Annex 20: Tools for obtaining feedback

Five tools were used; see Section 2.4.4 of the main report for further discussion.

(i) ToRs included request for feedback/formal report: We asked all the technology scribes (bar three whose inputs were commissioned very late in the project), and the team who carried out the portfolio screening, to:

- ▪ 'Record any comments you may have on TECA as a tool; these will be included (and personally attributed if you wish) in the Lessons Learned section of the Final Project Report/ Provide feedback to the project on TECA and the project process';
- ▪ 'Attend a debriefing meeting to review and agree improvements to the project process'.

We commissioned Tina Rowland and Ken Campbell to provide formal reports on the project process and lessons learned.

The comments and reports have been incorporated into the main report in the appropriate sections.

(ii) Section provided on QC1 form to log comments on TECA: See Annexes 6 and 7. This was not used by the team however; instead they used email to send feedback.

(iii) Team debriefing meeting: This was held in the early stages of the project in March 2006. See Section 4 of the main report.

(iv) Peer-assist meeting: Towards the end of the project, in June 2006, Tina Rowland and Karen Wilkin presented the process at a meeting of a peer-assist group called KM4NR.

(v) Questionnaire: We developed this email questionnaire specifically for the CIRAD reviewers. The completed questionnaires are pasted at Annex 21. See also Section 6 of the main report.

<u>Questionnaire TECA</u>

1. In your view, who is the target audience(s) for the 'fiches' that you evaluated; and why do you say that?

2. Have you visited the TECA portal?

3. What other mechanisms for north-south and south-south technology exchange do you know about? Are these more or less effective than TECA; why?

4. Will you publish your work on TECA in future? If not, why not?

5. What 'added value' do you feel you were able to contribute to the records?

6. What made your task easy/difficult?

7. If in the future we asked you to do the same task, what advice could you give to us about how we manage the process?