

<https://forms.gle/S6VaNBhAvoBDycck6>

I2CONNECT PRACTICAL CASE PRO FORMA INPUT SHEET

Overview of Questions and Guidelines for Completion

Before completing this form you will need the following information:

- **Permission to provide contact details** for the main contact person for the practical innovation case.
- **A maximum of 5 photographs** to showcase the practical case.
- **Permission from the owner/author of the photographs** to use these photos and to give permission to the i2connect project partners to use these photographs in promotional material.
- **A gmail.com email address** to upload photographs.

The information required and to be submitted on the online pro forma input sheet for the practical case is outlined below.

Practical case= the project that was innovative

Section A: General information

Please provide general information about yourself and about the practical case you are submitting.

1. Email (*short text*)
2. Name and surname (*short text*)

Practical case: General information

In this section more explicit information about case study is presented.

3. Title of the case study? (*Please provide a short title that captures the innovation in the case study.*)
4. Contact person of the practical case (*Please provide the first name and surname of the main person involved in the case you are describing. Please note that the contact person must speak English and may be contacted by a member of the i2connect project for further details on the case. The name and contact details will be published on the i2connect website*)
5. Contact details of contact person (e-mail, phone number (if contact person agrees)) (*The person may be contacted by a member of the i2connect project for further details and information on the case. The name and contact details will be published on the i2connect website*)
6. Level of the practical case (select all that apply)
 - a) local
 - b) regional
 - c) national
 - d) international
7. Please indicate the country where the practical case originates (*select from a drop-down list*) [-> if other, brings to question where respondent has to indicate exact country]

Practical case: tell us your story

8. What was the challenge/ problem that was addressed? Why is it important for partnership to solve the problem? (min 150 words, max 300 words) *(Please give a short description of what challenges were overcome by the innovation project, and why multiple actors were important in overcoming this challenge)*
9. How did you solve the challenge/ problem? (Or if your practical case is still in progress how are you solving the problem?) (max 200 words) *(What methods, tools, skills etc. were used in the innovation project to overcome these challenges/problems?)*
10. What is innovative in your practical case? (e.g. technological innovation, new product or services, market innovations, social/organizational innovations etc.) (max 200 words) *(How does your practical case differ from other cases that may be taking place nationally or regionally)*
11. What are success factors in solving the problem? (max 200 words) *(what would you describe as the aspects that lead to the success of overcoming the challenges that were set to be solved in this project)*
12. Unexpected failures, if any. (max 200 words) *(what part of the project did not work as expected)*
13. Lessons learned. (min 150 words, max 300 words) *(through the process of the project, what skills/knowledge were developed)*
14. What role does the advisor or advisory service play within your practical case? (max 200 words) *(How did the advisor or organisation support the project through all development and implementation phases)*
15. Please confirm if you are open to study visits and sharing your experiences. (By choosing "Yes" you are confirming that other persons can contact you in order to organize experience exchange events, study visits, or other knowledge transfer events)
 - a. yes
 - b. no
16. Can your approach be transferred and/or adapted for other innovation challenges and regions? *(Can your methods be easily uptaken by others who may be experiencing similar challenges?)*
 - a. yes
 - b. no
17. *(If yes in Q16)* Indicate
 - a. 1-5 scale (where 1 is very easy, 5 very difficult)

Practical case: visual materials

18. Please attach 3-5 pictures (.gif, .jpg, .png, .jpeg) to illustrate this practical case (in the next part of the questionnaire you will have to give a short description of the picture and indicate the author of the picture). Please note that you will have to provide your gmail.com e-mail address to upload pictures.
19. I am the author of all pictures *(To prevent issues with copyright please let us know if you are the owner and author of the photographs and if we have permission to use the photograph on the website and promotional material)*
 - a. yes
 - b. no
20. Please provide a short description of pictures uploaded. Please indicate the author (-s) of pictures. Please note that pictures without description will not be published. (Example, picture "IMG_39845" Farmers using newly presented tools in action. Author: L.Sarke; picture "2" Advisor in the field of winter wheat, checking crop leaves for diseases. Author: Projects "....." archive) (providing an accurate description

allows for the image to be appropriately captioned on the website and in promotional material)

21. I give full permission to the i2connect project partners to use these photographs freely in promotional material, and on social media, website, etc. with acknowledgement of source.
 - a. yes
 - b. no
22. Please share with us social media or other webpages links of your practical case, if you have any.
23. The topic of the practical case (select all that apply)
 - a. arable crops
 - b. Annual and permanent crops
 - c. Permanent grassland
 - d. Horticulture
 - e. Vineyard
 - f. Forestry
 - g. Agroforestry
 - h. Livestock
 - i. education
 - j. other _____

More about practical case

24. Indicate the farming system affected by the practical case (select all that apply)
 - a. Conventional
 - b. Transitional and organic farming
 - c. Precision farming
 - d. Mixed farming (eg animal and crops/horticulture)
 - e. Hill/mountain farming
 - f. Social/care farming
 - g. Other, please specify _____
25. Is the case an EIP-Operational group or the result of an OG?
 - a. yes
 - b. no
26. At what phase is the practical case currently? (How far have you progresses with the project)
 - a. Concept: Extensive analysis and derivation of concepts for the solution, implementation and marketing.
 - a. Solution: Development and testing of the solutions to the finished product.
 - b. Ready to use: Arouse and fulfill a customer's needs by implementing in production and logistics, marketing, and sales.
27. What is the source of funding for the practical case? (did the practice receive any external funding?)
 - a. EU/national funding (full funding)
 - b. Free public service -participants pay nothing
 - c. Part-funded - subsidies to private services, service contracts, voucher schemes participants pay part
 - d. Cost recovery from the government (government pays participants they pay the advisors)
 - e. Private enterprises - participants pay the advisors
 - f. Other, please specify _____
28. What type of advisor/advisory service is mainly involved in the practical case?
 - a. Public organization

- b. Private organization
 - c. Farmer-based organization (e.g. cooperatives, chambers, Farmers Unions etc.)
 - d. Non-governmental, non-profit organization
 - e. Other_____
 - a.
29. Please indicate all other groups of actors actively involved in the practical case. (select all that apply)
- b. Farmers/foresters
 - c. Ministries
 - d. State/ provincial authorities
 - e. Research institutes
 - f. Educational academies
 - g. Universities
 - h. Downstream industries
 - i. Independent consultants and/or other specialist advisors
 - j. Input traders
 - k. Foundations
 - l. NGOs
 - m. Charities
 - n. Producer groups
 - o. Unions
 - p. Cooperatives
 - q. chambers
 - r. Other_____
30. Who was the one who had an initial idea? (initial idea to start the project)
- a. farmer
 - b. forester
 - c. advisor
 - d. advisory service
 - e. farmers' organization (e.g. cooperatives, chambers, Farmer Unions etc.)
 - f. research institute/university
 - g. SME
 - h. Project consortium
 - i. non-governmental organisations, non-profit organisations
 - j. Other_____
31. (respondent answers only if "farmer", "forester" or "advisor" is selected in the previous question) Please indicate gender of practical case initiator. (This information will be used only in general overview not indicating one specific respondent.)
- a. male
 - b. female
 - c. Prefer not to say
32. Are the results of your practical case being disseminated and promoted?

Statement	Yes	No
It is too early to promote widely		
Training events have been organized in order to transfer our solution		
Demonstration events/ workshops have been organized in order to show our solution		

I know that our solution has been implemented by others in my country		
I know that our solution has been implemented in another country		

33. What scale/size of farmers would be more interested in using your practical case/ solution?
- small
 - medium
 - large
 - suitable for all farm sizes

Practical case: final questions

34. What kind of advisory techniques/ methods were mostly used to support the interaction with participants? (please select max 3 most relevant)
- Office consultation
 - On farm visit
 - Phone call / On-line consultation
 - Presentations, seminars
 - Demonstrations - open days
 - Teamwork/group meetings
 - Training Events (e.g. trainings, workshops)
 - On-line knowledge platforms, website, message groups, podcasts
 - Other _____

36. What function does the advisor play within the practical case? (select max 3 most relevant)

- knowledge transfer and raising awareness (Provision of information and promoting case)
- advice/ consultancy aimed at solving problems, based on demands of actors and the co-construction of solutions (typically farm visits, office and phone consultations)
- targeted activities to help actors to express clear demands (needs) to other relevant actors (research, service providers, etc.) (work carried out by the advisor to address the needs expressed by the other actors)
- activities to help organise or strengthen networks or collaborative action among different actors
- capacity building, training and/or experiential learning activities
- services supporting access to farm inputs (seeds, fertilizers, facilities and equipment), markets and funding
- getting institutional support for niche innovation (working within the context of norms, rules, funding mechanisms, taxes, subsidies, etc. to support innovation processes such as incubators, experiments, etc.)
- diffusion of the innovation to increase the uptake by a broader group
- Other _____

Acknowledgement

I confirm that all third parties named on this form are aware and have agreed to providing their name and contact details to the i2connect project partners (A data consent form will be sent to the named contact)

- Yes
- No

(if answer "No")

Please submit the case study when permission has been received.

-> returns to beginning of the input sheet