



World Overview of Conservation Approaches and Technologies

Getting Started with WOCAT

Guidelines for Regional and National Initiatives

Version July 2000

About these Guidelines

WOCAT is a global network that aims to collect, compare, disseminate and utilise information on soil and water conservation (SWC). WOCAT operates in a decentralised manner through regional and national initiatives (see WOCAT brochure).

These guidelines are designed to help those who want to start a national or regional WOCAT initiative. They are based on the experience of many WOCAT workshops in different continents. They outline the necessary steps to be taken, including the selection of partner institutions and contributors, responsibilities, a proposal for raising funds, etc.

The guidelines are basically designed to operate at the regional level (e.g. East Africa, Southeast Asia). However a national programme may also follow these guidelines. In all cases, the WOCAT Secretariat and Management Group recommends that their approval is sought and close contact is maintained when regions or nations embark on this process, as one of the main benefits of WOCAT lies in the sharing of regional, national, and global expertise and experience.

Getting Started with WOCAT

- Step 1 **Identify relevant institutions**
and possible partners / contributors at the regional / national level
- Step 2 **Prepare a joint proposal**
for the initiative, and approve programme and funding
- Step 3 **Select definite partners / contributors**
- Step 4 **Provide more detailed information**
to definite partner institutions for their participation in WOCAT
- Step 5 **Prepare a base map**
for the questionnaire “Map” in order to provide a suitable spatial basis
- Step 6 **Finalise programme**
for the next steps
- Step 7 **Conduct an initial training workshop**
on the selection of Technologies and Approaches, data collection, and mapping
- Step 8 **Provide additional training**
in management, retrieval and analysis of data
- Step 9 **Carry out in-country data collection**
(field work) and data entry
- Step 10 **Gather for a report-back meeting**
(follow-up)
- Step 11 **Check the data**
and carry out quality control and groundtruthing

Step 1: Identify relevant institutions and possible partners / contributors at the regional / national level

Identify a task force for co-ordinating the WOCAT initiative

The initiating institution needs organisational support in order to run a regional / national initiative. It should:

- identify members for a committee or task force (TF)
- disseminate the WOCAT brochure and these guidelines among the TF members to familiarise them with the organisational task
- define their role and the leading institution

*Criteria to select national and regional **institutions with co-ordination tasks**:*

Institutions with co-ordinating tasks should have:

- a regional or national mandate in SWC
- time and resources available for co-ordination and institutional back-up
- capacity and equipment for handling and building up the database, including:
 - database operator (part-time) familiar with computerised data handling (preferably under Windows 95 or 98); knowledge about MSAccess97 is of great use but not essential
 - computer hardware and software available: Windows 95 or 98, Office 97 (optional), Pentium hard disk with 50 MB and more, minimum 16 MB RAM
 - E-mail facilities
 - commitment to keep in touch with other national and regional initiatives and the Management Group

Identify possible contributors to the WOCAT database

The task force identifies and contacts persons and institutions involved in SWC in view of a possible contribution to WOCAT.

- Copy forms 1 and 2 below, and send them to the institutions and partners identified.
- Ask them to fill it out and send it back. The information required on these forms is essential to eventually select the *definitive* contributors with good knowledge of SWC technologies, approaches, and their spatial distribution.
- Together with the two forms, send them the WOCAT brochure with the basic information.

*Guiding questions to select institutions and **contributors to data collection**:*

- Which institutions could possibly benefit from and contribute to WOCAT?
- Which relevant partners co-operate already with these institutions?
- What are their potentials and capacities with respect to their participation in WOCAT?
- What are their needs in SWC and what are their expectations from WOCAT?

Form 2

Proposed Technologies / Approaches for regional and national WOCAT documentation

for (Region) (Country)

Technologies									Approaches		Criteria for selection of Technologies and Approaches *6
No	Name of Technology	Measure *1	Land use type *2	Land user *3	Climate *4	Slope / soil *5	Area: province, district	Name of contributor (Technol.)	Name of Approach	Name of contributor (Approach)	
1											
2											
3											
4											
5											
7											
6											

*1: Measure **A:** agronomic, **V:** vegetative, **S:** structural, **M:** management
 *2: LUT: Land use type **C:** cropland, **G:** grazing land, **F:** forests/woodlands, **M:** mixed, **O:** other
 *3: Land user **S:** subsistence, **C:** commercial, **M:** mixed
 *4: Climate humid, sub-humid, semi-arid, arid

*5: Slope flat, gentle, moderate, steep, very steep
 Soil shallow, moderate, deep
 *6: Criteria wide-spread, fast spreading, representative, etc.

Step 2: Prepare a joint proposal for the initiative, and approve programme and funding

To write a WOCAT proposal, the following format has been helpful

Background

The WOCAT brochure provides the general background of the programme including its justification, goal and objectives. Place your initiative in the context of the global and other regional/ national initiatives.

Justification

Indicate the need for improving SWC in your area, and, to this end, the comparative advantages of the WOCAT process, for example previous and basic work that has been accomplished with WOCAT. Highlight the advantages of this work with respect to your own initiative.

Goal and Objectives

Indicate your expectations from WOCAT, and relate your goal and objectives to the global programme.

Expected Outputs

Several activities will result in an output. Please note that also the process of exchanging experiences in itself should be considered an output:

- a regional / national network of WOCAT collaborators
- orientation workshop, training, field work and feedback workshops
- a WOCAT database
- regional /national WOCAT handbooks of SWC approaches and technologies, as well as a SWC map of the area
- contributions to the global programme
- appropriate information formats (books, digital) addressing different target groups (extension workers, technicians, experts, planners, etc.)
- trained SWC staff
- other potential outputs of particular interest in your region

Expected benefits

For example:

- capacity building
- evaluation and improvement of land management and SWC in the region
- more efficient work due to co-operation with other institutions in the region
- access to the growing global network
- etc.

Assumptions

An effective use of the WOCAT database calls for reliable data, particularly because the data reflects experts' opinions. Therefore, a few assumptions must be made, such as:

- There is genuine interest of SWC specialists to document both positive and negative experience.
- Participants have good knowledge, provide honest judgement and sufficient quality of data.
- There is sufficient support by national / regional institutions to build up and maintain the WOCAT Information Management and Decision Support Systems.
- There is comprehensive cover of SWC activities in the area.
- etc.

Inputs

What is required to run the initiative?

- personnel and associated funds
- awareness raising, training, and orientation of regional personnel
- facilitation and technical assistance by WOCAT core resource persons
- field work, report-back meeting, groundtruthing, quality control
- database management
- production of outputs
- dissemination of information and assistance to users
- etc.

Responsibilities and Obligations

- The WOCAT methodology forms the framework for regional / national initiatives, in order to maintain a standard and international comparability of the results.
- The quality of the WOCAT database highly depends on the commitment of SWC contributing specialists to provide high quality information that meets the WOCAT standards.
- Sharing information with other initiatives is essential, because WOCAT is a global network.

Form 3 Workplan

<i>Activities</i>	<i>Time</i>	<i>Responsibilities</i>	<i>Partners</i>
Getting Started with WOCAT			
(Steps 1 and 2 are already underway)			
3. Select definite partners/contributors			
4. Provide more detailed information			
5. Prepare a base map			
6. Finalise programme			
7. Conduct an initial training workshop			
8. Provide additional training			
9. Carry out in-country data collection			
10. Gather for a report-back meeting			
11. Check the data			

Producing and Using WOCAT Outputs			
Link to global database; management, monitoring, updating and expansion of the database			
Preparation of outputs at regional level: maps, technology handbooks, approach reports, conform to WOCAT standards			
Utilisation of WOCAT products, e.g. for planning, assessment of applicability, and design of SWC approaches and technologies			

Note: *be realistic when indicating how many years will be necessary to produce all outputs*

Form 4 Budget

<i>Activities</i>	<i>available budget</i>		<i>requested funds for this proposal</i>
	<i>own resources</i>	<i>third party resources</i>	
Getting Started with WOCAT			
(Steps 1 and 2 are already underway)			
3. Select definite partners/contributors			
4. Provide more detailed information			
5. Prepare a base map			
6. Finalise programme			
7. Conduct an initial training workshop			
8. Provide additional training			
9. Carry out in-country data collection			
10. Gather for a report-back meeting			
11. Check the data			
Producing and Using WOCAT Outputs			
Link to global database; management, monitoring, updating and expansion of the database			
Preparation of outputs at regional level: maps, technology handbooks, approach reports, conform to WOCAT standards			
Utilisation of WOCAT products , e.g. for planning, assessment of applicability, and design of SWC approaches and technologies			
Grand Total			

Note: After development of the proposal be sure that the regional / national WOCAT is likely to be approved and sufficient funding can be made available. Compile the final version indicating the assured funding and send it to your national /regional partners with a copy to the WOCAT Management Group.

Step 3: Select definite partners / contributors

- Based on the response of persons and institutions from step 1, in particular from *Form 2: proposed Technologies / Approaches* - the task force selects the most knowledgeable SWC specialists representing a good coverage of Technologies / Approaches. Please add to the selection criteria if necessary.
- Similarly, for developing the WOCAT map, identify knowledgeable key resource persons.
- Use the response from step 1 also to find out whether there is any important Technology / Approach missing (not represented). In this case, identify additional persons and institutions to contact in order to fill this gap, and familiarise them with WOCAT as explained in step 1.

For the initial training / workshop and for the field work, participants should fulfil the following criteria and prerequisites:

for the Questionnaires on Technologies and Approaches, QT and QA

- a good motivation as a precondition to providing useful data
- adequate field experience and detailed knowledge of SWC technologies and approaches in their area, including biophysical, socio-economic and technical aspects
- sufficient time available to participate in WOCAT, plus the motivation to make additional field visits, if necessary
- and good institutional backing

for the Questionnaire "WOCAT Map", QM

- a good spatial overview of SWC technologies and approaches in the area under consideration
- if possible, basic knowledge of cartographic procedures and GIS
- the ability to generalise and summarise SWC activities at field level to small mapping scale (e.g. 1 : 5 M for regional overview, 1 : 1 M or larger for national overview)
- good interaction with QT / QA contributors

Note: *The resource persons for the description of the Technologies and Approaches and those for the map can be separated in parallel sessions in the same workshop. This allows interactions between the two groups and exchange of knowledge. For the subsequent data collection phase the two activities might be separated.*

Criteria for the **identification of different Technologies and Approaches** that are represented in a WOCAT database

A SWC technology and its associated approach should cover a homogeneous set of natural (bio-physical) and human (socio-economic) conditions. They should hence not apply to, for instance, very dissimilar climatic or altitudinal zones or slope categories or to very dissimilar conditions of land tenure.

Main criteria for a natural (bio-physical) environment:

- only one of the following land use types: cropland (either annual, perennial, or tree/shrub crops), grazing land (either extensive, or intensive grazing), forest/woodland, mixed or other land
- only one or a clearly defined combination of the following measures: agronomic, vegetative, structural, management
- one or a combination of two adjacent climatic zones: humid, subhumid, semi-arid, arid
- one or a combination of two adjacent slope categories: flat, gentle, moderate, rolling, hilly, steep, very steep
- one or a combination of two soil texture classes: sand, loam, clay
- one or a combination of two soil depth categories: shallow, medium, deep

Main criteria for a human (socio-economic) environment:

- a defined level of mechanization: hand tools, animal-drawn implements, motorised.
- a defined production system: self supply (subsistence), mixed, market-oriented (commercial)
- a defined level of inputs (costs) that are required
- a defined system of land ownership / land use rights

Selection of **representative Technologies and Approaches** for the global overview:

For the global database, representative Technologies (Ts) and Approaches (As) need to be selected from each country. As a rule of thumb, about 10-15 Technologies for a medium sized country. However, it also depends on the extent and the amount of SWC activities in the country.

Representative Ts/As should:

- cover important land use types for the country and / or
- be wide-spread, covering a considerable surface and / or
- be expanding rapidly and / or
- have a great potential

Step 4: Provide more detailed information to definite partner institutions for their participation in WOCAT

The WOCAT brochure has already given basic information to all possible contributors. The definitive contributors need to be provided with more detailed information about WOCAT data collection. The following WOCAT documents and computer programmes are available from the global secretariat and the Internet (www.wocat.net):

- Brochure (if not yet received): a presentation of the WOCAT network (printed and digital)
- Questionnaires (printed and digital) on SWC: Technologies, Approaches and Map
- Databases (digital) on SWC: Technologies, Approaches and Map
- Guidelines for Regional and National Initiatives (printed and digital)
- Video presentation available on CD-ROM and VHS

WOCAT data collection is done by means of questionnaires. Three questionnaires - Technologies (QT), Approaches (QA), Map (QM) - have been tested and improved by international groups of experts. They guide the user through all relevant aspects of SWC. By filling in the questionnaires the contributors not only document their knowledge and establish a database, but also review and evaluate their own SWC work. They tap the know-how from several sources and stimulate interaction during data collection and the workshops. It is thus recommendable that contributors for the same Technology / Approach jointly fill in the questionnaires. At the beginning, contributors often find the questionnaires too long and demanding. It initially requires 1 – 2 days to document a Technology and about the same time for an Approach. But it needs to be pointed out that this input is rather short considering that very valuable and often long-term experiences are comprehensively documented and made available in a database.

Note: *For optimal preparation of the workshop the definitive contributors need to go through the questionnaires in advance. They should prepare the most relevant **documents** and baseline materials, such as project reports, case studies and maps ahead of time. The contributors should also improve their data by adding drawings, photographs and references to documents.*

The questionnaires on **Technologies** (QT, 57 pages) and **Approaches** (QA, 38 pages) are used to document experiences and examples (case studies) of successful and partly successful SWC as well as failures. The two questionnaires are complementary, asking details about a SWC technology and its implementation in QT and about the broader enabling environment in QA. They cover both the natural and human environment of SWC.

The questionnaire **Map** (QM) is a spatial assessment of an area with soil degradation and SWC. Since hard data are missing in many situations, the professional judgement of SWC specialists, particularly in joint discussions, is the key to an agreeable and reasonable overview. Besides their own knowledge and experience they can use relevant documents and baseline materials, such as project reports, case studies and maps. The WOCAT map methodology is scale-independent and suitable for regional, national and sub-national coverage (e.g. a project intervention area). The digital database, including an interactive map viewer, has been established to facilitate data entry and editing, providing a direct visual feedback to the data entered.

Step 5: Prepare a base map for the questionnaire “Map” in order to provide a suitable spatial basis

In principle, any map can be used as a basis for the WOCAT mapping exercise. The size of the polygons (map units) will be determined by the degree of detail required by the contributors. The scale of the map must be corresponding, i.e. the polygons must be clearly visible.

As the mapping basis for WOCAT it is recommended to use the physiographic map units as delineated according to the SOTER methodology. Physiographic maps have already been prepared at a scale of 1:5 M for Asia, Africa (draft) and Latin America, at a scale of 1:2.5 M for Central and Eastern Europe, and at more detailed scales for a few selected countries. Linking WOCAT to SOTER produces a comprehensive database, that contains information on terrain and soils, but ideally also on soil degradation, land use, climate (optional) and SWC activities. SOTER already provides some of the information needed in the QT and QA.

If physiographic maps do not seem to be suitable, administrative maps can also be used (e.g. district maps). Many specialists may not yet be used to the physiographic or soil units and may have difficulties to link SOTER information with their own experience. In this case, maps with administrative boundaries may be more suitable, because data is often available on this basis. However, an administrative unit may cover different physiographic zones or vice-versa, and SWC information may only be applicable to a part of the administrative unit.

If available, it may be useful to overlay this base map with other information, e.g. land use maps and degradation maps, and link these data to the base map polygons. Additionally, rivers, roads, settlements and administrative boundaries are helpful for orientation on the map. Before the interactive map viewer can be used for data entry, the base map should be sent to the WOCAT secretariat for further processing, in order to make the map information accessible through the WOCAT database and viewer (for further information see the manual for the WOCAT databases).

Step 6: Finalise programme for the next steps

Together with the task force, the national and regional co-ordinators need to set-up a programme for the next steps. Use the workplan elaborated in step 2 and confirm or adjust the time table and the responsibilities for all subsequent steps. Make sure that national co-ordinating institutions and their co-ordinators are well informed, and that they are part of the process, in particular if there are several countries involved.

Step 7: Conduct an initial training workshop on the selection of Technologies and Approaches, data collection, and mapping

Preparation of the workshop

- Identify whether there is a need to have facilitators experienced in WOCAT from the WOCAT Management Group or from other regional / national initiatives, and inform them well in advance.
- Identify a time period for a workshop of ideally one week, which is convenient for the task force, participants, contributors and facilitators.
- Invite participants identified in step 3. The optimum number is 2 - 3 participants per country / province or district, with a total of about 20 - 30.
- A one-day field exercise is an essential part of the workshop.
- Send questionnaires on Technologies and Approaches and on the Map to the participants well in advance.
- Ask the participants to prepare and bring along the most relevant documents and baseline materials, such as project reports, case studies and maps, as well as drawings, photographs and other references.
- Prepare material for presentation and demonstration of the WOCAT programme (digital slide presentation and video available on CD-ROM). Test the presentation and, if needed, adapt the slide presentation to your needs using MS PowerPoint.
- Prepare the database for the workshop (as indicated below).

Preparation of the database

- Required material:
 - Computer projector (beamer)
 - Computer or Notebook (WIN95/98/NT)
 - WOCAT CD-ROM (including digital slide presentation)
- Before the database presentation, make sure that the computer projector is working!
 - For QT and QA:
 - show the main menu
 - show the data management part (mainly entry part)
 - show a short summary and the entire questionnaire in the data retrieval part
 - show a search by criteria: to demonstrate an example you need some results - from other initiatives in advance
 - show an example of the analysis
 - For QM
 - show the map viewer first: you need an example map from another country
 - show the basic polygons of your area and additional layers
 - show the options to enter / change data of polygons
 - show the data management part: data entry mask

It is recommended to test the whole presentation in advance! For entry masks and data retrieval show examples that may be of interest to the participants. If available, use data from an area with a similar biophysical environment and socio-economic setting, or from a neighbouring country.

Proposed Programme for an Initial WOCAT Workshop

Note: *This programme proposal is based on experience from numerous previous WOCAT workshops. For an initial workshop, a total period of **5 - 6 working days** is recommended.*

- Welcome and official opening (20 - 30 minutes)
- Presentation of aims and programme of the WOCAT workshop (30 Minutes)
- Introduction of participants (30 minutes)
- Expectations: each participant writes a maximum of three main expectations on cards and presents them to the others (20 - 30 minutes)
- Introduction to WOCAT programme and methodology (brochure and power point presentation, 1 hour)
- Introduction to the **questionnaires**: QT, QA and QM (1 hour)
- Training to use the questionnaires QT and QA (data collection):
 - Introduction (power point presentation, 1 hour)
 - Selection of Technologies and Approaches for test-filling in groups of 2 - 3 persons (1 hour).
 - Filling in QT (1 day)
 - Filling in corresponding QA in groups (4 hours)
 - There is a need to discuss progress and experience with QT and QA after each round of filling. During this period experienced WOCAT facilitators assist the groups (clarifying questions, suggestions for best estimates etc.)
- Training to use the questionnaire QM (data collection) can be done at the same time as the above mentioned training or at a subsequent meeting
 - Introduction (power point presentation, 30 minutes)
 - Test and filling in questionnaire (2 hours)
 - Training in data entry / quality control for selected participants (3 hours). The digital database and the map viewer allow for a first overview of the collected data during the workshop. The participants are thus in a position to discuss and improve the data, if necessary
- Field visit and testing QT,QA and QM (1 day)
- Training in data analysis / reporting (2 hours)
- Specification of activities and responsible persons for subsequent data collection phase (2 hours)
- Evaluation of the workshop (see Form 5) (30 minutes)
- Summarising the workshop results and closing (20-30 minutes)

Form 5

WOCAT

Evaluation of the WOCAT workshop

in Date

Rating from 1 (= poor) to 5 (= very good)

1. How useful do you believe WOCAT is/ will be as a tool...	Rating	Comments/improvements
a) to evaluate SWC experience?		
b) to document valuable field experience?		
c) to stimulate the exchange of experience?		
d) to build-up a national database?		
e) to build-up a regional/global database?		
f) for improved decision making?		
2. Did the workshop fulfil your expectations?		
a) Please rate your understanding of WOCAT before the workshop		
b) Please rate your understanding of WOCAT after the workshop		
3. How useful was the workshop for networking / getting feedback?		
4. How do you rate the venue?		
5. How do you rate the organisation of the workshop?		
6. How interesting / useful do you rate the field trip?		
7. Questionnaire Technologies:		
a) how is it structured?		
b) is it formulated understandably?		
c) how appropriate is it in your working situation?		
8. Questionnaire Approaches:		
a) how is it structured?		
b) is it formulated understandably?		
c) how appropriate is it in your working situation?		

9. Questionnaire Map:		
a) how is it structured?		
b) is it formulated understandably?		
c) how appropriate is it in your working situation?		
10. Database:		
a) how user-friendly is it?		
b) how appropriate is it for your working situation?		
11. Outputs: how useful do you think are / will be the:		
a) hand books		
b) maps		
c) database and query system		
d) the evaluation process		
e) CD-rom		
f) Internet access to database		

12. Please give other suggestions / comments to regularly update and improve WOCAT:

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Name (if you wish to remain anonymous do not fill in)

.....

Date

Step 8: Provide additional training to regional/national WOCAT co-ordination staff in management, retrieval and analysis of data

Experienced WOCAT facilitators from the Management Group (MG) offer their assistance and additional training to national and regional co-ordinators and database specialists. This may involve:

- a separate training workshop
- training in another regional and national institution, which has implemented WOCAT
- training in one of the institutions of the MG

The training provides:

- more information on how to get started with WOCAT
- recommendations on how to use WOCAT
- and additional skills in database management, such as:
 - data entry, management and retrieval of information
 - exchange of data and updating of database
 - utilising data and assessing applicability of Technologies and Approaches
 - preparing reports, overview books and maps, and conducting user driven analysis

Step 9: Carry out in-country data collection (field work) and data entry

Frequent field visits are indispensable during a period of about 6 months after the initial training workshop. Preferably, the national institutions enter their data into the WOCAT database, while the regional initiative takes care of the compilation and correlation of various national data sets.

Documentation of Technologies and Approaches:

For the collection of national data the following steps are recommended to be carried out by members of the task force for each Technology and Approach:

- Finalise the list of resource persons and the leader (for each Technology and each Approach) (see step 3).
- Contact these resource persons through the leader.
- Arrange a meeting for the resource persons, preferably a field visit.
- Ask resource persons to compile all relevant material.
- Fill in the questionnaires jointly, check with documents, identify questions where additional information is needed, and identify additional sources of information.
- Mark those questions that need follow-up investigation and screening of additional documents. If needed go to the field again. If questions remain unanswered, fix follow-up responsibilities and deadlines, and contact the Management Group.
- Fix a deadline to finalise QT and QA.
- Use a database specialist to enter data into database, check for consistency, comprehensiveness and quality (see a separate guideline for the use of the interactive information and database management system).
- Make a printout of all the information entered in the questionnaire and send it to the leader and the other resource persons. Ask them to counter-check the data.
- Any feedback for improvements should be approved by the leader.
- Send the approved data set of each Technology and its corresponding Approach to the national and regional co-ordinator to append to the national / regional and the global database (see guidelines on selecting, assessing and planning SWC approaches and technologies).

For the selection of Technologies and Approaches see also: *Criteria for the identification of different Technologies and Approaches that are represented in a WOCAT database* (Step 3).

Map of SWC Technologies:

In order to fill in the questionnaire QM and to enter data into the database the following steps are recommended to be carried out by members of the task force for each national / regional map:

- Finalise the list of resource persons for the map with a national / regional overview of degradation and conservation activities (see step 3).
- Identify a national / regional leader for the map group.
- Contact the resource persons through the leader.
- Arrange a meeting or workshop of the resource persons.
- Identify and compile all relevant material, such as reports and maps on land use, degradation, conservation, and productivity.
- Fill in the questionnaire QM jointly, check the documents, and identify questions where additional information is needed. A spatial assessment for each aforementioned topic is made and maps are produced interactively with the participants. Bearing in mind that not all desired information will be available for certain areas (map polygons), the specialists have to make a “best bet” estimation based on their joint experience. To facilitate this process, the map viewer can be used for interactively comparing the area under consideration with neighbouring areas and with other places where more information is available. The data can be entered or adjusted and the changes / results are immediately shown on the map. (see separate guidelines for map database management)
- Mark questions and areas that need more follow-up investigation and screening of additional documents. If needed, re-visit the respective field site. If questions remain unanswered, fix follow-up responsibilities and deadlines, and contact the Management Group.
- Fix a deadline to finalise QM.
- Print out maps and give them to the leader, other contributors and resource persons. Ask them to counter-check the data.
- Any feedback for improvements should be approved by the leader.
- Send the approved data set of the map to the national and regional co-ordinator (who may further delegate to the task force) to append to the national / regional and the global database (see guidelines on selecting, assessing and planning SWC approaches and technologies).

Note: *For data entry see the manual for the WOCAT databases*

Step 10: Gather for a report-back meeting (follow-up)

For the report-back meeting, you need

- the participants of the initial training workshop and fieldwork, and
- senior staff from national institutions.

The aim of the report-back meeting for **Technologies** (Ts) and **Approaches** (As) is to:

- exchange experiences arising from the description of Ts and As
- assess the quality of information and knowledge gaps
- present a short summary of the analysis and results
- finalise data-sets and correlate Ts and As
- prepare draft overviews of Ts and As and the analysis, including representativeness, common and different aspects, adjustment to socio-economic and biophysical environment
- identify follow-up activities

The aim of the report-back meeting for the **map** is to:

- critically discuss and assess data and results for the countries and region
- check and - if needed - harmonise with neighbouring countries and regions
- analyse the data: how much has been achieved so far?
- judge the appropriateness of the method and results for identifying priority areas for further investigation, monitor progress, and brainstorm on SWC development activities (see guidelines on selecting, assessing and planning SWC)
- identify follow-up activities

The aim of the report-back meeting for **both** Ts/As and the Map is to:

- determine the task force for the next steps
- identify additional persons to the national and regional co-ordinators
- improve and adjust the workplan (see step 2)

For the evaluation of the follow-up workshop use the same evaluation sheet provided in Step 7, if needed add or change questions.

Step 11: Check the data and carry out quality control and groundtruthing

In order to come up with complete data sets of good quality, the following steps are recommended:

- The national / regional co-ordinators assign a taskforce with responsibility for Technologies, Approaches and the map (see step 10).
- The taskforce makes a final assessment of data comprehensiveness, representativeness and quality.
- The taskforce identifies the final steps to improve data with the help of the previous leader and, if needed, additional resource persons.
- The taskforce finally approves which data-sets qualify to be part of the national, regional and the global data-sets using the following criteria:

-
- representativeness for the country and the region (see also Step 3: *selection of representative Technologies and Approaches ...*)
 - comprehensiveness of fully answered questionnaires
 - good quality information