



## CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

### Example : action planning workshop outline

<b>Brief description</b>	This example is intended to help the project team to organize a series of participatory workshops to develop the action planning
<b>Expected outcome</b>	Obtaining a clear view of the outcomes/outputs of the participatory process, activities, tasks, and responsibilities
<b>Expected output</b>	Terms of reference of the series of workshops and participatory activities
<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 following example was adapted from a series of workshops developed in Antananarivo to define the strategy and the Action Plan (AP) to improve the resilience of the CRFS in Antananarivo.

The SAG members participated actively in the following workshops :

1. Initial consultation workshop
2. Workshop on Pre-Validation of the CRFS Strategy and AP
3. CRFS Strategy and AP Validation Workshop

#### 1. Initial consultation workshop with SAG members

<b>Objectives</b>
<ul style="list-style-type: none"> <li>• Train members of the SAG to support the formulation of the strategy and the development of the AP</li> <li>• Present the results of the CRFS in-depth assessment</li> <li>• Discussions to update the shared vision on the CRFS resilience</li> <li>• Define strategic themes of work for the working groups</li> <li>• Develop a preliminary AP</li> <li>• Define or update the list of preliminary indicators for the achievement of the strategy and AP.</li> </ul>
<b>Expected results</b>
<ul style="list-style-type: none"> <li>• The SAG and the core team members manage the basic concepts of CRFS, resilience, and the methodology on strategy development and AP</li> </ul>

- A clear and shared strategic vision of the CRFS is validated
- Consistent and coherent strategical themes are decided
- An initial AP is developed

#### Resources

- Previous CRFS visions and In-depth Assessment report
- Synthesis table of needs/priority areas
- Synthesis table for identification of priority actions and indicators **1**
- Main plans and policies relevant to CRFS (national development plan, national adaptation plan, regional plans, city masterplan, city resilience strategy, city emergency and response strategy, etc)

#### Agenda

**Day 1:** The first day will consist of a combination of training sessions and focus group discussions. The training will have a participatory and practical orientation, based on dynamic and creative learning techniques. The goal here is to strengthen the skills of the participants and foster their effective contribution to the design of the CRFS strategy and AP.

**Day 2:** The objective is to develop an initial draft of AP and related indicators.

#### DAY 1

Time	Activities	Speakers / moderation	Preparations needed	Remarks
30 min	Reception	CRFS team	<ul style="list-style-type: none"> <li>• Logistics manager: final verification of equipment (sound system, video, meeting rooms, etc.), barrier gesture materials, training materials (flipchart, marker, etc.) and communication media</li> <li>• List of attendees confirmed</li> </ul>	A visit to the place where the workshop will be held is needed the day before to check the logistics, test the presentation files, print the attendance list, set up communication media
30 min	Opening ceremony and Formal speeches	Facilitator	<ul style="list-style-type: none"> <li>• Preparation of key messages in advance by the communications officer</li> </ul>	Plenary session
15 min	Presentation of the workshop: CRFS, objectives and agenda	Facilitator	<ul style="list-style-type: none"> <li>• Presentation 1</li> </ul>	Plenary session
20 min	Training on sustainable and resilient food systems: concept and background, challenges, and perspectives	CRFS team	<ul style="list-style-type: none"> <li>• Presentation 2</li> </ul>	Plenary session
25 min	Q/A	Facilitator CRFS team		Plenary session
<b>15 min</b>	<b><i>Pause and group picture</i></b>			
20 min	Training on Food Systems Resilience: Risks, Exposures and Vulnerability	CRFS team	<ul style="list-style-type: none"> <li>• Presentation 3</li> </ul>	Plenary session
25 min	Q/A			Plenary session
45 min	Key messages on the local CRFS, strategy and AP methodology	CRFS team	<ul style="list-style-type: none"> <li>• Presentation 4</li> </ul>	Plenary session
40 min	Q/A	CRFS team		Plenary session
40 min	Explanation of the two-day work in groups	CRFS team	<ul style="list-style-type: none"> <li>• Prepare the list of participants by thematic group/geographical group (day1/day 2)</li> <li>• View the list of members of each topic/geographic group</li> </ul>	Plenary session

			in each meeting room + Facilitator Name	
<b>90 min</b>	<b>Lunchbreak</b>			
30 min	Identification of the criteria for a "good vision"  Presentation of scenario zero ( <i>where are we?</i> ) and visionary situation ( <i>where do we want to go?</i> )	Facilitator CRFS team	<ul style="list-style-type: none"> <li>Review of old visions if necessary</li> <li>Prepare slides to present the scenario zero and the future vision</li> <li>Use of flipchart to note ideas</li> <li>Facilitators display ideas on the flipchart and animate discussions</li> </ul>	Plenary session Comparative analysis of older visions
45 min	Formulation of the updated shared vision in groups	Facilitators CRFS team	<ul style="list-style-type: none"> <li>Post It + flipcharts + laptops</li> </ul>	Work in groups 10 min - brainstorming 30 min - debate and vision formulation
30 min	Coffee break Formulation of the shared vision	Facilitators CRFS team	<ul style="list-style-type: none"> <li>Flipchart + 01 laptop + video projector</li> </ul>	Work of a team composed of 03 representatives of each working group (facilitator, 01 member of group)
30 min	Presentation followed by final remarks and validation of the common vision	Facilitators CRFS team		Plenary session
<b>90 min</b>	<b>End of day 1</b>			

<b>DAY 2</b>				
<b>Time</b>	<b>Activities</b>	<b>Speakers / moderation</b>	<b>Preparations needed</b>	<b>Remarks</b>
Morning session (4 hours)	Prioritization of actions and identification of indicators	CRFS team	<ul style="list-style-type: none"> <li>Development of tools: vulnerability map, location in the map of priority value chains, prioritization matrix to define indicators, synthesis of relevant policies or plans</li> <li>Groups can work by geographical reference (territorial approach)</li> <li>List of participants by group</li> <li>Training of group leaders in advance</li> <li>Facilitator's guide prepared in advance</li> <li>Use of laptops</li> </ul>	Group work
<b>90 min</b>	<b>Lunchbreak</b>			
50 min	Restitution of group work	Group member	<ul style="list-style-type: none"> <li>Laptop and video projector</li> </ul>	Plenary session
120 min	Plenary open discussion	CRFS team	<ul style="list-style-type: none"> <li>Prepare a sheet of questions to help the groups to build coherence between actions and especially considering the territorial approach</li> <li>Group priority actions</li> <li>Vote strategic themes of action</li> </ul>	Plenary session
20 min	Synthesis and validation of the AP, strategic themes of work and indicators	A representative of decision-makers	<ul style="list-style-type: none"> <li>Results are shown in a presentation since the matrix might be too heavy to present</li> </ul>	Plenary session

10 min	Closing remarks Ceremony of closure and formal speeches	Facilitator	•	
<b>30 min</b>	<b>Cocktail – End of day 2</b>			

## 2. SAG Workshop on Pre-Validation of the CRFS Strategy and Action Plan with SAG members

<b>Objectives</b>
The general objective of the political committee meeting is to validate the pre-validated version of the strategy and AP produced by the SAG members.  Specifically, this will involve: <ul style="list-style-type: none"> <li>• Presentation and review of the draft strategy</li> <li>• Discuss about cross-cutting topics related to the economic and social development of the CRFS, including factors likely to promote the reinforcement of the CRFS resilience.</li> <li>• Analyse the engagement which is needed from institutions in the implementation of the strategy and AP</li> <li>• Guide and recommend on policy issues for the improvement of the draft.</li> </ul>
<b>Expected results</b>
<ul style="list-style-type: none"> <li>• The CRFS strategy is presented and reviewed</li> <li>• The SAG and the core team members manage the strategic vision and priority actions</li> <li>• Respective commitments from relevant institutions are formulated</li> <li>• Guidelines and recommendations are made for the improvement of the strategy</li> </ul>
<b>Resources</b>
The drafts will be sent with the invitation letter to allow participants in advance to review its content in advance to make suggestions and recommendations before the meeting.

<b>Agenda</b>				
Time	Activities	Speakers / moderation	Preparations needed	Remarks
15 min	Reception	CRFS team Facilitator	<ul style="list-style-type: none"> <li>• Logistics manager: final verification of equipment (sound system, video, meeting rooms, etc.), barrier gesture materials, training materials (flipchart, marker, etc.) and communication media</li> <li>• List of attendees</li> </ul>	A visit to the place where the workshop will be held is needed the day before to check the logistics, test the presentation files, print the attendance list, set up communication media
20 min	Presentation from SAG members on the CRFS strategy	Facilitator SAG members	<ul style="list-style-type: none"> <li>• <b>Presentation 1</b></li> </ul>	The participants get more involved when they prepare the presentations
40 min	Q/A	CRFS team Facilitator	<ul style="list-style-type: none"> <li>• Note takers to keep a record of the exchanges</li> </ul>	
<b>30 min</b>	<b>Pause and group picture</b>			

30 min	Preparing for the validation meeting	CRFS team	•	
<b>End of the workshop</b>				

### 3. CRFS Strategy and Action Plan Validation Workshop with SAG members

<b>Objectives</b>				
<ul style="list-style-type: none"> <li>• Critically review the draft of the strategy and AP</li> <li>• Gather comments, observations and proposals from participants with a view to improving, supplementing or modifying the proposals contained in the draft strategy and AP</li> <li>• Obtain through validation, a consensus around the CRFS strategy and AP</li> </ul>				
<b>Expected results</b>				
<ul style="list-style-type: none"> <li>• Participants have learned about the content of the CRFS strategy and AP</li> <li>• Participants made relevant suggestions and recommendations to enrich the CRFS strategy and AP</li> <li>• The CRFS final strategy and AP are amended and validated by all participants.</li> </ul>				
<b>Resources</b>				
<ul style="list-style-type: none"> <li>• The workshop will include a power point presentation of the CRFS draft strategy and AP which will cover: the methodology used to develop de strategy and AP, the strategic themes, and the final AP for the implementation of the strategy.</li> <li>• Drafts will be sent with the invitation letter to allow participants to review its content and make suggestions and recommendations before the workshop.</li> <li>• At the end of the workshop a final communiqué of the workshop will be elaborated and adopted by all participants.</li> <li>• The final amendments resulting from the participants' input submitted during this workshop will be considered to release the final versions of the CRFS official strategy and AP</li> </ul>				
<b>Agenda</b>				
Time	Activities	Speakers / moderation	Preparations needed	Remarks
30 min	Reception	CRFS team	<ul style="list-style-type: none"> <li>• Logistics manager: final verification of equipment (sound system, video, meeting rooms, etc.), barrier gesture materials, training materials (flipchart, marker, etc.) and communication media</li> <li>• List of attendees</li> </ul>	A visit to the place where the workshop will be held is needed the day before to check the logistics, test the presentation files, print the attendance list, set up communication media
30 min	Opening ceremony and Formal speeches	Facilitator	<ul style="list-style-type: none"> <li>• Preparation of key messages in advance by the communications officer</li> </ul>	Plenary session
20 min	Presentation of CRFS (objectives and AP methodology)	CRFS team	<ul style="list-style-type: none"> <li>• Presentation 1</li> </ul>	
15 min	Q/A	Facilitator CRFS team		

<b>30 min</b>	<b><i>Pause and group picture</i></b>			
<i>30 min</i>	Presentation of the CRFS strategy and AP	Core team members	<ul style="list-style-type: none"> <li>• Presentation 2</li> </ul>	
30 min	Q/A	CRFS team Core team		
30 min	Wrap-up with key messages	CRFS team		
<i>30 min</i>	<i>Press conference</i>	Core team	<ul style="list-style-type: none"> <li>• Press release</li> </ul>	
<b>30 min</b>	<b><i>Cocktail – End of the workshop</i></b>			