



CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

Template: Table for ensuring representation in stakeholder interviews

Brief description	This table allows the project team to count the number of stakeholders proposed for interviews, to identify where there were gaps and/or over-representation in the stakeholder group.
Expected outcome	Decisions about the CRFS study boundaries, impacts and next steps.
Expected output	Meeting notes including preliminary decisions about project boundaries, impact analysis and suggestions for next steps.
Scale of application	Project level
Expertise required	Project management
Examples of application	Toronto and Greater Golden Horseshoe
Year of development	2015
Author(s)	Sally Miller; revised by Jess Halliday
Relevant CRFS Handbook modules; related tools, examples and activities	Define the CRFS module.

Full description and justification

This table allows a project team to count the number of stakeholders proposed for interviews. The table includes columns for points along the food chain and rows for possible stakeholder organization types.

Example stakeholder organization types include: government, public institutions, non-governmental organisations, round tables, commissions, sector associations, foundations and funding organisations, community groups, lobby groups, education organisations, consulting groups, research groups, think tanks. Other types may be included to represent those present in the CRFS.

The table is helpful because it allows the project team to identify where there were gaps and/or over-representation in the stakeholder group.



Area of impact \ Org. types*	Production	Processing and manufacturing	Distribution	Markets	Consumption	Food loss and waste	Other
Government departments/groups (regional)							
Government departments/groups (municipal)							
Public institutions							
Non-governmental organisations (NGOs)							
Roundtables/commissions							
Public/private partnerships							
Sector associations / networks							
Industry associations / networks							
Foundations, funding organizations (non-governmental)							
Community groups (projects)							
Community groups (advisory to sector and government)							
Educational organisations / representatives (academic)							
Consulting firms / research groups / think tanks							
Lobbying groups							
Marketing groups							
Private corporations and businesses							

* Other types may be included to represent those present in the CRFS.

