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Cross visits

Observation checklist for Monitors





Document Summary

Deliverable Title: **Cross visits Observation checklist for Monitors**

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Related Work package: WP5

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Manual

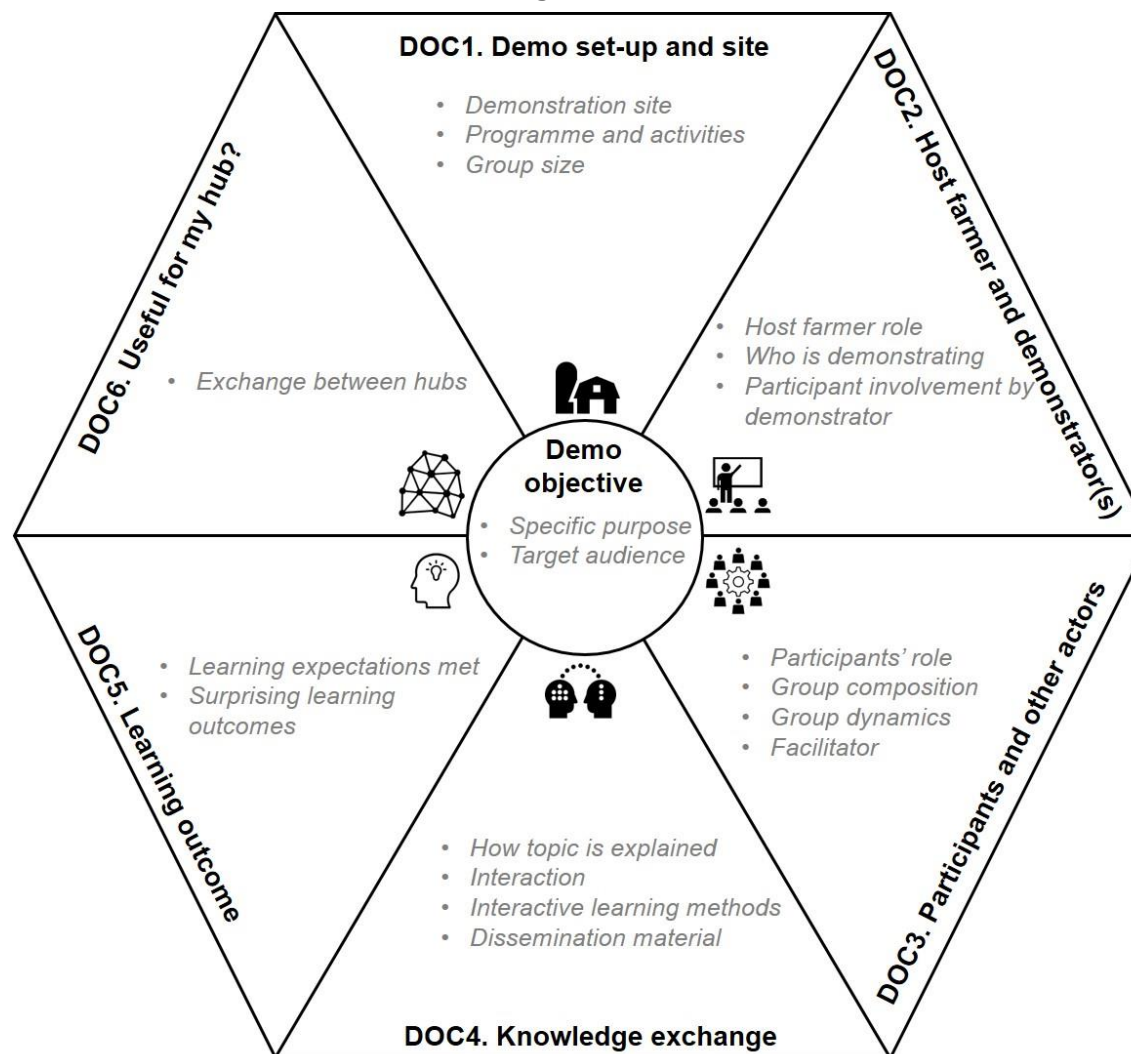
This document can be used by the WP5 monitor who attends the cross visit. It contains a checklist of all aspects, with some reflection questions that can be taken into account when observing the field demonstration visits. Remarkable aspects can be noted down on this checklist. Further, the checklist can give some inspiration to facilitate the groups discussions during the knowledge exchange sessions that take place the day after the field demonstration. If the discussion stays a bit superficial, the checklist can be used to deepen the discussion and come to a more profound discussion. An overview with a summary of the aspects is added in a figure in the beginning of the document.

WP5 monitors are not obliged to complete the table below. They can just write down remarkable observations if they think it is appropriate.



Cross visits- Observation checklist for Monitors

Figure 1. Overview of aspect that can be taken into account during the observation.





1 Demo objective

Aspect of observation	Questions for reflection	Remarkable Observations
Clear purpose of the demo	<ul style="list-style-type: none"> Is the purpose of the demo clear? <i>E.g., Knowledge co-creation, Problem solving, Building awareness, Research implementation, Innovation adoption, Training, Networking, Policy implementation</i> 	
Target audience	<ul style="list-style-type: none"> Who is the target audience? 	

2 Demo set-up

Aspect of observation	Questions for reflection	Remarkable Observations
Demonstration site	<ul style="list-style-type: none"> How is the demonstration site used during the demo? Does the site have a clear function? 	
Host	<ul style="list-style-type: none"> Is the host (farm) suitable for the demo event? (E.g. accessibility, facilities, equipment, security, relevance for the demo topic...) 	
Programme	<ul style="list-style-type: none"> Is the programme of the demo balanced, with sufficient variety in the activities? 	



	<ul style="list-style-type: none"> Do the activities contribute to the purpose of the demo? How (e.g., comparison of practices, innovations, experiments; hands-on activities, ...)? Are there innovative activities organised? 	
Group size	<ul style="list-style-type: none"> Is the group size fit for the activities? 	

3 Host farmer and demonstrators

Aspect of observation	Questions for reflection	Remarkable Observations
Host farmer role	<ul style="list-style-type: none"> What is the host farmers' role during the demo? Is he/she involved in the demonstration? 	
Demonstrator	<ul style="list-style-type: none"> Who is the demonstrator and what are his tasks/activities? Does the demonstrator involve participants in the demonstration, e.g., by providing hands-on activities or letting them try out a equipment? 	



	<ul style="list-style-type: none"> How does the demonstrator use the knowledge of the participants during the demo? 	
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4 Participants and other actors

Aspect of observation	Questions for reflection	Remarkable Observations
Participants' role	<ul style="list-style-type: none"> What is the role of the participants in the demo? Are participants encouraged to participate in the demonstrations? How? Do participants share their own knowledge in the group? 	
Composition of the group	<ul style="list-style-type: none"> Does the composition of the participant group add to the group discussions and knowledge exchange? Are there actors missing who could contribute to the group dynamics? Is the presence of specific actors disturbing the dynamics of the group? 	
Group dynamics	<ul style="list-style-type: none"> How would you describe the atmosphere between the participants? 	



Facilitator	<ul style="list-style-type: none"> Who is the facilitator of the demo and what are his/her tasks? 	
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5 Knowledge exchange

Aspect of observation	Questions for reflection	Remarkable Observations
Explanation of the topic: practice or innovation demonstrated	<ul style="list-style-type: none"> Are the implication on the whole farm system of the demonstrated practices/innovations taken into account during the demo? Is the demonstrated practice/techniques questioned or critiqued? How is the demonstrated practice/techniques explained to the participant? 	
Interaction between participants and demonstrator	<ul style="list-style-type: none"> Are questions from the participants to the demonstrator stimulated? Is time made available for discussion (i.e., sharing (conflicting) ideas and viewpoints on the topic, in more than one question and answer within the group)? Does the group discussion contribute to the understanding of the innovation? 	



Interactive learning methods	<ul style="list-style-type: none"> • Are hands-on activities and the development of the skills by the participants on the demonstrated practice/innovation addressed? • Is the use of multi-sensorial experiences stimulated during the demo (e.g. are participants encouraged to use taste, smell, touch, ...)? 	
Dissemination material	<ul style="list-style-type: none"> • Is dissemination material available for the participants (e.g. folders, leaflets, ...)? 	

6 Learning outcomes

Aspect of observation	Questions for reflection	Remarkable Observations
Learning expectations	<ul style="list-style-type: none"> • Are the learning expectations of the participants met? • Are surprising there learning outcomes? 	



7 Exchange between hubs

Aspect of observation	Questions for reflection	Remarkable Observations
Exchange between hubs	<ul style="list-style-type: none">Are experiences between people from different hubs shared?	

8 General comments on the field demonstration

Please describe here anything else you believe that is worth mentioning about the demonstration: general impressions, main strong aspects, main aspects for improvement, innovative ideas for demo activities, ...



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