EGALITARIAN

PARTICIPANT GUIDE

PROJECT CYCLE 3: January 2025 to August 2025

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Erasmus+

Partners:

www.egalitarian.eu

Hey, participant of the
__ERASMUS+ EGALITARIAN__ programme!

This guide will introduce you to the 3rd Cycle of
ERASMUS+ EGALITARIAN Programme.

The cycle starts with the kick-off event
__"Egalitarian SDG Challenge: Waste Summit__
__Brasília 2025"__ which introduces the students joining
projects from the winter (summer in Brazil) 2025 and is
scheduled to take place in
Brasilia, Brazill, on January 27-31, 2025.

We are looking so much forward to having all of you
onboard this ERASMUS+ experience!

SUMMARY

1

Overview of the ERASMUS+ EGALITARIAN Programme

EGALITARIAN

We are here to help build the next steps of evolution of the situation of the Waste Pickers and Waste Management in Brasilia, with projects and solutions that can also be applied in many other places in Brazil and in the world.

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General Context

Egalitarian can be described as a student-driven initiative that brings together diverse talents to develop solutions to improve the waste management and the life of waste pickers in Brasília, aligned with the 2030 Agenda's goals. Each semester, students undertake different projects within this framework, aiming at maximum impact. So what we want is to enable students to work across countries and disciplines, on real-world problems related to the Sustainable Development Goals. We want to contribute to finding sustainable solutions, and one particular focus area digital solutions for improving waste management and the life of waste pickers in Brasilia.

Egalitarian has four partners: University of Brasilia, Saxion University of Applied Sciences, University of Minho and Aalborg University.

Erasmus+ is a funding scheme from the European Union, which supports collaboration partnerships - and one of the projects that receive support is Egalitarian. So it is Erasmus+ that makes it possible for us to develop the projects and have the workshops with students and professors from the universities.
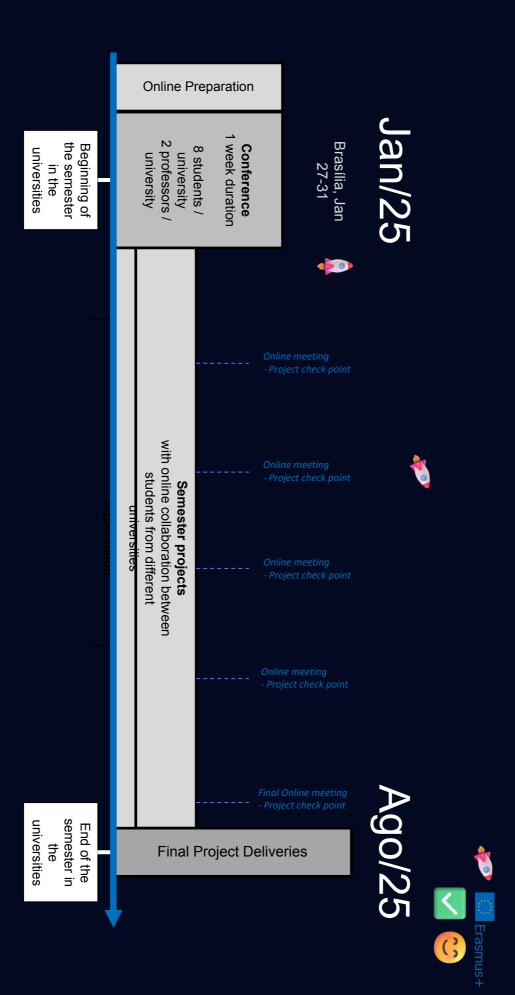
Joining as an ERASMUS+ EGALITARIAN student

By joining the trip to Brasília, you will be part of the EGALITARIAN ERASMUS+ programme. Your enrollment starts at the event (late January 2025) and finishes when you deliver your semester project in the Summer (August 2025). After the trip in January, you will bring the project scope and idea to your university/country, get more people onboarded in the project and execute your semester project in the context discussed and agreed in Brasília.

During the semester, you will collaborate online with students from Denmark, Brazil, Portugal and the Netherlands (you will have met students from these countries in Brasília :)

On the following page, you can check the timeline of activities involving the ERASMUS+ EGALITARIAN students.

Jan/25

Brasília, Jan 27-31

Online Preparation

Conference
1 week duration

8 students / university
2 professors / university

Beginning of the semester in the universities

Semester projects
with online collaboration between students from different universities

supervision

- - - - - Online meeting - Project check point

- - - - - Online meeting - Project check point

- - - - - Online meeting - Project check point

- - - - - Online meeting - Project check point

- - - - - Final Online meeting - Project check point

Ago/25

Final Project Deliveries

End of the semester in the universities

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KEY DATES*:

2

Event in Brasília, Jan 27-31, 2025

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CAPTION:

- Official program
- Unofficial program (optional activities; may have expenses not included)

Day 0: Jan 26, 2025

19:00 Official dinner - Fausto e Manoel Pontão Lago Sul (Supervisors and Students)

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CAPTION:

- Official program
- Unofficial program (optional activities; may have expenses not included)

Day 1: Jan 27, 2025

Meet at Finatec, Auditorium

Focus: Introduction to EGALITARIAN and its context

Open day

8:30 Registration

9:00 Welcome to EGALITARIAN

9:15 Introduction

9:30 Results of the last cycle

10:00 Current projects and teams

11:00 Lecture 1

12:00 Lunch

13:30 Integration/Workshop on collaboration

14:30 Lecture 2 - Embassy and Waste Pickers

15:45 Coffee Break

16:00 Official Picture of the Day

16:30 University Tour

19:00 Dinner

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CAPTION:
- Official program
- Unofficial program (optional activities; may have expenses not included)

Day 2: Jan 28, 2025

Meet at Finatec

Focus: Teamwork, planning EGALITARIAN Projects Cycle 3

09:00 Teamwork
12:00 Lunch
13:30 Teamwork
15:30 Checkpoint
15:45 Coffee Break

16:00 Brasília City Tour (Cathedral, Three Powers Square, Stadium, JK Memorial)
19:00 Karaoke night

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CAPTION:

- Official program
- Unofficial program (optional activities; may have expenses not included)

Day 3: Jan 29, 2025

Meet at CENTCOOP (Morning) and Finatec (Afternoon)
Focus: Teamwork, planning EGALITARIAN Projects Cycle 3

09:00 Technical visit to CENTCOOP
12:00 Lunch
13:30 Teamwork
16:00 Checkpoint
16: 15 Coffee Break

16:30 Return to the hotel/ Free time
19:00 Dinner at Mané Mercado (Supervisors and Students)

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CAPTION:
- Official program
- Unofficial program (optional activities; may have expenses not included)

Day 4: Jan 30, 2025

Meet at Finatec

Focus: Teamwork, planning EGALITARIAN projects cycle 3

09:00 Teamwork
12:00 Lunch
13:30 Teamwork
16:00 Checkpoint
16: 15 Coffee Break

16:30 Return to the hotel/ Free time
19:00 Bar

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CAPTION:

- Official program
-

Open day

Day 5: Jan 31, 2025

Meet at Finatec, Auditorium

Focus: Students present their work of the week in an Open day

09:00 Registration
09:30 Welcome and introduction
10:00 Lecture - R2
10:30 Lecture - Tree Earth
11:00 EGALITARIAN Projects' Plan Presentation
12:00 Lunch

13:30 EGALITARIAN Projects' Plan Presentation

15:00 Closing Ceremony
15:30 Coffee Break and Networking
16:00 General Egalitarian Feedback
16:30 Committee Meeting

16:30 Return to the hotel/ Free time
21:00 Party

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2.c) Transportation

The transportation from the airport to the hotel will be your responsibility. The best way to do this transportation is by **Uber or Taxi**, which are affordable in Brasília. A typical Uber ride from the Airport to the hotel is 6-8 euros, or around 40 reais.

If you go by Uber, just put " [content removed]" and you get there.

The transportation from the hotel to the university will be your responsibility. As previously mentioned, we suggest Uber. The price of the trip from the hotel to the university is between R$12 and R$20 (2 - 5 euros).

Transportation to CENTCOOP will be by bus. It will leave from the hotel

In the unofficial program, the tour of Brasilia will take place by bus. It will leave from FINATEC.

Keep an eye on the event´s official comunication channel and Whatsapp group.

Breakfast is served at the hotel and it is already included in the accommodation package.

Lunch will be served at the university canteen.
About the lunch payment, each university has its processes; please check with your professor/ supervisor.

The coffee break will be served at the university.

Dinner will be, usually, somewhere in the city (see the unoffical agenda).

All locations will have options for people with dietary restrictions.

2.e) Addresses

University of Brasilia:

Fundação de Empreendimentos Científicos e Tecnológicos (Finatec) - Av. L3 Norte - Ed. Finatec - UnB - Asa Norte, Brasília - DF, 70910-900, Brasil. https://maps.app.goo.gl/5yHaY8yCf2k6ckpA7

Faculdade de Tecnologia (Faculty of Technology) - UnB - Asa Norte, Brasília - DF, 70910-900, Brasil. https://maps.app.goo.gl/5wmQpmtygi8BdPtN9

Suggested Hotel:

REMOVED

Brasil.

2.f) Communication

The daily communication will be done via Whatsapp group.

It is important that everyone joins the channel through the link:

link removed

Communication between program teams will take place via Teams. Make sure that, at the end of the event, you're on the Teams of the program you're taking part in.

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- In January, it is summer in Brazil! In Brasília, you will experience temperatures typically varying between 18ºC to 29ºC. So let´s be prepared for some good hot days. In addition to the heat, even though the summer is rain season, Brasília can become fairly dry at times. So remember to stay hydrated!

- To have a better experience at the event, the sockets used here in Brazil are the models shown on the right (220V). Remember the **adapter for your input**.

- **Important:** It is essential that you take out proper insurance for the trip. This is relevant, as the health systems differ from country to country, and you need to make sure you are covered in Brazil. If you have any doubts, your local coordinator can assist you in this regard. However, you will need to cover these expenses yourself (or according to the policy of your university).

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2.h) Important stuff to bring

- Laptop, since it will be used during the projects.

- Credit card / Money for other expenses that you will need to pay on your own, such as transport to/from the airport, local bus/subway tickets, dinner, additional food and drinks, optional cultural activities, pocket money etc.

- To the Technical Visit, it will be necessary to wear t-shirt, **pants and closed shoes**. So remember to bring them.

- There will be internet access at the University (Eduroam) and the hotel where you'll be staying. To have internet outside of these locations, you will need to have roaming from your original internet provider, or you can purchase a SIM card, which can be found at the airport or in a convenience store.

- **Important**: it is very important that all the participants read the *Semester Project and Collaboration* section of this guide before going to the trip.

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2.i) Contact Information and Emergencies

In case of emergencies in Brasília or while you are in any side trip in Brasil, please contact your university supervisor or you can contact:

- Simone Borges: (Brazil - teacher coordinator of the event in Brasília)

- Dianne Magalhães: (Brazil - teacher coordinator of the event in Brasília)

- Natascha van Hattum (Netherlands – ERASMUS+ EGALITARIAN Professor) n.vanhattum@saxion.nl

- Rui Lima (Portugal – ERASMUS+ EGALITARIAN Professor) rml@dps.uminho.pt

- Severen Fernandes (Project Manager ERASMUS+ EGALITARIAN), severenjf@es.aau.dk

- Mateus Halbe Torres (Lead Strategic Advisor to the Management Committee & Co-founder of ERASMUS+ EGALITARIAN)

- Jens Myrup Pedersen: jens@es.aau.dk (Denmark - ERASMUS+ EGALITARIAN Programme Coordinator)

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2.j)

Social Media

- Website: www.egalitarian.eu

- LindkedIn: www.linkedin.com/company/egalitarian/

- Instagram: www.instagram.com/egalitarian.eu/

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Enjoy Brasília!
☺

3

Semester Project and Collaboration

3.a)

Guides

In this part of the site, you'll find information about Egalitarian and how the project is developed.

Take a look to understand how the project works and the results obtained.

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Carbon Footprint

Carbon Footprint

Problem

Many companies lack robust and standardized methodologies to quantify carbon emissions generated by their activities, including direct emissions such as fossil fuel combustion and indirect emissions such as electricity use and solid waste generation. Without accurate assessment, companies continue to significantly contribute to greenhouse gas emissions, exacerbating environmental issues such as climate change. Additionally, without precise data and quantitative analyses, companies face difficulties in making informed decisions on how to implement effective carbon reduction strategies.

Purpose

The purpose of the project is to contribute to corporate sustainability by helping companies identify and reduce their carbon emissions. The project aims to map business processes and collect data to quantify carbon emissions, developing practical tools such as software and Excel spreadsheets to measure the carbon footprint. Additionally, there is the possibility of conducting quantitative analysis of the current scenario and projections of future scenarios, with the development of screen prototypes and interfaces to facilitate the use of the tools. The project also seeks to include the comparison of the carbon footprints of different companies to identify best practices and opportunities for improvement.

Carbon Footprint

Expected Impacts

- **Measurement Tools**: Development of practical tools that assist in measuring indicators and facilitate decision-making.
- **Environmental Management Improvement:** Detailed mapping of business processes and necessary data to quantify carbon emissions, providing a clear and comprehensive view of emission sources.
- **Comparison Between Companies:** Comparison of the carbon footprints of different companies, enabling the identification of best practices and improvement opportunities.

Stakeholders

- **Participating Companies:** Companies that will have their carbon footprints evaluated and receive recommendations to reduce them.
- **University of Brasília (UnB):** Institution involved in the management of the project, contributing knowledge and resources to the project's execution.
- **University of Minho (UMinho):** Students who will develop and apply the necessary tools and analyses for the project.
- **Teachers and Supervisors:** Educators who supervise and guide the development of the project, ensuring that strategic and educational objectives are achieved.

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Carbon Footprint

Products and Activities Developed

2024

- **Flowchart** illustrating the process mapping of a landfill and its carbon footprint.
- **Global indicators** - A bibliographic research was conducted showcasing the main global indicators used to measure the carbon footprint.
- **National indicators** - A bibliographic research was conducted showcasing the main national indicators used to measure the carbon footprint.
- **Executive report with data crossing between universities**, including the definition of criteria for selecting indicators, classifying indicators and validating them.
- **Carbon Footprint Calculator** - A comprehensive tool to estimate CO_2 emissions based on the company's activities, including waste and energy and water consumption.
- **Dashboard -** An interactive dashboard for visualizing data and enabling informed decision-making for emission reduction.
- **Proposal for a New Waste Management Policy:** A Detailed Analysis of International Models and the Brazilian Context, Proposing a New Approach for the Brasília Context that Considers the Benchmarking Conducted.

Data Management System (DMS)

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Data Management System (DMS)

Problem

Cooperatives currently face a significant challenge in the accurate collection and storage of data during and after the sorting process. This inefficiency compromises their overall productivity and hampers the ability to conduct impactful analysis. The consequence is a hindrance in negotiating additional collection zones, subsequently limiting the potential for expanding operations to other parts of the city.

Purpose

Address the data accuracy issues faced by cooperatives during waste sorting processes by developing an integrated waste management system to provide a comprehensive, data-driven view of the work conducted within these cooperatives.

Data Management System (DMS)

Expected Impacts

- **Improving the flow of information in the cooperative:** Enhance data collection so that the flow takes place automatically and without interference
- **Data awareness for waste pickers:** Ensuring that waste pickers understand the relevance of data in their daily lives
- **Improved data collection in the cooperative:** Promote data collection to improve data analysis
- **Increased efficiency in the cooperative from a data perspective**

Stakeholders

- **Waste Pickers:** Users who will have access to their individual data
- **Cooperatives:** Institutions that employ the waste pickers.
- **Cooperative Managers (Waste Pickers):** Users of the data system and who will analyze the data to make business decisions
- **University of Brasília (UnB):** Institution involved in the management and implementation of the project, contributing knowledge and resources to the project's execution.
- **Aalborg University (AAU):** International partner collaborating with teams responsible for the Techno Anthropology studies.
- **University of Minho (UMinho):** Students who will develop and apply the necessary tools and analyses for the project.
- **Teachers and Supervisors:** Educators who supervise and guide the development of the project, ensuring that strategic and educational objectives are achieved.

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Data Management System (DMS)

Products and Activities Developed

2023

- **Research into the reasons for the difficulty in collecting data:** Understanding the reasons why this data is currently not being collected
- **Market Research:** Understanding the requirements that, when met, add greater value to the materials sold
- **Data collection with the cooperative:** Understanding all the data collected
- **Bibliographical research into technologies in cooperatives:** understanding technologies on the market
- **Web screen design:** Version 1 of screen prototyping

2024

- **Bibliographical research into technologies in cooperatives:** understanding technologies on the market
- **Identifying the Supply Chain:** Identification of the entire supply chain from disposal to recycling
- **Supply chain improvement proposal:** suggested supply chain optimization projects
- **Screen design**: refinement of the Web screens and definition of the App
- **Economic feasibility worksheet -** Automated spreadsheet that calculates economic viability based on inputs related to the amount of investment, project maintenance costs and expected revenues.
- **Economic feasibility report -** Consolidates the results obtained through simulations carried out in the spreadsheet.

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Data Management System (DMS)

Products and Activities Developed

2024

- **Requirements Survey and Prioritization** - outlines the process of understanding and prioritizing the key features and visualizations required for the app.
- **High-Fidelity Prototypes in Figma.**
- **MVP Development -** functional dashboard was developed using Looker Studio and Google Sheets.
- **Definition of Indicators** - the identification of key performance indicators (KPIs) to be displayed and monitored on the platform.
- **Software Architecture**, **Database Design**, **Backend System** (MQTT broker, MongoDB database, FastAPI backend, Heroku deployment setup), **Web Application Prototype** (Next.js and React.js).
- **List of recyclable materials** that can become a textile, **Research on how to transform the materials** into fibres (PP plastic, Paper, cellulose fibers, PET).

Educado

Educado

Problem

With the closure of the Estrutural open dump, waste pickers in the Federal District began working in cooperatives, which improved their working conditions. However, this transition resulted in a significant reduction in the individual income of the waste pickers, as the volume of materials available for sorting in the cooperatives was smaller than in the open dump. Besides the low income, the lack of financial knowledge among the wastepickers was identified as an additional factor hindering their access to basic living conditions. Therefore, Educado arises to address the significant barrier that many individuals face in seeking personalized and quality education, especially those without access to formal educational opportunities.

Purpose

The Educado software aims to provide financial education to waste pickers, enabling them to better manage their resources and ensure a decent livelihood. Aligned with the United Nations Sustainable Development Goals, especially the eradication of poverty (SDG 1) and the promotion of quality education (SDG 4), Educado intends to expand economic opportunities and contribute to a sustainable and inclusive future. Thus, the purpose of the project is to develop a digital learning platform that offers personalized content in an accessible and didactic manner. This software is designed to support educators and content creators. The facilitation of creating, promoting, and distributing educational materials allows people in low-income contexts to develop and obtain better life and job opportunities.

Educado

Expected Impacts

- **Expanded Access to Education:** Providing access to quality educational materials for people who do not have easy access to educational institutions.
- **Improvements in Living Conditions:** Assisting users in developing new skills and knowledge that can improve their living conditions and job opportunities, contributing to a positive societal impact in the long term.
- **Promotion of Content Creators:** Enabling educators and content creators to reach a larger audience, promoting the diversity of educational material available.

Stakeholders

- **Waste Pickers:** End users who will use the platform to access educational content.
- **Cooperatives:** Institutions that employ the waste pickers.
- **Content Creators**: Educators and specialists who will create and distribute educational material through the platform.
- **University of Brasília (UnB):** Institution involved in the management and implementation of the project, contributing knowledge and resources to the project's execution.
- **Aalborg University (AAU):** International partner collaborating with teams responsible for the technical development of the software.
- **Teachers and Supervisors:** Educators who supervise and guide the development of the project, ensuring that strategic and educational objectives are achieved.

Educado

Products and Activities Developed

2020

- **Business Model for Waste Pickers Education via Mobile Application:** A business model and a commercialization structure for the application were defined to make its development feasible.
- **Interviews with Potential Users:** Interviews were conducted with potential users to identify their needs and expectations. This survey was crucial to guide the functionalities to be developed in the prototype.
- **Development of a Personal Finance Course**: A diagnosis of the target audience's needs was made, and the pilot personal finance course was developed.
- **Functional and Non-functional Requirements gathering:** Detailed the functional and non-functional requirements of the financial education course in the application, describing the stakeholders, constraints, use case diagram, and course structure.

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Educado

Products and Activities Developed

2021

- **Interviews with Waste Pickers about App Content:** Interviews were conducted with potential users to identify their needs and expectations regarding the content.
- **Refinement and Validation of Functional and Non-functional Requirements:** Detailed the functional requirements of the mobile education system.
- **Creation of Educado Web:** Developed the web platform allowing the creation of courses and the insertion of titles, descriptions, images, and sections with text, image, and audio content.
- **Creation of Educado Mobile:** Developed the mobile application allowing the viewing and consumption of courses entered on the web platform in a simplified and objective manner.
- **Implementation of Basic Features:** Included features such as course creation, multimedia content insertion, and course viewing in the mobile application.
- **Mapping of Possible Partners for Content Production:** Identified and established partnerships with organizations and individuals capable of producing relevant content for the Educado platform.

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Educado

Products and Activities Developed

2022

- **Usability Evaluation:** Usability tests were conducted to identify necessary improvements in the interface and user experience. These evaluations showed the need for enhancements before launching the prototype into production.
- **Requirements gathering**: Detailed the requirements for content validation and user retention in the app.
- **Analysis of Mobile Applications for Personal Finance Management:** Analyzed the existing mobile market for financial management applications, identifying strengths and weaknesses that could be incorporated or avoided in Educado's development.
- **Improvements in Educado Web:** Adjustments to the interfaces for better usability in the content creation process, as well as login, registration, and content creator approval flow functionalities.
- **New Features in Educado Mobile:** Development of new screens and functionalities such as exploring courses, login, registration, profile, and exercises, with visual and audio mechanisms for the inclusion of diverse individuals.
- **Delivery of Prototype 2.0:** Prototype 2.0 was delivered with various improvements and new features, still requiring additional development cycles to consider aspects like financial viability and security.
- **Validation of the Developed App with Waste Pickers:** New usability tests were conducted to evaluate the implemented improvements and collect feedback from end users to guide future developments.

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Educado

Products and Activities Developed

2023

- **First course creation:** Personal finance videos to implement the first course inside the app.
- Requirements gathering and prioritization: Personas definition for the user of the Educado App.
- **User journey mapping:** All possible system flows and states so it is possible to visualize scenarios where the user can have a smooth experience.
- **New user interface for the app and website:** New interface design with the definition of color, typography, and other styles to help developers implement.
- **Delivery of the new app and website:** Development of the new app and website version based on the UI and user journeys, and handoff for the waste pickers.

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Educado

Products and Activities Developed

2024

- **Content creator manual:** Summary of the instructions manual of how to upload the classes into the app in a friendly approach to the possible content creators.
- **Courses list and interest validation:** Research with the waste pickers to identify the courses interests and allow them to find educational value in the process.
- **Content creator contact:** Identify possible contact of content creators or partnerships to produce courses.
- **Usability test:** App and web analysis with waste pickers and content creators to validate both systems and identify improvements opportunities.
- **Requirements gathering and prioritization:** Performance analysis of app and website development in 2023 to identify requirements that needs change and new requirements to the next development semester.
- **Analysis of the app and website systems:** Visual dashboard to report errors and improvement opportunities based on usabilities tests and surveys with waste pickers and content creators.
- **An automated process** was developed to **generate videos** using only inputs in the Persona to be generated.
- **3 complete courses** on basic financial education and occupational health and safety.

Ecolink

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Ecolink

Problem

In today's society, the issue of sustainability is increasingly relevant, but information about sustainable practices and initiatives is dispersed and decentralized. People who want to adopt more sustainable behaviors often face difficulties in finding clear and accessible information on proper waste disposal, recycling and reuse opportunities, and how to contribute to local sustainable initiatives. The complexity and lack of centralized information result in a gap between interest and action. Individuals often resort to internet searches to discover where and how to dispose of items correctly, and even then, they frequently do not find the necessary information. Additionally, there is low visibility of sustainable initiatives promoted by non-governmental organizations (NGOs), community projects, and sustainability-focused events. This fragmentation of information and lack of a unified platform hinder collaboration among the different stakeholders who could potentially benefit from and contribute to more sustainable practices.

Purpose

The purpose of EcoLink is to be an application that centralizes information and sustainability projects, facilitating the transformation of interest into concrete actions. The application will gather the main sustainable initiatives in one place, connecting individuals and organizations interested in sustainable practices. By offering an ecosystem of solutions, the application will promote conscious actions by the population through convenience and a pleasant experience. EcoLink will serve as a marketplace for buying, selling, and donating materials, as well as functioning as an information center on proper waste disposal and recycling/reuse options. It will also promote the creation and strengthening of communities, allowing users to share ideas, projects, and communicate with others interested in sustainability. In this way, the application will bridge the gap between the desire to be more sustainable and the ability to act.

Ecolink

Expected Impacts

- **Increase in Sustainable Actions:** The application is expected to transform people's concerns about sustainability into concrete actions, providing convenience and a pleasant experience.
- **Centralization of Information:** The application will serve as a centralized point of information on proper waste disposal and options for recycling and reuse of organic materials.
- **Gamification and Engagement:** Users will be able to earn tokens by buying, selling, and donating items, encouraging participation and allowing others to see the positive impact on society.

Stakeholders

- **End Users:** People interested in adopting more sustainable practices who are looking for a centralized platform of information and resources.
- **Non-Governmental Organizations (NGOs):** Entities that promote sustainable projects and can use the application to increase the visibility and impact of their initiatives.
- **Local Communities:** Groups of individuals who can benefit from the exchange of ideas and engagement in sustainable community projects.
- **University of Brasília (UnB):** Institution involved in the management and implementation of the project, contributing knowledge and resources to the project's execution.
- **Teachers and Supervisors:** Educators who supervise and guide the development of the project, ensuring that strategic and educational objectives are achieved.

Ecolink

Products and Activities Developed

2024

- **Brandbook EcoLink:** It contains the brand identity of EcoLink. In this Brandbook you will find our values, logo, colors, typography and images.
- **User Experience Research:** It contains UX Competitor Analysis, Gamification research and a template for the Strategic marketing plan.
- **Questionnaire on Sustainability, Conscious Disposal and Recycling:** the results of the user interest forms.
- **Functional Requirements:** Analysis and categorization of requirements according to importance, according to the form responses;
- **User Journey Flowchart:** Flow of the 5 modules of the sustainable HUB
- **Validation Responses:** Responses to user journey and functional requirements validation forms and graphics;
- **Information collection and processing manual -** Document that contains the step-by-step instructions and requirements for including information in the hub;
- **Curation manual -** Document that contains the requirements to guarantee the veracity of the hub information;
- **Database code presentation -** a presentation that explains the Python code for creating a database that guarantees the curation of the hub's news and scientific articles.
- **Refinement and prioritization of requirements** for the Marketplace, Information, and Community modules, with clear definitions of screens and functionalities.
- **Screen prototypes** developed for the Marketplace, Information, and Community modules.
- **Application MVP developed** for the Marketplace module.

4

Final Delivery
and Programme Conclusion

Final Delivery and Programme Conclusion

As part of the ERASMUS+ EGALITARIAN SDG Challenge, we are hosting a week-long conference in Brasília, Brazil, from January 27 to 31, 2025. The event is being held at the University of Brasília (UnB). To ensure the successful execution of this event and define the scope of each project, it was necessary to develop a methodology to guide teams in creating solution proposals. This section aims to outline the teamwork guidelines for the final deliveries during the event, ensuring alignment, efficient collaboration, and high-quality results.

The approach adopted is based on the development of two main artifacts: the PM Canvas and the Final Presentation. Each of these artifacts plays a crucial role in the organization and execution of the projects, facilitating communication, planning, and risk mitigation. It was also included the artifacts that must be delivered at the end of the semester. Below is a summary of the main characteristics and structure of these tools:

Final Delivery and Programme Conclusion
Deliverables by the End of the Event Week

By the end of **the event**, the following artifacts must be completed:

1. **PM CANVAS**

The PM Canvas is a visual tool that enables quick and clear visualization of the key elements of a project. It synthesizes the main planning aspects into specific blocks, such as:

- Justification
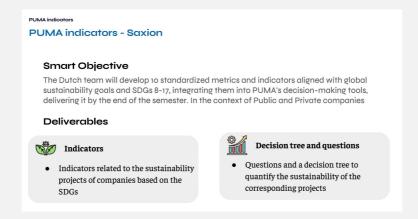- Objectives
- Deliverables
- Team
- Schedule
- Risks

Final Delivery and Programme Conclusion
Deliverables by the End of the Event Week

2. FINAL PRESENTATION

A PowerPoint presentation highlighting the most important aspects of the project. It should include:

- Context (Why, Program Goal, How?)
- SMART Objective
- Deliverables and products to be developed
- Execution schedule of activities
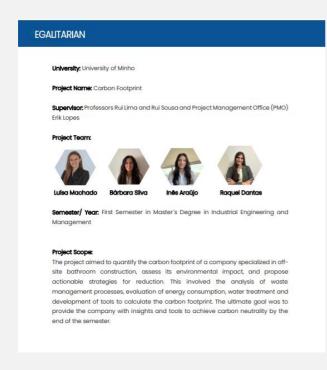- Key results
- Next steps

Some example images

Final Delivery and Programme Conclusion
Deliverables by the End of the Programme Cycle

By the end of the **programme cycle**, the following artifacts must be completed:

1. EXECUTIVE SUMMARY

A document consolidating all the deliverables produced by the teams throughout the semester. This document must:

- Be written in English
- Summarize the key achievements of each team
- Follow the instructions and template provided on Teams (General channel, folder for each team)
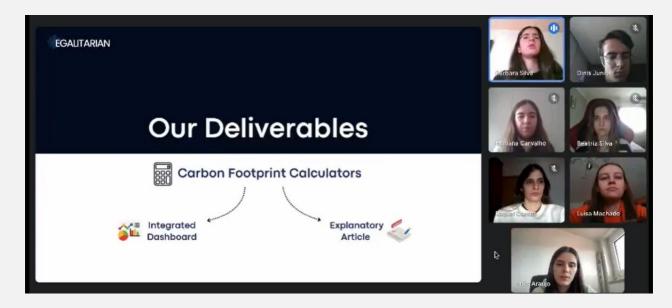

Some example images

2.   CONSOLIDATION VIDEO

A video summarizing the deliverables completed during the semester. This material must:

- Be produced in English
- Have a maximum duration of 5 minutes
- Highlight the key points of the products developed for each project within the programme.

Some example images

EGALITARIAN

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