

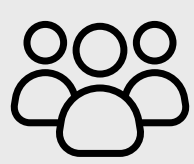
Practical tools for

Creative Climate Action

Key Actor Templates



60-90 min



1-4 participants

Tool description and purpose

The tool supports key actors of collaboration to understand the different roles the project entails, key activities and contributions. The tool is useful especially in the planning phase of the project, to clarify the responsibilities of each actor. Each key actor in the Creative Climate Action at CCI4Change —such as a local authority, an intermediary, and or a creative sector actor—has their own template to fill in. The template guides the user in outlining their specific responsibilities and perspectives within the collaboration.

When to use?

The tool is useful especially in the planning phase of the project, to clarify the responsibilities of each actor.

Local authority

Skills and Capacities	
What are your strong skills which could benefit the collaboration?	What are the skills you don't have?

Roles & Responsibilities

Motivations	Goals	Values	Needs
What is interesting & inspiring?	What do you want to achieve?	Principles that are important to consider in this collaboration?	What do you need from other collaborators?

Main activities			
1. Identify <ul style="list-style-type: none">Recognize energy consumption challengesInitiate partnerships with intermediaries	2. Play & Learn <ul style="list-style-type: none">Engage in capacity-building activitiesPlan pilot projects with creatives	3. Act <ul style="list-style-type: none">Implement pilot project(s)Engage citizen through initiatives like festivals and workshops	4. Evaluate <ul style="list-style-type: none">Assess pilot outcomes and develop their impactsIntegrate successful practices into strategies and other initiatives

Intermediary

Skills and Capacities	
What are your strong skills which could benefit the collaboration?	What are the skills you don't have?

Roles & Responsibilities

Motivations
What is interesting?

CCI Actor

Skills and Capacities	
What are your strong skills which could benefit the collaboration?	What are the skills you don't have?

Roles & Responsibilities

Motivations	Goals	Values	Needs
What is interesting & inspiring?	What do you want to achieve?	Principles that are important to consider in this collaboration?	What do you need from other collaborators?

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How to use?

The template questions are designed to guide each actor in reflecting on key considerations in collaborative creative climate action work. These reflections help align values, needs, motivations etc. within the project. The tool can first be filled in individually and then shared with other collaborators. It is recommended to organize a joint workshop where participants introduce themselves to one another and answer questions. The tool can be updated and reviewed throughout the project, and its main purpose is to help identify strengths and weaknesses and to promote mutual understanding.

Benefits of using this tool

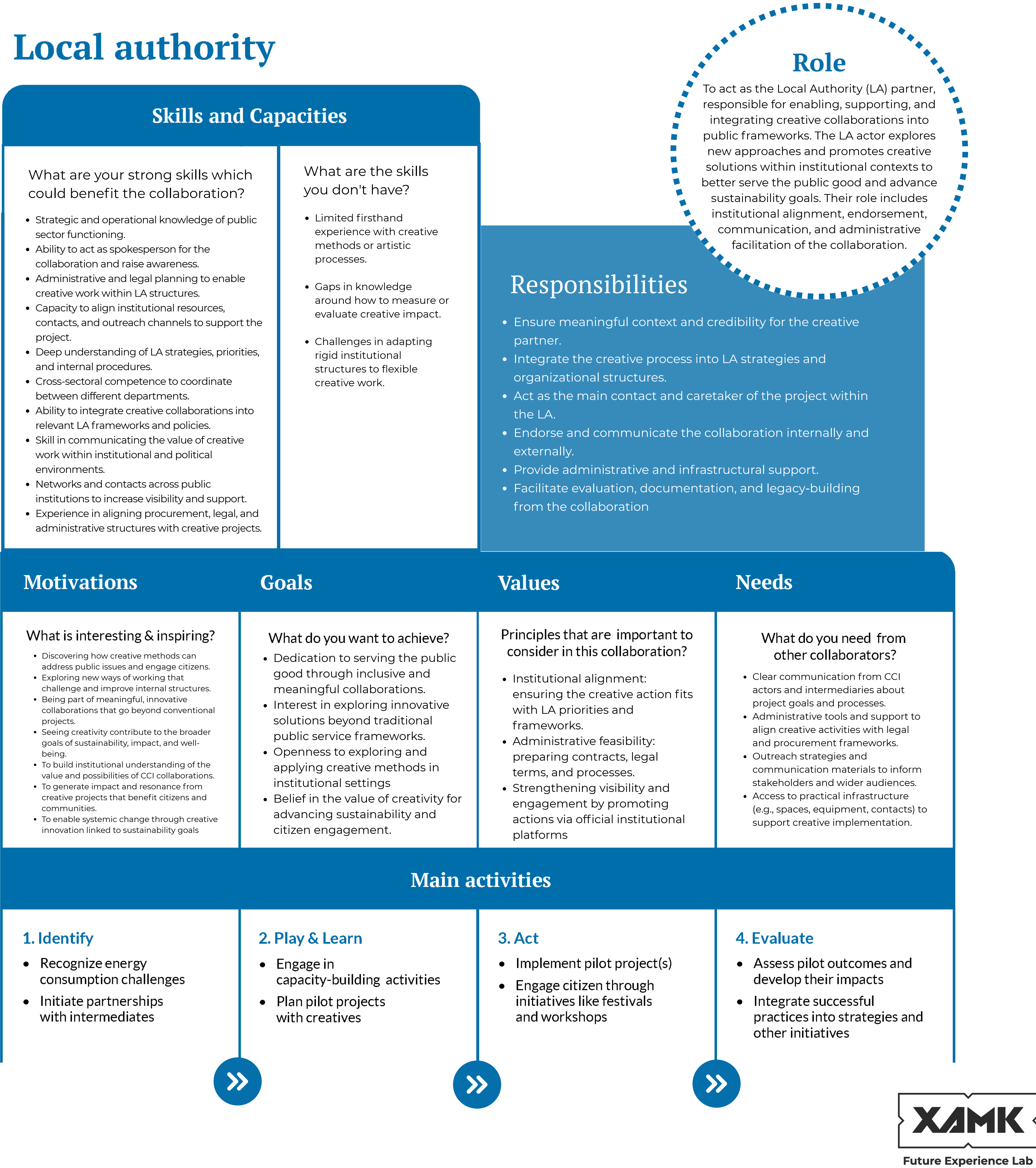
Using this tool during the planning phase helps collaborators get to know each other better, understand the collective expertise within the project team, and identify any potential skill gaps. This promotes stronger mutual understanding and more informed planning.

Learn from the experience gained during the CCI4Change project and fill in maps on following pages.

Learn from the experience gained during the CCI4Change project

Local Authorities – Key Actor Template from the CCI4Change Project

This completed key actor template represents the local authorities participating in the CCI4change project. It is based on information and user insights collected through surveys, interviews, co-creation workshops and case-studies. The template synthesizes the key roles, motivations, needs, and competencies of three different authorities. Adapted from the service design persona tool, it is intended to support toolkit users—particularly other local authorities—in understanding and engaging with similar actors in their own contexts. The template is grounded in the practical experiences and collaboration that took place during the CCI4change project, as part of implementing creative climate action initiatives.



How to use Key Actor Template?

The template questions are designed to guide each actor in reflecting on key considerations in collaborative creative climate action work. These reflections help align values, needs, motivations etc. within the project.

Benefits of using this tool

Using this tool during the planning phase helps collaborators get to know each other better, understand the collective expertise within the project team, and identify any potential skill gaps. This promotes stronger mutual understanding and more informed planning.

Local authority

Skills and Capacities

What are your strong skills which could benefit the collaboration?

What are the skills you don't have?

Roles & Responsibilities

MotivationsGoalsValuesNeeds

What is interesting & inspiring?

What do you want to achieve?

Principles that are important to consider in this collaboration?

What do you need from other collaborators?

Main activities

1. Identify

- Recognize energy consumption challenges
- Initiate partnerships with intermediates

2. Play & Learn

- Engage in capacity-building activities
- Plan pilot projects with creatives

3. Act

- Implement pilot project(s)
- Engage citizen through initiatives like festivals and workshops

4. Evaluate

- Assess pilot outcomes and develop their impacts
- Integrate successful practices into strategies and other initiatives

Learn from the experience gained during the CCI4Change project

Intermediary Key Actor Template from the CCI4change Project

This completed key actor template represents the intermediaries participating in the CCI4change project. It is based on information and user insights collected through surveys, interviews, co-creation workshops and case-studies. The template synthesizes the key roles, motivations, needs, and competencies of three different intermediaries. Adapted from the service design persona tool, it is intended to support toolkit users—particularly intermediaries—in understanding and engaging with similar actors in their own contexts. The template is grounded in the practical experiences and collaboration that took place during the CCI4change project, as part of implementing creative climate action initiatives.



How to use Key Actor Template?

The template questions are designed to guide each actor in reflecting on key considerations in collaborative creative climate action work. These reflections help align values, needs, motivations etc. within the project.

Benefits of using this tool

Using this tool during the planning phase helps collaborators get to know each other better, understand the collective expertise within the project team, and identify any potential skill gaps. This promotes stronger mutual understanding and more informed planning.

Intermediary

Skills and Capacities

What are your strong skills which could benefit the collaboration?

What are the skills you don't have?

Roles & Responsibilities

MotivationsGoalsValuesNeeds

What is interesting & inspiring?

What do you want to achieve?

Principles that are important to consider in this collaboration?

What do you need from other collaborators?

Main activities

1. Identify

- Recognize energy consumption challenges
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2. Play & Learn

- Engage in capacity-building activities
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3. Act

- Implement pilot project(s)
- Engage citizen through initiatives like festivals and workshops

4. Evaluate

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- Integrate successful practices into strategies and other initiatives

Creative professionals (CCI) – Key Actor Template from the CCI4change Project

It is based on information and user insights collected through surveys, interviews, and case studies.

The template is grounded in the practical experiences and collaboration that took place during the CCI4change project, as part of implementing creative climate action initiatives.



How to use Key Actor Template?

The template questions are designed to guide each actor in reflecting on key considerations in collaborative creative climate action work. These reflections help align values, needs, motivations etc. within the project.

Benefits of using this tool

Using this tool during the planning phase helps collaborators get to know each other better, understand the collective expertise within the project team, and identify any potential skill gaps. This promotes stronger mutual understanding and more informed planning.

CCI Actor

Skills and Capacities

What are your strong skills which could benefit the collaboration?

What are the skills you don't have?

Roles & Responsibilities

Motivations

What is interesting & inspiring?

Goals

What do you want to achieve?

Values

Principles that are important to consider in this collaboration?

Needs

What do you need from other collaborators?

Main activities

1. Identify

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