



Urban River Basin Enhancement Methods

Social Appraisal Tool: Provelt! Work Package 7

NEF

December 2004

EVK-CT-2002-00082

Deliverable 7.3

URBEM

Social Appraisal Tool – Workshop 4th September 2003

1. WORKSHOP DESCRIPTION

How to do social appraisal

The workshop will describe a social appraisal tool called Prove It! that has been tried and tested over several years, and adapted to the needs of URBEM. Prove It! is most relevant to:

- Smaller projects
- Participative projects
- Projects where information is desired on ‘social capital’, the relations between citizens, and the effect on those relations of urban waterways projects.
- Projects where the desired evaluation is formative (that is, learning as you go along) rather than summative (demonstrating impact at the end of the project).

The workshop will cover:

- When Prove It! is and is not appropriate and what else to consider
- The tools that make up Prove It!
 - A project **Storyboard**, for understanding how a project's activities can lead to change
 - A **Survey Questionnaire** for the start and end of a project, for both project participants and members of the wider community.
 - A **Poster Evaluation Session**, for people involved in or affected by the project, so that they can reflect on its impacts and the lessons learnt.
- Where to find the tools
- Examples of their use from waterways and other projects.

2. Workshop participants

	1	13	11	12
Partner	H R Wallingford	University of Technology, Dresden, TUD	Javno Podjete Vodovod-Kanalizacija	Department for Water Management, Hydrology and Hydraulic Engineering, University of Agricultural Sciences Vienna (BOKU)
Country	UK	Germany	Slovenia	Austria

3. WORKSHOP TIMETABLE

Time	Stage	What Happens
9.30	Arrivals	Breakfast
10.00	Welcome and Introductions	<ol style="list-style-type: none"> 1) Housekeeping 2) Objectives of the Day 3) Timetable for the Day
10.15	Prove It Background	<ol style="list-style-type: none"> 1) Prove It's history, rationale 2) Brief discussion on Social Capital 3) Q&A
11.00	Overview of Toolkit:	<ol style="list-style-type: none"> 1) Brief description of Toolkit (Parts 1-8) 2) Different "levels" of Prove It 3) Q&A
11.15	The Toolkit Part 1: Project Story Board	Theories of Change: Plenary and Group Work Exercise
12.00	LUNCH/presentation by Tony Gibson	
14.30	The Toolkit Part 2: Core Questionnaire	<ol style="list-style-type: none"> 1) Instructions and materials overview (MS Excel) 2) Possibilities for surveying 3) Who to survey? (choosing sample group etc.)
16.00	BREAK	
16.15	The Toolkit Parts 3 & 4	<ol style="list-style-type: none"> 1) Evaluation Reflection Poster 2) Project Reporting Template 3) The Prove It Toolkit steps to an evaluation
16.45	Prove It! And URBEM: Workplan and Contingencies	<ol style="list-style-type: none"> 1) Project Needs Assessment: Plenary and Discussion 2) Developing a workplan 3) Contingencies
17.30	Review and Next steps	<ol style="list-style-type: none"> 1) Review objectives of the day 2) Keeping in contact 3) Hand out Toolkit
18.00	CLOSE	