



Good practices template

Good practice definition

A “good practice” can be defined as follows:

A good practice is not only a practice that is good, but a practice that has been proven to work well and produce good results, and is therefore recommended as a model. It is a successful experience, which has been tested and validated, in the broad sense, which has been repeated and deserves to be shared so that a greater number of people can adopt it.

Good practice criteria

The following set of criteria will help you determine whether a practice is a “good practice”:

- **Effective and successful:**
A “good practice” has proven its strategic relevance as the most effective way in achieving a specific objective; it has been successfully adopted and has had a positive impact on individuals and/or communities.
- **Environmentally, economically and socially sustainable:**
A “good practice” meets current needs, in particular the essential needs of the world’s poorest, without compromising the ability to address future needs.
- **Gender sensitive:**
A description of the practice must show how actors, men and women, involved in the process, were able to improve their livelihoods.
- **Technically feasible:**
Technical feasibility is the basis of a “good practice”. It is easy to learn and to implement.
- **Inherently participatory:**
Participatory approaches are essential as they support a joint sense of ownership of decisions and actions.
- **Replicable and adaptable:**
A “good practice” should have the potential for replication and should therefore be adaptable to similar objectives in varying situations.
- **Reducing disaster/crisis risks, if applicable:**
A “good practice” contributes to disaster/crisis risks reduction for resilience.

Template

This template can be used as a checklist to verify that you have covered as much as possible when documenting a good practice. The purpose of this template is to guide you when identifying and documenting good practices. The right hand column describes the meaning of the element. This template is based on a thorough analysis of FAO and its partner organizations' approaches to good practices collection.

Element	Guiding questions
Title	What is the name that best describes the good practice?
Type of document (optional)	To include in the subtitle, for example. Specify if the document is a good practice fact sheet, an information sheet, an experience sheet, a case study, a manual or guidelines?
Publication date	When (month and year) was the good practice documented/published?
Author(s)	Who wrote the good practice document?
Publisher (optional)	Is the good practice published by FAO or together with partners, in which case please specify the names of the partner organisations.
Target audience	To whom is this document addressed?
Objective	What is the aim/objective of this document?
Location /geographical coverage	What is the geographical range where the good practice has been used? Please specify when possible, the country, region, province, district, town and village. If possible, add a map to show where the practice was implemented.
Introduction	What is the context (initial situation) and challenge being addressed? Provide a short description of the good practice being addressed and specify the period during which the practice has been carried out? Explain how gender was taken into account in both the challenge being addressed and the good practice itself. In disaster prone situations, explain how the good practice is contributing to risk reduction and crisis management for resilience.
Stakeholders and Partners*	Who are the beneficiaries or the target group of the good practice? Who are the users of the good practice? Who are the institutions, partners, implementing agencies, and donors involved in the good practice, and what is the nature of their involvement? Explain the different roles men and women play as they benefit from the good practice and their degree of vulnerability to different types of threats.
Methodological Approach*	What methodology has been used in order to address the initial issue and lead to a successful outcome and finally to the good practice? What was the process and in which way it was a participatory process? How long did it take to learn lessons and identify key success factors? Please include gender aspects addressed in the description of the methodological approach.
Validation*	Confirmation by the beneficiaries that the practice addresses the needs properly. Has the good practice been validated with the stakeholders/final users? Provide a brief description of the good practice validation process.

Impact*	What has been the impact (positive or negative) of this good practice on the beneficiaries' - both men and women - livelihoods? Please explain how the impact may differ between men and women. Have these beneficiaries' livelihoods been environmentally, financially, and/or economically improved (and if applicable, become more resilient), and if yes how?
Innovation and Success Factors *	In what way has the good practice contributed to an innovation in the livelihoods of men and women? What are the conditions (institutional, economic, social, and environmental) that need to be in place for the good practice to be successfully replicated (in a similar context)?
Constraints*	What are the challenges encountered by men and women in applying the good practice? How have they been addressed? In a disaster context, in which way do crises/shocks affect the livelihoods of groups at risk?
Lessons learned *	What are the key messages and lessons learned to take away from the good practice experience, for men as much as for women?
Sustainability*	What are the elements that need to be put into place for the good practice to be institutionally, socially, economically and environmentally sustainable? If applicable, indicate the total costs incurred for the implementation of the practice. As much as possible, provide also some cost/efficiency indications: What are the institutional, social, economic and/or environmental benefits compared to total costs?
Replicability and/or up-scaling *	What are the possibilities of extending the good practice more widely? If you were giving advice to men and women living in another geographic area, what are the conditions that should be met/respected to ensure that the good practice is replicated, but adapted to the new context? The aim is to go further than the section "Innovations / critical success factors" in specifying the requirements for replication of the practice on a larger scale (national, regional, international).
Conclusion*	Conclude specifying/explaining the impact and usefulness of the good practice. When possible, use anecdotal evidence such as a storytelling or testimony of a man or a woman showing the benefit of the good practice.
Contact details	What is the address of the people or the project to contact if you want more information on the good practice?
URL of the practice	Where can one find the good practice on the Internet?
Related Web site(s)	What are the Web sites of the projects under which the good practice was identified and reproduced?
Related resources that have been developed	What training manuals, guidelines, technical fact sheets, posters, pictures, video and audio documents, and/or Web sites have been created and developed as a result of identifying the good practice?

** All of these dimensions should contain information that is sensitive to gender, or the difference between men and women.*

For more information ...

- Please visit the Good practices home page on the FAO Web site: www.fao.org/capacitydevelopment/goodpractices/gphome/en/
- Or contact the good practices team: goodpractices@fao.org



Checklist of metadata

Metadata is commonly defined as data about data. Broadly, this means information about a document and its content. Metadata makes it easier to archive and retrieve the document. This is useful if the good practice is part of a database or is published on a Web site, or in the central archiving system for FAO (FAO Document Repository: www.fao.org/documents/en/docrep.jsp).

Element	Guiding questions
Title	What is the name that best describes the good practice?
Type of document (optional)	For example, to include in the subtitle. Please specify document type. Is the document a good practice fact sheet, information sheet, experience sheet, case study, manual or guidelines?
Publication date	When (month and year) was the good practice documented/published?
Category	In which one of the FAO Good Practice categories ¹ does this good practice fall?
Author(s)	Who wrote the good practice document?
Publisher (optional)	Is the good practice published by FAO or together with partners, in which case please specify the names of the partner organisations.
Target audience	To whom is this document addressed?
Objective	What is the aim/objective of this document?
Location / Geographical coverage	What is the geographical range where the good practice has been used? Please specify when possible, the region, the country and all different decentralized administrative levels (province, district, village).
Summary	What is the context (initial situation) and challenge being addressed? Please provide a short description of the good practice being addressed and specify the period during which the practice has been carried out? Explain how gender was taken into account in both the challenge being addressed and the good practice itself.

¹ The FAO good practices categories are listed on the good practices homes page of the FAO Web site: www.fao.org/capacitydevelopment/goodpractices/.

Contact details	What is the address of the people or the project to contact if you want more information on the good practice?
URL of the practice	Where can one find the good practice on the Internet?
Related Web site(s)	What are the Web sites of the projects to which the good practice is related?
Related resources that have been developed	What training manuals, guidelines, technical fact sheets, posters, pictures, video and audio documents, and/or Web sites have been created and developed as a result of identifying the good practice?
Language(s)	In which language(s) is the good practice document available?
Format (optional)	Is the document in a PDF, Word, PPT, jpg, html or some other format? Knowing the format can be used to determine the software, hardware or other equipment needed to in order to access the document.
Resource size (optional)	How many pages long is the document? If it is available as a file, how large is it? If it is a video or an audio file, how long does it last, and again how large is the file?
Keywords	What are a few keywords and/or tags that best describe the key issues being addressed and processes being applied by the good practice?

* All of these dimensions should contain information that is sensitive to gender, or the difference between men and women.

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