



# Nutrition Dialogues

Step by Step Guide  
for Stakeholder Dialogues

# WHAT IS THE PROCESS?

This Step-by-Step Guide is a complementary resource of the Nutrition Dialogues programme designed to support **Convenors** of Stakeholder Dialogues. From the initial stages of understanding what it means to be a Convenor to maintaining post-event engagement, this guide provides instructions and considerations for each step of the journey. Convenors are welcome to adapt this guide to accommodate local requirements.

To make the most of this guide, we recommend that Convenors start by reading the Reference Manual, as well as the resources which are available on the Portal at [nutritiondialogues.org](http://nutritiondialogues.org).

### PREPARE 1

- Learn about the Stakeholder Dialogues Method
- Join a collective training or orientation Space
- Identify your Curator, Facilitators and Record Keepers
- Define your Dialogue details
- Organise your event logistics

### ANNOUNCE 2

- Announce your Dialogue on the Portal

### PLAN 3

- Design your event agenda
- Define the Participant list, send invitations and track replies
- Define how the Discussion Groups will be run
- Prepare your Facilitators and Record Keepers
- Plan communications and media involvement (optional)
- Final Briefing with your Dialogue event team (Curator, Facilitators, Record Keepers)

### HOST 4

- Host your Nutrition Dialogue
- Collect Participant information for the Feedback Form

### PUBLISH 5

- Prepare a draft Feedback Form
- Publish your official Feedback Form on the Portal

### SHARE 6

Share your Official Feedback across and beyond your network, on [social media](#) and go to [foodsystems.community](http://foodsystems.community) to actively share your Feedback with the Action Tracks, Scientific Group, Champions and beyond



# PREPARE



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## Step 1

### Learn about the Stakeholder Dialogues Method

- Explore the online Portal [nutritiondialogues.org](https://nutritiondialogues.org).
- Read the Reference Manual and corresponding Step-by-Step Guide.
- Register on the Portal to set up your profile.

## Step 2

### Join a collective training or orientation Space

- These 2-hour Spaces are designed to orientate those that are involved in a Nutrition Dialogue to strengthen their capabilities to deliver a successful event.
- Register for upcoming training and orientation Spaces via your Portal account.
- Add the meetings to your calendar and be ready to interact with others who are also organising Nutrition Dialogue events.

## Step 3

### Identify your Curator, Facilitators and Record Keepers

- These are your event team to convene this Dialogue.
- Encourage your Curator, Facilitators and Record-Keepers to register for a training session via the Portal, alternatively organise a dedicated training (using resources available on the Portal) to help them appreciate the roles that they are expected to play and how to do it.



## Step 4

### Define your Dialogue details

You will need to decide for your Dialogue event (the following elements are required to announce an event on the Portal):

- An interesting title that describes the focus of your event
- The date and time
- Duration of your Dialogue (use guidance from the Reference Manual)
- The official name of the Convenor(s) for public recognition e.g. your full name, position, organisation
- The language of the event - this will also help you decide if interpretation is needed during the event and if translation is needed for completing the Feedback Form after the event
- The location where the event is held or hosted from - this will place a pin on the global map of Nutrition Dialogues
- The geographic scope of your event, e.g. village, community level, national level, regional area across several countries.
- An email address that contact requests can be sent to. The email address you choose will not be publicly visible and initial contact requests will be subject to moderation by the Nutrition Dialogues Team. Should you wish to reply to the message, your response will not be subject to moderation.

## Step 5

### Organise your event logistics

Identify a suitable location to host your Stakeholder Dialogue, that can accommodate your participants and has the technical requirements you might need.



# ANNOUNCE

## Step 6

### Announce your Dialogue on the Portal

- Go to your Portal account and “Announce a Dialogue” with all the relevant details determined in Step 4 as well as:
  - A description of the Dialogue.
  - Acknowledgements you would like to make (e.g. support team, sponsors), any affiliations your event has.
  - An image of your city, community or an aspect of nutrition related to your Nutrition Dialogue.
- All details can be edited as often as you like up until the day of the Dialogue.
- You can grant access to trusted technical support people on the Portal if needed.



# PLAN

## Step 7

### Design your event agenda

- Create an overall agenda for your event (use guidance from the Reference Manual) as well as a more detailed run of show.
- A presentation of the nutrition situation can be prepared for the Opening session. A PowerPoint template with guidance on framing is available on the Portal.
- Invite special guests to open the event and present the framing (optional).

## Step 8

### Define the Participant list, send invitations and track replies

- Define your invitation list using diversity guidance in the Reference Manual.
- Send invitations, and track replies and if necessary, send reminders. A Participant Guide (see example provided in the Annex) will provide Participants with all the necessary information to prepare and contribute on the day.

## Step 9

### Define how the Discussion Groups will be run

- You can either define a Discussion Topic using guidance from the Reference Manual or decide to use open-ended prompt questions.

## Step 10

### Prepare your Facilitators and Record Keepers

- Familiarise your event team with the *Feedback Framework for Stakeholder Dialogues* on the Portal.
- Allocate Participants to Discussion Groups, with diversity in mind, and one Facilitator and one Record Keeper per Discussion Group.

## Step 11

### Plan communications and media involvement (optional)

- Make a communications and media plan, using guidance from the Reference Manual, as well as Templates and logos on the Portal.
- Engage relevant photographers and journalists to cover the plenary sessions of the event.



## Step 12

### Final Briefing with your Dialogue event team (Curator, Facilitators, Record Keepers)

- Review the run of show, key roles, and clarify any issues.
- Agree on back-up plans if any of the team cannot make it on the day.
- Share with Curator, Facilitators and Record Keepers.
- Information about the Participants allocated to their Discussion Groups.
- Any information about multiple interests that they will need to navigate.
- The Discussion Group Report template which can be found in the Feedback Framework.
- Convenors and Curators may wish to print a copy of the Feedback Form to take notes on the day.

# HOST

## Step 13

### Host your Nutrition Dialogue

- Arrive early, test that everything is working, and that you have all the materials you need.
- Ensure that your Participants feel safe, well and respected to contribute fully.
- When participants arrive, invite them to complete the Attendance Form (included in the Feedback Framework) - this is important to complete the quantitative section of the Feedback Form.
- Use the run of show to ensure your dialogue event runs on time, and as planned.
- Provide support to the Curator during the event as they synthesize the discussions in the consolidation session at the end. A Record Keeper should take notes during this session. This will aid completion of the Feedback Form.

## Step 14

### Collect Participant information for the Feedback Form

- Collect all Stakeholder Dialogues Attendance Forms to complete Section 1 of the Feedback Form on the diversity of Participants, and notably the total number of Participants.

#### GROUP PHOTO

You are invited to upload a group photo with your Feedback Form which will be made public. Please ensure that you have everyone's consent and that they are all over 18 years old.



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# PUBLISH

## Step 15

### Prepare a draft Feedback Form

- Collect the Discussion Group Records completed by the Record Keepers and invite the Facilitators to comment and complement them.
- Together with the Curator, complete a word version of the Feedback Form (available on the portal titled "Pre-submission Feedback Form").
- Note: Whilst Feedback Forms can be submitted in any language, those submitted in English, French and Spanish will be more accurately incorporated into the synthesis report

## Step 16

### Publish your official Feedback Form on the Portal

- Complete the official Feedback Form on the Portal, linked to your event announcement.
- This should be done as soon as possible to maximise its accuracy as well as the availability of your Dialogue outcomes for analysis.
- Once the Feedback Form has been submitted, it is immediately published in PDF format and accessible publicly on the Dialogue event page and on the Explore Feedback page.



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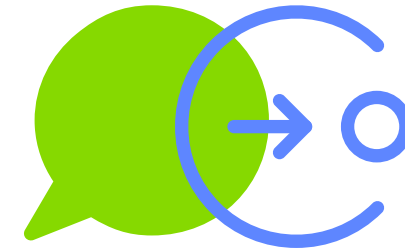
# SHARE

## Step 17

### Stay connected and celebrate

- Stay connected with your Participants, share the Feedback Form with them and indicate any next steps that you have planned.
- You and your team can share your valuable experiences with other Convenors by continuing to attend Nutrition Dialogue Spaces.
- Celebrate your contribution to the Nutrition Dialogues programme by sharing your Feedback Form on social media. Use #NutritionDialogues and #N4GParis to connect it with the global conversation and thank all those involved. Templates and logos are available on the Portal.

If you have been inspired by this process, why not consider organising another Nutrition Dialogue? Our experience is that Dialogues are most impactful when they are organised in a series.



# Key Roles

The success of a Stakeholder Dialogue depends on the degree to which Participants feel comfortable and are enabled to interact together in ways that are respectful. It is the role of the team managing a dialogue to ensure that participants feel sufficiently safe and respected to be able to contribute to the full.

The event team for a Stakeholder Dialogue includes an event Convenor, Curator, Facilitators, and Record Keepers. The responsibilities of each role include defined tasks. In practice, some responsibilities can be split between individuals: at the same time, one individual may be asked to take on combined responsibilities (e.g. Convenor and Curator, and Facilitator and Record Keeper). What is important is that there is clarity on who is responsible for each function.



# Convenor

## Principal Tasks

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- Plan, organize and convene a Nutrition Stakeholder Dialogue event in line with the Principles of Engagement for the Nutrition Dialogues Programme.
- Recruit those who will support you convening the Dialogue - Curator, Facilitators and Record Keepers - and ensure that they are trained and briefed on their respective roles.
- Announce the dialogue event on the Nutrition Dialogues Portal.
- Submit the official Feedback Form via the Nutrition Dialogues Portal.
- Ensure that the Participants who join the Dialogue have a range of profiles and experience.
- Ensure that the Dialogue respects Participant privacy, in accordance with the Chatham House Rule.

## Skills

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- Competent and knowledgeable about nutrition.
- Organized and able to manage a small event team of supporters: delegate practical and technical aspects to team members.
- Able to connect with diverse networks and be able to identify Participants with multiple, including those with seldom heard perspectives.
- A systems thinker: Able to make sense out of chaos, recognizing and logically grouping similar themes.
- A synthesizer: Has the ability to bring together the wealth of ideas and perspectives exchanged in group discussions and condense them in preparation for completing the Dialogue Feedback.



# Curator

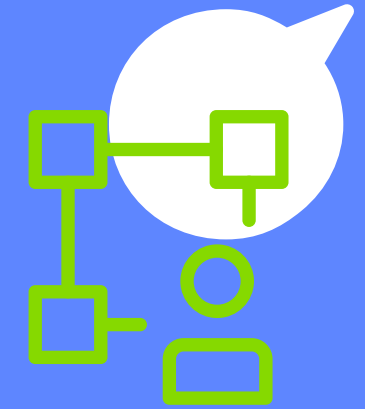
In the run up to the Stakeholder Dialogue, Curators work closely with Convenors to prepare and plan Dialogues. On the day, the Curator is responsible for moderating the event and setting the tone for meaningful discussion. How the Curator frames and closes a Dialogue will also have a lasting imprint on Participants. Curators are also expected to support Convenors with preparing the Feedback Form.

## Principal Tasks

- Support the Convenor to prepare for the Dialogue event.
- Preside over and moderate the event (welcoming Participants, introducing high-level guests and explaining the focus and expected outcome of the Dialogue).
- Summarize the outcomes from different Discussions Groups.
- Assist the Convenor to complete the Feedback Form.
- Identify and appoint Facilitators and Record Keepers together with the Convenor.

## Skills

- Charismatic, positive and inspiring: Has the ability to communicate and encourage Dialogue, without dominating proceedings.
- A confident Master of Ceremonies, with the ability to communicate with neutrality, as well as mediate divergence of perspectives.
- A systems thinker: Able to make sense out of chaos, recognizing and logically grouping similar themes in an inclusive and open manner.
- Empathetic: Quick to connect with other people or groups. This is particularly important in multi-stakeholder settings.
- Candid, authentic and trustworthy: Candidates with clear conflicts of interest in the theme or topics should be avoided.
- Knowledgeable: Has a good understanding of nutrition issues, and ideally is familiar with at least some of the Participants and has experience curating or moderating similar events.
- Able to connect to the mood and energy of the Group.
- Familiar with the proposed dialogue method.



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# Facilitator

At the heart of every Stakeholder Dialogue is the Discussion Group, and without good facilitation, Participants may circle around a topic or lose focus. There is one Facilitator allocated to each Discussion Group.

## Principal Tasks

- Ensure that Discussion Groups address the Discussion Topic(s) or open-ended questions, and have prompt questions.
- Ensure that each Participant in a Discussion Group has an opportunity to contribute meaningfully and have their perspectives listened to by others.
- Report briefly to the plenary on the content and the feeling in the Discussion Group.

## Skills

- A mediator: Communicate easily with all Participants, managing differences of perspective with confidence and respect, guiding discussion and ensuring a balance of input.
- A Catalyst for conversation by noticing who is taking the floor and who could be brought in.
- Curious: An open mind is essential to foster a supportive and inclusive forum for open Dialogue.
- Empathetic: Quick to connect with other people or groups. This is particularly important in multi-stakeholder settings.
  - A radical listener.
  - Consistently neutral.
  - Can keep to the clock!
- Knowledgeable: Has a good understanding of nutrition issues.



**Login to the Portal to access a Helpdesk with any issues or questions.**

# Record Keeper

Record Keepers listen to the conversations of the Discussion Groups and document the inputs from each Participant. It is an essential task to capture the different perspectives as well as emerging points of common understanding. The notes taken by the Record Keeper serve as important inputs into the official Feedback Form.

## Principal Tasks

- Keep a record of the different contributions (without naming anyone) using the Discussion Group Record template (found in the Feedback Framework).
- Provide key points to the Facilitator to aid their synthesis during the consolidation session.
- Provide a legible Discussion Group Record to the Convenor so they can complete the official Feedback Form.

## Skills

- Consistently neutral.
- Knowledgeable: Has a good understanding of nutrition issues.
- Radical listener.
- Quick note taking.
- Capturing emerging key points from the Dialogue.
- Understanding the nuances of different perspectives.
- Summarizing key points.

# ANNEX

## Preview of Participant Guide available on the Portal as a Word version for editing.



We look forward to welcoming you at our Nutrition Stakeholder Dialogue - [insert title].

The Dialogue will take place at [location] on [day] at [time]. The event will conclude at [time], and you are expected to attend for the duration of the dialogue. The event has been officially announced on the Nutrition Dialogues Portal here: [add event page link]. Please let us know if there have been any changes in your plans to attend.

### ACCESS

- You can access the event at [location]. Should you require additional assistance to access the venue, please let us know.
- Please do not share this information with others as it is not possible to accommodate additional participants at this time.
- Kindly arrive ten minutes early as we would like the Dialogue to start precisely on time.

### WHAT TO EXPECT

- The session will begin with some introductory remarks from the Curator [CURATOR NAME].
- You will then be assigned to your respective Discussion Groups with up to ten other Participants, including a Facilitator and a Record Keeper.
- The Discussion Groups will focus on the following discussion topic: [DISCUSSION TOPIC].
- It is a safe space for sharing with the “Chatham House Rule” - this means that anything you say will not be attributed to you personally.
- It is a space designed for you to:
  - Listen to each other;
  - Welcome diverse perspectives;
  - Seek out new connections;
  - Explore both synergy and divergence;
  - Collaborate in order to identify promising courses of action;
  - Debate potential impact of different strategies.
- After the Discussion Group, the Facilitator will be invited to make a short synopsis of the discussion in your group.

### AFTER THE DIALOGUE

Shortly after the Dialogue event has concluded, we will share with you the Feedback Form published on the Nutrition Dialogues Portal that will contribute to the official synthesis report and other key messages that will be prepared in advance of the Nutrition for Growth Summit taking place in Paris, France in March 2025.

### CELEBRATE AND STAY CONNECTED

Celebrate your contribution on social media by using #NutritionDialogues and #N4GParis. You can stay updated on the Nutrition Dialogues programme by registering for the official Newsletter here <https://bit.ly/nutrition-dialogues-signup>.

### CONTACT

If you have any questions regarding this event, please contact [name, and email/phone].

This Step-by-Step Guide has been developed  
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