Nutrition cluster brand book

2020

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

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).

Table of contents

01 LOGO DESIGN

01.1   Logo and usage

Global
NUTRITION
CLUSTER

1. The icon

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 te GNC logo and icons, LINK

Example :

Afghanistan
NUTRITION
CLUSTER

Chad **NUTRITION**
CLUSTER

Venezuela
NUTRITION
CLUSTER

GNC GREEN VERSION	GRY SCALE VERSION	NEGATIVE VERSION	WHITE VERSION
Country **NUTRITION** CLUSTER	Country **NUTRITION** CLUSTER	Country **NUTRITION** CLUSTER	Country **NUTRITION** CLUSTER

01.2   Measurements of logo

52.87 mm

22.16 mm

17.91 mm

83.70 mm

63.52 mm

112.26 mm

121.62 mm

Country
NUTRITION
CLUSTER

01.3   Logo clearspace
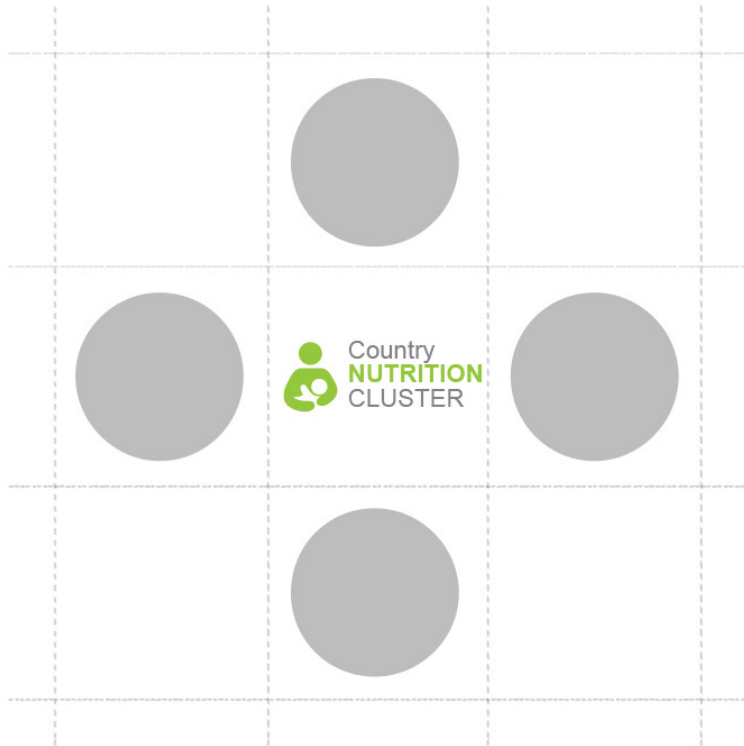
Exclusion zones

Always allow a minimum space around the logo.

Minimum width
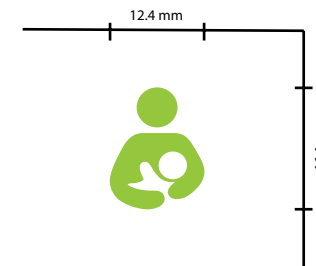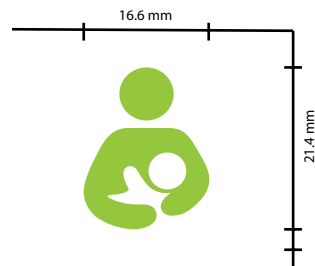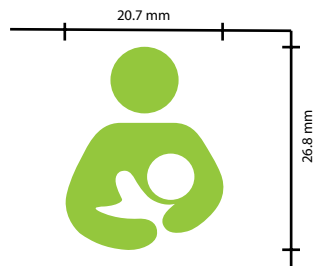
The logo minimum width is 90px or 32mm.

Maximum width

There is no maximum size defined for this

01.4   Minimum logo size

MINIMAL SIZES FULL LOGO

37 mm

13 mm

Country
NUTRITION
CLUSTER

26.7 mm

9.6 mm

Country
NUTRITION
CLUSTER

22.5 mm

8.1 mm

Country
NUTRITION
CLUSTER

MINIMAL SIZES LOGO SYMBOL

20.7 mm

26.8 mm

16.6 mm

21.4 mm

12.4 mm

16.1 mm

01.5   Incorect use

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£$?!<>{}[]#¢™®

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)
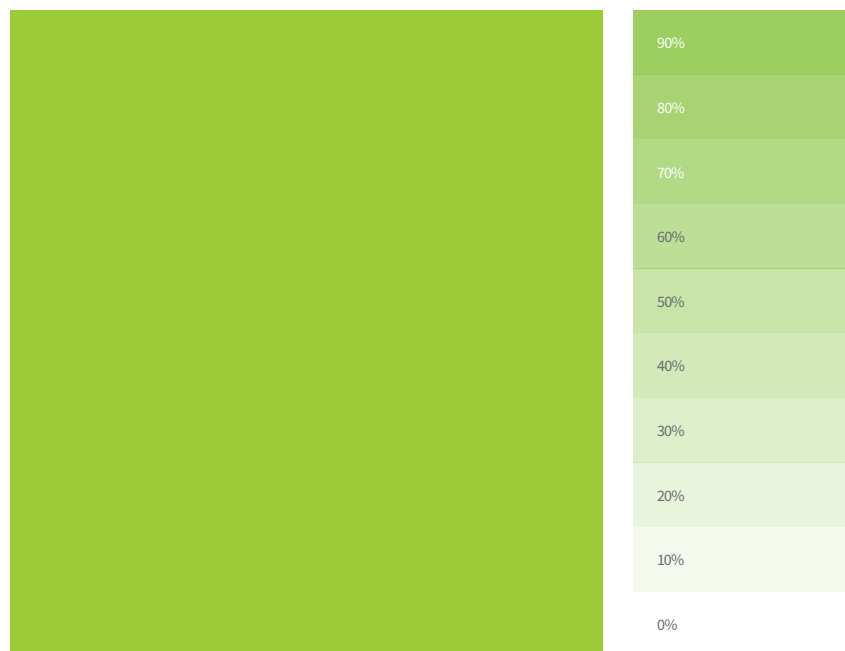
Citing a reference with no date:

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

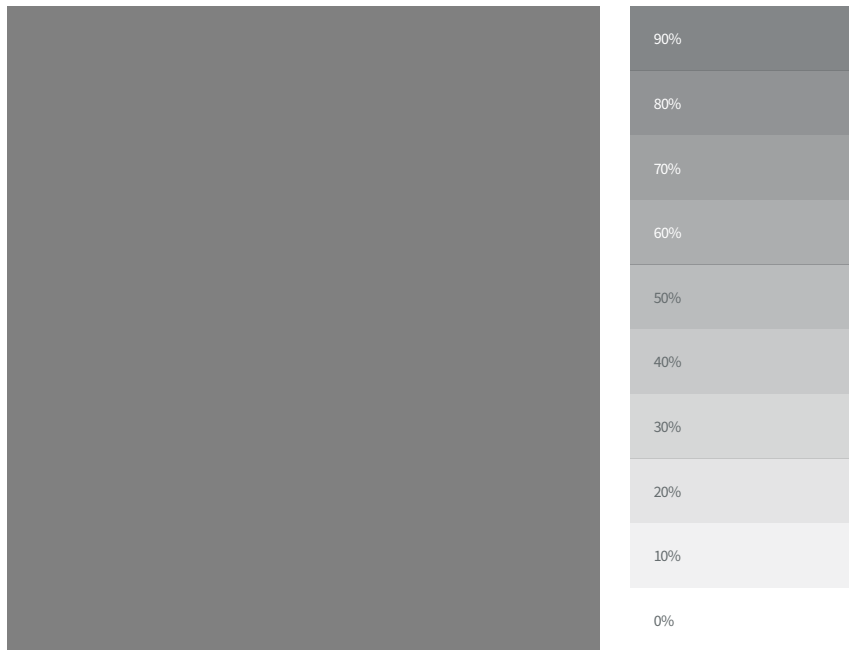More information on the Harvard Format Citation Guide available on https://www.mendeley.com/guides/harvard-citation-guide

03 COLOR PALETTE

03.1   Primary color palette

90%

80%

70%

60%

50%

40%

30%

20%

10%

0%

COLOR CODES

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

03.2   Secondary color palette

	90%
	80%
	70%
	60%
	50%
	40%
	30%
	20%
	10%
	0%

	90%
	80%
	70%
	60%
	50%
	40%
	30%
	20%
	10%
	0%

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

80%

60%

40%

20%

COLOR CODES

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

80%

60%

40%

20%

COLOR CODES

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

80%

60%

40%

20%

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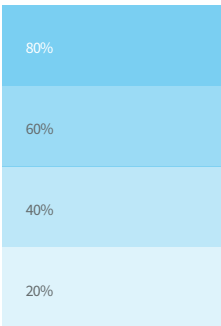
CMYK   C66 M9 Y16 K0
RGB   R78 G179 B207
HEX   4EB3CF

80%

60%

40%

20%

03.2   Secondary color palette - Continuation
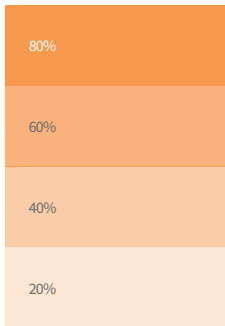
COLOR CODES

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

80%

60%

40%

20%

COLOR CODES

CMYK   C0 M61 Y98 K0
RGB   R238 G123 B8
HEX   EE7B08

80%

60%

40%

20%

COLOR CODES

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

80%

60%

40%

20%

COLOR CODES

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

80%

60%

40%

20%
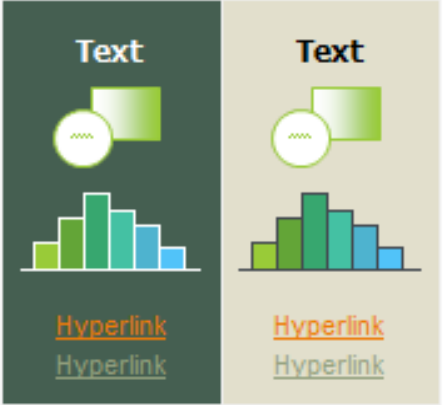
03.3 Color palette - Example

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

Text

Text

Hyperlink
Hyperlink

Hyperlink
Hyperlink

Theme Colors

Green

Green Yellow

Yellow
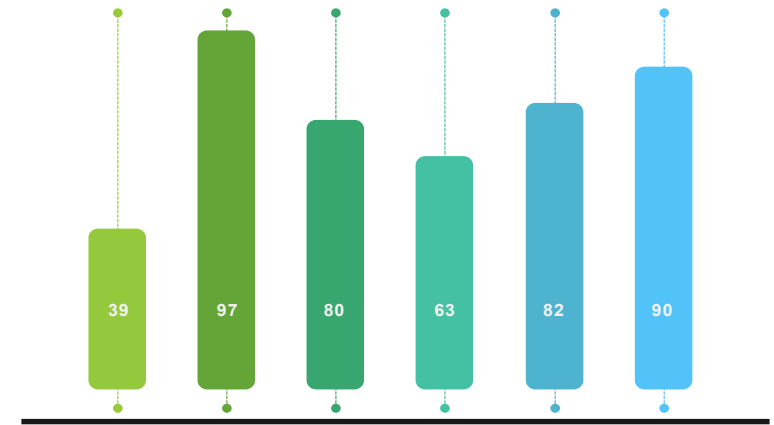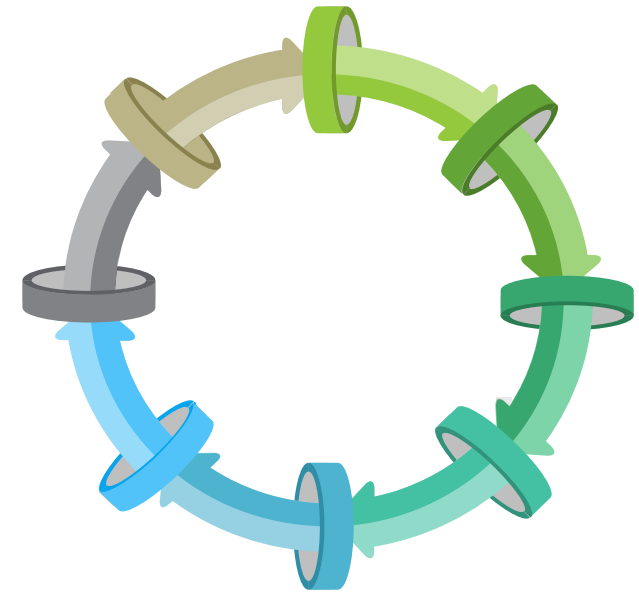
Theme Color

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

39 97 80 63 82 90

04 DESIGN FOR STATIONERY

04.1 Letterhead

Dimensions:
DIN A4

Paper:
Uncoated, white, 120g/m2

Application:
MS Word

Download template, LINK

04.2   Envelope and business cards

Envelope

Business cards

Country NUTRITION CLUSTER

COUNTRY NUTRITION CLUSTER

City Name
The street name 123/45
Postal Code 79 35 457

Telephone: 00 123 456 789
Fax: 00 123 456 789
E-mail: office@company.com

nutritioncluster.net/country

City Name , The street name 123/45, Postal Code 79 35 457

Country NUTRITON CLUSTER

NAME & SURENAME

Your Title

Office
City Name
The street name 123/45
Postal Code 79 35 457

Telephone: 00 123 456 789
Fax: 00 123 456 789
E-mail: office@cluster.com

nutritioncluster.net/country

Country NUTRITION CLUSTER

Dimensions:
DL

Application:
Adobe InDesign

Dimensions:
50 x 90 mm

Application:
Adobe InDesign

05 TEMPLATES

05.1   Email signature

Global
NUTRITION
CLUSTER
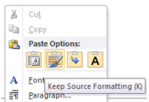
Nutrition Cluster Email Signature

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

"Add text"
NUTRITION
CLUSTER

Example for email signature

Shabib Saleh Algabati
Information Management Specialist

Telephone: +41 22-909 56 95
Mobile: +41 75 432 83 02
E-mail: shabati@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

Global
NUTRITION
CLUSTER

Dimensions:
DIN A4

Application:
MS Word

Download template, **LINK**

05.2 Agenda

Dimensions:
DIN A4

Application:
MS Word

Download template, **LINK**

05.3 Meeting minutes

Template Page 1

"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/[Country]

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

Template Page 2

"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	Name of participant	Email address	Phone number
[In alphabetical order]	[Name Surname]	[email]	[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/[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

- 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

Insert photo in grey area

unicef · Global NUTRITION CLUSTER · European Commission

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'Arlon 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'Arlon 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'Arlon 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 15th of April through the following link:

https://annual/forms/2asUUnYAMinthk2.

The list of registered participants (from which anyone can edit their own data) is available at the following link:

https://awesome-table.com/-L_JZGKULXGBBxxSEbView.

Venue

The venue for the meetings will vary as below:

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

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

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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:

Thon Hotel EU	Thon Hotel Brussels City Centre	Thon Hotel Bristol Stephanie
NH Brussels Stephanie	NH Collection Brussels Centre	NH Brussels EU Berlaymont
Courtyard by Marriott Brussels EU	Crowne Plaza Brussels Le Palace	

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° 12. 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 & Thalys 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/ Belliardstraat, go down and turn left onto Aarlenstraat/Rue d'Arlon. 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?l=en

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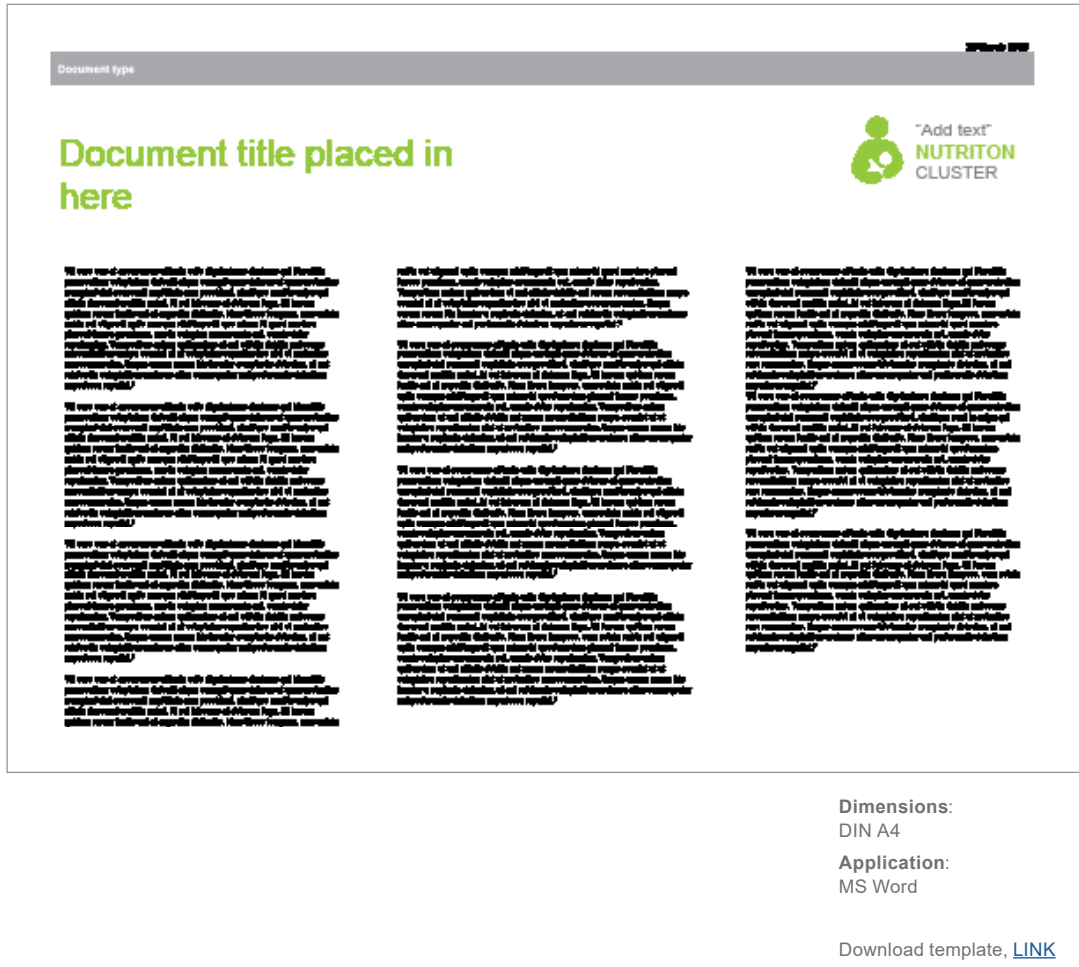

Dimensions:
DIN A4

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

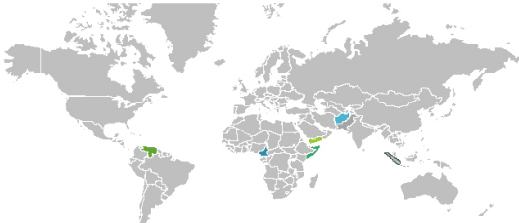**[Country] Nutrition Cluster
Information Management Update**

[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
Lorem ipsum dolor sit amet, consectetur adipiscing.

Cameroon
Lorem ipsum dolor sit amet, consectetur adipiscing.

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

33

05.7   Certificate

Dimensions:
DIN A4

Application:
MS Word

Download template, LINK

05.8   Tri-fold brochure

Dimensions:
DIN A4

Application:
Adobe InDesign

05.9   Fact sheet

Dimensions:
DIN A4

Application:
MS Power Point

Download template, LINK

05.10 Newsletter

Dimensions:
DIN A4

Application:
MS Publisher

Download template, LINK

05.11 Maps
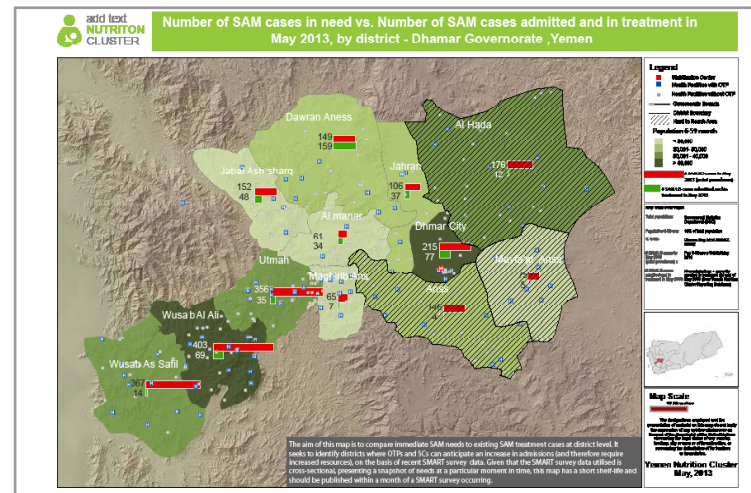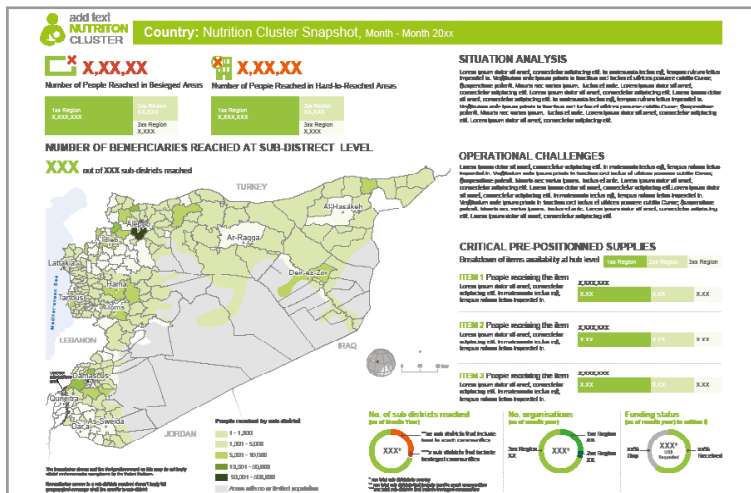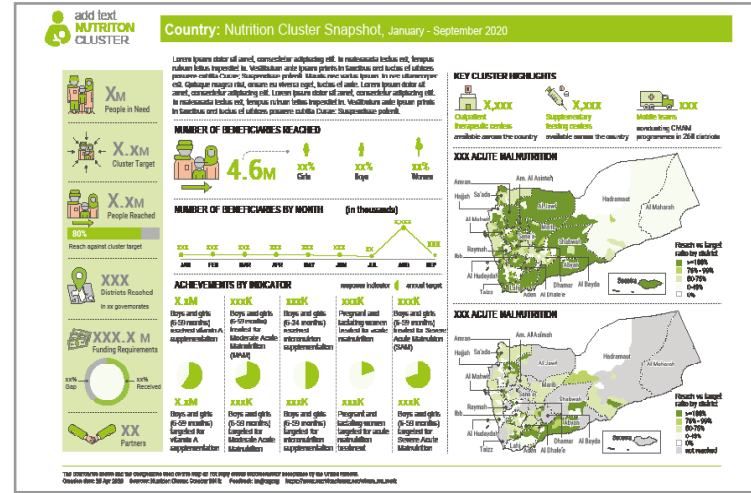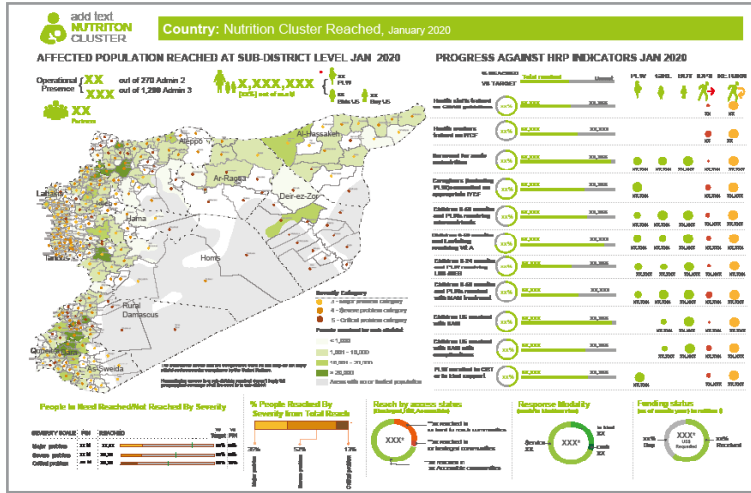
Dimensions:
DIN A4

Application:
Adobe Illustrator

Download template, **LINK**

05.12 Bulletin

"Add text"
NUTRITON CLUSTER

[Country] Nutrition Cluster

[Month YYYY]   Issue [1]

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 included 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 emphasizes 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.

Cluster Coordinator
[Name Surname]
[email]
[phone number with country code]
[Skype 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

[aci 1, for example $10,3 needed for one year for millgate-gap crated by MSF withdrawal]

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

[aci 3, for example floods are expected next month is regions xxx and xxx]

[xxx] SCs [xxx] OTPs [xxx] TSFPs [xxx] BSFPs [xxx] IYCF programmes Number of currently open sites	[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] 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. The optimal size is 3-4 pages. If you want to develop a bulletin with three pages, remove page number 3 and leave.

- Page one with cluster highlights
- Page 2 with three articles (you can modify this page of 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]

"To catch the reader's attention. place an interesting sentence or quote from the story here."

[This story can fit 100-150 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]
[Hint: to encourage partners to submit human interest stories you might provide description of their organizational profile in submitted by them human interest story.]

[Article 2 Headline, for example: Results of nutrition]

[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.]

05.13 Annual & Mid-year report

Dimensions:
DIN A4

Application:
Adobe InDesign

05.14 Roll-up
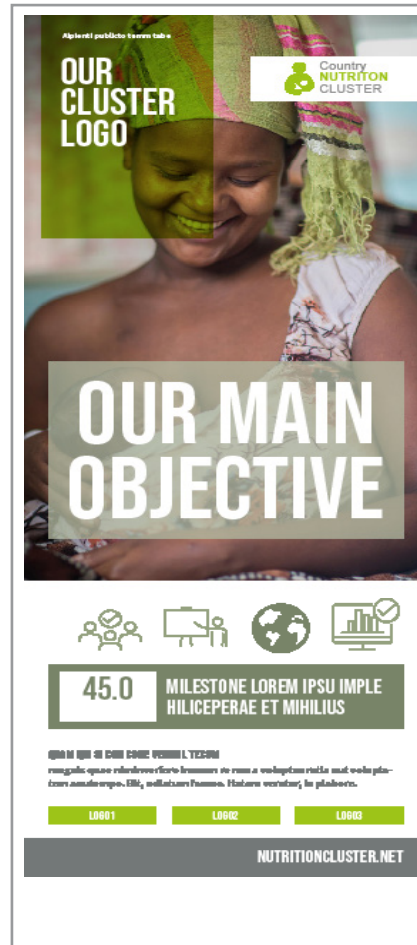
Dimensions:
30 * 200 CM

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

07 PHOTO CREDITS

07.1   Photo credits

Page 1 | © UNICEF/UN0281346/Tadesse

In 2019, Surveillance group member, Momina Mohammod, 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.

Global
NUTRITION
CLUSTER