

Socio-economic Monitoring by Caribbean Challenge MPA Managers (Caribbean Challenge SocMon)

Preparatory activities worksheets used to plan monitoring

These worksheets are *guides* to organising the preparatory activities. They can be modified in any way you find useful. Other worksheets are in the socio-economic manual. Spreadsheets are often more convenient than word processing applications for working with tables of all types.

1. Goals and objectives guiding socio-economic monitoring

Monitoring must have a goal and specific objectives for being undertaken. These are often based on management plans (e.g. fisheries, MPA, tourism) or other expressions of policy.

Monitoring goal	Monitoring objectives (three SMART ones)
	1.
	2.
	3.

2. Defining the study area

Using the information on issues and stakeholders, define the geographic area appropriate for the study site (contains all or most critical activities/issues and stakeholders). Document the specific selection criteria that you used. Clearly identifying the study area is important in identifying use patterns and potential threats to resources. The study area should include where the stakeholders live and work.

Study area selection criteria	Study area description (or attach area map)

3. Stakeholder identification

Stakeholder identification and selecting the boundaries for the study site are iterative processes. Start by identifying the activities in the area and then determine who the likely stakeholders are. Name their organisation, if any.

Study area activity or issue	Primary stakeholder [and organisation]	Secondary stakeholder [and organisation]

4. Stakeholder locations and key informants

The communities where SocMon will take place will depend primarily on the stakeholders involved in coastal management. Suggest key persons who can talk about the larger population.

Stakeholders (1° and 2°)	Location of stakeholder	Key informants for stakeholders

5. SocMon leader and team

Although an initial study or monitoring can be done by a single person (e.g. MSc student), the process is intended to be undertaken by an interdisciplinary team, the size and the required talents of which partly depend on the goal and objectives of the study or monitoring program. What types of expertise do you need and where from?

Skill requirement or role on team	Names and affiliations of team leader and members

6. Work plan schedule

A SocMon study should take no more than one month however duration varies between 3-8 weeks, so you need to schedule your work accordingly, remembering the SocMon stages including validation. For the purposes of this training workshop, set out up to three tasks under each heading for your demonstration site study.

Activity / task Day →	1	2	3	4	5
Preparatory activities					
Secondary data collection					
Primary data collection and observation					
Data analysis and interpretation					
Validation, communication, adaptation					

Activity / task	Day →	1	2	3	4	5

7. Key variables to be monitored

Based on the goal and objectives of the monitoring, you need to determine which (if not all) of the SocMon Caribbean variables need to be measured, sources of secondary information to consult before interviewing (key informant or household), and practical considerations for each variable. The practical considerations include levels of difficulty in acquiring information, issues, error or uncertainty, challenges in implementing fieldwork, links to data sources that are desirable, etc.

**Remember the two types of variables: Key informant interview/secondary sources variables (K) and survey variables (S).*

Also remember that if a variable specific to your purposes of monitoring is not available among the 60 SocMon Caribbean variables, you can add new variables.

Key informant interview/secondary sources variables			
Var. No.	Variable to monitor	Obj. 1, 2, 3...	
K1.	Study area		
K2.	Population		
K3.	Number of households		
K 4.	Migration rate		
K5.	Age		

<i>Key informant interview/secondary sources variables</i>			
Var. No.	Variable to monitor	Obj. 1, 2, 3...	
K6.	Gender		
K7.	Education		
K8.	Literacy		
K9.	Ethnicity		
K10.	Religion		
K11.	Language		
K12.	Occupation		
K13.	Community infrastructure and business development		
K14.	Activities		
K15.	Goods and services		
K16.	Types of use		

Key informant interview/secondary sources variables			
Var. No.	Variable to monitor	Obj. 1, 2, 3...	
K17.	Value of goods and services		
K18.	Goods and services market orientation		
K19.	Use patterns		
K20.	Levels and types of impact		
K21.	Level of use by outsiders		
K22.	Household use		
K23.	Stakeholders		
K24.	Tourist profile		
K25.	Management body		
K26.	Management plan		
K27.	Enabling legislation		

<i>Key informant interview/secondary sources variables</i>			
Var. No.	Variable to monitor	Obj. 1, 2, 3...	
K28.	Management resources		
K29.	Formal tenure and rules		
K30.	Informal tenure and rules, customs and traditions		
K31.	Stakeholder participation		
K32.	Community and stakeholder organisations		
[New]			
[New]			

<i>Survey variables</i>			
Var. No.	Variable to be monitored	Obj. 1, 2, 3...	
S1.	Age		
S2.	Gender		
S3.	Ethnicity		
S4.	Education		
S5.	Religion		
S6.	Language		
S7.	Occupation		
S8.	Household size		
S9.	Household income		
S10.	Household activities		
S11.	Household goods and services		

<i>Survey variables</i>			
Var. No.	Variable to be monitored	Obj. 1, 2, 3...	
S12.	Types of household uses		
S13.	Household market orientation		
S14.	Household uses		
S15.	Non-market and non-use values		
S16.	Perceptions of resource conditions		
S17.	Perceived threats		
S18.	Awareness of rules and regulations		
S19.	Compliance		
S20.	Enforcement		
S21.	Participation in decision-making		
S22.	Membership in stakeholder organizations		

<i>Survey variables</i>			
Var. No.	Variable to be monitored	Obj. 1, 2, 3...	
S23.	Perceived coastal management problems		
S24.	Perceived coastal management community solutions		
S25.	Perceived community problems		
S26.	Successes in coastal management		
S27.	Challenges in coastal management		
S28.	Material style of life		

8. Interview sample design

Depending on many factors ranging from the objectives of monitoring to area demographics, you need to determine 'how' and 'how many' for selection of key informants and households.

a. Key informants	b. Households
Critical information areas	Estimated number of households in study area and means of obtaining estimate
No. of informants:	Approx. sample size:
Selection process:	Sample selection method:

a. Key informants	b. Households

9. Draft interview (key informant and household) questions

There are many ways of asking the same question (content) and many types of question layout (structure). Rules apply. Select about five variables in your study and draft at least two questions per variable to get information from respondents. For household survey questions demonstrate that you can craft questions well using a variety of layouts.

Key informant questions/interview guide (open-ended questions to encourage discussion)	
Var. No.	Question

Household survey questions/questionnaire (craft questions with different layouts)	
Var. No.	Question

10. Visualisation techniques

The GCRMN manual describes several visualisation techniques that are useful for collecting, displaying and communicating socio-economic data informatively to document or assist decision-making. Many methods may be used simultaneously or sequentially. The means of presenting socio-economic monitoring results is critical in showing relationships among the data. Which methods will you use?

Technique and page in manual	Variable and objective nos.	Notes on application of the technique to the variable and objectives (e.g. for all or some stakeholders? Issues?)
Maps – 113		
Transects - 119		
Timelines - 121		
Seasonal calendars - 125		
Historical transects - 129		
Decision trees - 131		
Venn diagrams - 133		
Flow charts – 136		
Ranking - 138		

11. Key points to consider in data analysis and interpretation

Depending on the nature of the study site and your monitoring process there are often special points to consider as you analyse and interpret data. These may be assumptions, constraints or expertise required. You will need to know these beforehand and to write them up with results.

1
2
3

12. Communication plan and issues in arrangements for communication and validation

Communication and validation of results and key learning is often done in workshops, but other means are used to supplement this and ensure that various audiences receive the outputs. However done, there will always be some practical matters to address, i.e. issues in arrangements for communication and validation.

Target audience	Communication product(s)	Communication pathway(s)	Practical matters

13. Any other notes (optional)