



Guidelines for CLEVERFOOD peer-learning programme

Call for mentors



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Introduction

This document serves as a comprehensive guide to apply as mentors to the CLEVERFOOD peer-learning programme.

Following an overview of the project's background, the guidelines herein elucidate the programme's objectives, timeline, and the advantages available to initiatives seeking mentorship roles.

Those interested in applying will find detailed information regarding eligibility criteria and step-by-step instructions on the application process. Additionally, a preview of the application questions is provided.

The application submission deadline is **3 May 2024**.

The programme will span from October 2024 to December 2025, during which Eurocities will assume the role of facilitator and supporter for the development of peer-to-peer exchanges conducted both online and in person.

For further inquiries or information, please contact Chiara Roticiani, Project Officer at Eurocities, by writing to chiara.roticiani@eurocities.eu.

1. Background information

1.1 About CLEVERFOOD and the FOOD 2030 Networks

CLEVERFOOD, "Connected Labs for Empowering Versatile Engagement in Radical Food System Transformation," is a four-year Horizon Europe project running from 1 January 2023 to 31 December 2026. This initiative aims to bring together and coordinate all existing efforts related to food systems in Europe, fostering better synergies among ongoing projects, living labs, partnerships, networks, and initiatives dedicated to food systems. To achieve this ambitious objective, CLEVERFOOD employs a multidimensional approach and collaborates with 23 different partners, including research institutes, public bodies, non-governmental organisations, and small and medium enterprises.



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The project developed and manages the **FOOD 2030 Networks**, which engage projects, living labs, partnerships, networks, and initiatives to collaborate and overcome silos, maximising their impact and promoting the transformation of food systems in Europe. The FOOD 2030 Networks consist of two interconnected networks:

- **FOOD 2030 Project Collaboration Network**: It encompasses projects, partnerships, networks, and initiatives dedicated to advancing sustainable food systems. Participants can collaborate, share progress, and identify opportunities for joint endeavours.
- **FOOD 2030 Connected Lab Network**: It includes living labs, policy labs, food policy councils, communities of practice, and other co-creation initiatives and pilot actions in the sustainable food domain. It facilitates collaboration among labs, sharing insights, and contributing to evidence-based policy development.

In addition, the FOOD 2030 Networks will leverage the following tools to achieve its objectives:

- **FOOD 2030 Science Education Toolkit**: It will offer downloadable educational material searchable by target group, age, topic, and setting (formal, informal, and non-formal learning environments). It will also include related training activities accessible through videos and worksheets.
- **FOOD 2030 Multi-actor and Public Engagement Toolkit**: It aims to provide engagement material to empower multipliers and food systems actors, with guidelines for applying a wide variety of participatory methods and tools, including dialogue meetings, co-creation and co-analysis workshops, reflexive learning sessions, hackathons, (reverse) science cafés, photography, walking tours, citizen platforms, transition arenas, food policy councils, etc.
- **FOOD 2030 Influencer Hub**: It will serve as a focal point for influencers involved in FOOD 2030 activities. It will facilitate community building and connections between influencers, experts, and scientists.
- **FOOD 2030 Blog and Video Channel**: It will feature dedicated news and blog posts produced by CLEVERFOOD and other projects in the FOOD 2030 Networks.
- **FOOD 2030 Knowledge Hub**: This dedicated 'Resource' page hosts various informative materials, such as deliverables, insights, factsheets, etc., from CLEVERFOOD and other projects from the FOOD 2030 Networks. With the help of filters, the latest resources from each project can also be accessed through their respective project pages.



While further information on the FOOD 2030 Networks can be found on the [dedicated webpage](#), a more comprehensive description of the FOOD 2030 Connected Lab Network is provided in the section below.

1.2 About the FOOD 2030 Connected Lab Network

The FOOD 2030 Connected Lab Network establishes an interlinked and self-sustaining structure comprising living labs, policy labs, food policy councils, communities of practice, and other co-creation initiatives and pilot actions. All these initiatives, often implemented as part of project activities, imply the active involvement of stakeholders and operate within specific territories (e.g., cities), contributing to innovation and policymaking. The Network facilitates the collaboration and knowledge-sharing between these initiatives to maximise their impact and ensure their sustainability. By joining the FOOD 2030 Connected Lab Network, these initiatives will have the chance to:

- Join peer-learning programmes and have multiple opportunities to exchange with similar initiatives;
- Access to impact investment and shared learning between end-users of impact investment;
- Receive support to implement food system science education activities and engage and train local educators;
- Be provided with the tools to engage stakeholders and empower citizens to understand and contribute to food system transformation;
- Be supported in recruiting influencers to increase their impact on food system transformation through targeted social media campaigns.

CLEVERFOOD partners will organise regular internal meetings and [public events](#) to gather the members of the Network and create opportunities to exchange knowledge and plan joint activities.

The FOOD 2030 Connected Lab Network can be joined by [registering interest](#) and, subsequently, [filling in this survey](#) that will help get an overview of the core activities and identify common topics of interest across the different initiatives. The data collected from the survey will be used to provide the best possible support and bring together initiatives that are working on similar topics.



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2. The CLEVERFOOD peer-learning programme

2.1 Overall objectives of the peer-learning programme

The CLEVERFOOD peer-learning programme aims to promote sharing experiences in addressing challenges and developing solutions for city region food systems governance. The programme draws on the insights of existing policy labs and food policy councils. It provides targeted support for cities and local governments to develop urban food policy action plans. The programme targets initiatives aiming to build food system governance strategies and policies at the city-region or national level, addressing policy labs, the food policy council of the FOOD 2030 Connected Lab Network, and those who have yet to join the network. Participants will be selected through open calls.

Eurocities will facilitate the programme by supporting the interaction between the participants, organising the meetings, participating in the visits, producing learning material, and providing overall guidance throughout the entire learning process.

2.2 What's in it for peer-learning participants?

Participants will have the opportunity to:

- Meet and exchange about challenges and best practices by visiting more experienced peers;
- Receive funding to organise and participate in the visits;
- Receive technical support and instruments to develop action plans to transfer the insights gained;
- Receive funding to implement the activities foreseen in the action plan in their local context.

This peer-learning programme is not to be seen as a one-way process but rather as a reciprocal exchange between peers on how to overcome similar challenges to drive food system transformation. The collaboration will extend to the activities of the FOOD 2030 Connected Lab Network, which will serve as the means to initiate and facilitate collaboration with other similar initiatives in Europe.



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2.3 Participation modalities

Participants can take part in the peer-learning programme either as mentors or mentees, where:

- A **mentor** is an individual who has direct experience or specific expertise on a subject and is willing to share insights with a mentee;
- A **mentee** is an individual who would want to learn from an experienced peer and is interested in applying what they have learned in their context.

The programme will include **20 mentors** and **40 mentees**. Both mentors and mentees will be recruited through open calls, which are launched considering the following timeline:

- **Call for mentors:** Launched in February 2024 with a deadline on 3 May 2024, it aims to select 20 mentors based on the evaluation of their applications (refer to section 3 for more information on the selection procedure).
- **Call for mentees:** It will be launched in May 2024 with a deadline in June 2024 (exact dates to be confirmed). The aim is to select 40 mentees based on the evaluation of their applications and an assessment of whether the expertise of the mentors can meet their learning needs (see section 3 for more information on the selection procedure).

Based on the applications received, selected mentors and mentees will be matched and grouped into learning clusters formed by one mentor and two mentees.

Collaborations will commence in October 2024, and each learning cluster will decide its start date based on their other commitments, ensuring that all exchanges are concluded by November 2025. The collaboration is expected to last **between three and six months** and will consist of:

1. **Two online preparatory meetings** with the scope of bringing together the learning cluster to:
 - Present the work of the mentor;
 - Present the learning needs of the mentees;
 - Further define the focus of the collaboration;
 - Co-create the agenda of the visit.
2. **One in-person study visit** that will allow mentees to learn from mentors about how they have implemented their activities, gaining first-hand insights and recommendations. The visit will last approximately two days and will take place in the



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mentor's locality, with two mentees from the same cluster visiting simultaneously. The visit will include working sessions with presentations and debates, as well as field visits and meetings with stakeholders. During the visit, mentees will be tasked with developing an **action plan** to identify the necessary steps and conditions to implement measures observed in their local context. Eurocities will develop and share the tools that support the development of the action plan and facilitate an ad-hoc session during the visit to assist mentees in completing those action plans.

3. **One online follow-up meeting**, which will happen approximately one month after the visit, to reflect on how the mentee can apply the knowledge gained during the visit, considering their local context and factors that might constrain implementing the measures learnt locally. This final step also aims to evaluate the exchange, discuss any remaining questions or points, and finalise the action plans.

These action plans will be included in the CLEVERFOOD deliverable 2.2 'Action plans for co-creating urban food system policies', due on 31 December 2025. Eurocities will then evaluate those action plans, and the best 15 will receive **€ 5,000 seed funding** to implement their action plans and kick off their activities. The criteria for the selection of the best action plans will be established and shared with the selected participants at a later stage.

All exchanges will be in English, and no translation is foreseen.

Non-selected applicants will still be able to join the FOOD 2030 Connected Lab Network and access its various activities and tools. This includes online webinars focused on supporting the deployment of multi-actor and public engagement initiatives. All upcoming learning opportunities can be monitored on the [dedicated webpage](#).

2.4 Calendar of the activities

When	Activity
February 2024	Launch of the call for mentors
3 May 2024	Deadline for the call for mentors
May 2024	Outcomes of the selection are communicated to applicant mentors, and 20 mentors are selected
May 2024	Launch of the call for mentees
June 2024	Deadline of the call for mentees



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July 2024	Outcomes of the selection are communicated to applicant mentees, and 40 mentees are selected
July-August 2024	Learning clusters are formed by Eurocities and approved by all participants
September 2024	Information webinars are organised by Eurocities to present the programme
Starting from October 2024	The collaborations kick off
November 2024-October 2025	20 in-person visits take place in the mentors' localities
By November 2025	Eurocities collects all the actions plans finalised by the mentees
Beginning of 2026	15 action plans are selected to receive the seed funding and the funding is transferred to them

2.5 Budget

For the mentors: The CLEVERFOOD project will reimburse costs related to organising the visit (e.g., catering, common transport, meeting room rental, etc.). Reimbursement will be limited to **€ 400 per mentor**. These costs will be reimbursed based on actual expenses, subject to providing original supporting documents (i.e., meal receipts, meeting room rental invoices, common transport tickets, etc.). Please note that it is not compulsory to pay for all common meals and local transport since participants will receive reimbursement for travel costs (see bullet point below). Nevertheless, it is good practice to cover at least some of them. Please note that the visit will not require a high degree of formality, and mentors will have to host small delegations of a maximum of 10 people.

For the mentees: The CLEVERFOOD project will reimburse travel, accommodation, and subsistence of each participating mentee in the study visit. Reimbursement will be limited to **€ 600 per mentee**. The total that can be reimbursed will not vary if more than one representative per mentee participates in the visit. Pending previous discussion and in agreement with Eurocities, some additional budget could be reimbursed in the case of:

- Exceptionally and justified high cost for travel and accommodation (i.e., travelling during high season);



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- Participation of additional people who are considered highly relevant for the transferability of the solution (i.e., key local stakeholders or policymakers and subsistence during the study visit).

The travel and accommodation cost reimbursement will be subject to providing original supporting documents (i.e., invoices, boarding passes, etc.).

The 15 mentees who have developed the best action plans will receive seed funding (€ 5,000) to start their activities. More specific criteria on the financial rules to manage this funding will be shared in the call for mentees.

Exact guidelines and procedures will be shared with the selected participants at a later stage.

3. Call for mentors

3.1 Who can apply?

The peer-learning programme targets **policy labs** and **food policy councils**. The initiatives eligible for consideration must be implemented in an EU member state or an approved Horizon Europe Associated Country by entities originating from those countries. These initiatives must actively involve stakeholders and operate within specific territories (e.g., cities). They must be **policy-oriented**, contributing to the development of food system governance strategies and policies at the city region or national level. They can be implemented by either a city or another entity.

List of eligible countries: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Georgia, Iceland, Israel, Kosovo, Moldova, Montenegro, New Zealand (associated to Pillar II 'Global Challenges and European Industrial Competitiveness' as from the Work Programmes 2023 onwards, including for the institutionalised European partnerships), North Macedonia, Norway, Serbia, Tunisia, Türkiye, Ukraine, United Kingdom.

Applicants must confirm they have sufficient and adequate resources (time, staff, expertise) to create a good environment for collaboration and gain the most from the exchanges. The required involvement is up to **seven working days** extended over a period **between three and six months**.



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All exchanges will be in English, with no translation foreseen. Therefore, participants are requested to have a level of English (both spoken and written) that can allow them to interact successfully.

3.2 What do you commit to?

Mentors engaged in the peer-learning programme commit to the following elements from the learning sequence:

- **Sharing of results, best practices, and challenges with the mentee;**
- **Active participation in the online exchanges and study visit;**
- **Organisation of the study visit:** Provide the meeting room, organise the common meals and transport, ensure logistical assistance to the participants, and draft the agenda with working sessions and field visits that meet the mentees' learning needs.

As already stated, it is not compulsory to pay for all common meals and local transport since participants will receive reimbursement for travel costs. Nevertheless, it is good practice to cover at least some of them and provide the meeting room. Please note that the visit will not require a high degree of formality, and mentors will have to host small delegations of a maximum of 10 people.

3.3 How will applications to the peer-learning programme be evaluated?

Eligible applications will undergo thorough evaluation by Eurocities based on the following criteria:

- The overall quality of the application, including clarity, completeness, detail, and consistency in provided answers;
- The focus of the initiative to ensure a comprehensive coverage of diverse food-related topics;
- The stakeholders involved, aiming for a broad spectrum of entities in the programme;
- The geographical location of stakeholders to ensure a balanced representation among all mentors;
- The local context of stakeholders to guarantee the inclusion of different situations.

All submissions will be assessed equitably and transparently within the framework of eligibility and quality criteria. Decisions regarding the acceptance or rejection of an



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application will be promptly communicated to the applicant. Please note that only one application per policy lab/food policy council initiative will be accepted.

3.4 Application procedure

Interested applicant mentors should complete the application form, which is available on Microsoft Forms ([here](#), the link). The deadline to apply is **3 May 2024**.

To prepare your application, you can find an overview of the questions to be completed below.

Main contact:

1. First Name
2. Last Name
3. Function/job title
4. Email
5. Name of your body/organisation
6. City
7. Country

Your policy lab/food policy council:

8. Please provide the official name of the policy lab/food policy council. *If your policy lab/food policy council doesn't have an official name, you can use the name of the city-region where it is located.*
9. Which entity is in charge of the policy lab/food policy council?
 - City administration
 - Metropolitan area administration
 - Non-governmental organisation
 - Small and medium enterprise
 - Start-up
 - Other (please specify)
10. What is the geographical scope of your policy lab/food policy council?
 - Neighbourhood



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- City
- Metropolitan area
- City region
- Other (please specify)

11. Please indicate where your policy lab/food policy council is established and where it implements its activities.

12. What is the focus of your policy lab/food policy council?

- Collective catering/strategic use of procurement
- Connections with farmers and producers and rural/urban linkages
- Food aid and vulnerable groups inclusion
- Food education and awareness-raising
- Food production
- Food waste and circularity
- Nutrition and healthy diets
- Stakeholders' engagement and food council
- Sustainable food
- Other (please specify)

13. Please describe in detail the activities carried out by your policy lab/food policy council and add a link to the website or other relevant documents, if available.

14. Please describe in detail how your policy lab/food policy council contributes/has contributed to developing food system governance strategies and food system policies at the city-region or national level. Add links to any relevant resources.

15. What kind of funding did your policy lab/food policy council receive to start and implement its activities?

- EU-funded project(s)
- European funding
- National funding
- Regional funding
- Municipal funding
- Other (please specify)

16. Please elaborate on your answer. If applicable, please indicate the name of the EU-funded projects.



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17. Is your policy lab/food policy council still ongoing?

- Yes
- No

18. If yes, what kind of funding does your policy lab/food policy council currently receive?

- EU-funded project(s)
- European funding
- National funding
- Regional funding
- Municipal funding
- Other (please specify)

19. Please elaborate on your answer. If applicable, please indicate the name of the EU-funded projects.

20. Is your policy lab/food policy council part of the FOOD 2030 Connected Lab Network?

- Yes
- No

21. If not, would you be interested in joining it?

Your resources:

22. **Time:** The peer-learning activities will run through a period between three and six months, with the exact timeline to be defined for each cluster based on when the collaboration starts. The estimated involvement is up to seven working days. Do you have the capacity to dedicate time and human resources to the exchanges that we have planned?

- Yes
- No

23. **Working language:** The working language of the peer-learning programme is English, and all related exchanges and materials will be carried out in English. Participants must have a good command of English to be able to communicate



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efficiently within their group in all activities of the programme. Please indicate which statement best describes your situation:

- All participants have a good command of English
- Some participants do not have a good command of English, but we have a way to overcome this

24. Please explain

25. **Financial resources:** The mentors commit to organising a visit (approximately two days) to their locality to share their experience and set up meetings with the relevant stakeholders. Do you have adequate financial resources to cover the related costs beyond the 400 € you will be reimbursed?

Please note that it is not compulsory to pay for all common meals and local transport since participants will receive reimbursement for travel costs. Nevertheless, it is good practice to cover at least some of them and provide the meeting room. The visit will not require a high degree of formality, and mentors will have to host small delegations of a maximum of 10 people.

Your motivation:

26. Why do you want to act as a mentor?

27. In which way(s) do you see your expertise bringing added value to the peer-learning activities?

28. Which skills and experience do you have in mentoring or would allow you to be a good mentor?

29. Please explain what would be a successful learning experience for your policy lab/food policy council and how it can benefit from this peer-learning programme.

Additional information:

30. While assessing your application, Eurocities may find it necessary to contact you for additional information regarding your application, aiming to collect all elements to ensure a comprehensive evaluation. If necessary, do you consent to being contacted by Eurocities via email?

- Yes



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- No

Data treatment and processing:

31. GDPR

I consent to CLEVERFOOD partners using the information submitted in this questionnaire for internal peer-learning application purposes, reports, and project activities to support the peer-learning programme. Please note that no personal information will be used in any project reports or activities. The personal data collected in this questionnaire is for peer-learning call purposes only and is managed by the CLEVERFOOD consortium in line with our data protection policy.

4. Relevant contacts

For further inquiries or information, please contact Chiara Roticiani, Project Officer at Eurocities, by writing to chiara.roticiani@eurocities.eu.



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