



## **BIG - Project**

*“Improving governance, management and sustainability of rural and coastal protected areas and contributing to the implementation of the Natura 2000 provisions in IT and GR”*

## **Handbook “Practices Repository”**

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## Premise

This tutorial is intended as a help to facilitate the consultation of *Practices Repository*, and then provide an overview, as complete as possible of the Best Practices and Guidelines available on the web and beyond, for the management and development of protected areas.

This tutorial is available version:

- **Printable** in pdf. In this version, next to the text description, you have been associated with images of the various steps.

Below are briefly explained some basic concepts necessary for a correct interpretation of the guide.

*Practices Repository* includes a virtual container in which they are collected and cataloged different types of documents which make, thus, available to users for consultation. In this case was created, the Document Repository, a folder called "Practices" contains 7 different types of documents: Best Practices, Establishment Degree, Good Practices, Guidelines, Handbooks, Regulation and Other, regarding the management and development of protected areas and that currently includes 298 documents (Fig. 1).

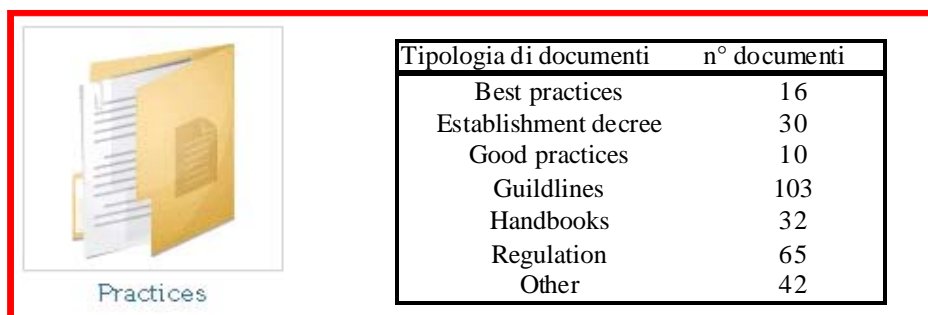


Figure 1 - List of 7 tags in the folder "Practices" and the current number of documents in each tag.

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## 1 – Introduction

Within the BIG-project (*Improving governance, management and sustainability of rural and coastal protected areas and contributing to the implementation of the Natura 2000 provisions in IT and GR*), action 4.1 provided for the collection and cataloging of Best Practices, establishment Degree, Good Practices, Guidelines, Handbooks, Regulation and Other for the management and development of protected areas Italian Puglia and the three Greek regions (Western Greece, Epirus, Ionian Islands) involved in the project. Also we have been collected and cataloged General Practices also drawn mainly from international organizations (IUCN, CBD, European Commission - Natura 2000, etc.).

For the collection were used 3 search criteria:

1) Analysis of the material available online.

This type of analysis was conducted through:

- The examination of the "Project derivables" (mainly Best Practices, Good Practices, Guidelines, Handbooks) made under the various programs of regional cooperation, national and international;

- Examination of Best Practices, Good Practices, Guidelines, Handbooks made by various national and international organizations (IUCN, CBD, WCPA, Ramsar Convention, the European Commission - Natura 2000);

- Examination of Best Practices, Good Practices, Guidelines, Handbooks, Establishment Degree; Regulation drawn up by the individual protected areas involved in the project.

2) **Questionnaires** submitted to the managers of protected areas involved in the project;

3) Survey through direct interviews with managers of protected areas involved in the project.

To date they have been cataloged 298 documents (the number is in continuous implementation; Tab. 1) and arranged in a folder called "Practices" available online for consultation and for any downloads.

For each document it attached a tag (keyword) that characterizes the type of document. The tags are seven and are below, listed with a brief description:

- Best Practices: rules that can be taken to achieve specific objectives and implemented, validated, replicated, generalized and made available publicly;

- Establishment Degree: decrees establishing the protected areas;

- Good Practices; rules that can be taken to achieve specific objectives and implemented and validated in a site, not replicated, but made available publicly;

- Guidelines; instructions for achieving a specific goal without examples and without replies;

- Handbooks manuals or books of management and enhancement of protected areas;
- Regulation: regulations and management plans that contain regulations (recommendation) requirements for the management of protected areas;
- Other.

Table 1 - For each tag shows the number of documents collected

Tags	n° documenti
Best practices	16
Establishment decree	30
Good practices	10
Guildlines	103
Handbooks	32
Regulation	65
Other	42

For each document was associate one or more of the following objectives (Practices Objectives) that characterize the subject of the document and, below, are listed with a brief description:

- Conservation: conservation of species, habitats, biotic communities, etc .;
- Financial sustainability: acquisition and management of funding to produce and / or maintain sustainable development with particular reference to protected areas;
- Policy: managerial and administrative policies of the protected areas;
- Restoration: recovery of species, habitats, biotic communities, etc .;
- Staff Training: staff training to improve the management of protected areas;
- Stakeholder engagement: users of interest.

## 2 – Procedures for access

To start the initial enter the address: <http://big-project.di.ionio.gr/> (Fig.2).

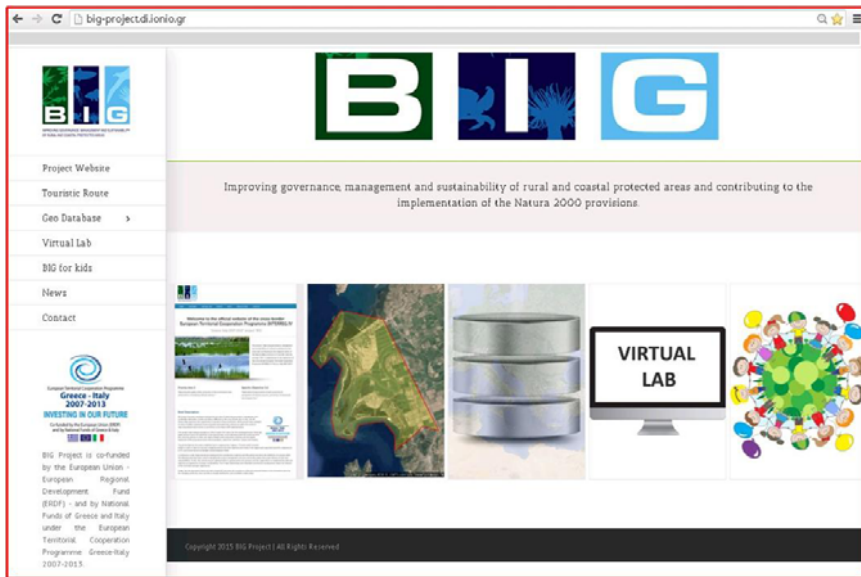


Figure 2 – Procedures for access to the folder " *Inventory of Practices* ".

Anyone can browse the catalog without logging.

## 3 – Consultation of the folder “*Inventory of Practices*”

Once inside in the Big-Project by clicking on Geo DataBase (Fig. 3) opens a web page of "Best Practices" (Fig. 4), where there are some basic concepts.

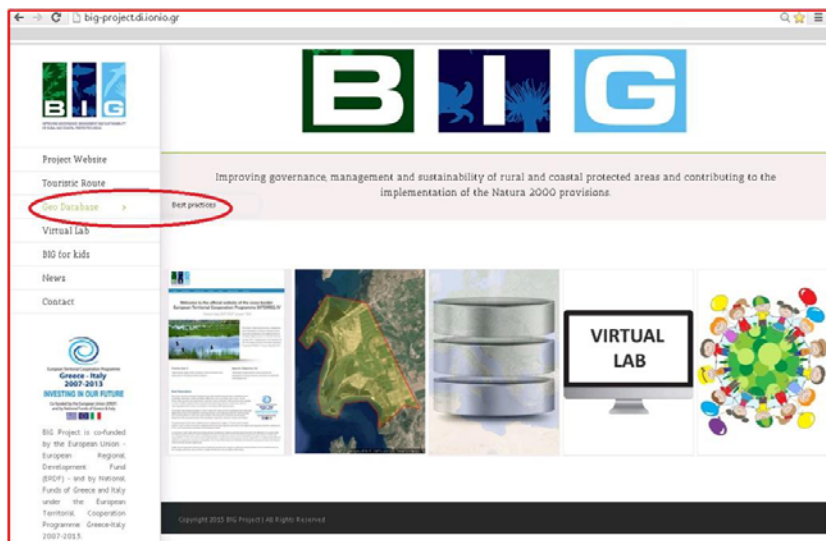


Figure 3 – Procedures for access to the folder " *Inventory of Practices* ".

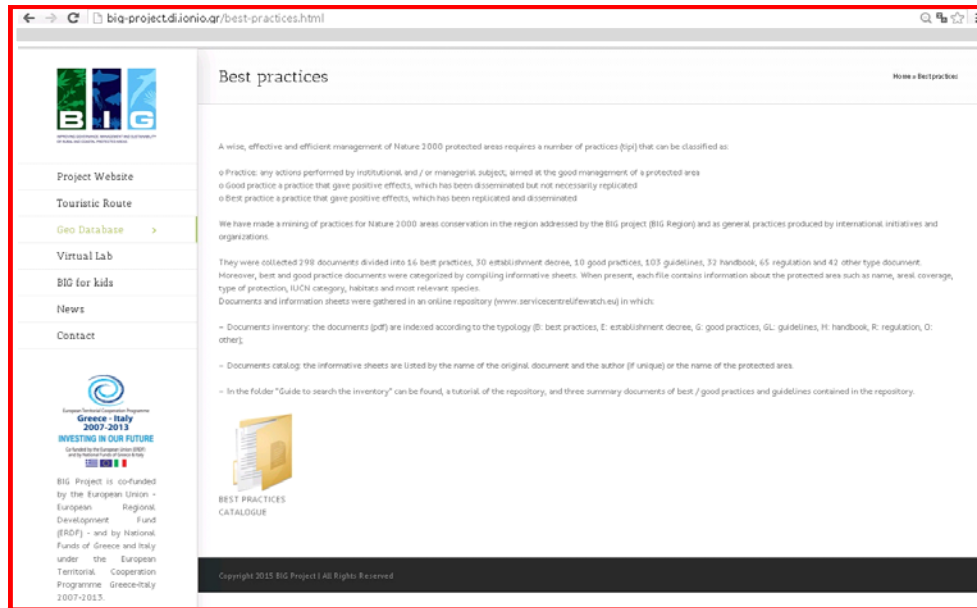


Figure 4 – Procedures for access to the folder " *Inventory of Practices* ".

To access the folder "Inventory of Practices" is selected:

- Best Practices Catalogue (Fig. 5)

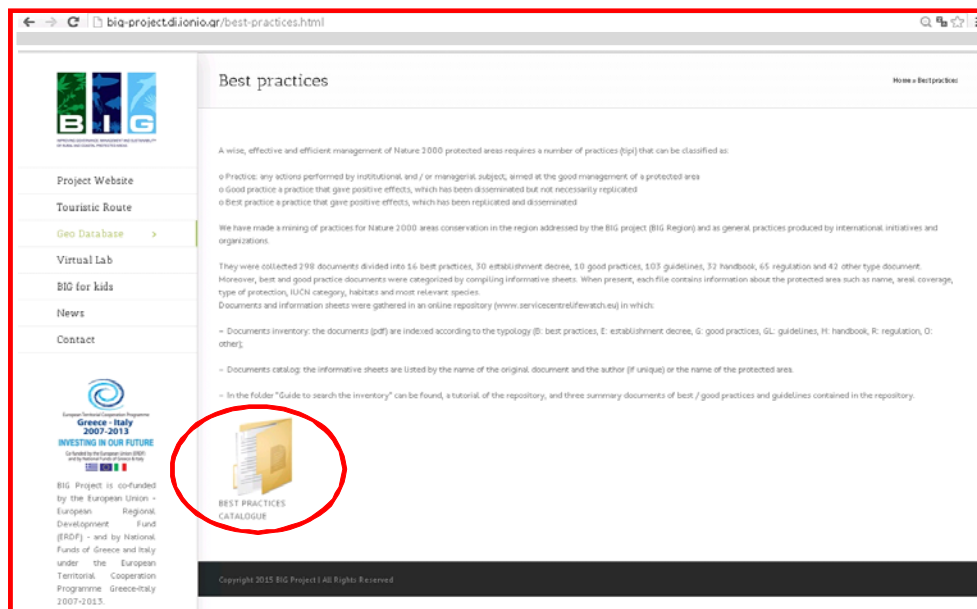


Figure 5 – Procedures for access to the folder " *Inventory of Practices* ".

So you see four folders (Fig. 6):

- Guide to search the Inventory: help desk with documents and guidelines to use the Inventory, search for documents and make all actions potentially available for the authorized user;
- Information sheets;
- Inventory of Practice: Inventory of Practices for Nature 2000 areas (and other types of protected areas) in the BIG cross-boundary eco-region;
- Practice list (description):

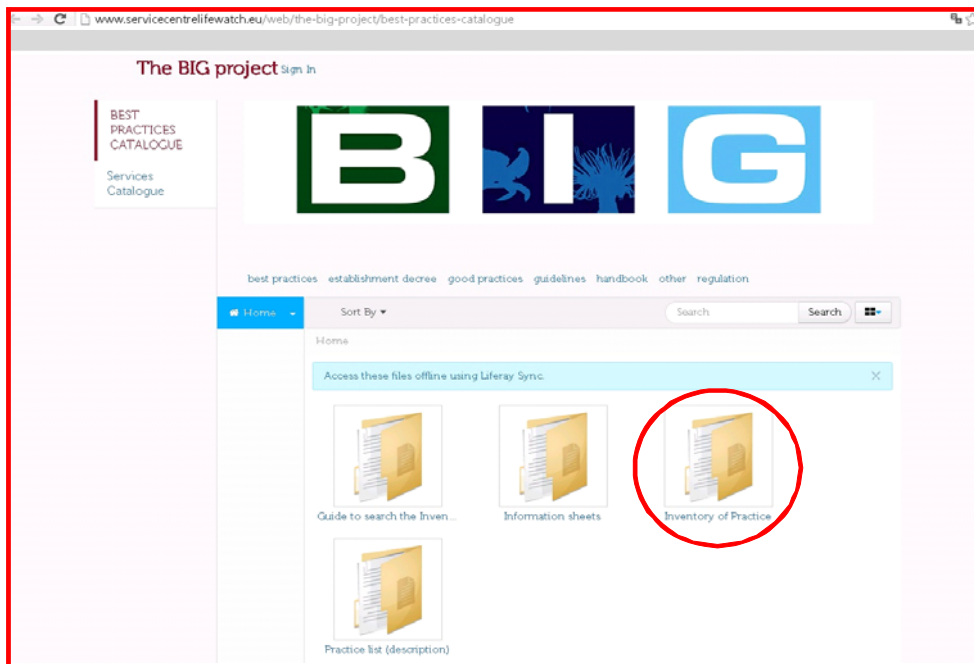


Figure 6 – Procedures for access to the folder " *Inventory of Practices* ".

In the folder "Inventory of Practices" are now available at present 298 documents (the number is subject to implementation) concerning Practices at regional [Puglia (Italy), Western Greece, Epirus, Ionian Islands (Greece)] but also global.

On the top bar, in the pink band, there is a links (Fig. 7):

- Sort By: allows you to sort folders according to different criteria (based on the title, the date of creation, modification date, the date of the Downloads and document size).



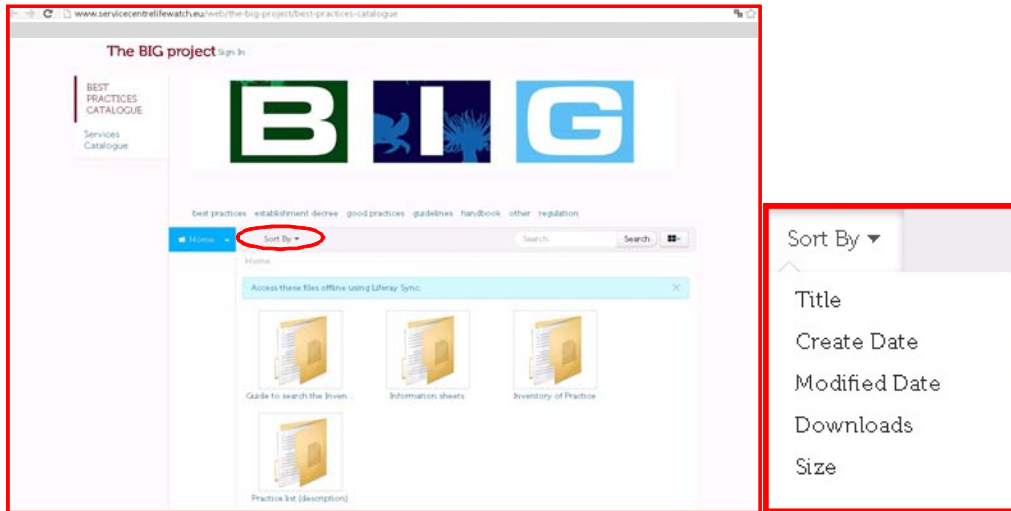


Figure 7 – The link “Sort by”

#### 4 – How to search for a “*Inventory of Practices*”

To search for a document you can proceed in three ways:

- selecting one of seven Tags (Best Practices; Establishment Degree; Good Practices, Guidelines, Handbooks; Other; Regulation) associated with each document and visible on the web page (Fig. 8).

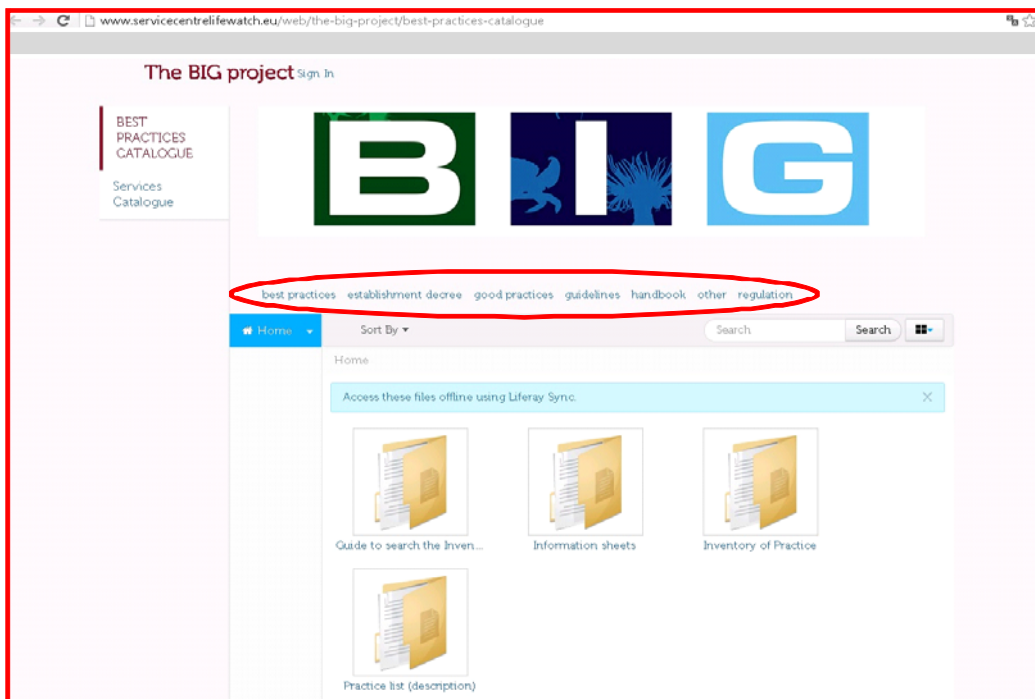


Figure 8 - Steps to search for a document from the "*Practices*".

- reporting a word or the entire document's title in the "Search" (Figure 9);

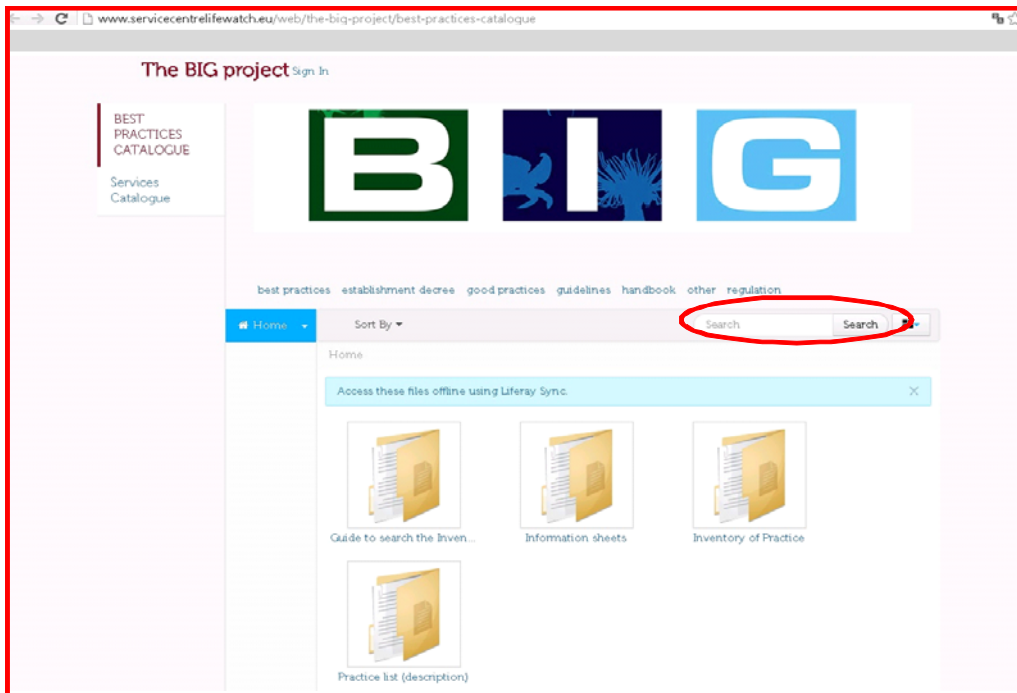


Figure 9 - Steps to search for a document from the "Practices".

- opening the folder "Practices" will appear the list of all uploaded documents and select the document you selected (Figure 10);

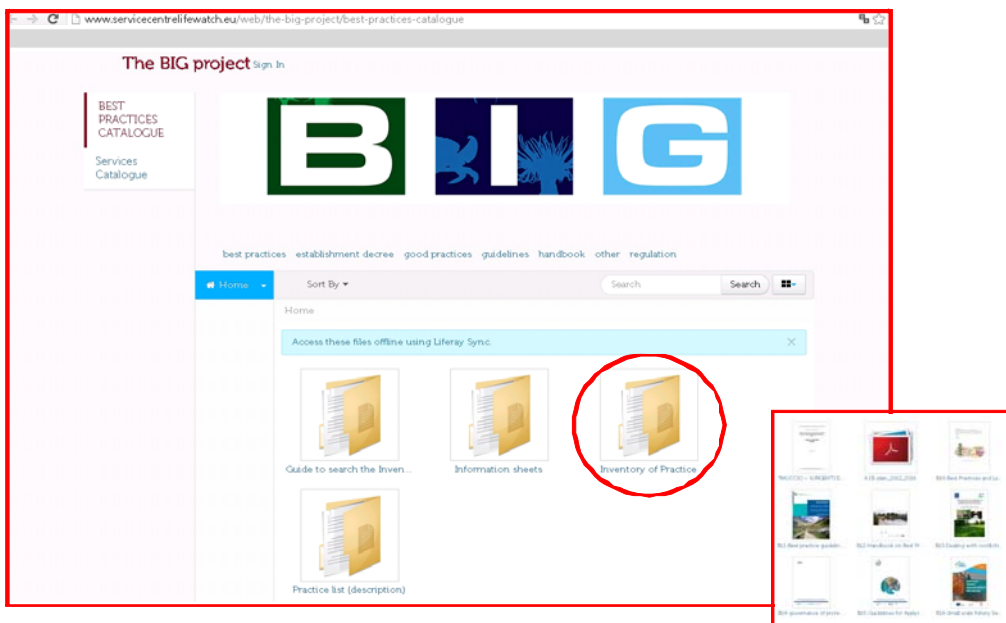


Figure 10 - Steps to search for a document from the "Practices".

## 5 – Information on “Inventory of Practices”

After selecting the document concerned, a menu appears in the pink bar at the top, where you can see one link "Download" that allows you to download the entire document (Fig. 11).

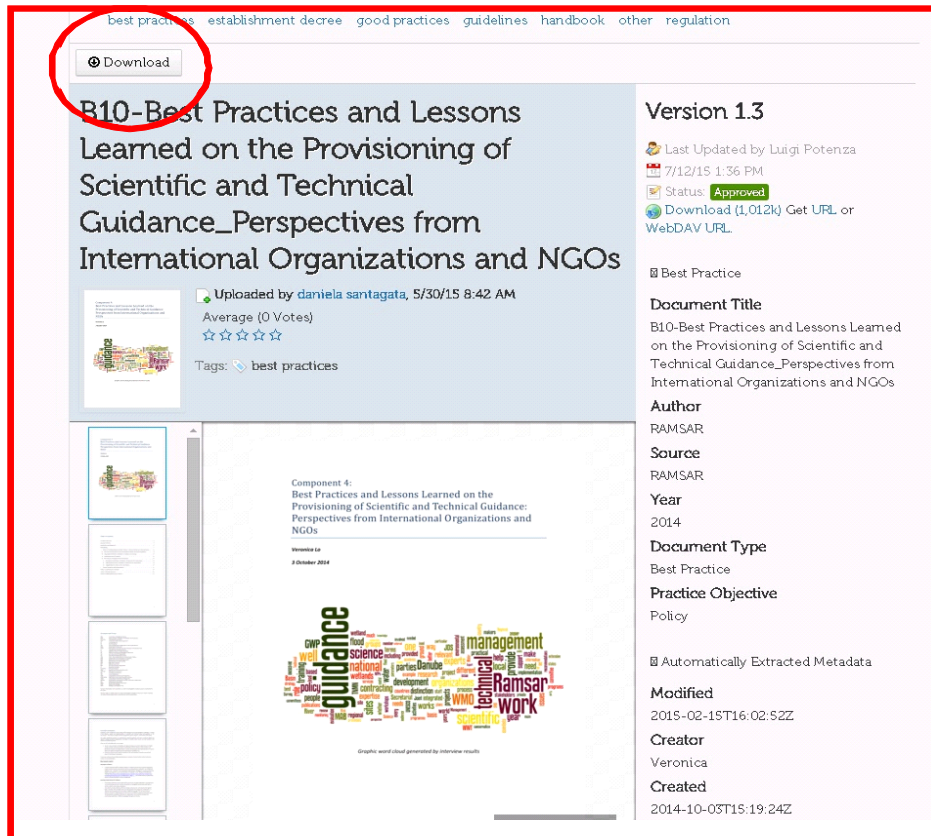


Figure 11 - Information on the selected document.

A submenu also appears in the right side panel (Fig. 12), where they are given key information regarding the document and notifications techniques for loading and the size of the same.

- Document title;
- Author;
- Source;
- Year;
- Document Type each document is associated with one or more of the following Practice Objectives: Conservation, Financial sustainability, Policy, Restoration, Staff Training, Stakeholder engagement;
- Practice Objectives.

best practices establishment decree good practices guidelines handbook other regulation

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Guidance science management Ramsar work

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Practice Objective  
Policy

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Figure 12 - Technical information on the "Practice" selected.