



THE DESIGN THINKING

WORKSHOP RECRUITMENT

METHODOLOGY



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01

INTRODUCTION





Co-Creating Circular Solutions with Regional Stakeholders

The Waste 2 Worth project aims to empower communities to reimagine waste as a valuable resource through education, innovation & local collaboration

In response to growing environmental, economic & social challenges, we believe that communities themselves — particularly local food stakeholders — hold the key to circular solutions that are rooted in place, practice & participation.

The **Regional Collaboration Design Thinking Workshop handbook** and **this Recruitment Methodology** are practical tools developed to support educators, facilitators, community leaders & changemakers in **organising hands-on, regional workshops that teach design thinking principles while addressing local food waste challenges**. They serve as both a learning experience and a collaborative innovation process, bringing diverse voices together around the shared goal of creating value from food waste.



Recruitment process

The recruitment process is designed to ensure that the Design Thinking workshop brings together a diverse, representative, and motivated group of stakeholders who can meaningfully contribute to advancing regional sustainable food strategies. Participants are not just attendees but **active co-creators**, whose expertise, local knowledge, and innovative ideas will shape collaborative solutions to pressing waste-related challenges.

Participants are recruited to **collaborate on regional waste challenges, co-create solutions**, and **test ideas** in the context of sustainable food systems.

Innovation is the ability to see change as an opportunity – not a threat

- Steve Jobs

The workshops serve as collaborative spaces where diverse actors can map local food waste streams, share expertise, and design circular solutions. Ultimately, participants are recruited not only to benefit from the workshop but also to **amplify its outcomes** within their organisations, communities, and wider networks. The long-term purpose is to create a **multiplier effect**—building regional capacity for circular solutions and embedding sustainability into food systems.



Alignment with W2W Objectives

The recruitment methodology is firmly anchored in the **Waste2Worth (W2W) project's mission** to strengthen regional capacity for sustainable food system transformation.

It is directly linked to the **Waste2Worth (W2W) project goals** of:

- **Capacity Building** by equipping SMEs, educators, and stakeholders with tools and skills through Open Educational Resources (OERs).
- **Problem-Solving** by tackling regional waste management challenges via collaborative design thinking approaches.
- **Fostering Circular Solutions** by embedding circular economy practices in local food systems and vocational training.



02

RECRUITMENT

OBJECTIVES





Why Recruitment Matters...

The recruitment methodology is firmly anchored in the Waste2Worth (W2W) project's mission to strengthen regional capacity for sustainable food system transformation.

The careful identification, attraction, and selection of participants directly advances the project's **four core objectives**:

- a. capacity building
- b. problem-solving
- c. fostering circular solutions
- d. building on W2W resources

While ensuring that **workshop outcomes** are:

- transferable
- actionable
- scalable.



CORE OBJECTIVE | 01

It is important to recruit participants from **diverse backgrounds**—SMEs, educators, food producers, policymakers, NGOs, and community voices—in order to create a dynamic learning environment where knowledge flows across sectors.

Capacity Building...

By embedding W2W's Resources into the workshops, participants will:

- **gain** practical skills in waste mapping, valorisation, and circular economy principles.
- **learn** to adapt training tools for vocational education, empowering future learners and workforces.
- **strengthen** their ability to implement circular strategies within SMEs and community organisations.

CORE OBJECTIVE | 02



The recruitment strategy ensures participants bring **local insights, lived experiences, and practical challenges** to the table. Using **design thinking approaches**, the workshops create a space where these challenges are collaboratively unpacked and reframed into opportunities for innovation.

Problem Solving...

Co-creation:

- **tackles regional waste management challenges** with fresh, multi-sector perspectives.
- stress-tests solutions for **feasibility and adaptability** in real-world contexts.
- leaves participants with **practical prototypes** or pilot-ready ideas



CORE OBJECTIVE | 03

A central W2W aim is to embed circular economy thinking into both **local food systems** and **vocational education**. Recruitment contributes to this by ensuring participants represent the **full value chain** of the food system, from primary producers to SMEs, educators, policymakers, and civil society.

Fostering Circular Solutions...

This diversity enables:

- The **design of circular solutions** that cut across policy, practice, and education.
- The Integration of workshop outputs into **SME strategies, VET curricula, and community initiatives**.
- A **shared regional vision** for zero-waste food systems that is reinforced by multiple actors working in alignment.

CORE OBJECTIVE | 04



By engaging individuals who are already active within food systems, the workshop can draw upon their practical knowledge, local insights, & lived experiences. These **participants validate & enrich the current W2W outputs** as well as help identify new opportunities for **applying and expanding them in real-world contexts**. Their contributions ensure that W2W resources remain dynamic, community-driven, & adaptable to evolving regional needs, transforming them from static materials into living tools for innovation & circular action.

Building on W2W resources...

Recruitment and workshop design are underpinned by W2W's existing resources, including:

- The **Best Practice Compendium**, which showcases successful circular initiatives across Europe.
- **Regional waste stream maps**, which provide localised food waste routes and a starting point for analysis.
- The **OER platform**, which offers structured, adaptable learning materials to reinforce and sustain workshop outcomes

03

WORKSHOP

THEMES





Workshop themes

The regional collaborative workshops are designed as **action-oriented spaces** where participants move beyond discussion into **practical co-creation of solutions** for sustainable food systems. They combine learning, experimentation, and collaboration to ensure that participants leave with both new insights and concrete strategies for implementation. The workshops are built around four interlinked dimensions:

1. **Circular Economy & Zero-Waste Principles**
2. **Regional Waste Stream Mapping**
3. **Knowledge Transfer**
4. **Co-Creation & Problem-Solving through Design Thinking**

WORKSHOPS THEMES

1. Circular Economy & Zero-Waste Principles

Participants will explore the fundamentals of circular economy thinking, tailored to food systems. This includes:

- Applying **systems thinking** and **life cycle analysis** to understand how waste is generated across the food value chain. (Empathy phase)
- Identifying where interventions can reduce losses, extend resource use, and maximize efficiency. (Define phase)
- Reframing food waste as a **resource with economic, environmental, and social value**. (Ideation phase)

2. Regional Waste Stream Mapping

These Workshops aim to emphasise hands-on analysis of **local material flow** to ground discussions in reality. Activities will include:

- Mapping waste streams across regional supply chains.
- Identifying **hotspots of inefficiency** or waste generation.
- Highlighting opportunities for **reuse, recycling, and valorisation** within the regional context.

This collective mapping ensures participants develop a **shared understanding** of local challenges and opportunities.

3. Knowledge Transfer

- The workshops integrate elements from the **W2W Open Educational Resources (OERs)** to ensure that knowledge gained is both **structured** and **transferable**.
- Participants will engage with case studies from the **W2W Best Practice Compendium** to learn from European examples.
- Explore regional waste stream maps as a baseline for developing tailored solutions.
- Develop awareness of the W2W's online modules and tools to support **ongoing learning** beyond the workshop.

This creates a bridge between **practical workshop outcomes** and **long-term capacity building** through the W2W platform.



WORKSHOPS THEMES

4. Co-Creation & Problem-Solving through Design Thinking

This is the ultimate goal of the workshops. They are designed to use **participatory, design-driven methods** to ensure that participants are not passive learners but **active co-designers of solutions**.

What is Design Thinking?

It is a **problem-solving process** that helps people understand challenges deeply, generate fresh ideas, and create practical, user-centric solutions. It's built on a few key principles:

- **Human-centred:** It puts people — their needs, experiences, behaviours & emotions — at the heart of innovation.
- **Collaborative:** It brings together diverse/multidisciplinary teams to co-create ideas.
- **Iterative:** It encourages prototyping, testing & improving ideas over time.
- **Action-oriented:** It focuses on doing, not just discussing — moving from ideas to prototypes to real-world action.

*Read more about it in the
Facilitator's Handbook*



Through facilitated group work, participants will:

- Reframe waste-related problems into **opportunity spaces**.
- Prototype circular solutions that can be tested in practice.
- Learn how to **iterate ideas collaboratively**, incorporating diverse perspectives and expertise.

This approach ensures that outputs are **innovative, inclusive, and practical**.

04

RECRUITMENT

STRATEGY



STRATEGIC PLANNING

The recruitment process is designed to ensure fairness, inclusivity, and strategic alignment with the workshop's objectives. It follows a clear, step-by-step pathway that begins with wide outreach and concludes with the onboarding of a well-prepared participant group. Each phase plays a critical role in securing participants who are both motivated to engage and representative of the region's diverse food system stakeholders.

Recruitment will begin with a multi-channel outreach strategy to maximize visibility and attract a diverse pool of applicants.

RECRUITMENT STRATEGY

Participant Outreach

Personalised outreach is essential to ensure **meaningful engagement & higher participation rates**. By tailoring invitations through direct emails (see section 6) or targeted messages, to reflect each stakeholder's specific role, expertise & potential contribution, we demonstrate genuine interest & highlight the relevance of the workshop to their work, fostering stronger commitment from the outset.

The **W2W website and Social Media Channels** will feature dedicated posts with information on the workshops, including objectives, eligibility, and application details.

- **Partner Networks:** Partner organisations, vocational education institutions, and SMEs will be leveraged to circulate calls for participation through newsletters, emailing lists, and social media.
- **Sectoral Organisations & Industry Associations:** Targeted outreach through food sector bodies, chambers of commerce, producer cooperatives, and innovation hubs.
- **Local Councils & Community Groups:** Direct engagement with municipal governments, regional development agencies, and grassroots organisations to ensure local representation.
- **Direct Invitations:** Personalised invitations sent to key stakeholders such as SME managers, educators, and policy actors to secure strategic participants who can influence regional implementation.

This blended approach ensures that both **open applications** and **curated invitations** are used to achieve a balance between inclusivity and strategic focus.

Application Process

Interested participants will complete an **Expression of Interest (EOI) form** (see sample in section 6) that captures both their background and motivations. The form will include:

Personal & Professional Details: Role, organisation, and sector involvement.

Motivation Statement: Why they wish to participate and what they hope to contribute.

Challenges Identified: Specific waste or sustainability issues in their context.

Familiarity with Circular Economy: Previous experience or level of awareness.

Learning Preferences: Preferred ways of engaging (hands-on activities, discussions, digital tools).

This application process not only supports participant selection but also provides **early insights** into regional challenges and expectations, feeding directly into workshop design.

RECRUITMENT STRATEGY

Selection

The selection process will be guided by:

- ✓ Relevance
- ✓ Diversity
- ✓ Commitment
- ✓ Interest
- ✓ Collaborative spirit.

Specific considerations include:

- **Sectoral Balance:** Ensuring representation from SMEs, VET educators, policymakers, producers, and NGOs.
- **Geographic Spread:** Securing voices from across the region to reflect diverse local realities.
- **Diversity & Inclusion:** Attention to gender balance, age distribution, socio-economic backgrounds, and representation of marginalised groups.
- **Commitment Level:** Prioritising applicants who demonstrate willingness to fully participate in both the workshop and follow-up activities.
- **Added Value:** Preference for participants with the capacity to act as multipliers, influencing their organisations, learners, or communities.

A shortlisting process will be implemented via an internal review among facilitating organisations to ensure **fairness and transparency**.



05

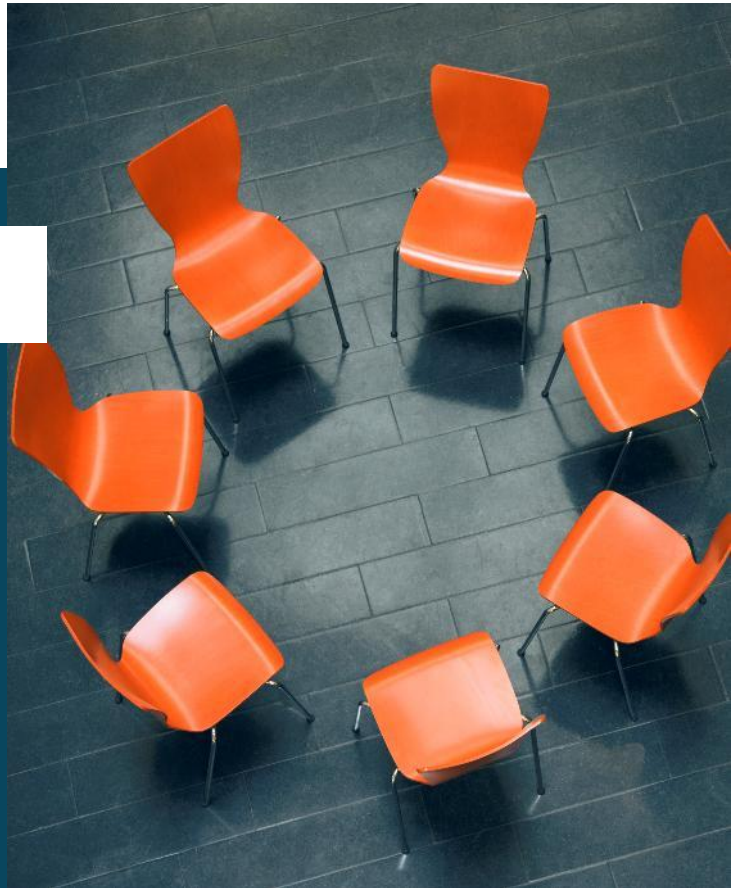
RECRUITING

PARTICIPANTS



PARTICIPANTS

To maximise engagement, the Design Thinking workshop must be presented as **an attractive & valuable opportunity for participants**. Emphasising hands-on collaboration, innovation, & real-world impact helps participants see direct benefits, such as gaining new skills, expanding professional networks, & contributing to sustainable, circular solutions that can benefit their organisations & communities.



The value proposition ensures **participants** see their active role as both beneficial and impactful.

They will be selected from the W2W target groups:

- ✓ **VET Educators and Trainers** engaged in vocational education and training programs who are pivotal in transferring circular economy principles to learners and local communities.
- ✓ **Food SMEs Managers, Producers, and Staff of small and medium-sized food enterprises** that are positioned to implement circular strategies and reduce waste along the value chain.
- ✓ **Primary Food Producers & Bioeconomy Stakeholders** such as farmers, agricultural cooperatives, and bioeconomy **stakeholders** who influence raw material flows and local sustainability initiatives.

VALUE PROPOSITION:

By the end of the workshops, participants will:

- ✓ Gain a **deeper understanding** of regional waste flows and circular economy principles.
- ✓ Co-design at least one **prototype or pilot-ready solution** addressing local food waste challenges.
- ✓ Strengthen their **networks and partnerships** across sectors and regions.
- ✓ Be equipped to integrate W2W tools and learnings into their **own organisations, curricula, practices or policies**.

Their own growth and impact will be supported by:

1. **Skill development and knowledge building**
2. **Collaboration networking**
3. **Contribution and recognition**
4. **Direct impact on practice**
5. **Ongoing engagement and legacy**

Detailed explanations of each of the value preposition follows.



VALUE PROPOSITION:



SKILL DEVELOPMENT & KNOWLEDGE BUILDING:

- Training in design thinking, systems mapping, and waste valorisation strategies.
- Access to W2W Open Educational Resources (OERs), case studies, and tools for SMEs and vocational training.
- Improved ability to identify waste hotspots and design circular strategies.



COLLABORATION & NETWORKING:

- Cross-sector partnerships with regional actors (policy, education, private sector, civil society).
- Peer learning through knowledge exchange and real-world examples.
- Opportunities to initiate joint projects and pilot regional solutions.



CONTRIBUTION & RECOGNITION:

- Certificates of participation and recognition in W2W dissemination outputs.
- Visibility as contributors to regional sustainability and circular economy innovation.
- Enhanced professional profile as a leader in sustainable food systems.



DIRECT IMPACT ON PRACTICE:

- Practical, co-created solutions that can be piloted within organisations or communities.
- Locally relevant strategies tailored to the realities of the region.
- Transfer of knowledge and practices back to participants' networks, multiplying the impact.



ONGOING ENGAGEMENT & LEGACY:

- Continued access to post-workshop communities of practice and digital platforms.
- Invitations to future W2W events, webinars, and collaborations.
- Support to sustain and expand the outcomes, ensuring real-world application beyond the workshop.

PARTICIPANTS CONTRIBUTION

The success of the workshops relies on participants' active engagement and contribution. Their **knowledge, networks, expertise, creativity, and commitment** will transform the workshop into a living laboratory for sustainable food solutions, ensuring that the outcomes are deeply rooted in regional realities and capable of producing lasting impact. Each individual is expected to bring not only their professional expertise but also:

1. Local Knowledge & Contextual Insights

- Participants bring first-hand understanding of the **food waste challenges** specific to their business/organisation, community, or region.
- Existing practices for reuse, valorisation, or waste reduction that can inform peer learning.
- Regional dynamics—cultural, economic, and environmental factors—that shape how circular solutions can be applied effectively.

2. Stakeholder Awareness & Networks

- Participants are encouraged to share their awareness of and connections to key stakeholders in their region who influence food waste and sustainability decisions (e.g., farmers, suppliers, local authorities, NGOs, community leaders).
- Opportunities for **collaborative partnerships** across sectors.
- Practical examples of how local actors are already experimenting with circular practices.



PARTICIPANTS CONTRIBUTION

Every participant brings unique professional expertise or lived experience that enriches the workshop. The variety below ensures that solutions are **multi-dimensional** and relevant across different contexts. Also, it is essential participants bring their **willingness to act**—both during and after the workshop.

3. Practical Experience & Expertise

- **SMEs and producers** contribute operational knowledge of food supply chains.
- **Educators and trainers** bring methods to transfer knowledge into vocational learning contexts.
- **Policymakers and regulators** provide insight into governance frameworks and enabling conditions.
- **Community representatives and NGOs** highlight the social dimensions of food waste and inclusion.

4. Ideas, Creativity & Problem-Solving Energy

Participants are expected to:

- generate **new perspectives** on persistent challenges.
- test innovative ideas through co-design and group prototyping.
- explore **bold, forward-thinking solutions** that may challenge conventional approaches.

5. Commitment to Action & Follow-Up

- Participants need to prepare in advance by reviewing W2W resources (case studies, OERs, waste stream maps).
- Actively engage in discussions and activities throughout the workshop.
- Commit to carrying forward the insights, tools, and solutions into their organisations, networks, and communities.
- Act as **multipliers**, spreading learning and catalysing change beyond the immediate group.

06

THE SELECTION PROCESS





TARGETED RECRUITMENT

As discussed in the previous sections, participants for the W2W Design Thinking Workshop will be selected through a transparent & inclusive process designed to ensure diversity, relevance, & commitment.

We recommend initiating recruitment via personalised email invitations. In the following pages, we created templates for your use that are tailored to different stakeholder groups, outlining the workshop's purpose, expected outcomes, & participant benefits.

These communications will direct interested individuals to complete an Expression of Interest (EOI) survey, which will gather information on their background, expertise, motivation, & availability. The insights from these submissions will guide workshop facilitating organisations in selecting a balanced mix of participants who can meaningfully contribute to the co-creation process.

THE SELECTION CRITERIA...



RELEVANCE & EXPERTISE

Participants should have a **demonstrable role in food systems**—whether through food production, processing, retail, education, policy, or advocacy. Their expertise or lived experience ensures that discussions remain grounded in real-world challenges and solutions.



DIVERSITY

The workshop actively seeks to represent varied perspectives across **sectors (public, private, civil society)**, **demographics (gender, age, socio-economic background)**, and **geographies** within the region. This ensures that solutions are inclusive, culturally appropriate, and widely applicable.



COMMITMENT

Participants must be **available to engage** fully during the workshop and commit to potential follow-up activities. This includes pre-workshop preparation, active participation in sessions, and contributing to post-workshop actions such as pilot testing solutions or knowledge dissemination.



INTEREST & EXPERIENCE

While prior knowledge of circular economy and food waste reduction is valued, **curiosity and motivation** to learn are equally important. Participants should demonstrate a clear interest in sustainable practices and a readiness to adopt or advocate for change within their sphere of influence.



COLLABORATIVE SPIRIT

A **willingness to engage** in open dialogue, share knowledge, and collaborate across disciplines is essential. The success of the workshop depends on participants' ability to respect diverse viewpoints, challenge assumptions constructively, and work toward shared goals.

1. VET Educators / Training Institutions

Subject: Empower Your Learners for a Circular Future – W2W Workshop Invitation

Dear [Name],

You are warmly invited to join the **Waste2Worth Regional Collaboration Design Thinking Workshop to create Circular Communities**.

This interactive workshop is a unique opportunity for **VET educators and training institutions** to:

- Gain real-world insight into food waste challenges
- Contribute your academic insight in developing effective solutions
- Integrate **circular economy principles** into vocational curricula.
- See the benefit of the **Waste2Worth Resources** for teaching sustainable practices.
- Collaborate with SMEs, policymakers, and community actors to bridge education with real industry needs.
- Gain tools for empowering students and apprentices to become sustainability changemakers.

Workshop Details:

Date: [Insert Date]

Time: [Insert Time]

Venue: [Insert Venue / Online Link]

Registration Link: [Insert Link]

Your expertise in training and knowledge transfer is vital for shaping practical and effective solutions that will lead to circular transitions in your community.

Best regards,

[Your Name]

[Your Organisation / W2W Partner]

Contact: [Insert Email / Phone]



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2. SME / Business Representatives

Subject: Build Circular Food Solutions Together – Invitation to W2W Regional Workshop

Dear [Name],

We are pleased to invite you to the **Waste2Worth Regional Collaboration Design Thinking Workshop to create Circular Communities**.

This workshop offers an invaluable opportunity for you as an **SME and food sector business** to:

- Identify and valorise waste streams within your operations.
- Explore **cost-saving or valorising circular practices** that improve efficiency and sustainability.
- Collaborate with peers, policymakers, educators, and innovators to co-create regional solutions.
- Gain visibility as a local leader in **sustainable and zero-waste food systems**.

Your practical insights are essential in shaping real-world solutions that benefit both your business and your community.

Workshop Details:

Date: [Insert Date]

Time: [Insert Time]

Venue: [Insert Venue / Online Link]

Registration Link: [Insert Link]

We look forward to your participation in driving the **Waste2Worth (W2W)** mission toward a circular future.

Warm regards,

[Your Name]

[Your Organisation / W2W Partner]

Contact: [Insert Email / Phone]

3. Policy Makers / Public Authorities

Subject: Strengthening Regional Circular Economy – Invitation to W2W Workshop

Dear [Name],

We are delighted to invite you to the **W2W Regional Workshop on Sustainable Food Strategies**.

As a policymaker or representative of a public authority, your participation is key to:

- Gain real-world insight into food waste challenges
- Contribute your municipality insight in developing effective solutions
- Connecting policy frameworks with practical circular initiatives.
- Identifying opportunities for **regional collaboration and waste reduction or valorisation**.
- Supporting the implementation of **sustainable food waste strategies** aligned with EU and regional goals.
- Engaging directly with SMEs, educators, and NGOs to co-design actionable solutions.

 Workshop Details:

Date: [Insert Date]

Time: [Insert Time]

Venue: [Insert Venue / Online Link]

Registration Link: [Insert Link]

Your input will help ensure that policy development is grounded in real, scalable solutions for circular food systems.

Kind regards,

[Your Name]

[Your Organisation / W2W Partner]

Contact: [Insert Email / Phone]

4. NGOs / Civil Society Organisations

Subject: Join Us in Shaping Sustainable Circular Communities – W2W Regional Workshop

Dear [Name],

You are invited to participate in the **Waste2Worth Regional Collaboration Design Thinking Workshop to create Circular Communities**.

This workshop provides a space for **Social Groups and NGO representatives** to:

- Gain real-world insight into food waste challenges
- Collaborate with SMEs, policymakers, and educators on reducing or valorising food waste.
- Share community-based perspectives and experiences on sustainability.
- Strengthen advocacy efforts for inclusive, circular food systems.
- Access tools and resources to extend impact through **W2W's Resources**.

Workshop Details:

Date: [Insert Date]

Time: [Insert Time]

Venue: [Insert Venue / Online Link]

Registration Link: [Insert Link]

Your voice is essential in ensuring that regional solutions remain inclusive, equitable, and community-driven.

Sincerely,

[Your Name]

[Your Organisation / W2W Partner]

Contact: [Insert Email / Phone]

EXPRESSION OF INTEREST & PARTICIPANT'S SURVEY



This form gathers information to help us **select a diverse and motivated group of participants for the upcoming W2W Regional Collaboration Design Thinking Workshop on creating Circular Communities.**

Your responses will help ensure balanced representation across sectors, geographies, and perspectives, in line with our Waste2Worth (W2W) project's Diversity, Equity & Inclusion (DEI) strategy.

1. Personal Information

- Organisation / Institution:
- Role / Position:
- Country / Region:
- Email address:
- Phone Number:
- Preferred pronouns (optional):

2. About Your Work & Organization

1. Briefly describe your organization's main activities and its connection to the food system (e.g., production, education, policy, research, retail, community action):
2. What is your current role or contribution within this organization?
3. Please indicate your sector:

- ☐ SME / Business
- ☐ Vocational Education & Training (VET) / Academia
- ☐ NGO / Civil Society
- ☐ Public Sector / Policy
- ☐ Community / Grassroots
- ☐ Other: _____

3. Familiarity with Circular Economy Concepts

A. How familiar are you with circular economy and food waste reduction principles?

- ☐ Very familiar – I have implemented or taught circular economy practices.
- ☐ Moderately familiar – I have attended related training or projects.
- ☐ Slightly familiar – I am aware of the concepts but have not applied them yet.
- ☐ Not familiar – I am new to these topics but eager to learn.

- B. Have you or your organisation previously participated in any circular economy or food waste initiatives?

Yes / No + short description:

4. Challenges & Goals (Short Text responses)

- A. What key challenges related to food waste or resource circularity are you currently facing in your organisation or community?
- B. What specific outcomes or skills do you hope to gain from this workshop?
- C. How do you plan to apply what you learn in your organisation or community?

5. Learning Style & Participation

- A. What is your preferred way of learning? (Select all that apply)
- ☐ Hands-on, practical exercises
 - ☐ Group discussion and exchange
 - ☐ Visual tools and diagrams
 - ☐ Reading and self-reflection
 - ☐ Online learning and digital materials
 - ☐ Other: _____
- B. Are you willing to engage actively in co-design, teamwork, and follow-up actions?
- ☐ Yes
 - ☐ Maybe – I would need more information
 - ☐ No
- C. Are you available to attend the full workshop duration and participate in post-workshop follow-up activities?
- ☐ Yes, definitely
 - ☐ Possibly (please explain any constraints): _____

6. Diversity & Inclusion (Optional Section)

- A. Please indicate if you have any accessibility needs (e.g., mobility, sensory, digital access, language support):

- B. To support diversity monitoring, you may (optionally) share:
 Age range: ☐ <25 ☐ 25–40 ☐ 41–60 ☐ 60+
 Gender identity: ☐ Female ☐ Male ☐ Non-binary ☐ Prefer not to say
 Background / Sector diversity indicators (optional): e.g., rural, indigenous, underrepresented community

7. Commitment & Motivation

- A. Why would you like to participate in this workshop?
- B. What unique perspective, skill, or experience would you bring to the discussion?
- C. Would you be willing to share your insights and outcomes publicly (e.g., in W2W dissemination materials)?
☐ Yes
☐ No
☐ Maybe (with approval)

8. Declaration

- ☐ I confirm that the information provided is accurate and that I am willing to participate actively in the W2W Regional Collaboration Design Thinking Workshop, in alignment with its goals and DEI values.

Signature / Name:

Date:

Selection Criteria (Facilitators' Reference)

The selection process will aim to ensure:

- Sectoral & Thematic Balance: Inclusion of actors from different target groups (TGs).
- Geographic Relevance: Representation from key regional contexts.
- Commitment: Willingness to attend full workshop duration and engage in follow-up.
- Experience & Motivation: Demonstrated interest or experience in circular economy.
- DEI Balance: Gender, age, and background diversity, avoiding bias and ensuring accessibility.



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07

MONITORING





WHY MONITOR?

The monitoring system ensures that each Design Thinking Regional Collaboration Workshop is evidence-based, inclusive, and aligned with W2W's long-term objectives.

A monitoring system can measure outcomes but also build an iterative feedback process that enhances workshop design, regional collaboration, and the overall impact of circular economy education.

Monitoring is both evaluative and developmental—it supports real-time adjustments while documenting lessons learned for replication and scalability

MONITORING

The Monitoring system is designed to:

- **Ensure quality and inclusivity** of workshop delivery across regions.
- **Capture evidence of learning, collaboration, and innovation** arising from the workshops.
- **Track how design thinking methods are applied** to develop actionable circular economy solutions.
- **Identify areas for improvement** to inform future workshops, enhance facilitation, and contribute to project-level reporting.
- **Demonstrate impact** in terms of knowledge transfer, behaviour change, and regional policy or practice shifts.

Monitoring Tools and Methods

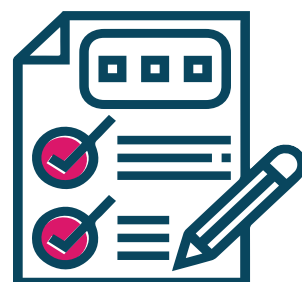
- **Pre-Workshop Baseline Survey** collects participant expectations, familiarity with circular economy and design thinking, and baseline confidence levels.
- **Observation Logs**, facilitators record observations on group dynamics, participation levels, and evidence of collaboration or innovation.
- **Participant Reflection Sheets** used during and at the end of each session for participants to note learning points, insights, and ideas for application. (See template below)
- **End-of-Workshop Feedback Form** combines rating scales and open questions covering satisfaction, learning outcomes, relevance, and suggestions for improvement.
- **Post-Workshop Follow-Up Survey (3–6 months)** measures how participants have applied tools, implemented projects, or disseminated learnings in their organisations or regions.
- **Qualitative Interviews / Case Studies** in which selected participants provide deeper insights into implementation journeys and lessons learned for the project's Best Practice Compendium.
- **Facilitator Debrief Sessions** in which teams reflect after each regional workshop to consolidate observations, challenges, and recommendations for improvement.



MONITORING

Monitoring Framework

Monitoring Dimension	Key Focus Areas	Indicators	Data Collection Tools	Responsible Party
Participation & Diversity	Representation across sectors, gender, geography, and roles	Participant profile data; attendance records	Registration database; participant survey	Facilitators / Partner Leads
Engagement & Collaboration	Level of active involvement in group activities, cross-sector dialogue	Observation checklists; self-assessment	Facilitator logs; reflection sheets	Workshop Facilitators
Learning & Capacity Building	Understanding and application of circular economy and design thinking principles	Pre/post self-assessments; learning reflections	Participant forms; post-session quizzes	Evaluation Coordinator
Co-Creation Outcomes	Quality and feasibility of proposed solutions; collaboration effectiveness	Prototype summaries; group feedback	Design worksheets; facilitator review	Workshop Team
Satisfaction & Relevance	Participant satisfaction and perceived usefulness	Feedback surveys (quantitative & open-ended)	Online or paper surveys	Evaluation Coordinator
Follow-Up & Impact	Application of workshop outcomes in professional or community settings	Follow-up survey (3–6 months later); impact stories	Case studies; interviews	Project Partners / Dissemination Team



Waste 2 Worth Design Thinking Empathy – Participant Reflection Sheet



Participant Name: _____

Session Title: _____

Date: _____

1. Key Learnings

What are the main ideas, tools, or concepts you learned during this session?

2. Insights & Reflections

What new perspectives or insights did this session give you about food waste, circular economy, or collaboration?

3. Application to Practice

How could you apply what you learned today within your work, organisation, or community?

4. Collaboration & Teamwork

What did you learn from working with others in your group?

5. Actions & Next Steps

What actions will you take after this session?

6. Additional Comments

Any suggestions or thoughts for improving future sessions?



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