

Good Practices in Biodiversity Conservation in the ASEAN Region Information Capture Template Worksheet

Part I. About the Reference	
Element	Description
Title of the reference	Title of the document that will be used to extract the Good Practices information below.
Author(s)	Author or authors of the reference
Date	Publication date of the reference
Source	Where did you get a copy of this reference? It may be a library, a printed conference proceeding, or a website url.

Part II. About the Good Practices	
Element	Description
Title of the good practices	Short title to describe the good practices What practices were conducted that led to the successful outcome?
Geographical Location	Where were the good practices implemented? In which country, region or province?
Actors and Stakeholders	- Who are the financial partners? - Who are the implementing partners?

Target Beneficiaries	- Who are the target beneficiaries (direct, indirect) of the practice? - How many are they? (sex and/or age disaggregated data).
Context / Implementation of the practice	This should provide the context of and justification for the practice, and address the following issues: - What was the initial situation before this initiative? - What was the problem / what were the problems that needed to be addressed? - How did the problem/problems impact the target beneficiaries?
Objective	- What is the aim of the good practices? - Which objectives were achieved?
Methods / Implementation of the Practice	- What were the main activities carried out? - If possible, specify the implementation cost for each activity. - Who were the key implementers and collaborators?
Results of the practice - outputs and outcomes	What are the results/ outputs of these practices?
Lessons Learned / Impact	- What worked really well – what facilitated this? - How were the results evaluated? - What did not work – why did it not work?

Success factors	What are the conditions (institutional, economic, social and environmental) needed for the practice to be successful?
Challenges	What constraints/challenges were encountered when implementing the practice? How were they addressed?
Sustainability	• To what extent the practice is sustainable institutionally, socially, economically and environmentally? • What are the key elements to put in place for these practices to be institutionally, socially, economically and environmentally sustainable?
Replicability and upscaling	• Has this practice been replicated, in the same context? In different contexts? • What are the required conditions to replicate and adapt the practice in another context/geographical area? • What are the required conditions to replicate the practice at a larger scale (national, regional, international)?
Testimony	Collect stakeholders' testimony and use this anecdotal evidence of a man or a woman to show the benefit of the practice (with name and dates).
Related resources	List of references about the practice (Training manuals, guidelines, pictures, video, websites, etc.)
Contact Information	Person to be contacted for more information (name, email).

Summary

