

Nutrition Dialogues

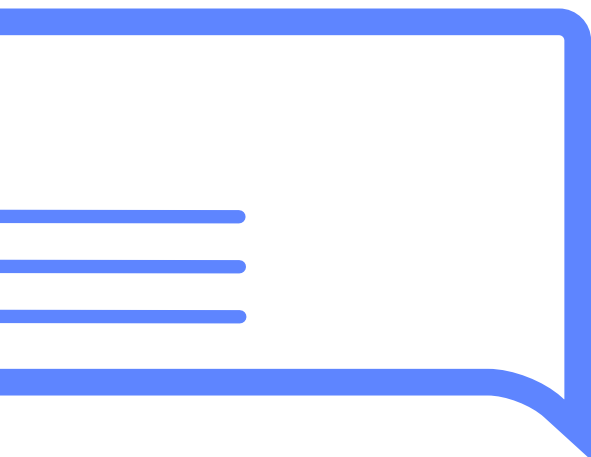
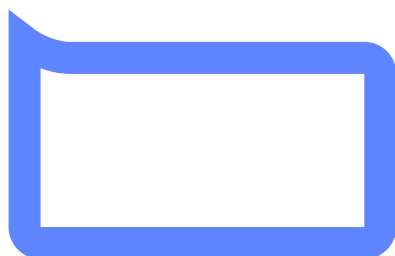


Feedback Framework for Stakeholder Dialogues

Welcome to the Nutrition Dialogues **Feedback Framework for Stakeholder Dialogues**. It is designed to assist Convenors in collecting and submitting comprehensive Feedback Forms from nutrition-focused Stakeholder Dialogue 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 Dialogue event.

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Overview of the Feedback Forms

Every Stakeholder Dialogue 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 Stakeholder Feedback Form contains four key sections for collating outcomes:

COVER PAGE	Detail extracted from the event page + group photo if submitted
1. PARTICIPATION	4 quantitative questions, 2 qualitative questions
2. FRAMING AND DISCUSSION	2 qualitative questions
3. DIALOGUE OUTCOMES	4 qualitative questions
4. PRINCIPLES OF ENGAGEMENT & METHOD	3 qualitative questions
ADDITIONAL INFORMATION	Acknowledgments, links, group photo and attachments

ROLES OF THE EVENT TEAM

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



Record Keepers assigned to each Discussion Group play a key role in documenting the discussion that takes place between Participants during the Discussion Group session. Record Keepers are encouraged to note all views expressed in the Discussion Group, 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 in ensuring that Participants contribute equally, but also in summarising the dialogue between participants during the consolidation session after the Discussion Groups take place.



Curators play a critical role in finding common themes, weaving a narrative across the discussions and appreciating areas of convergence and divergence during the consolidation session at the end of an event.

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.

ATTENDANCE FORM

The Stakeholder Dialogues Attendance Form is a way for Convenors to collect information about participants' age-range, gender and stakeholder group that they identify with. This information can also be collected from Participants during the invitation process (See the Step-by-Step Guide for options). A template can be found on page 5 which Convenors can print for use on the day.

RECORD KEEPERS TEMPLATE “DISCUSSION GROUP 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 Discussion Group. 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 6 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 7. The prompts provided on this structure in italics match the prompts Convenors find when completing the official submission online. These prompts do not appear on the final PDF published. The word version available on the Portal for drafting the Feedback Form will not have these prompts either as the text boxes will be empty, ready for your input.

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 Dialogue 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 Stakeholder Dialogue 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.

Stakeholder Dialogues Attendance Form

The purpose of this attendance form is to help determine the inclusivity and diversity of participants in Stakeholder Dialogues.

AGE

<input type="checkbox"/> <12	<input type="checkbox"/> 19-29	<input type="checkbox"/> 50-74
<input type="checkbox"/> 12-18	<input type="checkbox"/> 30-49	<input type="checkbox"/> 75+

GENDER

<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Prefer not to say
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STAKEHOLDER GROUP

Please select the stakeholder group that best represents you as you are participating in the Dialogue event

<input type="checkbox"/> Children, Youth Groups and Students	<input type="checkbox"/> National/Federal Government Officials and Representatives	<input type="checkbox"/>
<input type="checkbox"/> Civil Society Organisations (including consumer groups and environmental organisations)	<input type="checkbox"/> News and Media (e.g. Journalists)	<input type="checkbox"/>
<input type="checkbox"/> Educators and Teachers	<input type="checkbox"/> Parents and Caregivers	<input type="checkbox"/>
<input type="checkbox"/> Faith Leaders/Faith Communities	<input type="checkbox"/> Science and Academia	<input type="checkbox"/>
<input type="checkbox"/> Financial Institutions and Technical Partners	<input type="checkbox"/> Small/Medium Enterprises	<input type="checkbox"/>
<input type="checkbox"/> Food Producers (including farmers)	<input type="checkbox"/> Sub-National/Local Government Officials and Representatives	<input type="checkbox"/>
<input type="checkbox"/> Healthcare Professionals	<input type="checkbox"/> United Nations	<input type="checkbox"/>
<input type="checkbox"/> Indigenous Peoples	<input type="checkbox"/> Women's Groups	<input type="checkbox"/>
<input type="checkbox"/> Information and Technology Providers	<input type="checkbox"/> Other (please state)	<input type="checkbox"/>
<input type="checkbox"/> Large Business and Food Retailers		
<input type="checkbox"/> Marketing and Advertising Experts		

DISCUSSION GROUP RECORD

Name of Facilitator

Name of Record Keeper

Number of Participants

Nutrition challenges identified

Actions urgently needed and how they should be taken forward

Areas of convergence and divergence

Overall Findings

Additional notes from the Facilitator



STAKEHOLDER DIALOGUES

FEEDBACK FORM STRUCTURE

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

[Dialogue Event Image if available]	[Group photo if submitted]
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The outcomes from Nutrition Dialogues will contribute to developing and identifying the most urgent and powerful ways to improve nutrition for all, with a focus on women and children and young people. Each Dialogue 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	<input type="text"/>	19-29	<input type="text"/>	50-74	<input type="text"/>
12-18	<input type="text"/>	30-49	<input type="text"/>	75+	<input type="text"/>

TOTAL NUMBER OF PARTICIPANTS BY GENDER

Female	<input type="text"/>	Male	<input type="text"/>	Prefer not to say	<input type="text"/>
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TOTAL NUMBER OF PARTICIPANTS FROM EACH STAKEHOLDER GROUP

Children, Youth Groups and Students	<input type="text"/>	Indigenous Peoples	<input type="text"/>	Science and Academia	<input type="text"/>
Civil Society Organisations (including consumer groups and environmental organisations)	<input type="text"/>	Information and Technology Providers	<input type="text"/>	Small/Medium Enterprises	<input type="text"/>
Educators and Teachers	<input type="text"/>	Large Business and Food Retailers	<input type="text"/>	Sub-National/Local Government Officials and Representatives	<input type="text"/>
Faith Leaders/Faith Communities	<input type="text"/>	Marketing and Advertising Experts	<input type="text"/>	United Nations	<input type="text"/>
Financial Institutions and Technical Partners	<input type="text"/>	National/Federal Government Officials and Representatives	<input type="text"/>	Women's Groups	<input type="text"/>
Food Producers (including farmers)	<input type="text"/>	News and Media (e.g. Journalists)	<input type="text"/>	Other	<input type="text"/>
Healthcare Professionals	<input type="text"/>	Parents and Caregivers	<input type="text"/>		<input type="text"/>

OTHER STAKEHOLDER GROUPS

In this field, describe the "Other" Stakeholder Groups if Participants detailed this information. Character limit 250 with spaces (approx. 35-60 words)

ADDITIONAL DETAIL ON PARTICIPANT DIVERSITY

Please describe how your Dialogue event was diverse across other factors for example, wealth, ethnicity and rural/urban groups. Character limit 500 with spaces (approx. 70-120 words)



INTRODUCTORY FRAMING

Please describe how your Stakeholder Dialogue event 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)



DOCUMENT UPLOAD

If you used a presentation during the Opening Plenary to help frame your event and introduce the nutrition situation, please upload it. Max 2MB and file format pdf, ppt, pptx

DISCUSSION

What was your discussion topic or what were your open-ended questions? Character limit 500 with spaces (approx. 70-120 words)



CHALLENGES

Which nutrition challenges are faced by the Participants of your Dialogue?

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

URGENT ACTIONS

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 Dialogue. 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 Dialogue reflected specific aspects of the Principles of Engagement? If relevant, please include detail about how you managed competing interests, for example, briefing with your Facilitators before the event on the Participant list and areas of competing interests to be expected, or implementing financial disclosure requirements from Participants.

Character limit 1000 (approx. 140-240 words)

METHOD AND SETTING

Please describe the methodology used to Convene your Dialogue, including which aspects of the recommended methodology were used. Please also include an 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 Dialogue Convenors about convening a Nutrition Dialogue event?

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.



GROUP PHOTO

Please upload one group photo from the event. This will feature on your Feedback Form cover page and may be used as general programme communications and for the Nutrition for Growth Summit. Please ensure that you have consent from all those included in the photo to share it publicly. Max 5MB and file formats jpg, jpeg, png, gif, bmp, tiff.



ATTACHMENTS

Please upload any corresponding files that you wish to share in relation to your Dialogue event e.g. complementary report, additional group photos in file formats pdf, ppt, pptx, doc, docx, xls, xlsx and jpg, jpeg, png, gif, bmp, tiff. 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 any photos of anyone under the age of 18. Maximum 10 attachments, maximum 5MB each.