

Acorn Project Council Report

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Local Partner – Country:

Project council regions: *(please name the regions represented in this project council)*

Meeting date and time:

Meeting location:

Number of male, female and youth meeting attendees:

What method(s) were used to gather input from Local Stakeholders (i.e., participants, community members, Indigenous groups) before the Project Council meeting? : *(e.g. community meetings/WhatsApp/SMS/call)*

Preparation before the project council meeting

Step 1: Pre-meeting agenda setting

Objective: Before the meeting, review the topics listed in Table 2 that should be considered as part of the project council meeting and based on these categories and discussion with local stakeholders (farmers/community members), list your expected agenda points below;

#	Agenda topics
1	
2	
3	
4	
5	
6	
7	

Table 1. Expected agenda points to be discussed. Please add more rows below as needed.

Please note more topics can be added during the meeting(s) and the final topics discussed must be included in Table 2(meeting discussion points) below.

Topic	Description
Benefit sharing Mechanism	<p>Are participants aware of the benefit-sharing mechanism i.e. what percentage will be cash/in-kind, if applicable) and payment method? <i>(Add to the agenda points:</i></p> <ul style="list-style-type: none"> <i>the percentages of cash and in kind benefits</i> <i>what types of in-kind benefits to be received.</i> <i>If participants satisfied with the benefit-sharing mechanism and payment method?)</i> <p><i>*The Benefit Sharing Mechanism must be discussed and agreed upon in the project's first council meeting.</i></p>

Project and agroforestry design	Were participants engaged for their feedback in the project design and implementation? <i>(Add to agenda points: Are the participants aware of the agroforestry design(s)? Are satisfied with the creation/implementation of the agroforestry project and agroforestry design?)</i>
Potential risks and negative impacts on livelihood and the ecosystem	Have farmers been consulted on any risks or potential negative impacts on their livelihoods or the environment that could arise from the project activities being carried out? <i>(outline the mentioned risks/negative impacts in the agenda points)</i>
Project performance indicators	<p><u>Farmer income:</u> Have you engaged farmers if there have observed any noticeable changes in their income levels because of their involvement in the project? <i>(Can you provide what changes in their incomes and if possible what specific factors contributed to these changes in the agenda points)</i></p> <p><u>Biodiversity & environment:</u> Have farmers been consulted/engaged on how project activities are affecting the plants, animals, and overall environment on the farmers' lands? <i>(outline the specific activities and reasons behind the observed impact in the agenda points)</i></p> <p><u>Nutritional variety:</u> Have the farmers been consulted on how the project influenced the variety and quality of food available to farmers and their families? <i>(Can you provide examples of any nutritional improvements in the agenda points)</i></p> <p><u>Agricultural land use and productivity (if applicable):</u> Have farmers been engaged on the changes they have been observing in their agricultural land such as how it is used e.g. have any practices changed and its productivity e.g. are they experiencing increased yields? <i>(Add a summary of these observed changes in the agenda points)</i></p> <p><u>Women's empowerment (if applicable):</u> Have you engaged with women in the farming community to know if they feel supported/empowered by project? <i>(Any success stories or challenges involved with empowering women should be added to the agenda points)</i></p> <p><u>Youth Inclusion (if applicable):</u> Has the project engaged with and benefited young people in the farming community? <i>(feedback received from the youth involved should be added to the agenda points)</i></p>
Monitoring project impacts	Are participating farmers aware of and understand the method and frequency? <i>(Add to agenda points: What is the method and frequency for monitoring impacts on livelihoods, environment/biodiversity, carbon, farmers' income and food security? Example: surveys with farmers conducted every three years).</i>

Table 2. Topics that must be considered for discussion in order to comply with the Acorn Framework

Proceedings during the project council meeting

Step 2: Introduction and Welcome (approx. 15 minutes)

Objective: Set the tone and purpose of the meeting.

- Welcome remarks by the facilitator.
- Overview of the project and its scope, objective and expected outcomes.
- Introduction of key stakeholders present.
- Confirmation of assigned roles (e.g., facilitator, note-taker, timekeeper, presenters)

Step 3: Facilitate an open discussion

Objective: Encourage an active two-way discussion around the topics included in the agenda (see Table 1), ensuring additional relevant topics not included in the agenda can also be discussed, and any grievances raised.

Step 4: Q&A (approx. 30 minutes)

Objective: Encourage all project council members to raise any remaining questions in an open discussion and ensure they fully understand what was discussed in the meeting, including any decisions made.

Step 5 : Complete the project council report (including attendance list)

Objective: Based on the meeting minutes, complete Table 3 and Table 4 to ensure all discussion points, decisions made and grievances raised are well document. The project council report must be submitted to Acorn no later than 35 days after the meeting.

Meeting discussion points			
Topic	What was discussed?	Decisions made (If applicable)	Further actions (if applicable)

Table 3. Topics discussed in the project council, decisions made and further action set. Please add more rows below as needed.

Grievances			
Grievance (complaint) raised	How grievance will be dealt with (solution)	Next steps to be taken (action points)	
•	•	•	•
•	•	•	•

Satisfaction with the method to report grievances/complaints and general feedback			
Are Participants and community members happy with the method to report grievances: <i>Yes/No</i>			
Are Participants and community members happy with the method to provide feedback: <i>Yes/No</i>			
If satisfaction with either is No, explain <u>why</u> this is and <u>what actions</u> are needed to improve this.			

Table 4. Grievances.

Appendix 1 – Attach meeting photos and if applicable original meeting minutes

Appendix 2 – List of invited attendees

Last name	First name	Gender (M/F)	District	Member type (local partner, farmer co-op, participant, community member, Acorn employee, government representative, etc.)	Was the member present in the meeting? (Y/N)	If absent, state reason for the absence.	Local stakeholder group (who/what group of participants does the farmer attendee represent)
<i>E.g. Wilbrink</i>	<i>Jacklyn</i>	<i>F</i>	<i>Utrecht</i>	<i>Acorn employee</i>			<i>Not applicable</i>
<i>E.g. Slippens</i>	<i>Ella</i>	<i>F</i>	<i>Greater Vic</i>	<i>Government representative (forest agency)</i>			<i>All</i>
<i>E.g. Jones</i>	<i>Hannah</i>	<i>F</i>	<i>Aspendale</i>	<i>Village chief</i>			<i>Farmers and community members in the region of Cape Town</i>
<i>E.g. Zanchi</i>	<i>Daniel</i>	<i>M</i>	<i>Mordialloc</i>	<i>Community member</i>			<i>Very small land size</i>
<i>Gallego</i>	<i>Laura</i>	<i>F</i>	<i>Parkdale</i>	<i>Participant</i>			<i>Different religion: Muslim</i>
<i>Kuo</i>	<i>Lorna</i>	<i>F</i>	<i>Mentone</i>	<i>Participant</i>			<i>Not educated</i>
<i>Kajim</i>	<i>Sarah</i>	<i>F</i>	<i>Edithvale</i>	<i>Participant</i>			<i>Women farmers</i>
<i>Hudson</i>	<i>Tommie</i>	<i>M</i>	<i>Edithvale</i>	<i>Participant</i>			<i>Farmers over the age of 60</i>