

How to write a Good Practice description for ProTon Europe

One of the main activities of ProTon Europe is to identify, collate and disseminate examples of good practice.

Good practice refer to processes, practices and systems identified in public and private institutions that perform exceptionally well and are widely recognised as improving institutions' performance and efficiency in specific areas.

Submitted good practice material should consist of a good practice description or a good practice case study, a factsheet that serves as "cover sheet", and other supporting material if available (e.g. flyers, websites, other documentation, etc).

The good practice description should include:

1. Description of the specific institutional and regional framework conditions
2. Description of the good practice:
 - a. Aims and objectives
 - b. Background / history
 - c. Target group and customisation
 - d. Staff, equipment and other resources needed
 - e. Costs and financial input needed
 - f. Management of the practice
 - g. Integration into the regional innovation system
3. Characterisation of the practice and its performance with the help of qualitative and quantitative success indicators: Why is it good practice?
4. Support by public or private funds; recognition as regional or national good practice
5. At least one good practice case study or success story

Acceptance Criteria

1. **Availability** The good practice should be in operation. The authors should be able to make it freely available to the ProTon Europe membership.
2. **Clarity** A ProTon Europe good practice description should provide a clear and succinct account of the good practice to be shared. The aims and objectives should be identified and clearly stated. ProTon Europe looks for user-friendly good practices related to clearly defined tasks/functions.
3. **Verification** The results of the application of the good practice should be verifiable and capable of evaluation
4. **Transferability** The description should be written in sufficient detail so as to enable others to use the good practice and assess the degree to which it may be employed by different types of organisations operating in different environments.
5. **Completeness** The description should cover all actions required to carry out the good practice. It should be detailed enough to give a thorough insight into the practice and to allow conclusions to be drawn concerning its potential transferability.
6. **Language** The text should be written in English. Supporting material can be submitted in any language.

A good understanding of the practice is a prerequisite for its transfer to another institution.

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