

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 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).

Data from all the Feedback Forms can be viewed and downloaded via the Gateway, under '[Explore Feedback](#)'. Every form provides a contribution to broader food system change.

SECTIONS OF THE FEEDBACK FORM:

SUMMIT DIALOGUES OFFICIAL FEEDBACK TO THE UN 2021 FOOD SYSTEMS SUMMIT

1. Participation	Quantitative information about your Dialogue Participants
2. Principles of Engagement	3 questions, describe in under 2,100 characters per question including spaces
3. Method	Yes/No question. If no, describe in under 4,200 characters including spaces
4. Dialogue Focus & Outcomes	Each response in section 4 can be tagged with Action Tracks and keywords
4a. Major focus	Describe in under 4,200 characters including spaces
4b. Main findings	Describe in under 5,600 characters including spaces
4c. Discussion topic outcomes	Describe up to 10 Discussion topics, each in under 4,200 characters including spaces
4d. Areas of divergence	Describe in under 5,600 characters including spaces

You can find the full Official Feedback Form structure in Annex A

FEEDBACK SECTION 1. PARTICIPATION

Convenors are responsible for demonstrating the diversity and inclusiveness of their Dialogue by collecting information about Participants who join the Dialogue on the day. Convenors are asked to show how the total number of Participants in their Dialogue is diverse across:

- **Age range**
- **Gender**
- **Sector**
- **Stakeholder group**

Whilst the Sector and Stakeholder Group lists are not exhaustive, it is helpful to limit the use of the 'other' category. Participants should select the Sector and Stakeholder Group that they MOST identify with. Convenors can elaborate further in sections 2 and 3 of the Official Feedback Form to detail more quantitative information about Participants and how the invitation list was defined. If a Dialogue is focused on a particular Stakeholder group, it is helpful to include this in the title for the Dialogue.

How to collect the quantitative information about Participants depends on the tracking method that a Convenor is most comfortable with. When possible, Convenors should use information as defined and provided by Participants either during the invitation process or on the day.

Convenors are encouraged to complete this section of the Official Feedback Form as accurately as possible. The most accurate read will likely be a combination of the information collected during the invitation process, which is updated based on the actual turn-out on the day.

Collecting information during the invitation process:

Convenors can collect data as early as the moment invitations are accepted. The Excel Planning Tool can be a helpful aid in creating invitation lists and therefore, tracking responses. It includes preset dropdown lists which are aligned with the Official Feedback Form. Online event tracking systems such as Eventbrite or online forms can also be useful if they are designed in alignment with the Official Feedback Form.

Collecting information on the day:

- **In-person:** Participants can share their data with Convenors on the day by completing printed Attendance Forms.
- **Online:** Participants can share their data on the day using an online form or a Convenor could use tools like polling during the event.

Attendance Register

The Attendance Register is helpful for Convenors to use during or immediately after a Dialogue. This will help Convenors avoid any difficulty recalling exactly who was in attendance especially if completing the Official Feedback days or a couple of weeks after the Dialogue takes place.

The Excel Planning Tool, Attendance Form and Attendance Register can be found in the [Take Part Zone](#) under "Dialogue Materials". The Attendance Form can also be found in Annex B of this Manual and the Attendance Register is on page 25.

FEEDBACK SECTION 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. Consider elaborating on the diversity and inclusiveness of your Dialogue to reinforce what you have responded to in Section One, which is only quantitative information. This is particularly important if you have used the 'other response' which would mean that stakeholder groups were not reflected.

FEEDBACK SECTION 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? Even if convenors use an adapted version of the method proposed for Summit Dialogues, it is helpful to share exactly what was adapted to provide further context. 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. How far 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?

FEEDBACK SECTION 4. DIALOGUE OUTCOMES

In the Official Feedback Form, there are opportunities to provide feedback on the outcomes of a Dialogue. **You can tag your text to connect your feedback to the Food System Summit Action tracks and selection of key words.**

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:

SECTION 4a: Major focus:

“What were the issues that were the focus of attention among the participants in your Dialogue?”

SECTION 4b: Main findings:

“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.

These details provide essential context to Dialogue feedback – without them it is difficult to know who has been included and how far the solutions, ideas and actions documented have considered those not normally included in discussions. By providing detailed feedback, it is possible to help shape an integrated pathway to sustainable food systems.

SECTION 4c: Outcomes for each Discussion Topic:

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

SECTION 4d: Areas of divergence:

An area of divergence is an issue where Participants hold diverse views, different opinions and/or opposing positions.

“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.

Additional information can be included as attachments which can be uploaded at the end of the form.

AFTER PUBLISHING OFFICIAL FEEDBACK

Please note that once an Official Feedback form is published, corrections, adjustments and changes can be added to the form, however, the original content will remain as it was when first published.