

MFPC-DCFC WORK GROUP SUPPORT TOOLS

When the Madison Food Policy Council reorganized its Work Groups in the spring of 2020 to focus on the Covid-19 pandemic, three documents were created to help focus their efforts and provide a public record of their work.

- The [Charter](#) explores the overall purpose of a given Work Group, the need(s) it intends to address, a process for doing so, a vision for success and how it will be measured; Roles & Responsibilities of members, and a list of Potential Projects are also identified in the charters. Members are asked to keep equity and sustainability principles in mind while completing the document. All current Work Groups completed their first charters in the fall of 2020 with support from the steering team that developed the document. Work Group Charters can, and should, be updated as appropriate over time.
- The [Project Scoping Tool](#) provides a framework for projects undertaken by a given Work Group. Equity impact of the project is analyzed using the City's [Racial Equity and Social Justice Tool](#), sustainability aspects are explored using The Natural Step [Sustainability Charter](#), helpful partners and experts are identified, and an implementation schedule is proposed. Work Groups are encouraged to utilize this tool to define their priority projects with the support from the staff team.
- The [Policy Memo Guidance](#) document is intended to be used when a Work Group chooses to explore and/or develop a new policy. It outlines the elements of an effective memorandum designed to educate advocates and potential decision-makers, and provides links to good examples. Work Groups using this tool should submit completed memos to the Food Policy Council for discussion and recommendations on next steps.

Current Work Groups have been identifying priorities among the Potential Projects listed in their Charters, along with new ideas that may have emerged during the pandemic. As they approach the project and/or policy phase of their work, it's helpful to remember that

- Members of the team are trained to support the group's discussion of the Racial Equity and Social Justice tool and The Natural Step Sustainability Charter
- Meetings of project members can be coordinated with staff availability outside of the regular full Work Group meetings
- Completed Support Tools will be shared with the Madison Food Policy Council and posted on the City's website

Thanks for your good work, and please feel free to reach out to staff for support. May 2021