**Instructions and checklist on the use of the ISSA Good Practice template**

1. Please use the ISSA Good Practice template to prepare your good practice entry. The template observes the format used by the ISSA General Secretariat for the ISSA Good Practices.
2. There are five questions in the ISSA Good Practice template. Please use the checklist below to ensure that you have provided the information required by the template:

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| Questions | Checklist |
| 1. **The issue or challenge.** What was the issue or challenge addressed by your good practice? Please provide a short description**.** | 1. Is the issue or challenge clearly described?   Yes  No |
| 1. **Addressing the challenge.** What were the main objectives of the plan or strategy to resolve the issue or challenge? List and briefly describe the main elements of the plan or strategy, focusing especially on their innovative feature(s) and expected or intended effects. If possible, cite at least one of the ISSA Guidelines that helped address the challenge. | 1. Is there a list or description of the main objectives of the plan or strategy to resolve the issue?   Yes  No  Is there a list of the main elements of the plan or strategy, describing especially the innovative feature(s) and expected or intended effects?  Yes  No  Does the good practice cite at least one of the ISSA Guidelines to address the challenge?  Yes  No |
| 1. **Targets to be achieved**. What were the quantitative and/or qualitative targets or key performance indicators that were set for the plan or strategy? Please describe briefly. | 1. Is there data or information on the quantitative and/or qualitative targets or key performance indicators that were set for the plan or strategy?   Yes  No |
| 1. **Evaluating the results.** Has there been an evaluation of the good practice? Please provide data on the impact and outcomes of the good practice by comparing targets vs actual performance, before-and-after indicators, and/or other types of statistics or measurements. | 1. Has there been an evaluation of the good practice?   Yes  No  Is there data on the impact and outcomes of the good practice? Please check applicable:  targets vs actual performance  before-and-after indicators  other statistics or measurements |
| 1. **Lessons learned.** Based on the organization’s experience, name up to three factors which you consider as indispensable to replicate this good practice. Name up to three risks that arose/could arise in implementing this good practice. Please explain these factors and/or risks briefly. | 1. Is there information on the following:   Factors indispensable to replicating the good  practice:    Yes  No  Possible risks in implementing the good practice:  Yes  No |

1. Before submitting through the online submission platform [www.issa.int/gpa](http://www.issa.int/gpa), please ensure that the entry:
2. does not exceed 1 500 words including a summary of no more than 180 words;
3. is prepared in accordance with the ISSA Good Practice template;
4. spells out acronyms and currencies when used for the first time, followed by the relevant abbreviations in parentheses; and
5. spells out the cardinal numbers from one to ten; otherwise use figures to refer to quantities in excess of ten (eg “11” instead of “eleven”; 10 million instead of ten million, etc.) as well as for dates, percentages (use “per cent” instead of “%”), units of money or measurement, ages, even those from one to ten.

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| Instructions:   1. All text must be entered inside the brackets provided for each section. 2. To enter regular text, choose the style from the home ribbon:     Normal.  Normal before bullets:   * Bullets1: * Bullets2; * Bullets2;   Bullets1.  Normal.   1. The summary should be no more than 180 words. 2. The good practice entry, including the Summary, must not be more than 1,500 words. |

Good practice in operation since: Click here to enter year

Click here for title (max. 2 lines)

Click here for subtitle if necessary (max. 2 lines)

Enter here the name of your institution

Enter here the name of your country

Summary

The issue or challenge

What was the issue or challenge addressed by your good practice? Please provide a short description.

Addressing the challenge

What were the main objectives of the plan or strategy to resolve the issue or challenge? List and briefly describe the main elements of the plan or strategy, focusing especially on their innovative feature(s) and expected or intended effects. If possible, cite at least one of the ISSA Guidelines that helped address the challenge.

Targets to be achieved

What were the quantitative and/or qualitative targets or key performance indicators that were set for the plan or strategy? Please describe briefly.

Evaluating the results

Has there been an evaluation of the good practice? Please provide data on the impact and outcomes of the good practice by comparing targets vs actual performance, before-and-after indicators, and/or other types of statistics or measurements.

Lessons learned

Based on the organization’s experience, name up to three factors that you consider as indispensable to replicate this good practice. Name up to three risks that arose/could arise in implementing this good practice. Please explain these factors and/or risks briefly.