

TEMPLATE FOR CASE STUDIES (up to 1 page)	
1. Title and author	Should include an abbreviated description of the best practice
2. Executive summary	<p>Contains a summary of the practice and explains the nature of the problem which was solved and the solutions implemented. It should contain:</p> <ul style="list-style-type: none"> • A problem statement – a description of the most important aspects of the problem or challenge; • The historic response – brief information about how the problem had been handled before and why it had not been fully resolved; • The project/administration, partnership, LAG... response – a brief description of the good practice and the changes that took place subsequently.
3. Community data	Basic information about the municipality where the good practice was implemented – its name, geographic location and a description of its characteristics (e.g. farming community etc.) etc.
4. The challenge	<p>Information on the most important factors affecting the work of the municipality, local people, business, economy.... The description should reflect:</p> <ul style="list-style-type: none"> • Internal conditions – a description of those aspects affecting the implementation of the good practice – staffing, financial resources, technical capacity etc. • External conditions – a description of the economic, social and political situation, and of those factors affecting the work of the municipality, or specific problem that might have affected the development of the good practice.
5. Action taken	<p>A detailed description of the practice that has been implemented, including:</p> <ul style="list-style-type: none"> • A description of the actions taken; • A presentation of the necessary decisions, resolutions, decrees, procedures introduced; • Information concerning the involvement of people, organisational units and institutions; • Information about the resources that were used in the implementation of the good practice (human, financial and material); • A description of the problems that arose during the implementation of the practices and the remedies applied • Details of partners who cooperated in designing or implementing the good practice; <p>Any other information about the implementation of the good practice.</p>
6. Results	A detailed, documented elaboration of the effects of the good practice (including data and examples).

7. Lessons learned and conclusions	This part of the case-study should provide guidelines for those wishing to implement the good practice in their own municipalities. It should contain: <ul style="list-style-type: none">• A presentation of the key points which led to success, incorporating the factors unique to the community;• Information about the sustainability of the good practice;• A presentation of any future action to be taken.
8. Contacts	Web address, or any other reference...