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Capturing Outcomes from Co-creation Events

Template for event & workshop reports

Cariplo & ICLEI

Workshop – Title

Event details

Plan to fill in this table for each event in the series.

Event	Food2030 workshop
Type	(Workshop, Mirror group etc.)
Title of the event	
Location and time	
Number of participants	
Target	
Workshop format	

Report on the Event

Plan to fill in this table for each event in the series.

Use this section to report on what happened and how, which were the main topic discussed/relevant and how/why.

Summary of the Outcomes and Next Steps

Plan to fill in this table for each event in the series.

Use this section to reflect on how the event/s went – successes and learnings.

Target Audience

Plan to fill in this table for each event in the series.

Use this section to list the main target audience reached.

Name of organization	Scale of operation (local, national, EU, global)

Analysis

Plan to fill in this table for each event in the series.

Use this section to list and analyze the main findings and outputs of each event/ws. We suggest going back to the background section and using that framework to support the analysis. This section needs be updates after each ws/event if they are in a series.

Conclusion

Aim to summarize here the main results gathered throughout the series of event/s. this section should be written after the series of events (if present more than one event) are concluded. Conclusions will be used to reflect and summarize the main outcomes/results emerged in the analysis.

Pictures

Include pictures and material gathered through the event.

Guidelines to users:

1. Users are advised to read the document before each workshop to prepare based on previous experiences and identify key elements to record.
2. After each event, users should fill out a form and add it to the document, using it for reflection and analysis.
3. Contributions should be made using 'track changes' and comments to share views and interpretations.
4. Ultimately, the document will serve as a repository to summarize and identify key learnings for the future SFS partnership, with Cariplo and ICLEI responsible for finalizing it.