

CCFSA CLIMATE
CHANGE AND
FOOD
SECURITY
ASSOCIATION

Events and Activity Standards Policy

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EVENT AND ACTIVITY STANDARDS POLICY

Member:	• all board members/trustees, board committee members • all association employees, secondees, interns and volunteers; and • all consultants/contractors/suppliers (including internal consultants with an association email address) • all association partners
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1. Introduction

The Climate Change and Food Security Association (CCFSA) recognizes the critical and urgent need to address the interconnected challenges of climate change and food security. As a leading organization in this field, CCFSA is committed to fostering collaboration, knowledge sharing, and action through a diverse range of events and activities. This policy document serves as a comprehensive guide to ensure that all CCFSA endeavors are conducted with the highest standards of quality, inclusivity, and ethical responsibility.

2. Guiding Principles

This policy is anchored in the following core principles:

- **Impact:** All events and activities must contribute meaningfully to CCFSA's mission of addressing the complex interplay between climate change and food security, fostering positive change and tangible outcomes.
- **Inclusivity:** CCFSA is dedicated to creating a welcoming and inclusive environment for all participants, regardless of their background, ethnicity, gender, sexual orientation, ability, or any other individual characteristic.
- **Sustainability:** CCFSA is committed to environmental stewardship and minimizing the ecological footprint of its operations, including all events and activities.
- **Collaboration:** CCFSA believes in the power of partnerships and seeks to foster collaboration and knowledge exchange among diverse stakeholders, including researchers, policymakers, civil society organizations, and the private sector.
- **Integrity:** CCFSA upholds the highest ethical standards in all its activities, ensuring transparency, accountability, and responsible resource management.

3. Scope and Applicability

This policy applies to all events and activities organized or supported by CCFSA, encompassing a wide range of formats and purposes, including but not limited to:

- **International conferences and symposia:** Facilitating global dialogue and collaboration on critical issues related to climate change and food security.
- **Regional workshops and seminars:** Providing focused training and capacity building opportunities for stakeholders in specific geographic areas.
- **Webinars and online courses:** Leveraging digital platforms to disseminate knowledge and engage a wider audience.
- **Field visits and study tours:** Offering firsthand experiences and practical learning opportunities related to climate-smart agriculture and sustainable food systems.
- **Policy dialogues and advocacy campaigns:** Engaging with decision-makers to promote evidence-based policies and action on climate change and food security.
- **Community outreach and engagement initiatives:** Raising awareness and empowering local communities to adapt to climate change and build resilient food systems.
- **Fundraising and awareness-raising events:** Generating financial support and public engagement for CCFSA's mission and programs.

4. Specific Standards

4.1. Event Planning and Design

- **Needs Assessment:** Prior to organizing any event or activity, CCFSA will conduct a thorough needs assessment to ensure that it aligns with the organization's strategic priorities and addresses the specific needs of the target audience.

- **Clear Objectives:** Each event or activity will have clearly defined objectives, outlining the desired outcomes and impact.
- **Program Development:** The program content will be carefully curated to ensure relevance, accuracy, and a balance of diverse perspectives.
- **Speaker Selection:** Speakers and facilitators will be chosen based on their expertise, experience, and ability to engage the audience effectively.
- **Accessibility:** CCFSA will make every effort to ensure that events and activities are accessible to people with disabilities, including providing appropriate accommodations and assistive technologies.
- **Budget Management:** A detailed budget will be developed and adhered to for each event or activity, ensuring responsible resource allocation and financial transparency.

4.2. Event Implementation and Management

- **Logistics and Operations:** CCFSA will ensure efficient and professional event logistics, including venue selection, registration, catering, and technical support.
- **Participant Experience:** CCFSA will strive to create a positive and engaging experience for all participants, fostering a sense of community and encouraging active participation.
- **Communication and Promotion:** Effective communication strategies will be employed to promote events and activities to the target audience, utilizing various channels and platforms.
- **Monitoring and Evaluation:** CCFSA will implement mechanisms to monitor and evaluate the effectiveness of its events and activities, gathering feedback from participants and assessing the achievement of objectives.
- **Risk Management:** CCFSA will identify and mitigate potential risks associated with events and activities, including developing contingency plans to address unforeseen circumstances.

4.3. Environmental and Social Responsibility

- **Sustainable Practices:** CCFSA will prioritize environmentally sustainable practices in all aspects of event planning and implementation, including minimizing waste, conserving energy, and promoting responsible resource use.
- **Carbon Footprint Reduction:** CCFSA will strive to reduce the carbon footprint of its events and activities by encouraging the use of public transportation, minimizing travel distances, and utilizing virtual platforms whenever feasible.
- **Ethical Sourcing:** CCFSA will prioritize the use of locally sourced and sustainable products and services for its events and activities.
- **Social Impact:** CCFSA will consider the social impact of its events and activities, ensuring that they contribute to the well-being of local communities and promote social equity.

5. Policy Review and Updates

This policy will be reviewed and updated periodically to ensure its continued relevance and effectiveness. The review process will involve consultation with CCFSA staff, volunteers, and other stakeholders.

6. Conclusion

CCFSA is committed to organizing and supporting events and activities that are impactful, inclusive, sustainable, and ethically responsible. By adhering to the standards outlined in this policy, CCFSA aims to create meaningful experiences for all participants and contribute to a more sustainable and food-secure future for all.