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Adult Office Manual



Office for Small Decision Making (OfSDM)
Office Manual 03.08.2022
Third Office Meeting
Almost all Office members in attendance
Transcription made by the Chief Secretary
Gerard Doustraat, Amsterdam

The Office for Small Decision Making has been given the unique opportunity to set their Office and use the vacant space of Plan B during the month of September.

Unfortunately, due to budget cuts the OfSDM will only be able to occupy the current premises for a total of three days and three days only, with a number of ad hoc additional hours..

Due to the exceptional character of such a short-term instalment, the Office members instigators do not get any remuneration to conduct proper job interviews to hire more Office staffs. Having the opportunity not to pay only a few Office members, the OfSDM concluded that any temporary employee working on the base of free volunteering are welcome to call themselves Office members. Therefore, any client of the Office can assume corporate status when participating in any Office activities during Office hours.

The onboarding day at the office takes place on the 10th of September, on which occasion all Office members and clients will be briefed on the Office's guideline, Office rules and upcoming days of work.

This day will be the occasion for new Office members and clients, to be introduced to the Office's new facilities, meet one another and share their hopes for the short-coming and small ambitions of the OfSDM.

The Office members will welcome potential clients into the space from 5PM onwards, the introduction to the office's rules and facilities will then be ongoing until 11PM where the Office will conclude its first day in service.

On the 17th of September, an auction will take place for Office members and clients to determine who will take which small chair home with them. Artist Carmen Gray has given as condition to the donation of her Small Chair Collection to the Office the dissemination of the collection amongst autonomous parties.

Therefore the OfSDM has decided to hold an auction of favours, no small chair will be sold, where individuals part of the community of the Office can acquire a small chair through trade.

This will be an important step for the Office to spread the facility's furniture as it will be already time to think of the ending of the OfSDM within the space of Plan B for the next week.

As a survival tactic, for the Office has no means to survive in a comm on space, Office members decided to spread it, scatter its body, to plant seeds of Small Decision Making tactics and tools beyond Plan B.

As a farewell cocktail party a karaoke night will be held during the last opening hours of the Office on the 24th of September from 5PM to 11PM. It will be the occasion for all Office members and clients to get together, celebrate a short time of labor and the achievements and failures the Office will have managed the past weeks.

As such, the OfSDM has decided to leave aside all insipid working hours one would experience in another kind of working environment that benefits from a more significant budget and will embrace all milestones any business would experience in a longer lasting time, in a smaller amount of time.

These three milestones were made possible by different third parties joining the Office members as host, musician, or else, for one night. The OfSDM is very grateful to count those external partners amongst their own for the time of the Office's stay at Plan B.

The following Office Rules have been discussed, argued on and decided with the small decision making method of the OfSDM:

All Office Rules have been discussed argued, decided, but also determined, mentioned, confirmed or negated amongst ALL of the OfSDM members. As to not confuse clients between CORPORATE and PRIVATE all the Office Rules are reassessed, edited and presented as one Office Voice. When the opinions of the Office members diverge or meet on any point, their commonalities or points of discordances unite in one statement, become the Office Rules. This document aims to create emphasis on the multiplicity of a collective space in which small decisions are constantly being made, challenged, over-ruled and abandoned towards, not what one could find to be the greater good, but what all will agree to be constant change. It aims, and often fails, to create a cohesive collectivity. We often fail to recognise that there is no simple way towards collectivity. One way to turn this failure into success is to embrace, study and assess the motion within collective small decision-making. As such we invite all Office members and potential clients to partake in research with the Office into the nature of Small Decision Making.

All information that has been stroked out, has remained in the hereby disclosed Office rules as to remain accessible to clients and members. The Office wants to guarantee full transparency of the OfSDM's Small Decision Making process. This being said, the striped off information have been disregarded by the Office members and are now irrelevant to the present Office Rules' status of activity.



ARTICLE I—TIMELINE

The Office's preproduction period will be short and intense.

There will be an opening and two weekends, during which the Office will operate, run by members and clients as required by Plan.

The OfSDM will only be open outside of Office hours starting 5PM.

The Office members will not start to work at or for the Office before the framed work mentioned above has started.

Do not work towards an end.
The end is conclusion of work.
Time restrictions have a health value.

~~The opening will be on the 9th of September.~~

The Office will be open on the weekends of the 16th and the 23rd of september.

Sunday is FREE DECISION MAKING-day.

~~As the opening hours of the OfSDM go against regular office opening hours, the karaoke night that would normally take place at a closing event will be done as opening event.~~

~~The events of the OfSDM have already happened.~~

Precedent in the Office is not necessary nor relevant to the OfSDM.

The first day of the Office at PlanB is the first day of the year of the OfSDM that has been around for ten years. The Office introduces an exciting small adventure in facilities of the North of Amsterdam.



ARTICLE II—ATTITUDE

II.a STANCE ATTITUDE

When located in Amsterdam, Members will embrace local Dutch working obsession while also trying to challenge it by adopting a Spanish stance: to sit.

At the OfSDM to sit is to work. To sit outside and do nothing, can also be regarded as work. This could enable employees to think of time in a different way.

The OfSDM claims its historicity as an office through the introduction of the office as a retrospective of their work the past ten years.

II.b GROWTH ATTITUDE

The Office doesn't necessarily aim to produce stuff constantly and improve itself.

The Office has no economic aim, nor mercantile ambitions.

II.c CHARACTER ATTITUDE

Dare to be judged.

Dare to be rejected.

Do not fear exposure.

Office members being in their office character at the office opening on the 10th of September.

II.d COLLECTIVE ATTITUDE

Let go together.

For it to be collective, one needs to belong to the work of all.

A gesture for collectivity is acknowledging the other.

Acknowledge everyone's time.

Acknowledge the person that comes after you. Do not leave your colleagues without any toilet paper to scrub their genitals and asshole.

The ghost realm is everyone's, even if no one sees you, act like you would when everyone's around.



ARTICLE III—SMALL CHAIRS

The collection of small chairs one can find in the premises of the Office has been donated by artist CARMEN GRAY to the OfSDM in June 2022. As to guarantee that this collection would live up to its full collective potential, office members have tried to frame with as much accuracy as possible all the small decisions that could be made in relation to the small chairs prior to meeting clients prior to entering office hours.

The small chairs of the OfSDM have a bratty attitude and an autonomous identity.

III.a BEFORE OFFICE HOURS

The donation of the small chair collection has an artistic transactional value: donated to the Office like some artists donate their collection to museums.

Their authenticity is presented, then the office proceeds to vulgarise them: sit on them, drink beers on them, have a discussion and make small decisions.

The hunt for the OfSDM small chairs and how they have been transported has been recorded.

The collecting of small chairs is a small way to grow big in any space.

~~Interview with CARMEN GRAY to know more about her narrative in relation to the Small Chair Collection. Our benefactor's story. The Office wants to avoid making the collection unrelatable to clients and frame it in relation to the OfSDM.~~

III.b DURING OFFICE HOURS

The small chairs will be showcased during OfSDM operation hours, activated by Office members and clients.

The small chairs will be picked up from the wall and put in the space and used by the Office members and clients.

The small chairs will all have a civil registration tag on them, proof of authenticity. The tag will be visible to the office members and clients.

CARMEN GRAY's motivation gathering the small chairs and donating them will only be made available members and clients as a brochure, leaflet, booklet or other printed media. The origin story of the Small Chair Collection by CARMEN GRAY focuses on the small decisions that have led to their gathering.

~~The small chairs are the space of the OfSDM.~~

The display of the small chair collection in Plan B creates a specific space: that of the OfSDM.

~~Who holds a small chair, assigns the chair or assumes the chair's identity.~~

~~Clients will temporarily assume the identity of the chair they have picked up.~~

~~Small chair names are assigned within a group. The output is not forced. Each group has the agency to assign a new name or change an already existing name to the small chairs.~~

~~Clients will discuss collectively with the Office members and other clients the name they deem fit to the chair they have picked.~~

~~Clients have to submit names for the small chairs, at the end of the day clients and the Office members will decide collectively what should be the small chair(s') name.~~

The small chairs remain at the disposition of the Office members and clients. Always changing, always moving.

The small chairs are stored on the walls for practical reasons, but are not assigned one specific spot.

The chairs are a prop for the office.

The small chairs facilitate decision-making as it can host a group of individuals.

The small chairs are a support to the conversation taking place at the Office.

The small chair collection has to be in use at all times.

Devices will hold the chairs.

The small chairs will be hung on the wall available for members and clients to put in the space and use.

In order to grab a small chair hung out of reach, one should step on another small chair.

~~The OfSDM will lead a theatrical assembly to consider with clients what to do with the small chair collection. The Office will gather together with clients to discuss the collection that artist Carmen Gray has donated to the OfSDM. The conversation will lead to the donation of the small chairs to all assembly attendants.~~

~~One has to draw the silhouette on the wall of the small chair they desire to sit on before taking it down.~~

The small chairs will be exchanged with clients during an auction of favours taking place at the office.

III.c AFTER OFFICE HOURS

Clients will determine the destination of the small chairs as they are donated to them. A way to reflect on the question: "what happens when collectivity ends?". Spreading the collection is the only way for the collection to survive.

~~Sharing the small chair obsession is like sharing any other obsession. It is a way to have more members and clients spotting them. It creates a community around that new awareness. It broadens the area of things that one thinks about.~~

Everything in the office must go, the office starts and the office ends with everyone taking everything.

AGREED UPON WITH THE ARTIST

In order to establish the value of the collection, artist CARMEN GRAY will communicate the following information to the Chief Secretary to guarantee proof of authenticity tags can be produced: extremely out of context names, size, weight, year of acquisition and original location of the find.

A detailed inventory of the collection will be delivered by artist Carmen Gray with all the collection items.

The only condition given by artist Carmen Gray to the OfSDM is the following:

“Each small chair will be scattered amongst clients and office members at the occasion of the office’s dissolution.”

Place and Date,

Signature Carmen Gray,



ARTICLE IV—GRAPHICS

~~One or more stack of papers can be found in the office with the same print as a symbol for Small Decision Making.~~

~~A graphic image to start with.~~

~~There will be some big stuff. Such as big posters and big excerpts or office members conversations. Or else, a list of small decisions to be made as conversation starters.~~

~~*See Inventory of Small Decisions to-be-made*~~

~~There is a logo on the façade.~~

~~There is a logo that repeats itself all over the façade.~~



ARTICLE V—IMAGERY

The Office will take photos during the opening hours of the OfSDM.

The Office will film the ongoing activities taking place during the opening hours of the OfSDM.

There are no projections allowed. TV or projectors are too many devices.

The Office has only printed matters. And small chairs. And some ready-mades.

The Office wants clients to be more sensitive and aware with the small decision making method. They should observe small things and give them a value or a meaning. Just see them, see what they would not have spotted otherwise.



ARTICLE VI—ARCHIVE

During every meeting of the OfSDM the Office members are being recorded. Their meeting will be transcribed by the Chief Secretary, tempered with, re-edited, updated and published to be part of the OfSDM space.

VI.a ARCHIVE POSITION

Some documents on display in the OfSDM are brought in by Office members and come from their private archives.

A video of someone sitting on a small chair has everything: a small chair, struggle and an ass.

~~The OfSDM's archive will be displayed as a poster.~~

~~The OfSDM's archive will be displayed as a calendar.~~

~~Archive all the questions, the email or group chat regarding small decisions to be made.~~

~~Different devices display the archive.~~

The archive archive in process is fully transparent.

The words are the words, they can be read in many ways, but the archive puts everything together.

It just hangs out in your head.

~~The archive will be block of A4 papers which the pages can be ripped off.~~

~~Mark the small chairs and the movement of the small chairs with really nice tape and take pictures of them.~~

~~The archive will be multiple A3 “poster” which can be ripped off. Depending how the blocks are being tempered with, the archive becomes a different conversation.~~

~~Fictional archive brought into the space. For most unselected items in decision making process become a trash archive, one that is physical non-existent. The fictional archive gives back body to the disregarded one with a new material reality in the space of the office’s archive.~~

~~The Office hosts an archive of non-selected photos.~~

~~The OfSDM is an archive of all the things that weren’t decided on. Decision that stands as a representation of the absence of decision making that has been done.~~

~~Old personal archives from Office members will not be displayed, they will occupy the space.~~

~~Everything in the OfSDM is an archive of something that has already happened.~~

~~The archive is made out of physical trash.~~

~~It is prohibited to grow the Office’s archive by creating fake trash, or new trash, or anything that is not by essence trash but has been curated as such. Fictional trash will not be hosted. The Office does support that one finds trash and claims it as its own.~~

~~The archive is a library of things that have mattered to Office members. Things that can trigger conversation, or that were thought of as interesting.~~

VI.b OFFICE RULES' AGENCY

Office Rules may or may not be a fictional transcript of the archived meetings with almost all of the Office members. It is a work on bureaucratic settings in a speculative way.

Trick the neighbourhood into this allegedly legitimate new institution in the neighbourhood. Mimic the dutch neighbourhood initiatives in the communication of the Office Rules.

The Office's Chief Secretary instrumentalises what has been said during the meetings in order to create an enterprise voice: the Office Voice.

The curation of the Office Rules creates a protocol for the OfSDM.

The diverse voices that are those of the Office members become a community space.

Office Rules are a textual presence within the space accessible to all at all times.

~~Office Rules will be presented as blocks of prints clients can curate and take small decisions as how to organise them.~~

Office Rules are the common link passing through the three channels composing the internal communication, see *XII.e INTERNAL COMMUNICATION ONLY*.

Clients should fill in a form to get their additions, critique or review of the Office Rules

Office Rules are not immutable, amendments are always welcome to update the current Office Manual document.

Any sentence in the Office Rules gives context for small decision making.

Office rules enable world building.



ARTICLE VII—MEETING PROTOCOL

~~Prepare a list of small-decision-making discussions.~~

Have a group chat for the OfSDM.

~~Feel fried.~~

~~Get a falafel on Dapperstraat.~~

Meet at Plan B.

The Office members will not communicate in writing, nor exchange letters.

All communication will be done through online platforms or IRL situations.

~~No small decision will be made individually, all small decisions will be made collectively.~~

Each meeting will be recorded using any kind of sound recording device and saving.

Office members will not be on their phone during a meeting, as to guarantee one's focus on the discussion taking place.

Make a list of potential small decisions to make together. See List of Small Decisions to-be-made

Small decision making is ongoing. It happens before the meeting, during the meeting and continues afterwards.

Being together leads to thinking together, without necessarily working.

Order sme Indian food.

Ask questions. Office members do not need to answer the questions.



ARTICLE VIII—POLITICS

The politics of the OfSDM are beyond the Office's small reach, but accessible to anyone's small concerns that are big realities. One can think about politics by themselves, collectively or chose not to engage with it. Small responsibilities are encouraged in a big way. Your small awareness supports big ideas.

The Office Rules tried to gather the comments made by Office Members during the meetings without judgement. The OfSDM stands at such by the following: some statements are sentimental, others factual and all are valid.

There is a “no land” generation, where “small chair owners” are daydreamers in a generation of no-landers. They are not turned to the future, where the possession of a Small Chair Collection would be unrealistic.

The OfSDM is a way to slow down the pace. Against the spectacular and bombastic of today.

The OfSDM is to be small in a big way.

Being small can be a (very big) political step.

Everyone is invited to join the OfSDM.

Not everyone must attend the OfSDM.

The OfSDM is committed to make the Office's neighbourhood relevant to the Office's social network.

The OfSDM does not take responsibility for the lack of accessibility other communities might experience trying to access the corporate field within which the Office finds itself. Physically, office members can host any kind of community from another field origin.

The Office is non-conformist and privileged.

The OfSDM does not support any kind of emotional labour added to the Office members' work load that is not disclosed nor included in their job description.

Making an Office for small decisions as an Office that doesn't seem important is an act of resistance.

The Office does not judge, but speculate on the necessity of individual progression and individual ability.

There is a need to enter circuits that are in necessity

The OfSDM challenges the impossibility for collectivisation.

Being together brings up the potential and the capacity unionise.

When together at the Office we can make things happen.

Small Decisions Making can be a matter of survival.

~~Things can only be fixed collectively. Do not attempt to fix any problem, private or corporate, individually.~~

Take the decision to make decisions together.

All small decisions to be made are good decisions.

All small urgencies are relevant.

Making a lot of small decisions could lead to a big decision.

A small impact can be as relevant as a global impact.



ARTICLE IX—THE SPACE OF THE OFFICE

The OFSDM is a space that is private to the Office members and clients. It facilitates conversations between them within small decision making. For it is not banal to make the effort to get together and invite members and clients to discuss topics that acknowledge the other.

The Office is a space for experimentation.

It aims to avoid extreme labor. The space will not be rehearsed. It is a space that can evolve while being activated live.

~~Let the tape marking the movement of the small chairs in the space accumulate.~~

The concept behind the creation of the Office Space is to set a stage for things to happen.

The space is full of excerpts and quotes.

~~A reading place in the bathroom.~~

~~The whole Office covered with a list (see *Inventory of Small Decisions to-be-made*).~~

~~The list will be projected from the inside to the outside, on a van parked in front.~~

Monumental text on the wall.

Do not remove the whole history of Plan B in posters.

In order not to pile up dust in the Office, Office members and clients hack routines as to create new narratives in the space and keep it clean. Do not let the dust set.

~~A space full of things that are remains of small decisions that were made. All the remains of what has not been selected in the decision making process.~~

Clients should sign in and out of the space when they come in and out of the space.

~~To enter the space of the office, one has to wait at the door and give their name at the entrance, after what they will be clued in.~~

~~There is a water distributor in the office.~~

~~There is a calendar with dolphins in the office.~~

~~Some cheap ambient smell can be smelled in the office.~~

The office is filled with stationary from a free shop.

~~A limited amount of clients are allowed into the space at once.~~

~~Clients have to wait five minutes before entering the space.~~

~~Clients can come in, but clients cannot come out.~~

Trash in the office has to be office-related.

Introduce the space of the office during the karaoke night.

The first assembly in the OfSDM will be an invitation for clients to organise the space.

The OfSDM is a space in which a lot of things come in, but not necessarily a space where a lot of things come out from.

Small decision making is a space for everyone to make small decisions in their own way.



ARTICLE X—LANGUAGE

X.a OFFICE COMMUNICATION CONVENTIONS

When asked questions such as “How are you?” or “What’s up?”, replies such as “good” or “fine” are prohibited from the working space. As from now on, Office members will only be able to use the word “busy” in order to reassess the context of the Office. When occurring that they be in a break, one can say “not in service” which will also indicate to one’s colleague that they should address their issue to the person on their working time.

Emotional status is not relevant nor interesting to others within the working space.

To reply to another member that you are “surviving” or “still alive” can only be used in case of emergency, as it might cause distress to other members and should not be pronounced lightly.

One has to clarify prior to an exchange, may it be written online or verbally communicated, whether one is discussing decision that have not been taken, or things left aside when a decision has been taken.

One can mention and should mention small decision to make, but not solve any.

Office members will speak in a rhetorical performative way.

X.b OFFICE DISCUSSIONAL BEHAVIOUR

In the Office, the only status is a working status.

Keep it professional.

The idea of and overarching word “everyone” is broad and problematic.

The small decision making method creates so many triggers that there is no point to come to an end of the discussion.

X.c TO CONVERSE IN THE OFFICE

Have a conversation with each other.

Conversations can be curated, but we can also just let them happen.

~~Clients will be given an office outfit upon entry to become part of the Office's conversation.~~

X.d TO READ IN THE OFFICE

Always wonder: How do you get clients to read text in the Office?

You may not read the whole text, but you read something, congratulations!

You made it to the next line.

Use subtitles: it gives the impression that there was something before and there will be something after. So you wait. You stay.

~~Clients will find a startling set of instructions on paper stacks.~~

~~There will be no instructions on the walls.~~

X.e TO SING IN THE OFFICE

One needs to negotiate with the karaoke officer in order to get the microphone



ARTICLE XI—PUBLIC RELATIONSHIPS

*The Office believes we belong to a fragile environment.
It is not only precarious but also fragile.
Therefore we need agency to find collectivity and bring strength in
working together towards social and artistic notions.*

XI.a ADVERTISEMENT

Enter new circuits with trash publicity.

Communicate upcoming Office reforms with the use of flyers inserted in neighbourhood mailboxes.

The OfSDM has interest in the further investigation of ways to circulate the imagery of the OfSDM.

As publicity stance the Office's likes are broad, hard to determine and can be collectively defined.

Invite members and clients to have a conversation.

Emphasises what small decisions haven't yet been made. The OfSDM is a place where decisions start to be made or discussed, they haven't been made yet.

Get clients to commit to upcoming happenings in the office on the office onboarding day on the 10th of September.

Clients need to feel responsible for the OfSDM.

XI.b EXTERNAL TO INTERNAL COMMUNICATION

The Office lacks agency, and researches and aims to facilitate the capacity of clients to come together.

Bring in perspectives from near circuits to ours.

Find what is in the Office for others.

Clients can order the archive in any way they want. They can remix ideas, make their own connections.

Discuss the accessibility of the OfSDM with clients, to improve accessibility.

The OfSDM wants to be a bridge between clients and the Office members.

Make clients be part of the Office's transformation.

Create an online group.

Create a messenger conversation.

Create a newsletter.

Make clients at the office sign in for the OfSDM newsletter to stay tuned on upcoming events.

XI.c IDENTITY

The OfSDM is a rehabilitation Office where one can work towards Small Decision Making and attract new Office members once one was reformed.

The Office is an Office FOR small decision making, not an Office OF small decisions. The Office is not a storage unit, but an active space of action and discussion.

~~Upon entry all Office members and clients should have their names printed quickly to walk around the space with their names visible to all.~~

XII.d THE OFFICE MEMBER

The Office member is not responsible for the social change within their field, meaning the kind of client they attract to the Office and manage to have a discussion with as to make small decisions.

The Office member is responsible in the manner in which they will welcome any network stranger to their field.

The Office member is not a social worker.

The Office member is not a messiah.

The Office member is not a problem solver, but raises issues, and researches ways of handling them as equals with clients.

The Office member will wear office-themed clothes.

XII.e INTERNAL COMMUNICATION ONLY

The Office can be perceived and discussed through three different channels. Those three channels enabled the Office members to form conceptual abstract ideas of the Office into tangible ones. Those three channels of conversation aim to facilitate the creation of the OfSDM's history.

A communicative one, when Office members talk together.

A scenographic one, regarding facilities, furnitures, devices and stationary.

The space for small decision making curated within the three days in which the Office will be open for Office members and clients.

XIII.f KARAOKE

An all-languages karaoke.

The biggest failure of karaoke.

Karaoke ft. musical small chair.

Office themed karaoke songs