

Table 1 Development, approval and primary establishment of national document of food and nutrition security

1st step: developing the document	
Report of recognition	<ul style="list-style-type: none"> • Reviewing the scientific literature on food and nutrition security documents, and collecting the most important related experiences • Stakeholders' analysis and forming the steering committee • Determining the conceptual model of food and nutrition safety, and its indicators • Holding meetings of steering committee and collecting members' opinions on current situation • Studying current national research and documents and the governmental and ministerial rules and regulations on food and nutrition security • Analysing food and nutrition security management system with SWOT method • Analysing the current programmes on food and nutrition safety • Developing a summarized version of the report of recognition section and the table of focus points, based on the conceptual model
Report of orientation	<ul style="list-style-type: none"> • Developing the draft of landscape, based on the collected challenges from previous section • Developing strategic objectives for 2016 and 2021, based on the results chain of the indicators of food and nutrition security • Designing triple interventions on sustainable food supply, food safety and nutrition, using the opinions of the steering committee, and reviewing the related literature of the first part and analyses of the project team • Polling the opinions of the steering committee and applying them
Report of establishment system	<ul style="list-style-type: none"> • Preparing the Gantt chart of programme establishment and achieving strategic objectives • Preparing executive protocol for establishing the national document for food and nutrition security, along with the following attachments: <ol style="list-style-type: none"> 1. intrasectorial job division 2. intersectorial job division 3. responsibilities of and expectations from people 4. responsibilities of and expectation from food industries 5. MOU of organizations and main responsible sectors in the chain of nutrition and food security 6. Protocol for developing provincial action plans, and MOU between ND and universities of medical sciences 7. Guideline for developing action plans for nutritionally insecure provinces. 8. Development of action plan of central office (specific for ND) • Receiving opinions of steering committee and using them for final edition
2nd step: advocacy for approving the document	
	<ol style="list-style-type: none"> 1. Analysis of stakeholders for determining the key persons for decision making 2. Holding a meeting with Deputy for Public Health Affairs, in order to justify and advocate the food and nutrition document 3. Notifying the protocol for developing the action plan, and drafting the document by the Deputy for Public Health Affairs 4. Holding a meeting with previous and current Ministers of Health, and obtaining their support for placing the document on the agenda of the High Council of Health and Nutrition Security, and notifying the document by the High Council of Health and Nutrition Security to all ministers and provincial governor-generals. 5. Intrasectorial notification of the document to the Deputies of MOHME and chancellors of the universities of medical sciences 6. Intersectorial notification of the document to the Minister of Agriculture, Minister of Industry, Mining and Commerce, Minister of Cooperation, Labour and Social Welfare, and Directors of National Standard Organization, High Council of Provinces, National Broadcasting Organization, and Chambers of Commerce, and suggesting a seminar for introducing the national document on food and nutrition security 7. Negotiating with members of Parliamentary Health Commission and convincing them for legislating on food and nutrition security
3rd step: laying ground for primary establishment	
	<ol style="list-style-type: none"> 1. Informing experts at MOHME about the national document and the methods for its establishment 2. Holding advocacy meeting with the stakeholders of the 7 provinces with food and nutrition insecurity, presenting methods for remedying the situation, and providing related guidelines 3. Developing the headquarters' action plan for 2013, with the help of ND experts 4. Notifying 49 MOUs with 49 universities of medical sciences in 31 provinces, for starting Implementation of the food and nutrition document in 2013 5. Determining members of the expert working group on food and nutrition security (under the High Council of Health and Nutrition Security) and delivering their statements to another organization 6. Informing the community through mass media about developing, approving and establishing the document

MoHME = Ministry of Health and Medical Education; MoU = memorandum of understanding; ND = Nutrition Department; SWOT = strengths, weaknesses, opportunities and threats.