

Nutrition Dialogues

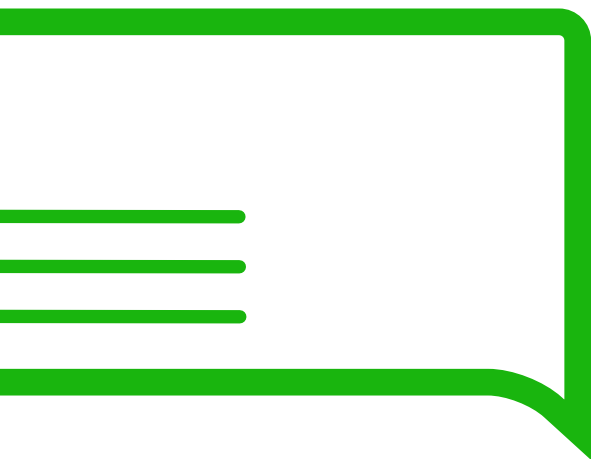


Feedback Framework for Childrens Workshops

Welcome to the Nutrition Dialogues **Feedback Framework for Children's Workshops**. It is designed to assist Convenors in collecting and submitting comprehensive Feedback Forms from nutrition-focused Children's Workshop events held as part of the Nutrition Dialogues programme. By following this Framework, Convenors will ensure that valuable information is gathered accurately and efficiently, providing valuable insights and outcomes from each event.

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Overview of the Feedback Forms

Every Children's Workshop event announced on the Nutrition Dialogues Portal can be linked to an official Feedback Form. It is an online format that enables a standardised way to bring together in a cohesive way, the outcomes from all the different Nutrition Dialogues, in different contexts and languages. The Children's Workshop Feedback Form contains four key sections for collating outcomes:

COVER PAGE	Extracted from the event page
1. PARTICIPATION	3 quantitative and 1 qualitative question
2. FRAMING	1 qualitative question
3. CHILDREN'S WORKSHOP OUTCOMES	4 qualitative questions
4. PRINCIPLES OF ENGAGEMENT & METHOD	3 qualitative questions
ADDITIONAL INFORMATION	Acknowledgements, links, collage photos and attachments

ROLES OF THE EVENT TEAM

Care is needed to ensure that the Feedback Form conveys what has been expressed by the participants including issues on which participants' views converged, as well as those on which there was divergence. Support from event teams (Facilitator and Record Keepers) is helpful when preparing for the Feedback Form.



Record Keepers play a key role in documenting the discussion that takes place between Participants. Record Keepers are encouraged to note all views expressed, and not to have their notes dominated by the views of those who spoke the most. The notes should include views that are surprising and not expected.



Facilitators play an important role to support the children and young people to engage in a fun, and friendly way. The Facilitator also guides the discussion/activities to stay focused and within the time allocated.

Convenors can circulate draft versions of their Feedback Form with their event teams before the final version is submitted online. A word version of the Feedback Form is available for download on the Portal for this purpose.

Convenors must meet or exceed the standards and requirements detailed in the Nutrition Dialogues Child Safeguarding Framework (available on the Portal). These are in place to ensure that children and young people's participation is ethical, safe, inclusive, sensitive to risks and respectful of local values and cultures. The event team must ensure that all child safeguarding standards are followed. This includes not to upload any photos of participating children to ensure confidentiality and anonymity, and to remove all identifiers including names, precise venue location, name of school, etc.

RECORD KEEPERS TEMPLATE "WORKSHOP RECORD"

Briefing Record Keepers before the event can help prepare them on how to document discussions effectively. They should be encouraged to use whichever means they are most comfortable with to document what happens during the activities. Using a common template to summarise Record Keeper notes can be helpful for Convenors when preparing the Feedback Form. A template can be found on page 5 for this purpose which can be printed for all Record Keepers to submit at the end of the event.

FEEDBACK FORM STRUCTURE

The structure of the full Feedback Form can be found from page 6. The prompts provided on this example in italics match the prompts Convenors find when completing the official submission online. These prompts do not appear on the final PDF published.

Submission Guidelines

Convenors login to the Portal at nutritiondialogues.org and follow the instructions to “Complete Feedback Form” for the relevant event. If a Convenor hasn’t announced their event yet, they must do this first, even if the event has already taken place. Convenors are responsible for the content of the Feedback Form and its publication, and this applies even if it is published by someone else on their behalf.

TECHNICAL SUPPORT

If an individual is managing technical aspects of an event on the Portal on behalf of a Convenor, a name and context for this support is required during announcement of the event. This would apply in a number of situations, for example, where the Convenor has limited access to the internet or cannot access the site in their preferred language.

LANGUAGES

Feedback Forms can be submitted in any language. Forms submitted in languages other than English, French and Spanish will be translated using online tools for the synthesis report. Therefore, the outcomes in other languages may not be reflected as accurately as those submitted in English, French and Spanish.

SUBMISSION DATES

If the Feedback Form is published before the **end of 2024**, it will contribute to the synthesis that will be developed to inform the Nutrition for Growth Summit taking place in Paris in March 2025. Prior to this, an inception report synthesizing the Nutrition Dialogues Feedback Forms published by the end of October 2024 will be prepared for the SUN Movement Global Gathering in November 2024.

Best Practices

Once the final version has been submitted, it will be published online in PDF format and the data from the Feedback Form will be referenced for reporting purposes (notably synthesis reports). To maintain the integrity of the process, alterations can only be made through a recorded history mechanism where edits and additions are added to the Feedback Forms as annexes. For this reason, Convenors should be satisfied with their Feedback Form before it is finally published to avoid going through the modification process. To help with this, a word version of the form can be found on the Portal for drafting purposes.

There are no mandatory fields for Children’s Workshop Feedback Forms, however, if needing to prioritise, Convenors should ensure they provide a “Total Participant Count” in Section One and a response to “Overall Summary” in Section Three.

WORKSHOP RECORD

Name of Facilitator

Name of Record Keeper

Number of Participants

Understanding of good nourishment

Ideas to improve nourishment

Areas of convergence and divergence

Overall Findings

Additional notes from the Facilitator



CHILDRENS WORKSHOPS FEEDBACK FORM COVER PAGE

WORKSHOP TITLE:	<i>[Workshop title]</i>
WORKSHOP DATE:	<i>[Workshop date, start and end time]</i>
CONVENED BY:	<i>[Convenor]</i> <i>Event announced on behalf of the Convenor by: [name of announcer]. [Explanation]*</i> <i>Feedback published on behalf of Convenor by: [name of publisher]. [Explanation]*</i>
EVENT LANGUAGE:	<i>[Event language]</i>
HOST CITY:	<i>[Host location]</i>
GEOGRAPHIC SCOPE:	<i>[Geographic scope description]</i>
AFFILIATIONS:	<i>[Affiliations text]</i>
WORKSHOP EVENT PAGE:	<i>[URL to event page]</i>

<i>[Workshop Event Image if available]</i>	<i>[Selected collage image if available]</i>
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The outcomes from Children's Workshops will contribute to developing and identifying the most urgent and powerful ways to improve nutrition for all, with a focus on children and young people. Each Workshop contributes in four distinct ways:

- Published as publicly available PDFs on the Nutrition Dialogues Portal
- Available as public data on the Nutrition Dialogues Portal "Explore Feedback" page
- Available publicly within a .xls file alongside all Feedback Form data for advanced analysis
- Synthesised into reports that cover which nutrition challenges are faced, what actions are urgently needed and how should these be taken forward - particular, in advance of the Nutrition for Growth Summit in Paris, March 2025.

*If relevant



TOTAL NUMBER OF PARTICIPANTS

Please ensure the totals for each section below add up to this total Participant count.

TOTAL NUMBER OF PARTICIPANTS BY AGE RANGE

12-15

16-18

TOTAL NUMBER OF PARTICIPANTS BY GENDER

Female

Male

Prefer
not to say

ADDITIONAL DETAIL ON PARTICIPANT DIVERSITY

Please describe how your Workshop was diverse across other factors for example, socio-economic status, ethnicity, religion, disability, and rural/urban groups.

Character limit 500 with spaces (approx. 70-120 words)



FRAMING

Please describe how your Workshop was framed during the introduction, this could include information about the local context (e.g. climate change, conflict, poverty) and nutrition situation. It may also include local anxieties about nutrition felt in the community, for example the prevalence of certain risk factors for malnutrition like pollution and seasonality as well as widespread nutrition deficiencies.

Character limit 2000 with spaces (approx. 280-480 words)



CHALLENGES

Which nutrition challenges are faced by the Participants of your Children's Workshop?

Character limit 2000 with spaces (approx. 280-480 words)

URGENT RECOMMENDATIONS FOR ACTION

What actions were identified by Participants as urgently needed and how did they propose that these be taken forward?

Character limit 2000 with spaces (approx. 280-480 words)

AREAS OF DIVERGENCE

To what extent did views, opinions and positions diverge?

Character limit 2000 with spaces (approx. 280-480 words)

OVERALL SUMMARY

Please detail here the overall summary of your Workshop. This will be the primary source for messages as part of the synthesis report to be developed ahead of Nutrition for Growth in March 2025. Please take this opportunity to expand beyond the content of what was discussed, by describing also how the event felt overall from your perspective.

Character limit 4600 with spaces (approx. 500 – 800 words)



PRINCIPLES OF ENGAGEMENT

Please describe how your Workshop reflected specific aspects of the Principles of Engagement? Refer to the Reference Manual on the Portal for a list of the Principles.

Character limit 1000 (approx. 140-240 words)

METHOD AND SETTING

Please describe the methodology used to convene your Workshop, including which aspects of the recommended methodology were used. Please also include a description of how you incorporated child safeguarding standards, and a brief overview of the setting (e.g. formal, informal, outdoor, within a classroom, in a restaurant).

Character limit 500 with spaces (approx. 70-120 words)

ADVICE FOR OTHER CONVENORS

Do you have advice for other Convenors about holding a Nutrition Dialogues Children's Workshop?

Character limit 500 with spaces (approx. 70-120 words)



ACKNOWLEDGEMENTS

Please add any acknowledgements you would like to make here for example, appreciation of your support team, funders and service providers.

Character limit 500 with spaces (approx. 70-120 words)



LINKS

Please add any relevant links to websites or existing documentation online. Maximum 10 links.



COLLAGE PHOTOS

Please upload up to ten photos of the collages fevent and remove any identifiers to respect the privacy of the children and young people involved. Please ensure that the photos are clear and zoomed in onto the collage. They may be used as part of general programme communications and for the Nutrition for Growth Summit. Max 5MB each. Please identify which one you would like to feature on the cover page of this Feedback Form.



ATTACHMENTS

Please upload any corresponding files that you wish to share in relation to your Dialogue event e.g. complementary report. These will appear as hyperlinks on your final Feedback Form PDF. Please ensure you have consent from all people in all photos and please do not share photos of anyone under the age of 18. Maximum 10 attachments, maximum 5MB each. Note: Please do not upload photos of participating children to ensure confidentiality and anonymity. Please remove all identifiers including last names, precise venue location, name of school, etc.