Milan Urban Food Policy Pact Monitoring Framework

Draft version, July 2018

Indicator 4: Presence of an inventory of local food initiatives and practices to guide development and expansion of municipal urban food policy and programmes

MUFPP framework of actions' category: Governance

The indicator allows for (self) assessment of the presence and use of an inventory of local food initiatives and practices to guide development and expansion of municipal urban food policy and programmes. It may spur new development or actualisation of such inventory and define recommendations for better use.

Overview table

MUFFP Work stream	Governance- Ensuring an enabling environment for effective action
MUFFP action	**Identify, map and evaluate local initiatives and civil society food movements** in order to transform best practices into relevant programmes and policies, with the support of local research or academic institutions
What the indicator measures	The indicator allows for (self) assessment of the presence (yes/no) and use of an inventory of local food initiatives and practices (using a simple scoring sheet) to guide development and expansion of municipal urban food policy and programmes. It may spur new development or actualisation of such inventory and define recommendations for better use.
Which variables need to be measured / what data are needed	Information is collected and analysed on Presence of an inventory of local food initiatives and practices, its Use, Budget and Open accessibility.
Unit of measurement *(i.e. Percentages, averages, number of people, etc.)*	Metrics used include: -Amount of budget available -Number (and type) of users of the inventory
Unit(s) of Analysis *(i.e people under 5 years old, etc.)*	Different user groups can be distinguished: decision-makers, technical staff in different municipal or government sectors and programmes, various non-governmental stakeholders.
Possible sources of information of such data	Self-assessment among stakeholders involved in urban food policies/strategies/action plans (including those participating in an

	interdepartmental coordinating or multi-stakeholder food body). Possibly validated by assessment of external actors.
Possible methods/tools for data-collection	-Group discussion for self-assessment, most likely the cheapest approach -Key informants interviews -User surveys
Expertise required	No specific expertise required
Resources required/ estimated costs for monitoring	The (self) assessment will not require a large amount of funding. It can for example be implemented during a meeting of an interdepartmental coordinating or multi-stakeholder food policy and planning body if these exist. Note however that development of the inventory itself and keeping it up-to-date requires sufficient financial and human resources.
Specific observations	The Milan Urban Food Policy Pact has developed a format for best practice inventory and documentation[1]. Documented practices are made accessible on the Urban Food Action Platform and can inspire other cities to start collating local food initiatives.
Examples of application	

Rationale/evidence

In many cities there is already a breadth of food policy and programmatic work occurring, implemented by government programmes, civil society organisations, local and international NGOs, research organisations and universities. Concrete examples of practices, that include enough detail and direction to inform follow up, can be used then as a source of inspiration to develop or expand urban food programmes and policies or to adapt new policy and practice.

The Milan Urban Food Policy Pact promotes identification, documentation and sharing of good practices or policies originating in a city from either civil society, other stakeholders or from municipal government that has demonstrated results that are significant in relation to the commitments of the Pact and fit into the Framework for Action. They collect, systematise and disseminate best practices by various means (Best Practice books, database, Mayor's Summit, city-to-city exchange) in supports of cities' efforts to strengthen their urban food systems. Annex 1 provides the format for their Best Practice Inventory.

Similarly at local level, urban food practice or policy innovation can be sped up, by not having to be invented from scratch, and can lead to improvements through adaptation over time.

Cities who have not yet done so would benefit from carrying out a comprehensive inventory of relevant food system activities developed in their territory. Cities who already have such inventory, may need to ensure that it is regularly updated over time, that it is widely made available among different stakeholders and that the inventory is used to further build or review a comprehensive urban food policy/strategy or programmes. Local NGOs or research organisations may be funded to carry out the identification, mapping and evaluation of local food initiatives, practices and policies.

In many cases, information may be available in individual institutions, but is not assembled and brought together in one place.

It is important to note that mere presence of such best practice inventory is not sufficient. The degree to which such inventory is up-to-date and used will determine the extent to which it will help transform

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[1] Forster T., Egal, F., Getz-Escudero A., Dubbeling, M. and H. Renting, 2015. Milan Urban Food Policy Pact-Selected good practices from cities. Fondazione Giangiacomo Feltrinelli. http://www.milanurbanfoodpolicypact.org/good-practices/

and scale up the "best" practices into relevant programmes and policies. This would imply the formal adoption of such best practices/policies by the municipal government.

Making an inventory of local practices and polices publically available will also allow non-governmental stakeholders to use and benefit from it.

Glossary/concepts/definitions used

A practice or policy is an intervention in the form of an initiative, campaign, policy or programme originating in a city from either civil society or from municipal government that has demonstrated results that are significant in relation to the development or improvement of an urban food strategy/policy or action plan.

Preparations

For the self-assessment:

1. In case an inventory of local food policies and practices exists: organisation of a meeting with different stakeholders involved in the formulation and implementation of urban food strategies/policies/action projects. During this meeting one or all governance related indicators (1-6) could be jointly discussed. The respective monitoring guidelines can be shared with all involved prior to the meeting.

2. In case such inventory does not exist: the indicator can be reported on by the contact person in the city for urban food policies and the Milan Pact. The exercise may contribute to a (future) reflection and planning process on the importance, role and set up of such inventory.

3. The (self) assessment can be validated with selected external stakeholders, specifically to get their views on use and accessibility of information. Alternatively or in addition a user survey could be implemented to get information on type of users, frequency of use, what the information was used for and how use of the information supported project or policy design and review.

In case other evaluations methods are selected (key informant interviews, user survey) respective preparations should be taken.

Sampling

Preferably all –as many as possible- stakeholders involved in the formulation and implementation of urban food policies/strategies/ projects should participate in the monitoring exercise.

In addition, a randomly sampled number of external stakeholders not participating in the design and implementation of urban food policies/strategies/ projects and/or of potential users of the inventory could be asked if they are aware of the existence of an inventory and if they have ever accessed/used it.

Data collection and data disaggregation

During a monitoring/review meeting the following scoring sheet and table can be discussed and filled. Specific observations made during the meeting can be added in the final column. Also recommendations for improvement can be added here.

Scoring sheet

Characteristics	Scoring			Total score	Disaggregation of information	Observations/ Recommendations
Presence of an (up-to-date) inventory of local food initiatives and practices to guide development and expansion of municipal urban food policy and programmes	Yes= 1 point		No= 0 points		Indicate where the inventory is located, when it was developed and what it contains	
Level of use: is the inventory used to guide development and expansion of municipal urban food policy and programmes?	**Yes, frequent use =2 points**	**Partially or occasio nally= 1 point**	**No= 0 points**		Indicate how it is used and reasons for partial or non-implementation

Lessons learned/recommenda tions for more effective use | |
Budget available- A specific budget for developing and up-dating the inventory is made available by the city to local NGOs/research institutes	Yes= 1 point		No= 0 points		Budget amount available and form of collaboration with civil society/research	
Accessibility: The inventory is publicly accessible for use by any governmental or non-governmental stakeholder	Yes= 1 point		No= 0 points		Number and types of users; if available information on how they used the inventory	
Total score:						

Data analysis/calculation of the indicator

Based on the scoring and further (disaggregated) information provided, participants in the monitoring/review meeting may identify actions to be undertaken for developing and up-dating the inventory and/or for enhancing its use.

Annex 1: Template to report a practice - Milan Urban Food Policy Pact

Organisation	
Contact person(s)	
Selected practice (short title)	
Period/duration	
Summary of actions carried out (including policy interventions or campaigns)	

Actors involved in the practice or policy (mayoral initiative, city council, civil society, private sector, etc.)	5
<u>Most important </u>outcomes or lessons	
References to documents and websites (links for further information)	