TEMPLATE FOR DESCRIBING GOOD PRACTICE

in Literacy Policies for Children, Adolescents and Adults

This template is intended to provide a common format for collecting and analysing examples of good practice in literacy policies for all age groups. As this template has to cover a wide variety of different fields and practices, some sections might not be suitable or necessary for the description of specific examples. In this case please leave them blank.

Part I. Description

Name / Title of intervention	
1. Abstract An abstract of a maximum of 500 words is useful to provide a summary description of the practice	
2. Nation	
3. Website	
4. Lead organisation	
5. Main partners	
6. Period of activity	
7. Language(s)	
8. Conceptual basis of the good practice examples Please give a short description, and references or links to important documents.	
9. Objectives	
10. Target group(s) (Please indicate which age groups or school grades are specifically targeted by	

the intervention)	
11. Number of people involved (e.g. % of the total population of the country or of the total target population, if a specific target has been set)	
12. Methods for recruiting participants (target group) (if applicable)	
13. Professionals involved (e.g. teachers, librarians, volunteers, health care professionals, social workers, artists, …)	
14. Role of each professional Describe briefly	
15. Main activities (Please describe briefly, referring to time lines or sequences if applicable)	
16. Implementation process Please describe any phases of implementation related to progressive scaling-up or adressing different topics	
17. Resources and materials List / describe the main resources used in your programme, and give links for accessing them, if applicable	
18. Financing - Where do the funds for the intervention come from? How much per	

year / for the whole time? - Who makes decisions about budget allocation?	
19. Evaluation - Is there currently an evaluation of the ongoing intervention? Who is conducting it (external or internal entity)? Which methodology is being used ? (Indicators, periodicity, design, sample / control group, quantitative and qualitative methods, … etc.)	
20. Results of the evaluation Report data and give a brief statement summarising the results of the evaluation**;** provide references if published results are available	
21. Benefit incidence (Proportion of the resources and benefits of the programme that go to the most disadvantaged 20% of the population. This indicator has been developed to evaluate development projects and their ability to produce a redistribution / equity effect. It is a crucial indicator to be proposed, taking into account that equity is one of the key dimensions proposed by the High Level Group.)	
22. Anything else you think we should know ...	

Part 2: Stengths/weaknesses

23. SWOT analyses Indicate strengths and weaknesses (usually internal), and opportunities and threats (usually external) of the programme	
24. Political impact and policies - Has the intervention led to concrete changes in policies or government plans, legislation, funding? Briefly describe. Has it produced any cross-sector/departmental policy-making and programme development? - Transferability: Has the programme / intervention been transferred to another region/nation? Has it been modified during this transfer?	
25. Your personal evaluation By what criteria do you consider the intervention to be "good practice"? In which respects do you consider the intervention to be in need of further improvements / developments?	
26. Anything else you think we should know ...	