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V1
D4.1. Guidelines and tools for
Cross Visits (CVs) and
Demonstrations

ADVISOR NETWORK FOR OPTIMAL FERTILISERS USE

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Glossary

AE	Affiliated Entity
CV	Cross visits
COO	Coordinator
BEN	Beneficiary
BP	Best Practices
GP	Good Practices
TtT	Train the Trainers

1. Abstract

STRATUS, extending over 60 months, aims to connect advisors across Europe for accelerating knowledge creation and sharing on Integrated Fertilization Management, supporting farmers to bring this knowledge into practice to achieve the ambition of the Farm to Fork and Biodiversity Strategies, thus reducing nutrient losses to the environment while maintaining soil fertility. For this, STRATUS will create an EU-wide advisory network through the creation of three transnational sub-networks (Fertilization Innovation Networks - FIN) on Precision farming, Bio-based fertilizers and Soil quality (SQ) in which trained advisors will collect a total of 104 Good Practices (GPs) and Research Innovations (RIs) on optimal fertilizer use and will identify at least 48 Best Practices (BPs) as the result of the systemic feasibility assessment of the GPs and RIs. In addition, STRATUS will also ensure the integration of the advisors in the MS AKIS as well as the adaptation of the project work to the local conditions through the creation of 10 Communities of Practices (CoPs), in 10 partners countries, established with local AKIS actors, following the MA approach. Based on these BPs, STRATUS will develop 60 demonstrations and training material that will facilitate advisors to exchange knowledge, experiences and key challenges for advisory practice through Cross Visits in all MS and CoPs. All the knowledge generated in the project will become available through an inventory hosted in the digital platform of the STRATUS project. STRATUS will determine the model for the exploitation model of the platform besides the self-sustainability of the EU-wide advisory network. STRATUS will cover all EU27 MS, eleven (11) MS are covered directly by project partners, while the other are covered through being members of EUFRAS and SEASN and project's advisory organizations in charge of "mirroring" knowledge exchange. In this task guidelines and tools will be created to be used as basis for organization and completion of cross-visits. This material will also feed into T4.3 (programmers for TtT), so that FIN partners will receive clear instruction on how to reach all stakeholders in the CVs and demos. This is a living document, and it will be updated after the first round of cross-visits.

2. General approach of demos and cross-visits

Cross-visits and demos are face to face events to showcase the Best Practices selected and adapted to local conditions, also collecting grassroots needs, supporting peer-to-peer consultation and providing generalist advisors with back-office specialist support. Besides Cross-visits aim to:

1. Exchange knowledge on GPs and RIs between countries with similar growing conditions and where it is possible to adapt a particular practice on both sides.
2. Provide critical feedback on these GPs and RIs which will inform the case studies for further use in the STRATUS project.
3. Inspire change by using multiactor and multinational approach to solve problems.

A demo is an event where one or more various agricultural techniques are demonstrated as a way to introduce innovations and also to share experiences between farmers and other actors.

They facilitate peer-to-peer learning processes. Cross-visits always contain demos, serve to showcase demos and create possibilities to do a deeper reflection. To make it simple: cross-visit = demo+reflection. It can be a video an infographic or a face-to-face experience.

3. Demos

STRATUS demos are demonstrations of soil quality, precision farming and bio-based fertilizers best practices through on farm visits, videos presentations, etc.

There are 2 types of demos:

- demos from BP selected by local groups that are suitable all-around EU, we will use them in CV. 20 demonstrations will be developed during the CVs as a showcase, having 1 demo in each CV.
- local groups have to select for demos 4 BP each that are suitable at regional level and can be replicated at national/regional level. The latter ones, adapted to advisors and farmers that will be used in the CoPs. 40 demos will be done at national/regional (4 per CoP) scale through two demo campaigns in the CoPs in Years 2-3 (Round 1) and Years 4-5 (Round 2).

With the 20 demonstrations on the CVs and 40 on the CoPs STRATUS will develop a total of 60 demos based on the 48 BPs of WP3.

These demos will provide a series of materials such as: videos, fact sheets, infographics, reports, and tutorials, which will be disseminated in the communication channels, supported by WP5/6 (communication).



DEMO DESIGN
GUIDES

TOOLS

INSPIRATION FROM
PRACTICE



Figure 1. Farm demo toolkit

The planning and performance of demos and cross-visits will be based on the methodologies developed in the FarmDemo (AgriDemo-F2F, PLAID and NEFERTITI collaboration) training kit (<https://trainingkit.farmdemo.eu/>) which collects tools, guidelines and videos to organise farm demos. Furthermore we use the experience from projects like i2 connect and FAIRshare.

4. Cross-visit set-up

CVs will be organized by CoP leaders in two rounds:

- In the first round 10 CVs will be organized during Years 2-3 (between August 2025 and August 2026).
- Finally in the second round another 10 CVs will be organized in Year 4 (between August 2027 and February 2028).

All FIN partners will attend at least 5 cross visits during these 2 CV rounds. **Representatives from the rest of 16 EU countries will be invited** by EUFRAS, SEASN networks and “mirroring” countries **to join 2 CVs in Round 1 and 1 CV in Round 2** so advisors from all 27 Member States will meet, deepen understanding of IFM innovations and build lasting relations.

[Who has to celebrate this CVs and/or participate in CVs?](#)

Table 1 shows STRATUS entities that will host the 2 CVs and must visit 5 other CVs in other countries during the 2 rounds.

Partner	Partner	Entity	Country
HS	Sweden	AC3A	France
RT	Italy	INTIA	Spain
ILVO	Belgium	SEASN	Croatia
CAFS	Slovenia	CDR	Poland
ZLTO	The Netherlands	AUA	Greece

Table 1. STRATUS entities that will participate in cross-visits

Table 2 shows the countries to be invited (not to host a CV) to participate in 3 CVs by EUFRAS and SEASN networks and mirroring countries:

Partner	Country
EUFRAS	FINLAND
	ESTONIA
	LITHUANIA
	IRELAND
	DENMARK
	GERMANY
	HUNGARY
	LUXEMBOURG
	ROMANIA
	PORTUGAL
SEASN	AUSTRIA
	BULGARIA
AUA*	CYPRUS
CDR*	CZECH REPUBLIC
HS-F*	SLOVAKIA
VGW*	MALTA
*Mirror countries	

Table 2. List of non-partner countries which will be invited to participate in Cross-visits

The local groups (CoP) of each partner will host the CVs. Hence, the members of the group will be invited to participate in their local CVs. Involvement of farmers in international CVs is not foreseen; they will be invited to their regional/national CVs.

A brokerage or match making online meeting (in the framework of the FIN meetings) will be developed in year 2 and 4 to guarantee that local groups with similar farm/advisory structural conditions as theirs, or local groups that have a more developed branch of agriculture or more experiences can meet each other and set up their CVs accordingly. After these match-making

meetings, each individual local group will organize their own CV and will send invitations to the rest of the local groups.

What are the CVs about?

All the cross-visits will serve to showcase demos. STRATUS **demos are demonstrations of soil quality, precision farming and bio-based fertilizers best practices through on farm visits, videos presentations...** 20 demonstrations will be developed during the CVs as a showcase, having 1 demo in each CV. In parallel to the CV demos, 40 demos will be done at national/regional (4 per CoP) scale through two demo campaigns in the CoPs in Years 2-3 (Round 1) and Years 4-5 (Round 2).

CoPs, together with (or managed by) FIN partners will select from the 48 Best practices identified in WP3, the most promising ones (2 out of these ones), that can be replicated and scaled-up at EU level. This will result in 20 demos adapted to advisors and farmers that will be used in the CVs. In parallel, each CoP will select 4 more Best practices, that can be replicated at national/regional level and the result will be 40 demos adapted to advisors and farmers that will be used in the CoPs.

To summarize: characteristics of the CV in STRATUS

- Visited by an international audience, organized by STRATUS FIN partners
- With a clear introduction to context and intentions
- With a demo of a GP or RI, from the GP/RI list (WP3)
- with a thorough analysis, reflection and evaluation of the GP
- Leading to new insights and networks of visitors.

With 20 demonstrations on the CVs and 40 on the CoPs STRATUS will develop a total of 60 demos based on the 48 BPs of WP3. After each CV and demonstration campaign, evaluations will be filled with the CV participants and CoP partners and a report with the lessons learned and conclusions will be prepared to update the guidelines before the 2nd round.

Figure 1 shows the flux knowledge creation and the relations between collection of Good Practices, Research Innovations and Best Practices with the demos, cross-visits and Community of Practice workshops.

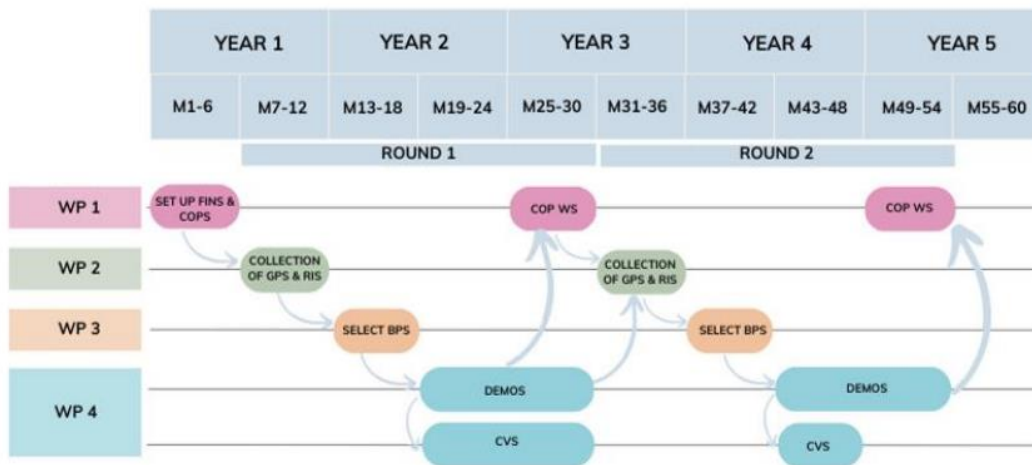


Figure 2. STRATUS knowledge gathering and exchange rounds.

TOPICS	FIN PARTICIPANTS		SUB-SECTORS
	PARTNER	ROLE	
PRECISION FARMING	AUA	Scientific Leader	Hort, Fruit
	ILVO	Advisory Leader	Arable, hort, fruit
	INTIA	Member	Arable, hort, fruit
	CAFS	Member	Arable, fruit
	WR	Member	Arable, hort
	RT	Member	Arable, fruit
	HS-F	Member	Arable
	AC3A	Member	Arable, hort, fruit
	ZLTO	Member	Arable
BIO-BASED FERTILISERS	WR	Scientific Leader	Arable, hort
	AC3A	Advisory Leader	Arable, hort, fruit
	INTIA	Member	Arable, hort, fruit
	ILVO	Member	Arable, hort
	RT	Member	Arable, hort, fruit
	UGENT	Member	Arable, hort, fruit
SOIL QUALITY	ZLTO	Member	Arable
	INTIA	Scientific Leader	Arable, hort, fruit
	HS-F	Advisory Leader	Arable
	ILVO	Member	Arable, hort
	WR	Member	Arable, hort
	SEASN	Member	Arable, fruit
	RT	Member	Arable, fruit
	ZLTO	Member	Arable
AC3A	Member	Arable, hort, fruit	
CDR	Member	Arable, hort, fruit	

Figure 3. Sub-sectors per participants for cross-visits and demonstrations.

4.1 Structure and duration of the cross-visit

The cross-visits and Demos follow the methodology set out in the Horizon 2020 Nefertiti, Fairshare and I2connect and other projects. Each CV should be prepared and organized in such

a way that it will reinforce peer-to-peer exchange between participants and facilitate transfer of lessons learned based on the topic of cross-visit. To achieve that goal, it is recommended to organize CVs based on the following 7 steps, which are susceptible to adaptation to the subjects and CV host country and should be considered flexible

STEP 0: preparation

- Choose location in the countryside, consider staying at an agrotourism
- For the meeting location: often farmers or experimental stations have good facilities, consider using them even on day 1.
- Organize travel from airport/train/hotel near the airport to the venue. Check which people come by car (often enough to manage local transport)
- Organize, in collaboration with visiting partners and facilitated by the tools (tables) in the project SharePoint, an interested audience that can bring and take-home new insights
- Interact with the invitees/visitors about the '4 preparation questions' of the host and the potential audience, as stated in [18_NEFERTITI_Guidelines_Cross_visits_EN.pdf](#) (Figure 4)



Figure 4. Nefertiti online guidelines

- What are you most curious about?
- What specific answers do you hope to bring back from this event?
- How will you use these answers in your own work and your network?
- What specific experience or knowledge would you like to share?

STEP 1: Kick off (day 1, normally starting at/after lunch, so people can travel on the same day)

The first session upon arrival contains four elements: getting acquainted, oriented, updated and organized.

“Getting acquainted”:

Team members tell each other who they are, share their experiences based on the topic of cross-visit, explain how it is used in their countries and what they are curious about on the CV. It is good for the team spirit to create a space where participants feel free to talk about it. In practice, the tendency is to go over this part of the kickoff too quickly, maybe with the idea of saving time. But an atmosphere of mutual understanding is key and saves a lot of time later in the visit that is otherwise spent on sorting out misunderstandings. It takes good facilitation to give it the time it requires. In the ‘soft skills training and -manual, effective, interactive approaches for this activity are suggested.

“Getting oriented”:

The host gives short presentations of the country, agriculture, organization and the GPs or RIs that will be theme of this cross-visit.

“Getting updated”:

A brief overview of what was practice before in this country and what lessons were learned or obstacles that occur to serve as inspiration for this new GPs or RIs.

“Getting organized”:

The host will explain which tools will be used during the CV, in analyzing the GPs and RIs on main actors, what was the chronology to organize interactivity, The host can choose from the toolkit AKISconnect.eu or to go deeper in the extended toolkit in I2connect.eu. For the design, preparation, delivering and evaluation of the demo, the host can use the tools in trainingkit.farmdemo.eu.

The hosts also ask the participants to sign the attendance list (the attendance list must include consent for the use of CV pictures for project C&D purposes). The template can be found on SharePoint - <https://shorturl.at/hX9BB>

Let people choose which introduction they will summarize, directly after a field visit.

Tips for a successful kick-off:

- Practice the use of "ice breakers" to relax participants and facilitate a positive working atmosphere (see STRATUS soft skills manual).
- Let participants introduce themselves and their concerns. Use the 4 preparation questions (that they will be asked to answer in advance):
 - What are you most curious about?
 - What specific answers do you hope to bring back from this visit?
 - How will you use these answers in your own work and your network?

- What specific experience or knowledge would you like to share? - Introduce « key actors » of the GP or RI at the start or even before the cross-visit, so people get to know each other.
- Provide an introduction on the local agricultural frameworks.
- Provide sufficient background information on the region and the topic.
- Provide documentation on the cross-visit topic and local context for the participants.
- At each presentation: make it interactive, include the answers to the 4 preparation questions in your presentations.
 - What are you most curious about?
 - What specific answers do you hope to bring back from this visit?
 - How will you use these answers in your own work and your network?
 - What specific experience or knowledge would you like to share?

STEP 2: Field visit (day 2)

For the demo/field visit, the host will use the farmdemo demo tools (in all languages)

Note: field visit is not to be taken literally, it can also take place in a processing location, etc. During the field visit, the host briefly introduces the purpose of the cross-visit and explains what will be demonstrated. To ensure everything needed is addressed during the field visit the host prepares a list of information needed (observation documents with examples of questions that should/could be answered during field visit). Participants are encouraged to focus on the key aspects noted on their observation documents from the start of the visit. Through free discussion during field visit, participants should get an overall insight into the GP or RI and the process of its creation. Take photos of the demonstration. If people are included in the photos, be sure to obtain explicit permission before using them, asking everyone to sign the attendance list solves this issue.

Tips for a successful field visit:

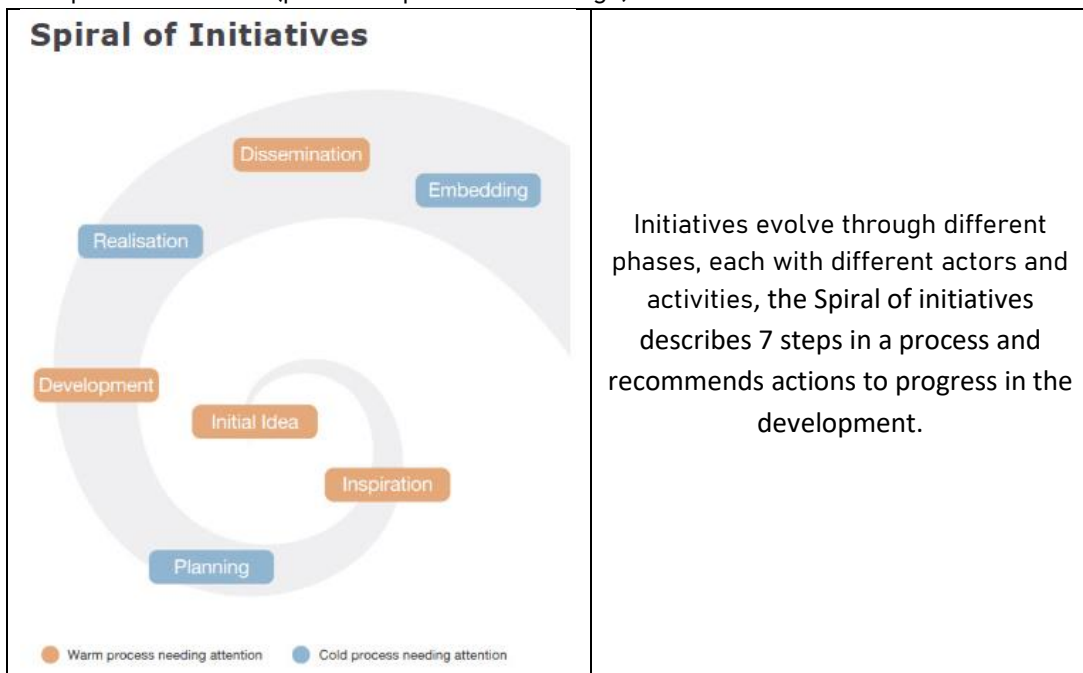
- Allow time for the cross-visit group to get an understanding of the host farm.
- Facilitate interaction between the demonstrator and participants, either before or after the demonstration.
- Give them free time to explore the farm and encourage free discussion.
- Focus on increasing knowledge exchange rather than just knowledge transfer. Share the result of the 4 questions with the host (farmer/researcher/advisor...)
 - What are you most curious about?
 - What specific answers do you hope to bring back from this visit?
 - How will you use these answers in your own work and your network?
 - What specific experience or knowledge would you like to share?
- Ensure demonstrations are interactive, i.e. by using 'observation cards, which participants can choose from the 1st day.
- Let some visitors, who are assigned to do so, summarize key information after the visit, especially if language was a barrier, to ensure participants understand the main takeaways.

STEP 3: Reflection on field / use of I2connect tools/workshop (day 2)

During the kick-off, each participant received observation cards/documents highlighting specific topics to focus on during the demonstration. At this stage, the group takes time to ensure that every participant can ask any remaining questions that were not addressed during the demonstration. The host takes notes of this conversation.

After the presentation of the GP or RI, the team splits up to have in-depth interviews with the key actors with the aim of analyzing the process of innovation in depth:

- Spiral of initiative (phases in process of change)



- The Circle of Coherence (positions in process of change)
- Tools that are more focused on the content BBF, PF, SQ) like local biomass inventory (
- Other tools if needed

The aim of the workshop is to give each participant the opportunity to ask questions about the GP or RI to each of the key actors. Therefore, participants should split into smaller groups (3-4 people/group). Subgroups are randomly created combining participants with different backgrounds as much as possible. Each subgroup uses the network tools to analyze the presented innovation story and conduct an interview with one of the key actors at the time, then the groups alternate, and each group conducts an interview with another key actor, and so on. Groups should be positioned far enough apart, so that each key actor can really focus on his/her own personal perception of the case. To make it easier to carry out this part of the CV, the

workshop can be held outside in nature or in a bigger hall (if possible, at the place of the field visit) to facilitate the completion of this part of the CV.

STEP 4: Conclusions on the field work

After the visit, the team takes time to share observations, reflect on them and formulate pearls, puzzles and proposals, based on what has been observed and discussed in the field

- Pearls: inspiring observations, appreciations, lessons.
- Puzzles: question marks, things that need clarification, doubts.
- Proposals: feedback for the host to consider, ideas for action, suggestions for improvement.

The result of this session is visualizing observations (i.e. posters, PowerPoint presentations, mind maps...) regarding in relation to GP or RI with a special focus on the lessons learned from the GP or RI. The participants must ensure that the lessons learned are related primarily to the aspects of their own case in the country. The results collected will serve as an input for the feedback session and for the learnings to be included in the report prepared by the host and in the final deliverable written drafted by Task leader.

STEP 5: Social activity (day 2)

Somewhere during the CV there is time to meet each other in a socializing setting, which can be in the form of farm games, sightseeing, gastronomy, sport games. It is recommended that social activity takes place on day 2 after the planned program, so that participants can relax and connect with each other in an informal way. This is important not only because of better cooperation and consequently better CV results, but also to build good relations that might continue after the STRATUS project.

The host can organize the social activity in any way they prefer, ideally making it informal, creative, and enjoyable.

Tips for a successful social activity:

- Allocate enough time for ice-breaking and social interaction.
- Invite the demonstration actors to join the activity.
- Ensure there is enough time for participants to socialize and engage with one another.

STEP 6: Knowledge exchange exercise/feedback session on tools (day 3)

The group uses the topic canvas to guide the discussion. First the participants take 5–10 minutes to add key points from their topic cards onto the canvas, using sticky notes to summarize the answers gathered during the cross-visit.

Following this, each participant facilitates a discussion on their assigned topic. They start by summarizing the information collected during the cross-visit and then invite the other participants to contribute additional insights or details that may have been missing.

The host organization takes detailed notes of the discussion, as this information is essential for completing the reporting form after the cross-visit. The host organization also photographs the completed topic canvas, as it needs to be uploaded to SharePoint following the cross-visit.

Tips for a successful knowledge exchange exercise:

- Schedule this session at the beginning of the 3 days when participants are fresh.
- Share the conclusions of the knowledge exchange session with the host farmer or demonstrator afterwards, rather than involving them during the discussion. Their presence may discourage participants from speaking freely.

In the topic canvas, there can also be a discussion about tools that are used, whether they are understood and whether they helped in understanding the origin and progress of good practice.

STEP 7: Wrap up (day 3)

As a CV ends, wrap-up is a key part of activity. The host shares final conclusions and highlights of the CV. Participants actively contribute by sharing the take home messages specific conditions relevant to their own regions and learnings that they bring to the hosts. Participants also share their impressions and final thoughts. At the end they are asked to complete a short evaluation questionnaire regarding their reflections on the CV, as well as the most important lessons learned that will be taken home. The host carefully documents this discussion, as the information is essential for reporting after the cross-visit.

Impressions on the use of the tools and peer to peer exchange on the topic and will it be useful for all the CV participants of CVs encouraging them to use the tools regularly, not only in a controlled, innovative- friendly environment.

Option: 2 days (noon-noon) Cross Visit

Day 1

- Organized travel
- Welcome Kick off, including energizer and observation cards on farm location
- Field trip (split up, switch)
- Reflection in the field

Day 2

- Energizer
- Reflection by subgroup

- Wrap up: take (from) home messages

5. Preparation by the host

The selection of cases for the cross-visits will be determined by the project when the BPs are selected (see section 3 of this document) Using the methodology developed by WP4, the NNLs will indicate in the provided Excel sheet which of the cases they consider most promising for each sector. For each selected BP, the corresponding host nation must confirm their ability to organize a cross-visit on that topic. Once the list of cross-visits and demonstrations is finalized for each of the topics and sub-sectors for that round, the organization of the event is ready following the next steps:

- The host organization must notify the task leader (CAFS preferably at least 4 months in advance, providing the proposed dates, location, a title for the cross-visit, a summary of the content of the visit and the key actors involved.
- The host organization also invites participants from the listed planning table of participants respecting the obligations of inviting different participants according to the grant agreement (see Table 1, and Table 2. Use the spreadsheet in SharePoint.
- The communication team will support the invitation by informing all relevant interested parties via communication channels. For that the organizer uploads information in SharePoint and sends the necessary documents to contact details.
- In the following months prior to the event, the necessary reminders and updates must be sent by the organizing team. What works best is a mixed approach: invite relevant people personally in combination with open invitation (nr 3) Organization team should ask participants for their questions, knowledge needs and ask them to share their answers in the share point:
 - What are you most curious about?
 - What specific answers do you hope to bring back from this visit?
 - How will you use these answers in your own work and your network?
 - What specific experience or knowledge would you like to share?
- Collect and share registration details (including confirmation of lunch preferences and any dietary restrictions). This will increase the likelihood of their attendance. At least one month before the visit, hosts should provide participants with a detailed agenda, along with travel information, including nearby airports, train stations, and hotels.
- At the start of the cross-visit, have participants sign an attendance list that includes a question asking for written approval to use any photos taken by the STRATUS project.
- Inform participants about social activities that will be held during the cross-visit.

Additional tips for organizing a successful cross-visit:

- Share the agenda in advance (useful to motivate the right people to attend the cross visit)
- Translate most relevant documents and presentations used during the demonstration and cross-visit and send them in advance to participants.

- After the cross-visit send all the documents that were produced during the cross-visit to participants and upload them to the Stratus SharePoint.
- Find English-speaking farmers and, if possible, a demonstrator who speaks English to facilitate better knowledge exchange (though this is not a priority, it's helpful).
- Create an agenda that allows ample time for socializing and interaction.

Characteristics that the participant should have:

- Communicative,
- Open to new ideas, methods, approaches,
- Capable to clearly express opinion,
- has an interest in knowledge regarding the topic of cross-visit and has already concrete and valuable experience in this topic,
- From participation in the Cross Visit, it is evident that he/she understands the importance and use of methods and tools for the analysis of innovation processes, these qualities are subject of the STRATUS trainings

6. Preparation by the participants

Participants prepare for the cross-visit by maintaining good communication with the hosts and thoroughly reviewing this guideline.

Visiting participants should prepare themselves, not only by reading the program and the short description of the cross-visit but also in the way that they bring up the knowledge and experience on the topic. More specifically: they should consider the following questions beforehand:

- What are you most curious about?
- What specific answers do you hope to bring back from this visit?
- How will you use these answers in your own work and your network?
- What specific experience or knowledge would you like to share?

This will be communicated with the host and stored in the project SharePoint. Introduction and preparation for working with the I2connect too.

7. Cost allocation

For guidance, below are the costs typically covered by the host and participants.

Host responsibilities:

The host covers all local expenses (other direct costs), including:

- All local food and drinks, during the activities (i.e. coffee breaks and lunches)
- Translation services into English
- Presentation materials
- Local transport to and from events
- Social activity (cross-visit Step 5)
- Venue and materials for the feedback session

Participant responsibilities:

Participants cover (travel&subsistence) the costs for:

- Transport to and from their home country (e.g., plane or train tickets)
- Local transport to and from the airport or train station
- Accommodation (e.g., hotel costs)
- Food and drinks, after working hours, dinners

8. DEMOS

A demo is an event where demonstrations of various agricultural techniques to introduce innovations and also to share experiences between farmers and other actors. In parallel to the CV demos, 40 demos will be done at national/regional (4 per CoP) scale through two demo campaigns in the CoPs in Years 2-3 (Round 1) and Years 4-5 (Round 2). With 20 demonstrations on the CVs and 40 on the CoPs STRATUS will develop a total of 60 demos based on the 48 BPs of WP3. These demos will provide a series of materials such as: videos, fact sheets, infographics, reports, and tutorials, that will be disseminated. The performance of demos will be based on the methodologies developed in the FarmDemo (AgriDemo-F2F, PLAID and NEFERTITI collaboration) training kit (<https://trainingkit.farmdemo.eu/>) which collects tools, guidelines and videos to organize farm demos.

9. Annexes

9.1 Templates to capture information and observations

These models are intended for easier, more consistent and more active preparation and participation in Cross Visits.

In the share point of the project WP4 team will add specific folder dedicated to cross-visit with information about date, location, participants of the cross-visit and post cross-visit reports and photos.

Preparation notes:

- What are you most curious about?
- What specific answers do you hope to bring back from this visit?
- How will you use these answers in your own work and your network?
- What specific experience or knowledge would you like to share?

Evaluation survey for participants

Evaluation SURVEY
Cross Visit regarding on (Topic of the CROSS-VISIT)
DATE: XX/XX/2025 TO XX/XX/2028
PLACE (country, region, city, village: _____)

Thank you for joining the Cross Visit. We are interested in your opinion and reflections. Your answers are important for the improvement of the future Cross Visits and will be kept strictly confidential.

Please rate the following items from 1 to 5:

5) Strongly agree; 4) Somewhat agree; 3) Neither agree nor disagree; 2) Somewhat disagree; 1) Strongly disagree

	Score	Specific remarks
BEFORE THE CV		
Information on the location of the cross visit, accommodation and other logistical details were provided in a timely and accurate manner	1 – 2 – 3 – 4 – 5	
DURING THE CV:		

The introductory session	1 – 2 – 3 – 4 – 5	
The introduction of	1 – 2 – 3 – 4 – 5	
Introductory presentations about the STRATUS project, purpose of the cross visits and brief overview of a good practice	1 – 2 – 3 – 4 – 5	
Presentation of the good practice (by key actors) and demonstration on the field	1 – 2 – 3 – 4 – 5	
Working in groups - interview with key actors	1 – 2 – 3 – 4 – 5	
There was enough time given for working in groups	1 – 2 – 3 – 4 – 5	
The feedback session	1 – 2 – 3 – 4 – 5	
Social activities	1 – 2 – 3 – 4 – 5	
SWOT analysis of the good practice	1 – 2 – 3 – 4 – 5	
GENERAL QUESTIONS		
The duration of the cross visit was just right (1=far too short. 5=far too long)	1 – 2 – 3 – 4 – 5	
Methods used for the workshops and final evaluations gave the desired answers and I find them useful also for my daily and future work	1 – 2 – 3 – 4 – 5	
I felt comfortable asking questions and participating in discussions	1 – 2 – 3 – 4 – 5	
agriculture and forestry in my country / region		
Lessons learned from the cross visit will be useful for my future work	1 – 2 – 3 – 4 – 5	
Other comments/suggestions		

REFLECTIONS

- What are you most curious about?
- What specific answers do you hope to bring back from this visit?
- How will you use these answers in your own work and your network?
- What specific experience or knowledge would you like to share?

Please provide a short description of the top three lessons learned from this cross visit.

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In what way will you try to transfer knowledge gained from the cross visit to your colleagues?

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Report template for the host

REPORT
Cross Visit regarding good practice (topic)

DATE:

PLACE:

1.) General information

Title of the good practice	
Contact person of the innovation case	Name & surname:
	E-mail:

Name of project partner/advisory organization (host)	
Name of the author(s)	Name & surname:
	E-mail:
Participants – visiting team	List of participants (name and surname; e-mail)
Participants – host team	List of participants (name and surname; e-mail)
Cross visit dissemination and communication in local and regional media*	Name of the media / type of dissemination / webpage link, upload articles and pictures

2.) General description of Good Practice

- Give a short general description of the good practice and try to answer the following questions:
 - *Who are the partners involved in good practice?*
 - *What was the challenge or problem that was addressed?*
 - *Why was it important for the partners to address this challenge or solve this problem?*
 - *Who was the one who had an initial idea for the practice?*
- *At what phase is the good practice currently (development, dissemination, TRL...)?*

3.) General description of the Cross Visit

- Give a short description of the cross-visit and try to answer the following questions:
- *What went really well? Were there any problems, challenges?*
 - *How was the participant's commitment?*
 - *Did you manage to follow the agenda and carry out the activities within the set time frames? If not, explain why and how the agenda changed.*
 - *Give a detailed diary of the CV.*

4.) Detailed description of the Cross Visit

- Give a short, but precise description of the main activities that were conducted during the CV to achieve the CV objectives and try to answer the following questions:
 - *How was the introductory part conducted? What ice-breakers were used?*
 - *How was good practice presented and discussed? What methods were used? Add pictures or screenshots.*
 - *How were the workshops conducted? What methods were used? What went well, what was challenging? What were the main results of the workshop (applying tools for analysis in practice)? Add pictures or screenshots from the workshop.*
 - *How was the feedback session conducted? Describe pearls, puzzles and proposals that were set during feedback session. Add pictures or screenshots of this activity.*
 - *Did you organize any social activities during the CV? Which ones? Add pictures and screenshots.*



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