

## Summary Note

### SUN Movement Executive Committee Retreat

Geneva, 16<sup>th</sup> to 17<sup>th</sup> January 2018

**Participants:** Shawn Baker (Chair); Abdoulaye Ka (Vice-Chair); Francesco Branca; Jane Edmondson; Lawrence Haddad; Uma Koirala; Lauren Landis; Daysi de Marquez; Tumaini Mikindo; Martha Newsome; Felix Phiri; Aslam Shaheen; Meera Shekar; Fokko Wientjes; William Axelsson (UNOPS, ex-officio); Gerda Verburg (Coordinator, ex-officio)

**Apologies:** Maria-Bernardita Flores

**Observers:** SUN Movement Secretariat (SMS)

### Introduction

The two-day retreat provided an opportunity for the Executive Committee to appreciate the achievements and challenges of the SUN Movement, discuss how best to support the Movement in 2018, and offer guidance to the Secretariat and the Networks. The Executive Committee reached a number of decisions and identified action points to take forward in the coming weeks and months. Members of the Executive Committee have been named per action point and are mandated to reach out to the SUN Networks for additional resources.

### Guidance & Action Points

The Executive Committee agreed on the following action points for itself and guidance points for the Movement, in particular the support system:

#### ***Membership and functioning***

- **ACTION POINT 1:** Conclude renewal process of Executive Committee membership for the second term (description of procedure in Annex 1). *(SMS to follow up)*
- **DECISION POINT 1:** Prior to the election of the Chair and Vice-Chair for the next term, key requirements on the roles were outlined such as responsiveness, neutrality and availability. Members of the Executive Committee elected:
  - Chair: Mr. Shawn Baker, Director Nutrition, Bill & Melinda Gates Foundation (extension of term for one year through 2018)
  - Vice-Chair: Mr. Tumaini Mikindo, Executive Director PANITA (SUN CSO Alliance Tanzania) (two-year term 2018-2019)
- **ACTION POINT 2:** Nutrition Financing Landscape study:
  - Provide final comments to Meera Shekar, by 31 January

- Decision whether to publish study by 1) WB/BMGF/Power of Nutrition; 2) SDN; or 3) SUN  
(Coordinator/Meera Shekar)
- **GUIDANCE POINT 1:** Develop general guidance for publishing studies under name of SUN (SMS)

### **Vision 2025**

- **ACTION POINT 3:** Established **Task Force on Nutrition Governance, Finance and Coherence** to draft a ‘Vision 2025’ paper highlighting what – as a movement – needs to be done to enhance finance, coherence, and leadership for nutrition and who should do what.  
*Members: Lauren Landis (co-lead), Jane Edmondson (co-lead), Abdoulaye Ka, Meera Shekar, Fokko Wientjes, Aslam Shaheen*  
*Timeline: vision paper for circulation to all Executive Committee members by 28 February 2018*

### **Multiple burden of malnutrition**

- **ACTION POINT 4:** Established **Task Force on scope of the SUN Movement addressing the multiple burden of malnutrition** to provide guidance to the Movement and Support System  
*Members: Francesco Branca (lead), Uma Koirala, Lawrence Haddad, Daysi de Marquez, Martha Newsome*  
*Timeline: proposal on scope for circulation to all Executive Committee members by 28 February 2018*
- **GUIDANCE POINT 2:** Disseminate existing knowledge and tools on double-duty actions for nutrition and Non-Communicable Diseases (SMS/SUN Networks)
- **GUIDANCE POINT 3:** The Executive Committee welcomed the actions proposed by SBN on membership criteria and enforcement of SBN principles of engagement. The Executive Committee encouraged further definition of multinational corporations/SMEs; of what workforce nutrition commitment entails (space/time for breastfeeding, maternity leave, offer nutritious food); and consequences if the commitment is not fulfilled.  
SBN encouraged to update SBN principles of engagement to reflect more nutrition specific issues, including double burden (SBN – timeline to be defined by 15 February)

### **MEAL**

- **GUIDANCE POINT 4:** Expressed support for MEAL system to measure progress and use for learning, and encouraged SMS to go ahead with MEAL uptake plan focusing on use of MEAL country dashboards (SMS)  
Recommended to consult external top researcher to see what further analysis can be done with MEAL dataset, ideally to prove SUN contribution to impact (SMS to consult Lawrence Haddad to identify expert)
- **ACTION POINT 5:** Coordinator invited Executive Committee members to visit in 2018 a SUN country and join a Joint Annual Assessment (JAA) exercise (SMS)

### ***Leadership and coordination capacity in countries***

- **GUIDANCE POINT 5:** Agreement that placement of coordinating office within the Government is more important than level of Focal Point. Ideally placement should be at best convening position to engage with multiple departments (Prime Minister's Office or similar, rather than under a line ministry). A tailored approach is needed for each country.
  - Welcomed plans for capacity building of focal points. Encouraged integration of MEAL and women empowerment focus in the training. Stressed importance of onboarding of new Government Focal Points.
  - Evidence shows the importance of placing nutrition high on political agenda at country level. Executive Committee encouraged efforts to get buy-in of UN Resident Coordinators and Country Directors of UN agencies. *(UNN/SMS/Coordinator)*

### ***Fragile settings***

- **GUIDANCE POINT 6:** Agreement that nutrition in fragile and conflict settings is a priority issue which requires more attention.
  - The SUN support system should continue strengthening its support to countries affected by fragility and conflict, especially for better coherence between humanitarian and development actions
  - Recommendation to broaden the UN Network for SUN and especially include UN agencies such as OCHA, UNHCR and UNDP *(UNN)*
  - Prepare brief on countries in high and very high humanitarian situation to explain what data and analysis MEAL can offer (this includes providing the number of national nutrition plans that incorporate measures for early warning, disaster risk reduction and for refugees and internally displaced people) *(SMS)*
  - Issue call for new secondment from UN agency or INGO to SMS to take forward SUN's work on fragile contexts *(SMS)*

### ***Women empowerment***

- **GUIDANCE POINT 7:** The Executive Committee reaffirmed the importance of women empowerment and gender equality to the SUN Movement and suggested a number of actions:
  - Strong recommendation to include Ministry of Women Affairs into multi-sectoral approach
  - Develop new policy brief to provide guidance on gender equality and women's empowerment *(SMS working together with Networks)*
  - Prepare brief on women and adolescent girls to show what data and analysis MEAL can offer; also linked to gender equality and sustainable development goals *(SMS)*
  - Explore option of a country call/webinar for Government Focal Points on women empowerment and gender equality *(SMS and SUN Networks)*
  - Integrate gender dimensions in Government Focal Points training *(SMS)*

### **Mid-term review**

- **ACTION POINT 6:** Established **Task Force to develop TORs for mid-term review (MTR)**, considering recommendations made for the review to be independent and focused on contributions of the SUN Movement in countries, building on existing data and incorporating a strong gender component. Three audiences were identified: Lead Group & Executive Committee; Networks; Donors.  
*Members: Lawrence Haddad (lead), Shawn Baker, Daysi de Marquez, Felix Phiri*  
*Timeline: Prepare TORs by 15 February 2018; Executive Committee approval of TORs by 1 March 2018*
- **GUIDANCE POINT 8:** Based on scope defined in TORs, prepare funding proposal for mid-term review to be submitted to World Bank (SMS)

### **Planning 2018-2020 and fund raising**

- **GUIDANCE POINT 9:** Executive Committee decided on the planning scenario for the period 2018-2020 (see Annex 2)
- **GUIDANCE POINT 10:** Executive Committee acknowledged the budget of the SUN Movement Secretariat 2016-2020 and approved the following language:  
*“The Executive Committee stresses the importance of a strong and stable SUN support system, therefore convene a working group to guide and support fund raising.  
The Executive Committee takes note of the multi-year activity framework and budget of the SUN Movement Secretariat (version of June 2017). Appreciating that the activities of the SMS are fully funded until end of 2018, and only partially funded for 2019 and 2020, the Executive Committee is requesting the Secretariat to propose scenarios of prioritization of activities for 2019 and 2020.”*
  - Revisit SMS workplan for 2018-2020 in light of Executive Committee discussions on planning and budget (SMS)
- **ACTION POINT 7:** Established **Working Group to guide and support fund raising for SUN support structure**, including mobilisation of Lead Group members (Working Group as a standing structure)  
*Members: Shawn Baker (lead), Tumaini Mikindo, Jane Edmondson, Martha Newsome*  
*Timeline: plan of action proposal for circulation to all Executive Committee members by 28 February 2018*

### **Wrap up**

- **ACTION POINT 8:** Established **Task Force to draft ‘Statement by Executive Committee’** capturing the action points of the Executive Committee and guidance to the SUN Support System to provide feedback on retreat outcomes to Network facilitators and SUN focal points  
*Members: Shawn Baker (lead), Abdoulaye Ka, Aslam Shaheen*

*Timeline: draft key messages for circulation to all Executive Committee members by 8 February 2018, share with Networks by 14 February 2018*

- **GUIDANCE POINT 11**: Organize a second face-to-face meeting of the Executive Committee in 2018 (*SMS/Chair*)

## **ANNEX 1**

### **Procedures for Renewal of Executive Committee Membership**

In 2015, 15 SUN Movement Executive Committee members were selected by the SUN networks and appointed by the Chair of the SUN Lead Group for a period of two years. Consistent with the terms of reference (“4.2. Once formed will transparently develop its rules of procedure, rhythm of work ...”) the Executive Committee has consistently documented procedures as they have evolved. In view of the initial two-year membership term coming to an end in 2017, the SUN Movement Executive Committee agreed on [procedures for rotation of membership](#), complementing the [change management procedures](#) adopted in 2016.

The renewal of memberships aims to balance between stability of the Executive Committee and bringing on new members. In October 2017, all members of the Executive Committee conducted a self-assessment of their past performance and reflected on their ability to serve a further term. Based on the outcomes of the self-assessments, discussions between the Chair and individual members, and confirmation by the four SUN networks (CSN, SBN, SDN, UNN) of members coming from their networks, it has been decided to extend the term of existing members who indicated their availability, to replace one member from Africa, and to create one additional member seat for a Government representative from Asia and the Pacific reflecting the growing number of SUN Countries from Asia and the Pacific.

The renewal of the Executive Committee membership for its second term is currently being finalized.

## ANNEX 2

### SUN Movement Planning 2018-2020

Timeline agreed by Executive Committee (17/01/2018)

		ExCom	LG	Countries	
2018	1	X			• Decision on scenario 2018-2020
	2				
	3	X			• 1st March: TORs Mid-term review
	4			JAA	• Launch mid-term review
	5			JAA	
	6	X		JAA	
	7				• Mid-term review report
	8				
	9	X	X		• Decision on scope of independent evaluation SUN 2016-2020
	10				
	11				
	12	X			
2019	1				
	2				
	3	X			• Validation TORs evaluation
	4			JAA	
	5			JAA	
	6	X		JAA	• Selection evaluation team
	7				
	8				
	9	X	X		• Agreement on continuation of SUN Movement after 2020 • Launch Evaluation
	10				
	11				• SUN GLOBAL GATHERING 2019
	12	X			
2020	1				
	2				• Independent Evaluation Report
	3	X			
	4			JAA	
	5			JAA	
	6	X		JAA	
	7				• Movement Response to Evaluation
	8				• Nutrition for Growth in Japan
	9	X	X		• Decision on future arrangements and strategic direction of SUN Movement
	10				
	11				
	12	X			