**Case Study Database**

We invite you to create with us a case study out of your good practices and lessons learned to **expand** **our information sharing** and making regional knowledge **replicable and more accessible**.

Before writing a case study, we invite you to read the following guidelines with frequently asked questions (FAQs).

To submit your case study, you can find the form with the required information after the FAQs, in this same document.

**GUIDELINES**

In this project, a “case study” is a document that offers detailed information on a project, program, or initiative that has been developed and implemented by a subnational/regional government to address Kunming-Montreal Global Biodiversity Targets, Aichi Biodiversity Targets, 2030 Sustainable Development Goals, the Global Goal on Adaptation and/or other global biodiversity, environmental protection, sustainable development and adaptation challenges.

The case studies gathered in the Case Study Database are innovative solutions and tools narrated in a way that makes them accessible and replicable to other subnational governments.

The initiatives described in each case study can tackle several thematic areas. Some examples are: Agricultural Biodiversity; Bioeconomy; Capacity Building; Climate Change and Biodiversity; Communication, Education and Public Awareness; Ecosystem Approach; Ecosystem Restoration; Gender and Biodiversity; Global Strategy for Plant Conservation; Health & Biodiversity; Invasive Alien Species; Marine and Coastal Biodiversity; Post-2020 Global Biodiversity Targets; Protected Areas; Sustainable Use of Biodiversity; Sustainable Wildlife Management, and Tourism and Biodiversity.

The Case Study Database is focused exclusively on regional governments’s experiences. Regional governments that are members of [Regions4](http://www.regions4.org) and/or [RegionsWithNature](http://www.regionswithnature.org) can submit their case studies. If your regional government is not a member of either and you are interested in submitting a case study, please contact [gcarrera@regions4.org](mailto:gcarrera@regions4.org)

The benefits of writing a case study are:

* To support the implementation of the Kunming-Montreal Global Biodiversity Framework at the subnational level of government through peer-to-peer learning and information sharing.
* Contribute to the linkages between climate, biodiversity and SDGs agendas, supporting as well the implementation of the Paris Agreement and the Global Goal on Adaptation.
* Showcase subnational good practices and recommendations to feed global discussions on biodiversity.
* Make the case for subnational governments in their advocacy efforts, demonstrating the prominent role in tackling biodiversity loss and boosting environment conservation.
* Work collectively on common obstacles and challenges and find shared solutions to advance the global biodiversity agenda in order to implement the Convention on Biological Diversity (CBD) and its objectives and targets.
* It is a prominent contribution to global platforms and mechanisms, like RegionsWithNature, the platform of choice to report on and track progress against the Kunming-Montreal Global Biodiversity Framework.
* To raise public awareness and promote the great work taking place at the regional level of government; it is also a useful communication tool that can be shared within your region, nationally and internationally, to foster partnerships and attract support to your efforts in the protection of biodiversity.
* To be considered as best practices that can be highlighted and showcased in international events in the global biodiversity agenda.

One of the objectives of the Case Study Database is that other regions can learn from good practices from subnational governments with similar challenges and replicate these initiatives in their own region. Therefore, the project chosen for the Case Study Database is ideally a finalized project or one that has generated impacts, or results that are already available and measurable. Initiatives chosen to be featured as case studies should be successful and/or imply lessons learned for your region.

Our team will review each case carefully and get back to you on whether it fulfills the conditions to be part of our Database, or if further information is needed.

We encourage regions to write as many case studies from their successful projects as they would like. We are sure your region has implemented several interesting initiatives that can be transformed into knowledge and learnings for other regional governments.

Each case study is converted into a PDF document with a standard format, consisting of 9 sections (background and context; key activities and innovations; environmental impacts, socioeconomic impacts; gender impacts; policy impacts; sustainability; partnerships, and replication and applicability).

Each document also has a one-page preview section with a brief introduction on the topic, a summary, and some key information (location, areas of focus, investment, year, Aichi Biodiversity Targets addressed, and SDGs addressed).

The final PDF will also have the project’s images and/or graphs, and in some cases, other related images to make the layout and design more harmonic and attractive.

The steps to publishing a case study are:

1. Read this information carefully
2. Prepare and gather the necessary resources and information
3. Fill the form with the information required
4. Review the items listed in the last question of these guidelines
5. Submit the document and the images you would like to include (please share the images/graphs through Google Drive or WeTransfer, to guarantee that they maintain their quality)
6. Someone from our team will review your case and send it back with comments for your revision
7. When a final text version is approved, our team will translate it into the three Regions4 official languages (English, French, and Spanish)
8. The document will be arranged in the corresponding layout and design
9. A final version with the design will be sent back to you for your final approval
10. The PDF is then uploaded to our [website](http://www.regions4.org/csd) and freely available in our three official languages

The approximate length of each case study is 15 pages. However, this can vary depending on each case. To guarantee that the document is detailed and comprehensive, each section in the form has a specific word count.

The case studies will be translated into the three Regions4 official languages: English, Spanish and French.

To facilitate and expedite the writing of your case study, we advise that you prepare the following information:

* General information about your region and the existing challenges related to the topic addressed
* Details about the process of planning, development and implementation of your project
* Quantitative and qualitative data about the impacts of your project (impact monitoring or evaluation results)
* Information about political and institutional framework in which the project has been developed
* A list of the institutions and departments involved in the project
* Images, tables and/or graphs related to the project

A case study can be written by one or multiple people in your region. Usually, the person who writes the case study is someone with technical expertise that has been involved in the initiative. We also encourage collaboration with other teammates or departments to make sure you have all the information necessary to fill in the form.

If you do not have information about a specific section or are not sure about your answer, please indicate it on the form and someone from our team will try to help you find a solution. In some cases, a specific section is not necessary to analyze the project and may be excluded from the final document. In other cases, our team will contact you to suggest an alternative to have a complete document.

If multiple sections are not filled, please try to get more information about the project through collaboration with other involved parties or consider another project that may be a better fit.

Before submitting your case study, please check that all sections are filled in, that each information is in the correct field and that it responds to the questions posed. Also, review that the meaning of all acronyms is indicated in their first use and that images have good quality and, when necessary, that the copyright/source information is included.

Please send your case study via email to [gcarrera@regions4.org](mailto:gcarrera@regions4.org) (with [rgomez@regions4.org](mailto:rgomez@regions4.org) and [info@regions4.org](mailto:info@regions4.org) in copy), with the form completed and the images you would like to include (please share the images/graphs through Google Drive or WeTransfer, to guarantee that their quality is mantained).

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| **Case Studies Form**  Content and basic information required  **NAME OF THE REGION (SUBNATIONAL GOVERNMENT):**  **TITLE OF THE CASE STUDY:**  **PREVIEW PAGE:**   |  |  | | --- | --- | | **Introduction** | *Short introduction of the challenge/theme addressed at the international level*  *(Approximately 100 words)* | | **Project Summary** | *Brief overview and summary of the project described*  *(Approximately 75-150 words)* | | **Key information** | **Location:** *Region, Country*  **Areas of focus:** *keywords (for example, multilevel governance; Agenda 2030; capacity building; mainstreaming of biodiversity)*  **Founded** **in:** *year that the project was founded*  **Investment:** *amount of investment per year or per project in US$*  **Aichi Biodiversity Targets addressed:** *Aichi targets can be found* [*here*](https://www.cbd.int/sp/targets/) *(Include specific targets or the strategic objectives addressed)*  **Sustainable Development Goals addressed:** *SDGs list can be found* [*here*](https://www.undp.org/sustainable-development-goals?utm_source=EN&utm_medium=GSR&utm_content=US_UNDP_PaidSearch_Brand_English&utm_campaign=CENTRAL&c_src=CENTRAL&c_src2=GSR&gclid=Cj0KCQiA_P6dBhD1ARIsAAGI7HAb_Ej7uPeV0_4i6FCS_bNSbBAoGvVnflkxqjqUoFQ0Hd4n7KtjWOsaAiiIEALw_wcB)  **Kunming-Montreal Global Biodiversity Framework Targets addressed:** *KM-GBF targets can be found* [*here*](https://www.cbd.int/gbf/targets/) | | **Author** | *For example, the name of the department(s) of your regional government that participated in the writing of this case study* |   **FULL CASE STUDY TEXT:** | |
| Background and Context | *General information about the region in the sector related to the project chosen. The issue or challenge the project is trying to address. The enabling conditions of the project, such as legal and policy framework, existing natural and financial resources in the region, relation with other umbrella projects.*  *(Approximately 500 – 800 words)* |
| Key Activities and Innovations | *The core activities of the project. You can also include the process of planning the project, the steps to operationalize it and specific activities it represents. It is important to give special attention to the innovative ideas and good practices.*  *(Approximately 800 – 1200 words)* |
| Environmental Impacts | *List the projects results in environmental terms. Also consider responding to the following questions: Are the results measurable? If so, what kind of metrics are you using to measure its impacts?*  *(Approximately 500 – 800 words)* |
| Socioeconomic Impacts | *Consider responding: How has the project impacted your region as a whole and locally?*  *(Approximately 500 – 800 words)* |
| Gender Impacts | *The project’s gender considerations and impacts*  *(Approximately 300 – 500 words)* |
| Policy Impacts | *The project’s impact on the legal and institutional framework*  *(Approximately 500 – 800 words)* |
| Sustainability | *Information on the project’s financial and institutional sustainability. Some questions to consider: How much was invested? How did you gather these funds? How did you ensure the project would continue throughout the projected timeline?*  *(Approximately 500 – 800 words)* |
| Partnerships | *What was the importance of partnerships for the successful implementation of this specific project. Think about the process of planning, developing, implementing and measuring the impacts, which actors were involved and which partnerships were fundamental for the project’s success? What partnerships need to be strengthened?*  *(Approximately 500 – 800 words)* |
| **Replication and Applicability** | *How can this be replicated to other regions with similar realities?*  *Consider which factors of this project and of its context allowed it to be successfully implemented. Usually, these elements or similar alternatives are needed for the replication of this project in other regions (some examples of the questions you can reflect upon are: is this project only applicable in a specific natural environment? Or with a specific legal framework? Was it possible only because of strong partnerships with other actors or other sectors of government? Did it use any specific tool or instrument in the different parts of the process that you consider necessary for its replication? Does it require specific access to funds?)*  *You can also include in this section the challenges encountered in the process of implementation and impact measurement of the project, in the format of lessons learned, as well as some suggestions of things to adapt or change in a specific context.*    *(Approximately 800 – 1200 words)* |

**DESIGN:**

**If you have any specific requests about preferences in design and layout, please indicate here:**

*For example, would you like a specific photo to be used in the front page?*

**Please include here the copyright/source information of the graphs and images included, if any:**

**Please indicate if you accept that the designer includes other related images to your document to make the design cohesive and attractive or if you would like to exclusively use the images submitted by you (in the second case, please make sure to include several images):**