

CONVENORS: TASKS, ATTRIBUTES AND SKILLS



The success of a Food Systems Summit Dialogue depends primarily on the Participants and the ways in which they interact with each other. The three roles – Dialogue Convenor, Dialogue Curator and Dialogue Facilitator – each come with a set of responsibilities that include defined tasks. 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. Convenors recruit Curators and Facilitators. Convenors should ensure Curators and Facilitators are carefully trained and briefed.

The Convenor journey will be unique to every person and to every Dialogue. Here are a few recommendations for Convenors to make the most of the opportunities presented by the Dialogue process. A good first step is to be familiar with the principal tasks and skills required to convene a Dialogue. Desirable attributes are also listed below to help you spot if you have a natural affinity with the role of Convenor. A second step is to explore and attend the training and orientation options. Convenors are also invited to build a strong support team to support and delegate tasks every step of the way.

CONVENOR CHECKLIST

PRINCIPAL TASKS	DESIRABLE ATTRIBUTES	SKILLS
<ul style="list-style-type: none"> • Plan, organize and execute one or more Food Systems Summit Dialogue(s). • Define the focus of the Dialogues and determine the Dialogue programme (one focus may be explored across several Dialogues). • Submit the Official Dialogue Feedback to the food systems summit via the Official Feedback • Ensuring that all aspects – from preparation, planning, execution, and reporting – embrace the Principles of Engagement for the Food Systems Summit. • Ensure that an integrated, interdisciplinary, and exploratory approach is adopted to shape pathways to sustainable food systems. • Ensure that the Participants who join the Dialogue have a range of profiles and experience. • Ensure that the Dialogue respects Participant privacy, in accordance with The Chatham House Rule (refer to Communications Strategy in this Manual). <p><i>*For a full list of tasks and roles see the Step by Step Guidance Section in this manual.</i></p>	<ul style="list-style-type: none"> • An organizer. • Creative and entrepreneurial: Resourceful, creative and comfortable leading a team. • A connector: Dynamic, focused, well networked and quick to spot collaborative opportunities. • A systems thinker: Able to make sense out of chaos, recognizing and logically grouping similar themes. • Competent and knowledgeable about food systems. • Ambitious and passionate about food system change. 	<ul style="list-style-type: none"> • Organized and able to manage a team of supporters: delegate practical and technical aspects to team members. • Able to connect with diverse networks and be able to identify Participants with multiple, seldom heard perspectives • A systems thinker: Able to make sense out of chaos, recognizing and logically grouping similar themes. • A synthesizer: Has the ability to bring together the wealth of ideas and perspectives exchanged in table and plenary discussions and condense them in preparation for completing the Dialogue Feedback. • A storyteller: able to spot narratives and set the frame for discussion with a ten year time horizon.

ORIENTATION AND TRAINING OPPORTUNITIES

Online Orientation and Training sessions for Convenors, Curators and Facilitators provide a means for Convenors, Curators and Facilitators to learn from one another and to strengthen capabilities. The sessions contribute to rapid learning in ways that are both memorable and personal, inspiring and productive. Session schedules and information on each of the Orientation and Training Sessions can be found on the Gateway at <https://summitdialogues.org/overview/food-systems-orientation-training/>

DIALOGUE SUPPORTERS (SUPPORT TEAM)

Convenors tend to find that engaging people to in a support team enables a much more effective Dialogue process. 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 can include technical management of the online meeting platform.

