

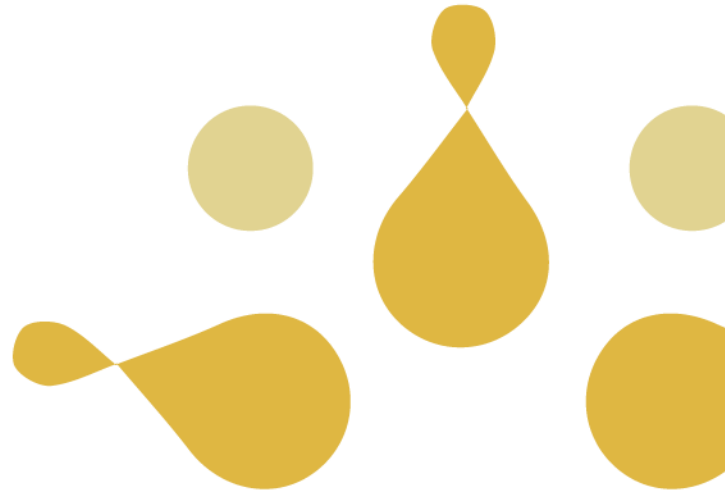


*In order to describe the Practice, please complete the table below. Please enter the answers in the column on the right. This column also includes additional, more detailed questions and explanations to particular categories of Practice and proposals for answers (e.g. in the question about the area of implementation or the financing body), which are in italics.*

TITLE OF THE PRACTICE	
<b>SECTION A – IDENTIFICATION</b>	
Name of the Organization/Institution implementing practice	
Implementation period	<i>From dd/mm/yy to dd/mm/yy</i>
Area of implementation	<ul style="list-style-type: none"> <li>• <i>Rural area</i></li> <li>• <i>Urban context and surroundings</i></li> <li>• <i>Other areas</i></li> <li>• <i>How big is the area? e.g. one province, one city, one institution.</i></li> </ul>
Partners in the practice	<i>Provide information about institutions, organizations and others actors participating in the project, their role.</i>
Financing Body	<i>Choose from the list:</i>



	<ul style="list-style-type: none"> <li>• <i>Ministry/national authority</i></li> <li>• <i>Regional authority</i></li> <li>• <i>Other local authority (Municipality, etc.)</i></li> <li>• <i>Trade union</i></li> <li>• <i>Company</i></li> <li>• <i>Training centre</i></li> <li>• <i>Public employment service</i></li> <li>• <i>Research institute</i></li> <li>• <i>University</i></li> <li>• <i>School</i></li> <li>• <i>Private NGO</i></li> <li>• <i>Intermediary organisation (such as employers' association, Chamber of commerce, ...)</i></li> <li>• <i>Health institution</i></li> <li>• <i>Other institution (specify .....)</i></li> </ul>
<b>SECTION B – DESCRIPTION</b>	
Context	<ul style="list-style-type: none"> <li>• <i>Background of the practice, genesis;</i></li> <li>• <i>Descriptions of the problems and needs, which were a condition for practice implementation;</i></li> </ul>
Target group / Beneficiaries	<i>Specify the characteristics of those who benefited from the practice.</i>



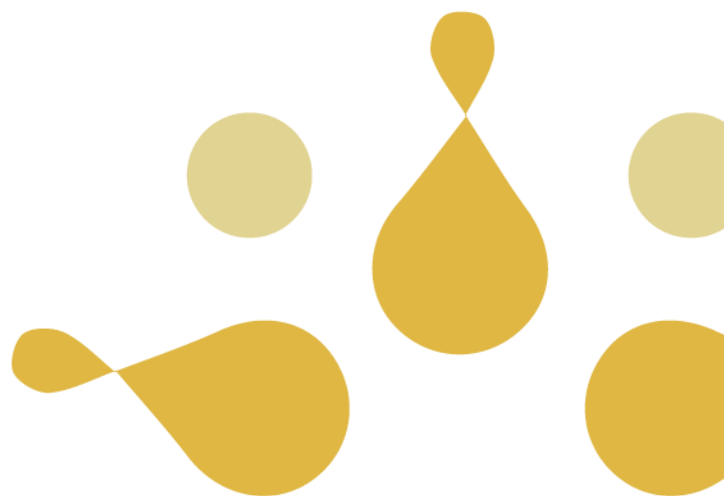
The main objectives	<i>The main objectives of the practice.</i>
The description of the practice	<ul style="list-style-type: none"> <li>• <i>The idea of the practice;</i></li> <li>• <i>The main activities – program flow process, its stages;</i></li> <li>• <i>People or groups involved in the implementation of the practice – what was their role?</i></li> </ul>
Outcomes of the practice	<ul style="list-style-type: none"> <li>• <i>Measurable effects (countable results e.g. number of participants, new program of training, new methods etc.);</i></li> <li>• <i>Immeasurable effects (uncountable results e.g. increase of skills);</i></li> <li>• <i>Impact of good practice.</i></li> </ul>



Methodology	<i>The methodology adopted and the main theory behind if it is relevant. Didactic tools.</i>
Strengths	<i>The main strengths of practice.</i>
Weakness	<i>The main weakness of practice.</i>
Recommendation and guidelines	<i>Recommendation and guidelines for others who would like to implement similar practice. Especially on what to pay attention?</i>
Additional information	<ul style="list-style-type: none"> <li>● <i>References;</i></li> <li>● <i>Reports;</i></li> <li>● <i>Publications;</i></li> </ul>



	<ul style="list-style-type: none"> <li>● <i>Articles;</i></li> <li>● <i>Pictures;</i></li> <li>● <i>Website www;</i></li> <li>● <i>etc.</i></li> </ul>
<b>SECTION C – EVALUATION</b>	
Monitoring and evaluation	<i>Describe the monitoring and evaluation methodology. Please describe what kind of criteria were taken under consideration, in what time they were measured.</i>
Evaluation - conclusion	<ul style="list-style-type: none"> <li>● <i>What were the results of the evaluation?</i></li> <li>● <i>How was the practice changed or improved after the evaluation?</i></li> </ul>
Development of the practice	<i>How will the practice be developed and improved?</i>
Opinions	<i>Present the opinions and reflections about the practice from the participants (if possible).</i>



<b>SECTION D – Contact details</b>	
Name	
Company/Institution	
Address	
Telephone	
E-mail	
Website	