



Piecing Together One World

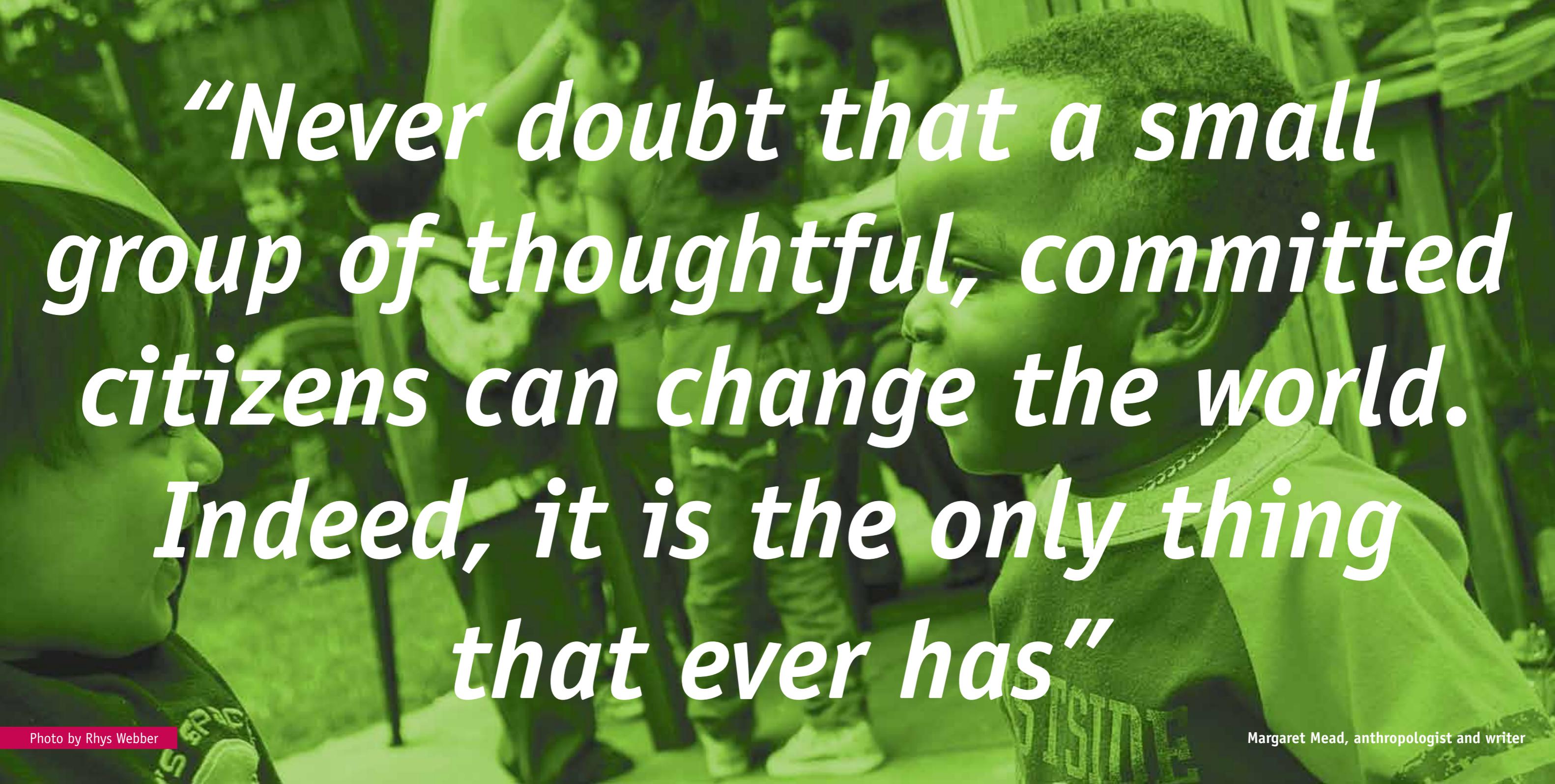
A handbook for taking local action for global justice



**“WHEN WE UNDERSTAND EACH OTHER’S PERSPECTIVES,  
OUR LIVES CAN BE TRANSFORMED AND ENRICHED”**

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*“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has”*

# WELCOME

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Photo by Geoff Collins

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*Whatever your reasons for picking up this handbook, whether you're a long-time One World Week supporter or you're just intrigued by our name; if you're tired of seeing global injustice and feeling powerless or you're a seasoned campaigner trying to reach a new audience: thank you and welcome to One World Week!*

# WHAT CAN THIS HANDBOOK DO FOR ME?

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Don't do nothing because you can't do everything. Do something. Anything. - Collen Patrick-Goudeau

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## WHAT IS ONE WORLD WEEK? HOW DOES IT WORK? WHAT CAN I DO?

This handbook will answer those questions for you, tell you a bit more about One World Week, and hopefully inspire you to take part.

For those feeling really enthusiastic, there is a section on how to set up a new planning group and get stuck in to organising a One World Week event.

If you're a seasoned event organiser or if you want to try it out for the first time, this handbook is packed with tips and advice on how to plan and hold a One World Week event.

Read on to find out more.

Thought is the blossom; language the bud; action the fruit behind it. - Ralph Waldo Emerson

# WHAT IS ONE WORLD WEEK?

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Julian Smith, MP for Skipton and Ripon, Parliamentary Private Secretary to the Minister of State for International Development, dropped in to the Skipton One World Week event to present certificates to local schools that have recently gained Fairtrade status and the Global Schools Award

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For the week surrounding United Nations Day every October, people of different faiths and backgrounds come together to celebrate each others' cultures to challenge global injustice. They are united by the shared belief that when we understand each other's perspectives, our lives can be transformed and enriched. This is One World Week.

## UNITED NATIONS DAY 24TH OF OCTOBER

Established in 1947 to commemorate the creation of the UN Charter, United Nations Day is the perfect date to focus on global justice issues

The week's events can have many different approaches but they all share these aims:

- To **explore** the ties that bind us to our fellow men and women.
- To **celebrate** the richness and diversity of belonging to one world.
- To **recognise** our responsibility to care for the earth and share its resources fairly.
- To **challenge** whatever creates barriers between us.
- To **reach out** to all members of our community.
- To **bring** issues of justice and peace to the centre of family, school and community life.
- To **join** together with thousands of other One World Week supporters across the country.
- To **listen** to new voices from different faiths, countries and communities.
- To **work** together to build a peaceful world for all our children.

Beyond a commitment to social justice, we believe that through mutual understanding and cooperation across nations, cultures and faiths, we can achieve great things and see positive change.



# ONE WORLD WEEK

## WHAT DOES A ONE WORLD WEEK EVENT LOOK LIKE?

Almost anything you want. So long as it brings people together and finds a way to raise awareness of global justice issues, as far as we're concerned it will be a success. It could be as simple as a lecture or a meditation evening or as dramatic as a concert or a charity banquet. It's really up to you. Being part of an event is your chance to have fun and get creative while making a real difference.

Each year the national office sets a different theme for the Week which you can then explore with your local group.

### Some recent examples of events include:

- **Andover** held a conference to discuss the questions of what we hunger for, to learn about global issues and to share a meal. The day included stalls from Traidcraft, Transition Towns and Friends of the Earth, and a presentation from Wells for India. One participant explained, "It's not that I don't care, it's a lack of knowledge. That's why this [OWW event] is important".
- **Wisbech** Churches Together and Wisbech Interfaith forum jointly hosted a variety of events for OWW, including talks, unity services, assemblies and seminars for local students.

- **Reading** University put on a whole week of events including workshops, talks, football games, meals, exhibitions and film screenings.
- **Fareham** hosted an OWW display, Fairtrade sales and "Hungry for One World" themed lunches in the Well Coffee Shop throughout the week, along with events in the evenings, including quizzes and services. The week was rounded off with a multi-faith walk.
- **Airdrie** saw guest speakers from organisations as diverse as Christian Aid, the Girl Guides and the Scottish Prison Service in a series of events held over six days. Audiences were treated to food, song, discussion, worship and talks on the theme of Peacing Together One World.
- **Portsmouth** attracted a wide range of local organisations and local representatives from national organisations. They all had colourful stalls and offered activities such as games, letter writing, food, crafts, workshops and personal pledges. About 80 people were involved in organising, helping and participating, and the Mayor and her Consort came. Attendees said that the event was "informative, inspiring" and "very enlightening and refreshing".

- **Swansea's** YMCA had a completely new approach to One World Week, with a residential weekend for young people exploring ideas of peace and justice. The weekend was by all accounts a resounding success with a range of physical activities as well as discussion and meditation.
- **Luton** organised a multi-cultural evening of fun, sharing and understanding with performances from various communities and organisations. Shemiza Rashid, Director of Creative Muslim Network in Luton, said; "The event was a truly delightful evening of entertainment, a cultural fusion of Luton at its best. It was a wonderful platform and opportunity for people and most importantly children of all faiths and cultures to come under one roof to perform, meet, learn, share and understand." Alaynah Ramzan (age 7) from Moorlands School said "It was one of the best days of my life".
- **Poole** Schools held their first One World Week this year and went all out with a series of educational activities on immigration and the global community, leading up to a final rally in Poole Park with more than 2,000 children; a great experience for all the teachers and students involved.

- **Chester** Hospital Chaplaincy got really involved this year with the prayer room turned into a One World Week area for people to learn more about global justice issues. It was very encouraging to see the hospital administration promoting One World Week; we really love this multi-organisational approach.
- **Benin City** in Nigeria held its first ever One World Week in 2010. 15 people from different tribal and ethnic backgrounds organised a peace conference attended by over 600 people from the ancient Benin Kingdom in Nigeria. Some of the attendees had trekked over 6 kilometres. Many traditional community leaders arrived for the event which culminated in a peace march through the city. This climaxed at the Royal Palace of Benin where his royal majesty presented the marchers with food, drink and a live cow.

If this all sounds good and you can't wait to get stuck in, then read on and prepare to be surprised at how easy it is to take part.



Two performers at Luton in Harmony - photo by Geoff Collins

# WHAT CAN I DO?

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So you like the sound of One World Week and you've decided to do something. But what's the next step? If you want to help organise an event in your area, that's wonderful! It really is the best way to throw yourself into the One World Week spirit. We know, though, that not everyone has the time to commit to organising an event which is why we've made it easier for you to get involved in other ways.

If you only have a few minutes to spare then simply get in touch with us (check out the inside back cover for our contact details). At our office in Reading we love getting messages from you and it's always great to hear about new supporters.

Send us an email or a letter or go online; become a fan of ours on Facebook. If you register on our website you will receive updates about events across the country, tips and fresh ways to get involved. Find out more about OWW online overleaf.

An even better way to join in is by getting out and spreading the word about One World Week. Become an ambassador, tell others and get people talking, shout about it on Facebook and Twitter, find other people who might be interested, share this handbook around. It doesn't matter how you do it or who you tell but the more people know about OWW, the more that we are all in it together! You never know, you might end up attending or even organising an event before too long.

If you're going to go the whole way and run an event or give an existing activity a OWW twist, you'll find lots of tips and advice in our event organisation appendix.

Regardless of what you do, the most important thing is to explore the OWW annual theme and put what you learn into action. Whether you decide to take part in a national campaign or just resolve to turn the tap off then One World Week is working.

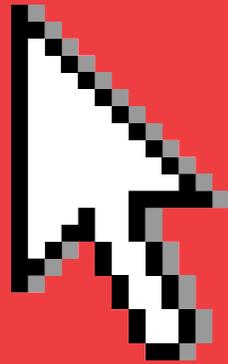
Finally, although we are not a fundraising body, as a national organisation we still have running costs. We really appreciate any donation you can make (see Page 34 for more details).

We hope that we've caught your attention and that you're already brimming over with ideas. We're very excited to have you on board and we're looking forward to seeing what you come up with.

You'll find everything you need for getting in touch, putting an organising group together and planning an event in the next few pages.

# ONE WORLD WEEK

## ONLINE



[www.oneworldweek.org](http://www.oneworldweek.org)

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The easiest, quickest way to get in touch with the national office is by getting online. It's also the best way of finding One World Week events near you, advertising your own events and getting updates on what the national office is up to. Thanks to the Internet, this is all easier than ever before.

However, if the Internet is not your scene, what a marvellous opportunity this presents to rope in someone else to help!

So what's so good about the website? It's where you'll find an in-depth look at the year's theme, articles exploring the One World Week and Ubuntu ideals and, most usefully, educational and publicity resources to help you organise and advertise your event.

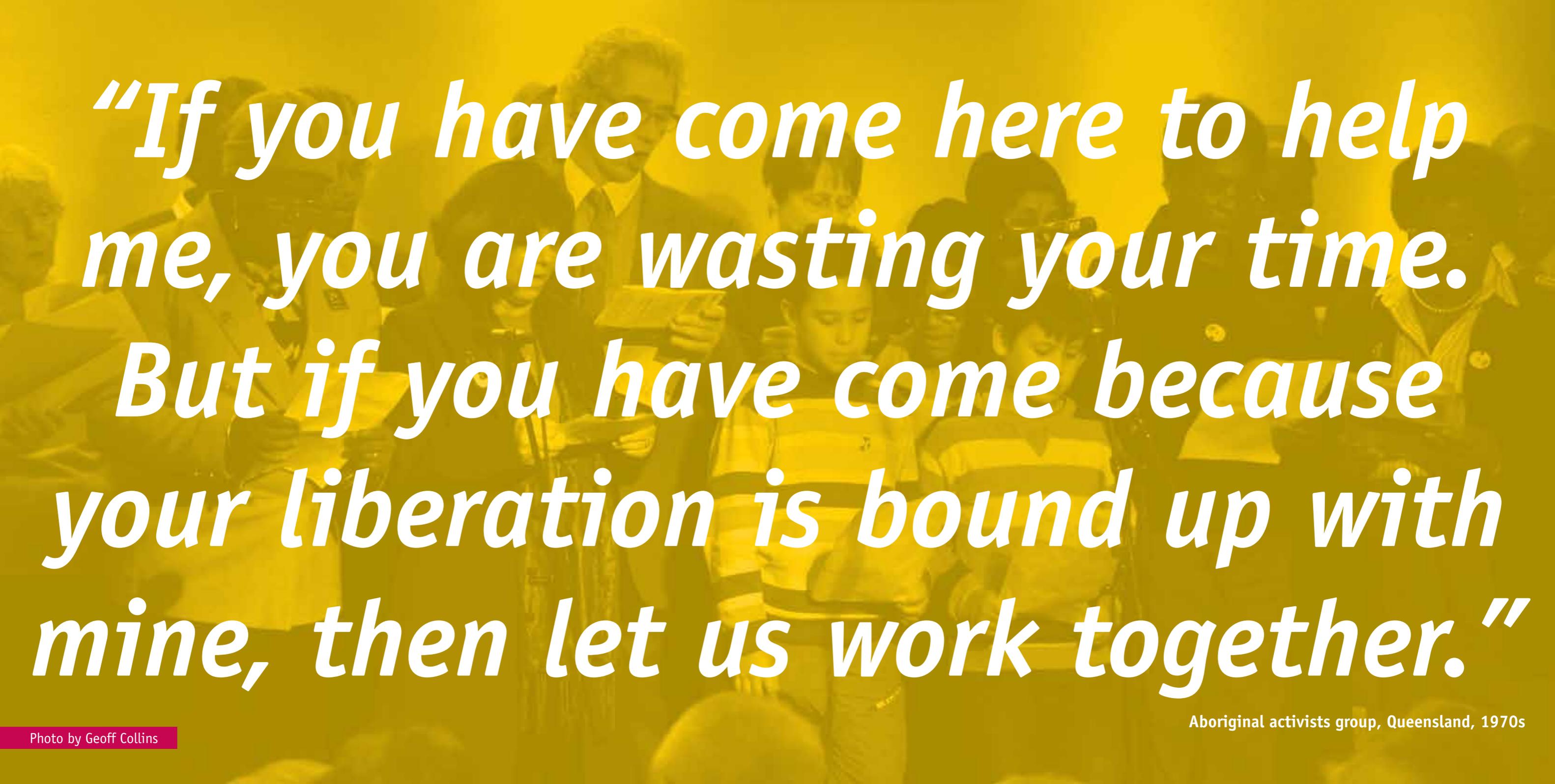
Register on our website to get yourself on our mailing list. It's our favourite way of keeping you up to date with the big One World Week picture and it's how we'll send you updates and invite you to our national gatherings. You can also upload your events to our online database, netting you some free publicity and helping us in the office with the crucial task of building up an image of our nationwide support.

Facebook is fast becoming the preferred place to share photos and event ideas and meet other OWW supporters from across the country and beyond. It is a great way to ask us quick questions and we regularly post updates on what we're doing. We often upload extra content to our Facebook page and it's where we'll ask you to share with us what you think. We often upload extra content to our Facebook page and it's where we'll ask you to share with us what you think.

**UBUNTU IS A ZULU WORD MEANING ACTIVE TOGETHERNESS. IT CHARACTERISES ONE WORLD WEEK'S INCLUSIVE APPROACH TO WORKING WITH PEOPLE OF EVERY FAITH, ETHNIC AND CULTURAL BACKGROUND.**



Residents of Benin City, Nigeria take part in a World March for Peace as part of their first ever One World Week activities

A group of Aboriginal activists in Queensland, 1970s, with a yellow overlay. The image shows a diverse group of people, including men and women of various ages, some holding papers or documents. They are dressed in a mix of traditional and contemporary clothing. The background is slightly blurred, focusing attention on the group. The overall tone is serious and determined.

*“If you have come here to help me, you are wasting your time. But if you have come because your liberation is bound up with mine, then let us work together.”*

# HELP TO ORGANISE AN EVENT

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## GIVING AN EXISTING EVENT A DWW TWIST

Organising an event is a great way to really experience One World Week and we think it's the best method of sharing our message with the World. It may be much simpler than you think. Events can range from giving an existing regular event a One World Week focus to a one-off mass-participation extravaganza. It is always very rewarding and every event makes a huge difference. Here's some advice to help you get stuck in!

You may have a regular group meeting or religious service; you may want to incorporate One World Week into your school curriculum; you may simply have a regular coffee morning. Whatever your situation, consider how you can focus on some aspect of global justice during this special week.

We have many resources that can be used to give any occasion a special twist, from our ever-popular Worship Anthology to games and quizzes that make you think. However small you think your event might be, don't forget to tell us about it.



**THERE IS NO SUCH THING  
AS AN INSIGNIFICANT  
ONE WORLD WEEK EVENT**

Photo by Geoff Collins

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## ONE WORLD WEEK WORKING RULE

- Tell us what is going to happen
- Tell us how it went

## A TYPICAL DWW EVENT?

As we said at the start of this book there's no typical One World Week event, it can look like anything you want. But if we were to ask some seasoned OWW organisers what their ideal event might look like, they would probably agree that the best events share several characteristics:

- New information, ideas and perspectives
- Raise awareness of global justice issues
- Involve several different organisations
- Encourage attendees to take further action
- Multi-faith and multi-cultural
- Delicious food
- And most importantly, they can be great fun!

## CASE STUDY ULVERSTON

Ulverston Methodist Church in Cumbria connected the output from a mobile phone to the Church amplification system and (by prior arrangement of course) rang people in different parts of the world and asked them to lead prayers of intercession. There was one in Australia, one in Estonia and one in the United States of America. The participants found it a most moving experience to be led by someone many thousand miles away, and for all to be able to hear their voice. "It really did make us feel part of one world," said the Rev. Tony Wells. The calls, which cost about £12 in total were paid for by the UK group.

## FEEDBACK

Remember it is essential that we get your feedback, we love hearing about your events and your response is crucial to the future of One World Week. There is an evaluation form on the CD and on our website. Please send us your completed forms and tell us if there's anything else you would like the office to provide. We're always really keen to hear from you and it helps us a huge amount!

All there's left to say is good luck and enjoy yourself!

# STARTING A NEW ONE WORLD WEEK GROUP

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So you've registered on the website, you've joined us on Facebook and you've searched for events but can't find any nearby? Don't despair! Think of it as a chance to seize the day and help form a new group in your area. Here's how to find some other people to help you.

Throughout the country there are people just like you, eager to spring into action and start organising One World Week events. They, like you, are just waiting for someone to jump in and contact them. This is easier than it may sound – there are many ways to make contact with other supporters and plenty of sources of advice and guidance.

There are many individuals and groups that work hard in isolation and One World Week is just the occasion to bring them together. Because it is not a campaigning charity structured around a single issue, One World Week can appeal to a very broad base of different organisations, all of whom provide fertile recruiting ground.

Contact national campaigning organisations, development organisations and smaller local interest groups; engage different faith communities and interfaith organisations. Use the power of the network, get people talking, build buzz and interest around your planning group.

Get in touch with people you know, ask them to help spread the word and drum up support. Send out a letter like the one included on the CD telling everyone about OWW and asking them to help out. Don't underestimate the power of personal communication. One World Week aims to include as many people from as many different sections of society as possible, so make sure that you are reaching out to new people and different cultures.

## CASE STUDY – PORTSMOUTH

The Portsmouth One World Week organising group were very successful at opening their group to new members and organisations. There's a lot to learn from the way they integrated such a broad cross-section of the community.

The organising group started by creating a short 5-minute presentation\* about One World Week in general and Portsmouth's events in particular. They then requested short slots at other organisations' meetings to talk about and explain One World Week and what they were hoping to achieve by reaching out to other organisations. The response to this was always positive, reflecting the consistent popularity of tolerant, multicultural ideals among community groups throughout the country. The Portsmouth group was inundated with requests to join, some from organisations the committee hadn't even heard of!

With a little bit of ingenuity and some clever use of your personal networks, you can easily grow your One World Week group to include people of different interests, faiths, cultures and ethnic backgrounds.

\*A generic version of this presentation is included on your CD and on our website.



Views of a One World Week event

and widened our horizons. We have started to question our actions and their implications" – Barrow-in-Furness

"It's a reminder of what is possible when communities can work together for social justice" – Cardiff

"Our impact was probably a drop in the ocean but the ocean is made up of many drops" – Watlington

– Watlington

"It is a trigger for me to act" – Eynsford

"It gives us a global cohangar" – Watlington

"It gives hope and inspiration. I am now 80 and have always longed for (and worked for as best I could) One World since my teens" – Andover

– Andover

"A real help in building community" – Aberfeldy

"I enjoy sharing what I believe to be right and true and feel support for who I am" – Chester

"It is a reminder that we are all part of a wider interconnected world" – Wisbech

"As a supporter of the local Fair Trade group, OWW is a natural partner and both organisations benefit from the involvements and learning about other religions and customs" – Burton Upon Trent



Photo by Geoff Collins

# DONATE

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Photo by Geoff Collins

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One World Week relies more than anything else on people giving their time and energy to organise wonderful events. However, in order to continue producing inspirational resources, linking people with each other and running the office we do need to spend money.

Any contribution to our running costs makes a huge and valuable difference to One World Week. Please consider setting up a regular Standing Order; just a few pounds per month would be much appreciated. Maybe you could mark the birthday of a loved one with an annual contribution.

If you feel you can help, please visit the donate page of our website or contact the office directly by telephone on 0118 939 4933 or by email at [oww@oneworldweek.org](mailto:oww@oneworldweek.org).

*The will to act is a renewable resource - Al Gore*

A graphic element consisting of several concentric, curved bands in shades of yellow, red, pink, and orange, resembling a stylized rainbow. The text is written along the innermost yellow band.

# TAKE FURTHER

# ACTION



Attending or organising a One World Week event, in itself, brings many benefits to you and the wider community. Hopefully, the knowledge and enthusiasm you have gained will lead you to take further action – action that really counts.

“But what difference can I make?” is an oft-heard lament. A great deal, is the simple answer. A comprehensive list would take more space than we could spare and would be out of date before it was published. There are many examples of pledges on the CD and website. However, to get you started, here is a brief list of the types of actions that you may consider:

- Share your new learning with others;
- Donate to a cause about which you feel strongly;
- Lend your support to a campaign;
- Amend your own behaviour to minimise your impact on the environment;
- Buy more goods that support trade justice;
- Join an organisation that you believe is making the world a more just place;
- Seek out the perspective of people, locally or internationally, from a background different to yours.

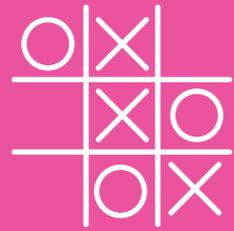
A large group of children, likely students, are seated in a classroom or school setting. The image is overlaid with a semi-transparent pink filter. The children are looking towards the camera, and some are smiling. The text is overlaid in a large, white, italicized font.

*“Thank you for having the passion that the people who support your One World project have. You have to keep reminding all of us that we are family!”*

# RESOURCES

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## Activities

Games, quizzes, crafts, and other activities (adaptable for any age group)



## Discussion

Facts and figures, stories to inspire, reports and videos.



## Faith

Worship and inter faith resources



## Community Involvement

Advice on inter faith engagement, becoming a Fairtrade place of worship, and Global Community Linking Programmes



## Publicity

Posters, leaflets, images, and press and email templates for use in publicising your event



## Schools

Schemes of work and assemblies for primary school and secondary school children

Included with this handbook is a CD containing a selection of the resources available on our website. These resources are intended to help facilitate discussion and to explore the perspectives of different faiths towards global development and justice issues. The range of resources is summarised opposite.

Our favourites include our selection of presentations on different faith perspectives of justice and development issues; the One World Week logo (pictured right) which you can easily use to publicise your event; and the worship anthologies - inclusive services celebrating the Ubuntu ethos.



God doesn't look at how much we do, but with how much love we do it. – Mother Teresa

# ORIGINS OF OWW

our way of life is  
being threatened by  
a dark force.



we must defend our  
way of life.



WHAT IS THIS  
DARK FORCE WHICH  
THREATENS OUR WAY  
OF LIFE?



it's our way  
of life...



Leunig

One World Week has had a long history of co-operation with other organisations, culminating in the three year Ubuntu project from 2008-11. From humble beginnings, One World Week has grown to become a fixture in many people's calendars, a national charity with global links.

One World Week was started by the World Development Movement Churches Committee in 1978 when over 500 churches across the UK held events on the theme of "Just Living". The founding of One World Week (OWW) coincided with the creation of the government's development education budget and was one of the first initiatives to receive a grant. The experiment proved a success and One World Week was born.

The attempt made the following year, in 1979, to reach out beyond the churches proved premature but demonstrates One World Week's early commitment to the inter faith and multi-cultural ideals that continue to characterise the organisation today.

The popularity and importance of One World week as an annual institution was recognised in 1982 when the Churches Committee of WDM resolved formally to include One World Week in its year-round programme of events to promote justice, peace and development through local action.

OWW became an independent Charitable Company at the beginning of 2005. It is a development education charity; it is non-political and non-sectarian. OWW's Vision, Mission and Aims emphasise the importance of working inclusively with everyone to address global and local challenges to achieve justice, peace and sustainability for all.



Children from Newport piecing together one world - photo by Rhys Webber

# EVENT ORGANISATION

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Now it's time to start planning your event. There are plenty of resources on the CD to help you with this.

Before getting into the details, there are a few key decisions that you need to make about the event itself.

- **What global issues** will be the key focus for your event? Use the OWW theme to inspire you.
- **What kind of event** do you want to host: do you plan to adapt an existing regular event or come up with something completely new? Use the event ideas in this book for inspiration.
- **Who** do you want to come to your event?
- What **resources** do you have? You can find a wide range of educational and fun resources that you could use in your event on the CD included with this handbook
- **Do you have a budget?** Will you need to raise any funds? Will you charge for the event? How much money might you have to put into the project?
- Will you need to hire a **venue**? See our section on practicalities for more information and advice.
- **When will your event be?** One World Week can be at any time of the year! It is great to hold your event at the same time as other people around the country but there may be local factors to think about. Consider things like school holidays and religious festivals when choosing the date, as these will affect attendance at your event.
- What **materials and equipment** will you need?
- How will you **publicise** your event?

Once you've made decisions on these crucial questions you're ready to really get stuck in to the planning process itself.

**Decide who is responsible for what and when it needs to be completed.**

Don't try to do it all yourself, **share the work out** between everyone in your planning team. If someone is particularly good at finances, ask them if they will take charge of the budget, or if someone has a creative streak see if they will help out with the publicity. Remember that not everyone will have the same amount of time to commit. Be aware of this and make sure that everyone's contribution is valued, however small.

**Come together on a regular basis** to find out what's being going on and what needs to be done next. Meeting regularly will also help to keep you and your team motivated and inspire new and existing friendships.

## PRACTICALITIES

There are quite a few practical things to sort out before the big day and, depending on the type of event you're planning, you may have to keep some or all of the following things in mind.

### Venue

You will probably need to secure your venue a few months before the event itself to make sure it has not been booked up.

It may be that you have to pay for the venue, but some community centres, school halls, religious buildings or even local cafes may be willing to lend you their premises for free.

Check to see if you are allowed to bring food into the building and whether or not there are kitchen facilities. Also check who is responsible for public liability insurance and whether you can get another organisation to cover the event.

### Transport

Try to find a venue that is accessible by public transport and to those using wheelchairs. If possible try and arrange car-shares so those who know where they're going can accompany those who don't. Friendships may blossom before your event has even begun!

### Food and Drink

Food is a wonderful ingredient in any event. Many people love to taste and talk about new and exotic flavours – it's a great way to kick off a multicultural experience.

Make sure there's a wide selection of snacks and drinks for different dietary needs, including vegan, vegetarian, halal and kosher. Don't be afraid to find out what people would like beforehand, or even ask them to bring a dish to share with the group.

### Keep it green!

Try and make sure the food you provide is as sustainable as possible. Find local Fairtrade suppliers and use local ingredients if you can. Minimise waste by carefully selecting the type of plates and cups you use. Try telling your local co-operative you're organising a community event and see if they'll provide you with food vouchers.

### Equipment

Find out what equipment you will need – projectors, boards, TVs, DVD players, tables, chairs etc. – and what can be provided by the venue.

See if anyone in the planning team or the wider community will be able to offer anything you're missing. Local voluntary associations can often lend expensive items to members – so be sure to sign up your local OWW organising committee.

### Materials and Resources

Make sure you check out the resources on our website. There are downloadable presentations and simple worksheets for children, adults, worship circles, youth groups, and interfaith activities. You might also need pens, pencils, plain or coloured paper, glue, scissors and other craft materials, depending on your event.

Have a table for publicity from all the groups involved.

### Childcare

Some people may be more attracted if you offer children's activities during events. Children will live up any event and by including them it becomes far easier for those with childcare responsibilities to get involved.

## MULTIFAITH AND MULTICULTURAL

One World Week encourages communities to come together regardless of age, ethnicity, faith or gender to learn about global justice and strive for a better world.

Issues of climate change, economic justice and communities living in peace affect us all. We can address these challenges most effectively if we act together.

One World Week is an opportunity to share concerns, hear each others' points of view and acknowledge shared values.

Invite people from different faiths, beliefs and cultures to attend the planning meetings. Aim to have a diverse audience at your event.

What about an inter faith activity? This needs careful planning to ensure every faith's sensitivities are respected. Your local inter faith group will be able to advise and may be able to take a lead role. Some inter faith groups already have One World Week as a fixture in their calendar. For more on this, see guidelines on the OWW website [www.oneworldweek.org/v2/interfaith](http://www.oneworldweek.org/v2/interfaith). For contact details for local inter faith bodies see: <http://www.interfaith.org.uk/local/directory.htm>

### Shared act of reflection and commitment by the faith communities of the UK

The Inter Faith Network ([www.interfaith.org.uk](http://www.interfaith.org.uk)) was invited by Government to assist in developing and organising, for the official Millennium celebrations, a Shared Act of Reflection and Commitment by the faith communities of the UK. Its office worked with the national faith communities to create the Act of Commitment below. You may wish to use this text for your own Inter Faith activity.

### An Act of Commitment

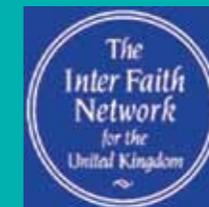
*Faith community representatives:*  
In a world scarred by the evils of war, racism, injustice and poverty, we offer this joint Act of Commitment as we look to our shared future.

### All:

We commit ourselves,  
as people of many faiths,  
to work together  
for the common good,  
uniting to build a better society,  
grounded in values and ideals we share:

- community,  
personal integrity,  
a sense of right and wrong,  
learning, wisdom and love of truth,
- care and compassion,  
justice and peace,  
respect for one another,  
for the earth and its creatures.

We commit ourselves, in a spirit of friendship and co-operation, to work together alongside all who share our values and ideals, to help bring about a better world now and for generations to come.



## INTER FAITH NETWORK UK

The Inter Faith Network brings different faiths together to encourage interaction and co-operation.

[www.interfaith.org.uk](http://www.interfaith.org.uk)

## MONEY MATTERS

One of the unique strengths of OWW is that it is not simply about 'raising money for charity' but about fundamentally changing people's attitudes.

However, it can make things easier and really widen the scope of your event if you can raise some extra funds for your group.

### Southampton - Case Study

Southampton One World Week group charge just £3 for adults to include entry and food. This not only covers the costs of the event but a surplus is raised which is then donated to good causes. Children go free and a very flexible approach is taken to charging. Be sure to make it clear beforehand which causes may benefit. Many events send a contribution to OWW national costs.



Given the right amount of planning, time, and a little know-how, it is possible to raise money and acquire useful materials and donated time.

**Draw up a budget.** Work within it and do not exceed costs without approval from the group. It helps to have someone with experience in your group to act as treasurer.

Check our website and your local council for details of organisations that may offer the necessary funds. There are many groups that will want to support your efforts to bring the local community together to take action on global justice issues.

Costs may include:

- Venue hire
- Performance Fees
- Catering
- Administrative costs
- Marketing and publicity
- Insurance and transport
- Visiting speakers' and performers' expenses
- Materials for any arts and craft activities
- Bulk ordering of national OWW printed leaflets

## ADVERTISE

Register your event on our website early so that it becomes an official One World Week event. Don't let your event be missing from our OWW map!

Add logos of other organisation that are involved in the event to attract the interest of **their** supporters.

In your publicity and displays, be clear, concise and as catchy as possible. Select a good image to capture people's attention. We have included a Press Release template on your Resources CD that you can adapt.

Download the OWW logo and the annual image of the theme from the website, to add to your leaflet.

Ask for a spot on local radio and invite them to come and cover the event. Consider specifically inviting local dignitaries and decision-makers. Let them know in advance if you would like them to speak.

Consider putting different locally spoken languages on your publicity. Make an electronic version that can be sent around email distribution lists.

Advertise as widely as possible: local libraries, community centres, gyms, places of worship, schools, local colleges etc. (always ask permission before placing advertisements on notice boards). Use your local media and What's On guides.

Include details of public transport links as well as a map with any information you send out.





## DO IT!

Congratulations, your planning team has managed to get everything sorted out – now all you need to do is host the event!

### Set up

Get to the venue in **plenty of time** before people start to arrive and take this opportunity to test that all the equipment and resources are working as you want them to. **Don't do all the heavy work by yourself** - enlist some volunteers to lend a hand; it's going to be a busy day!

### Encourage others to learn and take action

Remember that your event is about getting the community together to have fun and to **learn about the global issues that affect us all**. Make sure there is information available so that your participants can discover things they didn't already know, with directions to where they can find out more. Provide opportunities for people to register their pledges to take action.

### Ask for feedback

A Participant's Feedback Form is available on the Resources CD and on our website. Use this to uncover the breadth of backgrounds of people who come on the day. It will also encourage your participants to think about what they have gained from the event.

Capture people's emails and contact details so that you can keep them involved in your One World Week activities. This is also essential information for your event evaluation.

### Enjoy

Once everyone starts arriving and the event gets into full swing, take some time to enjoy yourself. You have achieved a great deal and should be proud of your achievements. **Have fun, socialise, and join in.** Keep a look out for those who might need introducing to others, making everyone feel at home. At the end don't forget public and personal thanks to all who contributed.

### Evaluate

Your event has finished and it's time to relax and put your feet up. While you do, take some time to come together as a planning group and discuss what went well, what could have gone better and what you might change next year. Were there too many people? Or not enough? Were the resources useful? Were there any groups that you failed to really engage? Did you have a broad mix of faiths and cultures? Did you attract new people?

Use the Evaluation Form on your Resources CD to tell us how things went. The data that you gather is vital to our activities nationally and help us in working together to build a just, peaceful and sustainable world.

# MESSAGE FROM THE CHAIR OF TRUSTEES

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This handbook has been created out of our learning from the Ubuntu project. The word 'Ubuntu' is an ancient word for the oneness of humanity, and our need for and delight in 'active togetherness'.

'Ubuntu' encapsulated the ethos of this project: that it is only through working across boundaries of culture and faith that we can build just and peaceful sustainable societies and a greener planet.

We have learned much over the course of the project about how people from different faiths, cultures and interests can work together locally and strengthen their communities to make change as a group.

We have encapsulated the key lessons from the project in this book and very much look forward to seeing people carrying on the Ubuntu ethos.

**Milind Kolhatkar – Chair of Trustees**



*One little person, giving all of her time to peace, makes news. Many*

*The good life is inspired by love and guided*

*by knowledge. – Bertrand Russell*

*people, giving some of their time, can make history. – Peace Pilgrim*

# MESSAGE FROM OUR PATRON

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I've been a beneficiary of One World Week since it began its operations more than thirty years ago. It has stimulated my thinking, provided me with materials and ideas, and offered wonderfully open approaches to world development issues which ecumenical and mixed groups could join together to enjoy. I hope that you will be inspired and guided by this handbook to embark on your own One World Week journey.

**Lord Griffiths of Burry Port**



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[www.oneworldweek.org](http://www.oneworldweek.org)