

## **Minutes**

Transnational meeting in frames of the project "Green in Everyday Life"

Time and venue: 28-29 November 2015, Stockholm, PeaceWorks organization

### **Participants:**

NGO Global Playground Stockholm (Sweden)

Columbares (Spain)

Insiders Access (United Kingdom)

Consortio ABN (Italy)

Basin Guir (Morocco)

CENEAM (Spain)

### **Day 1:**

1. The first day started with presentations of current results, gained by each participating organization since the start of the project. Each organization had its own target group. Global Playground Stockholm chose to work with families to focus on reducing energy consumption in households. Insiders Access worked with prisoners. Basin Guir from Morocco worked with schools. Columbares worked with groups at risk of social exclusion and Consortio ABN focused on schools.
2. Besides the current results, gained so far by each country, the challenges, which each organization met during the work with respective target groups were discussed during the next part of the workshop of day 1. Among the most significant challenges for organizations, there were identified following: the lack of interest within civil society (in case of Global Playground), difficulties to get the bills (Columbares, Consortio abn), providing more pictures and materials collected during and after workshops, finding ways of attracting new members of the organizations, more thorough work on creation of sustainable kit for workshops' participants from civil society within "Green in Everyday Life".
3. Moreover the budget division was presented to all the participants of the international meeting. Budget is divided into following sections: coordination and implementation, transnational project meetings, intellectual outputs, multiplier events, travel, individual support, linguistic support, exceptional costs and total sum transfer. There are 6.000 € for CENEAM's coordination and implementation money, which is managed by Columbares. The partners agree some ideas to use this money:
  - To translate the book "Eco-destrezas" published by CENEAM in English, so it can be used as part of common materials for the project.
  - To translate the Christmas guide.
  - To pay the domain and hosting for a website of the project, that Robert offers to design. He will send us some ideas about possible names and sections of the web for us to discuss.

- To organize a conference in England with policy makers.
- Every partner will propose more ideas to use this money, in general related to improving communication, dissemination and materials on the project.

Carmen explained the situation of Jordan team, who still didn't send their travel costs for the training course, didn't send the monitoring report and couldn't participate in the meeting in Stockholm due to the visas were rejected (last fact is related to a lack of foresight). This situation affects not only Jordan team, but all the partnership and all the project. Carmen will talk to Jordan team the following week.

4. The issue of communication between project's participants was raised during the second part of the day 1. There are certain challenges for each organization when it comes to active participation in common on-line communication. Italian participants proposed to use a platform for communication Wiggio, in order to keep all posts, materials and media sources in one place. Upon common agreement the platform for GreenHomes International (all organizations together) was established via Wiggio.com. Additionally, partners agree on improving communication of the project (not only between partners). In order to do that:
  - Carmen will make administrators on Facebook to all partners.
  - Carmen will give Twitter user and password to all partners, but Aleh will be the main actor through this social media.

## **Day 2:**

1. The first part of the day 2 work started with a detailed discussion of each section which belongs to budget. Representatives from Columbares pointed out on issues, which are missing from each organization for a complete creation of a common report and budget approval, such as organizations' own reports from the previously conducted activities, notes, minutes, etc.
2. Each section of the budget was explained in a detailed way. Main points of the part "Coordination and implementation" are materials, design, petrol/tickets, other activities related to implementation of the project, environmental audits, etc. "Intellectual outputs" includes time sheets, payroll, contacts and volunteer agreements. "Transnational meeting" includes accommodation, food, travel (in Sweden and Spain), boarding passes, tickets, etc. "Multiplier events" consist of translators, catering, materials, on-line transition, travel to the training course. "Individual support" includes food and accommodation for job shadowing and training course.
3. The discussions in small groups were organized in order to discuss the following issues: for how long the international network will be led, which additional organizations might be involved as well as the financing of the future activities. Time frames and sharing responsibilities between 5 participating organizations were shared and divided. Regard to the GH International Network, partners agreed that:
  - Robert will coordinate a steering group with following members: Giovanna (Consorzio abn), Ester (CENEAM), Carmen (Columbares), Hamid (Bassin Guir), Ahmad (WE Center) and Aleh (Global Playground Stockholm).

- From December to February: The steering group will work together to decide the structure of GH International Network and how it will work.
  - March: the structure of the GH International network will be communicated to the rest of the group and agree between partners. Dissemination documents will be created.
  - April-May: the GH International network will be communicated in each country by partners and members will join it.
  - June: the GH International network will be presented in the final conference. A coordinator for the following period will be chosen.
  - Possible names: Green actions, Green for life, Eco-life, Green seeds, Green habits, Green behaviours, Eco-smart, Seeding changes, Turn to eco, Green minds, To green life...
4. Spanish organization presented the framework of “Red Hogares Verdes” and their activities within social media such as Facebook, Blog and Twitter. Twitter and Facebook are very essential tools for network’s further development and therefore it was suggested that each organization will contribute to Twitter and Facebook posts of GreenHomes International for a more successful promotion (see point 4).
  5. Creation and establishment of common web-page for a network was initiated. With a help of brain storming session within small groups there were various names proposed for a future web-page. The question remained open for future suggestions and ideas due to the fact that there are many pages with similar proposed names, which already exist.
  6. Spanish organization presented the preliminary plan of the next meeting of participants of “Green in Everyday Life” in June 2016 in Spain alongside with activities and workshops. The approved plan is to be distributed later within coming months (see annex 1). Ester will be responsible for asking for budgets about translators, online broadcasting... as well as general logistic. During following months the programme of the transnational meeting will be agreed by partners.
  7. The closing ceremony of transnational meeting in Stockholm was followed by granting certificates of participation for all 13 participants from 5 organizations.

Stockholm, 29th November, 2015

Mr. Aleh Kliatsko

Head of Global Playground Sweden

## Annex 1. Draft Programme of the Final Transnational Meeting and Final Conference

	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>	Arrival of participants	<b>Transnational meeting</b>	<b>Spanish National GH Seminar:</b> 9:30 h. Workshops**. Each partner except Columbares. 12:30 h. Roundtable about cooperation, GH international network and Program funding. All participants. 13:30 h. Invisible friend. All participants.	<b>Transnational meeting</b>	Departure of participants
<b>Afternoon</b>	<b>Transnational meeting</b>	<b>Spanish National GH Seminar:</b> 16.00 h. Energizers. Ester 16.30 h. Introduction of the project. Carmen Erasmus + Programme. Carmen Presentation of the partnership. Each partner. 17:30 h. World corner*. Each partner. 19:00 h. End of the day. 20:00 h. International dinner.	<b>Transnational meeting</b>	Goodbye party (Baroque market in La Granja)	

\* In different places in CENEAM (preferably outside), each country will present the results of their Mini GH Programme, including qualitative and quantitative results, difficulties, main activities, target groups, achievements, pictures and a sample of the saving kit... These results will be shown in a panel or cardboard and the partners could prepare also an interactive activity (performance, game...).

\*\* Each partner will organize a workshop to offer to Spanish National participants, 45 minutes long. Each partner will repeat the workshop three times and Spanish participants could participate in three different workshops.