



## CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

### Template: Table for planning working group meetings

<b>Brief description</b>	This document contains a table for the project coordinator to plan the purpose and expected outcomes of each thematic working group.
<b>Expected outcome</b>	The project coordinator will be prepared for the action planning workshops, with a clear idea of the purpose and expected outcomes across all working groups and the SAG.
<b>Expected output</b>	A completed, customised table for planning working group meetings
<b>Scale of application</b>	Project level
<b>Expertise required</b>	Project management
<b>Examples of application</b>	
<b>Year of development</b>	2022
<b>Author(s)</b>	Jess Halliday
<b>Relevant CRFS Handbook modules; related tools, examples and activities</b>	Action planning module

### Full description and justification

This document contains a table for the project coordinator to plan the purpose and expected outcomes of each thematic working group. The table is intended to be customised, with suggested text in [italics] to be revised by the project coordinator if necessary.

	<b>Priority WG 1</b>	<b>Priority WG 2</b>	<b>Priority WG 3</b>	<b>SAG</b>
	<i>[Theme(s)]</i>	<i>[Theme(s)]</i>	<i>[Theme(s)]</i>	<i>[Theme(s)]</i>
<b>Invited stake-holders</b>	<i>[Names, organizations]</i>	<i>[Names, organizations]</i>	<i>[Names, organizations]</i>	<i>[Names, organizations]</i>
<b>Meeting 1</b>	<p><i>[Date, time, location]</i></p> <p>Purpose: <i>[Reviewing and refining list of actions]</i></p> <p>Outcomes: <i>[Ranked list of potential actions –</i> <i>i. preferred/feasible;</i> <i>ii. need more info;</i> <i>iii. less interesting at present]</i></p> <p>Assignment of follow up tasks:</p>	<p><i>[Date, time, location]</i></p> <p>Purpose: <i>[Reviewing and refining list of actions]</i></p> <p>Outcomes: <i>[Ranked list of potential actions –</i> <i>i. preferred/feasible;</i> <i>ii. need more info;</i> <i>iii. less interesting at present]</i></p> <p>Assignment of follow up tasks:</p>	<p><i>[Date, time, location]</i></p> <p>Purpose: <i>[Reviewing and refining list of actions]</i></p> <p>Outcomes: <i>[Ranked list of potential actions –</i> <i>i. preferred/feasible;</i> <i>ii. need more info;</i> <i>iii. less interesting at present]</i></p> <p>Assignment of follow up tasks:</p>	
<b>Between meetings – ca. 1 month (suggestion)</b>	Obtaining additional information, consulting with stakeholders over feasibility			
<b>Meeting 2</b>	<p>Purpose: <i>[Selection of actions, consider how actions will be implemented and monitored, and how they will be put in place]</i></p> <p>Outcomes:</p> <ul style="list-style-type: none"> <li><i>[Draft implementation plans;</i></li> </ul>	<p>Purpose: <i>[Selection of actions, consider how actions will be implemented and monitored, and how they will be put in place]</i></p> <p>Outcomes:</p> <ul style="list-style-type: none"> <li><i>[Draft implementation plans;</i></li> </ul>	<p>Purpose: <i>[Selection of actions, consider how actions will be implemented and monitored, and how they will be put in place]</i></p> <p>Outcomes:</p> <ul style="list-style-type: none"> <li><i>[Draft implementation plans;</i></li> </ul>	<p>Purpose: <i>[Discussion of synergies between WGs; discussion of governance challenges to putting in place and implementing actions; discussion of options for long-term governance platform.]</i></p> <p>Outcomes:</p> <ul style="list-style-type: none"> <li><i>[List of supportive actions, roadmaps and tasks;</i></li> </ul>

	<ul style="list-style-type: none"> <li>Monitoring framework/indicators;</li> <li>Roadmap or task list for each WG member and the project coordinator, including outreach and engagement activities]</li> </ul> <p>[Date, time, location]</p>	<ul style="list-style-type: none"> <li>Monitoring framework/indicators;</li> <li>Roadmap or task list for each WG member and the project coordinator, including outreach and engagement activities]</li> </ul> <p>[Date, time, location]</p>	<ul style="list-style-type: none"> <li>Monitoring framework/indicators;</li> <li>Roadmap or task list for each WG member and the project coordinator, including outreach and engagement activities]</li> </ul> <p>[Date, time, location]</p>	<ul style="list-style-type: none"> <li>List of actions to strengthen governance, with associated roadmap and task list;</li> <li>Outline of preferred governance model(s) and tasks for further investigations.]</li> </ul> <p>[Date, time, location]</p>
<b>Between meetings – 1-3 months (suggestion)</b>	Initial implementation of targeted outreach and engagement			
				Further investigation of governance models
<b>Meeting 3</b>	<p>Purpose: [Roadmap progress review; trouble-shooting]</p> <p>Outcomes: [Date, time, location]</p>	<p>Purpose: [Roadmap progress review; trouble-shooting]</p> <p>Outcomes: [Date, time, location]</p>	<p>Purpose: [Roadmap progress review; trouble-shooting]</p> <p>Outcomes: [Date, time, location]</p>	<p>Purpose: [Roadmap progress review; trouble-shooting]</p> <p>Developing draft terms of reference]</p> <p>Outcomes: [Date, time, location]</p>