

# Nutrition cluster brand book

2020



Address:

United Nations Children's Fund (UNICEF)  
Office of Emergency Programme  
5-7 Avenue de la Paix, Geneva, Switzerland



Online:

<http://nutritioncluster.net>



Global  
**NUTRITION**  
**CLUSTER**

# General guidelines

The objective of this style guide is to ensure that documents and materials produced by the global and country nutrition clusters are easily recognizable, in addition to promoting consistency in format and style. The style guide should be applied in full for documents and materials that are defined as nutrition cluster-led activity output. Additionally, it is recommended that the guideline is also used for the nutrition sector coordination platform for emergency response, when possible. The GNC logo should also be used in “GNC collaborative” activity outputs, similar to other collaborating entities. It also meant at providing guidance for fonts, color palettes and icons used for nutrition cluster coordination. The style guide can be used as general administration tool by information managers and cluster coordinators for drafting reports, dashboards and other useful documents. In addition to that, administrative templates as well as further report and dashboard templates are complying with this style guide and are available on the GNC website in the Information Management Toolkit section (<http://nutritioncluster.net>).

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**01**

LOGO DESIGN

# 01.1 Logo and usage



1. The icon

Global  
**NUTRITION**  
CLUSTER

2. The word mark

## HOW TO USE THE LOGO

There is one approved logo for the Global Nutrition Cluster.

It can be used by any Nutrition Cluster in any country. Countries can either adapt the vector file (svg or adobe illustrator ai) and write their country names using the Cluster/Sector logos for country adaptation. It can be used in green, black or in gray for printing purposes.

Download to GNC logo and icons, [LINK](#)

Example :



### GNC GREEN VERSION



### GRY SCALE VERSION



### NEGATIVE VERSION



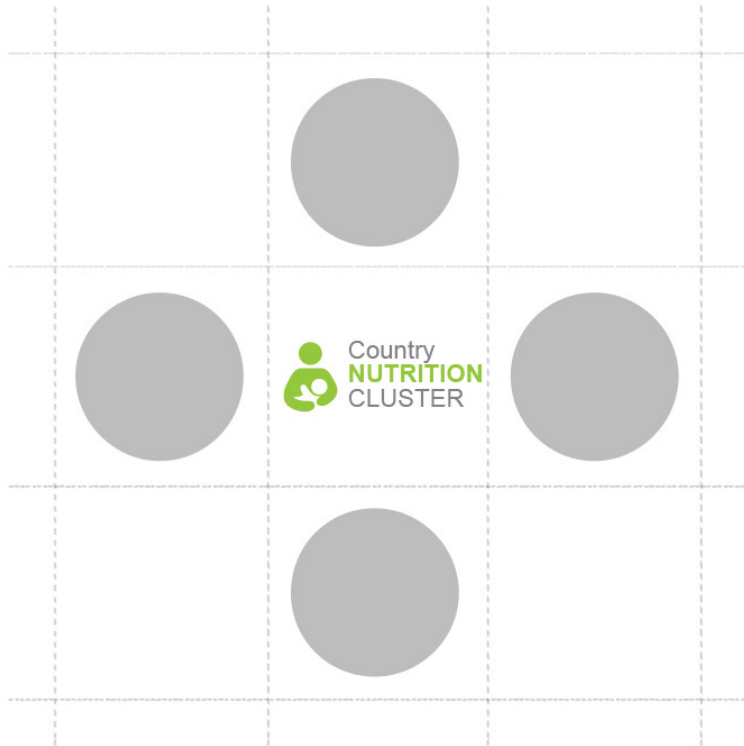
### WHITE VERSION



## 01.2 Measurements of logo



## 01.3 Logo clearspace



### Exclusion zones

Always allow a minimum space around the logo.



### Minimum width

The logo minimum width is 90px or 32mm.



### Maximum width

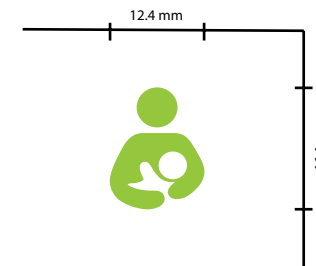
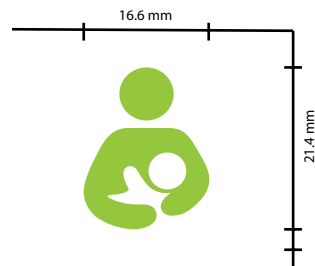
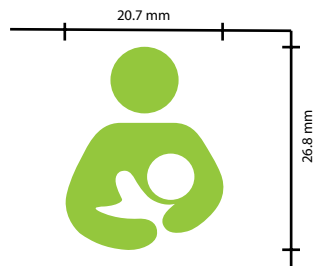
There is no maximum size defined for this

# 01.4 Minimum logo size

## MINIMAL SIZES FULL LOGO



## MINIMAL SIZES LOGO SYMBOL





## 01.5 Incorect use



A close-up photograph of a young child with dark hair and large, expressive eyes, looking directly at the camera. The child is being held by an adult's hands, which are visible on the left and right sides of the frame. The child is wearing a bright pink garment. A semi-transparent green rectangular overlay is positioned in the center of the image, containing the text '02 TYPOGRAPHY' in white. The background is slightly blurred, showing a patterned fabric.

**02**

TYPOGRAPHY

## 02.1 Primary font

BOLD & REGULAR

Arial Regular

Aa

ABCDEFGHIJKLMN  
OPQRSTUVWXYZ

abcdefghijklmn  
opqrstuvwxyz

123456789£\$?!<>{}[]#¢™®

## 02.2 Secondary font

BOLD & REGULAR

Calibri Regular

Aa

ABCDEFGHIJKLMN

OPQRSTUVWXYZ

abcdefghijklmn

opqrstuvwxyz

123456789£\$?!<>{}[]#ç™®

## 02.2 Secondary font

REGULAR

Source Sans Pro

---

Aa

ABCDEFGHIJKLMN

OPQRSTUVWXYZ

abcdefghijklmn

opqrstuvwxyz

123456789£\$?!<>{}[]#¢™®

## 02.2 Secondary font

**BOLD**

**BEBAS NEUE**

---

**AA**

**ABCDEFGHIJKLMN  
OPQRSTUVWXYZ**

**123456789£\$?!<>{}[]#¢™®**

## 02.2 Type hierarchy

Default text

59 Arial Regular

Default text

42 Arial Regular

Default text

18 Arial Regular

Default text

12 Arial Regular

Default text

09 Arial Regular

Slogan

Header

Headline

Subtitle

Contents

Download GNC Font, [LINK](#)

## 02.4 Text formatting

### Paragraphs and text alignment

Paragraphs of text should begin left justified, without indent, and the body of the text should be justified left to right. Text in boxes can be either left justified or not, whichever one is deemed most user friendly by the editorial team.

### Page numbers

Page numbers should always be used. These should be placed at the bottom of the page on the outer side of the document, i.e. away from the spine or binding.

### Photo credits

Where possible, credit details should be noted below each photograph, including name of the photographer and year in which the photograph was taken. Alternatively, a list of credits can be put in the acknowledgements section, e.g. Credit: © UNICEF/UNI239556/Chak

### Spelling

The British spelling, as opposed to US spelling, should be used. Until further notice, the authority for spelling and hyphenation is the Concise Oxford English Dictionary, 11th edition (Oxford University Press, Oxford and New York, 2004).

### Abbreviations and acronyms

Words or titles that occur only once or twice in the text should not be abbreviated. If a title occurs many times in a document, a short form may be used. For example, the International Code of Marketing of Breast-milk Substitutes could subsequently be referred as the Code.

Acronyms are written entirely with capital letters. They should be used sparingly, and only when the information is repeated more than once or twice in the document. The full information should be given the first time it is mentioned, followed by the acronym in parentheses, which can then be used with subsequent references. Full stops are not needed in the acronyms or abbreviations, ex. WFP (correct) versus W.F.P. (wrong). Acronyms from languages other than the language of the document should be used only if the entire information can be made clear in the language of the document.

### Numbers

In general, numbers under 10 should be expressed in words, e.g. “eight” and not “8”. Numbers 10 and above should normally be expressed in figures, except when they occur at the beginning of the sentence. In that case, the numbers should be spelled out.



## 02.5 Referencing

### Reference

Appropriate acknowledgement should be made to individuals and materials that are incorporated into the Cluster documents. This can be either as a footnote on the bottom of the page, or can be acknowledged in a reference list by chapter at the end of the document, so long as adequate bibliographic/source information is supplied.

### Harvard referencing basics: Reference list

- A reference list is a complete list of all the sources used when creating a piece of work. This list includes information about the sources like the author, date of publication, title of the source and more. A Harvard reference list must:
  - Be on a separate sheet at the end of the document
  - Be organised alphabetically by author, unless there is no author then it is ordered by the source title, excluding articles such as a:
    - If there are multiple works by the same author these are ordered by date, if the works are in the same year they are ordered alphabetically by the title and are allocated a letter (a,b,c etc) after the date
  - Be double spaced: there should be a full, blank line of space between each line of text
  - Contain full references for all in-text references used

### Harvard referencing basics: In-text

In-text references must be included following the use of a quote or paraphrase taken from another piece of work.

In-text references are references written within the main body of text and refer to a quote or paraphrase. They are much shorter than full references. The full reference of in-text citations appears in the reference list. In Harvard referencing, in-text citations contain the author(s)'s or editor(s)'s surname, year of publication and page number(s). Using an example author James Mitchell, this takes the form:

Mitchell (2017, p. 189) states.. Or (Mitchell, 2017, p. 189)

### Two or three authors:

Words or When citing a source with two or three authors, state all surname like so:

Mitchell, Smith and Thomson (2017, p. 189) states... Or  
(Mitchell, Coyne and Thomson, 2017, p. 189)

### Four or more authors:

In this case, the first author's surname should be stated followed by 'et al':

Mitchell et al (2017, p. 189) states... Or (Mitchell et al, 2017, p, 189)

### No author:

If possible, use the organisation responsible for the post in place of the author. If not, use the title in italics: (*A guide to citation, 2017, pp. 189-201*)

### Multiple works from the same author in the same year:

If referencing multiple works from one author released in the same year, the works are allocated a letter (a, b, c etc) after the year. This allocation is done in the reference list so is done alphabetically according to the author's surname and source title:

(Mitchell, 2017a, p. 189) or Mitchell (2017b, p. 189)

### Citing a reference with no date:

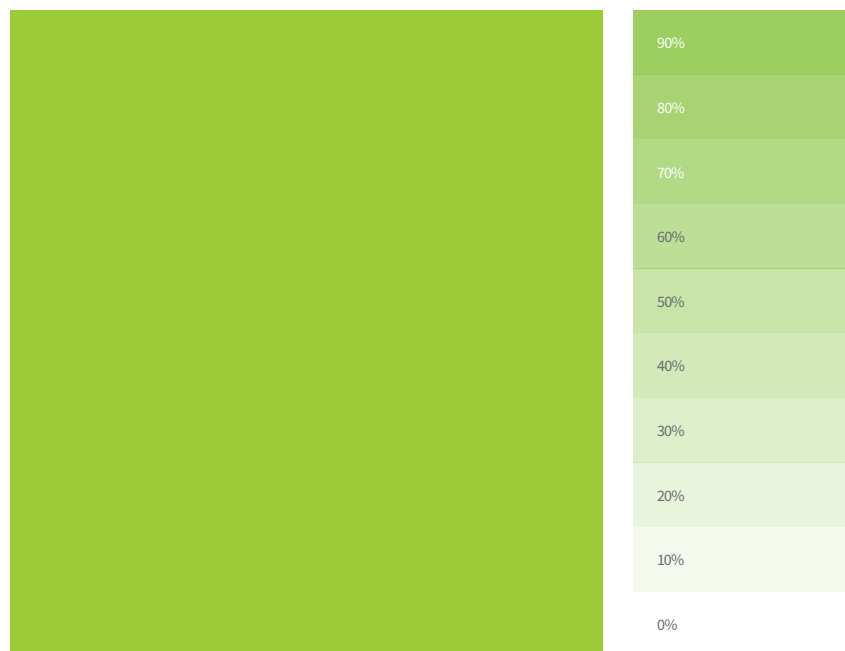
In this case simply state 'no date' in place of the year: (Mitchell, no date, p. 189).

More information on the Harvard Format Citation Guide available on <https://www.mendeley.com/guides/harvard-citation-guide>



**03** COLOR PALETTE

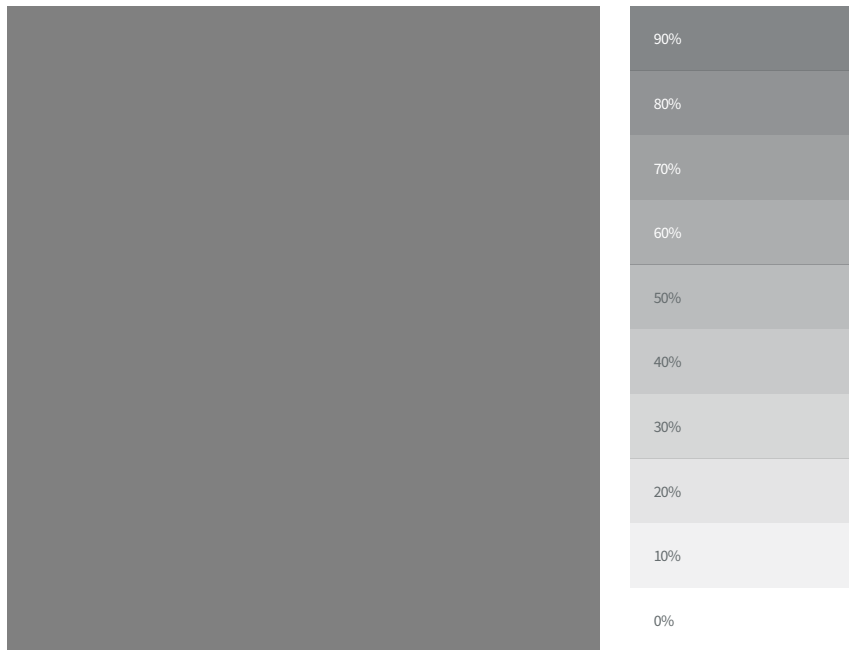
# 03.1 Primary color palette



### COLOR CODES

CMYK C47 M0 Y89 K0  
RGB R153 G203 B56  
HEX 9CCB38

## 03.2 Secondary color palette



### COLOR CODES

CMYK C49 M39 Y38 K20  
RGB R128 G128 B128  
HEX 808080



### COLOR CODES

CMYK C8 M0 Y21 K37  
RGB R 148 G161 B127  
HEX 94a17f

## 03.2 Secondary color palette - Continuation

COLOR CODES

CMYK C67 M11 Y97 K0  
RGB R99 G165 B55  
HEX 63A537

A vertical stack of four color swatches showing the tonal range of the secondary color #63A537. The swatches are labeled 80%, 60%, 40%, and 20% from top to bottom, representing the percentage of the base color mixed with white.

COLOR CODES

CMYK C77 M6 Y70 K0  
RGB R55 G167 B111  
HEX 37A76F

A vertical stack of four color swatches showing the tonal range of the secondary color #37A76F. The swatches are labeled 80%, 60%, 40%, and 20% from top to bottom, representing the percentage of the base color mixed with white.

COLOR CODES

CMYK C66 M0 Y46 K0  
RGB R68 G193 B163  
HEX 44C1A3

A vertical stack of four color swatches showing the tonal range of the secondary color #44C1A3. The swatches are labeled 80%, 60%, 40%, and 20% from top to bottom, representing the percentage of the base color mixed with white.

COLOR CODES

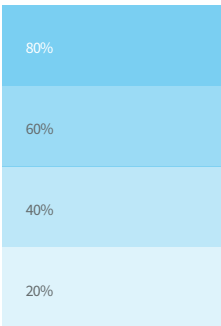
CMYK C66 M9 Y16 K0  
RGB R78 G179 B207  
HEX 4EB3CF

A vertical stack of four color swatches showing the tonal range of the secondary color #4EB3CF. The swatches are labeled 80%, 60%, 40%, and 20% from top to bottom, representing the percentage of the base color mixed with white.

## 03.2 Secondary color palette - Continuation

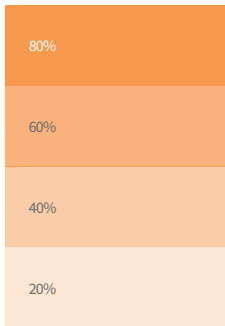
COLOR CODES

CMYK	C61 M3 Y0 K0
RGB	R81 G195 B249
HEX	51C3F9



COLOR CODES

CMYK	C0 M61 Y98 K0
RGB	R238 G123 B8
HEX	EE7B08



COLOR CODES

CMYK	C71 M42 Y62 K36
RGB	R69 G95 B181
HEX	455F51



COLOR CODES

CMYK	C45 M35 Y73 K21
RGB	R137 G130 B78
HEX	89824E

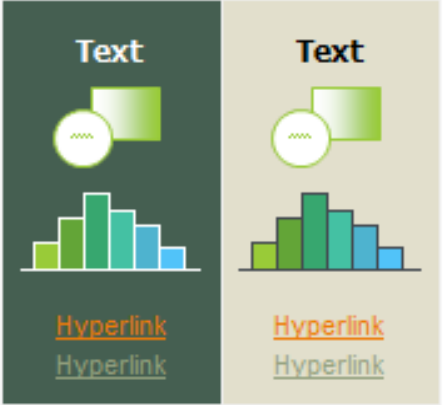


# 03.3 Color palette - Example

**Theme colors**

- Text/Background - Dark 1
- Text/Background - Light 1
- Text/Background - Dark 2
- Text/Background - Light 2
- Accent 1
- Accent 2
- Accent 3
- Accent 4
- Accent 5
- Accent 6
- Hyperlink
- Followed Hyperlink

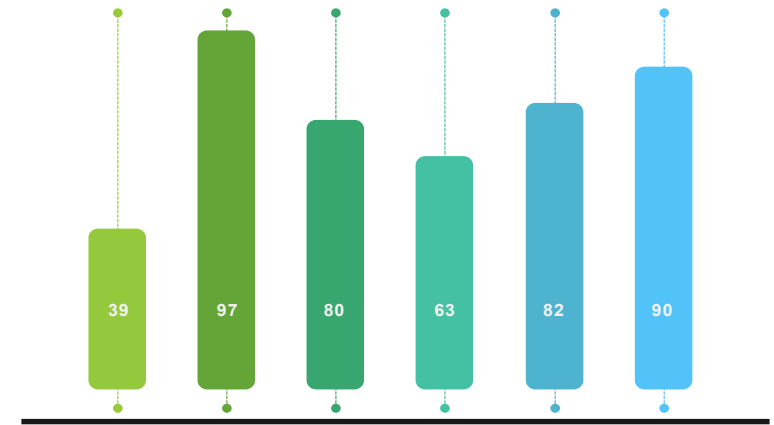
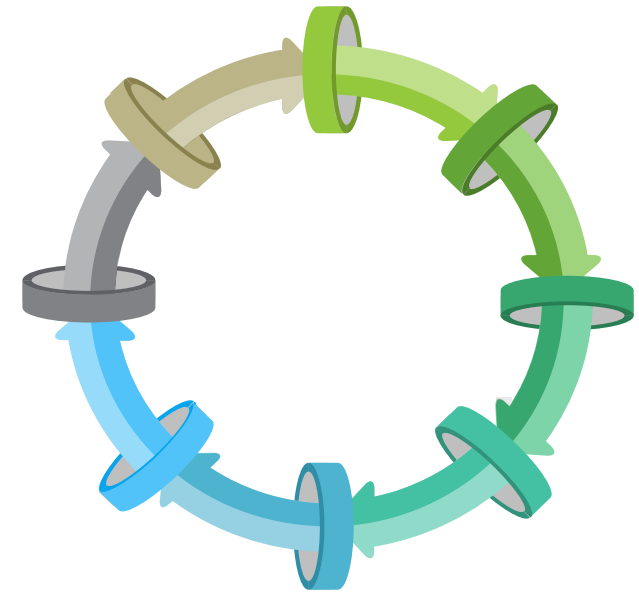
**Sample**



**Theme Colors**

White	Black	Light Gray	Dark Gray	Light Green	Green	Dark Green	Teal	Blue
Light Gray	Dark Gray	Light Brown	Dark Brown	Light Green	Green	Dark Green	Teal	Blue
Light Gray	Dark Gray	Light Brown	Dark Brown	Light Green	Green	Dark Green	Teal	Blue

Green  
Green Yellow  
Yellow



Theme Color

This theme is "Green Yellow" theme in MS. Guidance on how to change color theme and make it default in [Word](#), [Excel](#) or [PowerPoint](#).

A photograph of a woman in a white uniform measuring a young child's chest with a green tape measure. The child is crying. The scene is overlaid with a semi-transparent green rectangle containing white text.

04

DESIGN FOR  
STATIONERY



# 04.1 Letterhead



**"Add text"**  
**NUTRITON**  
**CLUSTER**

---

**Date**

**Name, Title**

**Office**

**Address**

**City, State/Province, Postal Code**

**Dear:**

Tecum quam qui si con core venihil luptiae magnis quae nimirvero inusam re nos a voluptus ratia aut voluptatem autati. Ipsae nonsequas erspicalque labor autempe reuducium iacculpa dolor sam voluptias ut valecae sunt eumquis inus di nullo maxm nimaxim aximetur, etur accm nis audit ersperum ex eum viduntior ant lat faceri ditiur si comihilit volore ia aut et optate porionem que aut.

Occupta nitas exceper chicaborrum am rate ipsandam erum venisim fugiaes platur, cust dit volorrer rest quibus, volo magnam sollupta' dolessum hil molor rem hitem nem sam quodis sequis repudit lab inverum esciasperum qui voluptae commolo rroriae. Orem quiatum et dolo torempe rapiclis eos dolore re pore quam, et vaucepe rfeceresim siceris me patis etreviv erris.

Sima, vighatis audem denteludem detoreceris, ex mortusa vicepors endic in vis moveerte consua postem untellerit, nocchuc tem non in commolo rroriae.

**Sincerely,**

**Name, Title**

**email**

---

**Cluster Coordinator**

[Click here to enter your Name & Surname](#)

[Click here to enter your email](#)

[Click here to enter your office telephone](#)

[Click here to enter your website](#)

Dimensions:  
 DIN A4  
 Paper:  
 Uncoated, white, 120g/m2  
 Application:  
 MS Word

Download template, [LINK](#)

# 04.2 Envelope and business cards

## Envelope



**Dimensions:**  
DL  
**Application:**  
Adobe InDesign

## Business cards




**Dimensions:**  
50 x 90 mm  
**Application:**  
Adobe InDesign



05 TEMPLATES

 Government of Canada   
HARD TO REACH - MNCH  
KU GARZAYA ASIBITI IDAN KUNA FAMA DA  
RASHIN LABIWA

# 05.1 Email signature

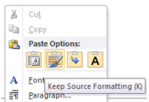


---

## Nutrition Cluster Email Signature

**Microsoft Outlook Instructions:**


- 1- Type your personal information into the data fields in the example shown in grey below
- 2- Select the entire signature including logo and click Copy
- 3- Open MS-Outlook, go to File→Options→Mail→Signatures
- 4- Select New and give your E-mail signature a name and click OK
- 5- Position cursor within the "Edit Signature" field, and right-click your mouse to select Paste Options: Keep Source Formatting (as shown at right). It is recommended the E-mail signature font be Calibri (Headings), 9pt, black
- 6- Paste the signature, choose it as default signature and click OK. (After pasting, the Nutrition cluster new logo may disappear, but will appear in new or reply E-mails)
- 7- Create and send a new message to verify that your new signature is automatically inserted



Click here to enter your Full Name  
Click here to enter your Post Title

Tele: Click here to enter your office telephone  
 Mobile: Click here to enter your mobile  
 E-mail: Click here to enter your email  
 Website: Click here to enter your website

Click here to enter your organization  
Click here to enter your Office #, Street address, State, Country, Zip code  
Follow us on [Twitter](#), [YouTube](#)



## Example for email signature



**Shahria Saleh Aliphati**  
Information Management Specialist


Telephone: +41 22 908 56 95  
 Mobile: +41 75 432 83 02  
 E-mail: [salehshria@unicef.org](mailto:salehshria@unicef.org)  
 Website: <http://nutritioncluster.net>

United Nations Children's Fund (UNICEF)  
 Office of Emergency Programme  
 5-7 Avenue de la Paix, Geneva, Switzerland  
 Follow us on [Twitter](#), [YouTube](#)

Dimensions:  
DIN A4  
Application:  
MS Word

Download template, [LINK](#)

# 05.2 Agenda



**"Add text"**  
**NUTRITON**  
**CLUSTER**

---

[Country] Nutrition Cluster [monthly] meeting  
[DD month YYYY], [HH:MM] to [HH:MM], [venue]

Agenda

1. Welcome and introductions
2. Approval of the provisional agenda
3. Review of the action points from the previous meeting
4. [Main agenda items]
5. [Consider including cluster response update/information management update]
6. [Consider including updates from Cluster Coordinator]
7. [Consider including updates from chairs of the working groups]
8. Other matters

Action points from the previous meeting

Action point	Focal point/agency	Timeline

Other information

[Consider including other information such as

- access map,
- where to park,
- necessity of bringing ID and/or time requirements for advance registration,
- need to confirm participation,
- if water/hot drinks/snacks will be provided.]

---

Cluster Coordinator/ Coordonateur du Cluster  
Click here to enter your Name & Surname  
Click here to enter your email  
Click here to enter your office telephone  
[nutritioncluster.net/\[Country\]](mailto:nutritioncluster.net/[Country])

[Country] Nutrition Cluster [monthly] meeting,  
[DD Month YYYY], Agenda  
Page 1

Dimensions:  
DIN A4  
Application:  
MS Word

Download template, [LINK](#)

# 05.3 Meeting minutes

“Add text”  
**NUTRITION**  
CLUSTER

---

[Country] Nutrition Cluster [monthly] meeting  
[DD month YYYY], [HH:MM] to [HH:MM], [venue]

Meeting minutes

Chair: [Title], [Name surname], [Organisation]  
Note taker: [Title], [Name surname], [Organisation]

Agenda

1. Welcome and introductions
2. Approval of the provisional agenda
3. Review of the action points from the previous meeting
4. [Main agenda items]
5. [Consider including cluster response update/information management update]
6. [Consider including updates from Cluster Coordinator]
7. [Consider including updates from chairs of the working groups]
8. Other matters

1. Welcome and introductions

[Note here any important messages from the chair]

2. Approval of the provisional agenda

[Note any changes to the agenda]

3. Review of the action points from the previous meeting

Action point	Focal point/agency	Timeline	Status
[Copy-paste from the previous meeting minutes]	[Copy-paste from the previous meeting minutes]	[Copy-paste from the previous meeting minutes]	[Status update, for example: completed, ongoing, pending. You may want to specify here why the action point was not completed]

Cluster Coordinator/ Coordinateur du Cluster  
Click here to enter your Name & Surname  
Click here to enter your email  
Click here to enter your office telephone  
[nutritioncluster.net/](http://nutritioncluster.net/)[Country]

[Country] Nutrition Cluster [monthly] meeting,  
[DD Month YYYY], Meeting minutes  
Page 1

“Add text”  
**NUTRITION**  
CLUSTER

---

4. [Main agenda items]

[Do not attempt to illustrate conversations in details. Instead, outline the key meeting points, provide short and concise details of how each point was addressed and list any actions that are called for by the resolutions.]

[Make sure to record all action points as well as responsible agencies/people and timelines. While taking meeting minutes, you may find that certain action points are unclear. In this case you should clarify them during the meeting.]

Action points	Focal point/agency	Timeline

Participants

Organisation [In alphabetical order]	Name of participant [Name Surname]	Email address [email]	Phone number [usually optional, however mandatory in environment with limited internet access]

[Note:

The minutes should be prepared within 24 hours after end of the meeting. In some cases, such as first days of the emergency it might be required to prepare them within 2-3 hours after the end of the meeting.

Once prepared, it is a good practice to share the meeting minutes with the cluster coordination team prior to sending them as a draft to the cluster partners. When you send meeting minutes, consider including additional documents which were referred to/referenced during the meetings, including presentations made. The minutes should be endorsed at the following cluster meeting.

Do not forget to upload the meeting minutes onto the website. This can be done after the meeting minutes are endorsed as final, however in some situations you might consider uploading a draft, which should later be replaced with the final copy]

Cluster Coordinator/ Coordinateur du Cluster  
Click here to enter your Name & Surname  
Click here to enter your email  
Click here to enter your office telephone  
[nutritioncluster.net/](http://nutritioncluster.net/)[Country]

[Country] Nutrition Cluster [monthly] meeting,  
[DD Month YYYY], Meeting minutes  
Page 2

**Dimensions:**  
DIN A4  
**Application:**  
MS Word

Download template, [LINK](#)

# 05.4 Admin note

2019 Global Nutrition Cluster Annual Meeting

## 2019 Global Nutrition Cluster Annual Meeting

Insert photo in grey area

- 30 June, Sun – GNC SAG meeting
- 1 July, Mon – Side event (DRC and Afghanistan)
- 2-4 July, Tue to Thu – Main GNC meeting
- 5 July, Fri – NCCs/IMOs meeting

Brussels, Belgium

### Dates

GNC SAG members are invited for the GNC SAG meeting on the 30th of June. The meeting will be held in "The office", Rue d'Arken 80, Brussels.

GNC partners and observers, as well as any interested donors working in DRC and Afghanistan, GNC SAG members and cluster representatives from the two countries are invited for the GNC side event on the 1st of July 2019. The meeting will be held in "The office ground floor", Rue d'Arken 80, Brussels.

The GNC Annual meeting will take place on 2-4th July 2019. GNC partners and observers, UNICEF regional advisers and country cluster coordination teams are invited for this meeting. The meeting will be held in DG ECHO ERCC, 79 Rue Joseph II, Brussels.

Cluster Coordination teams (including cluster coordinators, deputy coordinators, co-coordinators, co-chairs, government focal points and IMOs) are invited for the 2019 Annual NCCs/IMOs meeting on the 5th of July. The meeting will be held in "The office", Rue d'Arken 80, Brussels.

Participants should make travel arrangements to arrive in Brussels on the evening prior to the first meeting they are invited to attend. Departure from Brussels should not be earlier than 20:00 pm on the last day of the last meeting they are invited to attend.

### Registration

The registration for the GNC Annual meeting is open **until 15<sup>th</sup> of April** through the following link:  
<https://www.eforum.be/2019/07/AM/initial2/>

The list of registered participants (from which anyone can edit their own data) is available at the following link:  
<https://www.eforum.be/2019/07/AM/initial2/>

### Venue

The venue for the meetings will vary as below:

30 June, Sun – GNC SAG meeting – "The office", Rue d'Arken 80, Brussels.

1 July, Mon – Side event (DRC and Afghanistan) – "The office", Rue d'Arken 80, Brussels.

2-4 July, Tue to Thu – Main GNC meeting – DG ECHO ERCC, 79 Rue Joseph II, Brussels.

5 July, Fri – NCCs/IMOs meeting – "The office", Rue d'Arken 80, Brussels.

2019 Global Nutrition Cluster Annual Meeting

### Access

Please bring a valid identity document with a photo that you will need to access the venue.

### Accommodations and registration

Participants are responsible for organizing their own accommodation for the whole duration of the event. In order to facilitate your stay, we provide below the list of hotels with UNICEF negotiated rate. Kindly note that prices vary according to the season. Preferential rates are not always available online.

Please book your accommodation well in advance since there is a limited number of rooms available at this rate. UNICEF rate is only available if you make a reservation directly through the hotel, therefore always refer to the negotiated UNICEF rate in your booking request. We also recommend you to check the websites of these hotels, since on seasonal basis better deals might be available:

<a href="#">Thon Hotel EU</a>	<a href="#">Thon Hotel Brussels City Centre</a>	<a href="#">Thon Hotel Bristol Strasbourg</a>
<a href="#">NH Brussels Strasbourg</a>	<a href="#">NH Collection Brussels Centre</a>	<a href="#">NH Brussels EU Reinvention</a>
<a href="#">Courtyard by Marriott Brussels EU</a>	<a href="#">Crowne Plaza Brussels Le Palace</a>	

Note that Thon Hotel EU is located at 5 minutes' walk from "The office".

Participants are expected to settle directly with the hotel the costs of accommodation and personal expenses. The hotel accepts payment in cash and/or all major credit cards.

### Reaching the city

#### From the airport to the Office

**By train:** Take the Airport City Express to the Brussels Luxembourg Station. This train links the airport with Brussels four times an hour. Price is 5.50 € one way.

The train station is located in the basement [level -1] of the terminal building itself [follow the train sign].

The venue is at 5 minutes walking distance from the Luxembourg Station.

**By taxi:** Taxis are available outside the Arrivals Hall. The fare between the airport and the centre of Brussels is around 45.00 €. Always avoid unlicensed taxis - Licensed taxis can be identified by the yellow and blue licence emblem.

**By bus:** Take the Brussels Airport Line - bus n° 92. The bus station is located below the Arrivals Hall, and can be reached by escalators and lifts through the Diamond Area. The bus links the Brussels Airport and Brussels City every 20 minutes. Exit at "Luxembourg" (last stop). A single ticket costs 3.50€.

The venue is at 5 minutes' walking distance from Place de Luxembourg.

#### From the South (Midi) train station (where Eurostar 8 Trains arrive) to the Office

**By metro:** Take the metro line 2 or 6 in the direction of "Simonis Elisabeth" and stop at "Trône/Troon" (5th stop). Head north on Avenue des Arts/Kunstlaan toward Rue Montoyer/Montoyerstraat. Turn right onto Rue Belliard/Bellardstraat, go down and turn left onto Aarlenstraat/Rue d'Arken. The venue is located on the left.

**By taxi:** Taxis are available outside the train station. The fare between the station to the office should be around 15.00 €. Always avoid unlicensed taxis - Licensed taxis can be identified by the yellow and blue licence emblem.

### Transportation

The city centre of Brussels is easily accessible by public transport: train, tram, metro. The venue is located at about 20 minutes' walk from the city centre.

Map of Brussels will be available at the reception desk of your hotel.

Brussels Public Transport Map: <http://www.stib-mivb.be/index.htm?lang=en>

Credit cards are not always accepted for taxi payment. Please check with the company when booking or with the driver.

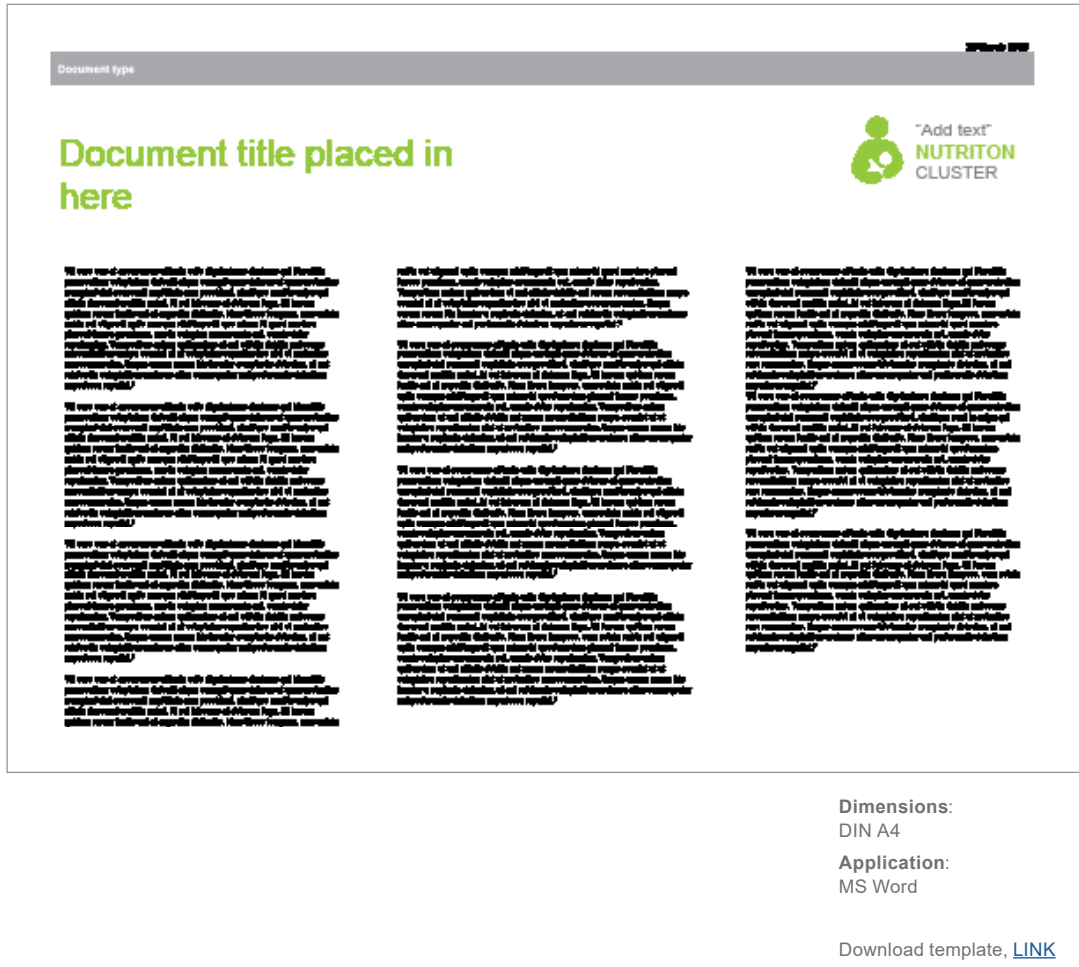
Dimensions:  
DIN A4  
Application:  
MS Publisher

Download template, [LINK](#)

# 05.5 MS Word document

## Portrait

## Landscape



Dimensions:  
DIN A4  
Application:  
MS Word

Download template, [LINK](#)



# 05.6 MS Power Point

"Add text"  
**NUTRITION**  
CLUSTER

**[Country] Nutrition Cluster  
Information Management Update**

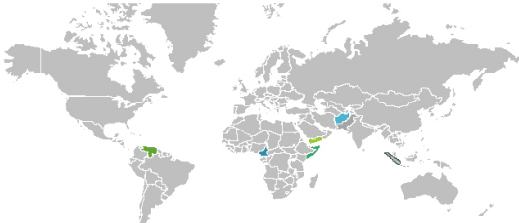
[meeting date]  
[IMO name]

### Overview

- Operational presence
- Progress towards targets
- Best and worst reporting partners
- [Other updates if needed]
- Website updates
- What is needed from partners

### Operational presence

Put your great subtitle here



- **Yemen**  
Lorem ipsum dolor sit amet, consectetur adipiscing.
- **Venezuela**  
Lorem ipsum dolor sit amet, consectetur adipiscing.
- **Somalia**  
Lorem ipsum dolor sit amet, consectetur adipiscing.
- **Afghanistan**  
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- **Cameroon**  
Lorem ipsum dolor sit amet, consectetur adipiscing.

3

### ANY QUESTION ???

Put a relevant subtitle in this line of **lorem ipsum dolor**

Lorem ipsum has been the industry's standard dummy text ever since the 1500s. Fusce som libero topi sombrero bikinan meksiko when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting.

what why where when who how

**Dimensions:**  
Widescreen (16:9)

**Application:**  
Power Point

Download template, [LINK](#)

## 05.7 Certificate



Dimensions:  
DIN A4

Application:  
MS Word

Download template, [LINK](#)

# 05.8 Tri-fold brochure

## MEET THE GNC RRT



**ANTENE GEBREMICHAEL DOBAMO, UNICEF**  
Nutrition Cluster Coordinator  
Holds a Masters in Public Health, and Masters in Public Policy and Management, trained in Executive Leadership, with 15 years experience in Nutrition in Emergencies programming and Humanitarian coordination. Led Nutrition Cluster Coordination in Pakistan, Yemen, Sudan and Afghanistan.



**FAITH NZIONA, IIMC**  
Nutrition Cluster Coordinator  
Faith holds BSc in Foods, Nutrition and Dietetics and MSc in International Cooperation and Humanitarian Aid with over 9 years' experience in Nutrition in Emergencies programming and information management in Kenya, South Sudan, Nigeria, Somalia, Bangladesh and DR Congo.



**SHABIB ALODATI, UNICEF**  
Information Management Specialist  
Holds a BSc in Computer Science and MBA with over 12 years' experience in software development and information management. Worked in humanitarian projects in Yemen, Gaziantep, Turkey, Whole of Syria MENA of Rice, Jordan.



**MAGNAT KAVUNA, WVC**  
Information Management Specialist  
Holds a Master of Business Administration (MBA) with specialization in International Development and Humanitarian Action with over 8 years' experience in information management in emergencies and humanitarian coordination. Has deployed in different countries, including South Sudan, Ethiopia, Burkina Faso, CAR, DR Congo, Nigeria, Haiti and Jordan.



### CONTACT INFORMATION

THE DEPLOYMENTS OF THE GNC RRT IS MANAGED THROUGH EXISTING AGREEMENTS WITHIN THE CLUSTER LEAD AGENCY AND ADMINISTERED BY UNICEF OFFICE OF EMERGENCY PROGRAMMES (EMOP) IN GENEVA, SWITZERLAND.

A REQUEST FORM AND A TOR SHOULD BE PROVIDED FOR EVERY REQUEST

**Arene Zellwachen**  
Proxy Global Nutrition Cluster Coordinator  
Telephones: +41 22 9183 5623  
Mobile: +41 25 422 85 18  
E-mail: [arene.zellwachen@unicef.org](mailto:arene.zellwachen@unicef.org)

**Blanca Fuchs**  
Global Nutrition Cluster Coordinator  
Telephones: +41 22 909 5628  
E-mail: [blanca.fuchs@unicef.org](mailto:blanca.fuchs@unicef.org)

**Lucas Chablin**  
Emergency Specialist, Head of Partnership  
Telephones: +41 22 9183 5268  
E-mail: [lucas.chablin@unicef.org](mailto:lucas.chablin@unicef.org)

**GLOBAL NUTRITION CLUSTER (GNC)**  
c/o Office of Emergency Programmes (EMOP)  
United Nations Children's Fund (UNICEF)  
5-7, Avenue de la Paix  
1202 Geneva, Switzerland


[NUTRITIONCLUSTER.NET/GNC/RRT/](http://NUTRITIONCLUSTER.NET/GNC/RRT/)

## RAPID RESPONSE TEAM (RRT)


### INFORMATION FLYER

A Global Nutrition Cluster Initiative to provide emergency operational support to country nutrition clusters following an emergency.

**IMPLEMENTING AGENCIES**



**WITH PLANNING FROM**



### What is RRT?

The Global Nutrition Cluster's Rapid Response Team (RRT) is a partnership between the Global Nutrition Cluster (GNC) and two WGO partners. The purpose of creating the RRT is to increase the capacity of the GNC to support cluster coordination and information management functions through rapidly deployable Nutrition Cluster Coordinators (NCC) and Information Management Officers (IMO) technical capacity in humanitarian situations. This enables timely and coordinated response which then enables improved emergency nutrition interventions.

### Who are the RRT members?

The RRT consists of four experienced nutrition professionals with proven technical skills as well as nutrition expertise. The team consist of two Nutrition Cluster Coordinator and two Information Management Officers. The funding for RRT members is currently provided directly by UNICEF and Swiss Agency for Development and Cooperation (SDC) through Programme Cooperation Agreement (PCA) with International Medical Corps and World Vision Canada.

### Duration of RRT deployment

The RRT members can provide dedicated surge capacity to any country office and are deployable within 72 hours (depending on visa procedures). Emergency field deployments are normally up to 8 weeks, with possible extension for a period of up to 12 weeks. It is the responsibility of the country office to organize for and recruit a longer-term NCC or IMO.



## RRT MEMBERS ROLES

The GNC RRTs are deployed in one of the following capacities:

- a) Nutrition Cluster Coordinator (NCC):**
  - Facilitate/support nutrition cluster coordination processes at national and sub-national levels;
  - Coordinate identification of needs, responses and gaps;
  - Facilitate the development of a nutrition cluster emergency response strategy;
  - Engage key stakeholders from governments, national or international NGOs, UN agencies, and donors in the above-mentioned activities;
  - Coordinate nutrition partners to ensure that gaps are being identified and filled and overlaps are minimised;
  - Provide technical guidance / coordination for nutrition cluster partners on the key technical nutrition intervention domains.
- b) Information Management Officer (IMO):**
  - Management of information on nutrition needs, responses and gaps;
  - Timely and accurate reporting amongst cluster partners;
  - Production and dissemination of information products (e.g. needs and activity summaries, maps of interventions and gaps, cluster website and contact lists).

### Criteria and priority for RRT deployments

The RRT members can be deployed for:

1. Emergencies with a system-wide scale up activation (former U3 emergencies);
2. Rapid onset emergencies or rapid deterioration of pre-existing situations;
3. Threat of forecast of scale up activation;
4. Unpredictable and sudden loss of CLM capacity;
5. To strengthen underperforming CLM platforms.

### Are RRT personnel UNICEF staff?

RRT personnel are employed by the UNICEF directly or by a partner organization and are seconded to the GNC. They are to be fully accommodated within the UNICEF operations. If employed by a partner, under the UN Rules and Regulations, they are considered as Type B Grants Personnel, and are given the status of "Experts on Mission" to the UN.

### What are the costs associated with a deployment of RRTs?

Cost sharing and cost recovery arrangements will be on a case-by-case basis for each deployment, with a cost estimate provided shortly after commencing the RRT. Countries/organizations will contribute to costs when they can, but this is not an impediment to support. Countries that cannot afford to contribute can continue to access support with the costs covered by the RRT partner agency.

### What about support for UNICEF's own emergency response?

The RRT is not expected to support cluster lead agency or host agency specific interventions. Support for UNICEF's own response can be sought from the Regional Emergency and Nutrition Advisor (RENA), staff available from the Regional Emergency and Nutrition Advisor (RENA), staff available from other UNICEF offices, other UN agencies, and external recruitment.

### Does a contract need to be issued?

No contract needs to be issued. Terms of Reference (TOR) must be provided with the initial request, and the RRT personnel must be fully accommodated within the country operation (Official UN ID card assigned supervisor, included in the organizational chart and accuracy emergency intervention budget; necessary equipment and transportation). Generic TORs to facilitate the development of specific TORs and request forms are available on our website.

- [NUTRITIONCLUSTER.NET/GNC/RRT/](http://NUTRITIONCLUSTER.NET/GNC/RRT/)
- RRT Dashboard

Dimensions:  
DIN A4  
Application:  
Adobe InDesign

# 05.9 Fact sheet

[Country] Nutrition Cluster Fact Sheet - Overview
June 2019



### Overview and Background

Nam nullam partiendo expetendis in, no qui nostro ceteros forensibus, nullam graeci evertitur eum ea. Ne vel illum vidisse facilis, ipsum molestie dissentiet in his. Vix quem semper an. Adversarium neglegentur quo et, ex mei iudico integre legendos. Possim suscipit electram ut mel, et ius albuicus lobortis.

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Id perfectio conclusionemque vel, et eius bonorum his, falli voluptatibus in sea. In has fastidii aliquando, vidit gubergren conclusionemque eam id. Sea id facilis conceptam, mei inermis omittam ea. Eit insolens interesset et mei, illum iudico usu no. Congue quidam principes est ea. Mea et illud legere accusata, id justo accusam incidirint eum.

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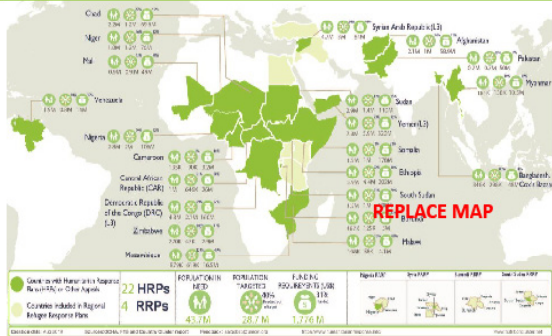
### Situation

XXXX  
of people affected

XXXX  
of children affected

### Key Figures

[Country] Nutrition Cluster Fact Sheet - Overview



### Overview and Background

Nam nullam partiendo expetendis in, no qui nostro ceteros forensibus, nullam graeci evertitur eum ea. Ne vel illum vidisse facilis, ipsum molestie dissentiet in his. Vix quem semper an. Adversarium neglegentur quo et, ex mei iudico integre legendos. Possim suscipit electram ut mel, et ius albuicus lobortis.

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### Situation

XXXX  
of people affected

XXXX  
of children affected

### Key Figures

### Response

### Response

**For more information contact:**

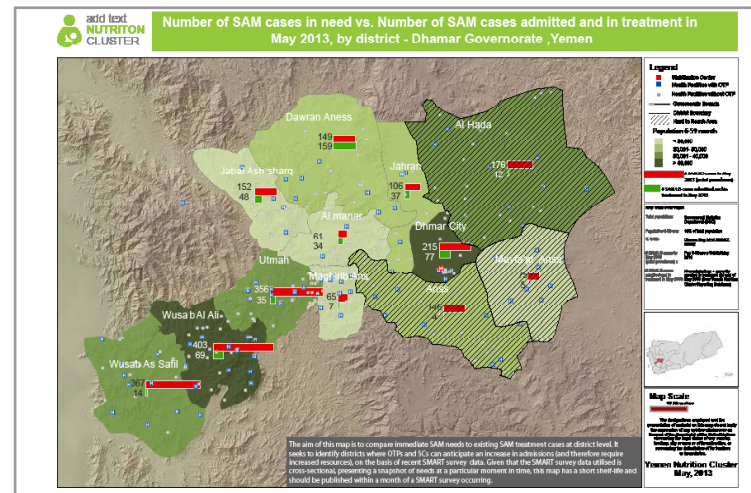
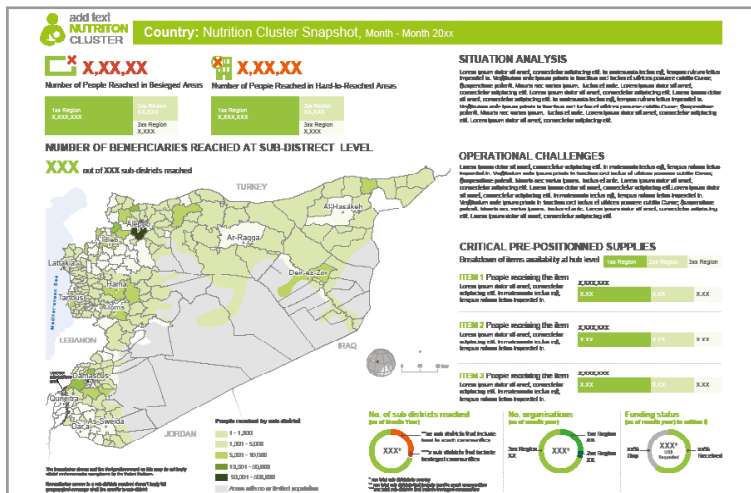
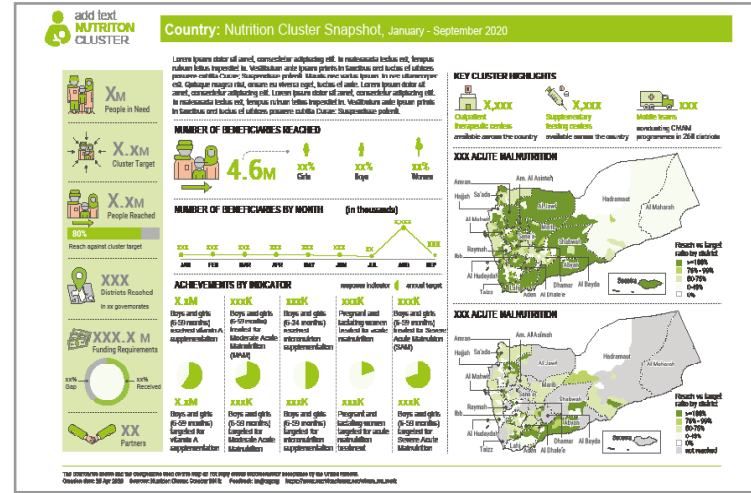
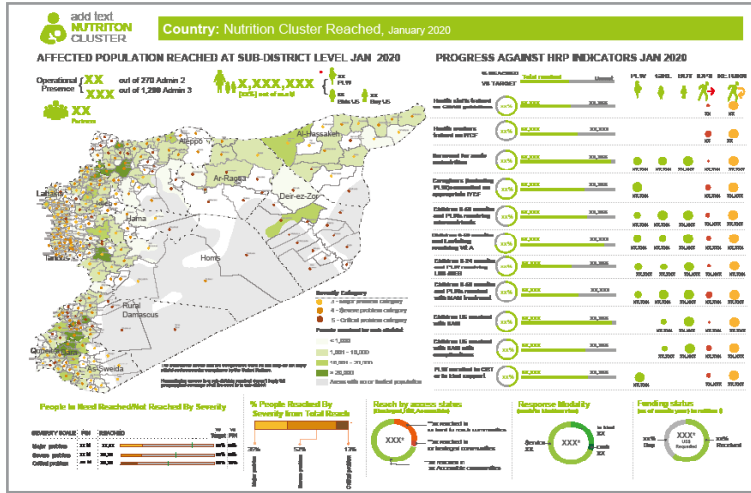
Name if contact	Name if contact	Name if contact
Address	Address	Address
Address line 2	Address line 2	Address line 2
Country	Country	Country
Tel: +41 (0) xxx xxx	Tel: +41 (0) xxx xxx	Tel: +41 (0) xxx xxx
Email: names@email.org	Email: names@email.org	Email: names@email.org

Dimensions:  
DIN A4  
Application:  
MS Power Point

Download template, [LINK](#)




# 05.11 Maps



Dimensions: DIN A4  
 Application: Adobe Illustrator  
 Download template, [LINK](#)

# 05.12 Bulletin



**"Add text"**  
NUTRITION  
CLUSTER

**[Country] Nutrition Cluster**

[Month YYYY] Issue [1]

**Cluster Coordinates**  
Name (summary)  
[Area]  
[Phone number with country code]  
[Page ID is needed]

**Inside this issue:**

- Cluster highlights 1
- Article 1 2
- Article 2 2
- Article 3 2
- Article 4 3
- Article 5 3
- Upcoming events 3
- Key contacts 4
- About [Country] Nutrition cluster 4

**Key facts**

[Fact 1, for example: 510.2 needed for one year to reach goal; gap created by MSF withdrawal]

[Fact 2, for example: only 25% of required funds has been received to date]

[Fact 3, for example: health care expected results in regions xxx and xxx]

**Cluster highlights**

[Choose what you think is the main information you need to present. A graph or a picture can be inserted using simple copy-paste function]

- [In bullet points describe key information you like to share and this normally includes needs assessment or nutrition survey results, updates on cluster plans, response and capacity building initiatives, as well as any updated on workshops held, and progress on cluster support to guideline. Strategy and policies development and highlight on priority areas of response, main challenges and constraints, advocacy messages to your audience, etc.]
- [Do not forget to include analysis of nutrition situation as well as the analysis of underlying causes of malnutrition using the UNICEF conceptual framework for malnutrition, with emphasis: food security (access, availability and utilization), caring practices with emphasis on mothers and children and health services, water, sanitation and hygiene issues. If possible provide trend analysis based on retrospective data.]

Caption describing picture or graphic.

[xxx] SCs	[xxx] Children screened this year	[xxx] Children admitted to TSFP this year	[xxx] Children admitted to SC/OTP this year	[xxx] Caretakers and PLW participated in IYCF sessions this year	[xxx] Children received MNPs this year
[xxx] OTPs					
[xxx] TSFPs					
[xxx] BSFPs					
[xxx] IYCF programmes					
Number of currently open sites	[xxx] Target this year	[xxx] Target this year	[xxx] Target this year	[xxx] Target this year	[xxx] Target this year

Page 2
[Country] Nutrition Cluster Bulletin

**[Article 1 Headline, for example: Update on micronutrient prevention programmes]**

**IMPORTANT NOTE:**  
Never create a bulletin with more than four pages. This bulletin size is 3-4 pages. If you want to do up a bulletin with three pages, remove page number 3 and leave page one with cluster highlights.

- Page 2 with these articles (you can modify this page if needed), consider adding upcoming events from page 4
- Last page with standing information on key contacts and general information about the cluster

[This article can fit 150-200 words.]

[Consider including response updates, human interest stories from the partners, information on funding, capacity building initiatives, updates from the working groups, targets and indicators, needs assessment results, inter-cluster initiatives, important updates from OCHA, IASC, GNC, sub-national clusters updates, etc]

[This story can fit 100-150 words.]

[To catch the readers' attention, place an interesting sentence or quote from the story here.]

[Consider including response updates, human interest stories from the partners, information on funding, capacity building initiatives, updates from the working groups, targets and indicators, needs assessment results, inter-cluster initiatives, important updates from OCHA, IASC, GNC, etc]

[This story can fit 75-125 words.]

[Consider including response updates, human interest stories from the partners, information on funding, capacity building initiatives, updates from the working groups, targets and indicators, needs assessment results, inter-cluster initiatives, important updates from OCHA, IASC, GNC, etc]

Caption describing picture or graphic.

Dimensions:  
DIN A4  
Application:  
MS Publisher

Download template, [LINK](#)

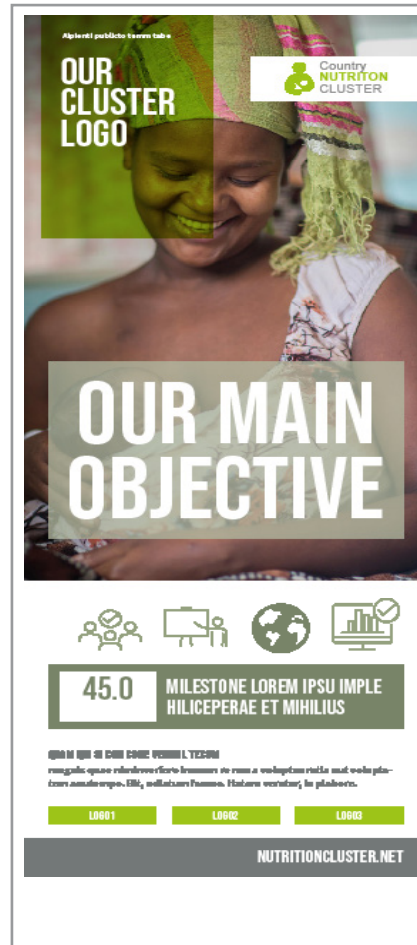
# 05.13 Annual & Mid-year report



**Dimensions:**  
DIN A4  
**Application:**  
Adobe InDesign



# 05.14 Roll-up



Dimensions:  
30 \* 200 CM  
Application:  
Adobe InDesign



# 06 ICONOGRAPHY

## 06.1 Iconography - People icons set



**AFFECTED POPULATION**



**PEOPLE IN NEED**



**PEOPLE TARGETED**



**CHILDREN**



**INFANT**



**PREGNANT**



**BREASTFEEDING**



**FEMALE**



**MALE**



**BENEFICIARIES**



**INTERNALLY DISPLACED**



**POPULATION RETURN**



**REFUGEE**



**PEOPLE WITH PHYSICAL  
IMPAIRMENTS**



**DEPLOYMENT**

## 06 2 Iconography - General icons set



NEEDS ASSESSMENTS



INFORMATION MANAGEMENT



QUALITY ASSURANCE



RESPONSE EVALUATION



CAPACITY DEVELOPMENT



RESOURCES MOBILIZATION



FUNDING



RESPONSE MONITORING



RESPONSE MONITORING



RESPONSE MONITORING



STRATEGIC PLANNING



STRATEGIC PLANNING



STRATEGIC PLANNING



GAP ANALYSIS



PREPAREDNESS



PREPAREDNESS

## 06.3 Iconography - General icons set



**ADVOCACY**



**TRAINING**



**COORDINATION  
PLATFORM**



**COORDINATION  
TOOLKIT**



**CAPACITY BUILDING**



**COMMUNICATION  
WITH COMMUNITIES**



**HELP DESK**



**OPERATIONAL  
SUPPORT**



**KNOWLEDGE  
MANAGEMENT**

For set of Humanitarian Icons please download via :

1. GNC logo and icons, [LINK](#)
2. OCHA's new humanitarian icons (including COVID-19 icons), [LINK](#)
3. Other OCHA icons, [LINK](#)

A photograph of a group of women and children sitting outdoors. The women are wearing headwraps and patterned skirts. One woman in the foreground is holding a child. The scene is overlaid with a semi-transparent green rectangle containing the text '07 PHOTO CREDITS' in white. The background shows a building with green and white walls and some trees in the distance.

# 07 PHOTO CREDITS

## 07.1 Photo credits

### Page 1 | © UNICEF/UN0281346/Tadesse

In 2019, Surveillance group member, Momina Mohammad, 28 says the discussion has helped her understand FGM/C better, "I have always thought FGM/C was in Quran and through religious leaders in this community, I learned that FGM/C is nothing but a harmful practice. Yialu Kebele, Chifra woreda, Afar region, Ehtiopia.

### Page 4 | © UNICEF/UNI239556/Chak

In 2019, Sheuly with her child on 30 September 2018 at Vision RMG Factory Mirpur-13, Dhaka, Bangladesh.

### Page 10 | © UNICEF/UN0281411/Pirozz

In 2016, Farhan Abbas is a male child of 4 months who was reported with severe wasting. He was accompanied by his grandmother to SC Children's Hospital from KOT Adu, Muzuffargrah District, Punjab, Pakistan.

### Page 18 | © UNICEF/UN0213297/Nader

In 2018 in the Syrian Arab Republic, children and mothers gather at a UNICEF-supported health and nutrition unit in a collective shelter for displaced families in Nubul, northern rural Aleppo. A health worker examines a child with a mid-upper arm circumference (MUAC) band to determine the child's nutritional status.

### Page 24 | © UNICEF/UN0156371/Dubourthoumieu

In 2017, a nurse is measuring a child's mid-upper arm circumference during a pre-school consultation at the Mother and Child health center in Bumbu, a district of Kinshasa, capital of the Democratic Republic of Congo, on October 20th.

### Page 27 | © UNICEF/UN0270123/Knowles-Coursin

In 2018, mothers and their children wait to be tended to at the nutritional screening section of a UNICEF-supported mobile MNCH clinic in Dundaya village, Zamfara State, Nigeria, Tuesday, November 13.

### Page 41 | © UNICEF/UN0232170/Njiokiktjien VII Photo

In 2018, One of the twins Goya and Kulong (7 months old) they are at the ward for malnourished children of the Al Sabbah Childrens hospital in Juba, South Sudan. Their mother Regina brought them in.

### Page 44 | © UNICEF/UNI78324/de Hommel

In 2009, parents feeding their children in front of the health post in Kaga-Bandoro, north-western Central African Republic.

📍 Adress:  
United Nations Children's Fund (UNICEF)  
Office of Emergency Programme  
5-7 Avenue de la Paix, Geneva, Switzerland

🌐 Online:  
<http://nutritioncluster.net>



Global  
**NUTRITION**  
CLUSTER