

Guidance

The National Steering Group recognises that good practice in knowledge transfer and exchange comes in various forms and will inevitably vary depending upon users, beneficiaries and the knowledge transfer strategy pursued. The recipe may be extracted from a variety of sources and combined HEI experiences, or be derived from an individual example. However, we are not seeking stories, but a structured analysis, so any example would then need to be distilled and described in very concise, bullet format on the template. The final product, and the contacts listed, should reflect the input of more than one HEI.

The resultant good practice models are **not case studies** but transferable recipes and should ideally reflect the *collective knowledge of the sector and its partners*. The most evolved recipes will combine the critical elements of practice from different HEI sources.

Good practice constitutes the recipe itself, the debate around it and its implementation or enhancement in the Communities of Practice and beyond.

In order to facilitate exploration and distillation within each Working Group, the following questions are provided as prompts and should be considered, *together with the criteria above*, to aid derivation of the GPs:

Practice management

1. Which knowledge transfer process stream(s) /sub-streams apply (see Annex A)?
2. Can the good practice be distilled into the standard 1 page format (template overleaf) and described in brief, easily communicable terms for a wider audience?
3. Have the Working Group reviewed the good practice to ensure it is neutral, credible and transferable and avoids brand promotion and value-laden statements
4. Who are the primary contacts to provide information on the practice and are there any other useful contacts where users could get further information?
5. Can you provide links to reference material such as tools, techniques and case studies if appropriate? (These will be required later on the process).

Practice application

6. What are the practical ways this approach helps, and what barriers does it overcome? How does it benefit partners/clients?
7. How have KT/KE user/beneficiary needs influenced or shaped this good practice?
8. Have elements of this practice been used within a specific operating context and environment, and lessons learnt been from this?
9. What resource and operational implications are there in the adoption and integration of this approach?
10. What are the limitations of application of this good practice; is it applicable for the whole HE sector and are there any time related or regulatory limitations?

Please see editorial process on next page.

Good Practice Recipe – Editorial Process

