

# Foodsharing Luxembourg

## Group Agreement

*This document is a translation of the original group agreement in German. In case of ambiguities or mistranslations the original German document is the valid reference for the group functioning.*

## 1. Vision

### Goal

All edible foods in Luxembourg are consumed.

### Values

#### Respect

Respect means to us acceptance, openness and fairness.

#### Reliability

Reliability stems from our own intrinsic motivation.

#### Sense of responsibility

A sense of responsibility implies for us sustainability, transparency and nonmonetary dealing with rescued foods. In the sense of this responsibility towards rescued foods, we consider it more important to quickly process rescued foods than giving them away in a charitable way.

### Community

The structure and the procedure of our meetings, coupled with individual responsibility, aims to prevent conflicts. If possible, feedback is given using non-violent communication. In the event of conflicts, the Well-being Manager is there to mediate.

## 2. Roles

### Individual roles

Each Member can take on multiple roles. Aside from the Administrator roles, each role can be taken on by one or more people.

## Member

### Tasks

- Registration on our communication platform, with a photo and real name
- best possible and active support of Foodsharing Luxembourg

### How do I become a Member?

1. Complete the membership application which contains a legal agreement and data protection declaration and acknowledge the statutes and the group agreement by written consent
2. Be present at one information meeting

### How do I resign from being a Member?

1. Send an email to the Onboarding Manager stating your wish to resign

## Foodsaver

### Tasks

- During arranged pick-ups, independent sorting of leftover food into edible and no longer edible and assuring the distribution of the rescued food at one's own discretion.
- Look after people doing a trial pick-up (see section "trial pick-up")

### How do I become a Foodsaver?

1. Become a Member
2. Successfully complete the trial period, consisting of three trial pick-ups within three consecutive months. In the event of a no-show without cancellation, another trial pick-up must be completed
3. Obtain an ID card from Foodsharing Luxembourg
4. Register on karrot.world with your correct name and a photo of yourself

### How do I give up my role as Foodsaver?

1. Deregister with the Onboarding Manager

## Cooperation Manager

### Tasks

- Establishing and organising the cooperation with one or more businesses
- Arranging terms with the business regarding pick-ups and assuring all agreed pick-ups take place. If nobody else can do the pick-up, step in oneself and only cancel the pick-up in case of an emergency and as soon as possible.
- Maintaining the business' operating page on karrot.world, e.g. special arrangements, usual pick-up quantity and pick-up times

## How do I become a Cooperation Manager?

1. Propose a business to all Foodsavers
2. See if sufficient Foodsavers can be found for pick-ups at this business
3. Address the request for a cooperation to the business

Or:

1. Takeover from a previous Cooperation Manager

## How do I resign from being a Cooperation Manager?

1. Announce the resignation to all Foodsavers
2. Find a replacement
3. Handover to the new Cooperation Manager
4. Announce the change to the cooperating business
5. Announce the change to all Foodsavers
6. Be available for enquiries for four weeks

## Foodsharing Point Manager

### Tasks

- Establish and organise the cooperation with those offering the site for the Foodsharing Point
- Maintain or setup of the Foodsharing Point(s)
- Maintain the business's operating page on karrot.world, e.g. cleaning plan

## How do I become a Foodsharing Point Manager?

1. Propose a site to all Members
2. Assure that sufficient Members can maintain the site
3. Send a request to those potentially offering the site

Or:

1. Takeover a Foodsharing Point from a previous Foodsharing Point Manager

## How do I give up my position as a Foodsharing Point Manager?

1. Announce the resignation to all Members
2. Find a replacement
3. Handover to the new Foodsharing Point Manager
4. Announce the change to those offering the site for the Foodsharing Point
5. Announce the change to all Members
6. Be available for enquiries for four weeks

## Administrators

### Tasks

- Represent the association in all legal and administrative acts
- Assure the organisation of regular meetings, e.g. in case no facilitator was appointed for the next meeting

- Additional task for two Administrators: managing the bank accounts and drawing up the financial reports for the annual general meeting and the public. The decision on the assignment of those tasks is made between the Administrators themselves.

### How do I become an Administrator?

1. Assignment via sociocratic election

### How do I resign as Administrator?

1. Announce the resignation to all Members. See statutes for procedure

Or:

1. See out term of office and do not run for re-election

## Special roles

Special roles are redefined once a year during an annual general meeting by sociocratic election.

### IT Manager

#### Tasks

- Installation and maintenance of platforms
- Using Unix command line
- Assisting other Members with technical issues with the platforms

### IT Backup

#### Tasks

- Technical knowledge is an advantage
- Act as a backup for administration access to all digital services

### Storage Manager

#### Tasks

- Storage of the possessions of the association
- Give other Members access to the material if needed
- Updating of the material list
- For any foods paying attention to their shelf life

### Onboarding Manager

#### Tasks

- Organisation of information meetings: meet interested people in person, explain key elements and show them the online membership form
- Invitation via link to our communication platform (after joining the association as a Member)
- Take care of communication between new and existing Members during the trial period
- Regularly informing all Foodsavers about the entry and exit of other Foodsavers
- Issuing of each Foodsaver's ID card
- Managing of the registration list

## Public Relations Manager

### Tasks

- Responsible for the social media channels
- Responsible for the website
- Building and maintaining relationships with other like-minded groups
- Raising the profile of our association

## Well-being Manager

### Tasks

- Lend an ear to all Members
- Strengthen the community
- Prevent conflicts or resolve them through mediation

### How do I give up my special role?

1. Announce the resignation to all Members
2. Invite interested parties to the role at next Member meeting
3. Sociocratic election at next Member meeting
4. Handing over the role with the new person
5. Announce the change to all Members
6. Be available for four weeks for enquiries

## Collective roles

### Workgroup

If necessary, working groups with at least two Members may be set up. They are allowed to organise themselves and decide autonomously, but must involve all Members of the association if the decision concerns everyone.

## 3. Meetings

A distinction is made between the organisational meetings, which include the general assembly and the Members' meetings, and the information meetings. The general assembly is described in the statutes. Members' meetings and information meetings take place at least once a month. Our meetings are non-alcoholic.

### 3.1. Organisational meetings

#### Course of the meetings

1. Check-in round
2. Round for sharing unpleasant things
3. Appreciation round

4. Round for sharing progress and ideas
5. Presentation and adaptation of the agenda items, including prioritisation of the topics
6. Discussion of the agenda items
7. Next steps, including appointing the facilitator for the next meeting
8. Feedback round: feedback on roles and evaluation of our cooperation
9. Check-out round

## Roles

The following roles rotate every meeting:

- **Facilitator:** This person is appointed at every meeting for the following one. Their task is to set the date of the next meeting on which the most Members can attend, using e.g. [framadata.org](http://framadata.org), to create an agenda with a time schedule, using e.g. [framapad.org](http://framapad.org), to which every other Member can add points, and to moderate the meeting.
- **Keeper of the memory:** This person writes a report of the meeting, including the names of the Members present and a summary of discussions and decisions made. They will circulate it to all Members within 5 days after the meeting.
- **Keeper of the time:** This person watches the clock and informs the facilitator if there is a risk of deviating too much from the planned agenda.
- **Keeper of the heart:** This person observes the mood of the individual Members, pays attention to individual needs and is allowed to interrupt the meeting in case of crisis or conflict. They may also initiate an energizer activity to ground, refresh or calm the group.

## Decisions

Decisions are made sociocratically at the Members' meeting, according to the principle: "Safe enough to try, good enough for now". Only Members are entitled to make decisions. The procedure is as follows:

1. Ask others for advice.
2. Draw up a proposal.
3. Present proposal.
4. Clarify questions of understanding, without starting a discussion.
5. Ask others for objections. Objections are justified if they credibly show how the association or its Members would be worse off as a result of the decision. Ideally, the objection should include a suggestion for improvement.
6. Incorporate suggestions for improvement.
7. Repeat point 3 until there are no more objections.

## 3.2. Information meetings

During the information meetings:

- a list of attendees is made
- the visitors are introduced to our association by explaining our projects
- the process of becoming a Member is explained to potential Members
- attention is drawn to our group agreement

## 4. Cooperation with companies

### Before the first contact

1. Whoever builds up the cooperation assumes responsibility as Cooperation Manager (see Cooperation Manager).
2. Check if the business is already listed under "places" on karrot.world.
3. If so, find out if someone is already taking care of the business and agree on a way to proceed with that person.
4. If not, you may ask the business privately what happens to the food leftovers, and at best address the idea at the next Member meeting or otherwise by email to all Members.
5. Enter the business on karrot.world with the current state of negotiations, so that a cooperation page is created where all information can be assembled.
6. Confirm there are enough Foodsavers to guarantee the regular pick-ups according to the size of the business.
7. Clarify where and how rescued food should be distributed.

### First contact

1. Send an e-mail to the desired business.
2. Introduce Foodsharing Luxembourg briefly and arrange an appointment for a meeting with the responsible persons.

### First meeting

1. Introduce Foodsharing Luxembourg in a concise manner.
2. Ask about the current situation: What happens to the discarded foods? Are there already cooperations with other food-saving organisations? How could Foodsharing Luxembourg support?
3. Explain the benefits for the business;
  - a. Save money and labour:
    - i. for waste disposal: save container capacity.
    - ii. for sorting: transfer of the sorting of foods that are no longer for sale into edible and inedible foods.
  - b. Flexibility: Pick-ups on weekends, holidays, late in the evening, early in the morning or even in case of cancellation of pick-ups by other organisations.
  - c. As a rule, fixed days and fixed times are determined with the Foodsavers for collection, so that the business knows exactly when the food will be picked up.
  - d. If desired, the business is mentioned publicly as a supporter = free positive advertising for the business, image maintenance, reputation among customers.
  - e. Ethical handling of food: contribute to the saving of edibles and to reducing climate change.
  - f. With Foodsharing Luxembourg legally on the safe side: Food collections do not mean legal risks to the business (disclaimer, legal basis and hygienic guidelines).
4. Arrange the details of the cooperation:
  - Pick-up dates: fixed days of the week and times are ideal, but also time slots and even pick-ups upon phone call from the management are conceivable.

- Pick-up location: Where exactly (e.g.back entry)? Can the Foodsaver sort and divide there or should this take place elsewhere? Waste disposal and separation?
5. Leave your personal contact details.
6. Ask for contact persons and contact details of the business.
7. Clarify public naming of the business: Can we tell where the food comes from? Can the business be mentioned to the press?
8. Decide next steps.

## After the first meeting

As Cooperation Manager:

1. Update the cooperation page on karrot.world, including your name and phone number as a contact person and inform the other Foodsavers.
2. Recruit more Foodsavers for support as needed.
3. Arrange first pick-up appointment with the business and Foodsavers who want to pick up.

## Pick-ups

### Course of a pick-up

1. Enter your name in a free spot via karrot.world.
2. Show up ten minutes before the agreed pick-up time with carrying devices, such as tote bags, boxes, a bicycle or car.
3. Meet the other registered Foodsavers outside the business and enter the premises together. Show the Foodsharing Luxembourg ID on demand. In case of delay, let others know a.s.a.p. By calling and wait outside, do not enter alone to join others inside.
4. The food to be rescued is quickly divided among the people doing the pick-up. However things should not be counted, but everyone takes what they think they can distribute or consume.
5. Leave the business together.
6. Give feedback from at least one person on karrot.world. This person shall indicate the estimated total collection quantity and the course of trial pick-ups if applicable.

### Behaviour during a pick-up

- People who are not part of our association, that might want to act as a help for carrying, have to wait outside the business.
- Bringing children or animals with you inside the business is not permitted. They should wait outside.
- Comments on quantity, type and use of food stuff must not be made inside the business.
- The pick-up point must be left as clean and waste-free as possible. Waste, such as packaging or cartons, must be disposed of on site according to the requirements of the business.
- Everything edible is taken.

### Trial pick-ups

1. Registration with the Onboarding Manager, who establishes the contact with as many Cooperation Managers with suitable cooperations as possible.



2. Information from the accompanying Foodsaver(s) about the collection quantity, carrying utensils, course, possible particularities of the respective cooperating business and the cooperation page on karrot.world.
3. Appointments at one or more cooperations.
4. Execution of the pick-ups.
5. The onboarding manager decides with the accompanying Foodsaver(s) on the admission as a Foodsaver.

## 5. Foodsharing Points

The legal basis for Foodsharing Points is described in the document “Legal Foundation”.

### Conditions

1. Suitable location
  - a. Location accessible to everyone
  - b. Slightly hidden location, to prevent vandalism
  - c. If fridge: access to electricity
  - d. If outside: protection from animals and weather
2. Fridge, shelf or cupboard
3. If fridge: clarify who pays for electricity
4. Attach printed Foodsharing Point documents in a clearly visible way:
  - a. General information
  - b. Hygiene schedule
  - c. Legal foundation

### Maintenance

1. Enter the Foodsharing Point on karrot.world just like a shop as “Place”, with a minimum of one Foodsharing Point responsible person and a few Members
2. Tidy up and clean every 2-3 days minimum and do regular checks
  - a. Take cleaning utensils. Wash cleaning cloths with 60°C minimum
  - b. Write down the measures carried out in the hygiene schedule

### Distribution

Rescued foods are given away unconditionally. This means that no one has advantages when it comes to distributing the foods. Everyone gets as much as they want. Nothing can be saved for later or be put aside. People arriving later can choose from what is still left. Everyone decides for themselves if and to whom they want to give away food.

## 6. Money

- Our basic principle is: As little as possible, as much as necessary.
- The work of Foodsharing Luxembourg is on a voluntary basis.
- It is not allowed to sell rescued foods or to exchange them for other goods, even if those rescued foods have been used to make new products.

- It is not allowed to set up donation boxes next to Foodsharing Points. Otherwise Foodsharing Luxembourg may be categorised as a food-selling organisation.
- Donations for the organisation are allowed at events, if it is clear that all rescued foods are for free. For this purpose, signs labelled “donations for Foodsharing Luxembourg” and “Food for free” can be put up.
- There is no continuous cash box.
- Possible transportation expenses need to be paid by each person individually.
- Finance reports should be transparent and openly accessible on foodsharing.lu.

## 7. Hygiene-Code

### Recommendations for the immediate handling, transport and storage of rescued foods:

- Refrigerated goods: hold up the cold chain, meaning uninterrupted transportation in cool box with cooling elements and storage in a refrigerator
- Transport and storage of foods in food safe containers, recognizable through the labelling: Polyethylen (PE), Polypropylen (PP), foods safe symbol (glass-and-fork-symbol)
- Store raw and processed foods separately
- Store foods with soil on them below other foods

### Verifying edibility:

- Before accepting or passing on rescued foods, check their edibility (if possible, without opening of the packaging)
- Appearance and colour: inedible in case of colour change, cloudiness, freeze-burn or mould.
- Consistency, texture and surface: inedible in case of greasy surface, mucus formation, liquidation, hardening, disintegration, gas formation and coagulation
- Smell and taste: inedible if rotten, acid, muffled, musty, old, rancid, fermented, fishy or unctuous smell / taste

### Forbidden is the passing on of:

- Inedible foods (see: Controlling edibility)
- Rescued foods after use-by date
- Raw meat , raw fish
- Raw milk products
- Foods with raw eggs and pastries with a filling that is not backed through (custard, blancmange, tiramisu, home-made mayonnaise)
- Alcohol
- Tobacco
- Pharmaceuticals

### The handling of rescued food is not allowed in case of:

- Diarrhea, nausea, vomiting
- Contagious diseases
- Skin diseases and open wounds

- Temperature over 38,5°C

## Legal aspects for transfer and acceptance of rescued foods:

- Foodsavers are responsible for the foods that they pass on to others
- Foodsharing Luxembourg is not a business for food
- Food transfers take place between private people. Hence no traceability of foods is required. This also means that the organisation Foodsharing Luxembourg is not liable for food poisoning or similar. The receiving person cannot claim any liability for consequential damage.
- At personal transfers, everyone receiving rescued foods should be orally informed, that the rescued foods should be checked thoroughly before consumption.

## 8. Review

This group agreement is reviewed each year before the Annual General Meeting (AGM) so that any suggestions for improvement can be submitted to the AGM. In order to follow through with this, an Administrator sets up a working group.