



CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

Example : Sample agenda for initial SAG meeting

Brief description	This example contains a sample agenda for an initial SAG meeting, which should be adapted by the project team in each city region in accordance with local circumstances.
Expected outcome	The project is officially launched in the presence of all the CRFS stakeholders
Expected output	Project document
Scale of application	Project level
Expertise required	Project management
Examples of application	Antananarivo, Madagascar
Year of development	2020
Author(s)	Carmen Zuleta Ferrari
Relevant CRFS Handbook modules; related tools, examples and activities	Inception module

Objectives of the meeting

- 1) Officially launch the project in the presence of all the CRFS stakeholders
- 2) Present the project workplan
- 3) Present the operational modalities to implement the project and define the needs for technical support to partners
- 4) Enable understanding of the project's and scope the expectations of the stakeholders about the SAG
- 5) Agree with the members on their roles and responsibilities

Expected results

- 1) The CRFS project is officially launched
- 2) The elements of project implementation (description of activities, implementation methodology, etc.) are presented and well understood by all the participants
- 3) The project workplan is validated

- 4) The agreement on the creation of a multi-stakeholder governance platform with the various actors involved at different levels of the SARU in the rural-urban spectrum to strengthen policy dialogue and coordination within and between key sectors and stakeholders of the food system is achieved. Its attributions and mode of operation are known and accepted by the prospective members.

Agenda

8:00 am: Welcome of participants

8:30: Opening remarks from the institutional focal points

9:00 am: Presentation of the participants

9:30 am: Presentation of the CRFS project objectives and methodology

9:45: Q/A and open discussion

10:15: Presentation of the CRFS Stakeholder Advisory Platform ToRs

10:45: Q/A and open discussion

11:00: Summary and closing remarks