

Yatra Coordination from within the Bus

A. Energy Swaraj Yatra

The yatra from 2020 to 2030 is planned to create the Energy Swaraj Movement to have a measurable impact on climate change mitigation **at global level**. This can be achieved by bringing energy and climate change awareness to a billion+ people and bringing millions of people switching 100% on solar.

B. Objectives of Yatra:

1. To meet as many people as possible to convey the Energy Swaraj message
2. To make use of the resources in the most effective manner (Diesel, time and human efforts) and contribute best in creating Energy Swaraj Movement.
3. Walk the talk - to demonstrate that off-the-grid living is possible (in the bus)

C. Objectives of Visiting an Host:

1. To make host and participants aware about energy use, climate change, and urgency to take corrective action
2. To encourage hosts to adopt Energy Swaraj partially or fully by taking actions like running campus on solar energy, starting solar center, etc
3. Encourage the host and its members to become Energy Swaraj Movement members, get volunteers to continue membership activities after yatra has left.
4. We should do less meetings but try to make it effective meetings, which will be measured in terms of actions taken by host organizations in terms of adopting solar energy, becoming members etc.
5. Offer technical training to institute if they need to carry on activities of solar system installation

Information to be supplied by back office to Yatra Coordinator

1. Provide days agenda at least one day in advance
2. Keep bus yatra coordinator updated about week's agenda in advance
3. In the day's agenda write a brief about the host organization, what they do, how positive they are, what do we expect when yatra visits? Whether pledge will be taken, MoU will be signed, memberships will be taken, etc
4. In the day's agenda inform the number of people likely to attend the event etc.
5. Inform what are the institutions committing – grid-free, membership, training or incubation centre.
6. Inform about SPOC, contact details, how positive is the person etc.

7. Inform about decision maker of the host institution
8. Inform what Pledge they are taking and how many Memberships are committed.
9. If yatra is staying overnight, inform about space for bus parking, overnight stay (with one room for fresh and change), canteen facility / ready-made roti etc.
10. We should have one volunteer identified in advance, keep the volunteer with yatra while in city, nurture the volunteer and make him/her aware about the objectives of foundation so that he can carry out some activities after yatra left the city

Things to be done by Yatra Coordinator in the bus

A. General points

1. Keep the daily routine going in the bus, take care of arrangements required in the bus, about daily events, about running of bus, about funds management, about coordinating with host organizations, about coordinating with volunteers
2. Keep updating the other team members about next event of the day
3. Keep talking to back office and have tentative plan for next one week ready
4. Update and provide information for social media posts

B. Briefing the yatra team in the morning:

1. A brief meeting is to be organized every working day
2. Have a short prayer in the morning
3. The coordinator to have two meetings with yatra team, one in the morning before the days activities begins for brief about the day
4. One meeting in the evening at the end of days event for summarizing the activities of the day
5. Route plan to discuss with the team, everytime the bus moves from one place to another. Also brief the team about food, cooking, accommodation

C. Before reaching to any organisation:

1. Talk with SPOC before reaching host for preliminary discussion (going over agenda) with SPOC
2. Talk with the SPOC, about number of people attending, space for parking / accomodation / food etc in case staying overnight
3. Ensure that they have the 4 documents (Yatra brief, about Foundation, brief bio about Prof Chetan in Hindi and English).
4. Make sure that they have the Pledge documents / membership form
5. Find route map / get help from SPOC to reach location
6. Encourage decision makers to attend the talk

D. Briefing Prof. Solanki about Host

1. Brief about the agenda of a host institution, just before going there
2. Little details about the host institutions

3. Whom are we meeting? Are we signing any documents? How many people are expected for the talk, etc?

E. Actions by Prof. Solanki / yatra coordinator after the talk

1. Delivering a talk to audiences, encouraging audiences to ask questions
2. Inviting participants to download Energy Swaraj Movement App and use it
3. Inviting participants to become member and contribute
4. Encourage participants to take the pledge through the App

F. While at the host institution

1. Ensure that the proper intro of Prof Chetan is happening during the function.
2. Take photos / short videos of important things happening at the host like meeting decision makers, signing documents, during the talk, plantation, etc.
3. Identify the volunteers and collect their contacts
4. Encourage the host and participants to take Energy Swaraj Membership. Get some memberships signed, collect the copies
5. Get pledge by the institutions signed for switching to solar and for becoming member (if possible)
6. Get the hard copy of the documents signed by host (if any)
7. If available, give a memento to host
8. If identified, felicitate a local person who has done good job in sustainability field
9. While the talk is going on, keep the bus in ready position to demonstrate to audiences

G. Just After leaving the host institution

1. Put a post on Twitter. With photo and name of location, at least write one line what Prof. Solanki spoke at venue
2. Share some selected photos and videos / stories on News and Events WhatsApp group
3. Write thank you message to SPOC
4. Inform back office about completing the event so that they write thank you message to host institution
5. Add all contacts in whatsapp broadcast list
6. Scanned the signed copy of the document received, if any, and send to Post Event Actions group on WhatsApp

H. Follow up with the Host institution

1. If media coverage happens, get the soft copy, share it with News team
2. Share the SPOC / Volunteer details to ESM Membership team
3. Add the follow up activities list in Yatra Planner on in Drive (further follow up is to be done by back office team)
4. Update the Yatra Planner document with details (number of people attended, talk / press meet held, follow up actions required)

I. Food arrangement

1. Make arrangement or instruct support person for food for lunch and dinner
2. Figure out the possibility of lunch and dinner at the host institutions
3. In the morning meeting inform the team about lunch and dinner plan
4. Inform SPOC not to have bottled drinking water

5. Inform the SPOC not to have packed food from hotels
6. SPOC may arrange from Canteen or home-made vessels. AVoid going to anyone's house.

J. Night stay arrangement

1. Arrange space to park the bus in a safe (and if possible) noise free place
2. Arrangements to have water in the bus
3. Safe drinking water to be filled in the water filter
4. Arrange one room for Fresh and change with toilet facilities

K. Expenses and Bills

1. Well in time, estimate the expenditure of the yatra and get the advance in account
2. Keep track of expenses, and collect bills
3. Submit the bills (to back office) in required format

L. Before signing off for the day

1. Before the end of the day, have a summary meeting with the team (compulsory)
2. If possible, have a small gathering for just chatting
3. if possible, have singing in the group
4. Conduct a short prayer