

REFERENCE

MANUAL FOR CONVENORS OF FOOD SYSTEMS SUMMIT DIALOGUES

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FOREWORD

This Reference 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 shape pathways to sustainable and equitable food systems that will contribute to all the Sustainable Development Goals.

This second version is a revision in the light of experience. It complements the step-by-step guide launched in February 2021 and provides you with a detailed picture of how to carefully convene, curate, facilitate and share the outcomes of your Dialogue. The following links and publications complement this Reference Manual:

UNITED NATIONS 2021 FOOD SYSTEMS SUMMIT

- The U.N Food Systems Summit website is the primary site for communications about the Summit: www.un.org/food-systems-summit
- The Food Systems Summit Principles of Engagement are underpinned by the Summit's vision of an equitable and healthy future for all, and one that gives voice to citizens in every country of the world (see page7).

FOOD SYSTEMS SUMMIT DIALOGUES

- **The Summit Dialogues Gateway** is the primary portal for information about the Dialogue process. The Gateway is available in العربية, English, Français, Русский and Español: www.summitdialogues.org.
- The Take Part Zone is a secure space on the Gateway for Convenors to announce Dialogues which appear on the global map of Dialogues and publish Official Feedback which is then made publicly available to feed into all efforts for sustainable food systems: https://summitdialogues.org/take-part-zone/
- Convenors will also find information about the Orientation and Training Sessions available, key resources like the Handbook for Member State Dialogues as well as Promotional Toolkits.

THE SUMMIT COMMUNITY

The Summit Community Platform encourages public, global conversations as part of a year-long conversation leading
up to the milestone event to transform food systems worldwide: www.foodsystems.community

Within this Reference Manual, select information is repeated and re-emphasized from one part to the next. This is intentional as you may wish to use individual parts separately throughout the Dialogue process – from conceptualisation to delivery to feeding back on Dialogue outcomes.

The following diagram sets out the journey of convening a Dialogue and the steps indicated below are included in this Reference Manual to mark the stages of convening a Food Systems Dialogue. We hope your journey will inspire connections, innovation and opportunities for enabling multiple stakeholders to shape food systems that nurture all people and the planet.

PREPARE ANNOUNCE PLAN HOST PUBLISH

INTRODUCTION

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 U.N. Secretary-General called for a Food Systems Summit and engagement process to unleash the power of food and deliver progress on all 17 U.N. 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 everybody's needs.





SHIFT TO SUSTAINABLE CONSUMPTION PATTERNS



ACTION TRACK #3
BOOST NATUREPOSITIVE PRODUCTION



ACTION TRACK #4
ADVANCE EQUITABLE
LIVELIHOODS



ACTION TRACK #5
BUILD RESILIENCE TO
VULNERABILITIES,
SHOCKS AND STRESS



The Food Systems Summit has five objectives which are being addressed through five working groups, Action Tracks, which are considering and validating options for game-changing propositions for action. These propositions require action through four "levers for change" (Gender, Human Rights, Finance and Innovation) and are for consideration as key elements in shaping pathways to sustainable food systems.

In addition, an independent Scientific Group garners the latest scientific evidence, knowledge, approaches, and tools for driving sustainable and equitable food systems. And, a network of Champions contribute to substantive discussions, generate ideas and take action to strengthen food systems

The Summit is an exceptional opportunity to nurture the world's people and our planet. 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.

THE UN SECRETARY-GENERAL'S 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. 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 livings 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 under more pressure than ever and destroying precious biodiversity. Land is drying up, forests are being cut, oxygen levels are changing and rivers, seas and oceans are being depleted. Regeneration requires systematic change like we have never seen before.

Across the world, food systems 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. Yet, while COVID-19 may have catalysed food and nutrition insecurity for many more people, is not the underlying cause of the challenges we are now facing with respect to our food systems.

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, while more and more countries are experiencing two of more forms of malnutrition. At the same time, we 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 and have staggering levels of inequality. 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 every corner of the Earth. 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, boost nutrition, 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 and 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 process of 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. 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.

THREE TYPES OF FOOD SYSTEMS SUMMIT DIALOGUES

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



MEMBER STATE DIALOGUES

Each Member State is invited to initiate a programme of progressive national Food Systems Summit Dialogues between November 2020 and August 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 Initiating National Engagement. Initiates the engagement of a stakeholder groups at national level.



Stage 2 Extensive Explorations Everywhere. Includes sub-national Dialogues (in cities, counties, states, prefectorates or other jurisdictions).



Stage 3 Consolidation, Intention and Commitment. Shapes the national pathway for sustainable food systems (in line with the 2030 Agenda for sustainable development). Consolidates country level commitments and actions.



Intergovernmental Dialogues

To reinforce the Member State Dialogues process, some governments are working together on convening Intergovernmental Dialogues that appreciate and explore aspects of food systems. that span beyond their borders.



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. As of April 2021, over 250 Independent Dialogues have been announced on the Summit Dialogues Gateway.

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.

STIMULATING SYSTEMS CHANGE THROUGH DIALOGUE

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. Within this approach, Convenors are free to frame Dialogues in ways they best see fit.

The Dialogues are **prepared and convened** so that they welcome all Participants and enable everyone 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.

Ultimately, 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;
- Explore synergy and divergence that emerges among the Participants;
- Identify priorities for action within the context of current realities and debate potential impact of different strategies

THE DIALOGUES APPROACH ENABLES PARTICIPANTS TO:

- Have purposeful and respectful exchanges with diverse food systems stakeholders.
- Contribute to the preparation of the Food Systems Summit.
- Identify actions, collaborations and ways of working to shape pathways towards sustainable food systems.









DIVERSITY AND INCLUSION

Diversity means bringing together a wide range of people across all ages, genders education levels, professions and backgrounds, including those not normally present. By including those less heard, unusual voices, new and promising options for actions can be identified. Inclusion refers to the consideration and attention given to ensuring that everyone has an equal voice and is equally heard.

Without diversity and inclusion, it is impossible to work through the inevitable trade-offs in our food system. Respecting each other's perspective is indeed essential to shape food systems that respects all people, all ecosystems and the whole planet.

A Convenor's main task is to bring together people who reflect this stakeholder diversity and engage with purpose. For this reason, forming the invitation list is a task that Convenors are encouraged to begin as early as possible when planning a Dialogue.

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.

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 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. A carefully curated Dialogue promotes the inclusion of all stakeholders and reflects the reality that food systems affect all people.

Within each locality, Dialogues build on the experience, knowledge, interest and initiatives of their Participants. Dialogues expand and enrich existing processes and explorations. The Convenor invites a broad range of stakeholders, including:

- 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.

Stakeholder responsibilities will be wide ranging, including the setting and implementation of policy, as well as elected representatives and other community leaders, representatives of youth, women, indigenous peoples, migrants and laborers. While most stakeholder groups will be represented by their leaders, Convenors are encouraged to involve their wider membership as well. Given the requirement for diverse participation within any Dialogue, it is important that the Convenor appreciates that perspectives of Participants may be influenced by many factors including their nationalities, communities, enterprises, livelihoods, associations, professions, responsibilities affiliations, and more.

Convenors are expected to reflect diversity and inclusiveness in Section One of the Official Feedback Form by providing quantitative information about Participants, covering age range, genders, sector and stakeholder group (see page 22 for more info).

HOW DIALOGUES FEED INTO THE FOOD SYSTEMS SUMMIT

To be considered a Food Systems Summit Dialogue, there are three steps to recognise:

- 1. The principles of Engagement. In particular:
- · Recognize complexity
- · Embrace multi-stakeholder inclusivity
- 2. Be announced on the Gateway.
- 3. Share outcomes using the Official Feedback Form.

OUTCOMES OF A FOOD SYSTEMS SUMMIT DIALOGUE

By the end of the Dialogue period, Participants will have identified practices and policy areas that will have a positive 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.

OFFICIAL FEEDBACK OF DIALOGUE OUTCOMES TO THE FOOD SYSTEMS SUMMIT

Beyond the value of a Dialogue to its Participants, the outcomes of Dialogues are presented in publicly available synthesis reports in advance of the Summit. These syntheses will identify common trends and themes across the Dialogues and feed into the preparation of the Food Systems Summit.

The syntheses as well as individual Dialogue Feedback forms will also inform the work of the Action Tracks, Levers of change, Scientific Group and the Food Systems Summit Leadership.

It is only possible to access the Official Feedback Form once a Dialogue is announced on the Gateway via the 'Take Part Zone'. Curators work with Convenors to complete in the Official Feedback Forms as soon as possible after a Dialogue takes place.

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 brought together on the Summit Dialogues Gateway website.

The Dialogues Gateway provides open-access to all Dialogue Feedback. It is an important resource for all who are actively pursuing options for the transformation of sustainable food systems in the coming decade.

OVERVIEW

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 all actors in the food systems; including those not normally included.
- Enabling stakeholders to explore ideas together;
- · Encouraging creativity, emphasising equity;
- · Emerging more powerfully through connections;
- Elaborating pathways, actions, intentions and commitments together.

THE SUMMIT DIALOGUE METHOD

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 feed into the Food Systems Summit.

EACH DIALOGUE EVENT HAS:

A Convenor, Curator and Facilitators. Convenors recruit Curators and Facilitators. All roles are vital to ensuring a successful event with Discussion Groups run well. Curators and Facilitators should be chosen carefully, trained and briefed.



CONVENOR

A Convenor is responsible for conceptualising, planning, organizing and executing the Dialogue. The Convenor announces the Dialogue publicly and is ultimately responsible for publishing the Official Dialogue Feedback Form



CURATOR

A Curator is the host and Master of Ceremonies on the day. The Curator 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.



FACILITATOR

A Facilitator helps each small Discussion Group to progress, ensuring that all Participants have an opportunity to contribute meaningfully and have their perspectives listened to by others.

DIALOGUE RUN OF SHOW

THE STANDARD FORMAT

A Dialogue event features three core elements

- · Opening Plenary to frame the focus for the Dialogue.
- Discussion Groups discussions take place in smaller groups.
- Closing Plenary including a report back from each Discussion Group Facilitator

COVID-19 PRECAUTIONS

All in-person Dialogues must adhere to local rules, regulations and guidance in relation to the unfolding COVID-19 pandemic. Preparations for alternative plans should be made in the case of last-minute outbreaks e.g. moving the Dialogue online.

It is the Convenor's responsibility to ensure that risks are assessed and precautions are sufficiently in place before an in-person Dialogue takes place. Where necessary, Convenors should brief their support team and Participants about COVID-19 precautions and rules ahead of an in-person Dialogue. Please put safety above all else.

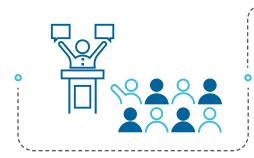
Although there is no optimal size or duration, the objective should always be meaningful exchanges between all Participants. In this regard, it is recommended that the Discussion Groups are allocated at least 75 minutes.

- Recommended duration of event:
 2.5 4 hours (with at least 75-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 (not 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.

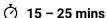
STANDARD RUN OF SHOW OF A FOOD SYSTEMS SUMMIT DIALOGUE



2.5h - 4h



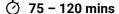
OPENING PLENARY



- Curator welcome
- Speaker framing remarks



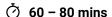
DISCUSSION GROUPS



- 8-10 Participants per group
- Each Discussion Group has a Facilitator and a Discussion Topic



CLOSING PLENARY



- · Facilitator report-back
- · Curator summary and close

STANDARD DIALOGUE RUN OF SHOW

SESSION	WH0	PURPOSE	DETAILS AND GUIDANCE	DURATION
Opening Plenary: Welcome	Curator	Model and set the tone, clarify aims and ambitions, make people feel included and excited.	Recognise and welcome all Participants. This is an opportunity to briefly present the agenda and (if applicable) high-level speakers are introduced. 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. This is known as the Chatham House Rule see Communications Strategy on page 26 for more info.	5-10 mins
Opening Plenary: Framing and Remarks	Curator and speakers	Frame the context and purpose of each Dialogue, keeping in mind change over a ten-year horizon.	Make a short and precise introduction touching on the challenges of aligning different food systems with the full range of the Sustainable Development Goals. Give a precise summary of the Dialogue theme and focus, delivered through an inspiring framing. When framing a Dialogue, Convenors are invited to make an ambitious projection of the future, looking ten years ahead. This is a chance to outline Discussion Topics and introduce Facilitators (as well as notetakers if they have been appointed). Any technical details for online Dialogues need to be explained.	10-15 mins
Discussion Groups	Facilitator and Participants	Facilitators breakout into Discussion Groups with approximately 8-10 Participants (plus a note-taker and Facilitator), focused on a Discussion Topic.	Encourage Participants to connect, examine the Discussion Topic, explore challenges, consider options, establish the extent of agreement and identify areas of divergence. Each Group has a different Discussion Topic that feeds into the overall focus of the Dialogue. Ensure equal voice and that all Participants are heard. Use prompt questions to keep the conversation moving and to bring those who are less vocal into the discussion. A note-taker assists the Facilitator in keeping a record of the discussion and outcomes.	At least one hour, ideally 75 -120 mins
Closing Plenary: Report Back	Facilitator and Curator	Facilitators summarize each Discussion Group.	Curator invites each Facilitator to report back (5 minutes each). Facilitators summarize a narrative, including points of agreement and disagreement and actions expressed in their Discussion Group. Facilitators are encouraged to reflect on the mood and how it may have shifted.	5 mins per Facilitator to report back
Closing Plenary: Weaving threads and close	Curator	Curators summarize Plenary feedback in a coherent narrative.	Curators summarise the main points by spotting patterns and making connections to identify possible actions. Curators close the session by reflecting on the future beyond the Dialogue. Participants are invited to continue to foster the connections made, to prepare for any future Dialogue and to take forward any actions agreed.	20 mins for Curator's summary

CHOOSING A DIALOGUE FOCUS OR THEME

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

Across our food system, people want different things from the same situation. The challenges facing a smallholder farmer are different to those of the CEO of an agribusiness firm. An effective Dialogue will have a focus that frames these challenges that allow an inclusive conversation to emerge between diverse stakeholders. Convenors are invited to consider:

- Challenge What is the set of challenges facing this group of stakeholders?
- Choice What are the possible pathways and options for food systems change?
- Outcome What would result from these pathways, options and decisions?

A Dialogue focus can be on broad systems change, linkages between Action Tracks, cross cutting issues – e.g., finance, policy, innovation, issues affecting women, youth and indigenous groups – or specific aspects of food systems in a particular locality. The focus provides a clear sense of purpose and direction. The focus provides an inspiring framing, supported through impactful opening speeches that provide political and strategic context and set the tone for constructive discussions.

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.

Dialogue titles provide an overview of the breadth and variety of options for finding a Dialogue focus.

Examples of Dialogues titles taken from March 2021 include:

- Women, Work, and Food Systems South Asia and South-East Asia Dialogue on Gender and Food Systems.
- What Farmers Need in Future Food Systems.
- Rights of Nature as an Enabler to Transforming the Food Systems in Africa.
- Japan National Food Systems Dialogue on the Measures for Achievement of Decarbonization and Resilience within Innovation with Fisheries Stakeholders.
- Preliminary Discussions for Moving Forward with Food Fortification in Cambodia.
- · Arab Youth Dialogue on Food Systems.

When framing a Dialogue, Convenors are invited to:

- Make an ambitious projection of the future, looking ten years ahead.
- Imagine outside of what is currently known – something altogether better.



DEFINING DISCUSSION TOPICS

Typically, a Dialogue consists of up to ten Discussion Groups, each consisting of eight to ten people per table (or online conference room). 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.

When the Dialogue breaks out into Discussion Group, **Discussion Topics** are the subject to be discussed. They address sub issues or challenges within the broader Dialogue Focus. The role of the Facilitator in the Discussion Groups is important to ensure all voices are heard and respected and are shared in relation to the Discussion Topic.

The Discussion Topic of each Discussion Group is usually a future 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 of Discussion Topics 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 naturepositive 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.

Good Discussion topics:

- Move people beyond their current affiliations and preoccupations towards a common challenge.
- Help prevent the Group from recycling existing thoughts and restating positions.
- · Hold a creative tension that needs resolving.
- · Should relate to local realities.



PROMPT OUESTIONS

Facilitators of Discussion Groups can prepare prompt questions to 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. More information about the role of the Facilitators can be found on page 20.

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

- 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).

*For a full list of tasks and roles see the Step by Step Guidance Section in this manual.

DESIRABLE ATTRIBUTES

- 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.

SKILLS

- 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.



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

- 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.

DESIRABLE ATTRIBUTES

- 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.

SKILLS

- 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.

FACILITATORS: TASKS, ATTRIBUTES AND SKILLS

Dialogue Facilitators are critical to the success of any Dialogue. At the heart of every Dialogue is the Discussion Group and without good facilitation, Participants may circle around a topic or lose focus. Facilitators are identified, approached and appointed by the Dialogue Curator, usually in conjunction with the Convenor. However, while Facilitators play an integral role, if it takes time to identify them – don't worry. A good Facilitator should be able to get up to speed within a few weeks. As a last resort, someone from the support team

good Facilitator should be able to get up to speed within a few weeks. As a last resort, someone from the support team or a Participant you know well could step in on the day. Keep a hard copy of this Manual handy on the day for support!

FACILITATOR CHECKLIST

PRINCIPAL TASKS

- Ensure that Discussion Groups address the Discussion Topic and prompt questions
- Ensure that each Participant in a Discussion Group has an opportunity to contribute meaningfully and have their perspectives listened to by others.
- Ensure that everyone has an equal voice and is heard
- 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.

DESIRABLE ATTRIBUTES

- A mediator: Communicate 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.
- A Catalyst for conversation
- 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.
- · Consistently neutral
- Able to connect with the mood and energy of the Group.
- · A Radical Listener

SKILLS

- Create an open and trusting atmosphere in Discussion Groups so that everyone has a voice.
- Comfortable with silences and knows how and when to move the conversation on.
- Combine and weaves multiple perspectives.
- Catalyse the conversation by noticing who is taking the floor and who could be brought in.
- Mediate convergences and irreconcilable differences.
- Manage dominant personalities to allow everyone space.
- A radical listener
- Observes, stimulates and encourages conversation.
- · Keep to the clock.

I'm not sure how to prepare to facilitate when I don't know which way the conversation will go on the day... Don't worry! The Orientation and Training Session for Curators and Facilitators comes with an extensive Power Point Presentation that gives a summary of all the key tips and guidance you need.

This includes tips for opening up group discussions, how to stay neutral and information about the patterns and structures that most dialogues take







FACILITATORS: STEP-BY-STEP GUIDANCE FOR FACILITATORS

PREPARATION WITH THE CURATOR AND CONVENOR

- Familiarise yourself with the Discussion Topic allocated to your Discussion Group.
- Work with the Curator and Convenor to ensure your group is made up of diverse stakeholdes to ensure a breadth of perspectives on the day.
- · Connect with your note-taker.
- Prepare Prompt to help members of a Discussion Group explore their 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 general prompt questions:

- · 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?
- · Where must we focus our efforts?
- What may be the necessary trade-offs?
- · Who needs to be involved to achieve this?
- How must they relate to each other to be successful?
- What will be the impact of any outcomes throughout the whole food system?
- · Where does consensus exist?
- · Which issues do we need to explore further?
- What differences do we have that are currently unresolvable?
- What will be our real breakthroughs?
- · Who is committed to participate in this work?

TWO WEEKS BEFORE

- Connect with all involved to finalise the Run of Show and roles.
- Use social media to celebrate your involvement with an upcoming Dialogue.

TWO DAYS BEFORE

Review your Facilitator Discussion Group Template.
 Take time to find out about your Participants – what their experiences are, local language, customs. Know how much time you have for Plenary feedback.

- Read any briefing materials, understand the process and technology, greet group members, brief note-takers.
- If Discussion Groups are virtual, ensure that you have correct and working links.

ON THE DAY

- Arrive early in order to meet and welcome Participants.
- In the Discussion Groups:
 - » Set the frame Request Group members to make brief introductions, make sure the task is easily understood, introduce prompt questions for each discussion topic.
 - » Hold the discussion Observe, encourage, stimulate, stay focused and remain neutral.
 - » Stimulate exchanges if this seems necessary and curb those who are dominating.
 - » Encourage Group members to work towards outcomes in a timely manner.
 - » Help Group members to stay focused, inclusive and empathetic.

During the Summary Session report back to the Plenary in a way that is concise and fair. It can help to pick out a maximum of three main points from the discussion and to tell it as a story. What are the challenges? Where did you go? Reflect on the feeling of the Group and how it may have shifted.

Avoid making assumptions about the Group and using phrases such as 'our group agreed that'. Instead, own your take on it.

A note on introductions

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.

A note on facilitation

When facilitating it can be helpful to consider: What is behind what somebody says? How do you feel? How is the Group feeling? What is the body language of the speaker? Are people excited or agitated? Is this the same routine pitch? Why does this person enter this conversation now?

Radical listening means listening to the mood and energy of the Group – listen to unspoken messages and invite in those who have not yet spoken.

Both Convenors and Facilitators need to avoid prejudicing an outcome. If you raise questions, own them as your view and don't assume a position for everybody. Good facilitation of discussion groups requires a neutral approach.

Remember – this is the Discussion Group's conversation, not yours. The Facilitator doesn't lead, teach or coach – Facilitator speaks 10%; Participants 90%. If the conversation sticks, use open questions to release responses.

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 <u>Take Part Zone</u> 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.

ATTENDANCE REGISTER

This attendance register is for Convenors to complete immediately after a Dialogue and is aligned with the Official Feedback Form. The purpose of collecting this information is to provide Convenors the ability to demonstrate the diversity and inclusiveness of their Dialogue. When possible, Convenors should use information as defined and provided by Participants. Convenors are encouraged to complete this as accurately as possible based on their knowledge about Participants on the day to reflect the diversity of sectors and stakeholder groups engaged and limiting as much as possible the 'other' category.

TOTAL NUMBER OF PARTICIPANTS

PARTICIPATION BY AGE RANGE

31-50 0-18 19-30 51-65 66-80 80 +

PARTICIPATION BY GENDER

Female Male Other / prefer not to say

NUMBER OF PARTICIPANTS IN EACH SECTOR

Education Health care Agriculture/crops*

Fish and aquaculture Communication National or local government

Livestock Food processing Nutrition* Utilities Agro-forestry Food retail, markets Industrial **Environment and ecology** Food industry

Trade and commerce **Financial Services** Other

NUMBER OF PARTICIPANTS FROM EACH STAKEHOLDER GROUP

Small/medium enterprise/artisan Workers and trade union

Member of Parliament Large national business

Multinational corporation Local authority

Small-scale farmer Government and national institution Medium-scale farmer

Regional economic community

United Nations Large-scale farmer

Local Non-Governmental Organization International financial institution

International Non-Governmental Organization Private Foundation / Partnership / Alliance

Indigenous people **Consumer Group**

Science and academia Other

Additional comments regarding participation and adherence to the principles of engagement for the Official Feedback Form

^{*}updated April 2021.

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.

RESPECTING PARTICIPANT PRIVACY

"When a meeting, or part thereof, is held under the Chatham House Rule, Participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other Participant, may be revealed." This is known as the Chatham House Rule.

The Chatham House Rule provides anonymity to speakers and to encourage openness and the sharing

of information. It is used throughout the world as an aid to free discussion. Meetings do not have to take place at Chatham House, or be organized by Chatham House, to be held under the Rule. This principle allows people to speak freely and express views that may not belong to their organization. It is important to create a safe and open space for discussion.



SOCIAL MEDIA

Using social media ahead of your Dialogue can help facilitate connections and stimulate excitement and thinking. 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.

This <u>communications trello board</u> featuring the Promotional Tooklit provides:

- A list of helpful hashtags
- · Sample posts to promote your Dialogue
- · Visual downloads
- Sample Press Release

Consider connecting and promoting your Dialogue on the **U.N. Food Systems Community**.

To support the conversation on social media, follow <u>@FoodSystems</u> on Twitter, <u>@UNFoodSystems</u> on Facebook, <u>@unfoodsystems</u> on Instagram and use the hashtag #SummitDialogues.

STEP-BY-STEP GUIDANCE FOR CONVENORS

Key Steps in Organizing a Food Systems Summit Dialogue

PREPARE

- STEP 1 Sign up to the Gateway to access the Take Part Zone
- STEP 2 Participate in Orientation and Training Session for Convenors
- STEP 3 Define the focus and title of your Summit Dialogue
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ANNOUNCE

- STEP 8 Finalise Dialogue event details on the Dialogues Gateway
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PLAN

- STEP 10 Create the agenda of your Dialogue event
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- **STEP 12** Send invitations
- STEP 13 Prepare background and confirm the Discussion Topics and Prompt Questions of your Dialogue
- STEP 14 Choose your Facilitators and allocate them to Discussion Groups
- STEP 15 Allocate Participants to Discussion Groups (Dialogue Tables or breakout rooms)
- STEP 16 Confirm the schedule for your Dialogue
- STEP 17 Be clear about the the safety requirements and risks of holding an in-person Dialogue due to COVID-19
- STEP 18 Reconfirm the meeting room and technical requirements for in-person Dialogue
- STEP 19 Finalize your Dialogue Presentation if needed.
- STEP 20 Finalize your Dialogues Run of Show and 'event-day' roles
- STEP 21 Finalize Communications and Social Media in accordance with The Chatham House Rule
- STEP 22 Send event information email to Participants
- STEP 23 Final briefing with Dialogue event team (Convenor, Curator, Facilitators, Dialogue Supporters)
- **STEP 24** Finalize event materials for in-person Dialogues

HOST

- **STEP 25** Hold your event
- STEP 26 Update the Attendance Register based on who shows up on the day
- STEP 27 Have the Convenor ready to reallocate Participants to Discussion Group rooms
- STEP 28 Arrive early and test everything is working

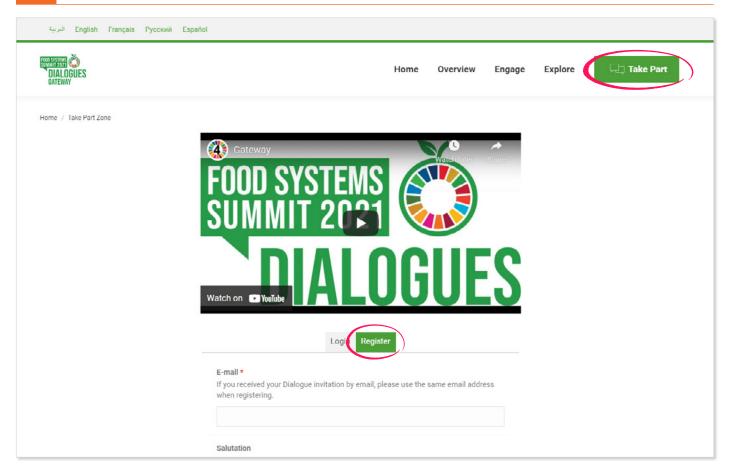
PUBLISH

- STEP 29 Prepare and Submit your Official Dialogue Feedback to the Food Systems Summit
- STEP 30 Stay connected with your Participants and the Food Systems Summit
- STEP 31 Celebrate your Food Systems Summit Dialogue

PREPARE

A Food Systems Summit Dialogue is an opportunity to explore food systems within a particular constituency, theme and/or location. Refer to the <u>Handbooks for Member State Dialogues</u> and <u>The Handbook for Independent Dialogues</u> together with this step-by-step guidance.

STEP 1 Sign up to the Gateway to access the Take Part Zone



- 1. Go to summitdialogues.org and click on 'Take Part Zone'.
- 2. Click on 'Register' and complete the form.
- 3. You will receive a "Welcome email" inviting you to log-in 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

Participate in Orientation and 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**. Training sessions are 1.5-2 hours, covering all aspects of convening, organising and delivering and feeding back on a Food Systems Dialogue.

FOR MORE INFORMATION, VISIT

https://summitdialogues.org/overview/food-systems-orientation-training/



STRATEGIC ORIENTATION FOR MEMBER STATE DIAL OGUE CONVENORS

Who should attend? Member State Dialogue Convenors and their invited support

The purpose of these sessions is to help <u>Member State Dialogue Convenors</u> to lead a programme of Dialogues shaping pathways towards sustainable food systems. The sessions are adapted to the needs of the Convenors and are interactive: Convenors are invited to share their experiences, challenges and questions to orient the discussions in small group or plenary.

If helpful, Convenors are welcome to invite contributions and attendance from UN Resident Coordinators, UN Country Teams and others who are supporting them in their national role.

ORIENTATION FOR CONVENING DIAL OGUES

Who should attend? Dialogue Convenors and their support teams.

These are 90-minute sessions and cover the Dialogues method and available resources. The sessions are tailored to the audience on the date but will usually include:

- Welcoming Participants and creating an atmosphere of respect and openness;
- Finding the focus for your Dialogue and framing conversations;
- Advice on attracting a diverse range of participation
- · Dealing with difficult interactions;
- · Summarizing and feeding back;
- Using technology.

CURATOR AND FACILITATOR TRAINING

Who should attend? Curators and Facilitators of Global, Member State and Independent Dialogues, open to Convenors and their support if desired

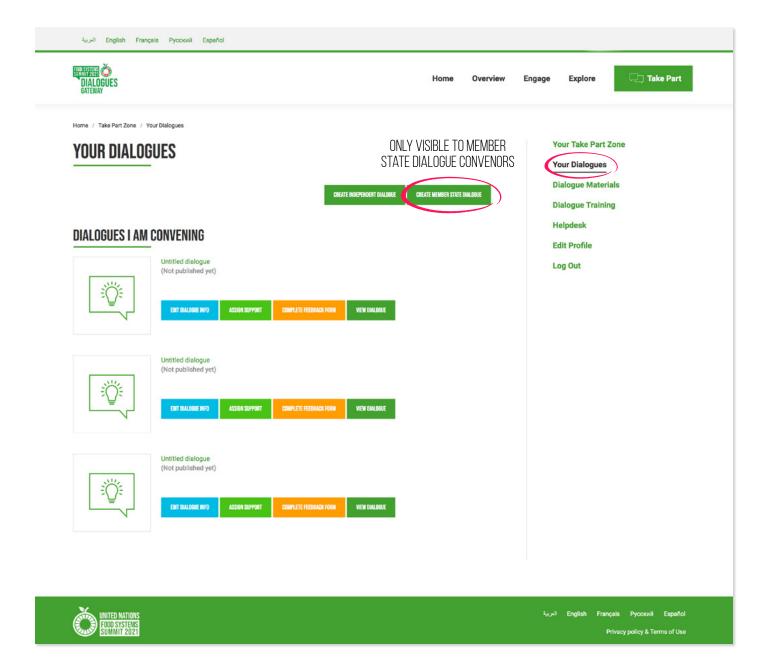
Curators and Facilitators are encouraged to attend these sessions. Training covers the two roles, their differences, complementarities and how related skills can be strengthened. Practical tips for facilitating group discussion and for framing effective opening and summary sessions are included.

TEP 3 Define the focus and title of your Summit Dialogue

- Refer to guidance on page 14 and 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 Form other Dialogue events may also be useful. The Food Systems Summit website 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.

STEP 4 Start the creation of your Dialogue event in the Take Part Zone

Familiarize yourself with the information required when you announce your Dialogue, such as the time, location and date. You may want to source an image for your event. Remember to save your draft!



STEP 5 Assign support for each Dialogue event

- As a Convenor you may consider having a support team who can help you in announcing your Dialogue and completing feedback. You can assign roles in the Take Part zone when you create your Dialogue by clicking on the 'Assign Support' tab. This is an important step, especially because the experience that Participants have in a Dialogue is greatly influenced by the work undertaken by everyone involved in preparation for the Dialogue and on the day. Don't worry about changing roles as you can assign support in draft form.
- Announcing your Dialogue and publishing Official Feedback are important steps that you may want to share with another trusted individual. In the Assign Support section, you can assign trusted individuals to:
 - » Act on your behalf as "Co-Convenor". They will receive full permission to announce the Dialogue and publish Official Feedback without any further verification from you.
 - » Provide "support". They will receive permission to view this Dialogue and corresponding Official Feedback in draft form. They can help you verify that all the information is accurate before you make it publicly available.
 - » NOTE: Member State Dialogue Convenors are invited to liaise with the Food Systems Summit Dialogues Team to ensure the correct permission are granted to support persons.
- Simply enter the email addresses of your supporters below and click "Send Invite". They will need to sign up and log in to Take Part Zone to accept your invitation before their role is activated.

STEP 6 Define the logistics of the event

- Please refer to the latest COVID-19 regulations and updates of any in-person Dialogue event. Make a considered
 decision about whether to go ahead. You may wish to make preparations for a virtual Dialogue as a back up.
- For in-person events, a meeting room that accommodates all of your participants, preferably seated at circular tables, of maximum 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.
- For online events, a digital meeting platform, with breakout room functionality is required. There are numerous platforms available. **A note on 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.

TEP 7 Identify and confirm your Dialogue Curator

- To understand the roles, tasks, skills and attributes of a Dialogue Curator, please review the section for Curators in Section 2 of this manual.
- · For online events, the Dialogue Curator should have access to a reliable internet connection.
- · Curators are invited to attend training sessions via the Gateway.

ANNOUNCE

STEP8 Finalise Dialogue event details on the Dialogues Gateway

- **Title*:** Insert your Dialogue title, which should be aligned with your area of focus (as defined in Step 4). You may want to go to: "**Explore Dialogues**" to see what other convenors have used.
- Convenors/ Co-convenors*: Add the title(s) and name(s) of the Convenor/Co-Convenors as well as their organisation(s) (if applicable) as you would like them to display on the Dialogue page.
- **Curator**: Add the title and name of the Curator as well as their organization (if applicable) as you would like it to display on the Dialogue page.
- Set the time and date of your Dialogue*
 - » For events with a regional or global focus it is important to consider the time zone and language of the majority of your Participants.
 - The time of the Gateway is based on your computer if you are organising a Dialogue in a different time zone make the conversion on the form.
- **Format:** 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.
 - » Select in-person or online.
- Language: Detail the languages that the Dialogue will be held in. We encourage Dialogues to be held in as many languages as needed to be as diverse and inclusive as possible. However, the official feedback needs to be in one of the official U.N. languages: Arabic, Chinese, English, French, Russian and Spanish.
- Geographic Focus*: Select all the U.N. Member States that are relevant for the Dialogue. If there are other
 countries/areas that you want to recognise that aren't in the list of UN Member States, you can list these in more
 detail in the Dialogue Description field.
- **City:** Select the host city that you want your Dialogue to appear alongside on the Global Map (your Dialogue will appear on the Map as a pin see the image below).
 - » For virtual events you can choose the city where you, as the Convenor, are hosting the event from.
- Description: Describe your Dialogue to engage people.
 - » This is an optional short description about the Dialogue event which can include background information about your focus.
- · Acknowledgements: Acknowledge people and organizations that are supporting the Dialogue event.
- Image: Uploading an image is a creative way to draw attention to your Dialogue event
 - » This can be any image you want e.g., the geographical area, a photograph or drawing that depicts your theme.
- Image credit: Provide appropriate credit to the artist or photographer in the caption as required.
- Contact email: 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.

^{*} represents required fields

Announce your Dialogue!

You are encouraged to announce your Dialogue on the Gateway as early as possible. This will make it publicly viewable on the 'Explore Dialogues' page. All Dialogue details can be edited as often as you like up until the day of the Dialogue.





5 November, 2020 INDEPENDENT DIALOGUE

TRANSFORMING LATIN AMERICAN FOOD SYSTEMS TO BUILD BACK BETTER FROM COVID-19 AND TACKLE CLIMATE **CHANGE & NATURE LOSS**

Bogota, Colombia



19 November, 2020 INDEPENDENT DIALOGUE

GAME-CHANGING PARTNERSHIPS FOR GAME-CHANGING SOLUTIONS FOR FOOD AND CLIMATE

St. Louis, United States



23 November, 2020

INDEPENDENT DIALOGUE

CROSS-SECTOR PARTNERSHIPS FOR DEVELOPING AND SCALING FOOD SYSTEM SOLUTIONS IN THE NORTHEAST U.S.

Burlington, United States



30 November, 2020

INDEPENDENT DIALOGUE SUNDANESE SLOW FOOD, FROM LOCAL FOOD TO GLOBAL

Tasikmalaya, Indonesia



GLOBAL DIALOGUE

GLOBAL FOOD SYSTEMS SUMMIT DIALOGUE

Nairobi, Kenya



JAPAN NATIONAL FOOD SYSTEMS DIALOGUE WITH A FOOD INDUSTRY ASSOCIATION

Mr. Makoto OSAWA, Vice-Minister for International Affairs, Ministry of Agriculture, Forestry and Fisheries of Japan, Convenor of Japan

Tokyo, Japan

PLAN

PLAN YOUR DIALOGUE AND INVITE PARTICIPANTS FOUR 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 10 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 11 Define the invite list and decide how you want to track invitations

- Make a list of diverse Participants. Refer to the section on Diversity and Inclusion (on page 9). You may wish to involve the Dialogue Curator as you do this.
- Decide how you are most comfortable tracking conformations and gathering information about the diversity
 of you Participants. There are many ways to do this for example, physical card invitations, phone invitations,
 WhatsApp messages, notice boards, Eventbrite, Zoom. You may want to consider the excel planning tool, which
 can be used to track invitations, collect information and help you allocate Discussion Groups. Consider whether
 your method allows you to collect information on the diversity of Participants. Don't forget to use the Attendance
 Form and Register of Attendance on the day to reflect the actual diversity of attendees.

STEP 12 Send invitations

- A Summit Dialogues Email Invitation Template is available for you to adapt in Annex C, 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.
- To have oversight on the invitation list that you have spent so long defining, don't forget to communicate that invitations are personal and shouldn't be forwarded on.

PLAN YOUR DIALOGUE DISCUSSION TOPICS FOUR 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 13 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.
- Refer to page 14 and 15 and 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. The template is found in the materials section of
 the Take Part Zone on the Gateway.

STEP 14 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, refer to page 20.
- · Provide the Facilitators with the Facilitator Discussion Group Template.
- Find out 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. Recommend Facilitator training.

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

STEP 15 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, not 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 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.

PLAN YOUR DIALOGUE LOGISTICS TWO 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 16 Confirm the schedule for your Dialogue

- Consider the time zone for Participants and the availability of your key speakers as soon as possible and well in advance of your event. Two weeks prior recheck these details and make any adjustments if required.
- There are many options for virtual meeting rooms for example, you may consider <u>purchasing</u> Zoom* Pro or higher subscription. Once activated, please enable the use of Breakout Rooms on any platform you choose. 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. This <u>online tutorial</u> may be useful for Zoom.

STEP 17 Be clear about the the safety requirements and risks of holding an in-person Dialogue due to COVID-19

Please refer to the guidance note in the beginning of this Manual and ensure that no in-person Dialogue is putting
participants at increased exposure or risk of COVID-19. All Dialogues must adhere to local regulations and
guidelines on COVID-19 for their country or geography.

STEP 18 Reconfirm the meeting room and technical requirements for in-person Dialogue

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

STEP 19 Finalize your Dialogue Presentation if needed

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 may
decide not to use slides at your event.

STEP 20 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 a 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.

Finalize Communications and Social Media in accordance with The Chatham House Rule

- Social media is a great way to create a buzz around your Dialogue and to promote findings and actions. For tips on communications, refer to page 26.
- Note on the Chatham House Rule: Information disclosed during the Dialogue may be reported by those present, but the source of that information may not be explicitly or implicitly identified. This is known as the Chatham House Rule. This principle allows people to speak as individuals and creates a safe space for sharing where ideas can be generated and solutions can be identified. The Chatham House Rule applies to the use of both text and images on social media.
- Sometimes speakers need to be publicised before or after an event this is in keeping with the spirit of the Rule, since the Rule applies to identifying (implicitly or explicitly) who said what.
 Refer to the Communications Strategy (on page 26) in this manual for more guidance on this.

^{*} This does not in any way represent an endorsement of the Zoom platform

PLAN FINAL DETAILS TWO DAYS BEFORE

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

STEP 22 Send event information email to Participants

- Participants should be emailed two 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 joining link and password (for online
 events) and any pre-reading materials (if applicable). You can find a template for this email in Annex C, outlining
 what Participants should expect, including: an overview of the Run of Show, a link to the Principles of Engagement
 and an explanation of the why protecting Participant privacy is important and the Chatham House Rule.
- 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 23 Final briefing with Dialogue 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.

Work with Facilitators to reallocate Discussion Group Participants, depending on updates on confirmed attendance.

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 mobile chat group or similar to communicate efficiently during the event.
- Consider also how to respond if Participants present with unstable internet connections. Don't be afraid to have a
 creative approach to including Participants who may struggle with connectivity.
- 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?

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 24 Finalize event materials for in-person Dialogues

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 25 Hold your event

- Use the personalised Run of Show that has been developed in Step 20.
- 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.

STEP 26 Update the Attendance Register based on who shows up on the day

 It's important to remember to fill in the Attendance Register based on the in-person forms or through an online system to reflect who shows up on the day.

STEP 27 Have the Convenor ready to reallocate Participants to Discussion Group rooms

- It is often the case that the number of people who attend the event online on the day differs from the number of people who have accepted an invitation. If this is the case, make sure that you have thought through how to reallocate people to Discussion Groups so that it is easier to reallocate on the day.
- Having a dedicated Technician to help with the reallocation while the Curator is giving the opening remarks can be a great help.

STEP 28 Arrive early and test everything is working

- This applies if you are hosting an in-person event or if your Dialogue is being held online!
- If the event is taking place online, you may consider using a chat group (e.g. WhatsApp or Telegram) during the
 event so that any technical issues can be immediately delegated to a Technician. This is also a helpful way to
 support the Curator with the Summary Session and closing remarks.

Have fun and enjoy! Remember you are creating a unique opportunity that has the potential for lasting impact!

PUBLISH

PUBLISH FEEDBACK TO THE SUMMIT AFTER YOUR DIALOGUE

STEP 29 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, ideally in two weeks following your Dialogue event.
- The Official Feedback Form structure can be viewed in Annex A.
- Official Forms are directly linked to each Dialogue that is announced on the Gateway and can be completed as soon as the Dialogue has finished (according to the end time announced).
- To access the Form, login to the Take Part Zone and click "COMPLETE FEEDBACK FORM" next to the relevant Dialogue in "Your Dialogues" menu.
- 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 on the Dialogue event page and on the Explore Feedback page.

STEP 30 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. A suggested email template to send to all Participants following a Dialogue can be
 found in Annex C.
- Sharing your published Official Feedback on the <u>Summit Community</u> will help ensure your Dialogue outputs
 directly reach those preparing for the Summit across the Action Tracks, Champions Group, Scientific Group and
 Levers of Change.
- All Participants are encouraged to continue to play an integral part in shaping more sustainable and equitable food systems. Convenors and Curators can invite Participants to continue to listen to each other, welcome diverse perspectives, seek out new connections, and collaborate and debate the potential impact of new approaches and actions.
- Convenors and Curators are invited to attend the Orientation and Training Sessions to share experiences. Further
 information including the schedule can be found here.

STEP 31 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.
- If you have been inspired by this process, why not consider organizing another Dialogue? Our experience is that Dialogues are most impactful when they are organized in a series.

QUICK REFERENCE TO MATERIALS

These resources can be found in the materials section of the Summit Dialogues Gateway Take Part Zone (https://summitdialogues.org/take-part-zone/)

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

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

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-unsummit/

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

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

More info: https://summitdialogues.org/overview/un-food-systems-summit-principles-for-engagement/

Food Systems Summit Secretariat: The Secretariat supports the Special Envoy's overall leadership and acts as the operational center of the entire preparatory process, including working to facilitate the engagement of UN Member States and other stakeholders 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

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/

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

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.
- 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 <u>summitdialogues.org</u> 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: 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 and are not intended to be exhaustive.

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 and are not intended to be exhaustive.

REFERENCES

- 2030 Agenda for Sustainable Development: https://sustainabledevelopment.un.org/post2015/transformingourworld
- Addis Ababa Action Agenda Financing for Development: https://sustainabledevelopment.un.org/frameworks/addisababaactionagenda
- Paris Agreement:
 https://unfccc.int/files/essential_background/convention/application/pdf/english_paris_agreement.pdf
- High-Level Political Forum on Sustainable Development: https://sustainabledevelopment.un.org/hlpf
- Voluntary National Reviews Database: https://sustainabledevelopment.un.org/vnrs/
- 2019 Global Sustainable Development Report:
 https://sustainabledevelopment.un.org/gsdr2019
 Full report:
 https://sustainabledevelopment.un.org/content/documents/24797GSDR_report_2019.pdf
- 2020 The State of Food Security and Nutrition in the World 2020 (SOFI report): http://www.fao.org/publications/sofi/2020/en/
- 2019 IPCC report on land and climate IPCC: Special Report on Climate Change and Land. Summary for Policymakers: https://www.ipcc.ch/srccl/chapter/summary-for-policymakers/
- IPBES Global Assessment Report on Biodiversity and Ecosystem Services (2019): https://ipbes.net/global-assessment
- The Committee on World Food Security: https://cfs-products.ifad.org/
- The Committee on World Food Security Voluntary Guidelines on Food Systems and Nutrition http://www.fao.org/3/ne982en/ne982en.pdf
- Database provides easy access to CFS products, such as voluntary guidelines, policy recommendations and principles: https://cfs-products.ifad.org/

ANNEX A OFFICIAL FEEDBACK FORM



DIALOGUE DATE
5.11.2002 5/112
DIALOGUE TITLE
CONVENED BY
DIALOGUE EVENT PAGE
DIALOGUE TYPE
GEOGRAPHICAL FOCUS

The outcomes from a United Nations 2021 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.

Food Systems Summit Dialogues Official Feedback Form	
Dialogue title	Date published

1. PARTICIPATION

TOTAL NUMBER OF PARTICIPANTS

PARTICIPATION BY AGE RANGE

0-18 19-30 31-50 51-65 66-80 80+

PARTICIPATION BY GENDER

Male Female Other / prefer not to say

NUMBER OF PARTICIPANTS IN EACH SECTOR

Agriculture/Crops Education Health care

Fish and aquaculture Communication National or local government

Livestock Food processing Nutrition
Agroforestry Food retail Utilities

Environment and ecology Food industry Industrial
Trade and commerce Financial services Other

NUMBER OF PARTICIPANTS FROM EACH STAKEHOLDER GROUP

Small/medium enterprise/artisan Workers and Trade Union

Large national business Member of Parliament

Multinational corporation Local authority

Small-scale farmer Government and national institution

Medium-scale farmer Regional Economic Community

Large-scale farmer United Nations

Local Non-Governmental Organization International financial institution

International NGO Private Foundation / Partnership / Alliance

Indigenous people Consumer Group

Science and academia Other

Food Systems Summit Dialogues Official Feedback Form

Dialogue title Date published

2. PRINCIPLES OF ENGAGEMENT

HOW DID YOU ORGANIZE THE DIALOGUE SO THAT THE PRINCIPLES WERE INCORPORATED, REINFORCED AND ENHANCED?	
Describe in under 2,100 characters including spaces	
HOW DID YOUR DIALOGUE REFLECT SPECIFIC ASPECTS OF THE PRINCIPLES?	
Describe in under 2,100 characters including spaces	
DO YOU HAVE ADVICE FOR OTHER DIALOGUE CONVENORS ABOUT APPRECIATING THE PRINCIPLES OF ENGAGEMENT?	
Describe in under 2,100 characters including spaces	
Food Systems Summit Dialogues Official Feedback Form	

3. METHOD

Dialogue title

he outcomes of a Dialogue are influenced by the method that is used. ID YOU USE THE SAME METHOD AS RECOMMENDED BY THE CONVENORS REFERENCE MANUAL?				
Yes	No			
cribe in under	4,200 characters including spaces			

Date published

4. DIALOGUE FOCUS & OUTCOMES

MAJOR FOCUS

Describe in under 4,200 characters including spaces

ACTION TRACKS

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

KEYWORDS

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

Food Systems Summit Dialogues Official Feedback Form

Dialogue title Date published

MAIN FINDINGS

Describe in under 5,600 characters including spaces			

ACTION TRACKS KEYWORDS

Action track #1 ensure access to safe and nutritious food for all	Finance	Policy
Action track #2 shift to sustainable consumption patterns	Innovation	Data & Evidence
Action track #3 boost nature-positive production	Human rights	Governance
Action track #4 advance equitable livelihoods	Women & Youth Empowerment	Trade-offs
Action track #5 build resilience to vulnerabilities, shocks and stress		Environment and Climate

Food Systems Summit Dialogues Official Feedback Form Dialogue title

Date published

OUTCOMES FOR EACH DISCUSSION TOPIC

Describe up to 10 Discussion topics, each in under 4,200 characters including spaces				

ACTION TRACKS KEYWORDS

Action track #1 ensure access to safe and nutritious food for all	Finance	Policy
Action track #2 shift to sustainable consumption patterns	Innovation	Data & Evidence
Action track #3 boost nature-positive production	Human rights	Governance
Action track #4 advance equitable livelihoods	Women & Youth Empowerment	Trade-offs
Action track #5 build resilience to vulnerabilities, shocks and stress		Environment and Climate

Food Systems Summit Dialogues Official Feedback Form Dialogue title

Date published

AREAS OF DIVERGENCE

Describe in under 5,600 characters including spaces	

ACTION TRACKS KEYWORDS

Action track #1 ensure access to safe and nutritious food for all	Finance	Policy
Action track #2 shift to sustainable consumption patterns	Innovation	Data & Evidence
Action track #3 boost nature-positive production	Human rights	Governance
Action track #4 advance equitable livelihoods	Women & Youth Empowerment	Trade-offs
Action track #5 build resilience to vulnerabilities, shocks and stress		Environment and Climate

Food Systems Summit Dialogues Official Feedback Form

Dialogue title Date published

ATTACHMENTS AND RELEVANT LINKS

ATTACHMENTS

Complementary Dialogue report

LINKS

- · www.summitdialogues.org
- https://www.un.org/en/food-systems-summit
- https://foodsystems.community

CORRECTIONS, ADJUSTMENTS, OR CHANGES

Title Date	Text 00/00/00	
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• Text		
	ystems Summit Dialogues Official Feedback Form	
Dialogu	ie title	Date published

ATTENDANCE FORM — FOR PARTICIPANTS TO COMPLETE

The purpose of this attendance form is to help determine the inclusivity and diversity of participants across all Food Systems Summit Dialogues. Your personal details will not be used or shared beyond the scope of the Dialogue in which you participate.

### ORGANISATION COPTIONAL ### AGE RANGE 0-18			
0-18 19-30 31-50 51-65 66-80 GENDER Male Female Other / prefer not to			
GENDER Male Female Other / prefer not to			
Male Female Other / prefer not to	80+		
	say		
SECTOR Please select the stakeholder group that best represents your identity			
SECTOR Please select the stakeholder group that best represents your identity			
Agriculture/crops Education Health care			
Fish and aquaculture Communication National or local gov	ernment		
Livestock Food processing Nutrition			
Agro-forestry Food retail, markets Utilities			
Environment and ecology Food industry Industrial			
Trade and commerce Financial Services Other			
STAKEHOLDER GROUP Please select the stakeholder group that best represents your identity			
Small/medium enterprise/artisan Workers and trade union			
Large national business Member of Parliament			
Multinational corporation Local authority	Local authority		
Small-scale farmer Government and national institution			
Medium-scale farmer Regional economic community			
Large-scale farmer United Nations			
Local Non-Governmental Organization International financial institution			
International Non-Governmental Organization Private Foundation / Partnership / Alliance	Private Foundation / Partnership / Alliance		
Indigenous people Consumer Group	Consumer Group		
Science and academia Other			

FOOD SYSTEMS SUMMIT PRINCIPLES OF ENGAGEMENT

ACT WITH URGENCY

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

COMMIT TO THE SUMMIT

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

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, contexts.

RECOGNIZE COMPLEXITY

We recognize that food systems are complex, and are closely connected to, and significantly impact, human and animal health, land, water, climate, biodiversity, the economy and other systems, and their transformation requires a systemic approach.

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 understand and assess potential trade-offs and to design policy options that deliver against multiple public goods across these various systems.

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.

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.

PARTICIPANT INVITATION

EMAIL SUBJECT:	Invitation: Food Systems Summit Dialogue on [INSERT DATE]
T0:	[Convenor's email address]
BCC:	[Participants to be invited]
CC:	[other supporter emails]
ATTACHMENT:	PDF version of invitation

EMAIL TEXT:

Dear colleague,

We are delighted to invite you to an [online/in-person] Food Systems Summit Dialogue [insert title], to be held on [date] from [time – including time zone].

Please find attached your invitation. More information about this Dialogue and how it contributes to the United Nations 2021 Food Systems Summit can be found here [insert link to Dialogue event page on the Gateway].

If you would like to attend, kindly RSVP as soon as possible via [insert tracking method].

Kindly note that this is a personal invitation extended to you and is not transferable.

We would be glad to answer any questions you may have about the Dialogue.

Warm wishes,

[CONVENOR], supported by XXXXX

PARTICIPANT REMINDER — ONE DAY BEFORE

EMAIL SUBJECT:	Reminder: Food Systems Summit Dialogue Tomorrow
T0:	[Convenor's email address]
BCC:	[Participants to be invited]
CC:	[other supporter emails]
ATTACHMENT:	PDF version of invitation

EMAIL TEXT:

Dear colleague,

We look forward to welcoming you at our [online/in-person] Food Systems Summit Dialogue taking place tomorrow, [day] at [time – including time zone].

Please, let us know if there have been any changes in your plans to attend.

ACCESS

- · You can access the event at [insert joining information/site location].
- · Please do not share this information with others as it is not possible to accommodate additional guests at this time.
- · Kindly arrive five minutes early as we would like the Dialogue to start precisely on time.

WHAT TO EXPECT

- The session will begin with some introductory remarks from the Curator [CURATOR NAME].
- · Following the introduction, you will be assigned to your respective Discussion Groups.
- There will be up to ten other Participants in your Discussion Group, including a Facilitator and in some cases, a notetaker. It is not possible to change Discussion Groups.
- During the Discussion Groups, the Chatham House Rule applies to ensure a safe and open space for sharing. This means that anything you say will not be attributed to you personally.
- The outcomes of the Dialogue will officially contribute to the United Nations 2021 Food Systems Summit preparations.
- · Please familiarise yourself and adhere to the Principles of Engagement of the Summit during the Dialogue.

ONLINE MEETING TIPS (FOR ONLINE MEETINGS ONLY)

- If your connection allows, you are encouraged to use video, preferably using a desktop computer or laptop.
- Place yourself in a room with good lighting and little background noise. Use headphones if possible.
- Please mute your microphone unless you are speaking and keep your interventions succinct.

If you have any questions regarding the Dialogue, you can reply to this email.

We look forward to seeing you tomorrow.

Warm wishes,

[CONVENOR], supported by [XXXXX]

PARTICIPANTS — DIRECTLY AFTER THE DIALOGUE

EMAIL SUBJECT:	Thank you for joining the Food Systems Summit Dialogue on [insert date]
TO :	[Convenor's email address]
BCC:	[Participants]
CC:	[other supporter emails]

EMAIL TEXT:

Dear colleague,

Thank you for participating in the Food Systems Summit Dialogue that took place on [date].

We look forward to sharing the Official Feedback with you shortly. This will be also published on the Dialogues Gateway here [Inset link to Dialogue event page on Gateway].

All Participants of Food Systems Summit Dialogues are encouraged to continue play an integral part in shaping more sustainable and equitable food systems. Let's continue 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.

To support the conversation on social media, follow @FoodSystems on Twitter, @UNFoodSystems on Facebook, @unfoodsystems on Instagram and use the hashtag #SummitDialogues. To join the online platform, sign up at https://foodsystems.community/.

If you have any questions regarding the Dialogue, you can reply to this email.

Warm wishes,

[CONVENOR], supported by [XXXXX]

PARTICIPANTS — AFTER OFFICIAL FEEDBACK HAS BEEN PUBLISHED

EMAIL SUBJECT:	Official Feedback Now Available: Food Systems Summit Dialogue, [insert date]
T0:	[Convenor's email address]
BCC:	[Participants]
CC:	[other supporter emails]

EMAIL TEXT:

Dear colleague,

Thank you for participating in the Food Systems Summit Dialogue that took place on [date].

I am very pleased to inform you that the Official Feedback from this Dialogue has been published and publicly available at [insert link to Dialogue event page on the Gateway]. Please help to share the outcomes of our Dialogue across your network.

I hope that this was an experience that helped you engage meaningfully, explore collectively and emerge more resiliently for sustainable food systems everywhere.

As anyone can convene a Dialogue and you would like to consider doing so, please let me know and I can help get you started.

Warm wishes,

[CONVENOR], supported by [XXXXX]





KEY CONTACT

For any questions and further required information, please go to the Gateway at <u>summitdialogues.org</u> and submit your query via the Helpdesk.