

This factsheet gives suggested guidelines for planning a participatory workshop that is about identifying barriers, and ways to overcome them, when trying to implement Edible City Solutions.

## Multi-Stakeholder Workshop on Barriers & Opportunities to more Edible Cities

### WORKSHOP OBJECTIVES

- Identify common barriers to implementing and developing Edible City Solutions
- Identify practical steps towards overcoming these barriers
- Gain an understanding of challenges faced by different stakeholders

Make sure to write these objectives up somewhere that is clearly visible, and refer back to them at the end when wrapping up.

### WORKSHOP SET-UP

You'll need enough space for people to break out into small groups (3 to 4 groups), somewhere to put up flipchart paper, lots of post-it notes for people, and enough pens too. This workshop can be held indoors or outdoors. It's useful to have a facilitator in each group who keeps people on topic, takes notes, and can explain the exercise if people need clarification.

### MATERIALS

- Post-it notes (at least 10 per person)
- Sticky dots
- Pens
- Marker pens
- Flipchart paper
- Flipchart stand - or pins/tape to put up flipchart paper
- Chairs/benches



This workshop takes around 1.5 hours



It can be held with a range of diverse stakeholders, including policymakers, city administrators, researchers and members of environmental and/or social organisations



It offers a chance to gain new perspectives on challenges, develop steps towards overcoming barriers, and the opportunity to share experiences with key stakeholders

## STEP 1: INTRODUCTIONS (10 MINUTES)

Explain the objective of the workshop to participants. Then start with a gentle icebreaker to get people warmed up. Some suggestions are:

1. **Compass Icebreaker:** Point out where north, east, south, and west are. Get people to stand where they are from in relation to where the icebreaker is taking place. This can be within a city or from different countries. Get people to pair up with someone who is on the opposite end of the compass to them, and have them ask each other a few icebreaker questions.
2. **Gardening Icebreaker:** Get people to stand in a line, with one end representing 10, one end representing 1. People stand along the line based on the score, out of ten, that they'd currently give their own garden. Choose a few people to share why they scored themselves as they did.

## STEP 2: IDENTIFYING CHALLENGES (20 MINUTES)

Ask people to reflect individually on the **3 biggest challenges** they face in their area when trying to implement Edible City Solutions. Give them 3 minutes to write their ideas on post-it notes, and then put them up on the large pieces of paper around the room.

**Facilitators** then group the post-it notes into common themes such as 'communication', 'policy', write this as a heading, and put the post-it notes underneath. Try not to have too many different headings on each piece of flipchart paper. Invite participants to move around and read the different post-it notes, putting dots on the challenges they think are most important. Give them time to discuss if any challenges are unclear. Once this is done, ask people to group around the themes they're most interested in.

## STEP 3 - REFRAMING CHALLENGES- 15 MINUTES

Pick the challenges with the most dots. Together, reframe them into a question, e.g.:

Change: "Financial instability" into "How can we find more sustainable financial models?"

Change: "Lack of clarity about responsibility for edible greenery at city level" into "How can we make edible greenery more anchored in a clear legal /governmental framework?" Choose a few to focus on in your groups.

Invite participants to write down possible solutions to this question.



## STEP 4: IDENTIFYING SOLUTIONS (20 MINUTES)

Go through the same process again of putting dots on your favourite solutions, and only work with a few that have a lot of dots on them.

Spend some time **discussing these solutions** - what steps you think would be needed to implement them, how practical they are, which ones might have the most impact.

You might want to draw an action priority matrix (pictured below) on your flipchart paper, to help you work out which solutions are the most practicable.



## STEP 5: TURNING SOLUTIONS INTO ACTION (10 MINUTES)

After identifying which solutions seem practicable, come up with three, actionable steps that could be taken after the session to get people starting to work towards these solutions.

This could be something small like sending a email to the participants to meet again, or something bigger like getting in touch with a councillor.

## ACTION PRIORITY MATRIX



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## STEP 6: WRAPPING UP (15 MINUTES)

Someone from each group will then take 2-3 minutes to summarise the solutions they have come up with, as well as the suggested steps for action. Each group will feedback their discussions.

Leave a few minutes to hand out evaluation surveys and for people to fill them out, as well as to take group photo of everyone together. Whilst doing this, check whether people are happy for their email addresses to be shared with one another, as you may like to send a follow-up e-mail with everyone copied in (explained below)



## ADAPTING FOR ONLINE

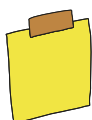
- Use a virtual whiteboard software such as Mural or Miro. You may need people to register in advance of the workshop, so remind people in advance of the workshop to do so.
- Icebreakers are even more important online - don't miss them out!
- Incorporate a 10-minute comfort break for people to get away from their screens and to move around
- Your groups will be broken up into break-out rooms. Make sure you have a facilitator in each break-out room who can keep the conversation going. It may be useful to have a list of questions you're ready to ask people if the conversation gets a bit stuck.
- Incorporate a post-meeting survey into the session as part of your evaluation process. See more below about evaluation questions.

## EVALUATION

Evaluating your workshop is an essential part of the process. Leave a few minutes as part of the wrapping-up process to get people to fill out an anonymous evaluation survey.

Print these questions out and bring them with you. If you're working online, incorporate them into the session as a post-meeting survey. Some suggested questions are below, but feel free to adapt:

- What struck you as interesting, new, provocative, or meaningful during this workshop?
- What is one idea that you will put into practice as a result of this workshop?
- What part of the workshop was most useful to your work?
- What part of the workshop should be changed to improve learning?



## NEXT STEPS

Write up your notes, and the contents of the post-it notes from the session, in a summary. Organise them into the headings you have used. For example:

**Question** - How might we make 'edible greenery' more anchored in the legal framework for cities?

**Solutions** - Producing an Edible Cities Network guide to working with your municipality

**Actions** - Organising a meeting amongst city team staff to brainstorm content

Email your summary of the day to people (having checked for permission in the closing section of the workshop), as well as a group photo. Copy everyone into the email, and invite them to follow up on their actions with one another.

