**Revising and upscaling the Sri Lankan Food Based Dietary Guidelines - (EOI-TCP/SRL/3702-C2) progress from 1st January 2019 to 28th Dec 2020 – Quarter 1 to Quarter 8**

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| A) Setting up the Technical Working Group (TWG) and completing Situational Analysis, Setting Objectives |
| Activity No | **Activity**  | **Progress**  | **Comments if any**  |
| A1. (Step 1 of the global process) | The Nutrition Society propose a suitable Technical Working Group (TWG) with descriptions of required expertise and support the Nutrition Division in engaging these experts in the Committee.  | Revived the group identified by the Nutrition division and streamlined the composition according to requirement of the technical review. | * This group was divided into 7 thematic areas according to white paper on FBDGs.
* At the end of January two small groups meetings were conducted to familiarize officials of the Nutrition and The Nutrition Coordination divisions on the global process (White paper) on the development/ of FBDGs.
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| A2. Work Shop 1 (WS1) | A **1 day** Induction Workshop will be done as to the roles and responsibilities of the TWG | Conducted the Induction Workshop on the 5th of March with the TWG identified in A1.  | * Detailed minutes were shared with the TWG within two weeks of completing the workshop.
* It was agreed that the assigned thematic lead would compile a list of publications and analyze the information according to a matrix which was agreed upon at the induction workshop.
* The group of consultants also prepared a list of publications according to thematic areas in the event that the TWG theme leads do not provide this information.
* **\*There was a one-month delay in the nutrition division circulating the minutes and Analysis Metrix to TWG.**
* Information on the Analysis Matrix was only received in mid-June. This information too was incomplete.
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| A3. | Assist in drawing up the TOR for the TWG at the end of the Induction Workshop. | The ToR for the TWG was presented and validated at the induction workshop.  |  |
| A4. (Step 2 of the global process) | Assist members of the TWG in compiling the Situational Assessment (Technical Review Report) | As agreed at the induction workshop the team of consultants agreed to compile the Situational Analysis/ Technical Review Report (TRR) as further assistance to The Nutrition Division. (with information provided by TWG as mentioned above) As such the writing of the **TRR has been completed (See attached Report)** | * The Nutrition Division has been notified that the draft TRR will be circulated to the TWG in the first week of September 2019.
* A retreat was held where the team of consultants discussed the structure, conceptual framework, and the data analysis for the compilation of the report. This was held in Negombo from 31st May to 2nd June 2019.
* The Technical Review Report was completed in early October 2020
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| A4.  | Additional workshop  | This meeting was held on 27th of June 2019 where the list of publications (sources of information for TRR) was validated together with the structure of TRR by the TWG.  | * The deadline for gathering information from TWG was extended from 31st May to 15th of July 2019.

**Very little information was sent by the members of the Technical Working Group.****As the framing of Technical Recommendations by the TWG was not adequate the Team of Consultants undertook this task as well** |
| A5. (Step 3 of the global process). | Assist with developing objectives of the whole exercise, the target audiences and readership of the FBDGs  | The TRR was validated on the 14th November 2019. | The objectives of the FBDGs will be formulated in the month of February 2020This has been completed as the Goal of the Implementation Plan which which is described below |
| B) Revise, Validate and Update the existing FBDGs according to international standards, adaptation |
| B1 (Step 3 of the Global Process continued) | Together with officials of Nutrition Division conduct a series of Focus Group Discussion with professionals, practitioners and the community with regard to reviving the current FBDGs. This will be both in Colombo and outstations. This will involve a KAB discussion which will serve as a formative research for the Revision of the FBDGs. At least 10 FGDs to be conducted in Colombo and the Outstations | All the 10 FGDs have been completed. * 6 in the Districts of Colombo among suburban Wattala (mixed), Anuradhapura (2) – Muslim rural and Sinhala Buddhist, Mannar (Tamil Catholic), Mullatitivu (Tamil Hindu), Moneragala (Sinhala Buddhist)
* 4 professional and working groups in Colombo
 | Information has been used in framing the Technical Recommendations |
| B2 (Assist Technical Working Group) | Assist the Technical Working group with feedback from the Districts, list of relevant literature and source of information – food consumption data | This was presented to the TWG |  |
| B3 (Assist the Technical Review) |  | Stated in A 5 as these activities are very close |  |
| B4 | Assist with Diet Modelling which forms part of the evidence in formulating Technical Recommendations | This has been completed. See attached **Diet Modelling Report** | These findings are incorporated in the Technical Recommendations |
| E 1 | Has been extended with an amendment to FAO with regard to intensified Diet Modelling Training as part of Institutional strengthening. **Pl see attached Note for the Record.** | One academic from Wayamba University, one staff member from the Ministry of Health – Nutrition Division and one member of the Nutrition Society of Sri Lanka have been sent to SEAMIO RECFON Centre, University of Jakarta to be trained in Linear programming on Diet Modelling.The original activity proposed will be completed at the end of the whole revision process. | There were practice sessions at the University of Wayamba conducted and over 1000 24 hour recalls used to come up with real findings on optimization of the diet.The findings were presented at the Annual Sessions of the Nutrition Society of Sri Lanka in January 2020.**Abstract attached**. |
| Progress upto this stage was submitted to FAO as Report No 2 with all annexes on 5th February 2020. |
| B5. Food Classification and Portion sizes | Help conduct a 2 day workshop on food classification and portion sizes**. (WS3) Select classification at end of workshop** | The workshop on Portion sizes was conducted on 1 day (face to face) on the 2 of March 2020. Food group classification was first discussed and then portion sizes.**Please see attached Agenda (Annexe 1)**  | This could not be completed in 1 day and continued through Zoom for 2 more days. Resources were provided for Zoom subscription to the Nutrition Division to conduct such meetings. **Please see attached Food Classifications and Portion sizes (Annexe 2)** |
| Activities were interrupted due to Covid 19 from March 3 onwards . A workshop planned at Citrus Hotel Waskaduwa on the 17 and 18 March 2020 to formulate FBDGs and discuss implementation could not be held. Some meetings were done on Zoom particularly for finalizing food classification and portion sizes as well as framing FBDGs based on Technical Recommendations of the TRR. Activities recommenced actively in July 2020. |
| B6 | Assist with developing Technical Guidelines **(Step 4 of the global process).** | Technical Recommendations (TRs) were framed from the TRR and Diet Modelling Report by the Consultants and submitted to the Nutrition Division for ease of converting TRs to FBDGs**Please see attached recommendations (Annexe 3)**  | Selected FBDGs from other countries too were shared.FBDG formulation was discussed on Zoom and framed FBDGs were exchanged on email throughout the months of April and May. |
| B7. (Step 5 of the global process – converting technical guidelines based on nutrient requirements to food based guidelines) (3 days - WS4) | Assist with comparing how closely the Technical Guidelines match with the existing FBDGs and make suitable changes to content and style of writing of FBDGs.  | All the work done through email and Zoom in formulating the FBDGs based on the finalized food classification was shared at a Zoom meeting on the 4th of June**. Please see attached draft FBDGs and Portion sizes (Annexe 4)** | Alternate modes of communication used as face to face meetings were still not possible. |
| B8. Food Graphic | Suggest and validate a food graphic | These ideas too were exchanged on email. Near final selection was – the winnowing fan and the national food plate in a stylized form | These two symbols were to be suggested to the Graphic artist who was to be taken as part of a Communications Consultancy. **Arogya was taken as the name of the FBDGs and the stylized food plate as the Logo** **(See Annexe 5)** |
| B9. Pilot Testing FBDGs | Based on a protocol/approach, pilot test the revised FBDGs and graphic. The pilot test will include areas of testing such as comprehensibility, relevance, presentation and feasibility  | This was completed in 7 Districts in combination with the baseline formative research. Two teams from the Nutrition Division, Team A and B each comprising of 4 staff members visited the Districts of Colombo, Kalutara, Gampaha, Moneragala, Hambanthota, Puttalam and Kilinochchi (These took place from the 10th November to 5th December 2020 spending three days, two nights in each location in some locations and three nights, 4 days in others) |  |
| C) Develop an Action Plan for the implementation and dissemination of the FBDGs |
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| C1 | Complete a Rapid Stakeholder Analysis | This was completed by the Consultants on the 26th of April 2020 and submitted to the Nutrition Division. The Illustration Collaboration Map approach was employed to complete this. **Stakeholder Analysis ( see Annexe 6)** | This is to be used in the communications strategy and implementation plan |
| C2. (Step 10 of the global process) | Help formulate an implementation committee. Select the most influential and interested persons from the stakeholder analysis to be included in this Committee. | This was finalized after much discussion with the Nutrition Division. The Steering Committee appointed many years ago was the core group of this implementation Committee as well**.**  |  |
| C3. TOR of Implementation Committee | Help draw up TOR and objectives of this Committee. | This was completed with the participation of Nutrition Division staff  |  |
| C4. Inception WS for Implementation(WS5) (Step 11 of the global process) | Help conduct a one day Inception Workshop for this implementation committee.  | This was conducted for 2 hours on Zoom. |  |
| C5 Dissemination/Implementation Planning (WS6)(Step 12 and 13 of the global process)  | Help conduct a Planning for Dissemination workshop of 2 days for this committee. The result with be **an implementation and M and E plan at the end of 2 days.**  | This was conducted on the 21 and 22 of September 2020 at the Cinnamon Grand Hotel.The Outcome was the Results Based Implementation Plan with M and E Matrix included **(See Annexe 7)** |  |
| C6. (Step 14 of the global process) ( 2 day SGM2) | Assist a sub communication group of the implementation committee to draw up a **SBCC strategy** as part of the implementation. This will be annexed to the main dissemination plan | A communications team was selected by the Nutrition Division of the MOH comprising of a Communications Strategist, Graphics Artist and a Website Developer. 2 SGMs were held to discuss communication requirements and the Communication strategist and Graphics expert attended the Implementation Planning meeting mentioned under C 5. The Communications Strategy was formulated as a product of the Implementation Plan. **Communication Strategy (See Annexe 8)** | This is being revised to include all key stakeholders and to prioritise activities from the Communications Strategy. |
| D) Develop an SBCC Campaign and IEC materials to support the dissemination |
| D1 (This would result in BCC tools and material and not only IEC) (SGM 3,4,5) | Have a series of working groups with expert facilitation to **develop a campaign with short messages, tools** **and material**. | The prioritized activities from the Communications Strategy have been included in a campaign which lists out short, medium and long term communication activities, training and interactive learning in different settings. |  |
| D2. BCC Campaign | Informed by formative research and stakeholder consultations and in close consultation with the technical committee, develop a broad behavior change campaign including an outreach and education | This is related to D1. The prioritized communication activities and tools have been elaborated. The first item in the campaign was the publishing of a newspaper supplement in all 3 languages**. Newspaper supplement (See Annexe)**A teaser campaign (FBDGs preparatory campaign) in preparation for the launch of the FBDGs too was carried out by multi modal means. This continued from July 2020 to October 2020**Extract from Materials (See Annexe 9)** |  |
| D3. Baseline Nutrition related behaviour | Pre evaluation of diet related behavior among community | This was completed along with B9 in the same Districts. The testing of FBDGs followed the baseline assessment. |  |
| D4. (Step 15 of the global process – validation. Target group would be a cross section of the community) | Pilot test tools and material  | The main tool for training which is the FBDGs Practitioner’s Guide is being pilot tested currently. Some of the tools and the FBDGs logo, the theme and the key tool, which is an interactive family dialogue has been developed**. ( See Annexe 12)** |  |
| D5. Advocacy (Step 16 of the global process) (WS7) | Advocacy Workshop – 2 day, to publicise and launch the campaign **(Step 16 of the global process) (WS7)** | Owing to Covid 19 issues a half a day Advocacy workshop was held with the participation of government, media, private sector, NGOs and Civil Society. Over 15 media organizations provided publicity through electronic and Print media on the 11th of December 2020.10,000 leaflets on home gardening have been developed as per additional request from Ministry of Health Leaflet **(See Annexe 10)** |  |
| E) Capacity Building and Institutionalization of the Process |
| E 1 Described above |  |  |  |
| E2. Implementation Process | Help to develop a system for embedding the FBDG implementation process together with regular review, evaluation within the Nutrition Division. This will involve the processes of review and organograms of staff structures, individual TORs etc where duties can be included. Develop a short manual. | This has been discussed and a draft Manual prepared for discussion. **Manual (See Annexe 11)**Stage 1 of an e-learning module has been formulated to train trainers. This remains to be tested and finalized. |  |
| E3. TOT workshops | Two day TOT workshops to train health care workers, educators, other | 8 TOT workshops have been held. 7 have been in the same 7 Districts mentioned under piloting FBDGs and one was held on Zoom for Civil Society Leaders. | The balance workshops in the 18 Districts will be continued in the next year with additional funding arrangements. |