EVENT DESCRIPTION SHEET

(To be filled in and uploaded as deliverable in the Portal Grant Management System, at the due date foreseen in the system.

⚠ *Please provide one sheet per event (one event = one workpackage = one lump sum).)*

PROJECT	
Participant:	4- ALTERNATIV KOZOSSEGEK EGYESULETE- ACA
PIC number:	942632712
Project name and acronym:	CIVIC INCUBATOR — CIVIC IN

EVENT DESCRIPTION	
Event number:	WP3
Event name:	Exchange of best practice in support of informal groups
Type:	Public events and workshops
In situ/online:	*[*online*]*
Location:	Hungary, Poland, Greece, Romania, Spain
Date(s):	**Good practice sharings:** July 02,2025; July 23, 2025; July 30, 2025; August 6, 2025; August 13, 2025; August 27, 2025; **Working group sessions:** July 23, 2025,July 30, 2025,August 6, 2025,August 13, 2025; September 19, 2025 **Feedback event:** September 24, 2025
Website(s) (if any):	CIVIC-IN Facebook
Participants	
Female:	92
Male:	24
Non-binary:	1
From country 1 POLAND:	26
From country 2 HUNGARY:	17
From country 3 GREECE:	32
From country 4: SPAIN	19

From country 5: ROMANIA	23		
Total number of participants:	117	From total number of countries:	5

Description

Provide a short description of the event and its activities.

The events of this working package were all serving the co-creation of the incubation plan and programme package.

6 events were organized related to good practice sharings.The first event was dedicated for planning the upcoming public events, when we discussed the frames of them, booked the exact dates and planned the promotion of them, since they were public.

The next 5 events were hosted by each partner country, when the host had to bring their good practice related to the topic of capacity building of informal groups. Each of these events were public, so experts, professionals and also informal group members could participate in them and were also invited to them. The events were communicated before and after it happened on facebook. The frame was always the same on the online sessions: the host organization presented with guest speakers the good practice with a presentation, then the participants had a chance to ask questions. After the Q&A the participants could go to breaking rooms and they could discuss. The following good practices were shared during this event series:

- HYPATIA by IASIS, Greece
- Conectadas by SSF, Spain
- Focus Community by PACT, Romania
- Civic Europe Capacity Building Program by ACA, Hungary
- The Social Activity Incubator by CISE, Poland

During this event series we also started our working group sessions, where only the consortium members were represented. On these workshops we were working with all the knowledge, results and experiences that were collected through the outputs of the previous working packages (like consultations, surveys, ideathons and also the good practice sharings).One of the first workshop was about the Code of Ethics- when we have found our common values and settled the common baseline of principles, described the form of the Code, that will be provided to the informal groups during the incubation process.

After that 3 working group meetings were organized along those themes that were detected during the WP1, and participants were already working on it during the national ideathons. Each meetings had the same agenda: we described the theme of the meeting and then we detected the related needs and problems in this theme and with the usage of the Theory of change approach we were also setting goals related to the selected needs. After having the goals, the experts tried to find tools and methods that can be part of the development plan. We had 3 meetings along 3 themes:

- 1st Working group meeting- Theme1: Strengthening informal groups through tools and skills.
- 2nd Working group meeting- Theme2: Mentorship and institutional support
- 3rd Working group meeting- Theme 3: Expanding networks and civic engagement

After these planning sessions the WP leader created the incubation plan and shared the last version with the consortium members, and they prepared together on a last working group meeting for the feedback event. This feedback event was a kick-off event at the same time, because it was the first meeting point of the informal groups who were already recruited to the program. At this event the participants and mentors had a chance to give feedback to the programme package and incubation plan and at the same time to get to know each other.

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2022	Initial version (new MFF).