D5.5 Mentoring Programme

Summary Report

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D5.5 Mentoring Programme Summary Report

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1. Introduction

The purpose of this Mentoring Program (MP) is to facilitate the transfer of experience and best practices from seasoned professionals to selected mentees, addressing potential challenges within a local context. Through this initiative, mentees (individuals, teams, or organisations) will ponder the challenges and solutions encountered by their mentors in local settings, leveraging their own experiences for comprehensive and practical learning.

A key quantitative objective of the BUS-GoCircular project is to enhance the reputation of the construction sector and attract women and youth to circular skills professions. The mentoring programme is strategically designed to contribute to this goal. Similar to other educational tools like the Train-the-Trainer approach, the mentoring programme aims to expand and implement the BUS-GoCircular circular construction skills qualification framework.

Various partners have executed specific mentoring activities aligned with their national plans, adapting programme contents based on opportunities identified in their respective local contexts.

2. Objectives and scope

The BUS-GoCircular Mentoring Program aims to facilitate the transfer of experience and best practices from seasoned professionals to specific groups, including women, young individuals, those from underprivileged backgrounds, and less experienced colleagues. By enabling the accelerated learning of inexperienced professionals through experience sharing, the MP serves a dual purpose. Firstly, it provides experienced professionals with an additional sense of purpose, boosting professional pride, personal fulfilment, and social value in their roles. Secondly, it contributes to making the sector more appealing, thus attracting young talent and addressing skills shortages.

The advantages of the MP include enhancing mentees' talents and capacities, improving productivity and performance through motivation, accelerating professional and personal development, increasing resilience capacity, fostering cooperative and corporate culture, empowering communication and adaptive capacities, providing personal satisfaction, gaining recognition as an expert, exposure to new perspectives, broadening professional experience, facilitating reflection on personal goals and practices, and developing leadership and coaching styles.

3. Structure

Numerous mentoring initiatives have been meticulously crafted, encompassing a structured progression through a series of distinct stages designed to optimize the learning and growth experience for all involved stakeholders.

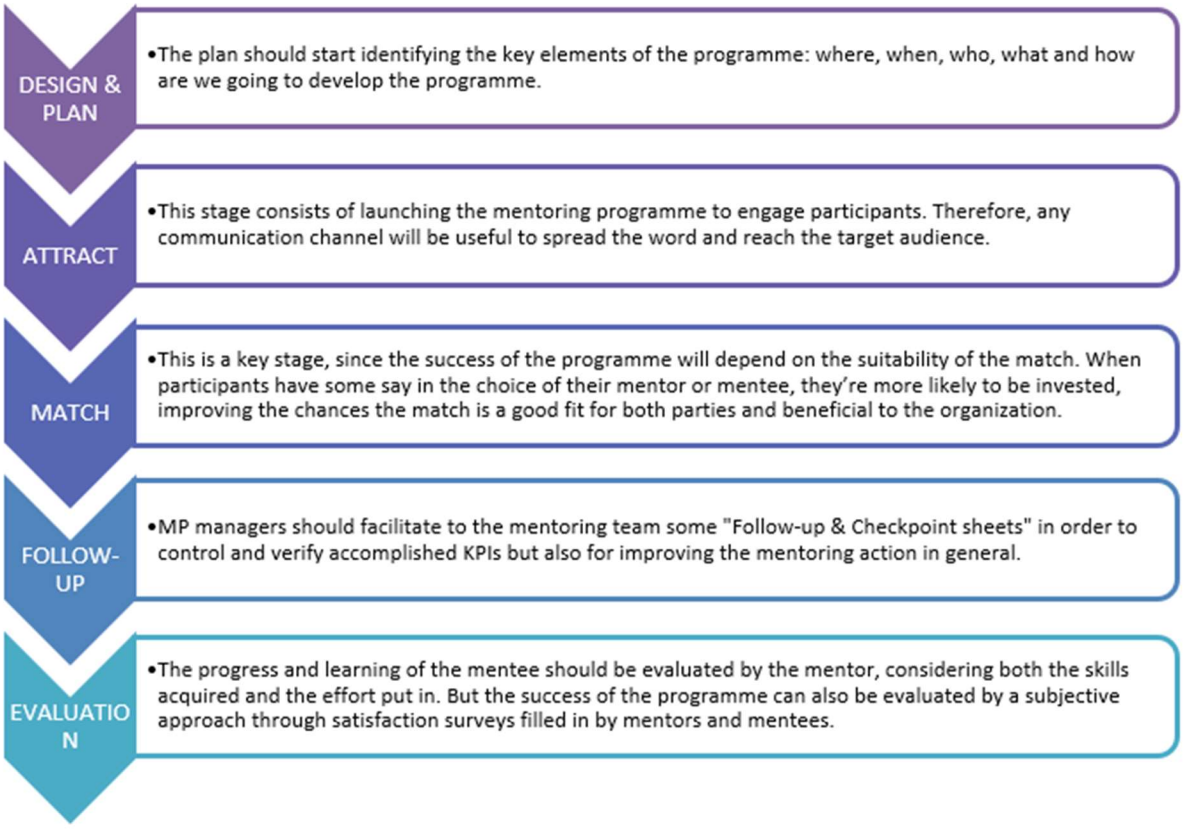

Fig. 1: Mentoring stages

3.1. Participants

The Mentorship Program (MP) within the framework of BUS-GoCircular involves three primary participants: MP Managers, Mentors, and Mentees. These individuals collectively contribute to the program's efficacy, each fulfilling a unique yet interrelated role in fostering learning, development, and professional growth.

3.1.1. Managers

The MP Managers, represented by project partners such as FEVEC, IVE, BC, ACE, ICLEI, ENEFFECT, UZ-FCE, INCIEN, EMI, and TUS, are responsible for designing the program's structure, establishing protocols, and ensuring operational efficiency.

3.1.2. Mentors

Mentors, selected from diverse backgrounds including sustainability, green building, and environmental engineering, bring their expertise to guide and inspire mentees, enriching the learning process with valuable insights.

3.1.3. Mentees

Mentees, comprising students, young professionals, career advancers, and those reentering the workforce, form the core of the program, eager to absorb knowledge and advance both personally and professionally. Together, these participants embody the collaborative ethos of mentorship, advancing the BUS-GoCircular mission to empower and elevate individuals within the sustainable construction sector.

Inclusion has been successfully fostered through the incorporation of mentees from specific groups identified as priority in 26 out of the 30 Mentorship Programs (MPs) conducted. These groups include:

- Students or young people looking for experience
- Unemployed or professionals returning to work after a pause in their career
- Professionals seeking to scale up their careers
- Women
- Ethnic minorities
- Professionals from underprivileged backgrounds
- Professionals with a disability

3.2. Modalities

Mentorship programs (MPs) come in various forms, each tailored to meet specific needs and objectives. Understanding the different types of MPs can help organizations and individuals choose the most suitable approach for their circumstances. Some of the common types of MPs are:

- **Formal/informal mentoring**: Structured vs. flexible mentoring with defined objectives.
- **Peer-to-peer mentoring**: Knowledge sharing among peers with similar roles or backgrounds.
- **Express mentoring**: Brief sessions focused on imparting expertise, often at events.
- **Reverse mentoring**: Younger members offering insights to senior counterparts.
- **Group mentoring**: Collective mentoring sessions fostering discussion and reflection.

- **Cross-mentoring**: Mentoring between individuals from different organizations or industries.
- **E-mentoring**: Online mentoring facilitated through virtual platforms, eliminating geographical barriers.

3.3. Topics

The list of areas of knowledge aligns closely with the BUS-GoCircular Qualification Framework, encompassing a wide range of topics crucial for sustainable construction practices. These include:

- Green roofs
- Multifunctional facades and interior partitions
- Sustainable materials strategies: low impact, renewable, recycled, local
- Measures that optimise material use to strive for material efficacy
- Material creation and innovation
- Non toxic materials
- Prefabrication, modular
- Life Cycle Analysis methodology and practice (LCA)
- Waste management: sorting and recovering (reuse, recycling, energy use)
- Circular economy regulations and possibilities
- Design for deconstruction and adaptability
- Repair, maintenance, rehabilitation
- Renewable thermal energy systems
- Renewable electricity energy systems
- Water efficiency systems
- Grey water systems
- Rainwater harvesting systems
- Rethinking the business model: Creating joint value between companies
- Incorporating digital technology for sustainability
- 3D printing for material impact reduction
- Energy efficiency with passive strategies
- Energy efficiency with active strategies
- Smart solutions to installations
- Second-hand sale of products through marketplaces or services

3.4. Activities

The list below outlines various types of activities that serve as frameworks for Mentorship Programs (MPs), facilitating diverse learning and professional development experiences. These activities offer distinct avenues for mentorship engagement, catering to different learning styles and objectives, ultimately enhancing the overall effectiveness of MP initiatives:

- **Tutored thesis**: Supervised research project conducted by a mentor to guide the mentee through the process.
- **Internship**: Practical training experience within a professional setting, offering hands-on learning opportunities.
- **Debate / Round table**: Structured discussions or forums where mentees engage in dialogue on specific topics, facilitated by mentors.
- **Masterclass**: Expert-led sessions focused on in-depth exploration of a particular subject or skill.
- **Intensive course**: Condensed educational program designed to provide comprehensive knowledge and skills within a short timeframe.
- **Consultancy**: One-on-one advisory sessions where mentors offer guidance and expertise tailored to the mentee's needs.
- **Visiting day**: Scheduled visits to relevant sites or organizations to provide mentees with firsthand exposure and insights.
- **Demonstrations**: Practical demonstrations showcasing specific techniques or processes led by mentors.
- **Workshops**: Interactive sessions aimed at developing practical skills and fostering collaboration among participants.
- **Seminars**: Formal presentations or lectures covering specific topics, often featuring expert speakers.
- **Exhibitions**: Events where mentees can showcase their work or projects, fostering networking and exposure opportunities.
- **Competition / Awards**: Competitive events or recognition programs to motivate mentees and celebrate their achievements.

4. Reporting

This section presents a summary of the 30 mentoring programs executed, featuring insights into the participation of 30 mentors and 84 mentees. Each of the 30 mentoring programs encompassed a structured process, documented through five key forms, appended as annexes to this report, that encapsulate the systematic approach adopted in managing and evaluating the mentoring endeavours:

- Enrolment form.
- Mentoring agreement.
- Follow-up & checkpoint sheet.
- Satisfaction survey
- Code of conduct.

It is noteworthy that the modalities of mentoring predominantly favoured **face-to-face interactions**, with a notable presence of in-person mentoring compared to their online counterparts. Additionally, the inclusion of five "group mentoring" further enriched the diversity of engagement formats.

COUNTRY	PARTNER	CODE	MODALITY	MODALITY	DURATION	ACTION 1	ACTION 2	MENTEES		
								Nr	AGE	INCLUSION
Bulgaria	UACEG	BG01	Informal	Group	1 - 6 months	Other		2	< 30	Sí
Bulgaria	UACEG	BG02	Informal	Group	1 - 6 months	Other		2	< 30	Sí
Croatia	UZ-FCE	HR01	Formal	Peer to peer	1 - 6 months	Tutored thesis		1	< 30	Sí
Croatia	UZ-FCE	HR02	Formal	Peer to peer	1 - 6 months	Tutored thesis		1	< 30	Sí
Croatia	UZ-FCE	HR03	Formal	Other	1 - 6 months	Tutored thesis	Competitio...	1	< 30	Sí
Croatia	UZ-FCE	HR04	Formal	Peer to peer	1 - 6 months	Tutored thesis		1	< 30	Sí
Croatia	UZ-FCE	HR05	Express	Group	< 8 hours (1 day)	Debate / Rou...	Masterclass	5	< 30	Sí
Czechia	INCIEN	CZ01	Formal	E-mentoring	1 - 6 months	Tutored thesis	Consultancy	1	< 30	Sí
Czechia	INCIEN	CZ02	Formal	E-mentoring	1 - 6 months	Internship	Visiting day	1	< 30	Sí
Czechia	INCIEN	CZ03	Peer to ...	Other	1 - 6 months	Internship	Consultancy	1	31 - 40	Sí
Czechia	INCIEN	CZ04	Formal	Peer to peer	1 - 6 months	Consultancy		1	< 30	Sí
Hungary	EMI	HU01	Group	Other	1 - 6 months	Intensive cou...		5	< 30	Sí
Hungary	EMI	HU02	Informal	Other	1 - 6 months	Intensive cou...	Consultancy	1	< 30	Sí
Hungary	EMI	HU03	Informal	Other	1 - 6 months	Consultancy		1	> 61	No
Hungary	EMI	HU04	Formal	Other	1 - 6 months	Tutored thesis	Consultancy	2	31 - 40	No
Ireland	TUS	IE01	Formal	Other	< 8 hours (1 day)	Masterclass		3	mix	Sí
Ireland	TUS	IE02	Formal	Other	< 8 hours (1 day)	Masterclass		3	mix	Sí
Ireland	TUS	IE03	Formal	Other	< 8 hours (1 day)	Masterclass		2	mix	Sí
Ireland	TUS	IE04	Formal	E-mentoring	< 7 days (1 week)	Masterclass	Consultancy	17	mix	Sí
Netherlands	BC	NL01	Formal	Other	< 8 hours (1 day)	Consultancy		1	41 - 50	No
Netherlands	BC	NL02	Formal	Other	< 8 hours (1 day)	Consultancy		1	51 - 60	No
Spain	FEVEC	ES01	Group	Express	< 8 hours (1 day)	Masterclass		22	mix	Sí
Spain	FEVEC	ES02	Cross	Other	< 7 days (1 week)	Visiting day	Demonstra...	1	31 - 40	Sí
Spain	FEVEC	ES03	E-ment...	Other	< 7 days (1 week)	Intensive cou...		2	mix	Sí
Spain	IVE	ES04	Formal	Peer to peer	1 - 6 months	Internship		1	< 30	Sí
EU	ACE	EU01	Cross	E-mentoring	< 8 hours (1 day)	Consultancy		1	< 30	Sí
EU	ACE	EU02	Cross	E-mentoring	< 8 hours (1 day)	Consultancy		1	< 30	Sí
EU	ACE	EU03	Cross	E-mentoring	< 8 hours (1 day)	Consultancy		1	< 30	Sí
EU	ICLEI	EU04	E-ment...	Other	1 - 6 months	Consultancy		1	< 30	Sí
EU	ICLEI	EU05	E-ment...	Other	1 - 6 months	Consultancy		1	< 30	Sí

Fig. 2: Summary table of the 30 Mentoring Programmes

Regarding duration, most of the mentoring programmes extended over a longer timeframe, **ranging from 1 to 6 months**, underscoring the commitment to sustained and impactful mentorship experiences. Furthermore, the types of activities conducted during these mentoring sessions varied, with **consultancies** emerging as the predominant activity, closely followed by **thesis supervision** and **masterclasses**.

The mentee demographic profile reflects a focus on **youth empowerment**, although it is noteworthy that two mentoring initiatives involved participants over the age of 50, highlighting inclusivity across age groups. Furthermore, a significant proportion of mentees, particularly **26 out of 30, hailed from underprivileged backgrounds**, underscoring the project's commitment to fostering diversity and inclusivity.

In the following chapters, summaries for each of the 30 mentoring programmes conducted are presented, grouped by countries. These summaries offer a quick overview of key aspects of each mentoring initiative, including abstract, modality, areas of knowledge, demographic features, and modes of participation, highlighting the diverse and impactful nature of mentoring within the "BUS-GoCircular" project.

4.1. Mentoring Programmes in Bulgaria

4.1.1. Mentoring BG01

Manager: UACEG

Abstract:

The introduction and promotion of the Circular Models in Construction elective on the UAECG in collaboration between EnEffect and the Institute for Circular Economy (BG) in the autumn of 2022 have caught the attention of some students in MSc Architecture. Some of them have shown interest in receiving additional knowledge and support for their so- called pre-diploma projects before the final semester. As a result, an arrangement for mentoring activities was made in September 2023.

The mentee is having her specialization in Preservation of Architectural Heritage for her MSc and has to develop a conceptual design for conservation and renovation in urban context. It is agreed that the mentoring programme will be arranged around that topic.

Modality:

- Informal mentoring
- Group mentoring

Areas of knowledge:

- Circular economy regulations and possibilities.

- Rethinking the business model: Creating joint value between companies.
- Other (please, indicate): Circular cities and districts.

Action:
- Other (please, indicate): Pre- diploma project (before the final thesis)

Number of mentees:
- >1 (please, indicate): 2

Mentee's age:
- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential
- Yes. Students or young people looking for experience (under 30)
- Yes. Women

Duration (hours, days or months):
- 1 - 6 months

4.1.2. Mentoring BG02

Manager: UACEG

Abstract:

The introduction and promotion of the Circular Models in Construction elective on the UAECG in collaboration between EnEffect and the Institute for Circular Economy (BG) in the autumn of 2022 have caught the attention of some students in MSc Architecture. Some of them have shown interest in receiving additional knowledge and support for their so- called pre-diploma projects before the final semester. As a result, an arrangement for mentoring activities is made in September 2023.

The mentee is having his specialization in Public Buildings for his MSc and has to develop a conceptual design for an opera house in Sofia. It is agreed that the mentoring programme will be arranged around that topic.

Modality:
- Informal mentoring
- Group mentoring

Areas of knowledge:
- Multifunctional facades and interior partitions.
- Measures that optimise material use to strive for material efficacy.
- Prefabrication, modular.

Action:
- Other (please, indicate): Pre- diploma project (before the final thesis)

Number of mentees:
- >1 (please, indicate): 2

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential
- Yes. Students or young people looking for experience (under 30)

Duration (hours, days or months):
- 1 - 6 months

4.2. Mentoring Programmes in Croatia

4.2.1. Mentoring HR01

Manager: UZ-FCE

Abstract:

UZ-FCE organised a mentoring programme in the form of tutored master thesis for the master students at the University of Zagreb, Faculty of Civil Engineering, Materials programme.

In this thesis the potential of building a zero-emission building is explored using the example of a family house. By reviewing the available literature, the possibilities and limitations of the zero-emission building were determined, and the concept of energy consumption minimization focused primarily on the outer envelope of the building was defined. Based on the existing architectural plans, a BIM model was created using appropriate computer software. The suggested measures for a zero-emission building are integrated with the statics of the building in question. The proposed measures were analyzed from the aspect of the required energy for heating and cooling the building to the level of almost zero energy, the influence of thermal bridges and from the aspect of long-term hygrothermal behavior. The paper also contains calculated CO2eq gas emissions during the building's entire lifetime. The calculation of the required energy for heating and cooling was carried out using the hourly calculation method defined in the Algorithm for the calculation of the required energy for heating and cooling of building spaces from HRN EN ISO 13790. The calculation of the value of thermal bridges and long-term mass transport was carried out using numerical models. The thesis results in a defined energy balance of the building and the impact on the environment of the building during its entire life span.

Modality:
- Formal mentoring
- Peer to peer mentoring

Areas of knowledge:
- Multifunctional facades and interior partitions.
- Sustainable materials strategies: low impact, renewable, recycled, local.
- Renewable thermal energy systems.

- Incorporating digital technology for sustainability.
- Energy efficiency with passive strategies.
- Energy efficiency with active strategies.

Action:

- Tutored thesis

Number of mentees:

- 1

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Students or young people looking for experience (under 30)
- Yes. Women

Duration (hours, days or months):

- 1 - 6 months

4.2.2. Mentoring HR02

Manager: UZ-FCE

Abstract:

UZ-FCE organised a mentoring programme in the form of tutored master thesis for the master students at the University of Zagreb, Faculty of Civil Engineering, Materials programme.

Research into the potential of energy renovation, as an integral part of the comprehensive renovation of a family house, up to the level of a zero-emission building, is the research topic of this thesis. By reviewing the available literature, mostly the floor plans of the family house and a visual examination of the existing layers, the possibilities and limitations of the energy renovation of the family house are determined and the concept of energy renovation focused primarily on the outer envelope of the building is defined. Using the ArchiCAD computer package, a BIM model of the building was created based on the existing architectural foundations. The proposed measures were analyzed from three different aspects listed below. The calculation of the required energy for heating and cooling the building up to the building level of almost zero energy was carried out using the hourly method of calculation as defined in the Algorithm for the calculation of the required energy for space heating and cooling according to HRN EN ISO 13790. The calculation of the value of thermal bridges and long-term mass transport was carried out using numerical models. Finally, the calculation of CO2eq gas emissions during the entire life of the building was carried out. The result of this thesis is the defined potential of the building's energy renovation, in the form of a reduction in energy consumption, an

increase in interior comfort and a reduction in the risk of construction damage, as well as a defined impact on the building's environment throughout its entire lifespan.

Modality:

- Formal mentoring
- Peer to peer mentoring

Areas of knowledge:

- Multifunctional facades and interior partitions.
- Sustainable materials strategies: low impact, renewable, recycled, local.
- Renewable thermal energy systems.
- Incorporating digital technology for sustainability.
- Energy efficiency with passive strategies.
- Energy efficiency with active strategies.

Action:

- Tutored thesis

Number of mentees:

- 1

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Students or young people looking for experience (under 30)
- Yes. Women

Duration (hours, days or months):

- 1 - 6 months

4.2.3. Mentoring HR03

Manager: UZ-FCE

Abstract:

UZ-FCE organised a mentoring programme in the form of tutored master thesis for the master students at the University of Zagreb, Faculty of Civil Engineering, Materials programme.

The aim of this paper is the calculation of energy consumption and energy saving potential in a building damaged by an earthquake. The Catholic Faculty of Theology in Zagreb was selected as the subject of the building, which is under cultural heritage protection. The initial state of the building is taken as the state after the structural renovation required due to the damage caused by the earthquake. The 3D model of the existing state of the building was created in the Archicad computer software. From the 3D model, the input geometric parameters were obtained for the calculation of the required

energy for heating and cooling, which are calculated according to HRN EN ISO 13790. Energy restoration was done in six levels. Through each level of renovation, the impact on the consumption of the necessary energy is analyzed and the energy saving potential is analyzed. The calculation of linear thermal bridges was also made in order to obtain the values of the linear heat transfer coefficients. As part of this work, an analysis of water vapor diffusion through characteristic elements was also carried out. The result of the thesis is an estimate of energy savings after energy renovation.

Modality:

- Formal mentoring

Areas of knowledge:

- Multifunctional facades and interior partitions.
- Repair, maintenance, rehabilitation.
- Renewable electricity energy systems.
- Incorporating digital technology for sustainability.
- Energy efficiency with passive strategies.
- Energy efficiency with active strategies.

Action:

- Tutored thesis
- Competition / Awards

Number of mentees:

- 1

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Students or young people looking for experience (under 30)

Duration (hours, days or months):

- 1 - 6 months

4.2.4. Mentoring HR04

Manager: UZ-FCE

Abstract:

UZ-FCE organised a mentoring programme in the form of tutored master thesis for the master students at the University of Zagreb, Faculty of Civil Engineering, Materials programme.

The paper researches the potential of constructing a zero-energy building using a family house as a case study. From the existing blueprints of the building and the input information for layers of material, a BIM model will be created using a computerized BIM program. Four different calculations

will be conducted to investigate zero-emission buildings: i) required energy for heating and cooling to nearly zero energy building level, ii) calculation of CO2eq gas emissions throughout the building's entire lifecycle, iii) impact of thermal bridges, and iv) long-term hygrothermal behavior. The calculation of required energy for heating and cooling is performed using the hourly calculation method as defined in the Algorithm for calculating the required energy for heating and cooling spaces according to HRN EN ISO 13790. The result provides the amount of required energy in kWh per square meter of the building's net area. The calculation of CO2eq gas emissions is based on the quantities of embedded building materials in the building, resulting in the amount of kgCO2eq greenhouse gas emissions per square meter of the building's gross area. Numerical methods are used for calculating thermal bridge values, resulting in the linear thermal heat transmittance Ψ. Long-term mass transport calculation is carried out using numerical models, resulting in values of total moisture content and relative humidity. The thesis will result in a defined energy balance for the building and its environmental impact throughout its entire lifecycle.

Modality:

- Formal mentoring
- Peer to peer mentoring

Areas of knowledge:

- Multifunctional facades and interior partitions.
- Sustainable materials strategies: low impact, renewable, recycled, local.
- Renewable thermal energy systems.
- Incorporating digital technology for sustainability.
- Energy efficiency with passive strategies.
- Energy efficiency with active strategies.

Action:

- Tutored thesis

Number of mentees:

- 1

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Students or young people looking for experience (under 30)
- Yes. Women
- Yes. Ethnic minorities

Duration (hours, days or months):

- 1 - 6 months

4.2.5. Mentoring HR05

Manager: UZ-FCE

Abstract:

UZ-FCE organised a short mentoring performed within the master program of the University of Zagreb, Faculty of Civil Engineering course titled Construction technology. Collaboration with the BUS-GoCircular trained trainer Zvonko Sigmund who organised lectures for 5 students focusing on circularity topics in construction. This was short mentoring in a form of lecture and discussion conclusions of which they used for their practical work under the course Construction technology..

Modality:

- Express mentoring

Areas of knowledge:

- Green roofs.
- Multifunctional facades and interior partitions.
- Sustainable materials strategies: low impact, renewable, recycled, local.
- Prefabrication, modular.
- Waste management: sorting and recovering (reuse, recycling, energy use).
- Renewable electricity energy systems.
- Energy efficiency with passive strategies.
- Energy efficiency with active strategies.

Action:

- Debate / Round table
- Masterclass

Number of mentees:

- >1 (please, indicate): 5

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Students or young people looking for experience (under 30)
- Yes. Women

Duration (hours, days or months):

- < 8 hours (1 day)

4.3. Mentoring Programmes in Czechia

4.3.1. Mentoring CZ01

Manager: INCIEN

Abstract:

INCIEN kickstarted their mentoring programme in a collaboration with Czech Technical University, a consortium partner of BGC project. Due to this partnership INCIEN gained access to the pool of potential mentors and mentees with a deep interest in the field of circular construction. Students of this university are ideal candidates for the participation in the mentoring program as they are in the phase of shaping their future career during their graduation year. Participating in the relevant internship programs or writing their theses on the topics related to the needed skills in the field of circular construction can make their careers future-proof and contribute to the development of the CE in the Czech construction sector.

Modality:

- Formal mentoring
- E-mentoring

Areas of knowledge:

- Sustainable materials strategies: low impact, renewable, recycled, local.
- Circular economy regulations and possibilities.
- Design for deconstruction and adaptability.
- Incorporating digital technology for sustainability.

Action:

- Tutored thesis
- Consultancy

Number of mentees:

- 1

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Students or young people looking for experience (under 30)
- Yes. Unemployed or professionals returning to work after a pause in their career.
- Yes. Women

Duration (hours, days or months):

- 1 - 6 months

4.3.2. Mentoring CZ02

Manager:
INCIEN

Abstract:

INCIEN kickstarted their mentoring programme in a collaboration with Czech Technical University, a consortium partner of BGC project. Due to this partnership INCIEN gained access to the pool of potential mentors and mentees with a deep interest in the field of circular construction. Students of

this university are ideal candidates for the participation in the mentoring program as they are in the phase of shaping their future career during their graduation year. Participating in the relevant internship programs or writing their theses on the topics related to the needed skills in the field of circular construction can make their careers future-proof and contribute to the development of the CE in the Czech construction sector. The goal of this mentoring match get acquainted with the actual building certification schemes, deeper understanding of Breeam, Leed and SBtool; application of the methods on a real building project, design of the measures to improve final scores, main focus on building services systems and indoor environment

Modality:

- Formal mentoring
- Informal mentoring
- E-mentoring

Areas of knowledge:

- Sustainable materials strategies: low impact, renewable, recycled, local.
- Circular economy regulations and possibilities.
- Design for deconstruction and adaptability.
- Incorporating digital technology for sustainability.
- Smart solutions to installations.

Action:

- Internship
- Consultancy
- Visiting day of buildings or companies

Number of mentees:

- 1

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Students or young people looking for experience (under 30)
- Yes. Unemployed or professionals returning to work after a pause in their career
- Yes. Women

Duration (hours, days or months):

- 1 - 6 months

4.3.3. Mentoring CZ03

Manager: INCIEN

Abstract:

INCIEN kickstarted their mentoring programme in a collaboration with Czech Technical University, a consortium partner of BGC project. Due to this partnership INCIEN gained access to the pool of potential mentors and mentees with a deep interest in the field of circular construction. Students of

this university are ideal candidates for the participation in the mentoring program as they are in the phase of shaping their future career during their graduation year. Participating in the relevant internship programs or writing their theses on the topics related to the needed skills in the field of circular construction can make their careers future-proof and contribute to the development of the CE in the Czech construction sector. The goal of this mentoring project was the Introduction to the basic principles of circular economy applied to the construction sector, familiarization with the outputs of the BUS-GoCircular project with a focus on implementation in the Czech environment in the field of designing systems for the recovery of waste heat from data centres and reducing the carbon footprint of heat and electricity production.

Modality:

- Peer to peer mentoring

Areas of knowledge:

- Renewable thermal energy systems.
- Renewable electricity energy systems.
- Energy efficiency with passive strategies.
- Energy efficiency with active strategies.

Action:

- Internship
- Consultancy

Number of mentees:

- 1

Mentee's age:

- 31 - 40

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Unemployed or professionals returning to work after a pause in their career
- Yes. Women

Duration (hours, days or months):

- 1 - 6 months

4.3.4. Mentoring CZ04

Manager: INCIEN

Abstract:

INCIEN kickstarted their mentoring programme in a collaboration with Czech Technical University, a consortium partner of BGC project. Due to this partnership INCIEN gained access to the pool of potential mentors and mentees with a deep interest in the field of circular construction.

Modality:

- Formal mentoring
- Peer to peer mentoring

Areas of knowledge:
- Sustainable materials strategies: low impact, renewable, recycled, local.
- Life Cycle Analysis methodology and practice (LCA).
- Circular economy regulations and possibilities.
- Design for deconstruction and adaptability.
- Incorporating digital technology for sustainability.
- Smart solutions to installations.

Action:
- Consultancy

Number of mentees:
- 1

Mentee's age:
- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential
- Yes. Students or young people looking for experience (under 30)

Duration (hours, days or months):
- 1 - 6 months

4.4. Mentoring Programmes in Hungary

4.4.1. Mentoring HU01

Manager: ÉMI

Abstract:

In person and hybrid meetings at BME Budapest University of Technology and Economics. An expert of ÉMI Nonprofit Llc. Dr. Anita Terjék (senior researcher at ÉMI and associate professor at BME Budapest University of Technology and Economics) who completed the TtT organized by the consortium had 5 mentees studying Civil Engineering MSc. The Hungarian students attended the mentoring course from February to June within the framework of the subject „Building Construction" in Budapest where they gained knowledge on the most relevant topics related to circular economy.

Modality:
- Group mentoring

Areas of knowledge:
- Prefabrication, modular.
- Life Cycle Analysis methodology and practice (LCA).
- Circular economy regulations and possibilities.
- Energy efficiency with passive strategies.

- Energy efficiency with active strategies.
- Smart solutions to installations.

Action:
- Intensive course

Number of mentees:
- >1 (please, indicate): 5

Mentee's age:
- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential
- Yes. Students or young people looking for experience (under 30)

Duration (hours, days or months):
- 1 - 6 months

4.4.2. Mentoring HU02

Manager: ÉMI

Abstract:

Dr. Klára Tóthné Szita senior researcher and professor who also completed the TtT organized by BGC online mentored a foreign exchange student at Miskolc. The topic of the mentoring was the theoretical background of LCA and its application in practice; circular economy in construction sector; role of the design; waste and recycling; best practice to measure the energy efficiency in building; bio-based materials in construction sector. The mentoring consisted of face to face and online meetings, the mentee chose a topic and at the end of the consultation presented her LCA design.

Modality:
- Informal mentoring

Areas of knowledge:
- Sustainable materials strategies: low impact, renewable, recycled, local.
- Life Cycle Analysis methodology and practice (LCA).
- Circular economy regulations and possibilities.
- Water efficiency systems.
- Grey water systems.
- Rainwater harvesting systems.
- Energy efficiency with passive strategies.
- Energy efficiency with active strategies.

Action:
- Intensive course
- Consultancy

Number of mentees:
- 1

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential
- Yes. Students or young people looking for experience (under 30)

Duration (hours, days or months):
- 1 - 6 months

4.4.3. Mentoring HU03

Manager: ÉMI

Abstract:

Dr. Károly Matolcsy is working in ÉMI since 1989. He acted as research director from 2011 to 2015, now he is the head of International R&D research. He is a post-graduated expert in waterproofing, insulation and acoustic. Working in ÉMI for more than 30 years he has a lot of experiences in testing, expertise and research practice of building envelopes and building constructions. He also teaches at TU Budapest as honorary assistant lecturer and completed the BGC TtT course in Prague. He mentored a flat roof installer, senior technical adviser. The mentoring included consulting ideas to increase the CE in the roofing business especially in green roofs construction, defining best practice solutions for circular green roof installation process, LCA and Level evaluation opportunities. The main Lessons Learned and new approach has been discussed and translated into practical advisable behaviour and competitive approach.

Modality:
- Informal mentoring

Areas of knowledge:
- Green roofs.
- Multifunctional facades and interior partitions.
- Sustainable materials strategies: low impact, renewable, recycled, local.
- Life Cycle Analysis methodology and practice (LCA).
- Circular economy regulations and possibilities.

Action:
- Consultancy

Number of mentees:
- 1

Mentee's age:
- > 61

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential
- No

Duration (hours, days or months):
- 1 - 6 months

4.4.4. Mentoring HU04

Manager: ÉMI

Abstract:

Dr. Sára Hrabovszky-Horváth is an assistant professor at Budapest University of Technology and economics, works in her own architecture company and also completed the BGC TtT course in Prague. She mentored 2 persons during face to face and online meetings. The topic of the mentoring involved the principles, database, and calculation of LCA, energy assessment and environmental awareness in architecture: best practices, innovation and circularity in construction.

Modality:

- Formal mentoring

Areas of knowledge:

- Sustainable materials strategies: low impact, renewable, recycled, local.
- Life Cycle Analysis methodology and practice (LCA).
- Circular economy regulations and possibilities.
- Water efficiency systems.
- Grey water systems.
- Rainwater harvesting systems.
- Energy efficiency with passive strategies.
- Energy efficiency with active strategies.

Action:

- Tutored thesis
- Consultancy

Number of mentees:

- >1 (please, indicate): 2

Mentee's age:

- 31 - 40

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- No

Duration (hours, days or months):

- 1 - 6 months

4.5. Mentoring Programmes in Ireland

4.5.1. Mentoring IE01, IE02 & IE03

Manager: TUS

Abstract:

The mentoring location was at a building site in Co Clare where 3 mentorings took place. The overall construction project was a renovation of Cnoc Na Gaoithe Community Centre which was originally

built as a convent in 1883, it is a heritage listed two-story building The building was handed over to the Tulla community in 2011 then renovated and developed into an Comhaltas Irish music and cultural centre with six bedrooms upstairs for guests to stay.

The main mentoring goals of BGC and the building renovation are:

- To reduce the environmental impacts of the construction sector.
- Improve the performance energy use and comfort of existing buildings.
- Benefit the reputation of the construction sector through the development of a case study for SME training.
- Attract women and young people to the sector circular to increase gender and age balance of the sector.

The measures were implemented by the contractors and the chairperson of the community group Cnoc Na Gaoithe, the Tulla Comhaltas Cultural Centre, was also mentored regarding all the measures and future proposals for the renovation, through the circular principles. In addition to the current measures installed, the chairperson was also mentored in the energy reduction measure of installing renewable energy systems which will keep both financial and carbon cost low heading towards a Zero Emissions Building (ZEB) in the future.

Modality:
- Formal mentoring

Areas of knowledge:
- Sustainable materials strategies: low impact, renewable, recycled, local.
- Measures that optimise material use to strive for material efficacy.
- Non toxic materials.
- Waste management: sorting and recovering (reuse, recycling, energy use).
- Circular economy regulations and possibilities.
- Repair, maintenance, rehabilitation.
- Energy efficiency with active strategies.
- Second hand sale of products through marketplaces or services.

Action:
- Masterclass

Number of mentees:
- 8

Mentee's age:
- Mix

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential
- Yes. Women

Duration (hours, days or months):
- < 8 hours (1 day)

4.5.2. Mentoring IE04

Manager: TUS

Abstract:

This mentoring was delivered to staff of a chain of hardware stores. The mentoring was face-to-face, onsite (hardware stores Bray, Clonmel, Limerick, Kilkenny and Galway) meetings in some stores with staff and directors which had a trickledown effect by dissemination to other stores and the collaboration with the design of the eco-centers was much appreciated by the staff. In a display in Bray Co. Wicklow, it was the first time biobased waste wood insulation and sheeps wool was on display in a large chain of hardware stores in the Irish state. The mentor and mentee agreed on a basic level to exchange information about sustainability in the construction sector and best practices in relation to circular economy principles.

Modality:

- Formal mentoring
- E-mentoring (online and over the phone)

Areas of knowledge:

- Sustainable materials strategies: low impact, renewable, recycled, local.
- Measures that optimise material use to strive for material efficacy.
- Non toxic materials.
- Waste management: sorting and recovering (reuse, recycling, energy use).
- Circular economy regulations and possibilities.
- Repair, maintenance, rehabilitation.
- Energy efficiency with active strategies.
- Second hand sale of products through marketplaces or services.

Action:

- Masterclass
- Consultancy

Number of mentees:

- 17

Mentee's age:

- Mix

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Other: mix

Duration (hours, days or months):

- < 7 days (1 week)

4.6. Mentoring Programmes in the Netherlands

4.6.1. Mentoring NL01

Manager: Building Changes (BC)

Abstract:

Mentoring in NL was one-on-one based on the Engaging Dynamics methodology. Engaging Dynamics is a coaching and mentoring methodology that develops tools to enable the transfer of (thematic) ownership from one actor to another (these are called the Initiator and the Actor). The role of the Enabler is an essential third role in this dynamic. We applied the Engaging Dynamics methodology to the context of Sustainability Managers, thus conceptualizing their role as enablers, being tasked with ensuring that the circularity goals from higher management get effectively transferred to tactical and operational personnel (such as builders and project leaders). These project leaders and builders need to take ownership of circularity but can be reluctant to do so. The sustainability manager is there to make sure they do. This skill is essential for a successful transition into circular ways of working. The mentoring work was aimed at the Sustainability managers to ensure they can successfully fulfil the role as enabler as described here.

Modality:

- Formal mentoring

Areas of knowledge:

- Rethinking the business model: Creating joint value between companies.

Action:

- Consultancy

Number of mentees:

- 1

Mentee's age:

- 41 - 50

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- No

Duration (hours, days or months):

- < 8 hours (1 day): two live 2 hour sessions plus 1 online action learning session.

4.6.2. Mentoring NL02

Manager: Building Changes (BC)

Abstract:

Mentoring in NL was one-on-one based on the Engaging Dynamics methodology. Engaging Dynamics is a coaching and mentoring methodology that develops tools to enable the transfer of (thematic) ownership from one actor to another (these are called the Initiator and the Actor). The role of the Enabler is an essential third role in this dynamic. We applied the Engaging Dynamics methodology to the context of Sustainability Managers, thus conceptualizing their role as enablers, being tasked with ensuring that the circularity goals from higher management get effectively transferred to tactical and operational personnel (such as builders and project leaders). These project leaders and builders need to take ownership of circularity but can be reluctant to do so. The sustainability manager is there to make sure they do. This skill is essential for a successful transition into circular ways of working. The mentoring work was aimed at the Sustainability managers to ensure they can successfully fulfil the role as enabler as described here.

Modality:

- Formal mentoring

Areas of knowledge:

- Rethinking the business model: Creating joint value between companies.

Action:

- Consultancy

Number of mentees:

- 1

Mentee's age:

- 51 - 60

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- No

Duration (hours, days or months):

- < 8 hours (1 day): two live 2 hour sessions plus 1 online action learning session.

4.7. Mentoring Programmes in Spain

4.7.1. Mentoring ES01

Manager: FEVEC

Abstract:

FEVEC organised a conference at it premises, conducted by the company "CoCircular", and followed by Q&A from the 22 attendees. The conference focussed on the Spainish New Law of Waste Management and Contaminated Soils, recently enacted to regulate construction waste in accordance with European standards.

Modality:

- Express mentoring
- Group mentoring

Areas of knowledge:

- Waste management: sorting and recovering (reuse, recycling, energy use).

Action:

- Masterclass

Number of mentees:

- >1 (please, indicate): 22

Mentee's age:

- Mix

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Other (please, specify): mix

Duration (hours, days or months):

- < 8 hours (1 day)

4.7.2. Mentoring ES02

Manager: FEVEC

Abstract:

The mentoring was led by the R&D center AIDIMME and focused on implementing a prototype construction solution, integrating different circular strategies outlined by BUS-GoCircular as: prefabrication, dissembly and sustainable materials (bio-based and recycled). Activities included on-site visits and discuss sessions ensuring comprehensive understanding and application of circular construction practices.

Modality:

- Cross mentoring

Areas of knowledge:

- Sustainable materials strategies: low impact, renewable, recycled, local.
- Prefabrication, modular.

Action:

- Visiting day of buildings or companies
- Demonstrations

Number of mentees:

- 1

Mentee's age:

- 31 - 40

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Women

Duration (hours, days or months):

- < 7 days (1 week)

4.7.3. Mentoring ES03

Manager: FEVEC

Abstract:

E-mentoring to support a construction company in implementing LEED and VERDE certifications on-site.

Modality:

- E-mentoring

Areas of knowledge:

- Other (please, indicate): Environmental certifications.

Action:

- Intensive course

Number of mentees:

- 2

Mentee's age:

- Mix

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Women

Duration (hours, days or months):

- < 7 days (1 week)

4.7.4. Mentoring ES04

Manager: IVE

Abstract:

The objective of this mentoring, conducted through an internship at IVE, was to develop parametric wooden construction units and their environmental indicators within the IVE "BdC" database, aligning with sustainability standards. Key tasks involved updating and maintaining accurate information regarding timber products, including pricing and specifications, to ensure the database reflects current industry standards.

Modality:

- Formal mentoring
- Peer to peer mentoring

Areas of knowledge:

- Sustainable materials strategies: low impact, renewable, recycled, local.

Action:

- Internship

Number of mentees:

- 1

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Students or young people looking for experience (under 30)

Duration (hours, days or months):

- 1 - 6 months

4.8. Mentoring Programmes at EU level

4.8.1. Mentoring EU01

Manager: ACE

Abstract:

The main goal is to empower and support young professionals to pursue their goals and also to provide experience and knowledge transfer between professionals in different moments of their careers.

Modality:

- Cross mentoring
- E-mentoring

Areas of knowledge:

- Sustainable materials strategies: low impact, renewable, recycled, local.
- Life Cycle Analysis methodology and practice (LCA).
- Circular economy regulations and possibilities.
- Design for deconstruction and adaptability.
- Smart solutions to installations.

Action:

- Other (please, indicate): One-to-one conversation and exchange

Number of mentees:

- 1

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Women

Duration (hours, days or months):

- < 8 hours (1 day)

4.8.2. Mentoring EU02

Manager: ACE

Abstract:

The main goal is to empower and support young professionals to pursue their goals and also to provide experience and knowledge transfer between professionals in different moments of their careers.

Modality:

- Cross mentoring
- E-mentoring

Areas of knowledge:

- Prefabrication, modular.
- Waste management: sorting and recovering (reuse, recycling, energy use).
- Repair, maintenance, rehabilitation.
- Energy efficiency with passive strategies.
- Second-hand sale of products through marketplaces or services.

Action:

- Other (please, indicate): One-to-one conversation and exchange

Number of mentees:

- 1

Mentee's age:

- < 30

Inclusion: mentees from minority groups or disadvantaged backgrounds stated as preferential

- Yes. Women

Duration (hours, days or months):

- < 8 hours (1 day)

5. Evaluation

The assessment of participants' reactions to the Mentorship Program (MP) was conducted through satisfaction surveys directed towards the mentees. Feedback gathered from these surveys provides valuable insights into the satisfaction levels and perceived usefulness of the mentoring experience. Such feedback serves as a crucial tool for refining future mentoring initiatives.

The results of the satisfaction survey were highly encouraging, indicating a notably high level of satisfaction among the mentees regarding their mentorship experiences. The majority of respondents expressed satisfaction with their mentors, noting that their expectations were either met or exceeded. Mentors were praised for providing valuable information and materials to support mentees' learning journeys within the program. Additionally, respondents highlighted the mentors' role in facilitating their integration into the program, emphasizing the flexibility of timing and scheduling to meet individual needs.

Moreover, mentees expressed feeling well-supported and guided by their mentors throughout the program, with few instances of privacy concerns. The mentorship program was widely recognized for its positive impact on enhancing abilities and broadening professional perspectives within the circular economy of the construction sector.

Overall satisfaction with the program was robust, with respondents particularly valuing the guidance received from mentors and its positive influence on their professional development. Suggestions for improvement were minimal, indicating the effectiveness of the program's design and execution. However, some mentees provided constructive feedback on areas such as enhancing communication channels, facilitating additional networking opportunities, and incorporating more hands-on practical exercises in future iterations.

In conclusion, the overwhelmingly positive feedback from the satisfaction survey underscores the efficacy of the mentorship program in fostering skill development, knowledge acquisition, and overall satisfaction among mentees. Continuous attention to feedback and minor adjustments will further enhance the program's impact, ensuring its sustained success in cultivating future leaders in circular economy practices within the construction sector.

6. Conclusions

In the realm of circular economy applied to the construction sector, mentorship has proven to be a valuable tool in fostering the acquisition of skills and competencies among both mentors and mentees. Through the BGC mentoring actions primarily conducted in academic and university settings, several conclusions and lessons have emerged:

- Knowledge Exchange: Mentorship facilitated a robust exchange of knowledge between mentors and mentees, bridging theoretical concepts with practical applications in the field of circular economy within construction.
- Hands-On Experience: The mentorship actions provided mentees with hands-on experience, allowing them to engage directly with real-world projects, practices, and challenges, thereby enhancing their understanding of the subject matter.
- Professional Development: Mentees benefited significantly from mentorship in terms of professional development, gaining insights into industry best practices, innovative approaches, and emerging trends in circular economy practices.
- Networking Opportunities: Mentorship created networking opportunities for mentees, enabling them to connect with professionals, experts, and peers within the field, thereby expanding their professional networks.
- Personalised Guidance: Mentors offered personalised guidance tailored to the specific needs and goals of each mentee, thereby fostering individualised learning experiences and skill development.
- Critical Thinking: Mentorship encourages mentees to engage in critical thinking and problem-solving exercises, empowering them to approach challenges in the construction sector from a circular economy perspective.
- Long-Term Impact: The mentorship actions have the potential for long-term impact, as mentees equipped with enhanced skills and competencies are poised to contribute positively to the advancement of circular economy practices within the construction sector.
- Mutual Learning: Mentorship was a two-way street, with mentors also benefiting from the process through the exchange of ideas, insights, and perspectives with mentees, thus fostering mutual learning and growth.
- Continued Support: Mentorship should extend beyond the duration of formal mentorship actions, with mentors providing continued support and guidance to mentees as they navigate their careers and further develop their expertise in circular economy practices.

- Collaborative Environment: Mentorship actions fostered a collaborative environment where mentors and mentees worked together towards common goals, promoting knowledge sharing, innovation, and collective problem-solving.

In summary, mentorship actions in the circular economy applied to the construction sector have proven to be instrumental in facilitating skill development, knowledge exchange, and professional growth among both mentors and mentees. Moving forward, continued investment in mentorship programmes will be crucial for advancing circular economy practices and driving sustainable development within the construction industry.

ANNEX I: Enrolment form

Manager:	<<BGC Partner>>
Role:	<<Mentor or mentee>>
Name:	<<text>>
Email address:	<<text>>
Telephone number	<<text>>
Age:	☒<26 ☒26-65 ☒>65
Gender:	<<text>>
Country of current residence/ Nationality:	<<text>>
City of residence:	<<text>>
Career / Profession:	<<text>>
Employment situation	☒Unemployed ☒Working in university, secondary school or another teaching institution ☒Private sector (not in education sector) ☒Public sector (not in education sector) ☒Other, specify:
***If working, indicate organisation and position. If**	

studying, indicate the training you are receiving.	
Professional Experience	☒ No professional experience ☒ No professional experience, currently studying ☒ 1 - 3 years ☒ 4 - 10 years ☒ More than 10 years
Skills you have the experience in (mentor) / topics you are most interested in (mentée) (max. 5)	☒ Prioritise regenerative and efficient use of resources ☒ Design for the future ☒ Assemble / construct for the future ☒ Rethink the business model ☒ Stretch the lifetime ☒ Use secondary resources ☒ Incorporate digital technology ☒ Collaborate to create joint value ☒ Strengthen and advance knowledge ☒ Other (specify only one)
Type of knowledge (related to the skills marked before):	☒ Technical ☒ Theoric ☒ In Consultancy to others ☒ On site implementation (construction, workshop,etc.) ☒ As trainer ☒ Other <<text>>
Soft skills (for mentée)	☒ Creativity and innovation

	☒ Communication ☒ Collaboration (teamwork) ☒ Leadership ☒ Problem solving ☒ Environmental sensitivity ☒ Global vision ☒ Discipline and Determination ☒ Initiative - Decision making ☒ Digital skills ☒ Adaptability - flexibility ☒ Listen actively ☒ Other (specify only one)
Soft skills (for mentor)	☒ Stimulation to mentée ☒ Effective communication ☒ High level of specific knowledge ☒ Global and diversity of knowledge ☒ Diversity of learning methodologies ☒ Listen actively and understanding ☒ Discipline and Determination ☒ Adaptability - flexibility ☒ Equity and Inclusion ☒ Promoting independence and development ☒ Other (specify only one)

Time of dedication during the week	☒ 1 hour per week ☒ 2 hours per week ☒ More than 2 hours per week ☒ 2 hours per month ☒ Other: <<text>>
Available days/ time of the day	<<text>> *(Monday mornings, Wednesday evenings, Friday all day, etc.)*
Channel (you would like to communicate through)	☒ In person ☒ Online ☒ Hybrid
Past experiences related to a mentoring programme:	<<text>>
Motivation to enrol	<<text>>
Newsletter subscription (biannual)	<<Indicate: Yes / No>> *The controller is the Valencian Institute of Building (IVE) and the purpose of the processing is to mail to you electronic communications from the BUS-GoCircular project. You can object to the processing and other rights pursuant we explain in our Privacy Policy.*

The data and answers to this form will be treated confidentially and will not be made public under any circumstances. The controller is the <<BGC partner>> and the purpose of the processing is to manage mentoring actions in the framework of the BUS-GoCircular project. You can access, rectify and other rights pursuant we explain in our Privacy Notice (link to the partner's privacy notice).

ANNEX II: Mentoring agreement

The mentoring programme agents listed below agree to follow the managers instructions and recommendations during the evolution of the programme and follow the code of conduct conditions (ANNEX VI) delivered:

Mentee name:	<<text>>
Signature and Date:	<<text>>
Mentor name:	<<text>>
Signature and Date:	<<text>>
Scope and objectives agreed:	<<text>>
Evaluation agreed:	<<text>>
Time/frequency agreed:	<<text>>

ANNEX III: Follow-up & Checkpoint sheet

The following chart should be adapted by the MP managers according to mentor and mentee agreement:

Mentee name: <<text>>

<<text>>

Mentor name:

Task	Description	Scheduled Date	Comments
Kick off	The formal opening of the MP workflow. Managers will moderate these sessions to facilitate the different agents' connections.	<<date>>	<<text>>
1st Activity	Arrangement of the initial activities to evaluate and review the relationship.	<<date>>	<<text>>
Mentor/Mentee feedback	Managers should receive the first impressions to adjust the team if necessary	<<date>>	<<text>>
1st Tutorial session	Periodic mentor support meetings	<<date>>	<<text>>
Mentor feedback	The manager will assist mentor in reviewing the MP progress	<<date>>	<<text>>
Periodic evaluation	Mentor and mentee will have an evaluation meeting to reflect on the evolution and process of the MP	<<date>>	<<text>>
Mentee feedback	The manager will assist the mentee in reviewing the MP progress and evaluating the mentee's impressions	<<date>>	<<text>>

Recognition	Recognize the achievement of the objective according to the mentor/mentee agreement	<<date>>	<<text>>
Closure	Mentor/mentee team will finalise and close the programme to determine their outcomes	<<date>>	<<text>>
Final Evaluation	Reflection phase and conclusions. KPI report fulfilment.	<<date>>	<<text>>
Satisfaction survey	Satisfaction survey for mentee	<<date>>	<<text>>
Graphic support:			

ANNEX IV: Satisfaction survey

<<This survey is to be filled in by the mentees>>

Mentee name: <<text>>

Mentoring programme involved <<text>>

Question	Yes	No	Why?
Did your mentor meet your expectations?	☒	☒	
Did your mentor provide you with useful information and material?	☒	☒	
Did your mentor help you to merge into the programme?	☒	☒	
Do you think the timing and schedule were properly adjusted to your needs?	☒	☒	
Did you feel covered by the MP managers?	☒	☒	
Did you ever feel at any time your privacy was infringed?	☒	☒	
Do you feel that the programme helped you to improve your abilities and professional perspectives?	☒	☒	
Overall, I am satisfied with the programme	☒	☒	

What changes would you recommend to the MP managers to do in the next editions?

ANNEX V: Code of Conduct

Liability:

- The exact content, format, frequency, and methodology of the meetings will be as between the mentor and mentee.
- The mentee must not be forced to participate in the programme under any circumstance.
- The Mentors will attend the mentoring programme introduction sessions to measure their capabilities and adjust their goals and objectives to the programme scope.
- If either party wishes to leave the programme before the scheduled timing, they must report it to the managers as soon as possible to try to readjust it.
- Mentors should keep in mind not to exceed her/his/their experience and capabilities limits so as not to lose mentees confidence. In these cases, other mentors may be used as support, or the mentor can drift the mentee's attention to another spot.

Behaviour:

_Mentor should:

- Be able to have an appropriate aptitude, attitude, and means of communication, avoiding thoughts of competition, prejudice, or superiority.
- Sincerely want to help and fulfil the mentee's objectives.
- Help the mentee to create a good and own networking.
- Respond to the learning needs, without imposing her/his/their own needs or being intrusive with her/his/their criteria.
- Be honest and generous enough to offer comments, suggestions, and useful help to relate the mentee’s learning directly to her/his/their own experience.
- Respond to the agenda subscribed by both mentor-mentee.
- Be flexible regarding the mentee work rhythm.
- Conduct the relationship in a strictly professional manner, avoiding misinterpretations.
- Not lose the mentee's trust by exceeding her/his/their experience and capabilities.

- Mentors must be aware of the current and local regulations related to the undertaken activities.
- Clearly inform the mentee about the procedures and forms available.
- Be passionate about her/his/their area of interest, to transfer this motivation to the mentee.

_Mentee:

- Be engaged and enthusiastic about the opportunity.
- Make the most of the evolution and work sessions, preparing in advance the meetings.
- Be honest and clear about the expected achievements.
- Fill the mentoring programme follow up according to the guide.

Confidentiality:

- All agents agree to protect each other’s privacy.
- All agents will respect the confidentiality of the MP process and results.

More information about the project

http://www.BUS-GoCircular.eu/

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Colophon