



## CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

### Example: action planning workplan

<b>Brief description</b>	This example can help the project team to develop a workplan before starting the action planning
<b>Expected outcome</b>	Obtaining an overview of the action planning activities, expected outcomes and outputs to follow the progress of the action planning
<b>Expected output</b>	Any diagram that allows the project coordinator to manage the process and share it with other stakeholders
<b>Scale of application</b>	Project level
<b>Expertise required</b>	Project management
<b>Examples of application</b>	Antananarivo, Madagascar
<b>Year of development</b>	2022
<b>Author(s)</b>	Carmen Zuleta Ferrari
<b>Relevant CRFS Handbook modules; related tools, examples and activities</b>	Action Planning module

### Full description and justification

The workplan helps to organize the activities and to define the expected outcomes and outputs with some basic indicators to monitor the progress. It can also be useful to attribute some tasks and responsibilities (especially when you have many members in the team) and to determine the resources you will need to follow the plan. The following is just an example of a workplan based on the pilot cities' experience and can be adapted by the users according to their needs.

Example of a detailed workplan from the action planning experience in Antananarivo

Project component	Activities	M 1	M 2	M 3	M 4	Expected outcomes	Expected output	Baseline Indicator	Desired Indicator	Monitoring Source	Responsible	Budget
<b>Component 1 :</b> <b>Development of policies and strategies on climate resilience in the CRFS</b>						<p>1. Participatory planning process to define an integrated strategy and a detailed action plan for strengthening the resilience of the CRFS in Antananarivo</p> <p>2. Political buy-in and support from institutions on the implementation of the CRFS strategy and action plan</p>	<p>1. Comprehensive strategic document containing the detailed CRFS action plan</p> <p>2. Executive summary of the process</p> <p>3. Policy brief</p>					
<p>This component of the CRFS project is to provide policy support to local institutions and other local stakeholders for the formulation of an integrated resilience strategy aligned with existing policies, programs, and initiatives</p>	<p>1.1 Workshop No. 1 with the SAG to reinforce stakeholders' capacity to formulate the basis of the integrated strategy to improve the CRFS resilience, including the revision of existing policies programs and initiatives (what has been done, what we are doing, what we can do?)</p> <p>The workshop will include the following activities:</p> <ul style="list-style-type: none"> <li>• Revision of the "preliminary vision" document for improving the climate resilience of the CRFS in Antananarivo developed during the assessment phase (where do we want to be?)</li> <li>• Identification of scenarios. Cost-benefit analysis of the strategy (how much it costs to implement and how much to NOT implement the strategy?)</li> </ul> <p>1.2 Review and discussions of success experiences to be valued or up-scaled (collective initiatives, policies, programs, pilot experiences - what has been done, what we are doing, what we can do?)</p>					<p>Participants are informed of the evidence of risks and vulnerabilities to climate shocks and stresses in the CRFS based on the assessment phase and formulate a preliminary action plan, in consistence with the existing policies, programs and ongoing initiatives</p>	<p>a) Report of Workshop N°1 containing the update of the vision for the resilience of the CRFS, the choice of scenarios and a preliminary action plan with a preliminary list of indicators</p>		<p>100% of stakeholders received technical assistance to assess and formulate integrated strategies, policies, and action plans to build the CRFS climate resilience</p>			

Project component	Activities	M 1	M 2	M 3	M 4	Expected outcomes	Expected output	Baseline Indicator	Desired Indicator	Monitoring Source	Responsible	Budget
	<ul style="list-style-type: none"> <li>Prefiguration of an action plan with confirmed commitment from stakeholders</li> </ul> <p><i>NOTE: Strategy formulation may also incorporate recommendations for existing strategies, policies, and intervention programs, which may be complemented by the CRFS approach and building resilience.</i></p>											
	1.2. Updates on the preliminary action plan after verifying the evidence obtained during the assessment phase. Reformulation of the proposed actions during the workshop (if necessary)					Preliminary action plan and list of indicators is updated, and actions are detailed according to the evidence obtained in the assessment phase.						
	1.3. Complementary meetings limited to address specific topics and to decide on possible actions to complete the preliminary action plan					Specific topics are discussed and contribute to the definition of the detailed action plan						
	1.4. Development of the final detailed action plan to strengthen the climate resilience of the CRFS bringing together all the actions proposed by the SAG members, indicating the actors involved with their role and responsibility, the necessary human and financial resources, the time schedule, the expected impacts, and the necessary indicator to monitor the evolution of the strategy					Overall strategy and action plan bringing together sub-strategies, policies, and actions to strengthen the climate resilience of the CRFS, based on the vision and priorities identified by the SAG members is developed	<p>b) Strategical document with recommendations for strengthening the resilience of the CRFS in Antananarivo, containing the detailed action plan. This document should also incorporate the results of the analysis of the political framework that will ensure the implementation of the overall strategy.</p> <p>c) CRFS indicator framework for monitoring the implementation of the strategy</p>	Qt stakeholders (government, CSOs, private sector) have developed and adopted food systems related strategies and action plans	<p>At least one of the stakeholders (government, CSOs, private sector) have developed and adopted food systems related strategies and action plans</p> <p>At least one of the initiatives within the SAG are represented by women</p>			
	1.5. Workshop N°2 with SAG to validate the integrated strategy to reinforce the CRFS resilience					Overall strategy and action plan bringing together sub-strategies, policies, and actions to strengthen the climate resilience of the CRFS, based on the priorities identified by the SAG members is validated	d) Report of Workshop N°2 containing ToRs for the future of the SAG					

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	<p>1.6. Support to the core team on the implementation of the CRFS action plan (identify in the different institutional scales what could be implemented first, according to the strategic document? What resources are available? What partnerships can be created?)</p> <p>1.7. One-on-one meetings with each member of the CRFS core team to define the dissemination of the strategy and the plan</p> <p>1.8. Elaboration of a policy brief</p>					The strategy is institutionally anchored and can be monitored through an indicator framework	<p>e) Strategy and action plan delivered</p> <p>f) Dissemination plan proposed by the Core Team</p> <p>g) Policy brief to be diffused to the SAG members</p>					