



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



## A centre for social change organizations

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 organizations 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 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.

## The Hive concept

The Hive is a coworking space in the heart of Mundo-b. There are about 10 workstations, available different periods ranging from half a day a month to fulltime. Smaller organizations 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.



## 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. The workstations are shared among the different package users. Besides your office space, your Hive membership gives you access to all the communal facilities of the centre.

## Access to the Hive

Members of the Hive can book a desk for an entire day or half a day. Your package entitles you to use the Hive for a number of “days – equivalent” (e.g. 6 days or 12 half days for the Hive 6 package).

Members of the 250 and 120 packages will be given a 7/7 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)

## Access to the meeting rooms



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

## Upgrading your package

If you realize that your package is too limited, you can add another package to the initial one. For instance, a Hive 6 member could wish to double his package with 6 additional days, or add another 20, 50... Get in touch with Mundo-b to know more.

## 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:

### 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 communal areas of the building.

### Centre communal facilities

The communal facilities in the centre include eight meeting rooms suitable for 6 to 26 people, a conference room, a library, a cafeteria, two gardens and a terrace. Bikes are available for the day, 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.



## 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 cost.

## Reception and building services

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

The centre is managed by Mundo-Lab, formerly known as Ethical Property Europe, devoted to support the members and take care of the building. This includes cleaning of the office on a weekly basis, waste management, recycling, 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...

## Services available at an additional fee

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

Hive members can book a number of rooms in Mundo-b at a reduced price. The conference room (80 up to 100 people) has screening and sound infrastructure, and an exhibition space and break-out/ lobby area of 125 m². The Fair Trade Room is an extra-large meeting room (24 people). On evenings or weekends you can also hire Kamilou's cafeteria. Catering should always be ordered with him.

Consult the Mundo-b website for current prices.





*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).*



## Registration process

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

### Fill in the form

Each potential Mundo member is asked to fill out this form (see website).

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 share your membership package among the staff of your organization providing that we receive the names of all authorized users.



After we've reviewed your form, we will most likely discuss a bit more and/or organize a visit to the Hive.

### 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.

### Make the first payment

The packages are payable annually, we will invoice you at reception of the signed license agreement. Your Hive Membership will be activated as soon as we receive your 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.

## Book your desk

Members opting for the Hive 250 package don't need to book in advance, as their workstation is permanently allocated to them (unless agreed otherwise). Other members are required to book their desks in advance, at least **two hours** before you arrive. 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.

## Come to Mundo-b

The first time you come to the Hive, and after signature of the contract, you will be given a badge and login to work at Mundo-b.

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.

**Welcome!**



Any questions? Contact Mundo-b: +32 2 894 46 11 or [info@mundo-b.org](mailto:info@mundo-b.org)

Mundo-b – Rue d'Edimbourg 26 – 1050 Brussels – [www.mundo-b.org](http://www.mundo-b.org)