

ANNEX 1: Facilitation guidelines for the activities for the System Understanding and Visioning Workshop (Phase I)

TIME (Total 5h)	ACTIVITY	CONTENT	MATERIALS NEEDED
15'	Part 1- Welcome to participants, signature of informed consent and assistance form. Identification badge	Welcome participants, give them the identification badge and ask them to sign the documents (QR Code) and to take a sit in different groups/ tables.	Pens and sticky notes of different colours at all tables during all the workshop. Identification badges
30'	Part 1- Presentation of the project, workshop and previous results	1) One person representing the organizers presents the project and its boundaries, the raad map of the whole process. She presents the system understanding visual resources and summarize the current situation with a systems approach. She presents also a vision of the future. Explain where all this content comes from and that it is available at each table. Explain how important it is to have a shared vision of the future, to facilitate innovation in the way we are now trying to solve the problem. 2) Explain that today we will validate the system understanding knowledge and the vision of the future, leading to a shared vision with alignment among all participants. With this knowledge about the present situation and the desired future we will face what we call a creative tension. With this stimulus for creativity, we will do a first brainstorming on how to move from present to the shared vision of the future with existing and desired initiatives. We will work further on the initiatives in the next workshops, and they will be designed to support the participants to establish synergies and improve their initiatives or create new ones. Finally, we will identify barriers and facilitators to achieve the vision. 3) All participants present themselves (name, entity, and role in the food system) 4) Present the programme, ask them for consent to record and take pictures during the workshop.	Slides At each table: • Programmes of the workshop • Visual resources for system understanding • Vision

60'	Part 2- System Understanding	Presentation of the initial diagnosis (system understanding visual resources) (15') At each table, one facilitator summarizes again the system understanding knowledge describing the different parts of the visual tools. She also explains how this knowledge was developed and who participated. Start recording! (15') Validation of the visual tools: The facilitator asks participants (in groups of 2) if they think that the visual tool is a good summary of the main problems and opportunities of the challenge being addressed by the project. She asks suggestions to edit it. They are invited to write down their ideas on sticky notes. (15') The facilitator distributes the cards of problems and opportunities that were discarded when designing the visual tools. She asks participants (in groups of 2) to validate if these should be discarded, and, if they do not agree, they are invited to add them on the visual tool. (15') One volunteer from each group of 2 participants shares the reflections with the rest of the group and they all agree on the sticky notes to add on the visual tool for its edition and validation.	Cards of problems and opportunities discarded in the visual tools of system understanding
75'	Part 3- Definition of a shared vision and values and exploration of initiatives, obstacles and facilitators to achieve them		

15'	Coffee break	(5') Presentation of the methodology and the reflection on the present, initiatives that are already stimulating change, vision of the future, desired initiatives, barriers and facilitators. Explain the 'Three horizon framework' and the exercises as described in the Template. Activate the recording and start working on the exercises, always first in pairs and then within the whole group: (10 min) Exercise 1: PRESENT: The facilitator reads the instructions on the CANVA and participants reflect on predominant values of the current food system that will need to change. INITIAL STEPS TOWARDS CHANGE: (20 min) Exercise 2. INNOVATIVE INSPIRING INITIATIVES: Again, the facilitator reads the question and the participants answer using sticky notes to identify existing inspiring and innovative initiatives that are already aligned with the changing values identified in the previous exercise. (20 min) Exercise 3. Vision of the future (Identify which year is the vision targeting, i.e. 2050) Again, the facilitator reads the questions and the participants identify values and edit the vision. Finally, they respond to the last questions in a group discussion. (20 min) Exercise 4. Obstacles and opportunities to move from the present situation to the future vision. The facilitator reads the exercise and the participants write their answers on sticky notes on the CANVA, where there is the System Analysis Tool.	CANVA with Three Horizons framework and the four exercises
30'	Part 4-Wrap up: Conclusions of the workshop, next steps, evaluation and invitation to continue collaborating with the project	Sharing with the large group: - on the editions to the vision and values (exercise 3) - on the barriers and facilitators (exercise 4) Conclude with a reflection on the need to create a network Share link to evaluation questionnaire and ask to respond it. Thank everyone for their participation and remind them again about next steps.	Evaluation questionnaire