



# Nutrition Dialogues

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## Reference Manual **for Convenors**

Nutrition Dialogues bring together diverse stakeholders to facilitate meaningful discussion, and exploration of the most urgent and powerful ways to **improve nutrition for all.**

JULY 2024



## PREFACE

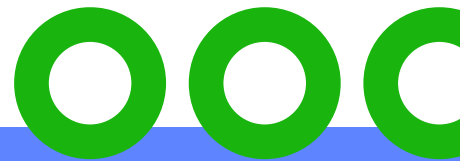
This Reference Manual is a core document designed to support Dialogue Convenors, amidst a guidance package of several resources and templates for Dialogue related activities. The package covers two methodologies - one to engage stakeholder groups and one focused on engaging children and young people.



The **Stakeholder Dialogues** method is designed for all people and is intended for groups of 30-40 people from a diversity of profiles and experience.



The **Children's Workshop** method is designed with specific child engagement safeguards and is intended for groups of up to 20 children and young people between the ages of 12-18.



## ABOUT INITIATING PARTNERS

**World Vision International (WVI)** is a global Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. They especially envision a world where all children are healthy and well-nourished as good health and nutrition empower children, families and communities, enabling them to thrive. World Vision International (WVI) coordinates more than 34,000 staff members in nearly 100 countries. They currently run the ENOUGH campaign to encourage action to end child hunger and malnutrition.

**4SD Foundation (4SD)** is a Swiss-based Foundation committed to improving the skills of emerging and established leaders to advance the Sustainable Development Goals. They focus on complex issues, at the interface of multiple sectors. They have developed a methodology for dialogues between participants of diverse profiles and developed online interactive platforms for dialogues. They have experience in accompanying dialogue convenors to prepare, run and report on dialogues in ways that feed into a global process.

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# PURPOSE & RATIONALE

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**People need to be well nourished to avoid disease, be healthy and achieve their full potential.**

Improving nutrition leads to stronger immune systems, safer pregnancy, lower risk of non-communicable diseases (such as diabetes and cardiovascular disease), and longer life. Healthy children learn better and well-nourished adults are more productive. Improving nutrition can break cycles of poverty and hunger between generations<sup>1</sup>. At the same time, accelerating climate change, using violence to resolve conflicts, increases in people's cost-of-living, and the COVID-19 pandemic, have shocked food and finance systems, and resulted in increased numbers of malnourished persons<sup>2</sup>. Women and children are especially at risk.



**INCREASED  
IMMUNITY**



**SAFER  
PREGNANCY**



**LONGER  
LIFE**



**INCREASED  
LEARNING**



**INCREASED  
PRODUCTIVITY**

In 2023, worldwide, 2.33 billion persons (or 29 percent of our planet's population), did not have consistent access to nutritious, safe, and sufficient food. In 2022, among children under five years of age, an estimated 148.1 million (22.3 percent) were stunted (too short for age), 45 million (6.8 percent) were wasted (too thin for age) and 37 million (5.6 percent) were overweight<sup>3</sup>. The world is not on track to achieve the global nutrition targets of the Sustainable Development Goals (SDGs) by 2030. Malnutrition is a big burden for people and societies. Developmental, economic, social and medical impacts of malnutrition are serious and lasting, for individuals and their families, for communities and for countries<sup>4</sup>.

## MOBILISING ACTION FOR NUTRITION NOW

Much remains to be done if these global nutrition targets are to be met. 2025 is a significant year for nutrition: it is the final year of the UN Decade of Action on Nutrition, the World Health Organization will renew its global nutrition targets and the Nutrition for Growth Summit (N4G) will take place in Paris in March 2025. Together, these represent a critical opportunity for mobilizing more ambitious and concerted action by governments, donors and civil society.

**The groups of people who are most at risk of being malnourished are seldom included in local, national or global discussions about which actions have the greatest impact on women's and children's nutrition.** World Vision International (WVI) and 4SD Foundation want to ensure that the voices of those at risk are heard by persons with the power to respond. They have together launched a widespread process of engagement in preparation for the N4G Summit and beyond – a programme of Nutrition Dialogues.

**The purpose of the Nutrition Dialogues** is to increase focus on the challenges of ensuring the good nutrition of women and children in low-income settings, and to elicit their views as well as perspectives of diverse stakeholders on ways to improve this situation, as well as encourage more ambitious, effective and accountable action.

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<sup>1</sup>WHO Nutrition Overview [https://www.who.int/health-topics/nutrition#tab=tab\\_1](https://www.who.int/health-topics/nutrition#tab=tab_1) [retrieved 19 June 2024]

<sup>2</sup>UNICEF, World Food Programme (WFP), Standing Together for Nutrition (ST4N), Micronutrient Forum (MNF). Global resilience report: Safeguarding the nutrition of vulnerable children, women, families and communities in the context of polycrisis. Washington, DC: MNF; 2024. <https://www.wfp.org/publications/global-resilience-report>

<sup>3</sup>FAO, IFAD, UNICEF, WFP and WHO. 2024. The State of Food Security and Nutrition in the World 2024 – Financing to end hunger, food insecurity and malnutrition in all its forms. Rome. <https://doi.org/10.4060/cd1254en>

<sup>4</sup>WHO, Malnutrition. 2024. <https://www.who.int/news-room/fact-sheets/detail/malnutrition> [retrieved 19 June 2024]

# ABOUT THE NUTRITION DIALOGUES PROGRAMME

The Nutrition Dialogues programme is **open to anyone** who wishes to contribute to the global discourse on people's nutrition by convening a facilitated dialogue. The Nutrition Dialogues approach fosters open and honest discussion and embraces diverse perspectives that inspire novel ideas and innovative ways of working. A particular objective of the programme is to elevate voices for the Paris Nutrition for Growth Summit in March, 2025.

Participants of Dialogues will focus on their 'lived experience of being nourished' and express their views on 'how to reduce levels of malnutrition among women and children in their community'. They will explore priorities for how to improve nutrition outcomes in their localities.

Acknowledging that nutrition has multiple determinants, Dialogues may explore ways for:

- Ensuring the availability of nutritious food throughout the year in different locations;
- Increasing the ability of low-income households to access the nutritious food they need;
- Enabling all household members
  - to consume the nutrients they need
  - to reduce their risks of disease
  - to receive treatment when ill
  - to access other interventions and services as required;
- Enabling access to social protection and safety nets and other forms of support and protection as may be needed by households that are vulnerable to nutrition challenges;
- Ensuring access to relevant educational opportunities.

Nutrition Dialogues encourage all nutrition stakeholders to be far more ambitious, effective and accountable. The Nutrition Dialogues programme seeks to engage all groups of nutrition stakeholders, with a particular focus on women, and children and young people.

## TWO TYPES OF NUTRITION DIALOGUE ACTIVITIES



### Stakeholder Dialogues

Stakeholder Dialogues are opportunities for diverse participants to engage in dialogue within a specific stakeholder group (e.g. between women's groups, or between farmers) or across multiple stakeholder groups (such as farmers, local businesses, civil society, schools, local authorities, national government, scientists and faith groups). Both specific stakeholder and multi-stakeholder Dialogues explore options for better nutrition in different local contexts. They consider these options from a wide variety of perspectives and prioritise interventions that can support more impactful action.



### Children's Workshops

Children and young people (12 to 18 years) meet, talk and exchange ideas around two questions: What are children's appreciation or understanding of good nourishment? What are children's ideas for improving nourishment? A Children's Workshop is often convened by an adult (e.g., community member, schoolteacher, local NGO officer, etc.) although it could also be convened by a young person representing their own constituency. The dedicated method is age-appropriate and sensitive to young people's needs.

## BECOMING A CONVENOR

Everyone interested in improving nutrition is invited to become a Convenor and contribute to this global programme. Convenors adopt an integrated, interdisciplinary, and exploratory approach to identifying actions that enhance nutrition. Nutrition Dialogue Convenors enable the hearing of voices, sharing of views, and discussion of actions needed to improve women's and children's nutrition, both by the participants themselves and by others. They will elevate these voices through the official Feedback process on an online Portal.

There are no restrictions to becoming a Convenor for a Stakeholder Dialogue event beyond adhering to the Principles of Engagement. However, those wishing to lead a Children's Workshop event must adhere to child safeguarding standards and behaviour protocols.

It is important to note that the role of Convenor is a valuable voluntary commitment; individuals either perform it as part of their existing job or generously volunteer their time to make a meaningful impact.

The Initiating partners of the Nutrition Dialogues programme will mobilize Convenors across various localities between July and December 2024. World Vision International invites its country offices to convene Dialogues. Series of briefings will invite other organizations and networks to mobilize Convenors. Efforts to engage the public will also be made, encouraging unaffiliated local leaders to convene a Stakeholder Dialogue or a Children's Workshop.

## PRINCIPLES OF ENGAGEMENT

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The Nutrition Dialogues programme is based on a set of **Principles of Engagement** for all stakeholders. They help ensure a meaningful process and Dialogue events to play a valuable role in influencing ways to improve nutrition for all.

- Be committed** to improve nutrition for all, especially for women and children
- Recognize that everyone's nutritional status has **multiple determinants**
- Welcome multistakeholder **diversity and inclusivity**, including young people
- Respect** different perspectives while nurturing trust among stakeholders
- Be open to **share and learn** from others
- Act with integrity** and in an ethical manner
- Act with a commitment to uphold the **equity and rights** of all women, men and children
- Act with **urgency**
- Protect** Nutrition Dialogue events from the marketing and promotion of any products



# OFFICIAL FEEDBACK AND SYNTHESIS

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Convenors share the outcomes of their Nutrition Dialogue events on the online portal ([nutritiondialogues.org](https://nutritiondialogues.org)) using a standardized Feedback Form. These become publicly available for analysis and learning.

The Feedback Forms include information about:





- **Who participated in the event?** (*Quantitative data to indicate the diversity of participants*)
- **How was the event framed? What was discussed?** (*Describing the local context*)
- **What were the event outcomes?**
  - **Which nutrition challenges are faced? What actions are urgently needed and how should these be taken forward?**
  - **To what extent did views, opinions and positions diverge?**
- **Which Principles and methods were used?** (*Describing the event method*)

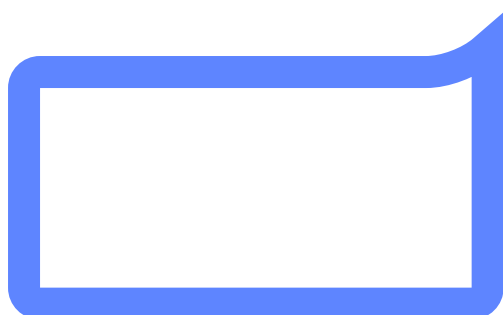
More details including forms for use on the day can be found in the **Feedback Framework for Stakeholder Dialogues** and the **Feedback Framework for Children's Workshops**.

Outcomes from all Nutrition Dialogues that have been reported by the end of 2024 will be synthesised in advance of N4G 2025. The synthesis report will highlight the nutrition-related challenges faced by women and children. Preparation of the synthesis will involve several steps for data coding, analysis and identification of the patterns and themes across the Dialogues (and, possibly, per country). A standardised approach will be used to code qualitative data in order to enable quantitative analysis. It will spell out key messages from the Nutrition Dialogues – especially the perspectives of women and children about issues they face with maintaining their and their children's nutrition. These messages will be brought to the forefront of the N4G discussions.

**The key messages will encourage greater attention to improvements in women's and children's nutrition by decision-makers.** They will prompt all nutrition stakeholders to be more ambitious, effective and accountable.

In summary, outcomes from the dialogues will:

-  Develop powerful messages for decision makers
-  Generate greater political attention to people's nutrition needs
-  Contribute to policy changes for better nutrition
-  Encourage more ambitious and effective action for nutrition, and increase accountability for action that is taken.



# NUTRITION DIALOGUES ONLINE PORTAL

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The Nutrition Dialogues portal at [nutritiondialogues.org](http://nutritiondialogues.org) is a dedicated platform that is free to use, secure and powered by community generated content. It enables Convenors from around the world to announce their Dialogue events and publish corresponding feedback in the public domain. All events will have Contact Forms, enabling new connections. By making this available publicly, the data from Dialogue events contributes to a repository of outcomes that can actively inform responses to nutrition challenges. The Portal also serves as the central place for all information related to the programme including guidance materials as well as updates and announcements from programme partners. Registered members have access to a hotline for any questions or issues.

## TRAINING AND ORIENTATION SPACES

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Collective online training and orientation Spaces will be organised for Convenors, Curators, Facilitators and Record Keepers of Nutrition Dialogues. These Spaces are designed to orientate those that are involved in organising a Nutrition Dialogue event on the overall process, to strengthen their capabilities and to enable them to learn from the experiences of others.

They are intended to provide an opportunity for people involved in Nutrition Dialogues to connect with and learn from one another. It is hoped that they will contribute to rapid learning in Dialogue-based approaches to systems change in a way that is both personal, and productive.

These Spaces are two-hour sessions that include sufficient time for questions and answers and breakout discussions for networking and collective mentoring of participants. Details on the dates and times are made available on the Nutrition Dialogues portal as soon as they become available.

## COMMUNICATIONS

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Convenors are encouraged to raise public awareness about nutrition within the context of a dialogue event. Whilst the Discussion Groups are closed and non-attribution rules are in place, the overall event itself and its focus can be used to promote local nutrition action. One option is to invite journalists to report on the opening and consolidation sessions but not on what happens in the discussion groups.

Social media can be harnessed to promote the event. If they agree, persons being assigned roles (like Curator, Facilitator and Record Keeper) can be recognized and appreciated online by Convenors. Convenors can also use social media to solicit recommendations from their networks for who to invite.

The Nutrition Dialogues logo, identity guidelines and social media templates are available on the Nutrition Dialogues Portal.

### LANGUAGES

Guidance material and the online Portal will be available in English, French and Spanish. It is expected that events will take place in the languages with which Participants are familiar. The Feedback Form can be submitted in any language but if not in English, French or Spanish, contents will be translated into English using online translation tools during analysis for the global synthesis report. The contents will remain in the original language on the Portal.





# THE STAKEHOLDER DIALOGUES METHOD

The standardised approach for Stakeholder Dialogues is designed to help Convenors to ensure that each dialogue event achieves its objectives to explore what needs to be done by whom and when to achieve good nutrition for all.

## KEY ROLES

The Convenor is responsible for recruiting suitably trained people for each of the key roles. Each Dialogue event has a Convenor and a Curator and each discussion group has a Facilitator and a Record Keeper. All roles are important contributors to a successful event and each comes with a set of responsibilities. The success of a Stakeholder Dialogue also depends on the mix of Participants and the ways in which they interact with each other.



**CONVENOR:** A Convenor is responsible for conceptualizing, planning, organizing and executing a Dialogue event in line with the Principles of Engagement. Convenors recruit skilled people for the key roles (Curator, Facilitator, Record Keeper) as well as ensuring a diversity of Participants, with special consideration to stakeholder groups who do not normally take part in Dialogues about nutrition. Convenors are also responsible for announcing details about the event and publishing the corresponding Feedback Form on the Portal [www.nutritiondialogues.org](http://www.nutritiondialogues.org).



**CURATOR:** A Curator presides over and moderates a Dialogue event, welcoming participants, introducing high-level guests and explaining the focus and expected outcome of the Dialogue. Curators help the Convenor with preparation of the event and in completing the Feedback Form. How the Curator sets the tone, animates, frames and closes a Dialogue will also leave a lasting impression on Participants. Curators have a good understanding of the topic and experience in encouraging exploration of complex challenges using systems thinking.



**FACILITATOR:** A Facilitator helps ensure that Participants in each Discussion Group have opportunities to contribute meaningfully and have their perspectives listened to by others. Facilitators create an open and trusting atmosphere, are comfortable with silences and know how and when to move the conversation on. They mediate convergences and irreconcilable differences with careful management of dominant personalities. Facilitators are radical listeners who observe, stimulate and encourage open, honest conversation.



**RECORD KEEPER:** A Record Keeper listens to the conversations in the Discussion Groups and keep a note of different participants' perspectives, emerging points of common understanding as well as areas of divergence. They can also support their respective Facilitators with important aspects like timekeeping. Record Keepers notes are critical in the development of the Feedback Form by the Convenor following the event.



**PARTICIPANT:** Participants are expected to listen to each other and be open to the co-existence of divergent points of view. The Dialogues approach is designed to help participants welcome diverse perspectives, seek out new connections, collaborate in order to identify promising courses of action and debate potential impact of different strategies.



## DIVERSITY OF PARTICIPANTS

An early task for the Convenor is identifying the spectrum of participant profiles required for a meaningful Stakeholder Dialogue, with a view to ensuring that the invitation list includes people with diverse ages, sexes, ethnicities, religions, education levels, abilities and incomes. Efforts are made to include unusual voices, including those who are heard less often, and who are themselves at risk of being malnourished. The invitation list should include reserves: an invited person who is unable to attend should be replaced by someone with similar characteristics from among these reserves.

Convenors ensure that there is sufficient diversity of participation in each Dialogue event so that there is a balance of Participants within each Discussion Group. Particular attention should be given to gender balance, unless the focus of the Dialogue requires otherwise (e.g. the focus is on nutrition challenges faced by mothers).

The Feedback Form requests information about participants including the proportions from different stakeholder groups, of women and men, and of people in different age ranges. It is important for Convenors to give special attention to collating this information during the event so they can describe the diversity of participation in Feedback Forms (this is further explained in the Feedback Framework).

## MANAGING COMPETING INTERESTS

Concerted and coordinated actions from all stakeholder groups in society are needed to address the complex challenge of ending malnutrition. However, bringing diverse groups together in dialogue on nutrition can be a sensitive and complex topic. Careful attention to diversity, creating a trusted space, and ensuring respect among participants are key to the success of the Stakeholder Dialogues method.

Competing interests are to be expected and are therefore important to prepare for. This can include research to understand the social, commercial, and political landscape to identify potential challenges. Whilst Convenors are free to determine their own participant lists, aiming for inclusivity and representation, ensuring that no single interest group dominates the conversation is a valuable part of Stakeholder Dialogues.

Well-briefed and trained Facilitators will also play a critical role in navigating difficult conversations during the Discussion Groups of Dialogue events. For existing guidance on stakeholder engagement, Convenors refer to the [SUN Movement Principles of Engagement<sup>1</sup>](#), the [SUN Business Network Principles of Engagement<sup>2</sup>](#) and the [N4G 2021 Tokyo Principles of Engagement<sup>3</sup>](#).

<sup>1</sup><https://scalingupnutrition.org/about/what-we-do>

<sup>2</sup>[https://sunbusinessnetwork.org/wp-content/uploads/2023/01/SBN\\_Global\\_Members\\_Principles\\_of\\_Engagement-1.pdf](https://sunbusinessnetwork.org/wp-content/uploads/2023/01/SBN_Global_Members_Principles_of_Engagement-1.pdf)

<sup>3</sup><https://nutritionforgrowth.org/wp-content/uploads/2021/09/N4G-Principles-of-Engagement.pdf>



## DIALOGUE EVENT STRUCTURE

A Stakeholder Dialogue event structure typically includes an **Opening, Discussion Groups** and then a **Consolidation** (that includes a report back from each Discussion Group Facilitator, as well as a synthesis of outcomes from the Curator).



**DURATION: 2.5-3 HOURS**

**WITH 75-90 MINUTES ALLOCATED TO THE DISCUSSION GROUP.**



**PARTICIPANTS:**

**30-40 PARTICIPANTS**

**(3-4 DISCUSSION GROUPS OF 8-10 PARTICIPANTS).**

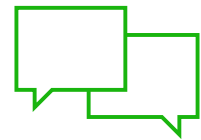
Convenors can adapt the method to respond to their needs and context, however, the objective should always be meaningful exchanges between all participants that adhere to the Principles of Engagement. To ensure that participants feel safe and respected, Convenors are encouraged to request that what happens within Nutrition Dialogues is not attributed to any individual. This is often described as “applying the Chatham House rule”. This means that quotes or positions should not be linked to any individual within the feedback form.

## ANATOMY OF A STAKEHOLDER DIALOGUE

### OPENING

### DISCUSSION GROUPS

### CONSOLIDATION



**20-30 mins**

In Plenary:

The **Curator** opens the Dialogue and sets the scene.

Guest speakers can provide framing remarks that include a description of the nutrition situation in the community.

**75-90 mins**

Each Discussion Group has:

**8-10 diverse pre-selected Participants** who bring different perspectives.

A trained **Facilitator**, supported by a **Record Keeper**, ensuring every voice is heard.

**45-60 mins**

In Plenary:

Each **Facilitator** reports back a summary of their Discussion Group.

The **Curator** provides a powerful synthesis of the discussions and memorable observations.

The **Curator** closes the dialogue.

**BREAK: 15 MINS**

### OPENING

The opening of a Stakeholder Dialogue event is important to set the tone, clarify aims and ambitions, but most importantly make the participants feel included and excited. This is why choosing the right Curator is so important. The opening should also include some framing that describes the nutrition situation in the local community, incorporating data points, trends and any specific challenges. Convenors may wish to invite high-level speakers that can help communicate this framing in a manner that is accessible to all participants.



### DISCUSSION GROUPS

The most important part of a Dialogue event are the facilitated exchanges that take place in Discussion Groups. Here, Facilitators support participants to explore and exchange views, opinions and positions in response to either **a specific discussion topic or an open-ended question**. The Facilitator ensures inclusive participation and encourages the emergence of Dialogue outcomes (perceptions of challenges, actions needed and areas of divergence).

A **Discussion Topic** focuses the minds of participants on an expected future state (ideally around three years ahead) for people's nutrition in the local community. It usually projects an ambitious view of the future that cannot be achieved through immediate action by a single stakeholder. It is intended to provoke participants to think beyond the current situation and to imagine something that is altogether better. It acts as a common objective for all the Participants, encouraging them to move beyond their current affiliations and preoccupations. It offers a common challenge and helps encourage a shared purpose.

In practice, Dialogues prompted by a discussion topic lead to the identification of priority actions to be taken by Participants that will shift the system in the direction of the future state (as set out in the discussion topic). Here are some examples of discussion topics:

*In three years...*

- *all children under five years of age have access to the nourishment they need*
- *all children have access to nourishment and to essential health care*
- *all mothers can receive support with infant and young child feeding*

**Open-ended questions** are designed to encourage participants to express their thoughts and feelings in their own words, without being limited or influenced by a predefined topic. They call for answers that go beyond a simple *yes* or *no*, or even a single word or phrase. It is expected that the responses will include diverse opinions and perspectives. Here are some examples of open-ended questions:

- *What are the feelings or concerns about nutrition in our community?*
- *How to ensure good nutrition for all in our community?*
- *What actions might be needed to ensure good nutrition for all in our community?*
- *Who needs to be involved to enable us to achieve good nutrition for all in our community?*

Facilitators can also use open-ended questions to sustain the conversation in discussion groups, focusing on what can be achieved in the current context. Without open-ended questions used as prompt, the Participants of a Discussion Group may find themselves talking across purposes or caught up in hypothetical scenarios.

### CONSOLIDATION

The closing part of a Stakeholder Dialogue event is composed of two elements. First, the Curator invites each Facilitator to summarize a narrative, including points of agreement and disagreement and actions expressed in their Discussion Group. They are also encouraged to reflect on the mood of the discussion and how it may have evolved. After this, the Curator summarizes the main points made, highlighting patterns and making connections to identify possible actions to be taken forward. The Curator will then close the event, reflecting on the future beyond the Dialogue, and any concrete follow-up that will take place. Participants are encouraged to continue to foster the connections made.



# THE CHILDRENS WORKSHOP METHOD

The Nutrition Dialogues Children's Workshops are meetings between children and young people within a community where they are encouraged to talk about and think about solutions to malnutrition. The workshops are designed as an informal get-together where children meet, talk and exchange ideas and inspirations in a safe environment.

Workshops and conversations with peers can be very important to feel that participants are not alone, and their problems are not unique. Many children and young people share similar experiences, and this helps them to feel better and work together.

The standardised approach for Children's Workshops is designed to help Convenors to ensure that each workshop achieves its objectives to:

- Encourage the active participation of children and young people in a child-friendly conversation to share perceptions, ideas and potential actions to improve children's nutrition in the community.
- Support children and young people to build a shared purpose about what they want to achieve on nutrition in the coming years.

## Right to Expression

Article 13 of the Convention on the Rights of the Child gives children and young people the right to express their opinions and views to others by talking, drawing, writing or through any other medium you want to use.

## SAFEGUARDING AT THE FOREFRONT

Convenors of all Children's Workshops must adhere to the child safeguarding standards and behaviour protocols to ensure that children and young people's participation is ethical, safe, inclusive, sensitive to risks and respectful of local values and cultures.

Before a Children's Workshop can be announced on the Portal as contributing to the Nutrition Dialogues programme, Convenors must fulfil the following requirements:

- Be qualified/trained to convene a Children's Workshop
- Have a clear criminal record
- Ensure event teams adhere to safeguarding standards
- Implement child/parent participation consent forms
- Plan to prevent and manage distress responses
- Sign and submit the Nutrition Dialogues Safeguarding Statement

**More information can be found in the [Nutrition Dialogues Safeguarding Framework](#) available on the Portal**



### KEY ROLES



**CONVENOR:** The role of a Convenor (who may be an adult or a young person with relevant experience) is to organise the Children's Workshop and bring children and young people together to discuss nutrition. The Convenor takes the lead in inviting children and young people to join the activity, collaborates with others to ensure the workshop's success, and prepares a report that summarises the discussion (the Feedback Form).



**FACILITATOR:** The Facilitator, (who may be an adult or a young person with relevant experience) is key to making the workshop engaging and enjoyable. Their role is 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.



**SUPPORTER:** A supporter (who may be an adult or a young person with relevant experience) is available to the Convenor and Facilitator to assist in any task needed during the workshop and to support children and young people when requested.



**RECORD KEEPER:** A record keeper (who may be an adult or a young person with relevant experience) takes notes during the workshop to capture the key points discussed. The Record Keeper is encouraged to note all views expressed during the workshop, and not to have their notes dominated by the views of those who spoke the most words. The record keeper's role is very important, as the information recorded will be used to complete the Feedback form.



**PARTICIPANT:** Participants are expected to engage actively, listen to each other and respect each other's comments

### DIVERSITY OF PARTICIPANTS

Convenors should ensure that there is sufficient diversity of participation at each Children's Workshop. Particular attention should be given to ensure children and young people who represent a diversity and variety of identities are invited. Convenors are encouraged to consider a diversity of gender, ethnicity, socioeconomic status, faith, different abilities, rural/urban etc. are included.

Some participants may have previous experience taking part in workshops or other forms of participation, whilst for some it may be their first time - be sure to give space to less vocal participants to share their views.

Some of the activities will require participants to write. If the group has mixed levels of literacy, adapt the activities so that children and young people can work in groups with at least one person with sufficient literacy to write on behalf of the group.



## WORKSHOP STRUCTURE

A **Nutrition Dialogue Children's Workshop** is a child-friendly workshop that includes recreational and creative activities. It typically includes four sections: an Opening, a Exploration section, an Ideas and Solutions section and a Closing.



**DURATION: 1.5 HOURS (INCL. BREAKS), WITH 60 MINS ALLOCATED TO THE EXPLORATION AND IDEAS AND SOLUTIONS SECTIONS.**

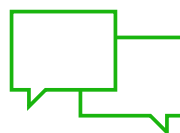
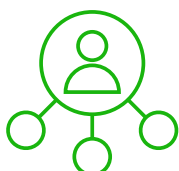


**PARTICIPANTS: 12 - 20 PARTICIPANTS (AGED BETWEEN 12 - 18 YEARS)**

Convenors can adapt the method to respond to their needs and context, however, the objective should always be meaningful exchanges between all participants that adhere to the Principles of Engagement as well as the Safeguarding Framework.

To ensure that participants feel safe and respected, Convenors are encouraged to request that what happens within Nutrition Dialogues is not attributed to any individual. This is often described as "applying the Chatham House rule". This means that quotes or positions should not be linked to any individual within the feedback form.

## ANATOMY OF A CHILDREN'S WORKSHOP



**15 mins**

In Plenary:

The **Facilitator and Participants** introduce themselves

Short **Icebreaker** activity to help participants feel at ease and get to know each other

Present common principles to engage in the workshop

**30 mins**

**Facilitator** introduces key concepts and facts on nutrition

**Exploration Activity 1:** Participants reflect on photographs

**Exploration Activity 2:** Participants write/draw and share their appreciation of good nourishment

Facilitator summarizes key points

**BREAK: 10 MINS**

**30 mins**

**Facilitator** introduces next activity

**Ideas Activity 1:** Participants make a **collage** (photos, drawings, text) of ideas to improve nourishment

**Ideas Activity 2:** Display all collages on the wall/floor

Participants explain their collage to the group

**5 mins**

**Facilitator** summarizes key points

Facilitator closes the workshop



### OPENING AND ICEBREAKER

The Opening of a Children's Workshop is particularly important. It is an opportunity for the Facilitator to introduce themselves, as well as inviting participants to do the same. The Facilitator is encouraged to create an informal, relaxing atmosphere by holding a short icebreaker activity to help participants to feel at ease, as well as getting to know other participants. An example of an icebreaker activity is suggested below.

- ✓ Ask everyone to say their names and ask them to listen very carefully to the names of the other participants.
- ✓ Give everyone a piece of paper and ask them to write their name on it.
- ✓ Show them, step-by-step, how to make a paper airplane.
- ✓ Invite everyone to throw their airplanes together and retrieve one plane.
- ✓ Participants then return the airplane to the person whose name is written on it.

The Opening is also an opportunity to present some common principles that have been specifically adapted for these workshops.

- **Listen to each other.**
- **Do not interrupt when someone else is talking.**
- **Raise your hand to speak.**
- **Avoid side-talking.**
- **Avoid using the mobile phones.**
- **Respect each other's comments.**
- **No name calling or bullying.**
- **Everyone has the right to ask questions.**
- **Have fun and enjoy the conversation.**

### EXPLORATION OF GOOD NOURISHMENT

In this section, the participants are invited to speak about what is their understanding of good nourishment. Facilitators may find it helpful to break this section into two different parts as presented below.

#### Introducing Key Concepts and some facts (5 minutes)

- Ask participants: What do we mean by nutrition?
- After three or four answers, introduce these terms and information to the participants:

**Nutrition:** Nutrition is the intake of food, considered in relation to the body's dietary needs. Adequate food is vital in keeping people alive. Good nutrition is essential to good health.

**Malnutrition:** Children and young people do not have the right amount (too much or too little) of energy and/or nutrients due to poor diet or poor care (e.g. they get sick or have diarrhoea frequently; they lack nutritious foods, proper care and services).





### Information:

- 30 percent of our planet's population do not have consistent access to nutritious, safe, and sufficient food<sup>1</sup>.
- 22 percent of children under five years of age are too short for their age, 7 percent are too thin, and 6 percent are overweight<sup>1</sup>.

### Talking about our understanding of good nourishment (25 minutes)

#### Exploration Activity One (15 minutes)

- Explain to participants that we will be having a visual and creative activity to express our ideas using photographs.
- Ask participants to come in a circle and display a set of 20 photographs in the floor in the middle of the circle, so that everyone can see them.
- Ask participants to pick one photograph that catches their attention.
- Once everyone has picked a photograph, ask them to share their impressions about the issue reflected in the photograph (give 30 seconds per participant).
- Ask a volunteer to write the responses on a flip-chart that has been displayed on a wall.
- Once everyone has shared their views, summarise the key points.
- You can also ask participants to give their final comments on the photographs, before inviting them to return to their seats to begin activity two.

#### Exploration Activity Two (10 minutes)

Distribute pens and sticky notes to participants.

- Explain to them that based on the photograph's game, we will discuss the following question: **What is our appreciation or understanding of good nourishment?**
- Give participants three minutes to write their responses on a sticky note.
- Once the three minutes have passed, ask participants to share their answers while a volunteer places the sticky notes on the wall, so that everyone can see them.
- Ask participants to highlight common ideas, and then ask: Why is malnutrition happening? Is enough being done to prevent?
- The record keeper takes notes of the discussion.
- Once children have finished discussing the issues, summarise the most important points and ask them to think of solutions to share after the break.
- Invite the participants to take a ten-minute break. Distribute some refreshments and you may wish to lead some energiser games or light exercises.

<sup>1</sup>FAO, IFAD, UNICEF, WFP and WHO. 2024. The State of Food Security and Nutrition in the World 2024 - Financing to end hunger, food insecurity and malnutrition in all its forms. Rome. <https://doi.org/10.4060/cd1254en>



### IDEAS AND SOLUTIONS TO IMPROVE NOURISHMENT

In this section participants are invited to share their ideas to improve the nutrition of children and young people. Facilitators may find it helpful to break this section into two different parts as presented below.

#### Ideas Activity One (15 minutes)

- Once participants come back from the break, explain to them that we will be discussing our **ideas to improve the nourishment** of children and young people by making a collage in groups, as a “wishing board”.
- Encourage everyone to have fun and express ideas using drawings, photos and lots of colours.
- Distribute paper, stationery items and visual material (magazines and newspapers are very good sources).
- Ask them to cut and paste photos onto the paper from magazines and newspapers, draw pictures, or write words and phrases that inspire them. If some participants do not want to make a collage, they can write their ideas down on a piece of paper.

#### Ideas Activity Two (15 minutes)

- Once the participants finish, display all the collages on the wall or floor so that everyone can see them.
- Ask participants to show their collages to the group and explain how they visualise their ideas to improve nourishment of children and young people.
- Ask the record keeper to take notes of the ideas and recommendations.
- Once participants have finished presenting their ideas, you can summarise the most important points and ask if anyone want to add anything.

### CLOSING

The Facilitator closes the Workshop by thanking participants and acknowledging their valuable contributions and ideas.

#### TIPS FOR FACILITATORS OF CHILDRENS WORKSHOPS:

- Do not use jargon/slang.
- Do not talk down to the children and young people.
- Make sure everyone gets a chance to speak.
- If a child or young person is not participating, ask, “What’s your opinion?”
- Do not dismiss a child’s or young person’s view. If you disagree, challenge the view and not the person; ensure that points raised by children and young people are fully discussed.
- Be prepared to be challenged.
- Do not underestimate children and young people’s ideas and opinions.

# GUIDANCE RESOURCES

These resources are all available on the Nutrition Dialogues Portal at [nutritiondialogues.org](https://nutritiondialogues.org)

## Stakeholder Dialogues

### Step by Step Guide (PDF)

17 key steps for Convenors to bring their Stakeholder Dialogues to life in line with the recommended methodology. The guide also includes more detailed information about principal tasks and skills of key roles and a preview of the pre-drafted **one-page Participant Guide** to share with Participants before the day of the event.

### Feedback Framework (PDF)

Information about the value of the feedback process, the important role of the event team, and how to submit the form. It includes an **Attendance Form** for use on the event day, a **Discussion Group Record** template for Record Keepers to use as a basis for their notes, and a complete **Feedback Form structure** so Convenors can prepare how the outcomes can be arranged from day one.

### Introduction to Nutrition

An introductory presentation from what nutrition is to global nutrition data and the opportunity good nutrition presents to societies and the future.

### Nutrition Status Template (PPT)

One pre-formatted PPT slide for Convenors to input their local or national nutritional status information for presentation to Participants on the day to help set the scene.

Documents available in word format for Convenor editing: Participant Guide, Pre-submission Feedback Form.  
Available in PDF: Attendance Form, Discussion Group Record.

## Children's Workshops

### Step by Step Guide (PDF)

18 key steps for Convenors to bring their Children's Workshop to life in line with the recommended methodology, including facilitator tips, joint rules and a glossary of key nutrition terms. The guide also includes more detailed information about principal tasks and skills of key roles. PDF.

### Child Safeguarding Framework (PDF)

Key elements required for Convenors to ensure that children and young people's participation is ethical, safe, inclusive, sensitive to risks and respectful of local values and cultures. It includes safeguarding standards, the **Nutrition Dialogues Child Safeguarding Statement** to be signed by all Workshop Convenors, behaviour protocols and a **Child/Parent Consent Form** template for adaptation by Convenors.

### Feedback Framework (PPT)

Information about the value of the feedback process, the important role of the event team, and how to submit the form. It includes a **Workshop Record** template for Record Keepers to use as a basis for their notes, and a complete **Feedback Form structure** so Convenors can prepare how the outcomes can be arranged from day one.

Documents available in word format for Convenor editing: Pre-Submission Feedback Form.  
Available in PDF: Workshop Record

A set of 20 high resolution photographs for use during the activities.

Further communications tools including the logo, logo guidelines and social media templates.

# GLOSSARY OF TERMS

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**Announce:** To publicly declare the details of upcoming Stakeholder Dialogue or Children's Workshop events on the Nutrition Dialogues Portal.

**Chatham House Rule:** A rule stating that Participants are free to use the information shared in a meeting but are not allowed to reveal the identity of the speaker or any other participant.

**Children's Workshop:** A method designed for engaging groups of up to 20 children and young people (ages 12-18) in discussions about nutrition, with specific safeguards for child engagement.

**Convenor:** An individual responsible for organising and facilitating Nutrition Dialogue events, ensuring diverse participation and adherence to principles of engagement.

**Curator:** A person who moderates a Dialogue event, setting the tone, introducing topics, and synthesising discussions.

**Facilitator:** A trained individual who guides Discussion Groups, ensuring all Participants contribute and stay focused on the topic.

**Famine:** A context in which children and young people face an extreme lack of food that can cause starvation, malnutrition and/or death.

**Feedback Form:** A standardised form used by Convenors to report outcomes of Dialogue events on the Nutrition Dialogues Portal.

**Global Nutrition Targets:** Goals set by the World Health Organization Assembly to improve global nutrition by 2025.

**Non-Attribution:** A practice that ensures that statements made during the event are not attributed to any individual, fostering openness and respect.

**Nutrition Dialogues:** A programme designed by World Vision International, the Scaling Up Nutrition (SUN) Movement and 4SD Foundation, to bring together diverse stakeholders to discuss and improve nutrition, especially for women and children.

**Nutrition for Growth:** A global initiative aimed at mobilising financial and political commitments to improve nutrition worldwide, focusing on reducing malnutrition and promoting health, particularly for women and children.

**Participant:** Individuals who take part in the Nutrition Dialogues, contributing their perspectives and experiences.

**Polycrisis:** A situation where multiple crises, such as climate change, conflict and pandemics, intersect and exacerbate challenges like malnutrition.

**Portal ([nutritiondialogues.org](https://nutritiondialogues.org)):** A dedicated online platform for announcing Dialogue events, publishing feedback, and accessing guidance materials related to the programme.

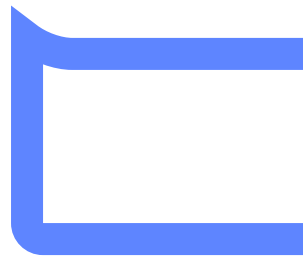
**Principles of Engagement:** Guidelines to ensure meaningful, respectful, and inclusive discussions during Dialogue events.

**Publish:** To make the outcomes from Stakeholder Dialogue and Children's Workshop events publicly available on the Nutrition Dialogues Portal.

**Record Keeper:** An individual who documents the discussions within groups, noting different perspectives and key points.

**Stakeholder Dialogue:** A method for engaging diverse groups, typically 30-40 people, in discussions about nutrition-related issues.

**Synthesis Report:** A document summarising the outcomes of all reported Nutrition Dialogues, highlighting key messages and challenges.



**Login to the Portal at [nutritiondialogues.org](https://nutritiondialogues.org) to access the Helpdesk at any time.**

This Reference Manual has been developed by 4SD Foundation - Skills, Systems and Synergies for Sustainable Development in partnership with World Vision International.

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