Incident Response Group

- A note-taker will ensure that the notes are maintained for the Incident Response Group and shared with the Code of Conduct committee
- A time-keeper will notify the Incident Response Group of the various deadlines

以下は、カーペントリーズのコミュニティの使用される一般的な資料です。

第 2 章

方針

2.1 The Carpentries Privacy Policy

Effective date: 25 May 2018

This Privacy Policy covers personally identifiable information that may be provided to The Carpentries, including data provided at in-person events (e.g., workshops and conferences) and online. Changes to this Privacy Policy will be posted on this page. Any changes will only apply to information collected after the posted date of any such change. Additionally, information may be provided to governmental bodies and other entities as required by law. Information obtained and how it is used is described in sections below for

1. *Workshop participants*
2. *Instructors*
3. *Other volunteers*
4. *Online spaces*
5. *Opt-in surveys*
6. *All participants*

2.1.1 Definitions

- *Workshop participants* - people participating, including but not limited to as learner, helper, or instructor in a Carpentries workshop
- *Hosts* - people organising a workshop at their local site
- *Instructors and Trainers* - people who are teaching a Carpentries workshop

- *Instructor applicants and trainees* - people who have applied to become instructors or are in the process of completing certification
- *Lesson contributors and maintainers* - people who contribute to or maintain lessons
- *The Carpentries Core Team* - people employed by The Carpentries
- *Authorised administrators* - personnel, contractors or volunteers operating in an administrative capacity for The Carpentries as workshop or volunteer coordinators

How is personally identifiable information stored?

Personally identifiable information is stored in secure databases. Refer to *Limitations* section below.

Who has access to personally identifiable information?

Access will be limited to The Carpentries Core Team and authorised administrators.

2.1.2 Section 1: Workshop Participants

Workshop participants include Learners, Helpers and Hosts.

What information do we obtain?

We may obtain the name, email address and event attended of workshop participants. If you are a learner or helper, this information may be provided by you or by the workshop host. See *Section 5: Opt-in Surveys* for information on our Opt-In surveys.

How is this information used?

We use this information to communicate with participants, including sending workshop information and program evaluation forms. Names and email addresses may be shared with the workshop host for the purpose of workshop logistics. Additionally, we may use your information to contact you about additional opt-in opportunities for training, teaching, surveys and/or community engagement. This information may also be used for statistical purposes. We do not provide personally identifiable information to any third party. However, we may share de-identified aggregate or summary information regarding participants publicly or with volunteers, partners or third parties, including but not limited to funding entities. See *Section 6: All Participants* for further information.

2.1.3 Section 2: Instructors

Instructors includes Instructors, Trainers, Instructor Trainees and Instructor Applicants.

What information do we obtain?

We may obtain the name and email address of participants at instructor training events and of current instructors. This information may be provided by the participant or event host. If you choose to complete a volunteer/instructor profile, we may store your name, email address, gender, nearest airport location, organisational affiliation, occupation, ORCID ID, GitHub and Twitter handle, and personal URL.

How is this information used?

We use this information to communicate with Instructors, including for instructor training events, training completion materials, communication about the organisation, and opportunities to volunteer. Additionally, we may use volunteer information to contact you about additional opt-in opportunities for assessment, training, teaching, volunteering and/or community engagement. This information may also be used for statistical purposes. We do not provide personally identifiable information to any third party. However, we may share de-identified aggregate or summary information regarding instructors publicly or with volunteers, partners or third parties, including but not limited to funding entities. See *Section 6: All Participants* for further information.

2.1.4 Section 3: Other Volunteers

Other Volunteers includes Lesson contributors and maintainers and Volunteers for subcommittees or programs.

What information do we obtain?

We may obtain the name and email address of Other volunteers. If you choose to complete a volunteer/instructor profile, we may store your name, email address, gender, nearest airport location, organisational affiliation, occupation, ORCID ID, GitHub and Twitter handle, and personal URL.

How is this information used?

We use this information to communicate with Other volunteers, including communication about the organisation and opportunities to volunteer. Additionally, we may use volunteer information to contact you about additional opt-in opportunities for assessment, training, teaching, volunteering and/or community engagement. This information may also be used for statistical purposes. We do not provide personally identifiable information to any third party. However, we may share de-identified aggregate or summary information regarding volunteers publicly or with other volunteers, partners or third parties, including but not limited to funding entities. See *Section 6: All Participants* for further information.

2.1.5 Section 4: Online Spaces

This Privacy Policy is applicable to information that you provided/collected through physical (such as a paper form) and online means, including through our websites or other external online spaces (including but not limited to GitHub repositories, Etherpads, Google Documents, EventBrite and mailing lists). By using these spaces, you agree to the terms of this Privacy Policy. Some of these tools and services (including but not limited to GitHub, Google Documents, Eventbrite and SurveyMonkey) have their own independent privacy policies. See *Section 5: Opt-In Surveys*, for information specifically on survey information.

What information do we obtain?

We may collect information about visitors ' devices and browsers, such as browser version and type, IP address, website referred from and country of visitor. In addition, we may collect textual input (e.g. Etherpad entries) from you which may be associated with your name, affiliation and/or social media handles. If you provide financial information to pay for a workshop or partnership or make a donation, the transaction information will be processed on a third-party secured site. This information will only be accessible to our Core Team or authorised administrators and to the Core Team of our fiscal sponsor who is involved in processing financial transactions. We engage with third-parties (including but not limited to Square, WeDidIt, Eventbrite) to gather and collect this information securely and do not have access to or store any payment details in our systems.

What do we do with this information?

We use this information to improve our sites and services. In addition, we may use contact information that you provide to contact you about additional opt-in opportunities for assessment, training, teaching, and/or community engagement. This information may also be used for statistical purposes. We do not provide personally identifiable information to any third party. However, we may share de-identified aggregate or summary information regarding visitors publicly or with volunteers, partners or third parties, including but not limited to funding entities. We may use publicly available data of the external online services in programmatic analysis and evaluation. See *Section 6: All Participants* for further information.

2.1.6 Section 5: Opt-in Surveys

Community and workshop participants are invited to participate in a variety of opt-in surveys to better serve our community. These include but are not limited to pre-workshop and post-workshop surveys of learners and various survey instruments to evaluate programs or events.

What information do we obtain?

Opt-in surveys are entirely voluntary and information is not collected in a way that it is linked to personally identifiable responses without the respondent ' s consent to self-identify. Surveys collect information particular to the event or program being evaluated and optional information about the participant. Gender and ethnicity data, when collected, is only collected from participants in the United States.

What do we do with this information?

We use this information to help evaluate and improve programs, report on impact and outcomes and understand the needs and interests of our community. This information may be used for statistical purposes. We do not provide personally identifiable information to any third party. However, we may share de-identified aggregate or summary information publicly or with volunteers, partners or third parties, including but not limited to funding entities. Where we share open-ended responses or testimonials, we always do so anonymously or ask for explicit consent to allow de-identified responses. See *Section 6: All Participants* for further information.

2.1.7 Section 6: All Participants

Can I decide what communications to receive?

Yes. All communication with us is opt-in, except for participants receiving information about their program and for instructors, information required to maintain instructor status. You may occasionally be sent emails asking if you would like to opt-in to communication channels that we feel may be of interest to you (for example, a mailing list dedicated to your geographical area). In the absence of specific action from you, we will assume you choose not to join these channels.

Removing personal information

Participants may choose to disallow us from retaining their personal information at any time by notifying admin@carpentries.org. If you choose to exclude your information, we will delete your personal information from our databases. This may interfere with our ability to give you credit for training events you have completed or to contact you about upcoming events in your area.

Limitations

Your privacy is very important to us. However, due to the existing legal and technical environment (e.g., third party interception of information), we cannot ensure that your personally identifiable information will not be disclosed to third parties in ways not described in this policy. We may disclose information when we believe such disclosure is necessary to comply with the law; enforce our agreements, or protect the rights, property or safety of our users or others.

What about third party links on our websites?

Our websites provide links to third party sites as a service to visitors. We are not responsible for the privacy practices, security measures or data collection practices of third party sites or for their content. The choice to access these sites is at the visitor ' s own risk.

Who should be contacted regarding this Privacy Policy?

For questions or comments about this Privacy Policy, please contact admin@carpentries.org.

2.2 Carpentries Professional Development Policy

Core Team Professional Development Fund

The Carpentries Core Team have access to a professional development fund (hereon after "Core Team PDF") of $1000/year for each full time employee.

What Activities are Eligible?

The Core Team PDF makes available funds for the purpose of supporting Core Team participation in professional development programs such as workshops and seminars and research activities.

Requests must demonstrate how the activity for which funding is sought supports the:

1. Current Strategic Plan for The Carpentries;
2. Employee's Individual Professional Development:
    - Through improving performance in the employee ' s current position; or
    - Through improving the employee ' s qualifications for career opportunities that may arise within The Carpentries

When applying for reimbursement for professional development materials or activities, Core Team should provide a short description and justification of the expenditure. For large expenses (>$200), Core Team should seek prior approval from the Finance subcommittee.

第 3 章

日本語のハンドブック

This is a paritial translation of the Carpentries Handbook in Japanese.

第 4 章

このハンドブックがどうして作成されましすか？

Historically, information and resources related to The Carpentries have been spread across various websites, Google docs, GitHub repos, and more. The handbook is a one-stop shop that consolidates information on running a workshop, developing or maintaining lessons, participating in an instructor training event, and more!

Many community members have contributed to this handbook, and we welcome feedback on this Handbook. Feel free to submit issues or pull requests to this GitHub repo to improve this community resource.

第 5 章

このサイトのビルド

This site is built using the Sphinx documentation generator (a Python tool) and the Read the Docs theme for the style. (Not to be confused with readthedocs.io - the site is *not* hosted at readthedocs.io!)

For more information about using Sphinx, see the Getting Started guide (sphinx-doc.org) or the Quick Start (readthedocs.io) for an explanation of how to use Sphinx.

5.1 Required dependencies

To install the required dependencies (Sphinx and the ReadTheDocs Sphinx theme), execute the following command from the repository directory to install all Python dependencies:

```
pip install -r requirements.txt
```

After installing the dependencies, you can build the site locally by executing the following command from the repository:

```
$ make html
```

Open the file `_build/html/index.html` to preview the site locally. Python offers a quick way to run a web server to serve local files. Run the following:

```
$ cd _build/html

# Python 2: (Deprecated; not recommended)
$ python2 -m SimpleHTTPServer

# Python 3:
$ python3 -m http.server
```

In both cases, a local web server will be run on port `8000`, so navigate to http://localhost:8000 in your browser to view the site locally.

You can make changes to the contents of the repository, and re-run `make html`, to update the website contents. If you are having problems with the site not refreshing, you can delete the contents of the `_build` directory (which are automatically generated) with `rm -fr _build/*`.

If new files or folders are added to the Handbook, `index.rst` will need to be updated for those to be included in the final site by Sphinx.

5.2 Site structure

The root level `index.rst` generates the main categories and the sidebar navigation. Each sub-section is a folder in the `topic_folders` directory. Each folder within the `topic_folders` directory has its own `index.rst` file. These then expand into the subcategories in each directory.

Within each folder's `index.rst` file, the section heading is defined by a string of = beneath it. Subheadings can be defined using `###` in each markdown file or by a heading with − under it in the `index.rst` file.

5.2.1 Formatting Hyperlinks

In markdown documents, links can be formatted in standard markdown, with the text in square brackets and the hyperlink in parentheses:

```
[text](hyperlink)
```

For the `index.rst` files, links must be formatted as follows. Note the text is followed by the hyperlink in pointy brackets, everything is wrapped in backticks, and then followed by an underscore.

```
`text<hyperlink>`_
```

Links to external markdown documents

Something in this template causes `.md` extensions to get stripped, breaking links to things like markdown documents in a GitHub repo. This can be fixed by adding an anchor tag (`#`) to the end of the url. For example, `https://github.com/carpentries/handbook/blob/topic_folders/file.md` would become `https://github.com/carpentries/handbook/blob/topic_folders/file.md#`.

5.3 Additional information

This site is built from the main branch of this repo (carpentries/handbook). Changes can be previewed live here: http://docs-src.carpentries.org/. Changes to the actual site https://docs.carpentries.org/ can take up to a day to go live once changes have been pushed to GitHub, since the contents of the site are behind a CDN (Content Distribution Network) that caches content.

If you are making experimental changes to content please be sure to do so in a non-main, non-live branch. When your changes are complete and ready to be pushed to the live site, open a pull request in carpentries/handbook.

Draft content can be added to the drafts folder of the carpentries/userguides repo (in the main branch) without breaking anything. Draft content is not built to the live site and these files may contain inaccurate or out of date information.

第 6 章

ライセンス

6.1 文書化

このリポジトリでザ・カーペントリーズの文書化はクリエイティブ・コモンズ 表示ライセンスの下で利用可能です。以下は、表示 4.0 国際 (CC BY 4.0) ライセンスの完全な法的テキストの人が読んでわかりやすいようにした要約です。(ライセンスの代わりになるものではありません。)

あなたは以下の条件に従う限り、自由に：

- **共有**---どのようなメディアやフォーマットでも資料を複製したり、再配布できます
- **翻案**---マテリアルをリミックスしたり、改変したり、別の作品のベースにしたりできます

営利目的も含め、どのような目的でも。

あなたがライセンスの条件に従っている限り、許諾者がこれらの自由を 取り消すことはできません。

あなたの従うべき条件は以下の通りです：

- **表示**---あなたは 適切なクレジットを表示し (あなたの作品がソフトウェアカーペントリーの著作物 (Software CarpentryÂl') から派生していることを記載して、そして適切な場合は http://software-carpentry.org へのリンクを表示), ライセンスへのリンクを提供し、変更があったらその旨を示さなければなりません。これらは合理的であればどのような方法で行っても構いませんが、許諾者があなたやあなたの利用行為を支持していると示唆するような方法は除きます。

追加的な制約は課せません---あなたは、このライセンスが他の者に許諾することを法的に制限するようないかなる法的規定も技術的手段も適用してはなりません：

ご注意：

- あなたは、資料の中でパブリック・ドメインに属している部分に関して、あるいはあなたの利用が著作権法上の権利制限規定にもとづく場合には、ライセンスの規定に従う必要はありません。
- 保証は提供されていません。ライセンスはあなたの利用に必要な全ての許諾を与えないかも知れません。例

えば、パブリシティ権、肖像権、人格権 などの他の諸権利はあなたがどのように資料を利用するかを制限することがあります。

6.2 ソフトウェア

に記載がある場合を除いて、ソフトウェアカーペントリーおよびデータカーペントリーが提供しているサンプルプログラムやソフトウェアは、[OSI][osi] が承認した MIT ライセンスの下で利用可能です。

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6.3 商標

「Software Carpentry」と「Data Carpentry」およびそれぞれのロゴは [Community Initiatives][CI] における登録商標または商標です。