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SHORT SUPPLY CHAIN KNOWLEDGE AND INNOVATION NETWORK

D 2.1 Handbook for the acquisition of information and data on good practices and structure of the repository of information for the best practices

WP2, Task 2.2

Authors: Áine Macken-Walsh (TEA), Adrienn Hegyi (CBHU), Andras Sebok (CBHU) with contributions from all SKIN partners

Abstract
Following T2.1 (identification of specific elements that qualify a good practice), this deliverable provides guidelines and procedures for the identification of good practices. The contents of this deliverable are designed to be consistent with what is stated in the SKIN technical annex, *'The good practice definition worked out in T2.1 will be turned into a practical tool for project partners in charge of scouting for relevant good practices in their countries and regions'* (SKIN Technical Annex, p. 32). Following the contents of T2.1, both objective/quantitative and subjective/qualitative aspects of good practices may be collected and recorded using this handbook.

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This deliverable constitutes **SKIN 'Good Practices Handbook'**, which takes the form of an interactive, intuitively navigable document. The following ancillary documents are provided:

- **SKIN Good Practice 'Hot Topics' Directory**: the directory contains wide-ranging topics for investigation, informed by the review presented in T2.1. The directory serves as a guide for SKIN partners to identify SFSC 'hot topics' to guide the identification collection of good practices. Our approach in this regard follows ENRD (2014, 29), which highlights that good practices should reflect 'hot topics' at regional, national and EU levels because they are likely to be more relevant to a wide variety of contexts and end-users. This supports the identification of transferable good practices (ENRD, 2014, p.29). (However, SKIN partners are at liberty to identify and investigate practices that fall outside of the SKIN Hot Topics Directory).

- **SKIN Good Practice Recording Template**: the template is for SKIN partners to record data on the good practice they have investigated. The template includes fields that correspond directly to the EIP practice template in addition to several fields that will support the good practices to be searchable by characteristics such as: sector; actors; stakeholders etc. Furthermore, which much of the data is relevant to actors directly involved in SFSCs, there is a field that contains data on learnings for innovation support personnel such as agricultural and rural development advisors.

- **Data collection methods:** five main methods to collect data are presented in the form of short guides. These are: interview method; business model canvas; social network analysis; desk-based review; word/image collage. It is important to note that this handbook is publically available for external entities to generate and contribute SKIN Good Practice Templates.

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