

Communications Monitoring Forms

Data Collection and Sharing for Co-Management

Name of respondent

Date

Organisation

Position

Instructions

Please complete the following questionnaire. There are references made to Categories of Stakeholder throughout the questionnaire. Please use the following numbering.

Categories of Stakeholders

1. Policy makers & influencers
2. National implementing organisations
3. Regional and International implementing organisations
4. National Research Institutions
5. Regional Research Institutions
6. Capacity building/training organisations
7. Promotional organisations
8. Target beneficiaries
9. Other

Questions

1.1. Have you distributed any project flyers? Yes No

1.2 If you have distributed flyers, who have you sent it to, and in which language?

Stakeholder category	Number of people within stakeholder category received flyer	Example organisations	Language of flyer

2.1 Have you published an article in a newsletter? Yes No

2.2 If yes what is the distribution of this newsletter?

Give estimated numbers of people distributed by post, email and in-person.

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Describe the types of stakeholders distributed to (see categories above)

.....
What language is the newsletter published in?
.....

3.1 Have you presented the FMSP poster at any meetings/events? Yes No

3.2 If you have presented the poster describe the occasion and the audience.

What was/were the occasions?
.....

Estimated number of people present?
.....

Type of stakeholders present (see categories above)
.....

4.1 Have you publicised the project on a web-page? Yes No

4.2 If yes, what is the address of the web-page?
.....

4.3 What is on the webpage (tick all that apply)

- Description of the project or an article about the project
- Project flyer for download – please state in which languages: _____
- Comanagement leaflet for download – please state in which languages: _____
- Link to the project website

4.4 Are hits on the webpage measured? If so give an average hit-rate per month or year.
.....

5.1 Have you given presentations or held any one-to-one meetings on the project? Yes No

5.2 How many people and what types of stakeholders were present?

Stakeholder category	Number of one-to-one meetings per stakeholder category	Example organisations	Comment on any positive outcomes of meetings

6.1 Have there been any radio or TV broadcasts on the project? Yes No

6.2 If yes, give details.

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7.1 Have there been any newspaper articles on the project? Yes No

7.2 If yes, give details.

.....

8.1. Have you distributed any press releases on the project? Yes No

8.2 If yes who were they distributed to?

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9.1 Are there any other dissemination or communication activities you have undertaken? Yes No

9.2 If yes, list them below

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10.1 Have you distributed guidelines or the field guide? Yes No

10.2 If yes, who have you sent them to, and in which language?

a) Guidelines

Stakeholder category	Number of guidelines sent to this category	Language

b) Field Guide

Stakeholder category	Number of field guides sent to this category	Language