



# Guidelines for CLEVERFOOD peer-learning programme

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Second Call for Participants



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# Table of contents

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Introduction .....	3
1. Background information .....	3
1.1 About CLEVERFOOD and the FOOD 2030 Networks .....	3
1.2 About the FOOD 2030 Connected Lab Network.....	5
2. The CLEVERFOOD peer-learning programme .....	6
2.1 Overall objectives of the peer-learning programme.....	6
2.2 What's in it for peer-learning participants? .....	6
2.3 Participation modalities.....	7
2.4 Calendar of the activities .....	9
2.5 Budget.....	10
3. Second call for participants .....	12
3.1 Who can apply? .....	12
3.2 What do you commit to? .....	13
3.3 How will applications to the peer-learning programme be evaluated? .....	13
3.4 Application procedure .....	14
4. Relevant contacts .....	18



# Introduction

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The CLEVERFOOD peer-learning programme is designed to support food policy labs and food policy councils in sharing experiences to address challenges and create solutions to develop food system governance strategies and policies. This document serves as a comprehensive guide to apply as **fellows** in this peer-learning programme.

A first call for participants was open from February – June 2024 to select up to 20 **demonstrators**.

Following an overview of the project's background, the guidelines herein elucidate the programme's objectives, timeline, and the advantages available to fellows participating.

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 **27 September 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](mailto:chiara.roticiani@eurocities.eu).

## 1. Background information

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### 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.

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, food 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.



## 2. The CLEVERFOOD peer-learning programme

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### 2.1 Overall objectives of the peer-learning programme

The CLEVERFOOD peer-learning programme is designed to support food policy labs and food policy councils in sharing experiences to address challenges and create solutions to develop food system governance strategies and policies.

Eurocities will select the participants through open calls and 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 for food policy labs and food policy councils by visiting experienced peers;
- Receive funding to organize and participate in peer-learning visits;
- Receive technical support and tools to develop action plans to transfer the insights gained;
- Receive seed funding to implement the activities outlined in their action plan in their local context (see below);
- Expand their network and gain visibility through the FOOD 2030 Networks' communication activities related to the peer-learning programme.

Participants will benefit from Eurocities' expertise in organising peer-learning programmes for cities and local initiatives, as well as in developing learning materials and tools for knowledge-sharing and the development of targeted actions at the local level.

This peer-learning programme is designed not as a one-way process, but 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 facilitate collaboration with other similar initiatives in Europe. There



will be an opportunity to join the Network and access its various activities and tools, including online webinars focused on supporting the deployment of multi-actor and public engagement initiatives.

## 2.3 Participation modalities

Participants can take part in the peer-learning programme as demonstrators and/or fellows, where:

- A **demonstrator** is an entity who has direct experience or specific expertise on a subject and is willing to share their experiences and lessons learned;
- A **fellow** is an entity who wishes to learn from an experienced peer and is interested in applying what they have learned in their context.

The programme will include up to **20 demonstrators** and **40 fellows**. Both demonstrators and fellows will be recruited through two rounds of open calls for participants, which are launched considering the following timeline:

- **First call for participants (CLOSED):** Open from February to June 2024, the call aimed to select up to 20 demonstrators based on the evaluation of their applications (see section 3 for more information on the selection procedure).
- **Second call for participants (OPEN):** launched in July 2024 with a deadline on September 27 2024 . The aim is to select up to 40 fellows based on the evaluation of their applications and an assessment of whether the expertise of the demonstrators can meet their learning needs (see section 3 for more information on the selection procedure).

Based on the applications received, selected demonstrators and fellows will be matched and grouped into learning clusters.

**Demonstrators who applied in the first call for participants were given the chance to express interest in becoming fellows of another learning cluster.** Choosing to be a fellow is optional and provides demonstrators with a learning opportunity and additional chances to exchange knowledge and experiences with other peers.



Collaborations will commence in November 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 **approximately 3 months** and will consist of:

1. **Two online preparatory meetings** facilitated by Eurocities with the scope of bringing together the learning cluster to:
  - Present the work of the demonstrator;
  - Present the learning needs of the fellows;
  - Further define the focus of the collaboration;
  - Co-create the agenda of the visit.
2. **One in-person study visit** that will allow fellows to learn from demonstrators 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 demonstrator's locality, with all fellows 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, fellows will be tasked with drafting 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 fellows 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 fellows 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.

Eurocities will evaluate these action plans developed by fellows, and the best 15 will receive **5,000 € (VAT included) in 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 activities and tools.





## 2.4 Calendar of the activities

When	Activity
February 2024	Launch of the first call for participants
21 June 2024	Deadline for the first call for participants
July 2024	Launch of the second call for participants
September 27 2024	Deadline of the call for the second call for participants
October / November 2024	Outcomes of the selection are communicated to all applicants
November 2024	Learning clusters are formed by Eurocities and approved by all participants
December 2024	Info sessions are organised by Eurocities to present the programme
Starting from December 2024	The collaborations start
December 2024-October 2025	In-person visits take place in the demonstrators' localities
By November 2025	Eurocities collects all the action plans finalised by the fellows
Beginning of 2026	15 action plans are selected to receive the seed funding



## 2.5 Budget

**For the demonstrators:** 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 demonstrator**. 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.).

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

- Exceptionally and justified high cost for travel and accommodation (i.e., travelling during high season);
- 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 fellows who have developed the best action plans will receive seed funding (5,000 € VAT included) to start their activities. More specific criteria on the financial rules to manage this funding will be shared at a later stage.

Eurocities will develop and share detailed guidelines before the start of the collaborations. The rules of the guidelines will be presented during the info sessions.



## Summary of the activities and responsibilities per calls

Call	Who	Online information sessions & collaboration kick-off	2-day in-person visit	Online follow-up meeting	Funding support for the visit	Access to the €5,000 seed funding selection
<b>First Call for Participants</b>	<b>Demonstrators, with the option of also becoming fellows</b>	Active participation	Host one delegation of maximum 10 people to present the activities and initiatives of the food policy lab and/or food policy council: provide the meeting room, organise common meals and transport, and draft the agenda with working sessions and field visits.	Support the discussion on the remaining learning points of the fellows.	400 € per visit	Yes, if registered as fellow as well
<b>Second Call for Participants</b>	<b>Fellows</b>	Active participation	Active participation in the visit and development of an <i>action plan</i> to identify the necessary steps and conditions to implement, in their local context, the measures observed during the visit.	Final opportunities to refine the <i>action plan</i> and reflect on the ways to apply the learnings of the visit in their local context.	600 € per fellow	Yes, after review of the developed <i>action plan</i>



## 3. Second call for participants

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### 3.1 Who can apply?

The peer-learning programme targets **food 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. The food policy lab or food policy council can be run by a city administration, non-governmental NGO, small and medium enterprise, or other 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 of **approximately three months**.

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?

Fellows of the peer-learning programme commit to the following elements from the learning sequence:

- **Presenting their learning needs and expectations to the demonstrator;**
- **Actively participating in online exchanges and the 2-day study visit;**
- **Organising the participation in the study visit:** Booking the travel and accommodation before the study visit and claiming the costs to Eurocities within the deadlines given;
- **Developing and submitting their action plan** in order to be eligible to receiving seed funding of 5,000 €.

## 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 demonstrators;
- 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 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 fellows should complete the application form, which is available on Microsoft Forms ([here](#), the link). The deadline to apply is **27 September 2024**.

To prepare your application, you can find 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 food policy lab/food policy council:

8. Please provide the official name of the food policy lab/food policy council. *If your food 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 your food policy lab/food policy council?
  - City administration
  - Metropolitan area administration
  - Non-governmental organisation
  - Small and medium enterprise
  - Start-up
  - University/Research centre
  - Other (please specify)
10. What is the geographical scope of your food policy lab/food policy council?
  - Neighbourhood
  - City
  - Metropolitan area
  - City region
  - Other (please specify)



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

12. What is the focus of your food 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
- Stakeholder engagement and food council
- Sustainable food
- Other (please specify)

13. Please describe in detail the activities carried out by your food 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 food 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 food policy lab/food policy council receive to start and implement its activities?

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

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



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

- Yes
- No

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

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

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

20. Is your food policy lab/food policy council part of the FOOD 2030 Connected Lab Network? **If not, please fill in this [form](#) to express interest and this [survey](#) to share details about your activities and topics.**

- Yes
- No

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

### Becoming a fellow:

22. Please describe in detail what you would like to learn from the exchange.

23. Please select up to three topics you would like to discuss during the exchange as a fellow.

- 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
- Stakeholder engagement and food council
- Sustainable food
- Other (please specify)

### Your resources as a fellow:

1. **Time:** The peer-learning activities will run through a period of approximately three 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

2. **Financial resources:** The fellows commit to travelling to a study visit to the demonstrator's locality. Fellows will have to make the travel arrangements and advance the costs, which Eurocities will reimburse for an amount up to 600 €. Do you have adequate financial resources to anticipate the money and cover the related costs beyond the 600 € you will be reimbursed?

- Yes
- No

### Additional information:

3. 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
- No



### Data treatment and processing:

#### 4. 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

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For further inquiries or information, please contact Chiara Roticiani, Project Officer at Eurocities, by writing to [chiara.roticiani@eurocities.eu](mailto:chiara.roticiani@eurocities.eu).

