



Instructions for Documenting Practices¹

Introduction

Practices are an important tool for institutional learning. They can benefit not only the implementing organization but also stakeholders involved, and others who work in similar contexts and are looking for effective strategies. Carefully documented practice experiences (so called cases) can provide useful guidelines and lessons learned for policy making and strategic planning (evidence based policies).

A practice in the context of Natureandpoverty.net can be defined as a method, process, approach or activity of an organisation or a group of organisations aimed toward achieving change in the area of sustainable ecosystem management and poverty reduction.

Platform for practices

Natureandpoverty.net stimulates the active sharing of practice-based knowledge. It provides opportunities for cross-fertilization on the level of experiences between network partners and other stakeholders. It will be (or: is) the single-point-access for you to:

- *connect* with other people and organisations;
- *share* practices and lessons learned;
- *find* practices, case studies, tools and resources to make your work more effective.

We invite you to share your experiences, upload your practices and case studies that will help others in the work they are doing. To facilitate documentation of practices we have designed a format. Please note that the use of this format is not mandatory. It is presented here to assist the documentation process – please feel free to use it or share your relevant information and resource in any other way (i.e. end of project reports, videos, publications ..) through this platform.

Please also read the following sections for more tips and instructions before starting to document your practice.

Good, Bad or Next practices

A Good Practice in this context can then be defined as: a method, process, approach or activity of an organisation or a group of organisations that has resulted in a break through and that has a lasting effect in the area of sustainable ecosystem management and poverty reduction.

We use the term 'good practices' rather than 'best practices' to avoid suggesting that presented cases are the only right remedies for certain problems in all contexts. A good practice in the context of this platform shows what has worked well in a certain environment and why it is successful. It serves as a model that

1 Please contact info@natureandpoverty.net for help in uploading your practice on the platform

can be adapted to other circumstances and shows potential for replication. The challenge is to identify the factors that determine the relative success of a particular practice for certain conditions and how these could be adopted in other circumstances.

Good Practices can have one or more key qualifications (SIRE qualifications):

1. Sustainable – they can be continued without the need for further external support from donors or development organisations;
2. Innovative – they show new and creative solutions to common problems of poverty and environmental degradation;
3. Replicable - they can be adopted and replicated by other organizations or communities and serve as a model for generating policy and initiatives elsewhere (practice based evidence);
4. Effective – they make a difference and have a lasting positive effect on the quality of life and the environment of the people concerned.

A Next Practice is a description of an emergent innovation that could open up new ways of working but which is yet to be more thoroughly tested to assess its full potential.

The Bad Practices category is added to describe cases where project objectives have not been met as planned, but where important lessons can be learned from adaptive management in the implementation process, so therefore lessons to be shared to avoid duplication.

Getting started

The documented practices will be available through Natureandpoverty.net. Registered network partners can discuss practices with others in a forum discussion. Practices and lessons learned may be used in learning workshops. Natureandpoverty.net users can contact resource persons about the practice through this platform to obtain additional information or supporting documents. Key messages from practices will be feature on the home page of Natureandpoverty.net. Practices can be uploaded and shared with others through the platform here >> <http://www.natureandpoverty.net/share/>

Please contact us at info@natureandpoverty.net for any question you might have!!

Format for Practice Documentation

>> Please Share Your Practice in 10 steps – Thank you very much for your (knowledge) contribution!

1. Practice title and key words, tags for practice (key words sector, key words approach)

Insert title of your practice.

Add key words/tags for sector and approach.

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2. Name of organisation

List full name of the implementing organisation and a short description of its activities, followed by its acronym between brackets.

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3. Summary of practice

Summarise (give abstract of) your practice in one paragraph: what is it about (short term and long term objectives), which problem does it address, who is involved and what is/are key element(s) you would like to highlight. Key element to address here is how activities and outcomes contribute to nature conservation and poverty alleviation.

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4. Context description

Give brief description of context (country/region, level of intervention + relevant social, political or cultural aspects) and location (geographical area and ecosystem) of practice.

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5. Stakeholders involvement

Describe which stakeholders participate and why, as also the level and means of participation, including other stakeholders.

Please give description of strategic approach (improved ecosystem management, direct poverty reduction, policy advocacy, capacity building) and decisive steps in implementation.

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6. Critical Success Factors

What made this project a success or a failure and why?

Indicate what the essential ingredients of the practice are (specific knowledge, necessary resources & competencies).

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7. Overcoming obstacles and avoiding potential pitfalls

What hurdles needed to be taken in order to achieve the goals. What did not go well?

What were problems along the road of implementation?

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8. Results & Lessons learned

Give description of main results achieved (where possible, include the number of beneficiaries of the project and their (economic) gains as a result of the project and/or quantify other results) and major lessons learned in practice.

Indicate whether practice was adapted during implementation process and reasons for doing so.

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9. Conditionality & Replicability

Give your assessment on potential for replication and necessary conditions needed when implementing a similar practice for your organisation or how could others benefit from your lessons learned.

List relevant milestones for implementing the practice.

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10. Sustainability of practice, planning & implementation implications

Give your indication on the sustainability of the practice, and steps taken to durability of this particular process. Please indicate any relevant follow-up steps taken on basis of this practice.

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Additional key information

Add any other relevant information, tips and suggestions, not mentioned above, that will help others to learn from your practice.

And indicate any relevant studies, evaluations or documents for further reading.

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