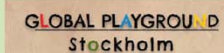




MANAGEMENT AND COMMUNICATION OF THE PROJECT

Carmen Molina Navarro



Communication between partners

Feedback and answer to my e-mails.

Response rate.

Justification documents: travel costs, payroll and volunteer agreements, activities proof (documents signed by the responsible person, photos, videos, news...).

- “Small problems”: delay in payments, tiring of repeating...
- “Big problems”: **not time enough to get the visas, so not Jordan participants in the meeting.**

How to improve communication?

Detected problems

How to solve big problems?

Communication of the project

Website of partners:

- Importance of including the project.
- Upload the GH Starters Kit.

Facebook of the project: ([GreenHomesInternational](#))

- **Make administrator to one person from each organization or centralize the publications in Asociación Columbares?** Importance of improving communication.
- Idea of creating a Facebook page for each country, as Consorzio abn.
- Idea of inviting beneficiaries of activities to communicate between them in a group (for example Spanish, Jordan and Moroccan participants can communicate in Arabic). ([Green Homes International](#))

Twitter of the project: (@GreenHomesInt)

- **A responsible is wanted.**

How to improve communication?

Detected problems, suggestions

Communication of the project

Public presentations:

As minimum, the project will be presented in the following ways:

- **Earth Week in Stockholm.** Responsible entity: Global Playground.
- **Hogares Verdes Conference.** Responsible entities: CENEAM and Association Columbares. 08/06/2015
- **Policy Makers Conference.** Responsible entity: Insider Access.
- **Local authorities in Jordan** (at least three presentations). Responsible entity: East & West Centre for Human Resources Development.

¿Dates?

How to improve communication?

Detected problems, suggestions

Travel expenses:

According to the dates of international activities (training course, transnational meeting and final conference), the dates for sending the travel expenses are:

- July 2015

- **All partners sent them except Jordan team**, so I didn't authorize the payment of travel expenses of the training course (100 %). **This fact affects not only to Jordan team... Solutions? Ideas? (abrir el presupuesto)**
- **Missing Per Diem of organizations signed (to collect during this meeting).**

- December 2015 - January 2016

- After receive them I will authorize the payment of travel expenses of transnational meeting (100%).

- June - July 2016

- After receive them I will authorize the payment of travel expenses of final conference (100%).

Monitoring reports:

According to the agreements, the dates for sending the monitoring reports are:

- October 2015

- **All partners sent them except Jordan team**, so I didn't authorize the second payment of management and intellectual outputs for Jordans (20%).

Solutions? Ideas?

- **Verification documents are missing** (environmental audits and workshops documents signed by the responsible, photos, videos...) except Insider Access workshops done last summer.

- **Missing Management and Intellectual outputs payments signed** (to collect during this meeting).

Management of the project

Monitoring reports:

According to the agreements, the dates for sending the monitoring reports are:

- January 2016

- **Do you think we can change the date to 29th of February?** This is the final date to finish the workshops.
- After this monitoring report I will authorize the third payment of management and intellectual outputs (20%).

- April 2016

Report with the conclusions from the analysis of the results of their GH Mini Programme, with recommendations for future work in their region.

- July 2016

Final report that will be used for prepare the report for the National Agency.

Any doubts? Suggestions?

THANK YOU VERY MUCH FOR YOUR
ATTENTION

Carmen Molina Navarro