INSTRUCTION

Practical tools for

Creative Climate Action

Roadmap of Collaboration

60-120 min

4-8 participants in a workshop
or
individually / role

Tool description and purpose

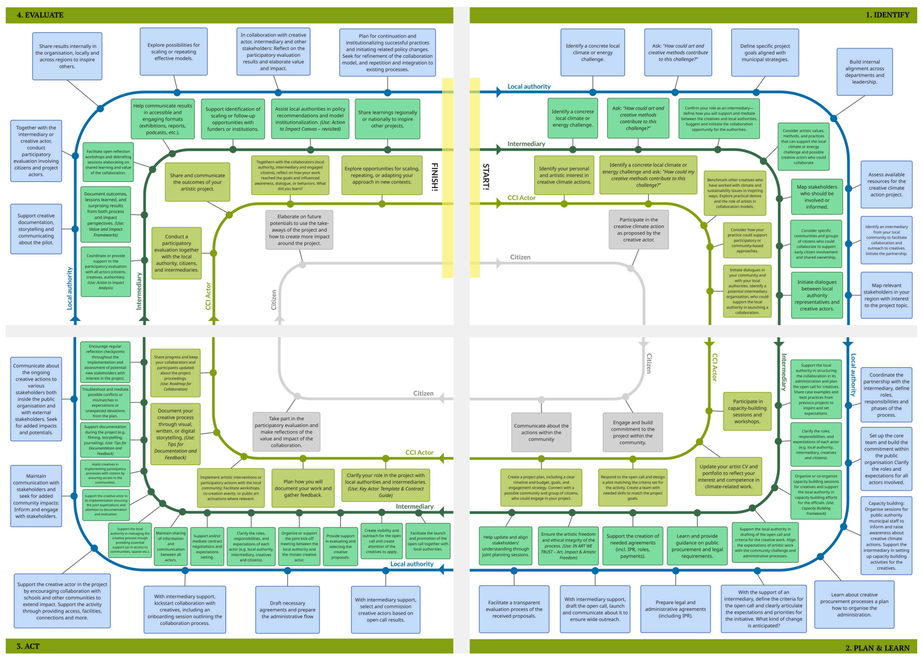
Roadmap for Collaboration is a step-by-step method that outlines how different actors are connected and how the actions of one stakeholder can trigger actions by others. The tool is designed for cross-sectoral collaboration, especially in the context of creative climate action, and was developed within the CCI4Change project.
The roadmap is based on a service blueprint method, adapted to clarify roles, actions, and timing in joint projects. It visualizes how local authorities (as project leads), intermediaries, creative actors, and citizens progress through a collaborative process together. The roadmap highlights each role's contributions along a shared timeline and helps ensure synchronized progress.

When to use this tool?

- In cross-sectoral initiatives that involve actors from different fields and work cultures.
- At the beginning of a project, to create a shared understanding of the collaboration process.
- In project management, to map tasks and responsibilities along a clear visual timeline.
- During evaluation and reflection, to trace how actions have influenced each other.
- When building a culture of collaboration, especially where mutual roles and responsibilities must be clarified.

Example use cases:

- A municipality initiates a creative climate action project, and the roadmap is used to structure collaboration between departments, creative actors, and citizens.
- An intermediary facilitates a co-creation workshop, using the roadmap to define responsibilities and phases.
- A citizen engagement event is planned, and the roadmap helps visualize how input from the community will be acted upon.
- During project evaluation, the roadmap is reviewed to identify which actions led to meaningful impact and how collaboration unfolded in practice.



Benefits of using this tool

- Clarifies roles and responsibilities: Each stakeholder (local authority, intermediary, CCI actor, citizen) sees both their own and others' tasks in relation.
- Provides a shared rhythm: A visual timeline supports joint understanding of timing, dependencies, and action flows.
- Makes actions concrete: Each step is broken into visible service moments—specific verbs describing what is being done.
- Improves coordination: Helps actors understand when and how their actions affect others.
- Supports iterative collaboration: The roadmap can be updated throughout the project to reflect real-time learning and changes.

How to use this tool?

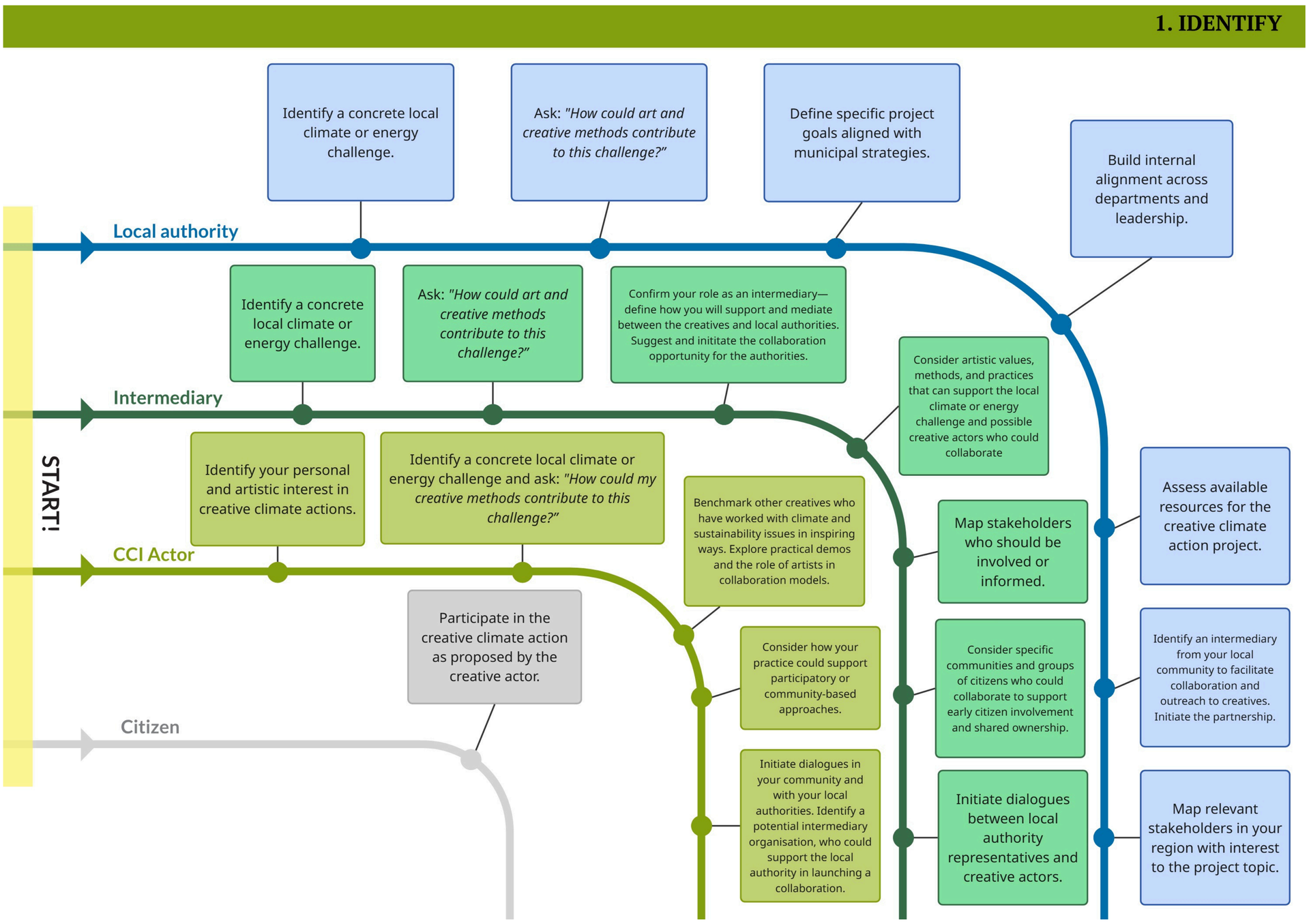
- Define the roles: Determine who is acting as the local authority, intermediary, creative actor, and citizen in the collaboration.
- Roadmap is structured in four phases:

  1. Identify: Define the challenge, stakeholders, and opportunities for collaboration.
  2. Plan & Learn: Co-develop ideas and establish shared understanding.
  3. Act: Implement the actions and support each role's participation.
  4. Evaluate: Assess results, reflect, and capture learnings for future cycles.

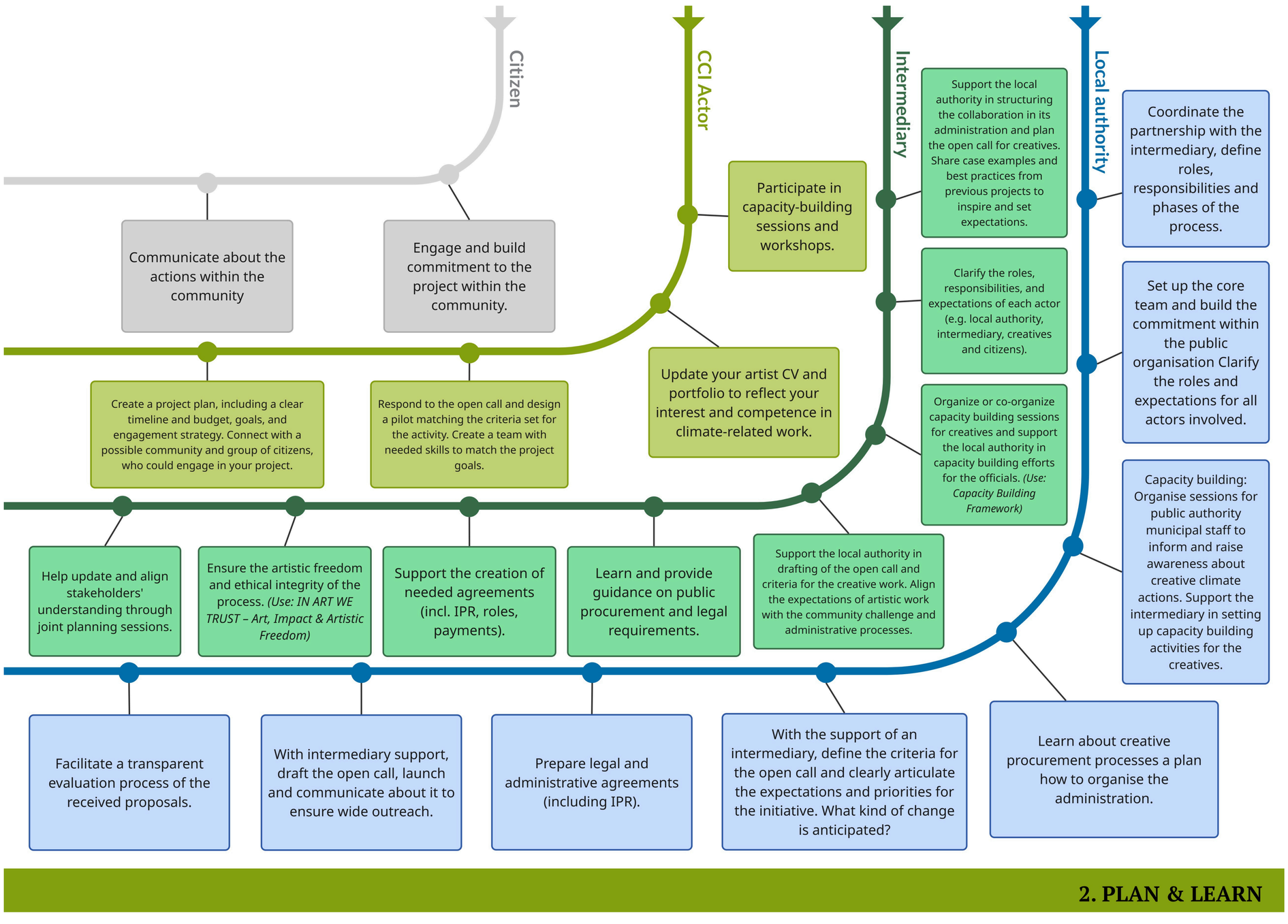
- Describe service moments for each actor—these are specific actions taken during the process.
- Synchronize actions: Align timelines and responsibilities to support effective cooperation.
- Iterate as needed: Revisit the roadmap to refine and adjust as the project evolves.

FILLED IN TEMPLATE

1.IDENTIFY



2. PLAN & LEARN



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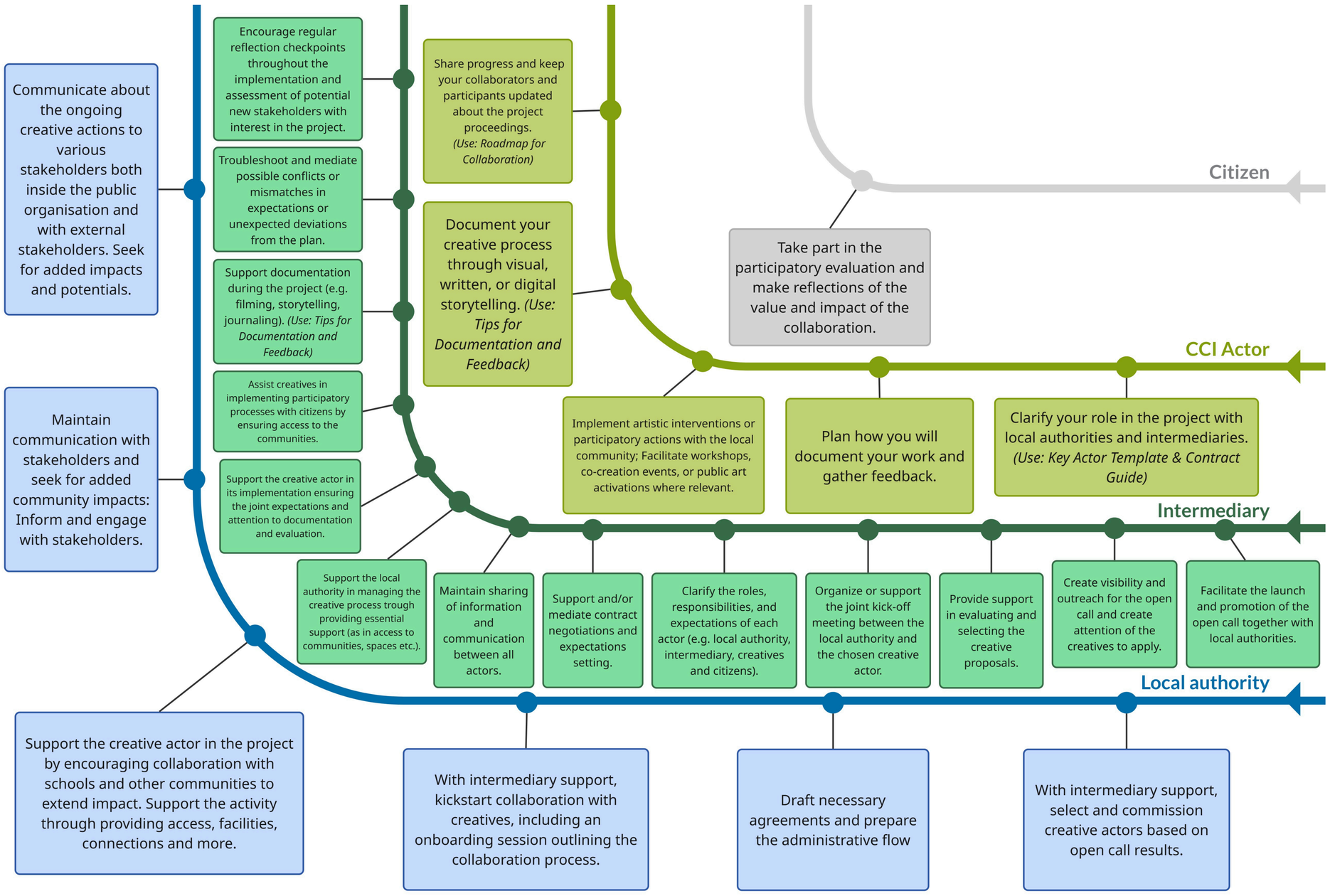
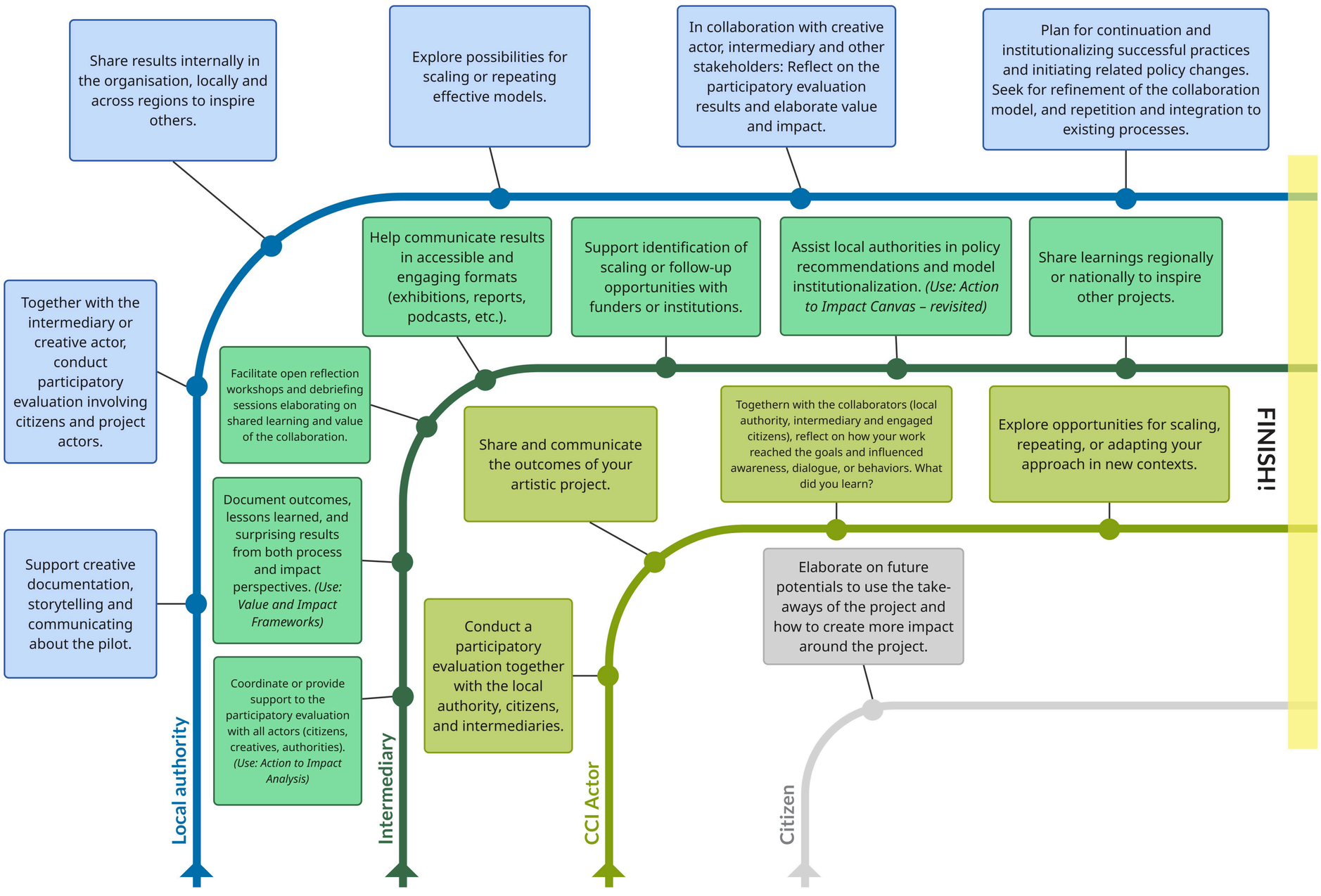
3. ACT



3. ACT

4. EVALUATE

4. EVALUATE



FILL-IN TEMPLATE

1.IDENTIFY

Purpose

Begin by identifying a local climate or energy-related challenge that feels relevant to your community. Rethink the issue, consider what artistic approaches could achieve that traditional methods cannot and how creative climate actions could be realized through your organization driving the change. Identify supportive strategies and key stakeholders for the work and initiate a collaboration with a suitable intemediary partner.

Steps:

- Identify a concrete local climate or energy challenge
- Ask “How could art and creative methods contribute to this challenge?”
- Define specific project goals aligned with municipal strategies.
- Build internal alignment across departments and leadership.
- Assess available resources for the creative climate action project.
- Identify an intermediary from your local community to facilitate collaboration and outreach to creatives. Initiate the partnership.
- Map relevant stakeholders in your region with interest to the project topic.

2. PLAN & LEARN

Purpose:

Develop skills, build the capacity and structure the collaboration.

Steps:

- Coordinate the partnership with the intermediary, define roles, responsibilities and phases of the process.
- Set up the core team and build the commitment within the public organisation Clarify the roles and expectations for all actors involved.
- Capacity building: Organise sessions for public authority municipal staff to inform and raise awareness about creative climate actions. Support the intermediary in setting up capacity building activities for the creatives.
- Learn about creative procurement processes a plan how to organise the administration.
- With the support of an intermediary, define the criteria for the open call and clearly articulate the expectations and priorities for the initiative. What kind of change is anticipated?
- Prepare legal and administrative agreements (including IPR).
- With intermediary support, draft the open call, launch and communicate about it l to ensure wide outreach.
- Facilitate a transparent evaluation process of the received proposals

3. ACT

Purpose:

Launch creative projects and support the engagement of communities.

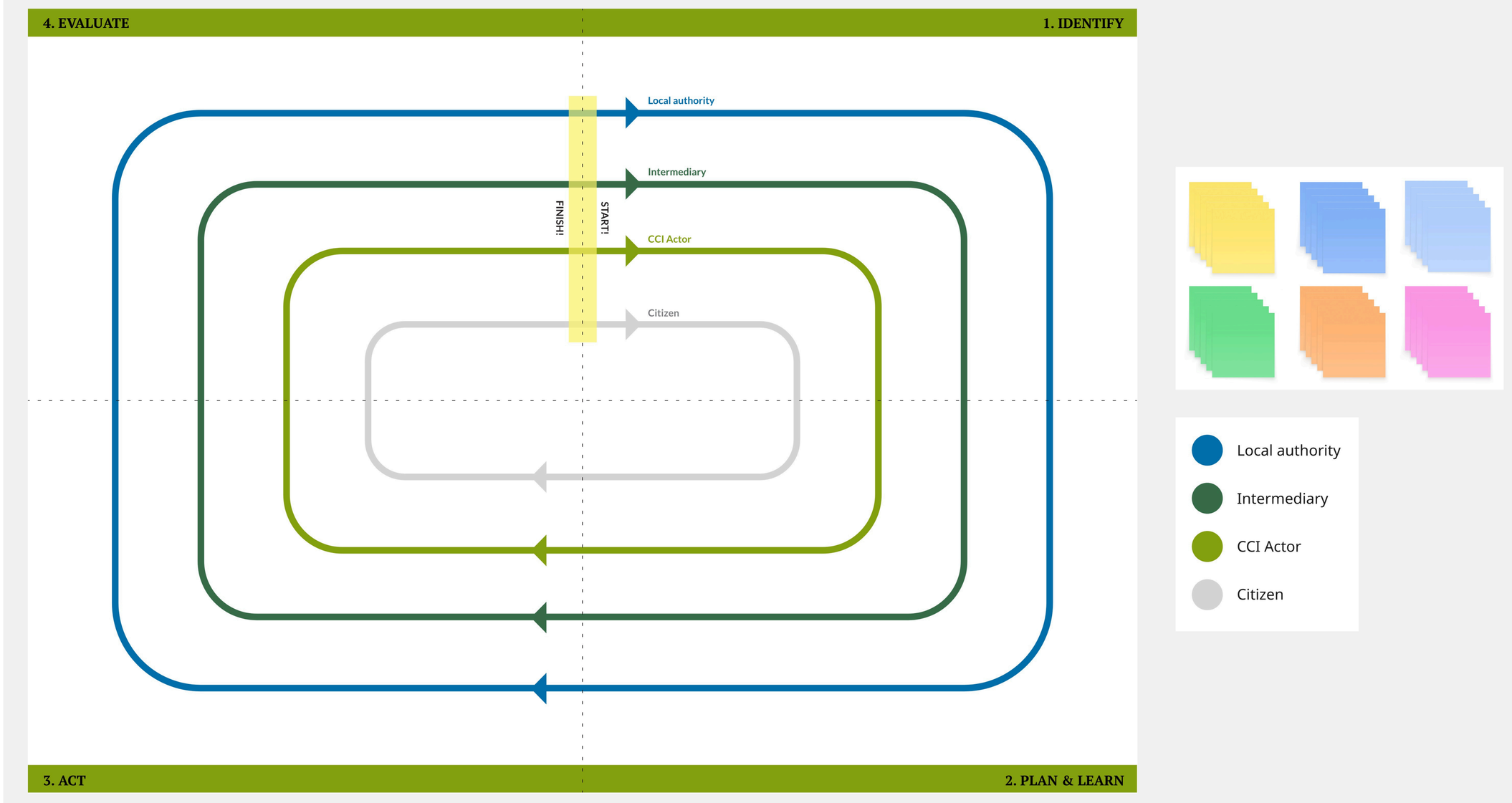
Steps:

- With intermediary support, select and commission creative actors based on open call results.
- Draft necessary agreements and prepare the administrative flow.
- With intermediary support, kickstart collaboration with creatives, including an onboarding session outlining the collaboration process.
- Support the creative actor in the project by encouraging collaboration with schools and other communities to extend impact. Support the activity through providing access, facilities, connections and more.
- Maintain communication with stakeholders and seek for added community impacts: Inform and engage with stakeholders.
- Communicate about the ongoing creative actions to various stakeholders both inside the public organisation and with external stakeholders. Seek for added impacts and potentials.

FILLED IN TEMPLATE

4. EVALUATE

Purpose:

Reflect on the process, measure impact, and plan for legacy.

- Steps:
- Support creative documentation,storytelling and communicating about the pilot.
- Together with the intermediary or creative actor, conduct participatory evaluation involving citizens and project actors.
- Share results internally in the organisation, locally and across regions to inspire others.
- Explore possibilities for scaling or repeating effective models.
- In collaboration with creative actor, intermediary and other stakeholders: Reflect on the participatory evaluation results and elaborate value and impact.
- Plan for continuation and institutionalizing successful practices and initiating related policy changes. Seek for refinement of the collaboration model, and repetition and integration to existing processes.