

GENERAL GUIDELINES *for* IMPLEMENTING



3SR

SHARED AND SUPPORTED
SELF-RENOVATION OF
HOUSING
WITH A SOCIAL,
ECOLOGICAL AND
HERITAGE VALUE



Co-funded by the
Erasmus+ Programme
of the European Union



HANDS FOR HOMES

This guide has been designed as part of the European HELPS project cofounded by Erasmus Plus, involving four countries: France, Greece, Spain and Italy.



HANDS FOR HOMES

Hands for Homes is the network created in order to sustain 3SR practice. Every organisation or individual that wishes to implement Shared and Supported Self-Renovation of housing with social, ecological and heritage value can take part to this network.



HELPS is an experimental three-year project cofounded by Erasmus Plus. It aims to train people to adapt the innovative system of Shared and Supported Self-Renovation (3SR) of housing with social, ecological and heritage value in Europe.

Founders of the Hands for Homes network and partners of HELPS project:



Enerterre is the inspiration for the HELPS project and 3SR system. It is a French association acting locally in Normandy, whose goal is to improve residents' comfort by providing them support for self-eco-renovation projects of their dwellings, organising collaborative building sites and managing mutual help between residents.



Les 7 Vents is the coordinator of HELPS project. Its goal is to be taken as a collaborative space open to all cooperating actors: businesses, artisans, citizens, communities, each with their own differences. This cooperative of collective interest deals with energy and sustainable development in local and European contexts.



The Mediterranean Centre of Environment is a Greek NGO that aims to encourage joint actions preserving and enhancing natural and cultural heritage and engaging local communities towards local sustainable development.



Taph Taph is an organisation located in Seville, Andalusia, Spain, focused on bioconstruction research, training, dissemination, consulting, heritage preservation, self-construction and participatory eco-building sites.



The Italian International Association “Cities of the Raw Earth” (CTC) promotes the reuse of raw earth materials in the contemporary construction industry, starting with the protection, recovery and reuse of traditional raw earth buildings by promoting the use of natural materials in construction to support sustainable living.



Associazione N.E.T. is a not-for-profit association founded in 2001 by experts of the training and educational sector. Above all, Net addresses disadvantaged people like women, the long-term unemployed, elderly, disabled people and single parents to support them from a social, training and employment perspective.

Adaptative Project

Network of NGOs

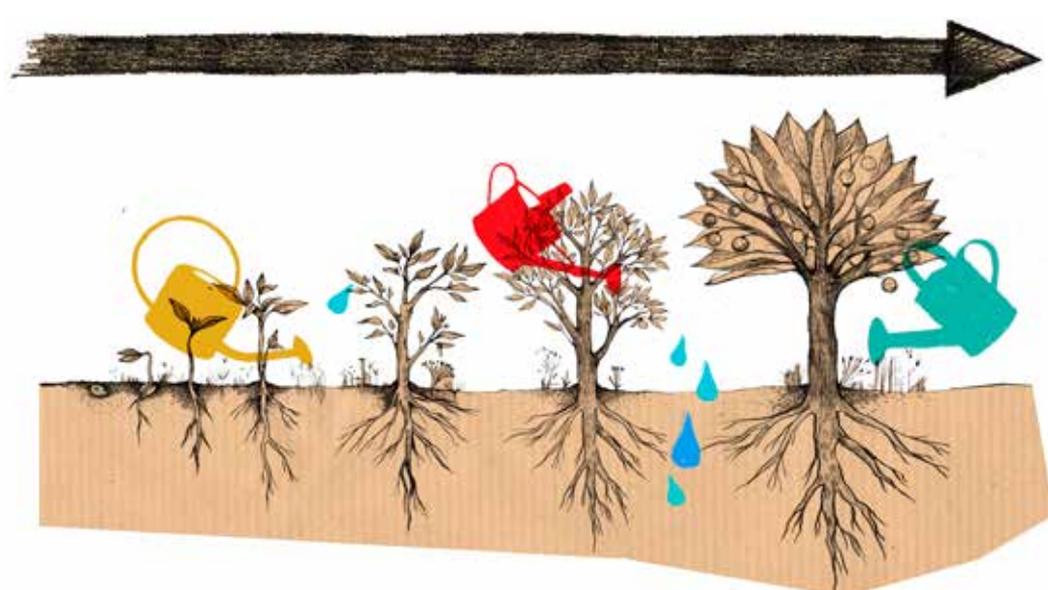
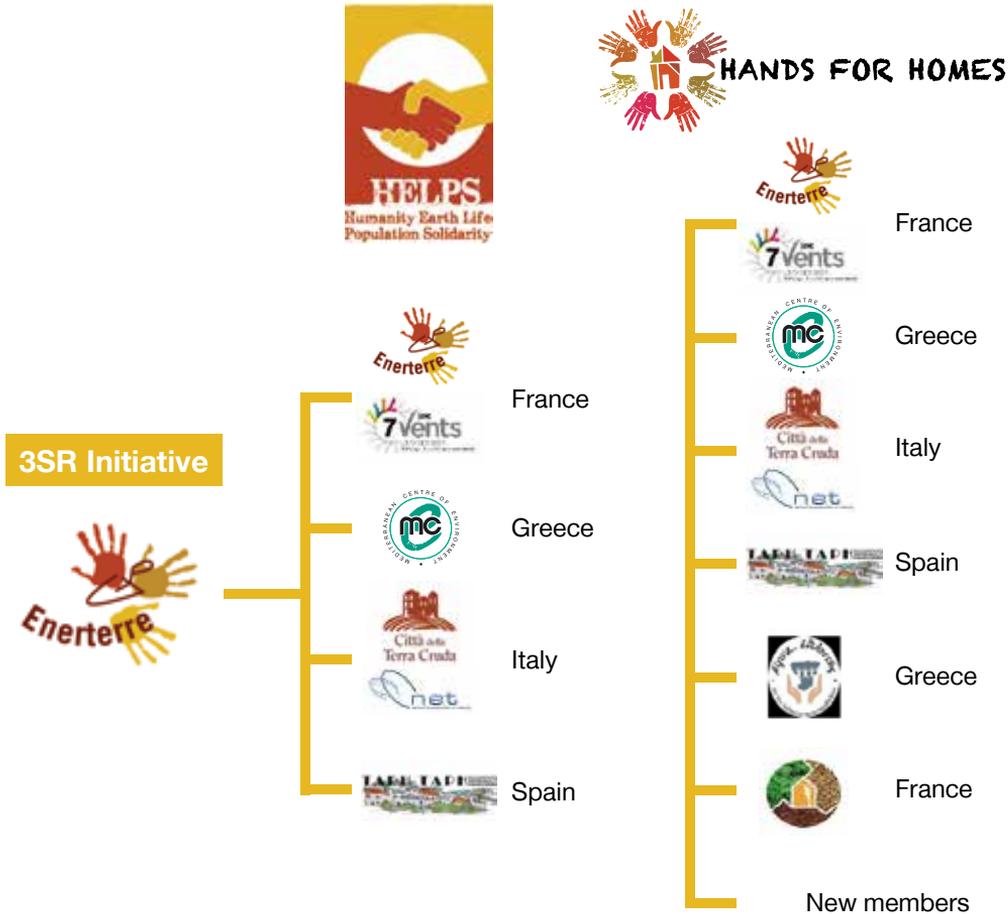


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Appendices available on www.helpsproject.eu:

Definition of framework and strategy

- Hands for Homes charter
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- Social business model canvas
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Examples for S3R implementation

- Volunteering programme and agreement
- Beneficiary/organisation agreement
- Diagnostic sheet for the first visit
- Individual LETS sheet
- Call for volunteers template
- Collaborative building site self-assessment sheet
- Partners' collaborative building site reports

Appendices and tools are identified in this guide with the following icon:





FOREWORD

By Enerterre members

Enerterre is an adventure that started in 2012 with the idea that the issue of people living in traditional houses but who do not have the means to refurbish them should be helped to do so. At the beginning, it was hosted by the Regional Nature Park of the Marshes of Cotentin and Bessin (PnrMCB), which supported the first experiments with a time exchange system to do so.

A big step was to create a spin-off association, managed by former beneficiaries of Enerterre. Still hosted by the PnrMCB, Enerterre became fully independent in 2018. This moment came with the start of HELPS European project.

Since its beginnings, the association has been supported by several public and private institutions. Our challenge is to sustain the service provided to residents and to consolidate our activities through a stable business model.

The HELPS project has been the opportunity to share our experience, apply it to other contexts in France and Europe, and thus improve our model, which is always perfectible.

We are proud that some adaptations of our system have been set up in Italy, Greece and Spain. We hope that this guide and every tool set available will enable other initiatives in other countries thanks to the Hands for Homes network.

On behalf of the Enerterre association, I'd like to wish you the best of luck for your projects. Please keep in mind this sentence that we often use: "Every collaborative building site is a small miracle!"

INTRODUCTION

This guide proposes a methodology to be followed in order to implement Shared and Supported Self-Renovation of housing with social, ecological and heritage value (3SR). In other words, it deals with the support to self-eco-renovation projects for housing through the organisation of collaborative building sites, leaning on mutual help between residents.

This guide is the result of three years of cooperation between six European partners. Thanks to the HELPS project, 3SR has been experimented in four countries (Italy, France, Greece, and Spain). The recommendations given here are based on these experiences. Tools presented in appendices are available on www.helpsproject.eu in order to enable easier adaptations of the system.

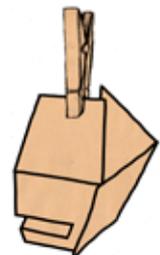


What is Shared and Supported Self-Renovation (3SR)?



Why Is It Important to Improve Housing?

Because improving residents' comfort is a sustainable answer to poor housing conditions. A house is not to be seen as a passive frame of life. Improving housing means enhancing the living conditions and well-being of its residents. The Hands for Homes approach is therefore global: it answers to health, financial and social issues. The renovation project thus often becomes a lever for empowerment and generates other types of projects for and by the residents.



GOOD TO KNOW BEFORE STARTING 3SR

I. General and Strategic Approach

What Is the Problem Addressed by 3SR?

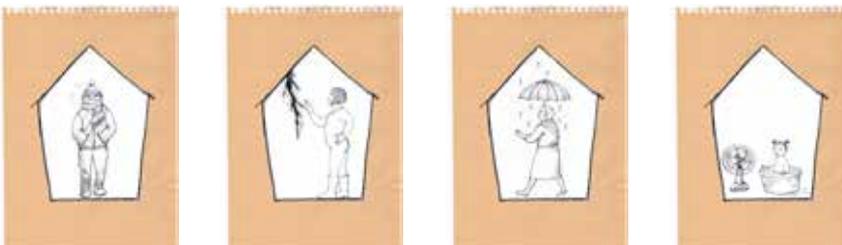
Hands for Homes charter signatories have agreed that 3SR responds to the following social needs:

1. many inhabitants suffer from poor housing conditions and don't have the financial means to change things;
2. fighting energy poverty and improving the hygrothermals of buildings are particularly critical issues: we thus contribute to the fight against climate change;
3. solidarity and mutual help can be a lever to address precariousness in housing, notably through a drop in workforce costs;
4. the eco-renovation of vernacular buildings is key to the conservation of cultural and architectural heritage, landscape and territorial identity;
5. the eco-renovation of vernacular buildings requires expertise, skills and technical competencies.

What Is Poor Housing?

Definition and indicators vary from one member state of the European Union to another. Nevertheless, it is recognised that damage linked to poor or inadequate housing may take many forms: thermal and hygrothermal discomfort, poor ventilation, electrical faults, energy poverty, squalor, indecent housing, etc. It may have health, economic and social consequences on residents. Their financial and mental resources may be mobilised, causing stress, anxiety and lack of self-esteem.

Poor housing mainly affects low-income households and this general economic disadvantage is increased by the energy inefficiency of their home. These households are likely to occupy housing with low thermal insulation, costly heating or cooling systems, and are unable to afford an appropriate renovation project.





What Is the Aim of a 3SR System?

As stated in the Hands for Homes charter (see appendix), the aim of the approach is: “to improve the quality of life and living conditions of people suffering from poor housing, while keeping in mind a great awareness of the architectural heritage and ecological qualities and merits of the existing buildings.”

Tool: Hands for Homes Charter

Hands for Homes network members are formally linked to each other by signing a common charter. This charter is an agreement on shared values, orientations and engagements. New members are most welcome to sign it so they can be counted as part of 3SR development in Europe.



How Can a 3SR System Be an Answer to Poor Housing?

New technical knowledge of the home

Empowerment

Healthy materials

Improved comfort in the home



Low-cost renovation

New social links

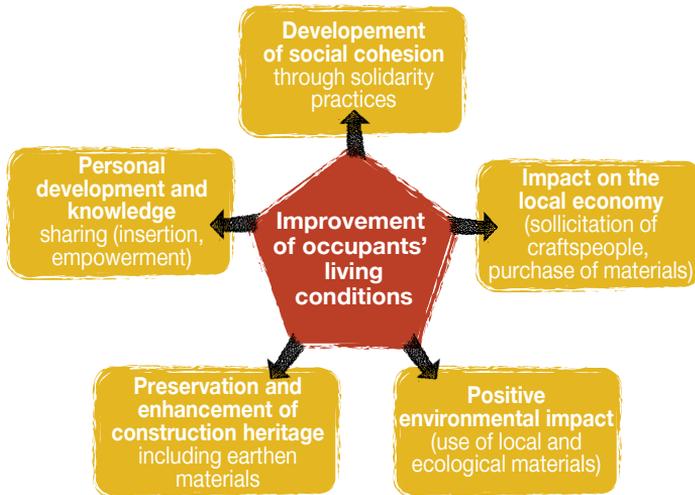
Positive and welcoming image of the home

Gain in self-esteem

3SR is a low-cost solution that improves the quality of life of people in their housing. It fosters better social cohesion and increases self-esteem.

What Are the Expected Results of a 3SR System?

The system promoted by Hands for Homes has a special characteristic. It joins several points of consideration in the renovation process: social, ecological and heritage all in a logic of a sustainable territory development. The range of potential results is shown in the figure below.



Tool: Hands for Homes Rationale

The main arguments in favour of 3SR have been put together in a promotional document. It can help organisations to understand and explain the main outcomes of the system

What About Impact Measurement?



Impact analysis will be used as proof of efficiency and usefulness of the system. The project promoter should set measurable results to reach that correspond to the operator's objectives and principles, and to potential partners, including financial partners. These indicators must be known before the beginning of the project in order to anticipate what data to collect.

See more in Chapter IV) *Going Further*.

Communication Strategies: Who Tells Which Story?

So that a 3SR system can be understood and visible for the local population and partners, it is useful to set up key messages and target groups.



➡ Information for the group or organisation that operates the 3SR system (operator)

- AIM: To ensure the spread of good and clear information from every member of the group or organisation.
- RISK: Unclear and changing information can lead to a lack of trust from residents, volunteers and partners.

➡ Information for local stakeholders involved in the process (partners)

- AIM: The project promoter will have to align their message with the interest of the stakeholder involved.
- RISK: Sometimes it is difficult to emphasise one of the various expected results. The presentation will vary according to the information collected about the sensibilities of the stakeholder concerned.

➡ Information for people who will have their houses improved (beneficiaries)

- AIM: Discuss what could happen and how.
- RISK: If not adapted to the people who will benefit from the 3SR system, people could refuse help. One or more profiles should be set up in order to adjust communication (see Part 2: Identifying Beneficiaries of a 3SR System).

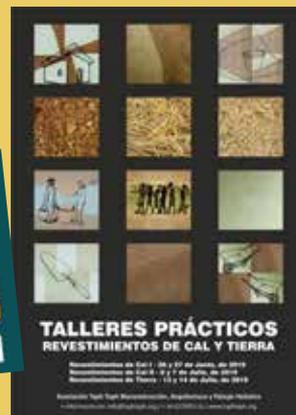
➡ Information for people who will take part to the building site (volunteers)

- AIM: To make people participate; according to local interest, the emphasis will be on traditional building and know-how, solidarity, collective work, free trainings or others.
- RISK: If the number of people reached is too low, or if they are always the same people, it can prove difficult to renew teams.

The efficiency of communication strategies will also be part of the 3SR practice recognition by various authorities (from local councils to European level).

Communication targeted to specific audiences, the Taph Taph Example

Taph Taph addressed two types of volunteers and therefore developed communication strategies adapted to each profile: students or professionals interested in learning a technique (fee-based practical training) or non-professional volunteers willing to enter a solidarity system.



II. Three Preliminary Steps of 3SR

The above-mentioned impacts are often linked to national and/or international policies. An organisation that wants to create an activity around 3SR would need to find connections with local issues so as to gain support from local stakeholders. The following is a three-step method that can help build synergies.

1. Understand the Local Context of Implementation of a 3SR System

To begin, the Hands for Homes network advises to undertake preliminary work about the territorial context. The proposed exercise refers to the direct environment of the planned 3SR system, at local and regional levels. The Contextual Analysis Survey was created so as to take local ecosystems into account. Its aim is to help anticipate difficulties and identify key stakeholders in a territory.



Tool: Contextual Analysis Survey

A socio-technical analysis is a basis diagnostic that enables the identification of available resources and current constraints in a territory. It can cover topics such as built heritage, social analysis, construction materials and suppliers, financial resources, legal issues, etc

2. Anchor and Integrate Actions in the Territory

This analysis can help project promoters to evaluate the potential of their territory and align their local objectives and priorities with regards to their own contexts. Following their local experimentations, the Hands for Homes network also recommends:

- ➡ Favouring a restricted territory for the implementation of the 3SR system, which ensures local integration, logistical facilities and mutual help between residents
- ➡ Working with building, social and public partners.



Area of the Action Perimeter, the Enerterre Example

Enerterre proposes its 3SR system to beneficiaries in a restricted area that presents a specific built heritage still used today as housing (earthen and stone constructions) and a difficult socio-economical context (rural area in decline). The area of intervention is related to the territory of the Regional Nature Park of the Marshes of Cotentin and Bessin. It represents around 1,500 km² and 74,000 inhabitants. It is located in the centre of the Manche department and is characterised by marsh landscapes.



The centre of the Manche department and is characterised by marsh landscapes.

3. Adapt the Plans to Foreseen Constraints

Analysing the context will lead to identifying gaps or obstacles. The main difficulties that have been observed by Hands for Homes members concern the following:

1. Presence and availability of skilled professionals
2. Accessibility to local building materials
3. Interest for traditional buildings
4. Sources of financial means
5. Intimate perception of the living space

3SR is an adaptive model that can be applied in different ways depending on the territory, operator's activities and beneficiaries' profiles. Each new system needs to be adapted to these contexts.

In Greece, working on collective buildings, the Mediterranean Centre of Environment Example

In Greece, green building interest is not yet shared by a large audience and the use of natural materials remains limited, with private owners trusting more classical “modern” materials. Faced with this situation, the Mediterranean Centre of Environment decided to showcase the use of natural materials working on collective spaces and buildings, such as local cultural association spaces, children’s centres, etc.



Tool: Social Business Model Canvas

The Hands for Homes Social Business Model Canvas can help define the gaps around 3SR values and the strategy to develop in order to reach its goal. It is a visual chart that includes key elements describing 3SR value proposition, organisation, stakeholders and finances. It can assist project promoters in aligning their activities with the proposed system.



III. Identify Beneficiaries of the 3SR System

The 3SR system aims to improve residents' comfort in their homes, in particular for people suffering from poor housing conditions. Those who will benefit from the 3SR system in their housing are called beneficiaries.

Who Are the Beneficiaries?

It is useful to determine the range of people who will be the main beneficiaries of the 3SR system. The level of help can depend on both residents' situations and/or housing conditions:

- Regarding the inhabitant: low income, situation of isolation, employment insecurity, family difficulty, etc.
- Regarding the house: damaged walls, cracks, feeling of cold and humidity or overheating.



Free Help for Modest Residents, the Enerterre Example

The beneficiaries are the residents, owners and occupiers of their houses, who show an interest to Enerterre's system and who meet revenue criteria. These revenue criteria are aligned with those of an existing public organisation, the ANAH (National Housing Agency). However, residents whose financial resources exceed the income criteria can still be supported by the association in exchange for a financial contribution to the association. The majority of building sites supported by Enerterre are organised for beneficiaries who meet revenue criteria. This allowance aims to avoid stigmatisation of poor residents, enable residents with higher revenue but also a high level of difficulty to benefit from the system, create a social mix on building sites and generate self-financing revenue for the association.



A wider target, the CTC Example

Beneficiaries can also belong to different targets such as:

- young couples who wish to renew a building where they could live;
- small communities that recognise themselves in an abandoned raw earth heritage;
- owners of raw earth buildings who would like to restore them and then put them back on the market;
- local administrations that want to recover a building representing the construction tradition in order to use it for social purposes, but they do not have the economic resources to do so. Alternatively, they could adopt the 3SR approach as part of a local process with educational and socio-economic development purposes

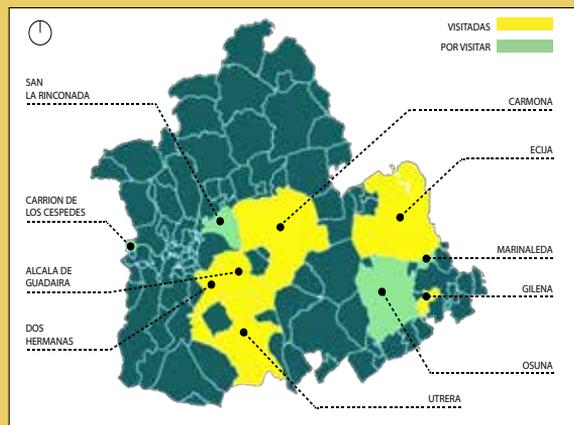
Where Can 3SR Be Implemented?

A predefined intervention perimeter is advisable for various reasons:

- **sustainable development reason:** in the short-cycle logic (working with local building professionals and local materials);
- **social reason:** volunteers' accessibility to collaborative building sites;
- **architectural reason:** defining specific housing types with their specific pathologies in order to define common/usual solution scenarios;
- **logistical reason:** the 3SR operator will need an inventory of equipment that is somewhat large according to the kinds of work proposed. Goods, equipment and humans travelling long distances are not compatible with an efficient use of resources. The project promoter should take these reasons into account when defining a territory for their action.

Defining the Action Perimeter, the Taph Taph Example

The urban area of Seville, an area with a lot of crowded villages of vernacular earth buildings that are quickly disappearing and with a great number of people in a situation of precariousness and unemployment. All of these villages in the Guadalquivir valley countryside present natural-construction raw materials such as earth and vegetable fibres that were used in traditional earthen vernacular architecture.



Locations visited by Taph Taph to implement 3SR

How Can Beneficiaries Be Reached?

Residents with low income, in a situation of isolation or employment insecurity, and/or in poor housing conditions might not directly come into contact with the 3SR operator to find support. Thus, they will need to develop strategies to make it known amongst the people it targets. This can be done through:

- Direct contact: door-to-door. However, this is a slow process that requires energy and is time consuming;
- Word of mouth: developing recognition and local trust is often done informally. Word of mouth is not to be overlooked;
- Volunteering: people who participate as volunteers in a collaborative building site can become beneficiaries;
- Contact points such as social workers and building professionals: they can deliver the basic information to the target audience and connect them with the system's operator. Make sure, however, that these contact points have clear information about the system and target beneficiaries.

The Operator Is Not a Sales Representative! Enerterre Example

Social workers sometimes send the contact details of residents who are facing difficulties in their dwellings to Enerterre's workers. However, they may identify a need that residents themselves cannot see. The operator doesn't aim to create a need, but merely to answer an existing and expressed need. The 3SR system is a solution proposed to residents who are already mentally engaged in a renovation process.

After some years of experience, most of Enerterre's beneficiaries contact the association directly or become beneficiaries after having volunteered on a collaborative building site.



Adapt the Strategy to Local Needs, the Mediterranean Centre of Environment Example



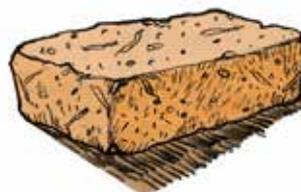
The strategy of the Mediterranean Centre of Environment to reach residents in Crete: because eco-materials are not so popular and no more usual, the organisation decided to promote traditional building techniques as part of cultural heritage. Being more sensitive to this approach, local stakeholders are open to new projects using traditional techniques... and natural materials!

Earthen Building Heritage Areas, the CTC Example

The CTC can promote the 3SR system in all national areas where earthen heritage is present: Piedmont, Sardinia, Marche, Abruzzo, and Calabria. These contexts are very different in terms of socio-cultural backgrounds and types of construction, but they share the need to:

- safeguard earthen buildings;
- restore dignity to heritage;
- increase its value and attractiveness;
- connect with other tools/projects/initiatives related to recovery, territorial promotion, sustainable construction in order to strengthen them.

The aim is also to widen the field of intervention to ordinary buildings, networking with local virtuous realities that are responsive to social issues.



How Can the 3SR System Be Explained?

More particularly, when partners send contacts, information on the system may have been modified over the course of exchanges. This is why it is advisable to disseminate communication documents to these various contact points who might be the first to inform potential beneficiaries. At that stage, if information is wrong, it can quickly lead to misunderstanding.

These communication documents on the 3SR system should be clear but not intended to be exhaustive in order to keep them readable and understandable. They can be a simple form of communication such as an explanatory sheet for social workers or a flyer for the target audience (beneficiaries of the system).



It is useful to have various types of contact points to contribute to the dissemination and recognition of the practice and reach more inhabitants: local associations, citizens' groups, public organisations with related themes of intervention, but also local authorities.

IV. Identify Professionals to Operate the 3SR System

The 3SR system is a practice that can take various forms. The main task at this stage for the project promoter is to identify the human resources needed to operate the scheme on their territory. We use to call these field workers “practitioners”.



How Many Practitioners Are There?

It must be kept in mind that availability in terms of human resources varies according to the local context. Regions offer different levels of qualifications in various fields required for the 3SR system. Adaptations made to the 3SR system through HELPS project showed that the operator can be composed of one or more practitioners.

What Skills, Knowledge and Competencies Are Required for 3SR?

A list has been drawn up in order to explain the qualifications required for practitioners to implement the scheme. We call it the Hands for Homes Competency Framework. It aims to help the project promoter build a team of efficient and professional practitioners.

To better understand their work and limits, the competencies have been divided between three activity categories:

- support households in their renovation projects,
- promote natural materials and traditional techniques,
- organise and facilitate a collaborative building site.



Tool: Hands for Homes Competency Framework

It lists the skills, knowledge and competencies needed to implement a 3SR system.

What Are the Main Steps of a 3SR Renovation Project?

Following these activities, three main phases are distinguished in a renovation project through the 3SR system:

Phase 1: development and support for the renovation project

Phase 2: organisation and preparation of the collaborative building site

Phase 3: completion of the collaborative building site

Renovation Following a Disaster, an Enerterre Example

Mrs De Champignac, with a collaborative building site not led by the operator

Mrs De Champignac is a pensioner whose house suffered a fire and fungi growth. She was in a difficult situation where the insurance offered to pay for a new standard renovation, with materials and techniques that were not suitable for the existing building. She was against this type of renovation since it was the cause of fungi growth in her house. However, other kinds of (non-standard) renovation were more costly and unaffordable.

1 Phase 1: support for the renovation project Mrs De Champignac was supported by Enerterre throughout the various steps, including having a view of the overall renovation, its cost, and the additional financial help she could use to better renovate her home. It revealed that implementing a works package for the overall renovation through 3SR was consistent.



2 Phase 2: implementation of a collaborative building site. Enerterre mobilised volunteers through its network and prepared three different collaborative building sites, in cooperation with a local mason, each lasting one week: interior lime plaster, various stonework repairs, refurbishment of stone chimney stacks and exterior repointing. This mason signed a three-party agreement between her, the operator and the beneficiary. They became the worksite team leader during the works period.

Conclusion:

In this example, the operator is the association Enerterre. Enerterre involves two practitioners who are its employees: one socio-technical worker who assesses the needs and advises, and one worksite facilitator who mobilises volunteers and prepares the worksite with the mason. In this situation, the mason is external to the association although they are a practitioner too. The skills, competences and knowledge involved in this renovation project are drawn from the association itself but also from external company.

Limitation of the Costs of an Overall Renovation, an Enerterre Example

Mrs Flower, with a collaborative building site led by the operator

Mrs Flower is an isolated single mother with three children. She was looking for technical support to renovate a part of her house on her own in order to reduce costs, since her low income didn't allow her to pay for all of the renovation works.

1 Phase 1: support for the renovation project

The Enerterre socio-technical worker came for a first home visit in order to assess the house's pathologies and the resident's needs and desire. An Enerterre technical expert, who is a professional mason employed by the association, came to assess the possibilities of a collaborative building site.

2 Phase 2: implementation of a collaborative building site

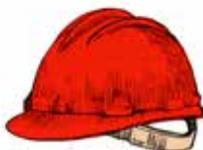
The worksite facilitator, also employed by the association, mobilised volunteers and, in cooperation with the technical expert, prepared two one-week collaborative building site: exterior lime and earth plaster, and exterior repointing. Mrs Flower signed a two-party agreement between her and the operator. The Enerterre technical expert was the worksite team leader during the works period.

In this example, the operator still belongs to the association Enerterre. Enerterre involves three practitioners who are its employees: one socio-technical worker who assesses the needs and advises, one worksite facilitator who mobilises volunteers and prepares the worksite, and the technical expert who is a mason. In this situation, the mason is internal to the association. The skills, competences and knowledge involved in this renovation project are all drawn from the association.



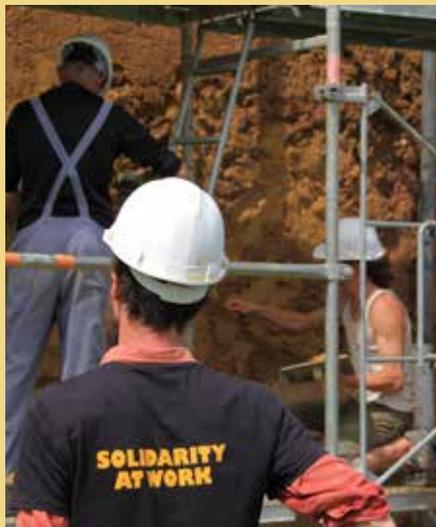
External or Internal Practitioners?

The various practitioners needed to implement the 3SR system don't necessarily come from the same operator. The role of the operator is to find the human resources to operate the system for the first contact with the beneficiary to implement the collaborative building site.



Relationship with Local Craftspersons, the Enerterre Example

In the case of Enerterre, the association decided to work both with external and internal building professionals, and involve one or the other according to the worksite. Having a professional expert in the association allows it to be more responsive and available for residents. On the other hand, it seemed necessary to keep in touch with the local craftspersons' network and cooperate with them because it makes it possible to respond to work packages for which the association doesn't have the competency internally and to make sure not to be in competition with them. The objective is to include these essential stakeholders, involving them as Enerterre's contact points and potential worksite team leaders.



A volunteer organisation, the CTC Example

CTC has no professionals in its staff; depending on the context, the CTC provides the expertise of members of its Technical Scientific Committee who can act as worksite promoters and/or coordinators, or be members of the work team, with the duty of supporting (according to their competences) an external contact person and leader. This is both in structuring the various phases of the worksite, in helping to promote the 3SR model, and in giving the correct technical indications on how to intervene on structures.



Skills Are Transverse

The Hands for Homes Competency Framework follows the phases listed above. There are skills specific to each task but the main ones are connected, both related to social and technical skills. For instance, interpersonal and pedagogical skills are needed at different phases of the renovation project.

How Are Skilled People Found to Implement 3SR?

The three main ways to build the team of practitioners are to:

- ➡ Identify existing training programmes related to the Competency Framework on the local, regional and/or national territory when collecting skilled people's contact details;
- ➡ Identify groups of professionals present on the territory (cooperative, association, etc.) related to skills listed in the Competency Framework;
- ➡ Identify public or private service sectors that already take on one or more tasks implemented through the 3SR system (i.e. social action of local authorities) and include them in the 3SR process.

V. Legal Concerns

It is necessary to identify the stakeholders involved in the renovation project and, more specifically, on the collaborative building site in order to identify each party's responsibilities.

Possible Stakeholders on a Collaborative Building Site

Stakeholders and their statuses may vary according to the construction works (major or minor) and the internal competencies of the operator. A list of possible stakeholders has been set up to better apprehend the legal issues:

- **The building professional at the collaborative building site.** They shoulder the role of the Worksite Team Leader. They could be considered as self-employed, belonging to a construction company or be an employee of the operator. In case this worker is not employed by the operator, they or their organisation should sign an agreement with the beneficiary and the operator.

- **The beneficiary.** They are the resident of the living space where renovation works take place. They could be considered as a self-promoter or self-builder. They may obtain a construction permit before the worksite is carried out according to the size of it. They should sign an agreement with the operator and the building professional.

- **The volunteers.** They must not be considered as employees in a working situation. They are members of the organisation operating the 3SR system, which gives them a Civil Responsibility, Accident Insurance, information and training in the framework of the organisational activities. As members of the organisation, they sign a Volunteer agreement.

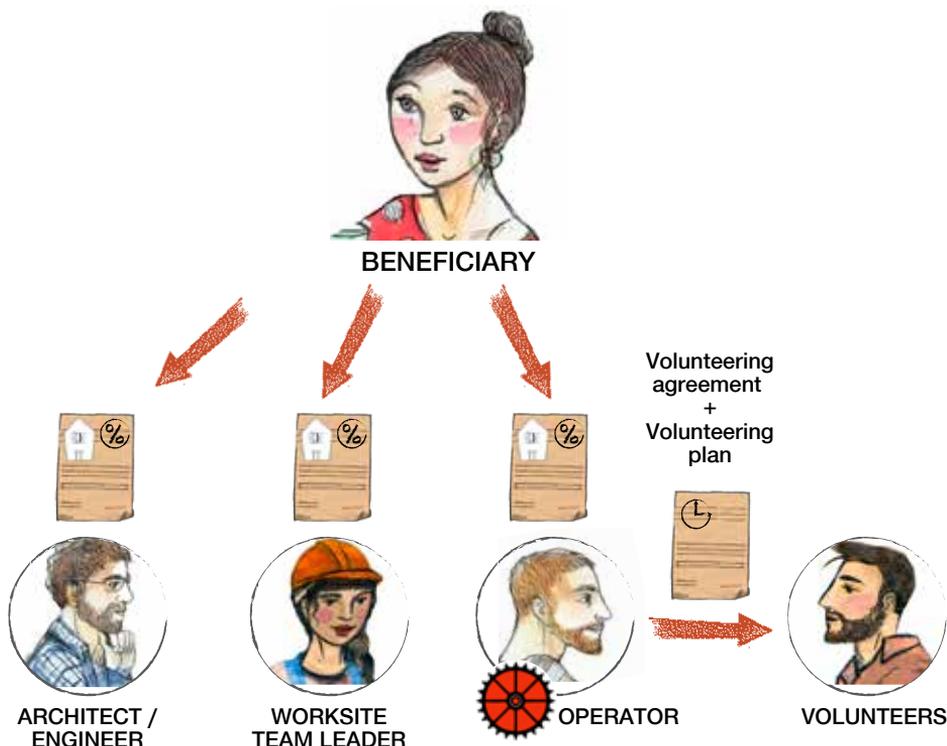
- **The architect or engineer.** They are external or internal to the organisation operating the 3SR system. They are responsible for the Technical Project and the Safety and Security Plan in the case a construction permit is mandatory.

- **The resource person or facilitator.** They support the Worksite Team Leader during the collaborative building site. They can be a volunteer or an employee of the organisation.



The different stakeholders on the building site, the Taph Taph example

Possible Contractual Agreements



Recommendations for the Operator

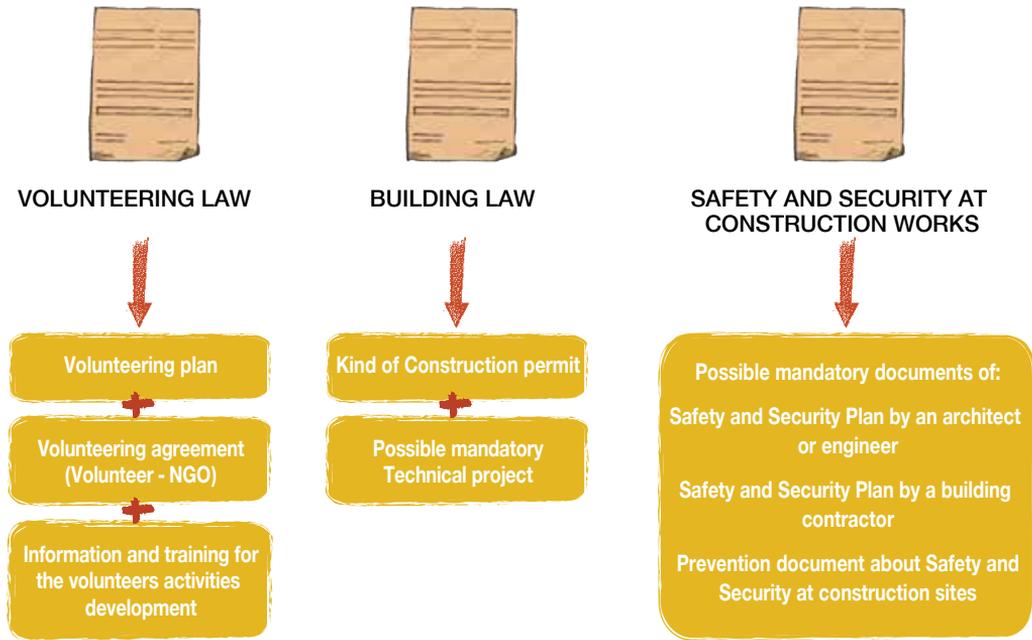
The following recommendations are given in order to avoid any risk on the collaborative building site and to protect the operator regarding labour law, building law and insurance companies. In the event of any accident or litigation, the operator should be able to prove that all measures have been taken to avoid it.

- **Knowledge of the legal framework.** The operator should know the Construction, Construction Prevention Risks and Volunteering laws in the region where 3SR will be implemented.
- **Insurability.** It is also recommended to ask the insurance company of the organisation to check the legal procedures and consult with the competent local authority about the procedure to obtain construction permits. In the event of an accident, insurance companies ask for mandatory legal documents and construction permits to cover the expenses of the accident and determine the responsibilities.

- **Civil responsibility and accident insurance.** On a construction site, every person should be covered by civil responsibility and accident insurance. Every person should be informed about risk prevention, the safety and security plan, and/or coordination and/or risk evaluation at the building site. The operator should also check if every person at the building site must have an official construction site risk prevention certificate for the construction tasks they will carry out and possibly be checked by a medical professional.
- **Safety and security plans.** The operator should draw up or ask for a Safety and Security Plan, Coordination, Instructions or Risk Evaluation for other professionals or the beneficiary, in accordance of what is legally required. The operator may provide its organisational staff and volunteers with personal protection equipment, risk prevention instructions and procedures.
- **Commitment of the operator.** The building site may require an official coordinator for Safety, Security and Risk Prevention at construction sites. The Worksite Team Leader, operator or architect (as prime contractor) could shoulder this role.
- **Risk of disguised work.** The operator should bear in mind that volunteers are not workers and thus shall have no obligation to work and the possibility to refuse any activity proposed. Also, no hierarchical relationship should be observed at the building site between the volunteers and the operator. The operator or Worksite Team Leader should be attentive to propose but not assign tasks to volunteers. Moreover, the volunteers should not receive any cash or in-kind contribution in return for their volunteering. Otherwise, it could be considered as disguised employment.
- **Measures for the observance of security.** However, participants in the collaborative building sites, whether they are residents or volunteers, are on a construction site and therefore subject to safety and security obligations. Anything that presents insecurity is to be prohibited by the operator or Worksite Team Leader.
- **Person in charge of planning.** The operator is advised to draw up a volunteering plan and describe the objectives, activities and volunteer training. It is advised to designate a person in charge of this plan within the organisation and to check the responsibility and accident insurance for staff and volunteers with the insurance company.



The 3 focus points in term of legal references for a 3SR renovation project



An Agreement with the Volunteers, the Mediterranean Centre of Environment Example



Volunteers are committed to the project by signing a private agreement stipulating the work that will be done (what, where, when), the commitment of the organisation (support of a professional, tools, insurance, lunch, etc.) and the commitments of the volunteer (adherence to safety rules, correct attitude towards the whole team, etc.). This small “contract” specifies that the work will be done on a voluntary basis and won’t be remunerated. The organisation insists on the training aspect of the worksite: volunteers involved always want to learn new techniques or how to use new materials. They will work on small improvements of the existing building, not on structural interventions or new constructions.

Italian Rules for 3SR, the CTC Example

Interventions carried out by the volunteers according to the 3SR model do not affect the structural part of the building and refer mainly to the provisions of the Decree of 02/03/2018, approval of the glossary containing the non-exhaustive list of the main building works that can be carried out under free building activities, in compliance with Article 1, paragraph 2, of Legislative Decree no. 222 of 25 November 2016. It is also possible for the 3SR model to be part of a wider and more articulated renovation process, where the part reserved for the team is agreed and defined a priori with the building company and the designer, who are the responsible for the intervention. In this case, the self-constructors should be compliant with the provisions of Article 3, paragraph 12b of Legislative Decree 81/2008, as amended by Legislative Decree 106/2009 and Act 98/2013.

Creating a Secure Framework

To reassure potential partners and stakeholders, the project promoter has to prove that everything has been thought of to provide a secure framework for the 3SR activities:

- A list of building professionals with recognised and validated competencies;
- Validated training that provides these competencies;
- A charter for these building professionals;
- Contracts and agreements that specify each party's responsibilities and commitments (the operator, potential external worksite team leader, volunteers, and residents).

3SR Regional Network in Normandy Enerterre Experience

In Normandy, a regional network has been set up in order to bring together several organisations that propose or wish to propose 3SR. A regional facilitator has been designated to facilitate exchanges around various issues (insurance, labour law, training, etc.), to be easily identifiable by the regional authority, and to speak with one voice to stakeholders such as building organisations and insurance companies. Work is in progress with these stakeholders to ensure the best regulatory environment for the practice.

VI. Funding the 3SR System

Possible Expenditure Categories

As for any project, there is a need for a financial plan: time, tasks involved, transportation, and amount of money. These general costs have been already highlighted by the Social Business Model Canvas. The tool proposed below through the Taph Taph example points out the possible amount of time or money needed for the various expenditure categories. The total amount here is high due to the time needed for the first experiment (research on various issues, partners, etc.). Future experiments should be more streamlined.

Approximate Budget Size. Taph Taph Example

USUAL ITEMS FOR THE EXPENSES OF A H4H PROJECT AND BUILDING SITE (you can try new sheets with different situations to compare your financial management)	COST		
	MONEY (€)	TIME (days)	%
SOCIO-TECHNICAL SUPPORT			
Time for beneficiaries' support before undertaking work	600	5	4,85
Time for mobilizing volunteers and worksite preparation	600	5	4,85
Time for technical support by a building professional	240	2	1,94
Time for developing the 1st experimentation: legal and financial issues, tools, materials, communication supports, video, coordination meetings, social media, etc.	4800	40	38,83
Time during Volunteering work		5	4,85
BUILDING SITE			
Building professional or mason	600	5	4,85
Construction materials for the worksite party	360	3	2,91
Tools for worksite parties and amortisation	600	5	4,85
Local transport of H4H organisers for the preparation phase	240	2	1,94
Equipment and tools borrowed by other people or entity	240	2	1,94
Meals for volunteers	240	2	1,94
Personal Equipment for volunteers (PPE)	360	3	2,91
Personal Civil Responsibility and Accident assurance for every person at the building site	120	1	0,97
Official Construction Work Prevention Certificate for beneficiary	120	1	0,97
Official Construction Work Prevention Certificate for volunteers and organization workers	480	4	3,88
Architecture or Engineering project or assesment	1200	10	9,71
Safety and security Plan	120	1	0,97
Safety and security Coordination	120	1	0,97
Possible cost for permits or administrative taxes for building sites	600	5	4,85
Printed communication supports	120	1	0,97
TOTAL	11760	103	100%

Amounts of money have been calculated at about eight hours/day and €15/hour. The main labour percentage is significant for the 1st experiment effort to be carried out. However, the more the operator works on developing its adaptations of the 3SR system, the more streamlined this will become.



Tool: Financial guideline

The tool proposed and used by Taph Taph as example enables to identify the usual items for the expenses of a 3SR system and helps the project promoter to anticipate the needs.

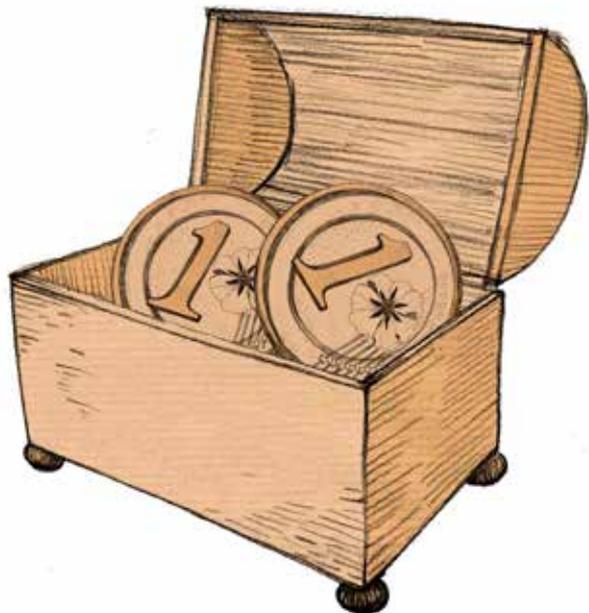
How to Fund a Hands for Homes Project

Funding the 3SR system is probably the most complex work to do and it will probably force the 3SR operator to adapt itself and its various activities. The operator must consider that support for residents is time-consuming and the response to poor housing is not economically profitable since the targeted residents could not afford to pay for the time needed to support them. 3SR is unlikely to self-fund. Thus, public or private grants should be considered to fund the system.

The operator's resources may come from:

- public funds (authorities, institutions, agencies, etc.),
- private funds (beneficiaries, foundations, etc.),
- additional activities (training, tourism, eco-construction, production of materials, etc.).

Individually (for every renovation project), direct resources of the residents can be mobilised (revenue, capital) and indirect resources according to the territories and policies (national grant programmes, local funding support, private funds such as foundations or crowdfunding).



Alternate Formal Training and Volunteering. Taph Taph Example

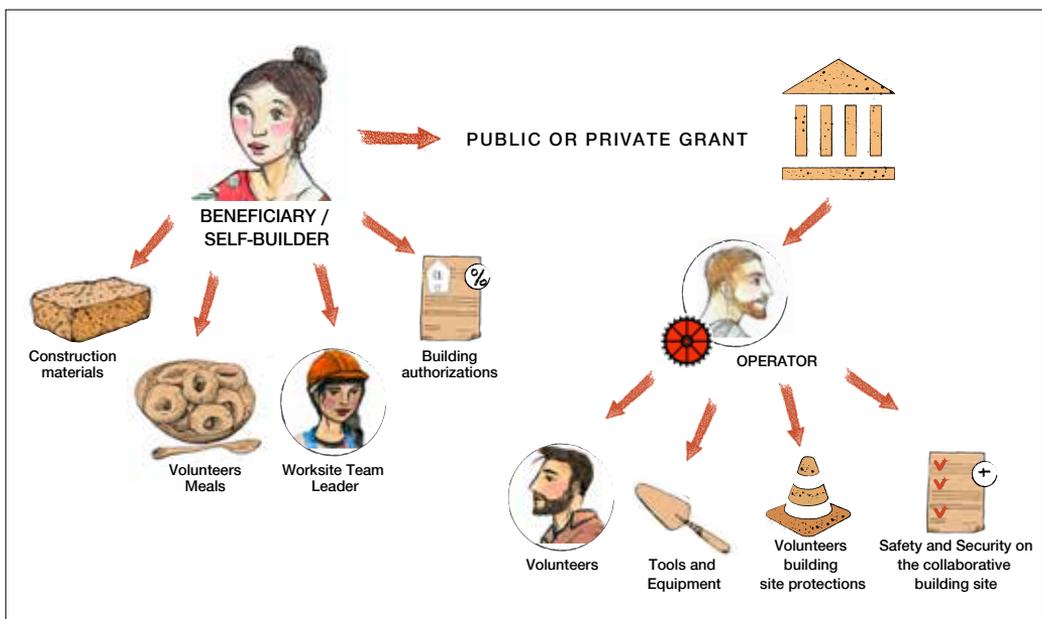
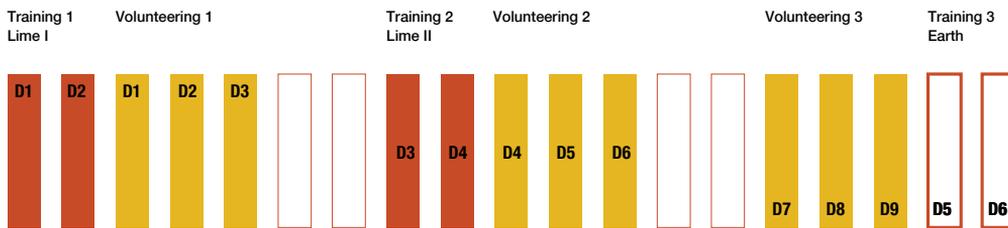
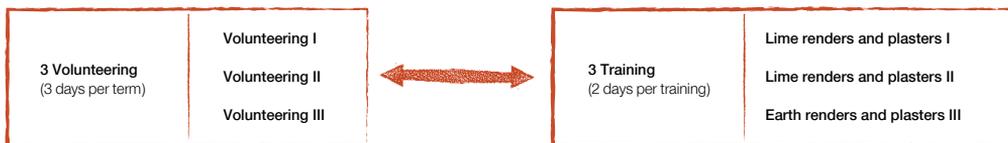
In Spain, Taph Taph decided to implement training at the same time as the volunteering experimentation. One day, people learn as trainees in professional rendering and plastering training; the other day, they help as volunteers, and so on for three weeks. Paid training can provide money to organise the working party, as a means to fund the project.

A total of three training sessions about earthen and lime rendering and plastering, of two days per training session, and three volunteering terms, of three days per term, were done. Volunteers had the opportunity to be trained as trainees but it was not mandatory to be a volunteer. Also, trainees had the opportunity to be volunteers.

THE PLAN

HELPS Project - 1st experimentation

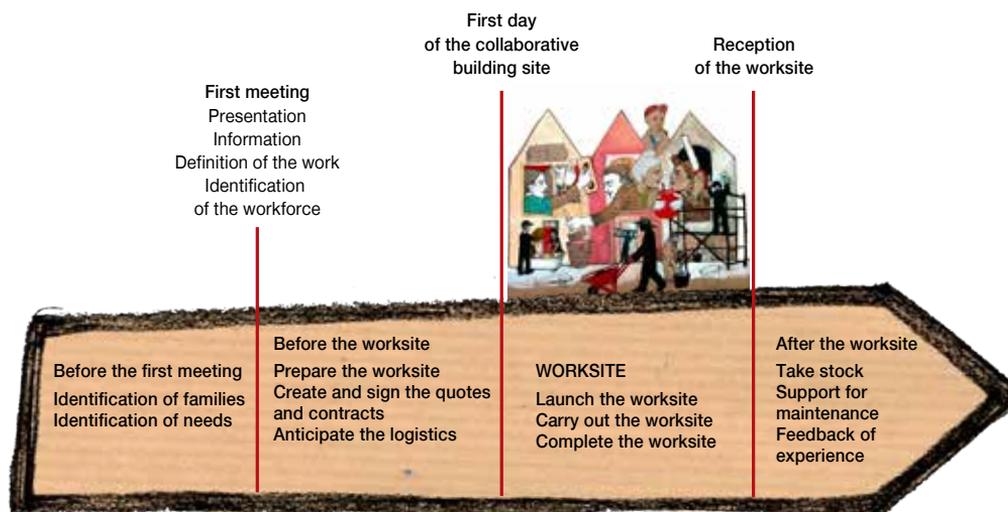
Paid Training to fund a part of the 1st experiment



HOW TO IMPLEMENT A SUCCESSFUL 3SR

I. Supporting and Involving Beneficiaries

Our system by which beneficiaries support each other through mutual help aims for empowerment. To achieve this result, several ways have been tried so as to engage them in the process.



Assessing the Situation

After identifying the beneficiary, the practitioner's first step is to assess the situation at home. Their role is to:

- ➡ Identify the needs, desire and budget of residents;
- ➡ Identify the pathologies and assets of the building and the immediate environment.

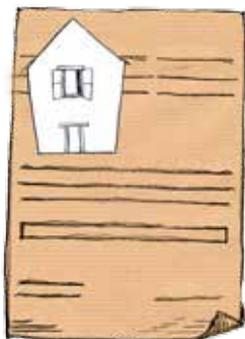
This assessment gives an overall view of the resident and their home, and helps understand the current situation. It is the starting point to think about and define the project with the resident to improve their home on a medium- or long-term basis.

Necessary interpersonal skills at this stage are listening, respect and understanding of the situation and requirement, which will be the key points of the support.



**Preliminary Support Adapted to Existing Renovation Programmes.
Enerterre Example**

In the French national context of increasing awareness and aid for energy renovation, a culture of public intervention is being developed. Residents are ever more encouraged to ask for public aid to renovate their homes. Administrative procedures can be complex, require the involvement of different professionals, and must be applied for with various organisations, which may contribute to the residents becoming generally puzzled. In this context, the socio-technical worker who is in charge of the first visit to assess the situation provides information in terms of available financial assistance to permit the renovation project.



Anticipating and Planning with the Resident

At this stage, the 3SR system may not be the best-adapted solution for the resident. To define the resident’s needs, the practitioner should:

- study improvement possibilities while considering the resident’s lifestyle and experience in their home;
- consider that well-being concept and experience vary from one resident to another;
- consider the place and importance of the home for the resident.

With this in mind, the practitioner can inform the resident:

- about the benefit to apply eco-building principles: natural and low-processed materials, local resources, techniques adapted to their house;
- about the benefit of a collaborative building site at their home;
- about the benefit of integrating a mutual help system.



Mutual Help as a Way to Empower Residents

Solidarity is promoted by the 3SR system: those who want to help are all welcome. Nevertheless, donation can induce an imbalance between someone who receives and someone who gives. The position of the receiver could limit them to this role and can hinder self-esteem building.

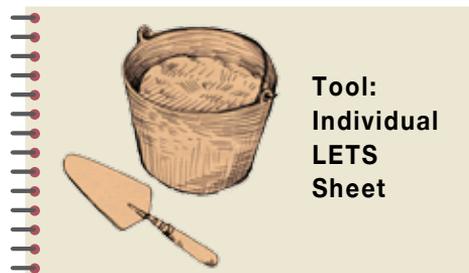


LETS to Organise Mutual Help. Enerterre Example

The LETS (Local Exchange Trading System) is based on a formalised and monitored mutual help system. LETS members contribute to the system with in-kind contribution (time on worksites, loaning tools, providing premises, preparing meals, etc.). This help is counted and translated into a unique “currency” called EMO (i.e. “workforce equivalent”).

For one hour spent on a worksite, beneficiaries credit 1 EMO. In exchange for help that beneficiaries offered on worksites, they receive the help of other beneficiaries. If a collaborative building site lasted five days, the beneficiary of the building site will spend five days on another one.

The overall balance of the LETS system at Enerterre is positive, which means that participants in worksites continue to be interested in helping others, although they have “given back” their hours. Such a system needs accurate accountancy of EMO.



**Tool:
Individual
LETS
Sheet**

While the 3SR system benefits may have convinced the resident, they also must be fully aware of what it involves for them.

The resident is informed of their responsibilities:

- legal responsibilities: what local, regional and/or national procedures they must adhere to;
- financial responsibilities: what they will pay.

Conditions for Hosting the Volunteers

They must be aware of what will be involved in welcoming volunteers, for instance the possible inconvenience caused by the group (dirt). According to the adaptation of the 3SR system, they can be asked to provide a shelter for volunteers during breaks, meals, to give access to toilets, etc.

Participation in the Mutual Help System

They are asked to be present for their own worksite but also to participate in the mutual help system: the operator will have to make sure the resident is interested, motivated and available.

Works to Be Implemented without 3SR

The renovation project may be wider than the work package that is proposed with the volunteers. In that case, the resident must be fully aware of:

- potential necessary preliminary works to be provided before organising the collaborative building site (e.g. electrical works);
- the potential duration of the whole process.

The importance of communication

A simple communication method should be used to provide information to the beneficiary during the first visit, with an explanation of the 3SR system so they are fully aware and have a written document to refer to.



Two Visits to Diagnose and Plan. Enerterre Example

During the first visit, the socio-technical worker assesses the house and the resident's needs. They provide comprehensive information on the 3SR system and what it involves. General advice can be given in term of works priority and materials to use. Only some works can be done through 3SR. In that case, and if the resident is interested by the system, a craftsman, internal or external to the association, comes for a second visit. This second visit aims to ensure the technical feasibility and potential efficiency of 3SR for a collaborative building site in one or more "work packages". It also makes it possible to draw up cost and duration estimates.

Creating a Relationship of Trust

For the resident, 3SR is an unusual way of looking at renovation. The practitioner needs to consider these points of attention:

Going to their home: It is necessary to visit the beneficiary at home in order to:

- perform the diagnostic of the home;
- understand the beneficiary's experience in their dwelling;
- assess their capacity to let unknown persons enter their personal home.

Keeping in touch: It is essential to favour direct connections throughout the support phase and especially for the first contact.

Adapting one's speech: Residents are mostly unaware of eco-renovation, mutual help systems and collaborative building sites. The qualifications and skill levels of residents should be taken into consideration, technical jargon and acronyms should be avoided or always explained. However, only necessary but sufficient information should be given so as not to confuse them.

Reassuring: Pathologies and/or works to be noted during the visit should not add or create anxiety or tension for the resident. The practitioner should employ care and sensitivity in their language and attitude, avoid technical words and propose solutions for every problem listed. Interpersonal skills are as important as technical skills.

Encourage exchanges: The beneficiaries sometimes show disbelief in such solidarity and a participative system, a system that works with the help of volunteers they have never met. It was found that a preliminary participation as a volunteer on a collaborative building site builds trust in the system and encourages them to go forward.

Promoting external assistance:

Define resident's constraints for the renovation project in order to cover them: financial, family, employment, and psychological constraints. Some of these constraints may require additional and facilitating resource persons such as social assistants.

Taking one's time: Depending on residents' profiles and their renovation needs, their support can vary from a few months to a few years. Sometimes, the first visit highlights priority works that cannot be done through collaborative building sites. In that case, exchanges should continue to support the resident in seeking a solution.



II. Help Make Good Renovation Choices



The solutions proposed by the practitioners should be adapted and coherent to every beneficiary and building.

- **Coherence with the evaluation of the resident**

Their needs, experience and way of living in this building, the feeling of comfort, availability and motivation for their renovation works to enter the 3SR and mutual help system are essential.

- **Coherence with the building diagnostic**

After meeting the beneficiaries and filling out the housing diagnostic, the operator checks the consistency between the project and the assessment considering the technical characteristics, various pathologies (e.g. humidity) and sanitation issues incurred therefrom (e.g. air quality): the project may entail other preliminary work that the beneficiaries had not expected to provide for.



- **Adaptation to residents' financial resources**

The operator is very unlikely to pay the full costs of the collaborative building site. Although renovation costs are reduced by the participation of volunteers, residents will probably have to pay part of it. Usually, the collaborative building site represents only a work package of the overall renovation works. The renovation choices that will be made by the residents will depend on the importance given to the various focal points. The role of the operator is to advise on these focal points while adapting the project.



- **Economic value of 3SR**

Volunteer participation in the “work package” done through a collaborative building site must present an economic value for the beneficiary. Some “work packages” are barely feasible with a group of non-professional volunteers (e.g. installation of windows) whereas others involve a large workforce that the resident cannot afford with their budget.

- **Volunteers' motivation**

The “work package” needs to be technically adapted to non-professionals and represent value for them: learning techniques that don't require former experience, reproducible at home and representing an interest for the improvement of their own housing. It is also recommended not to ask for long tiresome works and to vary the type of works in order to ensure volunteers' motivation. A balance must be found to support the beneficiary and get volunteers interested.



Types of Favoured Works. Enerterre Example

Responding to a local need, Enerterre often proposes the deterioration of old cement plaster and pointing, application of new earth and/or lime plaster or new repointing. In this case, the time dedicated to the deterioration is limited in order to favour the interesting part of learning a technique for participants.

- **Justification of eco-friendly choices**

Highlight the benefits of eco-materials and techniques for the residents: sustainability of their housing, a healthy living space. The operator needs to ensure that the beneficiaries clearly understand the quality and type of work to be done. The choice of sustainable materials is always preferred, while bearing in mind that they often cost more than ordinary materials.



- **Local resources**

Eco-materials are not necessarily eco-friendly, since they may come from other countries or distant regions. The operator guarantees a relevant balance between the various possibilities and available materials in the territory, keeping in mind the grey energy of diverse inputs for the renovation project. A 3SR project can thus represent support for local production materials and promote the local economy.



Production of Local Building Materials. Enerterre Example

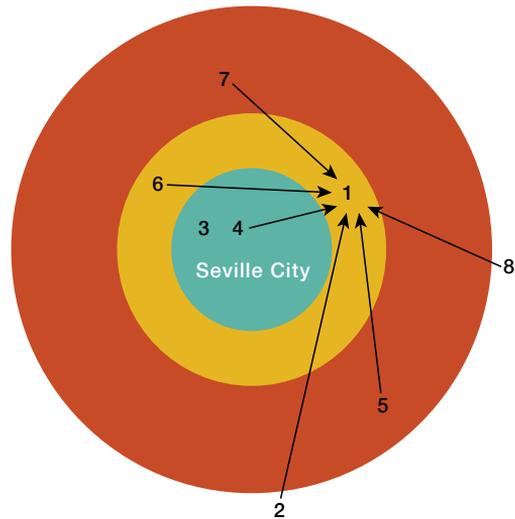
At the beginning of the Enerterre system in 2013, no earthen material production chain existed on a local scale, whereas the majority of beneficiaries' houses are earthen buildings. The association met this need for renovation by launching a production of earthen construction materials coming from local quarries, with the support of the Regional Nature Park of Cotentin and Bessin Marshes.



Input Sourcing. Taph Taph Example

The diagram shows the origin of the various inputs needed for the first experiment.

- 1 **Beneficiary**
Location: Seville
- 2 **Local Expert for accompaniment of volunteers**
Location: Vejer de la Frontera, Cádiz
Distance to building site: 160 km
- 3 **Project Coordinator**
Location: Seville
Distance to building site: 7 km
- 4 **Worksite Party Organiser**
Location: Seville
Distance to building site: 7 km
- 5 **Material producer. Lime**
Location: Morón de la Frontera, Seville
Distance to building site: 67 km
- 6 **Material producer: Earth and fine and coarse sand**
Location: Seville
Distance to building site: 7 km
- 7 **Material producer: Straw**
Location: Seville
Distance to building site: 15 km
- 8 **Material producer: Calcitic aggregates**
Location: Gilena, Seville
Distance to building site: 120 km



- **Cultural and architectural heritage**

Highlight traditional techniques and the increase in built vernacular heritage value. 3SR fosters the protection and development of vernacular know-how and the reuse of materials discarded in favour of industrial materials through techniques adapted to new ways of living and comfort needs, while adapting to economic constraints.

- **Regulatory environment**

Take into consideration local licences, permits, insurance, etc. (see Chapter V).

III. Setting Up a Collaborative Building Site

At this step of the renovation project with the beneficiary:

1. Renovation choices have been validated (materials, techniques, building professional leading the collaborative building site).
2. The 3SR system and mutual help system are understood and accepted. The various stakeholders have signed the agreements.

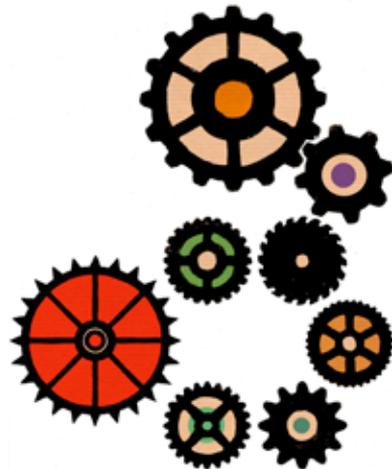
As previously noted, the collaborative building site may entail preliminary works or represent a work package of an overall renovation project of the building. For successful participation, the operator should anticipate the needs for the collaborative building site and ensure coordination with the other works and the other building professionals.

How to Be Ready for D-Day

Anticipate the coordination of works

Whether the collaborative building site is part of an overall renovation project or not, it will probably require coordination with other stakeholders involved in the renovation: the beneficiary may take charge of preliminary works through self-construction or other building companies. In order to avoid delays or disjointed works on the building, the operator should prepare, in advance, a general schedule of all planned works and a retro-schedule for their own collaborative building site.

The other building professionals involved at other steps of the renovation may not be aware of the techniques implemented by the operator and may damage the works done at another point. Good communication with these stakeholders will avoid such misunderstandings and counterproductivity.



Lack of Coordination between the Worksite Stakeholders. Enerterre Counterexample

Mr and Mrs Gryan: integration of attic insulation into a whole renovation project

Enerterre and its volunteers provided support to Mr and Mrs Gryan for their attic insulation with straw bales on a wood floor. Despite the information given to the architect, beneficiary and company, the electrician installed conductive sheaths after the installation of straw bales and thus damaged the air-tightness membrane, reducing the efficiency of the insulation.

Mobilising enough volunteers

The operator is advised to:

- Anticipate the number of volunteers needed.
- Launch a communication strategy adapted to a very large variety of volunteers and highlight the various interests of participating to a worksite according to local context:
 - learning traditional techniques,
 - increasing local heritage value,
 - common projects, etc.
- Use information channels used by the local population: email, social networks, newspapers, posters, word to mouth, local events, etc. Most practical information must be given beforehand so the volunteers can assess their interest, availability, and ability.
- Carefully register any contact details of people willing to come in order to supply the volunteer network for building sites to come.
- Be aware of GDPR regulations when managing contacts (collecting or using data).
- Anticipate the needs in terms of transportation and accommodation of participants (possible carpooling, access to the building site, space for tents, etc.).
- Be creative to get and grow a network of supporters.



**Tool:
Call for
Volunteers
Template**

Preparing tools, materials and security on site

Tools are required according to the number of volunteers and the types of works planned. Delivery and management of these tools represent preparation time.

The operator is advised to:

- Be aware of security regulations and provide safety tools and Personal Protective Equipment for every participant of the building site, according to the types of works planned.
- Prepare a poster reminding people of safety recommendations and persons to contact in case of an accident.
- Prepare a poster including each tool (or the main ones) and their respective names.
- Ensure that materials are provided on time, which can require significant anticipation by local providers.

Poster Campaign. Taph Taph Example

Posters are prepared in advance and stuck for the duration of the collaborative building site to remind names of tools, techniques used and security instructions to participants.



Provide a part of tools and materials through LETS. Enerterre Example

With LETS, which organises mutual help between beneficiaries, Enerterre encourages those who have entered LETS to actively participate in order to “give back” the



time represented by the collaborative building site completed at their home. The proposed system offers them the possibility to credit time in LETS by participating in building sites but also by lending tools, providing storage spaces or help in handling materials with specific equipment (e.g. tractor).

Getting everything smoothed out

Communication and anticipation are key words. At every step of this preparation, it is necessary to keep the stakeholders informed and ensure everyone understands their responsibilities: worksite team leader, volunteers, residents, and any other practitioners.

Defining red lines

It is recommended to ask the beneficiary hosting the collaborative building site to define their own red lines, in other words, the code of conduct linked to the personal home (e.g. some rooms shouldn't be entered or there are animals on site).

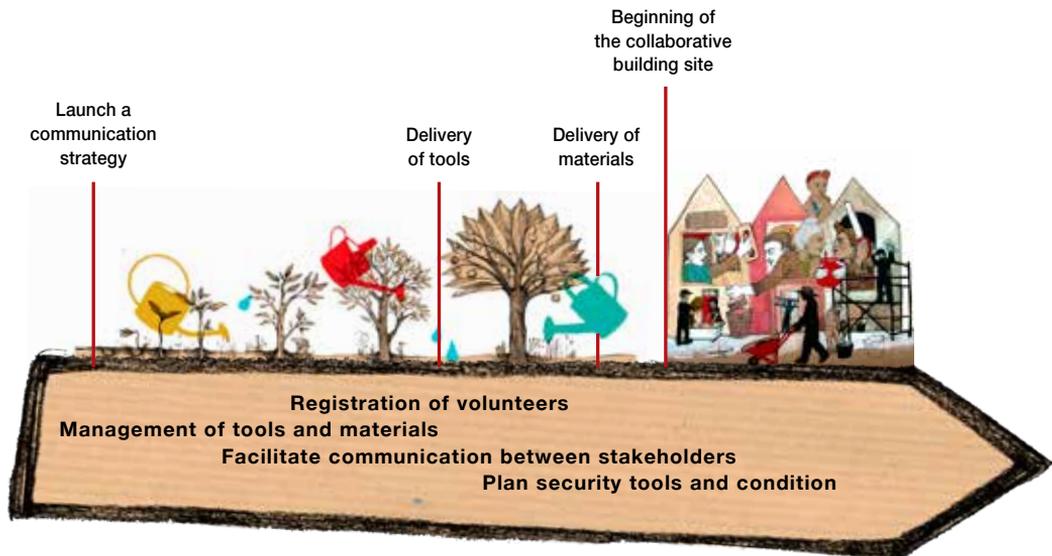
Foresee the unforeseeable

Predict what could happen: volunteers may not come, materials may not be delivered on time, and logistics may fail. The operator will have to show adaptability and creativity to resolve problems.



The Role of the Worksite Facilitator. Enerterre Example

The practitioner called the worksite facilitator is in charge of mobilizing volunteers' and managing their tools and PPE. They may also provide the materials, in collaboration with the worksite team leader. The worksite facilitator is also present for the first day of the collaborative building site in order to support the worksite team leader, especially for the welcoming step: they ensure that EPE is available, information is provided and that every participant has a role. At the end of the collaborative building site, they are in charge, in collaboration with the worksite team leader, of retrieving all tools and equipment.



Implementing the Collaborative Building Site

Interknowledge and warming up

At the beginning of the worksite, plan time to share participants' knowledge through ice-breakers, for example. Team-building activities are important to facilitate exchanges, improve the security and efficiency of the works.

Warm-up exercises are also proposed to avoid muscular pain.

Facilitation Techniques. Taph Taph Example



In Spain, ice-breakers, posters and pedagogical methods were settled on at the very beginning of the building site. This participated in team-building and keeping things fun and friendly during and after the project. The focus was on safety and security rules and equipment, rendering and plaster gestures, healthy yoga exercises and group evaluation of the day.

Identification of the team leader

So it is easier to spot the team leader on the worksite, they can differentiate themselves from the other participants with a specific accessory or item of clothing in order to be easily identifiable by all participants.

Rules and administrative reminders

You may remind people of the code of conduct regarding the personal home (e.g. some rooms shouldn't be entered or there are animals on site).

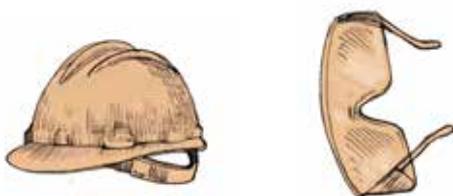
On the administrative side, an attendance sheet is required so as to:

- Know the exact number of volunteers on every worksite;
- Value the time spent by volunteers on communication (for potential partners);
- Find out the time spent by beneficiaries other than the residents if they are there, in order to count this in the mutual help system;
- Legally protect the volunteers.

Safety rules

Safety and security recommendations are given at the beginning of the day and as often as necessary. This deals with the implementation of usual safety and security rules on building sites: work postures, hazardous elements, personal protective equipment, co-worker awareness, etc.

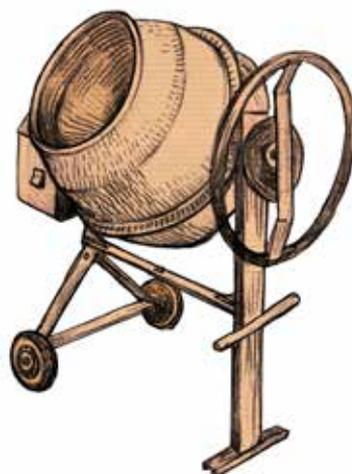
The presence of a first-aid kit on site is essential, as well as informing participants about the procedure to follow in case of an accident.



Task distribution without subordination

A daily schedule has been set up with objectives to reach. This schedule is given as an introduction for the day to organise activities. Tasks are proposed to volunteers, who have freedom of choice.

As volunteers are not workers and are not bound by an employment contract, no hierarchical relationship can be observed and every task must be approved by the volunteer (more information in V Legal Concerns).





Who Are Volunteers?

Everyone can be a volunteer, without discrimination due to gender, age, culture, resources or competences, thus enhancing the social mix. Thus, a very large variety of people with various interests and backgrounds may be volunteering on a building site (willing to help others, willing to learn, willing to test one's capacity for vocational retraining, etc.). As volunteers, they are totally free to be involved. These characteristics are both a challenge for the operator and a valuable asset.

Transmission of gestures and techniques

Every step of the building site is precisely explained by the worksite team leader who shoulders the role of teacher. Participants' gestures are checked by the worksite team leader, while keeping in mind the objective to reach for the day. It is recommended to make the techniques and materials used visible on posters so volunteers can refer to them easily.

Fun Moments

Collaborative building sites are first and foremost fun! Breaks and fun moments are essential to maintain the volunteer network and facilitate the works.



If there is no fun, the plan is wrong!

Resource person for the team leader

The worksite team leader is at the disposal of volunteers and residents willing to learn, and they guarantee the quality of the work done by all participants. This is why it is advised to get support from a resource person, at least for some steps of the collaborative building site. This resource person can be a usual volunteer or an employee of the organisation.

Big clean up

Often underestimated, cleaning tools, equipment and the place of work are essential for a successful building site. Volunteers are made aware from the start of the day about this necessary time to be taken into consideration.

Shared evaluation of the day

At the end of the day, the worksite team leader proposes a debriefing to get everyone informed about the activities done and the objectives reached. The beneficiaries and volunteers are invited to give their feedback in order to take it into consideration for the following days or building sites.

Preparation for following days or worksites

The worksite team leader anticipates the works to come, adapts them while considering the objectives reached, and gives practical information for the following days.

Time period and delay management

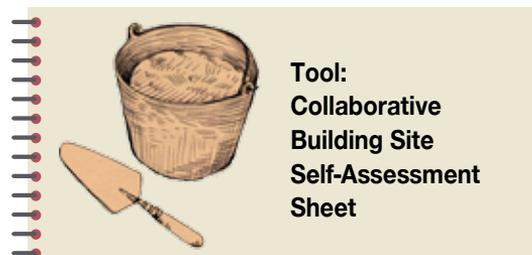
The time period of collaborative building sites can vary by several days, according to the number of volunteers, their motivation and capacities. The operator should show flexibility and adaptability.



After the collaborative worksite

Two documents close the project:

1. The invoice sent to the beneficiary;
 2. The official document for the reception of the end of the building site, possibly leading to the beginning of a guarantee period.
- An attendance certificate can also be given in order to highlight the work done by volunteers.



A typical working day on a collaborative building site, Taph Taph Example

1 hour	Welcome and tea time
	Personal presentation
	Yoga time
	Info for volunteers and Helps project explanation
4 hour	Organization of tasks, tools and equipment
	Safety and security rules and equipment
	Self-assesment sheet of organization
	Accompanied Work
	Tea break
	Accompanied Work
	Lunch
3 hour	Accompanied Work
	Cleaning tools and place
	Yoga time
	Evaluation of the day

2 hour



How?

- Technically and economically with quantifiable indicators and humanely with non-quantifiable indicators.
- Considering the targeted results shown in I) General and Strategic Approach, the operator should carefully collect and register data, with some proposals:

- ➡ Number of residents visited,
- ➡ Number of worksites organised,
- ➡ Number of residents supported leading to the completion of a collaborative building site in their home,
- ➡ Number of residents supported not leading to the completion of a collaborative building site in their home but whose situations were resolved,
- ➡ Time required for all worksites and support,
- ➡ Origin of the inputs needed for the support and building site,
- ➡ Number of volunteers and volunteering time,
- ➡ Energy efficiency gained with the works done,
- ➡ Cost-savings for the beneficiary (compared to conventional works),
- ➡ Surface area that became inhabitable for residents or square metres of upgraded built heritage,
- ➡ Benefits for residents,
- ➡ Benefits for volunteers,
- ➡ Benefits for the immediate environment (the neighbourhood or town).

- Assessments for beneficiaries and volunteers after each worksite or at regular time intervals are advised.

The evaluation and reports are the basis to be able to promote the system, making it sustainable, capitalising former experience, improving and adapting the system constantly.



What's Next for Hands for Homes?

In a context of environmental awareness, lack of supply of decent housing at affordable prices, crisis in the building sector (lack of qualified labour), and loss of social ties, 3SR is a consistent and innovative way to respond the problem of access to comfortable and quality housing for all.

By proposing a solution to renovate existing buildings, it reduces real estate pressure on agricultural land by avoiding new construction and perpetuating our built heritage, which is part of our culture.

By favouring a short-circuit approach, local materials and re-use of building materials, it limits the use of our planet's resources and contributes to smart economic development.

By responding to housing renovation projects issues, it allows residents to build themselves, empower themselves and develop new projects.

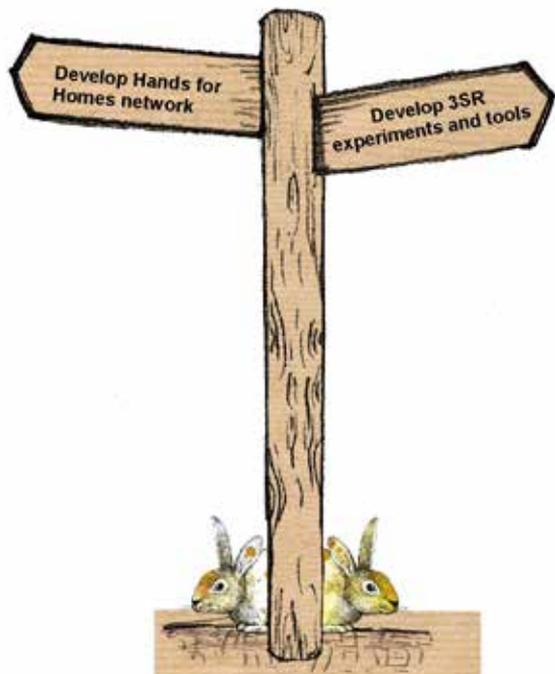
By proposing common means of action responding to individual problems, it encourages the residents to invest in the community, the common good and the well-being of all.

For all these reasons, 3SR advocated by the Hands for Homes network is a complete, intelligent and sustainable response to the housing problem.

The recommendations proposed in this guide are a basis for work that requires other experiences to be learned. It is up to you, the project promoters, to breathe life into this humanist network and intensify these actions at home!



« Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.»



Lexicon

Hands for Homes: This is the network created to promote 3SR.

3SR with social and patrimonial purpose: 3SR stands for Shared and Supported Self-Renovation of housing. Hands for Homes includes also the social, ecological and heritage value of the 3SR system. For the sake of simplicity, the single acronym 3SR is used in this guide to mean the whole system.

The beneficiaries of the 3SR system: These are the inhabitants who are supported by the operator, from first contact to the feedback on the collaborative building site.

The operator of the 3SR system: This is a private or public organisation that supports the inhabitants, for all or part of the operations, in defining and expressing their needs, as well as for the technical, financial and legal set-up of the operation. The operator can also take action during the execution of the self and shared renovation work, monitoring, training or implementation.

The practitioners: These are the people who operate the scheme in the field. They can be masons, architects, social workers, etc. The operator can also be the practitioner.

Collaborative building site: This is a participative worksite or building site. It is the renovation time with the building professional (there may be several building professionals) and the volunteers at a beneficiary's home.

Worksite Team Leader: This is the building professional in charge of the collaborative building site (teaches volunteers and guarantees the quality of the work).

References and Useful Links

In Europe:

<https://www.energypoverty.eu/>

<http://responsible-retrofit.org/>

In France:

“Lutter contre la précarité énergétique en Europe, Guide de recommandations à l’attention des décideurs politiques“, EPPE, ADEME, Intelligent Energy for Europe

“La lutte contre la précarité énergétique dans l’UE“, Library Briefing, Bibliothèque du Parlement européen, https://www.precarite-energie.org/IMG/pdf/La_lutte_contre_la_prekarite_energetique_dans_l_UE.pdf

„Habitat à vocation sociale: sortir de la précarité énergétique, Un guide pour les bailleurs, collectivités et associations“, Collection Habitat, Solidarité et Maîtrise de l’énergie

„Habitat indigne et droits des occupants, Guide de l’accompagnant“, Fondation Abbé Pierre, Comité Actions Logements

Réseau RéPAAR normand (réseau Pluriel de l’Accompagnement à l’Auto-Réhabilitation en Normandie) :
<https://arpenormandie.org/animation-du-reseau/le-reseau-repaar/>

Revenue criterias from Anah :
<http://www.anah.fr/proprietaires/proprietaires-occupants/les-conditions-de-ressources/>

4ème regard sur le mal-logement en Europe, Fondation Abbé Pierre – FEANTSA :
https://www.feantsa.org/public/user/Activities/events/RMLEU_2019_FR_Web.pdf

Outil d’aide à la décision pour une réhabilitation responsable :
<http://responsible-retrofit.org/greenwheel-fr/>

Organisation et sécurité des chantiers de bénévoles, Cahiers Techniques, Rempart, décembre 2008

Le PPSP, pourquoi et comment le créer, OPPBTP, mars 2019

In Spain:

Programa de viviendas protegidas en régimen de autoconstrucción y otras fórmulas de promoción cooperativa en la Comunidad Autónoma de Andalucía.
<https://www.juntadeandalucia.es/organismos/fomentoinfraestructurasyordenaciondelterritorio/areas/vivienda-rehabilitacion/programa-autoconstruccion.html>

Rehabilitación energética de viviendas andalucía

<https://www.juntadeandalucia.es/temas/vivienda-consumo/rehabilitacion/viviendas.html>

Medidas contra la exclusión social en Andalucía

<https://www.juntadeandalucia.es/temas/familias-igualdad/minorias/medidas-exclusion-social.html>

Pobreza y exclusión social en Andalucía

<http://www.iesa.csic.es/publicaciones/080120149.pdf>

Análisis de la pobreza energética y su situación en Andalucía

https://digital.csic.es/bitstream/10261/196333/1/Analisis_pobreza.pdf

La pobreza invisible

http://eapn-andalucia.org/wp-content/uploads/2018/06/2016-Informe_LaPobrezaInvisible.pdf

Fundación Laboral de la Construcción

<https://www.fundacionlaboral.org/>

Guía técnica para la evaluación y prevención de los riesgos relativos a las obras de construcción

<https://www.insst.es/documents/94886/203536/Gu%C3%ADa+t%C3%A9cnica+para+la+evaluaci%C3%B3n+y+prevenci%C3%B3n+de+los+riesgos+relativos+a+las+obras+de+construcci%C3%B3n/0f27d561-a94d-4997-9cf7-b1999cded617>

Ley española de voluntariado 2015

<https://www.boe.es/buscar/pdf/2015/BOE-A-2015-11072-consolidado.pdf>

Ley de Ordenación de la Edificación en España

<https://www.boe.es/buscar/act.php?id=BOE-A-1999-21567>

Prevención de riesgos laborales en España

https://www.boe.es/biblioteca_juridica/codigos/codigo.php?id=37&modo=2¬a=0&tab=2

In Greece:

Natural building in Greece https://www.facebook.com/groups/naturalbuildinggreece/?ref=group_header

Non-profit organisations and associations for the promotion of eco-construction:

- Piliko (Chania): <http://www.piliko.gr/>
- Cob.gr (Larissa): <http://cob.gr/>
- Aneliksi (Thessaloniki): web site under construction
- Saligaros (Athens): <http://saligari.espivblogs.net>
- Engineers of the Earth (Athens): <http://www.engoe.gr>
- Ecoart (Lefkas): <http://ecoart.gr/>
- Stagones: <http://www.stagones.org>
- SpitiSpitaki (Chania): <http://www.spitispitaki.com/>
- Boulouki (dry stone building): <https://www.boulouki.org/>

Organisation responsible for safety and health in building: S.E.P.E.N.E.T.
<https://www.sepenet.gr/liferayportal/archike>

'Building for the future' programme <http://www.ktizontastomellon.gr/>

Centre for Renewable Energy Sources and Saving (CRES) <http://www.cres.gr/>

In Italy:

Associazione ARIA FAMILIARE <https://www.ariafamiliare.it/>
Regione Toscana: rete di volontariato <https://www.cesvot.it/>

Mirafiori Quartiere a spreco zero

<https://www.fondazionemirafiori.it/MirafioriQuartiereSprecoZero>

Associazione MIF (Palermo) <https://www.consultoriodeidirittimif.it>

ANAB Associazione Nazionale Architettura Bioecologica www.anab.it

INBAR Istituto Nazionale Bioarchitettura : www.bioarchitettura.it

Associazione Terrae Onlus : www.casediterra.com

Associazione Internazionale Città della Terra cruda : www.terracruda.org

Rete Solare per l'autocostruzione: <https://autocostruionesolare.it/>

Gruca onlus – Ecomuseo Borgo Villa Ficana (Macerata) www.gruca.it e
www.ecomuseoficana.it

Associazione AK0 – Architettura a kilometro zero (Roma) www.akzero.org

Decree of the Region of Tuscany n. 1945/2012

Mirafiori project in Turin on zero-waste: <https://www.fondazionemirafiori.it/MirafioriQuartiereSprecoZero>

MIF association in Palermo: <https://www.consultoriodeidirittimif.it/>

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