

Annex 12: Offline template for writing a technology record

Our template (below) was adapted by us from the off-line form provided by Francisco Lopez of FAO SDRR. It was used for all programmes after trialling an earlier version with CPHP.

TEMPLATE TO DOCUMENT PROVEN AGRICULTURAL TECHNOLOGIES WITH TECA

About this form: This form was developed for the purposes of the project by NR International. It is based on the online form and guidelines provided by TECA. It covers all the information fields in the TECA online form; but the format of some fields is modified and additional fields have been added (these are shaded in pink). We will use the information you provided in this offline form to complete the TECA online form; and we will log details that cannot be accommodated in the TECA online form in our Project Final Report. Here, we will also report your suggestions for improving our form (personally attributed if you wish).

Technology scribe	Give your name.
The technology (Please complete this section from the spreadsheet provided)	
Technology ID code	Copy across from spreadsheet provided.
Descriptive title of the technology	Copy across from spreadsheet provided.
Preferred title	If you advise a more suitable title, please give it here.
Type of Technology (Classify the technology by ticking the appropriate category[ies]) Note: Apiculture goes under 'Animal Production' if it deals with beekeeping; under 'Animal Products' if it deals with income sources.	
	All
	Fishery and fish culture: Fishery and fish culture
	Food and agricultural industries and post harvest technologies: Animal products
	Food and agricultural industries and post harvest technologies: Crop and horticultural products
	Food and agricultural industries and post harvest technologies: Forest and NTFP products
	Natural resources management technologies: Natural resources management
	Production technologies: Animal production
	Production technologies: Crop and horticultural production, grassland
	Production technologies: Forest and NTP (non timber forest products)
Synopsis (Write 2-5 lines to cover: What problem does the technology address; where; and how? What are its main selling points and downsides? Give cost-benefit parameters, if available)	
If providing cost-benefit parameters, please add the following disclaimer: 'Technology was cost/beneficial in [date] but potential users must make their own investigation at current market price's.	
In which global farming system(s) has the technology been validated (Tick at least one of the following options. We recommend you do not refer to the maps on the TECA portal as they are over-simplified)	
	Coastal artisanal fishing
	Dualistic
	Irrigated
	Smallholder rainfed dry/cold
	Smallholder rainfed highland
	Smallholder rainfed humid

	Urban based	
	Wetland rice based	
Where and when has the technology been validated?		Supporting Evidence Give details of publication/website/other source (author, organisation, date).
	Country	Year
	(Add rows as needed)	
This technology has been demonstrated to achieve the following benefits (Tick one or more)		Supporting Evidence Give details of publication/website/other source (author, organisation, date).
	Generates income within acceptable limits of risk	
	Improves efficient utilisation of scarce resources	
	Improves quality and nutritional value	
	Increases efficiency of farm input use	
	Increases employment opportunities	
	Increases farm production	
	Increases labour productivity	
	Increases shelf life and marketability	
	Maintains or increases biodiversity	
	Minimises the use of non-renewable resources	
	Prevents soil erosion and improves soil fertility	
	Reduces drudgery of work	
	Stabilise farm production at higher output level	
	Other (If the benefit to be selected is not on the list, you can specify a new one here. Add rows as needed)	
The technology has demonstrated the following characteristics (Tick one or more)		Supporting Evidence Give details of publication/website/other source (author, organisation, date).
	Addresses farmers needs, priorities and management capabilities	
	Addresses gender issues and concerns	
	Considers socio-cultural norms and practices	
	Has no adverse environmental effects	
	Incorporates indigenous knowledge	

	Integrates crops, livestock, trees and fisheries		
	Other (If the characteristic to be selected is not on the list, you can specify a new one here)		
Factors underlying successful adoption: Factors to be taken into account when promoting the adoption of the technology (multiple options are allowed). Note: We find these categories		Supporting Evidence Available Give details of publication/website/other source (author, organisation, date).	
	Access to inputs and resources		
	Farmer's capacity		
	Incentives, credit and markets		
	Infrastructure		
	Institutional support and outreach		
	Ownership by end users		
	Policy environment		
	Regulations		
	Other (Use this space if you want to explain any other detail about these factors and the adaptation of the technology. Add rows as needed)		
Detailed description of the technology (use 1000-1500 word limit as a guide)			
Please describe the technology step by step, using these aspects as a guide: Introduction, social and agricultural context, characteristics: of the design and shape, instructions, who is using it and how many. Advantages, disadvantages. Cost: of the inputs in terms of material and work required. Prices at the local market if available. Time and human work per day. Prices of other similar or substitutive products. Assessment of the key factors to success in the adaptation of the technology to similar or different environment or situations that can be foreseen (other crops, other kind of soil, etc.); also to other geographic areas known by the documentalist. The kind of technical training needed for it: development, modalities and time. Positive and negative effects on the environment and also on the social context. Institutions that support the implementation or the diffusion of the technology. Try to keep it concise. Supporting material, providing greater details, can be attached as downloadable files (see the field 'Additional Materials for Uploading') or else given as references in the field 'Additional External Resources'.			
Source(s) used to compile this record			
These will be duly credited. Give title, author, institution, date. If the source is a personal communication, write 'Personal Communication from xxx' and give contact details.			
Health and Safety Precautions			
Each technology record, when uploaded, will carry a general disclaimer to the effect that the user applies it at their own risk. However, in some cases, a specific health and safety warning is applicable and this should be given here.			
Additional Materials for uploading			
Select from the CD provided by NR International any pictures or text files that you wish to be hyperlinked to your technology description. Find the file name on the spreadsheet provided, and copy and paste it into this box. This will enable our uploader to find it on the CD and attach it to your description. Please indicate in your description exactly where you want the hyperlink to go. Eg [Insert 'xxx'].			
Additional external resources If you personally know any additional external resources that are relevant to the technology (eg web, audio, publications, etc.), write the reference here			
To be filled in by NR International	Name	Date Received by NR International	Date Completed
Written by	Technology Scribe		

(QC2&3) Checked by	SMS		
(QC4) Checked by	Copyeditor		
Data Input by	Data input person 1		
(QC5 Checked by)	Data input person 2		