

Global Nutrition Report

Registering your N4G commitments: a step-by-step guide

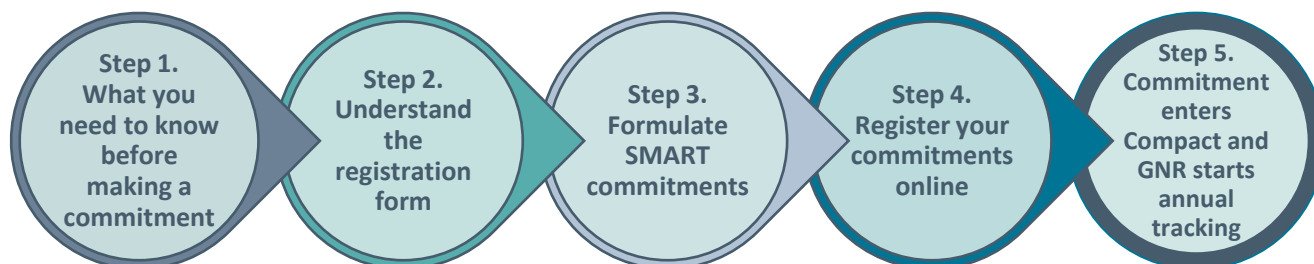
N4G Commitment registration process at a glance

The Tokyo Nutrition for Growth (N4G) Summit, to be held in 2021 under the auspices of the Government of Japan, provides a historic opportunity to transform the way the world tackles the global challenge of malnutrition. The Summit comes at a critical time, midway through the UN Decade of Action on Nutrition, with only five years left to achieve the global nutrition targets on maternal, infant and young child nutrition and diet-related non-communicable diseases, and ten years to reach the Sustainable Development Goals (SDGs).

The [N4G Vision and Roadmap](#) outlines key moments throughout the year that can be leveraged for commitment-making, leading to the Tokyo N4G Summit. All commitments will be recorded in the Compact (as an annex)– the outcome document of the Tokyo N4G Summit. Commitments will be also shared publicly by the Global Nutrition Report (GNR), which tracks and reports progress towards those commitments annually. The GNR has been bringing together and analysing the best available data on nutrition since 2014. Born out of the high-level N4G Summit in 2013, the GNR has since been tracking progress made by countries and key actors around the world towards meeting N4G commitments to improve nutrition.

The present document – the N4G Commitment Registration Guide – serves as a guide to help you register your commitments, in alignment with the [N4G Commitment-Making Guide](#), the N4G Vision and Roadmap and the [GNR N4G Commitment Tracker](#).

The N4G commitment registration process – supported by the GNR – includes the following five steps:



Please contact N4G@globalnutritionreport.org with any questions relating to the registration process.

Step 1. What you need to know before making a commitment

Before making an N4G commitment it is important to carefully review the N4G Commitment-Making Guide. The present registration guide draws on important considerations and highlights the ones that are particularly relevant to the registration process: Principles of Engagement, thematic areas and commitment types.

Principles of Engagement

The N4G Principles of Engagement – described in detail in the N4G Commitment-Making Guide – were developed over months of consultations with key stakeholder groups. They are designed to mobilise all stakeholders and identify solutions and commitments based on a shared vision and ambition and identification of common ground. The values and core principles apply equally to all, **and participation at the Summit is based on a set of 10 agreed-on principles.**

N4G PRINCIPLES OF ENGAGEMENT			
1	Be transparent about intentions and impact	6	Be cost-effective
2	Be inclusive	7	Be continuously communicative
3	Be rights based	8	Act with integrity and in an ethical manner
4	Be willing to negotiate	9	Be mutually respectful
5	Be predictable and mutually accountable	10	Do no harm

Commitment-making entities must also agree on the following:

1. The process of developing commitments must engage a wide range of actors in open and transparent consultation.
2. All stakeholders' commitments need to be SMART and significant.
3. Public policy must be evidence based, established by governments through inclusive participatory processes.
4. Breast milk substitute manufacturers need to commit to an action plan to achieve full compliance with the International Code of Marketing of Breast-milk Substitutes by 2030, both in policy and practice.
5. Excluded companies or industries cannot represent their business associations at the Summit.

Thematic areas

Commitments are encouraged across all five N4G thematic areas. These comprise three focus areas and two cross-cutting themes. The focus areas are: **Health**, integrating nutrition into universal health coverage; **Diet**, transforming diets so that safe, sustainable and healthy diets are available to support people and planet; and **Resilience**, effectively addressing malnutrition in fragile and conflict-affected contexts, supporting resiliency. The two cross-cutting themes are: **Data**, promoting data-driven accountability to drive equitable progress to leave no one behind; and **Financing**, securing new investments and driving innovation in nutrition financing. For background and details on each thematic area, please see the N4G Commitment-Making Guide.

THEMATIC AREAS		
Focus areas		
Health	Diet	Resilience
Cross-cutting themes		
Data		
Financing		

Commitment types

The following types of commitments are based on several decades of research on ‘how nutrition improves’, including lessons from country success stories.^{1,2} These types cover the entire nutrition system, so please consider how your commitments will work together to generate change across the system as a whole.

Six commitments types are given below while four are included in the N4G Commitment-Making Guide. ‘Political and governance’ was added as a new type of commitment and ‘Programmatic’ commitments are now captured by ‘Policy’, ‘Operational’ and ‘Monitoring, reporting and research’ commitment types.

COMMITMENT TYPES	DESCRIPTION AND EXAMPLES
1. POLITICAL AND GOVERNANCE	<p>Commitments related to any intent and sustained action over time by stakeholder groups to advance food and nutrition on government agendas and attenuate the drivers and manifestations of malnutrition.</p> <p>Examples include: forming a parliamentary coalition for nutrition; establishing a national food and nutrition governance body; establishing a coordination body for</p>

¹ Baker P, et al., 2019. Generating political commitment for ending malnutrition in all its forms: A system dynamics approach for strengthening nutrition actor networks. *Obes Rev*, 20 Suppl 2: pp. 30–44.

² World Health Organization, 2012. Landscape analysis on countries’ readiness to accelerate action in nutrition. Country assessment tools. Geneva, Switzerland.

COMMITMENT TYPES	DESCRIPTION AND EXAMPLES
2. POLICY	<p>nutrition legislation, policies and/or actions; forming nutrition commissions; becoming a member of the Scaling Up Nutrition (SUN) Movement.</p> <p>Commitments related to implementing any legal/regulatory framework, policy, strategy or action plan relevant to improving nutrition, promoting healthy diets and attenuating the drivers of malnutrition.</p> <p>Examples include: legislation on product taxation (such as the sugar-sweetened beverage tax); product reformulation or fortification mandates; implementing micronutrient supplementation programmes; marketing/labelling regulations; school/work environment food regulations; publishing dietary guidelines; breastfeeding policy (including education/awareness programmes).</p>
3. FINANCIAL	<p>Commitments related to supporting increased financing for nutrition.</p> <p>Examples include: the proportion of total government health budget allocated to nutrition; securing/raising a specified amount for nutrition-specific and nutrition-sensitive investments; contributing a specified amount per year to support nutrition-related data and evidence innovations.</p>
4. OPERATIONAL	<p>Commitments related to supporting infrastructure and capacity development (such as human resources, facilities, equipment).</p> <p>Examples include: equipping treatment centres with essential quality-assured nutrition-related health products and/or tools for nutritional assessment; increasing the number of nutrition professionals across the country and/or at different administrative levels; incorporating academic and/or pre-service nutrition training into medical, nursing and health workers' curricula.</p>
5. MONITORING, REPORTING AND RESEARCH	<p>Commitments related to nutrition surveillance, data collection, analysis and reporting – including data information systems and monitoring and accountability mechanisms – as well as nutrition-related research activities.</p> <p>Examples include: conducting regular national nutrition surveys; regularly collecting specified nutrition indicators for overall or specific population groups of interest; incorporating nutrition monitoring into health information systems; ensuring monitoring of any nutrition-related policy or action plan; developing a tool/score to assess sustainable healthy diets, diet quality, diet diversity or adherence to guidelines; strengthening nutrition resource/finance tracking mechanisms.</p>
6. IMPACT	<p>Commitments in line with the World Health Assembly targets and SDGs and other relevant indicators, such as food security and diet quality.</p> <p>Examples include: decreasing childhood stunting; decreasing childhood wasting; decreasing childhood overweight; decreasing anaemia prevalence among women; decreasing overweight and/or obesity in children/adolescents/adults; decreasing diabetes or other diet-related non-communicable diseases; decreasing the prevalence of any micronutrient deficiency; increasing exclusive breastfeeding practices; improving the diet quality/diversity of the population.</p>

Step 2. Understand the registration form

We have developed a comprehensive commitment registration form to facilitate the formulation and registration of SMART commitments.

N4G REGISTRATION FORM		
SECTION	TITLE	DESCRIPTION
Section 1	Commitment-Making Entity	The contact details of the entity, the stakeholder group it represents, and the number of commitments to be registered.
Section 2	Commitment Formulation and Registration	The formulation and registration of each commitment separately.
Part I	Commitment Criteria, Type and Focus	The criteria that commitments must meet – including being SMART, aligning with national priorities, aligning with principles of engagement and annual reporting – the commitment type and focus.
Part II	Commitment Ingredients	The breakdown of the commitment into ingredients to enable the formulation of SMART and trackable commitments.
Part III	Full Commitment	The formulation of the full commitment using the previously defined ingredients, as to be registered in the Compact.
Section 3	Feedback	Any feedback to improve the form and the wider registration process.

Step 3. Formulate SMART commitments

What is a SMART commitment?

Making SMART commitments ensures that each commitment put forward is **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound, and that it can be tracked and reported on annually. Each of these aspects is described in detail in the table below.



SMART ASPECTS	EACH COMMITMENT SHOULD:
SPECIFIC	Identify a specific action and indicate who is responsible for achieving it. The commitment should define the responsible party that ensures the commitment is upheld and can be reported on regularly, have a clear goal, action plan and target population in line with nutritional priorities and specify the setting – for example, commitment is geared towards global, national or subnational goals.
MEASURABLE	Include a primary indicator to enable measuring progress and achievement of the commitment. Quantifiable indicators are easier to monitor and should indicate the baseline and targeted level where relevant and possible.
ACHIEVABLE	At a minimum, be consistent with the level of progress achieved in the past. They should be as ambitious as possible, but mindful of the limits of what can be delivered in a realistic timeframe and with reasonable associated costs. They should specify how progress for the indicator will be measured, including key milestones to be achieved within the commitment period. They should have also secured the required funds to support associated costs and identified the supporting funding mechanism .
RELEVANT	Reflect the nutritional priorities and challenges relevant to the setting (at national, regional or global levels). Commitments should align with the country's national nutrition plan/government priorities and fit within the key thematic areas of Health, Diet, Resilience, Data and Financing where possible and achievable. They should also align with the N4G Principles of Engagement and be reported on and tracked annually .
TIME-BOUND	Have a realistic timeframe for achievement, including for any key milestones to be achieved within that time. Commitments should cover more than one calendar or fiscal year and be tracked and reported against annually. They should explicitly define the length of time involved, for example a year should be defined as a calendar year, financial year or one year after the date of commitment, ideally defining the commitment period start and end date .

How to formulate a SMART commitment

N4G commitments **must be SMART and align with national priorities**. For key considerations in developing commitments that align with national priorities please see the N4G Commitment-Making Guide.

Section 2, Part II: 'Commitment Ingredients' of the registration form

This part of the registration form facilitates the formulation of SMART commitments by breaking them down into distinct ingredients (or components). This further enables the commitment to be tracked and assessed over time. The respondent is asked to specify the ingredients that are relevant to their commitment, as not all may be applicable.

Section 2, Part III: ‘Full Commitment’ of the registration form

The respondent is asked to specify the full commitment, using each of the ingredients that are relevant to their commitment. **Please note that the full commitment will enter the Compact.**

Please refer to the [Annex](#) for detailed examples on how to (1) specify your commitment ingredients and (2) formulate your full commitment.

What constitutes a single commitment? This is determined by the respondent, but to facilitate this process you can start by identifying the commitment type (for instance, is this a Policy?). For example, you could have one commitment per commitment type or multiple commitments for the same commitment type. If you are aiming to comprehensively assess a thematic area (such as Universal Health Coverage in area ‘Health’) by leveraging multiple commitment types (such as Policy, Operational, Financial, Monitoring) then each type would constitute a single commitment. Similarly, if you are planning to make a financial commitment for nutrition-sensitive and nutrition-specific financing, each constitutes a separate commitment (two in total).

What if you have many commitments to register? Each commitment needs to be formulated and registered separately, so if you are planning to register for example 3 commitments in total the information required in section 2 of the registration form would need to be provided for each of your commitments separately.

What if one of the commitments is made on behalf of multiple entities/ organisations? It is advised that each respondent represents one commitment-making entity. For joint commitments (made by multiple entities) as the respondent you should be the primary entity in charge of registering the commitment, and there is a field to specify the additional signatory entities.

What if one or some of the commitment ingredients are relevant and others are not? If the respondent feels that a particular ingredient does not apply to their commitment, they should indicate it as not applicable (N/A).

What if some of the commitment ingredients are not fully or at all developed at the time of registering your commitment? We understand that not all relevant ingredients may be developed at the time you register your commitment. Please indicate ingredients, for which the relevant details will be developed at a later stage and prior to the Tokyo Summit, as to be developed (TBD) and email us at N4G@globalnutritionreport.org when these details are finalised; please also include the updated full commitment.

Step 4. Register your commitments online

It is recommended that you register your commitments online. Alternatively, if you would prefer to email the N4G Commitment Registration Form to N4G@globalnutritionreport.org, please download it [here](#).

To register your commitments online please click [here](#).

After your commitment has been registered you will receive notification of receipt and a copy of the form you completed within five working days through N4G@globalnutritionreport.org. The GNR team will review your form and will be in touch if anything is missing or requires further clarification.

Step 5. Commitment enters Compact and GNR starts annual tracking

All registered commitments – including any potential follow-up clarifications or additional details provided – will be recorded in the Compact (as an Annex), the outcome document of the Tokyo N4G Summit. Commitments will be also shared publicly by the GNR, which will be tracking and reporting progress towards those commitments annually. The corresponding process will be fully detailed at a later stage. For more information, please refer to the GNR N4G Commitment Tracker, which provides the latest data on progress towards N4G commitments made at past N4G summits. You can search our interactive tracker to find out who is making progress towards N4G commitments to improve nutrition – and where more action is needed. This makes it an important resource for anyone who needs evidence to shape stronger commitments on nutrition.

Your feedback is valuable to us, and we will aim to improve the registration guide and form to better accommodate your needs. Please use the feedback section of the registration form or email N4G@globalnutritionreport.org if you have suggestions for improvements.

Thank you for being part of this invaluable global effort. We look forward to receiving your commitments.

Annex: Examples for commitment formulation and registration

Example 1: 'Policy' commitment

The example that follows is for a 'Policy' commitment addressing the thematic area of 'Diet'.

SPECIFYING THE COMMITMENT INGREDIENTS (RESPONSES IN GREEN):	
Primary signatory entity	[Country] Ministry of Health, Department of Nutrition <i>Full name of primary responsible party making the commitment and ensuring it is upheld and reported on regularly</i>
Additional signatory entities	N/A <i>If multiple entities are involved (that is, a joint commitment), please provide the name of each additional entity</i>
Goal	Reduce population-level intake of added sugar <i>The overall goal of the commitment, further specifying the direction of the goal where relevant</i>
Action plan	Mandatory category-specific added sugar reformulation targets for packaged foods and beverages, across 15 categories <i>The action plan to achieve your goal</i>
Setting	National implementation <i>The setting in which the commitment will be implemented, such as global, regional, national or subnational, with additional specifications for example, across districts with high prevalence of [X] indicator</i>
Target population	Whole population <i>The targeted population, including sample size if known. Please further specify if you are adopting a differential approach for population subgroups (such as children versus adults) or applying an equity lens (gender, disability or social or economic disparity) where possible, for instance by considering hard-to-reach areas, vulnerable people or other</i>
Primary indicator	Total added sugar intake (in % energy) <i>Name, definition and unit of the primary indicator used to measure goal. If a financial pledge, please specify whether a financial disbursement (that is, actual expenditure) or a financial commitment (that is, legal decision to fund) and use local currency for the amount</i> 16% energy <i>Baseline (current) level of indicator, using same unit as above</i> Less than 6% energy. At least 4% of the overall decrease to be achieved in the first 4 years. <i>Targeted level of indicator, using same unit as above. Please further specify if key milestones (interim targets) are set to be achieved within the commitment period</i> National Nutrition Survey, conducted every 2 years (see source X) <i>How progress will be assessed. Please also provide related source/ reference</i>
Total costs	5 million € <i>How much the commitment is going to cost in total – that should be ideally secured. Please specify amount in local currency</i> Government budget, partially supported via an earmarked sugar-sweetened beverage tax <i>The funding mechanism used to support costs associated with the implementation of the commitment</i>
Commitment period	01/01/2021 <i>Start date (DD/MM/YYYY)</i> 31/12/2028 <i>End date (DD/MM/YYYY)</i>
Other	Food industry compliance will be assessed through a rigorous monitoring and evaluation plan (see source X) <i>Any additional specifications that are relevant to the commitment</i>

FORMULATING THE FULL COMMITMENT AS WILL BE RECORDED IN THE COMPACT (RESPONSE IN GREEN):

The [Country] Ministry of Health Department of Nutrition commits to reduce population-level intake of added sugar from 16% energy to less than 6% energy in 8 years (from 1 January 2021 through 31 December 2028) with at least half of that reduction achieved in the first four years. This will be achieved by implementing a mandatory category-specific added sugar reformulation targets (short-term medium-term) for packaged foods and beverages across 15 categories. Progress will be assessed using the National Nutrition Survey conducted every two years. Five million euros have been secured by the government to cover associated costs and are partially supported via an earmarked sugar-sweetened beverage tax. Food industry compliance will be assessed through a rigorous monitoring and evaluation plan.

Example 2: ‘Impact’ commitment

The example that follows is for an ‘Impact’ commitment addressing the thematic area of ‘Resilience’.

SPECIFYING THE COMMITMENT INGREDIENTS (RESPONSES IN GREEN):

Primary signatory entity	[Country] Ministry of Finance and Planning <i>Full name of primary responsible party making the commitment and ensuring it is upheld and reported on regularly</i>
Additional signatory entities	[Country] Ministry of Health; [Country] Ministry of Agriculture <i>If multiple entities are involved (that is, a joint commitment), please provide the name of each additional entity</i>
Goal	Reduce childhood stunting <i>The overall goal of the commitment, further specifying the direction of the goal where relevant</i>
Action plan	Develop and implement a cross-government, risk-informed food system policy and nutrition-specific and-sensitive interventions <i>The action plan to achieve your goal</i>
Setting	National implementation <i>The setting in which the commitment will be implemented, such as global, regional, national or subnational, with additional specifications, for example across districts with high prevalence of [X] indicator</i>
Target population	All [X] million children under five years of age in the country <i>The targeted population, including sample size if known. Please further specify if you are adopting a differential approach for population subgroups (such as children versus adults) or applying an equity lens (gender, disability or social or economic disparity) where possible, for instance by considering hard to reach areas, vulnerable people or other</i>
Primary indicator	Prevalence (%) of stunting among children under five years of age <i>Name, definition and unit of the primary indicator used to measure goal. If a financial pledge, please specify whether a financial disbursement (that is, actual expenditure) or a financial commitment (that is, legal decision to fund) and use local currency for the amount</i> 20% <i>Baseline (current) level of indicator, using same unit as above</i> Less than 10%. At least 5% of the decrease to be achieved in the first 5 years <i>Targeted level of indicator, using same unit as above. Please further specify if key milestones (interim targets) are set to be achieved within the commitment period</i> Annual Children Survey which collects anthropometric measurements (see source X) <i>How progress will be assessed. Please also provide related source/ reference</i>

SPECIFYING THE COMMITMENT INGREDIENTS (RESPONSES IN GREEN):

Total costs	US\$250 million <i>How much the commitment is going to cost in total – that should be ideally secured. Please specify amount in local currency</i> Government of [Country] and the [X] Foundation <i>The funding mechanism used to support costs associated with the implementation of the commitment</i>	
Commitment period	01/01/2021 <i>Start date (DD/MM/YYYY)</i>	31/12/2030 <i>End date (DD/MM/YYYY)</i>
Other	N/A <i>Any additional specifications that are relevant to the commitment</i>	

FORMULATING THE FULL COMMITMENT AS WILL BE RECORDED IN THE COMPACT (RESPONSE IN GREEN):

The [Country] Ministry of Finance and Planning in collaboration with the Ministries of Health and Agriculture commits to reduce the prevalence of stunting among all [X] million children under five years of age in the country from 20% to less than 10% in 10 years (from 1 January 2021 through 31 December 2030) with at least half of that reduction achieved in the first 5 years. This will be achieved by developing and implementing a cross-government risk-informed food system policy and nutrition-specific and sensitive interventions. Progress will be assessed using the Annual Children Survey. To cover associated costs US\$250 million have been secured by the government of [Country] and the [X] Foundation.

Example 3: ‘Financial’ commitment

The example that follows is for a ‘Financial’ commitment addressing the thematic area ‘Resilience’.

SPECIFYING THE COMMITMENT INGREDIENTS (RESPONSES IN GREEN):

Primary signatory entity	[Country] Ministry of Development <i>Full name of primary responsible party making the commitment and ensuring it is upheld and reported on regularly</i>	
Additional signatory entities	N/A <i>If multiple entities are involved (that is, a joint commitment), please provide the name of each additional entity</i>	
Goal	Increase investment in nutrition-specific projects <i>The overall goal of the commitment, further specifying the direction of the goal where relevant</i>	
Action plan	Increase disbursements to nutrition-specific interventions by 5% annually, reaching at least £163 million in 2030 <i>The action plan to achieve your goal</i>	
Setting	Regional or national across priority countries <i>The setting in which the commitment will be implemented, such as global, regional, national or subnational, with additional specifications, for example across districts with high prevalence of [X] indicator</i>	
Target population	Children under five years of age, mothers <i>The targeted population, including sample size if known. Please further specify if you are adopting a differential approach for population subgroups (such as children versus adults) or applying an equity lens (gender, disability or social or economic disparity) where possible, for instance by considering hard to reach areas, vulnerable people or other</i>	

SPECIFYING THE COMMITMENT INGREDIENTS (RESPONSES IN GREEN):

Primary indicator	Nutrition-specific disbursements (GBP) <i>Name, definition and unit of the primary indicator used to measure goal. If a financial pledge, please specify whether a financial disbursement (that is, actual expenditure) or a financial commitment (that is, legal decision to fund) and use local currency for the amount</i> £100 million (annual nutrition-specific disbursements), 2020 <i>Baseline (current) level of indicator, using same unit as above</i> £163 million (annual nutrition-specific disbursements), 2030 <i>Targeted level of indicator, using same unit as above. Please further specify if key milestones (interim targets) are set to be achieved within the commitment period</i> Using nutrition-specific disbursements as reported to the OECD DAC CRS and validated by an independent third party <i>How progress will be assessed. Please also provide related source/ reference</i>	
Total costs	At least £321 million <i>How much the commitment is going to cost in total – that should be ideally secured. Please specify amount in local currency</i> Ministry budget <i>The funding mechanism used to support costs associated with the implementation of the commitment</i>	
Commitment period	01/01/2021 <i>Start date (DD/MM/YYYY)</i>	31/12/2030 <i>End date (DD/MM/YYYY)</i>
Other	N/A <i>Any additional specifications that are relevant to the commitment</i>	

FORMULATING THE FULL COMMITMENT AS WILL BE RECORDED IN THE COMPACT (RESPONSE IN GREEN):

The [Country] Ministry for Development commits to increase its nutrition-specific investment supporting children under five and mothers across our priority countries at regional or national level as needed. Disbursements to nutrition-specific projects will increase by at least 5% each year from a £100 million baseline in 2020 and reaching at least £163 million in 2030. £321 million has been earmarked for this effort which aligns with the [Country] Ministry for Development's strategy. Qualifying disbursements will be identified and verified by an independent third party using data reported to the OECD DAC CRS.