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Attachment : 1 (one) document

27 October 2023

Mrs. Ony Linda, M.Kes

Dean

Faculty of Health Sciences Universitas Prof. Dr. Hamka
Jl. Limau II No.3, RT.3/RW.3, Kramat Pela, Kec. Kby. Baru,
Kota Jakarta Selatan, DKI Jakarta

Dear **Mrs. Ony Linda, M.Kes**,

**Subject: Invitation as a Moderator
in the Workshop on the School-Based Nutrition Promotion (SBNP) Working Group**

Greetings from SEAMEO Regional Centre for Food and Nutrition (RECFON)!

As you may already know, our Centre established the Indonesian School-Based Nutrition Promotion (SBNP) Working Group in 2018. The Working Group is envisioned to gather and share evidence-based information on school-based nutrition intervention best practices to support policy decision-making and facilitate the initiation of SEAMEO RECFON's Flagship Program on Nutrition Goes to School (NGTS) throughout the region. In February 2022, the SEAMEO Council, via ad referendum, approved the operation and institutionalization of the Working Group. The Operation Guideline and Action Plans period 2023-2025 for each SBNP working group were formulated during the last annual workshop in 2022. In the first 2023, the membership of Indonesian SBNP Working Groups was formalized. We would like to thank your institution for designating **Mrs. Nursyifa Rahma Maulida** as your official representative to be a member of the Indonesian SBNP Working Group.

We would like to request your permission for her to participate and be a speaker in the annual workshop of the SBNP Working Group, with the details as follows:

Day, date : Friday, 3 November 2023
Time : 13.00 -16.00 (GMT+7, Jakarta Time)
Platform : Zoom Cloud Meeting (link:
<https://zoom.us/j/98511866223?pwd=TnRjOXFkVmEvYTN6WF1WUXVnYnA0UT09;>
Meeting ID: 985 1186 6223; Passcode: SBNP)
Session : Summary of the Concept Note developed from each sub-working group

We attached the Terms of Reference of the activities and consent form for your acceptance of our invitation. We would appreciate it if you could return the duly accomplished form to us through email (comdev@seameo-recfon.org) at the latest on **2 November 2023**.

Please do not hesitate to contact Dr. Helda Khusun, our SBNP coordinator, should you need further clarification either via email hkhusun@gmail.com. For further coordination, our program staff, Ms. Cahya Ayu Agustin will contact your staff through email cahya@seameo-recfon.org.

Thank you for your usual support and cooperation to SEAMEO RECFON's activities.

Sincerely yours,



Dr. Zamun Misbah, M.Sc
Acting Director



Term of Reference

Workshop on School-Based Nutrition Promotion (SBNP) Working Group

3 November 2023

Background

The Nutrition Goes to School (NGTS) Program of the SEAMEO Regional Centre for Food and Nutrition (RECFON) was launched in 2017 to improve the nutrition knowledge and practice of school-age children at all levels in Southeast Asia. School-aged children are an important group to be targeted for nutrition promotion because good nutrition habits should be started early for them to continue on toward their adult age. As part of this effort, SEAMEO RECFON initiated the establishment of the Indonesian School-Based Nutrition Promotion Working Group (INA-SBNP Working Group) in 2018 and the Southeast Asian School-Based Nutrition Promotion Working Group (SEA-SBNP Working Group) in March 2018. This initiative was based on the knowledge that numerous school-based nutrition interventions and programs to improve the nutrition practices and status of school children have been carried out by various institutions and organizations, either from government, non-government, or academic institutions. However, information about the success and best practices of these activities are still not well documented and mapped. Good documentation is very important for advocacy to integrate nutrition promotion activities into school activities. Evidence documentation for advocating SBNP entails collaborative efforts from institutions and individuals working on improving the nutritional status of school children and adolescents in every country. There is a need to have a group that will look after this matter.

The main purpose of the working group is to enhance the quality and mainstream the practice of SBNP as a regular activity among schools in Indonesia and other countries in the Southeast Asia region, through (1) providing relevant information on SBNP programs, activities, and policies that are currently existing in the region, (2) improve the dissemination and access of evidence-based SBNP good practices and other relevant information, (3) facilitate the increase in the number of SBNP activities and adoption of good practices among schools at all levels, and (4) establish a community of practice among school heads, teachers, and supervisors on SBNP.

In February 2022, the SEAMEO Council, via ad referendum, approved the operation and institutionalization of both the INA- and SEA- SBNP Working Group. In October 2022, the annual workshop of both INA- and SEA-SBNP Working Group membership was held back-to-back with the Regional Learning Exchange Forum on SBNP. The last annual workshop of the SBNP Working Groups successfully developed an Operation Guideline and an Action Plan period 2023-2025 for each SBNP working group. In early 2023, the membership of both INA- and SEA-SBNP Working Groups was formalized as regards the official representatives from the Ministries of Education in respective SEAMEO member countries and the institutions of working group members.

Following up on the Action Plan that was developed and agreed upon in the last workshop, SEAMEO RECFON will continue to conduct annual workshops for both the INA- and SEA-SBNP Working Groups. To streamline this workshop and also to share experiences in implementing SBNP at the Indonesian and Southeast Asian levels, this year we also plan to organize workshops for the INA and

SEA-SBNP Working Groups in one event preceded by a webinar session on SBNP that is open to the public.

Objectives

The workshop is intended to:

1. Share the experiences in implementing SBNP in the Indonesia level and Southeast Asia level;
2. Update the progress of the proposed INA- and SEA-SBNP Working Group's Three-Year Action Plan formulated during the last workshop;
3. Formulate the concept note of one activity for each sub-working group of both INA- and SEA-SBNP Working Groups.

Participants

Workshop participants are the members of both INA- and SEA-SBNP Working Groups. While the Webinar participants are open to the public.

Agenda details

Day, date : Friday, 3 November 2023

Time : 13.00 -16.00 (GMT+7, Jakarta Time)

Platform : Zoom Cloud Meeting (link:

<https://zoom.us/j/98511866223?pwd=TnRjOXFkVmEvYTN6WFIWUXVnYnA0UT09> ;

Meeting ID: 985 1186 6223; Passcode: SBNP)

Language : English

Time	Detail Activities	PIC
13.00-13.15	Opening Ceremony	MC
	Welcome Remarks	SEAMEO RECFON Acting Director
	Opening Remarks	SEAMEO Secretariat Director
	Photo Session	MC
13.15-13.25	Overview of the SBNP Working Group	Dr.Jesus C. Fernandez (SEAMEO RECFON)
13.25-13.30	Prolog to Webinar session: School-Based Health and Nutrition Promotion Initiative	MC Moderator: Dr. Gerlie T (SEARCA)
13.30-13.45	Health Hero: Educating Teenagers on Food Labelling	Resource person: GAIN Indonesia
13.45-14.00	Global School Health Policy and Practice Survey	Resource Person: BRIN Indonesia
14.00–14.20	Discussion session	Moderator: Dr. Gerlie T (SEARCA)
14.20-14.25	Introduction to the SBNP Working Group Workshop	MC Dr.Helda Khusun/Dr.Luh Ade Wiradnyani (SEAMEO RECFON)
14.25–15.25	Breakout Rooms: Formulating the Concept Note of 1 (one) Activity of each sub-working group	Facilitators from each sub-working group BR 1: SWG 1 INA dan SEA PIC: Helda Khusun

Time	Detail Activities	PIC
	(4 breakouts for combined the INA- and SEA-SBNP Working Group)	<p>Note taker: Aisyah Nurcita Dewi</p> <p>BR2: SWG 2 INA dan SEA PIC: Luh Ade Wiradnyani Note taker: Evi Nurhidayanti</p> <p>BR3: SWG 3 INA dan SEA PIC: Dwi Nastiti Iswarawati Note taker: Cahya Ayu Agustin</p> <p>BR 4: SWG 4 SEA PIC: Judhiastuty Februhartanty Note taker: Retty Putri</p>
15.25–15.40	<p>Main room:</p> <ul style="list-style-type: none"> - Best Practice of SBNP Program: Experience in implementing School Meal Programs in Malaysia (HITS = <i>Hidangan Berkhasiat di sekolah</i>) - Compiling the Concept Note developed from each sub-working group 	<p>Resource Person: Siti Adibah Binti Ab.Halim (Ministry of Health, Malaysia)</p> <p>Compiler: Nursyifa Rahma Maulida (UHAMKA), Helda Khusun and Cahya Ayu Agustin (SEAMEO RECFON)</p>
15.40-15.55	Summary of the Concept Note developed from each sub-working group	Nursyifa Rahma Maulida (UHAMKA)
15.55-16.00	Closing	MC



Administration Information

Documents should be fulfilled for the administration proposed:

1. Confirmation Form/Informed Consent Form (attached)
2. Updated CV
3. Presentation material(s)
4. Copy of Passport (Non-Indonesian Citizen) / ID Card & Tax Number Identification (Indonesian Citizen)
5. Bank account information (attached)

Please send the mentioned documents at the latest on **2 November 2022** to comdev@seameo-recfon.org cc: cahya@seameo-recfon.org.

Thank you for your kind cooperation.



UNIVERSITAS MUHAMMADIYAH PROF. DR. HAMKA
FAKULTAS ILMU-ILMU KESEHATAN

Jl. Limau II, Kebayoran Baru, Jakarta Selatan 12130
Telp./Fax. (021) 7256157. <http://fikes.uhamka.ac.id>, <http://uhamka.ac.id>

SURAT TUGAS

Nomor: 4147 /F.03.08/2023

Bismillaahirrahmaanirrahiim,

Pimpinan Fakultas Ilmu-Ilmu Kesehatan Universitas Muhammadiyah Prof. DR. HAMKA (FIKES UHAMKA) memberi tugas kepada:

Nama : **Nursyifa Rahma Maulida, M. Gizi**

Tugas : Moderator in the Workshop on the School-Based Nutrition Promotion (SBNP) Working Group

Hari/Tanggal : Jum'at, 3 November 2023

Waktu : Pukul 13.00 -16.00 WIB

Tempat : Melalui *Zoom Meeting*:
Meeting ID: 985 1186 6223; Passcode: SBNP)

Demikian surat tugas ini dibuat dan diberikan kepada yang bersangkutan agar dapat dilaksanakan dengan sebaik – baiknya sebagai amanah dan ibadah kepada Allah SWT. Setelah melaksanakan tugas agar membuat laporan kepada pemberi tugas.

Jakarta, 18 Rabi'ul Akhir 1445 H
02 November 2023 M

Dekan,



Ony Linda, M.Kes
KIDN : 0330107403

Tembusan Yth. :

1. Wakil Dekan II
2. KTU. Up. Kasubag. Keuangan