

Stakeholders' Engagement Plan

StEPPFoS Deliverable Report: D1.3



Funded by
the European Union

This project has received funding from the European Union's Horizon Europe Research and Innovation programme under Grant Agreement No. 101136770

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**Dissemination
Notes**

www.faraafrica.org | ISSN 2550-9657 | FARA Dissemination Note 0016960

D1.3. Stakeholders' engagement plan

Funding scheme:	Horizon Europe
Project Acronym:	StEPPFoS
Project Full Title:	Strengthening Evidence-Based Policy Practice for Sustainable Food Systems under the EU-AU Partnership
Grant Agreement n°:	101136770
Project duration:	48 months

Published by the StEPPFoS
Consortium

Dissemination Level: **Public/Confidential**



This project has received funding from the European Union's Horizon Europe Research and Innovation programme under Grant Agreement No. 10113677

DOCUMENT INFORMATION

Project number	101136770	Acronym	StEPPFoS	
Full title	Strengthening Evidence-Based Policy Practice for Sustainable Food Systems under the EU-AU Partnership.			
Project URL	https://steppfos.faraafrica.org/#			
Document URL				
EU Project Officer	Adelma Di Biasio (REA – EC Jan 2024- Nov 2024) / Celine Dondeynaz (REA - EC) Dec 2024 to date			
Deliverable	Number	D1.3	Title	Stakeholders' engagement plan
Work Package	Number	WP1	Title	Evidence to support the development of consortium activities
Date of delivery	Contractual	M12	Actual	V1 M12/ V2 M24
Status	Version 2		Final	
Final review	15/12/2025	Formatting by WP8 (FARA)	15/12/2025	
Type of document	<input type="checkbox"/> prototype <input checked="" type="checkbox"/> report <input type="checkbox"/> demonstration <input type="checkbox"/> other			
Dissemination level	<input checked="" type="checkbox"/> public <input type="checkbox"/> confidential			
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Abstract	<p>The stakeholders engagement plan aims at developing a well coordinated participatory process among the different stakeholders using the most adequate co-creation method for each exchange. This deliverable is a living document that will be used to guide engagement actions within StEPPFoS consortium. The document is structured in the following sections: Section 1: Introduction. This section provides a short introduction of the deliverable and outlines its objective, the methodological approach used and how the document frames into StEPPFoS project and PANAP Network. Section 2: Stakeholders identification & analysis. This section provides an identification and categorization of the stakeholders that will be engaged in the StEPPFoS project as well as the characteristics of their profile. Section 3: Stakeholders engagement in StEPPFoS. This section identifies best practices and proposes appropriate co-design methodologies and tools to ensure that relevant stakeholders are adequately engaged in the project. Section 4: StEPPFoS stakeholders' engagement strategy. This section outlines the different project activities in which involvement with stakeholders is foreseen.</p>			

Keywords	Stakeholder engagement, training, workshops
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Abbreviations

AFAAS	African Forum for Agricultural Advisory Services
AU-EU	African Union - European Union
CCSE	Climate Change and Sustainable Energy
CEE	Central and Eastern Europe
FARADatInformS	FARA Data and Information Systems
FNSSA	Food and Nutrition Security and Sustainable Agriculture
H2020	Horizon 2020 Research and Innovation Program
HLPD	High Level Policy Dialogue
ICA	Association for European Life Science Universities
IRC	International Research Consortium
JRC	Joint Research Consortium
KEOPS	Knowledge Extract or Pipeline System
NGO	non-governmental organisation
PANAP	Pan African Network for Economic Analysis of Policies
R&I	Research and Innovation
SADC	Southern African Development Community
SANBio	Southern Africa Network for Biosciences
SEW	Stakeholder Engagement Week
StEPPFoS	Strengthening Evidence-Based Policy Practice for Sustainable Food Systems under the EU-AU Partnership
STI	Science, Technology and Innovation
WP	Work Package

Executive summary

The stakeholders engagement plan aims at developing a well-coordinated participatory process among the different stakeholders using the most adequate co-creation method for each exchange. This deliverable is a living document that will be used to guide engagement actions within StEPPFoS consortium. The document is structured in the following sections:

- **Section 1: Introduction.** This section provides a short introduction of the deliverable and outlines its objective, the methodological approach used and how the document frames into StEPPFoS project and PANAP Network.
- **Section 2: Stakeholders identification & analysis.** This section provides an identification and categorization of the stakeholders that will be engaged in the StePPFoS project as well as the characteristics of their profile.
- **Section 3: Stakeholders engagement in StEPPFoS.** This section identifies best practices and proposes appropriate co-design methodologies and tools to ensure that relevant stakeholders are adequately engaged in the project.
- **Section 4: StEPPFoS stakeholders' engagement strategy.** This section outlines the different project activities in which active involvement with stakeholders is foreseen.

1. Introduction

1.1. StEPPFoS background & context

Food and nutrition security and sustainable agriculture (FNSSA) are among the critical development concerns in Africa. FNSSA is among the policy priorities in many African countries and at the center of the AU/EU international development agenda. FNSSA was the priority R&I area in the AU-EU High Level Policy Dialogue on Science, Technology, and Innovation. This was further substantiated by the establishment of the Pan-African Network for Economic Analysis of Policies (PANAP). StEPPFoS thus aims to contribute to the FNSSA 10-year roadmap and the global transition towards sustainable food systems through the implementation of activities that link PANAP to the FNSSA partnership. Specific objectives are (1) to improve capacities of stakeholders (2) to enhance science-policy interface (3) to improve strategies that promote scientific support within policy development (4) to expand and strengthen the PANAP Network. StEPPFoS will be implemented through its 8 work-packages (WPs) over a period of 48 months. Capacity building, stakeholder engagements, participatory monitoring, evaluation, and learning are the main methods to be used to deliver StEPPFoS objectives whilst adhering to open science principles and effective data management practices. The consortium is well positioned to deliver these objectives as it draws on the expertise and experiences of its partners drawn from both Europe and Africa credible academic, research, and policy institutions.

1.2. Purpose of the deliverable

The main objectives of this Stakeholders engagement plan are:

- Provide recommendations to support consortium partners in their engagement activities, ensuring that they account for all factors necessary for conducting effective engagement
- Provide methodological resources including practical tools and methods for engaging stakeholders including assessment of their advantages and shortcomings
- Develop a database with the different stakeholders initially considered in the StEPPFoS project
- Plan the co-creation, participatory and engagement activities that will take place under the different Work Packages (WPs) of the StEPPFoS project. The activities for each group of users will be listed while paying attention to their group characteristics

1.3. Methodological approach

This document is intended to be a living document that will be used to guide the engagement actions conducted during the StEPPFoS project.

Firstly, we started identifying the different stakeholders types that will be targeted for the different actions of the project.

Secondly, we have provided tips to ensure the successful involvement of the different stakeholders types in the project and to facilitate the participatory process. We have also identified participatory,

co-design, animation and engagement methods that could be used within the framework of this project not only by WP leaders, but also by the consortium to ensure effective mobilisation of actors. We also propose a template to evaluate the process and success of the engagement activities to be used by partners when performing engagement activities.

Thirdly, in collaboration with task and WP leaders, we have identified the tasks that might need to involve stakeholders to coordinate and plan their engagement. Thus, preventing repetitive and redundant communication to ensure fruitful and meaningful involvement of stakeholders and preventing stakeholders fatigue.

2. Stakeholder Identification and Analysis

2.1. Stakeholders' definition and categorization

In the **Strengthening Evidence-Based Policy Practice for Sustainable Food Systems (StEPPFoS)** project, stakeholders are specifically defined as organizations or agencies involved in the development and implementation of evidence-based policies and practices aimed at transforming agrifood systems toward sustainability in Africa. These institutions play critical roles in achieving the project's objectives through their involvement in research, policymaking, capacity building, and the adoption of innovative approaches to food and nutrition security.

Stakeholder Categories

The **StEPPFoS** project categorises stakeholders to ensure a targeted and structured approach to identifying and addressing the complex and interconnected challenges of transforming agrifood systems. By grouping stakeholders based on their roles, expertise, and influence, the project fosters collaboration, ensures inclusivity, and maximises the effectiveness of interventions. The project thus categorises stakeholders into 8 groups;

1. Policy Organisations and Institutions
2. Research/Academia
3. Agricultural Research Network
4. Non-Governmental Organizations and Civil Society Organizations
5. Farmer Based Organizations
6. International and Regional Development Partners
7. Private Sector
8. International and Regional Development Banks

Stakeholder Roles in StEPPFoS

The involvement of the stakeholder categories mentioned above is essential as their activities will ensure that StEPPFoS delivers its objectives effectively and contributes to the FNSSA 10-year roadmap and the broader global agenda of sustainable food systems transformation. The identified roles of stakeholders include

- **Capacity Building:** Participating in or leading training programs, exchange initiatives, and internships.
- **Science-Policy Integration:** Contributing to dialogues, living labs, and platforms that bridge research findings with actionable policy recommendations.
- **Innovation and Advocacy:** Supporting the adoption of sustainable practices, advocating for systemic change, and promoting inclusive agricultural policies.
- **Funding and Strategic Support:** Providing financial resources and technical expertise to sustain the project's activities and ensure alignment with regional and global goals.

Benefits of engaging stakeholders in StEPPFoS

The project forecasts that by stakeholders participating, they gain access to capacity-building resources, policy influence, collaborative networks, and strategic partnerships that align with their institutional and sectoral priorities.

- **Enhanced Capacity and Knowledge:** Access to tailored training, exchange programs, and internships to strengthen individual and institutional expertise in sustainable food systems.
- **Influence on Policy and Decision-Making:** Opportunities to engage in science-policy dialogues, living labs, and platforms, ensuring their perspectives shape inclusive and evidence-based policies.
- **Networking and Collaboration:** Participation in multi-sectoral networks, fostering partnerships with local and global stakeholders, including research institutions, private enterprises, and development partners.
- **Access to Resources and Innovations:** Gain exposure to cutting-edge research, digital tools, and funding opportunities to enhance their operations and impact within the agrifood system.
- **Recognition and Strategic Alignment:** Contribute to global sustainability goals, strengthening their institutional reputation and aligning with regional and international frameworks like the FNSSA 10-year roadmap.

2.2. Stakeholders profile

The study profiles stakeholders by first defining clearly, the categories of stakeholders and then engaging them as such.

Table 1: Definition of the different categories of stakeholders identified in StEPPFoS

Category of stakeholders	Definition
Policy Organisations and Institutions	National, regional, and local government entities responsible for formulating and implementing policies that support sustainable food systems. These include ministries, national authorities, and agencies involved in food security and climate adaptation policy.
Research and Academia	Universities, research institutions, and academic networks engaged in knowledge generation, capacity building, and evidence-based policy analysis.
Agricultural Research Networks	Collaborative networks fostering research, innovation, and knowledge sharing in sustainable agriculture and food security.
Private Sector	Agribusinesses, technology providers, and enterprises involved in agricultural value chains and innovation.
International Development Partners	Global and regional organizations supporting policy dialogue, funding, and technical expertise to align project goals with international sustainability frameworks. Examples include United Nations agencies, African Union (AU), European Union (EU), and bilateral aid organizations.
Farmers' Organization and Networks	Associations and cooperatives representing farmers and advocating for their inclusion in food systems transformation.

NGO/Civil Society and Community Stakeholders	Non-governmental organizations, advocacy groups, and community-based organizations focused on food security, equity, and sustainability.
Regional Development Banks	Financial institutions providing funding, technical assistance, and strategic partnerships to support agricultural and food system transitions. Examples include African Development Bank (AfDB), European Investment Bank (EIB), and other regional financial institutions.

Using these stakeholders’ definitions, Annex 1 highlights the diverse stakeholders—including institutions, organizations, and networks—engaged in transforming agrifood systems across Africa. The list encompasses stakeholders identified through the Task 2.1 survey, “Mapping of Policies/Projects Implemented by Stakeholders and Capacity Needs Assessment”, as well as current PANAP members and StEPPFoS partners.

The study deems that these diverse stakeholders, including research networks, government agencies, farmers’ organizations, and international partners, provide the foundational expertise, partnerships, and policy insights necessary for the establishment of Pan-African Network for economic Analysis of Policies (PANAP). As their contributions are instrumental in shaping a collaborative framework that will drive the platform's mission to advance sustainable food systems across Africa. The creation of PANAP likewise aligns with successful projects such as **CEAFIRST and FNSSA Partnership project goals** by fostering collaborative platforms for evidence-based policymaking and knowledge exchange and providing strategic oversight and engaging diverse stakeholders to co-create solutions, all of which contribute to advancing sustainable food systems transformation in Africa and Europe.

2.3. Key Stakeholders Networks in StEPPFoS

Pan-African Network for economic Analysis of Policies (PANAP)

What is the PANAP network?

The Pan African Network for Economic Analysis of Policies (PANAP Network) was officially launched by the African Union (AU) – European Union (EU) partnership on November 6th, 2019, in Addis Ababa, Ethiopia. The network was established to foster stronger collaboration between researchers and policymakers in Africa, with the goal of enhancing the stability of the continent’s agriculture and food sectors. By facilitating the exchange of knowledge and insights, the PANAP Network **aims to support the development of informed, evidence-based policies that promote sustainable agricultural growth and food security across Africa.**

The **network's mission** is to support agricultural and food policies in Africa through scientific research and international collaboration, enhancing the capacity of African institutions and policymakers by providing evidence-based analysis to support economic policies that drive sustainable development in Africa's agricultural and food systems.

PANAP works to improve the quality and effectiveness of policy decisions through rigorous economic research, with a strong focus on addressing key challenges such as food security, climate change, and agricultural transformation across the continent. Additionally, the network aims to foster collaboration between African and European research entities to support the development of innovative, data-driven policy solutions for Africa's agri-food sectors. The objective of PANAP is also to help identify the

most relevant policies to foster the transition towards sustainable food systems.

PANAP **priority topics** are:

- Agricultural and food policies
- Food and nutrition security
- Food systems sustainability
- Adopting innovative technologies and farming practices
- Climate change and adaptation
- Structural features of agriculture
- Trade and growth
- Servicing farmers: finances and extension
- Agricultural transformation
- Agricultural financing
- Migration
- Jobs creation (with particular attention to gender balance)
- Sustainable Development Goals (SDGs)

PANAP governance is structured around a Steering Committee (SC), which is the highest decision-making body of the network, supported by a Secretariat. The SC operates on a two-year term. The inaugural committee is co-led by representatives from the AU and EU Commissions: one from the African Union Commission's (AUC) Department of Rural Economy and Agriculture (DREA) and another from the European Commission's Joint Research Centre (JRC). Leadership for subsequent terms will be decided by the inaugural committee.

PANAP membership is open to:

- Academic Institutions, including Universities
- Research Institutions
- Governments, International and Regional Organisations
- Non-Profit Research Organisations and Civil Society Organizations
- Public Funding Agencies
- Private sector organisations
- Youth and Women organisations
- Individuals

Three different **types of memberships** are available:

- **Honorary Members:** Recognized individuals or entities recognized as originators who played a foundational role in its establishment.
- **Ordinary Members:** Core stakeholders actively involved in PANAP's initiatives, including research institutions, government agencies, and private sector actors. They participate in discussions, projects, and policy formulation.
- **External Members:** Partners and collaborators who provide additional expertise, resources, or perspectives but may not be directly involved in PANAP's operations. They contribute to expanding the network's reach and impact.

How to become a member?

Eligible organizations/institutions may apply for membership of PANAP by filling and submitting a membership application form at the PANAP secretariat.

Eligibility Criteria:

- Be a legal Entity
- Agree to pay the minimum contribution fee if and as decided by the inaugural Steering Committee
- Willing to share resources (financial, infrastructure, human, network etc)
- Application approved by PANAP Steering Committee

The Steering Committee shall consider the application and accept or decline it. The applicants will be notified electronically. All organizations whose applications are accepted might be required to pay a membership fee (including in kind) in accordance with a fee structure approved by the Steering Committee. Nominations of honorary members shall be submitted to the steering committee for consideration and shortlisting.

PANAP members collaborate by means of various mechanism that focus on economic analysis of policies related to Africa's agri-food systems, such us:

1. **Knowledge Sharing:** members exchange knowledge, data, models, tools, and simulation results, fostering a common knowledge base to enhance research and policy analysis.
2. **Capacity Building:** PANAP strengthens institutional capacity in African countries by providing tools and methods for economic policy analysis, especially for agriculture and food security.
3. **Policy Support:** network assists African policy-makers by providing evidence-based scientific support and data for designing and assessing policies.
4. **Collaboration:** PANAP supports staff exchanges among member institutions, promoting collaboration and knowledge-transfer. Network also encourages South-South exchanges and collaboration between European and African institutions.
5. **Research and Innovation:** members participate in research activities focused on analysing agri-food policies, food security, and sustainable food systems. They use quantitative methods and modeling for policy impact analysis.
6. **Networking and Professional Development:** through PANAP, members have access to networking opportunities, training sessions, and events improving their professional development and allowing them to influence policies at regional and continental levels.
7. **Dissemination:** all members work together focusing on promoting the network's activities through publications, workshops, and conferences, increasing the visibility and impact of their work.

AU - EU International Research Consortium Platform

What is the IRC platform?

The International Research Consortium is a long-term platform on Food and Nutrition Security and Sustainable Agriculture (FNSSA) in line with the FNSSA Roadmap of the AU-EU High-Level Policy Dialogue (HLPD). This IRC is a member-based, multi-actor platform and will work towards increasing synergies and coherence while reducing fragmentation and duplication of research efforts. Its aim is to promote higher returns on investments and impact on business development in Africa and Europe, by linking actors, research and innovation projects, initiatives, and funding programmes.

The **IRC platform mission** is to support, convene and coordinate joint African and European FNSSA Research and Innovation that supports global challenges, focused on the SDGs and how they relate to specific environments in both Africa and Europe, in line with the FNSSA Roadmap.

Priority topics of the platform are similar to those of the FNSSA Roadmap i.e. R&I on:

- Sustainable intensification
- Agriculture and food systems for nutrition
- Expansion and improvement of agricultural markets and trade
- Cross-cutting issues: research infrastructures, capacity building, earth observation
- Any other (future) priorities jointly defined such as in the EU-AU partnership or the EU-AU Innovation Agenda

IRC membership is open to all public and private institutions (legal entities) involved in either funding, implementing or applying research and innovation in an AU-EU context. These stakeholders encompass academia and research organisations, national and international R&I funders, policy makers, private sector, SMEs, advisory services and organisations of farmers and civil society. Members support an enhanced and shared coordination of the activities. The IRC is established to serve all stakeholders in the FNSSA domain in Africa and Europe.

Members benefits include the following:

- Finding partners with complementary skills, expertise across countries and regions
- Sharing information on current and expected AU-EU projects and policies
- Sharing ideas, jointly exploring opportunities for resources
- Value for money (services at low cost)
- Higher impact of R&I in all its dimensions, and capacity to achieve these goals
- Funders will have the opportunity to finance specific aspects of interest or launch specific calls, next to pooled funding

Members obligations include:

- sign a membership declaration for the duration of 5 (to be decided) years. There will be a minimum contribution (cash or in-kind, to be decided by members) to keep the IRC running. The demand will be sent from the future Secretariat.
- willing to share resources, either by funding projects, or in kind (in person), by exchange of

thoughts or contribution to discussions on future activities.

- willing to strive for greater coordination and efficiency and a multidisciplinary, demand-led approach and in line with actual AU-EU policies

PANAP-FNSSA MEL will help **develop linkages between the International Research Consortium and PANAP** by identifying what activities can help policy and R&I actors work towards complementary development goals. Firstly, MEL will undertake national-level policy and R&I scaling analysis, targeted at PANAP member states. Analysis will identify where there are common outcomes between FNSSA Partnership projects and PANAP-member policymakers. This initial policy-R&I landscape mapping will be used as the foundation from which to facilitate policy-R&I participatory workshops that co-develop understandings of how the development of FNSSA R&I can support policy implementation and reflection, and where policies and be developed and driven in response to the scaling needs and strengths of R&I projects. Using this understanding of how national policy and R&I actors can better work together, and where there are systemic gaps, PANAP-FNSSA MEL will help shape what activities are required of both PANAP and the IRC to strengthen policy and R&I operating environments. By intentionally linking policy and R&I data collection to articulate where and how policy development and implementation can benefit from closer integration, MEL will develop an understanding of how PANAP and IRC can work together towards a common goal.

2.4. Stakeholders' interests in StEPPFoS

From the Capacity Needs and Gaps Assessment Survey findings (deliverable 1.1 of this project), a significant proportion of stakeholders showed interest in StEPPFoS Project activities. Specifically, stakeholders showed interest in the following activities in which stakeholders' engagement is foreseen:

- **Virtual Networking Platform:** Web-based platform (e.g. Network4Collaboration) would be created to facilitate knowledge exchange and virtual dialogue among policy makers and researchers.
- **Science-Policy- Living Labs:** As open innovation ecosystems that catalysers exchanges between food systems researchers, policymakers, and practitioners to find actionable solutions to Africa's food system
- **Research Seminars** on different topics to foster exchange on evidence driven topics.
- Policy Workshops to discuss the development pathways and scenarios for food system transformation
- **Policy- researchers dialogue** events
- Support the development of a **methodological guide** on strengthening science-policy-implementation interface.

3. Engagement of Stakeholders in StEPPFoS

Engagement is the process of actively and collaboratively involving stakeholders in project activities, ensuring their contributions are integrated into decision-making and implementation. This process can vary in intensity, with different levels of stakeholder engagement defined based on the specific goals of the engagement activities and the overall objectives of the project. By assigning clear levels of engagement, roles and involvement can be clarified and simplified, fostering more effective participation.

The active **engagement** of stakeholders has several **benefits** for the implementation of project activities. It enhances project relevance, acceptance, and impact by integrating diverse perspectives. It also builds trust and long-term partnerships and ensures the sustainability of outcomes by increasing stakeholders' ownership.

However, **engagement** presents several **challenges**, including the significant time and resources required, both of which entail fixed costs. Misaligned objectives or conflicting interests can also arise, making it essential to ensure alignment between communication and dissemination actions. Additionally, uneven power dynamics or a lack of inclusivity may hinder effective collaboration, underscoring the importance of fostering equitable participation among all stakeholders.

3.1. Guidelines for involving stakeholders in StEPPFoS actions

To ensure effective stakeholder involvement and prevent lack of participation and engagement barriers in the StEPPFoS project, we have identified key elements needed to ensure efficient and successful involvement of stakeholders in the implementation of StEPPFoS project activities.

- **Communicate effectively and manage expectations.** Effective communication is critical for successful stakeholder engagement. It facilitates collaboration, builds trust, and ensures that all parties involved are aligned toward achieving shared goals. Know your audience and tailor your message to the stakeholders' interests, values, and level of technical understanding. Choose the right channels and communication tools (e.g., emails, meetings, reports, or digital platforms) based on stakeholder preferences and context. Be transparent and share both successes and challenges to maintain credibility. Listen actively and demonstrate that stakeholder feedback is valued and acted upon and follow up by reinforcing commitments and ensure clarity by summarizing discussions and action points. Regular updates and honest communication help set realistic expectations. Stakeholders are less likely to be dissatisfied or surprised when they are kept informed about progress, challenges, and changes.
- **Place co-creation at the centre** of stakeholder engagement is transformative, shifting the dynamic from a top-down approach to a collaborative partnership. It reinforces ownership, accountability, mutual respect, and collective problem-solving. Co-creation has recently become an extremely widespread and popularised term. It's not only used on consumer-centred discourse but also on multi stakeholder platforms such as public-

private partnerships and living labs involving innovation and research. Co-creation in the private sectors is described as the process of value creation through the active collaboration of the consumers by allowing them to co-develop the product and service experience to fit their needs (Kambil et al. 1999). According to Puerari et al. (2018) five elements should be considered in co-creation processes: 1) purpose of co-creation (i.e. working towards a common goal or an outcome, or focusing on learning itself), 2) formal co creation (when intermediaries define the procedures and steps) or informal (when emerges out of necessity), 3) ownership (predominant role comes from users), 4) motivation (the benefits and expectations of the co creation process need to be well articulated), 5) spaces for co-creation (Co-creation occurs in a place-based (often local) socio spatial context adapted to specific conditions).

- **Use personalised approaches.** Creating a personalized onboarding process, tailored to deliver a customized user experience, has been shown to significantly enhance user engagement (Kujala, 2003). Key strategies include early assessment of user needs, prototyping, and iterative evaluations of service usability. These methods are both cost-effective and efficient, helping to identify and resolve usability issues early in the development cycle, thereby saving time and resources.
- **Adopt reflective monitoring and evaluation approaches.** Effective and sustainable stakeholder engagement requires evaluating the process not only at its conclusion but also during its ongoing stages (Alvarez et al., 2010). Reflective and adaptive approaches help align daily activities with long-term goals and adjust strategies to ensure the desired impact of a project. This method allows users to gain real-time insights into the progress and direction of their work. Reflexive monitoring facilitates the evaluation of daily activities while keeping the broader objectives in mind, which is particularly valuable when tackling complex challenges. Continuously questioning and challenging assumptions, exploring alternatives, and implementing adaptive measures improve the quality of the processes.

3.2. General recommendations for facilitating participatory processes

There are certain principles and guidelines that need to be considered for the implementation of project activities that seek to actively involve actors in a participatory and meaningful way. Here we suggest the following tips to enhance success in the facilitation of co-creative approaches during the involvement of users in project activities:

- **Facilitator: Key role.** Facilitation skills are essential for effective engagement. According to Brouwer et al. (2019), good facilitators should play 3 major roles for collaborative innovation: **1. As a convenor**, by bringing together the most relevant members and stimulating interaction by motivating them to participate, giving orientation to reach the goals and expectations. **2. As a moderator**, facilitating cooperation across actors on differing perspectives, organizing meaningful meetings that promote effective communication and mutual understanding and **3. As a catalyser**, by inspiring stakeholders to think creatively, broadening their thinking and avoiding narrow viewpoints by encouraging envisioning new perspectives

- **Prepare beforehand the participatory session.** Participatory sessions, while appearing straightforward, require careful planning and design to be effective. It is crucial to prepare in advance by thoughtfully considering the activities, methodologies, and tools necessary to achieve the desired outcomes. Developing a clear agenda is essential, as it defines the purpose, expected outcomes, and the means (methods and materials) needed to reach the session’s objectives. Assemble a team to facilitate the session, clearly defining their roles and assigning responsibilities for different aspects of the event. A useful guideline to follow is: “Be strong on your mission but flexible on the details of how you get there” (Brouwer et al., 2019).
- **Choosing appropriate methods and tools** is a critical step in turning theoretical understanding into actionable practice. Facilitation approaches are rich with creative ideas, and innovative methods continue to emerge. The selection of methods and tools should align with the specific needs and objectives of the project, ensuring they effectively support the activities planned. Section 3.3 provides a list of methods and tools tailored to the different activities of this project, offering valuable options to consider. Equally important is **selecting the right participants and determining the optimal group size**, as these factors significantly impact the success and dynamics of the session.
- **To keep in mind during the participatory session. Animating discussions** is key to fostering meaningful participation. Using open-ended questions encourages dialogue, ensuring participants feel heard rather than merely listened to. Facilitators should maintain **neutrality**, acting transparently to guide the group through discussions without taking sides, helping to integrate diverse perspectives and build consensus. Attention should be paid to who is and isn’t speaking, addressing power dynamics to foster inclusivity, create a sense of belonging, and **encourage active participation**. At the **end of the session**, it is essential to **summarize** action points and outcomes clearly, explaining the next steps and how the gathered insights will be utilized. Sharing the analysed results with participants afterward reinforces transparency, inclusion, and accountability.

3.3. Participatory methods and tools

In this section, we showcase a curated selection of methods and tools, chosen from the many available, that we consider particularly valuable for fostering stakeholder engagement. These approaches are designed to support participatory groups, stakeholder communities, consortium formation, and the dynamic development of proposals. The selected methods have been identified as especially relevant for the various involvement activities planned during the implementation of StEPPFoS project. The tools and methods are provided and organized by aim.

3.3.1. Participatory information collection and data sharing

Surveys

They are instruments aiming at gathering structured information and feedback from a target group. Surveys involve the use of structured questionnaires to gather statistically useful information (e.g feedback, opinions) from the community of users. When properly constructed

and administered, questionnaires become a useful instrument by which statements can be made about specific groups or people or entire populations. Questionnaires can be used to collect feedback, assess partner satisfaction, gather opinions on project outcomes, or gather specific information related to project objectives. Different online tools can be applied for online surveys.

Table 2: List of tools for online surveys

Survey tool	Specific functionalities
Google form	Can be used when you need to collect detailed responses from the participants, either before or after the meeting or working session e.g. to gather agenda items from the participants before the meeting or to collect feedback on the meeting itself or to gather more complex ideas that require thoughtful responses
Slido	It's a great tool for Q&A sessions, particularly in large meetings or webinars (both at the beginning or end of the working session. The participants can ask questions in real-time without interrupting the speaker, and others can upvote the questions they find most relevant. This allows the meeting facilitator to prioritize and address the most pressing questions. Slido can also be used for live polls during the meeting to get quick feedback.
Survey Monkey	It is useful for comprehensive surveys that might be too long or complex for a meeting setting. You can use SurveyMonkey to gather pre-meeting information such as participants' background information, specific interests, or preferences for meeting structure. Post-meeting, you can use it for a detailed evaluation of the meeting or to collect further input on the discussion topics
Mentimeter	Powerful tool for real-time interaction during a meeting. It allows you to create fun and engaging presentations with live polls, quizzes, word clouds, and other interactive elements. It can be used in meetings to encourage participation, check the understanding of the participants, or generate discussion. For instance, you could use a word cloud to gather everyone's thoughts on a particular topic and display the results live during the meeting

More information available at Goosen, M., et al. (2021). Online Surveys in Education Research: An Analysis of Survey Tools, Features, and Applications. *Journal of Research on Technology in Education*, 53(2), 188-207. DOI: 10.1080/15391523.2020.1867919

Focus groups & working sessions

They are used to gain insight into the experiences and perspectives of various stakeholders. Focus groups involve gathering a small group of actors to engage in a guided discussion on specific project topics or outcomes. A facilitator leads the session, encouraging participants to share their opinions, experiences while promoting group interaction and collaboration. Focus

groups provide an interactive platform for consortium partners to explore project results, share insights, and collectively analyse information. They foster open dialogue, surface different perspectives, and generate in-depth qualitative data.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Supports the sharing of experiences and collective understanding. • Offers a platform to explore complex issues and uncover common patterns. 	<ul style="list-style-type: none"> • Requires skilled facilitation to manage group dynamics and ensure equal participation • Findings may be influenced by dominant voices within the focus group. • Representativeness of the group's opinions needs careful consideration.

More information at Maxwell, J. A. (2012). Qualitative research design: An interactive approach. Sage publications.

3.3.2. Online dashboards facilitating meetings & discussions

The increasing shift toward virtual and hybrid formats for events, meetings, and working sessions has made online platforms and tools indispensable. These tools play a key role in facilitating interaction, enabling information exchange, and fostering a shared understanding among participants. They also support real-time collaboration by providing effective ways to visualize information. Online data dashboards enable users to collaborate in real time, share ideas, brainstorm, and visually organize information. These tools facilitate the creation of virtual spaces for collaboration, promoting knowledge exchange and idea generation among consortium members.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Essential for online participatory processes, fostering interaction and exchange • Supports real-time collaboration and encourages active participation among working session members • Simplifies the visualization and organization of complex ideas and concepts 	<ul style="list-style-type: none"> • Stable internet connection is necessary for smooth collaboration • Requires familiarity and training in using the tools to fully leverage their functionalities

Below, we highlight some of the most commonly used data dashboards tools, along with a comparison of their features and added value.

- **Miro** - is a digital whiteboard that provides a broad set of tools for brainstorming, mapping, diagramming, and project planning. It's particularly useful for sessions where the team needs

to visualize complex ideas or workflows. For example, during a project planning meeting, Miro could be used to collaboratively create a project timeline or roadmap

- **Mural**- a digital whiteboard platform and is perfect for collaborative ideation, brainstorming, and problem-solving. It is particularly beneficial during design thinking or agile workshops where you want to gather ideas, organize them, and prioritize. For instance, in a proposal building meeting, participants can add their ideas onto sticky notes, group similar ideas together, and vote on the most promising one
- **Jamboard** - It is Google's interactive business whiteboard, and it can be seamlessly integrated with other Google Workspace tools. It's simpler and more intuitive to use compared to Miro and Mural, making it an excellent choice for more straightforward collaborative sessions. It's ideal for quick brainstorming sessions or when you need to draw or sketch ideas during a meeting. For example, during a problem-solving meeting, you could use Jamboard to draw a flowchart of the proposed solution.

3.3.3. Ideas sharing and definition

Word coffe

This technique is used to informally collect ideas on a topic of mutual interest by fostering open dialogue, active listening, and the exploration of different perspectives. The Word Coffee method is a conversational tool that involves small group discussions (online or in person) in a relaxed and informal setting. Participants gather in small group rounds and engage in meaningful conversations, sharing their thoughts, ideas, and experiences related to a specific topic or theme. The discussions are facilitated through prompts or open-ended questions provided by the moderator. This method is suitable for creating an inclusive and relaxed atmosphere where participants can engage in open discussions, share insights, and deepen their understanding of a particular topic as for example the assessment of services requirements.

Advantages	Disadvantages
<ul style="list-style-type: none"> ● Fosters open dialogue and active listening in a relaxed setting, creating an ideal environment for discussing contentious issues ● Enhances relationships and strengthens connections among participants 	<ul style="list-style-type: none"> ● Difficulties in managing and balancing participation among group members ● Limited structure can lead to tangential discussions, reduced focus, or unclear outcomes

More information: Florini, S., et al. (2019). Word Café: An Informal and Interactive Format for Enabling Open Dialogue. CHI EA '19: Extended Abstracts of the 2019 CHI Conference on Human Factors in Computing Systems, 1-6. DOI: 10.1145/3290607.3313013

Speedboat

This tool aims at exploring ideas and research agreement on work programming by identifying constraints and opportunities. It helps to assess the group objectives and discuss what is needed to put in place to achieve them. By visualizing a boat sailing (where the group, project team, product or service is) toward an island (aimed goals), the aim is to assess the strengths (wind and currents),

weakness (anchors/shark fins) and milestones that need to arrive towards these goals. It can be used to develop a work program collectively, set actions and milestones and identify risk in project proposals preparation, define the challenges and strengths of specific ideas.

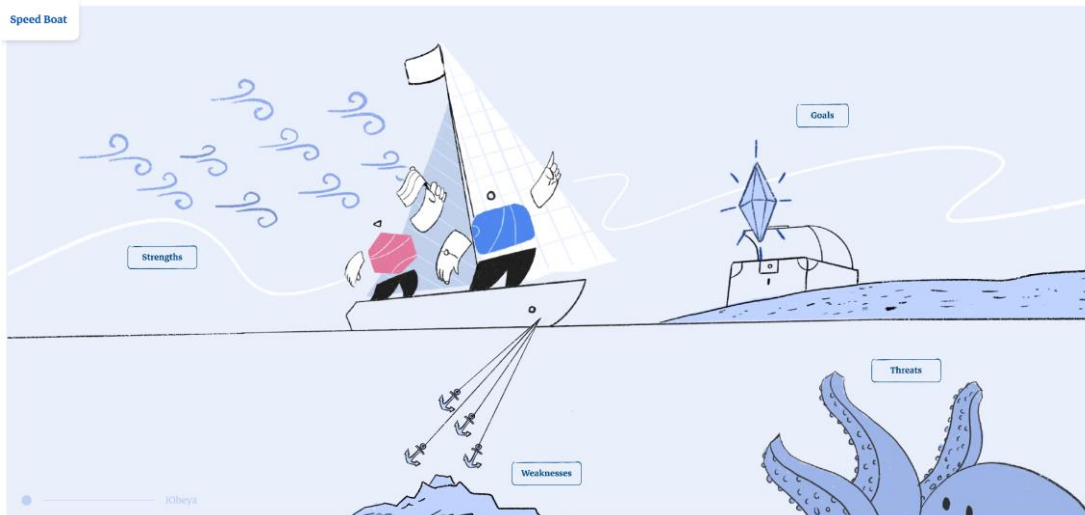


Figure 1: Speed boat template

Source: <https://www.iobeya.com/template/speedboat/>

More information here Grey D (2011). Speedboat. <https://gamestorming.com/speedboat/>

3.3.4. Need assessment

Six thinking hats

This technique (Bono, 1999) supports assessing a decision, problem or need from different perspectives to foster structured and collaborative thinking. Participants wear metaphorical "hats" of different colours, each representing a specific thinking mode (e.g., logical, emotional, creative, positive) figure 1. They take turns adopting these perspectives to analyse and discuss a given topic or problem.

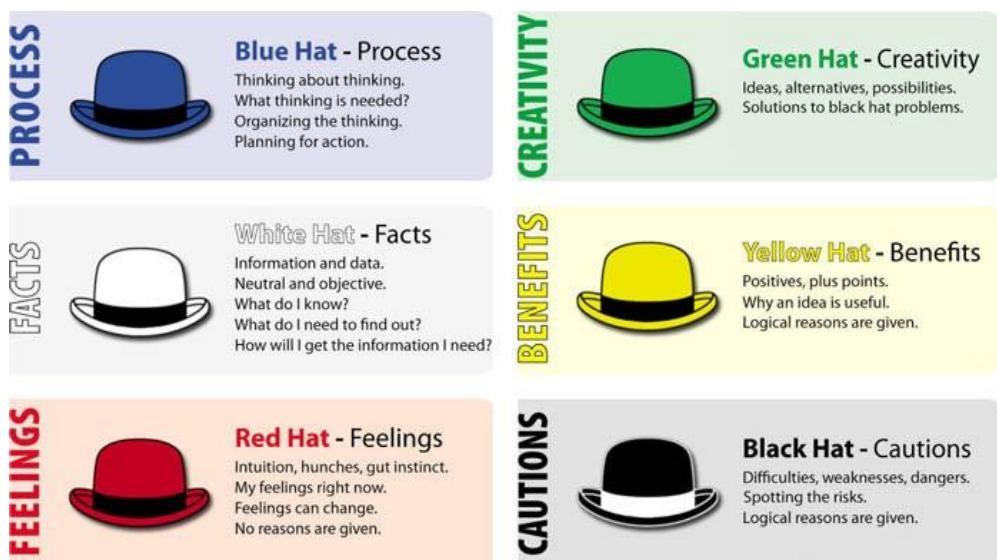


Figure 2: Roles and functions of the different hats.

Available at : <https://mutomorro.com/six-thinking-hats/>

Advantages	Disadvantages
<ul style="list-style-type: none"> • Essential for online participatory processes, fostering interaction and exchange • Supports real-time collaboration and encourages active participation among working session members • Simplifies the visualization and organization of complex ideas and concepts 	<ul style="list-style-type: none"> • Stable internet connection is necessary for smooth collaboration • Requires familiarity and training in using the tools to fully leverage their functionalities

More information on this technique can be found in *De Bono, E. (1999). Six thinking hats. Back Bay Books.*

Participatory SWOT analysis

This toll aims to identify strengths, weaknesses, opportunities, and threats of the consortium's activities, tasks or results. Participants analyse the internal strengths and weaknesses of the project and the external opportunities and threats it faces. They generate a list of factors and categorize them into the four SWOT categories (figure 2).

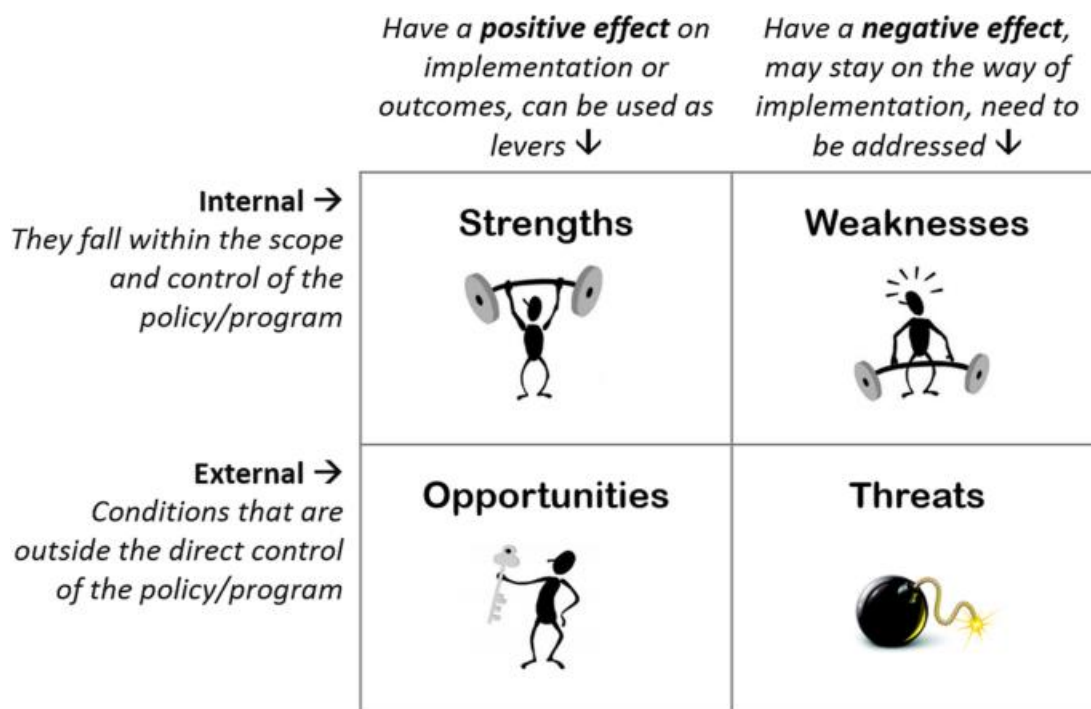


Figure 3: SWOT methodology addresses and highlights all the characteristics, relationships and synergies among internal and external variables of a phenomenon

Source: Giusti et al. (2020).

Advantages	Disadvantages
<ul style="list-style-type: none"> ● Provides a structured framework for análisis ● Encourages a comprehensive examination ● Identifies areas for improvement and growth 	<ul style="list-style-type: none"> ● Subjective interpretation of factors ● Potential bias or preconceived notions ● Requires careful consideration & facilitation

3.3.5. Evaluation

Different methods will be implemented including post-activity (e.g., webinar and conferences) feedback survey (e.g. on the quality of the training), brief interviews (testimonials), reflective discussions at project meetings to identify and learn from successful and less successful experiences. Specifically, a template to reflective evaluate the involvement process of the different stakeholders’ types is here drafted to be performed after each activity that requires the active participation of any type of stakeholders (Annex 2).

More information on other tools and methods for implementing participatory approaches can be founded here:

Brouwer, H., Woodhill, J., Hemmati, M., Verhoosel, K., & van Vugt, S. (2015). The MSP guide. How to design and facilitate multi-stakeholder partnerships. Centre for Development Innovation, Wageningen UR, Wageningen. ISBN 978-1-85339-965-7

UNaLab Project - Tools for Co-creation <https://unalab.enoll.org/>

4. StEPPFoS stakeholders' engagement action plan

In this section we outline the different project activities involving the participation of the different stakeholders of StEPPFoS project. We therefore drafted, in collaboration with WPs and task leader partners, an implementation plan of the activities organised by the different WP activities in table 2.

The criteria used for the description of action plan could be the following:

- **Engagement action aim and scope.** We define and explain the reasons why participation is necessary, with a focus on the objective for involving stakeholders.
- **Engagement action.** We describe the activity designed to foster interaction, participation, or connection with the different target groups identified in StEPPFoS
- **Engagement methodological approach.** We describe the potential methods and tools applied to engage different actors.
- **Timescale of engagement.** We identify the approximate timing when the different actions will take place in the project life period (table 3)
- **Previous anticipatory actions.** We identify required steps that need to take place before the involvement of stakeholders in activities. They might be linked with other WP tasks and adapted during the activity implementation.
- **Target group.** We indicate the specific stakeholders targeted for each activity
- **Foreseen number of participants.** We provide an estimation of the number of members involved in each action as well as the foreseen format of involvement
- **Engagement continuity.** We provide ideas and actions to maintain meaningful and dynamic relationships with the stakeholders engaged over time.

Table 3: Description of the StePPFoS project actions that will require the involvement of project stakeholders

Engagement aim	Engagement action	Potential engagement approach*	previous/anticipatory actions	Target group	N° & format of participants involvement	Engagement continuity
WP1. Evidence to support the development of consortium activities						
Co-define with relevant stakeholders appropriate training material content (Task 1.1. FARA)	<p>Identification of the existing capacity gaps/barriers of PANAP member countries in terms of research skills and facilities to develop, apply and communicate ex-ante economic impact analysis using quantitative methods and modelling of African agrifood systems. This includes:</p> <ul style="list-style-type: none"> - evaluation of the skills and institutional infrastructure required for conducting ex-ante impact policy research - barriers to the dissemination, communication, and uptake of evidence-based decision-making for African agrifood systems 	Survey (link)	<ol style="list-style-type: none"> 1. Desk review 2. Identification of respondents target group 2. Development of the survey (content & structure) among task participants 3. Dissemination of the survey 	<ol style="list-style-type: none"> 1. PANAP Institutions 2. Non-PANAP institutions (i.e. StEPPFoS partners, IRC, Other institutions identified for the expansion of PANAP) <p>18 countries represented (academia, government policy institutions, interl & national non-profit organizations)</p>	<p>80 actors were contacted with a 50% response rate. Twenty-six (26) were policy related institutions & 14 were classified as non-policy related institutions</p>	<ol style="list-style-type: none"> 1. StEPPFoS General Assembly 2. WP1 online Presentations 3. Email of Report Highlight to Stakeholder 4. Conferences (Presentation and Poster presentation)
Develop a PANAP policy and policy analysis database (Task 1.2. CSIR)	<p>Participatory mapping of existing policies, projects of the PANAP network</p> <p>(to synthesize national, regional and continental policies and policy analysis and thematically and geographically relevant FNSSA Partnership project information)</p>	short surveys	<ol style="list-style-type: none"> 1. Identification of respondents 2. Agreement on the survey content & structure among task participants 3. Ethical approval of survey 4. Digitalisation of survey into a questionnaire link 5. Survey distribution 	<ol style="list-style-type: none"> 1. PANAP Institutions 2. Non-PANAP institutions (i.e. StEPPFoS partners, IRC, Other institutions identified for the expansion of PANAP) 	<p>40 (from the 80 contacted)</p> <p>Online</p>	<ol style="list-style-type: none"> 1. StEPPFoS General Assembly 2. WP1 online Presentations 3. Email of Report Highlight to Stakeholder 4. Conferences (Presentation and Poster presentation)
		Focus group discussions	<ol style="list-style-type: none"> 1. Identify focus group participants 2. Select the methodology to be applied, facilitators 		<p>Online</p> <p>6-10 participants from the different stakeholders types (policy makers, academia, industry, farmer-based organisations, NGOs, IRC)</p>	
Design & implement activities for evidence based support to address policy-research gaps and support FNSSA policy development, implementation and analysis. (Task 1.3. UoH)	<p>Identification of the main factors driving or constraining interactions among researchers, policy makers and other relevant stakeholders & Assessment of needs of different stakeholders to improve uptake of research in the policy making process.</p>	Survey	<ol style="list-style-type: none"> 1. Desk review 2. Identification of respondents target group 2. Development of the survey (content & structure) among task participants 3. Dissemination of the survey 	<p>Networks of StEPPFoS Partners to reach out to all PANAP members, but also international organisations working in Africa and stakeholders located outside Africa with a clear Africa focus in their work.</p>	<p>The survey will be conducted online and we aim at reaching at least 100 respondents</p>	<p>The outcome of the survey and follow up interviews will be published in the form of a journal article and a policy brief.</p> <p>The outcome will also be presented in one of the webinars under task 5.1</p>
Engagement aim	Engagement action	Potential engagement	previous/anticipatory actions	Target group	N° & format of participants	Engagement continuity

		methodological approach*			involvement	
WP2. Capacity Building for Researchers & Policy Makers on Economic Policy Research and Analysis						
Strength researchers & policy-makers capacities for developing & applying economic data and models (Task 2.1. UNIVE)	Knowledge & skills development on tools & models for economic analysis of policies in Africa's food system (quantitative methods & modeling e.g. ex-ante policy impact analysis)	Training workshop on DEMETRA & FSSIMDev	<ol style="list-style-type: none"> 1. Assess the capacity gaps mentioned in D1.1.(task 1.1) 2. Identify trainers & trainees 3. Confirm host institutions and places for the workshops 4. Prepare training materials 	<ol style="list-style-type: none"> 1. Established researchers from PANAP and non-PANAP members working on African food systems (1 or 2 workshops, 20 researchers). <i>Priority will be given to researchers or applicants recommended by PANAP member institutions.</i> 2. PhD and early career researchers in AU and EU institutions working on African food systems (1 or 2 summer schools, 20 students). <i>Priority will be given to researchers or applicants recommended by PANAP member institutions.</i> 	<ol style="list-style-type: none"> 1. Introductory lectures (Online) 2. Hands-on training (in-person) 3. Mentoring & followup guidance (Online) 	<ol style="list-style-type: none"> 1. Feedback collected through Google Forms/ Mentimeter 2. Feedback collected (in hard or soft-copy forms) after conducting the trainings 3. Feedback to the mentorship either through testimonies and/or acknowledgement in publications
	Experience sharing & skills development on ex-ante economic models	Research visits & exchange skills for building in-house model DEMETRA or FSSIM-Dev variants	<ol style="list-style-type: none"> 1. Assess the capacity gaps mentioned in D1.1.(task 1.1) 2. Identify institution- and country-specific data, model, skill needs and priorities 3. Identify trainers & trained 	Three policy research institutions: - KIPPRA (Kenya) - Unifelix (Côte d'Ivoire) - CSIR (Ghana) Number of participants depends on the host institutions' staff members' interest and needs for ex-ante economic models.	<ol style="list-style-type: none"> 1. Visits and hands-on training (in-person) 2. Mentoring & follow-up guidance (Online) 	<ol style="list-style-type: none"> 1. Feedback collected (in hard or soft-copy forms) after the visits 2. Feedback to the mentorship either through testimonies, and acknowledgement or co-authorship in publications
Strength researchers & policy-makers capacities to jointly create and share knowledge of interest in African food system policies (Task 2.2. RUFORUM)	Development of joint research and experience sharing between EU and African researchers	Exchanges (between PANAP member policy analysis institutes and national ministries)	<ol style="list-style-type: none"> 1. Assess the Capacity gaps mentioned in D1.1.(task 1.1) 2. Develop a framework for exchange 3. Identify host institutions 4. Selection of PhD students for exchange 5. Identify mentors in host and sending institutions 	PhD students, researchers, and senior policy management staff from PANAP and Non-PANAP members. PANAP members (with priority) Institutions under RUFORUM Network	Around 10-15 Both online and onsite Multi-level support to a minimum of 4 PhD students, 10-15 senior research staff & policymakers	<ol style="list-style-type: none"> 1. Report from D 1.1 2. Institution feedback from WP 2 request 3. Host institution report (Mentors/supervisors reports) 4. Filling of the 5. Encourage co-publications
		Mentoring	<ol style="list-style-type: none"> 1. Assess the Capacity gaps mentioned in D1.1.(task 1.1) 2. Develop a mentorship program 3. Development of joint research (papers, conferences, workshops) 	PANAP and Non-PANAP members. PANAP members (with priority) PhD students, researchers	20-30 PhD & researchers 6 workshops for 20-30 advanced PhD students, 20-30 researchers, and 15 decision makers	<ol style="list-style-type: none"> 1. Report for D 1.1 2. Feedback survey on the mentorship 3. Reports from the workshops and participant evaluation
		Collaborative research	<ol style="list-style-type: none"> 1. Assess the Capacity gaps mentioned in D1.1.(task 1.1) 2. Development of Joint grant proposals 3. Foster Joint publications 4. Development Policy briefs 5. Conduct joint dissemination 	StePPFoS member	Depends on the level of involvement of the partners	1. Feedback survey targeting all the StePPFoS members
Strength science, policy and practice capacities for better science-policy interface & policy practice analysis in food systems (Task 2.3. ECDPM)	Developing methodological guidelines, knowledge and skills for effective science to policy communication & translation of research into policy.	Training workshops (on science-policy interface & policy practice analysis in food systems)	<ol style="list-style-type: none"> 1. Assess the Capacity gaps mentioned in D1.1.(task 1.1) 2. Prepare training materials 	Researchers, policy makers, food systems practitioners and other stakeholders <i>Priority will be given to researchers or applicants recommended by PANAP member institutions.</i>	Hands-on training (onsite) Up to 15 participants	<ol style="list-style-type: none"> 1. Feedback collected through Google Forms/ Mentimeter 2. Feedback collected (in hard or soft-copy forms) after conducting the trainings

Engagement aim	Engagement action	Potential engagement methodological approach*	previous/anticipatory actions	Target group	N° & format of participants involvement	Engagement continuity
WP3. Development of information, innovation and knowledge collection and management systems						
Develop the participatory Monitoring, evaluation and learning framework of PANAP- FNSSA Partnership (Task 3.1. ACU)	Co-develop what processes, partnerships and pathways are required for PANAP and FNSSA Partnership actors to add value to each other's activities and design a PANAP-FNSSA Partnership MEL framework around articulated pathways. Co-identify where R&I can support progress towards policy goals through bringing in core and complementary innovations, multi-actor partnerships and through the development of new information that can guide policy direction and delivery.	Participatory workshops	A session is due to be held on 6 December with 5 South Africa-based FNSSA Partnership projects and a South African national science funder (DSTI) and science-policy advisory body (ASSAf).	- FNSSA Partnership researchers - PANAP members - Non-PANAP member policymakers at national and sub-national levels. - Food system actors of relevance to FNSSA Partnership projects & PANAP national/sub-national policy design, implementation & reflexive monitoring	Likely 10 R&I project researchers and 5 national, sub-national policymakers & PANAP members.	Feedback taken through workshops and follow up interviews. Shared findings will be developed through workshops, and the MEL team will use feedback to structure ongoing communication with MEL-actors to try to operationalise findings.
Develop of the training management framework of PANAP (Task 3.2. FARA)	Reports and guidelines on operationalisation of PANAP website and knowledge platform	Participatory working sessions with PANAP/StePPFoS members	Engagement with the JRC to assess the existing PANAP website	.FNSSA Partnership R&I and PANAP member	1500 FNSSA Partners and PANAP members. Mostly online	feedback through requests for comments from users of the site
Develop a Virtual Collaboration Platform for knowledge sharing & research-policy dialogue (Task 3.3. LifeWatch ERIC)	Identification of needs & functionality of Network4Collaboration platform	Participatory workshop	1. Prepare the methodology for "needs assessment"	Platform users: -PANAP members -StEPPFoS Consortium members	11 onsite (JRC-Seville)	Show the "requirements assessment" during the onboarding workshop
	Training and validation of the functionalities of the collaboration platform	Onboarding workshop	1.Prepare the "training/onboarding" material 2. Onboard participants in the platform	Platform users: PANAP members StEPPFoS Consortium members	80 online	Follow-up discussion sessions to support them in its use and assess their needs

Engagement aim	Engagement action	Potential approach*	engagement previous/anticipatory actions	Target group	N° & format of participants involvement	Engagement continuity
WP4. PANAP-FNSSA Partnership Data Collection and Knowledge Management						
Centralise and analyse FNSSA-PANAP research and innovations, policies and policy impact assessments <i>(Task 4.1. ACU)</i>	Participatory data-collection	Participatory workshops	We'll be conducting light-touch R&I scaling and policy analysis to identify latent synergies between R&I and policy mechanisms/ processes and outcomes	FNSSA R&I actors, PANAP members, national and sub-national policymakers from PANAP member states	Likely 30 R&I project researchers and 15 policymakers/ analysts per year (online). We'd look to conduct more in-depth case studies every two years that bring together PANAP members, FNSSA R&I researchers, and food system actors around common policy & R&I interests	Feedback taken through workshops and follow up interviews. Shared findings will be developed through workshops, and the MEL team will use feedback to structure ongoing communication with MEL-actors to try to operationalise findings.
Knowledge co-creation and dissemination <i>(Task 4.2. FARA)</i>	Reinforce the capacities of PANAP network on coordination, learning, sharing and scaling of innovations	Training focal persons in different countries using the KM4AgD themes leveraging existing KM4AgD Community of Practice activities	Database of KM4AgD focal persons to be made available.	KM4AgD focal persons, other knowledge workers from the countries and PANAP members	40 focal persons and mostly virtual	Continuous engagement in COP activities Communication with trainees
		Publicity and virtual training to guide stakeholders in registering experts/stakeholders into the directory of policy actors	The project will publicise the directory through targeted communication materials, partner networks, and online platforms, followed by virtual sensitisation webinars and step-by-step training sessions	Policy makers, researchers, extension networks, civil society actors, private-sector stakeholders, development partners, and regional organisations involved in agricultural policy processes	Approximately 300–400 stakeholders will be engaged through virtual sensitisation sessions, online training workshops, and continuous support for directory registration, including through Dgroups discussion	We will engage participants through post-training surveys, follow-up virtual sessions, CoP and co-creation webinars
		strengthening the activities of existing KM4AgD Centres	Through the KM4AgD Community of practice, identify and support country level activities of selected country focal persons	The KM4AgD Community of Practice and other identified communities	We will support about 10 country Focal persons to organize country-level engagements	We will continue to mainstream this into the KM4AgD bi-monthly webinar series
	Raise public awareness & increase knowledge among AR4D stakeholders	dissemination and communication methods/products (leveraging existing platforms like Network4Collabnet, Dgroups, LinkedIn and FARA's publication mechanism)	Development of dissemination and communication material (audios & visual) - targeted email campaigns using Dgroups, social media (LinkedIn) updates, policy briefs, webinars, project newsletters, and an PANAP online knowledge hub to disseminate key messages and communication products effectively	AR4D stakeholders	About 3000 stakeholders through virtual engagement	Platforms analytics and feedback from stakeholders
		knowledge talks of leaders with reports from policy analysis of countries	Leverage high-level activities including AASW, AEW, KM Conferences and knowledge exchanges on country policy analyses, whiles designing talking points and briefs from policy briefs for high-level engagements.	Regional policymakers, senior government officials, research leaders, development partners, and experts involved in agricultural policy analysis and decision-making	At least 5 per year during major events	News publications, videos produced and feedback through interviews
		Conferences (regional Knowledge for Development, K4D)	Leverage high-level regional conferences including AASW, AEW to organize one KM session that allows project leaders to showcase their outputs	PANAP Members, Project WP leaders, AR4D stakeholders and KM4AgD CoP	100 expected participants for both virtual and physical activities	A shared conference brief developed and published
		K4D Award Programme	Competitive call for application open to all national partners to demonstrate innovative policy initiatives in line with the PANAP themes with a defined award for 1 st , 2 nd and 3 rd best	Opened to National Partners, CoP members, youth groups, regional institutions	Three best policy innovations awarded	pre-competition and co-development and publishing of selected innovation

Engagement aim	Engagement action	Potential engagement approach*	previous/anticipatory actions	Target group	N° & format of participants involvement	Engagement continuity
WP5. Bridging the gap between, policymakers, researchers, and practitioners - Design and implementation of activities and support						
Promote interaction between policy makers and researchers on African Food Systems policies <i>(T5.1. ECDPM)</i>	Foster discussion on evidence-based policy between researchers & policy-makers	Workshop	This activity builds on task 1.3	Researchers and policy makers, and officials in regional economic communities, other interest groups, NGOs etc. Invitation to attend will be send to all networks from StEPPFoS partners, PANAP members and stakeholder who indicated interest in the survey conducted under Task 1.3	Workshop (onsite) with around 10 participants	Collection of of feedback for revision of activities in WP6 (task 5.3)*
		Webinar series		At least 2 webinars (online)		
	Development of a Science Policy Implementation Living Lab (SPI LL) (to find actionable solutions to Africa's food system issues particularly those related to the knowledge-to-action gap)	Exchanges between African & European food systems actors	Outcome reports of Tasks 1.1, 1.2, and 1.3.	African and European food systems researchers, policymakers, and practitioners	Up to 15 participants in each session The Lab sessions will be virtual (online)	Collection of feedback for revision of activities in WP6 (task 5.3) (through Google Forms/ Mentimeter) & Dissemination of session reports
	Discuss the key issues and challenges and build consensus around the importance of translating food-related results to policies, as well as the financing of food systems research and innovation	Donor round table	Development of event concept note	Donor community, including bilateral and multilateral donors, and foundations	(High-level meeting) Up to 10 participants Hybrid (both onsite and online) session	Dissemination of event report
Build cooperation (EU-Africa; Africa-UN RBAs) on economic analysis of agri-food systems and R&I	Policy Dialogue & workshop (open or closed-door)	Development of event concept note	Relevant staff of UN RBAs, EU and Africa agri-food systems researchers, policy makers and practitioners	Up to 15 participants Hybrid (both onsite and online) session	Dissemination of dialogue report	
Support to country-level FNSSA Policy Design & implementation <i>(T5.2. UoH)</i>	Improve knowledge on economic analysis of the agrifood sector and related policies	Kick-off meeting & regular virtual discussion for support & final workshop	1. Preparation of the call for proposals including the selection criteria 2. Establishment of the call evaluation board (trainers) 3. Selection of candidates	PANAP and non-PANAP members (selected by competitive application)	Up to four participants, online and onsite support	The strategy & toolkit to collect feedback (T5.3) will be used to further target the activities of WP6
	Exchange of National experiences and innovative approaches to valorize scientific findings	Knowledge exchange forum	1. Mobilize participants and speakers 2. Define the formats of exchange (polls, videos) 3. Digital network & Digital exhibition spaces for resources (documents, videos for showcasing what actors are doing)	Policy think-tanks, research institution, Policy makers Private organizations, Civil society, (PANAP network but not limited to), Youth segment of those actors, Both EU & African actors	Tentative 20-80, including both speakers & participants (online)	The strategy & toolkit to collect feedback (T5.1) will be used to further target the activities of WP6
Obtain feedback from stakeholders to refine WP6 activities <i>T5.3. UoH</i>	Evaluation of activities conducted under WP5	Questionnaire	Development of questionnaire	All participants of activities conducted under WP5	Representative sample of WP5 participants (online)	Evaluation of results will be used in WP6 to revise and improve activities

*This activity fosters exchange on policy needs and scientific research activities and output in different areas of interest and might help to develop new research ideas, foster multidisciplinary collaboration that could result in joint publication(s) or

joint funding application(s) in the future

Engagement aim	Engagement action	Potential engagement methodological approach*	previous/anticipatory actions	Target group	N° & format of participants involvement	Engagement continuity
WP6. Working together policymakers, researchers, and practitioners – Expand implemented platforms and deepen engagement						
Promote interaction between policy makers and researchers on African Food Systems policies & FNSSA agenda (T6.1. ECDPM)	Continue fostering discussion and exchanges on evidence-based policy between researchers & policy-makers	Workshop Webinar series	1. Assessment of feedback collected from T5.3.	Researchers and policy makers, and officials in regional economic communities, other interest groups, NGOs etc.	(onsite) with around 10 participants At least 2 (online) - invitation to attend will be sent to all networks from StEPPFoS partners, and stakeholder who indicated interest in the survey conducted under Task 1.3	The results of the two workshops (5.1 and 6.1) will be published as a journal article. In addition, the exchange between stakeholders might lead to other collaborative work in the form of publications.
	Broad interaction between donors, bilateral and multilateral organisations to build consensus on the importance of improving R&I related to food systems and the SPI interface	Follow up donor round table (high level meeting)	Report of WP5 donor roundtable	Donor community, including bilateral and multilateral donors, and foundations	(High-level meeting) Up to 10 participants Hybrid (both onsite and online) session	Feedback collected through Google Forms/ Mentimeter Dissemination of event report
	Strengthen collaboration (EU-Africa; Africa-UN RBAs) on economic analysis of agri-food systems and R&I	Policy Dialogue II	Report of WP6 policy dialogue (Policy Dialogue I)	Relevant staff of UN RBAs, EU and Africa agri-food systems researchers, policy makers and practitioners	Up to 15 participants Hybrid (both onsite and online) session	Feedback collected through Google Forms/ Mentimeter Dissemination of dialogue report
	Promote the PANAP network, facilitate policy dialogue, and foster exchanges among CSAs	Side-event together with CEAFIRST project	Development of event concept note	African and European food systems researchers, policymakers, and practitioners	Up to 20 participants Hybrid (both onsite and online) session	Dissemination of dialogue report
Mainstream support for FNSSA policy design and implementation (T6.2. UoH)	Improve knowledge on economic analysis of the agrifood sector and related policies	Subject to change: Kick-off meeting Workshops & regular virtual discussion for support & final workshoping and gathering	1. Preparation of the call for proposals including the selection criteria 2. Establishment of the call evaluation board (trainers) 3. Selection of candidates	PANAP members and non-PANAP (selected by competitive application)	Up to four participants, online and onsite support	Joint publications of results

Engagement aim	Engagement action	Potential engagement methodological approach*	previous/anticipatory actions	Target group	N° & format of participants involvement	Engagement continuity
WP7. PANAP Network Expansion						
increase the Network membership (T7.1. FARA)	Ideas, data, knowledge, PANAP network results gathering and sharing	Meetings (PANAP GA as the main platform for stakeholder engagement)	Country-level policy supports actions such as country reports on policy studies. Conducted.	PANAP members and non-PANAP members.	About 100 stakeholders will be involved in such engagement. Engagement will be virtual with periodic physical meetings.	Through publication and dissemination of reports and results of county-level results.
		Communication of PANAP activities by developing a PANAP Monthly Newsletter	Collation of events and activities of PANAP members in the previous month.	PANAP members and non-PANAP members	About 1500 stakeholders will be involved in such engagement. Online communication and dissemination will be undertaken. .)	Request for feedback and comments from readers through a comment box to be provided at the end of the Newsletter.
	Integration of PANAP Network initiatives into already existing programmes of the AU on the continent, notably the CAADP, NEPAD, and the AfCFTA.	Resource mobilization activities eg. joint proposal development, training, jointly organised side events, joint publications.	Joint meeting to discuss planned activities, requisition of activity plans of relevant organizations and institutions.	PANAP Members, FARA, AUC, etc	50 participants (both physical and virtual)	Through online surveys.
Strengthen capacities of PANAP members (T7.2. FARA)	Co-creation and co-production of new knowledge on existing capacities and needed ones to create a sense of ownership among network members	Scooping workshop, form to collect capacities	WP1 document assessment on capacities gaps and needs Prioritize capacities gap	PANAP members	50 PANAP members (online)	Questionnaire to be completed at the end of the training session.

Table 4: Timeline of the StePPFoS project engagement actions that will require the involvement of stakeholders

Task	Activities	2024				2025				2026				2027			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 1.1	<u>Survey</u> to identify capacity and facilities gaps of PANAP members			■													
Task 1.2	<u>Survey</u> to map existing policies, projects of the PANAP members			■													
Task 1.2	<u>Focus groups</u> to map existing policies, projects of the PANAP members (M18)					■											
Task 1.3	<u>Survey</u> to identify uptake, barriers & rivers of research in policy making				■	■											
Task 1.3	<u>Follow up interviews</u> to identify uptake barriers & rivers of research in policy making					■											
Task 2.1	Training workshop on DEMATRA & FSSIMDev							■			■						
Task 2.1	Visiting research institutions for exchanges and capacity building										■	■					
Task 2.2	<u>Exchanges</u> for joint research and experience sharing between EU & Africa																
Task 2.2	<u>Mentoring</u> for joint research and experience sharing between EU & Africa																
Task 2.2	<u>Collaborative research</u> for joint research and experience sharing between EU & Africa																
Task 2.3	Training										■	■	■				
Task 3.1	Participatory workshops			■	■					■							
Task 3.2	Participatory working sessions with PANAP/StePPFoS members					■	■										
Task 3.3	Participatory workshop to identify functionalities of Network4Collab		■														

Task	Activities	2024				2025				2026				2027			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 3.3	Onboarding workshop					■											
Task 4.1	Participatory workshops							■	■	■	■	■	■	■	■		
Task 4.2	training focal persons in different countries using the KM4AgD themes											■	■	■	■		
Task 4.2	registering experts/stakeholders into the directory of policy actors (any stakeholders engagement?)											■	■	■	■	■	■
Task 4.2	strengthening the activities of existing KM4AgD Centres																
Task 4.2	dissemination and communication methods/products (provide examples)											■				■	
Task 4.2	knowledge talks of leaders with reports from policy analysis of countries												■				■
Task 4.2	Conferences (regional Knowledge for Development, K4D)															■	
Task 4.2	K4D Award Programme														■	■	
Task 5.1	Workshop									■							
Task 5.1	Webinar series							■	■								
Task 5.1	Living/Policy Lab - Exchanges between African & EU food systems researchers, policymakers & practitioners				■	■	■	■	■								
Task 5.1	Donor round table				■	■											
Task 5.1	Policy Dialogue & workshop					■	■										

Task	Activities	2024				2025				2026				2027			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 5.2	Call published					■											
Task 5.2	Kick-off meeting and regular support to policy analysis						■	■	■	■							
Task 5.2	Final workshop										■						
Task 5.2	Exchange forum									■							
Task 5.3	Evaluation forms/questionnaire					■	■	■	■	■	■						
Task 6.1	Workshop													■			
Task 6.1	Webinar series											■	■				
Task 6.1	Operationalisation and dynamization of SP Living Lab										■	■	■	■	■	■	
Task 6.1	Follow up donor round table											■	■				
Task 6.1	Policy Dialogue II												■	■			
Task 6.1	Side-event together with CEAFIRST project													■	■		
Task 6.2	Call published											■					
Task 6.2	Kick-off meeting and regular support to policy analysis													■	■	■	■

5. Recommendations

The following recommendations are designed to address key challenges and opportunities identified in the assessment process of this engagement plan together with the survey, 'Mapping of Policies/Projects Implemented by Stakeholders and Capacity Needs Assessment (identified through the Task 2.1):

- Provide feedback to engage stakeholders to fosters transparency, trust, and collaboration. It aligns efforts with goals, values contributions, and encourages two-way communication, driving improvement and strengthening relationships.
- Increase the participation of stakeholders from underrepresented regions (such as North Africa) in PANAP networks.
- Enhance the involvement of private sector and societal stakeholders to provide complementary perspectives that enrich the insights of policymakers and researchers
- Enhance the use of digital communication and networking platforms and mass media to expand stakeholder participation in PANAP and improve inclusivity.

6. Conclusions

The implementation of the Stakeholders' Engagement Plan forms a central pillar of StEPPFoS's overall strategy, ensuring that project activities are not only participatory and inclusive but also coherent across Work Packages (WPs) and mutually reinforcing. The plan provides structured mechanisms that directly support the Documentation, Exploitation, and Communication (DEC) activities by creating clear pathways for gathering evidence, mobilising stakeholders, and strengthening feedback loops. As such, it functions as both an operational guide and a strategic framework that helps align engagement actions with the project's research, capacity-building, policy dialogue, and platform-development objectives.

A key element of this alignment is the integration of structured stakeholder categorisation and engagement strategies into the DEC plan. The DEC activities directly benefit from the categorisation system and methodologies outlined in this deliverable, which allow communication products, documentation processes, and exploitation efforts to be tailored to the needs and expectations of different audiences. This ensures that dissemination outputs are targeted, inclusive, and accessible, thereby expanding reach and increasing the likelihood of uptake. Engagement approaches such as workshops, living labs, science-policy dialogues, and virtual collaboration platforms will serve not only as participation mechanisms within WPs, but also as active channels for DEC content creation and dissemination. These interactions will generate opportunities for collaboration and co-creation, which translate directly into exploitation pathways, positioning project tools, models, and research findings as solutions designed with and for their intended users.

The DEC plan also benefit from the engagement plan's emphasis on feedback loops and participatory methods. Surveys, focus groups, living lab reflections, and participatory workshops implemented across WPs provide rich qualitative and quantitative data that will feed into documentation and reporting processes. Embedding these learning and feedback mechanisms into every engagement activity ensures that documentation remains dynamic, evidence-based, and responsive to stakeholder needs. This approach strengthens transparency and accountability, which are critical for high-quality reporting and long-term credibility.

In practical terms, the implementation of the engagement plan will unfold through the action plan detailed in Section 4. Engagement timelines and methods have been co-designed with WP and task leaders to ensure coherence, avoid duplication, and balance stakeholder requests with project demands. Activities under WP1 (evidence generation), WP2 (capacity building), WP3 and WP4 (knowledge and data management), WP5 and WP6 (science-policy dialogue and living labs), and WP7 (PANAP expansion) collectively generate the content, networks, and insights that will feed into DEC activities at each stage of the project. The stakeholder directory and alignment with AU-EU institutional priorities provide ready-made dissemination channels that the DEC plan will activate for targeted outreach, cross-regional visibility, and strategic communication.

Looking ahead, the engagement plan ensures that StEPPFoS's DEC strategy is firmly grounded in the realities, interests, and capacities of its diverse stakeholder community. By using

participatory and inclusive processes across all WPs, the project will not only mobilise stakeholders effectively but also build trust, foster ownership, and increase the long-term sustainability of outputs. The alignment between engagement and DEC activities ensures that project results are communicated through appropriate channels, exploited through relevant partnerships, and documented in ways that demonstrate clear impact. This integrated approach reinforces StEPPFoS's commitment to strengthening evidence-based policy practice, enabling the project to contribute meaningfully to the FNSSA Roadmap and the broader AU–EU partnership for sustainable food systems.

7. Annexes

Annex 1 - StePPFoS list of stakeholders

No.	Institution	Acronym	Country	Stakehold type	Web page
1	Universität für Bodenkultur Wien	BOKU	Austria	Research	https://boku.ac.at/
2	Université Nationale d'Agriculture	UNB	Benin	Research	https://www.una.bj/
3	Vascular and Tissue Regeneration Laboratory	VARTLAB	Benin	NGO	
4	Coordination of Agricultural Research and Development for Southern Africa	CCARDESA	Botswana	Research	https://www.ccardesa.org/
5	Fonds National de la Recherche et de l'Innovation pour le Développement	FONRID	Burkina Faso	Research	https://fonrid.com/?page_id=8535&lang=en
6	Réseau des Organisations Paysannes et des Producteurs Agricoles de l'Afrique de l'ouest	ROPPA	Burkina Faso	Farmer's organization network	https://www.roppa-afrique.org/
7	University of Burundi/Faculty of agricultural sciences	UB-FAS	Burundi	Research	https://nilds.gov.ng/
8	Ministère de l'Agriculture et du Développement Rural	MINADER	Cameroon	Policy Organization	https://www.minader.cm/
9	Université Félix Houphouët Boigny	UniFelix	Cote d'Ivoire	Research	https://w.univ-fhb.edu.ci/
10	Centre Ivoirien de Recherche Economique et Sociale	CIRES	Côte D'Ivoire	Research	https://www.cires-ci.com/
11	Institut National de la Statistique	INS-CI	Côte D'Ivoire	Research	https://www.ins.ci/
12	Fonds Interprofessionnel pour la Recherche et le Conseil Agricole	FIRCA	Côte d'Ivoire	Research	https://firca.ci/
13	Agence Nationale d'Appui au Développement Rural	ANADER	Côte d'Ivoire	Policy Organization	https://www.anader.ci/
14	Centre National de Recherche Agricole	CNRA	Côte d'Ivoire	Research	https://cnra.ci/
15	Africa Rice Center	AfricaRice	Côte d'Ivoire	Research	https://www.africarice-fr.org/
16	Ministère d'État, Ministère de l'Agriculture et du Développement Rural	MEADR	Côte D'Ivoire	Policy Organization	https://agriculture.gouv.ci
17	Ceska Zemedelska Univerzita V Praze	CZU	Czech Republic	Research	https://www.czu.cz/cs
18	Kobenhavns Universitet	UCPH	Denmark	Research	https://www.ku.dk/en
19	Knowledge Economy Foundation	KEF	Egypt	NGO	https://kef.com.eg/
20	Agricultural Research Center	ARC	Egypt	Research	http://www.arc.sci.eg/default.aspx?lang=en

21	Science Technology and Innovation Funding Authority	STDF	Egypt	Funding agency	https://stdf.eg/
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No.	Institution	Acronym	Country	Stakehold type	Web page
22	Ethiopian Institute of Agricultural Research	EIAR	Ethiopia	Research	http://www.eiar.gov.et/
23	Policy Studies Institute	PSI	Ethiopia	Policy Organization	https://psi.org.et/
24	Bonga University	BU	Ethiopia	Research	https://bongau.edu.et/
25	Addis Ababa University	AAU	Ethiopia	Research	https://www.aau.edu.et/
26	African Union	ARBE	Ethiopia	Policy Organization	https://au.int/
27	University of Helsinki	UH	Finland	Research	https://www.helsinki.fi/en
28	Centre De Cooperation Internationale en Recherche Agronomique pour le Développement	CIRAD	France	Research	https://www.cirad.fr/
29	Consultative Group on International Agricultural Research	CGIAR	France	Research	https://www.cgiar.org/
30	Committee Linking Entrepreneurship Agriculture Development	COLEAD	France	Policy Organization	https://www.colead.link/es/pagina-principal/
31	Research for Agriculture, Food and Environment	INRAE	France	Research	https://www.inrae.fr/en
32	University of Hohenheim	UoH	Germany	Research	https://www.uni-hohenheim.de/en
33	GO AFRICA	GO AFRICA	Germany	Policy Organization	https://leap4fnssa.eu/goafrica/
34	Deutsches Zentrum für Luft- und Raumfahrt e.V.	DLR	Germany	Research	https://www.dlr.de/de
35	Young Professionals for Agricultural Development	YPARD	Germany	Agricultural Research Network	https://www.ypard.net/
36	Justus Liebig University of Gießen	JLU	Germany	Research	https://www.uni-giessen.de/de
37	Council for Scientific and Industrial Research- Science and Technology Policy Research Institute	CSIR	Ghana	Research	https://csir-stepri.org/en/
38	West African Science Service Centre on Climate Change and Adapted Land Use	WASCAL	Ghana	Research	https://wascal.org/
39	University of Cape Coast	UCC	Ghana	Research	https://ucc.edu.gh/

40	University of Energy and Natural Resources	UENR	Ghana	Research	https://uenr.edu.gh/
41	Forum for Agricultural Research in Africa	FARA	Ghana	Research	https://faraafrica.org/
No.	Institution	Acronym	Country	Stakehold type	Web page
42	Institute of Statistical Social and Economic Research	ISSER	Ghana	Research	https://isser.ug.edu.gh/
43	University of Ghana	UG	Ghana	Research	https://www.ug.edu.gh/
44	Institut de Recherche Agronomique de Guinée	IRAG	Guinea	Research	https://irag-guinee.org/
45	Hungary University of Agriculture and Life Sciences	MATE	Hungary	Research	https://en.uni-mate.hu/
46	The European Alliance on Agricultural knowledge for Development	AGRINATURA	Ireland	Research	https://agrinatura-eu.eu/
47	Università Ca' Foscari Venezia	UNIVE	Italy	Research	https://www.unive.it/
48	Centro Internazionale di Alti Studi Agronomici Mediterranei	CIHEAM-IAMB	Italy	Research	https://www.iamb.it/
49	Africa Development Bank	AfDB	Kenya	Funding agency	https://www.afdb.org/en/countries/east-africa/kenya
50	Tegemeo Institute of Agricultural Policy and Development	TIAPD	Kenya	Policy Organization	https://tegemeo.egerton.ac.ke/
51	Kenya Institute for Public Policy Research and Analysis	KIPPRA	Kenya	Research	https://kippra.or.ke/
52	Eastern Africa Farmers Federation	EAFF	Kenya	Farmer's organization network	https://www.farmaf.org/about-farmaf/project-partners/regional-farmers-organisations/eaff#:~:text=East%20Africa%20Farmers%20Federation%20(EAFF,family%20farmers%20of%20Eastern%20Africa.
53	Network of African Science Academies	NASAC	Kenya	Research	https://nasaonline.org/
54	University of Strathmore	SU	Kenya	Research	https://strathmore.edu/
55	African Association of Agricultural Economists	AAAE	Kenya	Research	https://aaae-africa.org/
56	Government of Liberia Ministry of Agriculture	MoA	Liberia	Policy Organization	https://www.moa.gov.lr/
57	l'Institut d'Economie Rurale	IER	Mali	Research	https://ier.ml/
58	European Centre for Development Policy Management	ECDPM	Netherlands	Policy Organization	https://ecdpm.org/
59	Centre d'Appui au Partenariat et à la Performance de la Gestion	CAPEG	Niger	Policy Organization	
60	Institut National de la Recherche Agronomique du Niger	INRAN	Niger	Research	https://inran.ne/

61	National Institute for Legislative and Democratic Studies	NILDS	Nigeria	Policy Organization	https://nilds.gov.ng/
62	Economic Community of West African States	ECOWAS	Nigeria	Policy Organization	https://www.ecowas.int/
63	International Institute of Tropical Agriculture	IITA	Nigeria	Research	https://www.iita.org/
64	Agricultural Research Council of Nigeria	ARCN	Nigeria	Research	https://arcn.gov.ng/
65	Institute of Animal Reproduction & Food Research, Polish Academy of Sciences	IARFR-PAS	Poland	Research	https://pan.olsztyn.pl/institute/
66	University of Lisbon	UoL	Portugal	Research	https://www.ulisboa.pt/en
67	University of Tras-os Montes & Alto Douro	UTAD	Portugal	Research	https://www.utad.pt/en/
68	Pan African Farmers Organization	PAFO	Rwanda	Farmer's organization network	https://pafo-africa.org/en/home/
69	Ministry of Agriculture and Animal Resources	MINAGRI	Rwanda	Policy Maker	http://www.isa-cm.agrinet.tn/
70	Agence nationale de la Statistique et de la Démographie	ANSD	Senegal	Government Agency	https://www.ansd.sn/
71	Initiative Prospective Agricole et Rurale	IPAR	Senegal	Agricultural Research Network	https://ipar.sn/
72	Senegalese Institute of Agricultural Research	ISRA	Senegal	Research	https://isra.sn/
73	Ministère de l'Économie, du Plan et de la Coopération - Direction Générale de la Planification et des Politiques Économiques	MEPC-DGPPE	Senegal	Government Agency	https://dgppe.sn/en/
74	Conseil Ouest et Centre Africain pour la Recherche et le Développement Agricoles	CORAF	Senegal	Research	https://www.coraf.org/
75	Ministère de l'Enseignement Supérieur, de la Recherche et de l'Innovation	MESRI-DFRSDT	Senegal	Government Agency	https://mesr.gouv.sn/
76	Fond Interprofessionnel pour la Recherche et le Conseil Agricole	FIRCA	Senegal	Research	https://www.greenclimate.fund/ae/firca
77	Gent University	UGent	Belgium	Research	https://dgppe.sn/en/
78	University of Pretoria	UP	South Africa	Research	https://www.up.ac.za/
79	National Agricultural Marketing Council	NAMC	South Africa	Policy Maker	https://www.namc.co.za/
80	Food, Agriculture and Natural Resources Policy Analysis Network	FANRPAN	South Africa	Agricultural Research Network	https://fanrpan.org/
81	National Research Foundation	NRF	South Africa	Research	https://www.nrf.ac.za/

No.	Institution	Acronym	Country	Stakehold type	Web page
82	Agricultural Research Council	ARC	South Africa	Research	https://www.arc.agric.za/Pages/Home.aspx
83	Department of Science and Innovation, South Africa	DSI	South Africa	Policy maker	https://www.dsti.gov.za/
84	Bureau For Food And Agricultural Policy, South Africa	BFAP	South Africa	Research	https://www.ifpri.org/partnership/bureau-food-and-agricultural-policy-bfap/#:~:text=The%20Bureau%20for%20Food%20and,based%20market%20and%20policy%20analyses.
85	Department of Agriculture, Land Reform and Rural Development	DALRRD	South Africa	Policy Maker	https://old.dalrrd.gov.za/
86	Western Cape Government, Department of Agriculture	WCDaA	South Africa	Policy Maker	https://www.westerncape.gov.za/agriculture
87	E-Science European Infrastructure for Biodiversity and Ecosystem Research	LifeWatch ERIC	Spain	Research	https://www.lifewatch.eu/
88	Joint Research Centre-European Commission	JRC	Spain	Research	https://joint-research-centre.ec.europa.eu/jrc-sites-across-europe/jrc-seville-spain_en
89	Instituto Nacional de Investigacion y Tecnologia Agraria y Alimentacion	INIA	Spain	Research	https://www.csic.es/es/el-csic/organizacion/institutos-centros-y-unidades/instituto-nacional-de-investigacion-y-tecnologia-agraria-y-alimentaria
90	Swedish University of Agricultural Sciences	SLU	Sweden	Research	https://www.slu.se/en/
91	Dodoma University	UDOM	Tanzania	Research	https://www.udom.ac.tz/
92	Sokoine University of Agriculture	SUA	Tanzania	Research	https://www.sua.ac.tz/
93	Wageningen University Research	WR	The Netherlands	Research	https://www.wur.nl/en.htm
94	Banque Ouest Africaine de Développement	BOAD	Togo	Development bank	https://www.boad.org/en/
95	Union Économique et Monétaire Ouest Africaine	UEMOA	Togo	Policy Maker	https://www.uemoa.int/en
96	Regional Agency for Agriculture and Food	RAAF	Togo	Policy maker	https://www.araa.org/en/about-raaf
97	Union Économique et Monétaire Ouest-Africaine	UEMOA	Togo	Policy Maker	https://www.uemoa.int/
98	Higher Agronomic Institute of Chott Meriem	IAV Chott Meriem	Tunisia	Research	http://www.isa-cm.agrinet.tn/

No.	Institution	Acronym	Country	Stakehold type	Web page
99	African Forum for Agricultural Advisory Services	AFAAS	Uganda	Agricultural Research Network	https://www.afaas-africa.org/
100	Association for Strengthening Agricultural Research in Eastern and Central Africa	ASARECA	Uganda	Agricultural Research Network	https://www.asareca.org/about-asareca/
101	Regional Universities Forum for Capacity Building in Agriculture	RUFORUM	Uganda	Research	https://www.ruforum.org/
102	Association of the Commonwealth Universities	ACU	United Kingdom	Research	https://www.acu.ac.uk/
103	Greenwich University	UoG	United Kingdom	Research	https://www.gre.ac.uk/
104	Common Market for Eastern and Southern Africa	COMESA	Zambia	Policy Maker	https://www.comesa.int/zambia/
105	European Commission	JRC	Spain	Policy Maker	https://commission.europa.eu/about-european-commission/departments-and-executive-agencies/joint-research-centre_en

Annex 2 - Proposal of evaluation from

[Title of Working session]

Date, time, location

1. Organising Team & Facilitators

Describe the team and the different roles (e.g., notetaker, moderator, tools facilitator)

2. Objectives of the Working session

Describe the aim of the Working session

2.1 Summary of the discussion points

The order of the discussion points may be based on the agenda and the different sessions, if applicable

2.2 Where were disagreements /diverging opinions?

Specify if any

3. Conclusions

- *Which are the conclusions? (Include ranking if disagreements occurred)*
- *Which are the implications of certain conclusions? Would the conclusions have further implications /actions to be taken*
- *What was achieved in relation to the objectives of the working session and what wasn't?*

4. What are the next steps?

Questions which can be addressed in this section are:

- *Which further implications/actions need to be taken?*
- *Which follow-up activities have been discussed/announced?*
- *Are the roles and deadlines clear?*
- *Which follow-up activities are still open?*
- *Would the conclusions have further implications /actions to be taken*
- *Are there open questions?*

Annex 1. Agenda (if any)

Annex 2. List of participants

Please list the Working session participants, their name, organization, and role with regards StEPPFoS project (type of stakeholder)

<i>N</i>	<i>Name</i>	<i>Organization / affiliation</i>	<i>Type of stakeholder</i>

Annex 3. Presentations (if any)

Annex 4. Other relevant information (if any)



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**Funded by
the European Union**

This project has received funding from the European Union's Horizon Europe Research and Innovation programme under Grant Agreement No. 101136770