Green Food Experience
Host Guide

1. Aim of the initiative

The Green Food Experience is an initiative promoted by PAN International and its National Offices. Through this initiative, the aim is to support the organisation of tasting events and cooking events by students, members of PAN University Groups or other students. This support is offered in the form of:

  a. A **mini-grant**, with a maximum amount of €200 (or equivalent in the local currency of the applicant's country) to cover the cost of food.
  b. **Resources** for the organisation of the event, such as recipes, branded material, instructions and guidelines.

The final purpose of promoting these events is to share with groups of participants how good WFPB (whole food plant-based) eating can be, as well as spread awareness of its positive effect on health, climate and society. The events are intended also as outreach events for PAN International and its activities (including PAN National Offices and PAN University Groups).

2. Application requirements

To apply for the mini-grant, the applicant must:

  - Be a **medical student** (or a member of PAN University Group) and provide proof of this status when requested (certificate of enrollment)
  - Duly fill in the application form in all its parts

3. Event requirements

PAN wants to offer support and guidance, rather than strict rules in order to make these events successful. Although there are some basic requirements that need to be fulfilled and taken into account while organising a Green Food Experience, we provide flexibility when it comes to the details.

  a. You need to successfully involve **at least 10 participants** (proof will be required by the registration form and pictures)
  b. **100% of the food being served needs to be plant-based**
  c. The food offered needs to promote how colourful and flavourful **whole plant-based food** can be. This means that your menu has to include **healthy dishes, based on minimally processed ingredients** such as legumes, whole

grains, nuts, seeds, fruit and vegetables. Ideally, the dishes offered at the event should also be **low in fat, salt and sugar**. Grilling, baking, steaming and boiling should be preferred over frying or cooking with a lot of fat.

This type of food should be your first choice while building the menu for your event. To help you out, we provide a selection of recipes of healthy, minimally processed whole plant-based food. As a general rule, a **small percentage** of what could be labelled as "plant-based junk food" is allowed (max 1 or 3 items on the menu), giving you some flexibility and helping you to attract more people.

d. The food served at the event should be ideally **home-made**. Prepared beforehand or, even better, prepared with participants, if that's the kind of event you're willing to organise. This is the best choice. As an alternative, you can also opt for takeaways, restaurants, catering services, but please make sure the food is plant-based and preferably also healthy (refer to requirements b and c).

e. Single-use plastic should be avoided as much as possible. There may already be regulations in place for this where you're organising the event, in which case we just ask you to abide by them. However, plastic-free events are preferable.

f. Attendance needs to be registered by using the **attendance sheet** (template here https://bit.ly/45kXXLX and in the GFE Toolkit) and possibly a link to the **guests feedback form** (Link here http://bit.ly/42kZyQ5, also available as QR Code in the GFE Toolkit Useful links and on the Attendance Sheet) should be forwarded to guests

g. **EXTRA**: if you are using social media during the event, remember to tag us **@physicians_association** in your IG stories and use the hashtag **#greenfoodexperience**

h. **EXTRA:** it would be great if you could also share some of the outreach material provided as part of the GFE Toolkit

4. The application and grant approval process

a. Application is via the official application form hosted on a landing page of the PAN website. An acknowledgement of receipt will be sent to the applicant.

b. Approval or rejection of the application. It is important to note that the approval of the application does not automatically imply that the payment of the grant will be executed. Still, it simply constitutes an **acknowledgement**

that the applicant meets all the requirements to be eligible for the grant and that it is possible to proceed with the organisation of the event.

c. The applicant needs to host the event following the plans outlined in the application and the official guidelines provided by PAN.

d. After the event, the applicant needs to duly report about the event, using the digital tools provided by the organisation. **The day after the date of the event** provided during the application, **the host will receive an email linking to the online reporting form** (as well as a reminder 14 days after the date of event, if the report was not submitted yet). This report includes information and items such as:

- Application ID
- Actual date and country of the event
- Actual number of attendees
- Invoices and receipts of expenses
- 4-6 Pictures of the event
- 4-20 Pictures of the food offered at the event
- List of dishes included in the menu being offered (or a summary if a full list is not available, i.e. takeaways, restaurant, etc)
- Recipes used if not the ones provided by PAN (if food was home-made)
- Number and list of participants, including the authorisation to use pictures taken during the event (data collected via the attendance sheet provided)
- Actual expenses to be reimbursed
- All relevant invoices (food-related)
- A private invoice (template here https://bit.ly/43YkY6l and in the **GFE Toolkit**)
- Bank details to be used in case of approval of the report
- Consent to the use of photos and media
- Certificate of Enrolment at an accredited University

e. Approval or rejection by PAN of the report provided by the applicant

f. In case of rejection, the applicant is entitled to request the reasons behind the rejection and amend the report if possible. It is not possible to appeal a second decision by the organisation. If the organisation of the event met all the guidelines and requirements and the report gets duly filled, there will be no reason for PAN not to approve the grant and proceed with its payment.

g. In case of approval of the report, PAN will notify the applicant and execute the payment.

5. Payments

a. Payments of the mini-grant will be executed within no more than 14 days of the date of approval of the event report.
b. Payments will reflect the maximum amount requested at the time of application if the report is being approved in its entirety and if the receipts and invoices do not sum up to a smaller amount.
c. In any case, payments will not exceed the total of the invoices/receipts included in the report.

6. Communications

The applicant will receive various emails from PAN to give feedback, share resources, give instructions, and provide important information about the event. The applicant should regularly check the email address they provided during the application.

In case the applicant needs to provide important updates to PAN regarding the event (i.e. change of date, cancellation, etc), that might affect the reporting and the approval of the grant, it is possible to send an email to PAN using the following email address: **greenfoodexperience@pan-int.org**

Communications that are not deemed relevant to the grant approval process, will not be answered. Due to administration processes, communications sent from a different email address other than the one used for the application will not be answered.

7. Request for Further Documentation

As stated in the application form, the applicant is deemed responsible for declaring only truthful information. PAN International reserves the right to request at any point in time, during the application process, further documentation (i.e. Certificate of Enrollment as proof of student status, etc).

8. Copyright

The resources provided by PAN as supporting material for the organisation of the event can be shared by the organisers. Any alteration of the aforementioned

materials, besides those meant to be edited where clearly stated by the instructions provided (i.e. change the date of the event in the template provided, etc) constitutes a copyright infringement.

9. Liability

As clearly stated in the application form, PAN cannot be held responsible or liable for any damage incurred by the applicant or third parties or any infringement of the law linked to the organisation of the event.

The organiser, namely the applicant, is responsible to abide by local laws and regulations (i.e. university rules, national laws for food handling and distribution, national laws for health and safety, etc).

10. Data Policy

PAN International is committed to treating all the data shared by the applicant, including the data about participants, with the utmost respect and in observance of German national laws and European data privacy law regulations.

The applicant commits as well to treating the data collected only for reporting purposes or for the promotion of local events linked to PAN University Groups or PAN National Offices, only where clearly stated at the time of data collection (i.e. event registration form, etc).