



# REFERENCE MANUAL

For Convenors of Food Systems Summit Dialogues

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# FOREWORD

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This Manual is written for Convenors of Food System Summits Dialogues. Our intention is that it will help you to bring together stakeholder groups as they explore, debate and then shape pathways to sustainable food systems that will contribute to all the Sustainable Development Goals.

The Manual will be revised in the light of experience. It offers step-by-step guidance for the planning, curating, and summarizing of Dialogues. It explains how Dialogues are managed using the Gateway on the [www.summitdialogues.org](http://www.summitdialogues.org) website and also indicates where extra resources can be located.

If you are convening a Member State Dialogue, you may also be interested to consult the Handbook for Member State Dialogues which will guide Convenors through the progression of national Dialogues (to be released in November 2020).

If you are convening an Independent Dialogue, please refer to the Handbook for Independent Dialogues.

Some information is repeated and re-emphasized from one part of the manual to the next. This is intentional as you may wish to use individual parts separately.

The following diagram sets out the journey of convening a dialogue. We hope your journey will include inspiring connections, innovation and opportunities for enabling multiple stakeholders to shape food systems that nurture all people and the planet.



# INTRODUCTION

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**Food brings us together as families, communities and nations.** It underpins our culture, our economy, and our relationship with the natural world. The world's food systems touch every aspect of human existence - making them not just essential but also valuable and important instruments of change.

**In 2019, the UN Secretary-General called for a Food Systems Summit and engagement process to unleash the power of food and deliver progress on all 17 UN Sustainable Development Goals (SDGs).** In preparing for the Summit a diverse range of stakeholders - from youth activists to indigenous leaders, smallholder farmers to scientists and CEOs - are invited to identify the most powerful ways to make food systems stronger and more equitable; ultimately driving progress in all of the SDGs.

**Preparations for the Summit are underway.** In the months before the Summit, the people of every country are invited to engage. After all, each of us plays a role in our food systems, and we all have a responsibility to ensure that they function well. By coming together to tackle this vital issue, we can all contribute to a world in which no one is hungry, no one is poor, and no one is left behind. As every one of us continues to adjust to the impacts of COVID-19, the Summit is an opportunity to focus on the fragilities in food systems that are being exposed by the crisis - and to regenerate these systems in ways that respond better to people's needs.

## ACTION TRACK #1

**ENSURE ACCESS TO  
SAFE AND NUTRITIOUS  
FOOD FOR ALL**



## ACTION TRACK #2

**SHIFT TO SUSTAINABLE  
CONSUMPTION  
PATTERNS**



## ACTION TRACK #3

**BOOST NATURE-  
POSITIVE PRODUCTION**



## ACTION TRACK #4

**ADVANCE EQUITABLE  
LIVELIHOODS**



## ACTION TRACK #5

**BUILD RESILIENCE TO  
VULNERABILITIES,  
SHOCKS AND STRESS**



**The Summit is an exceptional opportunity.** All with an interest are invited to contribute to shaping the pathways that will lead to collectively determine sustainable food systems everywhere and to indicate how they will contribute to making this vision a reality for all.

Five Action Tracks have been established as a space to share and learn, with a view to foster new actions and partnerships and amplify existing initiatives.

For more information about the Action Tracks, visit [www.un.org/en/food-systems-summit/action-tracks](http://www.un.org/en/food-systems-summit/action-tracks)

# THE ROLE OF DIALOGUES IN THE UN FOOD SYSTEMS SUMMIT

Our food systems touch every aspect of human existence. The health of our food systems profoundly affects the health of our bodies, as well as the health of our environment, our economies and our cultures. When they function well, food systems have the power to bring us together as families, communities and nations. But when our food systems fail, the resulting disorder threatens our education, health and economy, as well as human rights, peace and security. As in so many cases, those who are already poor or marginalized are most likely to suffer the worst effects.

**What do we mean by “food systems”? The term encompasses every person and every process involved in growing, raising or making food, right through to consumption and what we do with our waste** – from farmers to fruit pickers to supermarket cashiers; from flourmills to refrigerated trucks and neighbourhood composting facilities. Billions of people earn their living from the world’s food systems. In 2017, farming alone **accounted for** 68% of rural income in Africa, and about half of rural income in South Asia. Experts at the World Bank **have estimated** that the global food system is worth roughly \$8 trillion – about one tenth of the entire world economy.

**Today’s food systems are not all functioning well.** Some are fragile and inequitable, as millions of people around the globe have experienced first-hand during the COVID-19 crisis. For many - especially those who were already struggling before the pandemic - the recent food system disruptions have led to job losses, hunger and malnutrition. But the trouble didn’t start with COVID-19.

**Over the last 50 years, global food production has increased by nearly 300% thanks to our incredible ability to innovate.** But the number of people going to bed hungry each night also rose to 690 million in 2019 - an increase of 60 million in just five years. At the same time, the number of people who are obese or who suffer from food-related diseases now stands at more than 2 billion. We also continue to waste over one third of all the food we produce; a loss of more than \$900 billion every year. Finally, globally, our agricultural supply chain - from farm to fork - accounts for more than one quarter of all greenhouse gas emissions. These issues are both complex and urgent.

**The food systems in many locations are beset by multiple challenges.** They are often complex, and the groups of stakeholders within them have **differing perspectives on how the challenges are best analysed and tackled** as they draw on their different experiences and sources of evidence to support their positions.

**The 2030 Agenda for Sustainable Development is a global roadmap to achieve a better future for all** – from Chicago to Timbuktu. **The 2021 Food Systems Summit** offers a turning point in our efforts to deliver the Agenda’s 17 SDGs. The Summit seeks to energize and accelerate our collective journey to eliminate hunger, create more inclusive and healthier food systems and safeguard the health of our planet. Success of the Summit will hinge on robust, inclusive, and above all, shared preparation - drawing on the best evidence, ideas, and commitments from around the world.

The involvement of different stakeholder groups in the Food Systems Summit is critical. Multi-stakeholder Dialogues are increasingly recognized as a valuable approach for engaging multiple actors to work together, using their combined knowledge, to resolve systems challenges. That is why the programme of Food Systems Summit Dialogues is a core component of the preparations for the summit. **The Dialogues are opportunities for the widespread engagement of all people as stakeholders in food systems. They encourage a collaborative approach at a time when there are many incentives for fragmentation. The Dialogues enable different stakeholders to come together to consider and discuss their roles in food systems with others.** Through a progression of Dialogues, stakeholders are able to agree on how they will work together to create food systems that are both sustainable and equitable, aligned with the SDGs, and suited to the needs of our future world and her people.



**Figure 1.** This figure shows how food systems may impact on all 17 of the Sustainable Development Goals: Graphic by the Food and Agriculture Organization of the United Nations in the 2017 publication ***“FOOD AND AGRICULTURE Driving action across the 2030 Agenda for Sustainable Development”***.

# THREE TYPES OF FOOD SYSTEMS SUMMIT DIALOGUES

To engage as many stakeholders as possible, three types of Food Systems Summit Dialogues can be convened:



## GLOBAL SUMMIT DIALOGUES

Set to take place alongside key global conventions on climate, biodiversity, environment, nutrition, oceans, economies, and related issues within the 2030 Agenda that have connections to food systems. The Global Summit Dialogues are co-convened by the FSS Special Envoy with their main purpose being to bring political attention to food systems in high-level thematic and sectoral meetings and processes.



## INDEPENDENT DIALOGUES

These are locally driven and adaptable to various contexts, convened by individuals or organizations independently of national authorities but with the opportunity to formally connect into the Summit process through an official feedback mechanism. They will offer opportunities for all citizens to engage directly in proposing pathways towards sustainable food systems, exploring new ways of working together and encouraging collaborative action.



## MEMBER STATE DIALOGUES

Each Member State is invited to initiate a programme of progressive national Food Systems Summit Dialogues between November 2020 and May 2021. The national Dialogues are expected to result in the shaping of national pathways to sustainable food systems. They will determine the intentions for supporting these pathways from a broad range of stakeholders, providing opportunities for these stakeholders to engage in preparations for the Summit through structured interactions.

These Dialogues are convened by national authorities and take place in three stages:



### Stage 1

initiates the engagement of a stakeholder groups at national level



### Stage 2

is explicitly designed to include sub-national Dialogues (in cities, counties, states, prefectorates or other jurisdictions)



### Stage 3

will then shape the national pathway for sustainable food systems (in line with the 2030 Agenda for sustainable development) and consolidate country level commitments and actions.

# PRINCIPLES OF ENGAGEMENT AND THE SUMMIT DIALOGUES

The principles of engagement for the Food Systems Summit are each reflected in the Food Systems Summit Dialogues.

## ACT WITH URGENCY

We recognise the utmost urgency of sustained and meaningful action at all levels to reach the respective 2030 Sustainable Development Goals. In light of this urgency, the Dialogues are organized as contributions to the Food Systems Summit and to the elaboration of pathways to food systems transformation contributing to the 2030 Agenda for Sustainable Development.

## COMMIT TO THE SUMMIT

We commit to practicing what we preach personally and professionally to contribute to the vision, objectives and the final outcomes of the Food Systems Summit. The Dialogues empower stakeholders to participate in the preparation of the Food Systems Summit. They are forward-looking, foster new connections, and enable the emergence of ways to move forward collectively and creatively, embracing the entire scope of opinions.

## BE RESPECTFUL

Within our respective capacities and circumstances, we will promote food production and consumption policies and practices that strive to protect and improve the health and well-being of individuals, enhance resilient livelihoods and communities, and promote good stewardship of natural resources, while respecting local cultures and contexts. Respect for one another is a foundation for a genuine Dialogue. Participants in the Dialogues are expected to listen to each other and be open to the co-existence of divergent points of view.

## RECOGNIZE COMPLEXITY

We recognize that food systems are complex, and are closely connected to, and significantly impact upon, human and animal health, land, water, climate, biodiversity, the economy and other systems, and that their transformation requires a systemic approach. Dialogues are an opportunity to embrace the complexity of food systems. They promote a systemic approach by involving multiple stakeholders to identify actions across the system together with potential synergies and trade-offs.

## EMBRACE MULTI-STAKEHOLDER INCLUSIVITY

We support inclusive multi-stakeholder processes and approaches within governments and communities that bring in diverse perspectives (including indigenous knowledge, cultural insights, and science-based evidence) to enable stakeholders to find alignment through understanding and to design policy options that deliver against multiple public goods and across these various systems. The Dialogues bring to the table a diversity of stakeholders from within government, the business community, civil society and research - working across the food system from production to consumption. They are inclusive and strive to showcase as many voices as possible, capturing diverse cultural, professional and gender specific perspectives. The multiplicity of these voices is captured in the Dialogue feedback.

## COMPLEMENT THE WORK OF OTHERS

Recognizing that issues related to food systems are being addressed through several other global governance processes, we will seek to ensure that the Food Systems Summit aligns with, amplifies and accelerates these efforts where practicable; avoiding unnecessary duplication, while encouraging bold and innovative new thinking and approaches that deliver systems-level transformation in line with the Summit's principles and objectives. The Dialogues build-on and add-value to existing policy processes and initiatives. They provide an opportunity to share promising innovations, connect stakeholders and broaden partnerships to transform food systems for the common good.

## BUILD TRUST

We will work to ensure the Summit and associated engagement process will promote trust and increase motivation to participate by being evidence-based, transparent, and accessible in governance, decision-making, planning, engagement, and implementation. We – from member states to private businesses to individual actors – will hold ourselves accountable for commitments made with mechanisms in place to uphold this accountability. The Dialogues are curated and facilitated in a way which creates a “safe space” and promotes trust, encouraging mutual respect. The conclusions emerging from the Dialogues that are shared in the feedback and other media are not attributed to single individuals.



# OVERVIEW OF FOOD SYSTEMS SUMMIT DIALOGUES

**The Food Systems Summit Dialogues** (Dialogues) are purposeful and organized events where a broad and diverse range of stakeholders come together and share their experiences of food systems, consider how their roles impact on those of others and seek out ways to improve or transform food systems so they are suitable both for people and planet.

**The Dialogues provide an inclusive and supportive venue for debate, collaboration, consensus-building, and shared commitment making.** They encourage the exploration of challenges faced in food systems, reflect on the Summit themes, and learn from the perspective of others who participate in order to make change happen.

People within different communities have found their own ways, through Dialogue, to deepen their appreciation of each other's perspectives, to consider different opinions and to seek agreement where possible. The Dialogues use a **standardized approach** for the convening, curation and facilitation of Dialogues. This standardization makes it easier to synthesise the outcomes of the Dialogues and contribute to the preparation of the Food Systems Summit.

The Dialogues are **prepared and convened** so that they welcome participants and enable them to engage purposefully with open exchanges. The Dialogues convene a **diversity of stakeholders**; at all times incorporating Food Systems Summit **principles of engagement**.

The Dialogues are carefully curated and facilitated in order to help participants explore convergences and differences. They are designed to offer informed, and constructive feedback for use in the preparation of the

summit. They also offer valuable insights for shaping pathways to sustainable food systems by 2030: they will be useful after the summit.

In summary, the Dialogues contribute to **shaping the pathways** which will lead to equitable and sustainable food systems by 2030. They achieve this through exchanges, in **Discussion Groups**, which:

- Include diverse actors from across the entirety of food systems;
- Follow the summit's principles of engagement;
- Discuss long-term visions for sustainable food systems;
- Encourage sharing of reflections, building on knowledge, experience and wisdom;
- Reflect the consensus and divergence that emerges among the participants;
- Identify priorities for action within the context of current realities.

## THE DIALOGUES APPROACH ENABLES PARTICIPANTS 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.

## PUBLIC BRIEFINGS ON DIALOGUES

Open Public Briefings are available for prospective Convenors and anyone interested in learning more about the Dialogues. They will last for one hour and are organized by the Food Systems Summit Secretariat and partners.

Presenters will share information about the Dialogues process including how preparations for the Food Systems Summit are progressing, how Dialogues will be delivered and how Dialogues will help shape pathways that lead to sustainable food systems. Attendees will also discover how to access the Dialogues related resources via the Gateway at [summitdialogues.org](https://summitdialogues.org)

- 11 November, 1000-1100 CET
- 18 November 1700-1800 CET
- 25 November 1430-1530 CET



## CONVENING PARTICIPANTS FROM A DIVERSITY OF STAKEHOLDER GROUPS

It is critical that Dialogues include a wide range of stakeholders from different groups of food producers and processors, distributors and retailers, caterers, chefs, marketers, traders and others directly involved in moving food from farm to fork. They will include professionals who work for the health and nutrition of women and children, as well as those who help to govern territories, protect livelihoods, foster resilience, regenerate ecosystems, participate in climate action, manage freshwater, and steward coastlines, seas and the ocean. They will be from small, medium and large enterprises, community organizations, universities, schools, and more, and will include members of stakeholder groups including women, youth, indigenous peoples and migrants.



### THE CONVENOR

**The Convenor who organizes a Dialogue is expected to include:**

- **Those who work in roles that enable people to access food** by growing, harvesting, packing, processing, distributing, selling, storing, marketing, consuming or disposing of food.
- **Those who work in sectors that shape food systems**, including infrastructure, transport, financial services, information and technology.
- **Those who work in areas that influence or are affected by food system policies**, including specialists in natural resources, the environment, the economy, culture, indigenous knowledge, policies, politics, trade, regulations and beyond.

## THE SUMMIT DIALOGUES WEBSITE AND GATEWAY

The Summit Dialogues website is an online portal for anyone to understand and follow the Dialogues process. It is publicly accessible enabling exploration of the Dialogue events taking place and what is being learned from them. It also contains materials needed for Dialogue Convenors to hold successful, inclusive and engaging Dialogues. It is also a publicly accessible place for all people to explore the Dialogue events taking place and what is being learned from them.

## CURATING AND FACILITATING MULTI-STAKEHOLDER EXPLORATIONS

Multi-stakeholder Dialogues are a valuable approach for engaging multiple actors so that they can focus together - utilising their combined knowledge and experience - on the resolution of systems challenges. For this approach to work, discussions between participants must first be stimulated, helped to grow (by being opened up to the whole group) and guided so that the desired outcomes are shaped and articulated. This means that Dialogues should be carefully **curated**, and then **facilitated**. This will aid the exploration of issues, development of shared positions and emergence of joint action.

The successful curation of a Dialogue event creates circumstances within which multiple stakeholders are able to connect, share ideas, explore each other's perspectives, develop propositions, examine their potential and nurture the shaping and emergence of pathways to sustainability.



### THE CURATOR

- creates a setting where stakeholders from a food system explore issues in depth together;
- offers visions of a future for this food system and suggests these as the focus for Discussion Groups;
- encourages participants to focus on how the visions can be brought to life within given current political and economic realities;
- ensures that participants are consciously included in the Dialogue, encouraging all to be given the space, time and respect for their voices to be heard.



### THE FACILITATOR

- ensures that each participant in a discussion group has an opportunity to contribute meaningfully to the topic under consideration and has their perspectives listened to by others;
- reports back on the work of the discussion group to the plenary in a way that is both concise and fair.

## OFFICIAL FEEDBACK OF DIALOGUE OUTCOMES TO THE FOOD SYSTEMS SUMMIT

By the end of the Dialogue period participants will have identified the practices and policies that will have the greatest impact on the achievement of the desired future vision within their local food systems. They will also consider how it will be possible to assess progress towards this vision as well as who needs to be involved in getting there and what kinds of challenges will need to be navigated along the way. At the end of the Dialogue period the outcomes of the Dialogue are fed back to others so that experiences and progress are shared.

Convenors are requested to use the standardized Dialogue **Feedback** Form for sharing the outcomes of a Dialogue with the rest of the Summit preparation workstreams. This feedback will incorporate both qualitative and quantitative outcomes from every Dialogue. The collation of this data ensures the incorporation of input from all stakeholders around the world. This feedback will be uploaded and brought together on the Summit Dialogues Gateway website. The Dialogues Gateway will enable all involved in the Dialogues to maintain an overview of the whole Dialogues programme. It will also serve as a resource for all who are actively pursuing options for the transformation of sustainable food systems in the coming decade.

## IN SUMMARY

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The Food Systems Summit Dialogues are an approach for enabling systematic, inclusive opportunities for stakeholders to be engaged in food systems. The approach enables participants to contribute to the summit by building on efforts already underway, working together on pathways that lead to sustainable food systems and setting out intentions and commitments in the run up to the Summit.

### THE DIALOGUES ARE MOMENTS FOR

- **Engaging** actors in the food systems approach in unusual ways;
- **Enabling** them to explore ideas together;
- **Encouraging** creativity, emphasising equity;
- **Emerging** more powerfully through connections;
- **Elaborating** pathways, intentions and commitments together.

# THE FOOD SYSTEMS SUMMIT DIALOGUE METHOD

Food Systems Summit Dialogues (FSSDs) provide an opportunity for diverse, purposeful and respectful exchanges between food systems stakeholders. The Dialogues convene a diversity of stakeholders; at all times taking into account the principles of engagement of the Food Systems Summit. They are carefully curated and facilitated.

## The Food System Summit Dialogues

- Are inclusive of diverse actors across the entirety of food systems;
- Focus on Discussion Topics that set out a vision for the long-term sustainability of these systems;
- Consider past experience, building on pre-existing knowledge;
- Culminate in a collective sharing of reflections on each of the topics discussed;
- Synthesize the outcome of discussions and make this synthesis available to all involved in preparing the Summit.

## The method proposed for the Dialogues is designed to ensure that each Dialogue:

- Engages a **diversity** of participants from across various sectors with Food Systems;
- Uses a standardized **format**, enabling purposeful and productive discussions;
- Has a clear **focus** and offers **topics for discussion** that relate to the objectives of the Summit;
- Leads to the collation of **qualitative and quantitative outcomes** which are fed back to the Summit secretariat.

## Each Dialogue event has:

- **A Convenor** who is responsible for planning, organizing and executing the Dialogue. The Convenor is ultimately responsible for the final submission of the official Dialogue Feedback form.
- **A Curator** who presides over the event including welcoming participants, introducing high-level guests and describing the purpose of the Dialogue. The Curator will subsequently summarize the outcomes from the different discussion groups.
- **A Facilitator** per discussion group ensuring that all participants have an opportunity to contribute meaningfully and have their perspectives listened to by others.

## DIVERSITY OF PARTICIPANTS IN EACH DIALOGUE

A Dialogue is run in a way that promotes the inclusion of all stakeholders and reflects the reality that food systems affect all people. A Dialogue should involve a variety of invited participants, drawn from different groups of stakeholders who have a range of roles within food systems. The Convenor's main task is to bring together groups of people who reflect this stakeholder diversity and engage with purpose.

Different networks and initiatives are invited to engage in the Dialogues and to stimulate Dialogues in multiple settings. Within each locality, Dialogues build on the experience, knowledge, interest and initiatives of the stakeholders. They expand and enrich existing processes and explorations. They are moments for participants to meet together and make connections with other stakeholders who have different perspectives ways to address on food systems challenges. The Convenor encourages Dialogue events which offer participants opportunities both to share their perspectives and to explore those of others.

The Convenor appreciates that the perspectives of participants may be influenced by many factors including their nationalities, communities, enterprises, livelihoods, associations, professions, responsibilities affiliations, and more. The Convenor ensures that there is space available in the Dialogues for those who might not normally expect to be at such events.

The Convenor therefore invites a broad range of stakeholders. Their responsibilities will include the setting and implementation of policy from within different sectors of local and national authorities, as well as elected representatives and other community leaders, representatives of youth, women, indigenous peoples, migrants and laborers. Most stakeholder groups will be represented by their leaders: they are encouraged to involve their wider membership as well.

## THE FORMAT OF A DIALOGUE EVENT

### A Dialogue event features two core elements

- **Discussion Session** when discussions take place in smaller groups
- **Summary Session** by each group Facilitator for all participants

Although there is no optimal size or duration, the objective should always be meaningful exchanges between all participants. In this regard, it is recommended that the Discussion Session is 60 to 90 minutes.

- **Recommended duration of event:**  
2.5 - 4 hours (with at least 60-minutes for Discussion session)
- **Recommended number of participants:**  
30 - 100 but can be more depending on the type of event (there may be higher numbers at some global and virtual Dialogue events)
- **Recommended size of Discussion Groups:**  
8-10 members per group (including a Facilitator and a note-taker)
- **Recommended frequency of Dialogues:**  
Dialogues are most valuable when there are several in a series: each session builds on learnings from those which came before. Positive and sustainable system change can be encouraged through a progression of Dialogues in which stakeholders shape pathways towards food systems that will be equitable and sustainable by 2030.

## FOCUS OF DIALOGUE AND EXPLORATION

The Convenor consults with different stakeholders to decide the focus of each Dialogue. When doing so, the Convenor considers how the Dialogue outcome might inform the pathways which will lead to equitable and sustainable food systems by 2030 and deliver on all 17 interconnected Sustainable Development Goals. .

A Dialogue may be a comprehensive exploration of **food systems as a whole**, identifying opportunities and challenges, exploring synergies between different elements of food systems and examining trade-offs that influence the choice of food systems pathways. The focus may be on linkages between the five objectives of the summit and potential for collaborative action on the five action tracks. The focus may be on cross-cutting issues such as policy, finance, innovation, indigenous knowledge, and the empowerment of women, young people and marginalized groups. Alternatively, a Dialogue may focus on specific aspects of food systems in a particular locality.

The focus is reflected in the title of the Dialogue and is entered when the dialogue webpage is created on the dialogue Gateway website. The focus can be explained in greater detail in the "Dialogue Description" on the dialogue webpage.

## FACILITATING PURPOSEFUL DISCUSSIONS

During each Dialogue participants are encouraged to explore how their food systems should function by 2030. They do this in Discussion Groups. The participants in each Discussion Group are carefully selected with a view to ensuring diversity.

The Discussion Groups each receive a Discussion Topic which indicate a vision of food systems in the future.

Members of each Discussion Group are offered some questions to prompt their discussions. These prompt questions encourage an emphasis on what should happen in the coming three years to achieve the vision of the future as set out in the Discussion Topic.

If the participants in a Discussion Group are meeting face-to-face they sit together around a small table at the Dialogue event venue. If they are meeting virtually, they can take advantage of the breakout room facilities available in internet-based video-conferencing services (such as zoom, teams or similar).

At a Dialogue event each Discussion Group meets for at least 60 minutes. Members of Discussion Groups discuss, debate and explore issues related to the Discussion Topic.

A Dialogue Facilitator is appointed to support the exploration and exchanges in each Discussion Group. The Facilitator ensures inclusive participation and encourages the development of Dialogue outcomes. The role of the Facilitator in the Discussion Groups is important to ensure all voices are heard and respected.

The prompt questions help ensure that, by the end of the Discussion Session, participants will identify the practices and policies that will have the greatest impact on the achievement of the desired future vision within their local food systems. They will also consider how it will be possible to assess progress towards this vision, as well as who needs to be involved in getting there and what kinds of challenges will need to be navigated along the way. At the end of the Discussion Session, the outcomes of each Discussion Groups are reported to others during the Feedback Session so that experiences are shared.

## DISCUSSION TOPICS

The Discussion Topic given to each Discussion Group is usually a statement which briefly indicates how food systems will function in 10 years' time. It is an ambitious projection of the future and it cannot be achieved through immediate action. It provokes the participants in the Discussion Group to think beyond the current situation and to imagine something that is altogether better. The Discussion Topic acts as a common objective for all the participants in the Discussion Group, encouraging them to move beyond their current affiliations and preoccupations. It offers a common challenge to members of the Discussion Group and helps encourage a shared purpose. Without an ambitious and forward-looking Discussion Topic there is a risk that participants in a Discussion Group will simply recycle existing thoughts and restate well-established positions. Considering pathways to a better future can, at times, be uncomfortable. It is, however, a vital step in shifting existing patterns of thought and identifying actions that are necessary. A few examples are presented below:

**A few examples are presented below:**

- *National agriculture and food policies promote the production of affordable nutritious, sustainably produced food while remunerating fairly all farmers and food workers.*
- *Comprehensive traceability systems and appropriate labelling ensure all consumers have access to clear, reliable information about how and where food is produced, empowering them to make informed choices.*
- *Nationally Determined Contributions to climate action (NDCs) are based on nature-positive agriculture practices that are developed and tested by farmers*
- *Fair, safe and sustainable supply chains ensure a responsible use of natural resources and a reduction of food loss and waste, making sustainability the easy choice for consumers.*
- *Trade policies (import and export) facilitate access to affordable, safe and nutritious food for all, while contributing to countries' economic and commercial objectives, as well as resilient livelihoods for food producers.*

**PROMPT QUESTIONS**

Prompt questions are designed to help members of a Discussion Group explore their Discussion Topic. They encourage participants to identify the actions which, if implemented in the next three years, will have the greatest impact in achieving the future state (as set out in the Discussion Topic). The prompt questions help the Discussion Group to focus on what can be achieved in the current context. Without the prompt questions and careful facilitation, the members of a Discussion Group may find themselves talking at cross purposes or caught up in hypothetical scenarios. Examples of prompt questions are presented below:

**A few examples are presented below:**

- *Who will need to be involved?*
- *What actions might be needed?*
- *How will these actions come to fruition?*
- *What impact could these outcomes have throughout the whole food system?*
- *How could my organization support these changes?*
- *What are the tensions we have identified and how can we manage them?*

**SHARING REPORTS OF DISCUSSION GROUPS**

By the end of the Discussion Session, members of each Discussion Group will have started to identify the actions

that, if implemented in the next three years, will have the greatest impact on achieving the future state that is set out in the Discussion Topic. They will also consider how to assess progress towards this vision, who needs to be involved in getting there and the kinds of challenges that will need to be navigated along the way. At the end of the Discussion Session the points of agreement will be shared with the other Discussion Groups. Points of divergence will also be identified and shared. The Facilitator prepares a report of what was discussed in the Discussion Group using the Facilitator Discussion Group Template.

**FEEDBACK ON DIALOGUE OUTCOMES TO THE FOOD SYSTEMS SUMMIT**

There will be a number of Discussion Groups in each Dialogue. The reports from each Discussion Group are collected together by the Curator who then works with the Convenor to prepare the feedback from the Dialogue event to inform the Summit process. The Convenor uses the Official Dialogue Feedback Form on the Dialogues Gateway.

The feedback from different dialogues will be analysed and then consolidated in synthesis reports that incorporate outcomes from each of the Dialogues. These syntheses will help the Summit to propose individual and collective action towards the overarching objective of a future that is sustainable, equitable and secure. The collation of qualitative and quantitative outcomes from all Dialogues ensures that input from the stakeholders in all dialogue events around the world contributes to meeting this overarching objective.

All the feedback will be - as much as is possible - uploaded and brought together on the Summit Dialogues website; an openly accessible online portal. The portal will enable cohesion and give an overview of all the Dialogues, so becoming a deep resource for researchers and activists on food systems for the decade ahead.





# KEY ROLES AND CRITICAL SKILLS

The experience that participants have in a Dialogue is greatly influenced by the work undertaken by individuals who are assigned and then agree to take on specific roles. The success of a Food Systems Summit Dialogue depends primarily on the participants and the ways in which they interact with each other. These roles are a) Dialogue Convenor, b) Dialogue Curator and c) Dialogue Facilitator. Each role comes with a set of responsibilities that include a number of defined tasks. The description of these roles reflects experience with organizing Food Systems Dialogues in different settings. In practice Dialogues can be organized differently, e.g. by combining or splitting responsibilities and tasks. However, it is suggested that no responsibility or task is overlooked or omitted in order to ensure that participants derive maximum value from each Dialogue.

It is expected that before the end of 2020 several hundred people will be nominated as Convenors, Curators and Facilitators for the Dialogues; they will want to learn as much as possible about the Dialogues, update their skills in convening, curation and facilitation, and feel confident they are able to draw on these skills and use them to full effect.

## OVERVIEW OF COLLECTIVE TRAINING OPPORTUNITIES

The Food Systems Summit Secretariat and partners are organizing a sequence of online Collective Training sessions for Convenors, Curators and Facilitators of both Member State and Independent Dialogues. These sessions are designed to inform persons with roles in the Food Systems Summit Dialogues, to strengthen their capabilities and to enable them to learn from the experiences of others. They provide a means for Convenors, Curators and Facilitators to connect with, and learn from, one another. They will contribute to rapid learning in ways that are both memorable and personal, inspiring and productive. Session details, including dates, times, and available languages, will be conveyed on the Summit Dialogues website as soon as they become available.

### DESIRABLE SKILLS AND ATTRIBUTES



#### CONVENORS

- **An organizer:** Arranging a Dialogue event.
- **Entrepreneurial:** Resourceful, creative and comfortable leading a team.
- **A connector:** dynamic, Focused and quick to spot collaborative opportunities.
- **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 table and plenary discussions and condense them in preparation for completing the Dialogue Feedback.



#### CURATORS

- **Charismatic:** Has the ability to communicate and encourage Dialogue, without dominating proceedings.
- **A systems thinker:** Able to make sense out of chaos, recognizing and logically grouping similar themes.
- **Empathetic:** Quick to connect with other people or groups. This is particularly important in multi-stakeholder settings.
- **Trustworthy:** Credible and discreet with their own personal or professional opinions. Candidates with clear conflicts of interest in the theme or topics should be avoided.
- **Knowledgeable:** Has a good understanding of food systems issues, and, ideally, is familiar with at least some of the participants and has experience curating or moderating similar events. The Curator should recognise the organizational elements of the role, as well as the time commitment involved.



#### FACILITATORS

- **A mediator:** Communicating easily with all participants, managing differences of perspective with confidence and respect, guiding discussion and ensuring a balance of contributor input. Succinctly providing feedback on discussion outcomes to other participants.
- **Curious:** An open mind is essential in order 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 catalyst:** To be themselves invisible, making others shine.





## DIALOGUE CONVENOR

A Convenor is appointed with responsibility for the planning, organization and execution of one or more Food Systems Summit Dialogue(s). The Convenor is also responsible for the submission of the official Dialogue feedback to the food systems summit making use of the Official Feedback form which is uploaded to the summit Dialogues Gateway website.

### Convenors ensure that:

- an integrated, interdisciplinary, and exploratory approach is adopted to shape pathways to sustainable food systems;
- all aspects - from preparation, planning, execution, and reporting - embrace the Principles of Engagement for the Food Systems Summit;
- a diverse set of stakeholder groups is invited to participate in the Dialogue;
- the participants who join the Dialogue have a range of profiles and experience;
- special consideration is given to engaging stakeholder groups who do not normally take part in Dialogues about the future of food systems.

### Principal tasks include:

1. Defining the focus of the Food Systems Summit Dialogue;
2. Determining the Dialogues programme (one focus may be explored across several Dialogues);
3. Ensuring sufficient resources in order to organise the Dialogue(s);
4. Mobilizing any additional support needed from the network of organizations and individuals supporting the Food Systems Summit (the Engagement Support Network);
5. Identifying, appointing and guiding the Dialogue Curator;

## COLLECTIVE TRAINING FOR MEMBER STATE DIALOGUE CONVENORS

Between November 2020 and May 2021, the Food Systems Summit Secretariat and partners are holding regular Training sessions for Member State Dialogue Convenors. These will be two-hour sessions relating to the three stages of the Member State Dialogue Process, focused on the stage that is relevant at the time of the session. They will be held in multiple languages. Sessions include time for Q&A and breakout discussions for networking and collective mentoring of attendees across multiple countries.

## COLLECTIVE TRAINING FOR INDEPENDENT DIALOGUE CONVENORS

In November and December 2020, the Food Systems Summit Secretariat and partners are organizing Training sessions for Independent Dialogue Convenors. These will be 90-minute sessions and will cover the Dialogues method and available resources.

6. Identifying and inviting Dialogue participants who reflect multiple, especially seldom-heard, perspectives;
7. Delegating practical and technical aspects of organization to Dialogue Supporters;
8. Developing resource materials to introduce participants to the focus of the Dialogue;
9. Approving the Run of Show for each Dialogue, including talks by high-level speakers;
10. Submitting the Official Feedback form to the Dialogues Gateway;
11. Ensuring relevant communications and social media efforts.

## DIALOGUE SUPPORTERS

Dialogue Supporters are responsible for helping the Convenor with the planning, organization and execution of one or more Dialogues. The Convenor may delegate one or more tasks to Dialogue Supporters. Dialogue Supporters will typically have some experience with event organization to manage the practicalities of the event execution. For online Dialogues this includes management of the online meeting platform.

Dialogue Supporters will have access to the schedule of the Training sessions and are welcome to participate alongside Convenors.

## ENGAGEMENT SUPPORT NETWORK

Individuals are invited to organize themselves in informal and formal networks at local, national and international levels. Networks may include, but are not limited to, Food Systems Summit Champions, in-country scientists, rights-based movements, local development and food partners, international and NGOs. Network members are invited to make themselves known to Dialogue Convenors and offer assistance with the preparation and organization of Dialogues. In countries where the UN system is present, UN Resident Coordinators and Representatives of UN system entities will offer what assistance they can to support Member State Convenors as they develop and implement both national and independent Dialogues programmes.

Engagement supporters can be invited to the Convenor Training sessions by the Convenor.



## DIALOGUE CURATOR

The Dialogue Curator is identified and appointed by the Dialogue Convenor. The Curator is responsible for preparing, planning, and moderating a Food Systems Summit Dialogue, as well as ensuring the Dialogue contributes to the Food Systems Summit preparation.

### The Dialogue Curator has:

- a good understanding of food systems issues;
- an appreciation of the Food Systems Summit Dialogues method;
- familiarity with at least some of the stakeholder groups who will participate.

### experience and expertise in:

- engaging multiple stakeholders with different perspectives;
- encouraging exploration of complex challenges using systems thinking;
- establishing convergence and recognizing irreconcilable differences;
- weaving co-owned outcomes in an inclusive and open way.

### Principal tasks include:

- preparing for the Dialogue event with the Convenor;
- presiding over and moderating the event (welcoming participants, introducing high-level guests and explaining the focus and expected outcome of the Dialogue);
- summarizing the outcomes from different Discussions Groups;
- assisting the Convenor to complete the Official Dialogue Feedback form;
- encouraging continued exchanges among the participants.

### Principal tasks include:

#### PREPARATION

(with the Convenor as appropriate)

- Acting as the initial focal point for participants: provide clarity on the nature and shape of the Dialogues;
- Finalizing topics to be explored by

each discussion group;

- Ensuring that each Discussion Group is allocated a comprehensible Discussion Topic reflecting the future state of food systems;
- Reviewing the list of invited participants and - at intervals - check the names and affiliation of those who accept, inviting suitable replacements in case of non-acceptance;
- Dividing individuals into groups of 8 to 10 diverse people who can reflect the perspectives of different stakeholder groups;
- Identifying and appointing suitable Facilitators for each discussion group (with some kept in reserve in case of sudden change in need);
- Preparing resource materials for participants that are aligned with the focus of the Dialogue and the Discussion Topics;
- Creating the template which Facilitators can use to record outcomes of Discussion Groups.

#### AT THE DIALOGUE

- Serving as master of ceremony and moderator for the Food Systems Summit Dialogue;
- Introducing high-level guests, frame their contributions to the focus;
- Explaining the purpose of the Dialogue and its contribution to the Summit preparation;
- (If necessary) Describing the topic of food systems to Dialogue participants;
- Presenting the Discussion Topics to participants: ensure they are understood and clarify the results expected from the Discussion Groups;
- Inviting participants to connect with those they do not normally engage with and to explore Discussion Topics;
- At the end of the discussion session, inviting each Facilitator to reflect on the discussions of their group;
- At the end of the feedback session, summarizing the outcomes and encourage participants to engage in joint efforts for sustainable food systems;
- Setting the tone of the Dialogue as a safe place, where people may disagree without being disagreeable.

#### AFTER THE DIALOGUE

- (Within two weeks) supporting the Convenor to prepare the Dialogue Feedback form for submission via the Summit Dialogues Gateway website.



## DIALOGUE FACILITATORS

Quality facilitation is critical to the success of Food Systems Summit Dialogues. The Dialogue Facilitators are identified, approached and appointed by the Dialogue Curator (usually in conjunction with the Convenor).

Dialogue Facilitators are responsible for ensuring that each participant in a discussion group has an opportunity to contribute meaningfully and have their perspectives listened to by others.

The role of the Facilitator is to ensure that their Discussion Groups address the Discussion Topic and prompt questions, that everyone has an equal voice and (at the end of the discussion) to report briefly to the plenary on the progress and the feeling in the discussion group. The Facilitator may benefit from the appointment of a rapporteur or note-taker.

### Facilitators are expected to:

- read and understand the resource materials provided by the Curator;
- arrive at the discussion group venue before the participants in order to meet and welcome them;
- request group members introduce themselves to each other briefly;
- explain to group members the tasks expected of them;
- observe group members as they initiate their work and explore the Discussion Topic;
- encourage group members to work towards the expected outcome in a timely manner;
- stimulate exchanges if this seems necessary, and curbing those who are dominating;
- help group members to stay focused, inclusive and empathetic;
- work with the note-taker to complete the Facilitator Discussion Group Template;
- report back on the work of the discussion group to the plenary in a way that is both concise and fair.

*(If the Facilitator wishes, and members of the group concur, the report back can be undertaken by another group member).*

## COLLECTIVE TRAINING FOR CURATORS AND FACILITATORS

The Food Systems Summit Secretariat and partners are holding regular Pre-and-Post Dialogue Training sessions for Dialogue Curators and Facilitators. These will be 1.5-2h sessions covering the roles, their differences and complementarities and how related skills can be strengthened. The sessions will reflect on experiences from others, build confidence and share learnings.

### Pre-Dialogue sessions will focus on both roles including:

- Welcoming participants and creating an atmosphere of respect and openness;
- Framing conversations;
- Dealing with difficult interactions;
- Summarizing and feeding back;
- Using technology.

### Post-Dialogue Sessions will focus on sharing experiences, including:

- Reflecting on what happened, what worked, what didn't work;
- Exploring what has been learned;
- Considering how this learning can be used to improve future Dialogues.

All sessions include Questions and Answers, breakout discussions for networking and collective mentoring of Curators and Facilitators together across multiple countries.

# THE OFFICIAL FEEDBACK FORM

The outcomes from a Food Systems Summit Dialogue will be of use in developing the pathway to sustainable food systems within the locality in which they take place. They will be a valuable contribution to the national pathways and also of interest to the different workstreams preparing for the Summit: the Action Tracks, Scientific Groups and Champions as well as for other dialogues.

Dialogue Convenors are invited to feedback the outcomes of their Dialogues to the Food Systems Summit shortly after the Dialogue has taken place. When feeding back, Convenors are requested to use the Official Feedback Form hosted online on the Summit Dialogues Gateway. The completed Feedback forms are posted on the Dialogues gateway at the website [www.summitdialogues.org](http://www.summitdialogues.org)

The Feedback from the Dialogues is a valuable resource for practitioners, researchers and changemakers in food systems. For this reason, the contents of Feedback Forms will be accessible to all as soon as they are uploaded on the website. In addition, the Summit Secretariat will synthesize the outcomes of multiple Dialogues: the syntheses will be made available for the use of different Summit workstreams. The syntheses of the outcomes from stage 3 of the Member State Dialogues (pathways to sustainable food systems and statements of commitment) will be made available for the pre-summit event (July 2021).

## SECTIONS OF THE FEEDBACK FORM:

### 1. PARTICIPATION

The section that feeds back data about the participants in a Food Systems Summit Dialogue includes a) the numbers of participants and b) the range of sectors and stakeholder groups. The data will be used to indicate the diversity of participation in the Dialogue.

If participants registered for the Dialogue using the Summit Dialogues Gateway, the data for this section will be collated automatically. If participant information was recorded manually or through an electronic process other than the Gateway, convenors are asked - if the data is available - to enter participant numbers by sex, age range, stakeholder group<sup>1</sup> and sector<sup>2</sup>.

## MANUAL REGISTRATION AND REPORTING

If you do not wish to or are unable to manage your participant registration through the Dialogues Gateway, easy to print attendance forms are available to ensure that you collect appropriate information from participants to complement your Official Feedback form to the Food Systems Summit. Please download these from the Summit Dialogues Gateway materials section.

- The Attendance Form is for each participant to complete on the day and includes the Food Systems Summit Principles of Engagement
- The Register of Attendance is for completion by the Convenor to complete as the Convenor, to sum up the result of the participant answers and generate a report of the inclusiveness and diversity of your Dialogue.

**Register of Attendance**  
For completion by Convenors after a Dialogue

Dialogue Title: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of participants: \_\_\_\_\_

Gender: \_\_\_\_\_

Age range: \_\_\_\_\_

Stakeholder group: \_\_\_\_\_

Sector: \_\_\_\_\_

**Attendance Form**  
For completion by Participants of a Dialogue

Name: \_\_\_\_\_

Age range: \_\_\_\_\_

Stakeholder group: \_\_\_\_\_

Sector: \_\_\_\_\_

**Food Systems Summit Principles of Engagement**

We recognize the urgent urgency of sustained and meaningful action at all levels to meet the respective 2030 Sustainable Development Goals.

We commit to practice what we preach personally and professionally to contribute to the vision, objectives and the final outcome of the Food Systems Summit.

We commit to practice what we preach personally and professionally to contribute to the vision, objectives and the final outcome of the Food Systems Summit.

I have read and I understand the Food Systems Summit Principles. ☐ YES ☐ NO

<sup>1</sup> The form lists the following stakeholder groups: Small-scale farmer, Medium-scale farmer, Large-scale farmer, Indigenous People, Workers and trade union, Consumer group, Local Non-Governmental Organization, International Non-Governmental Organization, Small/medium enterprise/artisan, Large national business, Multi-national corporation, Government and national institution, International financial institution, Local authority, Private Foundation/Partnership/Alliance, Regional economic community, Science and academia, United Nations and provides space for "other" responses.

<sup>2</sup> The form lists the following sectors: Crops, Fish and aquaculture, Livestock, Agroforestry, Food processing, Food retail, Food industry, Communication, Education, Environment and ecology, Financial Services, Health care, Industrial, National or local government, Trade and commerce, Utilities and provides space for "other" responses.



## 2. PRINCIPLES OF ENGAGEMENT

In this section, Convenors are invited to indicate how the Principles of engagement in the Summit were reinforced through the Dialogue. They are asked, “Do you have advice for other Dialogue Convenors?” In their Feedback, Convenors are invited to explain how their Dialogue reflected specific aspects of the Principles and how they organized the Dialogue so that the principles were incorporated, reinforced and enhanced.

## 3. METHOD

The outcomes of a Dialogue are influenced by the method that is used. Convenors are asked to feedback on the Dialogue method to what extent did it differ from the method that is suggested in this manual? If there were differences these should be indicated in this section. The Convenor is also invited to provide a view on the possible impact of this difference in method used in case it is relevant for future Dialogues.

**When feeding back on the event as a whole, Convenors may wish to comment on the following:**

- a. If participants received resource materials in advance (e.g. selected readings or videos);
- b. If there were presentations from opening speakers;
- c. An explanation of the process for the Summit;
- d. How the Discussion Topics reflected a future vision of food systems, linked to the action tracks;
- e. If the prompt questions were used to stimulate Discussion Groups.

**In addition, when feeding back on the Discussion Groups, the following questions may be relevant:**

- a. Did participants examine the existing food system situation including strengths and vulnerabilities?
- b. Were options and opportunities for change explored?
- c. Were diverse perspectives of participants synthesized?
- d. Was there agreement on priority actions to reach the future vision?

The Convenor may also comment on how the event was curated as well as the reaction of participants to this curation. It may also be appropriate to comment on the facilitation in the Discussion Groups: were points of divergence and convergence both able to surface? Were all voices heard?

## 4. DIALOGUE OUTCOMES

In the Official Feedback Form, there are opportunities to provide feedback on the outcomes of a Dialogue. There are sections in the form that cover a) the major focus, b) the overall conclusion, c) the Discussion Topics that were covered and d) areas of divergence that emerged. Each section answers a specific question about the Dialogue:

### 1. Major focus:

*“What were the issues that were the focus of attention among the participants in your dialogue?”<sup>3</sup>*

### 2. Overall conclusion:

*“What were the overall conclusions about the actions that need to be taken for food systems to become sustainable in the next decade?”*

The overall conclusion might include a) the need to establish new connections between certain stakeholders, b) agreement on actions that stakeholders will take together (expressed as intentions or commitments), c) a decision to explore specific aspects of food systems in greater depth. This is the Feedback from the Dialogue which helps shape an integrated pathway to sustainable food systems.

### 3. Outcomes for each Discussion Topic:

*“What were the topics discussed and what outcomes were identified for each?”*

The Discussion Topics usually link to the Summit’s action tracks. The Feedback should link specific outcomes to each Discussion Topic. The outcomes will include participants’ views on actions that are urgently needed, who should take these actions, ways in which progress could be assessed, and challenges that might be anticipated as actions are implemented.

### 4. Areas of divergence:

*“What were the issues on which there was divergence of views?”*

These might include a) strengths and vulnerabilities within food systems, b) areas that need further exploration, c) practices that are needed for food system sustainability, d) the stakeholders whose interests should be prioritized. Different positions should not be attributed to named individuals.

Entries in these sections will be in free-form text, with a maximum of 300 words in each section. Additional information can be included as attachments which can be uploaded at the end of the form.

<sup>3</sup> The focus issue might, for example, be a) the vulnerabilities of current national food systems, b) specific aspects of the food systems that were studied in detail (e.g. people’s access to nutritious food), c) the engagement of specific stakeholders in dialogue (e.g. smallholder farmers and people on low incomes)

### ACTION TRACKS AND KEYWORDS

In each of the entries within section (iv) Convenors can make a link to specific action track(s) by ticking the relevant checkbox. Convenors can also choose a keyword (from a list) that is closest to the entry. These links aid the sorting, analysis and synthesis of outcomes from different dialogues and help to reveal emerging patterns.

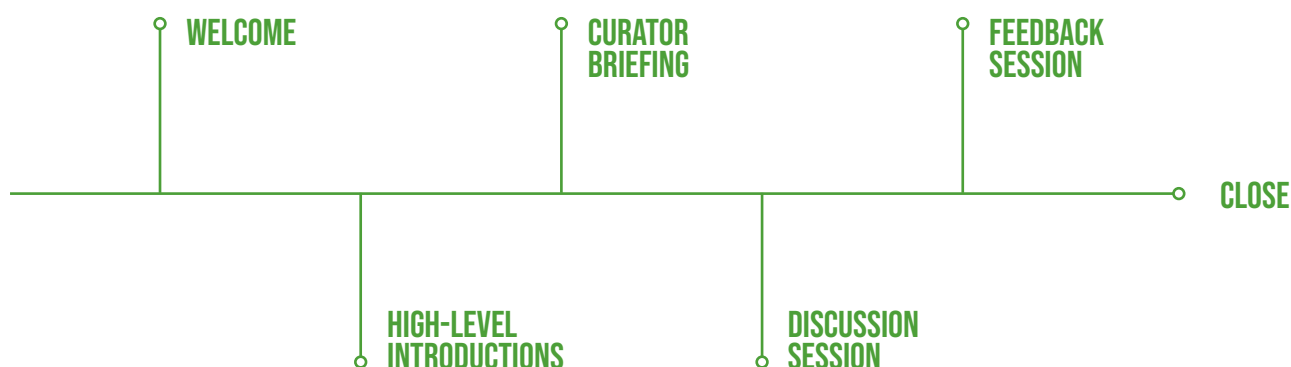
The following keywords are offered to assist with the synthesis and the identification of cross-cutting themes:

- Finance
- Policy
- Innovation
- Data & Evidence
- Women and Youth Empowerment
- Governance
- Trade-offs
- Human rights
- Environment and climate

Once the Official Feedback Form is submitted, it will be automatically accessible via the gateway on the Summit Dialogues website.



# SUMMIT DIALOGUE CHOREOGRAPHY



## PREPARATION

It is helpful if the Curator understands food systems issues, has participated in a Collective Training session for Curators and knows at least some of the stakeholder leaders who will participate in the Dialogue event.

## WELCOME

The Dialogue Curator welcomes participants and outlines the objectives of the Dialogue and how they connect to the Food Systems Summit. The agenda for the Dialogue is presented and (if applicable) high-level speakers are introduced.

## HIGH-LEVEL INTRODUCTIONS

The purpose of a Dialogue is to give everyone a chance to participate actively in discussions, not to listen to presentations. Short introductory statements by high level speakers can be a particularly powerful way to open and set the tone for a Dialogue. These statements should illustrate the focus of the Dialogue and provide vital framing and context for the participants. Speakers should not talk about their own responsibilities or achievements. There should be no more than three speakers at the beginning. Opening speeches should run for a maximum of 5 minutes each with a maximum of two easily readable visual aids or slides.

## CURATOR BRIEFING

The Curator then speaks, building on the speeches. Firstly, the Curator provides a short and precise introduction to the challenges of aligning different food systems with the full range of the Sustainable Development Goals. The Curator also indicates aspects of food systems which may need to change. Secondly, the Curator offers a brief introduction to the Dialogue method and the Food Systems Summit Principles of Engagement. Thirdly, the Curator outlines the Discussion Topics and introduces the Facilitators (as well as notetakers if they have been appointed). Finally, the Curator describes the technical details of the Discussion Session (this is important for online Dialogues).

**DISCUSSION SESSION**

Participants are divided into Discussion Groups of up to 10 people each. There will be a mix of different stakeholders in each group. Each discussion group has a discussion session to explore. The Facilitator is informed in advance about the outcomes expected from the discussion group. During the Discussion Session the Facilitator encourages participants to connect, examine the topic, explore challenges, consider options, establish the extent of agreement and identify areas of divergence. The Facilitator ensures that all participants have an opportunity to engage and encourages the development of outcomes based on convergence. The Facilitator also takes note of, and encourages respect for, divergent views. A note-taker assists the Facilitator in keeping a record of the discussion and outcomes. It is important that the Facilitator invites each participant in the discussion group to introduce themselves briefly at the start of the discussion and to say goodbye at the end. This is referred to as checking-in and checking-out and is an important way of encouraging respect and clarity of purpose.

**FEEDBACK SESSION**

After the allocated time for facilitated discussion, participants return to the larger meeting (the plenary). Participants may be frustrated to have to stop in the middle of the discussion, to which the Facilitator encourages them to see this as a positive sign and to agree to continue their Dialogue over the coming days and weeks, perhaps staying connected through a WhatsApp group or similar.

At the start of the Feedback Session the Curator thanks the groups for their engagement and invites each Facilitator to report back briefly (less than 5 minutes each) to the full plenary on the outcome of discussions and the general feeling in the discussion group. [During the discussion session the Facilitator may agree with the group that someone else in the group be invited to feedback; The Facilitator should ensure that all concur with this decision]. The output of the Discussion Group will be set out in a written form by the notetaker. The Facilitator should pick out a maximum of three main points from the discussion, describe the feeling of the group, perhaps invite other members of the group to comment briefly if they wish (staying within the allotted time that has been given). The Curator should note main points from each discussion group's feedback. The Curator should be ready to make connections between the different discussion group feedback statements at the end of the feedback session, after all Facilitators have reported. The Curator may also invite questions and reflections from other participants more generally.

**CLOSE**

The Close of the Dialogue is important. By the time they leave, participants should appreciate the ways in which they have advanced their collective thinking through Dialogue. They should reflect on the value of exploring issues with the perspectives of others as well as their own. They should think about the potential for Dialogue as a way to secure greater agreement among stakeholders on ways to shape the future direction of food systems so that they are aligned with the full range of the SDGs. The Curator should offer a short verbal summary (ten minutes) of the main points that emerged in the Dialogue event (usually five points).

In the summary, the Curator should reflect on the feelings in the Discussion Groups and the plenary and emphasise that divergence is expected. What matters is that divergence is managed with respect and understanding and is not dismissed as irrelevant. The Curator should remind all participants that there is no attribution of comments made to individuals outside of the Dialogue event including via social or print media. Participants are invited to keep in touch with each other, to arrange meetings with others in their stakeholder group to share their impressions and to prepare for the next stage of Dialogue. The Curator invites a high-level speaker to offer final remarks and to close the Dialogue. The Curator and the Convenor prepare for Dialogue outputs to submit as part of the Official Feedback Form.

# COMMUNICATIONS STRATEGY

Every Food Systems Summit Dialogue will contribute to the United Nations 2021 Food Systems Summit and help steer a global conversation towards the sustainable food systems of the future. As such, effectively communicating and celebrating the preparation and outcomes of Dialogues is important. A communications plan can range from a simple email to a network of colleagues to a full-scale plan involving news media, press conferences, posters and opinion pieces. Depending on the capacity, resources and skills available to Convenors, key elements for consideration include:

## DIALOGUE WEBPAGE

At a very minimum, every Dialogue will have a webpage created on the Dialogues Gateway. Convenors are encouraged to steer people towards this page to learn more about the Dialogue. Here visitors will find the Dialogue title, Convenor name, Curator name, any additional description, as well as the image selected.

## NETWORK COMMUNICATIONS

Network communications could include friends, family, current and old colleagues plus any associations that Convenors, Curators and supporters are involved with. Whilst Dialogues are by invitation only, they still represent an opportunity to share key messages about the area of focus and increase the level of interest and appreciation for food systems, encouraging people to learn more, especially after the Dialogue event when Official Feedback is published and available for reading.

## MEDIA

If the event is deemed newsworthy, for example if it addresses a topic of particular interest in the community or a high-level official is opening the event, Convenors should consider engaging with local and/or international media. They can do so by sending a press release to media contacts - consider local/regional/national newspapers, online media outlets and radio stations. A template press release is available on the Gateway in the materials section.

## #SUMMITDIALOGUES



@FoodSystems

## SOCIAL MEDIA

Social media channels, including Twitter, Facebook, Instagram, LinkedIn, YouTube and WhatsApp, are platforms for interaction, content sharing and collaboration. These can be harnessed to share, ensure accountability and communicate major plans and activities with key stakeholders. Used strategically, social media has the potential to generate large-scale positive change and serve as a crucial tool in growing the narrative around food systems. Convenors are encouraged to tag **@foodsystems** and use **#SummitDialogues** to help amplify the visibility of this global effort. Social media accounts should ideally build on existing individual or organizational identity; however, if Convenors or supporters are starting from scratch, they should take time to explore what other related accounts are posting and learn from experience. Templates for social media graphics are available on the Gateway in the materials section.



# STEP-BY-STEP GUIDANCE FOR CONVENORS

*Key Steps in Organizing a Food Systems Summit Dialogue*

## PREPARE

**November 2020**

- Prepare for your Summit Dialogue as early as possible

## ANNOUNCE

**At least 4 weeks  
beforehand**

- Announce your Summit Dialogue as early as possible

## PLAN

**Between 4 weeks to  
2 days beforehand**

- 4 weeks before - your Dialogue and invite participants
- 4 weeks before - your Dialogue Discussion Topics
- 2 weeks before - your Dialogue logistics
- 2 days before - final details

## HOST

**Dialogue Day**

- Host your Food Systems Summit Dialogue

## PUBLISH

**Within 2 weeks  
after the Dialogue**

- Publish Official Feedback to the Food Systems Summit after your Dialogue by completing and submitting the online form

## PREPARE

A Food Systems Summit Dialogue is an opportunity to explore food systems within a particular constituency, theme and/or location. Specific Handbooks will be developed for Member State and Independent Dialogues and should be used together with this step-by-step guidance when preparing a Dialogue.

## STEP 1 Register on the Gateway

Member State Dialogue Convenors can use the link sent directly to them as soon as they are nominated. Independent Dialogue Convenors can register directly on [summitdialogues.org](https://summitdialogues.org).

1. Go to [summitdialogues.org](https://summitdialogues.org) and click on 'Gateway'.
2. Click on 'Register' and complete the registration process.
3. You will receive a "Welcome email" inviting you to log-on to the platform for the first time.
4. Use your email address and click "Login".
5. You will receive a one-time code by email.  
**Note:** the sender is "Food Systems Summit Dialogues". If you don't find it, please check your junk/spam folder.
6. Return to the Gateway and use the one-time code to access the platform  
**Note:** This procedure helps ensure that your account and information are secure. Each time you log in to the Gateway you will receive a new "one-time code" via email to verify your identity.

**STEP 2 Create a Dialogue event and invite Dialogue Supporters to register on the Gateway**

Welcome to Food Systems Summit Dialogues

العربية English Français Русский Español 简体中文 Português

Home Map Methodology **Member Area**

## MY DIALOGUES

**CREATE DIALOGUE**

**BACK TO DIALOGUES LIST** **PRE-VIEW DIALOGUE**

Your dialogue is not published yet **PUBLISH NOW**

## EDIT DIALOGUE DETAILS

**Title \***  
Please choose an interesting and engaging title that best represents your Dialogue.

When good crops go bad. Learning to avoid waste in a last mile environment.

**Format \***  
Please select if your Dialogue will be online or in-person.

☐ In-person ☐ Virtual

**City \***  
Please select the city where your Dialogue will take place. This will place a pin on the public Summit Dialogues Map. If organising a virtual dialogue, feel free to include the city where the event is organised from.

Vienna, Austria

Krankenhaus der Stadt...  
Map Satellite  
Votivkirche  
Alter Straße ...

## MANAGE DIALOGUE MEMBERS

#	E-mail Role	Name Note	Action
1	wpramsay@gmail.com Member State dialogue convenor	Will Ramsay Note	
2	thuy@gmail.com Participant	Name appears after user registers Note	<b>Pending</b> <b>DELETE</b>

### ADD NEW DIALOGUE MEMBER

E-mail Member State dialogue conv Note **ADD MEMBER**

Dialogue Supporters assist the Dialogue Convenor with the planning, organization and execution of the Food Systems Summit Dialogue. This role must be assigned to them on the Gateway.

**To start assigning roles, log in to the Gateway and create your Dialogue event.**

1. Click on "My Dialogues" and "Create Dialogue" (either a Member State Dialogue or an Independent Dialogue).
2. Scroll down to "Manage Dialogue Members". Note: At this stage, you do not need to select a Dialogue title or complete any other fields.

3. Assign your Dialogue Supporter(s) by adding their email address and selecting role type - "Dialogue Support".  
Note: Dialogue Supporters have the same credentials as the Dialogue Convenor, including the ability to manage participant invitations so please ensure these permissions are only granted to trusted individuals.
4. Once permission has been assigned to the email address, you must invite your Dialogue Supporter(s) to register on the Gateway, using the same email address as the one you have used to assign the role. Note: The Gateway does not email any notifications to people on behalf of Convenors.

### STEP 3 Participate in a Collective Training session for Convenors

Dialogue Convenors and Dialogue Supporters are invited to participate in a Collective Training session available to Convenors. The schedule, together with joining details, can be found on the Gateway. This session will cover the following topics:

- Introduction to the Food Systems Summit and the Dialogues process, including expected contribution of the Dialogues to the emergence of sustainable food systems.
- The role of Convenor and what it involves.
- The stages of Dialogue, the Dialogue method, the feedback process and the plan for sharing Dialogue outputs with different summit workstreams.

### STEP 4 Define the focus and title of your Summit Dialogue

- Review the Handbook related to your Dialogue for guidance on defining the focus of your Dialogues event. It may be helpful to liaise with your Dialogue Supporter(s) and Curator on this.
- Visit the Dialogues Gateway regularly for inspiration and to see if other Dialogues are happening within your focus area or location. Reviewing the Official Feedback from other Dialogue events may also be useful. [The Food Systems Summit website](#)<sup>1</sup> is also a valuable resource for Convenors. It is possible to explain the focus of your Dialogue in the "Description" field of your event webpage on the Gateway, this will be visible to others.
- Once you have defined your area of focus, choose an interesting title for your Dialogue. This will also be visible to others.

### STEP 5 Identify and confirm your Dialogue Curator

- To understand the roles, tasks, skills and attributes of a Dialogue Curator, please review the section on Understanding and assigning roles in this manual.
- For online events, the Dialogue Curator should have access to a reliable internet connection.
- Invite the Curator to register on the Gateway where they will also be able to review the materials and register for training. Follow the same procedure as outlined in step 2 to assign the Curator.

<sup>1</sup> <https://www.un.org/en/food-systems-summit>



## ANNOUNCE

Having explored the Dialogues Gateway, read the Handbook for your Dialogue type (Member State or Independent), and participated in a Collective Training session for Convenors, you are ready to start organizing your Food System Summit Dialogue.

You are encouraged to announce your Dialogue on the Gateway as early as possible, but no later than four weeks prior to your event. By announcing your event on the Gateway, you publicize it on the **Global Map** and the details of your Dialogue will be visible for others.

## STEP 6 Finalise Dialogue event details on the Dialogues Gateway

Welcome to Food Systems Summit Dialogues

العربية English Français Русский Español 简体中文 Português

Home Map Methodology Member Area

BACK TO DIALOGUES LIST PRE-VIEW DIALOGUE

Your dialogue is not published yet PUBLISH NOW

### EDIT DIALOGUE DETAILS

**Title \***  
Please choose an interesting and engaging title that best represents your Dialogue.

When good crops go bad. Learning to avoid waste in a last mile environment.

**Format \***  
Please select if your Dialogue will be online or in-person.

In-person Virtual

**City \***  
Please select the city where your Dialogue will take place. This will place a pin on the public Summit Dialogues Map. If organising a virtual dialogue, feel free to include the city where the event is organised from.

Vienna, Austria

Map Satellite

**Description**  
Please describe in a few words the themes, issues and processes you expect to be discussed in this Dialogue.

Paragraph B I [List Icons]

Welcome

**My Dialogues**

Dialogue Process

Dialogue Training

Helpdesk

Edit Profile

Two-Factor Authentication

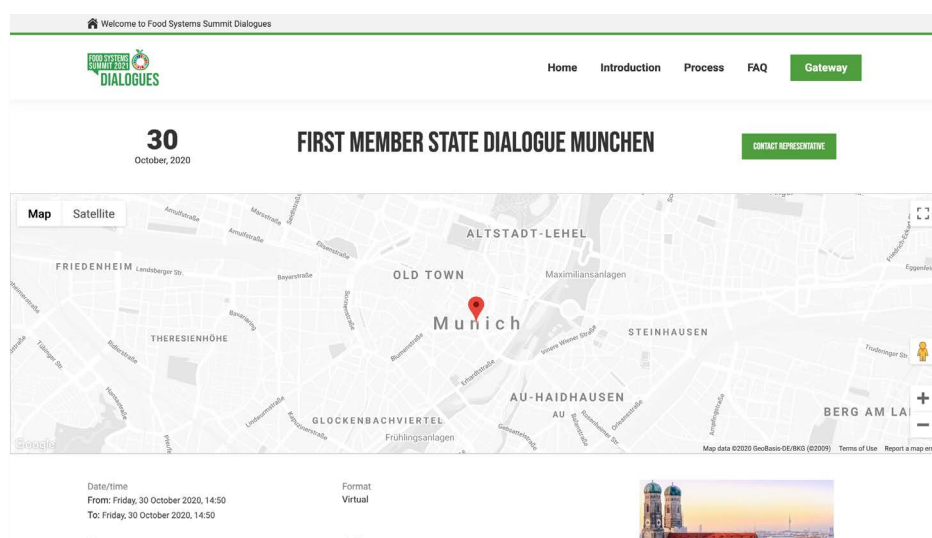
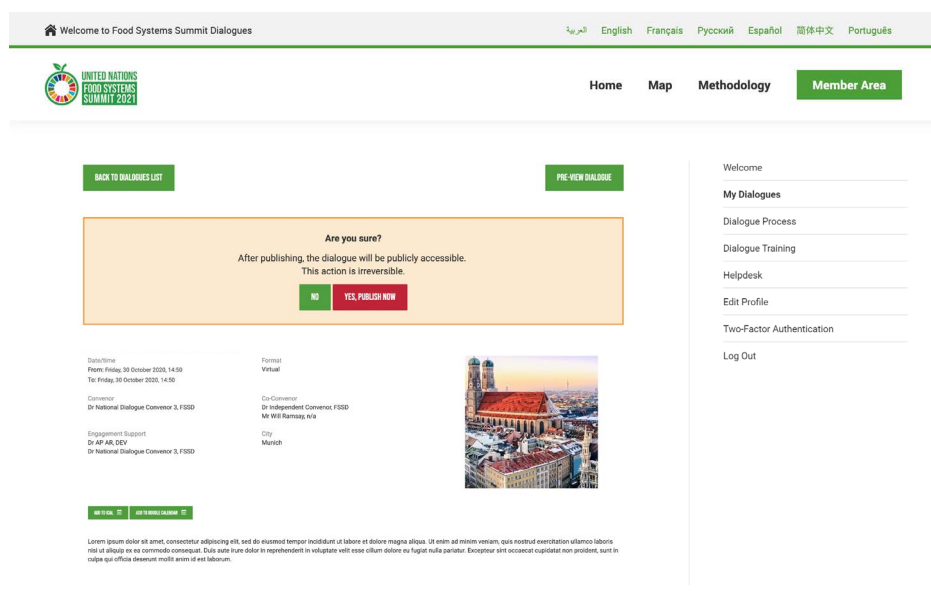
Log Out

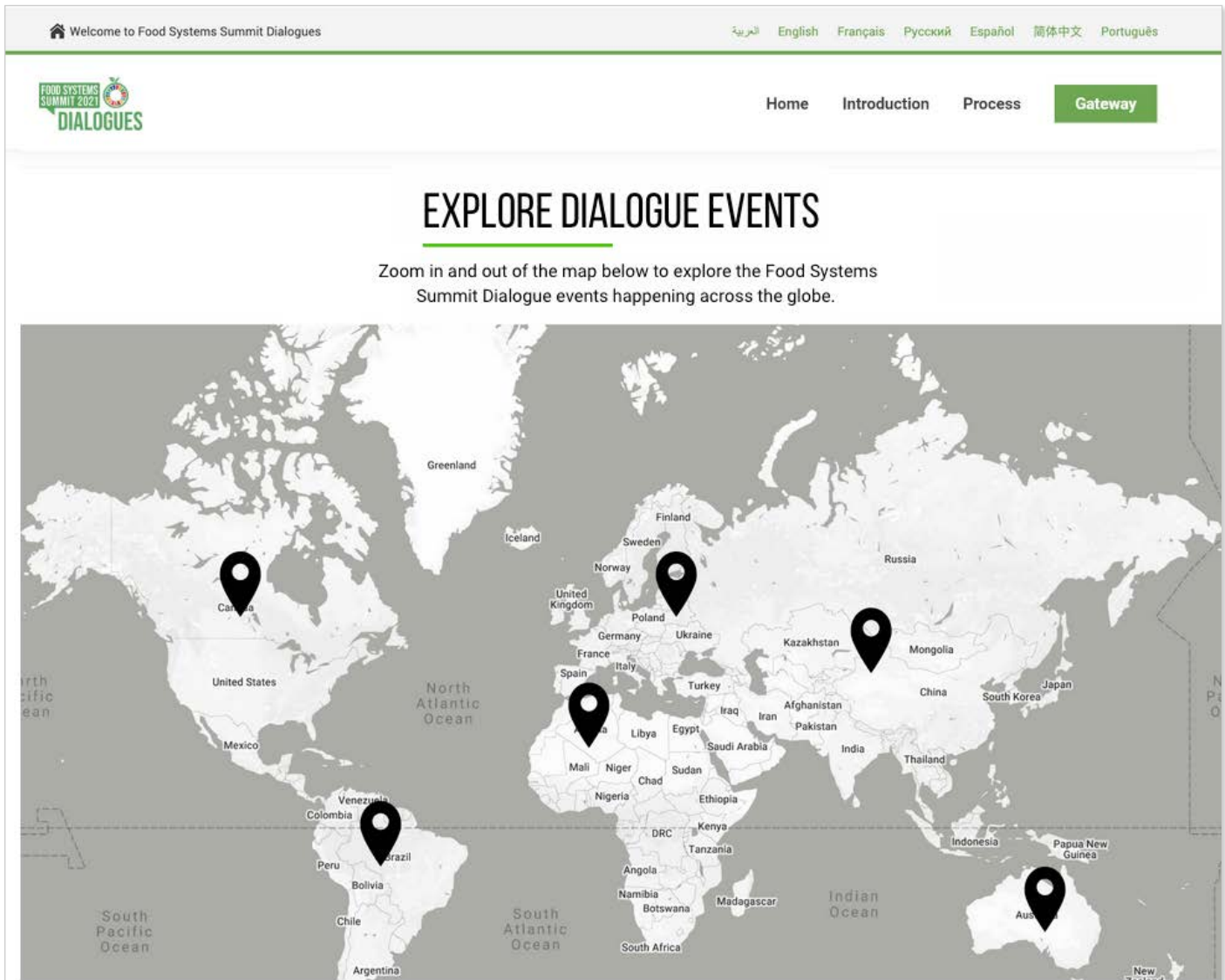
1. Insert your Dialogue title which should be aligned with your area of focus. The area of focus and Dialogue title are defined in step 4.

2. Determine the format of your Dialogues: Food Systems Summit Dialogues can take place both in-person and online. Note: Please check local regulations related to COVID-19 when deciding the format of your event.
  - For online events, a digital meeting platform, with breakout room functionality is required. The instructions presented in this manual use Zoom<sup>1</sup>, but there are numerous platforms available. When using Zoom, a Zoom Pro plan or higher is required to organize a Dialogue. It is recommended that you purchase a package that includes at least two 'host' profiles. This will make the administration of the Dialogue easier on event day.
  - For in-person events, a meeting room that accommodates all of your participants, preferably seated at circular tables, of max 10 persons is required. The room should have a projector and a screen. For larger rooms, microphones should be used during the plenary sessions. You will need to consider accessibility for all participants when choosing a venue.
3. Set the time and date of your Dialogue:
  - When setting the date and time of your Dialogue, consider other Dialogues events that may be already taking place, either in the same location or along a similar theme.
  - For events with a regional or global focus it is important to consider the time zone and language of the majority of your participants.
4. Select the city that you want your Dialogue to appear alongside on the Global Map
  - This is optional. For virtual events you can choose the city where you, as the Convenor, are hosting the event from.
5. Provide a description of your Dialogue event
  - This is an optional short description about the Dialogue event which can include background information about your focus.
  - This section can also include any acknowledgements you would like to make for support people and organizations.
6. Upload an image for your Dialogue event
  - This can be any image you want e.g. the geographical area, a photograph or drawing that depicts your theme. Note: please provide appropriate credit to the artist or photographer in the caption as required.
7. You can choose to allow interested people from the public to contact you about your Dialogue.
  - To allow this, simply enter a contact email address in the appropriate field.
  - Your Dialogue page on the Gateway will feature on the publicly accessible site with a button for anyone to be able to email you their interest or questions about your Dialogue. You can choose an email address different from the one you registered with e.g. a team email address.

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<sup>1</sup> This is in no way an endorsement of Zoom. Any video-conferencing technology can be used



**STEP 7** Announce your Dialogue on the Summit Dialogues Gateway

- Once the Dialogue has been published, it will be publicly visible with the title, date, your name as Convenor and your Curator's name (when it is available). Any additional description you provide about the event focus will also be visible. Note: Names of the Dialogue Supporter(s) will not be visible.
- If you choose to select a "location" for your event (even if it is virtual), your Dialogue will immediately appear on the global map.

## PLAN

## PLAN YOUR DIALOGUE AND INVITE PARTICIPANTS 4 WEEKS BEFORE

Food Systems Summit Dialogues are built around the people that participate in them. Consider diversity and especially the Food Systems Summit Principles of Engagement when devising your guest list. The section of this manual on the Food Systems Summit Dialogues Method gives further guidance on this.

### STEP 8 Create the agenda of your Dialogue event

- Your Dialogue is made up of a number of different elements. This is elaborated in the section of this manual called Steps in Curating a Food Systems Summit Dialogue.
- Create the agenda for your Dialogue event together with your Dialogue Supporters and Curator.
- Consider also the Handbook for your Dialogue type and the **Run of Show** template in this process.
- If you have special guests making high-level introductions and opening remarks they should be identified at this time. Please review the section of this manual on High-level Introductions and Opening Remarks for further guidance on this.

### STEP 9 Define the invite list

- Make a list of diverse participants. You may wish to involve the Dialogue Curator as you do this.
- Once the list has been defined, input their email addresses in the “Manage Dialogue Members” area of the Dialogues Gateway (as you did in step 2 when assigning Dialogue Support). This way, once they register, the Gateway will recognise them and assign them as ‘Participants’ automatically.
- If you choose to manually invite, track and gather information about your participants please use the manual **Attendance Form** and **Register of Attendance** on event day to harvest the data that you will need to complete the Official Feedback Form.

### STEP 10 Send invitations

- Once all of your participants have been added to the Gateway, you are ready to manually send them an invitation email, inviting them to register on the Gateway and confirm their attendance at your Dialogue. Note: When they log in to the Gateway, using the correct email address they will automatically see that they have been invited to your Dialogue.
- A **Summit Dialogues Invitation Template** is available for you to adapt, but you are welcome to also create your own. If so, please consider the details provided in the template.
- To protect the privacy of your participants when sending group emails, always use the Blind Carbon Copy (bcc) field to ensure email addresses are not shared with the larger group.
- An invitation to a Food Systems Summit Dialogue is strictly personal and should not be transferred, as uncontrolled transfer of invitations may upset the diversity of your Dialogue.
- For online events - the online platform link should not be shared at this time.
- If you have special guests making opening remarks but are not participating in a discussion group, you can invite them now. It is however not necessary to register these guests on the Gateway.

## STEP 11 Monitor responses

Welcome to Food Systems Summit Dialogues

العربية English Français Русский Español 简体中文 Português

Home Introduction Process **Gateway**

### MANAGE DIALOGUE MEMBERS

#	E-mail Role	Name Note	Action
	wpramsay@gmail.com Dialogue Support	Will Ramsay Note	
	thuy@gmail.com Dialogue Support	Name appears after user registers Note	Confirmed DELETE
	Arne@gmail.com Curator	Name appears after user registers Note	Pending DELETE
	Amy@gmail.com Participant	Name appears after user registers Note	Confirmed DELETE
	John@gmail.com Participant	Name appears after user registers Note	Pending DELETE
	Lina@gmail.com Participant	Name appears after user registers Note	Pending DELETE

#### ADD NEW DIALOGUE MEMBER

E-mail Member State dialogue conv Note ADD MEMBER

Welcome

**My Dialogues**

Dialogue Process

Dialogue Training

Helpdesk

Edit Profile

Two-Factor Authentication

Log Out

**You can monitor participant responses on the Dialogues Gateway:**

- Regularly review the list of participants who were added to the Gateway to monitor whether they have accepted or declined the invitation, or whether it is still pending.
- Depending on the number of confirmations received, it may be necessary to send a reminder email to your participants, or indeed invite additional participants to ensure you have a diverse set of stakeholders taking part in the event.

**Note:** If you are using the Gateway to manage your participants, your participants can change their status from attending to not attending at any time.

## PLAN YOUR DIALOGUE DISCUSSION TOPICS 4 WEEKS BEFORE

The Dialogue method encourages the exploration of a future state **Discussion Topic** by using **Prompt Questions**, looking at what can be done now, in the next 3 years and beyond. This is further elaborated upon in section two of this manual, The Food systems Summit Dialogue Method.

### STEP 12 Prepare background and confirm the Discussion Topics and Prompt Questions of your Dialogue

- Collecting background information (e.g. on the national or local food system, or on the focus of the Dialogue) can be very useful to support the identification of Discussion Topics. It can also be used to compile briefs or pre-reads that can be shared as background material with your participants ahead of the Dialogue. This information may also inform the presentations by the Curator, and high-level speakers. The Convener and Curator can work with food systems experts to support them in preparing the relevant materials.
- Review your relevant Dialogue Handbook for specific guidance related to the Discussion Topics. At this point it may be helpful to visit the Dialogues Gateway to consider topics that have been already discussed at other Dialogues within your thematic area or location.
- Once both the Discussion Topics and Prompt Questions are confirmed, insert them into the **Facilitator Discussion Group Template** for subsequent transmission to the Facilitators.

### STEP 13 Choose your Facilitators and allocate them to Discussion Groups

- You will need one Facilitator per Discussion Group, with each group accommodating 8 to 10 participants. To understand the roles, tasks, skills and attributes of a Facilitator, please review the section on Understanding and Assigning Roles in this manual.
- If you invite Facilitators who are not on the list of invitees: When the Facilitators have been identified, input their details in the “Manage Dialogue Members” list on the Dialogues Gateway, and invite them to register on the Gateway. Once they have done so, they will be able to access the Dialogue materials and the Collective Training sessions available for this role (same process as for Dialogue Support, Curators and Participants)
- If you choose Facilitators amongst your participants: Participants who have already been invited can also have their role changed from ‘Participant’ to ‘Facilitator’ on the Gateway “Manage Dialogue Members” list.
- Provide the Facilitators with the Facilitator Discussion Group Template.
- Investigate whether the Facilitators would find it helpful to be assisted by a rapporteur or notetaker. If so, these may be chosen from the confirmed participant the confirmed participants.

**Note:** It is helpful to have an additional Facilitator in reserve should you need to add an additional Discussion Group at the last minute.



## PLAN YOUR DIALOGUE LOGISTICS 2 WEEKS BEFORE

Two weeks prior to your Food Systems Summit Dialogue, you should finalize many of the practical elements related to your upcoming event.

### STEP 14 Set up and schedule your online Dialogue

#### Set up and schedule your online Dialogue:

- If you have not already done so, [purchase](#) a Zoom Pro<sup>1</sup> or higher subscription now. Once activated, please enable the use of Breakout Rooms. This [online tutorial](#) may be useful.
- Tip: Depending on your online platform subscription, there is usually just one host that can manage the technical aspects of the online meeting. The host can assign several co-hosts but please note that only the host can assign and manage the breakout rooms. For this reason, it is recommended that you purchase an additional 'host' licence to assist specifically with this process.
- Once complete, schedule your meeting by logging into your online platform subscription. This [online tutorial](#) may be useful.

#### Reconfirm your meeting room and technical requirements for in-person Dialogues:

- Reconfirm the meeting room set-up with the venue, also insuring there has been no change to COVID-19 regulations.

### STEP 15 Finalize your Dialogues Presentation

- A standard slide set presentation is available on the Gateway in the materials section which includes a brief introduction to the Dialogues, the Food Systems Summit and some technical slides. You are invited to review the generic content and modify and/or supplement according to your own Food Systems Summit Dialogue. You are not required to use slides at your event.

### STEP 16 Finalize your Dialogues Run of Show and 'event-day' roles

#### You are invited to modify the standard Dialogues Run of Show according to your local requirements:

- To manage the technical execution of an Dialogues event, at least two people, in addition to the Curator and Facilitators, are required. These are referred to as Event Technicians in the Run of Show. These technicians should have experience in event management. If you are hosting an online Dialogue, they should be familiar with the platform being used and must have access to a reliable internet connection.
- Typically, the Event Technician is part of the Dialogue Supporters and is registered on the Gateway as such.

### STEP 17 Finalize Communications and Social Media

- You are encouraged to communicate and promote your Dialogue on social media.
- **Note:** Information disclosed during the Dialogue may be reported by those present, but the source of that information may not be explicitly or implicitly identified. The intention with this is to encourage a safe space for sharing, but equally to create a space where ideas can be generated and solutions can be identified. This applies to both text and use of images.
- Please review the chapter on Communications Strategy in this manual for more guidance on this.

<sup>1</sup> It can be any online platform

## PLAN FINAL DETAILS 2 DAYS BEFORE

Two weeks prior to your Food Systems Summit Dialogue, you should finalize many of the practical elements related to your upcoming event.

### STEP 18 Allocate participants to Discussion Groups (Dialogue Tables or breakout rooms)

- The number of Discussion Groups is determined by the number of participants. It is recommended that there are no more than ten people at each discussion group, including the Facilitator and rapporteur or notetaker (if applicable).
- When allocating participants to Discussion Groups, consider once again the principle of multi-stakeholder inclusivity. Co-workers or people of similar disciplines and experience should be assigned to different groups.
- Once the assignment has been made no further participants should be added, but do be prepared to adjust this at the last minute. You may need to add or remove a discussion group depending on late registrations.
- For online events<sup>1</sup> it is not recommended that you use the pre-assignment function on Zoom. Assignment should be done manually by the Event Technician once the event has started. Depending on the number of participants, this can take up to 15 minutes. Having a list of participants printed out may help you assign participants quicker.

### STEP 19 Send event information email to participants

- Participants should be emailed 2 days prior to the event. The aim of this email is to solicit an update to their participation status and to share specific event related information such as a Zoom link and password (for online events) and any pre-reading materials (if applicable).
- You may wish to also reconfirm your high-level speakers at this time. They should be clearly briefed on how long they should speak for and the purpose of their contribution.

### STEP 20 Final briefing with Dialogues event team (Convenor, Curator, Facilitators, Dialogue Supporters)

The aim of this pre-event briefing is to gather the core event team (Convenor, Curator, Facilitators, and Event Technicians) to review the Run of Show and key roles and responsibilities. It is a moment for any outstanding questions to be addressed.

Facilitators should by now have received their Facilitator Discussion Group Template and an overview of participants allocated to their Discussion Group. Facilitators should be clearly informed about the amount of time that they have for feedback.

#### For online events

- It may be helpful to create a WhatsApp group or similar to communicate efficiently during the event.
- Consider also how to respond if participants present with unstable internet connections. Review this [online tutorial](#) for more information related to this.
- It may also be helpful to consider the types of questions participants are likely to ask and have standard responses ready. This could include:
  - Q: What is the login password?
  - Q: Can I change Discussion Groups?
  - Q: I cannot access my Discussion Group, what do I do?

<sup>1</sup> It can be any online platform

### For in-person events

- Ensure that all team members are familiar with local COVID-19 regulations.
- Familiarize the event team with venue details, including emergency protocols.
- Consider unexpected events and related contingency measures.

#### STEP 21 Finalize event materials for in-person Dialogues

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Prepare participant name badges and table numbers. It is useful to print copies of the Discussion Topics to be placed on the respective tables too.

## HOST

#### STEP 22 Hold your event

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- Use the personalised **Run of Show** that has been developed in step 16.
- If you did not use the Gateway to manage your participants online, remember to print and use the manual Attendance Form and Register of Attendance to collect the data that you will need to complete the Official Feedback. View the section titled “Manual registration and reporting” for more information.

## PUBLISH

## PUBLISH FEEDBACK TO THE SUMMIT AFTER YOUR DIALOGUE

**STEP 23** Prepare and Submit your Official Dialogue Feedback to the Food Systems Summit

- Complete and submit your Dialogue Feedback via the Official Feedback form on the Gateway as soon as possible, but no later than two weeks after your Dialogues event.
- Draft versions of the Official Feedback form can be downloaded in word or PDF format for consultation before final submission.
- Although others may draft the Official Feedback, the Dialogue Convenor is responsible for submitting the final version on the Gateway.
- Once the Official Feedback has been submitted, it will be immediately published online and accessible publicly.

**STEP 24** Stay connected with your participants and the Food Systems Summit

- You are encouraged to stay connected with your participants, share the Official Feedback with them and indicate any next steps being decided.
- Convenors and Curators are invited to attend the Collective Training sessions to share experiences. Further information including the schedule can be found on the Dialogues Gateway.

**STEP 25** Celebrate your Food Systems Summit Dialogue

- You are invited to communicate and celebrate the success of your Dialogue on social media and through other channels. Revisit the section titled **Communications Strategy** in this manual for more guidance.

# QUICK REFERENCE TO MATERIALS

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These resources can be found in the materials section of the Summit Dialogues Gateway ([summitdialogues.org](https://summitdialogues.org))

- Facilitator Group Discussion Template (Word)
- Standard Summit Dialogue slide set (PowerPoint)
- Convenor checklist (Excel)
- Run of show template (Word)
- Attendance form (Word)
- Register of attendance (Word)
- Invitation template (PowerPoint)
- Food Systems Summit Dialogues logo in 8 languages (png)
- Social media template (PowerPoint)

# GLOSSARY OF KEY TERMS

## KEY TERMS RELATED TO THE FOOD SYSTEMS SUMMIT

**Action Tracks:** Five Action Tracks of the Food Systems Summit explore how key cross-cutting levers of change can be mobilized to meet the Summit's objectives.

- **Ensuring Access to Safe and Nutritious Food for All** (enabling all people to be well nourished and healthy, progressive realization of the right to food)
- **Shifting to Sustainable Consumption Patterns** (promoting and creating demand for healthy and sustainable diets, reducing waste)
- **Boosting Nature-Positive Production at Sufficient Scales** (acting on climate change, reducing emissions and increasing carbon capture, regenerating and protecting critical ecosystems and reducing food loss and energy usage, without undermining health or nutrition)
- **Advancing Equitable Livelihoods and Value Distribution** (raising incomes, distributing risk, expanding inclusion, and promoting full, ethical and productive employment for all)
- **Building Resilience to Vulnerabilities, Shocks and Stresses** (ensuring the continued functionality of healthy and sustainable food systems)

More info: [www.un.org/en/food-systems-summit/action-tracks](http://www.un.org/en/food-systems-summit/action-tracks)

**Champions Network:** The Champions Network includes institutional leaders from across the food system who have committed to mobilizing their networks, sharing information, and taking action to support the Summit.

More info: [www.un.org/sustainabledevelopment/blog/2020/09/leading-advocates-for-transforming-global-food-systems-named-ahead-of-milestone-un-summit/](http://www.un.org/sustainabledevelopment/blog/2020/09/leading-advocates-for-transforming-global-food-systems-named-ahead-of-milestone-un-summit/)

**Food Systems Heroes:** Food Systems Heroes comprise individuals from all over the world who have committed to learn, share, gather and act for better food systems in their communities and more broadly.

More info: [www.un.org/en/food-systems-summit/become-food-systems-hero](http://www.un.org/en/food-systems-summit/become-food-systems-hero)

**Food Systems Summit Principles of Engagement:** A set of Principles that all people involved with the Summit adhere to.

More info: [www.un.org/en/food-systems-summit/principles-engagement](http://www.un.org/en/food-systems-summit/principles-engagement)

**Food Systems Summit Secretariat:** The Secretariat facilitates the engagement of constituencies across the food system throughout the process.

**Independent Scientific Group:** an independent group of leading researchers and scientists from around the world. The members of the Scientific Group are responsible for ensuring the robustness, breadth and independence of the science that underpins the Summit and its outcomes.

More info: [www.un.org/en/food-systems-summit/leadership](http://www.un.org/en/food-systems-summit/leadership)

**United Nations 2021 Food Systems Summit:** The United Nations Secretary-General will convene a Summit in 2021 to launch bold new actions to transform the way the world produces and consumes food, delivering progress on all 17 Sustainable Development Goals.

More info: [www.un.org/en/food-systems-summit/](http://www.un.org/en/food-systems-summit/)

**Special Envoy:** Dr. Agnes Kalibata is the United Nations Secretary-General's Special Envoy for the 2021 Food Systems Summit. She works with the United Nations system and key partners to provide leadership, guidance and strategic direction towards the 2021 Food Systems Summit.

More info: [www.un.org/en/food-systems-summit/leadership](http://www.un.org/en/food-systems-summit/leadership)

**Sustainable Development Goals (SDGs):** The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 SDGs, which are an urgent call for action by all countries to recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.



## KEY TERMS RELATED TO FOOD SYSTEMS SUMMIT DIALOGUES

### Collective Training sessions

Three types of Collective Training Sessions are available. These will be for:

- Member State Dialogue Convenors
- Independent Dialogue Convenors
- Curators and Facilitators

**Discussion Group:** The discussion table or Zoom breakout room where participants interact during the Dialogue event.

**Food Systems Summit Dialogues (FSSDs):** The FSSDs, or “Dialogues”, are purposeful and organized events where a broad and diverse range of stakeholders come together and share their experiences of food systems. They consider how their roles impact on those of others and seek out ways to improve or transform food systems so they are suitable both for people and planet. The FSSDs use a standardized approach for the convening, curation and facilitation of Dialogues. This standardization makes it easier to synthesise the outcomes of the Dialogues and contribute to the preparation of the Food Systems Summit.

**Food Systems Summit Dialogues Method:** The standardized approach for the convening, curation and facilitation of Dialogues detailed in the Convenors Reference Manual.

### Food Systems Summit Dialogue roles

- **Convenor:** The Convenor is responsible for the planning, organization and execution of one or more Food Systems Summit Dialogue(s). The Convenor is responsible for the submission of the Official Dialogue Feedback Form to the Food Systems Summit.
  - » **Dialogue Supporters:** Dialogue Supporters help with the planning, organization and execution of one or more Food Systems Summit Dialogues.
  - » **Engagement support network:** informal and formal networks at local, national and international levels who offer assistance with the preparation and organization of Dialogues.
- **Curator:** The Curator is responsible for preparing, planning, and running a Food Systems Summit Dialogue, as well as ensuring the Dialogue contributes to the Food Systems Summit preparation.
- **Facilitator:** The Facilitator is responsible for ensuring that each participant in a discussion group has the opportunity to contribute meaningfully and have their perspectives listened to by others.
- **Participants:** Participants are invited to the Dialogues by the Convenor and take part in the Dialogue event.

**Gateway:** The Summit Dialogues website [summitdialogues.org](https://summitdialogues.org) and Gateway is a portal for all people to understand and follow the Food Systems Summit Dialogues process. Members of the public can explore the Dialogue events and discover the different outcomes and findings from them. Users may login to the Gateway and view all the materials needed to hold successful, inclusive, and engaging Dialogues.

**Global Summit Dialogues:** these are co-convened by Special Envoy Dr. Agnes Kalibata to bring political attention to food systems in high-level thematic and sectoral meetings and processes.

**Independent Dialogues:** Dialogues convened by individuals or organizations independently of national authorities, but with the opportunity to formally connect into the Summit process through an official feedback mechanism.

**Member State Dialogues:** these Dialogues are convened by national authorities and take place in three stages. These Dialogues are expected to result in the shaping of national pathways to sustainable food systems.

- **Stage One:** Initiating national engagement in the Summit
- **Stage Two:** Extensive Explorations Everywhere
- **Stage Three:** Pathways, Intentions and Commitments

**Official Dialogue Feedback Form:** The Official Dialogue Feedback Form collects outcomes from a Food Systems Summit Dialogue. It can be accessed, completed and submitted on the Summit Dialogues Gateway.

**Sectors:** Areas of the economy or society in which people work and/or represent. Sectors as defined for the purposes of diversity and inclusion for the Food Systems Summit Dialogues are Crops, Fish and Aquaculture, Livestock, Agroforestry, Food processing, Food retail, Food industry, Communication, Education, Environment and Ecology, Financial Services, Health care, Industrial, National or local government, Trade and commerce and Utilities.

**Stakeholder groups:** a stakeholder group has an interest and/or is directly or indirectly involved with the outcomes of the group’s collective actions. Stakeholder groups as defined for the purposes of diversity and inclusion for the Food Systems Summit Dialogues are: Small-scale farmer, Medium-scale farmer, Large-scale farmer, Indigenous People, Workers and trade union, Consumer group, Local Non-Governmental Organization, International Non-Governmental Organization, Small/medium enterprise/artisan, Large national business, Multi-national corporation, Government and national institution, International financial institution, Local authority, Member of Parliament, Private Foundation/Partnership/Alliance, Regional economic community, Science and academia, United Nations.



## FINAL NOTES

Please note, this is Version 1.0 of the Reference Manual and precedes the release of Handbooks for both Member State and Independent Dialogues. Links to these will be included in subsequent iterations, uploaded to the Dialogues Gateway and communicated to all who subscribed to the Summit Dialogues Newsletter.

## KEY CONTACT

For any questions and further required information, please register for the Gateway at [summitdialogues.org](https://summitdialogues.org) and submit your query via the Helpdesk.

This REFERENCE MANUAL for Convenors of Food Systems Summit Dialogues has been developed by 4SD – Skills, Systems and Synergies for Sustainable Development in partnership with the Food Systems Summit Secretariat.

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