

**FACILITATOR GUIDE**

**Food & Beverage Business Training
on Natural Capital**

**xx-xx-xxxx**

*Module 2: Scoping a first natural capital assessment
2 hour version*

This Facilitator Guide has been developed to support you in conducting the 2 hour version of the *Module 2 Food & Beverage Business Training on Natural Capital*. This guide includes facilitation tools and practical tips, relevant materials to share, as well as a detailed agenda of the training session. The text elements highlighted in yellow need to be adapted to your specific training session.

Please note: This is a shortened version of the detailed half day training on *Scoping a natural capital assessment*. This training provides a good introduction to conducting a first natural assessment. The half-day version provides further background to the concept of materiality and (monetary) valuation and allows participants to gain a detailed understanding of how to scope and get started with a first natural capital assessment.

### Program



**Date**

**Time (2 hours)**

**00:00-00:00 CET**

**Note:** we will be using the breakout room function in Zoom. In order for this function to work properly please do not dial in using your phone. Access Zoom using your computer or the Zoom app.

**Virtual training through Zoom**

https://wbcsd.zoom.us/meeting/register/tJYuduiqrT8iGdAzqr2CvzbwBsaf5rbS8AN3

**Facilitation tips & tricks:**

* You are free to rearrange the slides in the slide deck, depending on your target audience.
* If you want to reduce the length of the training, feel free to leave out either the slides on engaging farmers (slides 34-41) or the slides on engaging consumers (slides 42-45), depending on your target audience.
* Feel free to include some of the slides that are hidden in the slide deck that include interactive elements such as additional Mentimeter questions (slides 41/65/90) or videos (slide 50).
* If there will be no presentation from a company during the training (as included in slides 108-110), you will need to account for an extra 20 minutes. You can either decide to prolong the training or exclude another part of the training, for instance the group exercise (30 minutes, as included in slides 55-64).
* Please, make sure to invite all participants to switch on their cameras and to ask all participants to mute their microphones (to reduce background noise) at the start of the meeting.
* Please, mention that the Food & Beverage training on natural capital consists of 2 modules and that today’s training will build on the module 1 introductory training. Point out that this training is the shortened version of the module 2 training and that this version does not cover the concept of materiality and monetary valuation in detail. Invite participants who wish to have more background knowledge to get started with a first natural capital assessment to also attend the half day training.
* Try to facilitate the training with more than one person, allowing you to allocate the different tasks effectively. I.e. agree that whoever is not speaking, is responsible for managing the chat and the breakout rooms, and keeping track of time.
* Share relevant resources in the chat (page 3).

**Facilitation tools that will be used during the training:**

* Breakout rooms: breakout rooms should be prepared in advance (slides 60-63). We recommend working with groups of 3-5 people.
* Mentimeter: the slide deck contains a number of Mentimeter questions. This [link](https://www.mentimeter.com/) allows you to create the questions. If you will not make use of Mentimeter, you should take out the following slides: 20/21, 41, 45, 65, 116/117.
* Live Google Document – to be prepared by the facilitator.

**Materials to provide to participants in advance of the training:**

* [Module 1 training material](https://wevaluenature.eu/module-1-adapted-food-and-beverage-sector) - to be downloaded via [this](https://wevaluenature.eu/module-1-adapted-food-and-beverage-sector) link
* [Pre-training exercise](https://wevaluenature.eu/media-item/83) - to be downloaded via [this](https://wevaluenature.eu/media-item/83) link
* Workbook adapted to the Food & Beverage sector – to be downloaded via [this](https://wevaluenature.eu/module-2-adapted-food-and-beverage-sector) link
* [Executive Summary](https://naturalcapitalcoalition.org/wp-content/uploads/2016/07/NCC_Primer_WEB_2016-07-08.pdf) version of the Natural Capital Protocol
* Live Google Document – to be prepared by the facilitator.

**Additional materials**

* As part of this training, a number of additional training materials have been developed. These materials are incorporated into the training but can also be used as stand-alone products. All materials are available for download through the [WeValueNature media library](https://wevaluenature.eu/digital-media-library):
	+ Practical Natural Capital Stories on starting a Natural Capital Journey, featuring The Coca-Cola Company, Eosta, Jerónimo Martins and METRO AG.
	+ An overview of relevant network organizations that can offer support on a Natural Capital Journey.
	+ Persona Action Cards, sharing insights on the main needs, challenges and actions for different roles within Food & Beverage companies, such as the CEO or a Sustainability Manager.
	+ An overview of some of the key sustainability topics and how they relate to natural capital.

**Useful links to share in the chat**

* [Natural Capital Protocol](https://capitalscoalition.org/capitals-approach/natural-capital-protocol/?fwp_filter_tabs=training_material)
* [Social & Human Capital Protocol](https://capitalscoalition.org/capitals-approach/social-human-capital-protocol/)
* Natural Capital Protocol sector guide [food & beverage](https://naturalcapitalcoalition.org/food-and-beverage/)
* [TEEBAgriFood Operational Guidelines for Business](https://naturalcapitalcoalition.org/teebagrifood-operational-guidelines-for-business-launch/)
	+ [User templates](https://capitalscoalition.org/wp-content/uploads/2020/07/TEEBAgriFood-Operational-Guidelines-for-Business-User-Template-FINAL.pdf)
* [TEEBAgriFood Evaluation Framework](http://teebweb.org/our-work/agrifood/understanding-teebagrifood/evaluation-framework/)
* [Natural Capital Toolkit](https://shift.tools/contributors/551)
* [SHIFT.tools](https://shift.tools/)
* [Natural Capital Stories](https://wevaluenature.eu/natural-capital-stories) (We Value Nature)
* [Case studies](https://naturalcapitalcoalition.org/category/case-studies/) (Natural Capital Coalition)
* WBCSD [Business examples](https://www.wbcsd.org/Programs/Redefining-Value/Business-Decision-Making/Assess-and-Manage-Performance/Measuring-and-valuing-impact-business-examples?searchText=) (WBCSD)
* Natural Capital stories – to be downloaded via [this](https://wevaluenature.eu/digital-media-library) link
* Infographic: Entry points into natural capital thinking – to be downloaded via [this](https://wevaluenature.eu/media-item/305) link
* Persona Action Cards – to be downloaded via [this](https://wevaluenature.eu/node/307) link
* Network Analysis: Food & Beverage Networks & Natural Capital – to be downloaded via [this](https://wevaluenature.eu/node/306) link

**Materials to provide to participants after the training:**

* Please share the training slides, together with some of the materials in this document that you consider most useful for your target audience, with the training participants as a follow-up of the training.

**Agenda**

* On the next pages, you will find a draft facilitator agenda to help you plan a two hour training session. Please feel free to adapt this to the timing and length of your choice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Session** | **Content** | **Speaker / Facilitator** |
|  | **Training prep.****45’** | * *Final run through the training & respective roles*
* *Check that audio, video & Mentimeter are working properly*
 | **ALL** |
|  | **Welcoming & opening****15’** | * **Welcome all participants**
* **Before kicking off, brief presentation of We Value Nature**
* **Briefly go through the house rules**
* **Present ourselves**
* **Training program & material**
* **Introductions**

Using the **chat function**, ask participants to introduce themselves based on Qs. from slide | **SPK****FAC –** manage any interactions & Qs coming in chat  |
|  | **Setting the scene & a brief re-cap on natural capital****10’** | * **Integrating approaches and linking with other capitals (1’)**
* **Mentimeter question on defining natural capital (3’)**
* Present the question – 1’
* Discuss results - 2’
* **Introduce natural capital, ecosystem services, and business & dependencies (2’)**
* **Introduce the Natural Capital Protocol (2’)**
* **Business case for assessing NC** **(1’)**
* **Linkages with other key concepts (1’)**
 | **SPK****FAC –** manage any interactions & Qs coming in chat **FAC -** to prepare in background the Menti |
|  | **Engaging the supply chain on natural capital****5’** | * **Engaging farmers on natural capital (5’)**
* *Optional:* Mentimeter question on organizing sustainable change at farm level (3’)
* Present the question – 1’
* Discuss results - 4’

**OR*** **Engaging consumers on natural capital (5’)**
* *Optional:* Mentimeter question on organizing sustainable change at farm level (3’)
* Present the question – 1’
* Discuss results - 4’
 | **SPK****FAC -** to prepare in background the optional Menti**FAC –** manage any interactions & Qs coming in chat  |
|  | **Identifying natural capital impacts and dependencies****5’** | * *Optional:* Natural Capital short video (3’54)

Kick-off introduction to the impacts/dependencies on natural capital by showing Haagen-Dasz short video. Invite participants to share a few reflections on what they have just seen using the **chat function**.* **Natural capital impacts, impact drivers & pathway (3’)**
* **Natural dependencies & dependency pathway (2’)**
 | **SPK** **FAC** – to show optional video**FAC** – to prepare in background the breakout rooms**FAC –** manage any interactions & Qs coming in chat  |
|  | **Group exercise – impacts & dependencies****30’** | *Link this part with key elements that came out from intro part.** **Group discussion in breakout rooms (30’)**
* Present the business example Los Fiordos to work through – 2’
* Explain **breakout groups & workbook** – 1’
* **Breakout room discussion** – 20’
* Ask participants to share very briefly some of the **key outcomes from the discussions in plenary** by asking them to unmute – 6’
* *Optional: reflection question on impacts/dependencies* (5’)
* Present the question – 1’
* Discuss results - 4’
* **Progressing with learning objectives (1’)**
 | **SPK –** to inform participants of time left by sending a group message to all breakout groups**FAC –** help engage with participants when sharing key outcomes from discussions**FAC -** to prepare in background the optional Menti |
|  | *Coffee break* – ***10’*** |
|  | **Scoping an assessment****20’** | *Link this part by reiterating key lessons from intro & why NC is important.** **Business application (2’)**
* **Overview of current assessments in the F&B sector (2’)**
* **Measure & Value (2’)**
* **Measure & Value in practice (2’)**
* **Example of a qualitative assessment (2’)**
* **Monetary valuation (1’)**
* **Scoping an assessment (2’)**
* **Identifying stakeholders and target audience (2’)**
* **Business example – Coca-Cola (3’)**
* **Natural Capital Stories (1’)**
* *Optional:* reflection on scoping your assessment(5’)
* **Progressing with learning objectives (1’)**
 | **SPK****FAC –** manage any interactions & Qs coming in chat  |
|  | **Practical considerations****15’** | * **Planning an assessment (2’)**
* **Other considerations (2’)**
* **Practical tips & success factors (1’)**
* **Useful tools & resources: SHIFT platform & Natural Capital Toolkit (2’)**
* **Natural Capital Toolkit example (1’)**
* **Tools to determine impacts and dependencies (1’)**
* **Ecosystem quantitative valuation: data sources (1’)**
* **Ecosystem monetary valuation: data sources (1’)**
* **Ecosystem monetary valuation tools (1’)**
* **Companies experimenting (2’)**
* **Progressing with learning objectives (1’)**
 | **SPK** **FAC –** manage any interactions & Qs coming in chat |
|  | ***Optional:* Case study presentation****20’** | * **Welcome & very briefly introduce company and guest speaker**
* **Presentation case study (10’)**
* **Q&A with participants (10’)**
 | **SPK** **FAC –** manage any interactions & Qs coming in chat.  |
|  | **Wrap up & Lessons learned****10’** | * **Key takeaways (2’)**
* **Creating an inducive company environment for integrating natural capital (2’)**
* **Menti Qs (3’)**
* **Eager to get started (1’)**
* **Next steps (1’)**
* **Thank everyone for their participation and special thanks to guest speakers for the presentation (1’)**
 | **SPK****FAC –** manage any interactions & Qs coming in chat  |
|  | **End of training** |  |  |