



SUMMIT IMPLEMENTATION REVIEW GROUP (SIRG)
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Virtual format

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STANDARD FORM FOR PRESENTATION OF INFORMATION ON BEST PRACTICES¹

- **Institution**: The name of the institution that is implementing the best practice.
- **Title**: The name of the best practice, the topic it covers, and its relation to the relevant IX Summit document
- **Description of the best practice**: A brief description and summary of the best practice, as well as an explanation of why it should be considered as such, referring to its sustainability and transferability.
- **Reasons/Importance**: Reasons for pursuing best practice should be given. Include the situation prior to its adoption and identify the problem or problems it is meant to address.
- **Approach**: Describe the proposed design and the methodology for applying the best practice. What was considered in its design and methodology? Were other countries' experience considered? Was model legislation used?
- **Implementation**: How is the best practice being implemented? What financial and human resources were needed for its implementation?
- **Outcome**: What has been the final outcome of implementing the best practice? Or what is the expected final outcome? What benefits and/or success stories have there been? Have they addressed the problems originally identified as necessitating the practice to be implemented? What impact has it had?
- **Replicability**: Which and what quantities of resources were mobilized in implementing the best practice? Where did those resources originate from? Which achievements would be important to consolidate going forward? Which shortcomings or difficulties are important to address? Mention at least three key aspects that need to be considered in replicating the practice elsewhere. What elements are there to ensure implementation fidelity in a replicability process?

1. This document is based on the Standard Format for the presentation of information on good practices of the Lima Commitment Follow-up and Implementation Mechanism (GRIC/O.6/doc.26/18), and has been adapted for purposes of presenting information on good practices in the framework of follow-up and implementation of the IX Summit of the Americas. A "good practice" is defined as one that arises in response to a situation that requires amending or improving. It can be innovative (in the understanding that innovation does not only imply a new action, but can also be a different and creative way to perform or reorganize existing practices) and can, if applicable, include elements for assessing outcomes, for providing feedback on actions, and for reorganization. Thus, they are those activities that have a positive impact or lead to a qualitative leap forward in the country in connection with the fulfillment of one of the mandates of the IX Summit.

- Technical cooperation: Could the best practice be adapted and used by other countries? Would it be possible to provide technical assistance to other countries in implementing the best practice? Identify a point of contact in the entity that could provide that assistance.
- Follow-up: Who or what groups will monitor the practice's implementation? How will its implementation be monitored? Will there be a follow-up reporting?
- Lessons: What have been some of the lessons learned in implementing the best practice? What have been the challenges in implementing the best practice?
- Documentation: Where can further information be found about the practice (e.g., Internet links)?
- Contact: Who can be contacted for further information?