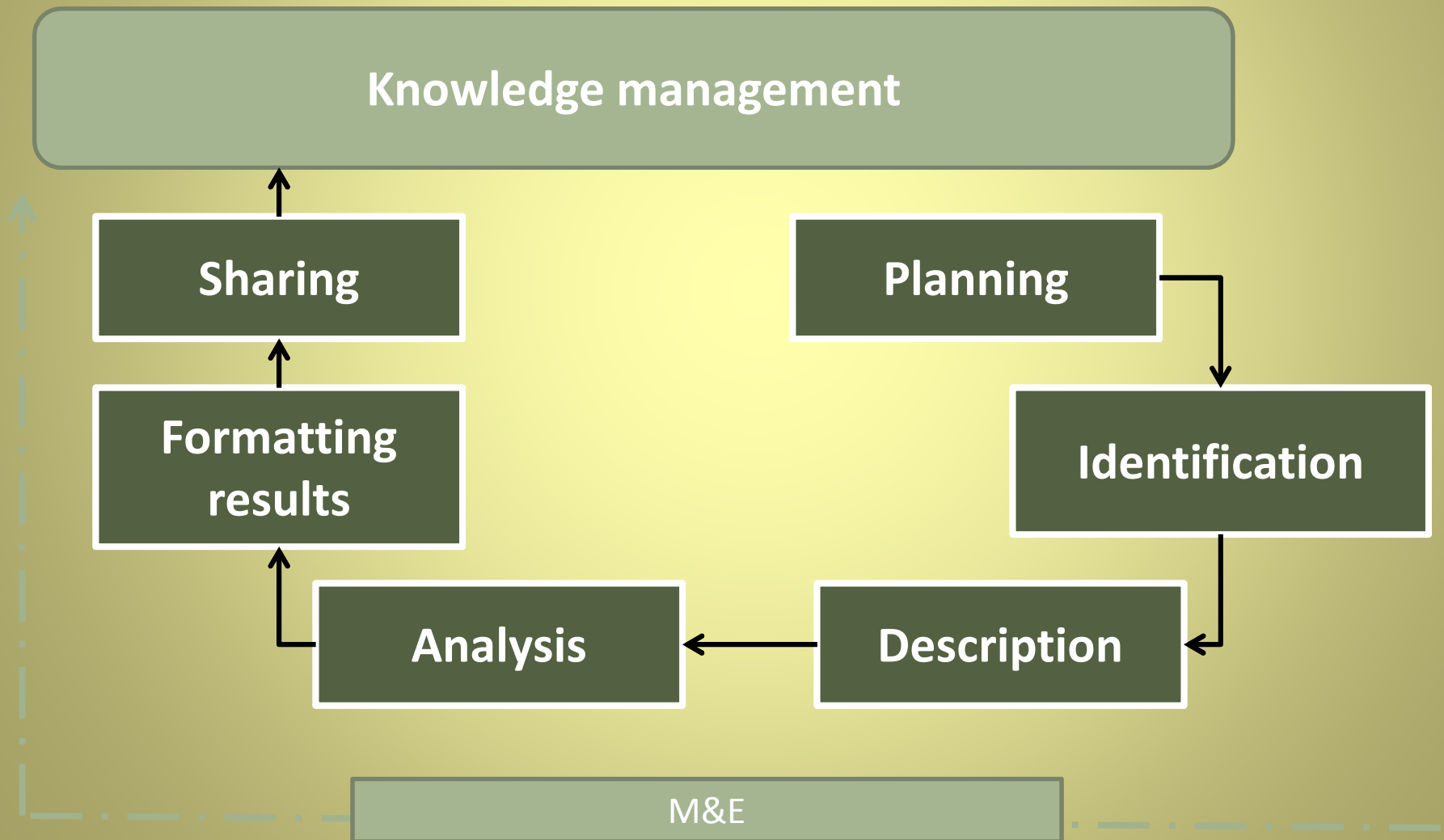




# **AAP Mauritius National Workshop on Capitalization of Experiences on Climate Change Adaptation**

**18-21 September, 2012**

# Different phases of capitalization



# Facilitation of capitalization process

- Facilitation is crucial for the capitalization process
- What type of facilitation is more convenient for a capitalization process ?
- What are advantages and disadvantages of internal or external facilitation ?

# Facilitation of capitalisation process

Type of facilitator	Advantages	Disadvantages
Internal: by project team	<ul style="list-style-type: none"><li>• Knowledge of the issues and of the challenges</li><li>• Learning and ownership</li></ul>	<ul style="list-style-type: none"><li>• Bias ( subjectivity,, quich answers, manipulation</li><li>• Insufficient skills</li><li>• Additional work</li></ul>
External: Consultant/ associate partners	<ul style="list-style-type: none"><li>• Neutrality</li><li>• Hired on the basis of proven skills</li><li>• Focused</li></ul>	<ul style="list-style-type: none"><li>• Biais: quick and superficial</li><li>• Lack of sufficient knowldge of context</li><li>• Time availability</li><li>• Cost</li></ul>

# Planning the documentation process

- Exploring and Screening potential for documentation
- Defining documentaton objectives
- Stakeholders analysis
- Practical aspects of the planning process:

# Objectives

KEY QUESTIONS	ANSWERS
1. What are the documentation challenges and needs for your organization?	
1. What are the documentation objectives for your organization?	
1. What are the opportunities for the implementation of an effective documentation process?	
1. What are the key constraints and threats?	

# Stakeholders analysis

	Types of informations they possess	Anticipated roles and responsibilities in the documentation process	Expectations
Project staff			
Project beneficiaiies			
Extension services			
Research			

# Gathering of Information

- Critical and fundamental element
- Continuous and iterative process
- Identification of type and sources of information (reliability and accuracy)
- Means and tools to collect information



# Planning the documentation process

Describe the context	
Present the objectives for documentation	
Present the targets of the documentation	
Stakeholders taking part in the process and their roles	
What facilitation process?	
Types of information to collect	
Timetable and cost	

# Sources of information

- ▶ **Stakeholders:**
- ▶ **Documents:** reports, aide-mémoires, evaluations, press articles, project documents, research, etc.
- ▶ **Digital files:** data bases, web sites, intranet

# Types of information

- ▶ **Text information:** reports, press articles, thesis, law texts
- ▶ **Audiovisual information:** films documentaries, videos, television broadcasts, radio broadcasts
- ▶ **Graphique Information:** photos, drawigs
- ▶ **Numerical Information:** data-bases, statistiques, electronic platforms, alerts

# Data collection instruments

- ▶ Life stories / gathering of testimonies
- ▶ Surveys (interviews, individual and collective meetings, questionnaires, focus group)
  - Review the contents relative 1 theme
  - From those contents, extract the relevant parts regarding the theme
  - Reference all elements selected, generating a bibliograpy according to the normes chosen

# Conditions to achieve a good data collection

- Be clear about the information you need
- Know where to collect the information
- Select the right data collection tools and techniques
- Be realistic: resources and time are critical
- Buy-in of local community members and other sources of information
- Plan
- Monitor and evaluate continuously