

CURATORS: TASKS, ATTRIBUTES AND SKILLS



The Dialogue Curator is identified and appointed by the Dialogue Convenor, as a trusted individual who is integral to the Dialogue process. The Curator's role spans far beyond the event day.

In the run up to the Dialogue, Curators work closely with Convenors to prepare and plan Dialogues. On the day itself, the Curator is responsible for moderating a Food Systems Summit Dialogue – their demeanour as Master of Ceremonies sets the tone for discussions. How the Curator frames and closes a Dialogue will also have a lasting imprint on Participants. Once a Dialogue is over, Convenors play an essential role in sustaining momentum and energy. What this means will vary depending on the Dialogue outcomes, but all Curators are expected to support Convenors with the Official Feedback process and to ensure that the Dialogue contributes to the Food Systems Summit preparation.

CURATOR AND FACILITATOR TRAINING

A dedicated Training is available for Curators and Facilitators. Convenors are advised to also attend this training as it provides in-depth guidance on the art and skill of curation and facilitation and wider background that is helpful for all three roles.

Schedules and information on Orientation and Training for Curators and Facilitators can be found on the Gateway.

CURATOR CHECKLIST

| PRINCIPAL TASKS | DESIRABLE ATTRIBUTES | SKILLS |
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| <ul style="list-style-type: none"> • Prepare for the Dialogue event with the Convenor. • Preside over and moderating the event (welcoming Participants, introducing high- level guests and explaining the focus and expected outcome of the Dialogue). • Summarize the outcomes from different Discussions Groups. • Assist the Convenor to complete the Official Dialogue Feedback Form. • Encourage continued exchanges among the Participants during and beyond the Dialogue. • Appoint a Facilitator together with the Convenor. | <ul style="list-style-type: none"> • Charismatic, positive and inspiring: Has the ability to communicate and encourage Dialogue, without dominating proceedings. • A Confident Master of Ceremonies. • 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. • Candid, authentic and trustworthy: 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. • Able to connect to the mood and energy of the Group. • Familiar with the Food System Dialogue Method. | <ul style="list-style-type: none"> • Enthusiastic, charismatic and inspiring. • Lively, light and engaging • Patient and practical when unexpected things arise • Create an open and trusting atmosphere in Opening and Plenary Sessions. • Combine and synthesize multiple perspectives. • Communicate with neutrality. • Mediate convergences and irreconcilable difference. • Keep to the clock. • It helps to know the players in the room and have expertise dealing with multiple stakeholders. • Able to weave co-owned outcomes in an inclusive and open way. |

CURATORS: STEP-BY STEP GUIDANCE FOR CURATORS

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 Set the frame – Introductions within the Group, make sure the task is easily understood, prepare prompt questions for each discussion topic.
- Holding the discussion – Observe, encourage, stimulate, stay focused and remain neutral.
- Agreeing on the template which Facilitators can use to record outcomes of Discussion Groups.

ON THE DAY

- 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 Groups, inviting each Facilitator to reflect on the discussions of their group;
- After the Facilitators report back during the Closing Plenary, Curators summarise outcomes and encourage Participants to continue 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.
- If the Curator has made connections with Participants, Curators are encouraged to foster the relationships, which are not only helpful for follow up with the Convenors, but for all future efforts for sustainable food systems.