



Volunteer activity

Repsol's International
Volunteer Week



Repsol's International Volunteer Week

In Repsol and in the Foundation we believe in the energy of people to contribute to create a better future. We believe volunteering is, without a doubt, a sample of that energy and an opportunity to construct it.

For many years, we have been motivating different volunteering activities in those countries where the company operates, with the aim of improving people's quality of life.

This year we are organising the **Repsol's International Volunteer Week** for the third time. With this initiative, we are contributing to one of the most ambitious and crucial challenges of our generation: creating a more sustainable future, promoting energy transition and climate action.

And we do it through the Sustainable Development Goals (SDG) and especially by developing actions that support goal number 13: Climate action.

In addition, due to the situation created by the spread of Covid-19, support will be given to the people and groups most affected by the social and economic repercussions of the pandemic crisis.

SUSTAINABLE DEVELOPMENT GOALS

What are the SDGs?

The SDGs involve the commitment acquired by society (public and private sector and the citizens) to apply real measures (these are 17 objectives) and end with the biggest problems of our time: poverty, inequality, injustice and climate change.

How can we spread the word of the Repsol's International Volunteer Week?

So that the message of the SDGs reaches out into the whole world, we rely on the use of social media to work as our ally. We encourage you to take pictures and record videos of the activities you take part in and share them with the hashtag

#RepsolVolunteers

Initiative promoted by the @FundacionRepsol, we will therefore be delighted if you tag us in your Facebook, Twitter and Instagram publications.



It's important that you take into account the image rights.

We therefore suggest:

- Consult their agreement before publishing any photos or videos and respect their decision.
- Avoid publications with faces of minor children. If so, take their photos from the back.

Advice for making of a good video or taking pictures **with your phone**:

- It is better to do it horizontally rather than vertically, although the vertical format is perfect for Instagram Stories.
- Avoid backlighting, placing yourself backwards to light or next to the light.
- Place yourself in places with good light.
- Don't use the flash, unless it is extremely essential.
- Take short videos (less than 1 minute long) and avoid rough movements.
- The participants are the real main characters: capture their smiles, their feelings...



You can also add a text to your photos and videos that will **enrich the publication**:

- Take the limitation of characters into account. It's better for the text to be short and clear.
- Tell us about your experience and the one of the other participants. Describe the details and special moments that can complement the video or photo.
- As much as possible, mention @FundacionRepsol so that we can also share the posts.



Covid-19 health and safety measures for on-site activities

If for security reasons the activity could not be carried out in person, a virtual alternative will be activated.

Due to the situation created by the spread of Covid-19 since March, the following health and safety measures should be implemented during the activities:



- Maintain a safety distance of **two metres throughout the volunteering event.**



- Those running the event **shall distribute one surgical mask per person, which must be worn.**



- **Hydroalcoholic gel will also be made available to all participants** and will have to be used before carrying out the activity.



- If any materials need to be used, only the materials and tools assigned by the event managers shall be used, and they may not be shared with any other volunteer.



- To ensure their safe use, all **materials shall be disinfected before and after the event.**



Virtual activities

Conducting online activities involves using certain virtual platforms or tools that will allow you to run the activity via that medium.

All volunteers and organisers of the activities will have to follow the list of **connection guidelines** below to ensure success.

Virtual tools offer significant advantages, such as the ability to join from anywhere you have access to a computer or tablet, without having to travel. However, not being present in person means it can be a little cold at times. It is therefore very important that a person is assigned for the duration of the activity who will **endeavour to make it more dynamic** and welcoming, and that as personal an explanation as possible is given.

If your role is facilitator, here are some recommendations:

- Regarding **technical guidelines**, it is important that you **inform participants at the beginning of the activity what guidelines they will need to follow**.
- Participants **will generally be encouraged to mute their microphones** so that there are no background noises or interference.
- They should also be told **whether cameras should be switched on or off**, or whether they should be turned off initially and then turned on where appropriate.
- To **make the activities more dynamic and streamlined**, there are certain **collaborative tools and applications** that can be used for conducting these non-presential sessions. In the next page we will show you some of them.
- **In some activities**, it will also be necessary to **divide the group of volunteers and the beneficiaries, if there are any, into different virtual**

rooms. If this is the first time doing so, it is advisable to practise it in advance of the activity.

- In each small group, the organiser will have to ensure that one person is responsible for directing the activity.
- If the idea is to return to the large group, this person will have to keep an eye on times.
- A spokesperson will be appointed to outline to the group the main conclusions that have been drawn.

Recommendations for volunteers:

- **In the days leading up to the activity**, volunteers will be sent a **link they can use to connect** to the activity. **If this is the first time** using the virtual tool, it is a good idea to carry out a **trial run**.
- The volunteers will need **to check whether they are online** and can successfully connect to the virtual platform.
- They will **need to verify that their microphones and camera are working properly**.

There are many platforms you can use to conduct online meetings. You should choose the one that best suits your needs depending on the size of your audience and the tools you will need. They all have screen-sharing and chat options.

Here are some of these platforms:



A platform you can use for video calls, training and work teams. You can manage it using the Office 365 account and use its web apps in real time. It is also compatible with Gmail and Outlook. <https://www.youtube.com/watch?v=TAVyRkHxve8>



With Skype for Business you can hold conversations via instant messaging, voice call and video call. <https://tecnologia.iprofesional.com/tecnologia/311209-como-usar-skype-web-y-skype-em-presarial-para-trabajar-desde-casa>



A platform for conducting video calls and webinars with the option of rooms for meetings divided into small groups, screen-sharing, virtual whiteboard, etc. Here are some tips to help you use it: <https://www.youtube.com/watch?v=nibf1f2aiUM>



A platform specialised in webinars and training with an interactive whiteboard that can be downloaded after the meeting. There is a free 30-day trial version. <https://knowledge.clickmeeting.com/es/video/comenzando/>

To revitalise the activities and make the interaction agile, there are certain very useful tools to carry out these virtual sessions. Here we propose some:



Gamify behaviour: <https://www.youtube.com/watch?v=SHbwy738dYE>



Do an online test and get instant results: <https://www.youtube.com/watch?v=QBosN6xQ8f4>



Online whiteboard for sharing: https://www.youtube.com/watch?v=FZXMGty7_LE



Insert questions into videos and save the results: <https://www.youtube.com/watch?v=MGNkVR-JxKUU>

Before ending the meeting, check that you have resolved all queries and have not forgotten anything important, such as: where they can find the material or if you will provide a recording.



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If you have any questions, write to us
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