

PARTNERSHIP AGREEMENT

This agreement made as of the [day] day of [month], [year]

Between

Food Secure Canada [Hereafter referred to as FSC]

and

INSERT ORGANIZATION NAME HERE [Hereafter referred to as the “Event Host”]

To host a *What’s Your Recipe for a Better Food System?* community engagement event towards the consultations for A Food Policy for Canada.

Event date:

Event time:

Event location:

Target audience:

Details on how participants can RSVP and/or contact for more info:

Names or additional event hosts:

Logos: Event host(s) logo(s) will be emailed OR Simply use name of event host

Food Secure Canada (FSC) is coordinating *What’s Your Recipe for a Better Food System?* community engagement events towards the consultations for [A Food Policy for Canada](#). FSC members across Canada are invited to host these events in their communities, in collaboration with other partners, from July 15 through September 30, 2017.

Event Hosts will facilitate dialogue around a set of discussion questions, take notes, and collect 2 - 5 direct quotes from participants. Follow-up reports submitted to FSC by Event Hosts, within one week following the event, will summarize the outcomes of their event and responses to discussion questions. These reports will be shared with AAFC and findings from all events compiled by FSC into a final report for AAFC. AAFC representatives will be provided with the opportunity to participate in all events as observers.

What’s Your Recipe for a Better Food System? community engagement events aim to be inclusive, accessible, and engaging for citizens from varying levels of interest and expertise in food systems.

Goals

- Highlight food system issues and innovation in the Event Host community.
- Engage a diverse set of voices in conversations about A Food Policy for Canada and generate findings from the knowledge and lived experiences of participants related to a range of regional food systems and perspectives across Canada.

- Gather quantitative and qualitative information towards consultations and Food Secure Canada's final report to Agriculture & Agri-Food Canada.
- Strengthen food movement networks and Food Secure Canada's visibility and memberships (organization and individual).

Roles & Responsibilities

Planning and Promotion

1. Food Secure Canada will provide the Event Host with an event guide with information and materials to guide the planning, promotion, execution and follow-up for the event.
2. *What's Your Recipe for a Better Food System?* community engagement event must take place between July 15 and September 30, 2017. FSC members can host in partnership with other organizations.
3. Event Host will have confirmed the event date, time, location and target audiences with the signing of this agreement.
4. Event Host is primarily responsible for local promotion and registration. FSC can provide support through simple event graphic for social media and listing event on FSC's website with details from Event Host on RSVP's / who to contact for more info
5. Event Host will use the templates provided to invite community members and their local Member of Parliament.
6. FSC will share a list of community engagement events with AAFC, who are invited to participate in all events as observers (at their discretion). FSC will request that AAFC representatives RSVP with Event Host.
7. FSC will share information about events over its social media channels.
8. All event costs are the responsibility of Event Host. Event Host will be responsible for all local arrangements and logistics of the *What's Your Recipe for a Better Food System?* community engagement event (this includes the sourcing and delivery of any food for the event).

During the Event

1. *What's Your Recipe for a Better Food System?* community engagement event should ideally have a minimum of 20 participants.
2. The event should allow for sufficient time to respond to discussion questions, approximately 90 - 120 minutes.
3. Offer participants a sign-up sheet to share their contact information with FSC. This is voluntary.
4. Event facilitator and note-taker will be organized by Event Host.
5. Event Host will collect two (2) to five (5) direct quotes from participants during the event. Quotes must be supported by a Direct Quote Consent Form signed by participant (to be included with the follow-up report). These direct quotes will be shared with AAFC and used as qualitative support for FSC's final report.

6. Event Hosts and participants who wish to engage in social media during the event are encouraged to tweet using the hashtags **#FoodPolicy4Canada** **#CommunityEngagement** and tag **@FoodSecureCAN** if possible
7. Optional - Photos of event to be shared if verbal permission is granted by participants at the event.

Follow-up report

Event Host will write and submit a follow-up report (using either a Word document template or an online form) to FSC within one week of the event. The follow-up report will include background information (e.g. where and when the conversation took place, general description of participants etc), summary of responses to discussion questions, direct quotes (and completed consent forms), a summary or closing statement, and participant sign-in sheet. Optional to include photos. Event Hosts are also invited to write a short summary of the outcome of their event to be shared over social media.

Modifications to this Partnership Agreement

A simple exchange of emails to modify the Partnership Agreement, with explicit agreement of Event Host and FSC should be sufficient. Major modifications may require signatures of both parties.

Signatures

Event Host

Food Secure Canada

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

Witness Signature:

Witness Signature:

Witness Name:

Witness Name:

Date:

Date:

Please email completed agreement to Jennifer Reynolds institutions@foodsecurecanada.org

***Don't forget to include logos for Event Host(s) (preference for format other than .eps)**