BEGIN C2C learning guidelines

Introduction

This sheet will give some guidelines to planning and carrying out BEGIN city-to-city (C2C) learning group meetings, based on experiences of attending meetings, feedback from partners, and scientific research from BEGIN experts.

Tips for C2C meetings

* **Engage in C2C peer review process weeks prior to each meeting:** before the meeting, all partners exchange presentations and come up with critical questions to ask. This enables the group to learn as much as possible during the visits
  + All the cities prepare their presentation about their case a couple weeks in advance, and send this presentation to a different city, who will review the material and ask specific questions concerning the pilot (Peer review)
  + These questions will be answered in the presentation during the visit, so that there is a more in-depth discussion regarding the pilot
  + For example, in a group of 4 cities - Dordrecht > Ghent. Ghent > Bradford. Bradford >Antwerp. Antwerp > Dordrecht. i.e. Dordrecht would review the plans of Ghent, etc.
* **Set specific learning objectives** that you want to achieve from each meeting (i.e. can be around a theme, or specific objectives)
  + i.e. ‘What do we want the participants to be able to do once we’re finished with this meeting?’ This is ideally something they could not do before the meeting.
  + Strong learning objectives align meeting activities to achieve goals of the group. This includes planning activities to achieve them.
* **Plan in time for site visits** to allow for participants to see local champions of projects and allow for more informal knowledge exchange between cities
* **Have a ‘core group’** of participants that are present at every meeting. The more continuity, the better as to enable stepping stones for discussions
* **Presentations** are indeed helpful in the first meetings as to allow for partners to become familiar with each other’s projects. Taking the time for this is important to build a strong foundation of knowledge of the group’s projects.
* **Use the ‘C2C Workshop Output’** sheet to consolidate lessons learned from the meetings. This can be found in the BEGIN shared folder under ‘City-to-City learning + city groups’ 🡪 ‘C2C learning workshop output template.’ This can be done individually and/or as an internal group exercise with your colleagues once you’ve returned home.
* **Organize monthly C2C group calls** to exchange experiences over a longer period of time and discuss topics separately. For example, Kent County, Aberdeen and Enfield will organise a first teleconference in the first week of June to discuss community engagement (internal/external).