

Eating City Focus Groups: Rules & Guidance for Position Paper



Eating City Executive Committee

IR FG BOD 1

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Together to share a new vision of public food services

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Focus Groups Purpose:

Eating City Focus Groups have a pivotal role within Eating City to implement research focused on food related issues dealing with sustainable food systems and public food service. The research findings brought forth by the Focus Groups will be the building blocks for Eating City programs and activities. Focus Groups will also be responsible for developing any Eating City Position Papers on critical topics of interest to the group that contribute to the mission of Eating City. The goal of each Focus Group is to create a new business model and procurement guidelines for public food service that fits the new economic paradigm and new food goals.

Each focus group will be assessed every 3 years to review it's purpose, topic, and importance to Eating City. Focus Groups can be dissolved at the direction of the Eating City Board of Directors.

Focus Group Chairperson:

The chair will be selected by the Eating City Board of Directors and will serve a 3 year term. It is preferred, but not required, that once the Focus Group is established, the chairperson is chosen from a member with at least 2 years of successful experience on the Focus Group.

Focus Group Members:

Members will be chosen by the Eating City Board of Directors with input from the chairperson. The membership for each focus group should be made up of Eating City Campus participants that are experts in the area of study. It is recommended that 2 members are selected from previous Eating City Campuses and 2 members from the Eating City Campus when the Focus Group is established. Members will serve one 2 year term. Reappointment is possible for continuity of Focus Groups. Members from the Eating City Focus Groups are intended to be potential Food Ambassadors/City Food Makers for the Eating City Platform.

Focus Group Meetings:

Eating City Focus Groups will meet twice a year. One meeting will take place during the Eating City Summer Campus in France. The second meeting will be scheduled by the Eating City Executive Board and the Focus Group Chairperson. The Focus Group meetings may include expert speakers from other partner organizations in collaboration with Eating City. (Example: Foodinsider at www.foodinsider.it)

Focus Group Deliverables:

Focus Groups Chair persons will be responsible for developing on yearly base any Eating City Position Papers on critical topics of interest to the focus group that contribute to the mission of Eating City and updating this document once a year.

Focus Group Budget: Allocated budget for 2020 is 5.000 Euro/year for each focus groups. Interested donors and sponsors for each Focus Group are encouraged to contact Eating City at Eatingcity.org

Guidance for Position Paper

Purpose:

The purpose of a position paper is to argue a particular position about a specific issue – it is not exploring the issue or presenting scientific proof: rather it is simply stating the organization’s opinion. Approved position papers will be used to educate political decision makers, participants at the Eating City Campus, participants at the Eating City Training Center, attendees at professional conferences, and other stakeholders approved by the Eating City Board of Directors.

Charge:

By using facts, opinion, statistics, and other forms of evidence, the committee has the charge to develop a case for the position of the organization. References are recommended to show the importance of the issue. References should be as recent as possible (within the past 10 years), and show how the issue is evolving.

Style and Length:

The paper should start with a simple explanation of the topic, and why it is important to the organization. The body of the paper should identify subtopics, and explain how they relate to the position. The position paper should be 5-10 pages in length, including references.

Process:

The process of developing a position paper should be completed by the appropriate Eating City Focus Group with input from external expert contributors. Committee members should collaborate with one another to develop a strong statement based on the mission and vision of Eating City. Previous Eating City Position Papers need to be reviewed and used as reference to new papers, building on the positions already accepted by the Eating City Board of Directors.

It is important not to get too technical and to look at the topic with a broad perspective rather than just from the committee members specific experiences. The first draft of the paper will be reviewed by a small group of stakeholders for feedback. It is not recommended that the paper be reviewed by an entire group of participants at summer campus. A position paper does not have to be clarified for every person that may have access to the paper. The focus group will review comments and feedback and will prepare a final draft. The focus group chair has the final approval of the paper.

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For the Year 2020 the Board of Directors approve to found the following focus groups according with the vision of the platform with a total of 20.000 euro budget (5.000,00 euro each one)

- **Public Foodservices**
- **Sustainable Nutrition**
- **Sustainable Gastronomy**
- **Food & Climate Change**