



*Join the heart of social and environmental activism in the European capital and benefit from a fully furnished workstation*

## **1. Mundo-b: a centre for social change organizations**

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Mundo-b is a Centre for organizations mainly working on environment, development or social justice issues in Brussels. It aims at raising the member groups' profile in Brussels as well as sharing resources and facilities. The NGOs hosted in Mundo-b wish to increase their cooperation while working on common projects.



Mundo-b is to be found at [26 Rue d'Edimbourg, Brussels 1050](#). It lies on the edge of the European Quarter and is 10 minutes' walk or less from the European Parliament. It is also close to a wide range of restaurants and shops.

The [list of associations & NGOs](#) permanently located in Mundo-b is always kept up to date on our website.

## **2. The Hive concept**

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The Hive consists of a group of workstations available for different periods ranging from half a day a month to all year round. The concept was a result of our wish to open the centre to more organizations, local as well as international, so that they can benefit from the centre's added-value in terms of exchange of ideas, network opportunities and the creation of new collaborations.

Future Hive members might e.g. be NGOs based abroad and needing a haven in Brussels when they come over to the European capital for meetings, parliamentary debates ...; or organizations wishing to develop their activity in Brussels and therefore needing a place to make their first steps before they grow.

The Hive will provide your organization with the office facilities and networking, collaboration and growing opportunities needed to act on the Brussels sphere.



### 3. Membership packages

Becoming a member of the Hive entitles you to use a workstation at Mundo-b. A workstation is composed of a desk, a chair, storage space, a telephone and an internet connection. There are thirteen workstations available in total, shared among the different package users. Besides your office space, your Hive membership gives you access to all the communal facilities of the centre.

The following table summarizes the packages and their rate:

Package		Monthly fee (including VAT) (not including administrative start-up cost)
<b>Mundo 6</b>	(use of a desk for 6 days a year)	€ 23,75
<b>Mundo 20</b>	(use of a desk for 20 days a year)	€ 33,33
<b>Mundo 50</b>	(use of a desk for 50 days a year)	€ 61,25
<b>Mundo 120</b>	(part-time desk all year long)	€ 122,50
<b>Mundo 250</b>	(full-time desk all year long)	€ 238,33

#### a. Access to the Hive:

Members of the Hive can book a desk for an entire day or half a day.

Your package thus entitles you to use the Hive for a number of “days – equivalent” (e.g. 6 days or 12 half days for the Mundo 6 package).

Members of the 250 and 120 packages will be given a 24-hour access to the Hive.

Members of the other packages are welcome during the reception’s opening hours.



Schedule for an entire day:

9:00 – 17:30

Schedule for half a day:

Morning: 9:00 – 13:15  
Afternoon: 13:15 – 17:30

Workstation and meeting room bookings can be made through

- Mundo-b's intranet (after receiving your login and password), accessible through [www.mundo-b.org](http://www.mundo-b.org)
- telephone: + 32 2 894 46 11
- e-mail: [info@mundo-b.org](mailto:info@mundo-b.org)

#### **b. Access to the meeting rooms**



Your Hive membership includes free access to seven meeting rooms (10 - 20 p), the cafeteria, two gardens, a bike park, showers; and at an additional fee to the conference room and an extra-large meeting room.

#### **c. Upgrade of your package**

If you realize that your package becomes too limited, you can add another package to the initial one. For instance, a Mundo 6 member could wish to double his package with 6 additional days, or add another 20, 50 ... depending of course on space availability.

### **4. Services included in the packages**

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The Hive membership gives you an office base in Brussels, as well as access to all the facilities of the Centre. These include:

#### **a. Furniture**

You will be provided with a workstation: a desk, a chair and some office storage (drawer and/or cupboard according to your needs and package). You bring your own PC or laptop, and will be able to connect to the internet (cables are provided). Wireless internet is available in different areas of the building.

#### **b. Centre communal facilities**

The communal facilities in the centre include eight meeting rooms suitable for 6 to 26 people, a conference room, a documentation centre, a cafeteria, two gardens and a terrace. Pool bikes are available, and a car sharing station is located less than 200m from the centre..

Other communal facilities include the reception area, post and photocopying rooms, and an IT room.

Networking events are regularly held in the centre.



#### **c. Data and telephone**

Prices include access to a high speed broadband connection, telephone system and handsets and phone line rental, your own phone line and direct dial number, a voicemail service that is remotely accessible and can be forwarded to your mobile. More services may become available in the future at an additional cost, such as a communal server, email management and file-storage.

#### d. Reception and building services

The centre provides a reception and receptionist from 8:30 am till 6 pm Monday thru Friday.

The centre is managed by a staff of ten devoted to support the members and take care of the building. This includes cleaning of the office on a weekly basis; waste management; recycling; sanitary disposal; cleaning and maintenance of the communal areas; gardening services; postal services; all gas, water and electricity; management of the meeting rooms and offices and the building, the hive...

### 5. Services available at an additional fee

Apart from your package, you only pay for your telephone calls, network printing and photocopying and fax use. These services will be invoiced to you regularly.

Hive members can book a number of rooms in Mundo-b at a reduced price. The conference hall (80 up to 100 people) has screening and sound infrastructure, and an exhibition space and break-out/ lobby area of 125 m<sup>2</sup>. The Fair Trade Room is an extra-large meeting room (26 people). On evenings or weekends you can also hire Kamilou's cafeteria. Catering should always be ordered with him.

Fees for these three rooms (incl. VAT):

Conference Hall	Weekday	Weekend
Full day	€ 260	€ 240
Half day	€ 190	€ 190
Evening	€ 190	€ 190

Fair Trade Room	Weekday and weekend
Whole day	€ 85
Half day	€ 65
Evening	€ 75

Cafeteria	Evenings and weekend
Up to 2 hours, max. 20 people	€ 65
Half a day (4 hours)	€ 125



*For any meeting or conference in the Centre, the organic and fair trade cafeteria provides you with catering services. 80 people can fit in the cafeteria.*

*You could also ask chef Kamilou to serve you one of his delicious meals in your meeting room: tasty sandwiches, or hot dishes from all over the world.*

*Besides a traditional lunch, Kamilou can also design a real culinary happening for you. From walking dinner to dessert buffet, you will enjoy the tastiest organic food of the European capital.*

*You can contact Kamilou in Mundo-b (+32 (0)2 984 46 67) or through his website, [www.kamilou.be](http://www.kamilou.be).*



## 6. Registration process

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To become member of the Hive, there are several steps to take:

### a. Fill in the Joining Form

We now need to know precisely who the users of the Hive will be. Needless to say that the Hive membership is linked to the organization and not to one person. You can thus share your membership package among the staff of your organization providing that we receive the names of all authorized users.



### b. Sign the license agreement

The license agreement is the contract equivalent to a lease. It binds both your organization and Mundo-b, and specifies the obligations of both parties. The minimum commitment for the Mundo 6 to 50 packages is one year, and for the Mundo 120 and 250 packages six months. After that, a three months' notice can be given.

### c. Make the first payment

The packages are payable quarterly. When you first register, you pay a € 100 administrative start-up cost and a deposit of € 150 à € 600, depending on your package. Your Hive Membership will be activated as soon as we receive your first payment.

Apart from that, you will regularly receive an invoice for you telephone costs and additional costs, if any, like fees for the conference room and the Fair Trade meeting room.

All costs are to be paid in euros.

### d. Book your desk

Members opting for the Mundo 250 package need not to make bookings, as their workstation is permanently allocated to them. Other packages are required to book their desks in advance. Bookings for these packages work on a daily or half-day basis. Each half a day ends or starts at 1:15 pm. Attention: you can cancel your reservation until two days before, after that it will be charged.

### e. Come to Mundo-b

The first time you come to the Hive, you will be given security devices and logins to work at Mundo-b. This includes

- the key of the Hive office space,
- your direct dial phone number and pin,
- your intranet login.

After your first day, you will thus be able to make your bookings independently, and come to Mundo-b according to your wishes.

Our support staff remains at your disposal for any other question or request, to make your working time at Mundo-b the most efficient possible and to integrate you to the Mundo-b community.

