

RHRC CONSORTIUM MONITORING AND EVALUATION TOOLKIT

SHARING PROJECT INFORMATION

Your first responsibility is to make sure that the services provided to the populations you serve are available and of good quality. Another important responsibility, however, is to document your work – whether it is successful or not – and share the results with the many people who have a stake in how the project is working.

Why is sharing information important – particularly since staff working in the field are already so busy with the day to day activities of running a project? Many project staff already know the importance of sharing information with the communities they serve and with colleagues from other organizations working in their site. Therefore, the emphasis here and in the linked Protocols is on sharing information to a wider professional audience through presenting papers at professional conferences and publishing articles in professional journals.

Why present papers at professional conference or submit articles to professional journals? Because it can help your project, other projects, and you yourself. For example,

- It is a way to let the professional community know the good work (and mistakes) you are making with your project.
- Publications are the only means through which your project's findings and lessons become part of the permanent record in the humanitarian and development fields. Articles in journals are indexed in many databases, including Popline and Medline. So, someone starting up a project in years to come can do a search and learn about work that is relevant to their area. In contrast, project reports, no matter how excellent, are usually available only to a small group and in any case, typically disappear after a few years on someone's shelf. Presentations are most useful for those who attend the conference at which the presentation is made. (However, the abstract is often available on line afterwards.)
- Presentations and publications contribute to your organization's credibility and status in the professional community.
- It is good for your (and the other authors') professional development. It is an achievement that you can be very proud of.
- Selecting a topic and working it through to publication standard helps you better understand the issues you are facing in your project.

There are many groups who may be interested in your project's activities and results. There are also many ways to share your information, and it is important to match the audience with the means of sharing information.

The question below can help you decide which means of communication is right for the information you want to deliver.

Whom do you want to reach?

Community members

Use

Community feedback meetings

[Poster Presentation](#)

Partner organizations at your site

Use

Community feedback meetings

Brief presentation updates at regular meetings

[M&E Tool Kit Presentation Template](#) (PowerPoint file)

[M&E Tool Kit Presentation Tips](#) (PowerPoint file)

[Poster Presentation](#)

[Project Report Outline](#)

Country, regional and international office of your own and partner organizations

Use

Community feedback meetings

Brief presentation updates at regular meetings

[M&E Tool Kit Presentation Template](#) (PowerPoint file)

[Poster Presentation](#)

[Project Report Outline](#)

International conference presentation

[M&E Tool Kit Presentation Template](#) (PowerPoint file)

[M&E Tool Kit Presentation Tips](#) (PowerPoint file)

[Poster Presentation](#)

Journal publication

[Guidelines for writing for professional journals](#)

[Journal article outline](#)

Global health professionals

Use

International conference presentation

[M&E Tool Kit Presentation Template](#) (PowerPoint file)

[M&E Tool Kit Presentation Tips](#) (PowerPoint file)

[Poster Presentation](#)

Journal publication

[Guidelines for writing for professional journals](#)

[Journal article outline](#)

The key is to decide to do it and GET STARTED.