

Definition of the framework and the outline of the assessment/study and definition of the role of the regional coordination unit/team and the structures on national level

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3. Previous initiatives and lessons learned

- **Best practice**
 - is about identifying this positive developments and achievements, and transforming it into a frame from which other actors can learn
- **The criteria for evaluating the practices should reflect the STARS principles:**
 - Successful; Transparent; Adequate; Replicable; Sustainable
- **There must be evidence that the practice leads to results**
 - *Field Tested Best Practice*
 - A program, activity, project or strategy that has been shown to work effectively and produce successful outcomes; supported to some degree by subjective and objective data sources
 - *Promising Practices*
 - A program, activity, project or strategy that has worked within one organization and shows promise impact. A promising practice must have some objective basis for claiming effectiveness

SWGD
SUGRD



3. Previous initiatives and lessons learned

- **Every country, region, local units has its own good practice**
 - home-grown, stemming from the quality of their leadership, front-line staff, from people and their networks
- **Check out some of the stories from the communities, LAGs, networks, projects**
 - The themes should be defined relatively broadly, so that various kinds of practices can be considered
 - Illustrate the diversity of contexts, approaches, types of partnerships and institutions developed

3. Previous initiatives and lessons learned

- **Content of case study on best practices:**

Case study X

1. Title and author
2. Executive summary
3. Community data
4. The challenge
5. Action taken
6. Results
7. Lessons learned and conclusions



Content of case study on best practices

1. Title: Should include an abbreviated description of the best practice

2. Executive summary

Contains a summary of the practice and explains the nature of the problem which was solved and the solutions implemented. It should contain:

- 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



Content of case study on best practices

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

Information on the *most important factors* affecting the work of the municipality, local people, business, economy....

The description should reflect:

- *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 that might have affected the development of the good practice.



Content of case study on best practices

5. Action taken

A detailed description of the practice that has been implemented, including:

- 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;
- Any other information about the implementation of the good practice.



Content of case study on best practices

6. Results

A detailed, documented presentation 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:

- 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...



Semi-structured interview with key person(s)

Conduct one-on-one stakeholder interviews before you conduct research and start with document writing

Step 1 – Identify the key stakeholders;

- Characteristics for identifying stakeholders:
 - Responsibility and position;
 - Knowledge level of the domain; Experience level of the domain
 - Leadership role and Influence, control over resources ...

Step 2 – The interview process

- Explain the project and nature of your study;
- Collect as much as possible information of relevance to project objective and the structure of your report
- Do not be tied to your list of questions!
- Take careful notes
- Do not hesitate to ask for other sources (hard copy documents, web address, personal contacts...)



Semi-structured interview with key person(s)

Step 3 – *Verify that you have ask and understand all relevant info*

- Return to the person being interviewed for clarifications after interview and prepration of draft report;
- Get outstanding questions resolved...

• **Step 4** – *Records keeping*

- Keep the notes untill the finalisation of country report
- Provide a list (with contact details) of organizations and persons cosulted



Semi-structured interview with key person(s)

- **Proposed questions for semi-structured interview**

1. Please explain your position in the overall structure of Ministry of Agriculture or other governmental body. Specify the hierarchical lines and internal structure of different units responsible for LEADER
2. How the responsibilities are divided between various governmental and ministry bodies?
3. Please explain the way of communication within institution(s). Is there the officially established platform, inter ministerial body, committee working group etc. responsible of coordinating the formulation of policies and support.
4. How the national strategic and programming documents, action plans deal with LEADER? Is it listed among priorities?
5. If yes, what are the key aspects of LEADER that are in focus?
6. Is there a framework for implementation of LEADER at local level?
7. Is there clearly defined legal frame for implementation of LEADER like measures, activities?
8. Which laws are regulating LEADER?
9. Are there some other relevant agreements, texts or other references?
10. Who are the stakeholders, partners? Please list most influential?

Semi-structured interview with key person(s)

- **Proposed questions for semi-structured interview (cont.)**

11. Please explain the way of communication with stakeholders.
12. What does the local government (or other local stakeholders) do to support LEADER?
13. Are awareness-raising measures included in the Ministry and local government's activities?
14. address the question regarding cooperation and sharing experience regarding LEADER with EU MS and what will be required
15. How and how often Ministry or the local authorities monitor the effects -is there a plan for how to monitor and when effects of measures and resources concerning?
16. Please list the projects implemented since 2010 on strengthening capacity for LEADER program implementation on ministry or regional level.
17. Describe a project or idea that was implemented primarily in the favour of LEADER
18. What were key achievements; sustainability of action?
19. Is there any documentation, analysis documents you can share with us?
20. Are there any other stakeholders or users we should be talking to consideration?
21. Can we follow up with you after draft report prepared?