



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

18-21 September, 2012

Formatting results

1. Start by drafting a written report of the capitalisation results;
2. Based on the targeted audience, decide which communication supports are more relevant to use
3. Design the support support
4. Plan and implement your communication strategy
5. Monitor & Evaluate

Indicative structure of a capitalisation report

Partie	Contenu et recommandations	Indicative number of pages
Title	Name or title of experience	
Foreword	Présentation succincte du contexte institutionnel de l'étude de capitalisation, de la finalité, de l'audience cible, de la méthodologie et de la structure du document	
Summary	Synthèse des résultats de l'étude de capitalisation	
Introduction	Context, problems addressed by the experiences, the capitalization challenges faced by the organization or project, the objectives, methodology and expected results of the capitalisation process	
Identification and description of the experience	Description of the experience; location, historical profile, objectives, implementation strategy, and process, key activities, stakeholders analysis, technical and organisational aspects	
Analysis of the experience	<ul style="list-style-type: none"> • Key outputs and results • Key outcomes and impacts of effects • Strengths, weaknesses, opportunities and constraints • Emerging issues 	
Conclusions and lessons	<p>•Highlights the key lessons and conclusions</p> <p>•Present the 2-3 key messages that will feed the communication/advocacy strategy (the message focus on the key actions/measures to be taken or implemented for the mainstreaming of scaling out of the key achievements of the experiences (or improve its implementation</p>	
Annexes	<ol style="list-style-type: none"> 1. Tools: guides, matrix, templates, etc. 2. Capitalisation timetable 3. Etc 	

Disseminating results

Before deciding on mechanisms and tools

- Mapping of the target audiences
- Deciding what communication strategy is more appropriate
- Deciding which mechanisms/tools are more relevant (and likely more effective)
- Plan and implement the strategy
- Monitor and evaluate

Communication strategy

- Key audience
- Intended change (in policy and practices)
- Key messages
- Communication tools and channels
- Implementation of strategy
- Monitoring and evaluation

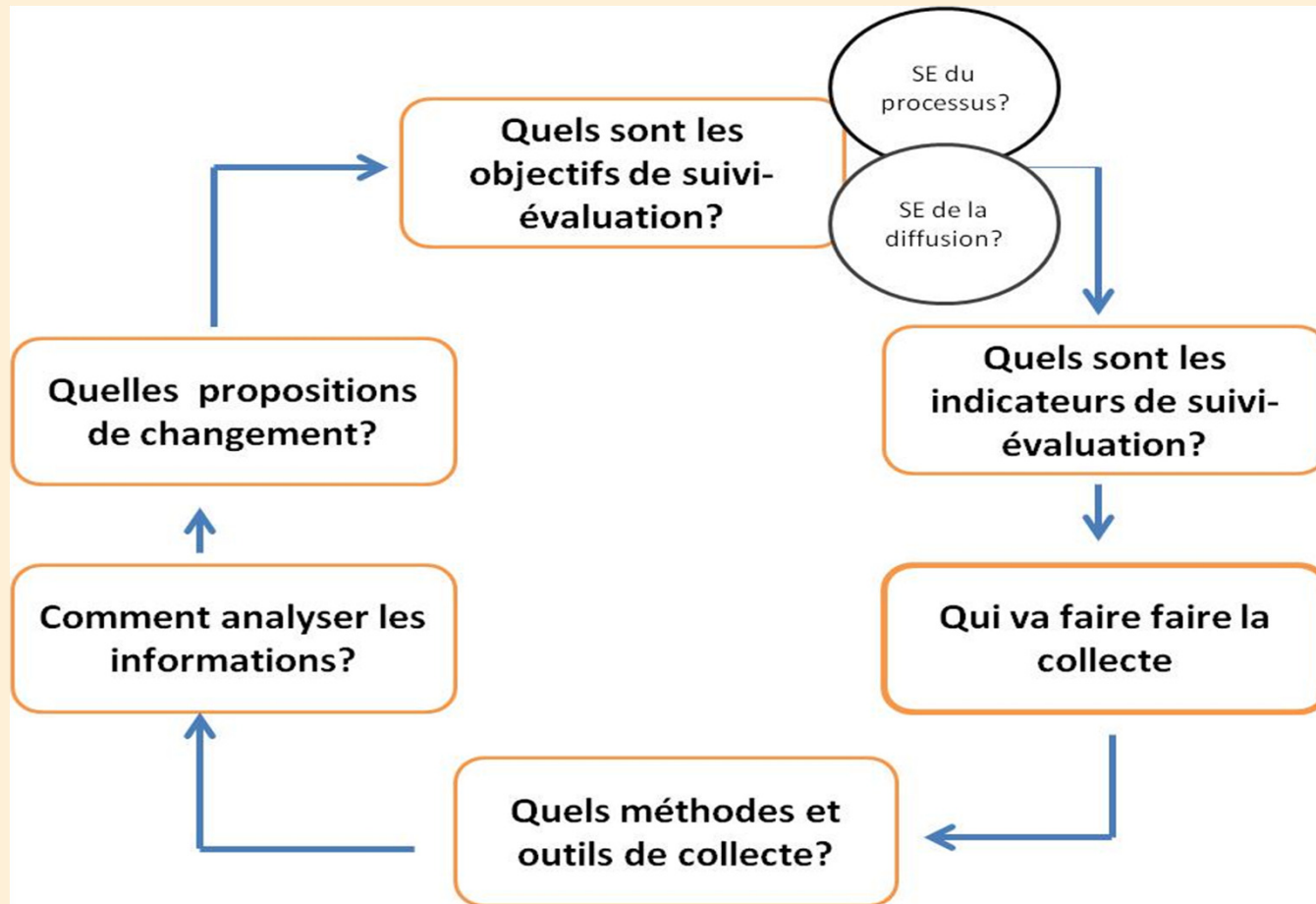
Dissemination/sharing mechanisms

- Discussion groups
- Community of practices
- Learning groups
- Network
- Fora in situ/ exhibition
- Visits

Dissemination tools

- Written reports
- CDs
- Video
- Posters, flyers
- Web based platforms
- Radio
- Etc.

Monitoring and Evaluation Process



Implementation of actions changes (arising from the process evaluation)

	WHAT?	BY WHOM?	HOW?	HOW MUCH?	WHEN?
Action					
Action					
Action					
Action					
Action					