

ANNEX 3: Facilitation guidelines for the activities of the Programming Workshop (Phase III)

Time (Total 4.30h)	Activity	Content	Resources 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 and to take a seat at the table with the same colour code that appears on their badge.	Pens and sticky notes of different colours at all tables during all the workshop. Badges with colour code to assign the table in which they will be working. Tables with name of initiative in each and colour code.
30'	Part 1- Presentation of the workshop and previous results	1) One person representing the organizers presents the project, if there are new participants, the reason why the challenge is being addressed (i.e. climate change, health...), workshop aims, the previous actions and next steps 2) All participants present themselves (name, entity, and role in the food system) 3) Present the programme, ask them for consent to record and take pictures during the workshop. 4) Present the list of initiatives organized into themes obtained from the previous workshops and explain why participants are grouped joining different complementary initiatives under a same theme. Explain that the list of initiatives ideated in previous workshops are grouped under the same theme and printed (at each table they have their corresponding initiatives printed).	Slides Programmes of the workshop printed at each table List of initiatives grouped under the theme of the table printed at each table
10'	Part 2- Introduction to the characteristics of an initiative with systems innovation	Explain that the initiatives will need to include systemic innovation actions. Explain that for an initiative to be systemic it needs to fulfil the principles of the CLIC framework. Introduce the framework. Also highlight that the initiatives need to contribute to the future vision and be aligned with the strategic themes. To facilitate this aspect, copies of the results of the previous workshops are facilitated at each table.	Slides Copies of the results of the previous workshops at each table Copies of the CLIC framework at each table

30'	Part 3- Re-structuration of the teams and initiatives	- The participants are distributed in tables where there are different teams from different geographic levels and stakeholder groups mixed. Within the teams of the previous workshops, they write the lines of action in sticky notes and place them on a flipchart that will be used to share the initiative with the rest of the participants. Ask them to write in capital letters to make it easier for others to read. Remind them that the work performed in previous workshops is available in printed copies. - Each team explains its initiative with its lines of action written on sticky notes - The different teams discuss and decide whether they want to join the different initiatives in a single one or if they prefer to keep them separate and explore possible eventual collaborations. If initiatives are joined, ask participants to integrate the previous lines of action into a single flipchart.	Flipcharts Bookmarks
30'	Coffe break	During the break we encourage participants to consult the flipcharts of the other teams. They can add comments with sticky notes about ideas or concerns, next to the action lines. They can also request a change of table (no more than 6 participants per table).	
50'	Part 4- Second ideation and exploration of synergies among initiatives	Ask participants to reflect on: - The lines of action: ask them to write on sticky notes pros and cons of each line of action (in different colours) and to position them next to each line of action. - Other actions that they would like to see done and decide which ones are included in the initiative (i.e. those that have many cons are eliminated and it is agreed to add those that at least two people contribute) - Criteria of each initiative: using the CLIC infographic, participants reflect on how the initiative will fulfil the CLIC criteria (you can add also other criterias, such as typologies of strategies, or other ones related with the challenge in which the process is focusing). - Participants are asked to give the initiative a name and to edit the flipchart with the results of their reflection. - Finally, they are invited to visit the other tables to create synergies. All participants write ideas of synergies and they discuss them with the team before adding those to their initiative. This may lead to different initiatives to be joint or to collaborations among them. If they join, ask participants to edit the flipchart accordingly.	Template to reflect around the criteria of the initiatives

60'	Part 5- Third ideation	- Before starting the third ideation, explain participants how the priority setting of the initiatives will be performed, after this ideation. If there is funding available, be transparent about the budget and the number of initiatives that will receive funding. Announce the number of initiatives that will be prioritized and remind that this does not mean that the other ones cannot be implemented, they can apply to other funding opportunities. - Present the selection criteria, explain that they will vote for support to 4-5 of the initiatives and will be able to express their willingness to collaborate. There will be a jury to select the priority initiatives based on the votes obtained and on the degree of fulfilment of the criteria. - Each table has the ideation brief (CANVA for ideation template). Ask participants to fill in 1 or 2 templates and encourage them to use creative communication (symbols, drawings, diagrams...) to explain the initiative on the CANVA - Give three sticky notes to each participant and ask to individually think about answers for 3 questions on the template and to place answers in the relevant box (5 min) - Complete the template with the group (35 min): Recommend that they go box by box and check that everyone agrees before (re)moving sticky-notes and writing the answers in pen. Agreeing on specific objectives of their proposed initiatives will make it easier to answer the other questions. It may make sense for them to merge sticky-notes that are very similar and add new ones etc. Remind them that facilitators are present if they want any clarification or support. - Ask participants to stick the template on the wall. Make sure they include the names of participants.	Ideation brief- CANVA templates at each table
45'	Part 6- Wrap up: presentations and priority setting, closing remarks, evaluation	- Presentation of proposals (3' each). - After all presentations, ask participants if they want to share anything they really liked from the initiatives (green sticky notes), or concerns or suggestions they have (orange sticky notes) - the facilitator adds the sticky notes on the corresponding templates. - Ask participants to vote with an online software e.g. <i>mentimeter</i>.	Chronometer on the projector to measure 3 minutes slots for each team Software to vote Evaluation questionnaire

		• Remind next steps (selection with a jury, meetings to define budget and sign collaboration agreements...) • Ask participants to respond to the evaluation questionnaires • Thank everybody and invite them to a healthy, sustainable and just meal	
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