



Future Lives with
Oceans and Waters

**FLOW Logistics Plan for Workshops
organised as part of WP4.**

**Re-surface and reimagine: Experiential
Futures Workshops.**

Version 1



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1 Introduction

This deliverable presents an outline of the key aspects of the Experiential Futures Workshops' preparation phase. It encompasses essential online meetings, participant selection, reimbursement of costs, accommodation, dietary considerations, risk management, diversity promotion, ethical consent procedures, GDPR compliance, medical support, and sustainability practices.

The document also details feedback mechanisms, roles and responsibilities within the workshop team, and the unwavering commitment to ensuring a safe, inclusive, and nurturing environment for all participants. This deliverable offers a comprehensive view of the critical preparations that underpin the Experiential Futures Workshops.



2 Preparation phase and online meetings

Before the actual workshop commences, a dedicated team composed of the [workshop](#) coordinator, facilitator, logistics and communication coordinator, will organise two separate online meetings. During the online meeting with young individuals, the primary objective is to introduce the participants to the workshop's goals and collect their expectations. To facilitate this, the logistics and communication coordinator takes charge of issuing invitations and managing the technological aspects, thereby ensuring a seamless and accessible experience for every participant.

The online meeting with the team, including two researchers who will be attending the workshop, aims to synchronise the team's efforts, delegate tasks, and conduct a comprehensive review of the overall agenda for the entire workshop. Within this meeting, specific responsibilities are allocated to team members. The [workshop](#) coordinator is responsible for defining the comprehensive agenda, the facilitator takes charge of orchestrating discussion, whilst the logistics and communication coordinator offers critical insights into logistical matters, encompassing venue bookings and an overview of all the requisite arrangements. This collaborative effort ensures a well-organised and efficient preparation phase for the upcoming workshop.

The deliverable "D4.2 Info-pack and online application procedure" comprehensively outlines the selection process for participants and the information they will receive, along with the specific requirements they may need to provide, such as medical conditions and dietary preferences.

3 Reimbursement of costs

In its capacity to lead Experiential Futures Workshops, Volonteuropa will oversee the budget allocation for accommodation, subsistence, and transportation, including both local and international expenses. To streamline the process of securing flight tickets for participants and to offer support to those with limited financial resources, Volonteuropa will directly purchase flight tickets for the young individuals once they confirm their attendance and provide their travel itinerary. Additionally, an insurance policy covering cancellation and potential issues for some tickets will be acquired. A transparent reimbursement policy will be communicated to participants, outlining the costs that will be covered directly, such as local transportation expenses to and from the airport to their home or from the airport to the workshop venue. The logistics and communication coordinator will apprise participants of which costs are covered directly and which ones they are required to cover initially, with the expectation of later reimbursement. Proof of expenditure in the form of receipts will be a prerequisite for reimbursement, and a dedicated reimbursement form will be prepared to facilitate this process. Participants will receive this reimbursement form for completion after the workshop takes place.

4 Accommodation

Securing an appropriate accommodation, ideally in close proximity to the workshop venue, is of paramount importance. The responsibility for making reservations lies with the [workshop](#) coordinator and logistics and communication coordinator, who will take into account the ease of accessibility from airports, train stations, and bus terminals. Special considerations, such as accessibility requirements, will be carefully addressed to ensure that all participants can be accommodated comfortably. In an effort to optimise costs and foster a sense of a unified international community coming together for Experiential Futures Workshops, participants will be asked in advance if they are comfortable with sharing rooms with individuals of the same gender.



5 Food and dietary requirements

Menus will be inclusive and accommodate diverse dietary preferences and needs. The logistics and communication coordinator, in collaboration with participant feedback, will meticulously organise meals that not only cater to traditional diets but also provide options for vegetarians, vegans, and individuals with specific allergen-related requirements.

Furthermore, a distinctive culinary experience, referred to as the "Futures Dinner" will be unveiled. This endeavour is aimed at providing participants with a versatile culinary palette to enhance their experiential journey throughout the course of the workshop.

6 Risk management

It is imperative to acknowledge that every event, regardless of meticulous planning, carries inherent risks, encompassing technical contingencies and potential health emergencies. In response, our team will institute a well-defined risk management protocol. This protocol will entail the maintenance of readily available emergency contact numbers and the establishment of unambiguous evacuation procedures to address unforeseen crises. In addition, we will proactively manage issues related to group dynamics by continuously seeking feedback from participants. Furthermore, stringent measures will be enacted to ensure that our accommodation facilities, food services, and conference venues comply with all relevant regulations and safety standards, thereby guaranteeing a secure environment for all involved.

7 Cultivating diversity

The well-being and safety of the participants are of utmost priority in our workshop planning. To achieve this, comprehensive guidelines laid out by Radboud University and Volonteuropo Inclusion and Safeguarding policy are adhered to. Within these guidelines, a robust framework is provided for implementing measures that prioritize the physical and emotional safety of all attendees. An environment that is inclusive, respectful, and free from discrimination, harassment, or any form of harm will be created by our team. Support networks and regular check-ins will be established to ensure that participants feel valued and secure throughout their workshop experience. By adhering to these established guidelines and continuously monitoring and adapting our measures, a safe, inclusive, and nurturing space is aimed to be created for participants to thrive and make the most of their workshop journey. The facilitator will lead activities that emphasise the value of diversity. Swift action will be taken to address any inappropriate behaviour.

8 Communication with participants

Effective and ongoing communication before, during, and after the event is of utmost importance. The logistics and communication coordinator will take charge of this vital aspect. Crucial information such as event schedules, venue details, and contact information will be promptly shared with participants. To facilitate real-time communication, dedicated WhatsApp groups will be established for each workshop, subject to participants' consent, along with the compilation of a comprehensive list containing the email addresses and contact details of all participants, upon their agreement. This ensures that participants' preferences and privacy are respected throughout the engagement process.



9 Ethical Consent Form

In alignment with established ethical principles, our workshop will require all participants to complete and submit thorough ethical consent forms. These forms serve a dual purpose: first, they ensure transparency, privacy, and the informed consent of each participant regarding the collection and utilisation of their personal data and inputs throughout the workshop. Second, participants will have the option to provide ethical consent for the responsible use of their data and inputs in subsequent academic or research endeavours related to the workshop's themes. Our commitment is twofold: safeguarding the rights and privacy of our participants and fostering a collaborative environment where contributions can extend beyond the workshop for the broader advancement of knowledge. Participants can trust that their data and insights will be handled with the utmost care, guided by their informed consent at every stage of both the workshop and potential research undertakings. A template of the consent form regarding participation in the workshop can be found in D4.2 Info-pack, online application procedure.

10 Collection of testimonials & workshop conclusions

In each of the seven workshops, two researchers from the consortium will be observers. Their role is to observe young individuals throughout the workshop, collecting testimonials, materials, and valuable insights. This data serves as a valuable resource for future workshops and for sharing conclusions with a broader audience. These researchers will observe, engage in leisure activities with the young individuals, and offer guidance as required.

11 GDPR Compliance

We place a strong emphasis on GDPR compliance, in line with the General Data Protection Regulation (GDPR) of the European Union, which came into effect on May 25, 2018 and was designed to safeguard the privacy and personal data of individuals. Participation in the Experiential Futures Workshops entails the collection and processing of personal data, and we want to ensure that all such data will be handled in strict accordance with GDPR guidelines. This means that participants' information will be used solely for the purposes outlined in the consent forms that will be signed by the participants. Our commitment to GDPR compliance demonstrates our unwavering dedication to upholding the highest standards of data protection and privacy for all participants.

12 Medical Support

A fully equipped medical first aid kit will be made available at the venue, and local medical facilities in close proximity will have been identified. Participants with specific medical needs will be kindly requested to communicate these in advance to ensure enhanced support and preparedness.

13 Workshop activities

The facilitator will oversee the execution of the workshop's activities, ensuring they run smoothly and achieve the desired outcomes. The [workshop](#) coordinator and logistics and communication will take care of the organization of all logistical details of the workshops. The venue for each of the workshops will be selected based on a cost-efficiency analysis and in proximity to convenient accommodation options for the group.



This is a preliminary plan of the workshops:

- Mediterranean Region: 16-17 November in Ibiza, Spain
- Inland Europe: 4-5 December in Warsaw, Poland
- Arctic Sea: March 2024 in Norway
- North Sea: March 2024 in Belgium
- Bay of Biscay, Iberian Coast, Macaronesia: April 2024 in Barcelona, Spain (in conjunction with the 2024 Ocean Decade Conference, from 10 to 12 April 2024)
- Baltic Sea: May 2024 in Germany
- Black Sea: June 2024 in Romania

The methodology is based on experiential learning and experiential futures (see D2.2 Prototypes for the Experiential Futures Workshops) as well as on the principles of nonformal education and the experience of Volonteuropa in organizing youth-oriented activities. The methodology for unfolding the workshops is described in detail “D4.1 Final Agenda and Methodology for the FLOW Workshops”.

14 Environment

Emphasising the significance of our water ecosystems, we are committed to fostering eco-friendly practices. This involves considerations such as using reusable glassware, opting for recyclable products, and selecting venues heated by renewable energy sources. Furthermore, we remain dedicated to reducing waste generation, promoting recycling, and conscientious resource usage, while also striving to minimise the need for printed materials whenever possible.

Additionally, we strongly encourage participants to consider sustainable modes of travel, such as train journeys, rather than air travel, especially when the event is within their own region. This helps reduce the carbon footprint associated with attending our gatherings.

15 Workshop follow-up and evaluation

Feedback holds a significant role in the pursuit of progress. Following each workshop, an online survey will be circulated to collect valuable insights from participants. This feedback mechanism will be instrumental in shaping and refining future workshops. Subsequent to the workshop, participants will receive a comprehensive digital package containing workshop materials and testimonials via email. Furthermore, FLOW's social media channels will serve as a platform where participants can maintain connections, engage in ongoing discussions, and stay informed about further activities and developments.

16 Roles and responsibilities

- Workshop Coordinator (from VOLE): Responsible for overseeing the entire workshop, setting the agenda, and facilitating coordination among all involved parties.
- Facilitator (from VOLE): Ensures the quality of content, leads sessions, and guides participants through activities.
- Logistics and Communication Coordinator (from VOLE): Manages all logistical aspects and handles communication before, during, and after the event.
- Researchers (from RU, ISI or UiT): A pair of researchers from the consortium will participate in each workshop, collecting data, testimonials, and workshop materials to provide comprehensive post-workshop reports.



Please note: This plan serves as an overarching framework and should be adjusted to accommodate specific conditions and requirements. Regular team meetings will be conducted to ensure that all tasks remain on track.



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Annex D4.3



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Information About

FLOW Experiential Futures Workshops

Introduction

We invite you to join the FLOW Experiential Futures Workshops. Your participation is entirely voluntary. Before deciding to take part, we kindly request that you carefully review and sign this consent form. Should you have any questions or require further information, please do not hesitate to reach out to the designated contact person.

Workshop Overview and Objectives

The Experiential Future Workshops aim to facilitate discussions and envision the future of human-water relationships through immersive activities like role-playing, speculative design, drawings, and storytelling. These workshops encourage a participatory approach and employ a transdisciplinary perspective, allowing young individuals to share their insights and perspectives on future human-water relations, lifestyles, stewardship, and engagement initiatives.

Researchers will be present during the workshops, carefully observing the input, emotions, and reactions of the young individuals as they engage in discussions and activities related to the future of human-water relationships.

Participant Expectations

As a participant in the FLOW Experiential Futures Workshops, you will actively engage in discussions. Your involvement will include attending a 1.5-day workshop. The discussions will primarily focus on the future of young generations' relationships with water. These discussions and feedback will prioritise a youth and generational perspective, emphasising non-academic and non-scientific insights. Your feedback and opinions throughout the workshop will significantly influence the project's outcomes.

Voluntary Participation

Your participation in the FLOW Experiential Futures Workshop is voluntary. However, it is essential to note that once you have confirmed your attendance, FLOW Project invests resources, including the purchase of tickets, on your behalf. As such, should you need to withdraw your participation after confirmation, we kindly request that you provide a valid and substantiated reason for your non-



participation. Please understand that the allocated funds are intended to support your active involvement in workshop activities, and we ask participants not to perceive this as a leisure-oriented endeavour. Your commitment to the workshop is appreciated, and we encourage responsible participation. If necessary, you can request the removal of your personal and special personal data by contacting furkan@volonteuropa.eu.

Data Usage

Personal data, including photos and videos captured during the workshop, and research data collected during the workshop's implementation, will be utilised by scientists in the form of data sets, articles, presentations, and promotional activities on social media by the project team. Your consent for the use of your input for scientific purposes will be sought by project partners.

Media Recordings

[Video/photo/audio] recordings will be made during the workshop implementation. These recordings will primarily serve communication purposes and may be made public on social media, depending on the content. Some participants may be invited to provide testimonials during the workshops. Original versions of videos, photos, and recordings will be stored in the project's databases and will be deleted after the project concludes.

Data Collection and Storage

To conduct the study and register your participation, we require the collection, usage, and storage of personal and special personal data. The consent form will specify the type of personal data involved. All research and personal data will be securely stored following the guidelines of Radboud University, The Netherlands (FLOW project coordinator).

Furthermore, Volonteuropa is committed to collecting and handling data in strict adherence to the necessary legislation. We ensure the deletion of data upon the conclusion of the events and projects, thereby safeguarding your personal information and privacy throughout the entire process. Additionally, it's important to note that before, during, and after the workshop, third-party software will be used. IT service providers, such as Microsoft or Google, collect certain diagnostic and service data, such as IP addresses, in the course of providing their service and use it independently for their own purposes. The IT services utilised in the FLOW project fully comply with the General Data Protection Regulation (GDPR), ensuring that your data is handled with the highest standards of data protection and privacy.

Further Information



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For any questions or additional information regarding the FLOW Experiential Futures Workshops, please contact Furkan Sorkuncuk at furkan@volonteuropa.eu.

Ethical Assessment and Complaints

If you have any concerns or complaints related to the FLOW Experiential Futures Workshops, please contact the designated individual responsible for workshop matters. For inquiries concerning data processing related to the workshop, please reach out to Furkan Sorkuncuk at furkan@volonteuropa.eu.

Consent Form

If you wish to participate in the FLOW Experiential Futures Workshops, kindly sign the consent form. By doing so, you confirm your understanding of the provided information and grant your consent to participate in the workshop.

Kind regards,

Furkan Sorkuncuk



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CONSENT FORM

for participation in the FLOW Experiential Futures Workshops

Statement of participant

I have been provided with a clear understanding of the objectives and scope of the Experiential Futures Workshops. I have had the opportunity to seek clarification and ask questions regarding the workshops. I willingly choose to participate in the Experiential Futures Workshops. I acknowledge that I have the option to discontinue my involvement at any time after the commencement of the workshops, should I decide to do so. I am informed about the storage and usage of my personal and special personal data, as well as the data related to the research study. I provide my consent to participate in the Experiential Futures Workshops as detailed in the information document.

Name:

Signature: Date:

Statement of the person responsible for the FLOW Experiential Futures Workshops

I declare that I have informed the above-mentioned person correctly about the workshops and the research study that will take place during the project.

Name:

Signature: Date:



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